



BECKER COUNTY BOARD OF COMMISSIONERS

Regular Meeting

Date: Tuesday, February 4, 2025 at 8:15 AM

Location: Board Room, Courthouse

or

Virtual TEAMS Meeting Option

Call-In #: 763-496-5929 - Conference I.D.: 162 684 665#

- 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 21, 2025 3
- 8:25 Consent Agenda
1. Auditor-Treasurer: Regular Claims, Auditor Warrants, and Claims over 90 Days 7
  2. Auditor Treasurer: Resolution 02-25-1A - Charitable Gambling - Detroit Lakes Youth Hockey Association at Hotel Shoreham in Lakeview Twp 8
  3. Auditor-Treasurer - Resolution 02-25-1B - Tax Forfeited Easement 25.0234.000 9
  4. Auditor-Treasurer - Resolution 02-25-1C - Tax Forfeited Easement 25.0234.001 14
  5. Auditor-Treasurer: November 2024 Cash, Sales Tax, & Investment Reports 19
  6. Human Services: Regular Claims, Public Health, & Transit
  7. Human Services: Letter of Support to Lutheran Social Services 22
  8. Sheriff: Mutual Aid Agreement Becker & Otter Tail Counties 23
- 8:30 Commissioners
1. Open Forum
  2. Reports and Correspondence
  3. Appointments
    - a) Pelican River Watershed District 27
    - b) Recreational Advisory Committee (RAC) - Member at Large 29
- 9:00 County Administrator
1. Report
  2. Reevaluate Personnel Policy for Authorization of filling vacant positions
  3. Pelican River Watershed Building
  4. Joint Training Opportunity 32
- 9:30 Planning & Zoning
1. Planning Commission Recommendations 01/29/2025 33
    - a) Lakeside Estates LLC - Request a Supplemental Plat for Ten (10) lots to be known as Grand View Estates of Nelson Lake Third Supplemental Common Interest Community Plat
    - b) Minnkota Power Coop - Request a Conditional Use Permit for a Substation
- 9:50 Human Resources

1. Job Descriptions 36

10:00 Break

10:05 Highway

1. Construction Service Agreement - Heartland Trail 117

2. Purchase Request - Pressure Washer 124

10:10 Sheriff

1. Dispatch: Becker Eventide 16ch Analog Card Addition 125

2. Sheriff: Squad Car Equipment 127

3. Sheriff: NW Emergency Comm. RAC Committee Appointments 134

4. STS: F150 Truck Sale Unit 9577 135

5. Sheriff: Emergency Manager Trailer Radio 136

6. Sheriff: 2023 Emergency Management Performance Grant 137

7. Sheriff: Sell Old Trailer and Purchase New UTV Trailer 140

8. Sheriff: Impound Building Feasibility Study Update

9. Sheriff: Forensic Workstation Upgrade 142

10. Sheriff: Resolution 02-25-1D - 2024 Hazard Mitigation Plan 145

Adjourn

BOARD MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: TUESDAY, January 21, 2025, at 8:15 am

LOCATION: Board Room, Courthouse

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

Agenda/Minutes:

1. Agenda – Motion and second to approve the agenda with the addition of revisiting the Commissioners Committee List (Jepson, Nelson) carried.
2. Minutes – Moved and second to approve minutes of January 7, 2025 (Jepson, Hansen) carried.
3. Motion and second to approve and accept the following Consent Agenda Items – Auditor-Treasurer: Regular Claims, Auditor Warrants and Claims over 90 Days, Resolution 01-25-2A – Humane Society of the Lakes for a Premises Permit at Forest Hills in Audubon Twp, Resolution 01-24-2H – Designate Banks & Signatories, Human Services: Regular Claims, Public Health, & Transit, DHS Respite Grant Contract 2025-2027, Land Use – NRM: Approve 2025 Timber Auction Dates, Approve 2025 NRM Annual Business Bid Solicitation Items, Land Use – Parks & Rec: Grant Submission Approval: Conservation Partners Legacy Grant – Dunton Locks (Jepson, Nelson) carried.

Commissioners:

1. Open Forum:
  - None.
2. Reports and Correspondence: Reports were provided on the following meetings:
  - Commissioner Hansen: Law Library, RAC, Pelican River Watershed District, Highway.
  - Commissioner Jepson: RAC, EDA, Planning & Zoning, Human Services.
  - Commissioner Nelson: NRM.
  - Commissioner Vareberg: Highway, EDA, NRM, Safety.
  - Commissioner Meyer: Historical Society, Lakes County Service Co-Op, NW Communication Board, AMC Leadership.
3. Appointments

- Lakeland Mental Health Center – Inform them Commissioner Nelson has been reappointed to the committee.
- Pelican River Watershed District – will be appointed next week.
- Motion and second to appoint John Okeson to fill the remainder of the District 3 Term for the Recreational Advisory Committee (RAC) (Hansen, Nelson) carried.
- Recreational Advisory Committee (RAC) has a member at large member opening. Will be advertised and brought back to the next meeting.

County Administrator: presented by Carrie Smith.

1. Report:
  - DL Buzz – Shoutout to the DMV for great service.
  - Met potential Lobbyist with Mahnomen and Clearwater County.
  - Becker County has been awarded a Child Care Grant. Will bring back to the next meeting for acceptance.
2. Tribal-State Relations Training – January 29-30. We can have up to 2 attendees.
3. 2025 NW MN Watershed District Manager Orientation/Refresher Training.
  - February 25 in Detroit Lakes. Commissioners Nelson and Hansen will attend.
4. Motion and second to approve the following changes to the 2025 Commissioner Committee List: Labor Negotiating Committee -Meyer/Jepson, Salary Review Board for DH & Elected Officials – Meyer/Jepson, and West Central Initiative – Meyer/Vareberg (Hansen, Nelson) carried.
5. Pelican River Watershed District Storage Building Discussion.
  - Tera Guetter from PRWD shared information about the building.
  - Will look in Becker County records to help determine what can be done and bring back at a future meeting.

Human Resources: presented by Teaira Christen.

1. Motion and second to approve the Job Descriptions for: Social Worker-Adult Services, Social Worker-Behavioral Health, Social Worker-Certified MNChoices Assessor, Social Worker-Child and Family Services, Support Enforcement Aide, WIC Coordinator, NRM-Forester, NRM Supervisor-Land Commissioner, OSS-Planning & Zoning, Zoning Administrator, Zoning Technician/E911 Coordinator, Zoning Technician/Sewer Inspector, Administrative Assistant-Human Services, Administrative/Office Support Services Supervisor, Case Aide-Adult Services, Case Aide-Behavioral Health Services, Case Aide, Case Aide-Public Health, Child Support Officer, Child Support Supervisor, Eligibility Worker, Financial Assistance Supervisor, Fraud Prevention Investigator, Health & Human

Services Director, OSS-Human Services, Public Health Supervisor, Registered Nurse, Registered Nurse-Women, Infants, & Children (WIC), Social Services Supervisor-Adult Services, Social Services Supervisor-Behavioral Health, Social Services Supervisor Child and Family Services, Social Worker-Adult Services (Nelson, Jepson) carried.

Human Services: presented by Christy Ramsey, Lucy Meyer, and David Graham.

1. Motion and second to approve Resolution 01-25-2E – Personnel Request – Behavior Health Case Aide Status Change from Part-Time to Full-Time (Jepson, Vareberg) carried.

Veterans Services: presented by Matt Erickson.

1. Motion and second to approve Resolution 01-25-2B- Accept Donation of 100 Transit Tokens from Damien Society (Nelson, Jepson) carried.
2. Motion and second to approve Resolution 01-25-2C – Accept Donation of \$250 from Betty Bigger (Nelson, Jepson) carried.
3. Motion and second to approve Resolution 01-25-2D – FY2025 CVSO Operation Enhancement Grant Program in the amount of \$10,000 (Nelson, Jepson) carried.

Land Use/Environmental: presented by Steve Skoog.

1. Motion and second to approve the Capital Purchase Request – Scrap Bucket & Grapple from RDO in the amount of \$25,350 (Vareberg, Hansen) carried.
2. Motion and second to approve the Capital Purchase Request – Armer System Radios from Midwest Wireless in the amount of \$57,493.28 utilizing a Radio Grant Fund from the Sheriff's office and a refund from the current radios (Nelson, Vareberg) carried.
3. Motion and second to approve the Capital Purchase Request – Concrete Pulverizer Attachment from RDO in the amount of \$29,750 (Hansen, Vareberg) carried.
4. Motion and second to approve the Capital Purchase Request – Sorting Grapple from RDO in the amount of \$23,250 (Nelson, Vareberg) carried.
5. Motion and second to approve Resolution 01-25-2F – WRRRC (Waste Reduction, Reuse, Recycling & Composting) Grant Acceptance in the amount of \$179,086 (Hansen, Nelson) carried.

Highway: presented by Jim Olson.

1. Motion and second to approve Resolution 01-25-2G – Bid Award – Heartland Trail to Hough, Inc. in the amount of \$668,673.03 (Hansen, Nelson) carried.
2. Motion and second to approve the purchase of Base One Stabilizing Agent from Team Laboratory Chemical in the amount of \$74,937.50 (Nelson, Hansen) carried.

3. Motion and second to approve the purchase of a Road Sweeper from Swantson Equipment in the amount of \$91,000 (Nelson, Hansen) carried.

Planning & Zoning: presented by Kyle Vareberg.

1. Joint Planning Board Discussion. Will set up a meeting with the City of Detroit Lakes, Lake View Township, and Becker County.
2. Public Hearing Request on behalf of the MPCA.
  - Permit to Construct a Calf Facility – Parcel #37.0072.000 – Aho Dairy LLC 18801 Aho Rd Frazee, MN 56554
  - 11:21 am - Motion and second to open the Public Hearing (Nelson, Jepson) carried.
  - No public comments.
  - 11:24 am – Motion and second to close the Public Hearing (Nelson, Jepson) carried.

Being no further business, Board Chair Okeson adjourned the meeting at 11:28 am.

<u>/s/</u>	Carrie Smith	<u>/s/</u>	David Meyer
	Carrie Smith		David Meyer
	County Administrator		Board Chair



BECKER COUNTY BOARD OF COMMISSIONERS

Finance Committee Meeting

Date: Monday, February 3, 2025 at 8:15 AM

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

Administrator

1. Report

Auditor-Treasurer

1. Claims
2. November 2024 Cash, Sales Tax, & Investment Reports
3. Claims Human Services, Public Health, & Transit

Human Resources

1. Job Descriptions

Highway

1. Construction Service Agreement - Heartland Trail
2. Purchase Request - Pressure Washer

Sheriff

1. Dispatch: Becker Eventide 16ch Analog Card Addition
2. Sheriff: Squad Car Equipment
3. STS: F150 Truck Sale Unit 9577
4. Sheriff: Emergency Manager Trailer Radio
5. Sheriff: 2023 Emergency Management Performance Grant
6. Sheriff: Sell Old Trailer and Purchase New UTV Trailer
7. Sheriff: Forensic Workstation Upgrade

Adjourn

**RESOLUTION NO. 02-25-1A**

**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 Detroit Lakes Youth Hockey Association, at Hotel Shoreham, 24110 County Hwy 22, Detroit Lakes, MN 56501, in Lakeview Township.

Duly adopted at Detroit Lakes, Minnesota, this 4<sup>th</sup> day of February 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 February 4, 2025, as recorded in the record of proceedings.

\_\_\_\_\_  
Becker County Auditor-Treasurer

MEH/mco

SEAL





## EASEMENT

Date: \_\_\_\_\_, 2025

FOR VALUABLE CONSIDERATION, Becker County, a political subdivision of the State of Minnesota, Grantor, hereby conveys and quitclaims to Kenneth W. Rustad and Rose M. Rustad, Grantees, real property located in Becker County, Minnesota, described as follows:

A 33.00 foot ingress and egress easement over, under and across parts of Government Lots 2, 3, 4 and Lot 21, Block 1, JUGGLER BEACH, all in Section 11, Township 142, Range 38, Becker County, Minnesota. The centerline of said easement is described as follows:

Commencing at the northeast corner of said Section 11, Township 142, Range 38; thence on an assumed bearing of North 89 degrees 57 minutes 43 seconds West along the north line of the Northeast Quarter of the Northeast Quarter of said Section 11, a distance of 1322.32 feet to the northeast corner of Government Lot 1 of said Section 11; thence South 0 degrees 31 minutes 58 seconds East along the east line of Government Lots 1 and 2 of said Section 11, a distance of 2186.38 feet to the northeasterly corner of said Lot 21; thence North 62 degrees 35 minutes 59 seconds West, a distance of 98.29 feet to the easterly boundary of Juggler Beach Road as show on the plat of said JUGGLER BEACH and also being the point of beginning of the centerline to be described; thence South 56 degrees 51 minutes 10 seconds East, a distance of 322.13 feet; thence South 30 degrees 29 minutes 22 seconds East, a distance of 115.47 feet; thence South 43 degrees 20 minutes 38 seconds East, a distance of 104.33 feet; thence South 27 degrees 49 minutes 45 seconds East, a distance of 179.63 feet; thence South 2 degrees 36 minutes 43 seconds West, a distance of 63.45 feet; thence South 20 degrees 49 minutes 28 seconds West, a distance of 107.21 feet; thence South 50 degrees 36 minutes 11 seconds West, a distance of 303.22 feet; thence South 41 degrees 50 minutes 50 seconds West, a distance of 207 feet more or less to the north line of the South 170 feet of the North Half of said Government Lot 4 and said centerline there terminating.

The sidelines of the above-described easement are to be prolonged or shortened to terminate on said easterly boundary of Juggler Beach Road and along said north line of the South 170 feet of the North Half of said Government Lot 4.

This easement shall be public and non-exclusive. Construction and maintenance of any road on the easement shall be the sole responsibility of the Grantees. In the event of non-use, this easement reverts to the state in trust for the taxing district. Any timber rights are retained by Becker County.

BECKER COUNTY

By: \_\_\_\_\_  
David Meyer  
Its: Board Chair

By: \_\_\_\_\_  
Carrie Smith  
Its: County Administrator

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF BECKER    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2025, by David Meyer, and Carrie Smith, respectively, the Board Chair and County Administrator of Becker County.

\_\_\_\_\_  
Notary Public

Tax Statements for the real property described in this instrument should be sent to (Include name and address of Grantees):

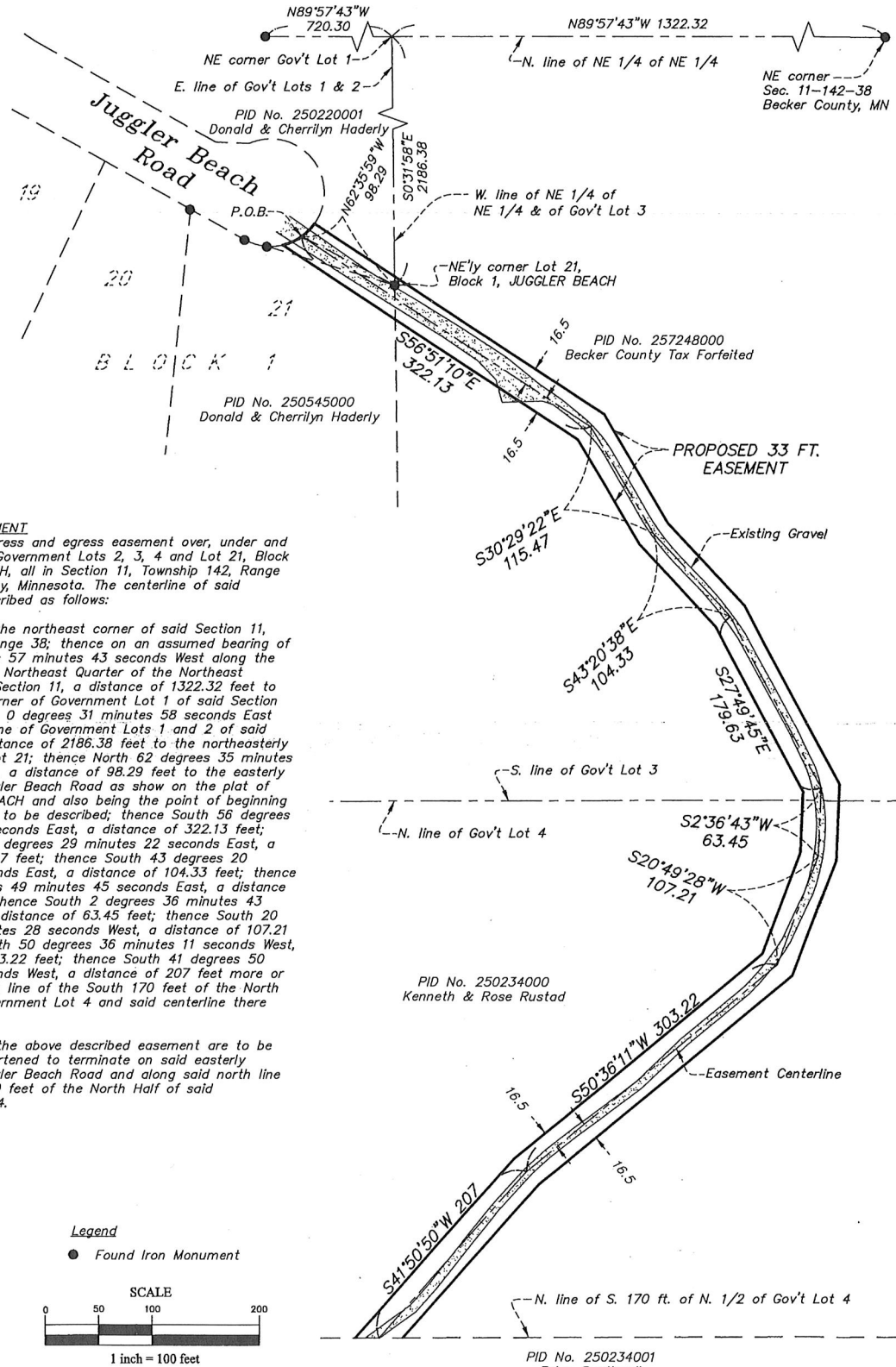
Kenneth W. and Rose M. Rustad  
1709 3<sup>rd</sup> Avenue S  
Fargo, ND 58103

THIS INSTRUMENT WAS DRAFTED BY:

Brian W. McDonald  
Becker County Attorney  
913 Lake Avenue  
Detroit Lakes, MN 56501  
(218) 847-6590  
Atty Reg No. 387510

# Easement Survey

Prepared for:  
Brian Southwell



**PROPOSED EASEMENT**

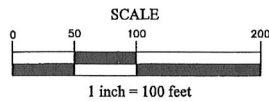
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The sidelines of the above described easement are to be prolonged or shortened to terminate on said easterly boundary of Juggler Beach Road and along said north line of the South 170 feet of the North Half of said Government Lot 4.



Legend  
● Found Iron Monument



**Whitetail Land Surveying**  
Silver Lake, MN  
320-535-5194 WhitetailSurveying.com

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

*Douglas M. Smith*  
Douglas M. Smith

Date: September 19, 2024 Registration No. 59130

Job Number:	24262
Field Date:	9/12/24
Drawing Name:	Southwell.dwg
Drawn by:	DMS
Revisions:	

APPROVED 10-10-2024  
Marty E. Hendrickson, Assistant Trustee



EASEMENT

Date: \_\_\_\_\_, 2025

FOR VALUABLE CONSIDERATION, Becker County, a political subdivision of the State of Minnesota, Grantor, hereby conveys and quitclaims to Brian Southwell, Sr., Tiffany Southwell, Connor Southwell, Bronwyn Southwell, Zachary Southwell, and Brian Southwell, Jr., Grantees, real property located in Becker County, Minnesota, described as follows:

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BECKER COUNTY

By: \_\_\_\_\_  
David Meyer  
Its: Board Chair

By: \_\_\_\_\_  
Carrie Smith  
Its: County Administrator



STATE OF MINNESOTA    )  
                                  ) ss.  
COUNTY OF BECKER    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2025, by David Meyer, and Carrie Smith, respectively, the Board Chair and County Administrator of Becker County.

\_\_\_\_\_  
Notary Public

Tax Statements for the real property described in this instrument should be sent to (Include name and address of Grantees):

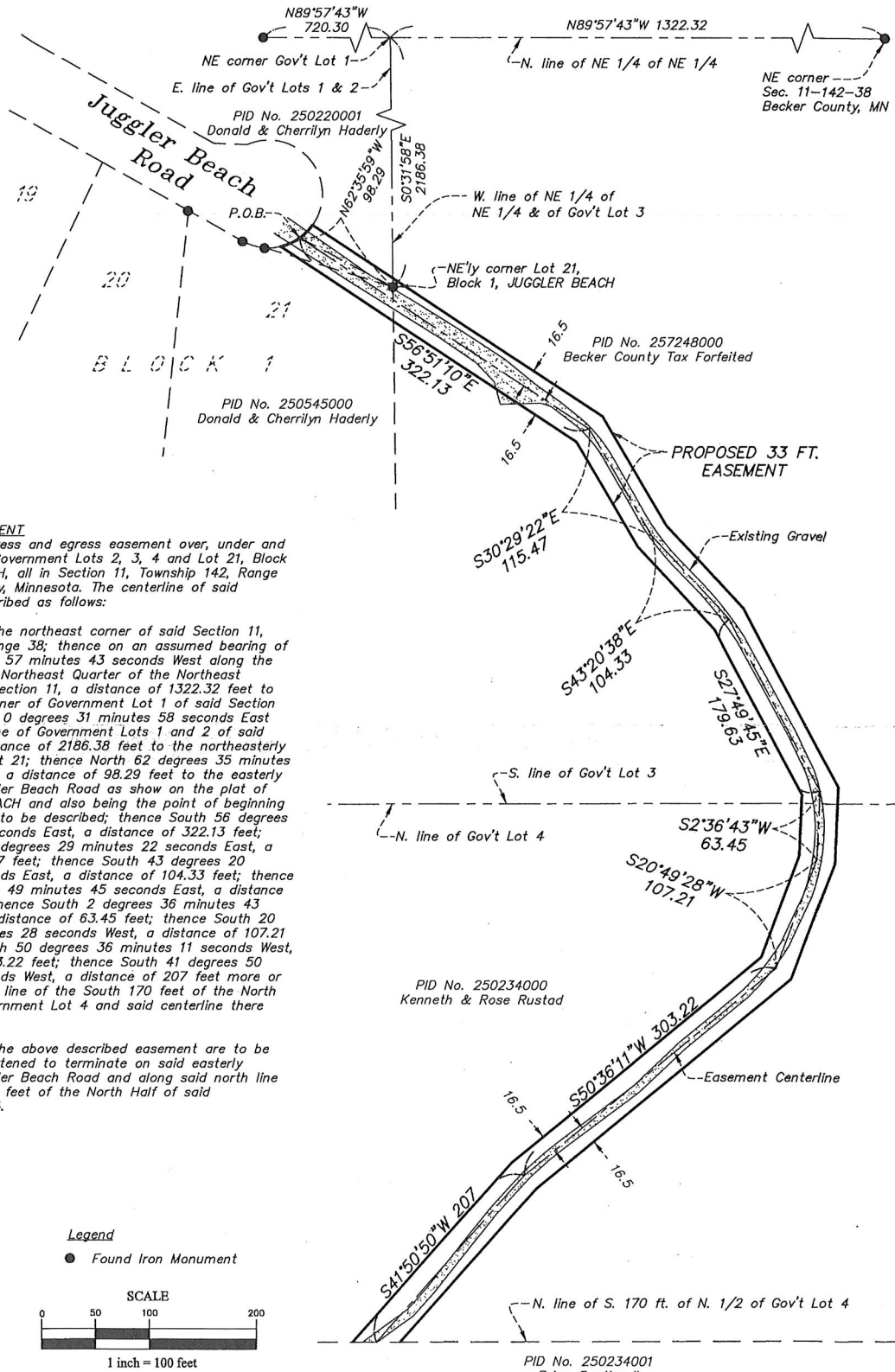
Brian Southwell Sr., *et al.*  
8350 Knox Avenue South  
Minneapolis, MN 55431

THIS INSTRUMENT WAS DRAFTED BY:

Brian W. McDonald  
Becker County Attorney  
913 Lake Avenue  
Detroit Lakes, MN 56501  
(218) 847-6590  
Atty Reg No. 387510

# Easement Survey

Prepared for:  
Brian Southwell



**PROPOSED EASEMENT**

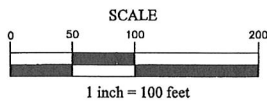
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Legend  
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**Whitetail Land Surveying**  
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I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

*Douglas M. Smith*  
Douglas M. Smith

Date: September 19, 2024 Registration No. 59130

Job Number:	24262
Field Date:	9/12/24
Drawing Name:	Southwell.dwg
Drawn by:	DMS
Revisions:	

APPROVED 10-10-2024  
Marty E. Hendrickson Assistant Trustee

**BECKER COUNTY  
CASH COMPARISON**

<b>FUND</b>	<b>November 2023</b>	<b>November 2024</b>	<b>% Change</b>	<b>October 2024</b>
<b>REVENUE FUND</b>				
<b>REVENUE FUND</b>	\$ 13,628,551.57	\$ 16,052,319.59	17.78%	\$ 13,710,504.62
<b>DESIGNATED</b>				
GO BOND SERIES 2022A	-	-	0.00%	-
LAW LIBRARY	16,272.64	29,830.56	83.32%	27,211.26
ATTORNEY'S FORFEITURES	78,390.82	82,245.56	4.92%	82,245.56
RECORDERS EQUIPMENT	103,606.42	51,354.47	-50.43%	60,220.45
RECORDERS ENHANCEMENT	132,425.58	141,120.58	6.57%	134,894.58
TRANSIT	210,038.91	116,624.24	-44.47%	148,228.88
TRANSIT LOCAL RESERVE	36,426.09	37,279.73	2.34%	37,279.73
2023 PUBLIC SAFETY AID	-	888,546.05	100.00%	943,459.65
<b>TOTAL REVENUE FUND</b>	<b>\$ 14,205,712.03</b>	<b>\$ 17,399,320.78</b>	<b>22.48%</b>	<b>\$ 15,144,044.73</b>
<b>SPECIAL REVENUE FUNDS</b>				
<b>PUBLIC SAFETY</b>	\$ 3,543,886.94	\$ 3,512,231.98	-0.89%	\$ 469,486.11
E-911	241,784.61	321,582.14	33.00%	308,497.98
<b>ROAD AND BRIDGE</b>	1,776,819.68	(558,270.28)	-131.42%	1,210,395.31
<b>HUMAN SERVICES</b>	10,788,045.56	11,465,568.98	6.28%	8,626,437.97
<b>RECREATION</b>	649,036.15	355,158.01	-45.28%	583,285.46
<b>RESOURCE DEVELOPMENT</b>	1,033,373.50	1,016,912.34	-1.59%	967,863.63
<b>ENVIRONMENTAL AFFAIRS</b>	1,710,300.05	3,015,139.14	76.29%	2,303,567.04
<b>DEBT FUNDS</b>	1,390,672.66	1,438,702.09	3.45%	1,339,885.99
<b>DITCH FUND</b>	1,406.76	215.64	-84.67%	215.64
<b>SUNNYSIDE CARE CENTER</b>	2,309,654.57	2,339,465.60	1.29%	2,270,572.92
<b>NATURAL RESOURCE MGT</b>	221,325.39	164,717.40	-25.58%	248,974.43
<b>GRAVEL RESERVE</b>	615,288.54	636,907.24	3.51%	636,907.24
<b>OPIOID SETTLEMENT FUND</b>	356,757.87	673,801.92	88.87%	692,481.41
<b>LOCAL ASSISTANCE &amp; TRIBAL CONSISTENCY FUND</b>	83,593.59	83,100.43	-0.59%	165,515.18
<b>GENERAL - SPECIAL</b>	3,728,819.55	2,101,885.65	-43.63%	2,793,176.94
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>\$ 28,450,765.42</b>	<b>\$ 26,567,118.28</b>	<b>-6.62%</b>	<b>\$ 22,617,263.25</b>
<b>AGENCY FUNDS</b>				
<b>BCCI</b>	\$ 126,888.85	\$ 143,995.98	13.48%	\$ 143,995.98
<b>TAXES AND PENALTIES</b>	481,229.10	11,246,431.26	2237.02%	20,999,018.35
<b>CLEARING FUNDS</b>	320,598.90	510,512.22	59.24%	587,606.24
<b>TOTAL AGENCY PASS THRU FUNDS</b>	<b>\$ 928,716.85</b>	<b>\$ 11,900,939.46</b>	<b>1181.44%</b>	<b>\$ 21,730,620.57</b>
<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>\$ 43,585,194.30</b>	<b>\$ 55,867,378.52</b>	<b>28.18%</b>	<b>\$ 59,491,928.55</b>

**Becker County Sales & Use Tax**

<b>2014</b>					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	606,000.00	129,165.85	735,165.85	(31,350.71)	703,815.14
<b>2015</b>					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	1,925,000.00	199,199.05	2,124,199.05	(26,358.15)	2,097,840.90
<b>2016</b>					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	1,912,893.48	209,748.19	2,122,641.67	(27,908.63)	2,094,733.04
<b>2017</b>					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,172,000.00	233,642.63	2,405,642.63	(29,318.97)	2,376,323.66
<b>2018</b>					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,281,000.00	365,457.85	2,646,457.85	(33,661.93)	2,612,795.92
<b>2019</b>					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,452,000.00	222,944.01	2,674,944.01	(34,367.81)	2,640,576.20
<b>2020</b>					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,563,000.00	279,602.16	2,842,602.16	(36,985.03)	2,805,617.13
<b>2021</b>					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,957,000.00	376,489.88	3,333,489.88	(38,856.08)	3,294,633.80
<b>2022</b>					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	3,230,000.00	485,045.29	3,715,045.29	(38,854.14)	3,676,191.15
<b>2023</b>					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
November		25,992.00	25,992.00	(3,173.11)	22,818.89
December	235,000.00	34,023.52	269,023.52	(3,054.62)	265,968.90
January	251,000.00	24,252.98	275,252.98	(3,076.38)	272,176.60
February	214,000.00	34,982.77	248,982.77	(3,156.08)	245,826.69
March	198,000.00	24,856.10	222,856.10	(3,118.94)	219,737.16
April	231,000.00	32,779.63	263,779.63	(3,088.38)	260,691.25
May	244,000.00	21,709.12	265,709.12	(3,126.88)	262,582.24
June	358,000.00		358,000.00		358,000.00
July	406,000.00	39,763.41	445,763.41	(3,311.24)	442,452.17
August	357,000.00	20,525.95	377,525.95	(3,293.45)	374,232.50
September	387,000.00	16,108.32	403,108.32	(16,108.32)	387,000.00
October	325,000.00	9,733.51	334,733.51	(3,175.32)	331,558.19
November	265,000.00		265,000.00		265,000.00
	3,471,000.00	284,727.31	3,755,727.31	(47,682.72)	3,708,044.59
<b>2024</b>					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
November		21,065.34	21,065.34	(3,124.31)	17,941.03
December	269,000.00	22,058.92	291,058.92	(3,126.30)	287,932.62
January	283,000.00	18,759.14	301,759.14	(3,126.30)	298,632.84
February	240,074.51	-	240,074.51	(3,241.01)	236,833.50
March	233,606.04		233,606.04	(3,153.68)	230,452.36
April	267,501.55		267,501.55	(3,611.27)	263,890.28
May	280,099.68		280,099.68		280,099.68
June	380,545.07		380,545.07		380,545.07
July	398,077.42		398,077.42		398,077.42
August	337,840.18		337,840.18		337,840.18
<b>September</b>	<b>378,011.55</b>		<b>378,011.55</b>		<b>378,011.55</b>
October			-		-
November			-		-
	3,067,756.00	61,883.40	3,129,639.40	(19,382.87)	3,110,256.53
<b>Grand Total</b>	<b>26,637,649.48</b>	<b>2,847,905.62</b>	<b>29,485,555.10</b>	<b>(364,727.04)</b>	<b>29,120,828.06</b>

\*\*\*Please note effective April 2024 ONE payment of GROSS REVENUE and ADMINISTRATIVE COST is received\*\*\*

EX--December 2023 Receipt 1 in the IFS (Bank/Cash Comp) January 2024 and Receipt 2 in the IFS (Bank/Cash Comp) February 2024

\*Bolded amounts corresponds to Monthly-Cash Comp\*

**Becker County  
Investment Analysis  
November 30, 2024**

<u>Bank or Institution</u>	<u>Investment Number</u>	<u>Interest Rate</u>	<u>Yield Rate</u>	<u>Maturity Date</u>	<u>Book Value(Cost)</u>	<u>Fair Market Value</u>		
<b><u>American National Bank</u></b>								
ANB CD	American Natl	24-03	5.150%	5.150%	3/19/25	245,000.00	245,000.00	
<b><u>Deerwood Bank</u></b>								
CDB CD	CDBoO	09-13	5.000%	5.000%	7/18/25	500,000.00	500,000.00	
CDB CD	CDBoO	13-1	5.000%	5.000%	2/15/25	425,000.00	425,000.00	
<b><u>Midwest bank</u></b>								
MW CD	Midwest	0-39	4.040%	4.040%	12/8/24	96,000.00	96,000.00	
MW CD	Midwest CDARS	10-09	5.100%	5.100%	7/6/25	1,000,000.00	1,000,000.00	
<b><u>State Bank of Lake Park</u></b>								
SBLP CD	State Bank of LP	01-39	4.150%	4.150%	9/30/25	155,940.49	155,940.49	
<b><u>United Community Bank of Frazee</u></b>								
UCB CD	UCBoF	23-07	3.710%	3.710%	5/3/25	200,064.30	200,064.30	
<b><u>Raymond James</u></b>								
MK	Lake Park-Audubon MN GO	11-6	5.375%	3.652%	2/1/26	500,000.00	505,740.00	
MK	Connecticut St Taxable Go Bond	20-14	3.310%	3.310%	1/15/26	564,114.72	494,190.00	
MK	BOND	Alcoa Tenn Taxable Bds 2021 B	21-02	0.820%	0.820%	3/1/26	244,054.30	234,148.95
MK	BOND	Montgomery Cnty MD Rev Taxable Ref Bds 202	21-06	1.000%	1.000%	4/1/25	303,945.00	296,175.00
MK	FHLB	Federal Home Loan Bank	22-02	4.000%	4.000%	6/29/26	500,000.00	497,015.00
MK	FHLB	Federal Home Loan Bank	23-03	4.240%	4.240%	2/17/28	250,000.00	248,660.00
MK	CD	First Southwest Bank Alamosa Colorado	24-08	3.800%	3.800%	9/5/28	150,000.00	148,632.00
MK	CD	Discover Bank Greenwood, DE	22-07	4.850%	4.850%	11/9/26	244,000.00	246,989.00
MK	CD	CIBC Bank USA Chicago, IL	23-04	4.950%	4.950%	3/24/26	225,000.00	226,863.00
MK	CD	First St Bk of Dequeen Dequeen	23-06	4.600%	4.600%	7/7/26	100,000.00	100,546.00
MK	CD	HAPO Community Credit UN	23-07	5.250%	5.250%	2/27/26	240,000.00	242,736.00
<b><u>Wells Fargo Advisors (Formerly Wachovia Securities)</u></b>								
WFA BOND	US Treasury Notes	22-03	2.750%	2.750%	4/30/27	326,476.93	319,545.60	
WFA BOND	US Treasury Bill	24-06	4.950%	4.950%	1/30/25	2,040,158.04	2,074,743.00	
WFA BOND	US Treasury Bill	24-02	5.019%	5.019%	4/17/25	1,310,779.25	1,352,587.50	
WFA FHLBMSUCP	Federal Home Loan Bank Multi Step Up Cpn Bor	21-03	1.000%	1.000%	3/16/26	455,000.00	435,812.65	
WFA CD	Goldman Sachs BK USA CD	21-07	1.000%	1.000%	8/8/26	215,000.00	203,523.30	
WFA CD	UBS Bank USA CD	24-07	3.850%	3.850%	8/30/27	245,000.00	243,272.75	
WFA CD	JP Morgan Chase BK NA CD	22-01	1.100%	1.100%	1/31/25	245,000.00	243,530.00	
WFA CD	City Natl Bk - Bev Hi CD	23-01	4.350%	4.350%	1/26/26	245,000.00	245,115.15	
WFA CD	Synchrony Bank CD	23-08	5.050%	5.050%	10/27/26	245,000.00	248,662.75	
WFA CD	Sallie Mae Bank/Salt CD	24-09	4.050%	4.050%	11/22/27	245,000.00	244,713.35	
WFA CD	Morgan Stanley PVT PK CD	23-11	4.950%	4.950%	6/6/25	245,000.00	245,546.35	
WFA CD	Morgan Stanley BK NA CD	23-12	4.800%	4.800%	12/8/25	245,000.00	246,166.20	
WFA CD	Wells Fargo Bank NA CD	24-04	4.850%	4.850%	5/14/27	245,000.00	248,973.90	
WFA CD	Bank of America NA CD	24-05	5.050%	5.050%	6/8/26	240,000.00	242,740.80	

**Total Pooled Investments - Securities** **12,490,533.03** **12,458,633.04**

	<b>Summary of Investments by Type</b>		<b>Investment Summary by Fund</b>	
	<b>Book Value</b>	<b>Fair Value</b>	<b>Revenue Fund</b>	
CD's	4,996,004.79	5,000,015.34	12,490,533.03	12,458,633.04
CDARS	1,000,000.00	1,000,000.00	<b>12,490,533.03</b>	<b>12,458,633.04</b>
Jumbo CDs				
Local Gov Issues	0.00	0.00		
Govt. Securities	1,612,114.02	1,530,253.95		
Treasury	3,677,414.22	3,746,876.10		
FNMA	0.00	0.00		
FHLBMSUCP	455,000.00	435,812.65		
FFCBB				
FHLB	750,000.00	745,675.00		
<b>Totals</b>	<b>12,490,533.03</b>	<b>12,458,633.04</b>		
			<b>Fair Market Value Adjustment</b>	<b>(31,899.99)</b>



# Becker County Human Services

712 Minnesota Avenue • Detroit Lakes, MN 56501

218-847-5628 • Fax: 218-847-6738 • [www.co.becker.mn.us/dept/human\\_services](http://www.co.becker.mn.us/dept/human_services)



*Adult Services*  
*Public Health*

*Administration*  
*Financial Services*

*Child & Family Services*  
*Behavioral Health*

*Child Support Services*

February 4, 2025

To Whom It May Concern:

I am writing on behalf of Becker County Human Services to express our support for the application being submitted by Lutheran Social Services of Minnesota to partner with the State to enhance early childhood mental health capacity and to provide mental health services to young children, ages birth to five, and their families who are uninsured and underinsured.

Becker County Human Services is seeing an increase in younger children with complex mental health needs. Our agency has partnered with Lutheran Social Services for decades and we acknowledge the expertise they have in working with vulnerable children and families. We contract with them for In-Home services and our regional human service agencies are partnering with Lutheran Social Services on our System of Care grant work in the delivery of Collaborative Intensive Bridging Services. We also refer to Lutheran Social Services for early childhood assessment and intervention, both In-Home and Outpatient.

Becker County Human Services strongly supports Lutheran Social Services in their continued implementation and service delivery, and we intend to work collaboratively in meeting the needs of these young children and their families.

Please feel free to contact me if you have any additional questions.

Sincerely,

A handwritten signature in cursive script that reads "Denise Warren".

Denise Warren  
Human Services Director

---

*The mission of Becker County Human Services is to promote safety, health and self-sufficiency by delivering comprehensive, fiscally responsible services to individuals and families.*

# Mutual Aid Agreement

## Minnesota Homeland Security & Emergency Management Becker County and Otter Tail County

### Purpose

This agreement is made pursuant to Minnesota Statutes 471.59 which authorizes the joint and cooperative exercise of powers common to contracting parties. The intent of this agreement is to make equipment, personnel and other resources available to political subdivisions from other political subdivisions.

### Enabling Authority

Minnesota Statutes Section 471.59 authorizes two or more governmental units to jointly exercise any power common to the contracting parties. Minnesota Statutes Section 12.27 authorizes the director of each county emergency management organization to collaborate with other public agencies within the state to develop mutual aid arrangements for reciprocal emergency management aid and assistance in an emergency or disaster too great to be dealt with unassisted. These arrangements must be consistent with the local emergency operations plan for each Party, if required.

### Definitions

1. "Party" means a political subdivision. (Becker County and Otter Tail County, Minnesota).
2. "Requesting Official" means the person designated by a Party who is responsible for requesting Assistance from other Parties.
3. "Requesting Party" means a party that requests assistance from other parties.
4. "Responding Official" means the person designated by a party who is responsible to determine whether and to what extent that party should provide assistance to a Requesting Party.
5. "Responding Party" means a party that provides assistance to a Requesting Party.
6. "Assistance" means:
  - a. Public Works personnel and equipment
  - b. Fire, Rescue, Emergency Management, Emergency Medical Services personnel and equipment
  - c. Law Enforcement personnel and equipment
  - d. Public Health personnel and equipment
  - e. Utility personnel and equipment
  - f. Other Personnel and equipment

## Mutual Aid Agreement

7. “Personnel” mean employees or specialized trained individuals assigned to specialized teams of jurisdiction.

8. “Volunteers” mean individuals, which are requested by and registered with the requesting jurisdiction.

9. “Service Agreement” means additional guidelines developed by a responding agency if the response will require specialized teams or equipment, including terms which must be agreed upon before specialized teams or equipment are provided.

### Procedure

**1. Request for Assistance.** Whenever, in the opinion of a Requesting Official, there is a need for Assistance from other parties, the Requesting Official may call upon the Responding Official of any other Party to furnish Assistance. A Service Agreement may be required for the provision of certain Assistance. The Requesting Official should contact the Responding Official for an activation and cost schedule.

**2. Response to request.** Upon the request for Assistance from a Requesting Party, the Responding Official may authorize and direct his/her party’s Personnel to provide assistance to the Requesting Party. This decision will be made after considering the needs of the Responding Party, the availability of resources and such other information as the Responding Official deems appropriate.

**3. Recall of Assistance.** The Responding Official may at any time recall such Assistance when in his or her best judgment or by an order from the governing body of the Responding Party it is considered to be in the best interests of the Responding Party to do so.

**4. Command of Scene.** The Requesting Party shall be in command of the mutual aid scene. However, the assets (defined in service agreement, if needed) of the Responding Party, including personnel and equipment, shall remain under the direct operational control of the Responding Official or his or her designee. The operational control authority of the Responding Party shall include tactical direction and control necessary to render the Assistance requested. Overall scene command shall be retained by the Requesting Party until the Responding Official withdraws assistance.

**5. Volunteer Registration.** Volunteers will be registered by the requesting jurisdiction, and the requesting jurisdiction shall provide documentation identifying the names of Volunteers and verifying their registration



# Mutual Aid Agreement

## Workers' Compensation

Each Party shall be responsible for injuries or death of its own Personnel. Each Party will maintain workers' compensation insurance or self-insurance coverage, covering its own Personnel while they are providing Assistance pursuant to this agreement. .

## Damage to Equipment

Each Party, to the extent a party is at fault, shall be responsible for damages to or loss of its own equipment while acting within the scope of this agreement.

## Liability

1. For the purposes of the Minnesota Municipal Tort Liability Act (Minnesota Statutes Chapter 466), the employees and officers of the Responding Party are deemed to be Employees (as defined in Minn. Stat. 466.01, subdivision 6) of the Requesting Party.
2. The Requesting Party agrees to defend and indemnify the Responding Party against any claims brought or actions filed against the Responding Party or any officer, employee, or Volunteer of the Responding Party for injury to, death of, or damage to the property of any third person or persons, arising from the performance and provision of Assistance in responding to a request for Assistance by the Requesting Party pursuant to this agreement.

Under no circumstances, however, shall a Party be required to pay on behalf of itself and other Parties, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one Party. The limits of liability for some or all of the Parties may not be added together to determine the maximum amount of liability for any Party.

The intent of this section is to impose on each Requesting Party a limited duty to defend and indemnify a Responding Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

3. No Party to this agreement nor any officer of any Party shall be liable to any other Party or to any other person for failure of any Party to furnish assistance to any other Party, or for recalling Assistance, both as described in this agreement.

# Mutual Aid Agreement

## Charges to the Requesting Party

Subd. 1 No charges will be levied by a Responding Party to this agreement (other than those spelled out in a separate Service Agreement) for Assistance rendered to a Requesting Party under the terms of this agreement unless that Assistance continues for a period of more than 12 hours. If Assistance provided under this agreement continues for more than 12 hours, the Responding Party will submit to the Requesting Party an itemized bill for the actual cost of any Assistance provided after the initial 12 hour period, including salaries, overtime, materials and supplies and other necessary expenses. The Requesting Party shall reimburse the Responding Party for the actual cost of Assistance provided within 45 days of receiving the itemized bill.

Subd. 2 Such charges are not contingent upon the availability of federal or state government funds.

## Duration

Either Party may withdraw from this agreement upon thirty (30) days written notice to the other Party or Parties to the agreement, with or without cause.

## Execution

Each Party has, after due consideration and upon action of their respective governing bodies, agreed to and executed this Mutual Aid Agreement on the date indicated. This agreement shall be executed in identical coparts, with copies provided to all Parties.

Date \_\_\_\_\_

Party \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Party \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

RECEIVED JAN 16 2025

24429 N. Melissa Drive  
Detroit Lakes, MN 56501

Ms. Carrie Smith  
Becker County Administrator  
915 Lake Avenue  
Detroit Lakes, MN 56501

Dear Ms. Smith,

I wish to express my interest in serving on the Pelican River Watershed District Board of Managers.

I was raised in Shoreham on Lake Melissa. I am presently retired and living in our family lake home on Lake Melissa.

I am a graduate of the University of Minnesota and Washington University School of Law. I was a member of the Minnesota Bar, but spent my career in my dream job as a pilot for American Airlines.

I have a deep interest in the quality of the Pelican River and the lakes in the watershed district. My grandson will be the 5<sup>th</sup> generation on Lake Melissa. I have spent my entire life paddling or boating up and down the Pelican River.

I would appreciate consideration as a candidate for membership in the Pelican River Watershed Board of Managers.

Sincerely,

A handwritten signature in cursive script that reads "Charles F. Buck".

Charles F. Buck

Hello,

Scott D. Busker is a Registered Civil Engineer. Scott's passion for engineering has allowed him to be very successful as an entrepreneur and real estate developer. He possesses a unique skillset for developing land and building projects that are highly regarded. Scott has successfully developed several building projects in Minnesota, Colorado, and Montana. Over the years, he has developed a large multi-family housing project and several subdivisions in Detroit Lakes, Minnesota.

As a resident of Detroit Lakes, MN, Scott enjoys strong working relationships and trust with local city and county officials. Most of his local developments have been within the PRWD, providing him with in-depth familiarity with their permitting processes and requirements. Scott has a sincere interest in protecting our waters, recognizing its vital importance to both the environment and the local economy.

Scott also holds an ownership interest in PRO Resources in Detroit Lakes, MN, where he serves as Chief Business Development Officer. He brings over ten years of executive leadership and business development experience to PRO Resources. His entrepreneurial skills have significantly enhanced growth and efficiencies for both PRO Resources and its clients.

While Scott enjoys traveling with his family, often piloting his own airplane, and pursuing his passions for hunting pheasants, deer, and elk in the fall, he finds true fulfillment in his philanthropic endeavors. He has actively driven and supported numerous community projects, notably his contributions to Project 412 and his instrumental role in transforming the Boys and Girls Club Thrift Store in Detroit Lakes into a successful business that sustains the Boys and Girls Club of Detroit Lakes.

Scott is married with three children and resides in the Detroit Lakes area. He earned his Bachelor's Degree in Civil Engineering from North Dakota State University. As a dedicated member of the Detroit Lakes community, Scott understands the importance of clean and healthy waters for our residents and our economy. He is enthusiastic about the opportunity to serve on the PRWD and contribute to the protection of our valuable resources.

Thank you for your consideration of my application for the PRWD appointment.

Sincerely,  
Scott D. Busker

Wednesday, January 29, 2025

Dear Carrie:

I am writing to confirm my interest in volunteering for a vacancy on the RAC Advisory Committee, and have spoken with Mitch Lundeen and Commissioner Phil Hansen about my interest. I have also attended two recent RAC meetings as an observer to gain some additional insight into the workings of the committee.

I moved to Becker County in the late 1970's and have been a resident since then. I am an avid user of our county's bike and ski trails, and enjoy camping and spending time in the outdoors.

Community involvement is important to me. My volunteer service in Detroit Lakes has included serving on the Detroit Lakes School board, the Detroit Lakes Community Foundation Board, the Jaycees, our local chapter of Dollars for Scholars and volunteering as an adult leader with Scout Troop 674.

I currently serve on the board of the Detroit Lakes Nordic Ski Club, and am in regular communication with Mitch Lundeen, working together as we continue to improve and promote citizen use of our ski trails.

I think I can bring a helpful perspective to the committee, and would appreciate the opportunity to serve. Thank you to you and to the County Board for your consideration.

Sincerely,

Glenn Gifford  
Cell: 218-280-8859

Re: Letter of Interest

Recreational Advisory Committee, Member at Large

Greg Johnson

14846 Dunton Locks Lane

Detroit Lakes, MN 56501

218-849-6113

Gregjohnson1261@gmail.com

To: Carrie Smith, County Administrator

Becker County Administration Office

915 Lake Ave, Detroit Lakes, MN 56501

Ph:218-846-7201

I hereby submit my name as a candidate for the position of Member at Large for the Recreational Advisory Committee of Becker County. I have resided in Becker County for most of my life and have an interest in promoting and providing space for an active lifestyle in our county.

Sincerely,

Greg Johnson

## **B. RECRUITMENT AND SELECTION**

### **3.0 RECRUITMENT FOR POSITION OPENINGS**

#### **3.1 Authorization by County Board**

All new positions not previously budgeted shall be subject to review and approval by the County Board. Such review and approval shall extend throughout the year and be in addition to the review and approval authority vested with the County Board as a part of the budget process and in establishing any authorized personnel complement for a given department. The County Board may request department heads to provide such information as would be needed in determining the proper classification and compensation of such a position opening and to determine the economic impact of approving or denying the request for the position opening.

#### **3.2 Notification of Position Opening and Process**

Department Heads shall notify the Human Resources Department when a vacancy exists in their department or when a new position is desired. Any resignation letter received by the department head will be forwarded to the Human Resources Department. The department head will also include an acknowledgement and acceptance of the resignation and will forward that to the Human Resources Department. Upon approval by the Human Resources Department, the department will prepare and publish a notice of the position. The department head will notify the appropriate committee of their intent to fill a vacant budgeted position. [i.e. Human Services Committee, Highway Committee, Sheriff's Committee, and Courthouse Committee]. The Human Resources Department will determine and use appropriate internal and external sources deemed necessary to attract sufficient numbers of qualified applicants.



Imagine. Inspire. Connect.

January 31, 2025

To: Becker County  
Re: Support for Jeff Siegler

Project 412 would like to request a \$3,000 matching gift/grant from Becker County to support a two-day visit Civic Pride Consultant Jeff Siegler ([www.revitalizeordie.com](http://www.revitalizeordie.com)).

Jeff has assisted hundreds of communities with their revitalization, economic sustainability, and community development over the course of his career. Utilizing a background in urban planning, downtown district management, revitalization, real estate, economics and organizational development, his diverse background and expertise lends a unique vantage point for addressing community concerns.

We love Detroit Lakes and Becker County and believe it's already a dynamic region with even more potential. It's an exciting time to live here with the upcoming changes to the Pavilion, Washington Ballpark, West Lake Drive, improvements to Dunton Locks, and how all that will impact downtown and the rest of our community.

Jeff works in the realm of community building and transformation, and he believes revitalizing communities is the most important work we can do. Revitalization has the power to transform people's lives by fostering a stronger sense of community. Revitalization enhances quality of life, it provides people with more enriching experiences, and Jeff has dedicated himself to killing apathy-one town at a time.

We believe Jeff's message is very timely. Because of that, Project 412 is partnering with the Chamber of Commerce and putting matching funding requests to both Becker County and the City of DL (via DLDA) to bring Jeff Siegler into our community in mid-May for two full days of meetings, conversations, and presentations. Jeff would be the keynote at the Chamber's annual meeting as well as be available to meet with County employees and/or appointed officials.

The cost for Jeff's visit is about \$9,000 which includes his fees, travel, and venue rental (as needed) when he is in the community. Our request is for \$3,000 from Becker County with matching \$3,000 fund requests from Detroit Lakes Development Authority and Project 412 plus in-kind support from the Chamber of Commerce.

It's exciting to consider bringing Jeff to our region to share his insights and experience. I hope that the County will see the benefit to our region. I would welcome involvement in planning Jeff's visit from any County folks, too. Thank you for your consideration.

Sincerely,

Amy Stoller Stearns  
Executive Director  
[amy@project412mn.org](mailto:amy@project412mn.org)  
218-844-4221 x122



**Becker County Planning Commission**  
**January 29<sup>th</sup>, 2024**

An audio recording of the meeting is available at:  
[https://www.co.becker.mn.us/government/meetings/planning\\_zoning/planning\\_commission/](https://www.co.becker.mn.us/government/meetings/planning_zoning/planning_commission/)

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

Acting Chairman Jeff Moritz called the Planning Commission meeting to order at 6:00 pm. Introductions were given. Becker County Zoning Technician Nicole Bradbury recorded the minutes.

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

Moritz stated that the order of applicants has changed with applicant three (3) moving to the first order of business.

**New Business:**

1. **APPLICANT: Minnkota Power Coop** 5301 32<sup>nd</sup> Ave S Grand Forks, ND 58201  
**Project Location:** 16448 360<sup>th</sup> Ave Frazee, MN 56544 **LEGAL LAND DESCRIPTION:** Tax ID Number: **15.0290.000** Section 31 Township 139 Range 039; 31-139-39 NE1/4 SE1/4 LESS S1/2 NE1/4 SE1/4 (15-290-1). **APPLICATION AND DESCRIPTION OF PROJECT:** Request a Conditional Use Permit for a substation.

Denise A Stelyn, neighbor shared her concerns about humming wires, health risks, and the potential effect on wildlife.

**MOTION: Aho motioned to approve the application. Bowers second. Roll Call; All in favor. None opposed. Motion carried.**

47 2. **APPLICANT: Lakeside Estates LLC** 415 38<sup>th</sup> St SW Suite E Fargo, ND 58103  
48 **Project Location:** TBD Grandview Ln Lake Park, MN 56554 **LEGAL LAND**  
49 **DESCRIPTION:** Tax ID Number: **06.0757.501** Section 15 Township 138 Range  
50 043; GRAND VIEW ESTS OF NELSON LAKE Block 001 LOT 1 LESS CIC NO 42  
51 & FIRST SUPPLEMENT AKA 14.66 ACRES & LESS SECOND SUPPLEMENT  
52 AKA 13.53 AC **APPLICATION AND DESCRIPTION OF PROJECT:** Request a  
53 Supplemental Plat for ten (10) lots to be known as GRAND VIEW ESTATES OF  
54 NELSON LAKE THIRD SUPPLEMENTAL COMMON INTEREST  
55 COMMUNITY PLAT.

56  
57  
58 Herman Weiss, neighbor, asked where the road access to the properties would be located and  
59 inquired about plans for sewer and water.  
60

61  
62 **MOTION: Ailie motioned to approve the application. Disse second. Roll Call; All**  
63 **in favor. None opposed. Motion carried.**  
64  
65  
66

67 3. **APPLICANT: William Pedersen** 716 Cathy Dr W West Fargo, ND 58078 **Project**  
68 **Location:** 50275 Co Hwy 26 Ponsford, MN 56575 **LEGAL LAND**  
69 **DESCRIPTION:** Tax ID Number: **05.0015.001** Section 04 Township 140 Range  
70 037; PT SE1/4: BEG SW COR SE1/4, N 846.52', SLY 425.54', SELY 451.19', ELY  
71 317.79', W 66', W 848.51' TO POB. **APPLICATION AND DESCRIPTION OF**  
72 **PROJECT:** Request a Conditional Use Permit for the cultivation, manufacture, and  
73 wholesale of cannabis.

74  
75  
76 Tim Clements, Jeremy Shepersky, and Steve Lymburner with Carsonville Township, spoke and  
77 shared their concerns over security, crime and safety, over spraying from neighboring fields, and  
78 if he will be allowed to do retail sales.  
79

80 Chris Decker, a neighbor, shared his concerns about the crime rate in that area.  
81

82 Jon Swenson, a neighbor, shared his concerns about crime in the area and asked about the  
83 transferability of the permit if granted.  
84

85  
86 **MOTION: Ailie motioned to approve the application with the stipulation there be**  
87 **no retail sales. Moritz second. Roll Call; Ailie, Moritz, Mattson, Disse in favor.**  
88 **Lindow, Bowers, and Aho opposed. Motion carried.**  
89  
90  
91

92 Harvey Aho made a motion to approve the minutes from the meetings of December 11<sup>th</sup> and  
93 December 18<sup>th</sup>, 2024. Bowers second. All members in favor. Motion carried.

94

95

96 **Other Business:**

97

98 I) **Tentative Date for the Next Informational Meeting: February 19<sup>th</sup>, 2024;** 8:00 am; 3<sup>rd</sup>  
99 Floor Meeting Room in the Becker County Courthouse, Detroit Lakes, MN.

100

101

102 **Since there was no further business to come before the Board, Bowers made a motion to**  
103 **adjourn. Disse second. All in favor. Motion carried. The meeting adjourned at 7:21 pm.**

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108 \_\_\_\_\_  
**David Blomseth, Chairman**

\_\_\_\_\_ **Jeff Moritz, Secretary**

109

110 ATTEST

111

112 \_\_\_\_\_  
Kyle Vareberg, Zoning Administrator



**Classification:** Assessment Technician I, Grade 4  
**Department:** Assessor  
**Reports to:** County Assessor  
**FLSA Classification:** Non-Exempt  
**Union Status:** Teamsters Courthouse  
**Board Approved:**

## Position Summary

The Assessment Technician I provides administrative, clerical support and customer service to the Assessor's office.

<b>Essential Duties and Responsibilities</b>
<p><b>Clerical and administrative support</b></p> <ul style="list-style-type: none"> <li>• Provides office support and a variety of clerical duties as assigned by the County Assessor.</li> <li>• Selects and orders supplies; orders repair and maintenance of equipment.</li> <li>• Receives, screens, and distributes incoming mail, outgoing mail and inter-office messages.</li> <li>• Classifies and values all types of property including commercial, industrial, agricultural, residential and shoreline per county and local assessors.</li> </ul>
<p><b>Data management and reporting</b></p> <ul style="list-style-type: none"> <li>• Performs data entry of local assessor's assessment information, processes homestead applications, and various MN State program applications.</li> <li>• Processes Certificate of Real Estate Values in CAMA database and the electronic version on the MN DOR website.</li> <li>• Coordinates, enters, and maintains data entry in County Computer Aided Mass Appraisal (CAMA) system, including entering all buildings and drawing building diagrams of houses and commercial properties.</li> <li>• Maintains and audits land data changes as directed by staff and local assessors.</li> <li>• Records and updates all information pertaining to valuations into field books and reviews for accuracy.</li> <li>• Develops, reviews, and updates a database for CRP, SFIA, Managed Forest, and Resort applications.</li> <li>• Makes computer runs to generate department listings and reports, proofs for accuracy and completeness.</li> <li>• Maintains, verifies, and scans all homestead applications and manually enters all information into the Counties Tax and CAMA systems.</li> <li>• Maintains and audits data changes directed by staff and local assessors.</li> </ul>
<p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• Responds to public inquiries at the counter, on the phone, and email by providing preliminary information and direction to customers</li> <li>• Greets visitors either by phone or at the counter and answers questions about the property value system or directing them to appropriate staff. Counter work involves data retrieval and assistance in filling out forms, interpretation of aerial photos, GIS data, and legal descriptions.</li> </ul>
<ul style="list-style-type: none"> <li>• Attends educational opportunities and meetings.</li> <li>• Performs other duties as assigned or apparent.</li> </ul>

## Qualifications

**Education:** High School Diploma or equivalent and some training/education in real estate, administrative support or related area and one-year relevant work experience; OR equivalent combination of education/training/experience.

### Requirements:

- Knowledge of and skill in clerical functions, Microsoft Office Suite, and computer database operation.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- The ability to obtain Certified Assessment Personal within three years of hire.
- Ability to handle a variety of typical assignments and problems under moderate supervision within standard operating procedures.
- Ability to apply a variety of procedures, policies and/or precedents and moderate analytical ability in adapting standard methods to fit facts and conditions using generally prescribed procedures.
- Ability to maintain frequent contact with other departments, outside agencies and the public on specialized matters requiring detailed or technical responses and explanations.

### Physical Demands and Working Conditions

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

### Equipment Utilized

- Office equipment, 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:** Assessment Technician II, Grade 5  
**Department:** Assessor  
**Reports to:** County Assessor  
**FLSA Classification:** Non-Exempt  
**Union Status:**  
**Board Approved:**

## Position Summary

The Assessment Technician II provides administrative, clerical support and customer service to the Assessor's office.

<b>Essential Duties and Responsibilities</b>
<p><b>Clerical and administrative support</b></p> <ul style="list-style-type: none"> <li>• Provides office support and a variety of clerical duties as assigned by the County Assessor.</li> <li>• Selects and orders supplies; orders repair and maintenance of equipment.</li> <li>• Receives, screens, and distributes incoming mail, outgoing mail and inter-office messages.</li> <li>• Classifies and values all types of property including commercial, industrial, agricultural, residential and shoreline per county and local assessors.</li> </ul>
<p><b>Data management and reporting</b></p> <ul style="list-style-type: none"> <li>• Performs data entry of local assessor's assessment information, processes homestead applications, and various MN State program applications.</li> <li>• Processes Certificate of Real Estate Values in CAMA database and the electronic version on the MN DOR website.</li> <li>• Coordinates, enters, and maintains data entry in County Computer Aided Mass Appraisal (CAMA) system, including entering all buildings and drawing building diagrams of houses and commercial properties.</li> <li>• Maintains and audits land data changes as directed by staff and local assessors.</li> <li>• Records and updates all information pertaining to valuations into field books and reviews for accuracy.</li> <li>• Develops, reviews, and updates a database for CRP, SFIA, Managed Forest, and Resort applications and enter in counties Tax and CAMA system</li> <li>• Coordinate applications for Ag, Special Ag &amp; actively farming.</li> <li>• Makes computer runs to generate department listings and reports, proofs for accuracy and completeness.</li> <li>• Maintains, verifies, and scans all homestead applications and manually enters all information into the Counties Tax and CAMA systems.</li> <li>• Maintains and audits data changes directed by staff and local assessors.</li> </ul>
<p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• Responds to public inquiries at the counter, on the phone, and email by providing preliminary information and direction to customers</li> <li>• Greets visitors either by phone or at the counter and answers questions about the property value system or directing them to appropriate staff. Counter work involves data retrieval and assistance in filling out forms, interpretation of aerial photos, GIS data, and legal descriptions.</li> </ul>
<ul style="list-style-type: none"> <li>• Attends educational opportunities and meetings.</li> <li>• Performs other duties as assigned or apparent.</li> </ul>

## Qualifications

**Education:** High School Diploma or equivalent and some training/education in real estate, administrative support or related area and five-years relevant work experience; OR equivalent combination of education/training/experience.

### Requirements:

- Knowledge of and skill in clerical functions, Microsoft Office Suite, and computer database operation.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Certified assessment personal
- Ability to handle a variety of typical assignments and problems under moderate supervision within standard operating procedures.
- Ability to apply a variety of procedures, policies and/or precedents and moderate analytical ability in adapting standard methods to fit facts and conditions using generally prescribed procedures.
- Ability to maintain frequent contact with other departments, outside agencies and the public on specialized matters requiring detailed or technical responses and explanations.

### Physical Demands and Working Conditions

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

### Equipment Utilized

- Office equipment, 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:** Appraiser Trainee, Grade 7  
**Department:** Assessor  
**Reports to:** County Assessor  
**FLSA Classification:** Non-Exempt  
**Union Status:** Teamsters Courthouse  
**Board Approved:**

## Position Summary

The Appraiser Trainee performs appraisal of existing real estate, new construction, personal property, agricultural, lakeshore, commercial, urban and rural properties. Responsibilities include mapping of property sales, developing of sales ratio studies and appraisal studies. Audits, reviews, verifies and enters data into assessment computer programs and other systems. Interprets data observed and resolves questions through research and application of statutes and department policy. Provides customer and office support. All under the guidance of the Chief Deputy and the County Assessor

### Essential Duties and Responsibilities

#### Property appraisal

- Physically reviews 1/5 of all properties in the county (per MN Statute). This includes measurements of buildings and other impervious surfaces, review of lakeshore, updating photos and adding or removing any other structures or noting other changes since the last physical review.
- Classifies and values all types of property including commercial, industrial, agricultural, residential, rural vacant, seasonal and shoreline.
- Physically reviews and inspects all new construction including measurements, information collection, creating an opinion on grade and condition of property and entering data into CAMA system.
- Records, checks, and compiles assessment information for local assessors
- Reviews and interprets legal descriptions, maps, ordinances, and laws.
- Assures maintenance of confidentiality with regards to private data.
- Adheres to the Minnesota State Board of Assessors Code of Conduct and Ethics for Licensed Minnesota Assessors -

#### Data management and reporting

- Screens and enters all data acquired by reviewing Certificate of Real Estate Value.
- Records and updates all information pertaining to valuations into the CAMA system, reviews same for local assessors.
- Maintains and audits data changes directed by staff and local assessors.
- Calculates and draws out land divisions via aerial maps. Updates information in CAMA system.
- Assists in development of cost schedules, depreciation tables, and land value guides.
- -
- Calculates tax splits for property sales.

#### Customer Service

- Responds to public inquiries at the counter, on the phone, and email regarding property values, assessment practices, or other concerns.
- Answers public inquiries for the Local & County Board of Appeals and Equalization meetings.

- Attends educational opportunities and meetings.



- Monitors revenue and law changes pertaining to the assessment process and keeps current on required qualifications and licensure.
- Performs other duties as assigned or apparent.

## Qualifications

**Education:** High School Diploma or equivalent; two years of post-secondary training/education in real estate, administrative support or related area; one-year relevant work experience; OR equivalent combination of education/training/experience.

### Requirements:

- Valid MN Driver's License.
- Knowledge of property assessment and appraisal functions.
- Knowledge of and skill in clerical functions, Microsoft Office Suite, and computer database operation.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved; supervisors generally set operating benchmarks, goals and objectives.
- Analytical ability to select, evaluate and interpret data from several sources including policies, guidelines and procedures.
- Ability to maintain frequent contact with other departments, outside agencies and the public on specialized matters requiring detailed or technical responses and explanations.
- Ability to obtain a CMA within 2 Years
- Ability to obtain a AMA within 5 Years

### Physical Demands and Working Conditions

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

### Equipment Utilized

- Office equipment, computer hardware and software and appraisal 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:** Appraiser CMA, Grade 8  
**Department:** Assessor  
**Reports to:** County Assessor  
**FLSA Classification:** Non-Exempt  
**Union Status:** Teamsters Courthouse  
**Board Approved:**

## Position Summary

The Appraiser CMA performs appraisal of existing real estate, new construction, personal property, agricultural, lakeshore, commercial, urban and rural properties. Responsibilities include mapping of property sales, developing of sales ratio studies and appraisal studies. Audits, reviews, verifies and enters data into assessment computer programs and other systems. Interprets data observed and resolves questions through research and application of statutes and department policy. Provides customer and office support. Working under the County Assessors license till becoming an AMA.

### Essential Duties and Responsibilities

#### Property appraisal

- Physically reviews 1/5 of all properties in the county (per MN Statute). This includes measurements of buildings and other impervious surfaces, review of lakeshore, updating photos and adding or removing any other structures or noting other changes since the last physical review.
- Classifies and values all types of property including commercial, industrial, agricultural, residential, rural vacant, seasonal and shoreline.
- Physically reviews and inspects all new construction including measurements, information collection, creating an opinion on grade and condition of property and entering data into CAMA system.
- Records, checks, and compiles assessment information for local assessors
- Reviews and interprets legal descriptions, maps, ordinances, and laws.
- Assures maintenance of confidentiality with regards to private data.
- Adheres to the Minnesota State Board of Assessors Code of Conduct and Ethics for Licensed Minnesota Assessors and retains current education and required licenses.

#### Data management and reporting

- Screens and enters all data acquired by reviewing Certificate of Real Estate Value.
- Records and updates all information pertaining to valuations into the CAMA system, reviews same for local assessors.
- Maintains and audits data changes directed by staff and local assessors.
- Calculates and draws out land divisions via aerial maps. Updates information in CAMA system.
- Assists in development of cost schedules, depreciation tables, and land value guides.
- Calculates real estate tax estimates as requested.
- Calculates tax splits for property sales.

#### Customer Service

- Responds to public inquiries at the counter, on the phone, and email regarding property values, assessment practices, or other concerns.
- Answers public inquiries for the Local & County Board of Appeals and Equalization meetings.

- Attends educational opportunities and meetings.

- Monitors revenue and law changes pertaining to the assessment process and keeps current on required qualifications and licensure.
- Performs other duties as assigned or apparent.

## **Qualifications**

**Education:** High School Diploma or equivalent; two years of post-secondary training/education in real estate, administrative support or related area; three-years relevant work experience; OR equivalent combination of education/training/experience.

### **Requirements:**

- Valid MN Driver's License.
- CMA (Certified Minnesota Assessor) License
- Knowledge of property assessment and appraisal functions.
- Knowledge of and skill in clerical functions, Microsoft Office Suite, and computer database operation.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved; supervisors generally set operating benchmarks, goals and objectives.
- Analytical ability to select, evaluate and interpret data from several sources including policies, guidelines and procedures.
- Ability to maintain frequent contact with other departments, outside agencies and the public on specialized matters requiring detailed or technical responses and explanations.
- Ability to obtain an AMA (Accredited Minnesota Assessors) within 5 years from being a trainee.

### **Physical Demands and Working Conditions**

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

### **Equipment Utilized**

- Office equipment, computer hardware and software and appraisal 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:** Appraiser AMA, Grade 9  
**Department:** Assessor  
**Reports to:** County Assessor  
**FLSA Classification:** Non-Exempt  
**Union Status:** Teamsters Courthouse  
**Board Approved:**

## Position Summary

The Appraiser AMA is an experienced appraiser responsible for performing the full range of duties and responsibilities associated with the appraisal process and in accordance with MN statutes and acceptable appraisal and assessment standards and practices. Positions assigned to this level can perform appraisals of all types of property as assigned by the Assessor; can provide assistance in the conduct and research or sales ratio studies; provide recommendations concerning department operational procedures; provide training, monitoring, assistance and review of less experienced appraisal personnel and staff; and providing assistance in the updating of the CAMA system and in hearing and addressing concerns, complaints of the public regarding valuations.

### Essential Duties and Responsibilities

#### Property appraisal

- Physically reviews 1/5 of all properties in the county (per MN Statute). This includes measurements of buildings and other impervious surfaces, review of lakeshore, updating photos and adding or removing any other structures or noting other changes since the last physical review.
- Classifies and values all types of property including commercial, industrial, agricultural, residential, rural vacant, seasonal and shoreline.
- Physically reviews and inspects all new construction including measurements, information collection, creating an opinion on grade and condition of property and entering data into CAMA system.
- Records, checks, and compiles assessment information for local assessors
- Reviews and interprets legal descriptions, maps, ordinances, and laws.
- Assures maintenance of confidentiality with regards to private data.
- Adheres to the Minnesota State Board of Assessors Code of Conduct and Ethics for Licensed Minnesota Assessors and retains current education and required licenses.
- Administers and processes property tax applications and programs. Works with bordering counties to exchange cross-county valuations for tax capacity purposes. Assists taxpayers in filling out applications and forms.
- Updates property records and property data in the tax system and CAMA system. Reads legal descriptions/surveys; utilizes GIS maps and software; determines classification and homestead changes and processes homestead applications resulting from transfers or sales.
- Processes and completes Certificates of Real Estate Values. Verifies information on the CRV's to assure their accuracy and investigates any circumstances that could have impacted sale price. Reviews and analyzes sales data to defend valuations or to determine if adjustments are required.
- Hears, evaluates, and addresses the concerns, issues, and/or complaints from taxpayers regarding valuations. Reviews private appraisals presented by the public. Assists the public by calculating property tax estimates. Explains appraisal procedures and property tax laws.
- Assists the preparation of the Abstract of Assessment and assessment reports developed for the Department of Revenue.

#### Data management and reporting

- Screens and enters all data acquired by reviewing Certificate of Real Estate Value.

- Records and updates all information pertaining to valuations into the CAMA system, reviews same for local assessors.
- Maintains and audits data changes directed by staff and local assessors.
- Calculates and draws out land divisions via aerial maps. Updates information in CAMA system.
- Assists in development of cost schedules, depreciation tables, and land value guides.
- Calculates real estate tax estimates as requested.
- Calculates tax splits for property sales.

#### **Customer Service**

- Responds to public inquiries at the counter, on the phone, and email regarding property values, assessment practices, or other concerns.
- Answers public inquiries for the Local & County Board of Appeals and Equalization meetings.
- Attends educational opportunities and meetings.
- Monitors revenue and law changes pertaining to the assessment process and keeps current on required qualifications and licensure.
- Performs other duties as assigned or apparent.

## **Qualifications**

**Education:** High School Diploma or equivalent; two years post-secondary training/education in real estate, administrative support, or related area; four years relevant work experience; OR equivalent combination of education/training/experience.

#### **Requirements:**

- Valid MN Driver's License.
- AMA certification.
- Knowledge of property assessment and appraisal functions.
- General understanding of the appraisal and assessment process.
- General understanding of Minnesota real estate tax system.
- Knowledge of building construction and materials.
- Knowledge of general computer operating software and general business software such as word processing, spreadsheet, and database software applications.
- General knowledge of the assessment and tax processes, cycles, and related deadlines.
- Knowledge of and skill in clerical functions, Microsoft Office Suite, and computer database operation.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved; supervisors generally set operating benchmarks, goals, and objectives.
- Analytical ability to select, evaluate and interpret data from several sources including policies, guidelines, and procedures.
- Principles, practices, and methods of computers and assessment related software applications, especially mapping, Computer Aided Mass Appraisal (CAMA) systems and tax software.
- Principles, practices, and methods of all approaches to value as recognized by the MN DOR (e.g., Cost, Income, and sales Approach).
- Principles, practices, and methods of the appraisal process.
- Principles, practices, and methods of the Minnesota real estate tax system.
- Laws and regulations governing the assessment of property.
- Application and interpretation of laws and regulations governing the assessment of property.
- Principles, practices, and methods of avenues of appeal for the public.
- Knowledge of GIS, legal descriptions, survey sketches, drawings, and blueprints.

- Establishing and maintaining effective working relationships with department personnel, other County employees, taxpayers, and the general public.
- Applying judgment and discretion in dealing appropriately with members of the public and clients in accordance with department routines and within the authority of the position and a customer service orientation.
- Applying and maintaining specialized software and application programs within the department (e.g., CAMA, tax system, mapping applications, etc.).
- Knowledge and fundamental understanding of legal descriptions.
- 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, construction sites and animal hazards.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 20 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

### **Equipment Utilized**

- Office equipment, computer hardware and software and appraisal 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:** Appraiser SAMA, Grade 10  
**Department:** Assessor  
**Reports to:** County Assessor  
**FLSA Classification:** Non-Exempt  
**Union Status:** Teamsters Courthouse  
**Board Approved:**

## Position Summary

Under the direction of the County Assessor, the Appraiser SAMA assists with making decisions regarding valuing and classifying property for assessment purposes. The employee is assigned certain assessment jurisdictions including both previously appraised properties, new construction. Commercial/industrial and apartment assessments are also assigned. Expectations include planning and organizing the workload to complete assessments within set deadlines with organizational and advisory assistance from the Assessor. This individual will be expected to significantly contribute to defending his/her own valuations at tax meetings and at the counter and assist in other appraiser's jurisdictions, as necessary. Occasionally may participate in tax court appeal situations. This position assists the County Assessor on all areas.

## Essential Duties and Responsibilities

### Property appraisal

- Physically reviews 1/5 of all properties in the county (per MN Statute). This includes measurements of buildings and other impervious surfaces, review of lakeshore, updating photos and adding or removing any other structures or noting other changes since the last physical review.
- Classifies and values all types of property including commercial, industrial, agricultural, residential, rural vacant, seasonal and shoreline.
- Physically reviews and inspects all new construction including measurements, information collection, creating an opinion on grade and condition of property and entering data into CAMA system.
- Records, checks, and compiles assessment information for local assessors
- Reviews and interprets legal descriptions, maps, ordinances, and laws.
- Assures maintenance of confidentiality with regards to private data.
- Adheres to the Minnesota State Board of Assessors Code of Conduct and Ethics for Licensed Minnesota Assessors and retains current education and required licenses.
- Administers and processes property tax applications and programs. Works with bordering counties to exchange cross-county valuations for tax capacity purposes. Assists taxpayers in filling out applications and forms.
- Updates property records and property data in the tax system and CAMA system. Reads legal descriptions/surveys; utilizes GIS maps and software; determines classification and homestead changes and processes homestead applications resulting from transfers or sales.
- Processes and completes Certificates of Real Estate Values. Verifies information on the CRV's to assure their accuracy and investigates any circumstances that could have impacted sale price. Reviews and analyzes sales data to defend valuations or to determine if adjustments are required.
- Hears, evaluates, and addresses the concerns, issues, and/or complaints from taxpayers regarding valuations. Reviews private appraisals presented by the public. Assists the public by calculating property tax estimates. Explains appraisal procedures and property tax laws.
- Assists the preparation of the Abstract of Assessment and assessment reports developed for the Department of Revenue.

### Data management and reporting

- Screens and enters all data acquired by reviewing Certificate of Real Estate Value.

- Records and updates all information pertaining to valuations into the CAMA system, reviews same for local assessors.
- Maintains and audits data changes directed by staff and local assessors.
- Calculates and draws out land divisions via aerial maps. Updates information in CAMA system.
- Assists in development of cost schedules, depreciation tables, and land value guides.
- Calculates real estate tax estimates as requested.
- Calculates tax splits for property sales.

#### Customer Service

- Responds to public inquiries at the counter, on the phone, and email regarding property values, assessment practices, or other concerns.  
Answers public inquiries for the Local & County Board of Appeals and Equalization meetings.  
Attends educational opportunities and meetings.
- Monitors revenue and law changes pertaining to the assessment process and keeps current on required qualifications and licensure.
- Performs other duties as assigned or apparent.

## Qualifications

**Education:** High School Diploma or equivalent; two years post-secondary training/education in real estate, administrative support, or related area; six years relevant work experience; OR equivalent combination of education/training/experience.

#### Requirements:

- Valid MN Driver's License.
- SAMA certification.
- Knowledge of property assessment and appraisal functions.
- General understanding of the appraisal and assessment process.
- General understanding of Minnesota real estate tax system.
- Comprehensive knowledge of Construction techniques and construction standards.
- Comprehensive knowledge of mathematics, geometric function, and statistical techniques and analysis.
- Agricultural management's practices, rental property management practices, commercial and industrial property ownership trends.
- Knowledge of general computer operating software and general business software such as word processing, spreadsheet, and database software applications.
- General knowledge of the assessment and tax processes, cycles, and related deadlines.
- Knowledge of and skill in clerical functions, Microsoft Office Suite, and computer database operation.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to work independently with management guidance for results achieved.
- Ability to perform 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 effective working relationships with a wide variety of internal and external contacts to achieve organizational objectives.
- Ability to assist with budget preparation.
- Ability to review and apply implemented and upcoming legislation and update department policies and procedures to maintain compliance.
- Principles, practices, and methods of avenues of appeal for the public.



- Comprehensive knowledge of GIS, legal descriptions, survey sketches, drawings, and blueprints. Principles, practices, and methods of computers and assessment related software applications, especially mapping, Computer Aided Mass Appraisal (CAMA) systems and tax software.
- Principles, practices, and methods of all approaches to value as recognized by the MN DOR (e.g., Cost, Income, and sales Approach).
- Principles, practices, and methods of the appraisal process.
- Principles, practices, and methods of the Minnesota real estate tax system.
- Laws and regulations governing the assessment of property.
- Application and interpretation of laws and regulations governing the assessment of property.
- Principles, practices, and methods of avenues of appeal for the public.
- Knowledge of GIS, legal descriptions, survey sketches, drawings, and blueprints.
- Establishing and maintaining effective working relationships with department personnel, other County employees, taxpayers, and the general public.
- Applying judgment and discretion in dealing appropriately with members of the public and clients in accordance with department routines and within the authority of the position and a customer service orientation.
- Applying and maintaining specialized software and application programs within the department (e.g., CAMA, tax system, mapping applications, etc.).
- Knowledge and fundamental understanding of legal descriptions.
- 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, construction sites and animal hazards.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 20 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

### **Equipment Utilized**

- Office equipment, computer hardware and software and appraisal 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:** Chief Deputy Assessor, Grade 10  
**Department:** Assessor  
**Reports to:** County Assessor  
**FLSA Classification:** Exempt  
**Union Status:** Non-Union  
**Board Approved:**

## Position Summary

The Chief Deputy Assessor assists in advising, directing, planning, supervision, and management of the County property assessment system and appraisal functions. Supervises department staff and local township and city assessors to ensure the assessment complies with state mandated standards in an effective and efficient manner and maintains department operational procedures.

## Essential Duties and Responsibilities

### Assessment, data management and administrative functions

- Assists County Assessor in directing, planning and supervision of property assessment and appraisal functions.
- Implements departmental goals and objectives.
- Prepares, develops, reviews and recommends changes in the assessment appraisal model based on interpretation of data in appraisal software system (CAMA) and current sales data through verification of electronic certificate of real estate values and sales ratio reports.
- Determines the market value for property splits, proposed property development, new construction, land and property use changes, and calculates real estate tax estimates or prepares reports for inquiring entities.
- Locates, identifies, views, inspects, measures, diagrams, monitors and records data of all real and personal property to determine actual use and classification of property as required by state statutory guidelines for ad valorem tax purposes.
- Assists County Assessor at local and county boards of appeal and equalization. Assists boards in making decisions regarding assessment values and assists in scheduling meetings.
- Assists with preparation of abstract of county assessment.
- Reviews and interprets legal descriptions, maps, ordinances, and laws.
- Assures maintenance of confidentiality with regards to private data and business proceedings.
- Adheres to the Minnesota State Board of Assessors Code of Conduct and Ethics for Licensed Minnesota Assessors and retains current education and required licenses.

### Staff management

- Provides first level of supervision for appraisal staff and department functions.
- Assists in the hiring, training, and review process of staff and local assessors.
- Addresses staff complaints and grievances, manages or resolves inter-departmental problems and forwards recommendations to the County Assessor.
- Oversees, manages and audits assessment personnel to ensure assessment is completed in uniform satisfactory manner and adheres to state mandated standards.
- Implements methods and procedures for valuation, property classification, and use of assessment programs by orientation, training, or delegation of assignments to staff.
- Coordinates staff objectives, workload, and guidance to ensure sufficient staffing for workload.
- Serves as resource support for appraisal personnel.
- Ensures staff adheres to customer service principles and policies during customer interactions with, tax payers, co-workers, local officials, and public entities.

- Promotes teamwork and cooperation and facilitates an atmosphere of open communication, problem solving and awareness of County goals and objectives.
- Serves as a positive role model of successful performance and ethical conduct.
- Acts as County Assessor in that person's absence.

#### **Customer Service**

- Addresses and resolves questions and complaints from the public by phone, at the counter, e-mail, or by letter regarding staff performance, assessment procedures, real estate tax laws, property valuation and real estate taxes.
- Interprets and directs the public, office staff and legal professionals on operating procedures and regulations on Abstract and Torrens property.
- Determines public or private status of requested data.

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

### **Qualifications**

**Education:** High School Diploma or equivalent; Two years post-secondary training/education in real estate, administrative support or related area; four years relevant work experience; OR equivalent combination of education/training/experience. Current Certified Minnesota Assessor's License.

#### **Requirements:**

- Valid MN Driver's License.
- Knowledge of property assessment and appraisal functions.
- Knowledge of and skill in clerical functions, Microsoft Office Suite, and computer database operation.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to apply professional/managerial principles and judgement within overall goals and direction established by management.
- Analytical ability to select, evaluate and interpret data from several sources including policies, guidelines and procedures.
- Ability to maintain frequent contact with other departments, outside agencies and the public on specialized matters requiring detailed or technical responses and explanations.

#### **Physical Demands and Working Conditions**

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

#### **Equipment Utilized**

- Office equipment and computer hardware and software.

#### **Competencies Common to all County Positions**

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.

- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent Becker County in a professional manner to the public, outside contacts and constituencies.



**Classification:** Chief Deputy Assessor with SAMA, Grade 11  
**Department:** Assessor  
**Reports to:** County Assessor  
**FLSA Classification:** Exempt  
**Union Status:** Non-Union  
**Board Approved:**

## Position Summary

The Chief Deputy Assessor with SAMA assists in advising, directing, planning, supervision, and management of the County property assessment system and appraisal functions. Supervises department staff and local township and city assessors to ensure the assessment complies with state mandated standards in an effective and efficient manner and maintains department operational procedures.

## Essential Duties and Responsibilities

### Assessment, data management and administrative functions

- Assists County Assessor in directing, planning and supervision of property assessment and appraisal functions.
- Implements departmental goals and objectives.
- Prepares, develops, reviews and recommends changes in the assessment appraisal model based on interpretation of data in appraisal software system (CAMA) and current sales data through verification of electronic certificate of real estate values and sales ratio reports.
- Determines the market value for property splits, proposed property development, new construction, land and property use changes, and calculates real estate tax estimates or prepares reports for inquiring entities.
- Locates, identifies, views, inspects, measures, diagrams, monitors and records data of all real and personal property to determine actual use and classification of property as required by state statutory guidelines for ad valorem tax purposes.
- Assists County Assessor at local and county boards of appeal and equalization. Assists boards in making decisions regarding assessment values and assists in scheduling meetings.
- Assists with preparation of abstract of county assessment.
- Reviews and interprets legal descriptions, maps, ordinances, and laws.
- Assures maintenance of confidentiality with regards to private data and business proceedings.
- Adheres to the Minnesota State Board of Assessors Code of Conduct and Ethics for Licensed Minnesota Assessors and retains current education and required licenses.

### Staff management

- Provides first level of supervision for appraisal staff and department functions.
- Assists in the hiring, training, and review process of staff and local assessors.
- Addresses staff complaints and grievances, manages or resolves inter-departmental problems and forwards recommendations to the County Assessor.
- Oversees, manages and audits assessment personnel to ensure assessment is completed in uniform satisfactory manner and adheres to state mandated standards.
- Implements methods and procedures for valuation, property classification, and use of assessment programs by orientation, training, or delegation of assignments to staff.
- Coordinates staff objectives, workload, and guidance to ensure sufficient staffing for workload.
- Serves as resource support for appraisal personnel.
- Ensures staff adheres to customer service principles and policies during customer interactions with, tax payers, co-workers, local officials, and public entities.

- Promotes teamwork and cooperation and facilitates an atmosphere of open communication, problem solving and awareness of County goals and objectives.
- Serves as a positive role model of successful performance and ethical conduct.
- Acts as County Assessor in that person's absence.

#### **Customer Service**

- Addresses and resolves questions and complaints from the public by phone, at the counter, e-mail, or by letter regarding staff performance, assessment procedures, real estate tax laws, property valuation and real estate taxes.
- Interprets and directs the public, office staff and legal professionals on operating procedures and regulations on Abstract and Torrens property.
- Determines public or private status of requested data.

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

### **Qualifications**

**Education:** High School Diploma or equivalent; Two years post-secondary training/education in real estate, administrative support or related area; six years relevant work experience; OR equivalent combination of education/training/experience. Current Certified Minnesota Assessor's License.

#### **Requirements:**

- Valid MN Driver's License.
- SAMA certification.
- Knowledge of property assessment and appraisal functions.
- Knowledge of and skill in clerical functions, Microsoft Office Suite, and computer database operation.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to apply professional/managerial principles and judgement within overall goals and direction established by management.
- Analytical ability to select, evaluate and interpret data from several sources including policies, guidelines and procedures.
- Ability to maintain frequent contact with other departments, outside agencies and the public on specialized matters requiring detailed or technical responses and explanations.

#### **Physical Demands and Working Conditions**

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

#### **Equipment Utilized**

- Office equipment and computer hardware and software.

#### **Competencies Common to all County Positions**

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.

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



**Classification:** County Assessor, Grade 15  
**Department:** Assessor  
**Reports to:** County Administrator  
**FLSA Classification:** Exempt  
**Union Status:** Non-Union  
**Board Approved:**

## Position Summary

The County Assessor is responsible to train, delegate, and evaluate the work of department staff and local assessors to ensure a smooth and equitable property tax assessment system for all Becker County taxable and exempt properties. The Assessor interprets assessment laws and regulations; answers requests for information regarding property, value, taxes, and classifications; develops appropriate guides for use in the appraisal process; and provides reports to the State of Minnesota Commissioner of Revenue. The Assessor defends valuations and sustains assessments based on comparative market data.

### Essential Duties and Responsibilities

#### **Directs overall management of the operations and personnel of the department**

- Manages the Assessor's Department providing direction, coordination and evaluation of programs in accordance with the organization's policies and applicable Minnesota tax laws.
- Develops procedures governing the department activities.
- Interprets State sales ratio studies annually to implement County valuation changes adjusting the assessment model to reflect current market conditions.
- Responsible for scheduling, attending, assisting, and documenting all proceedings of the Local & County Boards of Appeal and Equalization. Attends the State Board of Equalization.
- Attends regional and Department of Revenue meetings in order to remain current with standards and laws; maintains currency in appraisal technology, rules, and regulations and valuation methods.
- Develops, implements, and monitors the department's budget: takes appropriate actions to ensure overall budget compliance and authorizes departmental expenditures.
- Prepares research and makes recommendations to the County Attorney regarding market values and classification interpretation to be used to defend the County during Tax Court petition proceedings.
- Investigates and makes recommendations to the Auditor and Board of Commissioners on applications for Abatement of Property Tax.
- Addresses complaints/concerns raised by property owners/taxpayers in regards to procedures used in making an assessment. Provides direction and guidance that is courteous and patient to resolve customer problems.
- Ensures effective inter-and intra-departmental communication by attending and/or directing staff, and department head meetings.
- Adheres to the MN Board of Assessors code of conduct and ethics to retain current education licensing requirements.
- Develops department performance measures and presents to appropriate committees and County Board.
- Determines office equipment needs.
- 

#### **Data and record management**

- Manages, oversees and maintains records according to office and statutory procedures.
- Prepares and certifies various state mandated reporting. Provides appropriate reports to County Administrator and County Board.
- Provides tax estimates for splits and economic development proposals.
- Ensures and maintains confidential information with regards to private data.



## Supervision

- Supervises and evaluates assigned staff to monitor adequacy of work using statistics and review methods to determine if properties are being equitably and accurately assessed by staff.
  - Serves as a customer service role model and ensures staff adheres to customer service principles.
  - Ensures safe work practices and completion of injury reports.
  - Organizes and prioritizes workload requirements.
  - Recruits, interviews and hires staff.
  - Provides effective supervision, training, and guidance for assigned personnel; is approachable; anticipates changes and manages challenges.
  - Assists and educates staff in federal, state, county and departmental responsibilities, statutes, rules, regulations, policies and procedures.
  - Promotes teamwork and cooperation.
  - Serves as a positive role model of successful performance and ethical conduct.
  - Monitors and documents the work performance of assigned personnel, conducts effective coaching and mentoring, reviews performance, and takes corrective action whenever necessary.
- 
- Attends educational opportunities and participates in professional organizations.
  - Monitors revenue and law changes pertaining to the assessment process and keeps current on required qualifications and licensure.
  - Performs other duties as assigned or apparent.

## Qualifications

**Education:** Bachelor's degree in relevant field and five years relevant experience, including supervisory experience, or equivalent combination of education/ training/ experience. Senior Accredited MN Assessor License required.

### Requirements:

- Valid MN driver's license required.
- Extensive knowledge in the areas of property assessment and appraisal functions.
- Knowledge of and skill in administrative functions, Microsoft Office Suite, and computer database operation.
- Knowledge of the best practices, methods, and techniques for effective governmental administration.
- The ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to set policies and goals for the department operations, with top management guidance.
- Ability to perform widely varied work involving many complex and significant variables, requiring analytical ability and inductive thinking in adapting policies, procedures and methods to fit unusual and complex situations.
- Ability to maintain frequent contact with other departments, outside agencies and the public on specialized matters requiring detailed or technical responses and explanations.

### Physical Demands and Working Conditions

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

### **Equipment Utilized**

- Office equipment, computer hardware and software and appraisal equipment.

### **Competencies Common to all County Positions**

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



**Classification:** HR/Administrative Assistant, Grade 5  
**Department:** Administration  
**Reports to:** County Administrator  
**FLSA Classification:** Non-Exempt  
**Union Status:** Non-Union  
**Board Approved:**

## Position Summary

The Administrative Assistant provides administrative support and customer service for the County Administrator and the Administration Department, including Human Resources.

### Essential Duties and Responsibilities

- Serves as clerk to the County Board. Prepares for County Board and committee meetings by organizing the agendas and packets. Records and takes minutes at meetings and prepares minutes and warrants for publication.
  - Responsible for clerical duties for the County Administrator such as oral and written correspondence, telephone coverage, maintaining the administrator's schedule, setting up meetings, and processing vouchers for payment.
  - Assists the Human Resources Director with the hiring process. Verifies veteran preference points, sets up interviews, prepares interview files, contacts references, processes I-9 forms and intakes employee documents.
  - Responsible for providing employee or applicants with answers to basic employment questions such as w-4, benefits, hiring processes, etc.
  - Assists with personnel file maintenance; creates new hire personnel files, purges separated employees, and maintains job description and job posting files.
  - Assists the Administrator and HR Director with research and development of reports, spreadsheets, and other data.
  - Assists the Administrator and HR Director by creatively preparing documents for notices, brochures, banners, etc. requiring the use of graphics.
  - Assists the Administrator in generating and/or developing special reports, including financial or budget reports, and in researching issues, and developing presentations.
  - Assists the public, department heads, and county employees in communications with the Administrator or Board, including setting meetings, providing responses to requests and educating staff in processes.
  - 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.
  - Supports Veteran Services through customer service and coordinate meetings on behalf of Veteran Services.
- 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 local government 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, 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.

**Equipment Utilized**

- Modern office and computer equipment.

**Competencies Common to all County Positions**

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



**Classification:** GIS Research Specialist, Grade 7  
**Department:** Information Technology  
**Reports to:** Information Technology Director  
**FLSA Classification:** Non-Exempt  
**Union Status:** Teamsters Courthouse  
**Board Approved:**

## Position Summary

Advances, promotes and supports use of GIS to disseminate relevant and functional information through the geographical and related databases for Becker County government operations.

### Essential Duties and Responsibilities

#### GIS Functions

- Edits, maintains and enhances GIS data for use by County departments and the public.
- Collects, cleans and prepares data to support County systems.
- Administers, implements and maintains databases.
- Maintains an accurate accounting of public lands (county, state, federal and tribal) for proper representation on public maps and data.
- Assists in developing spatial analytic framework, maps and geographical tools supporting Becker County and customers.
- Uses mapping tools in ArcGIS to support strategic and analytical representations for County projects.
- Enhances, expands and maintains GIS data for internal and public use.
- Prepares meaningful, aesthetically appealing maps for unique requests for spatial data.

#### Tax System and Land Records

- Facilitates and assists flow of data between County departments.
- Collaborates in development of systems to share common information necessary for multiple departments.
- Supports Auditor/Treasurer's Office determining succession of title, researching legal descriptions, and assuring accurate data for the tax system.
- Analyzes and rewrites legal descriptions resulting from real estate splits, annexations, new surveys and documents or through corrections using historical documents.

#### Research

- Researches and compiles information to maintain an accurate tax system relating to real estate and ownership.
- Assists with preparation and presentation of research reports.
- Explores opportunities to simplify and make unique datasets available to end users.

#### Customer Service

- Provides information and training on system use to employees and customers.
- Assists with presentations utilizing quantitative data visualizations and written materials.
- Attends educational opportunities and meetings.
- Maintains knowledge of technologies.
- Performs other duties as assigned or apparent.

## Qualifications

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

### Requirements:

- Knowledge of math, science and computer database operations.
- Knowledge of performance of technical and detailed research.
- Knowledge of land-based mapping applications for ArcGIS software.
- Ability to provide guidance and direction to professional and technical staff.
- Ability to problem solve and analyze details from multiple sources to develop geographic and legal descriptions.
- Ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Skill in communicating technical information to non-technical persons.
- Analytical ability to select, evaluate and interpret data from several sources including policies, guidelines and procedures.
- Ability to create and maintain effective working relationships with peers, superiors, other county departments, outside agencies, etc.

### Physical Demands and Working Conditions

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

### Equipment Utilized

- Office 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:** Developer/GIS Coordinator, Grade 9  
**Department:** Information Technology  
**Reports to:** Information Technology Director  
**FLSA Classification:** Non-Exempt  
**Union Status:** Non-Union  
**Board Approved:**

## Position Summary

Provides technical leadership and coordination for information technology and GIS systems for Becker County government operations.

<b>Essential Duties and Responsibilities</b>	
<b>IT Data</b>	<ul style="list-style-type: none"> <li>• Analyzes the business needs of the organization: designs, develops, tests, implements and maintains custom applications, code and processes to meet those needs.</li> <li>• Administers, implements and maintains databases.</li> <li>• Designs and develop processes to analyze and mine Business Intelligence information, acquire and integrate data, and update and modify data.</li> <li>• Develops new applications, processes, websites and coded solutions to meet needs and goals of County departments. Responsible for full development life cycle including testing, implementation and end user training.</li> <li>• Maintains and enhances existing applications, processes, websites, and coded solutions.</li> <li>• Administers and maintains the County’s databases and database management systems.</li> <li>• Designs and constructs internal databases; codes database development solutions such as data queries, analysis, BI reporting, data integration, automation and manipulation.</li> <li>• Updates and maintains the County’s websites.</li> <li>• Monitors automated processes and provides timely operational technical assistance to departments.</li> </ul>
<b>GIS Management</b>	<ul style="list-style-type: none"> <li>• Manages and coordinates all resources and activities related to the County’s GIS program.</li> <li>• Oversees all GIS functions including implementation, ongoing operation and enhancement of the system for all County departments.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Provides mentoring, coaching and work direction to other staff.</li> <li>• Conducts training and informational sessions on new and emerging applications, processes, services and technology.</li> </ul>
	<ul style="list-style-type: none"> <li>• Attends educational opportunities and participates in professional organizations.</li> <li>• Maintains knowledge of new emerging technologies.</li> <li>• Performs other duties as assigned or apparent.</li> </ul>

## Qualifications

**Education:** Two years post high school education or Associate’s Degree in computer science or related field and five years relevant experience, or equivalent combination of education/ training/ experience.

**Requirements:**

- Knowledge of software development, data analysis or database administration and management.
- Knowledge of coordinating and developing land-based mapping applications for ArcGIS software.
- Ability to provide guidance and direction to professional and technical staff.
- Ability to interpret and apply local, state and federal policies, laws and regulations regarding computer, network, and technology administration including MN BCA and FBI security policies.
- Ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Skill in communicating technical information to non-technical persons.
- Analytical ability to select, evaluate and interpret data from several sources including policies, guidelines and procedures.
- Ability to create and maintain effective working relationships with peers, superiors, other county departments, outside agencies, vendors, contractors, etc.

**Physical Demands and Working Conditions**

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

**Equipment Utilized**

- Office 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:** IT Analyst 1, Grade 8  
**Department:** Information Technology  
**Reports to:** Information Technology Director  
**FLSA Classification:** Non-Exempt  
**Union Status:** Non-Union  
**Board Approved:**

## Position Summary

The IT Analyst 1 is responsible for overseeing the maintenance and security of Becker County’s intranets, business software and computer systems.

<b>Essential Duties and Responsibilities</b>
<p><b>Systems Functions</b></p> <ul style="list-style-type: none"> <li>• Manages servers, network equipment and other related IT infrastructure.</li> <li>• Assigns and maintains user access for all employees.</li> <li>• Implements and manages user and network security. Ensures security through access controls, backups and firewalls. Manages secure network access for remote users.</li> <li>• Installs, upgrades and maintains software ensuring compliance with licensing laws and policies.</li> <li>• Evaluates existing software applications and performs routine updates and modifications.</li> <li>• Manages and maintains file server’s software and hardware.</li> </ul>
<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>• Prepares procedure documents and training materials for employees.</li> <li>• Builds and modifies custom reports within multiple platforms.</li> </ul>
<p><b>Research</b></p> <ul style="list-style-type: none"> <li>• Researches and compiles information to maintain accurate and effective systems.</li> <li>• Assists with preparation and presentation of research reports.</li> <li>• Coordinates with County leadership to determine new technologies and enhancements for systems.</li> <li>• Researches, recommends and purchases new hardware and software.</li> </ul>
<p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• Responds to employee IT concerns; trouble shoots and resolves issues.</li> <li>• Provides information and training on systems, database and equipment use to employees and customers.</li> </ul>
<ul style="list-style-type: none"> <li>• Attends educational opportunities and meetings.</li> <li>• Maintains knowledge of technologies.</li> <li>• Performs other duties as assigned or apparent.</li> </ul>

## Qualifications

**Education:** Two years post high school education or Associate’s Degree in computer science or related field and three years relevant experience, or equivalent combination of education/ training/ experience.

**Requirements:**

- Knowledge of math, science and computer database operations.

- Knowledge of software development, data analysis, database administration and systems management.
- Ability to provide guidance and direction to professional and technical staff.
- Knowledge of performance of technical and detailed research.
- Ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Skill in communicating technical information to non-technical persons.
- Analytical ability to select, evaluate and interpret data from several sources including policies, guidelines and procedures.
- Ability to create and maintain effective working relationships with peers, superiors, other county departments, outside agencies, contractors, etc.

### **Physical Demands and Working Conditions**

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

### **Equipment Utilized**

- Office 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:** IT Analyst 2, Grade 9  
**Department:** Information Technology  
**Reports to:** Information Technology Director  
**FLSA Classification:** Non-Exempt  
**Union Status:** Non-Union  
**Board Approved:**

## Position Summary

The IT Analyst 2 provides enhanced technical and analytical support to end users for all supported technology. This position is a project lead and provides work direction to IT Analyst 1 staff. This position oversees the maintenance and security of Becker County’s intranets, business software and computer systems.

<b>Essential Duties and Responsibilities</b>
<p><b>Systems Functions</b></p> <ul style="list-style-type: none"> <li>• Manages servers, network equipment and other related IT infrastructure.</li> <li>• Assigns and maintains user access for all employees.</li> <li>• Implements and manages user and network security. Ensures security through access controls, backups and firewalls. Manages secure network access for remote users.</li> <li>• Installs, upgrades and maintains software ensuring compliance with licensing laws and policies.</li> <li>• Evaluates existing software applications and performs routine updates and modifications.</li> <li>• Manages and maintains file server’s software and hardware.</li> </ul>
<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>• Prepares procedure documents and training materials for employees.</li> <li>• Builds and modifies custom reports within multiple platforms.</li> </ul>
<p><b>Research</b></p> <ul style="list-style-type: none"> <li>• Research and compiles information to maintain accurate and effective systems.</li> <li>• Assists with preparation and presentation of research reports.</li> <li>• Coordinates with County leadership to determine new technologies and enhancements for systems.</li> <li>• Researches, recommends and purchases new hardware and software.</li> </ul>
<p><b>Provides Work Direction and Project Management</b></p> <ul style="list-style-type: none"> <li>• Train and provide mentoring to staff.</li> <li>• Serves as project manager for IT projects.</li> <li>• Provides work direction and issue escalation, as needed. Guides and mentors IT Analyst I staff.</li> <li>• Manages, reviews, recommends, implements, and supports process improvement and enhancement for all helpdesk processes and procedures.</li> <li>• Manages hardware replacement program cycle and works with 2rd party software and hard vendors.</li> <li>• Administers and supports endpoint security systems which include anti-virus, device encryption, and web filtering.</li> </ul>
<p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• Responds to employee IT concerns; trouble shoots and resolves issues.</li> <li>• Provides information and training on systems, database and equipment use to employees and customers.</li> </ul>
<ul style="list-style-type: none"> <li>• Attends educational opportunities and meetings.</li> <li>• Maintains knowledge of technologies.</li> <li>• Performs other duties as assigned or apparent.</li> </ul>

## Qualifications

**Education:** Bachelor's Degree in computer science or related field and two years relevant experience, or equivalent combination of education/ training/ experience.

**Requirements:**

- Significant knowledge of math, science and computer database operations.
- Significant knowledge of software development, data analysis, database administration and systems management.
- Ability to provide guidance and direction to professional and technical staff.
- Significant knowledge of performance of technical and detailed research.
- Ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Skill in communicating technical information to non-technical persons.
- Analytical ability to select, evaluate and interpret data from several sources including policies, guidelines and procedures.
- Ability to create and maintain effective working relationships with peers, superiors, other county departments, outside agencies, contractors, etc.
- Considerable skill in effective oral and written communications to technical and non-technical audiences.
- Ability to follow data practices requirements regarding confidentiality and privacy.
- Ability to serve as a working supervisor.
- Ability to establish and maintain effective working relationships with others.
- Ability to handle a variety of typical assignments under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to apply considerable analytical ability to select, evaluate and interpret data from several sources, interpret guidelines, policies, and procedures.
- Effective communication with department and other departments, outside agencies and vendors on specialized matters requiring detailed or technical responses/ explanations.

### Physical Demands and Working Conditions

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

### Equipment Utilized

- Office 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:** Information Technology Director, Grade 13  
**Department:** Information Technology  
**Reports to:** County Administrator  
**FLSA Classification:** Exempt  
**Union Status:** Non-Union  
**Board Approved:**

## Position Summary

Under administrative direction, the Information Technology Director provides management, leadership and coordination over all areas of information and communication technology for Becker County government operations.

### Essential Duties and Responsibilities

#### Directs overall management of the operations and personnel of the department

- Maintains the County’s core IT infrastructure including servers, network, desktops and phones.
- Manages the deployment, monitoring, maintenance, development upgrade and support of all IT systems including servers, operating systems, hardware, software, phone and peripherals.
- Maintains the integrity of County data through information security and access management ensuring the security of the information systems, communications lines and equipment.
- Confers with the Board of Commissioners, Administrator and Department Heads concerning technology strategies and needs.
- Facilitates the development and implementation of an ongoing strategic technology plan for the County.
- Manages IT projects by setting goals, maintaining timeframes, coordinating project team members and establishing vendor relationships.
- Manages all changes to production applications, servers, networks and systems to ensure there are no unscheduled service interruptions; develops specifications, policies and standards to guide the deployment of infrastructure.
- Establishes and implements short and long-range department goals, objectives, policies and operating procedures.
- Designs the IT architecture for the County on an enterprise level; defines system and application architecture; develops, recommends and executes strategic plans by mapping IT capabilities to County needs; assists in developing policies guidelines, standards, and procedures; documents relationships between business rules and IT solutions.
- Identifies emerging technologies to be assimilated, integrated and introduced within the County. Assesses new computing technologies to determine potential value for the organization.
- Fills the role of Chief Technology Officer, Cyber Security Director and CJIS LASO.

#### Administrative functions

- Leads in the development and administration of the department budget: forecasts additional funds for staffing, equipment, materials and supplies; directs the monitoring and approval of expenditures; and recommends budget adjustments as necessary.
- Manages vendor relationships focusing on scheduling servicing, negotiating purchasing and communicating concerns.
- Responds to data requests by searching for requested information and providing information to requestors.
- Designs and implements measures to ensure disaster response teams are supported with available technology and provides status of any County IT systems impacted by disaster.
- Follows safe work practices and identifies and reports unsafe work conditions.

#### Supervision

- Organizes and prioritizes workload requirements.
  - Recruits, interviews and hires staff.
  - Provides effective supervision, training, and guidance for assigned personnel; is approachable; anticipates changes and manages challenges.
  - Promotes teamwork and cooperation.
  - Serves as a positive role model of successful performance and ethical conduct.
  - Monitors and documents the work performance of assigned personnel, conducts effective coaching and mentoring, reviews performance, and takes corrective action whenever necessary.
  - Works with employees to correct deficiencies.
  - Implements discipline and termination procedures.
  - Coordinates staff activities with other departments, external agencies and organizations.
- 
- Attends educational opportunities and participates in professional organizations.
  - Maintains knowledge of new emerging technologies.
  - Performs other duties as assigned or apparent.

## Qualifications

**Education:** Bachelor’s degree in computer science or related field, five years relevant experience, and supervisory or leadership experience; or equivalent combination of education/ training/ experience.

**Requirements:**

- Valid MN driver’s license required.
- Knowledge of diverse communication technology, including fiber transmission, wireless network systems, and servers.
- Knowledge of technology implementation and planning in a government agency environment.
- Ability to interpret and apply local, state and federal policies, laws and regulations regarding computer, network, and technology administration including MN BCA and FBI security policies.
- 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 apply professional/managerial principles and judgement within overall goals and direction established by management.
- Analytical ability to select, evaluate and interpret data from several sources including policies, guidelines and procedures.
- Ability to create and maintain effective working relationships with peers, superiors, other county departments, outside agencies, vendors, contractors, etc.

### 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 40 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 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:** Account Clerk I, Grade 4  
**Department:** Environmental Services  
**Reports to:** Land Use Director  
**FLSA Classification:** Non-Exempt  
**Union Status:** Teamsters Courthouse  
**Board Approved:**

## Position Summary

The Account Clerk I is responsible for providing administrative, clerical, bookkeeping and customer service for the Becker County Environmental Services Office. Work is performed independently within established policies, laws and regulations.

### Essential Duties and Responsibilities

#### Administrative, Clerical and Bookkeeping

- Prepares daily fee receipts of service transactions for entry into the County IFS and develops bill of lading for commodity shipments, reconciles payments to commodity shipments.
- Completes, tracks, and finalizes job service orders.
- Develops and maintains accurate solid waste campus data records.
- Enters data in the department’s integrated solid waste management account program and solid waste software.
- Assists with the completion of the annual Solid Waste Assessment with oversight.
- Performs with oversight, general clerical support such as filing, ordering supplies, preparing bank deposits, reconciling receipts, compiling bills, and developing purchase orders for the Department Director consideration.
- Performs as back-up to pay station window clerks as needed.
- Performs office janitorial duties such as sweeping, mopping, dusting, vacuuming, cleaning bathrooms and light shoveling.
- Completes other tasks as directed including picking up parts or clerking at Haz waste collection events.

#### Customer Service

- Responds to general public in person, by phone or mail to answer questions, provide information or redirect to appropriate person in a courteous and professional manner.
- Serves as customer service role model.
- Attends educational opportunities and meetings.
- Performs other duties as assigned or apparent.

### Qualifications

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



**Requirements:**

- Knowledge of modern office procedures, equipment and software.
- Knowledge of basic bookkeeping and math.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to use independent judgment to prioritize tasks.
- Ability to handle a variety of assignments under moderate supervision within standard operating procedures.
- Ability to maintain contact with other departments, outside agencies and the public to relay basic information or facts.

**Physical Demands and Working Conditions**

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

**Equipment Utilized**

- Office equipment and computer hardware and software.

**Competencies Common to all County Positions**

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



**Classification:** Account Clerk II, Grade 5  
**Department:** Environmental Services  
**Reports to:** Land Use Director  
**FLSA Classification:** Non-Exempt  
**Union Status:** Teamsters Courthouse  
**Board Approved:**

## Position Summary

The Account Clerk II is responsible for providing administrative, clerical, accounting and customer service to the Becker County Environmental Services Office. Work is performed independently within established policies, laws and regulations.

### Essential Duties and Responsibilities

#### Accounting and Bookkeeping

- Maintains operational and financial data for the Becker County Waste Campus.
- Maintains electronic filing system for accounts payable and accounts receivable.
- Prepares receipts and enters data into IFS accounting database.
- Prepares and delivers bank deposits to the County Auditor.
- Generates department billing including charge accounts for waste and recycling programs.
- Prepares a variety of reports.
- Manages department financial affairs under supervisor’s direction.
- Compiles bills and generates purchase orders for approval.
- Maintains files of purchase orders and bills paid.
- Oversees completion of the review of the annual solid waste service charge applied to county land parcels.
- Creates tram tickets, maintains tram receipts and prepares records.

#### Administrative and Clerical

- Coordinates, tracks and reconciles commodity shipments of recyclables and sold waste to end markets.
- Maintains recycling service orders to ensure timely completion.
- Manages internal work orders coordinating workflow among staff and monitors follow-up to ensure timely completion.
- Trains pay station clerks and account clerk I to coordinate workloads.
- Completes the schedule for the pay station clerks and account clerk I.
- Performs as backup pay station clerk as necessary.
- Creates databases and spreadsheets to streamline department tracking records and creates apps for shipping notifications and recycling service requests.
- Coordinates and maintains vehicle and equipment preventative maintenance and repair records for the landfill, recycling and HHW departments.
- Gathers documentation and performs research for grant projects. Assists in proofreading of grant proposals and tracks progress of applications and awards.
- Researches pricing and availability for supplies, coordinates their purchase, and tracks shipping and delivery.
- Coordinates solid waste work flow activities and provides oversight to the WasteWorks program.

#### Customer Service

- Responds to general public in person, by phone or mail to answer questions, provide information or redirect to appropriate person in a courteous and professional manner.
- Attends educational opportunities and meetings.
- Performs other duties as assigned or apparent.

## Qualifications

**Education:** Associate degree in a relevant field and one-year relevant work experience or equivalent combination of education/ training/ experience.

### Requirements:

- Knowledge of modern office procedures, equipment and software.
- Knowledge of basic accounting and bookkeeping
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to use independent judgment to prioritize tasks.
- Ability to apply a variety of procedures and policies using moderate analytical ability in adapting standard methods to fit facts and conditions using generally prescribed procedures.
- Ability to maintain contact with other departments, outside agencies and the public to relay basic information or facts.

### Physical Demands and Working Conditions

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

### Equipment Utilized

- Office equipment and computer hardware and software.

### Competencies Common to all County Positions

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



**Classification:** Transfer Station Light Equipment Operator, Grade 3  
**Department:** Environmental Services  
**Reports to:** Transfer Station Manager  
**FLSA Classification:** Non-Exempt  
**Union Status:** Teamsters Courthouse  
**Board Approved:**

## Position Summary

This position inspects, documents, and directs the placement of acceptable incoming waste at Becker County permitted solid waste facilities., directs proper placement of waste materials at the solid waste facility. Manages waste with light equipment as needed. Responsible to accept, categorize, register and process incoming household hazardous waste at the Hazardous Waste Facilities, and to maintain buildings, and grounds at the facilities.

### Essential Duties and Responsibilities

#### Material Handling and Equipment Operation

- Inspects and evaluates incoming materials to determine acceptability. Determines amount of acceptable waste, directs waste to onsite disposal area and estimates disposal charges for customers according to fee schedule.
- Accepts and directs the placement of incoming hazardous waste from the public following strict guidelines, properly registers, categorizes and sorts.
- Maintains the temporary storage and transfer areas of the solid waste facility which includes compost and brush, problem materials of appliances and tires, electronic waste, fluorescent bulbs, batteries, used oil & oil filter, and recyclables, unauthorized trash in the demolition landfill, and others.
- Operates and maintains motorized and non-motorized light equipment including but not limited to forklift, semi-tractor for transfer trailers, scale, cash register, and various tools.
- Prepares collected materials for transportation and disposal including, but not limited to, lab packing materials, and bulking of compatible fluids in larger containers such as 55-gallon drums or cardboard gaylord boxes.

#### Ancillary Duties

- Assists with facility daily opening, closing, and other facility operations.
- Performs general maintenance, janitorial duties and minor repairs of the buildings and grounds including snow removal, road repairs, signage repair and fence repairs.
- Educates customers on a variety of solid waste issues including the proper sorting and transfer of solid waste, recycling, material reuse, and hazardous waste.
- Monitors the safety of job sites for benefit of customers and co-workers.

#### Customer Service

- Communicates with customers to explain procedures and policies.
- Provides customers with directions and guidance and resolves customer problems and concerns.
- Serves as customer service role model.
- Attends educational opportunities and meetings and maintains required certifications.
- Performs other duties as assigned or apparent.

## Qualifications

**Education:** High School diploma or equivalent.

### Requirements:

- Valid Minnesota Driver's License.
- Knowledge of light equipment and basic tools used in maintenance, grounds keeping, solid waste and construction material debris.
- Ability to operate light equipment used to sort or transfer waste at the solid waste facility.
- Knowledge of occupational hazards and safety precautions applicable to safe operation of equipment, tools and industrial settings.
- Ability to obtain Minnesota Pollution Control Agency Facility Operator Certificate, OSHA 24-hour Hazardous Training Program Certificate and HazCat Certificate within six months of hire.
- Ability to lift and navigate up to 25 pounds on a routine basis and carry materials weighing up to 100 pounds.
- Ability to complete initial program training and adhere to standard operating procedures.
- Ability to read and comprehend simple instructions, correspondence and memos and to write simple correspondence.
- The ability to communicate effectively and have strong positive public relations skills.
- Ability to apply a variety of procedures, policies and precedents and to adapt standard methods to fit facts, using generally prescribed procedures.

### Physical Demands and Working Conditions

- Work is performed in an office, outdoors, or on light equipment at the Becker County solid waste facilities which include the Transfer Station, Demolition Landfill and the Hazardous Waste facility.
- May be exposed to various atmospheric conditions such as odors, dusts, insects, poor ventilation, fumes, inclement weather, etc.
- Ability to lift, carry or push up to 100 pounds.
- May be exposed to uncooperative, angry or hostile individuals.

### Equipment Utilized

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

### Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor's 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:** Transfer Station Heavy Equipment Operator, Grade 4  
**Department:** Environmental Services  
**Reports to:** Transfer Station Manager  
**FLSA Classification:** Non-Exempt  
**Union Status:** Teamsters Courthouse  
**Board Approved:**

## Position Summary

This position inspects, documents, and directs the placement of acceptable incoming solid waste at Becker County permitted solid waste facilities, directs proper placement of waste materials, prepare waste for disposal in the demolition landfill or in transfer trailers by managing the placement of waste with equipment in the demolition landfill or transfer trailers. Responsible to accept, categorize, register and process incoming hazardous waste at the Solid Waste Facilities, and to maintain buildings and grounds at the facilities.

### Essential Duties and Responsibilities

#### Material Handling and Equipment Operation

- Inspects and evaluates incoming materials to determine acceptability. Determines amount of acceptable waste, directs waste to onsite disposal area and estimates disposal charges for customers according to fee schedule.
- Accepts, reviews, and documents incoming hazardous waste from the public following strict guidelines, properly registers, categorizes and sorts.
- Maintains areas of the solid waste facility for the disposal and processing of compost, yard waste and brush, concrete, asphalt shingles, and the problem materials of appliances and tires, fluorescent bulbs, batteries, used oil & filters, electronic waste, and recyclables, recyclable materials, remove unauthorized trash from the demolition landfill, and others.
- Operates and maintains motorized and non-motorized light and heavy equipment including but not limited to wheeled loader, excavator or backhoe, forklift, landfill compacter, semi-tractors and transfer trailers, scale, cash register, and various tools.
- Prepares collected materials for transportation and disposal including, but not limited to, loading waste transfer trailers, lab packing materials, and bulking of compatible fluids or other waste items in larger containers such as 55-gallon drums or cardboard gaylord boxes.

#### Ancillary Duties

- Assists with facility daily opening, closing and other facility operations.
- Performs general maintenance, janitorial duties and minor repairs of the buildings and grounds including snow removal, road repairs, signage repair and fence repairs.
- .
- Educates customers on a variety of solid waste issues, including proper handling of solid waste, recycling, material reuse program, and hazardous waste.
- Monitors the safety of job sites for benefit of customers and co-workers.

#### Customer Service

- Communicates with customers to explain procedures and policies.
- Provides customers with directions and guidance and resolves customer problems and concerns.
- Serves as customer service role model.

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

## Qualifications

**Education:** High School diploma or equivalent. Certification and/or training on the operation of light and heavy equipment. At least two years of experience using heavy equipment and having demonstrated the ability to competently load solid waste transfer trailers based on a review by the Transfer Station Manager.

### Requirements:

- Valid Minnesota Driver's License.
- Knowledge of light and heavy equipment and basic tools used for equipment maintenance, grounds keeping, solid waste, and construction debris.
- Ability to competently operate heavy equipment on the solid waste campus which is used to sort and load waste transfer trailers in the Transfer Station and the placement of materials in the demolition landfill.
- Knowledge of occupational hazards and safety precautions applicable to safe operation of equipment, tools used in industrial settings.
- Ability to obtain Minnesota Pollution Control Agency Facility Operator Certificate, OSHA 24-hour Hazardous Training Program Certificate and HazCat Certificate within six months of hire.
- Ability to lift and navigate up to 25 pounds on a routine basis and carry materials weighing up to 100 pounds.
- Ability to complete initial program training and adhere to standard operating procedures.
- Ability to read and comprehend simple instructions, correspondence and memos and to write simple correspondence.
- The ability to communicate effectively and have strong positive public relations skills.
- Ability to apply a variety of procedures, policies and precedents and to adapt standard methods to fit facts, using generally prescribed procedures.

### Physical Demands and Working Conditions

- Work is performed in an office, outdoors, in or on light or heavy equipment, at Becker County solid waste facilities, Demolition Landfill and the Household Hazardous Waste facility.
- May be exposed to various atmospheric conditions such as odors, dusts, insects, poor ventilation, fumes, inclement weather, etc.
- Ability to lift, carry or push up to 100 pounds.
- May be exposed to uncooperative, angry or hostile individuals.

### Equipment Utilized

- Variety of light and heavy equipment, communication radio, department tools, and office equipment.
- Ability to use heavy equipment

### Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keeps supervisors 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:** Compactor Truck Operator, Grade 5  
**Department:** Environmental Services  
**Reports to:** Transfer Station Manager  
**FLSA Classification:** Non-Exempt  
**Union Status:** Teamsters Courthouse  
**Board Approved:**

## Position Summary

This position operates a front load compactor truck to collect/haul recyclables and solid waste and distribute/maintain dumpsters. Responsible for analyzing routing to determine the most effective and efficient routing while servicing the recycling canister sites and developing reports on the commodities collected.

<b>Essential Duties and Responsibilities</b>
<p><b>Truck Operator</b></p> <ul style="list-style-type: none"> <li>• Operates front load compactor truck.</li> <li>• Performs routine maintenance on compactor truck including oil changes, greasing, tire changes, fluid checks and hose replacement.</li> <li>• Perform light maintenance on recycling dumpsters as needed.</li> </ul>
<p><b>Ancillary Duties</b></p> <ul style="list-style-type: none"> <li>• Analyzes routing to determine the most effective and efficient routing.</li> <li>• Prepares and completes reports on the recyclable and solid waste commodities collected.</li> <li>• Educates recycling site managers and coordinates solid waste educational outreach with Department staff to increase County recycling through management of the recycling cannister sites.</li> </ul>
<p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• Communicate with customers to explain procedures and policies for recycling, dumpster location, etc.</li> <li>• Provides customers with directions and guidance and resolves customer problems and concerns.</li> <li>• Serves as a customer service role model and ensures staff adheres to customer service principles.</li> <li>• Communicates to the public about recycling, solid waste, and county waste abatement policies.</li> </ul>
<ul style="list-style-type: none"> <li>• Attends educational opportunities and meetings and maintains required certifications.</li> <li>• Performs other duties as assigned or apparent.</li> </ul>

## Qualifications

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

### Requirements:

- CDL Driver’s License.
- Ability to secure Landfill Operator’s License, and Forklift Certification within six months of hire.
- Knowledge of local and state laws and regulations regarding the operation of equipment, particularly those pertaining to their operation on public streets.
- Skill in operating heavy equipment and light equipment and vehicles.
- Knowledge of state and federal OSHA standards and requirements.



- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to use independent judgment to prioritize tasks.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved; supervisors generally set operating benchmarks, goals and objectives.
- Ability to apply a variety of procedures, policies and precedents and to adapt standard methods to fit facts, using generally prescribed procedures.

### **Physical Demands and Working Conditions**

- Work is performed in vehicles, equipment and in the Material Recovery Facility and Transfer Station as needed.
- May be exposed to fumes, odors, toxic substances, and bloodborne pathogens.
- Ability to lift, carry or push up to 80 pounds.
- This position is exposed to heat, cold and adverse weather conditions.
- This position performs work under high attention to detail and deadlines.

### **Equipment Utilized**

- Compactor truck, tools and variety of department equipment.

### **Competencies Common to all County Positions**

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



**Classification:** Hazardous Waste Coordinator, Grade 6  
**Department:** Land Use  
**Reports to:** Land Use Director  
**FLSA Classification:** Non-Exempt  
**Union Status:** Teamsters Courthouse  
**Board Approved:**

## Position Summary

The Hazardous Waste Regional Coordinator is responsible for coordinating all activities associated with the Regional Hazardous Waste Program and industrial and agricultural hazardous waste as part of the solid waste management system for Becker County. The position provides oversight management of the hazardous waste programs in Becker, Hubbard, Norman, and Mahnomon Counties and assists the White Earth Band with the development, implementation and maintenance of hazardous waste programs and coordinates other solid waste activities with the regional partners as needed

### Essential Duties and Responsibilities

#### Household Hazardous Waste Administration and Processing

- Manages the County and Regional household hazardous waste program including regional collection, training of regional solid waste staff and operates the hazardous waste processing facility.
- Researches and applies relevant laws, rules, contracts, scientific data and operating procedures.
- Contacts outside entities for identification and proper handling methods and packages materials for disposal and schedules transport.
- Orders equipment and supplies.
- Prepares and displays reusable hazardous waste products for public use.
- Schedule site, building and equipment maintenance and repair.
- Conduct facility tours and inspections.
- Prepares and maintains records and reports including waste types and quantities, facility users, education activities, budget expenses, and a variety of County, State and other reports. Maintains collection records for five county regional programs.
- Schedules and implements local collections, manages facility operations, and evaluates materials for acceptance or refusal.
- Trains individuals to perform hazardous waste collection and processing duties.
- Coordinates collection, processing, storage and transportation operations with emergency personnel and agencies.
- Coordinates development of regional program plans by researching, collecting, and evaluating relevant data; analyzing methods, technologies, and costs/benefits; working with outside agencies to design program options; recommending and managing activities and budgets; and evaluating and updating program activities.
- Coordinates the permitting and contract negotiations for the facility.
- Obtains and maintains permits to establish collection and storage facilities.
- Assists each co-sponsoring county in developing the HHW and solid waste Program educational goals, collection goals and proper disposal alternatives.
- Coordinates, manages, and operates the Very Small Quantity Generator/VSQG and agricultural hazardous waste programs.
- Serves as liaison to the Minnesota Pollution Control Agency, hazardous waste disposal businesses and other counties with regional hazardous waste programs.

**Recycling and Solid Waste Administration**

- Develops and implements facility operations and safety procedures and oversees staff training certification and medical monitoring requirements.
- Research and analyses laws, rules and other information, completes technical and financial analysis, selects feasible waste management options and funding methods, develops abatement activities, and reviews and updates the overall system.
- Research grant funding opportunities, prepare grant applications, and maintains grant records.
- Assists with annual reporting to the MPCA.

**Customer Service and Public Education**

- Educates individuals and groups on solid waste and hazardous waste related matters by responding to inquiries, conducting presentations, developing and distributing informational materials, conducting advertising campaigns, working with agencies and businesses on public awareness activities and attending regional and state meetings.

- Attends educational opportunities and participates in professional organizations.
- Monitors law changes and best practices pertaining to the program activities.
- Performs other duties as assigned or apparent.

**Qualifications**

**Education:** Associate’s degree in business, science or related field and one-year relevant experience or equivalent combination of education/ training/ experience.

**Requirements:**

- Valid MN driver’s license required.
- Ability to obtain HHW safety training within six months of hire.
- Ability to obtain HHW Certification, DOT Hazmat Certification, CPR Certification and Forklift/Skid Loader Certification within one year of hire.
- Knowledge and ability to use modern office equipment and software.
- Knowledge of project implementation, management and oversight.
- Ability to develop and manage operating rules and procedures under management guidance.
- Ability to use considerable analytics to select, evaluate and interpret data from several sources and to interpret guidelines, policies and procedures.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to maintain frequent contact with other departments, outside agencies and the public on specialized matters requiring detailed or technical responses and explanations.

**Physical Demands and Working Conditions**

- Work is performed in an office setting, at waste facilities and in the field.
- Exposure to weather, machines and outdoors conditions.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty with the ability to lift, carry or push up to 80 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position performs work under high attention to detail and deadlines.

**Equipment Utilized**

- Office equipment, computer hardware and software, hand tools, pallet jack, forklift, skid steer, and department vehicles and equipment.

**Competencies Common to all County Positions**

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.

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



**Classification:** Land Use Director, Grade 14  
**Department:** Land Use  
**Reports to:** County Administrator  
**FLSA Classification:** Exempt  
**Union Status:** Non-Union  
**Board Approved:**

## Position Summary

The Land Use Director is responsible to manage the Becker County Land Use Department by providing direction, coordination and evaluation of the Environmental Services, Natural Resources Management, and Parks & Recreational programs and personnel in accordance with County policies, procedures and goals and applicable laws.

<b>Essential Duties and Responsibilities</b>
<p><b>Directs overall management of the operations and programs of the department</b></p> <ul style="list-style-type: none"> <li>• In coordination with Local Units of Government, County, State, and Federal policy makers, determines County and department long term and short-term goals, objectives, and direction by evaluating community needs and State and Federal mandates which determine the need for development of department programs and county infrastructure.</li> <li>• Provides coordination, development and implementation of staff direction between the department and other County functions to achieve stated goals and objectives.</li> <li>• Develops, revises and approves recommendations on department policies and procedures by providing guidance and direction to ensure service levels and schedules provide the best possible service within budget parameters.</li> <li>• Provides direction, coordination and evaluation of programs in accordance with the organization’s policies and applicable laws.</li> <li>• Ensures compliance with County, State and Federal regulations governing solid waste, recycling, and hazardous waste collection and disposal.</li> <li>• Evaluates and directions updates as needed to the Department; manages Solid Waste and Parks and Recreation ordinance content and interpretation.</li> <li>• Advises management and educates, local units of government, citizen groups, and the media on department activities.</li> <li>• Coordinates land use services with other departments and external entities.</li> <li>• Develops and determines long-range and short-range goals through direct interaction with Unit Supervisors and key positions to accomplish the mission of the Department. Reviews, refines and implements strategic plans which support the overall vision of Becker County.</li> </ul>
<p><b>Data, and records and financial management</b></p> <ul style="list-style-type: none"> <li>• Develops, implements, and monitors the department's budgets takes appropriate actions to ensure overall budget compliance and authorizes departmental expenditures.</li> <li>• Prepares and reviews bid specifications and manages contracts for vendor services.</li> <li>• Provides data for the assessment of Environmental, Natural Resource Management and Parks &amp; Recreation activities and productivity to the County Board and various groups.</li> <li>• Provides department reports and updates to County Board, Administrator and Committees.</li> <li>• Oversees completion of a variety of State mandated reports and the development of data systems for the management of department of data.</li> </ul>
<p><b>Supervision and Leadership</b></p> <ul style="list-style-type: none"> <li>• Supervises and evaluates assigned staff.</li> </ul>

- Develops, implements and monitors recruitment and retention plans to result in low employee turnover, minimal vacancies, decreased overtime usage, and adherence to labor budget.
  - Manages, interviews, hires and trains direct reports: plans, assigns, and directs work; conducts performance evaluations; rewards and disciplines employees; addresses personnel complaints and grievances; and resolves problems.
  - Provides support and input to unit supervisors and key positions to result in effective daily unit operations.
  - Serves as a customer service role model and ensures staff adheres to customer service principles.
  - Ensures safe work practices and completion of injury reports.
  - Provides effective supervision, training, and guidance for assigned personnel; is approachable; anticipates changes and manages challenges.
  - Participates in local, regional, and statewide organizations to promote the County and to collaborate on initiatives impacting the County.
  - 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.
- Assists the County Emergency Manager develop plans, develop staff training, and identify assets needed to help the County recover from disasters the County manages the recovery from.
  - Attends educational opportunities and participates in professional organizations.
  - Monitors law changes and best practices pertaining to the department activities.
  - Performs other duties as assigned or apparent.

## Qualifications

**Education:** Bachelor’s degree in relevant field and five years relevant experience, including supervisory experience, or equivalent combination of education/ training/ experience.

**Requirements:**

- Valid MN driver’s license required.
- Extensive knowledge in the areas of relevant Minnesota statutes, local ordinances and case law as it relates to solid waste collection and disposal, zoning, land use, planning and development of public recreational infrastructure, natural resources, wetlands, and water quality.
- Knowledge of and skill in administrative functions, Microsoft Office Suite, and computer database operation.
- Knowledge of the best practices, methods, and techniques for effective governmental administration.
- The ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to set policies and goals for the department operations, with top management guidance.
- Ability to perform widely varied work involving many complex and significant variables, requiring analytical ability and inductive thinking in adapting policies, procedures and methods to fit unusual and complex situations impacting the County.
- 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, machines and outdoors conditions.

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

#### **Equipment Utilized**

- Office equipment, computer hardware and software and department vehicles and equipment.

#### **Competencies Common to all County Positions**

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



**Classification:** Material Recovery Facility Manager, Grade 7  
**Department:** Environmental Services  
**Reports to:** Land Use Director  
**FLSA Classification:** Non-Exempt  
**Union Status:** Non-Union  
**Board Approved:**

## Position Summary

The Material Recovery Facility Manager is responsible for managing the collection of recyclables through the County recycling program, managing and supervising the operations and personnel at the Material Recovery Facility (MRF) including screening of inbound recyclable materials, and directing and providing oversight of the processing, packaging and loading of materials prepared for shipment to end markets.

### Essential Duties and Responsibilities

#### MRF Management and Operations

- Manages and coordinates operations at the MRF recommends operational changes including equipment replacement and upgrades.
- Coordinates and oversees the updates and installation of equipment in the MRF or for the recycling collection program.
- Manages and maintains the County recycling collection program and coordinates the collection and delivery of recyclable materials to the County MRF.
- Responsible for operating and maintenance of facility equipment including motorized and non-motorized equipment and a variety of tools. Operates skid steer, forklift, yard semi tractors and front load compactor trucks.
- Performs light maintenance of installed machinery at the facility including conveyors and balers.
- Coordinates solid waste operations on the solid waste campus with the Transfer Station Manager and the Department Director regarding the solid waste campus operations which include the opening, closing and daily operation of the Solid Waste Campus.
- Coordinates, directs, and performs maintenance of recycling dumpsters and recycling collection sites.
- Advises department head of necessary or anticipated large equipment repairs and replacements.
- Assists in ensuring compliance with the MPCA Permit, OSHA and Becker County Safety policies.
- Assists staff in the aggregation and preparation for transportation of materials banned from the waste stream to be recycled.
- Manages recycling route drivers and functions as a backup truck driver as needed for all solid waste operations.
- Functions as a backup ICWC Crew Leader as needed.

#### Administrative

- Creates and maintains maintenance records on tools, equipment and vehicles.
- Assists the department director in marketing of processed commodities.
- Assists and participates on environmental public education.
- Prepares a variety of reports.

#### Supervision and Leadership

- Supervises and evaluates assigned staff.
- Directs and coordinates the work and scheduling of the State Institution Community Work Crew (ICWC) at the MRF.
- Assists with recruitment and selection and recommends hires.



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| <ul style="list-style-type: none"> <li>• Serves as a customer service role model and ensures staff adheres to customer service principles.</li> <li>• Ensures safe work practices and completion of injury reports.</li> <li>• Provides effective supervision, training, and guidance for assigned personnel; is approachable; anticipates changes and manages challenges.</li> <li>• Assists and educates staff in federal, state, county and departmental responsibilities, statutes, rules, regulations, policies and procedures.</li> <li>• Promotes teamwork and cooperation.</li> <li>• Serves as a positive role model for successful performance and ethical conduct.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Attends educational opportunities and meetings.</li> <li>• Monitors law changes and best practices pertaining to the department activities.</li> <li>• Performs other duties as assigned or apparent.</li> </ul>  |

## Qualifications

**Education:** High School degree or equivalent and one to two years relevant post-high school training/education and one-year relevant experience, or equivalent combination of education/ training/ experience.

**Requirements:**

- Valid MN Class A CDL driver’s license required.
- Ability to obtain landfill operator’s license within six months of hire.
- Ability to operate department equipment and vehicles.
- Ability to administer operating rules and procedures under management guidance.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to apply a variety of procedures and policies using moderate analytical ability in adapting standard methods to fit facts and conditions using generally prescribed procedures.
- Ability to proficiently use County supplied office equipment, computers, and software.
- Ability to become trained as a backup ICWC Crew Leader within six months of hire.

### Physical Demands and Working Conditions

- Work is performed in office setting and facility buildings and grounds.
- Exposure to weather, machines and outdoors conditions.
- Work is moderate duty with the ability to lift, carry or push up to 80 pounds.
- May be exposed to various atmospheric conditions such as odors, dusts, insects, poor ventilation, fumes, inclement weather, etc.

### Equipment Utilized

- Office equipment and related software, communication equipment, and department vehicles, machinery and equipment.

### Competencies Common to all County Positions

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



**Classification:** Mechanic – Operator, Grade 6  
**Department:** Environmental Services  
**Reports to:** Transfer Station Manager  
**FLSA Classification:** Non-Exempt  
**Union Status:** Teamsters Courthouse  
**Board Approved:**

## Position Summary

The Mechanic – Operator performs repairs and maintenance to Environmental Services vehicles and equipment ensuring safe and proper working conditions. Assists in managing all types of incoming waste and serves as backup recycling truck driver.

### Essential Duties and Responsibilities

#### Mechanic

- Performs maintenance and repairs to heavy equipment, including but not limited to pay loader, compactor, track hoe, backhoe, semi-tractors and trailers.
- Performs minor repairs including oil changes; greasing; adjusting belts, clutches and brakes; tire repair; welding, tune-ups, etc.
- Performs major repairs including repair or replace brakes, hydraulic equipment, welding equipment, and low voltage electrical system repairs.
- Performs maintenance repairs to light equipment, including but not limited to, small trucks, pickups, cars, skid loaders, forklifts, balers, conveyors, dump trailers and power hand tools.
- Light equipment work includes oil changes, greasing, tune-ups, overhaul of gear boxes, light metal fabrication and tire repairs.
- Performs welding operations to repair vehicles and equipment.
- Assists the Department Director by providing research and recommendation of equipment purchases for the Environmental Services Department.
- Maintains a current electronic file of equipment maintenance schedules and maintenance performed.

#### Transfer Station Operator

- Provides lead supervision of onsite staff in the absence of the Transfer Station Manager or the MRF Manager.
- Inspects and evaluates in-coming waste to determine acceptability. Directs disposal and charges customers in accordance with the fee schedule.
- Maintains disposal areas for compost and brush, problem materials of appliances and tires, demolition landfill and others.
- Operates and maintains all equipment including motorized and non-motorized including wheeled loader, packer, semi-tractor for transfer trailers, scale, cash register and various tools.
- Performs general maintenance, janitorial duties, and minor repairs of buildings and grounds including snow removal, road repairs, and signage and fence repairs.
- Accepts household hazardous waste from the public following strict guidelines; properly registers, categorizes and sorts.

#### Truck Operator

- Operates as a backup front load compactor truck driver to collect recyclable waste and other products. Loads, unloads and cleans truck.
- Operates as a backup semi-truck driver to transfer waste end disposal sites.
- Reports on the quantity and quality of recyclables collected from the canister sites and reports on site maintenance.

**Ancillary Duties**

- Maintains buildings in a safe, neat and orderly manner.
- Maintains current inventories of tools, replacement parts, and operational supplies.
- Creates and maintains records on all vehicles and equipment maintenance and repair activities including warranty information.
- Inspects Household Hazardous Waste facility and Mobile Unit safety equipment and reports conditions.
- Maintains the Lock Out/Tag Out Safety Procedure.
- Adheres to the County Safety Programs and reports injuries or accidents.

**Customer Service**

- Communicates with customers to explain procedures and policies for recycling, dumpster location, etc.
- Provides customers with directions and guidance and resolves customer problems and concerns.
- Educates customers on solid waste issues.

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

## Qualifications

**Education:** Two years of post-high school education/training in heavy equipment mechanical repair and maintenance and three years relevant work experience or equivalent combination of education/ training/ experience.

**Requirements:**

- Class A CDL Driver's License.
- Ability to obtain HHW License and Landfill Operator Certification within six months of hire.
- Knowledge of local and state laws and regulations regarding the operation of equipment, particularly those pertaining to their operation on public streets.
- Knowledge of hydraulic systems and principles of heavy diesel engines, electrical principles, and air-conditioning.
- Knowledge of air braking systems, hydraulic braking systems, automotive engines & transmission repair, and small engines.
- Computer literacy including the use of Word and Excel programs.
- Skill in operating heavy equipment and vehicles.
- Knowledge of state and federal OSHA standards and requirements.
- Ability to read and comprehend complex equipment repair manuals.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to use independent judgment to prioritize tasks.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved; supervisors generally set operating benchmarks, goals and objectives.
- Ability to apply a variety of procedures, policies and precedents and to adapt standard methods to fit facts, using generally prescribed procedures.

**Physical Demands and Working Conditions**

- Work is performed in vehicles at the transfer station and Material Recovery Facility.
- May be exposed to fumes, odors, toxic substances, and bloodborne pathogens.
- Ability to lift, carry or push up to 100 pounds.
- This position is exposed to heat, cold and adverse weather conditions.
- Subject to random drug testing program.

### **Equipment Utilized**

- Office equipment and a variety of department vehicles and light and heavy equipment.

### **Competencies Common to all County Positions**

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep the 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:** Pay Station Attendant, Grade 2  
**Department:** Environmental Services - Landfill  
**Reports to:** Transfer Station Manager  
**FLSA Classification:** Non-Exempt  
**Union Status:** Teamsters Courthouse  
**Board Approved:**

## Position Summary

The Pay Station Clerk is responsible for providing administrative, clerical, and customer service at the Becker County Solid Waste Facility. Work is performed independently within established policies and procedures.

### Essential Duties and Responsibilities

#### Administrative and Clerical

- Operates as a clerk at the cash till at the solid waste pay station window: accepts payments and prepares receipts. Enters data into software and operates credit card machine.
- Coordinates billing of customers with the Transfer Station Operators.
- Prepares paperwork and reconciles daily receipts.
- Completes the bill of lading and other documents to maintain accurate data records.
- Contacts trucking company when loads are ready for transport.
- Manages the recycling of household batteries, including sorting and preparing batteries for shipment.
- Manages the truck scale to collect viable customer and vehicle weight information on each load.
- Maintains working knowledge of different types of solid waste, landfill fees, policies and regulations.
- Provides clerical office support which includes requisitioning office supplies; reconciling cash receipts, account credit, checks and credit cards; and accounting for missing tickets.
- Performs office janitorial duties.

#### Customer Service

- Responds to general public in-person or by phone to answer questions, provide information, or redirect to appropriate person in a courteous and professional manner.
- Waits on customers at the Reuse Store.
- Serves as customer service role model.
- Attends educational opportunities and meetings.
- Performs other duties as assigned or apparent.

## Qualifications

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

#### Requirements:

- Knowledge of modern office procedures, equipment and software.
- Knowledge of basic bookkeeping and math.
- Knowledge of and ability to operate a variety of office software and databases.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to multi-task and use independent judgment to prioritize tasks.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved,

supervisors set operating goals and objectives.

- Ability to apply a variety of procedures and policies using moderate analytical ability in adapting standard methods to fit facts and conditions using generally prescribed procedures.
- Ability to maintain contact with other departments, outside agencies and the public to relay basic information or facts.

### **Physical Demands and Working Conditions**

- Work is performed in an office setting and Landfill buildings and grounds.
- 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 25 pounds.
- This position may be occasionally exposed to mental effort and stress.

### **Equipment Utilized**

- Office equipment, communication radio, 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 keeps 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:** Recycling Facility Heavy Equipment Operator, Grade 4  
**Department:** Environmental Services  
**Reports to:** Material Recovery Facility Manager  
**FLSA Classification:** Non-Exempt  
**Union Status:** Teamsters Courthouse  
**Board Approved:**

## Position Summary

This position is responsible for the handling of recyclable materials at the Becker County Recycling Facility (MRF) and operates heavy and light equipment, performs material processing, maintenance of building and grounds, and customer service.

### Essential Duties and Responsibilities

#### Material Handling and Equipment Operation

- Handles incoming material and loads hopper for the sort line.
- Operates the following heavy and light equipment: skid steers, forklifts, excavator, backhoe, pay loader, , , material baler, conveyors, sort line equipment.
- Operates skid steer and forklifts to move and load material.
- Operates and oversees baler activities and material handling in the MRF.
- Oversees lower-level production.
- Performs routine maintenance of equipment.
- Loads trucks with baled materials.
- Assists with facility maintenance and cleaning.
- Maintains knowledge of and compliance with all County, OSHA and State safety rules, regulations and procedures.

#### Customer Service

- Communicates with customers to explain procedures and policies.
- Provides customers with directions and guidance.
- Serves as customer service role model.
- Attends educational opportunities and meetings and maintains required licenses and certifications.
- Performs other duties as assigned or apparent.

## Qualifications

**Education:** High School diploma or equivalent, one-year specialized training post high school, and two years relevant experience; or equivalent combination of education/training/experience.

#### Requirements:

- Knowledge of light and heavy equipment and basic tools used in equipment maintenance, grounds keeping, solid waste and construction.
- Knowledge of occupational hazards and safety precautions applicable to safe operation of equipment, tools and industrial settings.
- Ability to lift and navigate up to 25 pounds on a routine basis and carry materials weighing up to 100 pounds.
- Ability to complete initial program training and adhere to standard operating procedures.

- Ability to read and comprehend instructions, correspondence and memos and to write simple correspondence.
- The ability to communicate effectively and have positive public relations skills.
- Ability to apply a variety of procedures, policies and precedents and to adapt standard methods to fit facts, using generally prescribed procedures.

#### **Physical Demands and Working Conditions**

- Work is performed in an office, outdoors, and at the Becker County recycling facility.
- May be exposed to various atmospheric conditions such as odors, dusts, insects, poor ventilation, fumes, inclement weather, etc.
- Ability to lift, carry or push up to 100 pounds.
- May be exposed to uncooperative, angry or hostile individuals.

#### **Equipment Utilized**

- Variety of heavy and light wheeled equipment, sort line equipment department tools, and office equipment.

#### **Competencies Common to all County Positions**

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





**Classification:** Transfer Station Manager, Grade 7  
**Department:** Environmental Services  
**Reports to:** Land Use Director  
**FLSA Classification:** Non-Exempt  
**Union Status:** Non-Union  
**Board Approved:**

## Position Summary

The Transfer Station Manager is responsible for managing and supervising the operations and personnel at the Becker County Transfer Station and Landfill.

### Essential Duties and Responsibilities

#### Management and Operations

- Manages daily operations of the landfill and the transfer and disposal of county waste in compliance with county and state policies and regulations.
- Responsible for the intake of waste disposal fees from the public and private contractors including the proper calculation and collection of fees according to the transfer station fee schedules.
- Responsible for the coordination and shipment of waste to end disposal sites or to commodity buyers.
- Operates facility equipment which includes excavator, backhoe, compactor/dozer, semitrucks and trailers, skid steer, forklift, mini excavator with sorting grapple, pickup trucks and other county vehicles.
- Inspects equipment for operating condition and safety and make recommendations on service repairs, replacement of equipment or rental of equipment.
- Inspects and evaluates incoming loads of solid waste and directs proper disposal or recommendation options for materials banned from the solid waste stream.
- Oversees the Transfer Station, municipal solid waste campus operations and demolition landfill operations to ensure compliance with MPCA permit and rules, OSHA, and County safety policies.
- Collects and sorts items for the County ReUse Program.
- Monitors solid waste operations to ensure compliance with regulations and regulator
- Research and recommend equipment procurement and services for operations related to or on the Solid Waste Campus.
- Research and recommend alternative waste disposal methods that are cost effective and environmentally beneficial.

#### Administrative

- Assists with Requests for Proposals, negotiates and coordinates contract work and services with vendors, and makes recommendations to department head.
- Recommends updates to policies and procedures.
- Recommends changes in operations to ensure safety, cost effectiveness and efficiency.
- Assists in the development of the solid waste operating and capital budgets and monitors operations to ensure compliance with approved budgets and budgeted operations.
- Monitors, reviews and makes recommendations for future operational design and programming.
- Assists in the preparation of a variety of records and reports.

#### Supervision and Leadership

- Supervises and evaluates assigned staff.
- Effectively manage onsite operations for the safety of employees, the public, and facility operations. Conducts staff safety and operational meetings, keeps written agenda and meeting notes.
- Assists with recruitment and selection and recommends hires.

- |  |
|--|
| <ul style="list-style-type: none"> <li>• Responsible for staff scheduling, training, performance management including appraisals and disciplinary action, addresses complaints and grievances and resolves problems and concerns.</li> <li>• Recommends recruitment and retention plans resulting in lower turnover, minimal vacancies, decreased overtime and compliance with personnel budget.</li> <li>• Serves as a customer service role model and ensures staff adheres to customer service principles.</li> <li>• Provides effective supervision, training, and guidance for assigned personnel to help achieve Department goals; is approachable; anticipates changes and manages challenges.</li> <li>• Assists and educates staff in federal, state, county and departmental responsibilities and goals, relevant statutes, rules, regulations, policies and procedures.</li> <li>• Promotes teamwork and cooperation.</li> <li>• Serves as a positive role model for successful performance and ethical conduct.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Attends educational opportunities and meetings.</li> <li>• Performs other duties as assigned or apparent.</li> </ul>  |

## Qualifications

**Education:** High School degree or equivalent and one to two years relevant post-high school training/education and two -year relevant experience, or equivalent combination of education/ training/ experience.

**Requirements:**

- Valid MN CDL driver’s license required.
- Ability to obtain Landfill Operator’s license and Household Hazardous Waste Certification within six months of hire.
- Ability to operate department equipment and vehicles.
- Ability to apply professional/managerial principles and judgement within overall goals and direction from senior management.
- The ability to communicate effectively, orally, and in writing, and have strong positive public relations skills.
- Ability to become proficient in the use of computer programs including Word and Excel and other County provided software programs. Ability to learn programs related to the management of solid waste operations.
- Ability to use considerable analytical ability to select, evaluate and interpret data from several sources and interpret guidelines, policies and procedures.

### Physical Demands and Working Conditions

- Work is performed in office settings and in solid waste campus buildings and grounds.
- Exposure to weather, machines and outdoors conditions.
- Work is moderate duty with the ability to lift, carry or push up to 80 pounds.
- May be exposed to various atmospheric conditions such as odors, dusts, insects, poor ventilation, fumes, inclement weather, etc.

### Equipment Utilized

- Office equipment and department vehicles, machinery and equipment.

### Competencies Common to all County Positions

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

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



**Classification:** Transfer Station Truck Driver, Grade 5  
**Department:** Environmental Services  
**Reports to:** Transfer Station Manager  
**FLSA Classification:** Non-Exempt  
**Union Status:** Teamsters Courthouse  
**Board Approved:**

## Position Summary

The Transfer Station Truck Driver assists in managing waste at the Becker County Transfer Station and Demotion Landfill and operates heavy and light equipment and vehicles.

### Essential Duties and Responsibilities

#### Material Handling and Equipment Operation

- Operate semi-truck and walking floor trailers or other trailers used to transfer waste commodities or other materials to disposal sites or locations.
  - Responsible for analyzing routing to determine the most effective and efficient routing and completing all required load documentation to successfully complete hauling operations.
  - Complete equipment safety inspections each day, complete light equipment maintenance and coordinate scheduled maintenance as directed by the Transfer Station Manager.
  - Operate a front-load compactor truck used to collect and haul recyclable waste products and/or other commodities. Responsible for analyzing routing to determine the most effective and efficient routing while servicing the county recycling canister sites and developing reports on the commodities collected.
  - Assist the transfer station manager in opening, closing, and the operation of Becker County waste collection facilities, including inspecting incoming loads of waste materials and directing the proper disposal of the waste. Recommend options for the correct disposal of banned materials.
  - Operate and help maintain all equipment at the facility. This includes a semi-truck & trailer, compactor, skid steer loader, rubber-tired pay loader, truck scale, computers, and various hand tools.
  - Performs general maintenance, repair, and janitorial activities of the transfer station facility building and grounds.
  - Educates customers on solid waste issues.
  - Monitors the safety of job sites for benefit of customers and co-workers.
- 
- Attends educational opportunities and meetings and maintains required certifications.
  - Performs other duties as assigned or apparent.

### Qualifications

**Education:** High School diploma or equivalent. One year of trucking is required before appointment. Vocational or two-year college degree in a related field preferred.

#### Requirements:

- Valid Minnesota CDL A Driver's License.
- Some office skills are desired, (must be able to type).
- Good math skills and be able to utilize computer programs such as Excel and Word.
- Ability to operate equipment used at Becker County landfill, transfer station, or recycling facilities.
- Must be capable of wearing protective equipment for extended periods of time, this will include, but not be

limited to, full or one-half face mask respirators, protective coveralls of Tyvek, Saranac, or other materials, gloves of differing compositions for protective reasons, foot and head protection varying with the work situation, face shield, etc.

- Must be able to independently make decisions on truck routing, and to be able to work with the public.
- Knowledge of occupational hazards and safety precautions applicable to safe operation of equipment, tools and industrial settings.
- Ability to lift and navigate up to 25 pounds on a routine basis and carry materials weighing up to 100 pounds.
- Ability to complete initial program training and adhere to standard operating procedures.
- Ability to read and comprehend simple instructions, correspondence and memos and to write simple correspondence.
- The ability to communicate effectively and have strong positive public relations skills.
- Ability to apply a variety of procedures, policies and precedents and to adapt standard methods to fit facts, using generally prescribed procedures.

### **Physical Demands and Working Conditions**

- Work is performed in an office, outdoors, and at the Becker County Solid Waste Campus.
- May be exposed to various atmospheric conditions such as odors, dusts, insects, poor ventilation, fumes, inclement weather, etc.
- Ability to lift, carry or push up to 100 pounds.
- May be exposed to uncooperative, angry or hostile individuals.

### **Equipment Utilized**

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

### **Competencies Common to all County Positions**

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



**Classification:** Custodian I, Grade 2  
**Department:** Maintenance  
**Reports to:** Building Maintenance Supervisor  
**FLSA Classification:** Non-Exempt  
**Union Status:** Teamsters Courthouse  
**Board Approved:**

## Position Summary

The Custodian I provides a variety of services to keep Becker County facilities clean, safe and attractive. This position is responsible for ensuring facilities are able to be used efficiently and effectively and are clean, organized and in good repair.

### Essential Duties and Responsibilities

#### Custodial/Janitorial

- Cleans offices, bathrooms, courtrooms, hallways, stairways and public areas. Duties include sweeping, mopping, scrubbing, dusting, vacuuming, and replenishing supplies. Washes walls, ceilings doors and sills. Polishes woodwork, brass and windows.
  - Manages trash: empties wastebaskets, cleans ashtrays, and transports waste and trash to disposal areas.
  - Manages recycling: collects recycling and hauls to recycling dumpsters and/or the solid waste recycling center.
  - Checks and locks building doors.
  - Inspects buildings for repairs and performs minor repairs including light bulb replacement, painting and related activities. Reports need for repairs to supervisor.
  - Moves furniture, equipment, boxes and other materials.
  - Sets up and breaks down meeting rooms.
  - Maintains grounds: cleans snow, ice and debris from sidewalks and grounds; mows lawn; trims shrubbery and cultivates flowers.
  - Transports materials and equipment.
  - Assists with fleet vehicles; transports to car wash or for service.
  - Takes inventory of supplies and notifies supervisor of replenishment needs.
  - Adheres to the County safety program and policies.
  - Provides the public with directions and guidance and is courteous and patient.
- 
- Attends educational opportunities and meetings.
  - Performs other duties as assigned or apparent.

### Qualifications

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

**Requirements:**

- Valid MN Driver's License.
- Working knowledge of cleaning and maintenance methods, materials, and equipment.
- Ability to follow oral and written instructions.
- Ability to physically operate and maintain a variety of tools, equipment, and machines.
- Ability to communicate effectively and professionally with property management staff, other county employees, and the public.

**Physical Demands and Working Conditions**

- Must be able to perform moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).
- Environmental conditions include heat, cold, toxic chemicals, dust, noise, odors and other related occupational hazards associated with property management.

**Equipment Utilized**

- Property maintenance equipment, tools and vehicles.

**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:** Custodian II, Grade 3  
**Department:** Maintenance  
**Reports to:** Facilities Manager  
**FLSA Classification:** Non-Exempt  
**Union Status:** Teamsters Courthouse  
**Board Approved:**

## Position Summary

The Custodian II provides a variety of services to keep Becker County facilities clean, safe and attractive. This position is responsible for ensuring facilities are able to be used efficiently and effectively and are clean, organized and in good repair.

<b>Essential Duties and Responsibilities</b>	
<b>Custodial/Janitorial</b>	<ul style="list-style-type: none"> <li>• Cleans offices, bathrooms, courtrooms, hallways, stairways and public areas. Duties include sweeping, mopping, scrubbing, dusting, vacuuming, and replenishing supplies. Washes walls, ceilings doors and sills. Polishes woodwork, brass and windows.</li> <li>• Manages trash: empties wastebaskets, cleans ashtrays, and transports waste and trash to disposal areas.</li> <li>• Manages recycling: collects recycling and hauls to recycling dumpsters and/or the solid waste recycling center.</li> <li>• Checks and locks building doors.</li> <li>• Inspects buildings for repairs and performs minor repairs including light bulb replacement, painting and related activities. Reports need for repairs to supervisor.</li> <li>• Moves furniture, equipment, boxes and other materials.</li> <li>• Sets up and breaks down meeting rooms.</li> <li>• Maintains grounds: cleans snow, ice and debris from sidewalks and grounds; mows lawn; trims shrubbery and cultivates flowers.</li> <li>• Transports materials and equipment.</li> <li>• Assists with fleet vehicles; transports to car wash or for service.</li> <li>• Takes inventory of supplies and notifies supervisor of replenishment needs.</li> <li>• Adheres to the County safety program and policies.</li> <li>• Provides the public with directions and guidance and is courteous and patient.</li> </ul>
	<ul style="list-style-type: none"> <li>• Attends educational opportunities and meetings.</li> <li>• Performs other duties as assigned or apparent.</li> <li>• Performs specialized hard floor care to include stripping, mopping, buffing and waxing floors.</li> <li>• Identifies areas of concern and schedules floor care needed.</li> <li>• Utilizes and maintains floor care equipment.</li> <li>• Maintains proper levels of floor care products.</li> </ul>

## Qualifications

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

**Requirements:**

- Valid MN Driver’s License.
- Working knowledge of cleaning and maintenance methods, materials, and equipment.



- Ability to follow oral and written instructions.
- Ability to physically operate and maintain a variety of tools, equipment, and machines.
- Ability to communicate effectively and professionally with property management staff, other county employees, and the public.

### **Physical Demands and Working Conditions**

- Must be able to perform moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).
- Environmental conditions include heat, cold, toxic chemicals, dust, noise, odors and other related occupational hazards associated with property management.

### **Equipment Utilized**

- Property maintenance equipment, tools and vehicles.

### **Competencies Common to all County Positions**

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



**Classification:** Maintenance Technician I, Grade 6  
**Department:** Maintenance  
**Reports to:** Facilities Manager  
**FLSA Classification:** Non-Exempt  
**Union Status:** Teamsters Courthouse  
**Board Approved:**

## Position Summary

The Maintenance Technician I executes and manages the preventative maintenance plan for Becker County buildings and grounds. Performs technical work to maintain and repair mechanical systems, structures and equipment to ensure facilities are able to be used efficiently and effectively and are clean, organized and in good repair.

### Essential Duties and Responsibilities

#### Technical Services

- Executes and manages the preventative maintenance plan.
  - Maintains and repairs mechanical systems including boilers, mechanical, electrical, environmental and plumbing.
    - Performs regular maintenance, troubleshooting and repairs.
    - Determines if a repair specialist is required and coordinates.
    - Monitors building environmental systems (temperature, humidity and air quality) by use of computer systems and visual equipment checks. Makes adjustments as necessary.
  - Maintains and manages chemicals used in the boiler systems, humidifiers and air handlers.
  - Maintains buildings by performing general maintenance duties such as painting, replacing light bulbs, etc.
  - Performs carpentry work.
  - Receives incoming freight, supplies and materials; verifies quantity and quality of goods.
  - Moves furniture, fixtures, etc.
  - Performs snow and ice control and grounds care.
  - Repairs and maintains department equipment including snow blowers, vacuums and floor care equipment.
  - Performs routine maintenance on fleet vehicles.
  - Adheres to the County safety program and policies. Monitors and performs OSHA and other safety requirements such as fire extinguisher inspections.
  - Provides the public with directions and guidance and is courteous and patient.
- 
- Attends educational opportunities and meetings.
  - Performs other duties as assigned or apparent.
  - Ability to obtain Special Engineer Boiler License within 6 months of employment.

### Qualifications

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

**Requirements:**

- Valid MN Driver's License.
- Ability to obtain boiler's license within six months of hire.
- Working knowledge of cleaning and maintenance methods, materials, and equipment.
- Ability to follow oral and written instructions.
- Ability to physically operate and maintain a variety of tools, equipment, and machines.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to apply a variety of procedures, policies and precedents using moderate analytical ability to adapt methods to facts and conditions using generally prescribed procedures.
- Ability to communicate effectively and professionally with property management staff, other county employees, and the public.

**Physical Demands and Working Conditions**

- Must be able to perform moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).
- Environmental conditions include heat, cold, toxic chemicals, dust, noise, odors and other related occupational hazards associated with property management.
- Exposure to chemicals used in the boiler systems and humidifiers.

**Equipment Utilized**

- Property maintenance equipment, tools and vehicles.

**Competencies Common to all County Positions**

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



**Classification:** Maintenance Technician II, Grade 7  
**Department:** Maintenance  
**Reports to:** Facilities Manager  
**FLSA Classification:** Non-Exempt  
**Union Status:** Teamsters Courthouse  
**Board Approved:**

## Position Summary

The Maintenance Technician II executes and manages the preventative maintenance plan for Becker County buildings and grounds. Performs technical work to maintain and repair mechanical systems, structures and equipment to ensure facilities are able to be used efficiently and effectively and are clean, organized and in good repair. This position trains and mentors staff.

### Essential Duties and Responsibilities

#### Technical Services

- Executes and manages the preventative maintenance plan.
- Maintains and repairs mechanical systems including boilers, mechanical, electrical, environmental and plumbing.
  - Performs regular maintenance, troubleshooting and repairs.
  - Determines if a repair specialist is required and coordinates.
  - Monitors building environmental systems (temperature, humidity and air quality) by use of computer systems and visual equipment checks. Makes adjustments as necessary.
- Maintains and manages chemicals used in the boiler systems, humidifiers and air handlers.
- Maintains buildings by performing general maintenance duties such as painting, replacing light bulbs, etc.
- Performs carpentry work.
- Receives incoming freight, supplies and materials; verifies quantity and quality of goods.
- Moves furniture, fixtures, etc.
- Performs snow and ice control and grounds care.
- Repairs and maintains department equipment including snow blowers, vacuums and floor care equipment.
- Performs routine maintenance on fleet vehicles.
- Adheres to the County safety program and policies. Monitors and performs OSHA and other safety requirements such as fire extinguisher inspections.
- Provides the public with directions and guidance and is courteous and patient.

#### Trains and Mentors staff

- Provides work direction to others
  - Leads projects
  - Ability to train others.
  - Provides leadership and work guidance to team.
- 
- Attends educational opportunities and meetings.
  - Performs other duties as assigned or apparent.

## Qualifications

**Education:** High School diploma or equivalent, some specialized post-high school training/education and five years relevant work experience or equivalent combination of education/ training/ experience.

### Requirements:

- Valid MN Driver's License.
- Class 2C Boilers License
- Five years-working knowledge of cleaning and maintenance methods, materials, and equipment.
- Ability to follow oral and written instructions.
- Ability to physically operate and maintain a variety of tools, equipment, and machines.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to apply a variety of procedures, policies and precedents using moderate analytical ability to adapt methods to facts and conditions using generally prescribed procedures.
- Ability to communicate effectively and professionally with property management staff, other county employees, and the public.
- Ability to train and mentor others.
- Ability to provide work direction.

### Physical Demands and Working Conditions

- Must be able to perform moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).
- Environmental conditions include heat, cold, toxic chemicals, dust, noise, odors and other related occupational hazards associated with property management.
- Exposure to chemicals used in the boiler systems and humidifiers.

### Equipment Utilized

- Property maintenance equipment, tools and vehicles.

### 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:** Facilities Manager, Grade 8  
**Department:** Maintenance  
**Reports to:** County Administrator  
**FLSA Classification:** Non-Exempt  
**Union Status:** Non-Union  
**Board Approved:**

## Position Summary

The Facilities Manager-manages the overall operation and maintenance of Becker County facilities and grounds.

### Essential Duties and Responsibilities

#### Administrative and Operational

- Manages the department by developing monitoring systems, providing recommendations, direction, coordination and development of policies and procedures. Evaluates and approves equipment, systems and projects.
- Monitors buildings' environment through Automation controls and makes necessary adjustments.
- Prepares quotes and guidelines for building and county projects. Provides recommendations and feedback to Human Resources Director, County Administrator, and Board of Commissioners.
- Develops and updates the Computerized Maintenance Management System and ensures staff are properly trained on the system.
- Provides expertise for troubleshooting repairs to ensure the most cost-effective outcome is achieved. Determines if specialized repairs are needed.
- Prepares, negotiates and monitors contracts for repair, inspection and maintenance of county systems ensuring that all required regulatory guidelines and codes are met. Completes reports and paper work and distributes to appropriate agencies.
- Manages fleet vehicles through the online management system. Coordinates repairs, service and upkeep of vehicles. Ensures vehicles are safe and reliable through preventative maintenance. Determines and recommends vehicle purchases and researches state pricing quotes.
- Provides oversight and/or insight on construction and remodeling projects for County buildings and grounds. Provides mechanical system layout and building history reports. Coordinates contractors and inspectors during construction and ensures safety guidelines and requirements are met.
- Develops an operational and capital budget based on needs of the unit from daily expenditures to capital needs. Monitors approved budget and recommends needed adjustments. Prepares quotes and recommendations for Board of Commissioners approval.
- Prepares and approves all building maintenance purchase orders and ensures satisfactory completion before approving payment. Negotiates with vendors if expectations are not met.
- Ensures adherence to best practices, County policies and maintenance manuals.

#### Personnel Management

- Responsible for interviewing, hiring, and training employees; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Prioritizes and assigns tasks, workloads, and schedules.
- Advises and coaches employees regarding job performance issues and job tasks.
- Provides effective supervision, training, and guidance for assigned personnel; is approachable; anticipates changes and manages challenges.
- Assists and educates staff in federal, state, county and departmental responsibilities, statutes, rules, regulations, policies and procedures.

- Serves as a positive role model of successful performance and ethical conduct.
  - Promotes positive employee relations and a team environment by facilitating an atmosphere of open communication, problem solving and creating a shared awareness of County goals, objectives and current events.
  - Ensures compliance with all County and OSHA safety rules and policies.
  - Serves as customer service role model.
- 
- Attends training and meetings and maintains licenses and certifications.

## **Qualifications**

**Education:** Associates Degree or two years post-high school training/education in a relevant field and five years' experience in maintenance or construction including two years supervisory experience; or equivalent combination of education/training/experience.

### **Requirements:**

- Valid Minnesota Driver's License.
- Obtain Boiler's License within six months of hire.
- Knowledge of federal, state and local laws, rules and regulations relating to construction and maintenance.
- Knowledge of occupational hazards and safety precautions applicable to safe operation of equipment and tools used in the course of work.
- Ability to work extended hours, weekends and holidays as necessary.
- Ability to lift and navigate up to 25 pounds on a routine basis and carry materials weighing up to 50 pounds.
- The ability to communicate effectively and have strong positive public relations skills.
- Ability to administer operating rules and procedures under management guidance.
- Ability to apply considerable analytical ability to select, evaluate and interpret data from several sources and interpret guidelines, policies and procedures.

### **Physical Demands and Working Conditions**

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

### **Equipment Utilized**

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

### **Competencies Common to all County Positions**

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



**Classification:** Assistant Veterans Service Officer, Grade 5  
**Department:** Veterans Service  
**Reports to:** Veterans Service Officer  
**FLSA Classification:** Non-Exempt  
**Union Status:** Teamsters Courthouse  
**Board Approved:**

## Position Summary

Performs administrative duties for the County Veterans Service Officer. Assists veterans and their dependents in understanding and applying for federal benefits from the U.S. Department of Veterans Affairs and state benefits from the MN Department of Veterans Affairs. Conducts outreach to promote awareness of programs and resources. Connects veterans and dependents with other programs and resources provided by non-governmental organizations. Provides accurate and timely reports while maintaining strict confidentiality.

## Essential Duties and Responsibilities

### Administrative Support

- Answer telephone, assist visitors, and respond to emails. Provide information and referrals, take messages, schedule appointments, maintain logbook and explain policies and procedures.
- Maintain office records and files.
- Prepare accurate and timely reports.
- Maintain knowledge of relevant federal, state and local policies, procedures, programs, forms and guidelines.

### Case Management

- Evaluate needs including medical, financial, transportation, employment education, etc. and implement a strategy to meet those needs.
- Perform intake, address emergent needs, enroll in health care, apply for disability compensation and pension, address survivor and dependent issues, coordinate transportation, assist with employment, address housing and homelessness, assist with education benefits, acquire and/or correct military records, assist with retirement benefits and life insurance, obtain ID cards, assist with debt management, refer for legal issues, coordinate and apply for state benefits, maintain online access, advise and refer to partner resources, assist with appeals, and assist National Guard and Reserve component members.
- Connect veterans and dependents with other programs and resources provided by non-governmental organizations.
- Assist homeless veterans to secure housing.

### Outreach and Education

- Perform outreach and education to promote awareness of programs and services including advertisements, personal interactions, meetings, social media, partner activities, community education classes, etc.

- Attends training and meetings and maintains licenses and certifications.
- Performs additional duties as assigned or apparent.

## Qualifications

**Education:** High School Diploma or equivalent and two years relevant post-high school education/training; and three years' relevant work experience; or equivalent combination of education/training/experience.

### Requirements:



- Valid Minnesota Driver's License.
- Ability to obtain accreditations from Minnesota Department of Veterans Affairs, American Legion and Veterans of Foreign Wars within six months of hire.
- Ability to obtain accreditations from NACVSO and DAV within one year of hire.
- Successful completion of background check.
- Knowledge of veteran and dependent benefit programs and eligibility requirements.
- Knowledge of laws, rules and procedures governing Federal and State veterans claims, entitlements and benefits, forms and reporting requirements.
- Knowledge of community resources and available client support services.
- Knowledge of office administration.
- Skill in counseling veterans.
- Skill in data entry and software applications.
- Ability to maintain confidentiality and follow data privacy requirements.
- Ability to maintain accurate files and records.
- Ability to explain and interpret complex laws, rules, policies and regulations.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.

### **Physical Demands and Working Conditions**

- Work is performed in office or indoor environments. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury. Work is light duty and sedentary with ability to lift, carry or push up to 10 pounds. Travel is required to other facilities, meetings training, etc. Public contact may involve emotional, volatile or potentially violent individuals.

### **Equipment Utilized**

- Office equipment, computer and software, 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:** County Veterans Service Officer, Grade 9  
**Department:** Veterans Service  
**Reports to:** County Administrator & County Board of Commissioners  
**FLSA Classification:** Non-Exempt  
**Union Status:** Non-Union  
**Board Approved:**

## Position Summary

The County Veterans Service Officer is responsible for assisting veterans and their dependents in understanding and applying for federal benefits from the U.S. Department of Veterans Affairs and state benefits from the MN Department of Veterans Affairs. Conduct outreach to promote awareness of programs and resources. Connect Veterans and dependents with other programs and resources provided by non-governmental organizations. Provide accurate and timely reports while maintaining strict confidentiality.

## Essential Duties and Responsibilities

### Administrative and Client Services

- Manage ongoing caseload:
  - Evaluate needs including medical, financial, transportation, employment education, etc. and implement a strategy to meet those needs.
  - Perform intake, address emergent needs, enroll in health care, apply for disability compensation and pension, address survivor and dependent issues, coordinate transportation, assist with employment, address housing and homelessness, assist with education benefits, acquire and/or correct military records, assist with retirement benefits and life insurance, obtain ID cards, assist with debt management, refer for legal issues, coordinate and apply for state benefits, maintain online access, advise and refer to partner resources, assist with appeals, and assist National Guard and Reserve component members.
- Perform outreach and education including advertisements, personal interactions, meetings, social media, partner activities, community education classes, etc.
- Establish policies, goals, objectives, schedules, and standards for the department. Plan and direct all department activities and procedures.
- Consult with governmental officials at the municipal, county, state and federal levels as well as private industry and community leaders.
- Establish quality control measures and standards practices to ensure regulatory compliance.
- Maintain office records including file generation, privacy provisions, and retention policy and standards.
- Develop, recommend and maintain approved department budget including record keeping and oversight.
- Research, develop and manage grants and grant programs, grant administration and reporting.
- Maintain effective working relationships and communications with multiple agencies to achieve organizational and county-wide goals.
- Serve on intergovernmental and interdepartmental committees, boards, focus groups and task forces to develop policies, programs, procedures, and legislative initiatives to address the needs of veterans.

### Personnel Management

- Manage recruitment and selection of personnel.
- Monitor and document the work performance of personnel, conduct effective coaching and mentoring, review performance, and take corrective or disciplinary action when necessary.
- Assist and educate staff in federal, state, county and departmental responsibilities, statutes, rules, regulations, policies and procedures.
- Maintain and direct work schedules.

- |  |
|--|
| <ul style="list-style-type: none"> <li>• Assess, monitor, and provide trainings ensuring they meet required accreditation standards.</li> <li>• Respond to complaints and grievances.</li> <li>• Incorporate employee recognition system.</li> <li>• Assist and educate staff in federal, state, county and departmental responsibilities, statutes, rules, regulations, policies and procedures.</li> <li>• Serve as a positive role model of successful performance and ethical conduct.</li> <li>• Ensure compliance with all County and OSHA safety rules and policies.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Attends training and meetings and maintains licenses and certifications.</li> <li>• Performs additional duties as assigned or apparent.</li> </ul>  |

## Qualifications

**Education:** High School Diploma or GED; and two years relevant post-high school education/training; and three years relevant work experience; or equivalent combination of education/training/experience; and honorable discharge from a branch of the armed forces; and meets requirements of Minnesota Statute, Chapter 197.447, for appointment.

### Requirements:

- Valid Minnesota Driver’s License.
- Ability to obtain accreditations from Minnesota Department of Veterans Affairs, American Legion and Veterans of Foreign Wars within six months of hire.
- Successful completion of background check.
- Knowledge of veteran and dependent benefit programs and eligibility requirements.
- Knowledge of laws, rules and procedures governing Federal and State veterans claims, entitlements and benefits, forms and reporting requirements.
- Knowledge of community resources and available client support services.
- Knowledge of office administration.
- Skill in counseling veterans.
- Skill in data entry and software applications.
- Ability to maintain confidentiality and follow data privacy requirements.
- Ability to maintain accurate files and records.
- Ability to explain and interpret complex laws, rules, policies and regulations.
- Ability to set policies and goals for the department.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to perform widely varied work involving 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 office or indoor environments. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury. Work is light duty and sedentary with ability to lift, carry or push up to 10 pounds. Travel is required to other facilities, meetings training, etc. Public contact may involve emotional, volatile or potentially violent individuals.

### Equipment Utilized

- Office equipment, computer and software, 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.
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- 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.

# Client Memorandum

---

**To:** Jim Olson, PE  
Becker County Engineer

**From:** Adam Ruud, PE  
Project Engineer  
Houston Engineering, Inc.

**Subject:** Construction Engineering Services

**Date:** January 29, 2025

**Project:** CSAH 10 and TH 87 - Heartland State Trail

## CONSTRUCTION ENGINEERING SERVICES

### GENERAL SUMMARY OF WORK

Construction Engineering Services are an independent scope and fee from the design engineering phase. The fee will be presented as a standalone fee and will include the following general tasks:

- 1) County to perform all bidding, award, bid tabs/abstract, and contract agreement process assistance and execution through the Notice to Proceed
- 2) Construction observation performed by Houston Engineering
- 3) Construction Staking performed by Houston Engineering
  - a. Field construction staking
  - b. Construction limits staking (RW limits)
  - c. Preparation of surfaces for Contractor equipment control
  - d. As constructed surfaces for embankment pay quantities and excavation verification
  - e. As constructed survey and record drawings of culverts, changes in design geometrics.
- 4) Construction Administration performed by Houston Engineering
  - a. Contractor Meetings
  - b. Partial pay estimate quantities
    - i. County to input into OneOffice and issue payments to Contractor
  - c. Utility relocation coordination
  - d. Schedule of materials control administration and manage data
  - e. County staff update meetings
  - f. Property owner interaction and communications
  - g. Final project meetings, punch list items, and coordination of final engineer certification

- 5) Materials Testing with Geotechnical Firm (estimated at \$8,000) – management and coordination of work
- 6) 2025 Fee Schedule is attached.

### *SCOPE AND FEE SUMMARY*

The attached scope and fee (Attachment A) provides a task level summary of work, labor category, hours and rate breakdown by labor category, and total cost associated by task and overall project. Due to the unpredictable nature of time and materials related to a construction project, the proposed work is provided on a time and materials basis with an estimated total fee for budgeting purposes. We are committed to using the project funds and our HEI staff time wisely and efficiently, and in the best interest of the Project and the County.

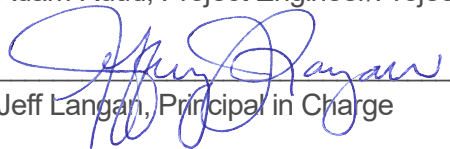
The total cost for construction engineering is based on the following assumptions:

- 1) Full time field observation and associated tasks
  - a. Assume full time equivalent 8 weeks
- 2) The following schedule will be basis for observation hours
  - a. Several of these tasks will be concurrent
  - b. Grading for trail and turf establishment to be completed 3 weeks
  - c. Sidewalk completed 1 week
  - d. Base to be completed in 1 week
  - e. Bituminous to be completed in 1 week
  - f. Signing, striping, pavement markings 1 week
  - g. Final project cleanup and maintenance 2 weeks

We greatly appreciate your time and consideration in your review of this scope and fee request. I am happy to discuss this proposed scope and fee anytime. Thanks for your continued confidence in us to work with you in completing this great project.

  
\_\_\_\_\_  
Adam Ruud, Project Engineer/Project Manager

Date: 1/29/2025

  
\_\_\_\_\_  
Jeff Langan, Principal in Charge

Date: 1/29/2025

**Accepted by:**

\_\_\_\_\_  
Jim Olson, P.E.  
Becker County Engineer

\_\_\_\_\_  
Date

Attachment A  
**ESTIMATED BUDGET**  
**CSAH 10 and TH 87 (2.13 miles) Project Tasks**



Date Prepared: 6/11/2024  
 Date Revised: 1/29/2025  
 Prepared by: ARW  
 Checked by: jjl

**Total Estimated Labor**           **\$141,663**  
**Total Estimated Expenses**   **\$12,236**  
**Total Estimated Budget**       **\$153,899**

TASK DESCRIPTION	Subconsulting - Materials	Senior Project Manager (E13)	Project Engineer (E9)	Technician (Eng 4)	2-person Field Crew	Project Admin 3	Total	
							Hours	Dollars
Total Labor Hours ==>	8,000	11	104	410	150	18	693	
Total Labor Dollars ==>	\$8,000	\$2,959	\$23,608	\$70,520	\$34,650	\$1,926		\$141,663
<b>CSAH 10 and TH 87 - Heartland State Trail</b>	\$8,000	11	104	410	150	18	693	\$141,663
<b>Objective 6 - Construction Engineering</b>	\$8,000	11	104	410	150	18	693	\$141,663
<b>Construction Administration</b>	\$8,000	7	76	98	0	18	199	\$45,917
Contract Documentation (change orders, diaries, material info)		2	20	16				
Utility relocation coordination and communications			2	4				
Pre-construction preparation and meeting		2	10	6		10		
Quantity calculations for monthly partial pay requests (5 requests)			2	8				
Coordination and managing materials testing		2	2	10				
Subconsultant materials testing	\$8,000							
Weekly construction meetings (RPR and Contractor)				10				
Coordination with property owners during construction			2	10		4		
Coordination with Agencies			30	30		4		
Final project processing		1	8	4				
<b>Staking &amp; Observation</b>	0	4	28	312	150	0	494	\$76,696
Field observation and documentation		4	10	280				
Construction staking			2	8	120			
Preparation of "equipment grade control" surfaces, and staking files			12	4				
As-constructed Survey			2		30			
Record Drawings			2	20				

**Total Estimated Labor**   **\$141,663**  
**Total Estimated Expenses**   **\$12,236**  
**Total Estimated Cost**       **\$153,899**



## LABOR RATES

The following is a schedule of hourly rates and charges for services offered by Houston Engineering, Inc. These rates are subject to a modest increase on January 1<sup>st</sup> of each year (typically no more than 5%).

Category	2025 Rates	Category	2025 Rates	Category	2025 Rates
Engineering Assistant 1	\$104	Technician Assistant	\$107	Project Assistant 1	\$87
Engineering Assistant 2	123	Technician 1	123	Project Assistant 2	101
Engineer 1	149	Technician 2	131	Project Assistant 3	107
Engineer 2	156	Technician 3	140	Project Assistant 4	112
Engineer 3	164	Technician 4	149	Project Assistant 5	120
Engineer 4	172	Technician 5	156	Project Assistant 6	125
Engineer 5	183	Technician 6	164	Planner 1	\$172
Engineer 6	194	Technician 7	173	Planner 2	188
Engineer 7	206	Technician 8	182	Planner 3	205
Engineer 8	216	Technician 9	190	Planner 4	237
Engineer 9	227	Technician 10	200	Planner 5	249
Engineer 10	237	Technician 11	208	Land Surveyor 1	\$156
Engineer 11	248	GIS Assistant	\$76	Land Surveyor 2	179
Engineer 12	260	GIS Analyst 1	116	Land Surveyor 3	198
Engineer 13	269	GIS Analyst 2	128	Land Surveyor 4	211
Scientist Assistant	\$107	GIS Analyst 3	140	Land Surveyor 5	237
Scientist 1	145	GIS Analyst 4	153	Land Surveyor 6	260
Scientist 2	156	GIS Analyst 5	164	CAD Technician 1	\$109
Scientist 3	172	GIS Analyst 6	176	CAD Technician 2	114
Scientist 4	185	Project Manager 1 – Technology	179	CAD Technician 3	123
Scientist 5	197	Project Manager 2 – Technology	198	CAD Technician 4	131
Scientist 6	230	Project Manager 3 – Technology	230	CAD Technician 5	140
Scientist 7	260	Software Engineer 1	\$135	CAD Technician 6	149
Hydrogeologist 1	\$156	Software Engineer 2	152	Drone Pilot	\$165
Hydrogeologist 2	173	Software Engineer 3	163	Drone Visual Observer	67
Hydrogeologist 3	197	Software Engineer 4	175	Landscape Architect 1	\$142
Hydrogeologist 4	244	Software Engineer 5	188	Landscape Architect 2	154
Hydrogeologist 5	260	Software Engineer 6	200	Landscape Architect 3	165
Senior Consultant 1	\$219	Software Engineer 7	212	Landscape Architect 4	178
Senior Consultant 2	272	Software Engineer 8	230	Landscape Architect 5	189
Senior Consultant 3	285	Computer Technician	\$189		
Senior Consultant 4	296				
Senior Consultant 5	307				

## SURVEY CREWS & REIMBURSABLE EXPENSES

Category	2025 Rates	Category	2025 Rates
Survey Crews:		ATV/Snowmobile/ Boat	\$15/hour
1-Person Crew (plus equipment)	\$190/hour	ATV w/Tracks	\$30/hour
2-Person Crew (plus equipment)	\$231/hour	Hydrone RCV	\$50/hour
3-Person Crew (plus equipment)	\$286/hour	Small UAS (Drone)	\$25/hour
4-Person Crew (plus equipment)	\$320/hour	Large UAS (Drone)	\$50/hour
Meals	Actual Cost	Deliveries/Postage/Printing	Actual Cost
Hotel	Actual Cost	Surveying Materials: Lath, Hubs, Pipe, etc.	Actual Cost
Mileage – Vehicles:		Special Equipment and Other Materials Required	Actual Cost
2-Wheel Drive	IRS Standard Mileage Rate	Subconsultants	Actual Cost + 10%
4-Wheel Drive	IRS Standard Mileage Rate + \$.20/Mile		
GPS Equipment	\$25/hour/unit		
Robotic Total Station	\$40/hour		



# BECKER COUNTY

HIGHWAY DEPARTMENT

1771 Tower Road • Detroit Lakes, MN 56501

218-847-4463

## MEMORANDUM

**Date:** January 29, 2025

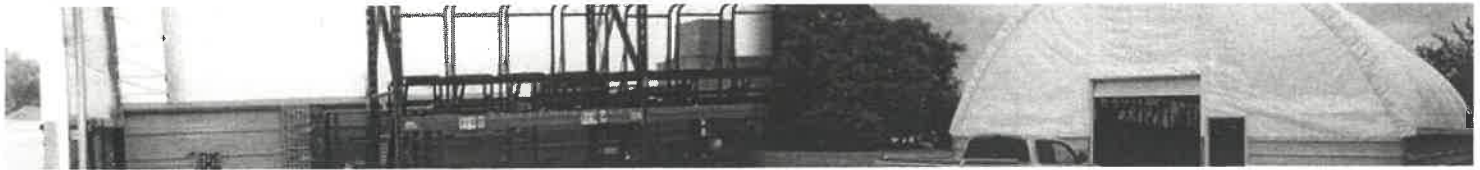
**To:** Becker County Board of Commissioners

**From:** Jim Olson, County Engineer

**Subject:** Construction Engineering Services for Heartland Trail

**Background:** The attached agreement is between Becker County and Houston Engineering to perform construction engineering services on the Heartland Trail segment from the CSAH 10 bridge to the City of Frazee. We are the lead agency on this project with the MN DNR providing us reimbursement of these costs from State bond proceeds.

**Recommended Action:** Authorize the County Engineer to execute the agreement and oversee the contracted work.



## 2300 PSI – 4.0 GPM



2300 PSI 4 GPM LP/Natural Gas

- 2300 PSI – 4.0 GPM
- 6HP 1725 RPM 1 Phase Baldor Industrial Motor 220 Volt 26 Amps.
- Industrial Udor BC 18-20 S Pump Belt Drive
- Burner Ring
- 376,526 BTU's.
- Length – 27", Width – 24", Height – 43"
- Approximate Weight 355lbs.
- Stack Size 10"
- Max Output Temperature 200 Degrees

MSRP = \$8765.00

Call For Special Pricing

**PHOTO GALLERY**

Check out our **photo gallery** of pressure washers.

---

**REBUILT UNITS**

Check out our **latest rebuilt** pressure washers.

- [Home](#)
- [Company](#)
- [Service](#)
- [Rebuilds](#)

*Tree / Chuck*

*\$6350*

*\$350*

*Hose Reel w/100'*

*~~\$6700~~*

# Capital Improvement Expenditure Request Form

Date Requested: February 4, 2025

Department: Highway

Department Head: Jim Olson, P.E.

Capital Improvement Request: Pressure washer replacement at the Osage Shop.

Request Amount: \$6,700 for a 2,300psi, 4GPM pressure washer – Electric pump motor – propane fired burner.

## EXPLANATION OF THE REQUEST

Purpose/Need: The current pressure washer has failed due to a broken motor shaft and inoperable burner.

Savings Achieved (Dollar Amount/Time/ Efficiency): The pressure washer is mainly used to clean the plow trucks and other equipment which helps extend their service life. The electric pump motor and propane fired burner on the new unit should be more efficient than the gasoline motor and fired burner on the existing unit.

Are There Sufficient Funds In Your Budget? Yes

Was This In Your 5-Year Capital Improvement Plan? No, but we budget for miscellaneous expenditures and repairs for all Highway Shops.

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.



**Nelson Systems**  
I N C O R P O R A T E D

PO Box 21175  
Springfield, IL 62708-1175  
(800) 851-3348

Office use only

<b>Account Manager</b>	<b>Customer Sales Contact</b>	<b>Date</b>	12/10/24
JJ	Joan Stenger	<b>Phone #</b>	218-847-2661
<b>Cust PO#</b>	<b>Customer Project Coordinator</b>	<b>Cust #</b>	<b>WO #</b>
		<b>Phone #</b>	<b>PO #</b>
			<b>Zone#</b> 3

<b>Prepared for:</b>	Becker County 911 915 Lake Ave Detroit Lakes, MN 56501	<b>Ship To:</b>	SAME
----------------------	--	-----------------	------

System					
Hardware/Software					
Product No.	Description	Serial #	Unit Price	Qty	Total Price
<b>Analog Telephone/2-way Radio Channel Record Cards</b>					
DXANA16	AnalogTelephone/2-way Radio Channel Record Card - 16 Channels Each		\$4,800.00	1	\$4,800.00
<b>System Price (Total of Hardware and Software)</b>					<b>\$4,800.00</b>

Services				
Services	Description	Rate	Qty	Total Price
	Installation, Training, and Project Management			\$550.00
<b>Services Price</b>				<b>\$550.00</b>

Maintenance Agreement				
Standard		Yearly Amt	# of months	Total Price
*205-2000	8-5 Service GMA	\$745.53	31	\$1,925.95
DXSUS-12MO	Software Update Subscription from Eventide required with GMA purchase	\$144.00		\$372.00
<b>15% First level Discount</b>				<b>-\$288.89</b>
<b>Maintenance Price</b>				<b>\$2,009.06</b>

Prorated to coincide with the current  
contract term ending 10/31/2027

**Summary**

Solution Components		Price
System Price		\$4,800.00
Services Price		\$550.00
Maintenance Price	8-5 Service	\$2,297.95
Discount		-\$648.00
<b>1 YEAR WARRANTY ON NEW HARDWARE AND SOFTWARE, 90 DAY WARRANTY FOR ADD ONS</b>		
Freight and/or sales tax -- to be added if applicable.		\$0.00
<b>Total Investment</b>		<b>\$6,999.95</b>

*Price for presentation purposes only, subject to change based on final configuration. Price quotation does not include freight or sales tax -- to be added to invoiced amount as applicable. Lease rates valid upon acceptance by leasing company. Down payment of 50% on any orders over \$5,000 is required. Final invoice to be sent upon delivery. Invoices are net 10 days - 1.5% per mo on past due balances.*

Customer Acceptance \_\_\_\_\_ Date \_\_\_\_\_

Nelson Systems, Inc. Representative \_\_\_\_\_ Sales Rep # \_\_\_\_\_ Date \_\_\_\_\_

*This document becomes a confirmed sales order upon signature of customer and Nelson Systems, Inc. representative*

*Pricing valid for 60 days.*

**Possession of Equipment**

I have verified that our facility has received all equipment purchased from Nelson Systems, Inc., including CD's, manuals, etc.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

## SQUAD VEHICLES PRICING

<u>Item</u>	<u>PRICER PER</u>	<u>AMOUNT</u>	<u>COST</u>
CODE4-MARKED FORD EQUIP/INSTALL	\$7,777.32	2	\$15,554.64
CODE4-MARKED TAHOE EQUIP/INSTALL	\$12,674.63	3	\$38,023.89
STALKER RADAR	\$3,640.00	2	\$7,280.00
COMPUTERS w/ADDITIONAL BATTERY	\$3,969.00	6	\$23,814.00
STRIPING	\$600.00	5	\$3,000.00
OLD SQUAD TEARDOWN	\$700.00	5	\$3,500.00
<b><u>TOTALS COST</u></b>			<b>\$91,172.53</b>
EQUIPMENT BUDGET			<b>\$140,000.00</b>
LEFTOVER AFTER PURCHASE			<b>\$48,827.47</b>

**Name / Address**

Becker County Sheriff's Office  
 Chief Deputy Shane Richard  
 925 Lake Avenue  
 Detroit Lakes, MN 56501

P.O. #  
 Terms Net 30 Other

Item	Description	Qty	Rate	Total
	2025 Utility Patrol Unit (1 of 2) Assumes recycling most items from tear-down unit. Recycle Moto O9 Systems			
ADS HC3452AE	iDataStart Remote Start /1 Mile of Range/2 Way LED, 5 Button Remotes	1	591.73	591.73
SET PB400TRANSKIT	PB400 VS TRANSFER KIT	1	228.50	228.50
SET PB10VS	Setina PB10 Headlight Guard Steel With PB9A Wrap Aluminum	1	760.85	760.85
SOS ECVDMLTALØØ	White Lens/White LED Light & Red LED Night Light	1	97.50	97.50
OPT 153080	Optifuse 80 amp Manual Trip Circuit Breaker	1	20.85	20.85
TES WEREACH	WeBoost Drive Reach Fleet Vehicle Cell Signal Booster Kit	1	522.08	522.08
TES NMORG58	0-1000 MHz, 3/4" Brass Antenna Cable Mount	1	22.92	22.92
TES NMOHIGHFREQ	PCTEL's MLFML195-NC Maxrad 3/4 in hole brass antenna mount includes 17 ft proflex plus 195 cable. No connector. 332348	1	24.69	24.69
TES MUHF-M	Mini-UHF Male Crimp for RG58	2	5.00	10.00
C4S FREIGHT	Freight	1	265.00	265.00
C4S LABOR-UPFIT	Up-fit Labor	38	105.00	3,990.00
C4S SUPPLIES	Miscellaneous Installation Supplies (Wire, connectors, tape, fuses, screws, washers, etc.)	38	12.60	478.80
C4S TEARDOWN	Removal of Aftermarket Emergency Vehicle Equipment	6.5	105.00	682.50
C4S SUPPLIES	Miscellaneous Installation Supplies (Wire, connectors, tape, fuses, screws, washers, etc.)	6.5	12.60	81.90

Subtotal	\$7,777.32
Sales Tax (7.375%)	\$0.00
<b>Total</b>	<b>\$7,777.32</b>





**Name / Address**

Becker County Sheriff's Office  
 Chief Deputy Shane Richard  
 925 Lake Avenue  
 Detroit Lakes, MN 56501

P.O. #  
 Terms Net 30 Other

Item	Description	Qty	Rate	Total
	2024 Tahoe PPV Marked Patrol Unit (3 of 3) Sale and Installation of Warning, Protection, and Comm. Systems Assumes installation of customer provided: Radio, Siren amp, Siren Speaker, Relay Center, Camera, Computer Dock, Printer, Printer Mount, Radar, Opticom, Flashlight Charger, Gun Mount, Computer Dock, Computer Side Mount, Computer Motion attachment, Card Reader, PDU, Lightbar, Cradlepoint, Cradlepoint Antenna Assumes vehicle equipped with spotlight			
INT G-IDG601-A	Intermotive Idle Guard 2021-2022 Tahoe Pursuit CFG	1	263.08	263.08
ADS HC3452AE	iDataStart Remote Start /1 Mile of Range/2 Way LED, 5 Button Remotes	1	591.73	591.73
ADS THR-GM14	Remote Start, 'T'-harness for select GM 'Push-to-start' 2020 and up	1	144.42	144.42
HAV C-TMW-GMC-04	Tunnel Mount Assembly for 2021 Chevrolet Tahoe	1	230.88	230.88
HAV C-SM-1225	12" enclosed 25° Angled Series console	1	333.84	333.84
HAV C-EB40-CCS-1P	CenCom, Equipment bracket, 1 Piece, 4" Mounting space	1	0.00	0.00
HAV C-EB25-XTL-1P	Havis XTL remote head equipment bracket	1	0.00	0.00
HAV C-FP-15	Plate, 1.5" Mounting space	1	0.00	0.00
HAV C-FP-2	Havis 2" Filler Plate	1	0.00	0.00
HAV CUP2-1002	Metal External Mount Self-Adjusting Cup Holder	1	70.98	70.98
HAV C-ARM-104	Console, Accessory, Arm rest, Trak mount, Large arm rest pad, 10" High, Flip, Height adjustable	1	175.50	175.50
HAV C-MCB	Mic Clip Bracket	1	14.82	14.82
WHE IONB	Whelen ION LED Light (Blue) (LOWER REAR SIDE WINDOW & BOTTOM OF TAIL GATE)	2	134.57	269.14
WHE IONR	Whelen ION LED Light (Red) (LOWER REAR SIDE WINDOW & BOTTOM OF TAIL GATE)	2	134.57	269.14
WHE I2D	ION™ DUO™ Series Linear-LED® Red/White, Individual Control of each Color, Black Housing (REAR PLATE)	1	151.96	151.96

Subtotal  
 Sales Tax (6.875%)  
 Total

**Code 4 Services Inc.**  
 www.code4services.com



**Name / Address**

Becker County Sheriff's Office  
 Chief Deputy Shane Richard  
 925 Lake Avenue  
 Detroit Lakes, MN 56501

P.O. # \_\_\_\_\_  
 Terms                      Net 30    Other

Item	Description	Qty	Rate	Total
WHE I2E	ION™ DUO™ Series Linear LED® Blue/White, Individual Control of each Color, Black Housing (REAR PLATE)	1	151.96	151.96
WHE IONBKT1	Optional Universal License Plate Bracket for 2 ION™ Lightheads, Horizontal Mount, Not for Use with ION™ V-Series	1	34.02	34.02
WHE RMKAJ101	Replacement Whelen Light Bar Mounting System:Tahoe-2021 / Silverado 1500 / 2019-2020 / 54"-56"	1	172.37	172.37
WHE SAK70	Whelen SA315P Siren Speaker Mount, 2021 Chevy Tahoe	1	40.07	40.07
WHE VTX609B	Whelen Vertex Blue LED (REVERSE LIGHTS)	1	104.03	104.03
WHE VTX609R	Whelen Vertex Red LED (REVERSE LIGHTS)	1	104.03	104.03
WHE LINSV2B	LINV2 V-Series™ Linear Super-LED® Lightheads,Combination 180° Warning and Puddle Light with Scan-Lock™ Flash Patterns for Under Surface Mounting, Blue	1	228.31	228.31
WHE LINSV2R	LINV2 V-Series™ Linear Super-LED® Lightheads,Combination 180° Warning and Puddle Light with Scan-Lock™ Flash Patterns for Under Surface Mounting, Red	1	228.31	228.31
WHE LSVBKT54	Chevy Tahoe/Suburban, 2021, Under-the-Side View Mirror Mount for two LINSV2™ Series, Sold Separately, Pair	1	25.70	25.70
SOS ECVDMLTALØØ	White Lens/White LED Light & Red LED Night Light	1	97.50	97.50
MAG MAGMIC	Magnetic Mic Clip	1	32.99	32.99
SET 10-VS-RP-C	Setina Horizontal Sliding Partition Uncoated w/ recessed panel and Chicago (Steel Mesh) Insert	1	883.70	883.70
SET PB450L4VS	Setina Aluminum Push Bumper w/4 lights (SUV, Pickup)	1	941.03	941.03
SET PB10VS	Setina PB10 Headlight Guard Steel With PB9A Wrap Aluminum	1	760.85	760.85
SET WB VS STEEL	Setina Window Bars Steel (SUV,pickup)	1	269.45	269.45
BRO 12VHW	PocketJet DC Vehicle Adapter 14' (wired)	1	34.30	34.30
AMA 10'USB-C	USB Type C Cable 10ft Charging USB C 2.0 to USB A Nylon Braided Cord	1	7.14	7.14
AB2 14.0553.000	Able 2 3-Outlet Box	1	31.26	31.26
WAY 30ARELAY	30 amp relay Mw/resistor	3	10.36	31.08
OPT 153080	Optifuse 80 amp Manual Trip Circuit Breaker	2	20.85	41.70

Subtotal  
 Sales Tax (6.875%)  
 Total



**Name / Address**

Becker County Sheriff's Office  
 Chief Deputy Shane Richard  
 925 Lake Avenue  
 Detroit Lakes, MN 56501

P.O. #  
 Terms Net 30 Other

Item	Description	Qty	Rate	Total
TES WEREACH	WeBoost Drive Reach Fleet Vehicle Cell Signal Booster Kit	1	522.08	522.08
TES NMORG58	0-1000 MHz, 3/4" Brass Antenna Cable Mount	2	22.92	45.84
TES QW152	152-162 MHz Unity 1/4 Wave antenna	2	13.51	27.02
TES MUHF-M	Mini-UHF Male Crimp for RG58	2	5.00	10.00
C4S ECK	Equipment Cover Kit	1	48.00	48.00
MISC	Headliner Insulation (Sound Deadening)	1	125.00	125.00
C4S FREIGHT	Freight	1	575.00	575.00
C4S LABOR-UPFIT	Labor	39	105.00	4,095.00
C4S SUPPLIES	Miscellaneous supply charge	39	12.60	491.40
			Subtotal	\$12,674.63
			Sales Tax (6.875%)	\$0.00
			Total	\$12,674.63





QUOTE # 2099421

applied concepts, inc.

855 E. Collins Blvd
Richardson, TX 75081
Phone: 972-398-3780
Fax: 972-398-3781

National Toll Free: 1-800- STALKER

Page 1 of 1

Date: 01/16/25

Inside Sales Partner: Robert Mele +1-972-801-4882 rmele@stalkerradar.com
Reg Sales Mgr: Peter Bauer 972-398-3780 peter@stalkerradar.com

Effective From : 01/16/2025

Valid Through: 04/16/2025

Lead Time: 45 working days

Table with Bill To, Customer ID, Ship To, and company addresses.

Table with columns: Grp, Qty, Package, Description, Wrrnty/Mo, Price, Ext Price.

Main item list table with columns: Ln, Qty, Part Number, Description, Price, Ext Price.

Summary row: Group Total \$7,280.00

Summary table with Product, Discount, Sub-Total, Sales Tax, Shipping & Handling, and Total: USD \$7,280.00.

MN NASPO 259345
\*\*\* Will Need Vehicle MMY to Verify Power Source \*\*\*

001

This Quote or Purchase Order is subject in all respects to the Terms and Conditions detailed at the back of this document.



Unique Software Corporation  
 33003 County Rd 3  
 Avon, MN 56310  
 USA

# SALES ORDER

<b>Sales Order No.</b>	166026
<b>Customer No.</b>	CPV-1032

**Telephone:** 1-651-454-0622

**Bill To:**

Becker County Sheriffs Office  
 Attn: Office Manager - Brad Mahoney  
 925 Lake Ave  
 Detroit Lakes, MN 56501

**Ship To:**

Becker County Sheriffs Office  
 Attn: Shane Richard  
 925 Lake Ave  
 Detroit Lakes, MN 56501

**Telephone:** 218-846-2661

**Telephone:** 218-846-7200  
**Contact:** Shane Richard

Ship Via		E.O.B.		Terms		Salesperson	
GROUND SERVICE		Fob Unique		Net 30			
Order Date	Ordered By	Customer Phone #		PO #		Resale #	
01/20/25		218-846-2661					
Order Quantity	Back Order Quantity	Tax	Item Number	Description	Unit Price	Extended Price	
6.00	6.00	Y	FZ-55JV407BM	I7-1370P VPRO UP TO 5.2GHZ 14.0SYST 32GB 512GB OPAL SS	3,688.00	22,128.00	
6.00	6.00	Y	FZ-VZSU1HU	Extra Battery Pack for FZ-55	133.00	798.00	
6.00	6.00	Y	FZ-VCN554W	USB-C + USB-A XPAK FOR FZ-55 EXT MK3 REAR EXPANSION	148.00	888.00	

<b>Print Date</b>	01/20/25
<b>Print Time</b>	09:34:24 PM
<b>Page #</b>	1

<b>Amount Shipped</b>	0.00
<b>Amount B.O.</b>	23,814.00

<b>Subtotal</b>	23,814.00
<b>Freight</b>	0.00
<b>Total</b>	23,814.00

Prepared By: JOE WALZ

## Membership Appointments

### Northwest Regional Advisory Committee (NW RAC)

#### Requirement:

The administration of each party to Joint Powers Agreement shall appoint one staff person with specialized technical, operational or administrative skills and responsibilities to represent that agency on the Regional Advisory Committee. A staff person may also be appointed as an alternate to serve in the absence of the representative.

**Joint Powers Agreement Member:** \_\_\_\_\_  
(I.E. County, City, Tribe)

#### Primary Member:

- Name: \_\_\_\_\_
- Title: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_
- City, State Zip: \_\_\_\_\_
- Telephone: \_\_\_\_\_
- Email: \_\_\_\_\_

#### Alternate Member:

- Name: \_\_\_\_\_
- Title: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_
- City, State Zip: \_\_\_\_\_
- Telephone: \_\_\_\_\_
- Email: \_\_\_\_\_

I certify that the individuals listed above meet the requirements to be appointed as members of the Northwest Regional Advisory Committee for our jurisdiction.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\*Multiple Alternates can be added by filling out additional forms with contact information.



# BECKER COUNTY SHERIFF'S OFFICE

*Todd Glander • Sheriff*

OFFICE: 925 Lake Avenue

Detroit Lakes, MN 56501

Phone 218-847-2661 • Fax 218-847-1604

JAIL 1428 Stony Road

Detroit Lakes, MN 56501

Phone 218-847-2939 • Fax 218-846-2580

## Old STS Vehicle to Sell

February 4, 2025

Unit	Equipment	VIN#	Disposition
9577	2013 Ford F150	IFTFWIEF7DKE99577	Auction



**Quote Number: QUOTE-2927015**

**Billing Address:**

BECKER COUNTY SHERIFF DEPT  
 925 LAKE AVE  
 DETROIT LAKES MN, 56501

**Quote Date:** 2024-12-06

**Expiration Date:** 2025-02-04

**Contract Name:** 20927 - MN DOT 119587

**Quote Created By:**

Trista Walla  
 Account-Sales Manager  
 tristaw@midstateswireless.com  
 7013561185

**Customer:** BECKER COUNTY SHERIFF DEPT

**Currency:** USD

**Contact Name:** Shane Richard

**Contact Email:** shane.richard@co.becker.mn.us

**Contact Phone:** 7012939561

**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™ 8500										
1	M37TSS9PW1AN	APX8500 ALL BAND MP MOBILE.	1	\$5,893.68	\$5,893.68	28.00%	\$1,650.00	\$4,243.68	\$4,243.68	0681	
		ADD: AES/DES-XL/DES-OFB ENCRYP APX AND ADP.									
1a	G851AG		1	\$879.00	\$879.00	28.00%	\$246.12	\$632.88	\$632.88	0681	
1b	GA00318AF	ENH: 5 YEAR ESSENTIAL SVC.	1	\$480.00	\$480.00	0.00%	\$0.00	\$480.00	\$480.00	0185	
1c	G831AD	ADD: SPKR 15W WATER RESISTANT.	1	\$66.00	\$66.00	28.00%	\$18.48	\$47.52	\$47.52	0681	
		ADD: GNSS/BT-WIFI THRU MNT ANT, 17FT LOW LOSS PFP-100A/240, QMA.									
1d	GA00250AA		1	\$110.00	\$110.00	28.00%	\$30.80	\$79.20	\$79.20	0681	
1e	G66BD	ADD: DASH MOUNT 07.	1	\$138.00	\$138.00	28.00%	\$38.64	\$99.36	\$99.36	0681	
1f	GA01513AB	ADD: ALL BAND MOBILE ANTENNA (7/8/N/U).	1	\$105.00	\$105.00	28.00%	\$29.40	\$75.60	\$75.60	0681	
1g	G51AT	ENH:SMARTZONE.	1	\$1,650.00	\$1,650.00	28.00%	\$462.00	\$1,188.00	\$1,188.00	0681	
1h	G892AB	ENH:HAND MIC,GCAI WTR RESISTANT APX.	1	\$79.00	\$79.00	28.00%	\$22.12	\$56.88	\$56.88	0681	
1i	G298AS	ENH: ASTRO 25 OTAR W/ MULTIKEY.	1	\$814.00	\$814.00	28.00%	\$227.92	\$586.08	\$586.08	0681	
		ADD: APX O7 CONTROL HEAD (STANDARD KEYPAD).									
1j	GA00805AA		1	\$695.00	\$695.00	28.00%	\$194.60	\$500.40	\$500.40	0681	
1k	G444AH	ADD: APX CONTROL HEAD SOFTWARE.	1	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0681	
1l	GA01517AA	DEL: NO J600 ADAPTER CABLE NEEDED.	1	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0681	
1m	G806BL	ENH: ASTRO DIGITAL CAI OP APX.	1	\$567.00	\$567.00	28.00%	\$158.76	\$408.24	\$408.24	0681	
1n	QA09113AB	ADD: BASELINE RELEASE SW.	1	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0681	
1o	G361AH	ENH: P25 TRUNKING SOFTWARE APX.	1	\$330.00	\$330.00	28.00%	\$92.40	\$237.60	\$237.60	0681	
	Standalone Items										
2	RMN5070A	DESKTOP MIC (GCAI).	1	\$185.76	\$185.76	28.00%	\$52.01	\$133.75	\$133.75	0706	

**Net Total** \$8,769.19  
**Estimated Tax** \$0.00  
**Estimated Freight** \$0.00  
**Grand Total** \$8,769.19





<b>Minnesota Department of Public Safety (“State”)</b> Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St. Paul, MN 55101-2190	<b>Grant Program:</b> 2023 Emergency Management Performance Grant  <b>Grant Contract Agreement No.:</b> A-EMPG-2023-BECKERCO-004
<b>Grantee:</b> Becker County 915 Lake Avenue Detroit Lakes, MN 56501	<b>Grant Contract Agreement Term:</b>  <b>Effective Date:</b> 01/01/2023 <b>Expiration Date:</b> 06/30/2025
<b>Grantee’s Authorized Representative:</b> Becker County Sheriff Office - Emergency Management ATTN: Adam Douglas – Emergency Management Director 925 Lake Avenue Detroit Lakes, MN 56501 Phone: 218-849-4869 E-mail: adam.douglas@co.becker.mn.us	<b>Grant Contract Agreement Amount:</b> Original Agreement \$ 27,383.00 Matching Requirement \$ 27,383.00
<b>State’s Authorized Representative:</b> Homeland Security and Emergency Management ATTN: Ms. Kyle Temme 445 Minnesota Street, Suite 223 St. Paul, MN 55101-2190 Phone: 651-201-7420 E-mail: kyle.temme@state.mn.us	<b>Federal Funding:</b> CFDA/ALN: 97.042  <b>FAIN:</b> EMC-2023-EP-00001  <b>State Funding:</b> None  <b>Special Conditions</b> None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

**Term:** Per Minn. Stat. § 16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn. Stat. § 16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

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

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2023 Emergency Management Performance Grant Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 223. St. Paul, MN 55101-2190. The Grantee shall also comply with all requirements referenced in the 2023 Emergency Management Performance Grant Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

**Budget Revisions:** The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.



**Matching Requirements:** (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

**Payment:** As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

**Certification Regarding Lobbying:** (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

**1. ENCUMBRANCE VERIFICATION**

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

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

**3. STATE AGENCY**

Signed: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Grant Contract Agreement No. A-EMPG-2023-BECKERCO-004 / P.O. No. 3000098029

Project No: N/A

**2. GRANTEE**

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

Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Distribution: DPS/FAS  
Grantee  
State's Authorized Representative

2023 (EMPG) Emergency Management Performance Grant

Budget Summary (Review Report)

Organization:  
Becker County

EXHIBIT A  
A-EMPG-2023-BECKERCO-004

Budget		
Budget Category	Award	Match
Organization		
EM Dept Salary and Fringe Benefits	\$27,383.00	\$27,383.00
Total	\$27,383.00	\$27,383.00
Total	\$27,383.00	\$27,383.00
Allocation	\$27,383.00	\$27,383.00
Balance	\$0.00	\$0.00

# QUOTE

## Gary's Trailers Sales

52233 Cty Hwy 44  
 Park Rapids, MN 56470  
 Phone: 218-732-3941

DATE: January 17, 2025  
 INVOICE #: 11725  
 FOR: New Trailer  
 BILL TO: Peter Daniel

612-968-7804

TRAILER DESCRIPTION:	AMOUNT						
2025 – H & H Aluminum Railside Tandem axle 18' x 82 W / Aluminum floor, Bi-Fold Ramp gate, Ramp gate Cap. # 2,000 Lb., 2 – 3,500 # Lb. EZ Lube axles, 7,000 # Lb. GVWR, 205 / 75 R 15" - 6 – Ply Radial tires W / Aluminum Wheels, Spare tire Mount, Spare tire W / Aluminum Wheel 205 / 75 R 15" - 6 – Ply Radial tire, LED Lighting, DOT Complaint, 1,000 # Lb. Tongue Jack cap.	\$7,190.00						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><b>PARTS DESCRIPTION:</b></td> <td style="width: 10%; text-align: right;">Trailer Sale Subtotal</td> <td style="width: 20%; text-align: right;">\$7,190.00</td> </tr> </table>		<b>PARTS DESCRIPTION:</b>	Trailer Sale Subtotal	\$7,190.00			
<b>PARTS DESCRIPTION:</b>	Trailer Sale Subtotal	\$7,190.00					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 10%; text-align: right;">Parts Sale Subtotal</td> <td style="width: 20%;"></td> </tr> <tr> <td></td> <td style="text-align: right;">Taxable Subtotal</td> <td style="text-align: right;">\$7,190.00</td> </tr> </table>			Parts Sale Subtotal			Taxable Subtotal	\$7,190.00
	Parts Sale Subtotal						
	Taxable Subtotal	\$7,190.00					
Registration							
Doc Fee							
<b>PLUS SALES TAX &amp; REGISTRATION</b>							
<b>PARTS DESCRIPTION:</b>							
Trailer Sale Subtotal							
SUBTOTAL	\$7,190.00						
TAX RATE	6.875%						
TRAILER SALES TAX @ 6.5%							
PARTS SALES TAX							
OTHER	-						
<b>Total</b>							

Make all checks payable to Gary's Trailer Sales. If you have any questions concerning this invoice, contact Gary, 218-732-3941.

**THANK YOU FOR YOUR BUSINESS!**

**LAKES AREA TRAILERS**  
**PO BOX 385, 21457 368TH AVE**  
**BATTLE LAKE MN 56515**

**218-864-2535      lakesareatrailers2020@gmail.com**

\*\*\*\*\*

<u>Name</u>	BECKER COUNTY SHERIFF	<u>Phone</u>	612-968-7804
<u>Street</u>			
<u>City State Zip</u>		<u>License/EIN</u>	
	-		
<u>Year Make</u>	2024 TRITON	<u>VIN#</u>	4TCSU2020RHF20035
<u>Model</u>	81X20 UTILITY		
<u>DATE</u>	1/16/2025	<u>STOCK#</u>	TR4124

\*\*\*\*\*

CASH PRICE OF TRAILER	\$	7,299.00	
ACCESSORIES	\$	-	
LESS NET TRADE ALLOW	\$	-	
PLUS STATE/LOCAL TAXES	\$	-	
EXCISE TAX/LICENSING FEES			
DOCUMENTATION FEE	\$	49.00	
TOTAL CASH PRICE	\$	7,348.00	
LESS DEPOSIT	\$	-	
BALANCE DUE ON DELIVERY	\$	7,348.00	METHOD OF PAY:

**LIEN HOLDER:**

**NAME**  
**ADDRESS**  
**City State Zip**

---

**Lakes Area Trailers**

---

**Purchaser**



# Quote

# QT-002996

## SUMURI

40 South Main Street  
P.O. Box 121  
Magnolia, DE 19962

--  
DUNS: 968093398  
UEI: SC68XCGHTKK3  
GSA: G535F363DA  
EIN: 27-2834740

### Bill To

#### Becker County Sheriff's Office

Becker County Sheriff's Office  
925 Lake Avenue  
Detroit Lakes  
, Minnesota 56501

### Ship To

Lt. Luke Sweere  
Becker County Sheriff's Office  
925 Lake Avenue  
Detroit Lakes  
, Minnesota 56501

Quote Date : 14 Jan 2025

Expiry Date : 11 Aug 2025

Payment Terms : Net 30

#	Item & Description	Qty	Rate	Amount
1	Intel Forensic Workstation Intel Core i9-14900K 3.2 GHz (Up to 6.0 GHz Max Turbo) 8 P-core & 16 E-core, 24-Core / 32-Thread Processor 128GB DDR5 4800 MHz RAM One (1) 2TB SSD for the Operating System One (1) 2TB M.2 NVMe SSD for Temporary Files and Processing One (1) 2TB M.2 NVMe SSD for Database(s) One (1) 6TB Hard Drives for Data Storage One (1) RTX 4060 with 8GB GDDR6 VRAM Graphics Processing Unit One (1) 2.5" Hot Swap Bay with Four (4) Removable Trays One (1) 3.5" Hot Swap Tray with Five (5) Removable Bays One (1) Blu-Ray 16x BD-R 4MB Cache SATA Blu-Ray Burner Front Panel Forensic Card Reader One (1) 4 Port USB 3.0 Hub One (1) 10 Port USB 2.0 Hub Tableau T3iu Forensic Bridge One (1) 1300 Watt Power Supply Unit High End Whisper Quiet Fans throughout the Entire System (Hydraulic Fluid Ball Bearing rated at 300,000 hour lifespan) Microsoft Windows 11 Pro 64 Bit Three (3) Year Standard Warranty Additional Specifications Size: 15"W x 19.06"H x 20.06"D (381mm x 484mm x 510mm)	1.00 each (ea)	5,908.00	5,908.00

#	Item & Description	Qty	Rate	Amount
	Open 5.25" Bays = 10 Fan size(s) = 120mm PCI Chassis Expansion Slots = 8 Aluminum Thickness = 0.118" (or 3.00mm) Finish = Powder Coated Black with Black Appointments			
			Sub Total	5,908.00
			NO SALES TAX (0%)	0.00
			<b>Total</b>	<b>\$5,908.00</b>

**Notes**

Looking forward to our business.

**Terms & Conditions**

- Please send any PO's or requests related to this quote to sales@sumuri.com to expedite your order and/or service.
- Maximum shipping times for TALINO Workstations is three (3) weeks or less. If any exceptions or delays occur which could affect the stated shipping times the customer will be notified immediately.
- Past Due Invoices will incur a monthly Finance Charge of 3%.
- For technical questions please contact hello@sumuri.com.
- Payments by Credit Cards will be charged an additional 3% fee. Orders over \$250,000.00 require a 50% deposit. All International Orders require a 50% deposit.
- For International orders: Unless otherwise indicated on the Estimate all Shipping, Duties, Taxes and Fees are the sole responsibility of the recipient.

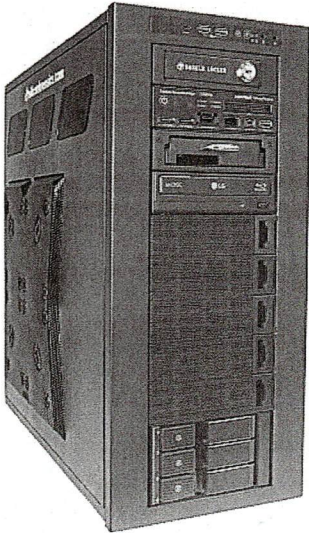
Quote From I.T.



Home / Products / All Forensic Workstations

## ALL FORENSIC WORKSTATIONS (23)

FILTER



### SiForce Flash

The Next-Gen Forensic Workstation featuring Intel's latest Alder Lake hybrid architecture and full PCIe 4.0 support. Process data in a flash on a blazing fast Gen 4 NVMe SSD RAID 0 array.

- Processor: Intel Core i9 14900K 16 Cores/24 Threads
  - Memory: 128GB DDR5
  - OS Drive: 1TB Gen 4 NVMe SSD
  - Processing Space: 8TB (4 x 2TB NVMe SSD Gen 4 RAID 5) up to 16TB
  - Temp Drive: 1TB Gen 4 NVMe SSD up to 2TB
  - Backup Storage: 8TB HDD up to 16TB HDD
  - Additional Accessories: Three Hot Swap Bays and one 2.5in Drive Adapter
  - Operating System: Windows 11 or 10 Professional
  - Warranty: 3 Years SiShield Parts and Labor
- \$7,895.00**

ADD TO CART



### The Beast Crimson

Devour your workload with up to 64 cores of processing power. Rapidly digest data with multiple Gen 4 NVMe storage arrays.

- Processor: AMD Threadripper 7970X 32 Core, 64 Threads
  - Memory: 256GB DDR5 ECC
  - OS Drive: 1TB Gen 4 NVMe SSD
  - Processing Space: 4TB Gen 5 NVMe SSD (Set 1: 2 x 2TB RAID 0)
  - Temp Drive: 1TB Gen 5 NVMe SSD up to 4TB
  - Backup Storage: 16TB 7200RPM
  - Data Storage: 8TB Gen 5 NVMe SSD (Set 2: 4 x 2TB RAID 5)
  - Additional Accessories: Three Hot Swap Bays and one 2.5in Drive Adapter
  - Operating System: Windows 10 Pro or Windows 11 Pro
  - Warranty: 3 Years SiShield Parts and Labor
- \$17,995.00**

ADD TO CART



### The Beast Sapphire (Formerly Lightning NVX)

- Processor: (2) Intel Xeon 6530 Gold, 64 cores Total
- Memory: 256GB DDR5 ECC
- OS Drive: 1TB NVMe Gen 4
- Processing Space: 15.3TB Gen 5 RAID 0/5 Enterprise NVMe SSD Space Preconfigured for commo

10



**BECKER COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION 02-25-1D**

**Becker County 2024 Hazard Mitigation Plan**

**WHEREAS**, Becker County recognizes the threat that natural hazards pose to people and property within Becker County; and

**WHEREAS**, Becker County has prepared a multi-hazard mitigation plan, hereby known as Becker County 2024 Hazard Mitigation Plan, dated 09/19/2024 in accordance with federal laws, including the Robert T. Stafford Disaster and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended; and

**WHEREAS**, Becker County 2024 Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in Becker County from the impacts of future hazards and disasters; and

**WHEREAS** adoption by Becker County demonstrates its commitment to hazard mitigation and achieving the goals outlined in the Becker County 2024 Hazard Mitigation Plan.

**NOW THEREFORE BE IT RESOLVED.** That the Board of County Commissioners of Becker County, Minnesota, adopts the Becker County 2024 Hazard Mitigation Plan. While content related to Becker County may require revisions to meet the plan approval requirements, changes occurring after adoption will not require Becker County to re-adopt any further iterations of the plan. Subsequent plan updates following the approval period for this plan will require separate adoption resolutions.

Duly adopted this 4th day of February, 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 February 4, 2025, as recorded in the record of proceedings.

\_\_\_\_\_  
Carrie Smith  
County Administrator



**FEMA**

December 30, 2024

Ms. Kristen Dellwo  
Homeland Security and Emergency Management  
Minnesota Department of Public Safety  
444 Cedar Street, Suite 223  
Saint Paul, MN 55101

Dear Ms. Dellwo:

Thank you for submitting the Becker County 2024 Hazard Mitigation Plan for our review. The plan was reviewed based on the local plan criteria contained in 44 CFR Part 201, as authorized by the Disaster Mitigation Act of 2000. The Becker County 2024 Hazard Mitigation Plan met the required criteria for a multi-jurisdiction hazard mitigation plan. Formal approval of this plan is contingent upon the adoption by the participating jurisdictions of this plan. Once FEMA Region 5 receives documentation of adoption from the participating jurisdictions, we will send a letter of official approval to your office.

An approved local mitigation plan, including adoption by the local government, is one of the conditions for applying for and/or receiving FEMA mitigation grants from the following programs:

- Hazard Mitigation Grant Program (HMGP)
- HMGP Post-Fire
- Building Resilient Infrastructure and Communities
- Flood Mitigation Assistance
- High Hazard Potential Dams Grant Program (HHPD)

Please note that participating jurisdictions that adopt the plan more than one year after APA status has been issued must either:

- Validate that their information in the plan remains current with respect to both the risk assessment (no recent hazard events, no changes in development) and their mitigation strategy (no changes necessary); or
- Make the necessary updates before submitting the adoption resolution to FEMA.

We look forward to receiving the adoption resolution(s) and discussing options for implementing this mitigation plan. If there are any questions from either you or the communities, please contact Meg Burrows at (312) 408-5320 or email at [meghan.burrows@fema.dhs.gov](mailto:meghan.burrows@fema.dhs.gov).

Sincerely,

A handwritten signature in blue ink that reads "John Wethington".

John Wethington  
Chief, Risk Analysis Branch  
Mitigation Division

[www.fema.gov](http://www.fema.gov)

Attachment: Local Plan Review Tool

# Local Mitigation Plan Review Tool

## Cover Page

The Local Mitigation Plan Review Tool (PRT) demonstrates how the local mitigation plan meets the regulation in 44 CFR § 201.6 and offers states and FEMA Mitigation Planners an opportunity to provide feedback to the local governments, including special districts.

1. The Multi-Jurisdictional Summary Sheet is a worksheet that is used to document how each jurisdiction met the requirements of the plan elements (Planning Process; Risk Assessment; Mitigation Strategy; Plan Maintenance; Plan Update; and Plan Adoption).
2. The Plan Review Checklist summarizes FEMA’s evaluation of whether the plan has addressed all requirements.

*For greater clarification of the elements in the Plan Review Checklist, please see Section 4 of this guide. Definitions of the terms and phrases used in the PRT can be found in Appendix E of this guide.*

Plan Information	
<b>Jurisdiction(s)</b>	Becker County, Minnesota
<b>Title of Plan</b>	Becker County 2024 Hazard Mitigation Plan
<b>New Plan or Update</b>	Update
<b>Single- or Multi-Jurisdiction</b>	Multi-jurisdiction
<b>Date of Plan</b>	9/19/2024
Local Point of Contact	
<b>Title</b>	Adam Douglas, Emergency Management Director
<b>Agency</b>	Becker County Emergency Management
<b>Address</b>	925 Lake Ave, Detroit Lakes, MN 56501
<b>Phone Number</b>	(218) 847-2661
<b>Email</b>	adam.douglas@co.becker.mn.us

<b>Additional Point of Contact</b>	
<b>Title</b>	Click or tap here to enter text.
<b>Agency</b>	Click or tap here to enter text.
<b>Address</b>	Click or tap here to enter text.
<b>Phone Number</b>	Click or tap here to enter text.
<b>Email</b>	Click or tap here to enter text.

<b>Review Information</b>	
<b>State Review</b>	
<b>State Reviewer(s) and Title</b>	Doug Leung, Hazard Mitigation Planne
<b>State Review Date</b>	12/17/2024
<b>FEMA Review</b>	
<b>FEMA Reviewer(s) and Title</b>	Meg Burrows, Community Planner
<b>Date Received in FEMA Region</b>	12/17/2024
<b>Plan Not Approved</b>	Click or tap to enter a date.
<b>Plan Approvable Pending Adoption</b>	12/23/2024
<b>Plan Approved</b>	Click or tap to enter a date.

## Multi-Jurisdictional Summary Sheet

#	Jurisdiction Name	Requirements Met (Y/N)						
		A. Planning Process	B. Risk Assessment	C. Mitigation Strategy	D. Plan Maintenance	E. Plan Update	F. Plan Adoption	G. State Requirements
1	Becker County (35,612)	Y	Y	Y	Y	Y		
2	City of Audubon (554)	Y	Y	Y	Y	Y		
3	City of Callaway (175)	Y	Y	Y	Y	Y		
4	City of Detroit Lakes (10,191)	Y	Y	Y	Y	Y		
5	City of Frazee (1,294)	Y	Y	Y	Y	Y		
6	City of Lake Park (793)	Y	Y	Y	Y	Y		
7	City of Ogema (201)	Y	Y	Y	Y	Y		
8	City of Wolf Lake (82)	Y	Y	Y	Y	Y		

## Plan Review Checklist

The Plan Review Checklist is completed by FEMA. States and local governments are encouraged, but not required, to use the PRT as a checklist to ensure all requirements have been met prior to submitting the plan for review and approval. The purpose of the checklist is to identify the location of relevant or applicable content in the plan by element/sub-element and to determine if each requirement has been “met” or “not met.” FEMA completes the “required revisions” summary at the bottom of each element to clearly explain the revisions that are required for plan approval. Required revisions must be explained for each plan sub-element that is “not met.” Sub-elements in each summary should be referenced using the appropriate numbers (A1, B3, etc.), where applicable. Requirements for each element and sub-element are described in detail in Section 4: Local Plan Requirements of this guide.

Plan updates must include information from the current planning process.

If some elements of the plan do not require an update, due to minimal or no changes between updates, the plan must document the reasons for that.

Multi-jurisdictional elements must cover information unique to all participating jurisdictions.

### Element A: Planning Process

Element A Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>A1. Does the plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement 44 CFR § 201.6(c)(1))</b>		
A1-a. Does the plan document how the plan was prepared, including the schedule or time frame and activities that made up the plan’s development, as well as who was involved?	p. 4 - 8 Appendix C, Appendix F	Met
A1-b. Does the plan list the jurisdiction(s) participating in the plan that seek approval, and describe how they participated in the planning process?	p. 4 - 8 Appendix C, Appendix F	Met
<b>A2. Does the plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development as well as businesses, academia, and other private and non-profit interests to be involved in the planning process? (Requirement 44 CFR § 201.6(b)(2))</b>		
A2-a. Does the plan identify all stakeholders involved or given an opportunity to be involved in the planning process, and how each stakeholder was presented with this opportunity?	p. 4 - 5 Appendix C, Appendix F	Met

Element A Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>A3. Does the plan document how the public was involved in the planning process during the drafting stage and prior to plan approval? (Requirement 44 CFR § 201.6(b)(1))</b>		
A3-a. Does the plan document how the public was given the opportunity to be involved in the planning process and how their feedback was included in the plan?	p. 6 - 8 Appendix G  <i>(See Record of Public Input &amp; Incorporation)</i>	Met
<b>A4. Does the plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement 44 CFR § 201.6(b)(3))</b>		
A4-a. Does the plan document what existing plans, studies, reports and technical information were reviewed for the development of the plan, as well as how they were incorporated into the document?	p. 5- 6, 50 -55, Appendix C, Appendix D  Regulatory flood maps: <a href="https://becker-county-hmp-umn.hub.arcgis.com/pages/all-natural-hazards">https://becker-county-hmp-umn.hub.arcgis.com/pages/all-natural-hazards</a>	Met
<b>ELEMENT A REQUIRED REVISIONS</b>		
<p><b>Required Revision:</b> Click or tap here to enter text.</p>		

## Element B: Risk Assessment

Element B Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>B1. Does the plan include a description of the type, location, and extent of all natural hazards that can affect the jurisdiction? Does the plan also include information on previous occurrences of hazard events and on the probability of future hazard events? (Requirement 44 CFR § 201.6(c)(2)(i))</b>		
B1-a. Does the plan describe all natural hazards that can affect the jurisdiction(s) in the planning area, and does it provide the rationale if omitting any natural hazards that are commonly recognized to affect the jurisdiction(s) in the planning area?	p.10 - 11, 18 - 21  Appendix C, Appendix F	Met
B1-b. Does the plan include information on the location of each identified hazard?	p. 18 - 21  Sections 4.1 - 4.9 (Each Hazard profile has info on location)  Appendix C  See each hazard profile section: <a href="https://becker-county-hmp-umn.hub.arcgis.com/pages/all-natural-hazards">https://becker-county-hmp-umn.hub.arcgis.com/pages/all-natural-hazards</a>	Met
B1-c. Does the plan describe the extent for each identified hazard?	<a href="https://becker-county-hmp-umn.hub.arcgis.com/pages/all-natural-hazards">https://becker-county-hmp-umn.hub.arcgis.com/pages/all-natural-hazards</a> (Extent is found on each hazard profile page)	Met



Element B Requirements	Location in Plan (section and/or page number)	Met / Not Met
<p>B1-d. Does the plan include the history of previous hazard events for each identified hazard?</p>	<p>p. 10 – 11, 18 – 21</p> <p>Sections 4.1 – 4.9 (Each Hazard profile has info on history)</p> <p><a href="https://becker-county-hmp-umn.hub.arcgis.com/pages/about-hmp-planning">https://becker-county-hmp-umn.hub.arcgis.com/pages/about-hmp-planning</a></p> <p><a href="https://becker-county-hmp-umn.hub.arcgis.com/pages/all-natural-hazards">https://becker-county-hmp-umn.hub.arcgis.com/pages/all-natural-hazards</a> (see each hazard page)</p>	<p>Met</p>
<p>B1-e. Does the plan include the probability of future events for each identified hazard? Does the plan describe the effects of future conditions, including climate change (e.g., long-term weather patterns, average temperature and sea levels), on the type, location and range of anticipated intensities of identified hazards?</p>	<p>p. 11 - 22</p> <p>Sections 4.1– 4.9.2 (Each hazard profile section - Probability of Occurrence, vulnerability)</p> <p><a href="https://becker-county-hmp-umn.hub.arcgis.com/pages/all-natural-hazards">https://becker-county-hmp-umn.hub.arcgis.com/pages/all-natural-hazards</a> (see each hazard page)</p> <p><a href="https://becker-county-hmp-umn.hub.arcgis.com/pages/climatechange">https://becker-county-hmp-umn.hub.arcgis.com/pages/climatechange</a></p>	<p>Met</p>
<p>B1-f. For participating jurisdictions in a multi-jurisdictional plan, does the plan describe any hazards that are unique to and/or vary from those affecting the overall planning area?</p>	<p>p. 9 -22</p> <p>Appendix C</p>	<p>Met</p>

Element B Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>B2. Does the plan include a summary of the jurisdiction’s vulnerability and the impacts on the community from the identified hazards? Does this summary also address NFIP-insured structures that have been repetitively damaged by floods? (Requirement 44 CFR § 201.6(c)(2)(ii))</b>		
B2-a. Does the plan provide an overall summary of each jurisdiction’s vulnerability to the identified hazards?	Sections 4.1.2 through– 4.9.2 (Vulnerability info in each hazard section)  <a href="https://becker-county-hmp-umn.hub.arcgis.com/pages/all-natural-hazards">https://becker-county-hmp-umn.hub.arcgis.com/pages/all-natural-hazards</a> (each hazard profile)	Met
B2-b. For each participating jurisdiction, does the plan describe the potential impacts of each of the identified hazards on each participating jurisdiction?	Sections 4.1.2 through– 4.9.2 (Vulnerability info in each hazard section)  p. 11 – 22  Appendix C  <a href="https://becker-county-hmp-umn.hub.arcgis.com/pages/all-natural-hazards">https://becker-county-hmp-umn.hub.arcgis.com/pages/all-natural-hazards</a> (see each hazard profile)	Met
B2-c. Does the plan address NFIP-insured structures within each jurisdiction that have been repetitively damaged by floods?	p. 46- 49	Met
<b>ELEMENT B REQUIRED REVISIONS</b>		
<p><b>Required Revision:</b> Click or tap here to enter text.</p>		

## Element C: Mitigation Strategy

Element C Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>C1. Does the plan document each participant’s existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (Requirement 44 CFR § 201.6(c)(3))</b>		
C1-a. Does the plan describe how the existing capabilities of each participant are available to support the mitigation strategy? Does this include a discussion of the existing building codes and land use and development ordinances or regulations?	p. 5, 46 - 55  Appendix C, Appendix D	Met
C1-b. Does the plan describe each participant’s ability to expand and improve the identified capabilities to achieve mitigation?	Section 4.14 – 4.9.4 (program gaps and deficiencies)  p. 56 - 71  Appendix C  Appendix H	Met
<b>C2. Does the plan address each jurisdiction’s participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement 44 CFR § 201.6(c)(3)(ii))</b>		
C2-a. Does the plan contain a narrative description or a table/list of their participation activities?	p. 46- 49	Met
<b>C3. Does the plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement 44 CFR § 201.6(c)(3)(i))</b>		
C3-a. Does the plan include goals to reduce the risk from the hazards identified in the plan?	p. 55	Met
<b>C4. Does the plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement 44 CFR § 201.6(c)(3)(ii))</b>		
C4-a. Does the plan include an analysis of a comprehensive range of actions/projects that each jurisdiction considered to reduce the impacts of hazards identified in the risk assessment?	p. 56 – 71  Appendix H	Met

Element C Requirements	Location in Plan (section and/or page number)	Met / Not Met
C4-b. Does the plan include one or more action(s) per jurisdiction for each of the hazards as identified within the plan’s risk assessment?	p. 56 – 71  Appendix H	Met
<b>C5. Does the plan contain an action plan that describes how the actions identified will be prioritized (including a cost-benefit review), implemented, and administered by each jurisdiction? (Requirement 44 CFR § 201.6(c)(3)(iv)); (Requirement §201.6(c)(3)(iii))</b>		
C5-a. Does the plan describe the criteria used for prioritizing actions?	p. 56 - 60	Met
C5-b. Does the plan provide the position, office, department or agency responsible for implementing/administrating the identified mitigation actions, as well as potential funding sources and expected time frame?	p. 61– 71 Appendix H	Met
<b>ELEMENT C REQUIRED REVISIONS</b>		
<p><b>Required Revision:</b> Click or tap here to enter text.</p>		

## Element D: Plan Maintenance

Element D Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>D1. Is there discussion of how each community will continue public participation in the plan maintenance process? (Requirement 44 CFR § 201.6(c)(4)(iii))</b>		
D1-a. Does the plan describe how communities will continue to seek future public participation after the plan has been approved?	p. 72 - 74  Two Surveys at: <a href="https://becker-county-hmp-umn.hub.arcgis.com/">https://becker-county-hmp-umn.hub.arcgis.com/</a>  <ul style="list-style-type: none"> <li>• <i>Mitigation Idea or Comments about Hazards</i></li> <li>• <i>Feedback on the HMP</i></li> </ul>	Met

Element D Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>D2. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a five-year cycle)? (Requirement 44 CFR § 201.6(c)(4)(i))</b>		
D2-a. Does the plan describe the process that will be followed to track the progress/status of the mitigation actions identified within the Mitigation Strategy, along with when this process will occur and who will be responsible for the process?	p. 56 - 60  p. 72 - 74  Appendix H  <a href="https://becker-county-hmp-umn.hub.arcgis.com/pages/mitigation-actions">https://becker-county-hmp-umn.hub.arcgis.com/pages/mitigation-actions</a>	Choose an item.
D2-b. Does the plan describe the process that will be followed to evaluate the plan for effectiveness? This process must identify the criteria that will be used to evaluate the information in the plan, along with when this process will occur and who will be responsible.	p. 56 - 60  p. 72 - 74  Appendix H  <a href="https://becker-county-hmp-umn.hub.arcgis.com/pages/mitigation-actions">https://becker-county-hmp-umn.hub.arcgis.com/pages/mitigation-actions</a>	Met
D2-c. Does the plan describe the process that will be followed to update the plan, along with when this process will occur and who will be responsible for the process?	p. 72 - 74	Met
<b>D3. Does the plan describe a process by which each community will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? (Requirement 44 CFR § 201.6(c)(4)(ii))</b>		
D3-a. Does the plan describe the process the community will follow to integrate the ideas, information and strategy of the mitigation plan into other planning mechanisms?	p. 73  And Mitigation actions- p. 61 - 71, Appendix H	Met
D3-b. Does the plan identify the planning mechanisms for each plan participant into which the ideas, information and strategy from the mitigation plan may be integrated?	p. 73  And Mitigation actions- p. 61 - 71, Appendix H	Met

Element D Requirements	Location in Plan (section and/or page number)	Met / Not Met
D3-c. For multi-jurisdictional plans, does the plan describe each participant's individual process for integrating information from the mitigation strategy into their identified planning mechanisms?	p. 73 And Mitigation actions- p. 61 – 71, Appendix H	Met
<b>ELEMENT D REQUIRED REVISIONS</b>		
<p><b>Required Revision:</b> Click or tap here to enter text.</p>		

### Element E: Plan Update

Element E Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>E1. Was the plan revised to reflect changes in development? (Requirement 44 CFR § 201.6(d)(3))</b>		
E1-a. Does the plan describe the changes in development that have occurred in hazard-prone areas that have increased or decreased each community's vulnerability since the previous plan was approved?	p.18 - 22 Appendix C	Met
<b>E2. Was the plan revised to reflect changes in priorities and progress in local mitigation efforts? (Requirement 44 CFR § 201.6(d)(3))</b>		
E2-a. Does the plan describe how it was revised due to changes in community priorities?	p. 9-10, 18 – 22 Appendix C	Met
E2-b. Does the plan include a status update for all mitigation actions identified in the previous mitigation plan?	p. 61– 71 Appendix E Appendix H	Met
E2-c. Does the plan describe how jurisdictions integrated the mitigation plan, when appropriate, into other planning mechanisms?	p. 50 – 55 ,73 Appendix E Appendix H	Met

Element E Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>ELEMENT E REQUIRED REVISIONS</b>		
<b>Required Revision:</b> Click or tap here to enter text.		

### Element F: Plan Adoption

Element F Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>F1. For single-jurisdictional plans, has the governing body of the jurisdiction formally adopted the plan to be eligible for certain FEMA assistance? (Requirement 44 CFR § 201.6(c)(5))</b>		
F1-a. Does the participant include documentation of adoption?	In Progress	Not Met
<b>F2. For multi-jurisdictional plans, has the governing body of each jurisdiction officially adopted the plan to be eligible for certain FEMA assistance? (Requirement 44 CFR § 201.6(c)(5))</b>		
F2-a. Did each participant adopt the plan and provide documentation of that adoption?	In Progress	Not Met
<b>ELEMENT F REQUIRED REVISIONS</b>		
<b>Required Revision:</b> Click or tap here to enter text.		

### Element G: High Hazard Potential Dams (Optional)

HHPD Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>HHPD1. Did the plan describe the incorporation of existing plans, studies, reports and technical information for HHPDs?</b>		
HHPD1-a. Does the plan describe how the local government worked with local dam owners and/or the state dam safety agency?	n/a	Choose an item.
HHPD1-b. Does the plan incorporate information shared by the state and/or local dam owners?	n/a	Choose an item.

HHPD Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>HHPD2. Did the plan address HHPDs in the risk assessment?</b>		
HHPD2-a. Does the plan describe the risks and vulnerabilities to and from HHPDs?	n/a	Choose an item.
HHPD2-b. Does the plan document the limitations and describe how to address deficiencies?	n/a	Choose an item.
<b>HHPD3. Did the plan include mitigation goals to reduce long-term vulnerabilities from HHPDs?</b>		
HHPD3-a. Does the plan address how to reduce vulnerabilities to and from HHPDs as part of its own goals or with other long-term strategies?	n/a	Choose an item.
HHPD3-b. Does the plan link proposed actions to reducing long-term vulnerabilities that are consistent with its goals?	n/a	Choose an item.
<b>HHPD4-a. Did the plan include actions that address HHPDs and prioritize mitigation actions to reduce vulnerabilities from HHPDs?</b>		
HHPD4-a. Does the plan describe specific actions to address HHPDs?	n/a	Choose an item.
HHPD4-b. Does the plan describe the criteria used to prioritize actions related to HHPDs?	n/a	Choose an item.
HHPD4-c. Does the plan identify the position, office, department or agency responsible for implementing and administering the action to mitigate hazards to or from HHPDs?	n/a	Choose an item.
<b>HHPD Required Revisions</b>		
<p><b>Required Revision:</b> Click or tap here to enter text.</p>		



## Element H: Additional State Requirements (Optional)

Element H Requirements	Location in Plan (section and/or page number)	Met / Not Met
<b>This space is for the State to include additional requirements</b>		
Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.

## Plan Assessment

These comments can be used to help guide your annual/regularly scheduled updates and the next plan update.

### Element A. Planning Process

#### Strengths

- The planning process is well documented and robust, with a clear planning process, timeline, list of participants and documentation of stakeholder coordination.
- The process for public outreach is clear with opportunities for input from the community as well as continued public input on the plan.

#### Opportunities for Improvement

- Future updates should consider more creative avenues for public engagement and participation. While participation and input opportunities exist and are well documented, there was little to no input from the public.

### Element B. Risk Assessment

#### Strengths

- The vulnerability assessment and asset inventories are very thorough and provide much needed information for the overall risk assessment.
- The risk assessment is data-driven, forward-looking, and organized. Each hazard profile contains visualizations and a detailed account of jurisdictional vulnerability.
- Including the program gaps and deficiencies within each hazard profile is an effective way to ensure that the challenges with mitigating each hazard are understood and addressed during future hazards events.

#### Opportunities for Improvement

- [insert comments]

### Element C. Mitigation Strategy

#### Strengths

- Organization of the mitigation strategy was clear and detailed. Each mitigation action item was connected to a goal and plan for implementation. The mitigation strategy was clearly reviewed with much consideration and with full intention to execute each item. Ongoing item status is also clarified within the plan.
- Each mitigation action contains a section for comments on implementation and integration. This addition provides concise direction for executing the strategy.

#### Opportunities for Improvement

- Future updates need to include more specific potential funding sources in the mitigation action tables for each jurisdiction. While city/ county funding and FEMA grants go beyond basic generic terms, more specific funding sources, such as which pools of city funding or FEMA grants will provide a clearer pathway to funding when it comes to implement mitigation actions. Additionally, including more specific and varied funding sources can help communities access larger or diverse funding pools.

## Element D. Plan Maintenance

### Strengths

- Ongoing opportunities for community input and participation is accessible and continues past the regular plan update cycle. Community members can engage with the plan throughout its 5-year lifecycle through open and ongoing surveys.
- The roles and responsibilities related to plan maintenance are well-documented. When expectations are made clear within the plan the likelihood of follow-through is much greater.

### Opportunities for Improvement

- The plan states how it will be monitored and evaluated. However, consider implementing a tracking system that can be used to monitor the process of each mitigation action. The Local Mitigation Planning Handbook contains worksheets that can streamline these efforts.
- Future plan updates should describe how the planning team will directly engage with underserved and vulnerable populations during the next 5 years. An equitable public outreach strategy does not end once the plan is adopted.

## Element E. Plan Update

### Strengths

- The plan does well at clearly laying out expectations for the plan update process.

### Opportunities for Improvement

- Future plan updates need to include more detail for each jurisdiction on how previous HMPs were incorporated into other planning mechanisms and plans, including comprehensive plans and more. Incorporation of hazard mitigation plans into other relevant planning mechanisms will only ensure increased community resilience for the future.
- Consider including a chart or timeline table in the next plan update to help illustrate the entire plan update process. This would provide a clear picture for new stakeholders and help keep the plan update process on time.

## Element G. HHPD Requirements (Optional)

### Strengths

- [insert comments]

### Opportunities for Improvement

- [insert comments]

## Element H. Additional State Requirements (Optional)

### Strengths

- [insert comments]

### Opportunities for Improvement

- [insert comments]