



BECKER COUNTY BOARD OF COMMISSIONERS

Regular Meeting

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

Location: Board Room, Courthouse

or

Virtual TEAMS Meeting Option

Call-In #: 763-496-5929 - Conference I.D.: 651 532 765#

- 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 October 7, 2025 3
- 8:25 Consent Agenda
1. Auditor-Treasurer: Regular Claims, Auditor Warrants, and Claims over 90 Days 6
 2. Auditor-Treasurer: License List 7
 3. Auditor-Treasurer: Resolution 10-25-2B - Gambling Humane Society at Forest Hills 8
 4. Human Services: Regular Claims, Public Health, and Transit
- 8:30 Commissioners
1. Open Forum
 2. Reports and Correspondence
 3. Appointments
- 9:00 County Administrator
1. Local Road Improvement Program - presented by Meghan Eastman 9
 2. Resolution 10-25-2C - Homeless Prevention Grant Award 10
 3. Report
 4. Resolution 10-25-2A - Operation Green Light For Veterans 11
- 9:30 Human Services
1. Public Health Donation - To Becker County Food Pantry 13
 2. UCare/Medica Care Coordination Recommendation
 - a) Resolution 10-25-2I - UCare Coordination Recommendation 16
 - b) Resolution 10-25-2J - Medica Care Coordination Recommendation 17
 3. Liberty University Affiliation Agreement 18
- 9:40 Human Resources
1. Auditor-Treasurer Job Descriptions 28
 2. AFSCME Contract MOA 64
 3. Credit Card Policy 65
- 9:45 Highway
1. Resolution 10-25-2D - Final Payment Acceptance - SP 003-070-021-Rumble Strips 69
 2. Resolution 10-25-2F - Final Payment Acceptance - SAP 003-634-020-CSAH 34 72

3. Resolution 10-25-2E - Final Payment Acceptance - SAP 003-630-007-Frazee 75

9:50 Transit

1. Resolution 10-25-2G - Bus 4 Engine Replacement 78

9:55 Land Use/Environmental Services

1. Resolution 10-25-2H - 2026 Solid Waste Tip Fee Schedule 83

Adjourn

BOARD MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

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

LOCATION: Board Room, Courthouse

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

Agenda/Minutes:

1. Agenda – Motion and second to approve the agenda (Jepson, Nelson) carried.
2. Minutes – Motion and second to approve minutes of September 16, 2025 with the requested changes (Jepson, Hansen) carried.

Consent Agenda

1. Motion and second to approve and accept the following Consent Agenda Items – Auditor-Treasurer: Regular Claims, Auditor Warrants and Claims over 90 Days, License List: Tobacco License Renewal for the following: Chief Corner Store – Patricia Moran – Pine Point Twp, Cormorant Bottle Shop – Rod Einerson – Cormorant Twp, Osage Bait & Tackle – Peggy Branstrom – Osage Twp, The 59'er – Jackie Collins – Detroit Twp, Lake Park C-Store – David Blomseth – Lake Park Twp, Lakes Corner Liquors – Aaron Aslesen – Erie Twp, Cormorant Store – Lars Odegaard – Cormorant Twp, Ice Cracking Lodge – Tandra Parson – Round Lake Twp, August 2025 Cash Comparison, Sales Tax, and Investment Reports, Human Services: Regular Claims, Public Health, & Transit, Sheriff: Office of Traffic Safety-Total Zero Deaths Grant, Land Use – Environmental Services: Organics Processing Agreement, Service Agreement-Electronics Recycling, Waste Hauler License Requirement Changes, Greater MN Waste Reduction Grant Application (Nelson, Jepson) carried.

Commissioners:

1. Open Forum:
 - None.
2. Reports and Correspondence: Reports were provided on the following meetings:
 - Commissioner Jepson – Extension, Fair Board, EDA.
 - Commissioner Nelson – MRC, Lakeland Mental Health, Sunnyside, Sheriff, LARL.

- Commissioner Hansen – Transit, PLMSW, Planning & Zoning, Environmental.
- Commissioner Vareberg – EDA, Environmental.
- Commissioner Meyer – Sheriff, Transit, Fair Board, DAC, LCSC.

3. Appointments:

- None.

County Administrator: presented by Carrie Smith.

1. Lake Agassiz Regional Library (LARL) Update – presented by Liz Lynch.

- Request is based on an 80/10/10 percentage. 80% - Number of library card holders, 10% - property values and 10% - population.
- 2026 request - \$477, 840.

2. Report:

- Attended the following Community Events: North Country Trails Annual Meeting, Project 412 Wavemaker Event, Kickoff of Probation for F5 Program.
- MACA/MCRMA Conference. Topics: Leadership training, MPFML, Preliminary Levies and Legislative priorities.
- Meeting with 3 Lake Associations (Big Sugar Bush, Fox Lake, and Pickerel) including DNR, Planning & Zoning and Sheriff Glander to discuss the process for wake surface ordinances.
- STS Crew Leader Resigned.
- Paycom meetings have begun.

3. Motion and second to approve Resolution 10-25-1A – Recorder's Salary (Jepson, Meyer) carried.

4. Budgeting Work Session – October 14 @ 8:30 am at Highway.

5. Motion and second to approve Resolution 10-25-1D – AED Purchase in the amount of \$18,3000 from American AED for 10 units (Vareberg, Hansen) carried.

6. Highway Road Tour – Date set for November 5 at 8:30 am.

Assessor: presented by Mary Hendrickson.

1. Motion and second to approve the Abatements in the amount of \$62,330 which includes interest (Hansen, Nelson) carried.

Human Resources: presented by Teaira Christen.

1. Motion and second to approve the 3 Teamsters Union (Courthouse, Human Services, and Sheriff Clerical) MPFML Contract Addendums (Jepson, Nelson) carried.

2. Motion and second to approve Resolution 10-25-1C – 2026 Cash in Lieu (Nelson, Jepson) carried.

Land Use/Environmental Services: presented by Steve Skoog.

1. Motion and second to rescind the Consent Agenda approval (Jepson, Hansen) carried.
2. Motion and second to approve and accept the consent agenda, removing #9 Land Use-Environmental Services: Greater MN Waste Reduction Grant Application (Jepson, Hansen) carried.
3. Motion and second to approve Resolution 10-25-1E – MPCA Greater MN Waste Reduction Grant Application to include acceptance if awarded and choice of equipment to be a baler or compactor (Nelson, Hansen) carried.
4. Motion and second to approve Resolution 10-25-1B – 2026 Solid Waste Assessment Fee Schedule with the rate of \$13 per point (Hansen, Vareberg) carried.
5. Solid Waste/Demo Material Strategic Plan Questionnaire discussion.

Planning & Zoning: presented by Kyle Vareberg.

1. Planning Commission Recommendations 09/24/2025.
 - Motion and second to concur with the Planning Commission to approve for Kari Warren, Allen Gulseth, & Mark Gulseth – Request a Conditional Use Permit for the cultivation, manufacture and wholesale of cannabis (Jepson, Nelson) carried.
 - Motion and second to concur with the Planning Commission to approve for Austin McConkey – Request a Conditional Use Permit for a cemetery (Nelson, Jepson) carried.
2. Motion and second to approve the Memorandum of Understanding – Pelican River Watershed District (Hansen, Nelson) carried.

Being no further business, Board Chair Meyer adjourned the meeting at 10:48 am.

/s/ Carrie Smith

Carrie Smith
County Administrator

/s/ David Meyer

David Meyer
Board Chair



BECKER COUNTY BOARD OF COMMISSIONERS

Finance Committee Meeting

Date: Friday, October 17, 2025 at 8:30 AM

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

Administrator

1. Resolution 10-25-2C - Homeless Grant Award

Auditor-Treasurer

1. Regular Claims, Auditor Warrants, & Over 90 Days

Human Services

1. Public Health Donation - To Becker County Food Pantry
2. UCare/Medica Care Coordination Recommendation
3. Regular Claims, Public Health, & Transit

Human Resources

1. Auditor-Treasurer Job Descriptions
2. AFSCME Contract MOA

Highway

1. Resolution 10-25-2D - Final Payment Acceptance - SP 003-070-021-Rumble Strips
2. Resolution 10-25-2F - Final Payment Acceptance - SAP 003-634-020-CSAH 34
3. Resolution 10-25-2E - Final Payment Acceptance - SAP 003-630-007-Frazee

Transit

1. Resolution 10-25-2G - Bus 4 Engine Replacement

Land Use/Environmental Services

1. Resolution 10-25-2H 2026 Solid Waste Tipping Fee Schedule

Adjourn

BECKER COUNTY BOARD OF COMMISSIONERS MEETING 10/21/2025

BECKER COUNTY AUDITOR TREASURER

Tobacco License Renewal

1. Toad Lake Store – Cynthia Knoll – Toad Lake Township
2. 4 Corners – Joshua Swangler – Erie Township

Gambling Permit

1. Resolution # 10-25-2B – Humane Society of the Lakes for a Premises Permit at Forest Hills – 19th Hole in Audubon Township.

MINNESOTA LAWFUL GAMBLING RESOLUTION

Duly adopted at Detroit Lakes, Minnesota, this 21th day of October 2025.

COUNTY BOARD OF COMMISSIONERS

State of Minnesota)
County of Becker)

Becker County Auditor-Treasurer

SEAL



COUNTY OF BECKER

Administration

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

October 21, 2025

To Whom it May Concern,

We are writing this letter in support of the City of Audubon's proposed reconstruction of 3rd Street and Plover Street. Both roads are currently in very poor condition. As described below, reconstruction of this regionally significant route will provide critical economic development and safety benefits.

3rd Street connects directly to County Road 144 in the center of town, while Plover Street connects directly to County Road 13 on the north end of town. 3rd St and Plover St are thus regionally significant roadways for economic development because they connect to major thoroughfares which lead to Minnesota Trunk Highways.

Moreover, 3rd St provides direct access to Lake Park-Audubon Elementary School. This PK-6 school serves approximately 400 Becker County students and their families. It is our understanding that the proposed project will involve new curbs, gutters, and pedestrian improvements (e.g., crossings, sidewalks). This important project will thus contribute to the safety of all users, including children who rely on 3rd St to walk or bike to school.

The proposed reconstruction of 3rd St and Plover St would therefore provide significant economic and safety benefits, especially for the Becker County residents who rely on the public education provided by Lake Park-Audubon Elementary School. As with many rural towns across Minnesota, Audubon has a limited tax base and would greatly benefit from Local Road Improvement Program funding.

Thank you for your consideration of this significant safety project.

Sincerely,

David Meyer
Board Chair

Carrie Smith
County Administrator

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 10-25-2C

Award of Homeless Prevention Grant to Mahube-OTWA

WHEREAS, Becker County has a commitment to establish a collaborative and comprehensive system for addressing the housing needs of families, specifically targeting families who are responsible for the care of minor children; and

WHEREAS, Becker County recognizes that there is a need to continually improve the coordination of existing services currently made available by homeless service providers in Becker County to assure a “continuum of care”; and

WHEREAS, Becker County recognizes the need to stabilize and maintain viable housing options for families with minor youth of becoming homeless or at risk of becoming homeless; and

WHEREAS, Becker County recognizes the need to shorten the amount of time that families, with minor youth, stay in emergency shelters; and

WHEREAS, Becker County recognizes the need to eliminate repeat use of emergency shelters by families with minor children; and

WHEREAS, Becker County recognizes the need to provide support services to homeless and high-risk populations that have minor children; and

WHEREAS, Becker County advertised a Request for Proposals (RFP) and Mahube-OTWA was the only respondent.

NOW THEREFORE BE IT RESOLVED, by the Becker County Board of Commissioners, that they support the Mahube-OTWA in preventing homelessness and supporting those families with minor children by approving 2024 allocation of the Homeless Prevention Grant in the amount of \$222,113 and the 2025 allocation of the same grant in the amount of \$210,283.

Duly adopted this 21st day of October, 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 October 21, 2025, as recorded in the record of proceedings.

Carrie Smith
County Administrator

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 10-25-2A

Operation Green Light for Veterans

WHEREAS the residents of Becker County have great respect, admiration, and the utmost gratitude for all the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS the contributions and sacrifices of those who served in the Armed Forces have been vital in maintaining the freedom and way of life enjoyed by our citizens; and

WHEREAS, Becker County seeks to honor individuals who have made countless sacrifices for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veterans Service Officers in 29 states to help fellow former service members access more than \$52 billion in federal health, disability, and compensation benefits each year; and

WHEREAS Approximately 200,000 service members transition to civilian communities annually; and

WHEREAS an estimated 20 percent increase in service members will transition to civilian life soon; and

WHEREAS studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS active military service members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS the National Association of Counties encourages all counties, parishes, and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS Becker County appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted; therefore, be it

RESOLVED, with designation as a Green Light for Veterans County, Becker County hereby declares from October 24th through November 24, 2025, a time to salute and honor the service and sacrifices of our men and women in uniform transitioning from active service; therefore, be it further

NOW THEREFORE BE IT RESOLVED. The Board of County Commissioners of Becker County, Minnesota, in observance of Operation Green Light, encourages the citizens of Becker County in a patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying green lights in a window of their place of business or residence from October 24th through November 24th, 2025.

Duly adopted this 21st day of October 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 October 21, 2025, as recorded in the record of proceedings.

Carrie Smith
County Administrator

UCare & Medica Contract Discussion

Current Structure

- **Adult Services (AS):** Care coordination (CC) for 65+ population (UCare & Medica)
 - **Public Health (PH):** Care coordination for under 65 disabled population (UCare & Medica)
-

Legislative & Contract Changes

- Significant state legislative changes are impacting both disability and elderly services.
 - Effective 1/1/2026: Counties must provide additional mandated services.
 - UCare and Medica contract terms are changing, requiring reconsideration.
 - Member counts projected to decrease significantly due to enrollment freezes.
 - UCare continues to change contract terms; future of CC contract is uncertain.
-

Memberships

- Current Members: Medica – 115, UCare - 392
 - Projected Members: Medica – 85, UCare - 280
 - Trend: Both projected to decline further.
-

Staffing & Cost Projections (2026)

- Current Staffing: 4.5 FTEs for Care Coordination (2.5 AS, 2 PH)
 - 2025 Year to date: Medica Year to date revenue - \$141,624 (\$188,831 full year)
 - 2025 Year to date: UCare Year to date revenue - \$424,525 (\$566,033 full year)
 - 2026 Budgeted revenue: 727,100
 - Projected 2026 CC Revenue:
 - Medica: \$95,910
 - UCare: \$410,489
 - **Total:** \$506,399 (maximum and declining over time)
 - Projected 2026 Cost:
 - $\$130,000 \times 4.5 \text{ FTE} = \$585,000$
 - **Gap: ~\$79,000 deficit**
-

Key Issues

Care Coordination (CC) is not a mandated service.

Care Coordination is no longer profitable due to changes.

At the same time, mandated services are increasing, creating multiple unmet needs.

Unmet Needs (If Staff Remain in CC)

1. ~95 new Community First Services & Supports (CFSS) cases (Personal Care Assistance (PCA) → CFSS transition).
 2. Disability Waiver caseloads already over capacity; 2026 legislation requires more oversight.
 3. Adult Protection referrals up; performance measures have fiscal consequences. Mandated Plans
 4. MnChoice Assessments/Relocation Service Coordination
 - o Mandated within 80 days of nursing home admission, annually, and on request.
 - o Non-billable case management during hospital/Nursing home stays are increasing.
 - o Housing Stabilization Services (previously a referral option) terminated by DHS.
 5. Potential increased MnChoice assessment requirements; noncompliance fines.
 6. ~30% annual increase in MnChoice referrals; trend expected to accelerate.
 7. More Blue Cross/Blue Shield CC referrals due to aging population & managed care instability.
-

Proposed Reassignment of 4.5 FTEs

Redirect existing CC staff to mandated and revenue-generating work:

FTE Allocation	Focus Area	Est. Revenue
0.5 FTE	Blue Cross CC / Fee For Svc Elderly Waiver (EW)	\$100,000
1.0 FTE	Disability Waiver Case Mgmt.	\$235,000
1.0 FTE	MnChoice Assessor / Relocation Service Coordination (RSC) Case Mgmt.	\$150,000
1.0 FTE	CFSS / PAS / Intake	\$100,000
0.5 FTE	Alternative Care (AC)/Essential Community Supports(ECS) Case Mgmt. & Reassessment	\$50,000
0.5 FTE	Vulnerable Adult/Developmentally Disabled (VA/DD) TCM	\$150,000

Total Estimated Revenue: \$ 785,000

Restructure Proposal: Revenue Surplus: \$ 200,000

Recommendations

- End contracts with UCare & Medica.
- Reassign current 4.5 FTE Care Coordinators to meet unmet mandated service needs.
- Avoid adding staff while still meeting all new legislative requirements.

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION # 10-25-21

Termination of County Participation Agreement with UCare

WHEREAS, Becker County Human Services has determined that it is in the best interest of the County to terminate the Participation Agreement with UCare for the provision of care coordination and/or case management services under the Special Needs BasicCare (SNBC), Minnesota Senior Health Options (MSHO), and Minnesota Senior Care Plus (MSC+) programs; and

WHEREAS, termination will conclude all associated care coordination and/or case management services for the SNBC, MSHO, and MSC+ programs; and

WHEREAS, Becker County Human Services will provide UCare with written notice of termination at least one hundred twenty-five(125) days prior to the effective end date of the agreement, in accordance with the contractual requirements;

NOW THEREFORE BE IT RESOLVED that the Becker County Board of Commissioners of Becker County, Minnesota, hereby authorizes Becker County Human Services to issue the required 125-day written notice to UCare, formally terminating care coordination and/or case management services for the SNBC, MSHO, and MSC+ programs.

Duly adopted this 21st day of October, 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 October 21, 2025, as recorded in the record of proceedings.

Carrie Smith
County Administrator

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION # 10-25-2J

Termination of County Participation Agreement with Medica

WHEREAS, Becker County Human Services has determined that it is in the best interest of the County to terminate the Participation Agreement with Medica for the provision of care coordination and/or case management services under the Special Needs BasicCare (SNBC), Minnesota Senior Health Options (MSHO), and Minnesota Senior Care Plus (MSC+) programs; and

WHEREAS, termination will conclude all associated care coordination and/or case management services for the SNBC, MSHO, and MSC+ programs; and

WHEREAS, Becker County Human Services will provide Medica with written notice of termination at least one hundred twenty-five (125) days prior to the effective end date of the agreement, in accordance with the contractual requirements;

NOW THEREFORE BE IT RESOLVED that the Becker County Board of Commissioners of Becker County, Minnesota, hereby authorizes Becker County Human Services to issue the required 125-day written notice to Medica, formally terminating the Provider Participation Agreements to provide care coordination and/or case management services for the SNBC, MSHO, and MSC+ programs.

Duly adopted this 21st day of October, 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 October 21, 2025, as recorded in the record of proceedings.

Carrie Smith
County Administrator



SOCIAL WORK PROGRAMS AFFILIATION AGREEMENT (UNDERGRADUATE & GRADUATE PROGRAM)

THIS AGREEMENT ("Agreement") by and between LIBERTY UNIVERSITY, INC. ("Liberty") and Becker County Human Services ("Affiliate"), on behalf of itself and its affiliates and subsidiaries, if any;

RECITALS:

WHEREAS, Liberty, as part of its formal, educational course of studies may require field experiences of students, and desires to assign certain of its students to one or more of Affiliate's facilities to obtain such field experience; and

WHEREAS, Affiliate, in service to the community and to promote high standards of preparation and training for students, is willing to provide the necessary facilities for field experiences;

NOW, THEREFORE, in consideration of the foregoing premises and mutual covenants and promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1.0 Definitions.

1.1 "Agency Task Supervisor" shall mean the person appointed or designated by Affiliate to administer the terms of the Agreement for Affiliate. The Field Instructor or other staff member appointed by or designated by Affiliate may perform this role.

1.2 "Effective Date" shall have the meaning ascribed to it in Section 9.0 hereof.

1.3 "Facility" shall mean any facility owned and/or operated by Affiliate, including but not limited to social service agencies, domestic violence and homeless shelters, hospitals, mental health clinics, schools, early intervention programs, hospice, rehabilitation centers and long-term care facilities.

1.4 "Faculty Liaison" shall mean the Faculty Members who will directly oversee the Student(s) in the Program; and, to whom Liberty has assigned the administration of the academic requirements of the Agreement.

1.5 "Faculty Member" shall mean a member of Liberty's academic faculty.

1.6 “Director” shall mean Liberty’s Field Director of the Program, or administrator responsible for the program field experiences, who shall administer the terms of the Agreement for Liberty.

1.7 “Field Experience” shall mean a structured learning experience at an Affiliate Facility in which a Student provides care to patients/clients under the guidance of an Agency Task Supervisor, a Faculty Member, and/or Field Instructor and/or participates in observational and/or other educational activities appropriate to the Student's level of preparation. For the purposes of this contract, field experience may refer to a human services internship or a social work field placement.

1.8 “Field Instructor” shall mean the person appointed to facilitate Student learning and to provide guidance to Students as part of a social work Field Experience. This person may be a qualified Affiliate staff member or a third party upon whom the parties shall mutually agree.

1.9 “Program” shall individually and collectively mean the program(s) in which Student(s) is/are enrolled at Liberty, and in which Student receives all preparatory training and education related to his or her field.

1.10 “Student” shall mean a student officially enrolled in the Program at Liberty who participates in a Field Experience at the Facility.

1.11 “Term” shall have the meaning ascribed to it in Section 9.0 hereof.

2.0 Obligations of Liberty. Liberty shall:

2.1 Encourage the Student to review his or her objectives for the Field Experience with the Agency Task Supervisor, Faculty Liaison and/or the Field Instructor prior to the start of the Field Experience.

2.2 At the request of the Agency Task Supervisor, participate in the planning of the Field Experiences prior to the start of each applicable school semester. The parties shall mutually agree upon the specific field experience of Students, including schedules and the exact number of Students.

2.3 Maintain policies, which obligate Students who perform activities pursuant to this Agreement to observe the lawful rules, regulations, policies and procedures of the Facility and to adhere to all laws and regulations pertaining to confidentiality and patient rights.

2.4 Present for Field Experiences only those Students who have had prior relevant instruction in the Program, and who, in the judgment of the Director or Faculty Liaison, have successfully fulfilled the curricular prerequisites of the Program.

2.5 If required for Liberty’s purposes, provide evaluation forms for the evaluation of Students who participate in the Field Experience.

2.6 Retain responsibility for education of Students in the Program and for the design, delivery, quality and curriculum of the Program.

2.7 Maintain all educational records and reports relating to the Field Experience of the Students.

2.8 Maintain professional liability coverage for all Students with a minimum of i) combined single limit of One Million Dollars (\$1,000,000.00) or an annual aggregate liability limit of Three Million Dollars (\$3,000,000.00) or ii) coverage sufficient to meet the requirements of Affiliate.

2.9 Have the Faculty Liaison periodically consult with the Agency Task Supervisor and/or Field Instructor regarding Student progress and other issues related to administration of this Agreement.

3.0 Obligations of Affiliate. Affiliate shall:

3.1 Provide facilities suitable for fulfillment of the course objectives for the Field Experience, as mutually agreed upon by the parties.

3.2 Determine, upon mutual consideration and agreement, the maximum number of Students to be assigned to the Facility for each Field Experience and the schedule for each Field Experience.

3.3 Where applicable, select patients/clients for Student assignments required by the Field Experience. The Facility may, at its discretion and at any time, make changes in the selection of patients/clients for Student assignments.

3.4 Within normal limits imposed by the institutional setting and space constraints of the Facility, provide conference rooms, lockers and storage space for the Students in the Field Experience as appropriate.

3.5 Permit Students to use cafeteria facilities at their own expense, if available to Affiliate employees.

3.6 Where available, permit Students to utilize parking spaces. If Affiliate employees must pay for parking, Students shall be responsible for paying their own parking fees.

3.7 Permit Students to use the library and research materials for research and study, if available.

3.8 Orient Students to the Facility and provide information regarding the Facility's rules, regulations, policies and procedures.

3.9 Provide an Agency Task Supervisor to oversee each student's field

experience. If Affiliate will also provide the Field Instructor, then Affiliate shall provide the name, email address, and telephone number of the Field Instructor to the Faculty Liaison. However the Field Instructor is appointed, the Affiliate shall cause the Agency Task Supervisor and/or Field Instructor to:

- (i) participate in orientation and training sessions;
- (ii) in conjunction with the Faculty Liaison, plan Field Experiences that will fulfill the Program's educational requirements and meet the objectives mutually agreed upon by the parties hereto;
- (iii) participate in site visit meetings and phone conferences with Students and the Faculty Liaison, during the Field Experiences;
- (iv) meet with or otherwise contact the Faculty Liaison to discuss any problems;
- (v) provide supervision and guidance to the Students during the Field Experiences as described in the program manual; and
- (vi) participate in periodic evaluation conferences in which the Field Experiences are evaluated, and provide an evaluation for each Student who participates in a Field Experience on forms furnished by Liberty.

4.0 Care to Patients/Clients. Affiliate shall retain responsibility for the overall care provided to patients or clients in the Facility. Students shall at all times be under the supervision and guidance of the Agency Task Supervisor, Field Instructor, or other qualified person designated by Affiliate while performing activities at the Facility pursuant to the terms of this Agreement. Affiliate reserves the right to establish limits on the numbers and types of Students permitted in each unit of the Facility and to restrict specific Student activities in each unit.

5.1 Right to Refuse or Terminate Students.

5.1 Affiliate may refuse acceptance of any Student designated by Liberty for participation in a Field Experience and may terminate participation by any Student in a Field Experience if:

- (i) Affiliate deems Student to be a risk to the Facility's patients/clients, employees, or to himself or herself; or
- (ii) the Student fails to meet or abide by Affiliate's or Facility's rules, regulations, policies and procedures; or
- (iii) the Student's conduct is detrimental to the Affiliate's or Facility's business or reputation; or
- (iv) the Student fails to accept or comply with the direction of Facility staff;

or

(v) if Student fails to adhere to the Codes of Ethics of the National Association of Social workers (NASW) and National Organization of Human Services (NOHS).

5.2 Liberty reserves the right to terminate a Student's participation in a Field Experience when, in its sole discretion, further participation by the Student would be inappropriate.

6.0 Independent Contractors/No Agency.

6.1 In the performance of duties and obligations hereunder, no Faculty Member, employee, agent, or Student shall, for any purpose, be deemed an employee, agent, or servant of Affiliate. No Affiliate employee or agent shall be authorized to act for or on behalf of Liberty. Nothing in this Agreement is intended nor shall be construed to create any employer/employee relationship, a joint venture relationship, or to allow the parties to exercise control over one another or over the manner in which their employees or agents perform the services which are the subject of this Agreement.

6.2 Services furnished by Affiliate to Students in connection with Field Experiences under this Agreement are gratuitous and voluntary and shall be without any payment made by Liberty to Affiliate; or, by Affiliate to Liberty, or to Liberty's Faculty Members, employees, agents, or Students. Students are not eligible for, and shall not receive financial compensation, employment benefits, or Workers' Compensation insurance coverage from either party; and, there are no promises, expressed or implied, of future employment of Students by either Liberty or Affiliate.

7.0 Nondiscrimination. Affiliate agrees that it will not discriminate against any Student on the basis of color, race, religion, sex, age or national origin, except where religion, sex, age, or national origin is a bona fide qualification reasonably necessary to the normal operation of the Facility or of Affiliate. Furthermore, the parties shall not discriminate against any Student because of a disability, except where accommodation would result in undue hardship on the Facility or on Affiliate or that would fundamentally alter the nature of the services provided.

8.0 Assignment. This Agreement shall not be assigned or subcontracted, whether individually or by operation of law, by either party hereto.

9.0 Term. This Agreement shall become effective upon the date this Agreement is signed by Liberty (the "Effective Date"). The initial term of this Agreement shall be for one (1) year from the Effective Date and thereafter shall automatically renew for successive one (1) year periods, unless terminated in accordance with the provisions of the Agreement. The initial terms and any renewal term may be referred to collectively as the "Term."

10.0 Termination.

10.1 This Agreement may be terminated at any time upon written mutual consent of the parties hereto.

10.2 This Agreement may be terminated by either party at any time without cause by giving prior written notice of not less than sixty (60) days to the other party.

10.3 This Agreement shall terminate based on a material breach of this Agreement by either party, provided that the breaching party fails to cure the breach within thirty (30) days of the date of a written notice of the breach. If such breach is not cured within thirty (30) days of the notice, the date of termination shall be the thirtieth (30th) day following the date of the notice.

11.0 Confidentiality.

11.1 Liberty, its Faculty Members, employees, agents, and Students shall not at any time during or after the Term of this Agreement, without the prior written consent of Affiliate, either directly or indirectly divulge, disclose or communicate in any manner whatsoever to any person not employed or affiliated with Affiliate:

(a) any confidential information of Affiliate, including, but not limited to, patient information and information regarding quality assurance, risk management and peer review activities; and

(b) any information concerning any matters affecting or relating to the business or operations or future plans of the Affiliate, including, but not limited to, Facility or Affiliate policies, procedures, rules, regulations, and protocols.

11.2 The parties agree that the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and regulations promulgated thereunder, including the Privacy Rule (Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. part 160 and part 164, subparts A and E), require certain protection of Protected Health Information (as defined by HIPAA and the Privacy Rule). Liberty acknowledges that its Faculty Members and Students may have access to Facility's Protected Health Information during its Students' Field Experience and will follow federal laws and regulations pertaining thereto.

11.3 The parties recognize that a breach of this Confidentiality Section of this Agreement may result in irreparable harm to Affiliate. In the event of such material breach, and without limiting the right of Affiliate to seek any other remedy or relief to which it may be entitled under law, Affiliate may seek injunctive relief against Liberty, its Faculty, employees, agents, and Students.

11.4 The parties agree that the Family Educational Rights and Privacy Act of 1974 ("FERPA"), and regulations promulgated thereunder, including but not limited to 34 C.F.R. §99.31(a)(1)(i)(B), permit disclosure by Liberty of personally identifiable information from an education record of Student to Affiliate without consent of Student as Affiliate is a party to whom Liberty has outsourced institutional services or functions and Affiliate performs an institutional service or function for which 1) Liberty would otherwise

use employees; 2) Affiliate submits to the direct control of Liberty with respect to use and maintenance of education records of Student; and 3) Affiliate is subject to the requirements of 34 C.F.R. §99.33(a) governing the use and redisclosure of personally identifiable information from education records of Student to the same extent as Liberty.

11.5 This Confidentiality Section shall survive termination of this Agreement, to the extent required by law.

12.0 Notice. All notices under this Agreement shall be in writing and delivered by hand or deposited, postage prepaid, in first-class U.S. mail, registered and return receipt requested, addressed as follows or to such other address as a party may designate in writing accordance with this Section:

If to Liberty:

Field Director
Dept. of Social Work
Liberty University, Inc.
1971 University Blvd.
Lynchburg, VA 24515

If to Affiliate:

Becker County Human Services
Attn: Christy Ramsey
712 Minnesota Avenue
Detroit Lakes, MN 56501

13.0 Entire Agreement. This Agreement supersedes all earlier agreements between the parties and contains the final and entire agreement between the parties with respect to the subject matter hereof and they shall not be bound by any terms, conditions, statements, or representations, oral or written, not herein contained, unless contained in a written executed amendment of this Agreement signed by both parties hereto.

14.0 Severability. Should any provision(s) of this Agreement be held invalid, unlawful or unenforceable, the validity of any other provision(s) of this Agreement or the Agreement as a whole shall not be affected.

15.0 Governing Law. This Agreement shall be construed under and enforced in accordance with the laws of the Commonwealth of Virginia (without regard to her choice of law provisions), and it shall be construed in a manner so as to conform with all applicable federal, state and local laws and regulations.

16.0 Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

17.0 Headings. Headings used in this Agreement are solely for the convenience of the parties and shall be given no effect in the construction or interpretation of this Agreement.

18.0 Waiver. No waiver of any breach of this Agreement shall be valid unless expressly memorialized in a writing signed by the non-breaching party nor shall it constitute or be

deemed a waiver of any other or subsequent breach. All remedies afforded in this Agreement shall be taken and construed as cumulative to every other remedy provided hereby or at law.

19.0 No Third Party Beneficiaries. Except with respect to the provision of Section 20.0 hereof, this Agreement is not intended to and shall not confer upon any other person or business entity, other than the parties hereto, any rights or remedies with respect to the subject matter of this Agreement.

IN WITNESS WHEREOF, and in agreement hereto, Liberty and Affiliate have caused this Agreement to be executed by their authorized representatives.

LIBERTY UNIVERSITY, INC.

By:  Digitally signed by
Justin L. Wilson

Name: Justin L. Wilson

Title: Contracts Administrator II

Date: 2/22/2024

Becker County Human Services

(Affiliate)

By: _____

Name: Denise Warren

Title: Director

Date: 10/21/2025

SCHEDULE A

STUDENT AGREEMENT/ADDENDUM

THE STUDENT AGREEMENT/ADDENDUM ("Addendum"), is made this ____ day of _____, 20 ____ between the undersigned Student and _____ ("Affiliate");

RECITALS:

WHEREAS, Student desires to participate in a Field Experience as a part of a degree Program at Liberty; and

WHEREAS, the Facility selected by the Student to administer the Field Experience is owned, run or controlled by Affiliate, which will enter or has entered into an Affiliation Agreement, (the "Agreement") with Liberty to allow Students of Liberty to participate in such Field Experience; and

WHEREAS, pursuant to the Agreement, and in order for Liberty and Affiliate to provide the Field Experience, Student is required to make certain representations and covenants with Affiliate.

NOW, THEREFORE, for and in consideration of the foregoing, the undersigned Student agrees as follows:

- 1) All capitalized terms herein will have the same meaning as in the referenced Agreement and this Addendum is subject to the provisions of the Agreement as if incorporated herein.
- 2) Student agrees to abide by all of the terms and conditions of the foregoing Agreement related to Student and to cooperate fully in the administration of the Agreement by Liberty and Affiliate.
- 3) Student agrees to abide by all of the rules, regulations, policies and procedures of Affiliate and of the Facility and to abide by all local, state and federal laws pertaining to confidentiality and patient/client rights and to the National Association of Social workers (NASW) and National Organizations of Human Services (NOHS).
- 4) Student agrees to cooperate with Affiliate in fulfilling its obligations under the Agreement and to cooperate with faculty and staff of the Department of Social Work, the Agency Task Supervisor and/or the Field Instructor, and administration of Affiliate in fulfilling Student's obligations for the Field Experience.

5) Student agrees to maintain good standing with the academic and other requirements of Liberty in order to continue participation in the Field Experience.

6) Student agrees to maintain the confidentiality required in paragraphs 11.0 through 11.5 of the Agreement.

7) Student agrees and understands that this Addendum does not obligate Affiliate to provide any services or accommodations to Student outside of Affiliate's obligations to Liberty under the Agreement; and Liberty is deemed to be the sole beneficiary of Affiliate's obligations under the Agreement and this Addendum to the exclusion of Student. Student understands that but for the representations, obligations and warranties of the Student in this Addendum, Affiliate would not allow student to participate in the Field Experience under the Agreement. Student agrees that Affiliate may provide any and all information regarding Student and Student's participation in the Field Experience to Liberty as each may request.

8) Any failure of Student to fully comply with the terms herein shall be cause for immediate termination of the Student from further participation in the Field Experience.

9) This Addendum imposes obligations upon Student, which are in addition to, and not in lieu of, Student's other obligations to Liberty.

IN WITNESS WHEREOF, Student has executed this Addendum.

Student's Signature: _____

Student's Printed Name: _____

Date: _____



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

October 15, 2025

Courthouse Committee

RE: AT Positions

With the recent full classification and compensation study, the AT office did file appeals of job descriptions and at that time some positions were regraded, but the AT office did not agree to the determined classifications. As a result the job descriptions have been delayed from being approved by Becker County Board of Commissioners and multiple reviews have been requested. During the final review of these positions changes were requested and reviewed however the requested changes did not merit adjustment of the determined classifications. We included these jobs in the 2025 job description review process in conjunction with the final review of the job descriptions. During this process employees and supervisors are asked to complete a job description review form, DDA will make any changes and then the supervisor and employee can complete an appeal if any details are missing in the job description and then DDA will review for classification changes. The AT raised some concerns with job classifications and DDA reviewed the job descriptions, updates and the current classification system, Job Evaluation Tool (JET).

The 7 factors included in JET are:

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

The following recommendations are from DDA:

1. Account Clerk I and II, no classification change warranted and there is a career ladder for this position
2. Chief Deputy Auditor Treasure, no classification change warranted
3. Deputy Licensing Coordinator, no classification change warranted
4. Deputy Property Tax Specialist, no classification change warranted
5. Finance Manager, no classification change warranted
6. Payroll Accounting Specialist, no classification change warranted
7. Licensing Clerk, no classification change warranted
8. Licensing Supervisor, move to grade 9

In addition to all job description review, rewrites and job classification, all jobs were reviewed for competitive wages in the 2025 market analysis. DDA found them

to be within market competitiveness except the reclassification of the Licensing Supervisor referenced above.

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



Classification: Account Clerk I, Grade 4
Department: Auditor-Treasurer
Reports to: Chief Deputy Auditor-Treasurer
FLSA Classification: Non-Exempt
Union Status: Teamsters-Courthouse
Board Approved:

Position Summary

The Account Clerk I is responsible for customer service and assisting with property tax collection, accounts receivable processing and the election and absentee voting process for the Becker County Auditor-Treasurer's Office within established policies and procedures. There are two people in this position.

Essential Duties and Responsibilities

Customer Service/Cashier

- Responds to public inquiries at the counter, on the phone or email by providing preliminary information and direction or referring to appropriate person.
- Greets visitors at the counter and collects and receipts taxes and fees.
- Counts and balances cash, prepares reports and prepares bank deposits.
- Collects transit bus money and processes tokens.
- Serves as a customer service role model for the County and the department. Adheres to customer service principles during interactions.
- Provides customers with directions and guidance, is courteous and patient and resolves customer concerns and problems as able.

Administrative and Clerical

- Prepares and sends correspondence to collect balances due on real estate and mobile homes.
- Ensures warrant registers and audit reports are filed and recorded property for record retention and monthly balancing.
- Records warrant data and mails checks with supporting information.
- Processes purchase orders in Caseworks; including other departments that do not have Caseworks.
- Verifying all purchase orders by checking account numbers, invoice numbers, service dates, and signatures are correct, and all paperwork is attached.
- Balancing CC Statements include following up with employees who have not submitted statements and receipts.
- Assists with election functions gathers ballots from customers and responds to questions and enters information into database.
- Proofreads various documents for mailings.
- Assists with office clerical and support work as assigned.
- Notarize documents and maintain required log for office and customers.

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

Qualifications

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

Requirements:

- Knowledge of modern office procedures, equipment and software.
- Knowledge of basic accounting and bookkeeping.
- Microsoft Office efficient
- Skill in performing accurate and efficient data entry.
- Ability to maintain confidentiality and adhere to data practices requirements.
- The ability to communicate effectively, orally and in writing, and have positive public relations skills.
- Ability to perform repetitive tasks accurately under defined procedures.

Physical Demands and Working Conditions

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

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

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



Classification: Account Clerk II - Account Collections HS, Grade 5
Department: Auditor-Treasurer
Reports to: Financial Manager
FLSA Classification: Non-Exempt
Union Status: Teamsters-Human Services
Board Approved:

Position Summary

The Account Clerk II – Account Collections HS performs accounting, bookkeeping, administrative and customer service work for all non-child support debt and fee collection processes for the Human Services Department.

Essential Duties and Responsibilities

Accounting, Bookkeeping and Reporting

- Performs Medical Assistance Estate Recovery
 - Recovers funds, assets and real property from decedent's estates for reimbursement of Medical Assistance.
 - Completes court forms, affidavits and other documents related to recovery.
 - Communicates and coordinates with IM Unit, clients, decedent's families, attorneys, DHS, LTC facilities, financial institutions, funeral homes, title companies, etc. when pursuing recovery.
 - Reports recoveries to DHS using State database.
- Processes Public Assistance Overpayments
 - Enters overpayment claim information in State database.
 - Monitors claims for payment, recoupment, case status, delinquency, etc.
 - Prepares and submits claims for State Revenue Recapture and judgments.
 - Prepares and mails certified notice and demand letters for payments.
 - Works with clients to set up repayment agreements.
 - Reviews claim reports and reconciles payments and balances.
- Processes Medical Assistance overpayments, CD, Detox and Misc. Fees
 - Sets up new accounts and performs file maintenance.
 - Prepares and maintains claims in Revenue Recapture System.
 - Communicates with clients to set up repayment agreements.
 - Prints and mails monthly statements.
- Processes Placement Fees and Social Security Redirection
 - Processes foster care and placement fee referrals from Foster Care Specialist
 - Collects families' financial information to assess fees.
 - Monitors children's care costs and placement status.
 - Completes Representative Payee Applications with Social Security Administration.
 - Prepares Social Security Representative Payee Reports.
 - Maintains accounts for children and parents/guardians in Quickbooks.
- Ensures compliance to County, State and Federal policies, procedures and laws relevant to collection activities.

Administrative and Clerical

- Issues EBT cards to clients and responds to questions or problems.
- Receives in-office client payments.
- Updates vendors and client information in MAXIS database.
- Bills DHS for cost effective client reimbursement

Customer Service

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

Qualifications

Education: Associate degree in a relevant field and two years relevant work experience or equivalent combination of education/ training/ experience.

Requirements:

- Knowledge of modern office procedures, equipment and software.
- Knowledge of basic accounting and bookkeeping.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to maintain confidentiality and adhere to data practices requirements.
- Ability to use independent judgment to prioritize tasks.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to apply a variety of procedures and policies using moderate analytical ability in adapting standard methods to fit facts and conditions using generally prescribed procedures.
- Ability to maintain contact with other departments, outside agencies and the public on specialized matters required detailed or technical responses and explanations.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 10 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.
- Exposure to angry, upset or rude persons may occur.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

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



Classification: Account Clerk II - Accounts Payable A-T, Grade 5
Department: Auditor-Treasurer
Reports to: Chief Deputy Auditor-Treasurer
FLSA Classification: Non-Exempt
Union Status: Teamsters-Courthouse
Board Approved:

Position Summary

The Account Clerk II – Accounts Payable A-T is responsible for data entry, bookkeeping and clerical work for the Becker County Auditor-Treasurer's Office within established policies and procedures.

Essential Duties and Responsibilities
Data Entry and Bookkeeping • Performs data entry into electronic filing system for accounts payable and fixed assets. • Prepares purchase orders for data entry.
Administrative and Clerical • Prepares fixed assets report. • Prepares and submits sales use tax report to the State. • Prepares and submits Aggregate Tax Information Report to the State. • Prepares warrants for publication. • Assists with election functions.
• Attends educational opportunities and meetings. • Performs other duties as assigned or apparent.

Qualifications

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

Requirements:

- Knowledge of modern office procedures, equipment and software.
- Knowledge of basic accounting and bookkeeping.
- Skill in performing accurate and efficient data entry.
- The ability to communicate effectively, orally and in writing, and have positive public relations skills.
- Ability to perform repetitive tasks accurately under defined procedures.

Physical Demands and Working Conditions

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

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

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



Classification: Account Clerk II - Accounts Payable SS, Grade 5
Department: Auditor-Treasurer
Reports to: Financial Manager
FLSA Classification: Non-Exempt
Union Status: Teamsters-Human Services
Board Approved:

Position Summary

The Account Clerk II – Accounts Payable SS performs accounting, bookkeeping, administrative and customer service work processing accounts payable for the Social Services Department. Oversees the coding, verification, and posting of disbursements in accordance with department policies and procedures. Creates and maintains a variety of reports and data.

Essential Duties and Responsibilities

Accounting, Clerical and Reporting

- Prepares claims for payment, reviews for accuracy and completeness enters into Social Service Information System (SSIS), and processes claims.
- Reviews and audits proof list.
- Prepares Board approval report.
- Prepares warrant registers, generates ACH file and remittances for payment of approved claims.
- Responds to inquiries and complaints from vendors.
- Prepares, maintains, updates, edits and submits Title IV-E Foster Care Report.
- Sets up vendors in Integrated Financial System for client related claims. Processes W-9 forms for vendors.
- Maintains, verifies and enters Public Health Service Agreements and Public Health staff dailies.
- Calculates high risk birth records exported from the Minnesota Department of Health and submits.
- Calculates Public Health grant expenditures and prepares expenditure forms and reports.
- Assists with development of Public Health budget.
- Creates purchase orders for Public Health supplies and training.
- Issues EBT cards to clients and instructs them on use.
- Maintains written procedure manuals for the position.
- Provides support and back-up to department staff through cross-training.
- Assists Accountant with reports used in preparation of Financial Statements.
- Prepares and submits reports.
- Ensures compliance to relevant County, State and Federal policies, procedures and laws.

Customer Service

- Responds to public, clients, and others in person, by phone or mail to answer questions, provide information or redirect to appropriate person in a courteous and professional manner.
- Attends educational opportunities and meetings.
- Functions as fiscal mentor for SSIS database, attends system trainings and meetings.
- Performs other duties as assigned or apparent.

Qualifications

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

Requirements:

- Knowledge of modern office procedures, equipment and software.
- Knowledge of basic accounting and bookkeeping.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to maintain confidentiality and adhere to data practices requirements.
- Ability to use independent judgment to prioritize tasks.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 10 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

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



Classification: Account Clerk II - Account Technician, Grade 5
Department: Auditor-Treasurer
Reports to: Financial Manager
FLSA Classification: Non-Exempt
Union Status: Teamsters-Human Services
Board Approved:

Position Summary

The Account Clerk II – Account Technician performs accounting, bookkeeping, administrative and customer service work collecting reimbursements from the State and private insurance companies due Becker County.

Essential Duties and Responsibilities

Accounting, Clerical and Reporting

- Prepares spreadsheets for reimbursements for Volunteer Drivers Program from paid vouchers. Reimbursements include for mileage, lodging, meals, parking, Blue Ride and UCare.
- Processes and records drug bills and enters into spreadsheet. Enters a service arrangement in SSIS database to pay.
- Processes and records gas vouchers and enters into spreadsheet. Calculates and enters a service arrangement in SSIS to pay.
- Reimburses Medicare Part B per client.
- Prepares checks to pay BCCI Abstract and receipts checks for deposit.
- Issues EBT cards to eligible clients and instructs them on use. Resets pins as necessary.
- Generates Rule 5 on SSIS database and corrects errors before submitting.
- Prepares and submits reports.
- Ensures compliance to County, State and Federal policies, procedures and laws relevant to collection activities.

Customer Service

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

Qualifications

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

Requirements:

- Knowledge of modern office procedures, equipment and software.
- Knowledge of basic accounting and bookkeeping.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to maintain confidentiality and adhere to data practices requirements.
- Ability to use independent judgment to prioritize tasks.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 10 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

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



Classification: Account Clerk II - Accounts Payable – PH, Grade 5
Department: Human Services
Reports to: Financial Manager
FLSA Classification: Non-Exempt
Union Status: Teamsters – Public Health
Board Approved:

Position Summary

The Account Clerk II – Accounts Payable – PH reviews and maintains staff dailies to ensure that grant expenditures are accurate. This position provides accounts payables and receivables and manages that spending with an approved budget.

Essential Duties and Responsibilities

Accounting, Clerical and Reporting

- Maintains Dailies in Public Health service agreements. Attaches copies in Nightingale.
- Troubleshoots questions and assists staff as needed.
- Reviews and generates Public Health services to MA/ PMAPs, private insurances and if denied, rebill.
- Calculates bi-weekly payment remittances into Nightingale Notes and Public Health documents.
- Review and reports grant accounts, creates deposits and service remittances.
- Generates audit reports and manages P4H grant accounts.
- Calculates weekly high risk birth records exported from MDH, verifies if they have been sent and enters into necessary reporting.
- Calculates monthly child and teen checkup and WIC grant expenditures.
- Calculates quarterly reports and grant expenditures.
- Calculates and prepares the annual Public Health budget with Public Health Supervisor.
- Calculates as needed purchase orders, orders supplies and training costs.
- Manage hospital, clinic and public health staff on receipts and grant funding.
- Maintain backup for Public Health Case Aide. Enters new home visiting referrals and assigns nurses and updates files in Nightingale.

Customer Service

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

Qualifications

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

Requirements:

- Knowledge of modern office procedures, equipment, and software.
- Knowledge of basic accounting and bookkeeping.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.

- Ability to maintain confidentiality and adhere to data practices requirements.
- Excellent customer service and communication skills.
- Ability to use independent judgment to prioritize tasks.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 10 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

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



Classification: Accountant-Highway, Grade 9
Department: Auditor-Treasurer
Reports to: Financial Manager
FLSA Classification: Non-Exempt
Union Status: Non-Union
Board Approved:

Position Summary

The Accountant-Highway performs accounting, bookkeeping, administrative and customer service work to analyze financial information and prepare financial reports for Highway Department finances. Works as part of the Highway management team to provide financial decision-making support and coordinates with Auditor-Treasurer's office to enhance County financial processes.

Essential Duties and Responsibilities

Accounting, Bookkeeping, Administrative and Reporting

- Directs, analyzes and maintains office operations and procedures such as accounts payable, accounts receivable, and payroll preparation.
- Develops and maintains office procedures for administrative functions such as payroll, coding, purchases, closings and other activities to promote consistency.
- Coordinates deadlines and procedural issues with A-T office.
- Manages the processing of accounts receivable, accounts payable, inventory and payroll.
- Directs the implementation and maintenance of new accounting, daily time, inventory and other procedures and controls.
- Compiles and analyzes financial information to prepare the Annual Financial Report for the County Board and the MN Department of Transportation.
- Reconciles and balances accounts.
- Analyzes financial information detailing assets, liabilities and capital and prepares balance sheet, revenue and expenditure statement and other reports.
- Collects and analyzes operations records of trends and costs, estimated and realized revenues, commitments and obligations to project future revenues and expenditures for budgeting purposes.
- Assist in developing budgets, capital outlay and reports.
- Audits contracts for accuracy, form and documentation.
- Reviews, investigates and corrects errors and inconsistencies in financial entries, documents and reports.
- Coordinates preparation of external audit materials and documents.
- Reconciles and summarizes highway cash receipts and prepares deposits and reports.
- Projects and maintains funding management including allotment funds.
- Processes contract payments and funding requests.
- Reconciles State Aid Accounts.
- Manages unallocated cost distribution: infrastructure, asset and inventory accounting, maintenance and construction costing, and year-end adjustments.
- Ensures compliance to County, State and Federal policies, procedures and laws relevant to activities.

Customer Service

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

Qualifications

Education: Associate degree in a relevant field and three years relevant work experience or equivalent combination of education/ training/ experience.

Requirements:

- Knowledge of modern office procedures, equipment and software.
- Extensive knowledge of accounting, bookkeeping and best practices.
- Knowledge of relevant County, State and Federal requirements, policies and laws relevant to work.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to apply professional/managerial principles and judgment within overall goals established by senior management.
- Ability to apply considerable analytical ability to select, evaluate, and interpret data from several sources and interpret guidelines, policies and procedures.

Physical Demands and Working Conditions

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

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

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



Classification: Accountant-Human Services, Grade 9
Department: Auditor-Treasurer
Reports to: Financial Manager
FLSA Classification: Non-Exempt
Union Status: Non-Union
Board Approved:

Position Summary

The Accountant-Human Services assists in ensuring that accounting functions are complete and accurate conducting internal audits and providing financial statements, analysis and forecasting. Responsible to analyze financial information and financial reports and assure that tax and information returns and reports are prepared in compliance with laws and regulations.

Essential Duties and Responsibilities

Accounting, Administrative and Reporting

- Monitors the processing of accounts receivable, accounts payable and payroll.
- Assists with the preparation of agency and program budgets including analyzing and preparing projection reports, interpreting funding codes, and monitoring contract and agency caps.
- Coordinates, compiles and submits State-required reports.
- Manages grants utilizing proper BRASS codes and assures full grant is expended according to timelines. Sets up new grant accounts with proper BRASS coding.
- Responds to and cooperates with implementation and maintenance of new accounting processes and procedures and other related procedures and controls.
- Develops and reviews internal audit trail procedures. Conducts internal audits including Volunteer driver and Transit payments.
- Reviews and reconciles accounts, contracts or related financial transactions and reports; ensures compliance with governmental regulations.
- Analyzes financial information detailing assets, liabilities, and capital, revenue and expenditure statements and other reports to summarize and interpret current and projected financial position for department heads and Human Services supervisors.
- Provides ongoing budget to actual status; year to date planning and assists with discrepancies.
- Assists Fiscal Supervisor to reconcile and balance accounts to allow period closings.
- Assists with the yearly audit and creates the audit summary for newspaper publications
- Assists with reconciling appropriations and tax distributions.
- Assists the Fiscal Supervisor with miscellaneous tax apportionments.
- Ensures that all Transit and Human Services expenditures are properly coming out of correct departments and line items and all payroll transactions are expensed to the appropriate chart of accounts.
- Prepares and submits a variety of reports.
- Ensures compliance to County, State and Federal policies, procedures and laws relevant to activities.

Customer Service

- Responds to public, clients, and others in person, by phone or mail to answer questions, provide information or redirect to appropriate person in a courteous and professional manner.
- Attends educational opportunities and meetings.

- Performs other duties as assigned or apparent.

Qualifications

Education: Associate degree in a relevant field and three years relevant work experience or equivalent combination of education/ training/ experience.

Requirements:

- Knowledge of modern office procedures, equipment and software.
- Extensive knowledge of accounting, bookkeeping and best practices.
- Knowledge of County, State and Federal requirements, policies and laws relevant to work.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved; supervisors generally set operating benchmarks, goals and objectives.
- Ability to apply a variety of procedures, policies and/or precedents using moderate analytical ability in adapting standard methods to fit facts and conditions, using generally prescribed procedures.
- Ability to use independent judgment to prioritize tasks.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 10 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

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



Classification: Chief Deputy Auditor-Treasurer, Grade 9
Department: Auditor-Treasurer
Reports to: County Auditor-Treasurer
FLSA Classification: Non-Exempt
Union Status: Non-Union
Board Approved:

Position Summary

The Chief Deputy Auditor-Treasurer is responsible to assist in maintaining and implementing department activities and acts as the Auditor-Treasurer in that person's absence. Responsible in assisting with department and personnel management and administration. Oversees and performs accounting and data processing activities. Administers all elections within Becker County. *Must be familiar and can complete all tasks of persons who are direct reports.*

Essential Duties and Responsibilities

Accounting and Administrative

- Acts as Auditor-Treasurer in that person's absence including financial transactions, meetings, authorizations and approvals, and decision making.
- Ensures compliance with all applicable federal, state, and local laws and policies, data privacy and security, etc.
- Monitor various due date requirements for reporting, publishing, mailings and prepare resolutions for board approval if applicable (Office of Secretary of State, Auditor, Education, Public Safety and Revenue)
- Responsible for balancing cashbook and preparation of spreadsheet detailing account activity balancing with the Integrated Financial system (IFS).
- Oversees collection of all revenues received by the County including taxes and miscellaneous receipts.
- Oversees payroll processes assuring accuracy and resolving issues and problems.
- Prepares semi-annual payroll audit of all employees and prepares payroll budget spreadsheet for budgeting purposes and other cost analysis.
- Functions as Property Tax Administrator: calculates tax levies and prepares tax statements. Prepares, submits and certifies abstract to the State.
- Oversees the posting of corrections and refunds in the tax system and creates records. Researches and resolves tax system problems and determines appropriate changes.
- Assists with union negotiations and budgeting through research, development of spreadsheets and projections, and providing information regarding pay scales and other benefit rates.
- Election Administer within Becker County and non-home schools.
 - Compiles election ballot.
 - Develops and presents election judge training; ensures requirements for judges are met.
 - Prepares election abstract and submits to Secretary of State.
 - Orders, maintains, and distributes all supplies and materials required to conduct elections.
 - Schedules and assists with conducting canvassing board.
 - Oversees, maintains and audits voter and voting databases.
 - Ensures that election equipment is tested and security is maintained.
 - Oversees mail balloting and absentee balloting.
 - Assigns duties to staff and manages the flow of ballots and personnel for processing and counting ballots and collection of supplies.
- Oversees delinquent tax and tax forfeited processes.
- Recommends office procedures changes, system changes etc. to Auditor-Treasurer and Financial Manger based on past practices, policies and procedures (ex. Accounts, budgets etc.)
- Completes multiple complex projects assigned from the Auditor-Treasurer

Supervises Motor Vehicle Department in absence of License supervisor and is a DUR
Staff management - Assists with recruitment and selection of staff, makes hiring recommendations. - Organizes and prioritizes workload requirements. - Provides effective supervision, training, and guidance for assigned personnel; is approachable; anticipates changes and manages challenges. - Promotes teamwork and cooperation. - Serves as a positive role model of successful performance and ethical conduct. - Monitors and documents the work performance of assigned personnel, conducts effective coaching and mentoring, reviews performance, and takes corrective action whenever necessary. - Works with employees to correct deficiencies. - Implements discipline and termination procedures. - Assists and educates staff in federal, state, county and departmental responsibilities, statutes, rules, regulations, policies and procedures.
Customer Service - Addresses and responds to inquiries in person, by phone, email or by mail regarding office operations or concerns. - Serves as a customer service role model. - Determines public or private status of requested data.
- Attends educational opportunities and participates in professional organizations. - Performs other duties as assigned or apparent.

Qualifications

Education: Associate degree in a relevant field and five years relevant work experience or equivalent combination of education/ training/ experience.

Requirements:

- Valid Minnesota Driver's License.
- Tax Calculation Certification
- Election Administrator Certification.
- Notary Public Certification.
- Ability to obtain title certification within one year of hire.
- Minimum of year of supervisory experience preferred.

Knowledge, Skills and Abilities:

- Ability to interpret and apply personnel rules and union contracts.
- Ability to identify training needs and design and implement training programs for employees.
- Ability to organize work efficiently and to analyze and correct workflow problems.
- Knowledge of modern office practices, equipment and software.
- Microsoft proficient.
- Extensive knowledge of accounting, bookkeeping and best practices.
- Ability to be objective, accept responsibility and maintain confidentiality.
- Knowledge of County, State and Federal requirements, policies and laws relevant to work.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to work independently and to make decisions in keeping with policy and procedures.
- Ability to apply professional/managerial principles and judgement within overall goals and direction established by management.

- Analytical ability to select, evaluate and interpret data from several sources including policies, guidelines and procedures.
- Ability to maintain frequent contact with other departments, outside agencies and the public on specialized matters requiring detailed or technical responses and explanations.

Physical Demands and Working Conditions

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

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

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



Classification: Deputy Licensing Coordinator, Grade 5
Department: Auditor-Treasurer
Reports to: Chief Deputy Auditor-Treasurer
FLSA Classification: Non-Exempt
Union Status: Teamsters-Courthouse
Board Approved:

Position Summary

The Deputy Licensing Coordinator performs administrative, accounting, and customer service duties for the Auditor-Treasurer's Office. Responsibilities include Account Clerk I duties, coordinating issuance of all County licenses and receipting appropriately to correct funds of all State and Federal payments which are received through the Magic Fund, Revenue Recapture and Bremer EFT Direct Deposits. Maintains voter database.

Essential Duties and Responsibilities

License Issuance

- Coordinates and processes issuance of licenses in accordance with Minnesota Statutes and rules, County Ordinances and office policies and procedures.
- Research relevant MN statutes and consults with MN Department of Public Safety to ensure compliance.
- Coordinates with licensees for renewal or new licenses.
- Coordinates with County Sheriff and County Attorney to secure approvals.
- Prepares newspaper notices and corresponds with licensees and insurance companies. Creates and maintains and submits comprehensive license holder list annually to State of MN (Alcohol Gambling Enforcement).
- Create and submit license approval resolutions for County Board for those licenses that require Board approval such as Tobacco Licenses, Gambling Permits, etc.
- Ensures compliance with County, State and Federal policies, procedures and laws relevant to activities.

Administrative and Accounting

- Researches and receipts funds from the State of Minnesota.
- Collects tax payments, prepares receipts, balances funds received and prepares bank deposits.
- Maintains spreadsheet claims for Revenue Recapture; entering into the state system. Receiving annual training required.
- Processing and reviewing payments made through Revenue Recapture, ensuring they were applied according to state statutes. Preparing documents and part of Audit team.
- Processes tax payments with discrepancies and prepares correspondence.
- Creates, notifies and processes Confessions of Judgements.
- Determine which properties by statute are within an Expiration of Redemption and following the outlined state procedures.
- Annually prepares the first-year delinquent listing for publishing and required letters.
- Maintains a complete listing of account numbers and receipts MAGIC Funds for all departments.
- Balance Magic fund report monthly ensuring all revenue recapture and MMB were receipted.
- Balance credit card and permits received via online payment each month have been receipted.

Elections

- Assists with election duties: Provides information and responds to voter inquiries; assists voters with registration and absentee voting; gathers ballots; enters information into database.
- Completes election machine testing according to MN State Statutes, Rules and Guides.
- Maintains State-wide voter database for Becker County. Which includes adding address ranges and merging voters.

Customer Service

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

Qualifications

Education: High School Diploma or equivalent and some post-high school specialized education/training in a relevant field and two years' relevant work experience or equivalent combination of education/ training/ experience.

Requirements:

- Valid MN Driver's License.
- Possess or able to obtain Notary License.
- Able obtain a Property Tax Calculation Certificate and Election Administrator
- Knowledge of modern office procedures, equipment and software.
- Knowledge of basic accounting and bookkeeping.
- Microsoft Office Proficient
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to maintain confidentiality and adhere to data practices requirements.
- Ability to use independent judgment to prioritize tasks.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to apply a variety of procedures and policies using moderate analytical ability in adapting standard methods to fit facts and conditions using generally prescribed procedures.
- Ability to maintain contact with other departments, outside agencies and the public on specialized matters required detailed or technical responses and explanations.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 30 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.
- Exposure to angry, upset or rude persons may occur.

Equipment Utilized

- Office equipment and computer hardware and software.
- Know ink Poll Pad
- Election System and Software DS-200 and DS-450
- Democracy Live Omni Ballot

Competencies Common to all County Positions

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



Classification: Deputy Property Tax Specialist, Grade 6
Department: Auditor-Treasurer
Reports to: Chief Deputy Auditor-Treasurer
FLSA Classification: Non-Exempt
Union Status: Teamsters-Courthouse
Board Approved:

Position Summary

The Deputy Property Tax Specialist is responsible for assisting with maintaining the property tax system and election system. Researching ownership, legal descriptions and interested parties for parcels. Coordination of election judge training in the county by recording pertinent information for each person and ensuring training material is prepared. Reaching out and gathering information from Becker County Clerks that is required within office. Responsibilities include Account Clerk 1 and Deputy Licensing Coordinator duties. Data entry, bookkeeping, clerical work and customer service is performed independently within the established policies, laws and procedures by the Becker County Auditor-Treasurer's Office.

Essential Duties and Responsibilities

Property Tax

- Maintains and updates data: processes all name and legal description changes; obtains copies of documents to processing land transfer records; utilizes Geographical Information System (GIS) to verify document specifications; researches and analyzes property titles to determine ownership and identify any potential issues, encumbrances. or disputes that could affect the transfer of a property
- Examine the chain of title, analyzes and rewrite legal descriptions for expiration of redemption and tax forfeited properties Completes affidavit of Compliance requests and research the supporting documents.
-
- Prepares for the land sale which includes corresponding with public, updating the website; drafting Auditor Certificates, State Deeds, Wetland Certificates, ECRV reporting, power point presentation, collecting payments to finalize sales.
- Completes tax calculations: proofs calculations, rates, aides, and credits.
- Assists with collection of special assessments and maintains ditch records.
- Assists with preparing and processing abatements, additions, and tax statements.
- Collection of returned checks and ACH payments
- Maintains and processes escrow payments and maintains ACH accounts.
- Completes annual Auditor Certificates for bonding companies and required reports for municipal audits.
- Collaborates with various departments to research and verify information related to property and election records.

Elections

- Analyzes, evaluates and processes voter registration and voting documents.
- Maintains voter database.
- Assists with election judge training, ballot preparation, and election planning, and machine testing.
- Assists with absentee mail balloting including mailing and processing returned ballots and responding to in-person customer requests for ballots and information.
- Assists with preparing certified election abstracts.

Customer Service

- Responds to public, clients, and others in person, by phone or mail to answer questions, provide information or

redirect to appropriate person in a courteous and professional manner. • Prepares and collects accounts receivable and analyzes collection problems.
• Attends educational opportunities and meetings. • Obtains and keeps current Property Tax Calculation and Election Administrator Certification. • Performs other duties as assigned or apparent.

Qualifications

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

Requirements:

- Ability to obtain and maintain Property Tax Calculation and Election Administrator Certification.
- Valid MN Driver's License.
- Possess or ability to obtain Notary License.
- Knowledge of modern office procedures, equipment and software.
- Knowledge of basic accounting and bookkeeping.
- Microsoft Office Proficient
- Ability to identify and resolve issues that may arise.
- Strong attention to details. Skill in performing accurate and efficient data entry.
- Ability to maintain confidentiality and adhere to data practices requirements.
- The ability to communicate effectively, orally and in writing, and have positive public relations skills.
- Ability to use independent judgment to prioritize tasks.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to perform standard procedures and tasks using strong analytical ability.
- Ability to maintain contact with other departments, outside agencies and the public on specialized matters required detailed or technical responses and explanations.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 30 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.
- Knowink Poll Pad
- Election System and Software DS-200 and DS-450
- Democracy Live Omni Ballot

Competencies Common to all County Positions

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



Classification: Extension Office Manager, Grade 5
Department: Extension
Reports to: County Auditor-Treasurer
FLSA Classification: Non-Exempt
Union Status: Teamsters Courthouse
Board Approved:

Position Summary

The Extension Office Manager is responsible to coordinate and manage operations and staff of the Becker County Extension Office ensuring efficient and effective office functioning.

Essential Duties and Responsibilities

- Provides administrative support to 4-H Extension Educators.
 - Enters, manages and updates department databases and website.
 - Designs and prepares reports, mailing lists, educational materials, etc.
 - Answers and directs program inquiries.
 - Manages and facilitates 4-H Achievement Program.
- Manages and monitors department budget.
 - Prepares, authorizes and submits expenses for payment.
 - Collects fees and remits monies to appropriate sources.
 - Monitors, purchases and maintains office supplies and inventory.
 - Maintains log of items out on loan and secures their return.
- Manages office functions and tasks.
 - Functions as point of contact for all consumer inquiries.
 - Provides information on department's services and programs to the public.
 - Maintains, updates and ensures accuracy and integrity of all department records, files and databases ensuring confidentiality compliance.
 - Creates new ways to improve Extension's visibility and availability to the public.
 - Prepares news releases to area media.
 - Tests pressure canner gauges.
 - Acquires and distributes water testing kits, forage testing and soil sampling supplies.
 - Coordinates with state Extension staff in acquiring and distributing Private Pesticide Applicator Testing program materials.
- Functions as County Master Gardener Program Coordinator.
 - Liaison between U or MN Extension State Master Gardener Program staff and County Master Gardeners.
 - Develops and maintains Master Gardener area of expertise list.
 - Track Master Gardener hours and confirm award honors with state office.
 - Attend Master Gardener meetings.
 - Plan clinics and assist in designing and acquiring educational displays and materials.
 - Recruit for Master Gardener program including coordinating and managing the application process.
 - Receive and respond to information updates and attend webinars.
 - Compile and submit reports including projects, program outcomes and financial information for the State Master Gardener Office.
- Liaison between the County Extension Committee and the Extension Regional Director.
 - Prepare and distribute Extension Committee meeting materials and attend meetings.

• Compile and submit reports to Regional Director regarding accomplishments and activities. • Coordinate the County's participation in Extension Events. • Manages and coordinates all activities, reporting and arrangements relating to the annual County Fair.
Personnel Management • Assists with recruitment and selection of personnel and makes hire recommendations. • Creates and maintains work schedules. • Makes decisions regarding work assignments and performance management. • Recommends discipline and termination of subordinates. • Advises and coaches employees regarding job performance issues and job tasks. • Serves as a positive role model of successful performance and ethical conduct. • Ensures compliance with all County and OSHA safety rules and policies.
• Attends training and meetings. • Performs other duties as assigned or apparent.

Qualifications

Education: High School Diploma or equivalent and one year post-secondary training in administrative office management and one year's relevant work experience; or equivalent combination of education/training/experience.

Requirements:

- Working knowledge of modern office procedures and equipment.
- Working knowledge of governmental accounting requirements.
- Knowledge and skill with Microsoft Office Suite.
- The ability to develop and implement Department goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement Department policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.

Physical Demands and Working Conditions

- Work is performed in an office setting and at Extension meetings and events. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury. Work is light duty and sedentary with ability to lift, carry or push up to 25 pounds. Normal hearing and correctable vision required.

Equipment Utilized

- Office equipment, computers, various databases and software.

Competencies Common to all County Positions

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



Classification: Financial Manager, Grade 11
Department: Auditor-Treasurer
Reports to: Auditor-Treasurer
FLSA Classification: Exempt
Union Status: Non-Union
Board Approved:

Position Summary

The Financial Manager position will manage the County's financial, accounting, budgeting, IFS accounting system, capital assets and ensures county-wide financial integrity. This position will prepare reports and necessary documentation for the preparation of financial statements that are created by an outside audit firm. Responsible for the annual audit and managing and supervising accounting staff. Coordinating accounting activity reporting for all funds and functions with other County departments.

Essential Duties and Responsibilities

Financial Management

- Monitor budget with contract caps/ agency contracts, as well as preparing journal entries and monitors and prepares all expenditure and revenue reports.
- Assists with the development of countywide annual budget providing analysis and forecasting.
- Manages bill and requisitions transactions and reconciliations.
- Maintains County general ledger and perform accounting duties as appropriate.
- Manages countywide processing and recording of receivables.
- Manages preparation of all financial matters. (expenditure/ revenue reports)
- Manages accounts payables.
- Coordinates, compiles and submits quarterly State required reports with the assistance of the staff Accountants.
- Coordinates, compiles and submits annual State required reports with the assistance of the staff Accountants.
- Manages grants and assures full grant is expended according to timelines as directed management by Department Head.
- Develops procedures when State/ County technology policies and programs change.
- Analyzes and corrects accounting and collection problems as well as deficiencies in existing processes and then develops and implements procedure to maintain system.
- Develops and reviews internal audit trail procedures.
- Conducts internal audits.
- Coordinates preparation for annual external audit.
- Provides ongoing budget to actual status, year-to-date planning, analysis and forecasts to appropriate Directors.
- Attends and participates in all related trainings and meetings.

Supervision

- Organizes and prioritizes workload requirements.
- Recruits, interviews and hires staff.
- Provides effective supervision, training, and guidance for assigned personnel; is approachable; anticipates changes and manages challenges.
- Assists and educates staff in federal, state, county and departmental responsibilities, statutes, rules, regulations, policies and procedures.
- Promotes teamwork and cooperation.
- Serves as a positive role model of successful performance and ethical conduct.

- Monitors and documents the work performance of assigned personnel on a timely and continual basis, conducts effective coaching and mentoring, reviews performance, and takes corrective action whenever necessary.
 - Delegates responsibility and authority.
 - Responsible for scheduling work assignments, tracking, and approving hours of work.
 - Works with Human Resources on hiring, promoting and/or transferring of employees and discipline and/or suspension or termination.
- Attends educational opportunities and participates in professional organizations.
 - Performs other duties as assigned or apparent.

Qualifications

Education: Bachelor's degree in accounting or related field with two years of prior related work experience. Two years of experience in financial/ accounting software. Preferred Education/ Experience: Master's degree in accounting or CPA or CPFO, Supervisory experience or experience in government accounting.

Requirements:

- Valid MN driver's license required.
- Knowledge of modern office procedures, equipment and software.
- Extensive knowledge of accounting, bookkeeping and best practices.
- Knowledge of County, State and Federal requirements, policies and laws relevant to work.
- Knowledge of the best practices, methods, and techniques for effective governmental administration.
- The ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to apply professional/managerial principles and judgement within overall goals and direction established by management.
- Analytical ability to select, evaluate and interpret data from several sources including policies, guidelines and procedures.
- Ability to maintain frequent contact with other departments, outside agencies and the public on specialized matters requiring detailed or technical responses and explanations.

Physical Demands and Working Conditions

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

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

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



Classification: License Supervisor, Grade 9
Department: Auditor-Treasurer
Reports to: County Auditor-Treasurer
FLSA Classification: Non-Exempt
Union Status: Non-Union
Board Approved:

Position Summary

The License Supervisor is responsible for overseeing the daily operations of the Department of Motor Vehicles and ensuring employees are performing efficiently and effectively. Manages budgets, develops policies and procedures, and ensures compliance with State regulations. Provides high quality customer service for all DNR, Motor Vehicle and Driver's License transactions.

Essential Duties and Responsibilities

Accounting and Administrative

- Develops and updates office policies and procedures.
- Responsible for all cash handling and accounting activities of the Motor Vehicle Office.
 - Records entries in ledgers.
 - Balances and reconciles bank statements.
 - Prepares and makes bank deposits.
 - Collects and handles NSF checks, taking legal action for collection if necessary.
- Assists in preparation of and manages approved office budget.
- Prepares and submits MDRIVE reports.
- Manages inventory and accountability of motor vehicle stickers and plates and DNR decals.
- Oversees and manages staff training and office audits.
- Maintains current knowledge of and responds to inquiries regarding licensing procedures, state regulations and data entry and maintenance.
- Resolves Dealer questions, errors and transactions.
- Verifies ownership, lost documents and vehicle registrations by communicating with State agency.
- Processes licenses for cars, truck, truck-tractor, motorcycles, trailers, and motor homes in accordance with policies, procedures, statutes and regulations.
- Processes applications for Titles, Surviving Spouse, Reconstruction, special plates, repossession and IRS forms.
- Determines proper plates and gross weight stickers for Prorated Commercial Vehicles and issues cab cards.
- Oversees and coordinates new and renewed Driver's Licenses: determines proper class and header; oversees Real and EDL licenses ensuring compliance with State requirements.
- Oversees preparation and submittal of a variety of reports and data.

Staff management

- Assists with recruitment and selection of staff, makes hiring recommendations.
- Organizes and prioritizes workload requirements.
- Prepares work schedules and approves time off.
- Provides effective supervision, training, and guidance for assigned personnel; is approachable; anticipates changes and manages challenges.
- Promotes teamwork and cooperation.
- Serves as a positive role model of successful performance and ethical conduct.
- Monitors and documents the work performance of assigned personnel, conducts effective coaching and mentoring, reviews performance, and takes corrective action as necessary.

• Implements discipline and termination procedures. • Assists and educates staff in federal, state, county and departmental responsibilities, statutes, rules, regulations, policies and procedures.
Customer Service • Responds to inquiries in person, by phone or by mail regarding office operations. • Serves as a customer service role model.
• Attends educational opportunities, meetings and participates in professional organizations. • Performs other duties as assigned or apparent.

Qualifications

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

Requirements:

- Ability to obtain title certification within one year of hire.
- Knowledge of modern office practices, equipment and software.
- Extensive knowledge of accounting, bookkeeping and best practices.
- Knowledge of County, State and Federal requirements, policies and laws relevant to work.
- The ability to communicate effectively, orally and in writing, and have strong positive public relations skills.
- Ability to apply professional/managerial principles and judgement within overall goals and direction established by management.
- Analytical ability to select, evaluate and interpret data from several sources including policies, guidelines and procedures.
- Ability to maintain frequent contact with other departments, outside agencies and the public on specialized matters requiring detailed or technical responses and explanations.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 10 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

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



Classification: Licensing Clerk, Grade 4
Department: Auditor-Treasurer
Reports to: Licensing Supervisor
FLSA Classification: Non-Exempt
Union Status: Teamsters-Courthouse
Board Approved:

Position Summary

The Licensing Clerk is responsible for customer service issuing and renewing licenses, transferring titles, and issuing permits for all types of motor vehicles in compliance with established office policies and procedures and state laws, rules and regulations.

Essential Duties and Responsibilities

- Provides customer service in-person and on the phone.
 - Provides preliminary information and direction or refers to appropriate person or agency.
 - Provides customers with directions and guidance, is courteous and patient and resolves customer concerns and problems as able.
 - Issues car, truck, trailer, RV, mobile home, boat, motorcycle and other vehicle licenses. Verifies origin and proof of ownership.
 - Calculates and collects fees and taxes.
 - Transfers ownership on certificates of titles for all vehicles: completes required forms and examines legal documents.
 - Renews driver's licenses, CDL, REAL, EDL and other vehicle licenses ensuring all proper documents are submitted.
 - Determines appropriate license category and allocation of fees and taxes collected; enters data to point of sale system.
 - Totals and records transactions on logging sheets for state reports.
 - Issues temporary weight permits, trip permits, out-of-state permits, and Minnesota resident permits according to eligibility requirements.
 - Verifies ownership, lost documents and vehicles registration by contacting state agency.
 - Corresponds with license applicants and other agencies.
 - Provides voter registration services to the public.
 - Notarize documents, validate certified documents for authenticity and compliance with state regulations.
- Attends trainings and meetings.
 - Performs other duties as assigned or apparent.
 - Ensure confidentiality and security of sensitive information.

Qualifications

Education: High School diploma or equivalent and one year computer experience or equivalent combination of education/ training/ experience. Previous cashiering or clerical experience is preferred.

Requirements:

- Knowledge of modern office procedures, equipment and software.
- Knowledge of basic accounting and bookkeeping.
- Skill in performing accurate and efficient data entry.

- Microsoft Office efficient
- Ability to maintain confidentiality and adhere to strict data practices requirements.
- The ability to communicate effectively, orally and in writing, and have positive public relations skills.
- Ability to perform repetitive tasks accurately under defined procedures.

Physical Demands and Working Conditions

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

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

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



Classification: Payroll Accounting Specialist, Grade 6
Department: Auditor-Treasurer
Reports to: Chief Deputy Auditor-Treasurer
FLSA Classification: Non-Exempt
Union Status: Teamsters-Courthouse
Board Approved:

Position Summary

The Payroll Accounting Specialist is responsible for implementation, processing and preparing the bi-weekly Becker County payroll. Performs customer services and a variety of reporting and data processing. This role emphasizes improving payroll systems, ensuring data accuracy, and contributing to strategic workforce planning.

Essential Duties and Responsibilities

Payroll

- Compiles and processes the Becker County bi-weekly payroll, including withholding of taxes and deductions.
- Assists with benefits administration by balancing, preparing and submitting employee benefits and withholding payments including retirements, garnishments, union dues, insurances, section 125, health benefits, taxes, social security, etc., ensuring billings are accurate.
- Prepares, files and tracks all state and federal payroll reporting.
- Reviews and audits to determine that each employee's benefits and gross pay is expensed to the correct department and line item.
- Prepares all payroll documents and retains according to record retention requirements.
- Creates, balances and uploads the general ledger into the financial software system.
- Prepares and executes all payroll adjustments per union contracts.
- Manages bank reconciliation ensuring correct EFT debits for direct deposits and taxes.
- Monitors FSA plans and reconciles to Benefits Bank Account.
- Creates, analyses and edits vendor files to balance premium payments. Coordinates vendor information and deductions.
- Prepares W2's and 1095 forms, PERA annual reports, and any annual Union payouts.
- Verifies and processes all electronic timesheets with attention to accuracy, policy compliance, and proper coding. Actively monitors timesheet approval status across departments and follow up to ensure timely submission and payroll processing.
- Ensure payroll procedures and employee time reporting comply with multiple union contracts and the county's personnel policy
- Serve as one of the system administrator for payroll and timekeeping software.
- Lead system updates, testing and troubleshooting to optimize functionality.
- Serves as the main point of contact for questions and concerns on timesheet coding.
- Updates payroll and holiday calendar.
- Manages and maintains accurate tracking of employee leave accruals, including vacation, sick and compensatory time. Generates and distributes regular reporting related to compensated balances for management and auditing purposes.

Administrative, Reporting, and Accounting

- Maintains employee benefit and payroll information in accordance with confidentiality requirements.
- Provides information wage analysis and cost analysis for budgeting purposes
- Creates cost analyses for Board meetings.
- Creates MCIT workers comp estimate and actual annual report.

- Creates, reviews and audit941 reports for MN Department of Revenue and the IRS.
 - Creates and uploads New Hire report for the Minnesota New Hire Reporting Center.
 - Prepares and send employees Wage Change Notices.
 - Coordinates with state auditors by compiling, verifying, and providing accurate financial and payroll data to ensure compliance with state auditing requirements and regulations.
 - Serves as primary point of contact for Public Employees Retirement Association (PERA), ensuring accurate reporting, timely submission of data, and resolution of employee and agency inquiries.
- Attends trainings and meetings.
 - Work with HR to ensure alignment between payroll, benefits, and employee records.
 - Created detailed reports for audits and budgeting purposes.
 - Identify and implement process improvements to enhance payroll accuracy and efficiency.
 - Provide training on timesheet coding and system use.
 - Performs other duties as assigned or apparent.

Qualifications

Education: High School diploma or equivalent and some post-high school training or education. At least one year of payroll processing experience or equivalent combination of education/ training/ experience. One year experience with Microsoft Office Suite, accounting software and databases.

Requirements:

- Knowledge of modern office procedures, equipment and software.
- Knowledge of basic accounting and bookkeeping.
- Skill in performing accurate and efficient data entry.
- The ability to communicate effectively, orally and in writing, and have positive public relations skills.
- Ability to work under limited supervision with general autonomy in determining how objectives are achieved.
- Ability to apply a variety of procedures and policies using moderate analytical ability to adapt standard methods to meet facts and conditions.
- Ability to manage multiple tasks and meet strict deadlines in high-pressure environments, ensuring accuracy, attention to detail, and compliance with payroll regulations.
- Advanced proficiency with payroll software and tools, as well as Microsoft Excel, including pivot tables, v-lookups, and data analysis functions.

Physical Demands and Working Conditions

- Work is performed in an office setting.
- Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- Work is light duty and sedentary with the ability to lift, carry or push up to 10 pounds.
- This position may be occasionally exposed to mental effort and stress.
- This position frequently performs work under high attention to detail and deadlines.

Equipment Utilized

- Office equipment and computer hardware and software.

Competencies Common to all County Positions

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable County policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to

newer staff so job responsibilities can be performed with confidence as quickly as possible.

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

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (the “Agreement”) is effective January 1, 2026,

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

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

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

WHEREAS, this Agreement is the first memorandum of agreement to the Contract

NOW, THEREFORE, the Parties agree as follows:

1. AMENDMENT:

1.1 The Contract is amended as follows:

- 1.1.1 Effective January 1, 2026, employees and the County will split the cost of the premiums for Minnesota Paid Family and Medical Leave (MPFML) on a 50/50 basis as allowed under MN Statute 268B.14.
- 1.1.2 Employees may at their discretion use their County accrued paid leave from any sick, vacation, comp, personal, or any other accrued banks to supplement their MPFML payments up to an amount not to exceed a combined total of more than 100% of the employees’ regular daily earning from the County.

2. NO OTHER CHANGES:

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

JESSE WATLAND, UNION STEWARD

DATE

DAVID MEYER, BOARD CHAIR

DATE

ZAC QUANDT, LABOR REPRESENTATIVE

DATE

CARRIE SMITH, COUNTY ADMINISTRATOR

DATE

BECKER COUNTY CREDIT CARD POLICY

PURPOSE

The purpose of this policy is to provide guidelines for the issuance, use, and management of a County credit card to ensure responsible spending and proper financial controls.

SCOPE

This policy applies to all employees who are issued a County credit card or who make purchases on behalf of Becker County.

ISSUANCE OF CREDIT CARDS

Based on business need, the Department Head will determine which positions in the departments require a credit card. The work-related needs include, but are not limited to:

1. For approved business related travel.
2. For approved business related materials.

Credit cards will be issued for the following amounts, request for higher limit for special circumstances will be reviewed upon request.

	Account Credit Limit	Single Purchase Limit
County Auditor-Treasurer	\$10,000	\$5,000
County Administrator	\$7,500	\$5,000
Department Head	\$5,000	\$3,000
Supervisor	\$3,000	\$2,000
Employee	\$2,000	\$1,000
Department Credit Card	\$3,000	\$1,000

PRIVACY

Designated employees are provided County credit cards to assist them in the performance of their jobs. All credit cards are the property of the County and are to be used for County purposes only. Employees with County-owned credit cards should have no expectation of privacy in any purchases made using their County credit card. Employees may be required to produce their County credit card for validation of existence and account numbers at any time upon request by their Department Head or the Auditor-Treasurer's Office.

RESPONSIBILITY

The County Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. Violations of this policy will subject the user to disciplinary action in accordance with the personnel policy or collective bargaining agreement. The Department Head will be responsible for enforcement within their departments. If a credit card is issued in the name of a department it is the Department Heads responsibility to ensure all employees with access to the credit card have read and signed off on this policy prior to using the credit card. It is the Department Heads responsibility to ensure the cost center assigned to credit cards is accurate. When an employee terminates employment, the Department Head is responsible to ensure that any County-owned credit card is returned to the County immediately upon termination of employment, whether for retirement, voluntary, or involuntary reasons.

ACKNOWLEDGEMENT

A Credit Card Issuance and Use Acknowledgement Signature Form attached as the last page of this document will be required to be completed prior to any employee being issued a County credit card.

COUNTY-OWNED CREDIT CARD GUIDELINES

Approved/Unapproved Uses. Employees receiving a County-owned credit card will be responsible for the following:

County credit cards are issued in the name of the employee. It is that employee's responsibility to ensure they not allow any other people to use the credit card that is issued in their name. The employee is considered responsible for any and all charges against the card.

Credit cards may only be used for legitimate approved business expenses, such as travel, supplies, and approved operational costs.

Personal use of County-owned credit cards is strictly prohibited.

All purchases must be in compliance with County spending limits and approval processes.

Documentation and Receipts. Employees receiving a County-owned credit card will be responsible for the following:

Cardholders will receive a Monthly Reconciliation Statement (MRS), which will report all activity during the statement period. Cardholders will provide the monthly reconciliation along with all itemized receipts issued from the vendor within two weeks of receipt of the statements. Failure to return itemized receipts in the aforementioned time may result in card cancellation.

In addition to itemized receipts if there are any travel charges on a MRS the employee is responsible for providing proof of business relation for travel this should come in the form of a conference agenda.

If for any reason an employee is unable to produce an itemized receipt or proof of business relation for travel for a purchase made on a County-owned credit card the employee will be responsible for reimbursing the County for the charge.

If an employee exceeds any of the established meal allowances (as listed on the Employee Expense Report per year found on the Intranet under Forms & Other Policies) they are responsible for reimbursing the County for the amount changed over the allowance.

Security and Responsibility. Employees receiving a County-owned credit card will be responsible for the following:

Cardholders must safeguard their County credit card and report any loss, theft, or suspicious activity immediately to the credit card company and Auditor-Treasurer's Office.

The employee is responsible for all transactions until a card is reported lost or stolen.

Rectifying Unapproved Uses. Employees in possession of a County-owned credit card who make unapproved purchases are required to rectify these purchases as follows:

Unapproved uses of a County-owned credit card are any purchases intentionally or unintentionally charged to a County credit card for non-business purposes. Any improper use of a County-owned credit card can be considered misappropriation of County funds. This may result in disciplinary action up to and including termination of employment.

Cardholders who recognize while reconciling their credit card for the month that there was an unapproved purchase, must highlight said unapproved purchase on the MRS and provide payment for the unapproved purchase with the MRS to the Auditor-Treasurer's Office.

Employees with unapproved purchases must also give a copy of the MRS and an explanation of the unapproved purchase in writing to their Department Head. The Department Head will determine if disciplinary action should be taken and involve Human Resources if needed.

Employees who follow the above steps and involve the necessary parties to rectify an unapproved use on a County-owned credit card will have the following steps taken after each occurrence as listed:

1st Occurrence – The Auditor-Treasurer's Office will document the misuse by sending a notice to the employee with the Department Head copied on the email.

2nd Occurrence – The Auditor-Treasurer's Office will document the misuse by sending a notice to the employee with the Department Head and Human Resources copied on the email. The Department Head and Human Resources will work in conjunction to review the Becker County Credit Card Policy with the employee and present a last chance agreement.

3rd Occurrence – The Auditor-Treasurer's Office will send notification to the employee that their County credit card has been canceled and copy the Department Head and Human Resources on the email. The Department Head and Human Resources will work in conjunction to prepare the appropriate disciplinary action for the employee up to and including termination of employment.

Employees who do not follow the above-mentioned steps and don't involve the necessary parties to rectify an unapproved use on a County-owned credit card will immediately be notified by the Auditor-Treasurer's Office that their County credit card has been canceled, the Department Head and Human Resources Office will be copied on this notification. The Department Head and Human Resources will work in conjunction to prepare the appropriate disciplinary action for the employee up to and including termination of employment.

Credit Card Issuance and Use Acknowledgement Signature Form

Acknowledgement

It has been determined by the Department Head of your department that a County-owned credit card is necessary to perform your position with Becker County.

By signing below, I acknowledge that I have read and understood the Becker County Credit Policy, as well as the information contained in this Acknowledgement, and that I agree to comply with all provisions and regulations related to this and other related Becker County policies. I further acknowledge that failure to comply with the Becker County Credit Card Policy and related policies or with the terms of this Acknowledgement may result in disciplinary action under the personnel policy or a collective bargaining agreement.

Employee name (printed): _____

Department _____

Signature: _____ Date: _____

Department Head name (printed): _____

Signature: _____ Date: _____

Please forward to the Human Resources Department when complete.

FOR HR OFFICE USE ONLY

Human Resources received and has filed the acknowledgment. _____
(sign) (date)

Copy sent to:

☐ Auditor-Treasurer's Office to issue the credit card. _____
(date)

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 10-25-2D

Final Acceptance Project

SP 003-070-021

Milled Rumble Strips

WHEREAS, Project SP 003-070-021, on CSAH 26, CSAH 37, CSAH 44 and CSAH 58, consisting of Milled Rumble Strips, contracted with Allstates Pavement Recycling and Stabilization of Rogers, MN, previously adopted by the County Board, has in all things been completed in accordance with and pursuant to the terms of the contract, and the County Board being fully advised in the premises thereof;

NOW THEREFORE BE IT RESOLVED. That the Board of County Commissioners of Becker County, Minnesota, accepts said completed project and authorizes final payment in the amount of \$\$2,688.99.

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

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ Dave Meyer
Dave Meyer
Board Chair

State of Minnesota)
) ss
County of Becker)

I, the undersigned being the duly appointed and qualified County Administrator for the County of Becker, State of Minnesota, do hereby certify that the foregoing is a true and correct copy of a Resolution passed, adopted, and approved by the County Board of Commissioners at a meeting held October 21, 2025, as recorded in the record of proceedings.

Carrie Smith, County Administrator



BECKER COUNTY HIGHWAY DEPARTMENT
1771 NORTH TOWER ROAD
DETROIT LAKES, MN 56501
OFFICE: 218-847-4463

JAMES OLSON, P.E.
COUNTY ENGINEER
BRIAN SHEPARD
CONSTRUCTION MANAGER
JONA JACOBSON
MAINTENANCE SUPERINTENDENT
ANGELA LEFEBVRE
ACCOUNTANT

BECKER COUNTY ENGINEER
CONSTRUCTION IMPROVEMENT PROJECT
CERTIFICATE OF PERFORMANCE

Project Number: SP 003-070-021
Contract Number: 7021
Name of Contractor: ALLSTATES PAVEMENT RECYCLING & STABILIZATION
Type of Work: MILLED RUMBLE STRIPS
Total Value of Work: \$45,328.22
Contract Amount: \$49,424.20

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

Date: 10/9/25
Signature: James D. Olson

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

**FINAL SUMMARY AND VERIFICATION
OF CONTRACT COSTS**

PROJECT NUMBERS: SP 003-070-021

LOCATION: CSAH 26, CSAH 37, CSAH 44, CSAH 58

CONTRACTOR: ALLSTATES PAVEMENT RECYCLING & STABILIZATION

PROJECT DESCRIPTION: MILLED RUMBLE STRIPS

LETTING DATE: MAY 1, 2025 FINAL COMPLETION DATE: JULY 24, 2025

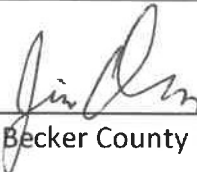
Engineer's Estimate	Contract Amount	Final Cost
\$114,965.50	\$49,424.20	\$45,328.22

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

Unit price per LN FT was estimated higher than bid submitted

Explanation of cost variance between Contract Amount and Final Cost:

Less LN FT than anticipated


Becker County Engineer

Dated: 10/9/25

**FINAL SUMMARY AND VERIFICATION
OF CONTRACT COSTS**

PROJECT NUMBERS: SAP 003-634-020

LOCATION: CSAH 34 – from CSAH 21 to 300th Street

CONTRACTOR: Dennis Drewes, Inc

PROJECT DESCRIPTION: Grading, Aggregate Base & Bituminous Surfacing

LETTING DATE: October 5, 2023 FINAL COMPLETION DATE: November 1, 2024

Engineer's Estimate	Contract Amount	Final Cost
\$4,043,903.00	\$2,888,814.79	\$3,012,929.93

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

Competitive bidding.

Explanation of cost variance between Contract Amount and Final Cost:

Depths were deeper for bituminous reclamation than on plan sheets and boring report.



Becker County Engineer

Dated: 10/9/25



BECKER COUNTY HIGHWAY DEPARTMENT
1771 NORTH TOWER ROAD
DETROIT LAKES, MN 56501
OFFICE: 218-847-4463

JAMES OLSON, P.E.
COUNTY ENGINEER
BRIAN SHEPARD
CONSTRUCTION MANAGER
JONA JACOBSON
MAINTENANCE SUPERINTENDENT
ANGELA LEFEBVRE
ACCOUNTANT

BECKER COUNTY ENGINEER
CONSTRUCTION IMPROVEMENT PROJECT
CERTIFICATE OF PERFORMANCE

Project Number: SAP 003-634-020
Contract Number: 63420
Name of Contractor: Dennis Drewes, Inc
Type of Work: Grading, Aggregate Base & Bituminous Surfacing
Total Value of Work: \$3,012,929.93
Contract Amount: \$2,888,914.79

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

Date: 10/9/25
Signature: James D. Olson

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

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 10-25-2E

Final Acceptance
Project SAP 003-630-007
CSAH 30

WHEREAS, Project SAP 003-630-007, CSAH 30 from South River Drive to North Junction with TH 87 in the City of Frazee, consisting of Reclaiming, Bituminous Surfacing, Urban Reconstruction and Underground Utilities contracted with RL Larson Excavating, Inc of St. Cloud, MN, previously adopted by the County Board, has in all things been completed in accordance with and pursuant to the terms of the contract, and the County Board being fully advised in the premises thereof;

WHEREAS, Becker County and the City of Frazee have coordinated this project jointly and the County and City have reviewed final costs;

NOW THEREFORE BE IT RESOLVED. That the Board of County Commissioners of Becker County, Minnesota, accepts said completed project and authorizes final payment in the amount of \$36,292.38.

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

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ Dave Meyer
Dave Meyer
Board Chair

State of Minnesota)
) ss
County of Becker)

I, the undersigned being the duly appointed and qualified County Administrator for the County of Becker, State of Minnesota, do hereby certify that the foregoing is a true and correct copy of a Resolution passed, adopted, and approved by the County Board of Commissioners at a meeting held October 21, 2025, as recorded in the record of proceedings.

Carrie Smith, County Administrator

**FINAL SUMMARY AND VERIFICATION
OF CONTRACT COSTS**

PROJECT NUMBERS: SAP 003-630-007

LOCATION: CSAH 30 - S River Drive to N Junction with TH 87 – Frazee City

CONTRACTOR: RL Larson Excavating

PROJECT DESCRIPTION: Reclaiming, Bituminous Surfacing, Urban Reconstruction,
Underground Utilities

LETTING DATE: April 25, 2024 FINAL COMPLETION DATE: June 5, 2025

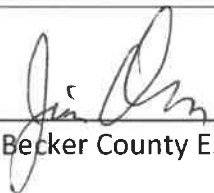
Engineer's Estimate	Contract Amount	Final Cost
\$2,938,939.50	\$1,790,334.33	\$1,812,931.67

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

Competitive bidding.

Explanation of cost variance between Contract Amount and Final Cost:

Bituminous Density Incentives



Becker County Engineer

Dated: 10/9/25



BECKER COUNTY HIGHWAY DEPARTMENT
1771 NORTH TOWER ROAD
DETROIT LAKES, MN 56501
OFFICE: 218-847-4463

JAMES OLSON, P.E.
COUNTY ENGINEER
BRIAN SHEPARD
CONSTRUCTION MANAGER
JONA JACOBSON
MAINTENANCE SUPERINTENDENT
ANGELA LEFEBVRE
ACCOUNTANT

BECKER COUNTY ENGINEER
CONSTRUCTION IMPROVEMENT PROJECT
CERTIFICATE OF PERFORMANCE

Project Number: SAP 003-630-007 – CSAH 30
Contract Number: 63007
Name of Contractor: RL Larson Excavating
Type of Work: Reclaiming, Bituminous Surfacing, Urban
Reconstruction, Underground Utilities
Total Value of Work: \$1,812,931.67
Contract Amount: \$1,790,334.33

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

Date: 10/9/25

Signature: James D. Olson

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



Wallwork Truck Center - Fargo

900 35th Street Northwest Fargo, North Dakota 58102
Phone: (701) 476-7000



Case Number: 18653054
Repair Order Number: 155245
Purchase Order Number: N/A
Service Advisor: Peterson, Andy - Case Date 2025-09-02 11:00:20 -0500
ETR: 9/4/2025 at 11:19 am CDT

Customer: Becker County Transit	Unit Number: F228035	
Address: 1771 North Tower Rd Detroit Lakes, MN 56501	Asset: 2022 ford e450	Engine Hours: 5312
Phone: (218) 850-4757	Serial Number: 0NDC31563	Odometer: 67880 Miles
Fax: N/A	VIN: 1FDFE4FN0NDC31563	Warranty Start: N/A
Customer Number: 46677	Engine: Prem	In Service: N/A



0NDC31563

1 Check and Advise - Rough running engine

Complaint: check and advise lifter/ engine noise

Correction: I checked the engine oil level, and it was full. I hooked up the IDS and checked for codes, all pass.

I started the engine and let it warm up, when you rev the engine up there is a loud ticking/knocking noise on the right side. This is normally due to cam and lifter wear/damage and or scored cylinders.

Recommended repair is to replace the long block.

		Quantity	Price	Totals
Labor:				\$6,734.13
Parts:	SERVICE ENGINE ASY	1.0	\$5,930.40	\$7,730.40
	NUT - ADJUSTING SCREW	1.0	\$1.40	\$1.40
	BOLT	1.0	\$3.50	\$3.50
	NUT - HEX.	1.0	\$1.47	\$1.47
	BOLT	1.0	\$2.80	\$2.80
	BOLT	1.0	\$0.67	\$0.67
	VALVE ASY	1.0	\$29.71	\$29.71
	"O" Ring	1.0	\$4.56	\$4.56
	Bolt	1.0	\$1.54	\$1.54
	GASKET	1.0	\$2.02	\$2.02
	NUT	1.0	\$2.80	\$2.80
	SEAL	1.0	\$2.80	\$2.80
	NUT - ADJUSTING SCREW	1.0	\$1.58	\$1.58
	Nut	1.0	\$0.43	\$0.43
	BOLT - HEX, HEAD	1.0	\$0.73	\$0.73
	GASKET	1.0	\$14.28	\$14.28
	NUT - HEX.	1.0	\$2.80	\$2.80
	KIT	1.0	\$6.72	\$6.72
	O-RING	1.0	\$9.69	\$9.69



Wallwork Truck Center - Fargo



0NDC31563

Customer: Becker County Transit	Unit Number: F228035
Case Number: 18653054	Asset: 2022 ford e450
	VIN: 1FDFE4FN0NDC31563

	KIT - "O" RING	1.0	\$4.24	\$4.24
	GASKET	1.0	\$1.95	\$1.95
	GASKET - INTAKE M	8.0	\$4.14	\$33.12
	BOLT	1.0	\$5.56	\$5.56
	ANTI-FREEZE	5.0	\$16.68	\$83.40
	Parts Total			\$7,948.17
Additional Charges:	CompHookup, Computer hookup	n/a	\$0.00	\$0.00
Operation Total:				\$14,682.30

2 Engine Cylinder Block - Replace

Includes: [Replace the engine assembly]

Complaint: Replace the engine assembly

		Quantity	Price	Totals
Labor:				\$0.00
Parts:	GASKET	0.0	\$2.32	\$0.00
Operation Total:				\$0.00

Becker County's estimated cost after core
return: \$5,700 - 6,000

Parts	\$6,148.17
Labor	\$6,734.13
Core	\$1,800.00
Total	\$14,682.30

Item	Declined or Deferred Operation	Labor	Price	Status
1	Brakes - Drive Axle Disc Type Air Brakes - Replace	\$480.00	\$0.00	not sold
2	Courtesy Vehicle Inspection	\$20.00	\$148.93	not sold
	Parts:			
	- (1.0) PAD - BRAKE		\$95.91	
	- (2.0) KIT - BRAKE CALIPER ATTACHMENT		\$26.51	
3	Brakes - Drive Axle Disc Type Air Brakes - Replace	\$320.00	\$192.69	not sold
	Parts:			
	- (1.0) KIT - BRAKE LINING		\$95.91	
	- (2.0) KIT - BRAKE CALIPER ATTACHMENT		\$22.81	
	- (2.0) WHEEL SEAL		\$19.07	
	- (2.0) PIN		\$6.51	



Wallwork Truck Center - Fargo



0NDC31563

Customer: Becker County Transit	Unit Number: F228035
Case Number: 18653054	Asset: 2022 ford e450 VIN: 1FDFE4FN0NDC31563

I hereby authorize the repair work herein set forth to be done along with the necessary materials. I agree that you are not responsible for loss or damage to the vehicle or articles left in the vehicle in case of fire, theft, or any cause beyond your control or for any delays caused by unavailability of parts or delays in parts shipments by the supplier or transporter. I hereby grant you and/or employees' permission to operate the vehicle herein described on streets, highways or elsewhere for the purpose of testing and/or inspection. An express repairman's lien is hereby acknowledged on the above vehicle to secure the amount of repairs thereto. I also agree to pay \$30.00 per day parking charge if my vehicle or trailer is parked on you lot for more than 15 days. I also understand that Wallwork Truck Center offers a 90 day only workmanship guarantee. Wallwork Truck Center is not responsible for damage from freezing up of the engine or chassis due to lack of proper anti-freeze level in the cooling system or for any damages or injuries to myself or those with me that occur while I am in your service area.

BY: _____ DATE: ____/____/____

ESTIMATE

2022 Ford E450 Transit Bus

- Purchase Date 4/15/2022.
- Purchase Price \$92,007.00
- Becker County Transit's share of bus purchase was \$9207, 10% of total Purchase Price.
- Third newest bus in fleet. Older buses include 2012, 2015, 2017, 2018, two 2019s. The two newer buses are 2024 and 2025.
- Mileage 67880.
- 40 Months of Service.
- Manufacturers Engine Warranty: 3 Years or 60,000 miles.
- New engine warranty is 3 years unlimited miles.
- Wallwork Ford of Fargo is the closes authorized repair dealer that can replace the engine.
- Ford Motor Company pays 55% of cost. Becker County Transit pays 45%
- Becker County Transit currently has money in its corrective maintenance budget to cover the cost.



BECKER COUNTY

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

MEMORANDUM FOR ACTION

Date: October 15, 2025

SUBJECT: Resolution 10-25-2H, 2026 Solid Waste Fee Schedule Rates

TO: Becker County Board of Commissioners

1. **Discussion:** The Environmental Services Committee has reviewed and discussed the 2026 Solid Waste Budget and proposes changes for the 2026 Solid Waste Fee Schedule from the 2025 Solid Waste Fee Schedule to cover increased solid waste disposal rates at the Perham Resource Recovery Facility, the Fargo Landfill, and the City of Grand Forks Landfill as well as other solid waste disposal rates such as tires, demolition landfill expenses, labor costs other general operational cost increases.
2. **Funding:** Funding source for Fund 18 for 2026 solid waste operations.
3. **Action request:** Approve Resolution 10-25-2H "2026 Solid Waste Fee Schedule Rates"
4. The point of contact for this memorandum is Steve Skoog

Distribution: Finance Committee and Board of Commissioners.

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 10-25-2H

2026 SOLID WASTE FEE SCHEDULE

WHEREAS, the Becker County Board of Commissioners is mandated by the State of Minnesota to manage solid waste generated by its citizens in environmentally correct and State approved processes; and

WHEREAS, the Becker County Board of Commissioners has authority to establish and modify solid waste service and tip fees and;

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of Becker County hereby approve the 2026 Solid Waste Fee List.

Duly adopted this 21st day of October, 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 October 21st, 2025, as recorded in the record of proceedings.

Carrie Smith
County Administrator

2025 BECKER COUNTY SOLID WASTE FEE SCHEDULE

MATERIAL	DESCRIPTION	2025 Rates		2026 Rates	
		without tax	with tax	without tax	with tax
APPLIANCES	Appliances (OUT OF COUNTY)	\$11.00		\$11.00	\$11.00
	Appliances - County Residents	\$6.00		\$8.00	\$8.00
BRUSH	COMMERCIAL HAULERS (per ton)	\$20.00		\$20.00	\$20.00
	NON COMMERCIAL / SELF HAULERS	\$0.00		\$0.00	\$0.00
CONCRETE	Concrete – Recycled (CY or per ton)	\$9.25		\$12.00	\$12.00
DEMO - ASBESTOES CONTAINING MATERIALS	Building demolition materials (CY) Asbestos containing materials	\$52.00	\$52.60	\$59.40	\$60.00
DEMOLITION MATERIALS	Building demolition materials (CY)	\$16.90	\$17.50	\$19.40	\$20.00
ELECTRONIC WASTE	Rate per screen 27" and over	\$10.00		\$10.00	\$10.00
	Rate per screen - under 27"	\$5.00		\$5.00	\$5.00
	CPU'S/Laptops/keyboards & mouse/printers/copiers etc	\$0.00		\$0.00	\$0.00
	Out of County	\$15.00		\$15.00	\$15.00
FLUORESCENT BULBS	Bulbs & Ballasts (SEPERATED)	\$0.00		\$0.00	\$0.00
FIRE EXT.	Fire Extinguishers (per unit)	\$5.00		\$0.00	\$0.00
HHW (non-commercial)	HHW - Paint, etc.	Variable		Variable	
LOOSE SOLID WASTE	Loose Garbage (per CY)	\$19.66	\$23.00	\$20.51	\$24.00
	Out of County (Per CY)	\$25.56	\$29.55	\$27.69	\$32.40
BOX SPRINGS-RECYCLE	Large Boxspring	\$8.50		\$9.00	\$9.00
	Small Boxspring	\$8.50		\$9.00	\$9.00
MATTRESS- RECYCLE	Mattress -large	\$15.00		\$16.00	\$16.00
	Mattress - small	\$12.00		\$14.00	\$14.00
MATTRESS OR BOXSPRING OUT OF COUNTY	ANY SIZE	\$15.00	\$16.00	\$16.00	\$16.00
MIXED MUNICIPAL SOLID WASTE	MMSW -Compacted Garbage (per ton)	\$143.60	\$168.01	\$151.28	\$177.00
MMSW - OUT OF COUNTY	Out of County compacted garbage (per ton)	\$186.68	\$218.42	\$196.30	\$229.67
MMSW - PERHAM RRF	MSW direct hauled by lisc. Hauler to Perham PRRF (per ton)	\$138.60	\$162.16	\$146.00	\$170.82
MIX - MSW & DEMO	Mixed MSW/ Demo (CY)	\$25.64	\$30.00	\$29.91	\$35.00
	Mixed MSW/ Demo (per ton)	\$186.68	\$218.42	\$215.25	\$251.84
OIL FILTERS	Oil filters by residents	\$0.00	\$0.00	\$0.00	\$0.00
OIL FILTER	OilFilters-55 gallon barrel	\$50.00		\$50.00	\$50.00
RR TIES	RR Ties (per ton)	\$143.60	\$168.01	\$151.28	\$177.00

2025 BECKER COUNTY SOLID WASTE FEE SCHEDULE

MATERIAL	DESCRIPTION	2025 Rates		2026 Rates	
		without tax	with tax	without tax	with tax
SHINGLES	Shingles-Recycled (per CY)	\$11.50		\$12.00	\$12.00
	Shingles-Recycled (Ton)	\$31.50			
STUMPS2	Tree stumps (per ton)	\$20.00		\$22.00	\$22.00
AUTO TIRES	Auto per tire charge	\$3.50		\$3.75	\$3.75
TIRE - by volume and non-auto tires	TIRE- (enter pounds)	\$0.18		\$0.19	\$0.19
	(Scaled - per ton)	\$360.00		\$375.00	\$375.00
	Tractor tire per ton	\$360.00		\$375.00	\$375.00
	Truck Tire (per unit)	\$18.00		\$19.00	\$19.00
COMPOST MATERIAL	organic compostable material (per ton)	\$20.00		\$20.00	\$20.00
Wood – clean	Per Ton	\$66.00		\$69.00	\$69.00
FEE- HAULER HOLIDAY TIP FEE	Commercial haulers only	\$135.00		\$145.00	\$145.00
FEE – LATE CUSTOMER	Per hour (rounded to .5 hr)	\$60.75		\$65.00	\$65.00
FEE – LOADER	Per hour	\$126.76		\$132.48	\$155.00
FEE – BATTERY PACK	Per use	\$8.00		\$10.00	
FEE – SEPARATION	Per hour	\$126.75		\$132.48	\$155.00
COMMERCIAL Hazardous Waste (VSQG)	Cost of disposal Plus 35% + \$35 per customer	Cost of disposal Plus 35% + \$35 per customer		Cost of disposal Plus 35% + \$35 per customer	
<u>MRF BALING CHARGE</u>	Processing fee - Baling (Per Ton)	\$60.00		\$63.00	\$63.00
<u>MRF PROCESSING FEE - COMINGLED RECYCLING</u>	Becker County (commercial haulers only) per ton	\$31.00		\$32.50	\$32.50
	Out of County Fee - per ton	\$146.00		\$147.00	\$147.00
RECYCLING DUMPSTERS	SERVICE FEE PER STOP	\$25.00		\$26.25	\$26.25
RECYCLABLE COMMODITIES					
AG PLASTIC - HDPE Film PLASTIC BOAT WRAP OTHER PLASTIC FILM CARDBOARD MIXED PAPER METAL/PLASTIC CONTRAINERS GLASS WINDSHIELD GLASS COMINGLED RECYCLING	CHARGE PER CY			\$8.00	\$8.00
	CHARGE PER CY			\$7.00	\$7.00
	CHARGE PER CY			\$5.00	\$5.00
	CHARGE PER CY			\$0.00	\$0.00
	CHARGE PER CY			\$0.00	\$0.00
	CHARGE PER CY			\$0.00	\$0.00
	CHARGE PER CY			\$0.00	\$0.00
	CHARGE PER CY			\$7.00	\$7.00
	CHARGE PER CY			\$15.00	\$15.00
	CHARGE PER CY			\$5.00	\$5.00
<u>Items OUT:</u>					
CRUSHED CONCRETE - OUT	Per ton / plus loading fee	\$15.00		\$16.00	\$16.00
METAL - OUT	If available for sale	\$.25/lb. or \$5.00 minimum		\$.25/lb. or \$5.00 minimum	\$.25/lb. or \$5.00 minimum
Ground Asphalt Shingles (If available)	Per ton / plus loading fee	\$22.00		\$25.00	\$25.00
Wood	If available for sale		Varies Dependent on Item		
ReUse materials			Varies dependent on item		

Additional Information provided
At the
Commissioners Board Meeting



BECKER COUNTY

IT Department

915 Lake Avenue • Detroit Lakes, MN 56501

218-846-7230

MEMORANDUM FOR ACTION

Date: 10/21/2025

SUBJECT: Additional AC in Server Room

THROUGH: IT Department, Courthouse Committee and Finance Committee

TO: Becker County Commission

1. References:

We have had 2 AC failures in the server room in 14 months.

2. Discussion: Additional AC Unit for Server Room

Description	Quantity	Cost
Gree Livo R32, 30,000 BTU (2.5-Ton) outdoor condensing unit. Low Ambient Cooling down to -22°F (Range -22°F to 118°F) Low Ambient Kit, Line set, Linehide, Wall Bracket, Condensate Drain and Surge Protector, Communication Wire and Labor for installation	1	\$10,598.00
Electrical		\$4,368.00
Total		\$14,966.00

3. Funding – Special General Fund

4. Action – recommend approving the additional AC unit for the server room

5. The points of contact for the AC Unit are Brent Bristlin, Facilities Manager, 218-846-7240 X7345 and Judy Dodd, IT Director, 218-846-7200 X7332



BECKER COUNTY

IT Department

915 Lake Avenue • Detroit Lakes, MN 56501

218-846-7230

MEMORANDUM FOR ACTION

October 21, 2025

SUBJECT: Replace Production and Recovery Dell Servers

THROUGH: IT Department and Courthouse committee

TO: Becker County Commission

1. **Discussion:** In Spring 2019, the County originally purchased the current servers for our infrastructure. To maintain optimal performance, security, and reliability across our IT infrastructure, it is time to replace our current servers. Our current servers have passed the end of their recommended lifecycle, leading to reduced performance, and potential security vulnerabilities.

The project involves replacing aging physical servers with modern, energy-efficient models that support virtualization and cloud integration. This upgrade will enhance system speed, reduce downtime, and support future scalability.

Key objectives include:

Replacing legacy hardware with high-performance, scalable servers

Ensuring minimal disruption during migration

Improving system reliability and disaster recovery readiness

- a. From the proposals submitted, I am recommending purchasing HP Servers from High Point Networks and moving forward with this would solve four important IT issues:
 - i. It would replace the 6-year-old Dell Servers
 - ii. It would maintain offsite backup in by replacing Dell Server located at the Jail for offsite backup replica.
 - iii. It would maintain recovery site at the jail by replacing the Dell Server.
 - iv. It will add an immutable backup server for malware recovery

Description	Cost
DL360 (Prod) ESXi Hosts	\$ 32,388.00
DL380 (DR) ESXi Host	\$ 17,985.00
DL380 (Veeam Immutable Backup Server)	\$ 23,405.00
HPN Service Bundle	\$ 10,350.00
Total	\$ 84,128.00

2. Funding: Funding Special General Fund