



BECKER COUNTY BOARD OF COMMISSIONERS

Regular Meeting

Date: Tuesday, March 3, 2026 at 8:15 AM

Location: Board Room, Courthouse

or

Virtual TEAMS Meeting Option

Call-In #: 763-496-5929 - Conference I.D.: 825 010 621#

- 8:15 Call the Board Meeting to Order: Board Chair Jepson
1. Pledge of Allegiance
- 8:20 Regular Business
1. Agenda Confirmation
 2. Minutes of February 17, 2026 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: January 2026 Cash Comparison, Sales Tax, and Investments 8
 4. Human Services: Regular Claims, Public Health, and Transit
 5. Land Use/Environmental: Solid Waste Management Plan - Consultant Services Proposal 11
 6. Land Use/Environmental: Material Scanner in MRF Install Proposal 51
 7. Sheriff: Resolution 03-26-1A - Revision of County Civil Process Fee Structure 57
 8. Sheriff: Resolution 03-26-1B - Revision of Contracted Service Deputy Rates 60
 9. Sheriff: Resolution 03-26-1C - Revision of Inter-County Boarding Rates 62
- 8:30 Commissioners
1. Open Forum
 2. Reports and Correspondence
 3. Appointments
- 9:00 County Administrator
1. Report
 2. Discussion - Auditor/Treasurer to an Appointed Position 64
- 9:25 Human Resources
1. Continuation of Policy Update - Compensation System 69
- 9:30 Land Use/Environmental Services
1. Scrap Sheetrock Recycling Proposal 73
- 9:35 Sheriff
1. Resolution 03-26-1D - Increase Jail Nursing Coverage 82
- 9:40 Planning & Zoning
1. Planning Commission Recommendations 02/25/2026 84
 - a) Rural Cellular Corporation - Request an amendment to recorded document number 407873 to allow for a forty (40) foot tower extension for a total height of four hundred forty (440) feet along with a twelve (12) foot lightning rod

b) Andrew Huttner - Request a Conditional Use Permit for the cultivation, manufacture, and wholesale of cannabis

2. RFP for Engineering Services

Adjourn

BOARD MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: TUESDAY, February 17, 2026 at 8:15 am

LOCATION: Board Room, Courthouse

1. Meeting was brought to order by Chair Jepson. Commissioners in attendance: Jepson, Hansen, Meyer, 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 (Meyer, Hansen) carried.
2. Minutes – Motion and second to approve minutes of February 3, 2026 with the requested changes (Meyer, 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, Resolution 02-26-2A – Gambling Permit for Carsonville Fire Fighters Relief Association at Carsonville Fire & Rescue – Station 2 in Carsonville Twp on October 17, 2026, License renewals for the following: Tobacco License – Renewal – Two Inlets Country Store – Robert Peterson – Two Inlets Twp, Seasonal On-Sale w/Sundays – New Owner – Green Valley Golf Course – John Levin – Cormorant Twp, Combination On/Off Sale w/ Sundays – Renewal – Ice Cracking Lodge – Tandra Parsons – Round Lake Twp, On Sale w/ Sundays – Renewal – Bleachers Bar & Grill – Tom Coyne – Lake View Twp, Wine/Strong Beer w/ Sundays – Renewal – Jolly Fisherman Resort – Anne Buelow – Round Lake Twp, Cedar Crest Resort – Brian Schneck – Maple Grove Twp, 3.2 Off Sale – Renewal – Jolly Fisherman Resort – Anne Buelow – Round Lake Twp, County 6 Gas & Bait - Tyler Kalberer – Lake View Twp, 3.2 Combination – Renewal – Cedar Crest Resort – Brian Schneck – Maple Grove Twp, December 2025 Cash, Sales Tax, and Investment Reports, Resolution 02-26-2D – Hire Election Judges for 2026, Human Services: Regular Claims, Public Health, & Transit, Highway: Resolution 02-26-2B – Final Payment Acceptance 003-070-018, Capital Request – 2026 Chevy 3500 & V-Plow, Land Use: NRM: Resolution 02-26-2C – Woods and Wheels GIA Application, Assessor: Abatements in the amount of \$3,162 (Nelson, Hansen) carried.

Commissioners:

1. Open Forum:
 - None.
2. Reports and Correspondence: Reports were provided on the following meetings:
 - Commissioner Nelson – Courthouse, Joint Powers, NRM, Buffalo Red Watershed District.
 - Commissioner Meyer – Courthouse, LCSC.
 - Commissioner Hansen – MAGIC, RAC.
 - Commissioner Vareberg – Human Services, NRM, Safety.
 - Commissioner Jepson – RAC, Human Services.
3. Appointments.
 - None.

Human Resources: presented by Teaira Christen.

1. Motion and second to approve the Compensation System Policy Update (Nelson, Meyer) carried.

County Administrator: presented by Carrie Smith.

1. Report.
 - 245th Ave Update.
 - Initial meeting with MState tomorrow.
 - Safety Committee – AED training thru Human Services.
 - Continuing work on compliance with Judicial Security.
 - Legislative Conference in March. All attending.
 - Email Retention Policy update.
 - Alice Training discussion.
2. Beckerbay 2026 starts March 17. Auction items are due by March 6.
3. Motion and second for Commissioners Meyer and Nelson to be on the Negotiation Team with any other Commissioner able to fill in if needed (Meyer, Hansen) carried.
4. Motion and second to approve the Fleet Vehicle Use Policy (Nelson, Meyer) carried.
5. Blight property workflow information.
6. Next Work Session – April 14th.

Maintenance: presented by Brent Bristlin.

1. Motion and second to approve the Portable Heater Policy (Meyer, Vareberg) carried.

Information Technology: presented by Judy Dodd.

1. Motion and second to approve the PC Purchase in the amount of \$50,485 from TRAFERA, LLC (Meyer, Nelson) carried.

Veterans Services: presented by Anthony Mastin.

1. Motion and second to approve the Intern Placement at no cost to the county (Meyer, Nelson) carried.

Land Use: presented by Steve Skoog.

1. Motion and second to approve accepting Sealed Bids to remove the kit-built log cabin located at 28992 County Hwy 34 with the County Board able to reject any and all bids (Nelson, Vareberg) carried.

Planning & Zoning: presented by Kyle Vareberg.

1. Motion and second to approve the Extension for Eric Zurn for Permit 694215 for 1 year (Nelson, Meyer) carried.
2. Planning & Zoning Commission Appointment Discussion.
 - Have all appointments terminate at the end of the year.
 - Publish all openings prior to end of term.

Being no further business, Board Chair Jepson adjourned the meeting at 10:31 am.

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ Erica Jepson
Erica Jepson
Board Chair



BECKER COUNTY BOARD OF COMMISSIONERS

Finance Committee Meeting

Date: Monday, March 2, 2026 at 8:30 AM

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

County Administrator

1. Report

Auditor-Treasurer

1. Regular Claims, Auditor Warrants, & Over 90 Days
2. January 2026 Cash Comparison, Sales Tax, and Investments
3. Human Services: Regular Claims, Public Health, & Transit

Human Resources

1. Continuation of Policy Update - Compensation System

Land Use/Environmental Services

1. Solid Waste Management Plan - Consultant Services Proposal
2. Scrap Sheetrock Recycling Proposal
3. Material Scanner in MRF Install Proposal

Sheriff

1. Resolution 03-26-1A - Revision of County Civil Process Fee Structure
2. Resolution 03-26-1B - Revision of Contracted Service Deputy Rates
3. Resolution 03-26-1C - Revision of Inter-County Boarding Rates
4. Resolution 03-26-1D - Expand Jail Nursing Coverage

Adjourn

BECKER COUNTY BOARD OF COMMISSIONERS MEETING 3/3/2026

BECKER COUNTY AUDITOR TREASURER

Club On-Sale w/Sundays – Renewal

1. Frazee Golf Course – Dan Kahldahl – Burlington Township

Combination On/Off Sale w/Sundays – Renewal

1. Two Inlets Country Store – Robert Peterson – Two Inlets Township
2. The Fishbowl – Kari Friesen – Erie Township

On Sale w/Sundays – Renewal

1. Sunlite Bar & Grill – Wayne Crawford – Detroit Township
2. Forest Hills – Robert Spizzo – Audubon Township

Off Sale – Renewal

1. 4 Corners – Josh Swangler – Erie Township
2. Lakes Corner Liquors – Aaron Asleson – Erie Township
3. Cormorant Bottle Shop – Rod Einerson – Cormorant Township

Wine/Strong Beer On Sale – Renewal

1. Richwood Grill – Julie Cogger – Richwood Township

3.2 Combination – Renewal

1. The Hideaway Resort – Allen Chirpich – Shell Lake Township

3.2 On-Sale – Renewal

1. Richwood Grill – Julie Cogger – Richwood Township

**BECKER COUNTY
CASH COMPARISON**

FUND	January 2025	January 2026	% Change	December 2025
REVENUE FUND				
REVENUE FUND	\$ 16,198,821.53	\$ 17,900,513.73	10.51%	\$ 19,134,793.62
DESIGNATED				
LAW LIBRARY	29,120.16	44,095.69	51.43%	42,061.41
ATTORNEY'S FORFEITURES	82,245.56	64,734.67	-21.29%	64,734.67
RECORDERS EQUIPMENT	(9,148.87)	38,817.81	-524.29%	34,311.91
RECORDERS ENHANCEMENT	50,596.79	15,400.79	-69.56%	10,362.79
TRANSIT	139,863.45	138,276.33	-1.13%	88,827.31
TRANSIT LOCAL RESERVE	37,279.73	37,279.73	0.00%	37,279.73
2023 PUBLIC SAFETY AID	857,035.08	-	-100.00%	-
TOTAL REVENUE FUND	\$ 17,385,813.43	\$ 18,239,118.75	4.91%	\$ 19,412,371.44
SPECIAL REVENUE FUNDS				
PUBLIC SAFETY	\$ 1,386,466.43	\$ 843,203.62	-39.18%	\$ 2,421,385.62
E-911	326,480.00	384,185.42	17.68%	386,568.40
ROAD AND BRIDGE	(2,046,875.60)	(413,799.98)	-79.78%	3,001.63
HUMAN SERVICES	9,875,663.96	9,634,113.33	-2.45%	10,996,726.45
RECREATION	375,724.45	199,792.28	-46.82%	202,600.16
RESOURCE DEVELOPMENT	1,014,386.70	958,037.19	-5.56%	967,638.96
ENVIRONMENTAL AFFAIRS	2,759,374.85	2,948,343.90	6.85%	3,316,697.88
DEBT FUNDS	544,764.87	694,549.01	27.50%	1,514,624.49
DITCH FUND	215.64	215.64	0.00%	215.64
SUNNYSIDE CARE CENTER	2,184,035.20	2,441,985.61	11.81%	2,518,339.60
NATURAL RESOURCE MGT	173,600.39	318,323.35	83.37%	327,088.07
GRAVEL RESERVE	575,558.00	225,089.42	-60.89%	154,661.76
OPIOID SETTLEMENT FUND	627,315.00	554,732.05	-11.57%	598,993.57
LOCAL ASSISTANCE & TRIBAL CONSISTENCY FUND	83,110.43	-	-100.00%	-
GENERAL - SPECIAL	2,016,609.98	1,453,126.92	-27.94%	1,442,688.92
TOTAL SPECIAL REVENUE FUNDS	\$ 19,896,430.30	\$ 20,241,897.76	1.74%	\$ 24,851,231.15
AGENCY FUNDS				
BCCI	\$ 120,184.09	\$ 247,883.86	106.25%	\$ 212,994.75
TAXES AND PENALTIES	423,725.40	524,728.00	23.84%	919,580.66
CLEARING FUNDS	720,007.74	668,336.19	-7.18%	925,523.23
TOTAL AGENCY PASS THRU FUNDS	\$ 1,263,917.23	\$ 1,440,948.05	14.01%	\$ 2,058,098.64
TOTAL CASH & INVESTMENTS	\$ 38,546,160.96	\$ 39,921,964.56	3.57%	\$ 46,321,701.23

Becker County Sales & Use Tax

2014					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	606,000.00	129,165.85	735,165.85	(31,350.71)	703,815.14
2015					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	1,925,000.00	199,199.05	2,124,199.05	(26,358.15)	2,097,840.90
2016					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	1,912,893.48	209,748.19	2,122,641.67	(27,908.63)	2,094,733.04
2017					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,172,000.00	233,642.63	2,405,642.63	(29,318.97)	2,376,323.66
2018					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,281,000.00	365,457.85	2,646,457.85	(33,661.93)	2,612,795.92
2019					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,452,000.00	222,944.01	2,674,944.01	(34,367.81)	2,640,576.20
2020					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,563,000.00	279,602.16	2,842,602.16	(36,985.03)	2,805,617.13
2021					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,957,000.00	376,489.88	3,333,489.88	(38,856.08)	3,294,633.80
2022					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	3,230,000.00	485,045.29	3,715,045.29	(38,854.14)	3,676,191.15
2023					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	3,471,000.00	307,883.00	3,778,883.00	(38,200.43)	3,740,682.57
2024					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	3,464,709.18	61,883.40	3,526,592.58	(19,435.57)	3,507,157.01
2025					
<u>Month</u>	<u>Receipt</u>			<u>Fees</u>	<u>Net Total</u>
November	300,638.51		300,638.51	(2,705.75)	297,932.76
December	276,634.30		276,634.30	(2,489.71)	274,144.59
January	307,544.79		307,544.79	(2,767.90)	304,776.89
February	234,737.21		234,737.21	(2,112.63)	232,624.58
March	223,127.64		223,127.64	(2,008.15)	221,119.49
April	293,314.67		293,314.67	(2,639.83)	290,674.84
May	298,221.32		298,221.32	(2,683.99)	295,537.33
June	376,771.57		376,771.57	(3,390.94)	373,380.63
July	416,827.17		416,827.17	(3,751.44)	413,075.73
August	410,556.86		410,556.86	(3,695.01)	406,861.85
September	408,175.18		408,175.18	(3,673.58)	404,501.60
October	344,912.96		344,912.96	(3,104.22)	341,808.74
	3,891,462.18	-	3,891,462.18	(35,023.15)	3,856,439.03
2026					
<u>Month</u>	<u>Receipt</u>			<u>Fees</u>	<u>Net Total</u>
November	323,913.45		323,913.45	(2,915.22)	320,998.23
December				-	-
January				-	-
February				-	-
March				-	-
April				-	-
May				-	-
June				-	-
July				-	-
August				-	-
September				-	-
October				-	-
	323,913.45	-	323,913.45	(2,915.22)	320,998.23
Grand Total	31,249,978.29	2,871,061.31	34,121,039.60	(393,235.82)	33,727,803.78

Please note effective April 2024 ONE payment of GROSS REVENUE and ADMINISTRATIVE COST is received
 EX--December 2023 Receipt 1 in the IFS (Bank/Cash Comp) January 2024 and Receipt 2 in the IFS (Bank/Cash Comp) February 2024
Bolded amounts corresponds to Monthly-Cash Comp

**Becker County
Investment Analysis
January 1, 2026**

Bank or Institution	Investment Number	Interest Rate	Yield Rate	Maturity Date	Book Value(Cost)	Fair Market Value		
American National Bank								
ANB CD	American Natl	24-03	3.950%	3.950%	10/14/26	245,000.00	245,000.00	
Deerwood Bank								
CDB CD	CDBoO	09-13	3.850%	3.850%	7/18/26	500,000.00	500,000.00	
CDB CD	CDBoO	13-1	4.000%	4.000%	2/15/26	425,000.00	425,000.00	
Midwest bank								
MW CD	Midwest	0-39	4.000%	4.000%	5/9/26	96,000.00	96,000.00	
MW CD	Midwest CDARS	10-09	3.922%	3.922%	7/2/26	1,000,000.00	1,000,000.00	
State Bank of Lake Park								
SBLP CD	State Bank of LP	01-39	4.110%	4.110%	9/30/26	162,408.46	162,408.46	
United Community Bank of Frazee								
UCB CD	UCBoF	23-07	3.750%	3.750%	6/7/26	203,851.82	203,851.82	
Raymond James								
MK	Lake Park-Audubon MN GO	11-6	5.375%	3.652%	2/1/26	500,023.48	500,000.00	
MK	Florida HSG Fin Corp Rev Taxable Home Mtg Bds	26-01	3.722%	3.722%	1/1/29	255,000.00	254,949.00	
MKI	Florida HSG Fin Corp Rev Taxable Home Mtg Bds	26-02	3.772%	3.722%	7/1/29	300,000.00	299,907.00	
MK	BOND	Alcoa Tenn Taxable Bds 2021 B	21-02	0.820%	0.820%	3/1/26	244,054.30	244,426.70
MK	FHLB	Federal Home Loan Bank	25-05	4.000%	4.000%	7/2/30	500,000.00	501,335.00
MK	FHLB	Federal Home Loan Bank	23-03	4.240%	4.240%	2/17/28	250,000.00	249,957.50
MK	FHLB	Federal Home Loan Bank	25-06	4.080%	4.080%	7/23/29	305,000.00	307,269.20
MK	CD	First Southwest Bank Alamosa Colorado	24-08	3.800%	3.800%	9/5/28	150,000.00	149,983.50
MK	CD	Discover Bank Greenwood, DE	22-07	4.850%	4.850%	11/9/26	244,000.00	246,081.32
MK	CD	CIBC Bank USA Chicago, IL	23-04	4.950%	4.950%	3/24/26	225,000.00	225,335.25
MK	CD	First St Bk of Dequeen Dequeen	23-06	4.600%	4.600%	7/7/26	100,000.00	100,341.00
MK	CD	HAPO Community Credit UN	23-07	5.250%	5.250%	2/27/26	240,000.00	240,187.20
Wells Fargo Advisors (Formerly Wachovia Securities)								
WFA BOND	US Treasury Notes	22-03	2.750%	2.750%	4/30/27	324,972.65	326,838.60	
WFA FHLMC	Federal Home Loan Mtg Corp	25-03	4.000%	4.000%	4/17/29	1,497,000.00	1,497,000.00	
WFA FHLBMSUCP	Federal Home Loan Bank Multi Step Up Cpn Bo	21-03	1.000%	1.000%	3/16/26	455,000.00	453,562.20	
WFA CD	Goldman Sachs BK USA CD	21-07	1.000%	1.000%	8/8/26	215,000.00	211,736.30	
WFA CD	UBS Bank USA CD	24-07	3.850%	3.850%	8/30/27	245,000.00	245,267.05	
WFA CD	KS Bank Inc CD	25-08	3.550%	3.550%	10/31/30	245,000.00	241,278.45	
WFA CD	Morgan Stanley PVT BK CD	26-03	3.900%	3.900%	1/28/31	245,000.00	244,973.05	
WFA CD	Synchrony Bank CD	23-08	5.050%	5.050%	10/27/26	245,000.00	247,187.85	
WFA CD	Sallie Mae Bank/Salt CD	24-09	4.050%	4.050%	11/22/27	245,000.00	246,166.20	
WFA CD	American Expr National Bk CD	25-04	4.250%	4.250%	6/12/28	245,000.00	247,486.75	
WFA CD	Morgan Stanley BK NA CD	25-09	3.850%	3.850%	12/10/30	245,000.00	244,399.75	
WFA CD	State Bank of India CD	25-07	3.750%	3.750%	10/22/30	245,000.00	243,363.40	
WFA CD	Bank of America NA CD	24-05	5.050%	5.050%	6/8/26	240,000.00	241,051.20	

Total Pooled Investments - Securities **10,637,310.71** **10,642,343.75**

	Summary of Investments by Type		Investment Summary by Fund	
	Book Value	Fair Value	Revenue Fund	Fair Market Value Adjustment
CD's	5,006,260.28	5,007,098.55	10,637,310.71	10,642,343.75
CDARS	1,000,000.00	1,000,000.00		
Jumbo CDs			10,637,310.71	10,642,343.75
Local Gov Issues	0.00	0.00		
Govt. Securities	1,299,077.78	1,299,282.70		
Treasury	324,972.65	326,838.60		
FNMA	0.00	0.00		
FHLBMSUCP	455,000.00	453,562.20		
FHLMC	1,497,000.00	1,497,000.00		
FHLB	1,055,000.00	1,058,561.70		
Totals	10,637,310.71	#####		5,033.04



BECKER COUNTY

Land Use Department

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

MEMORANDUM FOR ACTION

Date:

SUBJECT: Becker County Solid Waste Management Plan(SWMP) for the period of 2027 to 2037.

THROUGH: Environmental Services Committee

TO: Becker County Commission

1. **Reference:** Becker County needs to complete a new Comprehensive Solid Waste Management Plan per MN Statute 115A.
2. **Discussion:** The County needs a current to guide the development of the solid waste program, staff requested proposals from two solid waste engineering firms to assist staff in the completion of a new SWMP. The proposals were reviewed by the Environmental Services Committee and are as follows:
 - a. Widseth - \$15,000
 - b. Stantec - \$44,259
3. **Funding:** Fund 18
4. **Action:**
5. The point of contact for this memorandum is Steve.Skoog@co.becker.mn.us or by phone at 846-7310.

Distribution: County Commissioners
County Administrator

Instructions: This checklist is intended to be used as a guidance document for the development of a plan for a county, district, or multicounty area. While every attempt has been made to incorporate planning rule requirements as accurately as possible, the rule and applicable provisions of [Minn. Stat. § 115A](#) remains the final authority on plan contents and approval procedures. Please consult [Minn. R. 9215.0500-9215.0950](#) for further reference.

Column 1 is a listing of solid waste plan rules and what is to be included in each section of your solid waste plan.

Columns 2–5 are for the MPCA Planner to use when reviewing your plan to denote if each rule is met by checking:

C = Complete I = Incomplete M = Missing N/A = Not applicable

Column 6 is for the solid waste management plan (the Plan) writer to denote which page each rule/statute can be found in the Plan.

Column 7 is for Notes that either the writer or Planner can use to make comments

Column 8 is the Interpretation column that interprets the rule/statute for each section, which may include tips, examples, and references for plan development and types of information to be included in the plan.

Guidance: Use this checklist as an outline for your solid waste plan. This will ensure that all requirements are met and will provide a quicker review for approval for the county and the MPCA staff reviewing your solid waste plan. Your plan is not considered an update but a new plan, as if it is brand new.

Contact information

Name of county or region submitting document: _____

Contact name: _____ Contact telephone: _____

Contact email address: _____

Plan author(s): _____ MPCA reviewer: _____

Submittal dates: _____
(mm/dd/yyyy) (mm/dd/yyyy) (mm/dd/yyyy) (mm/dd/yyyy)

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5. Major solid waste generators (Minn. R. 9215.0560, subp. 5)	6
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Prevention and reuse are sometimes referred to as “source reduction,” which includes:26

Plan contents

Check the following codes to describe the completeness of your plan:

C = Complete

I = Incomplete

M = Missing

N/A = Not applicable

Format	C	I	M	N/A	Notes
One electronic copy to MPCA Planner					

1. Executive summary ([Minn. R. 9215.0550](#))

	C	I	M	N/A	Pg	Notes	Interpretation
Provide an overview of the current solid waste system and the proposed future solid waste system. Include a table or a reference to the Goal Volume Table Appendix for the next ten years and a table or reference to the Budget Appendix that gives a projected ten year budget for solid waste programs.							<i>This part of the plan should be done last and be a high-level summary of your solid waste plan. At a minimum, highlight the key items of the current and future desired system. Please try to keep to one page (i.e., bullets or very short paragraphs).</i>

2. Background information ([Minn. R. 9215.0560, subp. 2](#))

	C	I	M	N/A	Pg	Notes	Interpretation
Demographic, geographic, and regional information (Minn. R. 9215.0560, subp. 2)							<i>Summarize data and trends in relation to solid waste versus multiple tables. Attach link to find data online. Should list how all fits into current and future solid waste initiatives and effects policy. Maps, tables and graphs are encouraged.</i>
Include demographic information that relates to or directly impacts the generation or management of solid waste:							<i>Maps, tables and graphs are encouraged. Click here to access links to county demographic information. Environmental justice (EJ) areas must be discussed in this section. Refer to the EJ reference for the rule and the map in regards to EJ</i>
• current population distribution							
• population projections for the next ten years							
• current and projected land use patterns							
• current and project employment and wages							
• local economic conditions							
• median household income							

	C	I	M	N/A	Pg	Notes	Interpretation
<ul style="list-style-type: none"> summary of demographic, geographical, and regional constraints and opportunities that have impacted or may impact the existing or proposed system 							<p>The summary should include information specific to the solid waste plan area that effects how solid waste programs are developed. Examples include seasonal or student populations, rural setting, major transportation routes, markets for materials close by or many other examples.</p> <p>Hint: contact your zoning office as they may have detailed information in their plan.</p>

3. Solid waste collection and generation ([Minn. R. 9215.0560, subp. 3](#))

	C	I	M	N/A	Pg	Notes	Interpretation
<ul style="list-style-type: none"> the amount of solid waste generated annually 							There is actual information for this from annual reports and SCORE. There should be a measurement tool in this section of waste but also include for problem materials.
<ul style="list-style-type: none"> estimate the percentage of city and rural residents with solid waste collection service 							This should include a discussion of who does and does not have collection; and what kind of collection. Preferably, a map.
<ul style="list-style-type: none"> estimate the annual percentage of solid waste disposed of on site by generators 							Use methodology for estimating residents underserved by hauler services.
<ul style="list-style-type: none"> describe the solid waste collection and disposal rate structure, including the current range of residential and commercial/industrial solid waste collection rates 							Add a table listing current haulers and their rates.
<ul style="list-style-type: none"> list any financial incentives for waste reduction and recycling 							Examples other than volume based pricing. Incentives to who? Businesses, residents?
<ul style="list-style-type: none"> describe the solid waste composition 							The numbers should be specific to your plan area and if there is a regional or nearby county study those numbers should be applied. There should be interpretation of the data and include what is unique about their waste stream. If your county participates in a waste to energy program, the facility is required to use the 5 year study.
<ul style="list-style-type: none"> estimate the annual percentage of solid waste from residential and commercial/industrial solid waste generators 							
<ul style="list-style-type: none"> summarize the solid waste collection and generation constraints and opportunities that have impacted or may impact the existing or proposed system 							This section should include information from the above sections, measurement of goals for all waste streams and problem material to gauge success and effectiveness of the programs listed in plan reflected in graphs and words.

4. Construction and demolition debris ([Minn. R. 9215.0560, subp. 4](#))

	C	I	M	N/A	Pg	Notes	Interpretation
Estimate the quantity of demolition debris generated annually.							<i>This information can be inserted in the text of the plan for the last 5 years from the solid waste forecast you received from your planner in the GVT</i>

5. Major solid waste generators ([Minn. R. 9215.0560, subp. 5](#))

	C	I	M	N/A	Pg	Notes	Interpretation
Identify the major solid waste generators, such as: large institutional (e.g., educational or medical) facilities, large industrial or commercial generators, etc.							<i>Include largest generators waste that have the biggest impact on waste generation through the programs</i>
Estimate the volume and type of solid waste generated annually by such generators.							<i>This ties back to Solid Waste Collection and Generation section. The reader should be able to understand the solid waste system from what is written.</i>

6. Include a review of local and regional solid waste planning in the last five years:

	C	I	M	N/A	Pg	Notes	Interpretation
<ul style="list-style-type: none"> describe any current local and regional planning activities 							
<ul style="list-style-type: none"> include a description of past impediments or barriers to development of regional projects 							
<ul style="list-style-type: none"> address the resolution of conflicting, duplicative, or overlapping local solid waste management efforts 							

7. Existing system(s) ([Minn. R. 9215.0575, subp. 2](#))

	C	I	M	N/A	Pg	Notes	Interpretation
Include an overview and description of existing system(s):							<i>This should be a more detailed level than the Executive Summary. It should read like a story. This will set the stage for the proposed integrated solid waste management system.</i>
<ul style="list-style-type: none"> Existing System policy and goals 							
<ul style="list-style-type: none"> history of system development 							
<ul style="list-style-type: none"> description of existing resource recovery programs or facilities in use 							
<ul style="list-style-type: none"> description of land disposal facilities in use 							

	C	I	M	N/A	Pg	Notes	Interpretation
• costs to operate and maintain the system							
• summary of achievements, opportunities, challenges, or problems:							
○ market and economic conditions							
○ availability of resource recovery programs or facilities							
○ availability of local and state funding resources							List of examples of funding types.

8. Proposed system ([Minn. R. 9215.0577, subps. 2-4](#))

	C	I	M	N/A	Pg	Notes	Interpretation
Include: goals to be achieved over the ten-year planning period, and which must be consistent with policy in Minn. Stat. § 115A.02 (a); a description of the specific and quantifiable means, including policies and programs, that will be continued or implemented and described in Minn. R. 9215.0580 to 9215.0700 to achieve the goals. If land disposal is the proposed system:							This section should be more detailed than Executive Summary of what the county proposes in their solid waste programs.
• A description of the technical, financial, demographic, geographic, regional, and solid waste system constraints or barriers that limit ability to achieve greater independence from land disposal.							
• A demonstration that there are no solid waste system alternatives that are more feasible and prudent than the land disposal system.							

9. Solid Waste Reduction ([Minn. R. 9215.0580, subp. 2](#))

	C	I	M	N/A	Pg	Notes	Interpretation
Source reduction policy and goals							
description of existing solid waste reduction programs							Refer to the reference for more detail or a link to Source Reduction examples 2-sw1-24a for examples of source reduction programs your county can implement.
annual amount of solid waste to be reduced							Must be a specific project to track tonnage reduction. Have one item that is measurable.
specific programs the unit proposes to maintain, expand, or implement during the next ten years							

	C	I	M	N/A	Pg	Notes	Interpretation
Identification of costs and budget (may direct to Budget Appendix)in implementing and managing these programs							
implementation schedule for these programs							<i>Implementation schedules for each program in this section and other sections below can be combined into one implementation table. Example Implementation Schedule Click here.</i>
information on how any additional requirements of Minn. Stat. § 115A.552							

10. Solid Waste Education Programs ([Minn. R. 9215.0590, subps. 2-6](#); [Minn. Stat. §115.A552, subp.3](#))

	C	I	M	N/A	Pg	Notes	Interpretation
						Programs Proposed: 1. 2. 3.	
Include information on:							
• Education program policy and goals							
• existing solid waste education practices and programs (including education providers)							
• specific programs to maintain, expand or implement during the next ten years							
• publication of information required at least once every three months							
• identification of costs and budget (may direct to Budget Appendix)							
• implementation schedule							<i>Implementation schedules for each program in this section and other sections below can be combined into one implementation table. Example Implementation Schedule click here</i>

11. Recycling programs ([Minn. R. 9215.0600, subps. 2-4](#); [Minn. Stat. §115A.551, 552](#))

	C	I	M	N/A	Pg	Notes	Interpretation
• recycling program policy and goals established to meet or exceed recycling goal requirements, opportunity to recycle requirements, and organized collection requirements (Minn. Stat. § 115A.94)							

	C	I	M	N/A	Pg	Notes	Interpretation
<ul style="list-style-type: none"> existing public and private sector recycling programs including collection, processing, and marketing, including the number of haulers operating in the unit, and collection or processing facilities used by haulers in the unit 							
<ul style="list-style-type: none"> identification of annual recycling tonnages collected, processed, and marketed by sector or program, for the last five years 							
<ul style="list-style-type: none"> local market condition for recyclable materials 							
<ul style="list-style-type: none"> specific programs proposed to maintain, expand, or implement during the next ten years which meet requirements 							
<ul style="list-style-type: none"> residential "opportunity to recycle" (115A.552) at convenient collection sites for residents: 1 recycling center, accepting 4+ materials, open 12+ hrs/week as required by Minn. Stat. § 115A.555 (designation) 							
<ul style="list-style-type: none"> in cities >5,000: once/month curbside, or a recycling center accepting 4+ materials 							
<ul style="list-style-type: none"> in cities >20,000: once/month curbside of 4+ materials 							
<ul style="list-style-type: none"> recycling of 3+ materials in all local government facilities (Minn. Stat. § 115A.151, subp 1) 							
<ul style="list-style-type: none"> encouragement of commercial, industrial, and institutional recycling 							
<ul style="list-style-type: none"> voluntary vs. mandatory, where applicable 							
<ul style="list-style-type: none"> identify costs and budget (may direct to the Budget Appendix) 							
<ul style="list-style-type: none"> implementation schedule 							<i>Implementation schedules for each program in this section and other sections below can be combined into one implementation table. Example Implementation Schedule click here</i>

12. Yard Solid Waste Management Programs (Minn. R. 9215.0610)

	C	I	M	N/A	Pg	Notes	Interpretation
• yard waste policy and goals:							
○ a description of the yard solid waste separation and composting goals and policies							
○ a description of methods for identifying the portions of the solid waste stream, such as leaves, grass clippings, tree and plant residue, and paper for use in agricultural practices (115A.46, subd. 2, part d)							
○ a recognition of the prohibition on disposal of yard solid waste in land and at resource recovery facilities							
○ existing public and private sector yard solid waste management practices and programs							
○ estimated level of backyard composting							
○ yard solid waste collection system including licensed haulers, if any							
○ number of municipal composting sites							
○ tonnages collected for the last five years, if available							
○ local market conditions for finished yard waste compost							
○ specific programs the unit proposes to maintain or implement during the next ten years:							
▪ education							
▪ drop-off sites							
▪ collection							

13. Source-Separated Organic Materials Composting (Minn. R. 9215.0615)

	C	I	M	N/A	Pg	Notes	Interpretation
• source-separated organic materials composting policy and goals							
• description of existing collection system used to collect source-separated organic materials							Click here for background on how to complete this section.

	C	I	M	N/A	Pg	Notes	Interpretation
o amount and types of source-separated organic material collected annually							
o generators of the organic material							
o location of the composting facility							
o composting methods employed							
o responsible person(s) and staff time							<i>This information can be added to Solid Waste Staffing section of this checklist.</i>
o identification of costs and budget (may direct to Budget Appendix)							
o finished compost marketing efforts							

14. Municipal Solid Waste (MSW) composting facilities ([Minn. R. 9215.0620](#))

	C	I	M	N/A	Pg	Notes	Interpretation
Click here for background on how to complete this section. Reference 2.							
• municipal solid waste composting policy and goals							
• description of facility proposed to be developed or used							Click here for background on how to complete this section
• operational history and management and removal of problem solid wastes							
• marketing of finished compost							
• consideration and evaluation of known and potential environmental and public health impacts and proposal of a course of action to alleviate those impacts. (Include assessment of operational safety during past two year, results of compost testing, results of inspection and monitoring by the appropriate state regulatory agency.)							
• description of mixed municipal solid waste composting facilities and programs that propose to maintain, implement, or participate in during the next ten years, including the annual amount or quantity of waste to be composted							

	C	I	M	N/A	Pg	Notes	Interpretation
<ul style="list-style-type: none"> implementation schedule 							Implementation schedules for each program in this section and other sections below can be combined into one implementation table. Example Implementation Schedule click here
<ul style="list-style-type: none"> identification of costs and budget (may direct to Budget Appendix) 							

15. Solid Waste Incineration and Energy Recovery ([Minn. R. 9215.0630](#))

	C	I	M	N/A	Pg	Notes	Interpretation
<ul style="list-style-type: none"> solid waste incineration and energy recovery policy and goals 							Click here for background on how to complete this section.
<ul style="list-style-type: none"> description of facility proposed to be developed or currently used 							
<ul style="list-style-type: none"> operational history, removal of problem solid wastes 							
<ul style="list-style-type: none"> results of marketing energy or Refuse Derived Fuel (RDF) 							
<ul style="list-style-type: none"> consideration and evaluation of known and potential environmental and public health impacts and propose a course of action to alleviate those impacts. Includes assessment of operational safety during past five years, results of ash and emissions testing, results of inspection and monitoring by the appropriate state regulatory agency 							
<ul style="list-style-type: none"> description of how the county or region intends to meet statutory goals of reducing the toxicity and quantity of incinerator ash and of reducing the quantity of processing residuals that require disposal. (Minn. Stat. 115A.97(1)) 							
<ul style="list-style-type: none"> description of energy recovery facilities and programs propose to maintain, implement, or participate in during the next ten years, including the annual amount or quantity of waste to be incinerated, energy and recyclables to be recovered 							
<ul style="list-style-type: none"> implementation schedule including design, permitting, construction and designation where applicable 							

	C	I	M	N/A	Pg	Notes	Interpretation
<ul style="list-style-type: none"> identification of costs and budget (may direct to Budget Appendix), including itemized capital and operating costs 							

16. MSW land disposal facilities ([Minn. R. 9215.0640](#))

	C	I	M	N/A	Pg	Notes	Interpretation
<ul style="list-style-type: none"> MSW land disposal facilities policy and goals 							Click here for background on how to complete this section.
<ul style="list-style-type: none"> description of existing facilities 							
<ul style="list-style-type: none"> identification and status of closed landfills and whether the unit is implementing any programs for mitigating the environmental effects of past disposal practices 							
<ul style="list-style-type: none"> description of facilities where the unit's mixed municipal solid waste is managed 							
<ul style="list-style-type: none"> table indicating amount received, processed, and disposed during the last five years 							These numbers can be found in the goal volume table section. This number can be in yards or tons.
<ul style="list-style-type: none"> operational history, removal of problem wastes, and facility management 							
<ul style="list-style-type: none"> evaluation of known and potential environmental and public health impacts and proposal of a course of action to alleviate those impacts. Include information assessing operational safety during the past five years, information summarizing the results of recent inspections by the appropriate state agency, report on the results of ground and surface water monitoring (including Superfund ranking, if applicable). 							
<ul style="list-style-type: none"> description of specific programs to be developed: land disposal facilities and programs that the county or region proposes to maintain, implement, or participate in during the next ten years 							
<ul style="list-style-type: none"> o identification of remaining permitted capacity in the 10-year planning period 							These number(s) can be obtained from your Planner.
<ul style="list-style-type: none"> o identification of need for new capacity (Certificate of Need) 							

	C	I	M	N/A	Pg	Notes	Interpretation
o permitting schedule, including Environmental Assessment Worksheet (EAW) or Environmental Impact Statement (EIS), if needed							
o schedule of phase development							
o status of financial assurance							
o status of leachate treatment							
o implementation schedule							<i>Implementation schedules for each program in this section and other sections below can be combined into one implementation table. Example Implementation Schedule Click here.</i>
o identify all costs and budget (may direct to Budget Appendix)							

17. Solid Waste Tire Management Programs ([Minn. R. 9215.0650](#); [Minn. Stat. § 115A.914, subd. 3](#))

	C	I	M	N/A	Pg	Notes	Interpretation
• Solid waste tire management program policy and goals established that comply with Minn. Stat. § 115A.914, subd. 3							
• status of public sector and private sector solid waste tire management. List permitted storage and processing sites, if any.							<i>Storage equals collection point also.</i>
• number of tires generated							<i>This number should be for the year the plan is being written. This can be found in the goal volume table section.</i>
• specific programs proposes to maintain or implement during the next ten years							
• status of county solid waste tire ordinance that meets or exceeds MPCA Rules (§115A.914, subd. 3, and Minn. R. chs. 9220.0200 to 9220.0680							
• location of known unpermitted tire dumps							<i>Use map or table format.</i>
• transportation and disposal system used by local collectors							
• current end uses of solid waste tires							
• responsible persons and required staff time							<i>This information can be added to Solid Waste Staffing section of this checklist.</i>

	C	I	M	N/A	Pg	Notes	Interpretation
<ul style="list-style-type: none"> identification of all costs and budget for existing and any proposed tire programs (may direct to Budget Appendix) 							
<ul style="list-style-type: none"> implementation schedule 							Implementation schedules for each program in this section and other sections below can be combined into one implementation table. Example Implementation Schedule Click here.

18. Electronic Products ([Minn. R. 9215.0655](#))

	C	I	M	N/A	Pg	Notes	Interpretation
<ul style="list-style-type: none"> electronic product policy and goals established to comply with Minn. Stat. § 115A.9565 							
<ul style="list-style-type: none"> existing public and private sector electronic products management programs established to comply with applicable state, federal, and local regulations for disposal of used electronic products of hazardous waste contained in the product 							
<ul style="list-style-type: none"> the annual amount or quantity of electronic products recovered 							
<ul style="list-style-type: none"> public education efforts 							
<ul style="list-style-type: none"> collection options for processing, recycling and disposal 							
<ul style="list-style-type: none"> specific programs to be developed: describe any new or existing electronic products management programs to maintain, expand or implement during the next ten years: <ul style="list-style-type: none"> the annual amount or quantity of electronic products recovered public education efforts collection options for processing, recycling and disposal the responsible persons and estimate staff time necessary to implement and manage each program 							<p><i>This number should be for the year the plan is being written. This can be found in the goal volume table section. This number can be in number of units or pounds/tons.</i></p> <p><i>This information can be added to Solid Waste Staffing section of this checklist.</i></p>

	C	I	M	N/A	Pg	Notes	Interpretation
<ul style="list-style-type: none"> the annual costs to be incurred by the unit in implementing or managing the electronic products management programs for the next ten years, including itemized capital and operating costs (may direct to Budget Appendix) 							
<ul style="list-style-type: none"> a time schedule for implementation of the proposed electronic product management programs described in this part 							Implementation schedules for each program in this section and other sections below can be combined into one implementation table. Example Implementation Schedule Click here.

19. Major appliance management ([Minn. R. 9215.0660](#))

	C	I	M	N/A	Pg	Notes	Interpretation
<ul style="list-style-type: none"> major appliance management policy and goals established that comply with Minn. Stat. §§ 115A.552, subd. 1, and 115A.9561 							
<ul style="list-style-type: none"> existing public sector and private sector management efforts 							
<ul style="list-style-type: none"> number of appliances generated 							This number should be for the year the plan is being written. This can be found in the goal volume table section. This number can be in number of units or pounds/tons.
<ul style="list-style-type: none"> process to determine compliance with applicable state, federal and local regulations for disposal of used appliances and capture of hazardous solid wastes contained in the appliances 							
<ul style="list-style-type: none"> specific programs to maintain or implement during the next ten years, including the annual amount or quantity of major appliances to be recovered 							
<ul style="list-style-type: none"> implementation schedule 							Implementation schedules for each program in this section and other sections below can be combined into one implementation table. Example Implementation Schedule Click here.
<ul style="list-style-type: none"> estimated staff, time and education efforts needed for program 							This information can be added to Solid Waste Staffing section of this checklist.
<ul style="list-style-type: none"> identification of costs and budget (may direct to Budget Appendix) 							

20. Automotive mercury switches, motor vehicle fluids and filters, and lead-acid and dry cell batteries ([Minn. R. 9215.0670](#))

	C	I	M	N/A	Pg	Notes	Interpretation
<ul style="list-style-type: none"> automotive mercury switches policy and goals established that comply with Minn. Stat. §§ 115A.915, 115A.9155, and 115A.916 							
<ul style="list-style-type: none"> description and funding of existing public and private sector programs and practices, and specific programs proposed to be maintained, expanded, or implemented in the next year including: the amount or quantity of materials recovered by type, public education, collection options, processing, recycling, and disposal 							
<ul style="list-style-type: none"> responsible persons and required staff time 							<i>This information can be added to Solid Waste Staffing section of this checklist</i>
<ul style="list-style-type: none"> estimated annual program budget over the next 10 years, including itemized capital and operating costs (may direct to Budget Appendix) 							
<ul style="list-style-type: none"> implementation schedule 							<i>Implementation schedules for each program in this section and other sections below can be combined into one implementation table. Example Implementation Schedule Click here.</i>

21. Household hazardous solid waste (HHW) management ([Minn. R. 9215.0680](#))

	C	I	M	N/A	Pg	Notes	Interpretation
<ul style="list-style-type: none"> household hazardous waste policy and goals established that comply with the requirements in Minn. Stat. §115A.96, subd. 6 							
<ul style="list-style-type: none"> existing programs, staffing, and financing 							
<ul style="list-style-type: none"> identification of public education for household hazardous waste (HHW), emphasizing reduced usage of hazardous substances and proper disposal 							
<ul style="list-style-type: none"> identification of options for collecting, separation from mixed municipal solid waste, the amounts or quantity of materials recovered, which regional program 							

	C	I	M	N/A	Pg	Notes	Interpretation
<ul style="list-style-type: none"> specific programs the unit proposes to maintain or implement during the next ten years; programs must include a broad-based public education component, a strategy for reduction of household hazardous solid waste, and a strategy for separation of household hazardous solid waste from mixed municipal solid waste and the collection, storage, and proper management of that solid waste 							
<ul style="list-style-type: none"> staffing and person in charge 							<i>This information can be added to section 24 Solid Waste Staffing of this checklist.</i>
<ul style="list-style-type: none"> identification of costs and budget (may direct to Budget Appendix) 							
<ul style="list-style-type: none"> implementation schedule 							<i>Implementation schedules for each program in this section and other sections below can be combined into one implementation table. Example Implementation Schedule Click here.</i>

22. Demolition debris management ([Minn. R. 9215.0690](#))

	C	I	M	N/A	Pg	Notes	Interpretation
<ul style="list-style-type: none"> demolition debris management policy and goals 							
<ul style="list-style-type: none"> description of existing demolition debris practices and programs, including private and public sector permitted facilities and the number of permit-by-rule, if any sites 							
<ul style="list-style-type: none"> specific programs to maintain or implement during the next ten years, including the amount or quantity of materials to be recovered and disposed of 							<i>County should focus on solid waste hierarchy for this waste stream</i>
<ul style="list-style-type: none"> responsible persons 							<i>This information can be added to section 24 Solid Waste Staffing of this checklist.</i>
<ul style="list-style-type: none"> identification of costs and budget (may direct to Budget Appendix) 							
<ul style="list-style-type: none"> implementation schedule 							<i>Implementation schedules for each program in this section and other sections below can be combined into one implementation table. Example Implementation Schedule Click here.</i>

23. Solid Waste Ordinance and licensing ([Minn. R. 9215.0700](#))

	C	I	M	N/A	Pg	Notes	Interpretation
<ul style="list-style-type: none"> the status of the ordinance 							<i>If the ordinance is out of date, there needs to be intent to update during the planning period.</i>
<ul style="list-style-type: none"> description of problems with implementing or enforcing the current ordinance 							
<ul style="list-style-type: none"> plans to develop or amend ordinance. The discussion may include: <ul style="list-style-type: none"> volume-based fees Minn. Stat. §115A.93, subd. 3(a) other financial incentives for solid waste abatement licensing of haulers and facilities demolition solid waste section regulation of on-site disposal of solid waste implementation schedule; and must include a description of the responsible persons and estimated staff time necessary annually for the monitoring or enforcement of the ordinance 							<i>Counties must have licensing in place before SWP or plan to implement – Minn. Stat. 115A.93 Subd. 4</i>
							<i>Implementation schedules for each program in this section and other sections below can be combined into one implementation table. Example Implementation Schedule Click here</i>

24. Solid waste staffing ([Minn. R. 9215.0710](#))

	C	I	M	N/A	Pg	Notes	Interpretation
<ul style="list-style-type: none"> description of existing levels of staffing for solid waste programs in place; or description of staffing level needed over ten-year planning period broken down into tasks and full-time equivalent 							
<ul style="list-style-type: none"> identification of costs and budget (may direct to Budget Appendix) 							

25. Solid waste program funding ([Minn. R. 9215.0720](#))

	C	I	M	N/A	Pg	Notes	Interpretation
<ul style="list-style-type: none"> the future solid waste program funding goals that the Unit has established; future funding needs and proposed sources 							

<ul style="list-style-type: none"> estimated annual program budget, including itemized capital and operating costs such as staff time, land, buildings, equipment, redemption costs, and other associated costs, over the next ten years 							
<ul style="list-style-type: none"> existing funding amounts and sources (percentage funded with tipping fees, service fees, general revenue, SCORE funds, and any other governmental subsidies of waste management) 							

26. Plan review and ten year update ([Minn. R. 9215.0730](#))

	C	I	M	N/A	Pg	Notes	Interpretation
<ul style="list-style-type: none"> Description of process and timelines for developing the ten-year update. 							

27. Development of Numeric Goal/Volume Table ([Minn. R. 9215.0740](#))

	C	I	M	N/A	Pg	Notes	Interpretation
Include as Goal-Volume Table (GVT) Appendix:							
<ul style="list-style-type: none"> Completion using correct format approved by the MPCA noted in the GVT Appendix, and containing at a minimum the recycling goal as required in Minn. Stat. § 115A.551; an estimate of land disposal capacity needed for the ten-year period in acre feet, tons, and cubic yards; and an estimate of remaining capacity at land disposal facilities that will be used. 							<p><i>Work with your designated Planner to request a forecast for your county to start this process. The first page of the GVT will contain instructions how to complete your county's numbers. Best practice is to write your plan contents and then add the projected changes to the GVT based on plan contents.</i></p>

28. Development of Solid Waste Program Budget ([Minn. R. 9215.0750](#))

	C	I	M	N/A	Pg	Notes	Interpretation
<i>Include as a Budget Appendix</i>							
<ul style="list-style-type: none"> projected ten-year unit solid waste budget 							
<ul style="list-style-type: none"> itemized capital and operating costs for each major solid waste program, including: <ul style="list-style-type: none"> abatement budget processing facility/WTE facility budget land disposal budget 							

	C	I	M	N/A	Pg	Notes	Interpretation
<ul style="list-style-type: none"> combined budget with cost per household and cost per ton 							
<ul style="list-style-type: none"> narrative discussion of financial assumptions used in budget development (may direct to Budget Appendix) 							

29. Alternatives to Proposed System ([Minn. R. 9215.0760](#))

	C	I	M	N/A	Pg	Notes	Interpretation
<ul style="list-style-type: none"> Description of the process to evaluate, identify, and implement specific alternatives if the system described 9, 10, or 11 above is not developed or has major operational difficulties. 							Contingency plan in case the proposed system fails due to unforeseen circumstances.

30. Environmental and Public Health Impacts ([Minn. R. 9215.0770](#))

	C	I	M	N/A	Pg	Notes	Interpretation
In addition to the discussion of environmental and public health impacts described in parts 9215.0610 to 9215.0640 describe the efforts to mitigate the environmental risks of the following technologies and practices:							
<ul style="list-style-type: none"> on-site disposal of MSW by farms or households. Include mitigating impacts to air, surface water, and groundwater and avoiding nuisance conditions 							
<ul style="list-style-type: none"> illegal disposal, include mitigating impacts to air, surface water, and groundwater 							

31. Solid Waste Facility Siting Program (if needed) ([Minn. R. 9215.0780](#))

	C	I	M	N/A	Pg	Notes	Interpretation
<ul style="list-style-type: none"> If the county or region is proposing to develop a solid waste facility (landfill, MSW compost facility, or incineration) during the ten-year planning period, include a description of a detailed siting procedure and development program to assure the orderly location, development, and financing of the facility, both of which must be consistent with applicable rules of the office, the MPCA, the Minnesota Department of Natural Resources (DNR), the Environmental Quality Board (EQB), and other state agencies; and include siting criteria and a program for public participation. 							

32. Public participation program ([Minn. R. 9215.0790](#))

	C	I	M	N/A	Pg	Notes	Interpretation
An explanation of methods for documenting public participation during the development and implementation of the solid waste management plan:							
<ul style="list-style-type: none"> location of where documentation of public input by interested parties, including citizens, public advisory committees, regional authorities, adjacent counties or districts, local units of government, and solid waste service companies conducting business within the unit is kept 							
<ul style="list-style-type: none"> documentation of ongoing process which ensures the involvement of and consultation with those who are concerned with solid waste management, including those listed above 							

33. Multicounty Planning ([Minn. R. 9215.0800](#))

	C	I	M	N/A	Pg	Notes	Interpretation
<p>Multicounty plans prepared by two or more counties are encouraged. A joint plan must include information on how each county, district or multicounty area will comply with the goals prescribed in statute or rule, and delineate the responsibility of each county, district or multicounty area with respect to implementation of the joint plan or amendment. The joint plan must be adopted by each participating county, district, or multicounty area and copies of the official resolutions of the plan must be included in the final submittal.</p>							

34. Example Implementation Schedule

Add a section for each proposed project and check the box to reflect the years the project will occur.

Program Area:	Source Reduction									
Proposed Project:										
Project Details:										
Projected Timeline	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<i>Place an X by year of implementation:</i>										
Responsible Party:										

Program Area:	Solid Waste Education									
Proposed Project:										
Project Details:										
Projected Timeline	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<i>Place an X by year of implementation:</i>										
Responsible Party:										

Program Area:	Recycling Programs									
Proposed Project:										
Project Details:										
Projected Timeline	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<i>Place an X by year of implementation:</i>										
Responsible Party:										

Program Area:	Yard Waste									
Proposed Project:										
Project Details:										
Projected Timeline	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<i>Place an X by year of implementation:</i>										
Responsible Party:										

Program Area:	Source-Separated Organic Materials/Composting									
Proposed Project:										
Project Details:										
Projected Timeline	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<i>Place an X by year of implementation:</i>										
Responsible Party:										

Program Area:	Incineration & Energy Recovery									
Proposed Project:	None									
Project Details:										
Projected Timeline	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<i>Place an X by year of implementation:</i>										
Responsible Party:										

Program Area:	MSW Land Disposal Facilities									
Proposed Project:	Land Disposal Policies									
Project Details:										
Projected Timeline	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<i>Place an X by year of implementation:</i>										
Responsible Party:										

35. References

Demographic and Environmental Justice Links:

<https://www.census.gov/programs-surveys/geography/data/interactive-maps.html>

[U.S. Census Bureau QuickFacts: United States](#)

[County Profiles / Minnesota Department of Employment and Economic Development \(mn.gov\)](#)

[MPCA and environmental justice | Minnesota Pollution Control Agency \(state.mn.us\)](#)

<https://mn.gov/admin/demography/data-by-place/mn-leg-district-data.jsp>

If the County:

- a. Has no programs, state in the plan that there are no programs existing/there are no plans during the next 10-year planning cycle.
- b. Sends waste to another county, private facility or state a brief narrative should be included containing any relevant numbers, facts, and key operational items.
- c. Owns/operates a solid waste facility(s) for any waste stream include all information as requested.
- d. Has a private company that owns/operates a solid waste processing/disposal facility for any waste stream, a brief narrative should be included containing any relevant numbers, facts, and key operational items?

Prevention and reuse are sometimes referred to as “source reduction,” which includes:

- Reusing a product in its original form
- Increasing the life span of a product
- Reducing material or the toxicity of material used
- Changing procurement, consumption, or waste generation habits to result in smaller quantities of waste or lower toxicity of waste

Source reduction can have environmental benefits 20 times greater than recycling, and this is why they should not be considered the same thing as recycling. Examples of programs that the county can do or partner with others to do are included in this document [Source reduction examples w-sw1-24a](#). This is a 10-year plan and source reduction is a required activity.



Stantec Consulting Services Inc.
One Carlson Parkway North, Suite 100
Plymouth MN 55447-4440

February 20, 2026

Mr. Steve Skoog
Environmental Services Director
Becker County
915 Lake Ave
Detroit Lakes, MN 56501

**Reference: Becker County, MN – Proposal for Professional Services
Solid Waste Management Plan Update**

Dear Mr. Skoog,

Stantec Consulting Services Inc. (Stantec) is pleased to present this proposal for professional services to Becker County (the County) to update the County's Solid Waste Management Plan (SWMP) in accordance with Minnesota Rule 9215.0530. Below is a summary of our understanding of the project and our proposed scope of services.

1 Project Understanding

The County's current SWMP was published in 2013 and is past its intended 10-year planning period. Therefore, the County intends to begin the SWMP's update for the next 10-year period. The SWMP is required per the above referenced rule and provides a comprehensive overview of the County's solid waste infrastructure and programs, as well as guidance to achieve County waste management goals within the 10-year planning period. The SWMP contents are prescribed in MN Rule 9215.0550 through 9215.0790 and the Minnesota Pollution Control Agency (MPCA) SWMP checklist (w-sw1-24), and includes, but is not limited to, an executive summary, background information such as demographic, geographic, and regional characteristics which relate to or directly impact the generation and/or management of solid waste in the area, the existing and proposed solid waste management systems, and County budget information. The MPCA's SWMP checklist (w-sw1-24) is attached for reference.

2 Proposed Project Team and Relevant Experience

With a long-established presence in the upper Midwest region, our focus has always been on local communities. With local offices in Minneapolis, Plymouth, Duluth, St. Cloud, Rochester, and Woodbury in Minnesota, and also in Fargo, North Dakota, we have expertise in a wide variety of service areas, which means we are well-positioned to provide responsive and multidisciplinary services to Becker County.

Our proposed project team is presented below and includes waste management professionals with direct experience in conducting waste systems evaluations and preparing waste management plans, along with other value-added services such as civil and environmental engineering design and permitting services, beneficial reuse, and grant procurement and administration services.

Reference: Becker County, MN – Proposal for Professional Services – Solid Waste Management Plan Update



Rachel Kieser, PE | Environmental Engineer | Project Manager
763-479-5146 | rachel.kieser@stantec.com | Plymouth, Minnesota

Rachel has over 8 years of consulting engineering experience which has included time spent working with private and public solid waste clients. Rachel recently served as the project manager, lead plan writer, and data analyst for Meeker County's 2025 Solid Waste Management Plan. Rachel is also currently serving as the lead plan writer and data analyst for the Chippewa County Regional C&D Waste Plan (consisting of five member counties), along with supporting the District 4 Regional C&D Waste Plan (consisting of nine member counties). Rachel also serves as the project manager providing environmental engineering services to multiple Minnesota demolition landfills.



Tyler Nelson | Civil Designer
(763) 252-6868 | tyler.nelson@stantec.com | Plymouth, Minnesota

Tyler, who recently joined Stantec in 2025, is currently serving as the lead plan writer and data analyst for District 4 Regional C&D Waste Plan. Additionally, Tyler is supporting the Chippewa County Regional C&D Waste Plan. Both C&D waste plans included coordination with each group's member counties, detailed review and summary of waste and recycling data, and development multiple conceptual C&D waste management system that the member counties can implement following the promulgation of the MPCA's Proposed C&D Landfill Rules.



Alex Velsink – Solid Waste Planner
(780) 224-7653 | alex.velsink@stantec.com | Edmonton, Alberta

Alex has her Masters of Natural Resources Management from the Natural Resources Institute, University of Manitoba, where she researched and developed a framework for implementation of municipal residential deconstruction policies and programs in Canada. Alex has worked on developing solid waste management plans for regional districts and municipalities across western Canada. Alex is an IAP2-trained facilitator with engagement experience from developing consultation and engagement plans, public surveys and holding interactive multi-stakeholder meetings. She is currently supporting several waste planning projects, including the District 4 Regional C&D Waste Plan as a subject matter expert and plan writer, along with solid waste management plans for the Columbia Shuswap Regional District, Sunshine Coast Regional District, and Metro Vancouver.



Katie Swor, PE | Senior Associate | Internal Review and Technical Advisor
(651) 395-5227 | katie.swor@stantec.com | Woodbury, Minnesota

Katie has 18 years of experience on diverse projects including on-site air permit assessments, air permit compliance, solid waste management plans, human health risk assessment including vapor intrusion analyses, and statistical evaluations for natural resource planning. Katie was the project manager and lead plan writer for the Todd County SWMP prepared in 2018. In addition, Katie provides ongoing Certificate of Need (CON) support to private and public MSW landfills, which currently includes the Clay County Sanitary Landfill.

Reference: Becker County, MN – Proposal for Professional Services – Solid Waste Management Plan Update



Brad Sullivan, PE | Civil Engineer | Internal Review and Technical Advisor
763-252-6807 | brad.sullivan@stantec.com | Plymouth, Minnesota

Brad has over 18 years of consulting engineering experience which has included time spent working with private and public solid waste clients. Brad is currently serving as the project manager for two regional C&D waste plans that were funded by an MPCA grant, which include the District 4 Regional Group and Chippewa County Regional group. Both C&D waste plans included coordination with each group's member counties (14 counties in total), detailed review and summary of waste and recycling data, and development multiple conceptual C&D waste management system that the member counties can implement following the promulgation of the MPCA's Proposed C&D Landfill Rules. Additionally, Brad served as a technical advisor and plan writer for the Meeker County 2025 Solid Waste Management Plan and as a technical advisor for the 2023 Hennepin County C&D Waste Study which surveyed and evaluated recycling and reuse practices employed by residential and commercial construction contractors and the overall waste diversion on select projects within Hennepin County.

Full resumes can be provided upon request.

3 Scope of Services

3.1 Task 1 – Obtain Data & Information

Stantec will complete a detailed review of the County's existing SWMP, current County solid waste programs, and County waste management data and MPCA Select Committee on Recycling and the Environment (SCORE) data files to identify additional information needed to complete an updated version. Through our work completed for the District 4 C&D Waste Plan, our team already has a solid baseline understanding of Becker County's integrated solid waste management system. Stantec will search for relevant County background information such as current and projected land use, current and projected employment and wages, local and regional economic conditions and median household income, and a summary of demographic, geographical, and regional constraints and opportunities that have or may affect the integrated solid waste management system. Further necessary information may include the percentage of residents with solid waste collection service, on-site disposal, and composition of Becker County solid waste.

This task will include a virtual project kick-off meeting where Stantec will review and confirm our background data with County staff, identify additional information required to complete the SWMP update, and review project milestones and deliverables.

3.2 Task 2 – Prepare Future Solid Waste Projections

Stantec will review the previous SWMP and draft a goal volume table (GVT) for the 10-year planning period, which will include the waste and recycling categories included in the SCORE report. The GVT will summarize the existing data and include projections for future solid waste generation and management. Existing Becker County solid waste data and SCORE data, coupled with County goals and demographic projections, will serve as the basis for the waste generation projections.

Reference: Becker County, MN – Proposal for Professional Services – Solid Waste Management Plan Update

This task will include one virtual meeting with the County to review the draft GVT.

3.3 Task 3 – Prepare Draft SWMP & County Review

Stantec will prepare a SWMP that will follow the outline prescribed in the MPCA's SWMP checklist (w-sw1-24) and address waste and recycling programs including:

- solid waste reduction,
- education,
- recycling,
- yard waste,
- organic materials composting,
- solid waste composting or land disposal,
- waste tire disposal and recovery,
- electronic products disposal,
- major appliance management,
- automotive materials management,
- household hazardous waste (HHW) management,
- construction and demolition debris management, and
- County solid waste staffing and funding.

The SWMP will include a detailed description of all current solid waste programs in the County. The plan will also provide a high-level framework to achieve any County goals to expand, revamp, or discontinue existing programs, or implement new programs. A draft SWMP will be submitted to the County for its review and comment. Any County comments, revisions, or additions from its draft review will be incorporated by Stantec and Stantec will then submit a revised draft SWMP to MPCA for its review and for public notice.

This task will include one virtual meeting with the County to review the draft SWMP and receive and discuss any County comments.

3.4 Task 4 – MPCA SWMP Submittal & Coordination

Once any comments are received on the revised draft SWMP from the public, County, or MPCA, the Stantec project team will finalize the SWMP and submit the full package of required information to the MPCA. This task also includes one virtual meeting with the MPCA to review draft SWMP submitted to the MPCA and receive and discuss any County comments.

This scope does not include response or SWMP updates to address any public comments; an estimated scope and cost to address public comments can be provided upon receipt of any public comments.

4 Project Schedule

Stantec will initiate work upon the County's Notice to Proceed. Below is a summary of anticipated project milestones and completion dates. The completion dates may vary depending on actual time required to receive and review data. Stantec will keep the County updated on project schedule.

Reference: Becker County, MN – Proposal for Professional Services – Solid Waste Management Plan Update

- Mid-March 2026 – Notice to Proceed authorized by County; Stantec initiates work.
- Before April 1, 2026 – Hold kick-off meeting with County to review scope and deliverables and collect and review background information.
- May 1, 2026 – Task 1 complete, Stantec has received all needed information.
- June 1, 2026 – Task 2 complete, Goal Volume Table has been generated and submitted to County for review.
- July 31, 2026 – Task 3 complete, SWMP narrative, as well as any additional attachments, has been generated and draft SWMP submitted to County for review.
- August 14, 2026 – County has completed draft SWMP review and returned comments to Stantec.
- September 1, 2026 – Stantec submits draft SWMP (inclusive of County comments) to MPCA for review. Final scope item for this proposal.
- October 1, 2026 – Task 4 complete, Stantec incorporates any MPCA comments and prepares draft SWMP for public notice.
- Late November, 2026 – Public comments have been returned to Stantec. Stantec begins to address comments and finalize the SWMP.
- Late December 2026 – Final SWMP is submitted to County and MPCA by Stantec.

Note that the review time required by the County and MPCA are estimates and depending on each organization's actual availability to complete their review. Public notice of the SWMP is 30 days.

5 Project Cost

Our proposed budget for the scope of work up to submittal of SWMP to MPCA presented above is \$44,259.00. The work break-down structure attached summarizes our budgeted hours for each task. Our services will be billed on a time and materials basis according to the rates attached. This is an estimate only, not a limit, and invoices will reflect the actual effort it takes to complete the scope of work requested. There is no increase in rate for overtime work. The budget estimate assumes that all deliverables will be in digital format. Hardcopies can be provided upon the County's request.

Stantec appreciates the opportunity to be of continued service to Becker County. Enclosed with this letter are Stantec Terms & Conditions. To accept the Terms & Conditions and the scope outlined in this proposal, please sign in the space below and return. If you have any questions or comments, please contact us.

Sincerely yours,

STANTEC CONSULTING SERVICES INC.

Reference: Becker County, MN – Proposal for Professional Services – Solid Waste Management Plan Update



Brad Sullivan, PE
Senior Associate, Civil Engineer
Phone: (603) 289-5257
Brad.sullivan@stantec.com



Rachel Kieser, PE
Environmental Engineer
Phone: (763) 479-5146
rachel.kieser@stantec.com

Attachments:

- MPCA's SWMP checklist (w-sw1-24)
- Work Breakdown Structure Budgeted Hours by Task
- 2026 Rate Table
- Stantec Terms & Conditions

Reference: Becker County, MN – Proposal for Professional Services – Solid Waste Management Plan Update

By signing this proposal, _____ **Becker County** _____ authorizes Stantec to proceed
Client Company Name
with the services herein described and the Client acknowledges that it has read and agrees to be bound by
the attached Professional Services Terms and Conditions.

This proposal is accepted and agreed on the _____ of _____, _____
Day Month Year

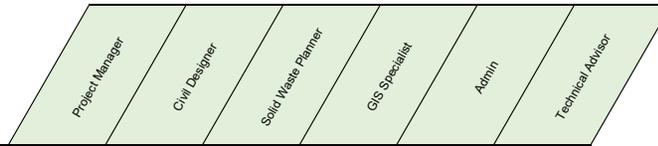
Per: _____ **Becker County** _____
Client Company Name

Print Name & Title

Signature



FEE ESTIMATE - Solid Waste Management Plan



Discipline / Type	Kieser, Rachel	Nelson, Tyler	Veilsink, Alex	Erickson, Derek	Wutzke, Taylor	Swor, Katie
Name						
Billing Level	Level 10	Level 08	Level 11	Level 10	Level 04	Level 13
Project Billing Rate (T&M)	\$170.00	\$152.00	\$179.00	\$170.00	\$119.00	\$212.00
Total Units (T&M)	69	113	65	8	2	10
Fee (T&M)	\$11,730.00	\$17,176.00	\$11,635.00	\$1,360.00	\$238.00	\$2,120.00

Project Summary	Hours	Labour	Expense	Subs	Total
Fixed Fee	0	\$0.00	\$0.00	\$0.00	\$0.00
Time & Material	267	\$44,259.00	\$0.00	\$0.00	\$44,259.00
Total	267	\$44,259.00	\$0.00	\$0.00	\$44,259.00

WBS Code	Task Code	Task Name	Units					
1		Becker County Solid Waste Management Plan	69	113	65	8	2	10
1.1		Obtain Data & Information	11	29	5	0	0	2
1.1.1		Review 2013 Plan	3	3	3			2
1.1.2		Review Historical MPCA Data	4	24				
1.1.3		Virtual Meeting	4	2	2			
1.2		Prepare Future Solid Waste Projections	10	18	14	0	0	2
1.2.1		Review / Update GVT	4	8	8			2
1.2.2		Virtual Meeting	4	2	2			
1.3		Prepare Draft SWMP & County Review	44	62	42	8	2	6
1.3.1		Prepare SWMP	40	60	40	8	2	6
1.3.2		Virtual Meeting	4	2	2			
1.4		MPCA SWMP Submittal & Coordination	4	4	4			

Task Type	Hours	Labour	Expense	Subs	Total
Time & Material	267	\$44,259.00	\$0.00	\$0.00	\$44,259.00
Time & Material	47	\$7,597.00	\$0.00	\$0.00	\$7,597.00
Time & Material	11	\$1,927.00	\$0.00	\$0.00	\$1,927.00
Time & Material	28	\$4,328.00	\$0.00	\$0.00	\$4,328.00
Time & Material	8	\$1,342.00	\$0.00	\$0.00	\$1,342.00
Time & Material	44	\$7,366.00	\$0.00	\$0.00	\$7,366.00
Time & Material	22	\$3,752.00	\$0.00	\$0.00	\$3,752.00
Time & Material	8	\$1,342.00	\$0.00	\$0.00	\$1,342.00
Time & Material	164	\$27,292.00	\$0.00	\$0.00	\$27,292.00
Time & Material	156	\$25,950.00	\$0.00	\$0.00	\$25,950.00
Time & Material	8	\$1,342.00	\$0.00	\$0.00	\$1,342.00
Time & Material	12	\$2,004.00	\$0.00	\$0.00	\$2,004.00



ATTACHMENT – STANDARD RATE TABLE

2026-Z Combo

HOURLY RATES

Stantec Billing Level	2026 Hourly Rate*
3	\$111
4	\$119
5	\$131
6	\$135
7	\$145
8	\$152
9	\$161
10	\$170
11	\$179
12	\$183
13	\$212
14	\$223
15	\$251
16	\$285
17	\$285
18	\$285
19	\$285
20	\$285
21	\$285

*Rates subject to annual increase.

OTHER EXPENSES / MATERIALS

Stantec's standard mark-up on expenses is 10%. Unless prescribed differently within the proposal or other contract paperwork, this mark-up is used in all areas as indicated below:

- **Sub-Consultants**
- **Subcontracted Commodity Services**
e.g., analytical laboratory services, drilling contractors, etc.
- **Meals and Lodging**
May be billed at cost or daily per diem. If applicable, per diem rates will be those set by the U.S. General Services Administration (<https://www.gsa.gov>).
- **Vehicle and Equipment Rentals**
Not owned by Stantec.
- **External Equipment and Supplies.**
e.g., delivery charges, outside copying/reproduction, leased/rented field equipment, etc.

Company-owned equipment will be billed on unit rate basis (e.g., daily; weekly); the expense markup does not apply to these rates. For Stantec owned vehicle, a combination of daily vehicle or milage rates are used depending on the type of work and/or contract. A separate Stantec Equipment Rate Schedule* is available upon request.



The following Terms and Conditions are attached to and form part of a proposal for services to be performed by Consultant and together, when the Client authorizes Consultant to proceed with the services, constitute the Agreement. Consultant means the Stantec entity issuing the Proposal.

Description of Work: Consultant shall render the services described in the Proposal (hereinafter called the "Services") to the Client.

Terms and Conditions: No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the Client and Consultant. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This Agreement supercedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the Project.

Compensation: Payment is due to Consultant within 28 days of receipt of invoice. Failure to make any payment when due is a material breach of this Agreement and will entitle Consultant, at its option, to suspend or terminate this Agreement and the provision of the Services. Interest will accrue on accounts overdue at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required. The Client will make electronic payment of the invoices, the details of which can be obtained or verified by contacting ar@stantec.com. Consultant provides no guarantee or warranty that the Client's Project requirements can be achieved within its proposed Project budget or schedule. Any services to redesign, value-engineer or make changes to the Client's Project requirements, whether for cost-saving, schedule efficiency, or otherwise, constitute additional services.

Notices: Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

Termination: Either party may terminate the Agreement without cause upon thirty (30) days notice in writing. If either party breaches the Agreement and fails to remedy such breach within seven (7) days of notice to do so by the non-defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the Client of Consultant's invoices within 30 days of Consultant rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of Consultant are terminated. On termination by either party, the Client shall forthwith pay Consultant all fees and charges for the Services provided to the effective date of termination.

Environmental: Except as specifically described in this Agreement, Consultant's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater. Consultant is entitled to rely upon information provided by the Client, its consultants, and third-party sources provided such third party is, in Consultant's opinion, a reasonable source for such information, relating to subterranean structures or utilities. The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses and/or expenses, direct and indirect, or consequential damages relating to subterranean structures or utilities which are not correctly identified in such information.

Professional Responsibility: In performing the Services, Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the Services at the time and the location in which the Services were performed.

Indemnity: The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the Services, excepting liability arising from the sole negligence of Consultant.

Limitation of Liability: It is agreed that, to the fullest extent possible under the applicable law, the total amount of all claims the Client may have against Consultant under this Agreement, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be strictly limited to the lesser of professional fees paid to Consultant for the Services or \$100,000.00. No claim may be brought against Consultant more than two (2) years after the cause of action arose. As the Client's sole and exclusive remedy under this Agreement any claim, demand or suit shall be directed and/or asserted only against Consultant and not against any of Consultant's employees, officers or directors.

Consultant's liability with respect to any claims arising out of this Agreement shall be absolutely limited to direct damages arising out of the Services and Consultant shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the Client, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

In no event shall Consultant's obligation to pay damages of any kind exceed its proportionate share of liability for causing such damages.

Documents: All of the documents prepared by or on behalf of Consultant in connection with the Project are instruments of service for the execution of the Project. Consultant retains the property and copyright in these documents, whether the Project is executed or not. These documents may not be used for any other purpose without the prior written consent of Consultant. In the event Consultant's documents are subsequently reused or modified in any material respect without the prior consent of Consultant, the Client agrees to defend, hold harmless and indemnify Consultant from any claims advanced on account of said reuse or modification.

Any document produced by Consultant in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Consultant, which may be withheld at Consultant's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract and will only be authorized pursuant to the conditions of Consultant's standard form reliance letter.

Consultant cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). Client shall release, indemnify and hold Consultant, its officers, employees, Consultant's and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Consultant, are not to be



used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Consultant's written consent.

Field Services: Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the Project and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the Project. Consultant shall not be the prime contractor or similar under any occupational health and safety legislation.

Governing Law/Compliance with Laws: The Agreement shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the Services are performed. Consultant shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

Dispute Resolution: If requested in writing by either the Client or Consultant, the Client and Consultant shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. The Parties agree that any actions under this Agreement will be brought in the appropriate court in the jurisdiction of the Governing Law, or elsewhere by mutual agreement. Nothing herein however prevents Consultant from any exercising statutory lien rights or remedies in accordance with legislation where the project site is located.

Assignment: The Client shall not, without the prior written consent of Consultant, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

Severability: If any term, condition or covenant of the Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the Agreement shall be binding on the Client and Consultant.

Force Majeure: Any default in the performance of this Agreement caused by any of the following events and without fault or negligence on the part of the defaulting party shall not constitute a breach of contract, labor strikes, riots, war, acts of governmental authorities, unusually severe weather conditions or other natural catastrophe, disease, epidemic or pandemic, or any other cause beyond the reasonable control or contemplation of either party. Nothing herein relieves the Client of its obligation to pay Consultant for services rendered.

Contra Proferentem: The parties agree that in the event this Agreement is subject to interpretation or construction by a third party, such third party shall not construe this Agreement or any part of it against either party as the drafter of this Agreement.

Business Practices: Each Party shall comply with all applicable laws, contractual requirements and mandatory or best practice guidance regarding improper or illegal payments, gifts, or gratuities, and will not pay, promise to pay or authorize the payment of any money or anything of value, directly or indirectly, to any person (whether a government official or private individual) or entity for the purpose or illegally or improperly inducing a decision or obtaining or retaining business in connection with this Agreement or the Services.

February 17, 2026

Mr. Steve Skoog, Director
Becker County Land Use Department
Becker County Courthouse
915 Lake Avenue
Detroit Lakes, MN 56501

Alexandria
610 Fillmore Street
Alexandria MN 56308

320.762.8149
Alexandria@Widseth.com
Widseth.com

**Re: 2026 Solid Waste Management Plan
Becker County Demolition Landfill
MPCA Permit No. SW-311**

Dear Mr. Steve Skoog:

Widseth Smith Nolting (Widseth) appreciates the opportunity to provide you with this proposal to assist with preparation of Becker County's Comprehensive Solid Waste Management Plan (SWMP). The SWMP will be updated per the rules and applicable provisions of Minn. Stat. § 115A and Minn. R. 9215.0500-9215.0950.

Scope of Services

Widseth will complete the SWMP by addressing the plan contents outlined in the Minnesota Pollution Control Agency (MPCA) Solid Waste Plan Review Checklist (form w-sw1-24). The checklist is included below, and each section has been assigned to either Widseth, Becker County, or both. Any significant changes to the responsible party for each task may affect the fee. Widseth will collaborate with Becker County to ensure that the SWMP includes all applicable elements as outlined in the form's Table of Contents. Once complete, a SWMP draft will be submitted to you for review. Upon your review, Widseth will submit the final SWMP to the MPCA on behalf of Becker County.

It is anticipated that parts of this plan will require the specialized knowledge of Becker County staff and that Widseth will take the information, review it, and include it in the SWMP. Therefore, communication between Becker County and Widseth will be an extremely important part of the success of the plan. To maintain a regular line of communication and help ensure project success, Widseth will setup a recurring meeting with Becker County staff. The frequency of the meetings will be determined during a kickoff meeting, which will occur within three weeks of the proposal being approved.

Widseth currently has 17 disciplines throughout the Company. For this project, it is anticipated that we will utilize our Civil Engineering, Environmental, and Funding Departments to complete the SWMP. Due to the recurring work at the landfill between the Widseth Environmental Team and Becker County, this project will be managed by the Widseth Environmental Team. The Widseth Project Manager will coordinate with Becker County and the other Widseth disciplines to ensure this project is successfully completed. Widseth looks forward to continuing to build on an already excellent relationship with Becker County Environmental Services.

WIDSETH

Fee

We propose to provide the above scope of services on an hourly, plus expenses basis, with an estimated total cost of \$15,000. This offer is valid for 30 days from the date at the top of this proposal. This fee does not include any changes that the MPCA may require upon review. Any changes they request would be addressed on a time and material basis in accordance with the current fee schedule at the time of the work.

If you agree with our proposed scope of services, please sign below and return one copy of this letter to us as our authorization to proceed. We appreciate the opportunity to present this proposal to you and look forward to working with you on this project.

Sincerely,

WIDSETH



Duncan Widman
Environmental Scientist

BY: Mike Pederson
Mike Pederson, Director of Environmental Services, V.P.

ACCEPTED: Widseth is authorized to perform the scope of work in accordance with the attached general provisions and proposed fees.

BY: _____ DATE: _____
Becker County



BECKER COUNTY

Land Use Department

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

MEMORANDUM FOR ACTION

Date: February 25, 2026

SUBJECT: MRF Sort line Material Scanner

THROUGH: Environmental Services Committee

TO: Becker County Commission

1. **Reference:**
2. **Discussion:** Becker County has an opportunity to host a material scanner in the Material Recovery Facility (MRF) on the sort line. The camera will be paid for by Glacier Technologies (Glacier) and the Colgate toothpaste company (Colgate). Colgate is interested in determining how many HDPE plastic toothpaste tubes and related Colgate products are currently recycled and passing through the Becker County recycling program. The AI camera/scanner will identify the amount of HDPE plastics and toothpaste tubes to Glacier and Glacier will provide that information back to the County. County staff will be responsible for attaching the scanner & framework to the sort line based on Glaciers' instructions. Glacier to establish internet connection (outside of the County network). Becker County will be responsible for powering the scanner (110 V). Glacier will report to the County the amount of HDPE (natural and colored) that is currently passing the sorting system and ending up in the trash.
3. **Funding:** NA
4. **Action:** Board motion permitting Glacier Technologies. Inc. to place a scanner over the sort line in the County Material Recovery Facility (MRF).
5. The point of contact for this memorandum is Steve.Skoog@co.becker.mn.us or by phone at 846-7310.

Distribution: County Commissioners
County Administrator

Glacier Technology, Inc.

Product Order Form

Contacts							
<p><u>Customer:</u> Becker County, MN Steve Skoog Director 915 Lake Avenue Detroit Lakes, MN 56501 Email: steve.skoog@co.becker.mn.us</p>	<p><u>Glacier:</u> Glacier Technology, Inc. Rebecca Hu-Thrams CEO 1599 Tennessee Street San Francisco, CA, 94107 Email: rebecca@endwaste.io</p>						
<p><u>Products:</u></p> <p><i>Core Products:</i></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Qty</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td align="center">1</td> <td><u>Standalone Scanner Hardware:</u> Glacier shall provide one of Glacier’s standalone AI camera systems (“Scanner Hardware”). Scanner Hardware includes all materials, documentation, and consumables necessary to operate the Scanner Hardware, including any such software embedded on the Scanner Hardware, in the form such software is provided by Glacier to Customer.</td> </tr> <tr> <td align="center">1</td> <td><u>Software Analytics Subscription:</u> Glacier shall provide access to data collected by Glacier’s Scanner Hardware (“Software Analytics”) for the duration of the Scanner Hardware Subscription Term, as applicable.</td> </tr> </tbody> </table> <p>Software Analytics Subscriptions will return data on the following target items:</p> <ul style="list-style-type: none"> ● Toothpaste tubes ● HDPE Natural ● HDPE Color <p><i>AI Model Modifications:</i> Customer acknowledges and agrees that any modifications to the AI model used in the Software Analytics Subscription, including adding new target commodities or sorting categories, require custom development work not included in the standard Product. Such modifications typically require 8-12 weeks and \$5,000-\$15,000 in non-recurring engineering fees per modification request, depending on complexity. Any such modifications must be documented in a separate statement of work signed by both parties prior to commencement of work, with fees due upon execution of such statement of work.</p> <p><i>Installation Assistance:</i> Subject to Customer’s completion of its installation obligations set forth in Exhibit B, Glacier will provide the following installation assistance to Customer:</p> <ul style="list-style-type: none"> ● Providing materials, documentation, training, and consumables necessary to operate the Scanner Hardware 		Qty	Description	1	<u>Standalone Scanner Hardware:</u> Glacier shall provide one of Glacier’s standalone AI camera systems (“Scanner Hardware”). Scanner Hardware includes all materials, documentation, and consumables necessary to operate the Scanner Hardware, including any such software embedded on the Scanner Hardware, in the form such software is provided by Glacier to Customer.	1	<u>Software Analytics Subscription:</u> Glacier shall provide access to data collected by Glacier’s Scanner Hardware (“Software Analytics”) for the duration of the Scanner Hardware Subscription Term, as applicable.
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<p><u>Fees:</u></p> <p><i>Installation Fees:</i> \$0, if Customer elects to self-install the Scanner Hardware. In the event Customer requests that Glacier perform installation services, Customer shall incur a one-time fee of \$9,000.</p> <p><i>Scanner Hardware Purchase Fee:</i> \$0. The cost of the Scanner Hardware is \$25,000, which is fully subsidized by a third-party partner ("Partner") and shall be provided to the Customer at no cost.</p>							

Software Analytics Subscription Fees: \$0. The cost of the annual subscription fee is \$18,000, which is fully subsidized by the Partner for data limited to HDPE Natural, HDPE Color, and toothpaste tubes ("Standard Data"), and shall be provided to the Customer at no cost for the duration of the Subscription Term. If Customer requires data on any target items beyond the Standard Data, an annual fee of \$18,000 shall be payable in advance for each year of the Subscription Term.

Installation Deadline: Customer agrees to complete all facility modifications and preparations necessary for installation on or before April 30, 2026, and to facilitate the full installation of the Scanner Hardware on or before May 31, 2026. If Customer fails to meet the Installation Deadline (May 31, 2026), Customer shall pay a penalty fee of \$0 which shall be immediately due and payable to Glacier, unless such failure is caused by Glacier's acts or omissions. Payment of this penalty fee does not waive Glacier's right to terminate this Agreement. In the event Customer does not remedy an installation default within thirty (30) days after the Installation Deadline, Glacier shall have the right, in its sole discretion, to terminate this Agreement immediately upon written notice. If Customer fails to meet the Installation Deadline, Glacier reserves the right to reallocate the Hardware to another facility, and the subsidy from Partner may be forfeited.

Disclosures to Project Grant Providers: Notwithstanding any confidentiality provisions in this Agreement, Customer acknowledges that, as a condition of a grant from Partner to Glacier upon which the commercial terms of this Agreement are based, Glacier must disclose certain Customer Data to Partner to meet its grant reporting obligations. Customer authorizes Glacier to disclose such Customer Data to Partner, including, but not limited to, (i) demographic data such as number of households served by Customer, (ii) data on the HDPE end markets for Customer's materials, (iii) time series data on the count, weight, and composition of materials detected by the Scanner Hardware. Customer agrees to provide such additional necessary data within 10 business days of Glacier's reasonable request. Customer authorizes Glacier and Grant Provider to use such Customer Data for purposes including, but not limited to, reporting, promoting, and marketing (subject to the Marketing and Publicity provisions of this Agreement). This Agreement may be amended in the future to include requirements from Partners upon mutual written agreement by Customer and Glacier.

Marketing and Publicity: Customer agrees to permit Glacier and Partner to: (i) issue press releases, (ii) create case studies, (iii) take and use photographs and videos of the installed Scanner Hardware, and (iv) host site visits for potential customers and partners. Customer shall have the right to review and approve external-facing materials that explicitly identify Customer by name or contain images where Customer's facility is clearly named; provided, however, that such approval shall be limited to verifying the factual accuracy of the description of Customer's operations. For materials requiring approval, such approval shall not be unreasonably withheld or delayed. Customer shall provide feedback within 5 business days of receiving materials for review, and a lack of response within such timeframe shall be deemed approval.

In consideration for the subsidized Hardware and Software Analytics, Customer agrees to act as a project advocacy partner. Upon Glacier's reasonable request, Customer shall make relevant staff available within reason for publicity and advocacy efforts, which may include:

- (i) Participating in a formal case study and providing a written testimonial
- (ii) Engaging in interviews with journalists or industry publications;
- (iii) Taking referral calls; and
- (iv) Hosting occasional onsite tours for Glacier's potential partners or customers

Glacier shall, in turn, provide Customer with relevant data summaries and media assets that Customer may use to highlight the successes of this project to the County Board and the public.

Order Form Term:

Subscription Term: The initial term of this Agreement shall be one (1) year, beginning on the date Glacier begins returning Standard Data (the "Data Commencement Date"). Glacier shall provide written notice to Customer once the Data Commencement Date has been established. For clarity, the Subscription Term shall not begin until the Scanner Hardware is fully installed and the AI model is actively transmitting target item data. Thereafter, this Agreement may be renewed for subsequent one (1) year periods at the sole and exclusive discretion of the Partner. The Partner's failure to affirmatively renew shall result in the expiration of this Agreement at the end of the then-current term.

Customer Commercial Conversion: In the event the Partner does not renew the subsidy, Customer shall have the option to renew this Agreement for subsequent one (1) year periods by paying the then-current annual Software Analytics Subscription Fee (initially \$18,000 per year). Customer must provide written notice of its intent to renew at least sixty (60) days prior to the expiration of the then-current term. Upon such renewal, all other terms and conditions of this Agreement shall remain in full force and effect.

Upon expiration or termination of this Agreement, if Customer does not elect the Commercial Conversion, Glacier shall have the right to retrieve the Scanner Hardware at Customer's expense. Customer shall facilitate access to the facility for such removal or, at Glacier's request, ship the Hardware to Glacier in its original condition, normal wear and tear excepted.

Agreement

This agreement ("Agreement") is entered into as of _____, 20__ (the "Effective Date") between Glacier Technology, Inc. ("Glacier"), and the customer listed above ("Customer"). This Agreement includes and incorporates (i) the above Order Form, (ii) any Order Forms previously or subsequently entered into by the parties, and (iii) Glacier's standard Enterprise Terms, which are set forth at www.endwaste.io/enterprise-terms, and all of which are in each case hereby incorporated by reference. This Agreement contains, among other things, warranty disclaimers, liability limitations and use limitations. There shall be no force or effect to any different terms of any related purchase order or similar form even if signed by the parties after the date hereof.

Glacier Technology, Inc.:

Customer:

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Exhibit A

Limited Warranty

The Hardware will be free from defects in materials and workmanship for a period of one (1) year from the date of shipment (“Warranty Period”). Glacier’s sole obligation in the event that the Hardware fails to conform to this Limited Warranty is expressly limited to, at Glacier’s sole discretion, the repair or replacement of such defective Hardware or components thereof. Repair or replacement may be made with new or refurbished Hardware or components, at Glacier’s sole discretion. If the Hardware or a component incorporated therein is no longer available, Glacier may, at its sole discretion, replace the Hardware with a similar product of similar function. This is Customer’s sole and exclusive remedy for breach of this Limited Warranty. This Limited Warranty is only available if the Customer is in good standing. This Limited Warranty is not transferable. Any Hardware that has either been repaired or replaced under this Limited Warranty will be covered by the terms of this Limited Warranty for the longer of (a) ninety (90) days from the date of delivery of the repaired Hardware or replacement Hardware, or (b) the remaining Warranty Period. Before making a claim under this Limited Warranty, the Customer must (a) notify Glacier of the intention to make a claim by contacting Glacier at support@endwaste.io during the Warranty Period and providing a description of the alleged failure, and (b) comply with Glacier’s return shipping instructions. Glacier will have no warranty obligations with respect to returned Hardware if it determines, in its reasonable discretion after examination of the returned Hardware, that the Hardware is an Ineligible Hardware (defined below). This Limited Warranty does not cover Hardware that have been subject to: (a) modifications, alterations, tampering, or improper maintenance or repairs; (b) handling, storage, installation, testing, or use not in accordance with the Agreement or other instructions provided by Glacier; (c) abuse or misuse of the Hardware; (d) events outside of Glacier’s control, including breakdowns, fluctuations, or interruptions in electric power or the telecommunications network; or (e) Acts of God, including but not limited to lightning, flood, tornado, earthquake, or hurricane (the foregoing (a) through (e), collectively, the “Ineligible Hardware”). This Limited Warranty does not apply to any good or service other than the Hardware, even if packaged or sold with the Hardware. This Limited Warranty gives the Customer specific legal rights. The Customer may also have other legal rights that vary by state, province, or jurisdiction. Likewise, some of the limitations in this Limited Warranty may not apply in certain states. The terms of this Limited Warranty will apply to the extent permitted by applicable law. For a full description of the Customer’s legal rights, the Customer should refer to the laws applicable in its jurisdiction and may wish to contact a relevant advisory service.

Exhibit B

Customer Installation Obligations

For each Hardware item, Customer will provide the following by the mutually agreed installation date (the "Readiness Date") (collectively, the "Installation Obligations"):

- Performance at or above Glacier's specifications at the Hardware installation site:
 - Electricity: 110-120V, 15A
 - Internet: 1x gigabit CAT5+ ruggedized & shielded Ethernet drop per product with external internet access. 20mbps upload/download speed required **for each Glacier Product**.
 - Belt speed: < 4 ft/sec
- Appropriate material presentation to the Hardware to ensure optimal performance. Material must meet the following criteria to be considered a target item:
 - More than 80% of item is not covered by overlapping material
 - Item is stationary on the belt
 - Item dimensions are less than 12 inches wide in any direction
- Completion of reasonably requested facility modifications at Customer's sole expense prior to installation, as determined in Glacier's sole discretion.

Customer acknowledges that failure to fulfill these Installation Obligations by the Readiness Date may result in a material breach of the Agreement. If such failure is not cured within thirty (30) days, Customer shall be liable for the \$0 penalty fee as specified in the Order Form.

For clarity, all transportation and incidental costs, including but not limited to shipping, site modifications, and utilities, are Customer's sole obligation.

In order to ensure continued optimal performance, Customer will provide the following beginning on the date of installation and throughout the remainder of the Order Form Term:

- Routine maintenance and assistance with troubleshooting and repairs of the Hardware, as instructed by Glacier
- Regular product and performance feedback to Glacier's team.

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION # 03-26-1A

New Rates for Becker County Civil Process Fees

WHEREAS, the Becker County Sheriff’s Office may be called upon to serve court-ordered legal documents and to execute actions necessary to fulfill judicial directives, including conducting foreclosure proceedings; and

WHEREAS, the Sheriff is legally required to execute all processes, writs, precepts, and orders issued by lawful authority, and to serve all papers and post notices as mandated by law; and

WHEREAS the current Civil Process Fee Schedule has not been updated since 2005 and no longer reflects the administrative costs incurred by the Becker County Sheriff’s Office; and

WHEREAS, the Board of Commissioners finds it necessary and appropriate to adjust the Civil Process Fee Schedule to ensure cost recovery;

NOW, THEREFORE, BE IT RESOLVED that the Becker County Board of Commissioners hereby establishes the attached Civil Process Fee Schedule, effective July 1st, 2026:

BE IT FURTHER RESOLVED that the Becker County Sheriff’s Office shall collect and administer these fees and report annually to the Board on activity and revenues.

Duly adopted this 3rd day of March 2026 at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

Carrie Smith
County Administrator

Erica Jepson
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 March 3rd, 2026, as recorded in the record of proceedings.

Carrie Smith
County Administrator



BECKER COUNTY SHERIFF'S OFFICE

Todd Glander • Sheriff

OFFICE: 925 Lake Avenue
 Detroit Lakes, MN 56501
 Phone 218-847-2661 • Fax 218-847-1604

JAIL: 1428 Stony Road
 Detroit Lakes, MN 56501
 Phone 218-847-2939 • Fax 218-846-2580

Civil Process Fee Schedule

Rates Effective July 1st, 2026

All Fees for Service Are Cash or Check Only & Are Non-Refundable

SERVICE REQUESTED	FEE AMOUNT
General Service Type-Summons, Notices, Petitions, Etc. Service Fee per person or entity being served Each Additional Service Fee Attempt Service Cancellation Fee: <i>Fee assessed for paperwork that has been processed for service but canceled prior to attempts by deputies</i>	\$60 3 Attempts + Mileage \$30 + Mileage \$40
Mileage Rate: Per Attempt (Round Trip)	\$0.75/Mile
Eviction Related: Writ of Recovery, Eviction Summons & Eviction Action Complaint Posting Service Fee- 1 st Person or Entity Being Served Posting Service Fee- Each Additional Person or Entity Being Served Lockout/Eviction Posting	\$60 + Mileage \$60 + Mileage 1 st Person \$30 Each additional Person \$125 Per Hour Per Deputy \$60 + Mileage
Mortgage Foreclosure Related: Conducting Sale Cancellation/Reschedule of Foreclosure Sale within 48 hours Outside Bidder Fee (for winning bidder) Notice of Intent to Redeem Redemptions	\$80 \$40 \$100 \$100 \$250
* Execution Service: General Demand—3 attempts Each additional attempt at same address Bank Wage Levy Execution Levy Preparation Fee to be Paid to the Bank	\$60 + Mileage \$30 + Mileage \$80 \$15
Commission on Executions: <i>(Based on gross amount collected, seized, or stipulated to by parties or any settlement resulting from ANY action of the Becker County Sheriff's Office to satisfy the Writ of Execution or Sheriff's Levy or hourly deputy time spent on the collection efforts, whichever amount is of greater value.)</i>	10% first \$250.00 6% remainder
** Execution Sales & Sheriff's Sales/Lien Sales:	\$80
** Replevins, Attachments or Seizures:	\$125
Replacement Certificate of Service (ink signature):	\$10

**Writs of Execution for bank levies and wage garnishments. (Does not include commission or other Sheriff's fees and/or levy preparation fee).*

***Other fees may be incurred by 3rd party vendors not set by the Becker County Sheriff's Office*

2026 CIVIL PROCESS FEES REVIEW

County	Service Fee + Mileage	Posting + Mileage	Forclosure	Notice of Intent to Redeem	Redemption	Sheriff Sale or Mechanic Lien	Commission	Writ of Execution	Evictions	Replevin
Cass County, Minnesota	\$ 80.00	\$ 80.00	\$ 80.00	\$ 100.00	\$ 250.00	\$ 100.00	5%	80%	\$ 100.00	\$ 180.00
Clay County, Minnesota	\$ 45.00	\$ 45.00	\$ 60.00	\$ 100.00	\$ 250.00	\$ 60.00	7%	\$ 75.00	\$ 110.00	
Hubbard County, Minnesota	\$ 70.00		\$ 60.00		\$ 250.00		6%		\$ 110.00	\$ 260.00
Kandiyohi County, Minnesota	\$ 70.00		\$ 100.00	\$ 100.00	\$ 250.00				\$ 120.00	
McLeod County, Minnesota	\$ 85.00		\$ 90.00	\$ 100.00	\$ 250.00	\$ 85.00	5%	\$ 85.00		\$ 200.00
Meeker County, Minnesota	\$ 80.00	\$ 80.00	\$ 90.00		\$ 250.00	\$ 90.00	6%	\$ 80.00		
Mower County, Minnesota	\$ 80.00		\$ 150.00		\$ 250.00		5%	\$ 80.00		\$ 80.00
Norman County, Minnesota	\$ 65.00	\$ 90.00	\$ 95.00	\$ 100.00	\$ 250.00	\$ 95.00	5%			
Otter Tail County, Minnesota	\$ 40.00		\$ 75.00	\$ 100.00	\$ 250.00	\$ 75.00	4%	\$ 0.06		\$ 75.00
Rice County, Minnesota	\$ 70.00	\$ 70.00	\$ 75.00		\$ 250.00	\$ 75.00				
Roseau County, Minnesota	\$ 40.00	\$ 50.00	\$ 60.00	\$ 100.00	\$ 250.00	\$ 50.00	6%	\$ 75.00		
Todd County, Minnesota	\$ 50.00	\$ 50.00	\$ 65.00	\$ 50.00	\$ 200.00	\$ 60.00	5%	\$ 50.00		
Wadena County, Minnesota	\$ 75.00	\$ 75.00	\$ 75.00	\$ 100.00	\$ 250.00		10%	\$ 100.00	\$ 75.00	\$ 65.00
Wilkin County, Minnesota	\$ 40.00	\$ 40.00	\$ 75.00		\$ 250.00		6%			
Winona County, Minnesota	\$ 100.00		\$ 80.00	\$ 100.00	\$ 250.00	\$ 200.00	6%	\$ 100.00	\$ 100.00	
Other County Avg	\$ 62.50	\$ 64.44	\$ 78.24	\$ 95.00	\$ 247.06	\$ 89.00	5.73%	\$ 60.53	\$ 102.50	\$ 148.57
Becker County, Minnesota	\$ 30.00	\$ 30.00	\$ 40.00	\$ -	\$ 250.00	\$ 40.00	6.00%	\$ 60.00	\$ 60.00	\$ 100.00
Difference	\$ (32.50)	\$ (34.44)	\$ (38.24)	\$ (95.00)	\$ 2.94	\$ (49.00)	0.27%	\$ (0.53)	\$ (42.50)	\$ (48.57)
Proposed Fee	\$ 60.00	\$ 60.00	\$ 80.00	\$ 100.00	\$ 250.00	\$ 80.00	6%	\$ 80.00	\$ 125.00	\$ 125.00

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION # 03-26-1B

Updated Becker County Deputy Contracted Service Fees

WHEREAS, the Becker County Sheriff’s Office provides contracted deputy services to various entities within and outside Becker County, including public agencies, private organizations, and special events; and

WHEREAS, the current contracted service fee schedule no longer reflects the operational, staffing, administrative, and equipment costs incurred by the Becker County Sheriff’s Office in delivering these services; and

WHEREAS, the Board of Commissioners finds it necessary and appropriate to revise the contracted service rates to ensure cost recovery, maintain service sustainability, and align with current financial conditions; and

NOW, THEREFORE, BE IT RESOLVED that the Becker County Board of Commissioners hereby increases our Deputy Contracted Services Rate to \$120.00 per hour, effective immediately;

BE IT FURTHER RESOLVED that the Becker County Sheriff’s Office shall administer and collect these fees in accordance with applicable Minnesota Statutes and County policies.

Duly adopted this 3rd day of March 2026 at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

Carrie Smith
County Administrator

Erica Jepson
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 March 3rd, 2026, as recorded in the record of proceedings.

Carrie Smith
County Administrator

**DEPUTY CONTRACTED
SERVICE RATES**

County	2026 Fee
Becker	\$ 100.00
Beltrami	\$ 125.00
Cass	\$ 77.00
Clay	\$ 100.00
Ottertail	\$ 125.00
Wadena	\$75
Average	\$ 100.33

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION # 03-26-1C

New Rates for Becker County Inter-County Boarding Fees

WHEREAS, the Becker County Jail houses individuals on behalf of other counties under inter-county boarding agreements; and

WHEREAS, the current inter-county boarding fee schedule no longer reflects the operational, staffing, medical, and facility costs incurred by Becker County when housing inmates for other jurisdictions; and

WHEREAS, the Board of Commissioners finds it necessary and appropriate to revise the inter-county boarding fees to ensure cost recovery, maintain service sustainability, and remain consistent with current financial and operational conditions; and

NOW, THEREFORE, BE IT RESOLVED that the Becker County Board of Commissioners hereby increases the inter-county Boarding Fee to \$100 effective immediately;

BE IT FURTHER RESOLVED that the Becker County Sheriff’s Office shall administer and collect these fees in accordance with applicable Minnesota Statutes.

Duly adopted this 3rd day of March 2026 at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

Carrie Smith
County Administrator

Erica Jepson
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 March 3rd, 2026, as recorded in the record of proceedings.

Carrie Smith
County Administrator

WCJAA Boarding Fees

County	2026 Fee	+/-
Douglas	\$ 100.00	\$ 9.64
Lac qui Parle	\$ 100.00	\$ 9.64
Beltrami	\$ 100.00	\$ 9.64
Kandiyohi	\$ 100.00	\$ 9.64
Douglas	\$ 100.00	\$ 9.64
Todd	\$ 100.00	\$ 9.64
Renville	\$ 100.00	\$ 9.64
Ottertail	\$ 85.00	\$ (5.36)
Meeker	\$ 85.00	\$ (5.36)
Morrison	\$ 75.00	\$ (15.36)
Clay	\$ 70.00	\$ (20.36)
Becker	\$ 65.00	\$ (25.36)
Chippewa	\$100	\$ 9.64
Wilkin	\$85	\$ (5.36)
Average	\$	90.36

**BECKER COUNTY BOARD OF COMMISSIONER
RESOLUTION 03-26-1E
MAKE THE POSITION OF COUNTY AUDITOR / TREASURER
APPOINTED RATHER THAN ELECTED**

WHEREAS, Minnesota Statutes § 375A.1205 authorizes the County Board to make the office of County auditor/treasurer appointive under certain conditions (e.g., vacancy in office or incumbent has notified the Board they will not seek reelection or there is a signed contract with the county board and the incumbent auditor-treasurer that provides that the incumbent officer will be appointed to the position and retain tenure, pay, and benefits equal to or greater than length of service).

WHEREAS, the County Board finds as follows:

- The office of county auditor/ treasurer will become vacant due to the current elected auditor/treasurer providing notice she does not intend to file for reelection.
- The conditions of Minnesota Statutes § 375A.1205 are met to permit the conversion of this office to an appointive position; and
- The Board will provide public notice and opportunity for comment as required by state law.

NOW, THEREFORE, BE IT RESOLVED. That the Board of County Commissioners of Becker County, Minnesota, approves the following:

1. **Intent to Appoint.** The County Board hereby declares its intent to make the position of County Auditor / Treasurer an appointed (rather than elected) county officer under Minnesota Statutes § 375A.1205.
2. **Authority.** This change is authorized because the current office holder has notified the county board that the officer will not file for the office, as provided in subdivision 2 of Minnesota Statute 375.1205.
3. **Public Notice.** The Board will publish this resolution in the county's official newspaper and will provide an opportunity for public comments at its regular board meeting, March 17, 2026, at 9:00 am.
4. **Petition Period.** A period of thirty (30) days shall be provided following adoption of this resolution for the filing of a valid petition requesting a referendum, as allowed under Minnesota law.
5. **Effective Date.** If no valid petition is filed within thirty (30) days of adoption, this resolution shall become effective as of January 5, 2027, and the County Board shall proceed to appoint an Auditor-Treasurer in accordance with applicable law.

Duly adopted this 3rd day of March 2026, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

375A.1205 APPOINTING COUNTY OFFICERS.

Subdivision 1. **Authority to appoint certain officers.** A county board may appoint the county auditor, county treasurer, or county recorder under section 375A.10, subdivision 2, or the auditor-treasurer under section 375A.10, subdivision 5, by following the process outlined in this section. Notwithstanding section 375A.12, a referendum is not required if the appointment is made pursuant to this section. A county board shall only use the authority to appoint under the following circumstances:

- (1) there is a vacancy in the office as provided in section 351.02;
- (2) the current office holder has notified the county board that the officer will not file for the office, as provided in subdivision 2; or
- (3) there is a signed contract with the county board and the incumbent auditor, treasurer, auditor-treasurer, or recorder that provides that the incumbent officer will be appointed to the position and retain tenure, pay, and benefits equal to or greater than length of service.

Subd. 2. **Responsibility of county officer.** At least 104 days before the filing date for office under section 204B.09, an elected county officer must notify the county board in writing whether the officer will be filing for another term. If the officer indicates in writing that the officer will not file for the office and the county board has passed a resolution under subdivision 6, affidavits of candidacy will not be accepted for that office, and the office will not be placed on the ballot.

Subd. 3. **Board controls; may change as long as duties done.** Upon adoption of a resolution by the county board of commissioners and subject to subdivisions 5 and 6, the duties of an elected official required by statute whose office is made appointive as authorized by this section must be discharged by the county board of commissioners acting through a department head appointed by the board for that purpose. Reorganization, reallocation, delegation, or other administrative change or transfer does not diminish, prohibit, or avoid the discharge of duties required by statute.

Subd. 4. **Discharge or demotion.** (a) A county auditor, county treasurer, county auditor-treasurer, or county recorder who was elected at the most recent election for that office prior to a county board resolution to make the office an appointed position, and the elected official is subsequently appointed by the county board to the office, may not be involuntarily demoted or discharged except for incompetency or misconduct.

(b) Prior to demoting or discharging an office holder under this subdivision, the board must notify the office holder in writing and state its grounds for the proposed demotion or discharge in reasonable detail. Within ten days after receipt of this notification, the office holder may make a written request for a hearing before an arbitrator and the request must be granted before final action is taken. Failure to request a hearing before an arbitrator during this period is considered acquiescence to the board's action. The board may suspend an office holder with pay pending the conclusion of the hearing and determination of the issues raised in the hearing after charges have been filed which constitute grounds for demotion or discharge. If an office holder has been charged with a felony and the underlying conduct that is the subject of the felony charge is grounds for a proposed discharge, the suspension pending the conclusion of the hearing and determination of the issues may be without pay. If a hearing under this subdivision is held, the board must reimburse the office holder for any salary or compensation withheld if the final decision of the arbitrator does not result in a penalty or discharge of the office holder.

(c) If the office holder and the board are unable to mutually agree on an arbitrator, the board must request from the Bureau of Mediation Services a list of seven persons qualified to serve as an arbitrator. If the office holder and the board are unable to mutually agree on an arbitrator from the list provided, the parties shall

alternately strike names from the list until the name of one arbitrator remains. The person remaining after the striking procedure must be the arbitrator. If the parties are unable to agree on who shall strike the first name, the question must be decided by a flip of a coin. The office holder and the board must share equally the costs and fees of the arbitrator except as set forth in paragraph (g).

(d) The arbitrator shall determine, by a preponderance of the evidence, whether the grounds for discharge or demotion exist to support the proposed discharge or demotion. A lesser penalty than demotion or discharge may be imposed by the arbitrator only to the extent that either party proposes such lesser penalty in the proceeding. In making the determination, the arbitration proceeding is governed by sections 572B.15 to 572B.28.

(e) An arbitration hearing conducted under this subdivision is a meeting for preliminary consideration of allegations or charges within the meaning of section 13D.05, subdivision 3, paragraph (a), and must be closed, unless the office holder requests it to be open.

(f) The arbitrator's award is final and binding on the parties, subject to sections 572B.18 to 572B.28.

(g) In the event the arbitrator rules not to demote or discharge the office holder, the board shall pay all of the costs and fees of the arbitrator and the attorney fees of the office holder.

Subd. 5. Incumbents to complete term. The person elected at the last general election to an office made appointive under this section must serve in that capacity and perform the duties, functions, and responsibilities required by statute until the completion of the term of office to which the person was elected, or until a vacancy occurs in the office, whichever occurs earlier.

Subd. 6. Publishing resolution; petition; referendum. (a) Before the adoption of the resolution to provide for the appointment of an office as described in subdivision 1, the county board must publish a proposed resolution notifying the public of its intent to consider the issue once each week, for two consecutive weeks, in the official publication of the county. Following publication and prior to formally adopting the resolution, the county board shall provide an opportunity at its next regular meeting for public comment relating to the issue. After the public comment opportunity, at the same meeting or a subsequent meeting, the county board of commissioners may adopt a resolution that provides for the appointment of the office or offices as permitted in this section. The resolution must be approved by at least 80 percent of the members of the county board. The resolution may take effect 30 days after it is adopted, or at a later date stated in the resolution, unless a petition is filed as provided in paragraph (b).

(b) Except when an office is made appointive under subdivision 1, clause (3), within 30 days after the county board adopts the resolution, a petition requesting a referendum may be filed with the county auditor. The petition must be signed by at least ten percent of the registered voters of the county. The petition must meet the requirements of the secretary of state, as provided in section 204B.071, and any rules adopted to implement that section. If the petition is sufficient, the county board resolution is rescinded.

Subd. 7. Reverting to elected offices. (a) The county board may adopt a resolution to provide for the election of an office that was made an appointed position under this section, but not until at least three years after the office was made an appointed position. The county board must publish a proposed resolution notifying the public of its intent to consider the issue once each week, for two consecutive weeks, in the official publication of the county. Following publication and before formally adopting the resolution, the county board must provide an opportunity at its next regular meeting for public comment relating to the issue. After the public comment opportunity, at the same meeting or a subsequent meeting, the county board of commissioners may adopt the resolution. The resolution must be approved by at least 60 percent of the members of the county board and is effective August 1 following adoption of the resolution.

(b) The question of whether an office that was made an appointed position under this section must be made an elected office must be placed on the ballot at the next general election if: (1) the position has been an appointed position for at least three years; (2) a petition signed by at least ten percent of the registered voters of the county is filed with the office of the county auditor by August 1 of the year in which the general election is held; and (3) the petition meets the requirements of the secretary of state, as provided in section 204B.071, and any rules adopted to implement that section. If a majority of the voters of the county voting on the question vote in favor of making the office an elected position, the election for that office must be held at the next regular or special election.

History: *1Sp2019 c 10 art 2 s 20*



TO: BECKER COUNTY BOARD

FROM: DR. TESSIA MELVIN, DDA MANAGEMENT CONSULTANT

CC: CARRIE SMITH, COUNTY ADMINISTRATOR AND TEAIRA CHRISTEN, HR DIRECTOR

SUBJECT: LEADERSHIP PAY

Background

At the last County Board meeting there was discussion on how to implement classification of employees. In the past the policy has been to move the employee to the new grade, closest step to their current rate to ensure an increase of at least 1.5%. The Board understands the concern of employees feeling that their tenure is not considered, for example, if an employee was at Grade 5, step 6, they may move to Grade 6, step 3. After much discussion, the Board asked for the additional cost to allow the Department Heads to maintain their current step in the new proposed grid. Counties pay leaders differently than rank-and-file employees because of the nature of their work, scope of their responsibility, labor market and the recruitment pool varies from regional to state or national.

The additional cost to the following employees to their new grade and maintain step would be an additional \$26,829.85:

- Building Maintenance Supervisor
- Veteran Services Officer
- Information Technology Director
- County Engineer
- County Administrator

Moving forward the following, if approved by the Board, the following positions would be identified as leadership positions:

- County Administrator
- County Engineer

- Human Services Director
- County Assessor
- Land Use Director
- Human Resources Director
- Information Technology Director
- Zoning Administrator
- County Recorder
- County Veterans Service Officer
- Transit Coordinator
- Building Maintenance Supervisor

Dr. Tessia Melvin
DDA Management Consultant

9.0 COMPENSATION SYSTEM

9.1 Preparation of a Compensation Plan

A compensation plan shall be prepared and approved by the County Board for purposes of reflecting the contribution of each position within the County's classification plan in providing services to County departments and the public. The County Board may approve the compensation plan as recommended or it may make such changes as deemed appropriate. The effective date of the compensation plan shall be the date of its approval by the County Board.

It will be the responsibility of the Supervisors and Department Heads to ~~ensure timely completion of web timesheets accumulate time sheets from~~ by employees on specific timetables ~~as set by Payroll~~. It will be the responsibility of Supervisors and Department Heads to review the time-sheets for accuracy and conformity to County policy ~~and Labor Agreements~~. The Department Head or designee will sign off on all employee time-sheets for final responsibility of payment ~~by specific deadlines as set by Payroll~~.

The ~~web~~ time-sheets will be ~~forwarded to the Auditor's Office in preparation for payment of payroll the Auditor's Office shall:~~ reviewed by Payroll prior to payment. In the event there is any discrepancy for payment, for any reason, after the acknowledgment of the ~~D~~department ~~H~~head or ~~designee his/her designated person~~ it will NOT be ~~whited out or altered in any way by Payroll for payment by the Auditor's Office. Action will require the Auditor's Office to Payroll will~~ contact the ~~D~~department ~~H~~head or ~~his/her designated representative designee for corrections to be made. A decision will be made by the department head or his/her designated representative, for payment or non-payment, in any of these situations.~~ The ~~D~~department ~~H~~head or ~~designee~~ will, ~~make every effort to have the employee correct any discrepancies and resubmit their web timesheet. If for any reason the employee is not able to submit their web timesheet with corrections or by the deadline set by Payroll the Department Hear or designee will advise Payroll in writing, advise the Auditor's Office or designated representatives how to proceed.~~

9.2 Maintenance and Amendments

The County Board shall designate the Human Resource Department to be responsible for administration of the compensation plan and periodically recommend changes whenever conditions require it. On or before ~~the first County Board meeting in~~ December 4 of each year, the compensation plan shall be reviewed with recommended changes in said compensation plan ~~forwarded to the brought forward to the~~ County Board by the Human Resource Department.

9.3 Implementation of Amendments

Upon approval by the County Board changes to the compensation plan will be implemented by moving affected employees as indicated. For the regrading of any positions, employees will be placed into the new grade at the closest step allowing at least a 1.5% increase. When a position is regraded, impacted employees will maintain their current position anniversary date.



BECKER COUNTY

Land Use Department

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

MEMORANDUM FOR ACTION

Date: February 25, 2026

SUBJECT: Sheetrock Recycling Pilot Project

THROUGH: Environmental Services Committee

TO: Becker County Commission

1. **Reference:** Recycling sheetrock into gypsum powder and recyclable paper.
2. **Discussion:** Innovative Gypsum Products LLC, DBA as 'GypCycle' is a firm that has the capacity to separate gypsum that is in sheetrock from the paper on the wall board. GypCycle recently purchased a mobile machine that they can bring on site to grind sheetrock scraps into gypsum powder which can be sold as a soil amendment to farmers, homeowners, or local businesses. The paper scraps will be baled and sold as either bedding or as feedstock to paper mills. Becker County will supply supersacks that will be used to contain the ground gypsum until it is moved off site, the paper will be baled at the County Material Recovery Facility.
3. **Funding** GypCycle will bill the County for their mobilization and initial processing cost, they propose to reimburse the County for those costs from gypsum sales proceeds. This amount will be approximately \$10,000. GypCycle will be responsible for marketing and initial pricing of the processed gypsum. Becker County staff will be responsible for assisting GypCycle during the initial processing and loading the sacks of gypsum for customers.
4. **Action:** Board motion approving entering into a sheetrock recycling pilot project with GypCycle.
5. The point of contact for this memorandum is Steve.Skoog@co.becker.mn.us or by phone at 846-7310.

Distribution: County Commissioners
County Administrator

Proposal: Pilot Drywall Recycling & Agricultural Gypsum Program

Between: Becker County Transfer Station (“Becker County”) and GypCycle (“GypCycle”)

Primary Contact: Steve Skoog (Becker County)

Date: [Insert Date]

Pilot Mobilization Target Window: March, 2026

1) Executive Summary

Becker County and GypCycle intend to pilot a drywall recycling partnership that allows Becker County to continue operating as normal—collecting tipping fees and managing inbound loads—while diverting **new construction scrap drywall** into a segregated stockpile for periodic on-site processing.

GypCycle will mobilize a **GypStream grinding system** to Becker County’s site for a single pilot event. The pilot will convert the stockpiled drywall into:

- **Recycled gypsum** packaged in **one-ton supersacks** for use - including, but not limited to, agricultural and livestock, and
- **Recovered paper** processed through Becker County’s baler into bales for sale, or sold as-is upon processing for intended uses.

This proposal establishes roles, quality standards, operating cadence, and the pilot economics structure where Becker County not only recoups the upfront investment over the duration of the sales by sharing in the sales revenues, but aims to generate more income than it costs, so the tipping fees can be discounted to incentivize a more robust diversion and recycling program. All estimates for costing are with the estimate of ~600 tons on-site and in need of processing. Becker County, specifically Steve Skoog, was identified and introduced by the MPCA for its thought leadership in diversion and sustainability efforts.

2) Scope of Program

2.1 Eligible Material (Accepted)

- **New construction scrap drywall only**
- Clean gypsum board offcuts and unused pieces from new construction / new installation

2.2 Prohibited Material (Not Accepted)

- **No demolition or renovation drywall**
- No excessively wet or moldy drywall
- No loads with hazardous materials, asbestos concerns, or unknown origin
- No trash, food waste, insulation, metal, tile, glass, plastics, or other debris

2.3 Contamination Standard

- Maximum allowable contamination: **≤ 1% by weight** (incidental)
- **Becker County is responsible** for ensuring the stockpile meets the contamination standard **before mobilization**
- If contamination is present, Becker County will **sort/remove contaminants** until the stockpile is compliant

2.4 Verification process (before GypCycle mobilizes):

- Becker County will provide **dated photos** (and/or short video) of the stockpile and surrounding area
- Becker County will confirm in writing that the pile is **new scrap only** and meets the contamination threshold
- Upon arrival, GypCycle will perform a **visual inspection**; if non-compliant, operation may be delayed until corrected

3) Roles & Responsibilities

3.1 Becker County Responsibilities

Becker County will:

- Continue normal transfer station operations and **collect tipping fees** for inbound loads
- Provide a designated area to **segregate and store** eligible drywall
- Ensure the drywall stockpile remains **new scrap only** and **≤1% contamination**
- Provide on-site support equipment and labor, including:
 - Loader/skid steer (or equivalent) to bring material from the pile to near GypStream equipment

- Supersacks for gypsum packaging and staging
 - Use of recycled supersacks on-site has been confirmed and will be utilized to further aid in both sustainability efforts, as well as pricing efficiencies as a passthrough to the consumer
- Use of Becker County baler for paper processing (as available), unless otherwise sold as a loose paper product
- Manage **on-site product pickups** by customers after GypCycle demobilizes
- Enforce **pricing sheet** at the point of sale for gypsum and paper products
- Coordinate marketing/sales outreach (as applicable) for gypsum and paper buyers
- Work to contract more drywall in conjunction with GypCycle, offering incentives for those willing to increase their recycling and diversion efforts

3.2 GypCycle Responsibilities

GypCycle will:

- Mobilize the **GypStream** system for the pilot processing event
- Operate grinding/processing activities and supervise workflow
- Coordinate QA/QC through visual checks and operational best practices
- Coordinate product packaging approach (supersacks and bales)
- Provide a **GypCycle Pricing, Benefits and Uses Sheet** that defines product pricing and any pickup instructions, as well as educates buyers on application uses and rates for different uses
- Coordinate marketing/sales outreach (as applicable) for gypsum and paper buyers, starting the sales outreach upon execution of pilot program
- Demobilize equipment and leave the processing footprint in acceptable condition
- Provide dumpsters to local network, and pursue contracts with companies and developers in the surrounding area to increase drywall recycling and diversion from landfills and increase tonnage diverted and revenues for Becker County

4) Pilot Mobilization Plan

4.1 Pilot Event

- This agreement covers **one pilot mobilization** to prove the process, logistics, and economics.
- Pilot timing target: **March, 2026** to support spring agricultural demand.

4.2 Anticipated Ongoing Cadence (Post-Pilot)

If the pilot is deemed successful, the parties anticipate seasonal mobilizations aligned with agricultural demand:

- **Spring mobilization:** March
- **Fall mobilization:** September
Additional mobilizations may be scheduled depending on accumulated tonnage.

4.3 Expected Volume

- Estimated annual volume (for planning): **500–1000 tons/year**
 - Mobilization frequency after pilot: **2+ times/year** depending on tonnage and storage capacity
-

5) Product Specifications & Packaging

5.1 Gypsum Product

- Output: processed recycled gypsum suitable for agricultural soil amendment use, as well as other uses described in addendums
- Packaging: **one-ton supersacks**
- Pickup: customer pickup coordinated by GypCycle (while operating onsite) and Becker County under the agreed-upon sales sheet terms

5.2 Paper Product

- Output: recovered paper from gypsum board
 - Processing: through Becker County's baler (as available), or sold as-is loosely
 - Pickup: customer pickup coordinated by Becker County under the agreed-upon sales sheet terms
-

6) Economics (Pilot Structure)

6.1 Mobilization & Processing Fees

Becker County will pay GypCycle:

- **A flat mobilization fee (\$10,000)**
 - Actual expenses are inclusive of, but are not limited to:
 - Transportation of equipment and crew
 - Daily Rates (estimated duration of 8-days)
 - Lodging accommodation
 - Labor & Wages
 - Insurance, etc. - plus,
- A **per-ton processing fee of \$5/ton** based on the *actual* tonnage processed during the pilot to account for depreciation, maintenance and fuel.

6.2 Sales & Pricing Control

- **GypCycle sets pricing** for gypsum and paper via a written **GypCycle Sales Sheet**, with the input, agreement and sign-off of Becker County officials
- Becker County agrees to **sell at those prices** and not discount or alter pricing without written agreement and approval from GypCycle
 - Pricing breaks for larger purchases shall be discussed; however, it is the intention of this program to allow for smaller operations, individuals and hobbyists the chance to purchase gypsum at a fair and economical price, which will be discounted from nationally-sourced and heavily transported gypsum in order to provide stimuli to local economies that choose to partner with GypCycle in landfill diversion and beneficial reuse efforts

6.3 Waterfall (Becker County Revenue Share)

To ensure Becker County recoups the initial investment to GypCycle and additional monies to allow for pricing breaks to increase diversion efforts and rates, GypCycle agrees:

1. Becker County will collect product sale proceeds at pickup per agreement.
2. Becker County retains **Thirty Dollars per One-Ton** of all gypsum sales that occur from processed drywall on Becker County's site, which is to include the sales tax portion of the sale.

1. With the estimated tonnage of 600, Becker County should receive at least \$15,000 in revenue back, assuming 85% of wallboard is recovered in the form of gypsum, which is consistent with current efforts and estimations.
3. **All remaining product sale proceeds** from the pilot event are then remitted to GypCycle.
4. GypCycle will share in the total proceeds, as is listed above; to aid in estimated tipping fee price breaks Becker County is hoping to achieve to incentivize a higher diversion rate from the surrounding areas.

6.4 Settlement and Reporting

- Becker County will provide GypCycle with a simple sales log including:
 - Date of pickup
 - Product type (gypsum/paper)
 - Quantity (supersacks count / bale count and/or tons)
 - Total receipts collected
-

7) Site Logistics, Safety, and Operating Rules

- Becker County and GypCycle will coordinate a pre-mobilization site plan, including:
 - Stockpile location and feed path
 - Equipment staging area
 - Supersack staging area
 - Bale staging area
 - Traffic flow and customer pickup plan (post-processing)
- Becker County will provide a safe working area and comply with site safety requirements.
- Dust/noise controls and housekeeping procedures will be applied consistent with normal transfer station operating practices.
- GypCycle will provide adequate proof of insurance to operate on Becker County site, as well as any licenses for self-performing necessary duties and tasks

8) Pilot Review and Next Steps

This is intentionally structured as a **single pilot mobilization**. Within **[30] days** after the pilot event concludes, Becker County and GypCycle will meet to review:

- Actual tonnage processed
- Contamination rates and sorting burden
- Throughput and processing time
- Product uptake and pricing response from farmers / buyers
- Recommended cadence and trigger thresholds for ongoing mobilizations
- Final long-form agreement terms (multi-year structure, volumes, and fee schedule)

9) Non-Binding / Binding Terms

This proposal is intended to outline the pilot structure and responsibilities. Final pilot pricing (flat mobilization fee + per-ton fee) will be confirmed via a short, written addendum prior to mobilization and may be structured as:

- A signed quote, or
- A one-page pilot fee schedule attached to this proposal

10) Acceptance (Pilot)

Becker County Transfer Station

Name: _____

Title: _____

Signature: _____

Date: _____

GypCycle

Name: _____ Lou Nanne _____

Title: _____ Co-Owner _____

Signature: _____

Date: _____

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION # 03-26-1D

Increase Jail Nursing Hours

WHEREAS, the Becker County Jail is responsible for providing adequate medical care to individuals in custody, including timely assessments, medication administration, intake screenings, and ongoing health monitoring; and

WHEREAS, Minnesota Statute 241.021 Subd. 4f enacted July 1, 2025 requires correctional facilities to continue administering medications to incarcerated individuals as prescribed before their incarceration; and

WHEREAS, the current allocation of 56 weekly nursing hours is no longer sufficient to meet the increasing medical needs of the inmate population, the rising complexity of cases, and the growing volume of required documentation and compliance tasks; and

WHEREAS, expanding nursing coverage will improve inmate health outcomes, ensure compliance with state and federal correctional health standards, and reduce risk and liability for Becker County; and

WHEREAS, the Board of Commissioners finds it necessary and appropriate to increase nursing hours within the Becker County Jail to ensure safe, consistent, and effective medical care;

NOW, THEREFORE, BE IT RESOLVED that the Becker County Board of Commissioners hereby authorizes an increase in Jail Nursing Hours from 56 hours per week to 80 hours per week, effective immediately.

BE IT FURTHER RESOLVED that the Becker County Sheriff's Office is authorized to implement the staffing adjustments necessary to fulfill this increase and to include all related costs in the departmental budget.

Duly adopted this 3rd day of March 2026 at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

Carrie Smith
County Administrator

Erica Jepson
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 March 3rd, 2026, as recorded in the record of proceedings.

Carrie Smith
County Administrator

Becker County Planning Commission
February 25th, 2026

An audio recording of the meeting is not available this month.

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

Chairman Dave Blomseth called the Planning Commission meeting to order at 6:00 pm. Becker County Zoning Technician Nicole Bradbury recorded the minutes.

Craig Hall made a motion to approve the minutes from the December 03, 2025, meeting. Disse second. All members in favor. Motion carried.

Chairman Dave Blomseth explained the protocol for the meeting and stated that the recommendations of the Planning Commission will be forwarded to the County Board of Commissioners for final action. Applicant one (1) will be forwarded to Burlington Township for final action.

New Business:

1. **APPLICANT: New Life Farms LLLP** 802 Jenny Ave SW Perham, MN 56573 **Project Location:** 32617 Co Hwy 10 Units 2, 4, & 6 Frazee, MN 56544 **LEGAL LAND DESCRIPTIONS:** Tax ID Numbers: **03.0585.002, 03.0585.004, 03.0585.006** Section 27 Township 138 Range 040; InitPoint Meridian TownshipN Tract Section 27 Township 138 Range 040 OLD 10 STORAGE CIC 110. **APPLICATION AND DESCRIPTION OF PROJECT:** Request a first amendment to Common Interest Community number 110 known as OLD 10 STORAGE.

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

2. **APPLICANT: Rural Cellular Corporation** PO Box 2549 Addison, TX 75001 **Project Location:** 40921 St Hwy 113 Waubun, MN 56589 **LEGAL LAND DESCRIPTION:** Tax ID Number: **25.0175.001** Section 06 Township 142 Range 038; PT GOVT LOT 1; BEG 338.41' E OF NE COR TH SE 576.30', NW 707.87', TH NE 417.44' TO N LN TH E 341.59' TO BEG. **APPLICATION AND DESCRIPTION OF PROJECT:** Request an amendment to recorded document number 407873 to allow for a forty (40) foot tower extension for a total height of four hundred and forty (440) feet along with a twelve (12) foot lightning rod.

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

- 3. APPLICANT: Andrew Huttner** 5835 Emerson Ave N Brooklyn Center, MN 55430
Project Location: 11508 515th Ave Menahga, MN 56464 **LEGAL LAND DESCRIPTION:**
Tax ID Number: **31.0153.002** Section 26 Township 138 Range 037; S 330' OF E 660' OF
SE1/4 OF NW1/4. **APPLICATION AND DESCRIPTION OF PROJECT:** Request a
Conditional Use Permit for the cultivation, manufacture, and wholesale of cannabis.

Krishna Miranda and Eric Bucich presented the application on behalf of Andrew Huttner. They stated that their request is only for the approval for cultivation and wholesale.

MOTION: Skalin motioned to approve the application with the removal of manufacture from the request. Disse second. Roll Call; All in favor. None opposed. Motion carried.

Other Business:

- D) Tentative Date for the Next Informational Meeting: March 18th, 2026; 8:00 am; 3rd Floor Meeting Room in the Becker County Courthouse, Detroit Lakes, MN.**

Since there was no further business to come before the Board, Disse made a motion to adjourn. Moritz second. All in favor. Motion carried. The meeting adjourned at 6:14 pm.

David Blomseth, Chairman

Jeff Moritz, Secretary

ATTEST

Kyle Vareberg, Zoning Administrator