



BECKER COUNTY BOARD OF COMMISSIONERS

Regular Meeting

Date: Tuesday, August 19, 2025 at 8:15 AM

Location: Board Room, Courthouse

or

Virtual TEAMS Meeting Option

Call-In #: 763-496-5929 - Conference I.D.: 328 701 777#

- 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 August 5, 2025 3
- 8:25 Becker County Drug/Veterans Treatment Court
1. Yearly Update and Request for Appropriations 9
- 8:35 Consent Agenda
1. Auditor-Treasurer: Regular Claims, Auditor Warrants & Claims over 90 Days 16
  2. Auditor-Treasurer: 2025 Annual City TIF Reports for Detroit Lakes, Frazee, and Lake Park 17
  3. Human Services: Regular Claims, Public Health, & Transit
  4. Human Services: Contract/Agreements - Homework Starts with Home Program Partner MOU 20
  5. Land Use: Parks & Rec - Resolution 08-25-2B - 2026 JPA-MNDNR Public Water Access Maintenance Contract 44
  6. Land Use: NRM - Timber Permit #24-05A Contract Cancellation 47
  7. Land Use: Environmental Services - Resolution 08-25-2C - MN DOC/ICWC Contract 53
  8. Land Use: Environmental Services - Expenditure Request - Tables for Schools 55
  9. Assessor: Abatements 57
- 8:40 Commissioners
1. Open Forum
  2. Reports and Correspondence
  3. Appointments
- 9:10 County Administrator
1. Report
  2. Resolution 08-25-2D - Proposed State DNR Land Acquisition 58
- 9:30 Public Hearing - Reclassify Part of Parcel 09.7154.000 65
- 9:35 Auditor-Treasurer
1. Resolution 08-25-2A - Reclassify Part of Parcel 09.7154.000 66
- 9:40 Land Use/Environmental Services
1. NRM: Truck Purchase 68
- 9:45 Highway
1. Capital Request - Work Management Software 70
- Adjourn

## Work Session - Budgets

## BOARD MEETING AS POSTED

### BECKER COUNTY BOARD OF COMMISSIONERS

DATE: TUESDAY, August 5, 2025 at 8:15 am

LOCATION: Board Room, Courthouse

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

#### Agenda/Minutes:

1. Agenda – Motion and second to add Resolution 08-25-1I – Reclamite Application Quote Acceptance to Highway and move Prairie Lakes Investments Conditional Use Permit Application to the end of Planning & Zoning (Hansen, Nelson) carried.
2. Minutes – Motion and second to approve minutes of July 15, 2025, with the requested changes (Nelson, Jepson) carried.
3. Motion and second to approve and accept the following Consent Agenda Items – Auditor-Treasurer: Regular Claims, Auditor Warrants and Claims over 90 Days, Resolution 08-25-1A – Debt Levy, Resolution 08-25-1B – Cormorant Lions Club Raffle 09-26-25 at Cormorant Community Center in Cormorant Twp, Resolution 08-25-1C – Frazee Lions Club Premise Permit for Gambling at Bleachers in Lake View Twp, June 2025 Cash Comparison, Sales Tax & Investments, Human Services: Regular Claims, Public Health, & Transit, Land Use – NRM: Acceptance of Dunton Locks County Park Vegetation Restoration Grant, Administration: Civil Commitment Legal Services Contract (Nelson, Hansen) carried.

#### Commissioners:

1. Open Forum:
  - None.
2. Reports and Correspondence: Reports were provided on the following meetings:
  - Commissioner Hansen – PRWD, Hwy, PLMSWA, Planning & Zoning, Environmental.
  - Commissioner Jepson – EDA, WCRJC.
  - Commissioner Nelson –Lakeland Mental Health, Sunnyside, Sheriff, Courthouse.
  - Commissioner Vareberg – EDA, Hwy, Environmental.

- Commissioner Meyer – WCI Economic Development District 4, Sunnyside, Sheriff, Courthouse, DAC, Historical Society, BC Fair.

3. Appointments:

- Assistant Veterans Service Officer – Oath of Office – Jason Coalwell.

County Administrator: presented by Carrie Smith.

1. Motion and second to approve Resolution 08-25-1D – Redevelopment Plan for Redevelopment Project No. 44 & The TIF Plan for TIF District No. 44-1 (Hansen, Vareberg) carried.
2. Report.
  - Budget Work Session – August 11 at 8:00 am.
  - PRWD Building at Dunton Locks purchase agreement is signed and moving forward.
  - Safe Assure did a facilities walk through. Will be discussed with Department Heads.
  - Benefits Committee – RFP for medical insurance.
  - Toured the Food Pantry. Significant increase in use.
  - Probation: Kick off Meeting for the F5 Program.

Human Resources: presented by Teaira Christen.

1. Motion and second to approve Resolution 08-25-1G – Maintenance Career Ladder – Custodian 2 (Nelson, Jepson) carried.
2. Motion and second to approve Resolution 08-25-1E – 6 Month Temporary Sheriff Deputy (Jepson, Vareberg) carried.
3. Motion and second to approve a Policy Revision for Career Ladders (Nelson, Jepson)

Highway: presented by Jim Olson.

1. Motion and second to approve the Capital Outlay Request to purchase Radar Speed Signs in the amount of \$11,266 from Mid American Signal (Jepson, Vareberg) carried.
2. Motion and second to approve the sale of two (2) 1994 Clement Pup Trailers at auction (Nelson, Hansen) carried.
3. Motion and second to approve Resolution 08-25-1I – Reclamite Application Quote Acceptance in the amount of \$93,864.15 from Corrective Asphalt Materials of South Roxana, IL (Vareberg, Hansen) carried.

Land Use/Environmental Services: presented by Steve Skoog.

1. Motion and second to approve the Capital Purchase Request of a Compactor Truck in the amount of \$372,022 from Northland Truck Sales (Hansen, Vareberg) carried.
2. Motion and second to approve the Minnkota Power Easement Request in the amount of \$12,240 (Vareberg, Hansen) carried.

Information Technology: presented by Judy Dodd.

1. Motion and second to approve Office365 2026 Renewal with Liftoff in the amount of \$101,672 (Jepson, Nelson) carried.

EDA: presented by Cody Piper.

1. Motion and second to approve Resolution 08-25-1H – Donation acceptance for Becker County Bike Partnership from Essentia Health in the amount of \$5,000 (Hansen, Jepson) carried.

Sheriff: presented by Todd Glander and Chris Burton.

1. Motion and second to approve Resolution 08-25-1F – Personnel Request – Two Full-Time Correctional Officer (Meyer, Nelson) carried.
2. Motion and second to approve the request to purchase one Squad Car Radio from Motorola in the amount of \$6,405.12 (Nelson, Jepson) carried.

Planning & Zoning: presented by Kyle Vareberg.

1. Planning Commission Recommendations from 07/30/2025.
  - Motion and second to concur with the Planning Commission to approve for M & M Prime Properties – Request a Change of Zone from Agricultural to Commercial (Jepson, Vareberg) carried.
  - Motion and second to concur with the Planning Commission to approve for Joyce Omang – Request an After-the-Fact Conditional Use Permit for day and overnight parking during WE Fest and they must follow the County Traffic Plan (Nelson, Jepson) carried.
2. Planning Commission Recommendations from 05/28/2025 and 06/11/2025 for Prairie Lakes Investments – Request a Conditional Use Permit for Mining Operation.
  - Open Forum Comments
    - i. Matt Hedstrom – Prairie Lakes Investments – Removing gravel to develop 90 acres into 31 lots.

- ii. Tami Norgard – Lawyer for Opposition – Concern with lack of professionalism. Not developers and lack experience. Does not want crushing on site. Failed to submit a restoration plan.
- iii. Jim Coleman – Opposed – Best interest of the community not developers.
- iv. Monica Douglas – Opposed – Increase in dust and diesel fumes will be a health challenge.
- v. Loren Kersting – Opposed – Concerned with health issues.
- vi. Judy Dawson – Opposed – Concerned about traffic.
- vii. Dave Douglas – Opposed – Concerned with road and traffic.
- Motion by Commissioner Nelson and second by Commissioner Jepson to concur with the Planning Commission with the following adjustments:
  - i. Prairie Lake and any successor in interest must comply with the Mining and Reclamation Plan submitted on July 29, 2025, except as specifically modified by these conditions.
  - ii. Normal mining operations are restricted to 7:00 AM to 5:00 PM, Monday through Friday.
  - iii. Berms no less than seven feet in height from the existing average grade of the property must be placed along the entire north and west perimeter of the project site, consistent with the site plan, before any mining or crushing activities may occur. Removal of soil from the project site specifically for purposes of constructing the berms shall not constitute mining activities for purposes of this condition. Berms must be maintained so as to avoid erosion and to comply with state and local law on noxious weeds.
  - iv. No mining may take place with 500 feet of the residence located on parcel 17.0368.006 between the holidays of Memorial Day and Labor Day.
  - v. Prairie Lake and any successor in interest must enter into a road agreement with Lake Eunice Township addressing increased wear and tear on Heimark Avenue, dust control, and placement of truck traffic warning signs for the area.
  - vi. Dust control measures must be utilized on the project site designed to reasonably prevent dust from reaching neighboring residences.
  - vii. Low frequency back up alarms must be placed and used on any of the equipment required to have alarms in accordance with MSHA and any other applicable agency.
  - viii. Prairie Lake must provide signs indicating truck traffic for the area.

- ix. Prairie Lake and any successor in interest must comply with all federal, state, and local laws, including all permitting requirements and conditions imposed on such permits, related to operations on the project site.
- x. All mining operations must cease no more than 1 year after commencement. Prairie Lake or any successor in interest must provide written notice to the County in advance of commencing mining operations on the project site and upon termination of mining activities.
- xi. All reclamation must be completed in accordance with the reclamation plan and within no more than one year after mining operations on the project site have ceased.
  - 1. Motion by Commissioner Meyer to amend Commissioner Nelson's motion to adjust the Conditional Use Permit to 2 years and allow crushing for personal use. No second, motion dies.
  - 2. Roll call vote on Commissioner Nelson's Motion: Nelson – Yes, Jepson – Yes, Hansen – No, Meyer – No, Vareberg – No. Motion not passed.
- Motion by Commissioner Hansen and second by Commissioner Vareberg to concur with the Planning Commission Conditions:
  - i. Prairie Lake and any successor in interest must comply with the Mining and Reclamation Plan submitted on July 29, 2025, except as specifically modified by these conditions.
  - ii. Normal mining operations are restricted to 7:00 AM to 5:00 PM, Monday through Friday. Crushing hours are restricted to 7:00 AM to 6:00 PM – Monday through Friday.
  - iii. Crushing may only occur before Memorial Day or after Labor Day.
  - iv. Berms no less than seven feet in height from the existing average grade of the property must be placed along the entire north and west perimeter of the project site, consistent with the site plan, before any mining or crushing activities may occur. Removal of soil from the project site specifically for purposes of constructing the berms shall not constitute mining activities for purposes of this condition. Berms must be maintained so as to avoid erosion and to comply with state and local law on noxious weeds.
  - v. No mining may take place with 500 feet of the residence located on parcel 17.0368.006 between the holidays of Memorial Day and Labor Day.
  - vi. Prairie Lake and any successor in interest must enter into a road agreement with Lake Eunice Township addressing increased wear and tear on Heimark

Avenue, dust control, and placement of truck traffic warning signs for the area.

- vii. Dust control measures must be utilized on the project site designed to reasonably prevent dust from reaching neighboring residences.
- viii. Low frequency back up alarms must be placed and used on any of the equipment required to have alarms in accordance with MSHA and any other applicable agency.
- ix. Prairie Lake must provide signs indicating truck traffic for the area.
- x. Prairie Lake and any successor in interest must comply with all federal, state, and local laws, including all permitting requirements and conditions imposed on such permits, related to operations on the project site.
- xi. All mining operations must cease no more than 5 years after commencement. Prairie Lake or any successor in interest must provide written notice to the County in advance of commencing mining operations on the project site and upon termination of mining activities.
- xii. All reclamation must be completed in accordance with the reclamation plan and within no more than one year after mining operations on the project site have ceased.
  - 1. Motion by Commissioner Meyer to amend Commissioner Hansen's motion to adjust the Conditional Use Permit to 3 years, can not bring in outside material to crush and to limit the amount of material to be extracted to 350,000 cubic yards. Second by Commissioner Nelson. Roll Call Vote: Nelson – Yes, Jepson – Yes, Hansen – Yes, Meyer – Yes, Vareberg – Yes.
  - 2. Roll Call vote on Commissioner Hansen's motion to include Commissioner Meyer's amendment: Nelson – No, Jepson – No, Hansen – Yes, Meyer – Yes, Vareberg – Yes. Motion with the amendment passes.

Being no further business, Board Chair Meyer adjourned the meeting at 12:08 pm.

/s/ Carrie Smith  
Carrie Smith  
County Administrator

/s/ David Meyer  
David Meyer  
Board Chair

**DRUG COURT CURRENT PARTICIPANTS AS OF 24 July 1, 2025: (19 in Clay, 5 in Becker)**

**GRADUATES: 134 total (83 in Clay, 51 in Becker)**

- 132 were employed upon graduation
- 1 was enrolled in college as a full-time student upon graduation
- 70 obtained their driver's licenses while in program, others already had theirs
- all who were required were current on child support payments upon graduation
- All were sober for over 6 months at graduation
- All completed community service projects of at least 50 hours
- 24 have re-offended since graduation (17.7% recidivism rate) – this requires a conviction

**GRADUATE DEMOGRAPHIC DATA:**

88 men, 46 women  
105 Caucasian, 17 Native American, 4 Hispanic, 3 African-American, 5 multi-racial

**VETERANS COURT**

**11 GRADUATES (5 Clay, 6 Becker)**

**No one is currently in Veterans Court in Becker County; 1 veterans in Clay County**

None have re-offended since graduating.  
Demographic data: 10 men, 1 woman, all Caucasian

**TOTAL GRADUATES: 145 (83.5% have not reoffended)**

**CLAY/BECKER TREATMENT COURT BUDGET**  
**July 1, 2025-June 30, 2026**

**Expenses:**

Defense Attorney Contract – Clay County	\$10,000
	\$48,000
Clay Probation salary/fringe/retirement/insurance	
Clay Agent’s Mileage	\$1,000
Two Surveillance agents (one in Clay, one in Becker)	\$27,040
Surveillance Agents Mileage	\$2,000
Clay Coordinator salary and benefits – <b>50% Treatment Court Budget</b>	\$50,000
Becker Coordinator Salary and Benefits – <b>25% Treatment Court Budget</b>	\$25,000
	\$3,500
Coordinator mileage	
Drug Testing Supplies/confirmation tests	\$6,000
Trainings/State Conference	\$15,000
Program incentives	\$1,000
<hr/>	
Total=	\$182,540

**Current funding:**

State Funding (State paid 100% funding formula with extra cannabis funds)	\$143,000
Clay County Commission	\$30,000
Becker County Commission	\$15,000
Drug Court participant fees	\$1,000
<hr/>	
Total=	\$189,000

## **UPDATES ABOUT DRUG COURT/VETERANS COURT**

### **Drug Court**

- **In Becker County –**
  - We have implemented new incentives and created a more individualistic approach to sanctions following an evidence-based approach.
  - We have had two graduations this last year with participants in the Becker County Drug Court – I can tell you these two participants when coming into the program – were not employed and both had gainful employment by the time they graduated – both received their license, one bought their own home, and another helped facilitate another meeting here in Becker County with a previous graduate of the Becker County Program.
  - As a requirement of our program, they must pay fines, they have either be employed, going to school or volunteering, get their GED and Driver's License, and they must secure housing in the area.
- Becker/Clay Drug Court has updated both the manual and handbook to help facilitate necessary changes to support our program and best practices.
- We will continue to update the handbook and manual this fall when there is an operational tune-up in Clay

### **Veterans Court in both Becker/Clay**

- We had two graduates in the Becker County Veterans Court Program
  - Of note –
    - one continued to maintain employment, received their driver's license and maintained sobriety throughout the programs
    - one became employed full time, received their driver's license, found an apartment, built stronger relationships within their community – in my opinion, they were the most improved participant I have seen in terms of motivation to change and really uplift their outlook on life
- We currently don't have any participants in the Veterans Court as of this Spring
- We are meeting with the new VSO Officers and hope to build a partnership and more influence to get those Veterans in our community the services and the support they deserve.

### **Trainings**

- We had a virtual Training that was free from ALL Rise help us to focus in our Incentives, Sanctions and Service Adjustments
  - This training helped us to incorporate more positive motivation to participants which evidence has shown will boost their motivation to change and increase their ability to maintain in their recovery and continue on their path for success in both the recovery community and the community at large
- Multiple team members attended the State Conference in June 2025
  - The training helped promote the updated best practice standards and work through some barriers that we have
- Currently the Becker County DWI Program – which has multiple team members on both Drug and Veterans Court is attending an Operational Tune-Up
  - August 12 and 13<sup>th</sup> to better serve the DWI Court Program and its needs
- The Ten Best Practice Standards prepared and provided by ALL -Rise were updated and finalized

### **Treatment Courts Statewide and the Next Year**

- The Minnesota Judicial Branch has a 10-year Strategic Plan – within that Plan is a hope to expand treatment courts within the Branch and allow equal access to all Minnesotans to a treatment Court.
- SCAO has 5 team members now helping Treatment Courts
  - o Aleesha Ward facilitates trainings and education for Treatment Court Coordinators
  - o Shayla Russell works with implementing new courts and will starting working on updating the Minnesota Standards to align more with the National Best Practice Standards
  - o Liz Willey has prepared and is working with the lengthy data collection of Graduation Rates, Sobriety Rates and rates of recidivism along with updating our Quality on collecting data
  - o Karon White helps with the Statewide Grant and Outreach Plan
  - o Cecilia Bliss is the Statewide Treatment Court Coordinator and oversees the entire programs and coordinates with the Legislature and Judicial Council.
- The plan is to continue to provide outreach to communities about treatment courts and the impact they have on both saving money by reducing incarceration of people and by saving lives by reducing recidivism
- Judge Lawson was a part of that Steering Committee for Treatment Courts and helped to draft the Strategic Plan (below) over the course of the next 4 years.
- As of this writing, the Judicial Council will decide at their next meeting to approve the plan.

***DRAFT – from Strategic Planning Committee for Treatment Courts***

**FY26-29 Strategic Plan**

- **Priority 1:** Expand and sustain statewide access to treatment courts by reducing barriers to equitable participation, including underrepresented and rural communities.
- **Priority 2:** Uphold a statewide commitment for treatment courts to provide participant-centered best practices while supporting flexibility for unique local needs and resources.
- **Priority 3:** Improve awareness, support, and collaboration among justice partners, community partners, and the public to expand, strengthen, and sustain treatment court services across Minnesota.

**FY26-27 Work Plan**

**Priority 1: Expand and sustain statewide access to treatment courts by reducing barriers to equitable participation, including underrepresented and rural communities.**

1. **Develop statewide treatment court training plan for judicial officers, staff, and justice and community partners.** The plan will identify opportunities for virtual and in-person educational opportunities for effective engagement and training of stakeholders currently operating a treatment court and those with interest in creating new treatment courts.
2. **Evaluate and develop an updated treatment court funding formula for implementation in FY28.** Engage with treatment court judicial officers and coordinators to revise the current funding formula to better support existing treatment courts and foster opportunities for the creation of new treatment courts across the state.

**Priority 2: Uphold a statewide commitment for treatment courts to provide participant-centered best practices while supporting flexibility for unique local needs and resources.**

3. **Implement statewide performance measures to monitor the effectiveness of treatment court operations and opportunities for improvement.** After a Judicial Council decision, statewide program staff will begin implementation and monitoring of performance measures for treatment courts, if approved.
4. **Update treatment court statewide standards and develop a certification process to ensure compliance with identified standards.** This will include evaluating and revising the Branch's current treatment court standards to ensure they are in keeping with national best practices and Branch policies. Once identified, statewide program staff will work with local treatment courts to develop a certification process to achieve compliance with the updated standards.
5. **Develop a framework for ongoing identification of key treatment court research priorities.** Based on the needs of treatment courts, input from treatment court coordinators, and strategic guidance from TCI and SCAO, specific treatment court operations and/or outcomes will be identified and prioritized annually for a research plan. These efforts would align and support other strategic, operational program tasks and resource estimates.

**Priority 3: Improve awareness, support, and collaboration among justice partners, community partners, and the public to expand, strengthen, and sustain treatment court services across Minnesota.**

- 6. Develop a statewide outreach plan to educate and engage the public, justice partners, and community partners.** The plan will identify opportunities to promote treatment courts through traditional and social media. Additionally, it will identify effective ways for virtual and in person communication and engagement with justice and community partners. The goal of these efforts is to strength relationships, understanding, and buy-in from existing and potential new treatment courts.
- 7. Develop a treatment court annual report to highlight Minnesota’s treatment court successes and innovations.** These reports will provide timely data and information to demonstrate the effectiveness and progress made by treatment courts across the state. The annual report will provide a consistent messaging to the public, justice partners, and community partners.



## Clay/Becker Treatment Court

Date July 23, 2025

**Clay/Becker Drug Treatment Court**  
**c/o Kristal Kadrie**  
**913 Lake Avenue**  
**Detroit Lakes MN 56501**

DESCRIPTION	AMOUNT
Drug Court and Veterans Treatment Court Yearly Contribution and Support <ul style="list-style-type: none"><li>County Commissioners will be updated about our Treatment Courts on August 19, 2025 along with our budgets. These funds are necessary for us to continue operations of both Drug Court and Veterans Court.</li><li>This contribution helps us to pay for services, salaries, trainings, supplies and incentives.</li></ul>	\$15,000
<b>TOTAL</b>	<b>\$ 15,000</b>



BECKER COUNTY BOARD OF COMMISSIONERS

Finance Committee Meeting

Date: Monday, August 18, 2025 at 1:00 PM

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

Administrator

1. Report

Auditor-Treasurer

1. Regular Claims, Auditor Warrants, & Over 90 Days
2. 2024 Annual City TIF Reports for Detroit Lakes, Frazee, and Lake Park
3. Human Services: Regular Claims, Public Health, & Transit

Land Use/Environmental Services

1. Parks & Rec: Resolution 08-25-2B - 2026 JPA-MNDNR Public Water Access Maintenance Contract
2. NRM: Timber Permit #24-05A Contract Cancellation
3. NRM: Truck Purchase
4. Environmental Services: Resolution 08-25-2C - MN DOC/ICWC Income Contract
5. Environmental Services: Expenditure Request - Tables for Schools

Assessor

1. Abatements

Highway

1. Capital Request - Work Management Software

Adjourn

**City of Detroit Lakes**  
**Annual Disclosure Statement for Tax Increment Financing Districts for the Year Ended December 31, 2024**

<b>District</b>	<b>Project</b>	<b>Current Net Tax Capacity</b>	<b>Original Net Tax Capacity</b>	<b>Captured Net Tax Capacity</b>	<b>Principal &amp; Interest Payments Due in 2025</b>	<b>TIF Received 2024</b>	<b>TIF Expended 2024</b>	<b>Mo &amp; Yr of First TIF Receipt</b>	<b>Date of Required Decertification</b>
8-9	Richwood Heights	17,203	1,204	15,999	12,020	13,609	13,609	6/2004	12/31/2029
8-10	Marina Condo	30,880	630	30,250	28,505	25,730	3,671	6/2004	12/31/2029
8-13	Meadow's Edge	21,191	61	21,130	17,000	17,975	17,975	5/2005	12/31/2030
23-1	Tekstar/Hartmans	19,414	3,652	15,762	12,000	13,409	13,409	1/2000	12/31/2025
25-1	The Chamber of Commerce	6,492	1,475	5,017	2,491	4,267	4,267	5/2007	12/31/2032
26-1	Long Bridge Heights	61,092	495	60,597	21,275	51,547	91,947	5/2007	12/31/2032
26-2	Long Bridge Heights III	34,008	1,487	32,521	29,969	27,659	4,014	12/2019	12/31/2044
28-1	Union Central	22,416	3,720	18,696	14,000	15,872	15,872	6/2012	12/31/2037
30-1	Downtown Crossing	51,712	2,662	49,050	41,000	41,723	41,723	7/2014	12/31/2039
34-1	DL Hotel Partners	125,125	6,450	118,675	92,000	102,409	102,409	6/2018	1/31/2043
35-1	McKinley Plaza	96,721	12,904	83,817	65,000	71,298	71,298	6/2018	12/31/2043
36-1	Dream Island Holdings, LLC	17,340	624	16,716	12,800	14,220	14,220	6/2018	6/1/2026
37-1	Apex Townhomes	15,706	229	15,477	11,850	13,166	13,166	12/2021	6/1/2045
38-1	Pelican Landing	80,915	653	80,262	60,846	68,273	68,273	12/2021	12/31/2046
39-1	Accessories Unlimited	19,288	1,328	17,960	13,750	15,277	15,277	12/2021	12/31/2029
40-1	Midtown Development	65,598	16,318	49,280	40,110	41,919	41,919	12/2021	8/1/2046

Additional information regarding each district may be obtained from Heidi Tumberg, 1025 Roosevelt Ave, Detroit Lakes, MN 56501; 218-846-7124;  
htumberg@cityofdetroitlakes.com

**ANNUAL DISCLOSURE REPORT**  
**City of Frazee, Minnesota**

Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2024

TIF District Name/Number	TIF No. 1-3 Red Willow Hsg	TIF No. 1-4 Swift Redevel.	TIF No. 1-5	TIF No. 1-6
Current net tax capacity	108,119	6,941	17,733	25,149
Original net tax capacity	2,960	123	10,429	24,087
Captured net tax capacity	105,159	6,818	7,304	1,062
Principal and interest payments due in 2025	0	25,197	12,400	101,790
Tax increment received in 2024	110,222	7,322	10,004	52,727
Tax increment expended in 2024	110,222	0	0	129,679
Month and year of first tax increment receipt	June, 2006	June, 2010	June, 2016	May, 2023
Date of required decertification	December 31, 2030	December 31, 2035	December 31, 2041	December 31, 2048
Increased property taxes to be paid from outside the district if fiscal disparities Option A applies	0	0	0	0

Additional information regarding each district may be obtained from:

Stephanie Poegel, Administrator  
City of Frazee  
222 West Main Avenue, PO Box 387  
Frazee, MN 56544  
Phone: 218-334-4991  
[cityadmin@frazeecity.com](mailto:cityadmin@frazeecity.com)

# ANNUAL DISCLOSURE REPORT

## City of Lake Park, Minnesota

Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2024

TIF District Name/Number	TIF No. 1-2	TIF No. 1-3
Current net tax capacity	1,387	2,266
Original net tax capacity	832	770
Captured net tax capacity	555	1,496
Principal and interest payments due in 2025	1,008	0
Tax increment received in 2024	348	975
Tax increment expended in 2024	2,000	0
Month and year of first tax increment receipt	December, 2020	December, 2020
Date of required decertification	December 31, 2044	December 31, 2045
Increased property taxes to be paid from outside the district if fiscal disparities Option A applies	0	0

Additional information regarding each district may be obtained from:

Sarah Mikkelsen, Clerk-Treasurer  
City of Lake Park  
2032 2nd Street, PO Box 239  
Lake Park, MN 56554  
Phone: 218-238-5532  
[smikkelsen@lakeparkmn.com](mailto:smikkelsen@lakeparkmn.com)

## **WEST CENTRAL MN HOMEWORK STARTS WITH HOME MEMORANDUM OF UNDERSTANDING**

### **AMONG THE FOLLOWING “HSWH-FUNDED COLLABORATIVE PARTNERS”:**

- 1. HOUSING AND REDEVELOPMENT AUTHORITY OF CLAY COUNTY;**
- 2. LAKES & PRAIRIES COMMUNITY ACTION PARTNERSHIP, INC.;**
- 3. MAHUBE-OTWA COMMUNITY ACTION PARTNERSHIP, INC.; AND**
- 4. WEST CENTRAL MINNESOTA COMMUNITIES ACTION AGENCY, INC.**

### **AND AMONG THE FOLLOWING “SCHOOL DISTRICT COLLABORATIVE PARTNERS”:**

- 1. ALEXANDRIA PUBLIC SCHOOLS;**
- 2. BARNESVILLE PUBLIC SCHOOLS;**
- 3. BRECKENRIDGE PUBLIC SCHOOLS;**
- 4. DETROIT LAKES PUBLIC SCHOOLS;**
- 5. DILWORTH-GLYNDON-FELTON SCHOOLS;**
- 6. FERGUS FALLS PUBLIC SCHOOLS;**
- 7. FRAZEE-VERGUS PUBLIC SCHOOLS;**
- 9. HAWLEY PUBLIC SCHOOLS;**
- 10. HENNING PUBLIC SCHOOL;**
- 11. KALON PREP ACADEMY;**
- 12. LAKE PARK AUDUBON PUBLIC SCHOOLS**
- 13. MINNEWASKA AREA SCHOOLS;**
- 14. MOORHEAD AREA SCHOOLS;**
- 15. MORRIS PUBLIC SCHOOLS;**
- 16. NEW YORK MILLS PUBLIC SCHOOL;**
- 17. OSAKIS PUBLIC SCHOOLS;**
- 18. PERHAM-DENT PUBLIC SCHOOLS**
- 19. PARKERS PRAIRIE PUBLIC SCHOOLS;**
- 20. SEBEKA PUBLIC SCHOOL;**
- 21. ULEN-HITTERDAL SCHOOLS;**
- 22. VERNDAL PUBLIC SCHOOLS; AND**
- 23. WADENA-DEER CREEK PUBLIC SCHOOLS.**

### **AND AMONG THE FOLLOWING “LOCAL GOVERNMENT ENTITY COLLABORATIVE PARTNERS”:**

- 1. ALEXANDRIA HOUSING & REDEVELOPMENT AUTHORITY (HRA);**
- 2. CLAY COUNTY HRA;**
- 3. CLAY COUNTY SOCIAL SERVICES;**
- 4. BECKER COUNTY;**

5. BRECKENRIDGE HRA;
6. DOUGLAS COUNTY HRA;
7. DETROIT LAKES HRA;
8. FERGUS FALLS HRA;
9. OTTER TAIL COUNTY HRA;
10. GRANT COUNTY HRA;
11. GLENWOOD HRA;
12. OTTER TAIL COUNTY;
14. STEVENS COUNTY HRA;
15. WADENA COUNTY; AND
16. WADENA COUNTY HRA.

**AND AMONG THE FOLLOWING “LANDLORD OR OWNER COLLABORATIVE PARTNERS”:**

1. ALEXANDRIA HOUSING & REDEVELOPMENT AUTHORITY (HRA);
2. CLAY COUNTY HRA;
3. BRECKENRIDGE HRA;
4. DOUGLAS COUNTY HRA;
5. DETROIT LAKES HRA;
6. FERGUS FALLS HRA;
7. GRANT COUNTY HRA;
8. GLENWOOD HRA;
9. STEVENS COUNTY HRA;
10. WADENA COUNTY HRA;
11. CENTRAL MINNESOTA PROPERTY MANAGEMENT;
12. CHURCHES UNITED FOR THE HOMELESS – BRIGHT SKY APARTMENTS;
14. OTTERTAIL COUNTY HRA

**AND AMONG THE FOLLOWING “OTHER LOCAL NON-PROFIT COLLABORATIVE PARTNERS”:**

1. CHURCHES UNITED FOR THE HOMELESS;
2. THE CONGREGATIONAL CHURCH – DETROIT LAKES;
3. THE FARGO-MOORHEAD COALITION TO END HOMELESSNESS;
4. FIRST LUTHERAN CHURCH – DETROIT LAKES;
5. LAKES CRISIS RESOURCE CENTER;
6. LEGAL SERVICES OF NORTHWEST MINNESOTA;
7. PRESENTATION PARTNERS IN HOUSING;
8. UNITED WAY OF CASS-CLAY;
9. WEST CENTRAL MINNESOTA CONTINUUM OF CARE; AND
10. YOUTHWORKS.

## I. BACKGROUND AND INTENT

This Memorandum of Understanding is entered into on the 1<sup>st</sup> day of October 2025 by all Collaborative Partners as listed above. Those receiving funding through the West Central Minnesota Homework Starts with Home Program, who are the Housing and Redevelopment Authority of Clay County (Clay County HRA), a local housing and redevelopment authority organized under Minnesota Statutes; Lakes & Prairies Community Action Partnership, Inc. (CAPLP), a nonprofit corporation; MAHUBE-OTWA Community Action Partnership, Inc. (MAHUBE-OTWA), a nonprofit corporation; and West Central Minnesota Communities Action Agency, Inc. (WCMCA), a nonprofit corporation. Herein after, referred to as the HSWH-funded Collaborative Partners.

WHEREAS the sole purpose of this Memorandum of Understanding is to ensure cooperation among the Collaborative Partners by outlining the separate and distinct roles and responsibilities of each party;

WHEREAS, the Clay County HRA has received funding from the State of Minnesota, Minnesota Housing Finance Agency to administer a Housing Trust Fund Rental Assistance Program through the West Central MN Homework Starts with Home Program (WCMHSWH) to serve households (including youth-only households) with members eligible for enrollment in pre-kindergarten through grade twelve academic program who are homeless or at imminent risk of homelessness. The program is designed to provide rental subsidies and a full range of services to eligible households. The program is designed to serve households who meet the definition of homeless or imminent risk of homelessness as defined in **Section II – Definitions**;

WHEREAS, CAPLP has received funding from the State of Minnesota, Minnesota Housing Finance Agency to administer additional Family Homeless Prevention and Assistance Program resources to provide prevention, diversion, housing navigation and case management services to households eligible for the WCMHSWH program through CAPLP, MAHUBE-OTWA and WCMCA.

WHEREAS, all parties understand that the purpose of the WCMHSWH program is to end homelessness for school-age youth and children in West Central Minnesota by doing the following: 1) Provide ongoing services that meet the individualized needs of families; 2) Enable families to maintain stable residency in the community and stable attendance at their schools; 3) Assist families to maximize their household income; 4) Help families maximize their capacity for independent living; and (5) Form and maintain partnerships with the entire community to achieve this goal.

WHEREAS the Collaborative Partners understand that individuals and families who are homeless or at imminent risk of homelessness require a set of supportive services that are unique and specialized and that the provision and coordination of supportive services is critical to helping the families maintain stability.

WHEREAS Clay County HRA is grant administrator and the project administrator for the WCMHSWH rental assistance grant and is ultimately responsible for adhering to grant rules, regulations and contracts. Clay County HRA and other Collaborative Partners acknowledge they must adhere to the Rental Assistance laws and regulations found at Minn. Stat. 462A.201;

Minn. Rules 4900.3700-.3769; Minn. Stat. §16B.97, Subd. 4(a)(1); the grant application and executed grant agreement.

WHEREAS the HSWH-Funded Collaborative Partners agree to provide services as specified in the grant application and have trained and experienced staff who work with families experiencing or at risk of homelessness.

WHEREAS it is understood that Collaborative Partners will provide services as described in **Section V – Roles and Responsibilities**; and that their provision of services does not include the provision of chemical dependency counseling, medical, or nursing services; but rather the linkage and coordination of these services.

WHEREAS youth and families will be required to develop a transition/independent living plan in collaboration with the supportive service provider, such plans will be specifically designed and adaptive to the varying needs, current services, and desires of the households, and the households voluntarily participate in the on-going services; and

**Therefore, the Collaborative Partners agree that it is in the best interests of all concerned to enter into this Memorandum of Understanding.**

## **II. DEFINITIONS**

For the purposes of this Memorandum of Understanding, the following definitions apply:

- **“Eligible Location (EL)”** – Participant must reside in one of the ten counties of the counties included in the West Central Minnesota Homework Starts with Home program, which are the following: Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse, Wadena and Wilkin; and have a student enrolled or eligible for enrollment in one of the School District Collaborative Partners .
- **"Homeless"** – anyone without a fixed, regular, and adequate nighttime residence according to Subtitle VII-B of the McKinney Vento Homeless Assistance Act (per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act);
- **“Imminent Risk of Homelessness”** – anyone with an income at or below 200% of the federal poverty level that is either: living in substandard or overcrowded housing, defined as housing that does not meet the Emergency Solutions Grant Minimum Habitability Standards established by the US Department of Housing and Urban Development (HUD); living with a person who engages in domestic violence or needing housing to escape domestic violence; severely cost burdened, with 50% or more of household income going to housing; or otherwise faced with a documented situation or set of circumstances that is likely to cause the household to become homeless in the immediate future.
- **"Supportive Services"** - services provided to households for the purpose of enhancing the households' ability to maintain independent living and school attendance. Supportive services must address the special needs of the participants to be served – both children and adults. Services may be provided directly or obtained through referrals, advocacy, and coordination with other service providers. Services include: health care, mental health services, substance and alcohol abuse services, child care services, benefits/income

support (SSI, MFIP, GA, food support, Social Security), case management services, counseling, supervision, education, job training, and other services essential for achieving and maintaining independent living.

- **"Participant"** - an eligible and accepted household in the WCMHSWH program who meets all qualifications.

### **III. ELIGIBILITY DETERMINATIONS**

Eligibility for this project will be based on homeless status; location/enrollment in an eligible school district; and income level. Individuals/families seeking participation in the WCMHSWH program will need to have verification of homeless status or imminent risk of homelessness; verification of enrollment of eligibility for enrollment in an EL; and verification of income per funding requirement. These verifications must be documented on a standardized form with the documentation of status maintained in the participants' files.

### **IV. GUIDING PRINCIPLES**

All parties under this Memorandum of Understanding jointly recognize that households with low incomes who meet the definitions homeless or imminent risk of homelessness:

- are diverse in terms of their strengths, motivation, goals, backgrounds, needs and abilities;
- are members of the community with all the rights, privileges and opportunities accorded to the greater community;
- may need certain supports to assist them in maintaining stable housing and school attendance, and, therefore, will be required to develop a Transition/Independent Living Plan;
- will require a wide range of supports dependent upon their individual goals and needs; and
- have the right to meaningful choices in matters affecting their lives and will play a key role in the design and implementation of their service plans.

### **V. ROLES AND RESPONSIBILITIES**

#### **Roles of Collaborative Partners**

It is understood that all Collaborative Partners must work together as a team to effectively meet the needs of the participant households. This level of collaboration will require exceptional, thorough and timely communication between all parties. However, the parties to this agreement understand their separate and distinct responsibilities. Each agrees that participant rights are respected and complied with not only as a matter of principle, but as a matter of practice.

The Collaborative Partners agree to advise one another of highly pertinent matters relating to all WCMHSWH operations and understand that each is bound by confidentiality standards regarding the exchange of client information. Appropriate releases will be secured when confidential client information needs to be shared.

### **Role of Clay County Housing & Redevelopment Authority (Clay County HRA)**

CCHRA is the State of Minnesota Program Grantee/Housing Trust Fund Rental Assistance Administrator and will be responsible for providing rental assistance funding for 30 units of housing in accordance with the approved grant application, grant agreement and the pertinent laws and regulations. Specifically, it is responsible for the following:

- Managing compliance with the overall West Central Minnesota Homework Starts with Home grant agreement and program requirements. Specific duties will include:
  - Development of program policies, procedures, practices, and forms.
  - Submitting to the State of Minnesota all required overall grant reports.
  - Providing a written request of any changes to the grant contract to the Minnesota Housing Finance Agency.
  - Complying with other state requirements.
  - Maintaining and retaining financial records except relating to FHPAP funds.
  - Maintaining documentation of homeless status, eligible location, and income verifications.
  - Coordinating participant participation in governance.
  - Coordinating governance meetings of the collaborative partners.
  - Identifying and developing community relationships with other organizations, agencies and institutions to enhance all aspects of the West Central Minnesota Homework Starts with Home operations.
  - Achieving program goals as laid out in the Grant agreement.
- Managing compliance with Housing Trust Fund Rental Assistance program requirements. Specific duties will include:
  - Submitting to the State of Minnesota all required HTF reports.
  - Managing rental assistance funds.
  - Determining eligibility for HTF rental assistance funding.
  - Conducting or coordination of the completion of Housing Quality Standards inspections.
  - Performing rent calculations.
  - Performing annual income re-examinations and interim re-examinations when income decreases.
  - Maintaining and retaining financial records of the use of all HTF funds.
  - Maintaining documentation of participant homeless status, income and rent calculations.
  - Input participant intake and data related to the HTF funding into the Homeless Management Information System.
  - Achieving program goals as laid out in the Grant agreement.

### **Role of CAPLP**

CAPLP agrees to be the Minnesota Housing Family Homeless Prevention and Assistance Program grantee for the West Central Minnesota Homework Starts with Home Program. The agency is an experienced FHPAP grant recipient and is qualified to administer these funds and to provide appropriate services pursuant to the grant application and agreement.

- Managing compliance with Family Homelessness Prevention and Assistance Program requirements. Specific duties will include:
  - Submitting to the State of Minnesota all required FHPAP reports.
  - Managing FHPAP funds.
  - Entering into a sub-grantee agreement with MAHUBE-OTWA and WCMCA.
  - Determining eligibility for FHPAP assistance funding.
  - Dispersing funds to sub-grantees for FHPAP services rendered.
  - Maintaining and retaining financial records of the use of all FHPAP funds.
  - Maintaining documentation of participant homeless status, income and rent calculations.
  - Input participant intake and data related to the FHPAP funding into the Homeless Management Information System.
  - Achieving program goals as laid out in the Grant agreement.
- Providing FHPAP case management services to eligible participants located in Clay and Wilkin Counties who are eligible to or are enrolled in the Barnesville, Breckenridge, Dilworth-Glyndon-Felton, Ulen-Hitterdal, Hawley or Moorhead School District. Progressive engagement will be used with all households so the services will be tailored to meet the needs of each household. Specific duties may include:
  - Coordinating with the Barnesville, Breckenridge, Dilworth-Glyndon-Felton, Hawley, Ulen-Hitterdal or Moorhead School District to identify and conduct outreach to potentially eligible households;
  - Assisting households to apply for WCMHSWH assistance;
  - Determining eligibility for FHPAP assistance;
  - Maintaining documentation of participant homeless status, income and location status.
  - Assessing participant's current needs, goals and services.
  - Using progressive engagement to assist participants to achieve their goals.
  - Working with participants to develop individual goals & transition plans.
  - Providing participants with ongoing support and encouragement.
  - Assisting households in making sure the students have adequate attendance and supplies/materials required for school.
  - Working with participants to assess and monitor goals.
  - Providing follow-up support and services.
  - Assisting participants in developing a crisis management plan.
  - Assisting participants in maximizing benefits and/or obtaining employment.
  - Providing community and social service linkage to participants upon request or as needed and assist them in their efforts to effectively utilize community services.
  - Assisting participants in understanding their rights and responsibilities under a tenant lease. This includes explaining the eviction and appeal process.
  - Acting as a liaison and provide conflict resolution in tenant-landlord disputes.

- Planning, coordinating and providing educational opportunities for participants, including peer mentor training for the adult household members.
- Advocating for participants' basic needs and rights.
- Monitoring the effectiveness of services delivered to participants.
- Networking with the community, other service providers and agencies.
- Encouraging supportive activities that will help participants develop the skills and abilities needed to utilize the resources of the community, including family, friends, job and school.
- Inputting participant intake and data related to the FHPAP funding into the Homeless Management Information System.
- Achieving program goals as laid out in the Grant agreement.

### **Role of MAHUBE-OTWA**

MAHUBE-OTWA agrees to deliver services in accordance with the Minnesota Housing Family Homeless Prevention and Assistance Program. The agency is an experienced FHPAP grant recipient and is qualified to provide appropriate services pursuant to the grant application and agreement.

- Complying with Family Homelessness Prevention and Assistance Program requirements. Specific duties will include:
  - Submitting to CAPLP all required FHPAP reports.
  - Providing FHPAP case management services.
  - Determining eligibility for FHPAP assistance funding.
  - Maintaining and retaining financial records of the use of all FHPAP funds.
  - Maintaining documentation of participant homeless status, income and rent calculations.
  - Input participant intake and data related to the FHPAP funding into the Homeless Management Information System.
  - Achieving program goals as laid out in the Grant agreement.
- Providing FHPAP case management services to eligible participants located in Becker, Otter Tail and Wadena Counties who are eligible to or are enrolled in the Detroit Lakes, Fergus Falls, Frazee-Vergas, Perham-Dent, Henning, Lake Park Audubon, Parkers Prairie, Verndale, Sebeka, New York Mills, or Wadena-Deer Creek School District. Progressive engagement will be used with all households so the services will be tailored to meet the needs of each household. Specific duties may include:
  - Coordinating with the Detroit Lakes, Fergus Falls, Frazee-Vergas, Perham-Dent, Henning, Lake Park Audubon, Parkers Prairie, Verndale, Sebeka, New York Mills, or Wadena-Deer Creek School Districts to identify and conduct outreach to potentially eligible households;
  - Assisting households to apply for WCMHSWH assistance;
  - Determining eligibility for FHPAP assistance;
  - Maintaining documentation of participant homeless status, income and location status.
  - Assessing participant's current needs, goals and services.

- Using progressive engagement to assist participants to achieve their goals.
- Working with participants to develop individual goals & transition plans.
- Providing participants with ongoing support and encouragement.
- Assisting households in making sure the students have adequate attendance and supplies/materials required for school.
- Working with participants to assess and monitor goals.
- Providing follow-up support and services.
- Assisting participants in developing a crisis management plan.
- Assisting participants in maximizing benefits and/or obtaining employment.
- Providing community and social service linkage to participants upon request or as needed and assist them in their efforts to effectively utilize community services.
- Assisting participants in understanding their rights and responsibilities under a tenant lease. This includes explaining the eviction and appeal process.
- Acting as a liaison and provide conflict resolution in tenant-landlord disputes.
- Planning, coordinating and providing educational opportunities for participants, including peer mentor training for the adult household members.
- Advocating for participants' basic needs and rights.
- Monitoring the effectiveness of services delivered to participants.
- Networking with the community, other service providers and agencies.
- Encouraging supportive activities that will help participants develop the skills and abilities needed to utilize the resources of the community, including family, friends, job and school.
- Inputting participant intake and data related to the FHPAP funding into the Homeless Management Information System.
- Achieving program goals as laid out in the Grant agreement.

### **Role of WCMCA**

WCMCA agrees to deliver services in accordance with the Minnesota Housing Family Homeless Prevention and Assistance Program. The agency is an experienced FHPAP grant recipient and is qualified to provide appropriate services pursuant to the grant application and agreement.

- Complying with Family Homelessness Prevention and Assistance Program requirements. Specific duties will include:
  - Submitting to the CAPLP all required funding reports.
  - Providing FHPAP case management services.
  - Determining eligibility for FHPAP assistance.
  - Maintaining and retaining financial records of the use of all funds.
  - Maintaining documentation of participant homeless status, income and rent calculations.
  - Input participant intake and data related to the funding into the Homeless Management Information System.
  - Achieving program goals as laid out in the Grant agreement.

- Providing FHPAP case management services to eligible participants located in Douglas, Grant, Pope, Stevens and Traverse Counties who are eligible to enroll or are enrolled in the Alexandria, Minnewaska, Morris, Kalon Prep Academy or Osakis school district. Progressive engagement will be used with all households so the services will be tailored to meet the needs of each household. Specific duties may include:
  - Coordinating with the Alexandria, Minnewaska, Morris, Kalon Prep Academy or Osakis school districts to identify and conduct outreach to potentially eligible households;
  - Assisting households to apply for WCMHSWH assistance;
  - Determining eligibility for FHPAP assistance;
  - Maintaining documentation of participant homeless status, income and location status.
  - Assessing participant's current needs, goals and services.
  - Using progressive engagement to assist participants to achieve their goals.
  - Working with participants to develop individual goals & transition plans.
  - Providing participants with ongoing support and encouragement.
  - Assisting households in making sure the students have adequate attendance and supplies/materials required for school.
  - Working with participants to assess and monitor goals.
  - Providing follow-up support and services.
  - Assisting participants in developing a crisis management plan.
  - Assisting participants in maximizing benefits and/or obtaining employment.
  - Providing community and social service linkage to participants upon request or as needed and assist them in their efforts to effectively utilize community services.
  - Assisting participants in understanding their rights and responsibilities under a tenant lease. This includes explaining the eviction and appeal process.
  - Acting as a liaison and provide conflict resolution in tenant-landlord disputes.
  - Planning, coordinating and providing educational opportunities for participants, including peer mentor training for the adult household members.
  - Advocating for participants' basic needs and rights.
  - Monitoring the effectiveness of services delivered to participants.
  - Networking with the community, other service providers and agencies.
  - Encouraging supportive activities that will help participants develop the skills and abilities needed to utilize the resources of the community, including family, friends, job and school.
  - Inputting participant intake and data related to the FHPAP funding into the Homeless Management Information System.
  - Achieving program goals as laid out in the Grant agreement.

Consistent with client rights principles, it is understood that referrals and other services will be made available to all WCHSWH participants. Collaborative Partner staff will take no action in making referrals or providing services without the agreement of the individual except when it appears in the staff's judgment, necessary to do so to protect the resident or others from serious harm.

### **Role of School District Collaborative Partners**

The School District Collaborative Partners agree to perform the following roles in conjunction with the Homework Starts with Home grant:

- Assist in identifying students and families facing housing crisis.
- Provide linkages to appropriate resources and collaborators.
- Comply with all McKinney-Vento Act including monitoring and reporting the number of homeless students identified.
- Enter all required data into the MARSS.

### **Role of Local Government Entity Collaborative Partners**

The Local Government Entity Collaborative Partners agree to perform the following roles in conjunction with the Homework Starts with Home grant:

- Connect families and students experiencing homelessness with mainstream programs and services.
- Reduce barriers and increasing ease of access to mainstream resources for households with families and students facing a housing crisis.
- Work to build upon existing common applications to further streamline access to services.

### **Role of Landlord or Owner Collaborative Partners**

The Landlord or Owner Collaborative Partners agree to perform the following roles in conjunction with the Homework Starts with Home grant:

- Inform Collaborative Partners of unit openings as they become available.
- Refer families and students who are or are at risk of becoming homeless to HSWH services.
- Examine admissions and termination policies to reduce the time HSWH participants are homeless or prevent a new homelessness episode.

### **Role of Other Local Non-Profit Collaborative Partners**

The Other Local Non-Profit Collaborative Partners agree to perform the following roles in conjunction with the Homework Starts with Home grant:

- Refer family and youth households with students to the HSWH program;
- Provide input regarding improvements to the HSWH program; and
- Provide informal and formal supports to the HSWH participants in accordance with the mission of each organization.

Specifically, the following Local Non-Profit Collaborative Partners agree to perform the following roles:

#### **1. Churches United for the Homeless**

- Provide emergency shelter for family and youth households at Micah's Mission and for single adult male youth at Dorothy Day House of Hospitality;

- Serve as access site for Homework Starts with Home households;
  - Cooperate with School District Collaborative Partners in assuring students are enrolled in and attend school while staying in shelter.
  - Provide food to HSWH households through the Dorothy Day Food Pantry.
2. Fargo-Moorhead Coalition to End Homelessness
- Provide oversight of Coordinated Entry System.
  - Provide data in order to monitor trends and outcomes for HSWH population.
  - Assist in publicizing availability of HSWH program.
3. Lakes Crisis Resource Center
- Provide emergency shelter for victims of domestic violence and their children at Mary's Place Emergency Shelter;
  - Provide advocacy and support to victims of violence; and
  - Provide safe visitation space at the Parenting Time Center.
4. Legal Services of Northwest Minnesota
- Provide free legal services to HSWH households in civil matters including evictions and other housing matters; family, public benefits including disability, consumer and other civil matters.
  - Meet with HSWH within one business day of referral, if needed, to prevent returns to homelessness.
5. Presentation Partners in Housing
- Provide prevention and diversion resources to HSWH-eligible households to prevent homelessness and returns to homelessness; and
  - Provide Housing Navigation services to high barrier HSWH households in need of intensive services.
6. United Way of Cass-Clay
- Invest in Clay County and Cass County, ND, to reduce homelessness for youth and families with children for the following purposes:
    - Increase supportive services to ensure families with children can access housing faster when identified as homeless or identified at -risk of becoming homeless and be able to maintain housing long-term; and
    - Increase supportive services to ensure unaccompanied youth can access housing faster when identified as homeless or identified at -risk of becoming homeless and be able to maintain housing long-term.
7. West Central Continuum of Care
- Continue to include HSWH updates and feedback as part of on-going CoC meeting discussions;
  - Coordinate with HSWH in scheduling quarterly HSWH meetings around region;
  - Participate in Executive Committee of HSWH governance structure;
  - Monitor outcomes and progress towards reaching "functional zero" for youth and families
  - Complete necessary documentation to declare "functional zero" for youth and families.
  - Assuring HSWH is included in Coordinated Entry

## 8. YouthWorks

- Provide Street Outreach to youth in Moorhead;
- Provide harm reduction supplies to youth;
- Refer and provide supports to youth eligible for HSWH program.

## VI. FUNDING

Clay County HRA is funded through a State of Minnesota Housing Trust Fund grant. CAPLP is funded through the State of Minnesota Family Homelessness Prevention and Assistance Program grant. The parties will provide services identified in this Memorandum of Understanding for twenty-four months. Funding may or may not continue past this time. All parties are committed to providing appropriate and exceptional services to the participants in the West Central Minnesota Homework Starts with Home Program and are committed to ending child homelessness in West Central Minnesota.

## VII. GOVERNANCE

CAPLP will be responsible for coordinating communications, scheduling meetings, inviting participants, and paying participant stipends and mileage.

The Collaborative receiving HTF, FHPAP or philanthropic funding will provide reports at each meeting regarding the number of households served, funds expended, trends, positive outcomes and unmet needs. Meetings will be held the 2<sup>nd</sup> Thursday in the months of January, March, May and September of each year. The Clay County HRA will invite all WCMHSWH participants and partners to each meeting.

An Executive Committee is elected from the larger Governance Board. The Executive Committee is authorized to take official actions between meetings. Representatives of the Collaborative Partners will be present at each meeting to provide input and receive input on program implementation and outcomes.

## VII. GENERAL TERMS

**Terms.** This Agreement will be automatically renewed with the same terms and conditions annually thereafter except where any party provides written notice of change ninety (90) days before the annual termination date. Otherwise, this Agreement may be terminated in accordance with the section on Termination below.

**Termination.** Any party may terminate this Agreement by giving the other parties ninety (90) days prior written notice. Notice must be given to all parties.

**Indemnity and Insurance.** All parties shall indemnify the other parties, their commissioners / board members and employees, against any and all liability for injury and damage caused by any negligent or willful act or omission of a party or any of the party's employees or in the performance of the duties specified in the MOU.

**Confidentiality.** The Collaborative Partners agree that by virtue of entering into this Agreement they will have access to certain confidential information regarding each other's operations related to this project. The Collaborative Partners agree that they will not at any time disclose

confidential information and/or material without the consent of the affected party unless such disclosure is authorized by this Agreement or required by law. Unauthorized disclosure of confidential information shall be considered a material breach of this agreement. At all times client releases will be secured before confidential client information is exchanged. Confidential client information will be handled with the utmost discretion and judgment.

**Nondiscrimination.** There shall be no discrimination of any person or group of persons on account of race, color, creed, religion, sex, marital status, sexual orientation, age, handicap, ancestry or national origin in the operation of the WCMHSHW by any party.

**Severability.** In the event any provision of this Agreement shall be found to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the validity, legality and enforceability of the remainder of the Agreement.

**Amendments.** This Agreement may be amended only in writing and as authorized by the designated representatives of the parties.

## **WEST CENTRAL MN HOMEWORK STARTS WITH HOME MEMORANDUM OF UNDERSTANDING – SIGNATURE PAGE**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Dara A. Lee  
Executive Director, Clay County HRA

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Liz Kuoppala  
Executive Director, MAHUBE-OTWA

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Lori Schwartz  
Executive Director, CAPLP

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Missy Becker-Cook  
Executive Director, WCMCA

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Josh Haag  
Principal, Moorhead Area Public Schools

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Mark Jenson  
Superintendent of Schools, Detroit Lakes Public School

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Rick Sansted,  
Assistant Superintendent, Alexandria Public Schools

Signed: _____	Date: _____
Jeff Drake Superintendent, Fergus Falls Public Schools	
Signed: _____	Date: _____
Terry Karger, Superintendent, Frazee-Vergas Public Schools	
Signed: _____	Date: _____
Mary Walsh School Social Worker, Minnewaska Area Schools	
Signed: _____	Date: _____
Randal Bergquist Superintendent, Osakis Public Schools	
Signed: _____	Date: _____
Lee Westrum Superintendent, Wadena-Deer Creek Public Schools	
Signed: _____	Date: _____
Megan Hoyer High School Counselor, Barnesville Public Schools	
Signed: _____	Date: _____
Kristie Sullivan Superintendent, Breckenridge Public Schools	
Signed: _____	Date: _____
Shannon Hunstad Superintendent, Dilworth-Glyndon-Felton Schools	
Signed: _____	Date: _____
Kelly Anderson Principal, Hawley Public Schools	
Signed: _____	Date: _____
Shane Monson Superintendent, Morris Public Schools	
Signed: _____	Date: _____
Jeff Hess  Executive Director, Alexandria HRA	
Signed: _____	Date: _____
Quinn Jaeger Director, Clay County Social Services	
Signed: _____	Date: _____
Denise Warren	

Human Services Director, Becker County

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Rochelle Palubicki  
Executive Director, Breckenridge HRA

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Emajeane Ford  
Executive Director, Douglas County HRA

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Susan Bjorklund  
Executive Director, Detroit Lakes HRA

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Mikel Olson  
Executive Director, Fergus Falls HRA

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Jim Standish  
Executive Director, Grant County HRA

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Barry Hegg  
Executive Director, Glenwood HRA

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Amy Baldwin  
Executive Director, Ottertail County Housing and Redevelopment Authority

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Deb Sjostrom, Human Services Director, Ottertail County

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Jessica Kirwin  
Executive Director, Stevens County HRA

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Jennifer Westrum, Human Services Director Wadena County

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Maria Marthaler  
Executive Director, Wadena HRA

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Lori Triebenbach  
Owner, Central Minnesota Property Manager

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Leah Paulson  
Regional Property Manager, Douglas County HRA

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Pastor Sue Koesterman  
 Chief Executive Officer, Churches United for the Homeless

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 John Campbell  
 Executive Director, Fargo-Moorhead Coalition to End Homelessness

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Reverend Beth Copenhaver  
 Pastor, The Congregational Church

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Pastor Joe Skogmo  
 Pastor, First Lutheran Church

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Anna Sellin  
 Executive Director, Lakes Crisis & Resource Center

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Anne M. Hoefgen  
 Executive Director, Legal Services of Northwest Minnesota

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Sarh Kennedy  
 Executive Director, Presentation Partners in Housing

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Karla Isley  
 President & CEO, United Way of Cass-Clay

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Carla Solem  
 Coordinator, West Central Minnesota Continuum of Care

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Melanie Heitkamp  
 Executive Director, Youthworks

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Megan Myers, Superintendent, Parkers Prairie Public Schools

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dr. Randal Bergquist, Superintendent, Lake Park Audubon Public Schools

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Anderson, Superintendent, Perham-Dent Public Schools

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Melissa Sparks, Superintendent, Henning Public Schools

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Jeannie Mayer, Superintendent, Verndale Public Schools

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Dustin Flaten, Superintendent, Ulen Hitterdal Public Schools

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Dave Kerkvliet, Superintendent, Sebeka Public School

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Adam Johnson, Superintendent, New York Mills Public School

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Christ Kragenbring, School Co-Founder & Director, Kalon Prep Academy



# State of Minnesota

## Joint Powers Agreement

SWIFT Contract Number: 272577

This Agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources ("State") and Becker County ("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 mowing and maintaining of public water access sites for Area 1A Parks and Trails.

### 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

The County (Sentence to Serve) STS crew will mow grass, pick up trash, and clear downed branches at the DNR public water access sites in Becker County to keep the sites presentable and usable for the public during snow free months.

#### 3. Payment

The State will pay the County for performing the services listed above. The County will invoice the State upon completion of the services in November, and at the end of June.

The total obligation of the State under this Agreement will not exceed \$19,106.00.

#### 4. Authorized Representatives

The State's Authorized Representative is Dave Schotzko, Area 1 Parks and Trails Supervisor, 3296 State Park Road NE, Bemidji, MN 56601, 218-308-2367, David.schotzko@state.mn.us, or his/her successor.

The Governmental Unit's Authorized Representative is the Mitch Lundeen, Becker County Land Commissioner, 1771 North Tower Road, Detroit Lakes, MN 56501, 218-847-0099, or his/her successor.

#### 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/VerifySubCertForm.doc>. All subcontractor certifications must be kept on file with Contractor and made available to the State upon request.

## 12. Pollinator Best Management Practices – If applicable

Habitat restorations and enhancements conducted on DNR lands and prairie restorations on state lands or on any lands using state funds are subject to pollinator best management practices and habitat restoration guidelines pursuant to [Minnesota Statutes, section 84.973](#). Practices and guidelines ensure an appropriate diversity of native species to provide habitat for pollinators through the growing season. Current specific practices and guidelines to be followed for contract and grant work can be found here: [https://www.dnr.state.mn.us/pollinator\\_resources/index.html](https://www.dnr.state.mn.us/pollinator_resources/index.html), DNR Pollinator Best Management Practices and Habitat Restoration Guidelines.

## 13. Force Majeure – If applicable

Neither party shall be responsible to the other or considered in default of its obligations within this Contract to the extent that performance of any such obligation is prevented or delayed by acts of God, war, riot, disruption of government, or other catastrophes beyond the reasonable control of the party unless the act or occurrence could have been reasonably foreseen and reasonable action could have been taken to prevent the delay or failure to perform. A party relying on this provision to excuse performance must provide the other party prompt written notice of the inability to perform and take all necessary steps to bring about performance as soon as practicable.

#### **14. Accessibility – If applicable**

Structural and nonstructural facilities and programs must meet all state and federal accessibility laws, regulations, and guidelines. Copies of accessibility guidelines can be downloaded off the Americans with Disabilities Act Accessibility Guidelines website at <http://www.access-board.gov>

Deliverable documents (both electronic and hardcopy) to be reimbursed under the terms of this contract shall be provided in an accessible format per Minnesota Statute 16E.03, sub. 9. State of Minnesota guidelines for creating accessible electronic documents can be found at the [website of the Office of Accessibility - Minnesota IT Services](https://mn.gov/mnit/about-mnit/accessibility) <https://mn.gov/mnit/about-mnit/accessibility>.

#### **15. Invasive Species Prevention – If applicable**

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

Initial

JJA

**1. State Encumbrance Verification**

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

Print Name: DocuSigned by: Karen Potvin  
Signature: 63FBE77957A34A8...  
Title: Accounting Officer Sr Date: July 7, 2025  
127841/272577/PO# 3000281295  
SWIFT Contract No. \_\_\_\_\_

**2. Governmental Unit**

Print Name: Signed by: \_\_\_\_\_  
Signature: Mitch Lundeen  
996C73EF5A2A46D...  
Title: BC Land Commissioner Date: July 11, 2025

**3. State Agency**

*With delegated authority*

Print Name: Signed by: \_\_\_\_\_  
Signature: Linda Erickson-Eastwood  
3094054445D1471...  
Title: Division and Fiscal Services Unit Manager Date: July 14, 2025

**4. Commissioner of Administration**

*As delegated to The Office of State Procurement*

Print Name: DocuSigned by: \_\_\_\_\_  
Signature: Sherry Van Horn  
39BE9975B28140C...  
Title: Contracts Specialist Date: July 18, 2025  
Admin ID: \_\_\_\_\_

97908



# BECKER COUNTY

915 Lake Avenue • Detroit Lakes, MN 56501  
218-846-7311

## MEMORANDUM FOR ACTION

Date: August 19, 2025

SUBJECT: Approve 2026 Joint Powers Agreement with DNR

TO: Becker County Board of Commissioners

1. Discussion: Becker County has historically assisted MNDNR with maintaining state owned public water accesses throughout Becker County. By signing this agreement Becker County will be eligible to receive up to \$19,106.00 for maintenance done on 41 additional MN DNR State Owned public water accesses though reimbursement from July 1, 2025 - June 30, 2026.
2. Funding: Recreation
3. Action request: Approve and authorize Becker County Land Commissioner to sign the joint powers agreement with MN DNR.
4. The point of contact for this memorandum is Steve Skoog/Mitch Lundeen

Distribution: Board of Commissioners, County Administrator

**BECKER COUNTY BOARD OF COMMISSIONERS**  
**RESOLUTION 08-25-2B**  
**2026 JPA-MNDNR Public Water Access Maintenance Contract**

**WHEREAS**, Becker County has agreed to maintain 41 state owned public water accesses in Becker County from July 1, 2025 – June 30, 2026.

**WHEREAS**, Becker County will be compensated \$19,106.00 from MNDNR for grounds maintenance services provided under this contract during the snow free months.

**NOW THEREFORE BE IT RESOLVED.** That the Board of County Commissioners of Becker County, Minnesota, approve the State of Minnesota Joint Powers Board Contract #272577 for the period of July 1, 2025, to June 30, 2026.

Duly adopted this 19<sup>th</sup> day of August 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 August 19th, 2025, as recorded in the record of proceedings.

Carrie Smith  
County Administrator

**Date:** April 16, 2025

**To:** Becker County Natural Resources Management  
Mitch Lundeen  
1771 North Tower Road  
Detroit Lakes, MN 56501  
(218) 849-8738

**From:** DNR Parks & Trails – Area 1A  
David B. Schotzko - Area Supervisor  
3296 State Park Rd NE  
Bemidji, MN 56601  
(218) 766-7529

**Subject:** Seasonal maintenance of Parks & Trails facilities

The attached proposal and documentation proposes that STS maintain the following sites from May 1, 2025 through September 30, 2025.

**Becker County**

Acorn Lake	Little Sugarbush Lake	Boyer Lake	Strawberry Lake
Rock Lake	Monson Lake	Big Cormorant Lake-N	Hungry Lake
LaBelle Lake	Big Detroit Lake N & S	Shell Lake	Lake Ida
Tilde Lake	Island Lake	Upper Cormorant Lake	Meadow Lake
Turtle Lake	Middle Cormorant Lake	Long Lake-Airport Park	Big Toad Lake
Height-of-Land Lake	Little Floyd Lake	Leaf Lake	Sivertson Lake
Little Cormorant Lake	Round Lake	Pearl Lake	Howe Lake
Big Floyd Lake	Buffalo Lake	Lake Sallie	Bad Medicine Lake
Little Bemidji Lake	Pickrel Lake	Lake Melissa	Maud Lake
Straight Lake	Marshall Lake	Big Cormorant-W	Little Toad Lake

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## **SENTENCING TO SERVICE PROGRAM**

### **AGREEMENT SPECIFICATIONS 1-13-23**

Provide maintenance on DNR-Parks & Trails water access facilities and State Trail rest area facilities.

1. During the contract term, clean all litter and tree debris once every 14 days.
2. Mow the site at intervals of 14 days or as needed to maintain at a grass height of less than 6 inches. For most sites, mow a 5 foot band around the entrance road, parking lot, islands, and launch area.
3. At water access facilities, sand and debris shall be removed from the ramp once every 14 days. Check the alignment and dock height and report concerns to the DNR contact listed below.
4. At trail rest area facilities, the picnic shelter floor should be swept.
5. Report missing signs, or damage caused by storms and vandalism to the DNR contact listed below.
6. All equipment, fuel and labor required to fulfill this agreement are the responsibility of the Sentencing to Service Program.
7. Report any portable toilet maintenance needs to the DNR contact listed below.
8. Bring equipment free of vegetation, soil and seeds to the site.
9. Remove all aquatic vegetation and debris from the boat ramp area and spread on site.
10. Before leaving the site, ensure all equipment is free of vegetation, soil and seeds.

David Schotzko, Area Supervisor – DNR Parks & Trails  
3296 State Park Road N.E. Bemidji, MN 56601  
218-766-7529



# BECKER COUNTY

915 Lake Avenue • Detroit Lakes, MN 56501  
218-846-7311

## MEMORANDUM FOR ACTION

Date: August 19, 2025

SUBJECT: Cancel Timber Sale Contract for Permit #24-05A

TO: Becker County Board of Commissioners

1. Discussion: Timber Permit #24-05A which was sold to a logger at the May, 2024 Timber Auction has received significant blowdown damage. NRM department is requesting to cancel existing timber contract #24-05A and initiate a new permit and contract with an interested logger to clean up blowdown at a reduced price and terms.

2. Action request: Authorize Becker County Land Commissioner to cancel Timber Contract #24-05A.

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

Distribution: Board of Commissioners, County Administrator



# BECKER COUNTY

## Land Use Department

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

### MEMORANDUM FOR ACTION

Date: August 12, 2025

SUBJECT: State of Minnesota/Department of Corrections Income Contract #274874

THROUGH: Environmental Services Committee

TO: Becker County Commission

1. Reference: Resolution 08-25-2C
2. Discussion: The Minnesota Department of Corrections is offering Becker County a one-year contract for the Institution Community Work Crew "ICWC" that works at the Material Recovery Facility (MRF). The Work Crew sorts recyclables collected from the community and delivered to the MRF. The crew costs include up to ten (10) inmates and the Crew Leader. The contract will be from September 1, 2025 to August 31, 2026. The Crew works approximately 40 – 50 hours per week depending on the workload.
3. Funding: The sale of sorted recyclable materials covers the MRF operational costs. The ICWC Crew cost (Crew Leader and vehicle costs) will be \$108,000 for the contract period. Overtime will be billed at the rate of \$85/hour. Crew member reimbursement is an additional amount based on the number of hours worked.
4. Action: Recommend County Board Approval of Resolution 08-25-2C MN DOC/ICWC Income contract #274874
5. The point of contact for this memorandum is [Steve.Skoog@co.becker.mn.us](mailto:Steve.Skoog@co.becker.mn.us) or by phone at 846-7310.

Distribution: County Commissioners  
County Administrator  
County Sheriff



# State of Minnesota Income Contract

SWIFT Contract Number: 274874

This contract is between the State of Minnesota, acting through its Commissioner of Corrections, Institution Community Work Crew, 1450 Energy Park Drive, St. Paul, MN 55108, ("State"), and Becker County Environmental Services, 835 Lake Avenue, Detroit Lakes, MN 56501 (Purchaser"). State and Purchaser may be referred to jointly as "Parties."

## Recitals

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1. Under Minn. Stat. §241.278 the State is empowered to enter into income contracts.
2. The Purchaser is in need of an Institution Community Work Crew (ICWC).
3. The State represents that it is duly qualified and agrees to provide the services described in this contract.

Accordingly, the Parties agree as follows:

## Contract

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### 1. Term of Contract

- 1.1 Effective date. *September 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. *August 31, 2026*, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

### 2. State's Duties

The State will:

- 2.1 Provide crew leader(s) who will supervise up to ten (10) offender crewmembers during four (4) 10-hour days per week, including the hour's crew leaders spend for daily preparation, communication and travel. The crew leader will take directions as to the location and nature of the work to be completed on a given day as requested by the Purchaser's Authorized Representative or designee.
- 2.2 In coordination with the Purchaser, train each work crew in safety principles and techniques set forth by the Purchaser and applicable federal, state and local agency requirements. Purchaser agrees that the State has the responsibility and authority to refuse selected projects if it considers the projects beyond the skill level of the crewmembers and/or unsafe to perform.

- 2.3 Provide required personal safety equipment and clothing needed for specific work.
- 2.4 Screen projects to ensure that appropriate staff are assigned.
- 2.5 Submit reports to the Purchaser upon request.

### **3. Purchaser's Duties**

#### **The Purchaser will**

- 3.1 Obtain all necessary permits or licenses or special authority for all projects that utilize ICWC labor.
- 3.2 Assign all work and coordinate material purchases and delivery through the ICWC crew leader for projects to be performed by the State.
- 3.3 Hire any subcontractors utilized in the project.
- 3.4 Provide utilities at the work site and set up accounts for the purchase of materials and rental of specialized tools or equipment needed for the work.
- 3.5 Meet with the State as necessary to provide project information needed by the State in the performance of its' duties.

### **4. Payment**

- 4.1 The Purchaser will pay the State for all services performed by the State under this contract as follows: Payment shall be made by the Purchaser to the State in the amount of fifty-four thousand and 00/100 dollars (\$54,000.00) on September 1, 2025, fifty-four thousand and 00/100 dollars (\$54,000.00) on March 1, 2026. Any overtime hours will be billed at the rate of eighty-five and 00/100 dollars (\$85.00) per hour.
- 4.2 The total obligation of the Purchaser for all compensation and reimbursements to the State under this contract is one hundred-eight thousand and 00/100 dollars (\$108,000.00), plus any additional overtime hours, as its share of the cost of providing a crew leader and placing the work crews into service on the ICWC Program during the term of this agreement. The Purchaser's share includes time scheduled for training, vacation, sick leave and holidays based on the terms and condition of the crew leaders AFSCME bargaining agreement.

### **5. Authorized Representative**

The State's Authorized Representative is Terry Byrne, District Supervisor, 1450 Energy Park Drive, St. Paul, MN 55108 or his successor.

The Purchaser's Authorized Representative is Steve Skoog, Executive Director or his successor, Becker County Environmental Services, 835 Lake Avenue, Detroit Lakes, MN 56501 or his designee/successor. If the Purchaser's Authorized Representative changes at any time during this contract, the Purchaser must notify the State.

## **6. Assignment, Amendments, Waiver, and Contract Complete.**

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

## **7. Liability**

Each party will be responsible for its own acts and behavior and the results thereof.

## **8. Government Data Practices.**

The Purchaser 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 Contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Purchaser 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 Purchaser or the State.

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

## **9. Publicity and Endorsement.**

- 9.1 Publicity. Any publicity regarding the subject matter of this Contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, information posted on corporate or other websites, research, reports, signs, and similar public notices prepared by or for the Purchaser individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.
- 9.2 Endorsement. The Purchaser must not claim that the State endorses its products or services.

**10. State Audits.**

Under Minn. Stat. § 16C.05, subd. 5, the Purchaser's books, records, documents, and accounting procedures and practices relevant to this Contract 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 Contract.

**11. Governing Law, Jurisdiction, and Venue.**

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

**12. Termination.**

Either party may cancel this Contract at any time, with or without cause, upon 30 days' written notice to the other party.

**1. Purchaser**

Print Name: Steve Skoog

Signature: \_\_\_\_\_

Title: County Administrator Date: \_\_\_\_\_

SWIFT Contract No. 000000000000000000274874

**3. Commissioner of Administration**

*As delegated to The Office of State Procurement*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Admin ID: \_\_\_\_\_

**2. State Agency**

*With delegated authority*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**BECKER COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION 08-25-2C**

**State of Minnesota Income Contract #274874**

**WHEREAS**, Becker County has need for workers at the County Recycling Facility to process recyclable commodities and is contracting with the State for workers to meet this need.

**WHEREAS**, the State of Minnesota, acting through the Department of Corrections, is providing an inmate work crew to work at the Recycling Facility through Institution Community Work Crew Affordable House Building Program (ICWC).

**WHEREAS**, both parties agree to extend this relationship.

**NOW THEREFORE BE IT RESOLVED.** That the Board of County Commissioners of Becker County, Minnesota, approve the State of Minnesota Income Contract #274874 for the period of September 1<sup>st</sup>, 2025 to August 31, 2026.

Duly adopted this 19<sup>th</sup> day of August 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 August 19th, 2025, as recorded in the record of proceedings.

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



14514 Brant St.  
Ham Lake, MN. 55304

Ph - 763-783-2100

Cell 612-366-1389

Fax 763-717-1435

**Attn:** Ari DeVries  
**Name:** Becker-County Environmental Services  
**Street:** 913 Lake Ave  
**City:** Detroit Lakes, MN 56501  
**Phone:** **Fax:**

**Proposal:** 1015-R  
**Re:** Recycle table quote - revised

Scope: Fabricate, deliver and set to barrel height (4) recycle sorting tables as listed below:

Basic table – qty (4) (3) hole No tray space

Flush to table top inserts = **\$2,596.00 x (4) = \$10,384.00**

- Top - 16gauge stainless steel 32in wide x 78in long x 1-1/2
- Legs – 16 gauge stainless steel brushed finish. Aluminum connecting sockets.
- Barrel guides – 20 gauge stainless, stud weld to support channels.
- Casters – 4in, polyurethane on polypropylene, ball bearing, foot brake on each.
- Disposal openings – (3) High density polyethylene colored inserts, (1) blue, (1) red, (1) green.

Sign rack Single rail – **\$553.00 x (4) = \$2,212.00**

- 1in stainless steel square tube 26in high mounted at the center line of the table, (3) movable clip rails.

Delivery to Becker County, MN = **\$110.00**

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications for the above work and completed in a substantial work like manner for the sum of

**Twelve thousand seven hundred six dollars and no cents.....\$12,706.00**

Customer agrees to pay Murphy Construction Services all amounts due for services or materials provided upon receipt of any invoice from Murphy Construction Services. Customer agrees to a service charge of 18% per annum on all balances thirty (30) days or more past due. Customer also agrees to pay Murphy Construction Services for all collections costs, including employees time and expense, all attorney's fees and legal costs incurred in either collection of and/or protection of Murphy Construction Services interests in customers past due account of this contract. In the event that customer terminates or otherwise breaches its contract, customer still agrees to pay (1) in full on a time and material basis for all services and/or materials Murphy Construction Services has provided to customer or the subject property, including but not limited to, time Murphy Construction Services has expended in preparing any invoices, itemizations, or estimates, and (2) an additional consulting and adjusting fee equal to twenty percent (20%) of the total services and /or materials Murphy Construction Services has provided to the customer or the property as of the date of such termination or breach. Any change or modification to this agreement and its terms must be in a separate writing or change order signed by all parties hereto.

Authorized Signature

Murphy Construction Services  
Respectfully Submitted,  
**Jim Murphy**

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

Jim Murphy  
Date: 7/29/2025

jmurphy@mcs-co.net

## **Source Separated Organics Grant Expenditure Request**



**Date Requested:** 8/12/2025

**Department:** Land Use/Environmental Services

**Department Head:** Steve Skoog

## **EXPLANATION OF THE REQUEST**

**Purpose/Need:** Purchase four (4) stainless steel tables that will be donated to schools for the purpose of sorting organics from other solid waste in their lunchrooms.

**REQUEST AMOUNT:** \$ 12,706.00

**Savings Achieved (Dollar Amount/Time/ Efficiency):** .

**Are There Sufficient Funds In Your Budget?**

Yes ☒ No ☐

**Is this included in your department's 5-Year Capital Improvement Plan?**

Yes ☐ No ☒

**Please explain further, if necessary:** This purchase request will be reimbursed from grant funds the County received to implement the Source Separated Organics Program currently being developed in the County.

**Action Taken (If different than request):** **Recommend a Board motion approving the purchase of four stainless steel tables from Murphy Construction Services for the amount of \$12,706.00**



Date Request Completed: 8/12/2025

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

Abatements for 8-19-2025

	Original	Adjustment	Corrected	TAG	Twsp/City	School District
33.0135.000	\$ 2,098.00	\$ (570.00)	\$ 1,528.00		3301 Toad Lake Twp	23
11.0138.000	\$ 2,510.00	\$ (760.00)	\$ 1,750.00		1101 Evergreen Twp	23
11.0138.001	\$ 1,272.00	\$ (746.00)	\$ 526.00		1101 Evergreen Twp	23
53.0010.070	\$ 108.00	\$ (108.00)	\$ -		5302 Wolf Lake City	821
16.8017.000	\$ 20.00	\$ (\$20)	\$ -		1601 Holmsville	22
49.1040.515	\$306	\$ (\$306)	\$0		4902 Detroit Lakes	22

**TOTALS** \$ 6,314.00 \$ (2,510.00) \$ 3,804.00

**TOTAL ADDED TAX** \$0

**TOTAL REDUCED TAX** \$ (2,510.00)

33.0135.000 This property should have been 2c Managed Forest not Ruvl

11.0138.000 This property had applied for Ag homestead but was left Res homestead and Ruvl non-homeste

11.0138.001 This property had applied for Ag homestead but was left Res homestead and Ruvl non-homeste

53.0010.070 This property is a cemetary and is part of 53-7001-000 but had been unidentified  
and was put on and not exempted

16.8017.000 This property put license on travel trailer and was not taken off personal property

49.1040.515 This property was tax forfeited

**\$ 6,314.00 \$ (2,510.00) \$ 3,804.00**

**BECKER COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION 08-25-2D**

**Proposed State DNR Land Acquisition**

**WHEREAS**, In accordance with Minnesota Statutes 97A.145, Subd. 2 and 84.944, the Commissioner of the Department of Natural Resources on August 19, 2025, provided the Becker County Board with a description of lands to be acquired by the State of Minnesota for water, forestry, wildlife, and natural plant community conservation purposes, as described in Exhibit A; and

**WHEREAS**, the Department of Natural Resources utilizes funding that requires County Board approval for Wetlands for Wildlife.

**NOW THEREFORE BE IT RESOLVED.** That the Board of County Commissioners of Becker County, Minnesota, approves the State's proposed acquisition of the above described land as described in Exhibit A, is approved.

Duly adopted this 19<sup>th</sup> day of August, 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 August 19, 2025, as recorded in the record of proceedings.

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

## Exhibit A



### Toad Mountain

BECKER COUNTY, MINNESOTA

April 2, 2024. Copyright © Trust for Public Land. Trust for Public Land and Trust for Public Land logo are federally registered marks of Trust for Public Land. Information on this map is provided for purposes of discussion and visualization only. [www.tpl.org](http://www.tpl.org)



The NW 1/4 of Section 8, Township 139 North, Range 38 West of the 5th P.M. less the following described tracts:

1) Beginning at a point that is 60 rods North of the Southwest corner of the NW1/4 of Section 8, Township 139, Range 38, running thence 13 rods East, thence 13 rods North, thence 13 rods West to the Section line, thence 13 rods South on the Section line to the place of beginning.

2) The Northwest 40 acres thereof

AND

The W 1/2 of NE1/4 of Section 8, Township 139 North, Range 38 West of the 5th P.M.

AND

All of Government Lot 1 of Section 8, Township 139 North, Range 38 West of the 5th P.M. LESS Sylvan Shores Subdivision and LESS that portion of Lot 1 more fully described as follows: Commencing at the NW corner of Lot 8 of Sylvan Shores

Subdivision, thence South on and along the West line of Lots 8 and 9 of Sylvan Shores Subdivision a distance of 165 feet to the Southwest corner of said Lot 9, thence West at a right angle to the West line of said Lots 8 and 9 a distance of 366 feet, thence at a right angle North a distance of 165 feet, thence East at a right angle a distance of 366 feet to the point of beginning.

AND

All of Lot 2 LESS South 200 feet lying East of present Township Road and LESS That part thereof described as follows: Beginning at the Northwest corner of that certain tract of land conveyed to Carl E. Hanson by the certain Warranty Deed recorded in Book 202 of Deeds at Page 365; thence North on and along the westerly right of way line of the presently existing township road a distance of 120 feet, more or less, to the southwesterly corner of that certain tract of land deeded to Charles W. Bartholomew and Carole M. Bartholomew by that certain Warranty Deed recorded in Book 211 of Deeds at page 93; thence East on and along the southerly boundary of the last mentioned piece of property which was deeded to Charles W. Bartholomew and Carole M. Bartholomew to the water's edge of Big Toad Lake; thence southerly along the water's edge of Big Toad Lake to the Northeasterly corner of that tract of land deeded to Carl E. Hanson by that deed recorded in Book 202 of Deeds at page 365; thence West along the northerly boundary of the last mentioned premises to the point of beginning; All in Section 8, Township 139 North, Range 38 West of the 5th P.M. in Becker County, Minnesota.

EXCEPT

That part of Government Lot 2 in Section 8, Township 139 North, Range 38 West of the Fifth Principal Meridian in Becker County, Minnesota, described as follows: Commencing at a cast iron monument which designates the south quarter corner of said Section 8; thence South 89 degrees 41 minutes 28 seconds East 1380.17 feet on an assumed bearing along the south line of said Section 8 to a cast iron monument at Meander Corner No. 15; thence North 16 degrees 26 minutes 21 seconds East 3020.67 feet to an iron monument; thence South 89 degrees 20 minutes 30 seconds West 33.02 feet to the centerline of West Toad Lake Drive; thence North 01 degree 36 minutes 49 seconds East 57.99 feet along the centerline of said West Toad Lake Drive; thence northerly continuing along the centerline of said West Toad Lake Drive on a curve concave to the east having a central angle of 17 degrees 58 minutes 54 seconds and a radius of 650.00 feet, for a distance of 204.00 feet (chord bearing North 10 degrees 36 minutes 16 seconds East) to the point of beginning; thence northerly continuing along the centerline of said West Toad Lake Drive on a curve concave to the east, having a central angle of 08 degrees 28 minutes 23 seconds and a radius of 650.00 feet, for a distance of 96.12 feet ( chord bearing North 23 degrees 49 minutes 54 seconds East); thence North 28 degrees 04 minutes 06 seconds East 95.37 feet continuing along the centerline of said West Toad Lake Drive; thence South 70 degrees 44 minutes 47 seconds East 33.33 feet to an iron monument; thence continuing South 70 degrees 44 minutes 47 seconds East 101.67 feet to an iron monument; thence North 19 degrees 15

minutes 13 seconds East 25.00 feet to an iron monument; thence South 70 degrees 44 minutes 47 seconds East 125.00 feet to an iron monument; thence South 19 degrees 15 minutes 13 seconds West 25.00 feet to an iron monument; thence South 70 degrees 44 minutes 47 seconds East 90.71 feet to an iron monument; thence continuing South 70 degrees 44 minutes 47 seconds East 23 feet, more or less, to the water's edge of Toad Lake; thence southerly along the water's edge of said Toad Lake to the intersection with a line which bears South 76 degrees 24 minutes 48 seconds East from the point of beginning; thence North 76 degrees 24 minutes 48 seconds West 17 feet, more or less, to an iron monument; thence continuing North 76 degrees 24 minutes 48 seconds West 129.01 feet to a point hereinafter referred to as Point A; thence continuing North 76 degrees 24 minutes 48 seconds West 221.87 feet to an iron monument; thence continuing North 76 degrees 24 minutes 48 seconds West 33.19 feet to the point of beginning.

SUBJECT TO a 33.00 foot wide easement for ingress and egress purposes over under and across part of the above tract. The centerline of said 33.00 foot wide easement is described as follows: Beginning at the aforementioned Point A; thence North 01 degree 11 minutes 57 seconds West 111.63 feet; thence North 60 degrees 28 minutes 19 seconds West 56.47 feet; thence North 81 degrees 13 minutes 59 seconds West 87.38 feet; thence North 75 degrees 35 minutes 35 seconds West 62.33 feet to the centerline of said West Toad Lake Drive and said easement centerline there terminates. The sidelines of said 33.00 foot wide ingress and egress easement shall be prolonged or shortened to terminate on the southerly line of the above tract and on the centerline of said West Toad Lake Drive.

EXCEPT:

That part of Government Lot 2 in Section 8, Township 139 North, Range 38 West of the Fifth Principal Meridian in Becker County, Minnesota, described as follows:

Commencing at a cast iron monument which designates the south quarter corner of said Section 8; thence South 89 degrees 41 minutes 28 seconds East 1380.17 feet on an assumed bearing along the south line of said Section 8 to a cast iron monument at Meander Corner No. 15; thence North 16 degrees 26 minutes 21 seconds East 3020.67 feet to an iron monument; thence South 89 degrees 20 minutes 30 seconds West 33.02 feet to the centerline of West Toad Lake Drive; thence North 01 degree 36 minutes 49 seconds East 57.99 feet along the centerline of said West Toad Lake Drive; thence northerly continuing along the centerline of said West Toad Lake Drive on a curve concave to the east, having a central angle of 17 degrees 58 minutes 54 seconds and a radius 650.00 feet, for a distance of 204.00 feet (chord bearing North 10 degrees 36 minutes 16 seconds East) to the point of beginning; thence northerly continuing along the centerline of said West Toad Lake Drive on a curve concave to the east, having a central angle of 08 degrees 28 minutes 23 seconds and a radius of 650.00 feet, for a distance of 96.12 feet (chord bearing North 23 degrees 49 minutes 54 seconds East); thence North 28 minutes 04 minutes 06 seconds East 95.37 feet; thence South 70 degrees 44 minutes 47 seconds East 33.33 feet to an iron monument; thence

continuing South 70 degrees 44 minutes 47 seconds East 317.38 feet to an iron monument; thence continuing South 70 degrees 44 minutes 47 seconds East 23 feet, more or less, to the water's edge of Toad Lake; thence southerly along the water's edge of said Toad Lake to the intersection with a line which bears South 76 degrees 24 minutes 48 seconds East from the point of beginning; thence North 76 degrees 24 minutes 48 seconds West 17 feet, more or less, to an iron monument; thence continuing North 76 degrees 24 minutes 48 seconds West 129.01 feet to a point hereinafter referred to as Point A; thence continuing North 76 degrees 24 minutes 48 seconds West 221.87 feet to an iron monument; thence continuing North 76 degrees 24 minutes 48 seconds West 33.19 feet to the point of beginning. The above described tract contains 65,700 square feet, more or less.

SUBJECT TO a 33.00 foot wide easement for ingress and egress purposes over, under and across part of the above tract. The centerline of said 33.00 foot wide easement is described as follows:

Beginning at the aforementioned Point A; thence North 01 degree 11 minutes 57 seconds West 111.63 feet; thence North 60 degrees 28 minutes 19 seconds West 56.47 feet; thence North 81 degrees 13 minutes 59 Seconds West 87.38 feet; thence North 75 degrees 35 minutes 35 seconds West 62.33 feet to the centerline of said West Toad Lake Drive and said easement centerline there terminates. The sidelines of said 33.00 foot wide ingress and egress easement shall be prolonged or shortened to terminate on the southerly line of the above tract and on the centerline of said West Toad Lake Drive.

FURTHER SUBJECT TO an easement for public road purposes for said West Toad Lake Drive over, under and across that part of the above tract which lies within 33.00 feet of the centerline of said West Toad Lake Drive.

EXCEPT:

That part of Government Lot 2 in Section 8, Township 139 North, Range 38 West of the Fifth Principal Meridian in Becker County, Minnesota, described as follows:

Commencing at a cast iron monument which designates the south quarter corner of said Section 8; thence South 89 degrees 41 minutes 28 seconds East 1380.17 feet on an assumed bearing along the south line of said Section 8 to a cast iron monument at Meander Corner No. 15; thence North 16 degrees 26 minutes 21 seconds East 3020.67 feet to an iron monument; thence South 89 degrees 20 minutes 30 seconds West 33.02 feet to the centerline of West Toad Lake Drive; thence North 01 degree 36 minutes 49 seconds East 52.28 feet along the centerline of said West Toad Lake Drive to the point of beginning; thence continuing North 01 degree 36 minutes 49 seconds East 5.71 feet along the centerline of said West Toad Lake Drive; thence northerly continuing along the centerline of said West Toad Lake Drive on a curve concave to the east having a central angle of 17 degrees 58 minutes 54 seconds and a radius of 650.00 feet, for a distance of 204.00 feet (chord bearing North 10 degrees 36 minutes 16 seconds East);

thence South 76 degrees 24 minutes 48 seconds East 33.19 feet to an iron monument; thence continuing South 76 degrees 24 minutes 48 seconds East 221.87 feet to a point hereinafter referred to as Point A; thence continuing South 76 degrees 24 minutes 48 seconds East 129.01 feet to an iron monument; thence continuing South 76 degrees 24 minutes 48 seconds East 17 feet more or less to the water's edge of Toad Lake; thence southerly along the water's edge of said Toad Lake to the intersection with a line which bears South 84 degrees 43 minutes 06 seconds East from the point of beginning; thence North 84 degrees 43 minutes 06 seconds West 28 feet, more or less, to an iron monument; thence continuing North 84 degrees 43 minutes 06 seconds West 354.73 feet to an iron monument; thence continuing North 84 degrees 43 minutes 06 seconds West 33.07 feet to the point of beginning. The above described tract contains 73,900 square feet, more or less.

TOGETHER WITH a 33.00 foot wide easement for ingress and egress purposes over under and across part of said Government Lot 2. The centerline of said 33.00 foot wide easement is described as follows:

Beginning at the aforementioned Point A; thence North 01 degree 11 minutes 57 seconds West 111.63 feet; thence North 60 degrees 28 minutes 19 seconds West 56.47 feet; thence North 81 degrees 13 minutes 59 Seconds West 87.38 feet; thence North 75 degrees 35 minutes 35 seconds West 62.33 feet to the centerline of said West Toad Lake Drive and said easement centerline there terminates. The sidelines of said 33.00 foot wide ingress and egress easement shall be prolonged or shortened to terminate on the northerly line of the above tract and on the centerline of said West Toad Lake Drive.

SUBJECT TO an easement for public road purposes for said West Toad Lake Drive over, under and across that part of the above tract which lies within 33.00 feet of the centerline of said West Toad Lake Drive.

EXCEPT

That part of Government Lot 2 in Section 8, Township 139 North, Range 38 West of the Fifth Principal Meridian in Becker County, Minnesota, described as follows:

EXHIBIT A  
(Continued)

Commencing at a cast iron monument which designates the south quarter corner of said Section 8; thence South 89 degrees 41 minutes 28 seconds East 1380.17 feet on an assumed bearing along the south line of said Section 8 to a cast iron monument at Meander Corner No. 15; thence North 16 degrees 26 minutes 21 seconds East 3020.67 feet to an iron monument; thence South 89 degrees 20 minutes 30 seconds West 33.02 feet to the centerline of West Toad Lake Drive; thence North 01 degree 36 minutes 49 seconds East 52.28 feet along the centerline of said West Toad Lake Drive to the point of beginning; thence continuing North 01 degree 36 minutes 49 seconds East 5.71 feet along the centerline of said West Toad Lake Drive; thence northerly continuing along

the centerline of said West Toad Lake Drive on a curve concave to the east having a central angle of 17 degrees 58 minutes 54 seconds and a radius of 650.00 feet, for a distance of 204.00 feet (chord bearing North 10 degrees 36 minutes 16 seconds East); thence South 76 degrees 24 minutes 48 seconds East 33.19 feet to an iron monument; thence continuing South 76 degrees 24 minutes 48 seconds East 221.87 feet to a point hereinafter referred to as Point A; thence continuing South 76 degrees 24 minutes 48 seconds East 129.01 feet to an iron monument; thence continuing South 76 degrees 24 minutes 48 seconds East 17 feet more or less to the water's edge of Toad Lake; thence southerly along the water's edge of said Toad Lake to the intersection with a line which bears South 84 degrees 43 minutes 06 seconds East from the point of beginning; thence North 84 degrees 43 minutes 06 seconds West 28 feet, more or less, to an iron monument; thence continuing North 84 degrees 43 minutes 06 seconds West 354.73 feet to an iron monument; thence continuing North 84 degrees 43 minutes 06 seconds West 33.07 feet to the point of beginning.

TOGETHER WITH a 33.00 foot wide easement for ingress and egress purposes over under and across part of said Government Lot 2. The centerline of said 33.00 foot wide easement is described as follows:

Beginning at the aforementioned Point A; thence North 01 degree 11 minutes 57 seconds West 111.63 feet; thence North 60 degrees 28 minutes 19 seconds West 56.47 feet; thence North 81 degrees 13 minutes 59 Seconds West 87.38 feet; thence North 75 degrees 35 minutes 35 seconds West 62.33 feet to the centerline of said West Toad Lake Drive and said easement centerline there terminates. The sidelines of said 33.00 foot wide ingress and egress easement shall be prolonged or shortened to terminate on the northerly line of the above tract and on the centerline of said West Toad Lake Drive.

SUBJECT TO an easement for public road purposes for said West Toad Lake Drive over, under and across that part of the above tract which lies within 33.00 feet of the centerline of said West Toad Lake Drive.



August 13, 2025

MEMO TO COUNTY BOARD:

06-17-2025 The public hearing date was set 60 days prior per Minn Statute 282.01

07-12-2025 Notice of public hearing was published 30 days prior in Detroit Lakes newspaper

NOTICE OF PUBLIC HEARING  
Re-Classification of Land  
Part of Parcel #09.7154.000

Notice is hereby given that a public comment meeting will be held on the 19th day of August 2025 beginning at 9:30 a.m. in the Commissioners Room at the Becker County Courthouse.

The purpose of the meeting is for reclassification of Conservation Land to Non-Conservation Land for Part of Parcel #09.7154.000. This meeting will be part of the regular scheduled County Board meeting. All interested persons are invited to attend and participate in the discussion.

Questions and additional information requests should be directed to the County Auditor-Treasurer's Office.

Mary E. Hendrickson  
Becker County Auditor-Treasurer

**BECKER COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION 08-25-2A**

**Reclassification of Tax Forfeit Land in Eagle View Township**

**WHEREAS**, on September 6, 1945, the Southeast Quarter of the Southwest Quarter in Section 23 Township 142 Range 039 Parcel #09.7154.000 forfeited for nonpayment of taxes. April 7, 1948, the Becker County Board of Commissioners, by official resolution classified this parcel as Conservation, among other tax-forfeited lands, and designated it as part of Maple Grove Memorial Forest.

**WHEREAS**, Minn. Stat. 459.06 Subd. 3. Allows the Becker County Board of Commissioners by resolution to withdraw tax forfeit land from a memorial forest for disposal if the Commissioner of Natural Resources approves the sale of the land. We received MN DNR approval to sell on January 13, 2025, and township approval, and

**WHEREAS**, Becker County Auditor-Treasurer received a request for a sale to Becker County for part of parcel #09.7154.000 for a cell tower to provide service to the residents of Eagle View Township and

**WHEREAS**, Minn. Stat. 282.01, Subd 1. Requires the County Board to consider the present use of the adjacent land, productivity of the soil, character of the forest, and sustained yield management when determining the classification of tax forfeited land, and

**WHEREAS**, Minn. Stat. 282.01, Subd. 2. Requires that tax forfeited lands to be sold must be classified as non-conservation and

**NOW THEREFORE BE IT RESOLVED.** That the Board of County Commissioners of Becker County, Minnesota, hereby declare part of Parcel #09.7154.000 being 2.51 acres in the Southeast Quarter of the Southwest Quarter in Section 23 Township 142 Range 039 be reclassified as non-conservation for future sale to Becker County to allow essential services for the residents of Eagle View Twp.

Duly adopted this 19<sup>th</sup> day of August 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 August 19, 2025, as recorded in the record of proceedings.

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

# CERTIFICATE OF SURVEY

## PROPOSED PARCEL DESCRIPTION:

That part of the Southeast Quarter of the Southwest Quarter of Section 23, Township 142 N, Range 39 W of the Fifth Principal Meridian, Becker County, Minnesota, described as follows:

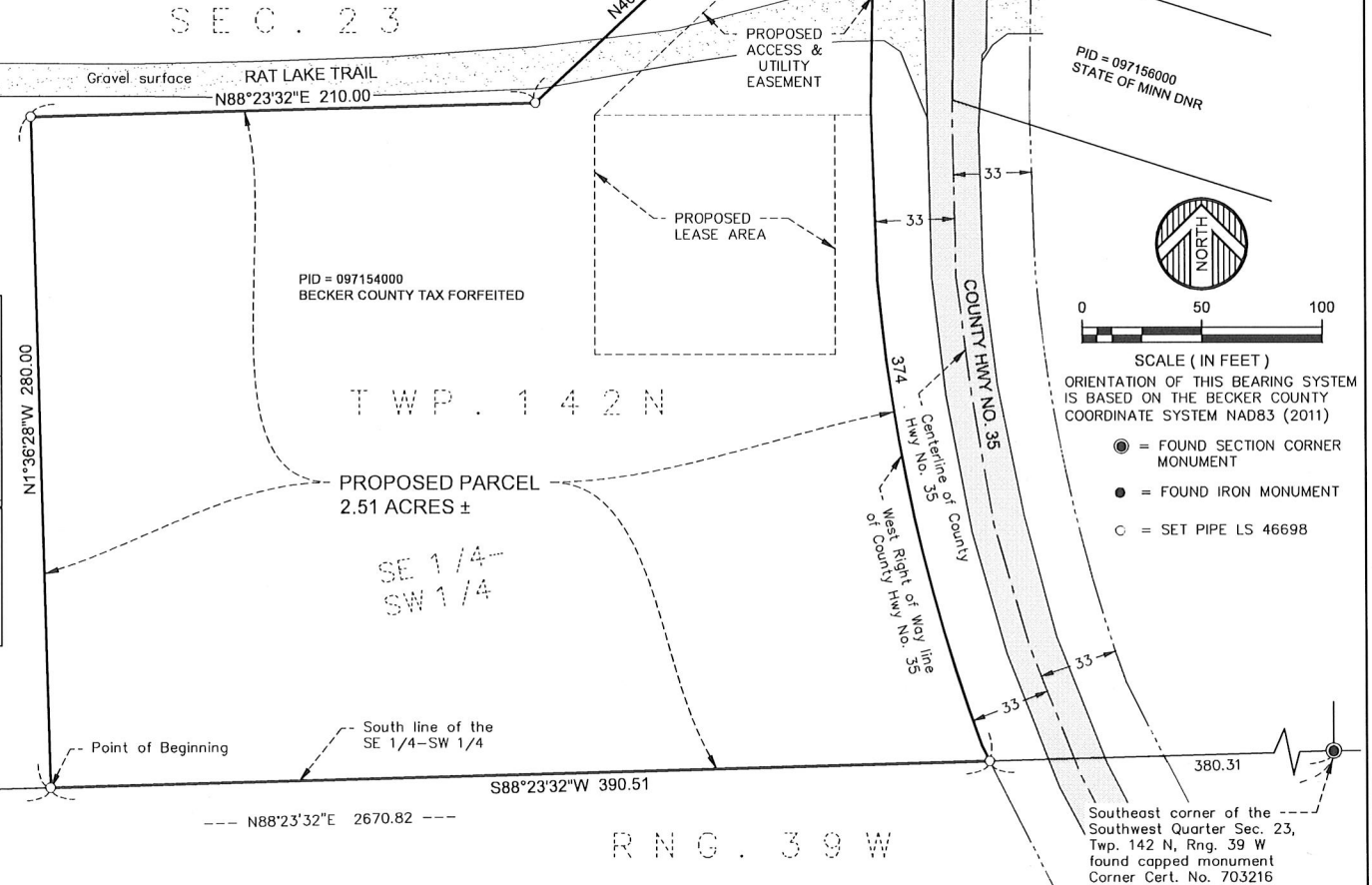
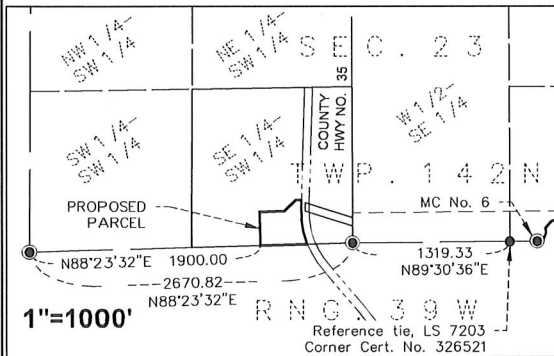
Commencing at the southwest corner of the Southwest Quarter of said Section 23; thence North 88 degrees 23 minutes 32 seconds East along the South line of said Southwest Quarter, a distance of 1900.00 feet to the Point of Beginning of the land to be described; thence North 1 degree 36 minutes 28 seconds West, a distance of 280.00 feet; thence North 88 degrees 23 minutes 32 seconds East, a distance of 210.00 feet; thence North 46 degrees 46 minutes 09 seconds East, a distance of 135.80 feet; thence North 90 degrees 00 minutes 00 seconds East, a distance of 42.87 feet to the west right of way line of County Highway Number 35; thence southerly along said west right of way line of County Highway Number 35, a distance of 374 feet to the south line of said Southeast Quarter of the Southwest Quarter; thence South 88 degrees 23 minutes 32 seconds West along said south line of the Southeast Quarter of the Southwest Quarter, a distance of 390.51 feet to the Point of Beginning.

**PARENT PARCEL DESCRIPTION:** (per Tower Title, LLC Commitment No. VTB-202588-C, Dated November 19, 2024)

The SE 1/4 of the SW 1/4 of Section 23 Township 142 North Range 39 West, less and except a .063 acre portion.

Parcel ID#: 097154000

This being a portion of the property conveyed to State of Minnesota, County of Becker from County Auditor, in a Tax Deed dated May 13, 1929 and recorded March 8, 1938, in Instrument No. 150009.



Southwest corner of the Southwest Quarter Sec. 23, Twp. 142 N, Rng. 39 W found 2in capped monument  
Certificate of Survey by Meadowland Surveying, dated May 26, 2020

DATE	MAY 20, 2025	DATE		AMENDMENTS	BY	PREPARED FOR: BECKER COUNTY
SCALE	AS SHOWN					THEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
DRAWN BY:	BAM					<i>J. Brunckhorst</i>
CHECKED BY:	JB					
FILE NUMBER	2025-10330					JUERGEN BRUNCKHORST DATE 5/20/25 LIC. NO. 49999

**WIDSETH**  
ARCHITECTS \* ENGINEERS \* SCIENTISTS \* SURVEYORS



# BECKER COUNTY

915 Lake Avenue • Detroit Lakes, MN 56501

218-846-7311

## MEMORANDUM FOR ACTION

Date: August 19<sup>th</sup>, 2025

SUBJECT: Approve Capital Expenditure Request – ½ Ton Pickup Truck.

TO: Becker County Board of Commissioners

1. Discussion: The Natural Resources Management Department needs an additional ½ ton pickup truck to carry out the goals and objectives of the department. Staff have collected 4 total quotes, 3 of which are local quotes. Most quotes have all the features needed and/or add-ons included in total quote price.
2. Funding: Tax Forfeited Fund, Resource Development Fund, or combination of both.
3. Action request: Approve the Becker County Land Commissioner to purchase a ½ pickup truck not to exceed \$50,000.
4. The point of contact for this memorandum is Mitch Lundeen/Steve Skoog

Distribution: County Administrator

2025 NRM 1/2 ton Quotes

State Bid	Year	Model	Model	Trim	Quote	Total Cost	NOTES
North Country GM	2026	GMC	1500	Double cab	\$ 46,188.75	\$ 46,188.75	Hibbing MN, State Contr
Local Quotes							
Nereson	2025	Chevrolet	Silverado 1500	Crew Cab	\$ 52,348.25	\$ 52,348.25	5.3 L - Same as the last NRM truck purchased, H
Thielen PR	2025	Chevrolet	Silverado 1500	Crew Cab	\$ 52,300.00	\$ 41,368.00	2025 White, Work Truck Editio, T
Muscatel	2025	GMC	Sierra 1500	Ext Cab	\$ 48,609.00	\$ 50,287.00	5.3 V8, \$3,750

NRM needs 6' box min, 4x4, prefers 4 doors vs. 3rd door, bed liner, steel skid plate, back rack or box protector, offroad/kevlar tires

## Capital Improvement Expenditure Request Form

Date Requested: August 19, 2025

Department: Highway

Department Head: Jim Olson, P.E.

Capital Improvement Request: iWorQ - Work Management software with Citizen request

Request Amount: \$5,300.00 (One time \$1300 implementation/setup + \$4,000 annual subscription)

### EXPLANATION OF THE REQUEST

Purpose/Need: This web-based software will be used to create work orders and track work related to road and equipment maintenance. It also has a citizen request/complaint portal for residents to conveniently report road issues. The system uses georeferencing to map locations of the needed work.

Savings Achieved (Dollar Amount/Time/ Efficiency): The Department currently doesn't have a work order method implemented. We track our work through spreadsheets and Microsoft Outlook which is cumbersome and inefficient. This new system would create efficiencies by allowing any employee to use it to document maintenance issues, create work orders, and track the work through completion. Allows in the field mobile input by cellphone or tablet. The georeferencing/mapping makes it easy to identify work areas, assign and group the work by location to efficiently complete it with fewer trips. The system will create data history of our work to easily reference.

Are There Sufficient Funds In Your Budget? Yes

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

Action Taken (If different than request): \_\_\_\_\_

Date Request Completed: \_\_\_\_\_

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



## iWorQ Price Proposal

Becker County	Population- 35,444
915 Lake Ave, Detroit Lakes, MN 56501	Prepared by: Matt Hanover

### Annual Subscription Fees

Application(s) and Service(s)	Package Price	Billing
Work Management  - Track and manage work by location using OpenStreetMap - Work order scheduling and templates - Track labor, inventory, parts, and material - Track work completed and maintenance history  * Available on any computer, tablet, or mobile device using Chrome browser * OpenStreetMap – Ability to track point and line layers * Quarterly GIS Updates * Configurable dashboard, fields, and reports	\$4,000	Annual
Citizen Engagement Package  Package includes: *Citizen Engagement  - Drive citizen satisfaction, streamline communication and reduce overhead costs with a public portal. - Allow citizens & employees to submit problems, including photos and locations, links to agency website, and seamlessly access those items in the iWorQ software through the Online Portal.	Included	Annual
Subscription Fee Total (This amount will be invoiced each year)	\$4,000	Annual

### One-Time Setup, GIS integration, and Data Conversion Fees

Service(s)	Package Price	Billing
Implementation and Setup cost year 1	<del>\$2,600</del> \$1,300	Year One
Up to 5 hours of GIS integration and data conversion	Included	Year One
Data Conversion	Included	Year One

Grand Total Due Year 1	<del>\$6,600</del> \$5,300	Year One Total
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## NOTES AND SERVICE DESCRIPTION

- I. Invoice for the (Annual Subscription Fee Total + One-Time Total) will be sent out immediately upon execution of the contract. Payment terms are net 30 days from the invoice date.
- II. This subscription Fee and Agreement have been provided at the Customer's request and is valid until Friday, August 29<sup>th</sup>, 2025.
- III. iWorQ is offering to waive 50% of the one-time setup fee and include one free WIFI enabled tablet. The tablet will be included for free if the agreement is executed on or before August 29<sup>th</sup>, 2025. The tablet will be shipped once payment has been received
- IV. This cost proposal cannot be disclosed or used to compete with other companies.



### Free, Unlimited Support, Training, & Updates

iWorQ offers a straightforward pricing structure with no per-seat licensing fees. Enjoy free, unlimited support, training, & updates.



### Secure

iWorQ uses AWS GovCloud for our application housing. This ensures that sensitive information is protected.



### Quick Implementation

The software is simple & user-friendly, so anyone can learn it. We can have you up & running in 60 days, or less!



### Mobile Capabilities

Our cloud-based software applications allow you to work from a tablet or smart phone while you're in the field.

### Product Information





# WORK ORDER MANAGEMENT SOFTWARE

## BENEFITS

1

STREAMLINE WORK ORDERS

2

ACCESS ON ANY DEVICE

3

IMPROVE EFFICIENCY

4

TRACK COSTS & INVENTORY



## HOW IT WORKS



### LOG & TRACK WORK ORDERS

Create & manage work orders with customizable templates & automation.



### SCHEDULE & ASSIGN TASKS

Easily schedule & assign jobs, notify workers, set deadlines, & track progress in real time.



### MONITOR ASSETS & COSTS

Track equipment, labor, & inventory to optimize resource allocation & prevent delays.



### GENERATE REPORTS & ANALYZE DATA

Instantly pull reports on job completion, costs, & performance insights to make better decisions.

## WHAT OUR CLIENTS ARE SAYING

"Switching to iWorQ has allowed us to streamline our public works record keeping as well as track more data in an efficient manner."

- Ashlea, Wyoming

[Learn More](#)

[Explore More Products](#)



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### Product Information





# CITIZEN ENGAGEMENT SOFTWARE

## BENEFITS

1 ELIMINATE LINES & CALLS

2 SATISFY YOUR CITIZENS

3 IMPROVE EFFICIENCY

4 ENHANCE TRANSPARENCY



## HOW IT WORKS



### CITIZENS SUBMIT REQUESTS

Residents report issues online using a simple, mobile-friendly form with location details and photos.



### REQUESTS ARE LOGGED & TRACKED

Requests are logged, categorized, and assigned, automatically notifying the appropriate department.



### STAFF PROVIDES REAL-TIME UPDATES

Government teams update request statuses, keeping residents informed and reducing calls.



### ANALYZE & OPTIMIZE SERVICES

Generate reports to find trends, improve response times, and allocate resources efficiently.

## WHAT OUR CLIENTS ARE SAYING

"The City has gained a greater understanding of our residents' concerns & increased our ability to document infrastructure issues & improve the City staff response time."

- Holly, Utah

[Learn More](#)

[Explore More Products](#)