



BECKER COUNTY BOARD OF COMMISSIONERS

Regular Meeting

Date: Tuesday, April 7, 2026 at 8:15 AM

Location: Board Room, Courthouse

or

Virtual TEAMS Meeting Option

Call-In #: 763-496-5929 - Conference I.D.: 282 180 90#

- 7:00 Quarterly Joint Governance Meeting - Hosted by Detroit Lakes Chamber of Commerce - DL Police Dept. Community Room -807 Summit Ave.
- 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 March 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. Human Services: Regular Claims, Public Health, and Transit
 4. Auditor-Treasurer: Resolution 04-26-1A - Detroit Lakes Lions Club - August 6-8, 2026 - Gambling at Soo Pass Ranch in Lake View Twp 8
 5. Auditor-Treasurer: Purchase Request - Election Equipment 9
 6. Recorder: Purchase Request: Plot Wave Scanner 12
 7. Land Use:Environmental - Resolution 04-26-1C - Waste Hauler License - Zayic Concrete 17
- 8:30 Commissioners
1. Open Forum
 2. Reports and Correspondence
 3. Appointments
 4. Discussion and Update on Leadership Pay - Commissioners Nelson and Meyer
 5. Becker County Food Pantry
 - a) Presentation of Beckerbay Funds
 - b) Food Pantry Updates: presented by Dale Storey and Liz Lilja
 6. Informational: Spring Township Association Meeting - April 9, 2026 at 6:00 pm 19
- 9:00 Human Resources
1. Resolution 04-26-1C - Temporary Office Support - Assessor's Office 20
 2. Job Description: Parks and Recreation Maintenance Lead 21
- 9:10 Highway
1. Resolution 04-26-1B - Bid Award - 003-639-018 24
 2. Capital Request - (2) 1/2 Ton Pickups 25
- 9:15 EDA
1. Resolution 04-26-1F - Bid Award - Exterior Renovation of a Multi-Family Building and Garage -

RFP 26-01

2. Set a Public Hearing Date for the Housing Trust Fund Ordinance - April 21, 2026 at 9:00 am 42

9:20 Land Use/Environmental Services

1. 245th Ave - Road Update 45
 - a) Resolution 04-26-1E : Securing 245th Ave according to MPCA Requirements 48

9:40 Planning & Zoning

1. Planning Commission Recommendations 03/25/2026 49
 - a) Vertical Bridge on behalf of Justin Aschnewitz - Request a Conditional Use Permit for a two hundred sixty (260) foot guyed tower with a nine (9) foot lightning rod
 - b) Vertical Bridge on behalf of Steven & Leah Lymburner - Request a Conditional Use Permit for a one hundred ninety (190) foot self-support tower with a nine (9) foot lightning rod

Adjourn

BOARD MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: TUESDAY, March 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, Nelson) carried.
2. Minutes – Motion and second to approve minutes of March 3, 2026 with the requested changes (Nelson, Meyer) carried.

Consent Agenda

1. Motion and second to approve and accept the following Consent Agenda Items:
Auditor-Treasurer: Regular Claims, Auditor Warrants and Claims over 90 Days, License renewals for the following: Combination On/Off Sale w/Sundays – Renewal – Tri-Lakes Roadhouse – Gabe Line – Cormorant Twp, Jack Pines Resort – Jacob Prouty – Carsonville Twp, Toad Lake Store – Cynthia Knoll, On Sale w/Sundays – Renewal – Zoo on 22 – Jennifer Goering – Lake Eunice Twp, Hotel Shoreham – Cole Hanson – Lake View Twp, Osage Bait & Tackle – Peggy Branstrom – Osage Twp, Pit 611 – Mike Williams – Lake Eunice Twp, We Fest – Richard Mithun – Lake View Twp, Detroit Country Club – Thomas Dolby – Lake View Twp, Off-Sale – Renewal – Seven Sisters Spirits – Brad Malmstrom – Lake View Twp, 3.2 Off-Sale Renewal – Osage Bait & Tackle – Peggy Branstrom – Osage Twp, Resolution 03-26-2B – Cormorant Lions Club at Cormorant Community Center in Cormorant Twp on August 15, 2026, Human Services: Regular Claims, Public Health, & Transit, Region IV Interagency Early Intervention Committee \$500 Donation, Highway – Resolution 03-26-2C – MnDOT LRIP Agreement SP 003-622-040 & SP 117-090-002, Land Use: NRM – Approve Spring 2026 Timber Auction Tracts, Environmental – Permit Reissuance for Solid Waste Permit SW-311, Resolution 03-26-2D – Supporting PLMSWA Capital Project (Meyer, Hansen) carried.

Commissioners:

1. Open Forum:

- None.
2. Reports and Correspondence: Reports were provided on the following meetings:
 - Commissioner Nelson – MRC, AMC, Joint Meeting.
 - Commissioner Meyer – RAC, AMC, Dancing Sky, Historical Society.
 - Commissioner Hansen – RAC, MRC, AMC, Opioid Advisory Council.
 - Commissioner Vareberg – Joint Meeting, Human Services, NRM.
 - Commissioner Jepson – AMC, Opioid Advisory Council, Human Services, EDA Housing.
 3. Appointments.
 - Motion and second to approve the following to the Planning & Zoning Board of Adjustments thru December 31, 2026: Del King (District 1), Kohl Skalin (District 4), Roger Boatman (District 5) and Larry Knutson (Member at Large) (Vareberg, Hansen) carried
 - Motion and second to approve the following to the Planning Commission thru December 31, 2026: Harvey Aho and Nancy Bachmann (District 1), Tommy Ailie (District 2), John Okeson (District 3), Dave Blomseth (District 4), Jeff Moritz and Kim Mattson (District 5) (Nelson, Meyer) carried.

Public Hearing: Auditor-Treasurer: Elected to Appointed Position.

1. Motion and second to open the Public Hearing at 9:02 am (Meyer, Hansen) carried.
2. Public Hearing Testimony.
 - The following voiced their support for maintaining the Auditor-Treasurer as an elected official: Dave Knoph, Gerry Schram, Sue Sonnenberg, Bill Henke, Marty Solmo, Sandy Gunderson, Roger Winter, Nicole LeDoux, Lowell Deede, Roger Boyce, Perry Bersek, Tom Bergren, James Jirava, and Joe Knoph.
 - Letters and emails received in the Administration Office showing support for maintaining the Auditor-Treasurer as an elected official: Becker County Township Association Board of Directors, Toad Lake Township Supervisors, and Walworth Township.
 - Comments submitted via the Online link: 41 total comments, 36 in favor of keeping the Auditor-Treasurer and elected position and 5 in favor of making it an appointed position.
3. Motion and second to close the Public Hearing at 9:31 am (Meyer, Nelson) carried.
4. Discussion regarding the pros and cons of elected vs appointed auditor-treasurer.
5. Motion and second to keep the Auditor-Treasurer an elected position (Nelson, Meyer) carried.

Becker Soil & Water Conservation District – presented by Karl Koenig and Brandon Gill.

1. AIS Program Update.
 - Last full payment in December.
 - Reduction in funding but still maintaining administrative costs at 20%.
2. Motion and second to approve the Delegation Agreement for Watercraft Inspections 2026 (Nelson, Meyer) carried.
3. County Ag Inspector Update.
 - Weed Free Gravel Pit Program Update – since 2009 over 75% reduction in noxious weeds.
 - Goals for 2026 – Increased local week inspector involvement, increase cost share herbicide recipients, collaborate with Mitch Lundeen, heightened focus on noxious weeds.

County Administrator: presented by Carrie Smith.

1. County Commission Notification-City of Detroit Lakes-Tax Increment Financing (TIF) District No 1-1: Lincoln Apartments – presented by Hope Williams.
 - Motion and second to wave the 30 days’ notice for the TIF District No 1-1: Lincoln Apartments (Meyer, Vareberg) carried.
2. Report.
 - Beckerbay opens at noon.
 - Kudos to Stacey Cresswell for being helpful to the public, and to Jona Jacobson for plowing for an emergency medical situation outside of working hours.
 - Landfill Road: Firming up final numbers for fencing and gates.
3. Resolution 03-26-2A – Make the Position of County Auditor-Treasurer appointed rather than elected. No action taken. Position stays elected.
4. Joint Governance Meeting April 7 at 7:00 am hosted by the Chamber of Commerce.
5. Work Session April 14th at 9:30 am.

Being no further business, Board Chair Jepson adjourned the meeting at 11:01 am.

/s/	Carrie Smith	/s/	Erica Jepson
	Carrie Smith		Erica Jepson
	County Administrator		Board Chair



BECKER COUNTY BOARD OF COMMISSIONERS

Finance Committee Meeting

Date: Monday, April 6, 2026 at 8:30 AM

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

Auditor-Treasurer

1. Regular Claims, Auditor Warrants, & Over 90 Days
2. Human Services Regular Claims, Public Health, & Transit
3. Purchase Request: Election Equipment

Human Resources

1. Resolution 04-26-1C - Temporary Office Support - Assessor's Office
2. Job Description: Parks and Recreation Maintenance Lead

Recorder

1. Purchase Request: Plot Wave Scanner

Highway

1. Resolution 04-26-1B - Bid Award 003-639-018
2. Capital Request - (2) 1/2 Ton Pickups

EDA

1. Resolution 04-26-1F - Bid Award -

Land Use/Environmental Services

1. Personnel Request - FT Truck Driver
2. 245th Ave - Road Discussion

Adjourn

BECKER COUNTY BOARD OF COMMISSIONERS MEETING 4/1/2026

BECKER COUNTY AUDITOR TREASURER

Gambling Permit

1. Resolution # 04-26-1A – Detroit Lakes Lions Club at Soo Pass Ranch in Lake View Township, August 6-8, 2026

Temporary On-Sale - New

1. Detroit Lakes Lions Club – James Granger – August 5-8, 2026 at Soo Pass Ranch

Combination On/Off-Sale w/Sundays – Renewal

1. Charlie's Place – Jeffrey Dugger – Height of Land Township

On-Sale w/Sundays – Renewal

1. Parallel 46 – Lynne Stockstad – Cormorant Township
2. Cormorant Pub – Eric Guler – Cormorant Township

Seasonal On-Sale w/Sundays – Renewal

1. Shady Hollow Flea Market – Chad Stenerson – Lake View Township

Wine/Strong Beer – Renewal

1. Ella Marie's Cafe – Emma Watson – Cormorant Township

3.2 On-Sale – Renewal

2. Ella Marie's Cafe – Emma Watson – Cormorant Township

RESOLUTION NO. 04-26-1A

MINNESOTA LAWFUL GAMBLING RESOLUTION

RESOLVED, the Becker County Board of County Commissioners agree to approve the Gambling Application #LG220 for Exempt Permit to conduct Gambling for a raffle and Bingo August 6-8, 2026 by Detroit Lakes Lions Club, at Soo Pass Ranch, 25526 County Hwy22, Detroit Lakes, MN 56501, in Lake View Township.

Duly adopted at Detroit Lakes, Minnesota, this 7th day of April 2026.

ATTEST:

COUNTY BOARD OF COMMISSIONERS

Erica Jepson

Chair

State of Minnesota)

)
County of Becker)

I, the undersigned, being the duly elected, qualified and Auditor-Treasurer for the County of Becker, State of Minnesota, do hereby certify that the foregoing is true and correct copy of a resolution passed and adopted by the County Board of Commissioners at a meeting held April 7, 2026, as recorded in the record of proceedings.

Becker County Auditor-Treasurer

MEH/mco

SEAL

Capital Improvement Expenditure Request Form



Date Requested: 03/19/2026

Department: Auditor-Treasurer

Department Head: Mary Hendrickson

EXPLANATION OF THE REQUEST

Purpose/Need: Purchase 12 Electronic Poll Books for 2026 Elections. These will be used for Cities and Townships August Primary and November General Election.

REQUEST AMOUNT: \$ 25,560.00

Savings Achieved (Dollar Amount/Time/ Efficiency): There are 2 Federal and State elections in 2026. Staff print paper rosters for each precinct before each election. After the election they enter and scan the rosters to enter voter history, the current process takes weeks to complete. This could be completed in days with new equipment.

Are There Sufficient Funds In Your Budget?

Yes No

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

Yes No

Action Taken (If different than request): *We would continue to print rosters and manually scan the voter history.*

Date Request Completed: Click or tap to enter a date.

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

KNOWiNK, LLC.
 460 N Lindbergh Blvd
 Saint Louis, MO 63141-7808
 http://knowink.com

Estimate



ADDRESS
Mary Hendrickson Becker County MN 915 Lake Ave Detroit Lakes, MN 56501

SHIP TO
Mary Hendrickson Becker County MN 915 Lake Ave Detroit Lakes, MN 56501

ESTIMATE #	DATE
12279	03/25/2026

DATE	ITEM	HARDWARE/SOFTWARE	QTY	UNIT PRICE	TOTAL AMOUNT
	Poll Pad Package with Flip Stand and Receipt Printer	Includes: iPad 11th Gen WiFi 128GB mCPrint-3 Receipt Printer Flip Stand Stylus Transport Case First Year License MDM Enrollment	12	1,800.00	21,600.00
	Braided USB-C to USB-C Cable - 18"		12	10.00	120.00
	Shipping		12	20.00	240.00
					Subtotal: 21,960.00
	Poll Pad Annual Software License	Year 2 Annual Licenses and Maintenance Fees Includes software updates and support	12	150.00	1,800.00
					Subtotal: 1,800.00
	Poll Pad Annual Software License	Year 3 Annual Licenses and Maintenance Fees Includes software updates and support	12	150.00	1,800.00
					Subtotal: 1,800.00

Terms of Subscription

Subject to acceptance of the Master Software License & Service Agreement will be a (3) three year agreement. The term will begin effective on the date of equipment acceptance. All Poll Pad software comes with the standard (12) twelve month warranty. Post Election reporting included required VR Extract and digital e-Roster.

Shipping Lead Time: 8-10 Weeks

Please note that the prices quoted for hardware are based on current market conditions and may be subject to change due to factors such as tariffs, import duties, or other unforeseen costs. Please confirm pricing at the time of purchase to ensure accuracy.

SUBTOTAL	25,560.00
TAX	0.00
TOTAL	USD 25,560.00

Accepted By

Accepted Date

Terms of Subscription

Subject to acceptance of the Master Software License & Service Agreement will be a (3) three year agreement. The term will begin effective on the date of equipment acceptance. All Poll Pad software comes with the standard (12) twelve month warranty. Post Election reporting included required VR Extract and digital e-Roster.

Capital Improvement Expenditure Request Form



Date Requested: 3/25/2026

Department: Recorder

Department Head: Susan Syvertson

EXPLANATION OF THE REQUEST

Purpose/Need: Purchase Canon imagePROGRAF TZ-32000 MFP Z36 to replace Océ 300 plot wave scanner/printer due to broken drum & developer. Unable to print, only scanning function works. Cost to repair of obsolete machine was estimated at \$4,036.65

REQUEST AMOUNT: \$ 14,776.72 + \$738.28 (5%) for possible incidentals, shipping, installation, etc. Maximum request = \$15,515.00

Savings Achieved (Dollar Amount/Time/ Efficiency): [Click or tap here to enter text.](#)

Are There Sufficient Funds In Your Budget?

Yes No

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

Yes No

Please explain further, if necessary: [Click or tap here to enter text.](#)

Action Taken (*If different than request*): [Click or tap here to enter text.](#)

Date Request Completed: 3/25/2026

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

Destroying the Paper- archy

SINCE 1986

**LIBERTY**
BUSINESS SYSTEMS, INC.



LIBERTYBUSINESS.COM | 800.998.7519



Becker County Recorder

Tommy Schyma
tschyma@libertybusiness.com
(763)-258-9904

Proposal Issued

03/23/2026

This Offer Will

Self-Destruct On

04/22/2026



Saved You A Step.

YOU WERE GOING TO FLIP TO THIS FIRST ANYWAY.

RECOMMENDATION

Qty	Manufacturer	Model	Description
1	Canon	imagePROGRAF TZ-32000 MFP Z36 (with 1 year warranty)	imagePROGRAF TZ-32000 MFP Z36 (with 1 year warranty)

Service Agreement

	A Images		B Images		C Images		D Images		E Images	
	Volume	Overage	Volume	Overage	Volume	Overage	Volume	Overage	Volume	Overage
imagePROGRAF TZ-32000 MFP Z36 (with 1 year warranty)	156	0.26800	6	0.42491		0.73628		1.01589		2.18929

	<u>36 Month</u>	<u>48 Month</u>	<u>60 Month</u>
Monthly Lease and Service Investment	\$544.01	\$465.99	\$366.10

Outright Purchase Price	\$14,776.72
Service Agreement billed Monthly	\$45.00 + overages

*Estimated one time lease documentation fee \$150. Quote includes installation, setup, training, and removal of current equipment. Monthly Lease Investment price includes service. Estimate does not include sales tax. Service agreement covers parts, labor, travel, and toner.

FOUR-HOUR RESPONSE GUARANTEE*

We're not your cable guy. Expect a phone call, email, or in-person visit within four business hours of a service issue.
*with service agreement

STUFF OUR LAWYERS MAKE US SAY

Confidential: The phrases, figures, and circumstances held within this proposal are fully confidential between the intended parties. It shall not be disclosed to any party external to the extended parties.

Approval of Recommendation _____

The Fine Print

FRONT AND CENTER WHERE IT BELONGS.

Company Name:

Becker County Recorder

IT Company/Contact:

BILLING

- Escalations – 10% Year over Year
- Overages – Quarterly
- No Help Desk Fee
- No Supply Delivery Fee
- Proof of Insurance (if leased):
Must Provide to Leasing Company Or Get Charged
- Lease with Agreement
Billing Starts the 5th or 20th, Prorated accordingly
- End Of Term Notice:
No Automatic Renewal for 12 Months, Need a 60 Day Notice
- Origination Fee For Lease (if leased):
Estimated at \$150 One-Time Fee on First Bill

TONER/SERVICE

- Service contract:
 - 4-Hour Response Time
 - Parts, Labor, Travel, Toner, Ink, Help Desk
 - Annual Reviews
 - Flexible Service Adjustments Once Per Year
- FM Audit:
 - Monitors Toner Level then Auto Ships
 - Pushes Meter Reads Automatically
 - If Higher Usage Month, Please Contact Us

IMPLEMENTATION

- Frictionless Setup:
Address Book, IP Addresses and Drivers
- Delivery Of New Equipment
- Shipment Of Old Equipment




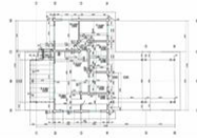

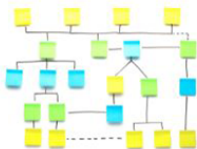








imagePROGRAF

Canon iPF Maintenance Pricing and Information

The maintenance pricing below includes all print heads, bond paper, ink, and maintenance kits. Excluded is specialty media and additional roll holders. This contract will be billed at a minimum of \$45.00/month. 8/12-Color Systems do not include 20lbs. bond paper.

Pricing is based on the coverage of the file printed. Each print made will count towards one of the buckets below and will be billed accordingly.

	Bucket	Ink Usage	Drawing Type
	Bucket A	.000-mL - .099mL	
	Bucket B	.100-mL - .149mL	
	Bucket C	.150-mL - .249mL	
	Bucket D	.250-mL - .299mL	
	Bucket E	.300-mL - .999mL	



State of Minnesota
County of Becker

License Number 34

BECKER COUNTY SOLID WASTE COLLECTION LICENSE

Zayic Concrete, Inc has now met all the laws required by state and county to collect and transport solid waste in Becker County.

This License is granted for the term from January 1, 2026 to December 31, 2026 to conduct the business of Solid Waste Collection & Transportation to the Becker County Landfill and Transfer Station.

Steve Skoog, Administrator
Becker Co. Environmental Services

Dated: _____

Chairman, Becker County
Board of Commissioners

To: Becker County Township Officers

Date: February 26th, 2026

From: Becker County Township Association Directors

Mark your calendars for a meeting of the Becker County Township Association. The meeting will be held on **April 9th, 2026, at 6:00 pm**. The meeting will be held at the Becker County Courthouse-3rd floor Jury Assembly Room, 915 Lake Ave Detroit Lakes, Minnesota. Registration is from 5:30 to 6:00 pm. The meeting will start promptly at 6:00 pm.

Possible Agenda

Erica Jepson	County Board Chairperson
Mary Hendrickson	Auditor/Treasurer
Todd Glander	Sheriff
Steve Skoog	Environmental Services/Recycling
Jim Olson	County Engineer
Jona Jacobson	Maintenance Superintendent
Vance Bachmann	District Representative

Mark your calendars and plan to attend!! Note the time change!

- **Discussion of Becker County Township Association due increase (\$50 per township)**

Note: This letter is being sent only to one officer in your township so please inform the other officers in your township of this meeting.

Sincerely,

Your board of directors

Roger Winter (chairman)

Heather Anderson (clerk)

Harry Aho

Claudia Hanson

Jim Jirava

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 04-26-1D

Temporary Hire for Assessor’s Office

WHEREAS, a Temporary Full-Time Office Support Staff is requested for a two month duration at a pay rate of \$19.00 per hour, and;

WHEREAS, an employee of the Assessor’s Office is on leave and there is a consistent workload to assist with office support duties by answering phones, scheduling appointments, logging documents as received, ect. and;

WHEREAS, there will be an approximate savings of \$1,750 during the two month period with the difference between the regular employee’s pay rate and the temporary rate and;

NOW THEREFORE BE IT RESOLVED, that the Board of County Commissioners of Becker County, Minnesota, approves the hire of a temporary office support staff for a three month period.

Duly adopted this 7th day of April 2026, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ Erica Jepson
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 April 7th, 2026, as recorded in the record of proceedings.

Carrie Smith
County Administrator



Classification: Parks and Recreation Maintenance Lead, Grade 5
Department: Environmental Services
Reports to: Natural Resources Manager Supervisor – Land Commissioner
FLSA Classification: Non-Exempt
Union Status: Teamsters Courthouse
Board Approved:

Position Summary

The Parks and Recreation Maintenance Lead is responsible for the maintenance and operations of County maintained recreational lands in Becker County. Areas of responsibilities include but are not limited to the maintenance of county parks and recreational areas, cleanup and maintenance of State and County owned public water accesses, County maintained forest roads and trails, and tax forfeited property maintenance.

Essential Duties and Responsibilities

Parks and Recreation Management and Maintenance

- Identifies and Investigates problem areas and issues, researches costs to avoid or resolves issues and prepares request for approval.
- Assist in oversight of parks and recreation development, contract supervision and construction.
- Assist in planning and managing park maintenance schedules, facility use, and reservations.
- Conduct OHV trail monitoring and scheduled maintenance.
- Provide coordination and communication between County staff and recreation clubs.
- Assist supervisor in annual reporting requirements for County Recreation programs.
- Maintain county owned recreational property such as parks and recreational infrastructure.
- Maintain county owned equipment and machinery.
- Assist staff with recreational based planning and implementation efforts.
- Provide website updates and compile data as requested.

Natural Resource Management

- Forest Road and Trail Maintenance to include filling potholes and washouts, removing beaver dams, replacing culverts, brushing along forest roads.
- Responsible for securing and managing the cleanup and maintenance of tax forfeit properties.
- Sign monitoring and maintenance.
- Environmental Services backup Machine Operator

Supervision and Leadership

- Assist supervisor with recruitment, training, and supervision of seasonal workers.
- Assist supervisor with oversight and administration of contracted projects.
- Attends and contributes to educational opportunities, meetings, and professional committees or groups.
- Monitors law changes and best practices pertaining to the department activities.
- Performs other duties as assigned or apparent.

Qualifications

Education Requirements: High school diploma or GED. Parks and Recreation Management, Grounds Maintenance, Heavy Equipment, and Mechanical experience is preferred.

Requirements:

- Valid MN driver's license required.
- Ability to operate and maintain department equipment and vehicles.
- Ability to communicate effectively, orally and in writing, and have strong positive public relations skills.

Physical Demands and Working Conditions

- Work is performed in the field setting and some office related responsibilities.
- Exposure to weather, machines and outdoors conditions.
- Work is moderate duty with the ability to lift, carry or push up to 60 pounds.
- May be exposed to various atmospheric conditions such as odors, dusts, insects, poor ventilation, fumes, inclement weather, etc.

Equipment Utilized

- Office equipment, pickup and trailer, snowplow, ATV, snowmobile, chainsaw, grounds maintenance equipment, tractor, excavator, skid steer, and other heavy equipment as needed.

Competencies Common to all County Positions

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

**BECKER COUNTY HIGHWAY DEPARTMENT
SAP 003-639-018 and SAP 003-640-008
BID TABULATION - BID OPENING MARCH 24, 2026**

Engineer's Estimate = \$4,984,235.20

Contractor	Bid Bond	Addendum Acknowledged	Total	% Over/Under Estimate
R.J. Zavoral and Sons, Inc.	X	X	\$4,020,177.22	19.34% UNDER
Mark Sand & Gravel Co.	X	X	\$4,300,895.34	13.71% UNDER
Central Specialties Inc.	X	X	\$4,500,418.73	9.71% UNDER
Anderson Brothers Const. Co.	X	X	\$4,885,523.19	1.98% UNDER
Duininck, Inc.	X	X	\$5,165,358.18	3.63% OVER
Knife River Materials-N MN	X	X	\$5,177,877.47	3.89% OVER

Capital Improvement Expenditure Request Form

Date Requested: April 7th, 2026

Department: Highway

Department Head: Jim Olson, P.E.

Capital Improvement Request: (2) 2026 Chevrolet half ton crew pickups from purchased from state bid through Karl Chevrolet

Request Amount: \$87,471.96 plus Tax, Title, & License for the pickups

EXPLANATION OF THE REQUEST

Purpose/Need: These pickups will replace 2012 Dodge pickups ranging from 105,000 to 135,000 miles which have had several issues with transmission and drive train.

Savings Achieved (Dollar Amount/Time/ Efficiency): This will keep miles low on the newer vehicles we have by rotating down from high mileage drivers. This will also keep maintenance/repair costs down by keeping an updated fleet.

Are There Sufficient Funds In Your Budget? Yes – 2026 Capital Equipment budget includes \$100,000 for (2) half tons.

Was This In Your 5-Year Capital Improvement Plan? Yes.

Action Taken (If different than request): _____

Date Request Completed: _____

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



KARL AUTOMOTIVE GROUP

JACOB MADSEN | 5156453634 | J.MADSEN@KARLCHEVROLET.COM

Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck



KARL AUTO GROUP is proud to be your #1 Government Chevrolet Vehicle Dealer in Iowa for several years in a row. We are the only Government Dealer in Iowa to provide you a full time staff dedicated solely to government entities and their needs. We can assist you with all of your vehicle needs to include "turn-key" solutions and custom upfitting, saving you time and money with our own Karl Emergency Vehicles. Thank you for the opportunity to earn your business.



KARL AUTOMOTIVE GROUP

JACOB MADSEN | 5156453634 | J.MADSEN@KARLCHEVROLET.COM

KARL AUTOMOTIVE GROUP

Dealership Information

KARL AUTO GROUP

JACOB MADSEN

515-645-3634

J.MADSEN@KARLCHEVROLET.COM

Prepared By:

JACOB MADSEN

KARL AUTOMOTIVE GROUP

5156453634

J.MADSEN@KARLCHEVROLET.COM

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KARL AUTOMOTIVE GROUP

JACOB MADSEN | 5156453634 | J.MADSEN@KARLCHEVROLET.COM

Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

Quote Worksheet

	MSRP
Base Price	\$46,200.00
Dest Charge	\$2,595.00
Total Options	\$4,515.00
Subtotal	\$53,310.00
GOV DISCOUNT	(\$5,400.00)
Subtotal Pre-Tax Adjustments	(\$5,400.00)
Less Customer Discount	(\$4,174.02)
Subtotal Discount	(\$4,174.02)
Trade-In	\$0.00
Excluded from Sales Tax	Subtotal Trade-In \$0.00
	Taxable Price \$43,735.98
Sales Tax	\$0.00
	Subtotal Taxes \$0.00
	Subtotal Post-Tax Adjustments \$0.00
	Total Sales Price \$43,735.98

+ 6.5%

Total = \$46,578.82

Comments:

MINNESOTA STATE CONTRACT NUMBER 258623
RELEASE NUMBER T-642(5)

Dealer Signature / Date

Customer Signature / Date

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Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

Window Sticker

SUMMARY

[Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck

MSRP:\$46,200.00

Interior:Jet Black, Cloth seat trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, 5.3L EcoTec3 V8

Transmission, 10-speed automatic, electronically controlled

OPTIONS

CODE	MODEL	MSRP
CK10743	[Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck	\$46,200.00
OPTIONS		
1WT	Work Truck Preferred Equipment Group	\$0.00
AKO	Glass, deep-tinted	Inc.
AZ3	Seats, front 40/20/40 split-bench	\$0.00
BAQ	Work Truck Package	\$175.00
C49	Defogger, rear-window electric	Inc.
C5Y	GVWR, 7100 lbs. (3221 kg)	Inc.
CTT	Hitch Guidance	Inc.
DLF	Mirrors, outside heated power-adjustable	Inc.
DP6	Mirror caps, painted	Inc.
FE9	Emissions, Federal requirements	\$0.00
G80	Auto-locking rear differential	\$395.00
GAZ	Summit White	\$0.00
GU5	Rear axle, 3.23 ratio	Inc.
H1T	Jet Black, Cloth seat trim	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system	\$0.00
K05	Engine block heater	\$100.00
K47	Air filter, heavy-duty	Inc.

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Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

KC4	Cooling, external engine oil cooler	Inc.	
KC9	Power outlet, bed mounted, 120-volt	Inc.	
KI4	Power outlet, interior power outlet, 120-volt		\$225.00
KNP	Cooling, auxiliary external transmission oil cooler	Inc.	
KW7	Alternator, 170 amps		\$0.00
L84	Engine, 5.3L EcoTec3 V8		\$1,595.00
MHT	Transmission, 10-speed automatic, electronically controlled	Inc.	
NZZ	Skid Plates	Inc.	
PCV	WT Convenience Package	Inc.	
PEB	WT Value Package		\$960.00
PQA	WT Safety Package		\$940.00
QDV	Tires, 265/70R17 all-terrain, blackwall		\$200.00
QT5	Tailgate, gate function manual with EZ Lift		\$150.00
RD6	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel		\$0.00
U12	Lighting, perimeter	Inc.	
UBI	USB ports, rear, dual, charge-only	Inc.	
UD5	Front and Rear Park Assist, ultrasonic	Inc.	
UFB	Rear Cross Traffic Braking	Inc.	
UKC	Lane Change Alert with Side Blind Zone Alert	Inc.	
UKK	Rear Pedestrian Alert	Inc.	
V46	Bumper, front chrome	Inc.	
VJH	Bumper, rear chrome	Inc.	
VQK	LPO, Molded splash guards, Black		\$275.00
XCQ	Tire, spare 265/70R17SL all-season, blackwall	Inc.	
Z82	Trailer Package	Inc.	
—	Option/package discount		(\$500.00)

SUBTOTAL	\$50,715.00
Adjustments Total	\$0.00
Destination Charge	\$2,595.00
TOTAL PRICE	\$53,310.00

FUEL ECONOMY

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Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

Est City:15 MPG

Est Highway:19 MPG

Est Highway Cruising Range:456.00 mi

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Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

Standard Equipment

Package

Chevy Safety Assist includes (UHY) Automatic Emergency Braking, (UKJ) Front Pedestrian Braking, (UHX) Lane Keep Assist with Lane Departure Warning, (UE4) Following Distance Indicator, (UEU) Forward Collision Alert and (TQ5) IntelliBeam

Mechanical

Durabed, pickup bed

Engine, TurboMax (310 hp [231 kW] @ 5600 rpm, 430 lb-ft of torque [583 Nm] @ 3000 rpm) (STD) (Not available with (Z71) Z71 Off-Road Package, (VYU) Snow Plow Prep Package or (ZW9) pickup bed delete.)

Transmission, 8-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Included and only available with (L3B) TurboMax engine. Requires (AZ3) front 40/20/40 split-bench seats.)

Rear axle, 3.42 ratio

GVWR, 7000 lbs. (3175 kg) (STD) (Requires Crew Cab or Double Cab 4WD model and (L3B) TurboMax engine.)

Push Button Start

Automatic Stop/Start (Not available with (5W4) Special Services Package, (9C1) Police Pursuit Package or (FHS) E85 FlexFuel capability.)

Transfer case, single speed electronic Autotrac with push button control (4WD models only)

Four wheel drive

Battery, heavy-duty 730 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power

Alternator, 220 amps (Included with (L3B) TurboMax engine, (VYU) Snow Plow Prep Package, (5W4) Special Service Package or (9C1) Police Pursuit Package.)

Recovery hooks, front, frame-mounted, Black

Frame, fully-boxed, hydroformed front section

Suspension Package, Standard

Steering, Electric Power Steering (EPS) assist, rack-and-pinion

Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors

Brake lining wear indicator

Capless Fuel Fill

Exhaust, single outlet

Exterior

Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel (STD)

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Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (Complete)

Exterior

- Tires, 255/70R17 all-season, blackwall (STD)
- Tire, spare 255/70R17 all-season, blackwall (STD) (Included with (QBN) 255/70R17 all-season, blackwall tires.)
- Wheel, 17" x 8" (43.2 cm x 20.3 cm) full-size, steel spare
- Tire carrier lock, keyed cylinder lock that utilizes same key as ignition and door
- Bumpers, front, Black (semi-gloss)
- Bumpers, rear, Black (semi-gloss)
- CornerStep, rear bumper
- Cargo tie downs (12), fixed rated at 500 lbs per corner
- Headlamps, halogen reflector with halogen Daytime Running Lamps
- IntelliBeam, automatic high beam on/off
- Lamps, cargo area, cab mounted integrated with center high mount stop lamp, with switch in bank on left side of steering wheel (incandescent on Regular Cab models, LED on Crew Cab and Double Cab models)
- Taillamps with incandescent tail, stop and reverse lights
- Mirrors, outside manual, Black (Standard on Crew Cab and Double Cab models only. Not available on Regular Cab models.)
- Glass, solar absorbing, tinted
- Door handles, Black
- Tailgate and bed rail protection cap, top
- Tailgate, standard
- Tailgate, locking utilizes same key as ignition and door (Removed when (QT5) EZ Lift power lock and release tailgate is ordered.)
- Tailgate, gate function manual, no EZ Lift

Entertainment

- Audio system, Chevrolet Infotainment 3 system 7" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)
- Sirius XM, delete (Can be upgraded to (U2K) SiriusXM.)
- Audio system feature, 6-speaker system (Requires Crew Cab or Double Cab model.)
- Wireless phone projection for Apple CarPlay and Android Auto
- Bluetooth for phone, connectivity to vehicle infotainment system
- Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)

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Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

Interior

- Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)
- Seat trim, Vinyl
- Seat adjuster, driver 4-way manual
- Seat adjuster, passenger 4-way manual
- Seat, rear 60/40 folding bench (folds up), 3-passenger (includes child seat top tether anchor) (Requires Crew Cab or Double Cab model.)
- Floor covering, rubberized-vinyl (Not available with LPO floor liners.)
- Steering wheel, urethane
- Steering column, Tilt-Wheel, manual with wheel locking security feature
- Steering column lock, electrical
- Instrument cluster, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure
- Driver Information Center, 3.5" diagonal monochromatic display
- Exterior Temperature Display located in radio display
- Compass located in instrument cluster
- Window, power front, drivers express up/down
- Window, power front, passenger express down
- Windows, power rear, express down (Not available with Regular Cab models.)
- Door locks, power
- Remote Keyless Entry, with 2 transmitters
- Cruise control, electronic with set and resume speed, steering wheel-mounted
- Power outlet, front auxiliary, 12-volt
- USB Ports, 2, Charge/Data ports located on instrument panel
- Air conditioning, single-zone manual
- Air vents, rear, heating/cooling (Not available on Regular Cab models.)
- Mirror, inside rearview, manual tilt
- Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted

Safety-Mechanical

- Automatic Emergency Braking
- Front Pedestrian Braking

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Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

Safety-Mechanical

StabiliTrak, stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist

Safety-Exterior

Daytime Running Lamps with automatic exterior lamp control

Safety-Interior

Airbags, Dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar services capable (See onstar.com for details and limitations. Services vary by model. Service plan required.)

OnStar Basics (OnStar Fleet Basics for Fleet) Drive confidently with core OnStar services including remote commands, built-in voice assistance, real-time traffic and navigation, and Automatic Crash Response to help if you're in need. (Requires (UE1) OnStar. OnStar Basics includes remote commands, Navigation, Voice Assistance, and Automatic Crash Response, for eligible vehicles with compatible software. OnStar Basics is standard for 8 years; OnStar plan, working electrical system, cell reception and GPS signal required. OnStar links to emergency services. Service coverage varies with conditions and location. Service availability, features and functionality vary by device and software version. See onstar.com for details and limitations.)

HD Rear Vision Camera

Lane Keep Assist with Lane Departure Warning

Following Distance Indicator

Forward Collision Alert


Rear Seat Reminder (Requires Crew Cab or Double Cab model.)

Rear Seat Belt Indicator (Requires Crew Cab or Double Cab model.)

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings menu

Tire Pressure Monitoring System, auto learn includes Tire Fill Alert (does not apply to spare tire)

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Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (🔧 Complete)

WARRANTY

Warranty Note: <<< Preliminary 2026 Warranty >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: Silverado TurboMaxTM engines, 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: Silverado TurboMaxTM engines, 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles

Maintenance Note: First Visit: 12 Months/12,000 Miles

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Becker County

Economic Development Authority



TO: BECKER COUNTY BOARD OF COMMISSIONERS
CC: CARRIE SMITH, ADMINISTRATOR
FROM: CODY PIPER, ECONOMIC DEVELOPMENT AUTHORITY
DATE: APRIL 7th, 2026
REQUEST: ACCEPT BID AWARD FOR EDA RFP 26-01

BACKGROUND:

The Becker County EDA solicited proposal for the renovation of its property located at 401 Maple Avenue West, Frazee, MN 56544. The EDA received bids and reviewed them pursuant to the proposal. The EDA recommended and accepted the bid identified in the attached resolution.

BOARD ACTION REQUESTED:

The EDA recommends the County accept the bid proposal resolution 04-26-1F and authorizes EDA staff to execute post award process. EDA recommends final award amount to be supported through previously identified and allocated Statewide Affordable Housing Aid funds.

THROUGH:

Housing Subcommittee
Economic Development Authority Board
Finance Committee

**BECKER COUNTY
ECONOMIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 03-26B**

**RESOLUTION TO AWARD REQUEST FOR PROPOSAL (RFP) EXTERIOR RENOVATION
OF A MULTI-FAMILY BUILDING AND GARAGE**

WHEREAS, the Becker County Economic Development Authority (“EDA”) issued a Request for Proposals (RFP 26-01) at 401 Maple Ave West, Frazee, Minnesota, 56544; and

WHEREAS, the EDA received and publicly opened proposals in accordance with the official notice on March 6, 2026 at 1:30 pm; and

WHEREAS, the proposals were reviewed and evaluated by the EDA Housing Subcommittee to ensure accuracy and compliance with technical aspects and proposal requirements; and

NOW THEREFORE BE IT RESOLVED THAT Timberland Exteriors, LLC has been identified as the lowest responsible and responsive bidder with a bid amount of \$ 215,836.31 and recommended alternates of \$ 34,559.22 and

BE IT FURTHER RESOLVED by the EDA board of directors accepts bid results with Timberland Exteriors, LLC in the best interest of the project consistent with the requirements of the RFP up to the amount of \$ 250,395.53 and authorizes the EDA Director and/or Board Chair to execute the post award requirements, related documents, and finalize a written contract, subject to approval by the County Attorney and/or County Board.

Adopted this 26th day of March, 2026, at Detroit Lakes, MN.

EDA BOARD OF DIRECTORS
Becker County, Minnesota

ATTEST:

/s/ Cody Piper

Cody Piper
EDA Director

SIGNED:

/s/ Tom Klyve

Tom Klyve
Board Chair

Becker County Economic Development Authority

RFP 26-01

BID TABULATION - Opened March 6th, 2026 @ 1:30pm

Bidder/ Contractor	Total Base Bid	Alt Totals	Total w/ Alts	Bid Bond Submitted	RFP Responsive	Responsible Contractor Verified
Superior Property Services LLC	\$ 165,756.28	\$ -	\$ 165,756	N	N	Y
Timberland Exteriors, Inc.	\$ 215,836.31	\$ 34,559.22	\$ 250,396	Y	Y	Y
Elmcrest Construction LLC	\$ 327,877.95	\$ 72,882.93	\$ 400,771	N	N	Y
Refine Homes, LLC	\$ 475,515.20	\$ 1,500.00	\$ 477,015	Y	Y	Y

**BECKER COUNTY BOARD OF COMMISSIONERS
RESOLUTION 04-26-1F
AWARD REQUEST FOR PROPOSAL (RFP) EXTERIOR RENNOVATION OF A
MULTI-FAMILY BUILDING AND GARAGE**

WHEREAS, the Becker County Economic Development Authority (“EDA”) issued a Request for Proposals (RFP 26-01) at 401 Maple Ave West, Frazee, Minnesota, 56544; and

WHEREAS, the EDA received and publicly opened proposals in accordance with the official notice on March 6, 2026 at 1:30 pm and were reviewed and evaluated by the EDA Housing Subcommittee to ensure accuracy and compliance with technical aspects and proposal requirements; and

WHEREAS, the eligible and lowest bid proposal in response to RFP 26-01 was accepted by the EDA Board of Directors as Timberland Exteriors, LLC; and

NOW THEREFORE BE IT RESOLVED Timberland Exteriors, LLC was identified as the lowest responsible and responsive bidder with a bid amount of \$215,836.31 and recommended alternates up to \$34,559.22; and

NOW BE IT FURTHER RESOLVED by the Becker County Board of Commissioners accepts the bid results up to the total amount of \$250,395.53 and authorizes the EDA Director and/or EDA Board Chair to execute the post award requirements, related documents, and finalize a written agreement, subject to approval by the County Attorney.

Duly adopted this 7th day of April, 2026, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ Erica Jepson
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 April 7, 2026, as recorded in the record of proceedings.

Carrie Smith
County Administrator

Becker County

Economic Development Authority



TO: BECKER COUNTY BOARD OF COMMISSIONERS

FROM: CODY PIPER, ECONOMIC DEVELOPMENT AUTHORITY

DATE: APRIL 7th, 2026

REQUEST: SET PUBLIC HEARING – LOCAL HOUSING TRUST FUND ORDINANCE

SUMMARY:

The Becker County EDA has identified the need to establish a Local Housing Trust Fund (LHTF) to support the development, preservation, and rehabilitation of housing throughout the county. A Local Housing Trust Fund provides a flexible, locally controlled funding source that can be used to address various housing needs and leverage state and other external funding opportunities.

The EDA proposes to initially capitalize the fund using available Statewide Affordable Housing Aid (SAHA) funds, with the intent to pursue additional funding sources from other eligible revenues.

Minnesota Counties with Local Housing Trust Funds

- Chisago County
- Crow Wing County
- Goodhue County
- Hennepin County
- Lake County
- Otter Tail County
- Swift County
- Meeker County
- Sherburne County
- Aitkin County

BOARD ACTION REQUESTED: Set public hearing date April 21st, 2026, to consider adopting a Local Housing Trust Fund Ordinance and authorize staff to publish official notice. Establishment of an ordinance pursuant to Minnesota Statutes Section 462C.16 is required to formally create the fund.

THROUGH:

Economic Development Authority Board & Housing Subcommittee

Local Housing Trust Fund Summary

The fund can take a variety of revenue sources such as:

- **Donations** (private or philanthropic)
- **Bond proceeds** (GO bonds, revenue bonds)
- **Grants and loans** (state, federal, or private)
- **Local appropriations** (general fund transfers)
- **Investment earnings** (interest on fund balance)
- **HRA levies** (housing & redevelopment authority tax levy)

eligible *local match* revenue commonly includes:

- Property tax proceeds (levy)
- Local sales tax proceeds
- Tax Increment Financing (TIF) revenues
- Bond or loan proceeds
- Charges for services / fees, recording fees, development fees
- Interest income
- Enterprise fund transfers
- Licensing, permitting, and fine revenues

The fund can be used to disburse funds in the form of:

- Forgivable loans
- Deferred loans
- Gap financing
- Grants
- Rehabilitation and preservation projects
- Down payment/closing assistance
- Land acquisition and pre development
- Matching programs

Many other MN counties and cities around the state and locally in the region have already established and utilized an LHTF in their community and it has become a best practice model. The primary requirement would be to set a public hearing for establishing the ordinance.

Some Examples of Trust Fund Programs

Qualifying Project	Local Housing Issue
Emergency rental assistance	Economic issue impacting renters - layoffs by predominant employer
Financial support to nonprofit affordable housing providers	Reliance on nonprofit housing providers and donations are down
Construction of affordable rentals or homes for sale	Low vacancy rates and increasing rents indicate a lack of supply, coupled with a lack of developers indicating a need for public intervention - construction by the HRA
Acquisition of existing properties	Affordable housing is at risk of being purchased and converted to higher rent or sale price; need to preserve the affordability
Acquisition of land for affordable housing	Land zoned and intended for affordable housing is not resulting in it; public ownership allows for greater development control
Rental Rehabilitation program	Disinvestment by landlords, aging housing stock, storm or other property damage; improve the habitability, accessibility, and energy-efficiency of apartments
Home Rehabilitation program	Disinvestment by homeowners, aging housing stock, gap in other programs (i.e. income limits or beyond health and safety improvements); improve the habitability, accessibility, and energy-efficiency of homes
Demolition and clearance	Blighted properties, removal needed to make room for affordable housing development
Construction or permanent financing	Low vacancy rates and increasing rents indicate a lack of supply, developer interest coupled with lack of lenders or high interest rates
Interest rate reduction program	Prevalence of high interest rates or variable rate mortgages; lowers and stabilizes monthly payments
Refinancing	Unaffordability of existing debt; with ability to offer better terms
Gap financing	Marked difference between the cost to develop and the market value of a property or between the cost to develop and what occupant can afford; reduces housing cost burden, instability, and has potential to reduce home ownership disparities
Development of market rate residential rental properties (Greater Minnesota only)	Sustained low vacancy rates and lack of rental housing is impacting ability of businesses to find employees



BECKER COUNTY

Land Use Department

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

Date: April 7, 2026

Subject: Opening 245th Avenue Across the Solid Waste Campus

To: Becker County Commission

Through: Environmental Services Committee

Memorandum

The proposed opening of Detroit Township 245th Avenue through the Solid Waste Campus would significantly disrupt current operations and create compliance risks under the State permit governing facility operations.

At present, all traffic is routed through a single controlled point, ensuring that waste is inspected, documented, and paid for prior to exit. Opening an additional access point would introduce the risk of unmonitored entry and exit, allowing customers to bypass inspection and payment processes. This could result in permit violations, loss of revenue, and increased illegal dumping or unpaid disposal (theft of services).

Operational Risks

- **Loss of Controlled Access:** Additional entry/exit points would bypass the current inspection and payment system.
- **Permit Non-Compliance:** State regulations require inspection of all incoming waste.
- **Revenue Loss & Enforcement Limits:** Without verified customer tracking (e.g., license plate or ID), enforcement of unpaid services or illegal dumping is limited.

Required Mitigation Measures

To maintain compliance and operational control, the following improvements are required:

- Installation of **fencing, gates, and controlled access systems** at 245th Avenue

- Implementation of **traffic control measures** (barrier arms, intercom system)
 - Upgrades to **ticketing and billing systems** to track customers via license plate or identification
 - Installation of **camera systems, internet connectivity, and supporting infrastructure**
-

Estimated Project Costs

- Access control infrastructure: \$188,947 – \$279,747
- Road improvements: \$20,000 – \$25,000
- Ticketing system upgrades and Wi-Fi: ~\$87,600

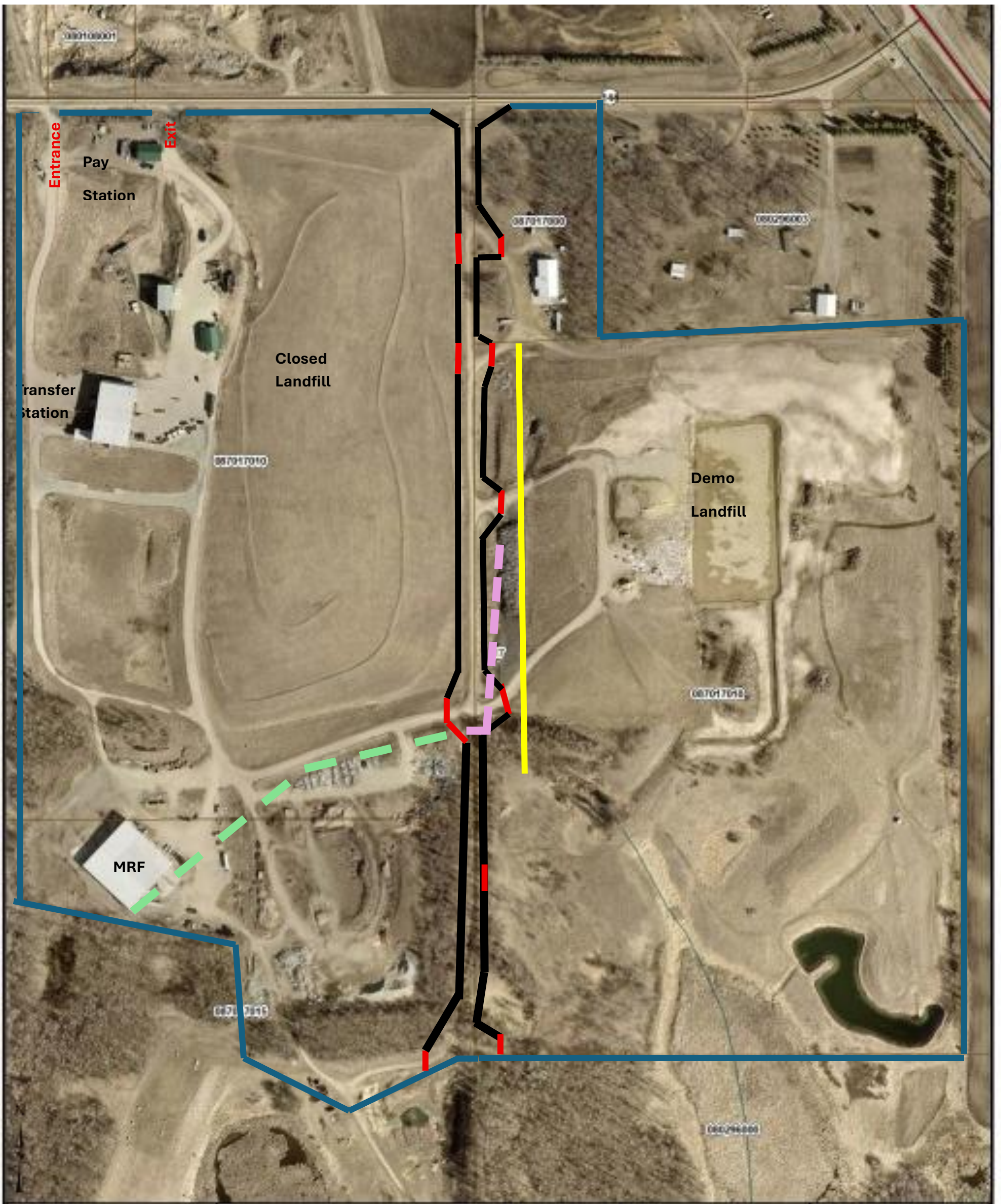
Total Estimated Cost: \$276,500 – \$350,000

Conclusion

Opening 245th Avenue without significant infrastructure and system upgrades would compromise operational control and violate State permit requirements. To proceed, the County must invest in security, tracking, and access control measures to ensure all waste is inspected and all services are paid for prior to exit.

1. **Funding:** Fund 18
2. **Action:**
3. The point of contact for this memorandum is Steve.Skoog@co.becker.mn.us or by phone at (218) 846-7310.

Distribution: County Commissioners
County Administrator



- Landfill existing fence
- Proposed Fence
- Proposed Gates
- Possible Future Road
- Buried fiber from MRF
- Buried electrical from transformer to the intersection

THIS IS A DRAFT PLAN FOR ILLUSTRATION PURPOSES ONLY

1 **Becker County Planning Commission**
2 **March 25th, 2026**
3
4

5 An audio recording of the meeting is available at:
6 https://www.co.becker.mn.us/government/meetings/planning_zoning/planning_commission/
7
8

9 **Members Present:** Chairman Dave Blomseth, Commissioner Phil Hansen, Kim Mattson, Jeff
10 Moritz, Craig Hall, Commissioner Erica Jepson, Kohl Skalin, Nancy Bachmann, Harvey Aho,
11 Tommy Ailie, and Zoning Administrator Kyle Vareberg. **Members Absent:** Mary Seaberg, Tom
12 Disse, John Okeson
13

14 Chairman Dave Blomseth called the Planning Commission meeting to order at 6:00 pm. Becker
15 County Zoning Technician Nicole Bradbury recorded the minutes.
16

17 Kohl Skalin made a motion to approve the minutes from the November 19th, 2025, and February
18 25th, 2026, meetings. Hall second. All members in favor. Motion carried.
19

20 Chairman Dave Blomseth explained the protocol for the meeting and stated that the
21 recommendations of the Planning Commission will be forwarded to the County Board of
22 Commissioners for final action.
23
24
25

26 **New Business:**
27

- 28 **1. APPLICANT: Vertical Bridge on behalf of Justin Aschnewitz** 39600 St Hwy 87
29 Frazee, MN 56544 **Project Location:** 40789 ST Hwy 87 Frazee, MN 56544 **LEGAL**
30 **LAND DESCRIPTIONS:** Tax ID Numbers: **29.0149.000 & 29.0149.001** Section 24
31 Township 138 Range 039; 24-138-039 SE1/4 LESS HWY & LESS W 500' OF N
32 1375.50' OF SE1/4 AKA 15 AC & 24-138-039 WEST 500' OF NORTH 1375.50' OF
33 SE1/4 AKA TRACT A. **APPLICATION AND DESCRIPTION OF PROJECT:**
34 Request a Conditional Use Permit for a two hundred and sixty (260) foot guyed tower
35 with a nine (9) foot lightening rod.
36

37 Dave Goebel, neighbor, inquired about the location of the tower and from which direction power
38 would be coming.
39
40

41 **MOTION: Aho motioned to approve the application. Mattson second. Roll Call;**
42 **All in favor. None opposed. Motion carried.**
43
44
45

46 2. **Vertical Bridge on behalf of Steven F & Leah M Lymburner** 27658 Co Rd 156
47 Osage, MN 56570 **Project Location:** 45520 Co Hwy 44 Ponsford, MN 56575
48 **LEGAL LAND DESCRIPTION:** Tax ID Number: **05.0013.000** Section 03
49 Township 140 Range 037; N1/2 W1/2 NW1/4 AKA NW1/4 NW1/4.
50 **APPLICATION AND DESCRIPTION OF PROJECT:** Request a Conditional Use
51 Permit for a one hundred and ninety (190) foot self-support tower with a nine (9) foot
52 lightning rod.
53

54
55 **MOTION: Hall motioned to approve the application. Bachmann second. Roll**
56 **Call; All in favor. None opposed. Motion carried.**
57

58
59
60 **Other Business:**

61
62 **I) Election of Officers:**
63 Hall nominated Dave Blomseth for Chairman; Aho Second. Blomseth accepted the
64 nomination.
65 Skalin nominated Jeff Moritz for Secretary; Ailie second. Moritz declined the nomination.
66 Hall nominated Kohl Skalin for Secretary; Moritz Second. Skalin accepted the nomination.
67 Roll Call; All in favor. None opposed.
68

69 **II) Tentative Date for the Next Informational Meeting: April 22nd, 2026; 8:00 am; 3rd Floor**
70 **Meeting Room in the Becker County Courthouse, Detroit Lakes, MN.**
71

72
73
74 **Since there was no further business to come before the Board, Aho made a motion to**
75 **adjourn. Ailie second. All in favor. Motion carried. The meeting adjourned at 6:09 pm.**
76
77

78
79
80 _____
81 **David Blomseth, Chairman**

80 _____
81 **Jeff Moritz, Secretary**

82 ATTEST

83 _____
84 **Kyle Vareberg, Zoning Administrator**