



BECKER COUNTY BOARD OF COMMISSIONERS

Regular Meeting

Date: Tuesday, July 1, 2025 at 8:15 AM

Location: Board Room, Courthouse

or

Virtual TEAMS Meeting Option

Call-In #: 763-496-5929 - Conference I.D.: 996 183 557#

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 June 17, 2025 **3**
3. Minutes of June 16, 2025 County Board of Appeal & Equalization **6**

8:25 Consent Agenda

1. Auditor-Treasurer: Regular Claims, Auditor Warrants & Claims over 90 Days **8**
2. Auditor-Treasurer: Resolution 07-25-1A - Detroit Lakes Youth Hockey Assn. for Pull-Tabs and Tipboards at WE Fest August 6-9, 2025 **9**
3. Auditor-Treasurer: Resolution 07-25-1B - Detroit Lakes Lions Club for Bingo at WE Fest August 6-9, 2025 **10**
4. Auditor-Treasurer: Resolution 07-25-1C - Detroit Lakes Lions Club for a Raffle at WE Fest August 9, 2025 **11**
5. Auditor-Treasurer: May Cash Comparison, Sales Tax, and Investment Report **12**
6. Human Services: Regular Claims, Public Health, & Transit
7. Facilities: Old Courthouse/Sheriff's Boiler Glycol System Cleaning **15**
8. Land Use-NRM: Disposal of County Property **17**
9. Sheriff: WE Fest Contract **18**
10. Sheriff: WE Fest Civilian Traffic Control
11. Sheriff: FY26 Department of Corrections Work Release Contract **20**
12. Highway: Change Order for CSAH 7 and CSAH 80 Construction **38**

8:30 Commissioners

1. Open Forum
2. Reports and Correspondence
3. Appointments
4. Tamarac NWR Update: presented by Kent Sundseth
 - a) Resolution 07-25-1H - USFWS Land Acquisition Support **40**

9:00 County Administrator

1. MCIT Risk Management Board Report: presented by Jim Karels **44**
2. Dancing Sky Area Agency on Aging: presented by Heather Pender
3. Report
4. Resolution 07-25-1F - 2025 Taxilane pavement rehabilitation project & Terminal Apron reconstruction and expansion **48**

- 5. Budget Timeline 53
- 6. Resolution 07-25-1I: Minn. Stat. § 241.021 Subd 4f - Update on Status (HF 2432) 57
- 9:45 Human Services
 - 1. Cannabis Information
- 10:05 Human Resources
 - 1. Resolution 07-25-1D - Health Care Savings Plan (HCSP) Becker County Administration Office 62
 - 2. Resolution 07-25-1E - Health Care Savings Plan (HCSP) Becker County Sheriff's Office - POST Licensed Non-Union 63
 - 3. Job Descriptions - Sheriff Department 64
- 10:10 Information Technology
 - 1. IT On-Call Update 110
- 10:15 Land Use/Environmental Services
 - 1. Parks & Rec
 - a) Resolution 07-25-1G - Support of Detroit Mountain Recreation Area 112
 - 2. NRM
 - a) USDA Wildlife Damage Management Agreement 113
- 10:20 Break
- 10:25 Sheriff
 - 1. Public Safety Awards
 - 2. Request to Squad to Sell 118
- 10:35 Planning & Zoning
 - 1. Planning Commission Recommendations 06/25/2025 119
 - a) Rory and Erin Wolff - Request a Final Plat for six (6) lots to be known as REGISTERED LAND SURVEY NO 2.
 - b) Michael Anderson - Request a Final Plat for a common interest community consisting of ten (10) units to be known as IDA LAKE STORAGE
 - 2. Soo Pass Ranch Events
 - a) MAD Summer Party - July 12, 2025
 - b) We Fest - August 6-9, 2025
- Adjourn

BOARD MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: TUESDAY, June 17, 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.
3. Moment of Silence for the shooting victims in Brooklyn Park and Champlin.

Agenda/Minutes:

1. Agenda – Motion and second to approve the agenda with the following adjustments: remove the Conditional Use Permit for Mining Operation, remove Resolution 06-25-2F – 2024 Taxilane pavement rehabilitation project & 2025 Terminal Apron reconstruction and expansion, add to Highway a Change order for City of Lake Park Construction (Jepson, Nelson) carried.
2. Minutes – Motion and second to approve minutes of June 3, 2025, with the requested changes (Hansen, Nelson) 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 06-25-2A – Blue Ribbon Charities Raffle on July 18, 2025 at the Roadhouse in Cormorant Twp, Resolution 06-25-2B – Blue Ribbon Charities Raffle on September 3, 2025 at the Roadhouse in Cormorant Twp, Resolution 06-25-2D – United Lake & Trail Riders Assn for a Premise Permit at Richwood Grill in Richwood Twp, Set Public Hearing for 08-19-2025 at 9:30 am to Reclassify Part of Parcel 09.7154.000, Resolution 06-25-2E – Annual Designation of an Identified Official with Authority (IOwA), Human Services: Regular Claims, Public Health, & Transit, Contracts & Agreements – AmericCorp RSVP Central MN 2025 MOU, Assessor: Abatements (Jepson, Hansen) carried.

Commissioners:

1. Open Forum:
 - Donald Chounard – Mistreatment of the Homeless in Becker County.
2. Reports and Correspondence: Reports were provided on the following meetings:
 - Commissioner Hansen – Highway, District 4, RAC, Planning & Zoning.
 - Commissioner Jepson – District 4, EDA Housing.

- Commissioner Nelson – Land Use, NRM, Buffalo-Red Watershed.
- Commissioner Vareberg – Land Use, Human Services, NRM, Safety.
- Commissioner Meyer – RAC, Human Services, Historical Society, Dancing Sky.

3. Appointments:

- Motion and second to reappoint Tom Disse to the Planning Commission representing District 2 (Meyer, Jepson) carried.
- Motion and second to appoint John Okeson to the Planning Commission representing District 3 (Hansen, Jepson) carried.

County Administrator: presented by Carrie Smith.

1. Report:

- Brian McDonald is the June Hero of the Month for the Red River Children's Advocacy Center.
- White Earth Collaboration Meetings have been happening.
- Budgeting timeline is coming together.
- June 30 – Work Session – Zoning Ordinances.

2. Motion and second to authorize the County Administrator to sign and negotiate the final Lease Agreement for storage space for the Sheriff's Department (Nelson, Jepson) carried.

3. 245th Ave Barricade: presented by Mike Engum, Kevin Olson and Charlie Jasken.

- Agreement was never recorded.
- Work cooperatively with Detroit Twp and the property owner to gate Becker County property.
- Motion and second to solicit quotes for the work to be done to gate Becker County property (Jepson, Vareberg) carried.

4. Motion and second to approve the Purchase Agreement for Storage Building at Dunton Locks with the correction to the Bill of Sale to state "Title to the real property where the Property is located will remain vested in Buyer" ((Nelson, Hansen) carried. Roll Call Vote: Nelson=yes, Jepson=no, Hansen=yes, Meyer=yes, Vareberg=yes.

EDA: presented by Cody Piper.

1. Motion and second to allocate Statewide Affordable Housing Aid to include RFP approval by EDA Board (Jepson, Vareberg) carried.

Highway: presented by Jim Olson.

1. Motion and second to approve Resolution 06-25-2C – Bid Award – SP-088-070-077 – MnDOT District 4 Counties Edge Striping to KAMCO, Inc in the amount of \$1,831,802.15 (Hansen, Vareberg) carried.
2. Motion and second to authorize the Highway Department to solicit quotes for a test project using Reclamite Asphalt Rejuvenator (Hansen, Vareberg) carried.
3. Motion and second to allow the Highway Department to begin issuing special overweight annual permits in compliance with Minn Statute 169.869 (Nelson, Hansen) carried.
4. Becker County Highway Annual Report 2024 discussion.
5. Motion and second to allow the Highway Committee to authorize a change order for the CSAH 7 and CSAH 80 Construction (Nelson, Vareberg) carried.

Land Use/Environmental Services: presented by Steve Skoog.

1. Motion and second to approve the Capital Purchase Requests for the Organics Program: \$3,801.60 for Source Separated Organics Recycling Containers from Orbis and \$38,324 to purchase containers from Dacotah Paper Corporation and Toter Corporation (Hansen, Vareberg) carried.

Planning & Zoning: presented by Kyle Vareberg.

1. Cannabis Joint Powers Agreement Discussion.

Being no further business, Board Chair Meyer adjourned the meeting at 10:23 am.

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ David Meyer
David Meyer
Board Chair

BECKER COUNTY BOARD OF APPEALS & EQUALIZATION
JUNE 16, 2025 6:00 P.M.
BECKER COUNTY COURTHOUSE

Present Commissioners: David Meyer, Phil Hansen; Erica Jepson; Barry Nelson; Mary E. Hendrickson, Auditor-Treasurer, Lee Brekke, County Assessor and Carrie Smith, County Administrator.

The meeting was called to order by Chair Meyer at 6:00 P.M.

The Pledge of Allegiance was recited.

The Oath of Office was administered by Auditor-Treasurer Mary E. Hendrickson.

County Assessor Lee Brekke presented a list of the recommended changes to the board for the 2025 assessment, for taxes payable in 2026.

- | | |
|--|-------------|
| 1. Recommend reduction for clerical errors | \$3,259,800 |
| 2. Local board & open book reductions | \$4,042,200 |
| 3. County Board reductions | \$ 345,800 |
| Total amount of value reductions | \$7,647,800 |

Motion by Jepson, Second by Hendrickson to approve the assessor 2026 value corrections.

Savannah Twp will receive a State Board order of:

5% Reduction on Residential Land & Structures

5% Reduction on Seasonal Recreation Non-Commercial

The following parcels were reviewed:

1. 35-121,35-122,35-125,35-126,35-130 Corcoran Farms LLLP Agricultural classification Five Parcels
Mr. Corcoran stated the value was too high, local board stated no change. Discussion on ag value increases countywide. Motion by Jepson, Second by Hansen for no value change, motion carried.
2. 06.0626.009, 06.0624.000 Homestead classification Two Parcels
Mr. Costello stated the value on his lake lot should be reduced because it is sometimes underwater.
Mr. Brekke stated the site value was split between the house and the lake access, he could combine the lots to receive only 1 tax statement, but it would not reduce the value. Motion by Jepson, Second by Hansen to concur with Assessor recommendation, motion carried.
3. 18.0005.001 Residential Homestead classification One parcel
Mr. Crabtree requests a reduction in value. County Assessor recommends lowering the land and building value after review by \$84,200 to \$599,500. Motion by Nelson, second by Jepson, motion carried.
4. 19.0491.000 Residential Homestead Classification One parcel
Mr. Christian stated his value increase was too high. County Assessor recommends lowering the building value after reviewing by \$35,200 to \$703,800. Motion by Hansen, Second by Jepson, motion carried.

5. 27.0032.000 Seasonal Recreational Residential One parcel
Mr. Hart sent a letter stating his value was too high. The local assessor reviewed and advised no change. Motion by Hendrickson, Second by Jepson, motion carried.
6. 27.0039.000 Residential Non-Homestead One parcel
Mr. Harms requested his value be lowered, local board reduced the value by 26,300, the County Board reduced the building value another 23,900 for a new value of 815,000. Motion by Nelson, Second by Jepson, motion carried.
7. 27.0197.511 Seasonal Recreational Residential One parcel
Mr. Gill stated his value is too high due to an unfinished basement. Assessor recommends to reduce by 143,100 for a new value of 976,900. Motion by Jepson, Second by Nelson, motion carried.
8. 02.0101.000 Residential Homestead classification One parcel
Ms. Swenson requested an adjustment to the basement square feet. Assessor recommend reducing the value by 59,400 for a new value of 642,200. Motion by Hansen, Second by Jepson, motion carried.

Discussion on class 2a value increases, Mr. Brekke had two sales in Riceville Twp. that showed 2a agricultural land values are less than the current values. Board decided to wait on any changes to see if the trend continues.

Meeting adjourned at 9:00 pm.

Mary Hendrickson
Auditor-Treasurer



BECKER COUNTY BOARD OF COMMISSIONERS

Finance Committee Meeting

Date: Monday, June 30, 2025 at 8:30 AM

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

Administrator

1. Resolution 07-25-1F - 2025 Taxilane pavement rehabilitation project & Terminal Apron reconstruction and expansion

Auditor-Treasurer

1. Regular Claims, Auditor Warrants, & Over 90 Days
2. May Cash Comparison, Sales Tax, and Investment Report
3. June 16, 2025 County Board of Appeal & Equalization
4. Human Services: Regular Claims, Auditor Warrants, & Over 90 Days

Facilities

1. Old Courthouse/Sheriff's Boiler Glycol System Cleaning

Human Resources

1. Job Descriptions - Sheriff Department

Land Use/Environmental Services

1. Disposal of County Property

Sheriff

1. WE Fest Contract
2. WE Fest Civilian Traffic Control
3. FY26 Department of Corrections Work Release Contract
4. Squad to Sell

Highway

1. Change Order for CSAH 7 and CSAH 80 Construction

Adjourn

RESOLUTION NO. 07-25-1A

MINNESOTA LAWFUL GAMBLING RESOLUTION

RESOLVED, the Becker County Board of County Commissioners agree to approve the Gambling Application #LG230 to conduct Off-Site Gambling for pull-tabs and tipboards by Detroit Lakes Youth Hockey Association, at We Fest – Soo Pass Ranch, 25526 County Hwy 22, Detroit Lakes, MN 56501, in Lakeview Township, August 6-9, 2025.

Duly adopted at Detroit Lakes, Minnesota, this 1st day of July 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 July 1, 2025, as recorded in the record of proceedings.

Becker County Auditor-Treasurer

MEH/mco

SEAL

MINNESOTA LAWFUL GAMBLING RESOLUTION

Duly adopted at Detroit Lakes, Minnesota, this 1st day of July 2025.

COUNTY BOARD OF COMMISSIONERS

State of Minnesota)
County of Becker)

Becker County Auditor-Treasurer

SEAL

MINNESOTA LAWFUL GAMBLING RESOLUTION

Duly adopted at Detroit Lakes, Minnesota, this 1st day of July 2025.

COUNTY BOARD OF COMMISSIONERS

State of Minnesota)
County of Becker)

Becker County Auditor-Treasurer

SEAL

BECKER COUNTY CASH COMPARISON

FUND	May 2024	May 2025	% Change	April 2025
REVENUE FUND				
REVENUE FUND	\$ 14,507,554.75	\$ 17,466,515.85	20.40%	\$ 14,630,854.31
DESIGNATED				
LAW LIBRARY	14,670.04	31,026.19	111.49%	31,204.16
ATTORNEY'S FORFEITURES	81,223.76	85,281.42	5.00%	84,678.96
RECORDERS EQUIPMENT	30,892.38	(9,611.55)	-131.11%	(15,631.55)
RECORDERS ENHANCEMENT	120,360.58	73,861.79	-38.63%	67,239.79
TRANSIT	63,415.11	74,022.99	16.73%	18,966.54
TRANSIT LOCAL RESERVE	36,426.09	37,279.73	2.34%	37,279.73
2023 PUBLIC SAFETY AID	989,123.11	210,456.13	-78.72%	812,760.65
TOTAL REVENUE FUND	\$ 15,843,665.82	\$ 17,968,832.55	13.41%	\$ 15,667,352.59
SPECIAL REVENUE FUNDS				
PUBLIC SAFETY	\$ 4,519,954.89	\$ 4,089,669.26	-9.52%	\$ (1,506,606.08)
E-911	241,948.74	365,442.40	51.04%	330,459.94
ROAD AND BRIDGE	5,994,551.80	4,089,277.35	-31.78%	2,203,313.52
HUMAN SERVICES	11,364,444.27	12,181,751.87	7.19%	7,745,852.56
RECREATION	591,563.17	186,213.13	-68.52%	177,670.38
RESOURCE DEVELOPMENT	1,028,781.99	1,010,386.70	-1.79%	1,010,386.70
ENVIRONMENTAL AFFAIRS	2,366,216.70	3,168,696.55	33.91%	2,185,098.80
DEBT FUNDS	1,301,773.51	1,467,910.69	12.76%	670,389.87
DITCH FUND	215.64	215.64	0.00%	215.64
SUNNYSIDE CARE CENTER	2,171,594.86	2,764,384.51	27.30%	2,153,639.07
NATURAL RESOURCE MGT	170,172.18	272,399.67	60.07%	98,803.68
GRAVEL RESERVE	583,154.59	603,235.46	3.44%	603,235.46
OPIOID SETTLEMENT FUND	383,258.57	504,071.25	31.52%	504,071.25
LOCAL ASSISTANCE & TRIBAL CONSISTENCY FUND	165,515.18	54,286.23	-67.20%	83,110.43
GENERAL - SPECIAL	3,331,415.94	1,597,072.21	-52.06%	1,907,254.21
TOTAL SPECIAL REVENUE FUNDS	\$ 34,214,562.03	\$ 32,355,012.92	-5.43%	\$ 18,166,895.43
AGENCY FUNDS				
BCCI	\$ 113,851.64	\$ 135,144.71	18.70%	\$ 135,144.71
TAXES AND PENALTIES	13,455,510.79	14,705,717.37	9.29%	10,359,280.95
CLEARING FUNDS	721,760.61	570,970.41	-20.89%	840,723.44
TOTAL AGENCY PASS THRU FUNDS	\$ 14,291,123.04	\$ 15,411,832.49	7.84%	\$ 11,335,149.10
TOTAL CASH & INVESTMENTS	\$ 64,349,350.89	\$ 65,735,677.96	2.15%	\$ 45,169,397.12

Becker County Sales & Use Tax

2014					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	606,000.00	129,165.85	735,165.85	(31,350.71)	703,815.14
2015					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	1,925,000.00	199,199.05	2,124,199.05	(26,358.15)	2,097,840.90
2016					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	1,912,893.48	209,748.19	2,122,641.67	(27,908.63)	2,094,733.04
2017					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,172,000.00	233,642.63	2,405,642.63	(29,318.97)	2,376,323.66
2018					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,281,000.00	365,457.85	2,646,457.85	(33,661.93)	2,612,795.92
2019					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,452,000.00	222,944.01	2,674,944.01	(34,367.81)	2,640,576.20
2020					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,563,000.00	279,602.16	2,842,602.16	(36,985.03)	2,805,617.13
2021					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,957,000.00	376,489.88	3,333,489.88	(38,856.08)	3,294,633.80
2022					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	3,230,000.00	485,045.29	3,715,045.29	(38,854.14)	3,676,191.15
2023					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	3,471,000.00	284,727.31	3,755,727.31	(47,682.72)	3,708,044.59
2024					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	3,464,709.18	61,883.40	3,526,592.58	(19,382.87)	3,507,209.71
2025					
<u>Month</u>	<u>Receipt</u>			<u>Fees</u>	<u>Net Total</u>
November	300,638.51		300,638.51	(2,705.75)	297,932.76
December	276,634.30		276,634.30	(2,489.71)	274,144.59
January	307,544.79	99,020.42	406,565.21	(2,767.90)	403,797.31
February	234,737.21		234,737.21	(2,112.63)	232,624.58
March	223,127.64		223,127.64	(2,008.15)	221,119.49
April			-		-
May			-		-
June			-		-
July			-		-
August			-		-
September			-		-
October			-		-
	1,342,682.45	99,020.42	1,441,702.87	(12,084.14)	1,429,618.73
		*(ADJ-Aug/Oct '24)			
Grand Total	28,377,285.11	2,946,926.04	31,324,211.15	(376,811.18)	30,947,399.97

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
May 31, 2025**

Bank or Institution			Investment Number	Interest Rate	Yield Rate	Maturity Date	Book Value(Cost)	Fair Market Value
<u>American National Bank</u>								
ANB	CD	American Natl	24-03	3.950%	3.950%	1/14/26	245,000.00	245,000.00
<u>Deerwood Bank</u>								
CDB	CD	CDBoO	09-13	5.000%	5.000%	7/18/25	500,000.00	500,000.00
CDB	CD	CDBoO	13-1	4.000%	4.000%	2/15/26	425,000.00	425,000.00
<u>Midwest bank</u>								
MW	CD	Midwest	0-39	4.250%	4.250%	12/8/25	96,000.00	96,000.00
MW	CD	Midwest CDARS	10-09	5.100%	5.100%	7/6/25	1,000,000.00	1,000,000.00
<u>State Bank of Lake Park</u>								
SBLP	CD	State Bank of LP	01-39	4.110%	4.110%	9/30/25	159,111.84	159,111.84
<u>United Community Bank of Frazee</u>								
UCB	CD	UCBoF	23-07	3.750%	3.750%	6/7/26	200,099.38	200,099.38
<u>Raymond James</u>								
MK		Lake Park-Audubon MN GO	11-6	5.375%	3.652%	2/1/26	500,000.00	503,950.00
MK		Connecticut St Taxable Go Bond	20-14	3.310%	3.310%	1/15/26	564,114.72	496,585.00
MK	BOND	Alcoa Tenn Taxable Bds 2021 B	21-02	0.820%	0.820%	3/1/26	244,054.30	238,762.30
MK	FHLB	Federal Home Loan Bank	22-02	4.000%	4.000%	6/29/26	500,000.00	498,430.00
MK	FHLB	Federal Home Loan Bank	23-03	4.240%	4.240%	2/17/28	250,000.00	248,612.50
MK	FHLMC	Federal Home Loan Mortgage Corporation	25-02	4.250%	4.250%	1/9/29	302,163.17	298,866.00
MK	CD	First Southwest Bank Alamosa Colorado	24-08	3.800%	3.800%	9/5/28	150,000.00	148,260.00
MK	CD	Discover Bank Greenwood, DE	22-07	4.850%	4.850%	11/9/26	244,000.00	246,086.20
MK	CD	CIBC Bank USA Chicago, IL	23-04	4.950%	4.950%	3/24/26	225,000.00	225,972.00
MK	CD	First St Bk of Dequeen Dequeen	23-06	4.600%	4.600%	7/7/26	100,000.00	100,327.00
MK	CD	HAPO Community Credit UN	23-07	5.250%	5.250%	2/27/26	240,000.00	241,495.20
<u>Wells Fargo Advisors (Formerly Wachovia Securities)</u>								
WFA	BOND	US Treasury Notes	22-03	2.750%	2.750%	4/30/27	326,476.93	322,921.50
WFA	FHLMC	Federal Home Loan Mtg Corp	25-03	4.000%	4.000%	4/17/29	1,497,000.00	1,489,350.00
WFA	FHLBMSUCP	Federal Home Loan Bank Multi Step Up Cpn Bor	21-03	1.000%	1.000%	3/16/26	455,000.00	443,529.45
WFA	CD	Goldman Sachs BK USA CD	21-07	1.000%	1.000%	8/8/26	215,000.00	206,709.60
WFA	CD	UBS Bank USA CD	24-07	3.850%	3.850%	8/30/27	245,000.00	243,419.75
WFA	CD	JP Morgan Chase Bk NA CD	25-01	4.600%	4.600%	1/31/28	245,000.00	245,090.65
WFA	CD	City Natl Bk - Bev Hi CD	23-01	4.350%	4.350%	1/26/26	245,000.00	245,098.00
WFA	CD	Synchrony Bank CD	23-08	5.050%	5.050%	10/27/26	245,000.00	247,592.10
WFA	CD	Sallie Mae Bank/Salt CD	24-09	4.050%	4.050%	11/22/27	245,000.00	244,412.00
WFA	CD	Morgan Stanley PVT PK CD	23-11	4.950%	4.950%	6/6/25	245,000.00	244,955.90
WFA	CD	Morgan Stanley BK NA CD	23-12	4.800%	4.800%	12/8/25	245,000.00	245,646.80
WFA	CD	Wells Fargo Bank NA CD	24-04	4.850%	4.850%	5/14/27	245,000.00	248,155.60
WFA	CD	Bank of America NA CD	24-05	5.050%	5.050%	6/8/26	240,000.00	241,788.00

Total Pooled Investments - Securities

10,638,020.34 10,541,226.77

Summary of Investments by Type		
	Book Value	Fair Value
CD's	4,999,211.22	5,000,220.02
CDARS	1,000,000.00	1,000,000.00
Jumbo CDs		
Local Gov Issues	0.00	0.00
Govt. Securities	1,308,169.02	1,239,297.30
Treasury	1,823,476.93	1,812,271.50
FNMA	0.00	0.00
FHLBMSUCP	455,000.00	443,529.45
FHLMC	552,163.17	547,478.50
FHLB	500,000.00	498,430.00
Totals	10,638,020.34	10,541,226.77

Investment Summary by Fund		
Revenue Fund	10,638,020.34	10,541,226.77
	10,638,020.34	10,541,226.77
Fair Market Value Adjustment		(96,793.57)



Shipping: 417 39th St. N
Fargo, ND 58102

Mailing: PO Box 2972
Fargo, ND 58108

Phone: 701.293.6953
Fax: 701.235.1411

May 30, 2025

Becker County Courthouse
Attn: Chris Tollefson
913 Lake Ave.
Detroit Lakes, MN 56501

Project: **Becker County Courthouse**
REVISED - HWH Redo
Detroit Lakes, MN

Bid Date: May 30, 2025

Scope Statement -

Chris, this revised proposal to clean the hot water loop is being provided following the onsite meeting that took place May 22, 2025, with yourself, Brent Bristlin and Steve Hareland from Agassiz Chemical. Our proposal was revised to further define the scope of work to be completed and reduce the volume from 2000 gallons to 800 gallons. This proposal is to clean up the existing hot water heating loop within the Courthouse to support the water treatment scope of work to flush out the existing fluid, clean the piping loop to neutralize any corrosion cells present with the loop to passivate the interior piping surfaces to prepare the system for properly installed ethylene heat transfer fluid.

Our proposal supports a system capacity of 800 gallon volume.

SECTION HVAC WATER TREATMENT

Cleaning:

Based on 3rd party fluid testing, CSC-031 neutral pH cleaner will be used to attain a 10% strength in the piping loop neutralize any corrosive by-products present and passivate the surfaces in the **HOT WATER** loop in the Courthouse.

Glycol Solution:

Once the piping loop has been cleaned and flushed, the system will be filled with DOWTHERM™ SR-1 inhibited ethylene heat transfer fluid required to attain a **35%** overall glycol solution. The glycol will be installed with proper dilution water brought to the site and installed by Agassiz Chemical to meet Dow Chemical water quality standards for installation and fluid integrity.

Owner's Equipment: (to be left onsite once work is completed)

- (1) 55 gallon drum of 35% DOWTHERM™ SR-1 solution for owner's use to be left at end of work.
- (1) utility pump, hoses and dip tube to be left onsite for owner.

EXCEPTIONS:

Chemicals required to treat make up added due to leaks or dumping is not included.

We have not been provided any information on metals or elastomer components in the hydronic system; therefore, we cannot be responsible for damage due to incompatibility with chemicals used according to manufacturer's recommendations.

New pump seals ARE NOT INCLUDED in proposal. Owner please account/include accordingly if required and ensure they are glycol compatible seals.

Glycol for the ERS, CWS other EXISTING piping loop(s) is NOT INCLUDED in this proposal.

This proposal DOES NOT INCLUDE any piping in Law Enforcement Center.

3rd party disposal of existing fluids is NOT INCLUDED in this proposal if we are not able to use sanitary drains on the site.

SERVICE:

Our proposal is a turn-key performance bid. All labor, testing, materials, glycol and cleaner will be completed and provided by Agassiz Chemical with the goal of working with the owner to coordinate one contact person for access to the school and areas affecting the scope of work.

- Agassiz Chemical will install, test and flush cleaner in hot water loop.
- Agassiz Chemical will install heat transfer fluid to hot water piping system.
- Provide 3rd party fluid analysis of fluids installed for owner's record.
- Owner's training of the system operating limits and system knowledge.
- System will be properly labeled once filled for fluid continuity when caring for system.

NOTE: Time frame for the work to be done on this system is June to August when the system is not in use and under a load.

Total Revised Bid Price **\$ 17,175.00**

Per gallon price for each gallon over 800 gallons **Add: \$ 9.87 /gal**

The labor not accounted within the price noted above, is to show a potential cost savings for Becker County Staff to support the following labor requirements:

<i>Cleaning of (35) VAV's 2x</i>	<i>20 min per unit 2x = 14 hours of time @ \$90/hr</i>
<i>Cleaning of (17) radiation panels</i>	<i>20 min per unit = 3.5 hours of time @ \$90/hr</i>
<i>Cleaning of (7) AHU's</i>	<i>20 min per unit = 1.5 hours of time @ \$90/hr</i>

Terms: Freight allowed to Detroit Lakes, MN
Net 30 days.
1.5% per month added to past due balances.
Taxes not included.
This proposal subject to change if a purchase order is not secured within 30 days of bid date.

Respectfully submitted,

Autumn

Accepted by: _____

Title: _____

Date: _____

Please sign and return a copy to our office to acknowledge the content of proposal.



BECKER COUNTY

Land Use Department

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

MEMORANDUM FOR ACTION

Date: July 1, 2025

SUBJECT: Disposal of County Owned and PRWD Property

THROUGH: Natural Resources Management Committee

TO: Becker County Board of Commissioners

1. Discussion: Staff are requesting to dispose of county owned and PRWD owned property through a public auction either online or local onsite auctioneer/dealer. Properties to be sold include:

Becker County Owned:

- 2013 SCAG Lawnmower
- 1997 Sled Bed Trailer
- 2016 GMC Pickup Truck
- Fire Plow/Break Attachment
- Foltz Building at Dunton Locks (Old PRWD Building)

Pelican River Watershed District Owned:

- Aquatic Weed Conveyor

2. Funding: Sale proceeds will be receipted in the account they were initially paid from.

4. Action request: Approve selling the items listed via Auction Block located in Audubon, MN or online public auction programs.

5. The point of contact for this memorandum is Steve Skoog or Mitch Lundeen

Distribution: Board of Commissioners, County Administrator

AGREEMENT for WE Fest 2025

August 6th –August 10th, 2025

AGREEMENT made by and between the County of Becker, hereinafter referred to as "County," and WE Fest Holdings, LLC, hereinafter referred to as "Promoter." In consideration of the mutual covenants contained in this agreement, the County and the Promoter agree as follows:

SECTION 1

WORK TO BE DONE

The County shall provide personnel for law enforcement response from August 6th through August 10th, 2025, and traffic control from August 6th through August 10th, 2025, in connection with the "WE Fest 2025" event to be held at the Soo Pass Ranch in Lake View Township in Becker County, Minnesota on August 6th through August 10th, 2025, with early camping beginning August 5th. The County shall provide law enforcement response and traffic control on Becker County Highway #22 and Becker County 130th Street and 260th Avenue. In addition, the County shall provide personnel for law enforcement response and roving patrols through campgrounds at the Soo Pass site.

It is understood between the parties that the County will not be providing any extra resources under this agreement related to "early camping" that begins on August 5th.

SECTION 2

EQUIPMENT AND MATERIALS

The County will furnish all equipment and materials necessary for the performance of its duties under and pursuant to this Agreement.

SECTION 3

STAFFING

The personnel and necessities provided by the County shall be in the sole discretion of the County to be able to fulfill the rights, duties, and obligations under this contract to provide public safety.

SECTION 4

PAYMENT

In consideration for the services to be performed under this Agreement and subject to adjustment pursuant to Section 5 below, Promoter agrees to pay to County the sum of \$ **93,600.00** for law enforcement and traffic control. \$ **46,800.00** shall be paid to the County on or before the second Friday in August. In addition, the \$ **11,825.00** balance deferred from the 2024 Invoice WF2024 is due by August 8th, 2025.

The County will provide the Promoter with a final invoice on or before October 1st of each year. The final invoice shall be paid in full, on or before November 1st of each year. Interest shall accrue at the rate of 8% per annum on any balance not paid by its due date. Payments shall be applied first to interest and then in reduction of principal. If Promoter makes all payments when due, as provided in this Agreement, interest charges from August 8th, 2025, to November 1st, 2025, will be forgiven. If the Promoter fails to make any payment when due, the entire unpaid balance, together with accrued interest and deferred costs shall be due immediately.

SECTION 5
ADJUSTMENTS TO CONTRACT PRICE

The total dollar amount due and payable under this Agreement will be adjusted either up or down to reflect any additions or subtractions to personnel and/or a major incident that results in a significant difference in cost as provided in Section 3 of this Agreement. Contracted price additions shall be calculated at the hourly rate the County is required to pay the affected employee multiplied by the number of hours paid per the affected employee's applicable union contract. Contracted price subtractions shall be calculated at the hourly rate that the County would have been required to pay the affected employee but for the reduction in hours, times the number of hours reduced. This amount shall be paid or refunded in full no later than December 1st of each year.

SECTION 6
APPLICABLE LAW & VENUE

It is agreed that this Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Minnesota.

It is agreed that venue for any legal proceedings as a result of this Agreement will be in Becker County, Minnesota.

SECTION 7
ENTIRE AGREEMENT

This Agreement shall constitute the entire agreement between the parties, and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

SECTION 8
MODIFICATION

Any non-specified modification(s) of this Agreement or additional obligation(s) assumed by either party in connection with this Agreement shall be binding only if placed in writing and signed by each party or an authorized representative of each party.

BECKER COUNTY:

Dave Meyer, Chairperson (Date)
Becker County Board Commissioner

Carrie Smith (Date)
Becker County Administrator

Approved as to form and execution:

Brian McDonald (Date)
Becker County Attorney

R. Matt Mithun 6/26/25

WE Fest Holdings, LLC (Date)



State of Minnesota

Joint Powers Agreement

SWIFT Contract Number: 270319

This agreement is between the State of Minnesota, acting through its commissioner of corrections, Department of Corrections, Work Release Unit, 1450 Energy Park Drive, Suite 200, St Paul, MN 55108 ("State") and Becker County Sheriff's Office, 925 Lake Avenue, Detroit Lakes, Minnesota 56502 ("Governmental Unit").

Recitals

Under Minnesota Statutes § 471.59, subd. 10, the State is empowered to engage such assistance as deemed necessary. The State is in need of work release services.

Agreement

1. Term of Agreement

- 1.1 **Effective Date:** **July 1, 2025**, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.
- 1.2 **Expiration Date:** **June 30, 2026**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2. Agreement between the Parties

2.1 The State will refer State offenders who:

- a) meet the criteria and screening for work release as established in Minn. Stat. § 241.26 and State policy 205.120 located at www.doc.state.mn.us, which is incorporated by reference;
- b) have security requirements that are met by the Governmental Unit's work release program, and;
- c) have a release plan that incorporates the geographical area of the Governmental Unit.

2.2 The Governmental Unit and State must mutually agree on the State offender placement in the Governmental Unit's work release program.

2.3 The Government Unit will provide work release services under the rules and regulations of the Minnesota Department of Corrections Work Release Program Manual, as provided by the State authorized representative.

3. Payment

The State will pay Seventy Five and 00/100 dollars (\$75.00) per day per person participating in the Governmental Unit's work release program and twenty five dollars and 00/100 (\$25.00) per day per person on Phase 2/Live Out (electronic monitoring/GPS; for offender's participating in the Contractor's work release program) inclusive of date of arrival and not inclusive of date of departure. Payment will be consistent with the fiscal section in the Work Release Program Guidelines Manual. This agreement does not include any additional

reimbursement for travel and subsistence expenses incurred by the Governmental Unit in the performance of this agreement.

The total obligation of the State under this Agreement will not exceed \$100,000.00

4. Authorized Representatives

The State's Authorized Representative is Terry Byrne, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108, Phone 651-361-7127, or his successor. Terry.byrne@state.mn.us

The Governmental Unit's Authorized Representative is Paula Peterson, 1428 Stony Road, Detroit Lakes, Minnesota 56501 Phone 218-844-6340 or his/her successor. paula.peterson@co.becker.mn.us

5. Assignment, Amendments, Waiver, and Contract Complete.

- 5.1 Assignment. The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement without the prior consent of the State and a fully executed assignment agreement, executed and approved by the authorized parties or their successors.
- 5.2 Amendments. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the authorized parties or their successors.
- 5.3 Waiver. If the State fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- 5.4 Contract Complete. This Agreement contains all negotiations and agreements between the State and the Contractor. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6. Indemnification.

- 6.1 In the performance of this Agreement, the Indemnifying Party must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the State, to the extent caused by Indemnifying Party's:

- Intentional, willful, or negligent acts or omissions; or
- Actions that give rise to strict liability; or
- Breach of contract or warranty.

The Indemnifying Party is defined to include the Governmental Unit, the Governmental Unit's reseller, any third party that has a business relationship with the Governmental Unit, or Governmental Unit's agents or employees, and to the fullest extent permitted by law. The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Indemnifying Party may have for the State's failure to fulfill its obligation under this Agreement.

- 6.2 Nothing within this Agreement, whether express or implied, shall be deemed to create an obligation on the part of the State to indemnify, defend, hold harmless or release the Indemnifying Party. This shall extend to all agreements related to the subject matter of this Contract, and to all terms subsequently added, without regard to order of precedence.

7. State Audits.

Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State, the State Auditor, or Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Agreement.

8. Government Data Practices.

The Governmental Unit and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, (or, if the State contracting party is part of the Judicial Branch, with the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time) as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Minnesota Government Practices Act, Minn. Stat. Ch. 13, by either the Governmental Unit or the State.

If the Governmental Unit receives a request to release the data referred to in this clause, the Governmental Unit must immediately notify and consult with the State's Authorized Representative as to how the Governmental Unit should respond to the request. The Governmental Unit's response to the request shall comply with applicable law.

9. Venue

Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

10. Termination

10.1 Termination. The State or the Governmental Unit may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

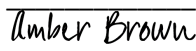
10.2 Termination for Insufficient Funding. The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination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

11. E-Verify Certification (in accordance with Minn. Stat. § 16C.075).

For services valued in excess of \$50,000, the Governmental Unit certifies that as of the date of services performed on behalf of the State, Governmental Unit and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify Program for all newly hired employees in the United States who will perform work on behalf of the State. The Governmental Unit is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EveryfySubCertForm.doc>. All subcontractor certifications must be kept on file with Contractor and made available to the State upon request.

1. State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05

Print Name: Amber Brown
Signature: 
Title: Buyer 2 Date: 6/10/2025
SWIFT Contract No. P7801-3000173783

2. Governmental Unit

Print Name: Paula Peterson
Signature: _____
Title: _____ Date: _____

Print Name: _____
Signature: _____
Title: _____ Date: _____

3. State Agency

With delegated authority

Print Name: _____
Signature: _____
Title: _____ Date: _____

4. Commissioner of Administration

As delegated to The Office of State Procurement

Print Name: _____
Signature: _____
Title: _____ Date: _____
Admin ID: _____

PROFESSIONAL/TECHNICAL **CONTRACT SINGLE SOURCE REQUEST FORM**

Submit form to: Department of Administration, Office of State Procurement, Professional and Technical Service Contracts, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155

Submit with: Each copy of certification form

DEPARTMENT Corrections	DIVISION Community Services
PROPOSED CONTRACTOR Name of company and contact person: Multiple vendors – see attached Address: Telephone: Web Address (if available):	CONTRACT PERIOD 07/01/2025 to 06/30/2026 <small>*Note: According to Minn. Stat. 16C.06 Subd. 3b(b), the combined contract and amendment cannot exceed five years, unless otherwise provided for by law. The term of the original contract must not exceed two years unless the commissioner determines that a longer duration is in the best interest of the state. If you are requesting that the original contract length be longer than two years, please attach a written justification.</small>
	CONTRACT PRICE \$5,880,000.00

DESCRIPTION OF SERVICE REQUIRED: Provision of Work Release services to offenders needing placement in the State of MN as authorized by MN Statutes § 241.26.

SINGLE SOURCE CATEGORY (Check applicable box, attach documentation or provide explanation below.)	
<input type="checkbox"/> Legislation or appropriation mandates use of contractor (Legislation attached) <input type="checkbox"/> Expert witness required by AGO (attach documentation) <input type="checkbox"/> Mailing lists, subscriptions or media advertising <input type="checkbox"/> Warranty voided if service provided by other contractor	<input type="checkbox"/> Software license renewals, additions or upgrades available from only one source <input type="checkbox"/> Brand compatibility available from only one source <input type="checkbox"/> Other proprietary situation <input checked="" type="checkbox"/> Other

THIS PROCURMENT IS A SINGLE SOURCE BECAUSE (attach additional page if needed):

Publicizing for work release vendors would not result in obtaining other solicitations. The services to provide work release room and board and correctional programming requires continuity and is also based upon the geographic release of the offender. From the inception of this community corrections concept, many programs have opened and closed and the Department of Corrections has cancelled contracts with programs that have not performed satisfactorily. During this time a distillation process has occurred with contract programs providing high quality services at a competitive price. At a minimum, the contract facilities must possess a room and board license, provide 24 hour in house staff supervision and then document how they provide Work Release programming based upon the "Work Release Guidelines" booklet which is incorporated in all work release contracts. All county jails are inspected by the Department of Corrections Inspection and Enforcement Unit and have received an authorization to operate and all community correctional residential facilities are licensed by MN Department of Corrections under MN Rules, chapter 2920.

Emphasis is made to contract with County Jails, as these are secure facilities managed by County Officials and receive licenses to operate by the DOC, and Residential Community Correction Facilities, as these facilities are licensed by Department of Corrections under MN Rules, chapter 2920, in geographic areas for Work Release services. If there is a need for additional services in a geographic area that can not be met by contracting with a county jail or a DOC licensed Residential Community Corrections Facility, the work release unit then explores contracting with halfway houses that have: only a room and board license, approval by the local community to provide Work Release programming, are willing to provide 24 hour coverage and will provide programming as outlined in the Work Release Guidelines manual.

Priority for placement of offenders in a contract facility will be based upon the facility being a county jail and a DOC licensed residential community correctional facility. If a county jail or DOC licensed facility is not available in the offender's geographic release area, the work release program may consider placing a low risk offender in other contracted facilities.

NOTE: The following are unlikely to be sufficient single source justifications:

- ◆ Personal or agency preference for a contractor
- ◆ Agency perception that the vendor is the best qualified (this should be determined through a competitive process)
- ◆ Lack of agency planning resulting in limited time to conduct a competitive procurement
- ◆ Past or existing relationship with the vendor
- ◆ Special incentive or deal offered (can be assessed in open and competitive solicitation)
- ◆ Agency convenience

SEARCH (Check applicable boxes and describe as indicated.)	
<p>X No search was conducted or necessary because (explain):</p> <p>The work release program contracts with every available/licensed facility in the state and is in need of additional facilities as there are sometimes applicants on waiting lists to be moved to work release. All contract facilities must be licensed and/or submit documentation providing they can supervise work release participants in accordance with the “Work Release Program Guidelines” manual.</p> <p>A search was conducted consisting of: (check all that apply)</p> <p> <input type="checkbox"/> Market research <input type="checkbox"/> Other vendors contacted <input type="checkbox"/> Public notice given <input type="checkbox"/> Other </p>	<p style="text-align: center;">RESULTS</p> <p>AFTER THE SEARCH...</p> <p> <input type="checkbox"/> no alternatives were identified <input type="checkbox"/> no alternatives were deemed acceptable (explain below) </p>
<p>Description of search identified above:</p> <p>There is a need for more Work Release beds in select geographic locations throughout MN. These vendors are inspected by the Department of Corrections Inspection and Enforcement Unit and/or have a room and board license, 24-hour coverage and demonstrated they can supervise Work Release offenders in accordance with the “Work Release Program Guidelines” manual. The Work Release program has contracted with these vendors in the past and it is a continuation of services. As new jail counties build facilities, the facility officials alert the Department of Corrections as to the potential opportunity to contract for Work Release beds. Use of a vendor is based upon the work release eligible offender’s geographical release plan. A vendor is only used if the geographical area of the program correlates with an offender’s geographical area of release.</p>	

PRICE (Check applicable boxes and provide description below.)	
<p>Price has been fairly and reasonably established by:</p> <p> <input type="checkbox"/> Independent estimate <input type="checkbox"/> Comparison to public sector contract pricing <input checked="" type="checkbox"/> Comparison to previous comparable pricing </p>	<p> <input type="checkbox"/> Discount off published price <input type="checkbox"/> Market survey <input type="checkbox"/> Other </p>
<p>Describe methodology and results (attach any written supporting data, e.g. survey or market analysis):</p> <p>The State enters into contract/agreement negotiation with each vendor every fiscal year to establish per diem rates. Vendors must submit budgets demonstrating operation costs or when contracting with county jails, the county boards set their per diem rates. If a vendor submits a higher per diem rate in comparison to similar vendors in their geographic region, the negotiating committee will reject their per diem request and offer them a contract based upon a similar vendors per diem rate or not contact with them.</p>	

CERTIFICATIONS	
I certify: <div>1) I recognize that state law requires the use of competitive solicitations unless exempted by law. I have reviewed the information and materials relevant to this procurement of services and am requesting approval of an exception to the competitive process for the reasons described.</div> <div>2) the price to be paid to the proposed single source contractor is fair, reasonable, and provides the best value to the State of Minnesota; and</div> <div>3) this request for an exception to the competitive solicitation process is not the result of inadequate advance planning or for purposes of securing the services of a preferred contractor</div>	
Agency Head/Delegate Signature <div><div>DocuSigned by:</div><div>Paul Schnell</div><div>10BCAE2272D1470...</div></div>	Date 5/21/2025

State of Minnesota
Department of Corrections
Office Memorandum
Community Services Division

Attachment May 20, 2025

JPA's - County Jails

WORK RELEASE (FY26)

Anoka County Jail, Workhouse, 325 East Main Street, Anoka, MN 55303	\$	300,000.00
Becker County Jail, 925 Lake Ave., Box 702, Detroit Lakes, MN 56502	\$	125,000.00
Beltrami County Jail, 626 Minnesota Ave. NW, Bemidji, MN 56601	\$	110,000.00
Benton County Jail, 581 Highway 23 NE, PO Box 159, Foley, MN 56329	\$	125,000.00
Blue Earth County Jail, PO Box 228, 710 South Front Street, Mankato, MN 56002	\$	5,000.00
Carver County Jail, 606 East 4th Street, Chaska, MN 55318	\$	5,000.00
Clay County Jail, 911 9th Avenue North, Moorhead, MN 56560	\$	5,000.00
Crow Wing County Jail, 304 Laurel Street, PO Box 314, Brainerd, MN 56401	\$	100,000.00
Douglas County Jail, 509 Thrird Ave. West, Alexandria, MN 56308	\$	95,000.00
Faribault County Jail, 118 Northwest 3rd St., Faribault, MN. 55021	\$	50,000.00
Fillmore County Jail, 901 Houston Street NW, Preston, MN 55965	\$	5,000.00
Goodhue County Jail, 430 West 6th Street, Red Wing, MN 55066	\$	5,000.00
Hennepin County Jail, 1345 Shenandoah Lane, Plymouth, MN 55447	\$	5,000.00
Hubbard County Jail, 301 Court Street, Park Rapids, MN 56470	\$	80,000.00
Isanti County Jail, 1500 Highway 293, Cambridge, MN 55008	\$	5,000.00
Kandiyohi County Jail, 2202 NE 23 rd Street, PO Box 733, Willmar, MN 56201	\$	5,000.00
Lyon County Jail, 611 W. Main, Box 28, Marshall, MN 56258	\$	80,000.00
Meeker County Sheriff's Office, 326 North Ramsey Avenue, Litchfield, MN 55355	\$	200,000.00
Mille Lacs County Jail, 640 – 3 rd Street SE, Milaca, MN 56353	\$	5,000.00
Morrison County Jail, 213 SE 1 st Ave., Box 312, Little Falls, MN 56345	\$	5,000.00
Nobles County Jail, 318 - 9th Street, Worthington, MN 56787	\$	120,000.00
Olmsted County Jail, 151 - 4 th Street SE, Rochester, MN 55904	\$	5,000.00
Otter Tail County Jail, 417 Court Street, Fergus Falls, MN 56537	\$	80,000.00
Pennington County Jail, 101 West 1 st Street, Thief River Falls, MN 56701	\$	90,000.00
Pine County Jail, 650 3rd Avenue SW, Pine City, MN 55063	\$	50,000.00
Ramsey County Community Corrections, 270 Courthouse, 15 W. Kellogg Blvd. St. Paul, MN 55102	\$	5,000.00
Stearns County Sheriff's Office, 807 Courthouse Square, P. O. Box 217, St. Cloud, MN 56302	\$	5,000.00
Scott County Jail, 17706 Valley View Drive, Jordan, MN 55352	\$	80,000.00
Steele County Jail, 135 W. Main Street, Box 84, Owatonna, MN 55060	\$	150,000.00
Tri County Community Services, 600 Bruce Street, Crookston, MN 56716	\$	150,000.00
Wabasha County Jail, 618 Broadway Avenue, Wabasha, MN 55981	\$	5,000.00
Wright County Jail, 3800 Braddock Avenue NE, Buffalo, MN 55313	\$	80,000.00
Winona County Jail, 201 West Third Street, Winona, MN 55987		
	\$	2,135,000.00

State of Minnesota
Department of Corrections
Office Memorandum
Community Services Division

Single Source Attachment May 20, 2025

Halfway Houses

WORK RELEASE (FY26)

Damascus Way, 5730 Olson Memorial Highway, Golden Valley, MN. 55422	\$ 560,000.00
Duluth Bethel Society, 23 Mesaba Avenue, Duluth, MN 55806	\$ 400,000.00
Hope House (Grand Rapids), 604 South Pokegama Avenue, Grand Rapids, MN 55744	\$ 5,000.00
House of Hope (Mankato), 1429 3rd Avenue, Mankato, MN 56001	\$ 5,000.00
Lutheran Social Services (Portland House), 514 11 th Avenue SE, Minneapolis, MN	\$ 570,000.00
Midwest Challenge, PO Box 7067, Minneapolis, MN	\$ 570,000.00
180 Degrees, Inc., 236 Clifton Avenue, Minneapolis, MN 55403	\$ 300,000.00
Place of Hope (St. Cloud), 511 9th Avenue North, St. Cloud, MN 56303	\$ 190,000.00
RS-Eden, 1931 West Broadway, Suite 101, Minneapolis, MN 55411	\$ 1,700,000.00
Salvation Army, 2445 Prior Avenue North, Roseville, MN 55113	\$5,000.00
Transformation House, 1410 South Ferry Street, Anoka, MN 55303	\$ 100,000.00
Volunteers of America, 2825 East Lake Street, Minneapolis, MN 55406	\$ 300,000.00
Women’s Shelter, Inc., PO Box 457, Rochester, MN 55903	<u>\$ 50,000.00</u>
	\$ 4,755,000.00

PROFESSIONAL/TECHNICAL

CONTRACT CERTIFICATION FORM

SECTION 1 – INSTRUCTIONS

Complete form for:

- Professional/Technical Service Contracts and Joint Powers Agreements
 - In excess of \$25,000 (Minn. Stat. 16C.08)
- Single Source Contracts

Checklist if not using SWIFT:

- ☐ 2 copies of this Certification Form
- ☐ 1 copy of your final RFP
- ☐ If contracts are estimated to be over \$50,000, submit a copy of the State Register ad
- ☐ For solicitations under \$50,000, a posting on the OSP webpage will be done
- ☐ Submit all to Department of Administration, Materials Management Division, Professional and Technical Service Contracts, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155
- ☐ If applicable, provide documentation for non-standard terms and conditions

Checklist if using SWIFT:

- ☐ Upload completed Certification Form to SWIFT
- ☐ Attach the final RFP and any document for non-standard terms and conditions

SECTION 2 –BACKGROUND

Department Corrections – Halfway Houses		Division Community Services
Estimated Contract Value (original contract period): \$4,100,000.00	Estimated Contract Value (including extension options): \$4,100,000.00	Source of Funds (indicate whether State or Federal) Work Release Budget

***Original Contract Period: From: July 1, 2025 To: June 30, 2026 With option to extend ____ add'l ____ yr. periods**

***Note:** The combined contract and amendment cannot exceed five years, unless otherwise provided for by law (Minn. Stat. 16C.06 Subd. 3b(b)). Also, the term of the original contract must not exceed two years unless the commissioner determines that a longer duration is in the best interest of the state. If you are requesting that the original contract length be longer than two years, please write a justification below:

Agency certifies that Minn. Stat. §15.061 and/or _____ [list additional authority if applicable] allows agency to enter into this professional/technical service contract. (Please check with agency attorney general staff if you have questions.)

Nature of Contract:

This certification is for multiple private facilities for the provision of work release services to the Department of Corrections selected offenders.

Product or Result:

Provision of room, board, supervision, and programming to Department of Corrections offenders who are eligible for the work release program as established in Minn. Stat. §§ 241.26 and 244.065; and Department of Corrections Policy 205.120. The ultimate result of the work release program is a structured transitional release back into the community for offenders that includes employment or vocational programming.

In accordance with Minn. Stat. §16C.08, subd. 3, provide the following: (attach additional pages if necessary)

- 1) Describe how the proposed contract is necessary to achieve the agency's statutory responsibilities;
- 2) Describe your plan to notify firms or individuals who may be available to perform the services called for in the solicitation other than advertising in the *State Register*, on the OSP website, or in SWIFT; and
- 3) Describe the performance measures or other tools that will be used to monitor and evaluate contract performance and how the results of the work will be used.

SECTION 3 – VENDOR SELECTION METHOD

Complete ONE of the following boxes to indicate how the vendor will be selected for the proposed contract:

A. Public Solicitation

Executive Order 05-07 requires that "all vendor selection evaluations conducted under Minnesota's "best value" statutes must consider price to be of significant importance..."

Indicate weight of price ____% (at least 30% of the evaluation points)

- ☐ EXCEPTION: I am requesting an exception to the State's guideline. A memo justifying the request is attached.

COMPLETE SECTION 4, IF APPLICABLE.

B. Single Source Request

Name of Contractor See Attached Lists _____

- ☒ Attach a justification form.

A sample can be found at: <http://www.mmd.admin.state.mn.us/doc/singlesourcerequestform.doc>.

If the contract is for IT-related services (or incidental goods) in excess of \$25,000, select an option below:

- ☐ Services and products will meet the Minnesota IT Accessibility Standards
- ☐ Services/products provided by the contractor will NOT meet the Minnesota IT Accessibility Standards. (If so, you must complete "STEP TWO" below.)

SKIP SECTION 4. IF ACCESSIBILITY APPLICABLE, PLEASE INCLUDE IN CONTRACT.

C. C. Joint Powers Agreement (Minn. Stat. §471.59, subd. 1 for Professional/Technical Services)

Name of Governmental Unit _____

- 1) Explain how/why this governmental unit was selected.
- 2) Can this work be performed by any other governmental unit?

SKIP SECTION 4. IF ACCESSIBILITY REQUIREMENTS APPLICABLE, PLEASE INCLUDE IN CONTRACT.

SECTION 4 – ACCESSIBILITY

(Complete for all solicitations involving IT services (and incidental goods) in excess of \$25,000)

Information on the Minnesota IT Accessibility Standards can be found at:

http://www.mmd.admin.state.mn.us/pdf/accessibility_standard.pdf.

STEP ONE: Accessibility Standards Verification:

Check one or both. If not applicable, proceed to Step Two.

- ☐ Applicable WCAG 2.0 Level AA requirements ([WCAG 2.0](#)) are included in the solicitation document and will be evaluated utilizing the procurement process checked below in Step Three.
- ☐ Applicable 508 (B) Technical Standards, (C) Functional Performance Criteria, and (D) Information, Documentation, and Support Requirements ([Section 508](#)) are included in the solicitation document and will be evaluated utilizing the procurement process checked below in Step Three.

STEP TWO: Accessibility Exception Request:

*If Step One is not applicable, check one or both below and indicate the appropriate exception category. **Attach a memo** detailing the rationale supporting the exception request. (A full description of all exceptions can be found at <http://www.mmd.admin.state.mn.us/pdf/AccExceptions.pdf>)*

- ☐ Applicable WCAG 2.0 Level AA requirements are NOT included; and/or
- ☐ Applicable 508 (B) Technical Standards, (C) Functional Performance Criteria, and (D) Information, Documentation, and Support Requirements are NOT included because:

Exception category:

Check all that apply:

- ☐ National/State Security ☐ Service Personnel Space
- ☐ Infrastructure Hardware ☐ Fundamental Alteration
- ☐ Undue Burden (*must be accompanied by the form at: <http://www.mmd.admin.state.mn.us/doc/AccDetermination.doc>*)

STEP THREE: Process for Evaluating Accessibility

Indicate how your RFP will be structured and which process you will use to evaluate accessibility.

(For more information, including the Accessibility Matrix, go to <http://www.mmd.admin.state.mn.us/pdf/AccMatrix.pdf> and <http://www.mmd.admin.state.mn.us/pdf/AccSupplement.pdf>.)

- ☐ Full Accessibility is a pass/fail requirement
- ☐ Partial Accessibility is a pass/fail requirement
- ☐ Full or Partial Accessibility is a pass/fail requirement, but Dual Responses are considered
- ☐ Full or Partial Accessibility is a pass/fail requirement and is further scored as a % of points
- ☐ Accessibility is scored as a % of points
- ☐ Proposals are short-listed prior to scoring accessibility as a % of points
- ☐ Accessibility is not considered due to an exception indicated above

SECTION 5 – AGENCY CERTIFICATIONS

Pursuant to Minn. Stat. 16C.08, I certify:

1. *No state **agency** employee is (a) able and (b) available to perform the services called for by the contract*
A. How did you reach this conclusion:

There are no State of Minnesota facilities that operate a residential community correctional facility (half-way house) that can provide room, board, supervision, and work release programming.

B. List other methods considered for accomplishing the work.

The work release program prioritizes placement of work release offender's in county jails and DOC licensed residential community corrections facilities under MN Rules, chapter 2920 (half way houses). Non-licensed facilities that contract to provide work release services (within the Work Release Guidelines manual) will only be used for placement of low risk work release offenders.

2. Unless otherwise authorized by law, a competitive proposal process shall be used to acquire professional or technical services. A competitive bidding process shall not be utilized to acquire professional or technical services.
3. The following person(s) has/have been assigned to manage the contract as well as monitor and act as liaison for the contract Terry Byrne, Work Release Director at 651-361-7127
4. The agency shall not allow a contractor to begin work before the contract is fully executed unless an exception under Minn. Stat. §16C.05, subd. 2a has been granted by the commissioner and funds are fully encumbered.
5. A contract shall not establish an employment relationship between the state or the agency and any persons performing under the contract.
6. In the event the results of the contract work will be carried out or continued by state employees upon completion of the contract, the contractor is required to include state employees in development and training, to the extent necessary to ensure that after completion of the contract, state employees can perform any ongoing work related to the same function.
7. The contractor and agents must not be employees of the state.
8. The terms of the contract must permit the commissioner to unilaterally terminate the contract prior to completion, upon payment of just compensation, if the commissioner determines that further performance under the contract would not serve agency purposes.
9. The agency shall not contract out its previously eliminated jobs for four years without first considering the same former employees who are on the seniority unit layoff list who meet the minimum qualifications determined by the agency.
 - ☒ The seniority unit layoff list was reviewed on 5/2025 **OR**
 - ☐ Not applicable. The agency does not have an active seniority unit layoff list.
10. The terms of a contract must provide that no more than 90 percent of the amount due under the contract may be paid until the final product has been reviewed by the head of the agency entering into the contract and the head of the agency has certified that the contractor has satisfactorily fulfilled the terms of the contract, unless specifically excluded or modified in writing by the commissioner. This clause does not apply to contracts for professional services as defined in sections 326.02 to 326.15.

Reasonable efforts will be made to avoid conflicts of interest throughout the selection and performance of this contract. All potential or actual conflicts of interest will be reported to MMD.

The following three Internal Approval signatures are for agency use; they are not required by OSP.

Activity Manager:	Date:
Division Director:	Date:
Assistant Commissioner (program):	Date:

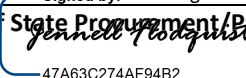
Agency signature (required by:

Authorized Certification/Officer authorized to sign contracts:  10BGAE2272D1476...	Date: 5/21/2025
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MN.IT signature (required for IT-related services)

MN.IT/BUY.IT Approval:	Date:
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Department of Administration signature (required)

Office of State Procurement/Professional Technical Approval:  47A63C274AF94B2...	Date: 5/23/2025
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PROFESSIONAL/TECHNICAL CONTRACT CERTIFICATION FORM

SECTION 1 – INSTRUCTIONS

Complete form for:

- Professional/Technical Service Contracts and Joint Powers Agreements
 - In excess of \$25,000 (Minn. Stat. 16C.08)
- Single Source Contracts

Checklist if not using SWIFT:

- ☐ 2 copies of this Certification Form
- ☐ 1 copy of your final RFP
- ☐ If contracts are estimated to be over \$50,000, submit a copy of the State Register ad
- ☐ For solicitations under \$50,000, a posting on the OSP webpage will be done
- ☐ Submit all to Department of Administration, Materials Management Division, Professional and Technical Service Contracts, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155
- ☐ If applicable, provide documentation for non-standard terms and conditions

Checklist if using SWIFT:

- ☐ Upload completed Certification Form to SWIFT
- ☐ Attach the final RFP and any document for non-standard terms and conditions

SECTION 2 –BACKGROUND

Department Corrections - JPAs		Division Community Service
Estimated Contract Value (original contract period): \$1,780,000.00	Estimated Contract Value (including extension options): \$1,780,000.00	Source of Funds (indicate whether State or Federal) Work Release Budget

***Original Contract Period: From: July 1, 2025 to June 30, 2026 With option to extend _4_ add'l _1_ yr. periods**

***Note:** The combined contract and amendment cannot exceed five years, unless otherwise provided for by law (Minn. Stat. 16C.06 Subd. 3b(b)). Also, the term of the original contract must not exceed two years unless the commissioner determines that a longer duration is in the best interest of the state. If you are requesting that the original contract length be longer than two years, please write a justification below:

Agency certifies that Minn. Stat. §15.061 and/or _____ [list additional authority if applicable] allows agency to enter into this professional/technical service contract. (Please check with agency attorney general staff if you have questions.)

Nature of Contract:

This certification is for multiple county jail facilities for the provision of work release services to the Department of Corrections selected offenders.

Product or Result:

Provision of room, board, supervision, and programming to Department of Corrections offenders who are eligible for the work release program as established in Minn. Stat. §§ 241.26 and 244.065; and Department of Corrections Policy 205.120. The ultimate result of the work release program is a structured transitional release back into the community for offenders that includes employment or vocational programming.

In accordance with Minn. Stat. §16C.08, subd. 3, provide the following: (attach additional pages if necessary)

1) Describe how the proposed contract is necessary to achieve the agency's statutory responsibilities;

These joint powers agreements allow offenders who meet work release criteria to be in a transition program in the community where they will eventually reside.

2) Describe your plan to notify firms or individuals who may be available to perform the services called for in the solicitation other than advertising in the *State Register*, on the MMD website, or in SWIFT; and

These are Joint Powers Agreements

3) Describe the performance measures or other tools that will be used to monitor and evaluate contract performance and how the results of the work will be used.

All county jails that contract with the work release are inspected by the DOC Inspection and Enforcement Unit and have received authorization to operate. In addition a Work Release agent is assigned to each vendor to oversee the vendor's room and board, programming and supervision of Work Release offenders.

SECTION 3 – VENDOR SELECTION METHOD

Complete ONE of the following boxes to indicate how the vendor will be selected for the proposed contract:

A. Public Solicitation

Executive Order 05-07 requires that "all vendor selection evaluations conducted under Minnesota's "best value" statutes must consider price to be of significant importance..."

Indicate weight of price ____% (at least 30% of the evaluation points)

- ☐ EXCEPTION: I am requesting an exception to the State's guideline. A memo justifying the request is attached.

COMPLETE SECTION 4, IF APPLICABLE.

B. Single Source Request

Name of Contractor _____

Attach a justification form.

A sample can be found at: <http://www.mmd.admin.state.mn.us/doc/singlesourcerequestform.doc>.

If the contract is for IT-related services (or incidental goods) in excess of \$25,000, select an option below:

- ☐ Services and products will meet the Minnesota IT Accessibility Standards
- ☐ Services/products provided by the contractor will NOT meet the Minnesota IT Accessibility Standards. (If so, you must complete "STEP TWO" below.)

SKIP SECTION 4. IF ACCESSIBILITY APPLICABLE, PLEASE INCLUDE IN CONTRACT.

C. Joint Powers Agreement (Minn. Stat. §471.59, subd. 1 for Professional/Technical Services)

Name of Governmental Unit: **See attached list**

1) Explain how/why this governmental unit was selected

The attached single source form and memo list all who can perform the work and have bed space.

2) Can this work be performed by any other governmental unit?

All governmental units who can perform the work are listed on the memo attached. The Department of Corrections will enter into agreements with any licensed Minnesota correctional facility. The attached single source form and memo list all who can perform the work and have bed space.

SKIP SECTION 4. IF ACCESSIBILITY APPLICABLE, PLEASE INCLUDE IN CONTRACT.

SECTION 4 – ACCESSIBILITY

(Complete for all solicitations involving IT services (and incidental goods) in excess of \$25,000)

Information on the Minnesota IT Accessibility Standards can be found at:

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- ☐ Applicable 508 (B) Technical Standards, (C) Functional Performance Criteria, and (D) Information, Documentation, and Support Requirements are NOT included because:

Exception category:

Check all that apply:

- ☐ National/State Security ☐ Service Personnel Space
- ☐ Infrastructure Hardware ☐ Fundamental Alteration
- ☐ Undue Burden (must be accompanied by the form at: <http://www.mmd.admin.state.mn.us/doc/AccDetermination.doc>)

STEP THREE: Process for Evaluating Accessibility

Indicate how your RFP will be structured and which process you will use to evaluate accessibility.

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- ☐ Full Accessibility is a pass/fail requirement
- ☐ Partial Accessibility is a pass/fail requirement
- ☐ Full or Partial Accessibility is a pass/fail requirement, but Dual Responses are considered
- ☐ Full or Partial Accessibility is a pass/fail requirement and is further scored as a % of points
- ☐ Accessibility is scored as a % of points
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- ☐ Accessibility is not considered due to an exception indicated above

SECTION 5 – AGENCY CERTIFICATIONS

Pursuant to Minn. Stat. 16C.08, I certify:

1. No state **agency** employee is (a) able and (b) available to perform the services called for by the contract
 - A. How did you reach this conclusion:

There are no State of Minnesota facilities that operate a residential community correctional facility (half-way house) that can provide room, board, supervision, and work release programming.

B. List other methods considered for accomplishing the work.

The work release program prioritizes placement of work release offender's in county jails and DOC licensed residential community corrections facilities under MN Rules, chapter 2920 (half way houses). Non-licensed facilities that contract to provide work release services (within the Work Release Guidelines manual) will only be used for placement of low risk work release offenders.

2. Unless otherwise authorized by law, a competitive proposal process shall be used to acquire professional or technical services. A competitive bidding process shall not be utilized to acquire professional or technical services.
3. The following person(s) has/have been assigned to manage the contract as well as monitor and act as liaison for the contract Terry Byrne, Work Release Director at 651-361-7127
4. The agency shall not allow a contractor to begin work before the contract is fully executed unless an exception under Minn. Stat. §16C.05, subd. 2a has been granted by the commissioner and funds are fully encumbered.
5. A contract shall not establish an employment relationship between the state or the agency and any persons performing under the contract.
6. In the event the results of the contract work will be carried out or continued by state employees upon completion of the contract, the contractor is required to include state employees in development and training, to the extent necessary to ensure that after completion of the contract, state employees can perform any ongoing work related to the same function.
7. The contractor and agents must not be employees of the state.
8. The terms of the contract must permit the commissioner to unilaterally terminate the contract prior to completion, upon payment of just compensation, if the commissioner determines that further performance under the contract would not serve agency purposes.
9. The agency shall not contract out its previously eliminated jobs for four years without first considering the same former employees who are on the seniority unit layoff list who meet the minimum qualifications determined by the agency.
☒ The seniority unit layoff list was reviewed on 5/2025 **OR**
☐ Not applicable. The agency does not have an active seniority unit layoff list.
10. The terms of a contract must provide that no more than 90 percent of the amount due under the contract may be paid until the final product has been reviewed by the head of the agency entering into the contract and the head of the agency has certified that the contractor has satisfactorily fulfilled the terms of the contract, unless specifically excluded or modified in writing by the commissioner. This clause does not apply to contracts for professional services as defined in sections 326.02 to 326.15.

Reasonable efforts will be made to avoid conflicts of interest throughout the selection and performance of this contract. All potential or actual conflicts of interest will be reported to MMD.

The following three Internal Approval signatures are for agency use; they are not required by OSP.

Activity Manager:	Date:
Division Director:	Date:
Assistant Commissioner (program):	Date:

Agency signature (required by):

Authorized Certification/Officer authorized to sign contracts:  10BCAE2272D1476...	Date: 5/21/2025
--	---------------------------

MN.IT signature (required for IT-related services)

MN.IT/BUY.IT Approval:	Date:
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Department of Administration signature (required)

Office of State Procurement/Professional Technical Approval:  47A63C274AE94B2	Date: 5/23/2025
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SP/SAP(s)	003-607-027	MN Project No.:		Change Order No.	1
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Project Location	County Highway 7 from TH 10 to County Highway 9 in Lake Park, MN		
Local Agency	Becker County Highway Dept.	Local Project No.	
Contractor	Central Specialties, Inc.	Contract No.	60727
Address/City/State/Zip	6325 County Road 87 SW, Alexandria, MN 56308		
Total Change Order Amount \$		\$200,718.00	

Issue: The Engineer has determined the Contract needs to be revised in accordance with specification 1402.3 - Significant Changes to the Character of Work.

Resolution:

1. The Agency requested to change the scope of the work on SAP 003-607-027 from Station 130+52 to 150+95 from a 2" bituminous mill and overlay to 4" bituminous milling, bituminous reclamation, shaping and paving two 2" bituminous lifts.
2. The Contractor agreed to change the scope of the work on SAP 003-607-027 from Station 130+52 to 150+95 from a 2" bituminous mill and overlay to 4" bituminous milling, bituminous reclamation, shaping and paving two 2" bituminous lifts.

Entitlement: Payment for this work were negotiated unit prices for mobilization, 4" bituminous milling and full depth reclamation as shown in the estimate of costs.

The Contract time will be modified as follows: This change order will increase the working days by 3 days, revising the completion date from September 19, 2025 to September 24, 2025.

Estimate Of Cost: <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>						
**Group/ funding Category	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
	2021.501	Mobilization – Reclaiming	LS	\$15,000.00	1	\$15,000.00
	2232.504	Mill Bituminous Surface (2.0")	SY	\$2.60	-11,580	-\$30,108.00
	2232.504	Mill Bituminous Surface (4.0")	SY	\$6.85	11,580	\$79,323.00
	2215.504	Full Depth Reclamation	SY	\$4.10	11,580	\$47,478.00
	2360.509	Type SP 9.5 Wearing Course Mix (2,B)	Ton	\$71.22	1250	\$89,025.00
Net Change this Change Order						\$200,718.00



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. December 2024

SP/SAP(s)	003-607-027	MN Project No.:		Change Order No.	1
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****Group/funding category is required for federal aid projects**

Project Engineer:	_____	Date:	_____
Print Name:	Jim Olson	Phone:	218-847-4463
Contractor:	_____	Date:	_____
Print Name:	Jack Miller	Phone:	320-808-8565

Other required signatures (MnDOT if work on Trunk Highway, other agency as needed). These signatures should be in place before submittal to the DSAE.

Signature:	_____	Date:	_____
Print Name:	_____	Phone:	_____
Title and Agency:	_____		

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ___ Federal Funding ___ State Aid Funding ___ Local Funds

District State Aid Engineer: _____ Date: _____

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 07-25-1H

USFWS Land Acquisition Support

WHEREAS, The United States Fish and Wildlife Service (USFWS) is requesting Becker County support for acquiring parcel # 150323000.

WHEREAS, Becker County recognizes the benefits of public lands, enhancing trail connectivity, and other recreational opportunities for the public.

NOW THEREFORE BE IT RESOLVED. That the Board of County Commissioners of Becker County, Minnesota, supports the USFWS land acquisition of parcel # 150323000.

Duly adopted this 1st day of July 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 July 1st, 2025, as recorded in the record of proceedings.

Carrie Smith
County Administrator

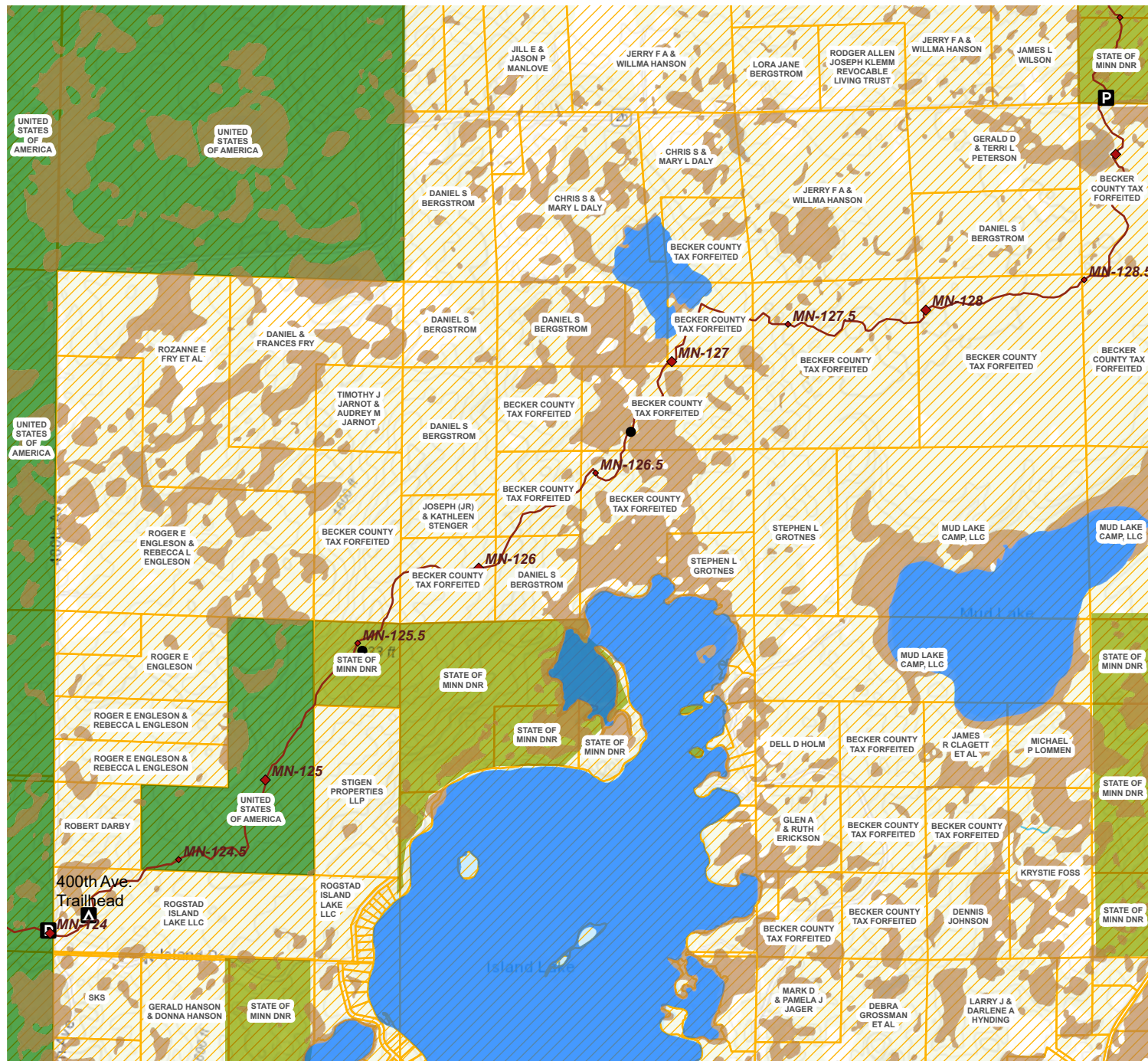
North Country National Scenic Trail

Becker County, MN



North Country Trail Association - 2/21/2023

northcountrytrail.org



Legend

- Point of Interest
- P Parking
- A Camping
- NCT
- NCT (on-road)

Project Description

Becker County Parcel Data.
ESRI USA Wetlands
Brown = Palustrine Wetland Class

AGOL Map: <https://arcg.is/1b1e9C0>



1:40,000

0 0.5 1 Miles

Regional Overview





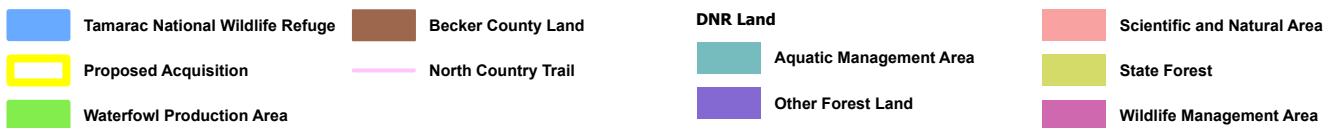
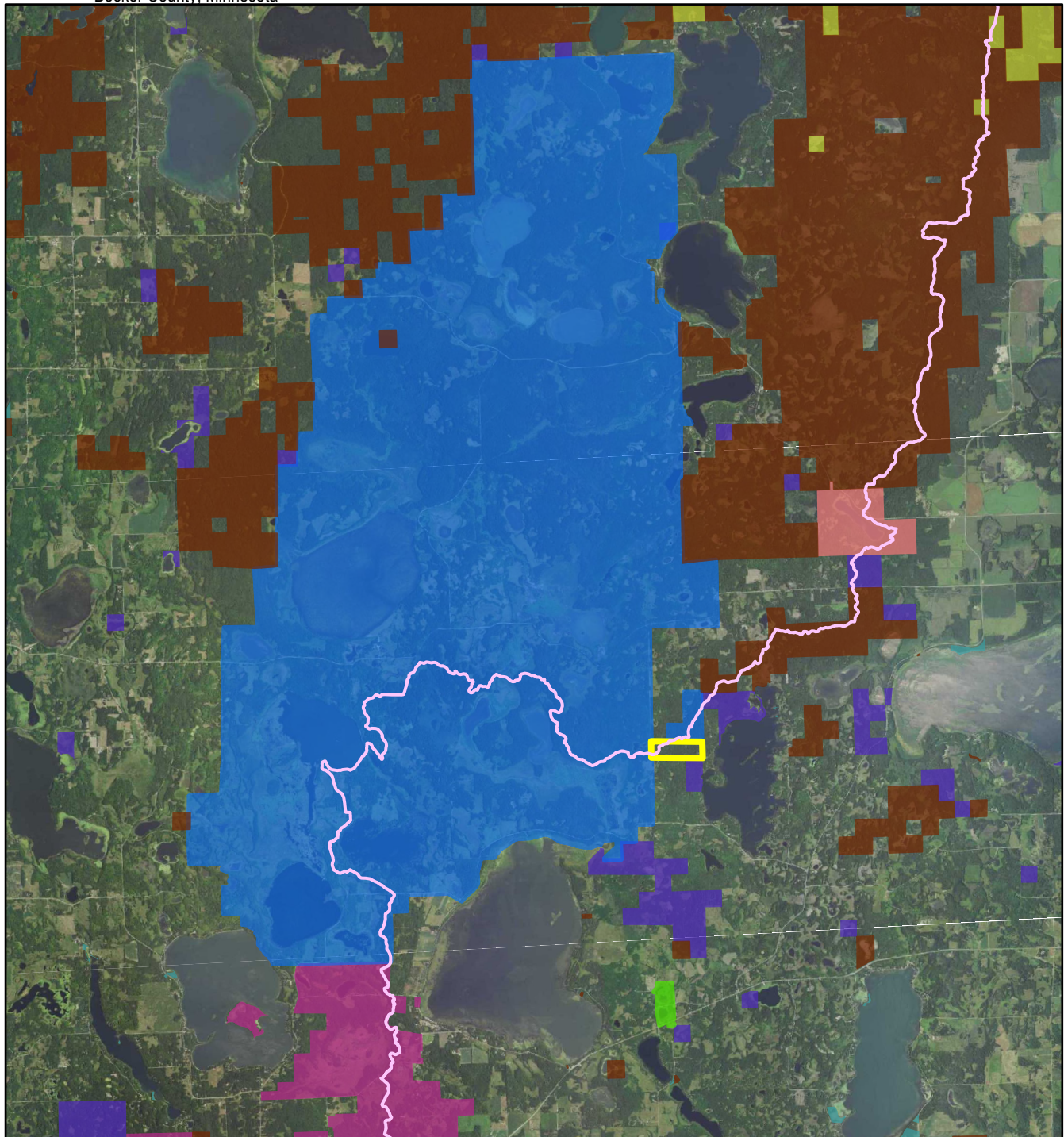
U.S. Fish & Wildlife Service

Rogstad Island Lake LLC - Proposed Acquisition

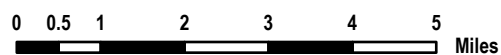
Height of Land Township

T.140N., R.39W., Section 13, S1/2 of SW1/4 & SW1/4 of SE1/4 Less S 1 RD For Road

Becker County, Minnesota



Produced: 3/25/2024
Basemap: 2021 NAIP
Created By: Darren Wheeling





U.S. Fish & Wildlife Service

Rogstad Island Lake LLC - Proposed Acquisition

Height of Land Township

T.140N., R.39W., Section 13, S1/2 of SW1/4 & SW1/4 of SE1/4 Less S 1 RD For Road

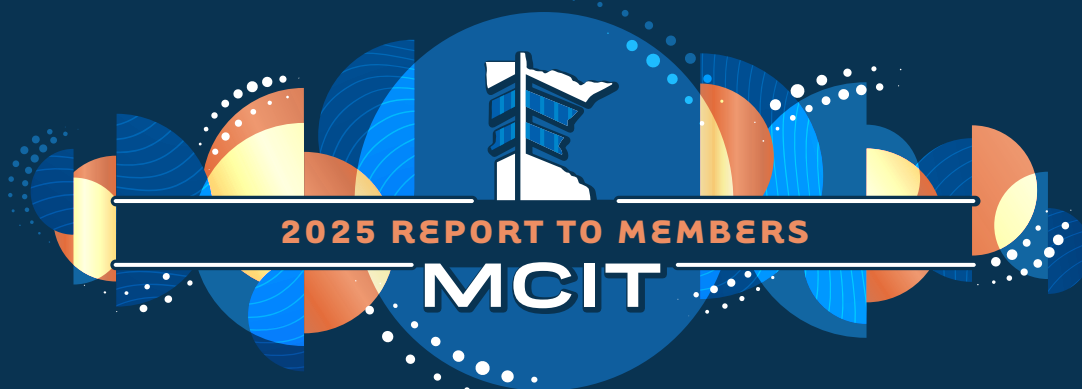
Becker County, Minnesota



Produced: 3/21/2024
Basemap: 2021 NAIP
Created By: Darren Wheeling

0 0.25 0.5 Miles





BECKER COUNTY'S PARTNER IN MANAGING RISKS

TAILORED COVERAGE | VALUABLE SERVICE | MEMBER FOCUSED

THE MCIT MISSION: Providing Minnesota counties and associated members cost-effective coverage with comprehensive and quality risk management services.

MEMBERS BENEFIT FROM RISK SHARING POOL

Members enjoy benefits of participating in the MCIT program that are not offered by commercial insurance carriers:

- MCIT strives to provide coverage that meets the evolving risk exposures of county governments.
- Contribution is priced to provide enough funds to cover expected member claims while not overcollecting.
- The MCIT member-elected board of directors consists of county member representatives. They understand how their decisions affect member entities because their counties feel the impact, too.
- Beyond paying claims, MCIT provides consultation, training and resources to assist members in developing robust risk management and loss prevention strategies. Many of these are offered as part of membership.

COMMISSIONERS CAN MAKE A DIFFERENCE

Commissioners can influence and encourage risk management in county operations:

- Learn how coverage applies before making final decisions
- Have contracts reviewed for risk management before signing or approving them, either by legal counsel or a risk management consultant
- Stay alert for data- and cybersecurity threats and practice good email hygiene
- Support safety and risk management initiatives (e.g., data- and cybersecurity measures, the safety committee and a program to return injured employees to work)
- Support and encourage training and education for all employees
- Attend risk management training
- Promote safety at all levels
- Engage MCIT

MEMBERS DO THEIR PART

The success of MCIT depends on each member entity doing its part to:

- Support loss prevention and risk management efforts within the county's operations
- Take reasonable steps to mitigate claims
- Collaborate with MCIT when losses occur
- Fulfill the county's financial obligations to MCIT

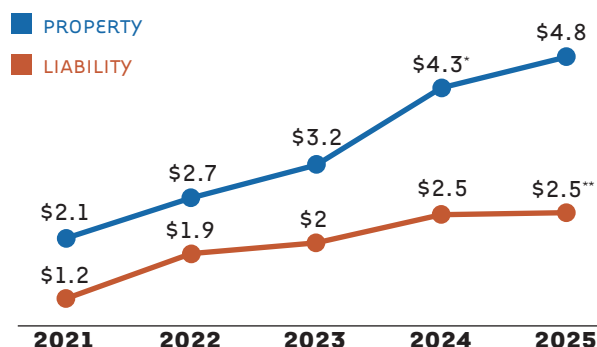


PROGRAM CHANGES MODERATE REINSURANCE COSTS

The cost of reinsurance premiums for 2025 moderated from recent years of large increases. The board adopted program changes to ensure the best coverage at an acceptable expense. Reinsurance is purchased to protect MCIT from the financial impact of catastrophic losses.

- Property reinsurance total premium increased 10 percent from 2024, mostly due to a 13 percent rise in the total insured value for members' covered property.
- By choosing to increase the per claim retention for liability reinsurance from \$850,000 to \$1 million, MCIT held the 2025 premium increase to just 1 percent. Remaining at the \$850,000 level would have resulted in a 21.5 percent jump in premium.
- Looking to save where it could without jeopardizing the financial stability of the program, MCIT moved the workers' compensation reinsurance plan for 2025 to a \$1 million per claim retention from \$500,000. This resulted in \$470,000 in premium savings.

Total Property and Liability Reinsurance Premium Paid (in millions of dollars)

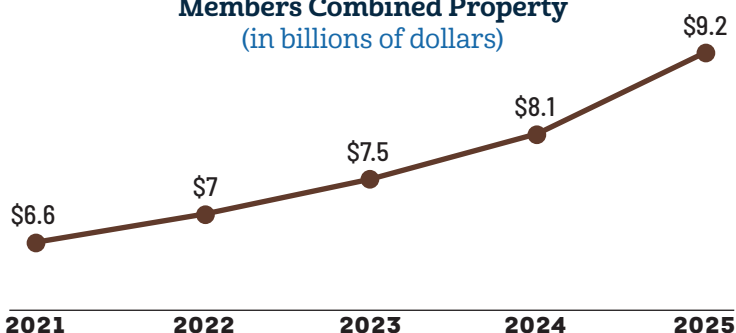


*For 2024, MCIT increased its per claim retention for property claims from \$1 million to \$1.5 million and increased the liability per claim retention from \$750,000 to \$850,000.

**For 2025, MCIT increased its per claim retention for liability claims to \$1 million from \$500,000.

TOTAL INSURED VALUES CONTINUES TO CLIMB

Total Insured Value of Members Combined Property (in billions of dollars)



In just five years, the total insured value of member-covered property has risen 39 percent (or by \$2.6 billion).

- The rise in labor and material costs directly contributes to the valuation of members' buildings.
- The increase in property values contributed upward pressure on the cost of reinsurance for the MCIT program and property coverage rates for members.

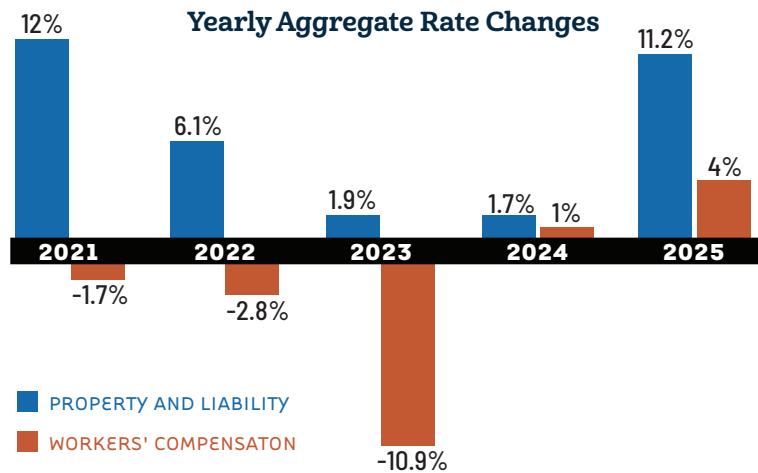
COVERAGE ENHANCED IN 2025

Coverage for equipment breakdown was expanded for 2025:

- Coverage for loss caused by electronic circuitry impairment resulting in the equipment's breakdown
- Subcoverages were added for the purchase of additional protective equipment to prevent a future loss, costs associated with maintaining green designation when involving damaged equipment, and funds for off-premises equipment breakdown of covered property



RATES ANTICIPATE EXPENSES



The historical cost of MCIT member claims and expenses associated with MCIT operations, including reinsurance, are used to project the amount of contribution necessary for the next year. MCIT aims to collect only what is necessary to cover these costs. For 2025:

- Property and liability aggregate rate* increased 11.2 percent from 2024.
- Workers' compensation aggregate rate** increased 4 percent compared to 2024.

*The combined rate changes for all lines of coverage offered through the property/casualty program

** The combined rate changes for all job classification codes

DIVIDEND REFLECTS ACTUAL EXPERIENCE

Dividends reflect the past claims experience of all members and the performance of MCIT's investments. MCIT only issues a dividend when it is actuarially sound and fiscally prudent.

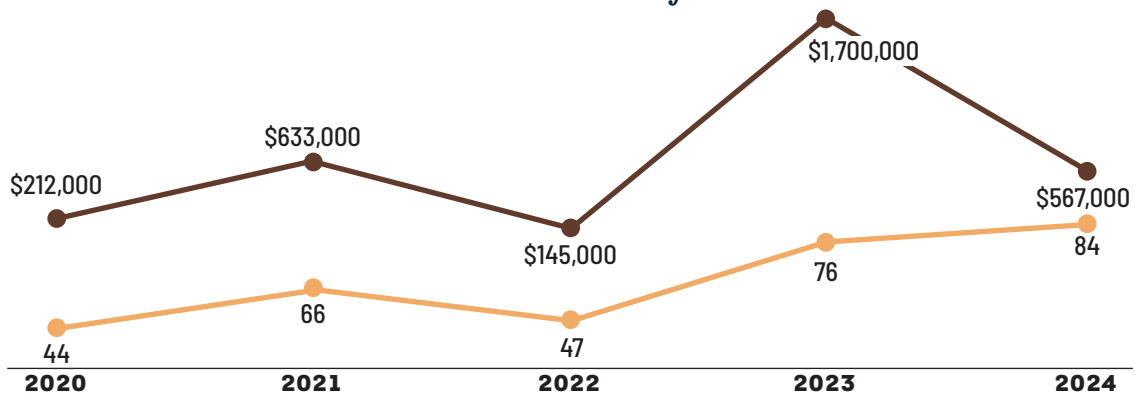
Although not guaranteed, the MCIT Board of Directors is committed to returning funds to members when appropriate.

- 2024 MCIT total dividend: \$3.5 million (workers' compensation division only)
- 2024 Becker County dividend: \$61,743



NUMBER OF CYBER CLAIMS INCREASES 2 YEARS IN A ROW

Total Cost and Numbers of Cyber Claims



With the restructuring of the MCIT cyber program in 2023, MCIT covers a larger percentage of these claim costs, contributing to an outsized jump in claim severity for 2023. The number of claims for 2024 continued an upward trajectory, but the total cost of claims dropped significantly, as there were no ransomware claims reported for the year.

Unlike powerful, unpredictable natural disasters that can wipe out a building and damage vehicles, many cyber claims are entirely preventable. The combination of technical tools (e.g., multifactor authentication and firewalls) and employee vigilance can nearly eliminate the success of cyberattacks.

WORKERS' COMPENSATION CLAIMS AFFECT COUNTY'S CONTRIBUTION

BECKER COUNTY'S MOD RATE AND COST DIFFERENCE

- The county's factor for 2025 is 0.895
- The county's difference from the base cost of coverage is -\$30,208

Recent mod factors: 2024, 1.183; 2023, 1.285; 2022, 1.432; and 2021, 1.19

The county's unique experience modification factor is part of the formula used to determine a member's annual workers' compensation contribution. That factor takes into account the county's:

- Number and cost of workers' compensation claims
- Amount of payroll in each employee classification code and the rate for each

A mod of 1.0 reflects expected claim development. A factor greater than 1.0 can increase the contribution. A factor less than 1.0 can decrease it.

CLAIMS: 2020-2024

WORKERS' COMPENSATION: ANNUAL AVERAGES

DEPARTMENT	CLAIMS PER YEAR	AMOUNT PAID PER CLAIM
Sheriff & Jail	661	\$5,560
Highway	149	\$6,247
Hospital & Nursing Home	135	\$4,955
Social Service	82	\$4,102
Facilities	44	\$5,115
Corrections/Probation	42	\$2,018
All Others	236	\$4,517

PROPERTY/LIABILITY: ANNUAL AVERAGES

LINE OF COVERAGE	CLAIMS PER YEAR	AMOUNT PAID PER CLAIM
Auto	1,025	\$4,995
Property	283	\$14,707
General Liability	218	\$2,635
Public Employee Liability	106	\$16,977
Law Enforcement Liability	70	\$41,850
Cyber	63	\$10,775

VALUABLE ADVICE, RESOURCES, PROGRAMS

KNOWLEDGEABLE CONSULTATION

Risk management and loss control consultants work directly with members to develop strategies to eliminate or reduce risk.

RESOURCE-RICH WEBSITE

MCIT.org is the hub for accessing information about MCIT, the programs provided as part of membership and a wealth of resources to assist members in preventing claims and reducing risks.

PROGRAMS AND SERVICES

MCIT membership includes services provided through partners:

- **Employee Assistance Program** to help with challenges that may affect individuals' personal lives or performance at work
- **Benchmark Analytics** works with sheriffs' offices to provide best practices to mitigate risks
- **Workplace Injury Hotline** provides access to immediate medical recommendations from a nurse for work-related injuries
- **Minnesota Safety Council** offers additional information and programs to support workplace safety
- **HSB boiler and pressure vessel inspections** are part of coverage and meet state certification renewal requirements

RELEVANT TRAINING

MCIT offers no- or low-cost training addressing the challenges facing local governments. Services include:

- Seminars and webinars
- Speakers for on-site training
- PATROL (Peace Officer Accredited Training Online)
- Defensive driving training

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 07-25-1F

**RESOLUTION AUTHORIZING CAPITAL CONTRIBUTION TO THE DETROIT LAKES – BECKER COUNTY
AIRPORT COMMISSION – Airport Apron Reconstruction**

WHEREAS, City ordinance 440, adopted September 2, 1969 authorized the joint airport agreement between the City of Detroit Lakes and the County of Becker creating the Detroit Lakes – Becker County Airport Commission (hereinafter the “Commission); and

WHEREAS, an Agreement for the Joint Operation of the Detroit Lake Municipal Airport was entered into on October 1, 1969 between the City of Detroit Lakes and the County of Becker; and

WHEREAS, the joint airport agreement between the City of Detroit Lakes and the County of Becker stipulates that each entity shall pay 50% of the budgeted expenses and that any surplus revenue over the cost of operating the Airport may be transferred by the Commission to the City and County in the same proportion; and

WHEREAS, the joint airport agreement between the City of Detroit Lakes and the County of Becker requires that each entity contribute equally to the capital costs of construction, improvements, and development of the Airport that are not paid for by state and federal contributions; and

WHEREAS, the Commission is recommending Two Projects – 2024 – AIP Project – Taxilane Pavement Rehabilitation Project and 2025 AIP Project – Terminal Apron Reconstruction and Expansion Project with the local cost of participation for both projects to be \$159,820.06; and

WHEREAS, the City of Detroit Lakes and County of Becker desire to contribute equal amounts towards the cost of constructing the two projects splitting the local match to be \$79,910.03; and

NOW THEREFORE BE IT RESOLVED by the County of Becker as follows:

The Becker County Commission hereby approves a capital contribution in the amount of \$79,910.03 from the Airport Fund for one half of the local cost of the Two Projects– 2024 – AIP Project – Taxilane Pavement Rehabilitation Project and 2025 AIP Project – Terminal Apron Reconstruction constructed by the Detroit Lakes – Becker County Airport Commission and owned by the City of Detroit Lakes and County of Becker.

Duly adopted this 1st Day of July 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 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 July 1, 2025, as recorded in the record of proceedings.

Carrie Smith
County Administrator



TO: DETROIT LAKES – BECKER COUNTY AIRPORT COMMISSION, BECKER COUNTY BOARD OF COMMISSIONERS, AND DETROIT LAKES CITY COUNCIL

FROM: KELCEY KLEMM, CITY ADMINISTRATOR

SUBJECT: 2024 TAXILANE PAVEMENT REHABILITATION PROJECT & 2025 TERMINAL APRON RECONSTRUCTION AND EXPANSION

DATE: JUNE 11, 2025

Background

The Detroit Lakes – Becker County Airport Commission has completed many projects in recent years, largely due to the ability to tap into State and Federal funding. Before proceeding with the large runway / taxiway extension project, both the City and County committed \$1M for a total of \$2M towards the local match of the project. Fortunately, the Airport was able to access federal funding that paid for large portions of the project at a 100% funding level. After the runway / taxiway project, the City and County also agreed to fund the local grant portion for the hangar painting / door replacement project, parking lot rehabilitation project, and fueling station replacement project. Below is a summary of the projects completed at the Airport in which the City and County contributed to the local match. Some of the projects are not closed out but final numbers should be close to budget.

The local match for these projects currently stands at \$1,640,825. This memo will explain two other paving projects in which the Airport Commission is asking the City and County to consider contributing towards since the original commitment was not expended.

Detroit Lakes - Becker County Airport Runway / Taxiway Extension Project Summary						
Year	Project Phase	Federal Share	State Share	Local Share	Total Grant Agreement	Closeout
2014	Environmental Assessment	\$ 330,995.00	\$ 18,388.66	\$ 18,389.51	\$ 367,773.17	X
2015	Master Plan	\$ 266,088.00	\$ 14,782.70	\$ 14,783.30	\$ 295,654.00	X
2016	Land Acquisition (Steel Wood) and Full Design	\$ 3,376,373.35	\$ 187,576.32	\$ 187,576.77	\$ 3,751,526.44	X
2017	Bid Package #1, Land Acquisition, Utility Relocation, Wetland Credits	\$ 4,337,637.89	\$ 200,000.00	\$ 259,885.20	\$ 4,797,523.09	X
2017	State Grant - Zoning		\$ 30,698.42	\$ 11,372.84	\$ 42,071.26	X
2018	Bid Package #2, Land Acquisition (Tract 15, 20, 21, 22, 29, 30)	\$ 4,246,492.00	\$ 223,373.00	\$ 367,679.21	\$ 4,837,544.21	X
2019	Bid Package #3, Land Acquisition	\$ 10,955,725.00	\$ 13,910.67	\$ 22,440.91	\$ 10,992,076.58	X
2019	State Grant - MALSF		\$ 300,142.19	\$ 128,632.07	\$ 428,774.26	X
2020	Bid Package #4 (Fence), AGIS & Flight Check	\$ 1,713,184.00	\$ 35,576.78	\$ 15,247.47	\$ 1,764,008.25	
2021	State Grant - SWPPP Update		\$ 15,406.30	\$ 6,602.70	\$ 22,009.00	X
	Subtotal	\$ 25,226,495.24	\$ 1,039,855.04	\$ 1,032,609.98	\$ 27,298,960.26	
2021	State Grant - Hangar and FBO Building Improvements		\$ 361,256.18	\$ 177,664.42	\$ 538,920.60	X
2022	AIP Parking Lot Rehab	\$ 180,794.00	\$ 11,832.25	\$ 10,810.65	\$ 203,436.90	
2023	State Grant - Fueling Station Design		\$ 40,946.59	\$ 17,548.54	\$ 58,495.13	X
2023	State Grant - Fueling Station		\$ 938,448.35	\$ 402,192.15	\$ 1,340,640.50	
	Subtotal	\$ 180,794.00	\$ 1,352,483.37	\$ 608,215.76	\$ 2,141,493.13	
	Total of Airport Runway / Improvement Project	\$ 25,407,289.24	\$ 2,392,338.41	\$ 1,640,825.74	\$ 29,440,453.39	

2024 AIP Project – Taxilane Pavement Rehabilitation Project

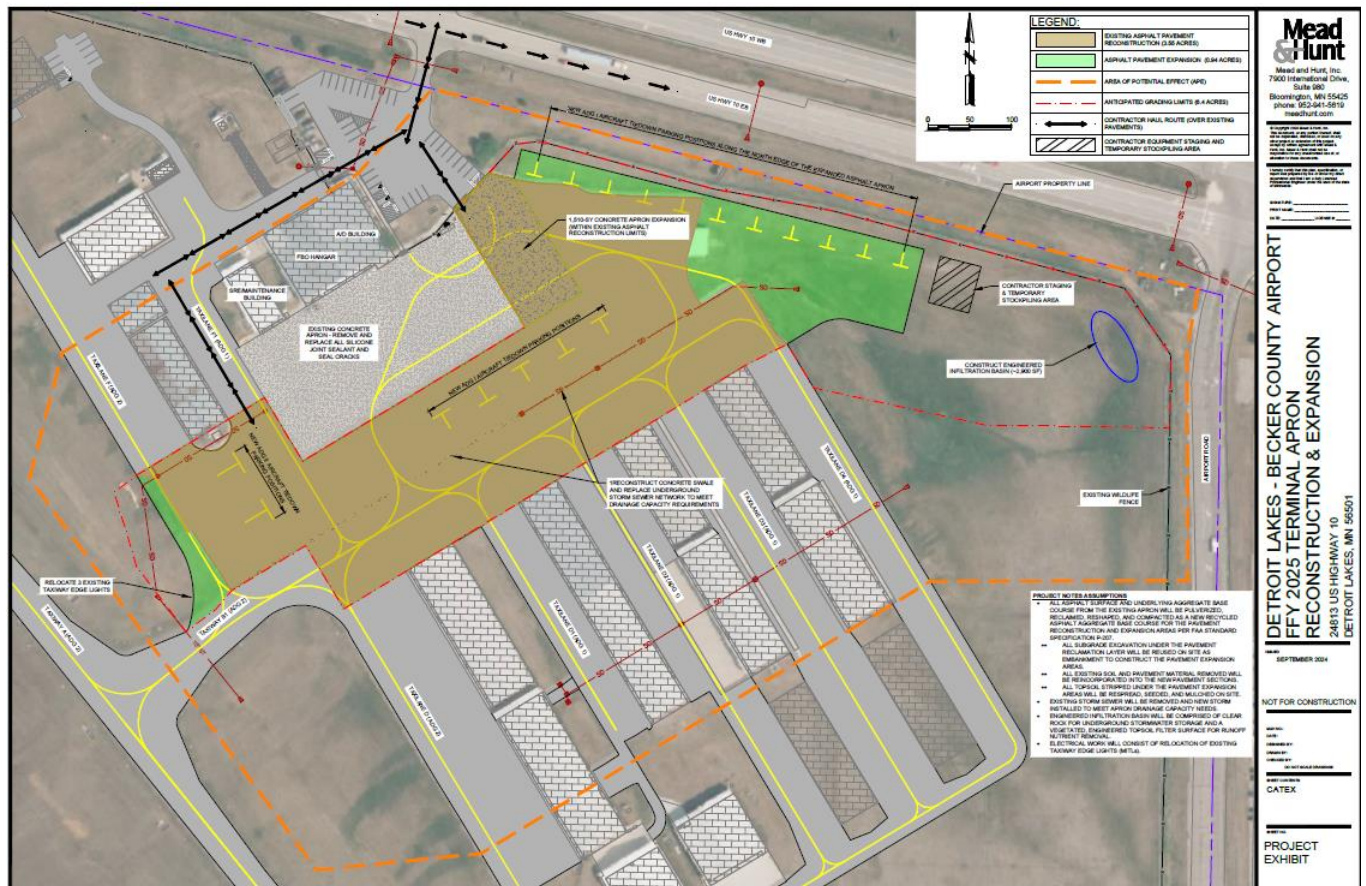
The 2024 AIP project is a pavement rehabilitation project to address some aging asphalt taxilanes. Depending on its condition, areas will either receive a mill and overlay, full depth patching, crack repair, or seal coating. Concrete areas will also receive maintenance through joint and crack cleaning and sealing and select panels will be replaced. The funding is a little complicated because portions of the taxiway are federally eligible while others are only state eligible.



Hough Inc. was the low bidder and was awarded the contract. The project is slated to begin and be finished this summer. The total cost for the project is \$464,556, with federal funding paying \$152,868 (32.91%), state funding paying \$214,674.20 (46.21%), and local match paying **\$97,013.80** (20.88%).

2025 AIP Project – Terminal Apron Reconstruction and Expansion Project

The last remaining paving project at the Airport includes the reconstruction of the Terminal Apron and its expansion. The improvements will bring the apron and taxilanes into FAA compliance, provide adequate access to the new fueling station, and the expansion will provide additional aircraft tie-down parking. This project along with the 2024 AIP Pavement Rehabilitation Project will result in either new or overlayed paved surfacing throughout the Airport.



Bid opening was held on June 4th, and Hough Inc. was the low bidder. The total project estimate based upon the bid results is \$2,512,236.16. The funding split would be 95% Federal (\$2,386,624), 2.5% State (\$62,805.90), and 2.5% Local (**\$62,806.26**). The bid was awarded by the Airport Commission contingent upon federal grant funding. The final grant application will be submitted with the June Airport Commission Meeting and the grant award is anticipated in August.

Recommendation

The local cost participation for both projects totals **\$159,820.06**. The Airport Commission is requesting the City and County to split the local match (\$79,910.03 each) to fund these two remaining projects. This amount added to what has already been committed by the City and County still leaves the total local match paid under \$2M (approximately \$1.8M). This additional local match will leverage over \$2.8M in federal and state funding. Completing these two projects will leave the Airport in a good position heading into the future with updated asphalt conditions throughout.

Budget Development Timeline for Becker County 2026

Phase 1: Budget Launch & Capital Planning Prep

 June 24 – July 14, 2025

Action	Description
Department Budget Workbooks Distributed June 25, 2025	Worksheets + budget narrative templates shared with all department heads
Performance KPI Sheet Shared	Departments receive baseline performance trackers for completion
Kickoff Meeting June 30, 2025	County Administrator kicks off outlining levy expectations, priorities, and deadlines

Phase 2: Department Budget Development

 July 14 – August 5, 2025

Action	Description
Budget Narrative Completed	Departments describe services, goals, staffing changes, and equity considerations
Initial Worksheets Completed	Departments will complete an initial set of budgets by then.
Department Heads Complete Budgets August 5, 2025	Budget worksheets and optional KPI trackers submitted

Phase 3: Administrative & Committee Review

 August 6 – September 30th, 2025

Action	Description
Administrator & Financial Team Review August 6, 2025	Line-item, staffing, and additional asks to be evaluated against levy targets
Communicate feedback as needed	Administrator/finance team to communicate major feedback as needed throughout the phase
Board Working Session Review TBD	Recommended budget working session with entire county board perhaps during finance committee meeting
County Board Reviews & Sets Preliminary Levy	By 09/30/2025, the Board sets the preliminary levy & reviews draft budget materials

Phase 4: Public Feedback & Refinement

 **October 1 – December 11, 2025**

Action	Description
Department Revisions	Based on feedback, departments adjust budgets if necessary
Public Budget Materials Published	Budget narratives, summaries, and CIP plan posted online
Truth-in-Taxation Hearing Scheduled	Set for 12/11/2025 to allow community input on levy and spending plans

Phase 5: Final Adoption

 **December 12 – December 30, 2025**

Action	Description
Truth-in-Taxation Hearing Held	Public comment gathered and recorded
Final Budget & Levy Adopted	County Board adopts final 2026 budget by December 30, 2025

Becker County Departmental Budget Narrative Template

Instructions

This narrative helps explain the purpose and impact of your department's budget request. It provides critical context to decision-makers and ensures alignment with strategic goals.

Complete each section clearly and concisely. Focus on results, challenges, and forward-looking goals. These narratives may be included in public-facing budget books.

Item	Answer
Department Overview Briefly describe the major functions of your department	
Major Accomplishment from the Previous Year Please share what the major accomplishments from the previous year. What were the big wins in your department?	
Key Performance Indicators Provide 3-5 measures that summarize the major work of your department and connect to your major accomplishments, key challenges or budget focus areas	

<p>Key Challenges for Upcoming Year</p> <p>What challenges will your department be facing in the upcoming year? Pick up to five key challenges that your department will need to navigate. How will your department address these challenges?</p>	
<p>Significant Changes in Staffing, Programming or Funding</p> <p>Have there been or will there be significant changes in staffing, programming or funding? (Ex. Creation of a new program, legislative changes)</p>	
<p>Key Focus Areas for the Coming Year</p> <p>What are the major items that your department will be focusing on this year. (Ex. Launching a new unit, focusing in on results for a particular population, a large scale project/implementation)</p>	

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 07-25-11

Authorizing Becker County to Join Lawsuit Seeking Injunctive Relief associated with recently Amended Minn. Stat. § 241.021

WHEREAS, Statute 241.021 Subn.4f was recently revised by the Minnesota Legislature and requires that correctional facilities must administer to incarcerated persons the same medications they were prescribed prior to incarceration. This law was signed by Governor Walz on May 23, 2025, and goes into effect July 1, 2025;

WHEREAS, the legislation lacks medical professional input and Becker County is concerned, the statute puts Becker County inmates at significant potential for injury, abuse and neglect; and that the legislation mandates over-medication and injury to inmates. This legislation prioritizes compliance over patient-centered care.

WHEREAS, the legislation is inconsistent with federal law. The statute may conflict with Civil Rights of Institutionalized Persons Act (CRIPA) and the Eighth (8th) Amendment. Forcing medications without medial justification could be deemed unconstitutional;

WHEREAS, the Becker County Jail currently houses state, tribal, and federal inmates; and as a result, the statute may disproportionately affect marginalized groups;

NOW THEREFORE BE IT RESOLVED. That the Board of County Commissioners of Becker County, Minnesota, approves naming Becker County as a party to this lawsuit, along with the Becker County Sheriff, to join with other counties to request an injunction and a repeal of the modifications to Statute 241.021 Subn. 4f (language approved in HF 2432).

Duly adopted this 1st day of July, 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 July 1, 2025, as recorded in the record of proceedings.

Carrie Smith
County Administrator

Advanced Correctional Healthcare's Position on MN Revised Statute 241.021

Authors: Dr. Melissa Caldwell, Dr. William Dennis, Jessica Young, Esq.

On behalf of Advanced Correctional Healthcare and our commitment to ethical, patient-centered correctional health care, we advocate for the repeal of recent revisions to MN Statute 241.021 Subd. 4f. Within the last 30 days, this statute was revised to require that **correctional facilities must administer to incarcerated persons the same medications they were prescribed prior to incarceration**. This new language was introduced as part of HF 2432 and not publicly discussed. Senator Ron Latz, Rep. Paul Novotny and Rep. Kelly Moller are named as authors of this bill and was approved by Governor Tim Walz on May 23, 2025. **The statute puts patients at significant potential for injury and needs to be repealed.**

The statute mandates overmedication and injury to detainees.

The legislation appears to mandate or incentivize the administration of medications prescribed by community providers without sufficient clinical oversight or individualized assessment of the detainee's current medical status. This could lead to the overprescription of psychotropic or other medications, which may not be medically indicated and could cause adverse effects, including dependency, cognitive impairment, or exacerbation of existing conditions – especially in cases where a detainee has not been taking prescribed medications and suddenly begins again. The statute could require administration of multiple medications prescribed by different physicians outside the jail, even if those medications are duplicative or contraindicated with each other.

Forcing medications on detainees disregards their autonomy and violates ethical standards of medical practice, such as those outlined by the American Medical Association (AMA) and the National Commission on Correctional Health Care (NCCHC). This legislation would have detainees submit written notice to be allowed to stop taking medications. Detainees, like all patients, have the right to informed consent and to refuse treatment unless a court order deems otherwise.

The statute creates potential for detainee abuse and neglect.

The statute may ultimately prioritize compliance over patient-centered care. Pushing inappropriate medications could mask underlying health issues, delaying proper diagnosis and treatment.

The statute could require giving medications that would cause an overdose or dangerous drug interaction. For instance, a detainee who tests positive for fentanyl at intake may still be administered contraindicated prescription medications. Jails have medication verification processes to review outside medications and have them approved by a licensed medical provider to avoid such potential complications.

The statute is inconsistent with federal law.

The legislation may conflict with federal laws, such as the Civil Rights of Institutionalized Persons Act (CRIPA) and the Eighth Amendment, which protect detainees from deliberate indifference to serious medical needs. Forcing medications without medical justification could be deemed unconstitutional.

It may also violate the Americans with Disabilities Act (ADA) by failing to provide individualized mental health care, as highlighted in the Alameda County investigation in which the justice department highlighted ADA constitutional violations in the county's blanket policy to institutionalize individuals with mental health disabilities. Federal courts have consistently ruled against policies that undermine detainee health rights.

The statute lacks medical professional input.

The statute appears to have been enacted without adequate consultation with correctional health care professionals. This raises concerns about the influence of non-clinical entities, such as lobbyists, who may prioritize policy agendas over evidence-based practice. The absence of input from psychologists, psychiatrists, and correctional health experts undermines the statute's legitimacy and safety.

The statute limits the ability of providers at the bedside to act in the interests of their patients in the jail and presents community providers with potential liability for medication issues in the jail.

The statute sets a precedent for unreasonable nationwide policy.

If this statute becomes a model for other states, it could normalize a one-size-fits-all approach to detainee healthcare, disregarding regional differences in resources, detainee populations, and health care standards. It does not consider continuity of care for detainees who may no longer have access to previously prescribed medications either due to financial or geographic challenges.

The opioid crisis in jails, and now with synthetic drugs infiltrating facilities, underscores the need for careful medication management, not blanket mandates. A blanket policy could worsen these issues by encouraging over-reliance on pharmaceuticals rather than comprehensive treatment plans.

The statute will disproportionately affect marginalized groups.

Detainees with mental health disorders, who make up a significant portion of the incarcerated population (e.g., one in three at Cook County Jail), are particularly vulnerable. Forced medication could disrupt existing treatment plans, destabilize conditions like schizophrenia or bipolar disorder, and lead to worse outcomes post-release, increasing recidivism and community health burdens.

The legislation could disproportionately harm marginalized groups, including those with substance use disorders, who need tailored interventions like medications for opioid use disorder (MOUDs), rather than broad medication mandates.

ACH condemns the legislation because of its negative impacts on detainee health.

The statute is not only medically unsound, but constitutionally questionable and ethically indefensible. Sheriffs need flexibility to partner with qualified providers, rather than adhering to rigid medication mandates. The statute raises constitutional and ethical concerns. ACH is prepared to offer expert testimony and data to support our position. Those of us in correctional health care have seen firsthand how poor medication decisions can adversely affect vulnerable populations, especially in correctional settings. Drugs should not be prioritized over comprehensive care. Forcing medications on detainees

without individualized assessments violates medical ethics and NCCHC standards. We cannot stand by and let this statute undermine quality care. **The statute needs to be repealed.**

BECKER COUNTY BOARD OF COMMISSIONERS RESOLUTION 07-25-1D

Health Care Savings Plan (HCSP) Becker County – Administration Office

WHEREAS, Individuals of Becker County Administration Office will participate in the Health Care Savings Plan (HCSP) administered by Minnesota State Retirement System (MSRS). All current and future employees of the Becker County Administration Office will participate as outlined by this agreement.

WHEREAS, Becker County Administration Office group to include: County Administrator, Human Resources Director, Human Resources Generalist, and HR/Administrative Assistant.

WHEREAS, Becker County will handle the administrative responsibilities of remitting and accounting for the employee contributions to MSRS. Contributions to the HCSP will be as follows:

- 2% of employees' bi-weekly gross pay.
- Employees shall be entitled to eight (8) hours of sick leave per month and shall accumulate sick leave to a maximum of nine hundred sixty (960) hours. Sick leave shall be earned on the bi-weekly payroll system. After the maximum of nine hundred sixty (960) hours have been reached half of the overage hours will be contributed to the employee's MSRS Health Care Savings Account and the other half of the overage will be donated into the County wide Catastrophic Leave Bank per policy.

WHEREAS, Individual employees may neither increase nor decrease their contributions from the amount established by this agreement. All employees must participate as outlined by this agreement unless eligible to opt out of the Plan. The employees must apply for a waiver in a format approved by MSRS. Upon the employee's death, contributions owed but not yet paid to the HCSP will be paid back to the employee's designated beneficiary on file with Becker County.

NOW THEREFORE BE IT RESOLVED. That the Board of County Commissioners of Becker County, Minnesota, approves HCSP contributions as outlined for the Becker County Administration Office effective July 1, 2025.

Duly adopted this 1st day of July, 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 July 1, 2025, as recorded in the record of proceedings.

Carrie Smith
County Administrator

BECKER COUNTY BOARD OF COMMISSIONERS RESOLUTION 07-25-1E

Health Care Savings Plan (HCSP) Becker County Sheriff's Office – POST Licensed Non-Union

WHEREAS, Individuals of Becker County Sheriff's Office who are POST Licensed and not part of a union will participate in the Health Care Savings Plan (HCSP) administered by Minnesota State Retirement System (MSRS). All current and future POST Licensed Non-Union individuals of the Becker County Sheriff's Office will participate as outlined by this agreement.

WHEREAS, POST Licensed Non-Union group to include: County Sheriff and Chief Deputy Sheriff.

WHEREAS, Becker County will handle the administrative responsibilities of remitting and accounting for the member contributions to MSRS. Contributions to the HCSP will be as follows:

- 2% of members' bi-weekly gross pay.
- For those covered in this agreement who are entitled to sick leave shall be entitled to eight (8) hours of sick leave per month and shall accumulate sick leave to a maximum of nine hundred sixty (960) hours. Sick leave shall be earned on the bi-weekly payroll system. After the maximum of nine hundred sixty (960) hours have been reached half of the overage hours will be contributed to the member's MSRS Health Care Savings Account and the other half of the overage will be donated into the County wide Catastrophic Leave Bank per policy.

WHEREAS, Individual members may neither increase nor decrease their contributions from the amount established by this agreement. All members must participate as outlined by this agreement unless eligible to opt out of the Plan. The members must apply for a waiver in a format approved by MSRS. Upon the member's death, contributions owed but not yet paid to the HCSP will be paid in cash to the member's designated beneficiary on file with Becker County.

NOW THEREFORE BE IT RESOLVED. That the Board of County Commissioners of Becker County, Minnesota, approves HCSP contributions as outlined for the Becker County Sheriff's Office – POST Licensed Non-Union effective July 1, 2025.

Duly adopted this 1st day of July, 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 July 1, 2025, as recorded in the record of proceedings.

Carrie Smith
County Administrator



Wayzata Office
3620 Northome Avenue
Wayzata, MN 55391
Phone: (612)920-3320 x103 | Fax: (612)605-2375
www.daviddrown.com

May 30, 2025

Becker County Board
County Board Members

RE: Sheriff positions

With the recent full classification and compensation study, three positions have not been approved by the Board. The Sheriff raised some concerns with job descriptions and DDA reviewed the job descriptions, updates and the current classification system, Job Evaluation Tool (JET).

The 7 factors included in JET are:

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

The following recommendations are from DDA:

1. Bailiff move to Grade 7 due to increased responsibilities
2. Chief Bailiff move to Grade 8 due to increased responsibilities
3. Sheriff Office Manager, move to Grade 6 due to increase accountability and impact on end results. Currently there is only one grade difference between supervisor and direct reports.

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



Classification: Bailiff, Grade 75
Department: Sheriff
Reports to: Chief Bailiff
FLSA Classification: Non-Exempt
Union Status: LELS Deputies
Board Approved:

Position Summary

The Bailiff is responsible for the security and welfare of persons in the courthouse and the courtrooms including judges, court staff, jurors, attorneys, prisoners and the general public. Responsible to provide information and assist regarding court procedures.

Essential Duties and Responsibilities

- Maintain the safety and security of all people in and around the courthouse.
 - Monitor security cameras and the courthouse grounds.
 - Maintain presence in the courtroom while court is in session.
 - Coordinate with the jail for inmate hearings.
 - Manage and assist the public with court paperwork and procedures and other court related matters.
 - Make arrests of persons as warranted.
 - Prepare courtrooms for proceedings.
 - Maintain jurors' safety and seclusion from case participants.
 - Calculate and meet the needs of daily court calendars.
 - Manage and assist individuals experiencing anxiety, fear or trauma due to court proceedings.
 - Serves court documents.
 - Provides persons with directions and guidance, is courteous and patient, and resolves problems when able.
-
- Attends trainings and meetings.
 - Performs other duties as assigned or apparent.

Qualifications

Education: Post-high school education/training meeting the requirement of a Peace Officer Standards and Training License.

Requirements:

- Licensed Peace Officer.
- Valid MN Driver's License.
- Must successfully pass background check.
- Current, or ability to acquire, certifications for handgun qualification, First Aid/CPR, EVOC, Use of Force, and Taser.
- The ability to communicate effectively, orally and in writing, and have positive public relations skills.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to apply a variety of procedures and policies using moderate analytical ability in adapting standard methods to fit facts and conditions using generally prescribed procedures.

Physical Demands and Working Conditions

- Work is performed in courthouse and grounds.
- Normal hearing and correctable vision required. Must possess physical strength and ability to restrain and control persons and ability to physically defend self. This position requires the ability to lift or assist in lifting injured persons. Duties can include prolonged periods of standing or walking.
- Moderate likelihood of contact to bloodborne pathogens, airborne pathogens, and other potential infectious materials. Moderate likelihood of verbal abuse and violence exposure from hostile, emotional, and angry persons.
- Ability to lift, carry or push up to 20 pounds regularly and occasionally more than 100 pounds.

Equipment Utilized

- Office equipment, computer hardware and law enforcement equipment including handgun and taser.

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 Bailiff, Grade ~~87~~
Department: Sheriff
Reports to: Sheriff
FLSA Classification: Non-Exempt
Union Status: LELS Supervisors
Board Approved:

Position Summary

The Chief Bailiff is responsible for the security and welfare of persons in the courthouse and the courtrooms including judges, court staff, jurors, attorneys, prisoners and the general public. Responsible to supervise and direct Bailiff staff and to provide information and assist regarding court procedures.

Essential Duties and Responsibilities

- Directs, monitors, and evaluates the work performance and duties of the bailiff and screeners.
- Assists in the hiring process, training of staff; rewards and disciplines employees; addresses complaints/grievances and resolves problems through effective recommendations to the County Sheriff.
- Recommends to the County Sheriff recruitment and retention plans, which result in lower employee turnover, minimal vacancies, decreased overtime usage and maintains labor hour usage within budget.
- Coordinates leave time among personnel to insure sufficient staffing for the existing workload.
- Ensures effective inter and intra departmental communication by directing staff meetings.
- Manages group and interpersonal conflict situations to the point of resolution.
- Promotes the County's mission, values and goals to staff.
- Manages all aspects of the position in accordance with the County Code of Ethics and professional ethics.
- Promotes positive employee relations and a team environment by facilitating an atmosphere of open communication, problem solving and creating a shared awareness of County goals, objectives and current events.
- Conducts safety and security procedures within the County Buildings or other locations determined by the Sheriff.
- Makes decisions to use force including deadly force, if justified.
- Collects and secures unauthorized firearms from persons attending a courtroom hearing.
- Maintains order in courtroom during trial and secures jury.
- Delivers or causes the delivery of legal documents.
- Examines incoming mail to ensure no banned objects enter the facility.
- Prepares written and oral reports on detainee behavior, rule infractions and escape attempts.
- Carries out directives from the judge regarding duties to be performed during the course of the workday.
- Opens the court for activities upon commencement of a trial.
- Provides jurors with transportation, escorts, meals information and approved materials. Secures sequestered jurors in their hotel rooms and arranges for any special needs.
- Makes arrests in and outside of courtroom.
- Provides the general public and prisoners with information and requirements for preparation of jail and Court forms.
- Provides information and directions regarding court proceedings, financial inquiries, public defenders, calendar clerk and court dates, court services, social services and other court related matters.
- Provides input to the District Judge in conducting court calendar.
- Provides the general public with information and directions regarding other county and city offices.
- Manages and assists individuals experiencing anxiety, fear or trauma due to court proceedings.

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| <ul style="list-style-type: none"> • Attends trainings and meetings. • Performs other duties as assigned or apparent. |
|---|

Qualifications

Education: Post-high school education/training meeting the requirement of a Peace Officer Standards and Training License.

Requirements:

- Full Time or Part Time MN Peace Officers License.
- Valid MN Driver's License.
- Must successfully pass background check.
- Current, or ability to acquire, certifications for handgun qualification, First Aid/CPR, EVOC, Use of Force, and Taser.
- The ability to communicate effectively, orally and in writing, and have positive public relations skills.
- 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.

Physical Demands and Working Conditions

- Work is performed in courthouse and grounds.
- Normal hearing and correctable vision required. Must possess physical strength and ability to restrain and control persons and ability to physically defend self. This position requires the ability to lift or assist in lifting injured persons. Duties can include prolonged periods of standing or walking.
- Moderate likelihood of contact to bloodborne pathogens, airborne pathogens, and other potential infectious materials. Moderate likelihood of verbal abuse and violence exposure from hostile, emotional, and angry persons.
- Ability to lift, carry or push up to 20 pounds regularly and occasionally more than 100 pounds

Equipment Utilized

- Office equipment, computer hardware and law enforcement equipment including handgun and taser.

Competencies Common to all County Positions

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



Classification: Office Administrator, Grade 65
Department: Sheriff's Office
Reports to: Chief Deputy Sheriff
FLSA Classification: Non-Exempt
Union Status: Non-Union
Board Approved:

Position Summary

The Office Administrator is responsible for the overall personnel and operational management of the Becker County Sheriff's Office administrative support staff and functions. Responsible to coordinate activities ensuring efficient and effective office functioning.

Essential Duties and Responsibilities

Administrative and Operational

- Assist with reviewing of department budget.
 - Plans and prepares materials for budget preparation and presentations. Projects department expenditures and revenues based on prior year's performance.
 - Maintains and reconciles ledger and account balances regarding bonds, civil process, gun permits, miscellaneous revenue, etc. ensuring proper coding.
 - Maintains receivable ledger, general ledger and checking account.
 - Records revenues and expenditures, makes deposits, and distributes checks.
 - Oversees credit card statements: collects receipts, reviews purchases and codes and enters data.
 - Assists Auditor/Treasurers office with the annual audit.
- Researches, prepares and submits new grant opportunities.
- Prepares and submits grant applications, reports, reimbursements, and creates and maintains records and reports.
- Maintains records of office property and updates insurance coverage. Creates and submits insurance claims.
- Preserves and maintains personnel records of all department employees; creates and submits required state reports.
- Maintains MN POST training records and license status for licensed officers.
- Prepares Board agendas and packet materials and maintains records of approved resolutions and agreements.
- Oversees and maintains accurate records of gun permits and prepares data and reports.
- Collaborates with the Sheriff and department supervisors on planning and administrative functions.
- Manages civil process: schedules mortgage foreclosure sales and redemptions, prepares paperwork and distributes proceeds.
- Composes, proofreads and edits correspondence. Types statements, reports, memos, letters, form, lists, etc.
- Creates information and correspondence for department donors. Networks and builds relationships with donors.
- Performs fingerprinting activities: schedules appointments, accepts and documents payments, and prepares reports and paperwork.
- Performs functions for subordinates in their absence and serves as liaison for County Coroner.
- Organizes supplies and materials for booths, various gatherings, events and public speaking engagements.
- Manages office social media platforms in collaboration with IT Department.
- Assists and serves on a variety of committees; schedules meetings; prepares agendas and materials; takes notes and minutes; and follows-up on tasks.
- Assists in new programming by conducting research, fundraising and implementing programs.
- Manages inventory and ordering of office supplies and equipment.
- Functions as Notary Public and maintains license.

Personnel Management

- Oversee and/or manage office personnel.
 - Assists with recruitment and selection of personnel and makes hire and promotion recommendations.
 - Creates and maintains work schedules, approves schedule changes, and approves payroll.
 - Makes decisions regarding work assignments and performance management
 - Recommends discipline and termination of subordinates.
 - Responds to employee complaints and grievances and resolves problems.
 - Advises and coaches employees regarding job performance issues and job tasks.
 - 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.
 - Ensures compliance with all County and OSHA safety rules and policies.
-
- Attends training and meetings.
 - Performs other duties as assigned or apparent.

Qualifications

Education: Associate's Degree in Business, Accounting, or similar field and three years' relevant experience; or equivalent combination of education/training/experience.

Requirements:

- Must successfully pass background check.
- Working knowledge of modern office procedures and equipment.
- Working knowledge of governmental accounting requirements.
- Knowledge and skill with Microsoft Office Suite.
- The ability to develop and implement Department goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement Department policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to apply professional/managerial principles and judgement within overall goals and direction established by senior management.
- Ability to apply considerable analytical ability to select, evaluate and interpret data, guidelines, policies and procedures from several sources.

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 ability to lift, carry or push up to 10 pounds. Normal hearing and correctable vision required.

Equipment Utilized

- Office equipment, computers, various databases and software.

Competencies Common to all County Positions

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



Classification: Administrative Assistant – Sheriff J, Grade 4
Department: Sheriff
Reports to: Office Administrator
FLSA Classification: Non-Exempt
Union Status: Teamsters Sheriff Clerical
Board Approved:

Position Summary

The Administrative Assistant – Sheriff position J is responsible for administrative, clerical, receptionist, and customer service functions for the Becker County Sheriff’s Department within established policies and procedures.

Essential Duties and Responsibilities
Coroner Duties <ul style="list-style-type: none">Manage, prepare and file Deputy Coroner paperwork, cremation requests, cause of death requests, and deaths assigned for referral.Verify that autopsies were requested by the Deputy Coroner and related autopsy billings received.Manages office contacts (phone, in-person and mailings).Receive and manage requests for autopsies and other coroner records.
Customer Service <ul style="list-style-type: none">Responds to in-coming phone calls: refers to appropriate person, takes messages and provides information.Assist customers in-person, phone, fax, and email: Provide information; refer to appropriate staff or department; handle inquiries, requests, and verbal complaints; and/or take and distribute messages in a courteous and patient manner and resolves customer concerns and problems as able.Greets and responds to in-person visitors: provides information, provides and processes permits, takes information for reports, or responds to data requests.Responds to email requests for information and/or records. Sends faxes as requested.Provides customers with directions and guidance, is courteous and patient and resolves customer concerns and problems as able.Prepare Boat & Water and Explosives Permits for the public.Notarize documents for the public, department staff, and jail inmates.
Administrative and Clerical <ul style="list-style-type: none">Processes all aspects of Civil Process.<ul style="list-style-type: none">Enters information into database.Prepares folders for Deputy to serve.Enters service information into database.Prepares Return of Service or Non-Service and E-Files.Prepares billing and invoice and processes payments.Processes protection orders.<ul style="list-style-type: none">Enters information into database and scans the order.Prepares folder for the Deputy to serve or sends to county of residence of defendant.E-files the Return of Service or Certificate of Not Served.Assists with mortgage foreclosure sales.Processes in-coming and out-going mail.Screen data requests and determine classification level of requested information to assess what data can be released and to whom per Minnesota statutes. Process requests and document action taken.

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- Processes and prepares copies of files for record requests ensuring compliance with Data Practices laws and policies.
 - Processes boat and water permit applications and generates renewal reminder letters.
 - ~~Assists with processing of gun permits.~~
 - ~~Assists with finger printing.~~
 - Gathers boat and water patrol statistics for grants and prepares reports.
 - Processes firearm applications.
 - Process payments.
 - Acquires criminal history, reviews and gathers additional information from other law enforcement agencies to determine eligibility.
 - Submits applications to the Sheriff for approval or denial and mails response to applicants.
 - Prepares and sends renewal letters to permit to carry holders.
 - Balances invoices from MNBCA for permit to carry applications.
 - ~~Conducts annual review of permits including criminal history for possible new disqualifying charges.~~
 - Scans and attaches documents to files and name cards.
 - Reviews citations for accuracy and submits. Notifies officer of any missing or incorrect information and corrects and re-submits to the State.
 - Attaches documents to DWI files and submits to the State.
 - Prepare and transcribe victim, suspect and witness statements relating to case files, often under extreme time constraints.
 - Prepare and transcribe follow-up reports and other correspondence; proofreading, copying, and distributing as necessary.
 - Maintain audio files in the ODMS Transcription System.
 - Assist deputies and supervisors with scanning information to files, retrieving files, etc.
 - Function as email contact point for the MN Department of Public Safety and Detroit Lakes City Attorney for the purpose of retrieving records, videos, deputy court notifications and updates.
 - Compose official and confidential correspondence.
 - Manage and update SPOT imaging/records system
 - Manage users as an administrator in the TAC10 software system.
 - Manage and process expungements and sealing of records. Determine what action needs to be taken and complete all necessary steps.
 - Provide support to the Office Administrator; verifying deposits; organizing supplies and materials for booths, various gathers, events and public speaking engagements; proofread and/or edit correspondence and grant applications.
 - Assists with special projects as assigned.
 - Assists with office clerical and support work as assigned.
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- Attends trainings and meetings.
 - Performs other duties as assigned or apparent.

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Qualifications

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

Requirements:

- Must successfully pass background check.
- Must possess CJIS Security Awareness Training.

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- Knowledge of modern office procedures, equipment and software.
- Knowledge of Microsoft Office Suite.
- Skill in performing accurate and efficient data entry.
- Knowledge of Data Practices requirements and ability to maintain strict confidentiality.
- The ability to communicate effectively, orally and in writing, and have positive public relations skills.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to apply a variety of procedures and policies using moderate analytical ability in adapting standard methods to fit facts and conditions using generally prescribed procedures.

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 angry persons or offensive language.
- 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: Administrative Assistant – Jail, Grade 4
Department: Sheriff – Jail
Reports to: Assistant Jail Administrator
FLSA Classification: Non-Exempt
Union Status: Teamsters Sheriff Clerical
Board Approved:

Position Summary

The Administrative Assistant/Jail is responsible for administrative, clerical, accounting/bookkeeping, and customer service functions for the Becker County Jail within established policies and procedures.

Essential Duties and Responsibilities

Customer Service

- Responds to in-coming phone calls: refers to appropriate person, takes messages and provides information.
- Communicates with jail and court staff to respond to inquiries from inmate families, bonding companies, attorneys, and others.
- Facilitates Rule 25 requests; schedule meetings, witness documents signing, etc.

Accounting and Bookkeeping

- Maintains receipt and money disbursed reports.
- Records revenues and expenditures and makes deposits.
- Receives, verifies, prepares and processes accounts payable.
- Codes purchases orders and reviews compliance with jail budget.
- Assists in maintaining and reconciling account balances.
- Reconciles data pertaining to grants and other reimbursements.
- Maintains records of Electronic Home Monitoring expenses.
- Files claims and tracks claims with Revenue Recapture and processes payments.
- Records expenditures from lodging, meals, registration fees, mileages, wages, etc. for reimbursement.
- Submits reports and tracks payments from Social Security Administration incentive payments.
- Assists with monitoring and tracking boarding revenues.
- Reviews credit card statements, enters data, and submits for payment.
- Assists in preparing the budget: projects and calculates expenditures and revenues based on prior year's performance.
- Processes and codes medical billings.

Administrative and Clerical

- Prepares and distributes in-coming and out-going mail.
- Registers and tracks all deliveries.
- Schedules and coordinates county, state and federal inmate interviews, probation interviews, attorney meetings, and court hearings.
- Manages fingerprinting activities and paperwork: schedules appointments and processes payments.
- Tracks offenders sentenced to jail time and alerts jail programmer and sergeant of incoming offenders.
- Composes, edits and types memos, letters, forms, lists, etc.
- Files, maintains and monitors expungement cases and death reports.
- Maintains personnel files, coordinates job application process with candidates, and performs onboarding process with new hires.
- Manages Video Visiting: instructs staff on procedures, monitors visits, approves visitors, and ensures rules are followed.

- Orders office supplies.
 - Schedule, coordinates and prepares use of the jail conference room.
 - Assigns duties and provides work direction to part-time administrative assistant.
 - Assists jail programmer in preparing and maintaining files and taking phone calls.
 - Maintains records of resolutions and contracts.
 - Organizes supplies and materials for booths, various gatherings, events, and public speaking engagements.
 - Maintains Notary Public certification and notarizes documents.
- Attends trainings and meetings.
 - Performs other duties as assigned or apparent.

Qualifications

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

Requirements:

- Must successfully pass background check.
- Knowledge of modern office procedures, equipment and software.
- Knowledge of Microsoft Office Suite.
- Skill in performing accurate and efficient data entry.
- Knowledge of Data Practices requirements and ability to maintain strict confidentiality.
- The ability to communicate effectively, orally and in writing, and have positive public relations skills.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to apply a variety of procedures and policies using moderate analytical ability in adapting standard methods to fit facts and conditions using generally prescribed procedures.

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 angry persons or offensive language.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

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



Classification: Assistant Jail Administrator, Grade 10
Department: Sheriff's Office – Jail
Reports to: Jail Administrator
FLSA Classification: Non-Exempt
Union Status: LELS Supervisors
Board Approved:

Position Summary

The Assistant Jail Administrator provides leadership and supervision of the employees and inmates by assisting the Jail Administrator in overseeing operations, personnel, services, and programs of the Becker County Jail. Responsible for providing efficient and effective operation of the Jail while ensuring proper administration of policies and procedures for all safety, security, statutory and constitutional requirements.

Essential Duties and Responsibilities

Administrative and Operational

- Maintain day-to-day management and leadership of the County Jail.
- Implement and enforce detention policies and procedures for the safe, secure, and legal detention of inmates.
- Perform all essential duties of Correctional Officer and Jail Sergeant positions.
- Investigate internal and external complaints against Correctional Officers and the County Jail to conclusion.
- Assist in overseeing all aspects of contracted services including housing, food service, commissary, health services and inspections.
- Collaborate with medical providers for inmate care.
- Utilize a wide variety of specialized computer systems to prepare to assist in planning, organizing and implementing changes in the County Jail.
- Maintain and audit jail financial records. Operate within and make recommendations to the budget. Prepare accurate reports for dissemination.
- Communicate and coordinate with building management and information technology partners to maintain efficient and effective jail operation.
- Maintain effective working relationships and communications with multiple agencies to achieve organizational and county-wide goals.
- Direct supervision of Corrections Sergeants, Secretarial Staff, Transport Officers, and Program Coordinator.

Personnel Management

- Assist in recruitment and selection of personnel.
 - Maintain and direct work schedules to ensure proper staffing levels.
 - Assess, monitor, and provide training of corrections staff to meet and exceed minimum standards.
 - Participate in decisions regarding hiring, promoting, work assignments, performance reviews, discipline and termination of subordinates.
 - Respond to employee grievances.
 - Advises and coaches employees regarding job performance issues and job tasks.
 - Assist and educate staff in federal, state, county and departmental responsibilities, statutes, rules, regulations, policies and procedures.
 - Serve as a positive role model of successful performance and ethical conduct.
 - Ensure compliance with all County and OSHA safety rules and policies.
- 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' relevant experience or equivalent combination of education/training/experience.

Requirements:

- Valid Minnesota Driver's License.
- Ability to respond to major emergencies and be available on call outside normal work schedule.
- Ability to obtain CJIS, Taser, First Aid/CPR and Use of Force training/certification within six months of hire.
- Knowledge of federal, state and local laws, rules and regulations relating to corrections.
- 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 an office, jail, outdoors, and vehicles.
- Normal hearing and correctable vision required. Must possess physical strength and ability to restrain and control persons and ability to physically defend self. This position requires the ability to lift or assist in lifting injured persons. Duties can include prolonged periods of standing or walking.
- Moderate likelihood of contact to bloodborne pathogens, airborne pathogens, and other potential infectious materials. Moderate likelihood of verbal abuse and violence exposure from hostile and angry inmates.
- Ability to lift, carry or push up to 20 pounds regularly and occasionally more than 100 pounds.

Equipment Utilized

- Office equipment, transport vehicles, and corrections 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: Chief Deputy Sheriff, Grade 15
Department: Sheriff's Office
Reports to: Sheriff
FLSA Classification: Non-Exempt
Union Status: Non-Union
Board Approved:

Position Summary

The Chief Deputy Sheriff is accountable and responsible to the Sheriff to plan, organize, implement, administer and evaluate all department operations and programs.

Essential Duties and Responsibilities

Administrative and Operational

- Direct supervision of Lieutenant, Office Manager, and Communications Supervisor.
- Maintains, administers and supervises Sheriff's Office operations ensuring continuous leadership, consistent administrative procedures, and operational continuity.
- Assesses and makes recommendations on policies, procedures and programs.
- Develops and maintains budget guidelines and manages budget implementation.
- Identifies, develops and implements projects and equipment
- Prepares Board and Committee agendas and information.
- Manages equipment, supplies and vehicle fleet.
- Accepts, investigates and resolves citizen complaints and staff complaints and grievances.
- Maintains department software and hardware systems.
- Coordinates with other Public Safety agencies.
- Represents the Sheriff in matters pertaining to department programs or operations, public speaking engagements, and media relations.
- Represents the Sheriff in high-level County meetings, public meetings, legal proceedings and staff meetings.
- Ensures compliance with MN data practices and media contacts.,
- Ensures compliance with regulatory agencies; coordinates programs with other County departments, local, state and federal officials.
- Identifies and implements new technology, programs and services.
- Assumes the duties, responsibilities and authority of the Sheriff in that person's absence.
- Performs all essential duties of subordinate positions.
- Maintains effective working relationships and communications with multiple agencies to achieve organizational and county-wide goals.

Personnel Management

- Direct supervision to Lieutenant, Office Manager, and Communications Supervisor.
- Manages recruitment and selection of personnel and makes hire and promotion recommendations.
- Maintains and directs work schedules to ensure proper staffing levels and approves timesheets.
- Assesses, monitors, and provides training of staff.
- Makes decisions regarding work assignments, performance reviews, discipline and termination of subordinates.
- Responds to employee grievances.
- Advises and coaches employees regarding job performance issues and job tasks.
- 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.

<ul style="list-style-type: none"> Ensures compliance with all County and OSHA safety rules and policies.
<ul style="list-style-type: none"> Attends training and meetings and maintains licenses and certifications. Performs other duties as assigned or apparent.

Qualifications

Education: Associates Degree in Criminal Justice or related area and five years’ relevant experience including three years’ supervisory experience; or equivalent combination of education/training/experience.

Requirements:

- Licensed Peace Officer.
- Valid MN Driver’s License.
- Must successfully pass background check.
- Ability to respond to major emergencies and be available on-call outside normal work schedule.
- Current certifications for Taser, EVOC, Firearms, First Aid/CPR and Use of Force.
- Knowledge of principles, practices, trends and procedures of law enforcement administration and best practices.
- Knowledge of personnel management practices and policies.
- Working knowledge of local, state and federal statutes, laws and ordinances relevant to department operations.
- Knowledge of civil and criminal court proceedings.
- The ability to develop and implement Department goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement Department policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to 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 an office, jail, outdoors, and vehicles.
- Normal hearing and correctable vision required. Must possess physical strength and ability to restrain and control persons and ability to physically defend self. This position requires the ability to lift or assist in lifting injured persons. Duties can include prolonged periods of standing or walking.
- Moderate likelihood of contact to bloodborne pathogens, airborne pathogens, and other potential infectious materials. Exposure to heat, cold, and all-weather conditions will occur. Moderate likelihood of verbal abuse and violence exposure from hostile, emotional, and angry persons.
- Ability to lift, carry or push up to 20 pounds regularly and occasionally more than 100 pounds.

Equipment Utilized

- Office equipment, department vehicles, and law enforcement equipment, including firearms.

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: Communications Supervisor, Grade 9
Department: Sheriff's Office
Reports to: Chief Deputy Sheriff
FLSA Classification: Non-Exempt
Union Status: LELS Supervisor
Board Approved:

Position Summary

The Communications Supervisor is responsible for the overall personnel and operational management of the Becker County Dispatch Center. Serves as the Sheriff's Department TAC, Becker County PSAP Manager and performs Communication Officer duties.

Essential Duties and Responsibilities

Administrative and Operational

- Develops and implements policies and procedures, both for the Dispatch Center and those mandated by the BCA and FBI.
- Oversees communications center operations to identify technical and operation training needs.
- Public Safety Answering Point (PSAP) Manager:
 - Performs system updates, monitors system for accuracy and reports issues to MnDPS.
 - Collaborates with GIS and Zoning to verify addressing complies with state mandated requirements by coordinating emergency response departments to service area and ensuring accurate mapping and 911 numbers.
 - Makes corrections and updates to the Web Data Computer System and Master Address Guide.
 - Collaborates with neighboring counties to ensure accurate mapping.
 - Collaborates with the State Department of Public Safety regarding cell phone tower changes.
- Creates accounts and supervises training and testing so that jail, dispatch, deputies and local law enforcement are certified for MyBCA system access.
- Monitors and inspects equipment and systems for proper operating and functioning within defined parameters and oversees technical repairs.
- Updates ARMER radio system to maintain operability between emergency personnel. Implements and enforces ARMER radio standards and policies.
- Audits telephones and radio traffic to determine that calls for service and messages are handled in accordance with County rules and regulations. Creates action plans to address deficiencies.
- Maintains audio recordings of calls and emergency radio traffic. Prepares recordings for transcribing, officer reports and the County Attorney's Office.
- Coordinates with the County Attorney's Office and the Court for changes and updates in jurisdiction for wanted person and civil commitments.
- Terminal Access Coordinator (TAC):
 - Ensures compliance with CJIS/NCIC requirements; enforces policy and procedures.
 - Prepares records, reports, policy and procedures for State and Federal audits with BCA and FBI; creates action plan for deficiencies and improper performance.
 - Audits records entered into National Crime Information System (NCIS) ensuring compliance with regulations and creates action plan for deficiencies and improper performance.
 - Audits records for Becker County Court verifying accurate reports and jurisdiction.
- Develops, implements and modifies the Becker County Continuity of Operations Plan (COOP) ensuring it meets state standards and trains staff on the plan.
- Performs all essential duties of Communication Officer.

Personnel Management

- Responsible for the overall personnel management within the Dispatch Center.
 - Manages recruitment and selection of personnel and makes hire and promotion recommendations.
 - Creates and maintains work schedules, approves schedule changes, and approves payroll.
 - Trains employees on equipment, procedures and system upgrades; provides direction and guidance on technical issues. Develops and implements Public Safety Communications Officer Training Program, updating as equipment and policy changes.
 - Makes decisions regarding work assignments, performance management, discipline and termination of subordinates.
 - Responds to employee complaints and grievances and resolves problems.
 - Advises and coaches employees regarding job performance issues and job tasks.
 - Assists and educates staff in federal, state, county and departmental responsibilities, statutes, rules, regulations, policies and procedures.
 - Develops and recommends recruitment and retention plans.
 - Serves as a positive role model of successful performance and ethical conduct.
 - Ensures compliance with all County and OSHA safety rules and policies.
- Attends training and meetings and maintains licenses and certifications.
 - Performs other duties as assigned or apparent.

Qualifications

Education: High School Diploma or equivalent and three years' experience as a Law Enforcement PS Communications Officer; or equivalent combination of education/training/experience.

Requirements:

- Must successfully pass background check.
- Working knowledge of relevant standards and regulations governing public safety systems.
- Working knowledge of federal, state and local laws, rules and regulations relating to dispatch/communications.
- The ability to develop and implement Department goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement Department policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to 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 an office setting. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury. Work is light duty and sedentary with ability to lift, carry or push up to 10 pounds. Normal hearing and correctable vision required.

Equipment Utilized

- Office equipment, computers, radio, and variety of database and communications 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: Correctional Officer, Grade 6
Department: Sheriff's Office – Jail
Reports to: Jail Sergeant
FLSA Classification: Non-Exempt
Union Status: LELS Dispatch & Jail
Board Approved:

Position Summary

The Corrections Officer is responsible for the care, custody and control of inmates in accordance with the maintenance of security, safety, operational rules, and policies of the Becker County Jail. Ensures the safety and security of the general public.

Essential Duties and Responsibilities
Detention and Inmate Supervision <ul style="list-style-type: none">• Monitor and regulate inmate movement.• Respond to safety and security incidents and other emergency situations, may require physical restraint and control of resisting and uncooperative inmates.• Prepare and deliver medication, hygiene, clothes and linens to inmates.• Communicate with inmates and respond to their questions and concerns.• Process the intake and release of inmates verifying proper timing.• Maintain building security.• Conduct inmate visual checks for safety and security in accordance with policy.• Enforce jail rules and regulations. Document and issue inmate discipline.• Transport detainees as necessary.
Ancillary Duties <ul style="list-style-type: none">• Prepare court papers and pass information to court and court officials.• Update jail records and documents utilizing computer database and various software.• Ensure compliance with all County and OSHA safety rules and policies.
<ul style="list-style-type: none">• Attends training and meetings and maintains licenses and certifications.• Other duties as assigned or apparent.

Qualifications

Education: High School diploma or equivalent and one-year relevant experience.

Requirements:

- Valid Minnesota Driver's License.
- Successful completion of a background check.
- Ability to obtain CJIS, Taser, First Aid/CPR/AED and Use of Force training/certification within six months of hire.
- Basic knowledge of law enforcement terminology and procedures.
- Ability to effectively use a computer and various software programs.
- Ability to handle critical situations in a calm manner.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to understand and carry out moderate and complex oral and written instructions.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved
- Ability to apply a variety of procedures and policies using moderate analytical ability in adapting standard methods to fit facts and conditions using prescribed procedures.

Physical Demands and Working Conditions

- Work is performed in the Becker County Jail and other county facilities and vehicles.
- Normal hearing and correctable vision required. Must possess physical strength and ability to restrain and control persons and ability to physically defend self. This position requires the ability to lift or assist in lifting injured persons. Duties can include prolonged periods of standing or walking.
- Moderate likelihood of contact to bloodborne pathogens, airborne pathogens, and other potential infectious materials. Moderate likelihood of verbal abuse and violence exposure from hostile and angry inmates.
- Ability to lift, carry or push up to 20 pounds regularly and occasionally more than 100 pounds.

Equipment Utilized

- Office equipment, transport vehicles, and corrections 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: Deputy Lieutenant, Grade 13
Department: Sheriff's Office
Reports to: Chief Deputy Sheriff, Sheriff
FLSA Classification: Non-Exempt
Union Status: LELS Essential Administration
Board Approved:

Position Summary

Responsible for providing 24/7 leadership, supervision, and training, while managing and directing all aspects of the Sheriff's Office and its staff including Deputy Sergeants, and Investigators. The Deputy Lieutenant In the absence of the Sheriff and Chief Deputy assumes command of the Sheriff's Office and the Detention Facility.

Essential Duties and Responsibilities

Administrative and Operational

- Manages the Detective Division and Patrol Division to include advising, directing, and supervision of personnel to ensure the proper direction, coordination, and conclusion of criminal cases and requests for Law Enforcement actions/needs. Lieutenant includes Administrative Lt. and Patrol Lt. positions.
- Provides overall supervision of the Patrol Division, Investigations, K-9, Emergency Management, and Boat and Water Division, and Court Security/Bailiffs.
- Responsible for supervising various grants and other programs sponsored by the Sheriff's Office.
- Responsible for a full individual caseload and maintaining programs within the Sheriff's Office.
- Reviews and approves reports generated from the Sheriff's Office.
- Manages administrative duties as directed by the Sheriff for Office divisions including, but not limited to, patrol, investigations, civil process, K-9, boat and water, ATV patrol, snowmobile patrol, FTO program, vehicle forfeiture program, TZD program, and alcohol/tobacco compliance program.
- Prepares and conducts public speaking engagements to community groups concerning public safety.
- Assumes command of the office and its employees in the absence of the Sheriff and Chief Deputy.
- Performs all duties and responsibilities of Sergeants, Deputy Sheriff and other subordinate positions.

Personnel Management

- Directly supervise all Deputy Sergeants, Deputy Investigators, Chief Bailiff, and Emergency Manager.
- Provides overall supervision of investigative services for the Becker County Sheriff's Office and centralized case management.
- Assists with recruitment and selection of personnel and makes hire and promotion recommendations.
- Coordinates the activities of subordinates.
- Prepares work schedules to ensure proper staffing levels and approves time off. Calls-out personnel as necessary.
- Reviews and approves case reports.
- Assesses, monitors, and provides training of staff. Monitors staff assignments for completion and quality.
- Assigns work and conducts performance evaluations. Prepares, completes and assists with the implementation and completion of Performance Improvement Plans.
- Receives, reviews, investigates and addresses citizen complaints against subordinates.
- Recommends and implements discipline including oral and written reprimands; recommends termination of subordinates.
- Recommends awards and commendations for subordinates.
- Responds to employee concerns and grievances.
- Advises and coaches employees regarding job performance issues and job tasks.

- 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.
 - Ensures compliance with all County and OSHA safety rules and policies.
- Attends training and meetings and maintains licenses and certifications.
 - Performs other duties as assigned or apparent.

Qualifications

Education: Associate's degree from an accredited college in Law Enforcement, current rank of Sergeant or Investigator and five (5) years of experience as a Peace Officer.

Requirements:

- Licensed Peace Officer.
- Valid MN Driver's License.
- Must successfully pass background check.
- Ability to respond to major emergencies and be available on-call outside normal work schedule.
- Current certifications for Taser, EVOC, Firearms, First Aid/CPR and Use of Force.
- Substantial working knowledge of federal, state and local laws, rules and regulations relating to Sheriff's Office operations.
- The ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement Department policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- The ability to establish and maintain effective working relationships with others.
- Ability to apply professional/managerial principles and judgement within overall goals and direction established by senior management.
- Ability to apply widely varied complex and significant variables, requiring analytical ability and inductive thinking in adapting policies, procedures, and methods to fit unusual and complex situations.
- Ability to effectively communicate with outside and inside contacts to carry out organizational programs and work requiring cooperation, explanation and persuasion and enforcement of laws, ordinances, policies and procedures.
- Ability to assist with budget development and management for the Sheriff's Department
- The ability to develop and implement Department goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement Department policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to use considerable analytical ability to select, evaluate and interpret data, guidelines, policies and procedures.

Physical Demands and Working Conditions

- Work is performed in an office, jail, outdoors, and vehicles.
- Heavy to very heavy physical activities requiring climbing, balancing, stooping, kneeling, crouching, crawling,

reaching, handling, feeling, talking, hearing, near and far acuity, depth perception, accommodation, field of vision and control of others. The employee must exert more than 100 pounds of force occasionally and or up to 50 pounds of force frequently. Work in the field will include exposure to weather, noise, confined/restricted areas as well as inside work in an office setting. This position is exposed to some mental effort and stress. This position occasionally performs work under moderate attention to detail and deadlines.

- Must possess physical strength and ability to restrain and control persons and ability to physically defend self. This position requires the ability to lift or assist in lifting injured persons. Duties can include prolonged periods of standing or walking.
- Moderate likelihood of contact to bloodborne pathogens, airborne pathogens, and other potential infectious materials.
- Moderate likelihood of verbal abuse and violence exposure from hostile, emotional, and angry persons.

Equipment Utilized

- Office equipment, department vehicles, and law enforcement equipment, including firearms.

Competencies Common to all County Positions

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



Classification: Deputy Sergeant, Grade 11
Department: Sheriff's Office
Reports to: Deputy Lieutenant, Chief Deputy, Sheriff
FLSA Classification: Non-Exempt
Union Status: LELS Supervisor
Board Approved:

Position Summary

The Deputy Sergeant provides overall supervision of subordinates and performs the duties and responsibilities of Deputy and other subordinate positions.

Essential Duties and Responsibilities

Administrative and Operational

- Assumes the role of command supervisor/officer at major crime scenes until relinquished.
- Manages administrative duties as directed by the Sheriff for Office divisions including, but not limited to, patrol, investigations, civil process, K-9, boat and water, ATV patrol, snowmobile patrol, FTO program, vehicle forfeiture program, TZD program, and alcohol/tobacco compliance program.
- Prepares and conducts public speaking engagements to community groups concerning public safety.
- Manages the maintenance and purchases of law enforcement equipment and supplies.
- Manages and maintains budget for the TZD grant.
- Prepares, completes, and/or assists with internal investigations for the Sheriff's Office, Jail, and outside agencies.
- Holds and maintains a current Remote Pilot Certificate.
- Assumes command of the office and its employees in the absence of the Sheriff, Chief Deputy, and Deputy Lieutenant.
- Performs all duties and responsibilities of Deputy Sheriff and other subordinate positions.

Personnel Management

- Directly supervise all deputies assigned to Patrol, Civil Process, K9, and Boat and Water.
- Assists with recruitment and selection of personnel and makes hire and promotion recommendations.
- Coordinates the activities of subordinates.
- Prepares work schedules to ensure proper staffing levels and approves time off. Calls-out personnel as necessary.
- Reviews and approves case reports.
- Assesses, monitors, and provides training of staff. Monitors staff assignments for completion and quality.
- Assigns work and conducts performance evaluations. Prepares, completes and assists with the implementation and completion of Performance Improvement Plans.
- Receives, reviews, investigates and addresses citizen complaints against subordinates.
- Recommends and implements discipline including oral and written reprimands; recommends termination of subordinates.
- Recommends awards and commendations for subordinates.
- Responds to employee concerns and grievances.
- Advises and coaches employees regarding job performance issues and job tasks.
- 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.
- Ensures compliance with all County and OSHA safety rules and policies.

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

Qualifications

Education: Associates Degree in Criminal Justice or related area and five years' relevant experience; or equivalent combination of education/training/experience.

Requirements:

- Licensed Peace Officer.
- Valid MN Driver's License.
- Must successfully pass background check.
- Ability to respond to major emergencies and be available on-call outside normal work schedule.
- Current certifications for Taser, EVOC, Firearms, First Aid/CPR and Use of Force.
- Current Remote Pilot Certificate.
- Knowledge of principles, practices, trends and procedures of law enforcement administration and best practices.
- Knowledge of personnel management practices and policies.
- Working knowledge of local, state and federal statutes, laws and ordinances relevant to department operations.
- Knowledge of civil and criminal court proceedings.
- The ability to develop and implement Department goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement Department policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to use considerable analytical ability to select, evaluate and interpret data, guidelines, policies and procedures.

Physical Demands and Working Conditions

- Work is performed in an office, jail, outdoors, and vehicles.
- Normal hearing and correctable vision required. Must possess physical strength and ability to restrain and control persons and ability to physically defend self. This position requires the ability to lift or assist in lifting injured persons. Duties can include prolonged periods of standing or walking.
- Moderate likelihood of contact to bloodborne pathogens, airborne pathogens, and other potential infectious materials. Exposure to heat, cold, and all weather conditions will occur. Exposure to loud sounds and varying lighting conditions. Moderate likelihood of verbal abuse and violence exposure from hostile, emotional, and angry persons.
- Ability to lift, carry or push up to 10 pounds regularly and occasionally more than 150 pounds.

Equipment Utilized

- Office equipment, department vehicles, and law enforcement equipment, including firearms.

Competencies Common to all County Positions

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



Classification: Deputy Sheriff, Grade 9
Department: Sheriff's Office
Reports to: Deputy Sergeant, Deputy Lieutenant, Chief Deputy, Sheriff
FLSA Classification: Non-Exempt
Union Status: LELS Deputies
Board Approved:

Position Summary

The Deputy Sheriff performs general duty law enforcement work to protect life and property and enforce federal, state and local laws and ordinances throughout Becker County

Essential Duties and Responsibilities

- Patrols within Becker County for the prevention of crime and enforcement of laws and ordinances.
 - Investigates crimes, collects evidence, and interviews witnesses and suspects.
 - Responds to calls for assistance, policy enforcement, and medical help or safety. Collects information, provides medical assistance including life saving procedures, and determines need for further action.
 - Performs investigations regarding complaints; questions individuals involved in incidents; gathers information and evidence; determines laws, regulations, or rules violated; prepares reports; and prepares information and documentation for trial.
 - Apprehends criminals and offenders.
 - Performs civil process operations.
 - Prepares and presents educational programs regarding law enforcement activities and safety.
 - Assesses need for involvement of other agencies and makes referrals to Human Services and other county and non-county organizations.
 - Testifies in court regarding evidence and observations collected and/or made during incidents that result in criminal prosecutions or civil disputes.
 - Creates and maintains records of crimes, injuries, incidents and traffic accidents and enters data into the Records Management System.
 - Drafts and executes search warrants.
 - Transports inmates and provides security for courtrooms, other law enforcement agencies or medical facilities.
 - Develops working relationships with community members to identify concerns and to increase public trust and office transparency.
- Attends training and meetings and maintains licenses and certifications.
 - Performs other duties as assigned or apparent.

Qualifications

Education: Associates Degree in Criminal Justice or related area.

Requirements:

- Licensed Peace Officer.
- Valid MN Driver's License.
- Must successfully pass background check.

- Ability to be available on-call outside normal work schedule.
- Ability to obtain certifications for Taser, EVOC, Firearms, First Aid/CPR and Use of Force.
- Knowledge of principles, practices, trends and procedures of law enforcement best practices.
- Knowledge of law enforcement weapons, equipment and tactics.
- Knowledge of safety principles.
- Knowledge of defensive techniques, physical apprehension, handcuffing, and restraint techniques.
- Working knowledge of local, state and federal statutes, laws and ordinances relevant to department operations.
- Ability to de-escalate situations involving persons under the influence of alcohol or controlled substances or experiencing mental health issues.
- Ability and skill in working with persons from diverse backgrounds.
- 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.
- Ability to use considerable analytical ability to select, evaluate and interpret data, guidelines, policies and procedures.

Physical Demands and Working Conditions

- Work is performed in an office, roads, in the community, outdoors, and vehicles.
- Normal hearing and correctable vision required. Must possess physical strength and ability to restrain and control persons and ability to physically defend self. This position requires the ability to lift or assist in lifting injured persons. Duties can include prolonged periods of standing or walking.
- Moderate likelihood of contact to bloodborne pathogens, airborne pathogens, and other potential infectious materials. Exposure to heat, cold, and all weather conditions will occur. Exposure to loud sounds and varying lighting conditions. Moderate likelihood of verbal abuse and violence exposure from hostile, emotional, and angry persons.
- Ability to lift, carry or push up to 10 pounds regularly and occasionally more than 150 pounds.

Equipment Utilized

- Office equipment, department vehicles, and law enforcement equipment, including firearms.

Competencies Common to all County Positions

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



Classification: Deputy Investigator, Grade 10
Department: Sheriff's Office
Reports to: Deputy Sergeant, Deputy Lieutenant, Chief Deputy, Sheriff
FLSA Classification: Non-Exempt
Union Status: LELS Deputies
Board Approved:

Position Summary

The Deputy Investigator coordinates and supervises all investigations concerning criminal and civil crimes in Becker County. The position also performs general duty law enforcement work to protect life and property and enforce federal, state and local laws and ordinances throughout Becker County according to departmental policies and procedures.

Essential Duties and Responsibilities

- Conducts all child abuse investigations and assists local Police Departments with their investigations. Coordinates with Child Protection agencies coordinating and assisting with interviews of victims, witnesses and suspects.
 - Investigates and manages major crimes and reviews other cases with deputies. Investigates accidents, death, civil and criminal activities; prepares search warrants, executes search and arrest warrants, interviews witnesses, takes photographs, dusts for prints, collects DNA, collects physical evidence and interviews suspects.
 - Responds to traffic accidents and domestic disputes. Mediates disputes; refers persons to agencies; investigates traffic scenes; administers First Aid; directs traffic, etc.
 - Reviews investigations of other cases and reports taken by deputies to follow-up or assist in fact finding or trial preparation.
 - Assists county attorneys office with witness meetings and trial preparation and coordinates evidence for court trials.
 - Manages the evidence room (inventory, collections, maintaining and disposing of evidence) and coordinates sending evidence to the BCA or other agencies for analysis.
 - Collaborates with and assists other agencies in investigations, surveillance and evidence collection. Agencies include FBI, BCA, other sheriff's departments or local police.
 - Conducts arson investigations coordinating with the State Fire Marshall.
 - Testifies in court to present evidence and explain arrests and facts.
 - Develops, manages, supervises and observes informant individuals.
 - Manages and controls substantial amounts of departmental currency ("buy money").
 - Coordinates with and assists the medical examiner's office for death investigations, including autopsies and evidence collection.
 - Assists in conducting searches for missing people and the recovery of drowning victims.
 - Maintains specialized equipment and supplies for evidence collection.
-
- Attends training and meetings and maintains licenses and certifications.
 - Performs other duties as assigned or apparent.

Qualifications

Education: Associates Degree in Criminal Justice or related area and three years relevant experience.

Requirements:

- Licensed Peace Officer.
- Valid MN Driver's License.
- Must successfully pass background check.
- Ability to be available on-call outside normal work schedule.
- Ability to obtain certifications for Taser, EVOC, Firearms, First Aid/CPR and Use of Force.
- Knowledge of principles, practices, trends and procedures of law enforcement best practices.
- Knowledge of law enforcement weapons, equipment and tactics.
- Knowledge of safety principles.
- Knowledge of defensive techniques, physical apprehension, handcuffing, and restraint techniques.
- Working knowledge of local, state and federal statutes, laws and ordinances relevant to department operations.
- Ability to de-escalate situations involving persons under the influence of alcohol or controlled substances or experiencing mental health issues.
- Ability and skill in working with persons from diverse backgrounds.
- 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.
- Ability to use considerable analytical ability to select, evaluate and interpret data, guidelines, policies and procedures.

Physical Demands and Working Conditions

- Work is performed in an office, roads, in the community, outdoors, and vehicles.
- Normal hearing and correctable vision required. Must possess physical strength and ability to restrain and control persons and ability to physically defend self. This position requires the ability to lift or assist in lifting injured persons. Duties can include prolonged periods of standing or walking.
- Moderate likelihood of contact to bloodborne pathogens, airborne pathogens, and other potential infectious materials. Exposure to heat, cold, and all weather conditions will occur. Exposure to loud sounds and varying lighting conditions. Moderate likelihood of verbal abuse and violence exposure from hostile, emotional, and angry persons.
- Ability to lift, carry or push up to 10 pounds regularly and occasionally more than 150 pounds.

Equipment Utilized

- Office equipment, department vehicles, and law enforcement equipment, including firearms.

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: Jail Administrator, Grade 11
Department: Sheriff's Office
Reports to: County Sheriff
FLSA Classification: Non-Exempt
Union Status: LELS Essential Administrator
Board Approved:

Position Summary

The Jail Administrator is accountable and responsible to the Sheriff to plan, organize, implement, administer and evaluate all operations of the Becker County Correctional Facilities. Responsible for providing efficient and effective operation of the Jail while ensuring proper administration of policies and procedures for all safety, security, statutory and constitutional requirements.

Essential Duties and Responsibilities

Administrative and Operational

- Plans, coordinates and controls the daily operations of the correctional unit through subordinate supervisors and employees.
- Assures compliance with federal, state and local laws, rules, regulations and guidelines related to detention facility standards and operations.
- Coordinates inmate supervision and security with other units, departments, programs and services.
- Assists in formulating and implementing objectives and institutional policies and practices consistent with department goals, legislations, and operational needs.
- Participates in the development of management improvements and the resolution of administrative and management problems within the facility.
- Directs the development and maintenance of systems, records, and legal documents that provide evaluation, control and documentation of jail operations.
- Prepares and submits reports to the MN Department of Corrections for special incidents, use of force, serious medical incidents and death. Reports on the results of mental health screenings, average daily population and contracted services.
- Prepares or oversees preparation of a variety of narrative and statistical reports related to inmate population, staff utilization, facility functions and operations, and related subjects.
- Serves as liaison to various review boards, committees, agencies and departments relating to regulatory compliance the detention facility operations and development.
- Oversees the auditing and inspection process of the correctional facilities.
- Maintains knowledge of the MN Government Data Practices Act and monitors the Becker County data practices request process.
- Oversees completion of the Expungement process.
- Oversees building management issues in coordination with the Building Maintenance Supervisor and information technology partners to maintain safe, efficient and effective jail operation.
- Monitors the process for boarding sentenced individuals to ensure regulatory compliance and budgetary efficiency.
- Addresses civic and educational groups on correctional subjects.

Financial Management

- Develops and recommends correctional units' budget and monitors and implements the approved budget ensuring overall budgetary compliance.
- Requisitions equipment and services and responsible for receipt of items. Provides inventory control over all

major equipment.

- Actively seeks out grant opportunities to offset jail operation costs.
- Assesses inmate population and staffing to determine if the county can efficiently generate revenue related to acquiring boarding contracts with county, state and federal agencies to offset jail costs.
- Oversees contracted services for inmates including, but not limited to, housing, food service, commissary service, and health service.
- Collaborates with medical providers for inmate medical care and makes recommendations.

Personnel Management

- Manages recruitment and selection of personnel and makes hire and promotion recommendations.
 - Maintains and directs work schedules to ensure proper staffing levels and approves timesheets.
 - Assesses, monitors, and provides training of staff.
 - Makes decisions or effectively recommends work assignments, performance reviews, discipline and termination of subordinates.
 - Evaluates and manages the operations and efficiency of staff hours and schedules.
 - Responds to employee grievances.
 - Advises and coaches employees regarding job performance issues and job tasks.
 - Assists and educates staff in federal, state, county and departmental responsibilities, statutes, rules, regulations, policies and procedures.
 - Develops and recommends recruitment and retention plans.
 - Investigates internal and external complaints regarding correctional employees and recommends actions to the Sheriff.
 - Ensures effective inter- and intra-departmental communication by attending and directing staff.
 - Assertively manages group and interpersonal conflict situations to the point of resolution.
 - Serves as a positive role model of successful performance and ethical conduct.
 - Ensures compliance with all County and OSHA safety rules and policies.
- Attends training and meetings and maintains licenses and certifications.
 - Assumes full command of the jail in the absence of the Sheriff.
 - Performs other duties as assigned or apparent.

Qualifications

Education: Bachelor's Degree in Criminal Justice, Business Administration or related field and two years management/supervisory experience in corrections; OR Associates Degree in Criminal Justice, Business Administration and three years' experience in corrections; OR equivalent combination of education/training/experience.

Requirements:

- Valid MN Driver's License.
- Must successfully pass background check.
- Ability to respond to major emergencies and be available on-call outside normal work schedule.
- Ability to obtain CJIS, Taser, First Aid/CPR and Use of Force training/certification within six months of hire.
- Knowledge of federal, state and local laws, rules and regulations relating to corrections.
- Knowledge of personnel management practices and policies.
- Working knowledge of local, state and federal statutes, laws and ordinances relevant to department operations.
- The ability to develop and implement Department goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement Department policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- Ability to bring a focused, calming influence to crisis situations and to organize and direct appropriate action.

- 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 an office and jail.
- Normal hearing and correctable vision required. Must possess physical strength and ability to restrain and control persons and ability to physically defend self. This position requires the ability to lift or assist in lifting injured persons. Duties can include prolonged periods of standing or walking.
- Moderate likelihood of contact to bloodborne pathogens, airborne pathogens, and other potential infectious materials. Moderate likelihood of verbal abuse and violence exposure from hostile and angry inmates.
- Ability to lift, carry or push up to 20 pounds regularly and occasionally more than 100 pounds.

Equipment Utilized

- Office equipment, corrections equipment 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: Jail Sergeant, Grade 9
Department: Sheriff's Office – Jail
Reports to: Assistant Jail Administrator
FLSA Classification: Non-Exempt
Union Status: LELS Supervisors
Board Approved:

Position Summary

The Jail Sergeant provides leadership and supervision of Corrections Officers and inmates and is responsible for assisting in providing efficient and effective operation of the Jail while ensuring proper administration of policies and procedures for all safety, security, statutory and constitutional requirements.

Essential Duties and Responsibilities

Administrative and Operational

- Recommends updates to policies and procedures to administration and provides all pertinent information.
- Effectively communicates with the Officer in Charge regarding daily activities.
- Oversees and supervises staff ensuring the timely completion of inmate services including medical, recreation, visitation, mail, commissary and other services in compliance with Department of Corrections and County policies.
- Ensures that inmates are treated in a fair and consistent manner and follows-up on inmate grievances, incidents and disciplinary actions.
- Reviews classification of inmates for proper housing assignments and addresses any concerns.
- Ensures that Corrections Officers practice personal and physical safety and security procedures to maintain a safe environment.
- Coordinates Corrections Officers in new inmate bookings, court paperwork, discharges, general inmate movements and coordinates with transport and court staff to schedule pickups, transfers and inmate movement for court.
- Performs checks of the physical building to include locks, security devices, fire systems and sanitation.
- Supervises cell inspections and follows-up on missing or malfunctioning equipment.
- Ensures that inmates are medically approved for incarceration and legally accepted and released.
- Reviews bookings to ensure accuracy and completeness of information.
- Follows-up on warrants and holds with other counties and makes transport arrangements.
- Reviews and forwards documentation to administration including restraint chair, strip search, suicidal inmates, and taser use reports.
- Ensures Corrections Officers are trained in proper medical procedures, including First Aid, CPR, and medication delivery. Schedules and assigns transports for outside medical needs.
- Addresses any medical or mental health issues and concerns with the Nurse and Corrections Officers to ensure inmate health and well-being.
- Utilizes, maintains and updates information in a variety of databases and software.
- Assists with tasks including audits, inspections, performance reviews, repairs and maintenance.

Personnel Management

- Assist in recruitment and selection of personnel and makes hire recommendations.
- Assigns, trains and schedules Corrections Officers and Transport Officers.
- Participates in decisions regarding hiring, work assignments, performance reviews, and discipline.
- Advises and coaches employees regarding job performance issues and job tasks.
- Assists and educates staff in federal, state, county and departmental responsibilities, statutes, rules,

regulations, policies and procedures.

- Addresses complaints and grievances and resolves problems.
- Effectively manages through appropriate delegation and direction of others to perform tasks and responsibilities.
- Ensures effective inter- and intra-department communication.
- Serves as a positive role model of successful performance and ethical conduct.
- Ensures compliance with all County and OSHA safety rules and policies.

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

Qualifications

Education: Some specialized training post-high school in a relevant field and three years' relevant experience or equivalent combination of education/training/experience.

Requirements:

- Valid Minnesota Driver's License.
- Ability to be available on call outside normal work schedule.
- Ability to obtain CJIS, Taser, First Aid/CPR and Use of Force training/certification within six months of hire.
- Knowledge of federal, state and local laws, rules and regulations relating to corrections.
- 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 an office, jail, outdoors, and vehicles.
- Normal hearing and correctable vision required. Must possess physical strength and ability to restrain and control persons and ability to physically defend self. This position requires the ability to lift or assist in lifting injured persons. Duties can include prolonged periods of standing or walking.
- Moderate likelihood of contact to bloodborne pathogens, airborne pathogens, and other potential infectious materials. Moderate likelihood of verbal abuse and violence exposure from hostile and angry inmates.
- Ability to lift, carry or push up to 20 pounds regularly and occasionally more than 100 pounds.

Equipment Utilized

- Office equipment, transport vehicles, and corrections 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: Program Coordinator, Grade 9
Department: Sheriff's Office – Jail
Reports to: Assistant Jail Administrator
FLSA Classification: Non-Exempt
Union Status: LELS Dispatch & Jail
Board Approved:

Position Summary

The Program Coordinator manages, implements and administers programs for the inmates of the Becker County Jail and provides training and oversight to correctional employees.

Essential Duties and Responsibilities

Programs Management

- Develops, implements, evaluates and monitors inmate religious, chemical dependency, recreational, vocational services and counseling programs ensuring compliance with Mn Department of Corrections regulations, rules and guidelines.
- Oversees and coordinates the Sentence to Service (STS), Huber and Department of Corrections (ICWC and DOC W/R) programming ensuring compliance with DOC requirements.
- Administers Huber program: establishes eligibility, approves participation, maintains schedules, collects payments, manages GPS, etc.
- Maintains and operates DOC programs W/R and ICWC: approves participation, passes and levels; maintains schedules; prepares reports.
- Supervises, manages and trains volunteers and facilitators.

Staff Management and Ancillary Duties

- Establishes, maintains and oversees the training of Correction Officer employees. Develops and assigns initial training itinerary and schedules.
- Maintains training records for all employees.
- Leads, guides, and directs all line staff. Point of contact for questions from Corrections Officers.
- Assists with Corrections Officer duties as necessary.
- Ensure compliance with all County and OSHA safety rules and policies.
- Serves as a customer service role model for the County and the Department.
- Prepares a variety of reports, correspondence, etc. and enters data into CJIS database.

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

Qualifications

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

Requirements:

- Valid Minnesota Driver's License.
- Successful completion of a background check.
- Ability to obtain CJIS, Taser, First Aid/CPR/AED and Use of Force training/certification within six months of hire.
- Basic knowledge of corrections terminology and procedures.
- Ability to effectively use a computer and various software programs.

- Ability to handle critical situations in a calm manner.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to understand and carry out moderate and complex oral and written instructions.
- Ability to apply professional/managerial principles and judgement within overall goals and direction established by senior management.
- Ability to apply a variety of procedures and policies using moderate analytical ability in adapting standard methods to fit facts and conditions using prescribed procedures.

Physical Demands and Working Conditions

- Work is performed in the Becker County Jail and other county facilities and vehicles.
- Normal hearing and correctable vision required. Must possess physical strength and ability to restrain and control persons and ability to physically defend self. This position requires the ability to lift or assist in lifting injured persons. Duties can include prolonged periods of standing or walking.
- Moderate likelihood of contact to bloodborne pathogens, airborne pathogens, and other potential infectious materials. Moderate likelihood of verbal abuse and violence exposure from hostile and angry inmates.
- Ability to lift, carry or push up to 20 pounds regularly and occasionally more than 100 pounds.

Equipment Utilized

- Office equipment, transport vehicles, and corrections 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: Public Safety Communications Officer, Grade 6
Department: Sheriff's Office
Reports to: Communications Supervisor
FLSA Classification: Non-Exempt
Union Status: LELS Dispatchers and Jailers
Board Approved:

Position Summary

The Public Safety Communications Officer provides emergent and non-emergent dispatch center services for Becker County.

Essential Duties and Responsibilities

Communications Center

- Operates and monitors a multi-talk group radio system (ARMER) including the paging system for Fire, Rescue and Ambulance emergencies for multiple agencies.
- Monitors numerous county, regional and statewide radio talk groups.
- Receives emergent and non-emergent calls, texts and TTY utilizing two multiline systems: prioritizes calls by gathering and verifying information; logging the information into the Computer Aided Dispatch System (CAD) while dispatching out the appropriate emergency service(s).
- Refers non-emergency calls to appropriate personnel or agencies.
- Monitors the progress of call responders to ensure safety and updates information to responders.
- Updates responders via radio, CAD and mapping system. Logs responder requests and makes appropriate calls or contacts to accommodate requests.
- Updates responders of safety issues and information gathered such as addresses, offenders, warrants, history, etc.
- Engages with suicidal callers, barricaded subjects and other in-progress calls with threats of life, injury and/or property.
- Monitors, relays information and dispatches appropriate personnel utilizing Becker County All Call, Code Red, Security Camera System in situations including, but not limited to, inclement weather, disasters, missing persons, threats, etc.
- Follows-up on 911 hang ups, determining if emergency services are needed.
- Troubleshoots and maintains communication center equipment.
- Responsible for compliance with the Data Practices Act and other related laws and regulations in the Communications Center.

Ancillary Duties

- Logs protected data from state and federal agencies, including driver's licenses, vehicle registrations and warrant checks.
- Performs time-sensitive data entry including entry and removal of hot files, warrant entries and removals, hit confirmations, Human Services reports, Order for Protection updates and confirmations, Domestic Abuse No Contact Orders updates and confirmations, media releases, etc.
- Provides in-person customer service including receiving complaints, providing information, receiving and receipting cash and surety bonds, etc.
- Provides training and direction to new hires.
- Arranges placement and transportation for juvenile victims and offenders and abuse victims.
- Monitors and controls access to restricted areas.
- Upholds public safety expectations regarding standards of service and standards of care.

<ul style="list-style-type: none"> • Ensures compliance with all County and OSHA safety rules and policies.
<ul style="list-style-type: none"> • Attends training and meetings and maintains licenses and certifications. • Performs other duties as assigned or apparent.

Qualifications

Education: High School Diploma or equivalent and experience with computer database operations.

Requirements:

- Ability to acquire BCA CJIS certification within six months of hire.
- Must successfully pass background check.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to interpret a variety of instructions furnished in written, oral, or schedule forms.
- Ability to effectively use a computer and various software programs.
- Ability to handle critical situations in a calm manner.
- Ability to handle confidential information and follow data practices requirements.
- Significant ability to multi-task.
- 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 an office setting. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury. Work is light duty and sedentary with ability to lift, carry or push up to 10 pounds. Normal hearing and correctable vision required.

Equipment Utilized

- Office equipment, computers, radio, and variety of database and communications 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: Release Planner/Case Worker, Grade 9
Department: Sheriff's Office – Jail
Reports to: Jail Administrator
FLSA Classification: Non-Exempt
Union Status: LELS Dispatch & Jail
Board Approved:

Position Summary

The Release Planner/Case Worker provides discharge planning for offenders being released from jail who suffer from serious and persistent mental illness. These discharge plans are coordinated with community support services and are designed to help adults with serious and persistent mental illness in gaining access to needed medical, social, educational, vocational, and other necessary services as they relate to the client's mental health needs and ensuring coordination of services.

Essential Duties and Responsibilities

- Provide screening and develop tools to identify client/inmates who may need release planning or coordination of services.
 - Develop appropriate discharge planning and referrals for clients being released from jail who suffer from mental illness in accordance with MN Statute 641.155.
 - Coordinate community based teaming to ensure appropriate services for the client.
 - Advocate for the client/inmate within the community. Coordinate efforts with community partners to ensure basic needs of the individual are being met to include food, clothing and shelter after they are discharged from the Becker County Jail.
 - Develop and coordinate mental health services within the community for the client. Coordinate with human services, Medical Assistance, probation or other entity to ensure the client has the appropriate medications upon their release.
 - Refer to case management within the community for ongoing services for the appropriate agency; ensure assistance is provided for application for financial assistance, medical assistance or Minnesota Care, housing, food, or employer/community partners for employment etc.; assist in obtaining a state photo for identification, a social security card or tribal ID; secure follow-up appointment/s with probation, human service, psychiatrist, attorney or other appropriate community mental health providers; ensure assistance in obtaining prescription medications.
 - Arrange transportation upon release to home, treatment bed, or other.
 - Evaluate any other unmet needs of the client.
 - Document case activities with the jail, probation, or human service; or other local community-based services.
 - Maintain client files, records and documents, health plans, county, state and federal entities, as applicable.
 - Promote, develop, and maintain good working relationships with the public, the community, and other agencies. Respond promptly and accurately to public requests and inquiries.
- Attends training and meetings and committees.
 - Performs other duties as assigned or apparent.

Qualifications

Education: Bachelor of Science in either criminal justice, human services, social work, psychology, sociology or related field and at least two years' experience in probation, human services, or a related field and be able to demonstrate an understanding of the criminal justice process.

Requirements:

- Valid Driver's License.
- Ability to pass a background check.
- Knowledge of federal, state and local laws, rules and regulations relating to corrections.
- Must possess a high level of interpersonal communication skills and abilities to deal with difficult clients and potentially volatile situations.
- Ability to read, analyze and interpret state statute, professional journals and other governmental regulations as it applies to release plans.
- Ability to develop the relationships with human services, probation, clients, and the public
- 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 an office, jail, and the community.
- Normal hearing and correctable vision required.
- Candidate must be able to lift or move at least 10 pounds and be able sit, stand and walk since the candidate will be working primarily in a correctional environment.
- May experience exposure to angry, emotional, or hostile persons.

Equipment Utilized

- Office equipment, transport vehicles, and corrections 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: Security Screener, Grade 4
Department: Sheriff
Reports to: Chief Bailiff
FLSA Classification: Non-Exempt
Union Status: Teamsters Courthouse
Board Approved:

Position Summary

The Security Screener is responsible for the security and welfare of persons in the courthouse by performing security screening including the use of hand wands, metal detectors and x-ray machines. Conducts security sweeps and provides first line defense tactics for situations ranging from oral intervention to physical intervention.

Essential Duties and Responsibilities

- Performs security screening: tasks include hand-wanding, pat-down searches, and monitoring walk-through metal detector screening equipment of property. Operates x-ray machines to identify dangerous objects in baggage or on-person.
 - Monitors and controls entry and exit points, observes behaviors and situations.
 - Provides first line defense tactics for necessary situations ranging from oral intervention to physical intervention.
 - Inspects, sets-up, takes down, and tests court screening equipment and signage.
 - Monitors designated radio channels to ensure no unauthorized use of radios in the courthouse or courtrooms.
 - Warns violators of rule infractions, such as smoking, loitering or carrying forbidden items.
 - Conducts routine and special security sweeps of the interior and exterior of the courthouse.
 - Provides information to bailiff(s) regarding any security or screening issues or concerns.
 - Provides support and assistance to bailiffs as necessary to maintain building and prisoner security.
 - Prepares and submits reports and other documents.
 - Provides persons with directions and guidance, is courteous and patient, and resolves problems when able.
- Attends trainings and meetings.
 - Performs other duties as assigned or apparent.

Qualifications

Education: High School diploma or equivalent.

Requirements:

- Must successfully pass background check.
- Current, or ability to acquire, certifications for handgun qualification, First Aid/CPR, and Taser.
- The ability to communicate effectively, orally and in writing, and have positive public relations skills.
- Ability to handle a variety of typical assignments and problems under moderate supervision.
- Ability to perform standard procedures and tasks where basic analytical ability is required.

Physical Demands and Working Conditions

- Work is performed in courthouse and grounds.
- Normal hearing and correctable vision required. Must possess physical strength and ability to restrain and control persons and ability to physically defend self. This position requires the ability to lift or assist in lifting injured persons. Duties can include prolonged periods of standing or walking.

- Moderate likelihood of contact to bloodborne pathogens, airborne pathogens, and other potential infectious materials. Moderate likelihood of verbal abuse and violence exposure from hostile, emotional, and angry persons.
- Ability to lift, carry or push up to 20 pounds regularly and occasionally more than 100 pounds.

Equipment Utilized

- Office equipment, computer hardware and law enforcement 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: STS Crew Supervisor, Grade 5
Department: Sheriff – Jail
Reports to: Jail Administrator
FLSA Classification: Non-Exempt
Union Status: LELS Dispatch & Jail
Board Approved:

Position Summary

The STS (Sentenced to Serve) Crew Supervisor oversees Sentence to Service work crews,

Essential Duties and Responsibilities

- Manages sentenced persons performing work for non-profit organizations, Cities, County, and Townships.
 - Work includes, but is not limited to, clean restrooms, dispose of garbage, rake and clean beaches, maintain trails, cut trees and brush, and report and pick up garbage on forest roads and county property.
 - Ensures accessibility of facilities.
 - Maintains public accesses on County-owned land including mowing and trimming.
 - Trains and oversees inmates in proper and safe use of equipment.
 - Maintains equipment and vehicles.
 - Collaborates with local agencies to coordinate STS Services.
 - Maintains knowledge of Department of Corrections, DNR, and County policies and procedures as they relate to STS work.
 - Prepares and submits reports and other documents.
 - Provides persons with directions and guidance, is courteous and patient, and resolves problems when able.
- Attends trainings and meetings.
 - Performs other duties as assigned or apparent.

Qualifications

Education: High School diploma or equivalent and one-year relevant experience.

Requirements:

- Must successfully pass background check.
- Ability to obtain chainsaw certification.
- The ability to communicate effectively, orally and in writing, and have positive public relations skills.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to apply a variety of procedures and policies requiring moderate analytical ability in adapting standard methods to fit facts and conditions using generally prescribed procedures.

Physical Demands and Working Conditions

- Work is performed in office and a variety of grounds and buildings throughout Becker County.
- Normal hearing and correctable vision required. Must possess physical strength and ability to physically perform manual work and operate equipment and vehicles. Duties can include prolonged periods of standing or walking.
- Moderate likelihood of contact to bloodborne pathogens, airborne pathogens, and other potential infectious materials. Exposure to all weather conditions.
- Ability to lift, carry or push up to 20 pounds regularly and occasionally more than 50 pounds

Equipment Utilized

- Office equipment, department vehicles, tools 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: Transport Officer, Grade 4
Department: Sheriff's Office – Jail
Reports to: Jail Administrator
FLSA Classification: Non-Exempt
Union Status: LELS Dispatch & Jail
Board Approved:

Position Summary

The Transport Officer is responsible for the care, custody and control of inmates while transporting them to and from the Becker County Jail in accordance with security, safety, operational rules, and policies.

Essential Duties and Responsibilities
Transportation and Inmate Supervision <ul style="list-style-type: none">• Transports inmates on warrant status from various jails and prisons to the Becker County Jail.• Maintains control of inmates to prevent escape.• Takes inmates to Court, both in person and via Zoom.• Transports persons civilly committed to treatment facilities
Ancillary Duties <ul style="list-style-type: none">• Prepares and manages court schedules with Becker County Court staff.• Enters data into CJIS database.• Ensures compliance with all County and OSHA safety rules and policies.
<ul style="list-style-type: none">• Attends training and meetings and maintains licenses and certifications.• Other duties as assigned or apparent.

Qualifications

Education: High School diploma or equivalent.

Requirements:

- Valid Minnesota Driver's License.
- Successful completion of a background check.
- Ability to obtain CJIS, Taser, First Aid/CPR/AED and Use of Force training/certification within six months of hire.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to understand and carry out moderate and complex oral and written instructions.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved
- Ability to apply a variety of procedures and policies using moderate analytical ability in adapting standard methods to fit facts and conditions using prescribed procedures.

Physical Demands and Working Conditions

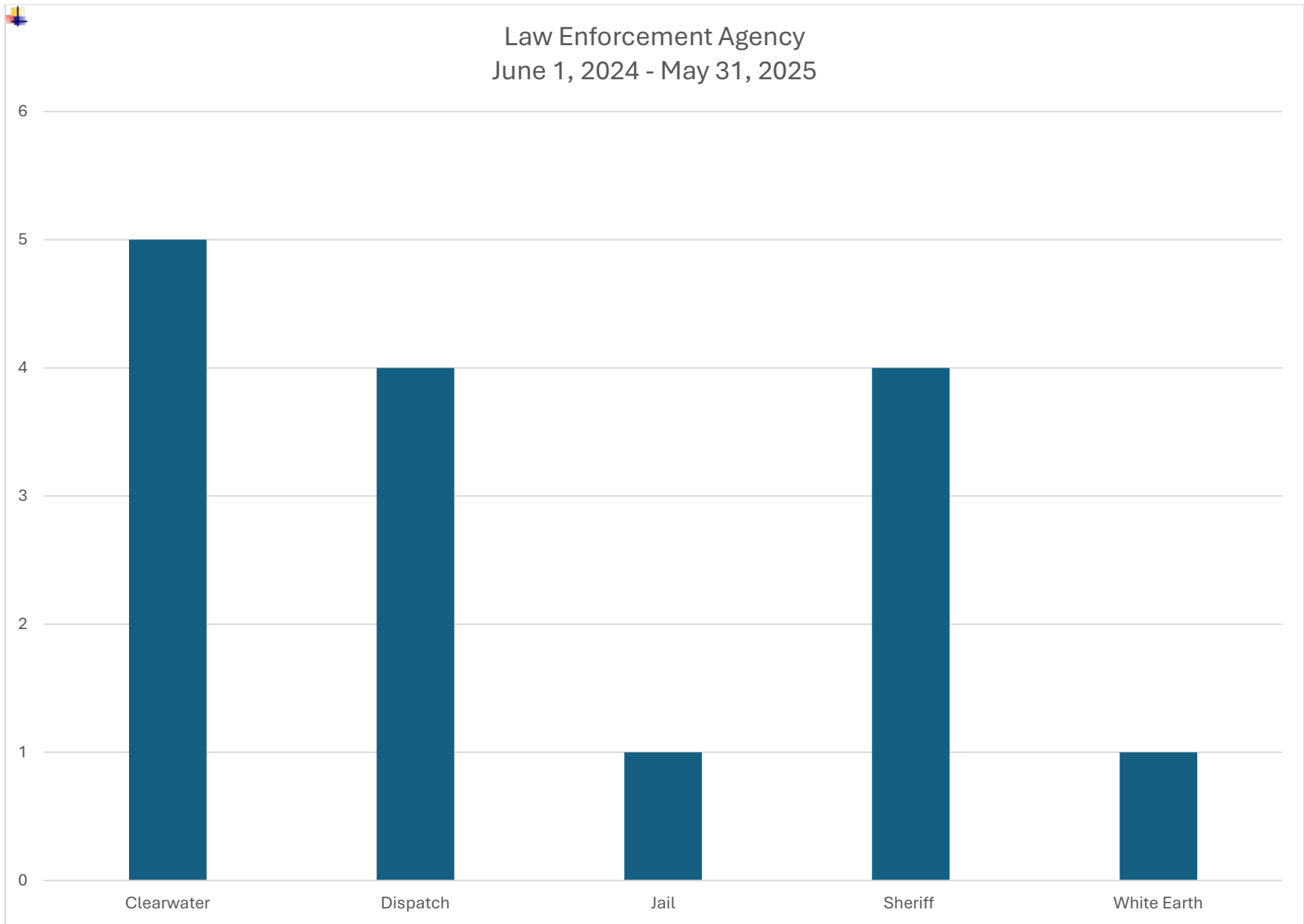
- Work is performed in the Becker County Jail and other facilities and transport vehicles.
- Normal hearing and correctable vision required. Must possess physical strength and ability to restrain and control persons and ability to physically defend self. This position requires the ability to lift or assist in lifting injured persons.
- Moderate likelihood of contact to bloodborne pathogens, airborne pathogens, and other potential infectious materials. Moderate likelihood of verbal abuse and violence exposure from hostile and angry inmates.
- Ability to lift, carry or push up to 20 pounds regularly and occasionally more than 100 pounds.

Equipment Utilized

- Office equipment, transport vehicles, and corrections 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.



Agency Total June 24 - May 25

Date	Organization
11/6/24	Clearwater
11/22/24	Clearwater
2/14/25	Clearwater
3/29/25	Clearwater
5/7/25	Clearwater
Total Clearwater	5
7/19/24	Dispatch
9/2/24	Dispatch
9/3/24	Dispatch
4/24/25	Dispatch
7/20/24	Jail
7/20/24	Sheriff
10/26/24	Sheriff
3/26/25	Sheriff
5/16/25	Sheriff
Toal Becker County	9
1/9/25	White Earth
Total White Earth	1
Grand Total	15

PUBLIC ENTITY BECKER COUNTY

RESOLUTION NO. 07-25-1G

RESOLUTION SUPPORTING REGIONAL PARK OR TRAIL DESIGNATION **APPLICATION IN GREATER MINNESOTA:**

Park or trail name: Detroit Mountain Recreation Area

Location: 29409 170th Street

Date of Resolution: July 1, 2025

Check below as identified on application:

☐ Lead Applicant (City or County) – City of Detroit Lakes

☒ Joint Applicant/Partner (City or County) – Becker County

BE IT RESOLVED that *Becker County as joint applicant(s)/partner(s) the City of Detroit Lakes* we formally support(s) and authorize(s) the applicant's submission on behalf of the partnership.

BE IT FURTHER RESOLVED that as joint applicant(s)/partner(s) we are fully aware of the information provided in the application and associated responsibilities, including long-term commitments as defined in the application and related master plan and supporting information as submitted.

BE IT FURTHER RESOLVED that, should *Detroit Mountain Recreation Area* receive formal designation as a Regional park or trail in Greater Minnesota by the Commission, that as the lead applicant or joint applicant(s)/partner(s) we have the legal authority to enter into formal designation and funding agreements with the Commission for the referenced park or trail.

BE IT FURTHER RESOLVED that listed applicant and joint applicant(s)/partner(s) certify they will comply with all applicable laws and regulations associated with regional designation and any future grant funding for their respective portions of any project.

I CERTIFY THAT the above resolution was adopted by the listed joint applicant/partner.

BECKER COUNTY BOARD

By _____
David Meyer, Board Chair

Date _____

Witnessed:

Carrie Smith, County Administrator

Date _____



BECKER COUNTY

Land Use Department

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

MEMORANDUM FOR ACTION

Date: July 1st, 2025

SUBJECT: USDA Wildlife Damage Management Agreement

TO: Becker County Board of Commissioners

1. Discussion:

Work Initiation Document (WID) for Wildlife Damage Management between Becker County and United States Dept of Agriculture (USDA), Animal and Plant Health Inspection Service Wildlife Services (APHIS) Division serves as a working agreement to resolve or prevent damage occurring on Becker County Managed Lands from Beavers, Gray Wolves, or Coyotes.

This agreement essentially authorizes the USDA-APHIS to utilize trapping or take methods on Becker County Managed Lands that may have a greater impact on roads or railroad infrastructure, hydrological implications, or other negative implications due to wildlife damages.

2. Funding: NA

4. Action request: Approve and Authorize Signature of Agreement

5. The point of contact for this memorandum is Steve Skoog/Mitch Lundeen

Distribution: Board of Commissioners, County Administrator

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE WILDLIFE SERVICES					WORK INITIATION DOCUMENT FOR WILDLIFE DAMAGE MANAGEMENT		
SECTION 1	1. WORK INITIATION DOCUMENT NUMBER				2. STATUS <input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL <input type="checkbox"/> NATIONAL WILDLIFE RESEARCH CENTER		
	3A. TYPE OF WORK INITIATION DOCUMENT <i>(mark all that apply)</i> <input type="checkbox"/> PRIVATE PROPERTY <input type="checkbox"/> NON-PRIVATE PROPERTY <input type="checkbox"/> TEMPORARY/CIVIL <input type="checkbox"/> ADJACENT LANDOWNER <input type="checkbox"/> AMENDMENT TO AN EXISTING WORK INITIATION DOCUMENT					3B. ASSIGN TO THESE SPECIAL GROUPS	
						(1) (2) (3) (4)	
SECTION 2	4. COOPERATOR NAME <i>(last, first, MI)</i>						
	5. COOPERATOR MAILING ADDRESS						
	6. COMMON NAME				7. COOPERATOR TELEPHONE NUMBER		
	8. OWNER OR REPRESENTATIVE NAME <i>(if different from Cooperator)</i>				9. OWNER OR REPRESENTATIVE TELEPHONE NUMBER		
	10. OWNER OR REPRESENTATIVE ADDRESS <i>(if different from Cooperator)</i>						
SECTION 3	11. PROPERTY / LAND CLASS INFORMATION				12. ADJOINING PROPERTY WID NO.'s		13. TARGETED SPECIES
	COUNTY	PROPERTY	LAND CLASS	ACRES			
	A.				A.	A.	F.
	B.				B.	B.	G.
	C.				C.	C.	H.
	D.				D.	D.	I.
	E.				E.	E.	J.
STATE		TOTAL ACRES				<input type="checkbox"/> 14. There are additional targeted species <i>(complete and attach WS Form 12 Addendum)</i>	
SECTION 4	15. In consideration of the benefits to be derived from the proper management of damage caused by those species listed in Item 13 (and Item 14 if applicable), I, the undersigned Cooperator or Cooperator's representative, do hereby give my consent and concurrence to the Animal and Plant Health Inspection Service (APHIS) (to include its officials, employees, and agents) to use, upon lands owned, leased, or otherwise controlled by me, and identified by this Work Initiation Document, the following methods and devices (COMPONENTS):						
	A.		B.			C.	
	D.		E.			F.	
	<input type="checkbox"/> 16. There are additional methods <i>(complete and attach WS Form 12 Addendum)</i>						
SECTION 5	17. I, the Cooperator or Cooperator's representative, have been informed of the methods and the manner in which the control materials and devices listed in Section 4 will be used, and of the possible hazards associated with their use. I understand that APHIS (to include its officers, employees, and agents) will exercise reasonable precautions to safeguard all persons to prevent injury to animal life other than those listed in Section 3, Item 13 (and Item 14, if applicable); guard against the mishandling of control devices and materials; and exercise due caution and proper judgment in all wildlife damage management operations. I understand that APHIS WS will maintain restricted use pesticide application records on applications made under the Work Initiation Document, and that APHIS WS will provide copies of the records or record information promptly upon the property owner's or cooperator's request. I understand that APHIS WS may collect Global Positioning System (GPS) coordinates at the project site as part of component or activity tracking or as wildlife disease monitoring or research data. As a Lessee, the Cooperator agrees that the lease is current and will remain so while APHIS WS conducts operational activities on the property, and will notify WS if the lease expires or is canceled. The Lessee agrees to notify the landowner about any methods or devices (components) in use by APHIS WS on the property.						
SECTION 6	18. In consideration of these understandings and of the benefits to be derived, I, the Cooperator or Cooperator's representative, agree to take reasonable precautions to prevent injury to livestock and other domestic animals; assume responsibility for injury to my property under my control when said injury is not the result of negligence on the part of APHIS; assist in maintaining such warning signs as APHIS may place for the purpose of notifying persons entering onto such lands of the possible hazards associated with wildlife damage management measures in use thereon; and to give adequate warning of these possible hazards to persons I authorize to enter onto such lands. Further, in recognition of the benefits to be derived from the use of specified methods and devices authorized by this Work Initiation Document, I, the cooperator or cooperator's representative, agree not to concurrently use or allow to be used upon lands covered by this Work Initiation Document any toxic material that might reasonably be expected to take a species listed above in Section 3, Item 13 (and Item 14, if applicable), unless such use of said toxicant is agreed to by APHIS in writing.						
19. SPECIAL CONSIDERATIONS							
20A. LANDOWNER, LESSEE, OR ADMINISTRATOR NAME AND TITLE				20B. SIGNATURE		20C. DATE	
21A. APHIS REPRESENTATIVE NAME				21B. SIGNATURE		21C. DATE	
21D. APHIS REPRESENTATIVE TELEPHONE NUMBER				21E. STATE OFFICE ADDRESS			

PRIVACY ACT NOTICE

5 U.S.C. 552a(e)(3) requires that each agency that maintains a system of records provide each individual from whom the agency solicits information with the following information.

AUTHORITY FOR REQUESTING INFORMATION

7 U.S.C. 8351 to 8353, and 16 U.S.C. 667, authorizes officers, agents, and employees of the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Wildlife Services (WS) to conduct a program of wildlife services and to enter into agreements with States, local jurisdictions, individuals, and public and private agencies, organizations, and institutions for the purpose of conducting such services.

NATURE OF YOUR DISCLOSURE OF INFORMATION

Disclosure of information solicited by USDA, APHIS, Wildlife Services is voluntary.

PRINCIPLE PURPOSE FOR WHICH THE INFORMATION IS SOLICITED

Information is solicited from you for the purpose of executing and implementing agreements for control of wildlife damage.

ROUTINE USES WHICH MAY BE MADE OF THE INFORMATION

- (1) To cooperative Federal, State, Tribal, and local government officials, employees, or contractors and other parties as necessary to carry out the program; and other parties engaged to assist in administering the program. Such contractors and other parties will be bound by the nondisclosure provisions of the Privacy Act. This routine use assists the agency in carrying out the program, and thus is compatible with the purpose for which the records are created and maintained;
- (2) To the appropriate agency, whether Federal, State, local, Tribal, or foreign, charged with responsibility of investigating or prosecuting a violation of law or of enforcing, implementing, or complying with a statute, rule, regulation, or order issued pursuant thereto, of any record within this system when information available indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and either arising by general statute or particular program statute, or by rule, regulation, or court order issued pursuant thereto;
- (3) To the Department of Justice when the agency, or any component thereof, or any employee of the agency in his or her official capacity, or any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee, or the United States, in litigation, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the use of such records by the Department of Justice is deemed by the agency to be relevant and necessary to the litigation; provided, however, that in each case, the agency determines that disclosure of the records to the Department of Justice is a use of the information contained in the records that is compatible with the purpose for which the records were collected;
- (4) For use in a proceeding before a court or adjudicative body before which the agency is authorized to appear, when the agency, or any component thereof, or any employee of the agency in his or her official capacity, or any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee, or the United States, where the agency determines that litigation is likely to affect the agency or any of its components, is a party to litigation or has an interest in such litigation, and the agency determines that use of such records is relevant and necessary to the litigation; provided, however, that in each case, the agency determines that disclosure of the records to the court is a use of the information contained in the records that is compatible with the purpose for which the records were collected;
- (5) To appropriate agencies, entities, and persons when the agency suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; the agency has determined that as a result of the suspected or confirmed compromise, there is a risk of harm to economic or property interests, a risk of identity theft or fraud, or a risk of harm to the security of integrity of this system or other systems or programs (whether maintained by the agency or another agency or entity) that rely upon the compromised information; and the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with the agency's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm;
- (6) To USDA contractors, partner agency employee or contractors, or private industry employed to identify patterns, trends, or anomalies indicative of fraud, waste, or abuse;
- (7) To land management agencies, such as the Bureau of Land Management and the U.S. Fish and Wildlife Service, relating to wildlife damage on grazing allotments;
- (8) To consumer reporting agencies in accordance with 31 U.S.C. 3711(e);
- (9) To Federal, State, Tribal, and local regulatory agencies and their employees and contractors who collaborate with Wildlife Services in implementation of, or agencies that regulate, wildlife management projects or programs, or who have an interest in, or regulate, animal or public health, or national security;
- (10) To Federal or State Government-level representatives of the U.S. Environmental Protection Agency, in compliance with the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) mandate in 7 U.S.C. 136(f, and i thru l), of the location on a cooperator's property where certain regulated pesticide devices are deployed or regulated pesticides are applied; and
- (11) To the National Archives and Records Administration (NARA) or to the General Services Administration for records management inspections conducted under 44 U.S.C. 2904 and 2906.

EFFECTS OF FAILURE TO FURNISH INFORMATION

Failure to provide the solicited information will not subject you to penalties or adverse consequences.

Instructions for Completing WS Form 12A, Work Initiation Document For Wildlife Damage Management

NOTE: A WS Form 12A Work Initiation Document (WID) is required to be signed by a Cooperator for all properties worked by Wildlife Services (WS). The WID and the WID agreement in WS Management Information System (MIS) expire 5 years after the Cooperator signature date. To renew a WID agreement for another 5 years, a new WS Form 12A is required to be signed by the Cooperator, and everything on the WID agreement in MIS must match the corresponding items on the WS Form 12A.

NOTE: An expanded and detailed set of instructions for the WID is available in MIS. Employees should study the detailed version until familiar with completing the WID.

SECTION 1 – Basic WID Identification and Type

1. Entering the WID document number is optional. Contact your MIS Data Technician to obtain this number if one is needed.
2. Mark only one box, selecting New (agreement) or Renewal (of existing agreement).
3. A WID may have more than one type of work characteristic. Mark all applicable boxes indicating this WID's type of work.

SECTION 2 – Cooperator Information

4. Enter the name of the Cooperator as it appears on the Cooperative Service Agreement, Cooperative Service Field Agreement, Memorandum of Agreement or Understanding, or as it appears in the Cooperator's business references.
5. Enter the Cooperator's mailing address with street or P.O. box, city, state, and ZIP code. This may be the permanent address, mailing address, home address, or business/office address.
6. Enter the common name of the Cooperator's business, farm, or ranch, if applicable.
7. Enter the Cooperator's telephone number including the area code. It may be a landline or mobile telephone number.
8. Enter the name of the owner or Cooperator's representative if it is different from the Cooperator's name.
9. Enter the property owner's or property owner representative's telephone number including area code.
10. Enter the property owner's address (or property owner representative's work address if this is a business or a non-private agreement), including the ZIP code. If the Cooperator's address in Item 5 is also the owner's address, skip this step.

SECTION 3 – Property Information, Location of Work, and Species Being Addressed

11. In this subsection, record the state and counties for the site(s) where the work is being performed for the cooperator. Include for each property the land class being worked on and the number of acres for the land class. Usually, only one land class can be recorded per property. If there is more than one land class on a property, identify each of them separately (e.g. Property: Smith #1, Land Class Private; Smith #2, Land Class County/City). Record the total acres by summing all entries in the "Acres" column.
12. If the WID allows work on an adjoining property as part of the project, additional WIDs signed by the adjoining landowners/ managers must be obtained. The WID document numbers for the adjoining properties go in this subsection. If WID numbers are not assigned, list the name of the other land owners/managers instead of numbers.
13. List the full common names of the targeted species as found in MIS. Review MIS Reference Files for accuracy.
14. If more than 10 species are targeted, mark this box and list the additional species on WS Form 12 Addendum. The WS Form 12A also requires an original signature. Ensure the WS Form 12 Addendum is attached to this WS Form 12A.

SECTION 4 – Component Use Information

15. List the components that will be used in the project. They must be annotated exactly as they appear in the MIS component list. Do not list any activities (e.g., shooting, trapping, etc.).
16. If more than six methods are entered, mark this box and list the additional methods on WS Form 12 Addendum. The WS Form 12 Addendum also requires an original signature. Ensure the addendum is attached to this WS Form 12A.

Section 5 – Work Initiation Considerations, WS Responsibilities

17. The Cooperator is required to read this section, or alternatively have it read to him/her, before signatures are affixed to the WID.

Section 6 – Work Initiation Considerations, Cooperator Responsibilities

18. The Cooperator is required to read this section, or alternatively have it read to him/her, before signatures are affixed to the WID.
19. **Special Considerations** - If any special considerations are agreed to for this project, enter them in Item 19. They may also be entered in the MIS in the Agreement Remarks or the Property Comments fields.
- 20, 21. **Signatures/Dates** – To complete the form, both the Cooperator's authorized signer and the APHIS Representative (WS employee) print their names, sign in ink, and date the WS Form 12A. The WS employee also enters a contact telephone number and the State Office's address.

The WS employee is responsible for ensuring the Cooperator or authorized representative receives a copy of the WS Privacy Act Notice.

**UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
WILDLIFE SERVICES**

**ADDENDUM TO A
WORK INITIATION DOCUMENT**

INSTRUCTIONS

1. In Items 1-3, enter the number of the Work Initiation Document for which this addendum is completed, as well as the agreement name and county located.
2. In Items 4-6, enter the Cooperator's name and telephone number, and the date the addendum is prepared.
3. In Items 7 and 8, enter the additional species that will be addressed and additional components to be used.
4. In Items 9 and 10, enter the Cooperator's and WS Employee's signatures and dates signed.
5. Attach to and distribute with the WS Form 12A or 12B work initiation document.

1. WORK INITIATION DOCUMENT NO.	2. AGREEMENT NAME	3. COUNTY
4. COOPERATOR NAME	5. TELEPHONE NUMBER	6. DATE (MM DD YYYY)

7. ADDITIONAL TARGETED SPECIES

K.	S.	AA.
L.	T.	BB.
M.	U.	CC.
N.	V.	DD.
O.	W.	EE.
P.	X.	FF.
Q.	Y.	GG.
R.	Z.	HH.

8. ADDITIONAL COMPONENTS TO BE USED

G.	O.	W.
H.	P.	X.
I.	Q.	Y.
J.	R.	Z.
K.	S.	AA.
L.	T.	BB.
M.	U.	CC.
N.	V.	DD.

9A. LANDOWNER, LESSEE, OR ADMINISTRATOR SIGNATURE	9B. DATE
10A. APHIS WS REPRESENTATIVE SIGNATURE	10B. DATE



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 Squad to Sell

June 25, 2025

UNIT	VEHICLE	MILES	VIN
2480	2017 Ford Explorer	Unknown	1FM5K8ARXHGD92480

\\Nebis: \\N\\N\\N.co.becker.mn.us

Becker County Planning Commission
June 25th, 2025

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

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

Chairman Dave Blomseth called the Planning Commission meeting to order at 5:59 pm. Becker County Zoning Technician Nicole Bradbury recorded the minutes.

Harvey Aho made a motion to approve the minutes from the May 28th and June 11th, 2025, meetings. Skalin second. All members in favor. Motion carried.

Chairman Dave Blomseth 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.

New Business:

1. **APPLICANT: Rory Wolff & Erin Wolff** 40226 160th St Frazee, MN 56544 **Project Location:** 25115 Broadway Ave Detroit Lakes, MN 56501 **LEGAL LAND DESCRIPTIONS:** Tax ID Numbers: **16.0121.000 & 16.0122.001** Section 17 Township 140 Range 040; 17-140-40 PT GOVT LOT 8: COMM W QTR COR SEC 17, S 1322.29', S 660.01', NELY 237.18' TO POB; SWLY 237.18', S 662.27', E 257.81' TO ROCK LK, NLY 730.03', WLY 298.59' TO POB. TRACT K, H. & 17-140-40 PT GOVT LOT 8: COMM W QTR COR SEC 17, S 1322.29', E 113.64', S 11.47', E 178.32' TO POB; W 178.32', N 11.47', W 113.64', S 494.65', E 602.26' TO ROCK LK, N 572.57' AL LK, W 11' TO POB. TRACT J. **APPLICATION AND DESCRIPTION OF PROJECT:** Request a Final Plat for six (6) lots to be known as REGISTERED LAND SURVEY NO 2.

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

2. **APPLICANT: Michael D Anderson** 213 Willow St E Detroit Lakes, MN 56501 **Project Location:** 14844 Co Hwy 4 Lake Park, MN 56554 **LEGAL LAND DESCRIPTION:** Tax ID Number: **06.0833.155** Section 27 Township 138 Range 043; Block 001 Lot 006 IDA

NORTH SHORE ADDITION LOT 6 BLK 1. **APPLICATION AND DESCRIPTION OF PROJECT:** Request a Final Plat for a common interest community consisting of ten (10) units to be known at IDA LAKE STORAGE.

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

Other Business:

- I) **Tentative Date for the Next Informational Meeting: July 23rd, 2025; 8:00 am; 3rd Floor Meeting Room in the Becker County Courthouse, Detroit Lakes, MN.**

Since there was no further business to come before the Board, Aho made a motion to adjourn. Ailie second. All in favor. Motion carried. The meeting adjourned at 6:01 pm.

David Blomseth, Chairman

Jeff Moritz, Secretary

ATTEST

Kyle Vareberg, Zoning Administrator