



BECKER COUNTY BOARD OF COMMISSIONERS

Regular Meeting

Date: Tuesday, July 16, 2024 at 8:15 AM

Location: Board Room, Courthouse

or

Virtual TEAMS Meeting Option

Call-In #: 763-496-5929 - Conference I.D.: 361 675 020#

- 8:15 Call the Board Meeting to Order: Board Chair Okeson
1. Pledge of Allegiance
- 8:20 Regular Business
1. Agenda Confirmation
 2. Minutes of July 2, 2024 3
- 8:25 Consent Agenda
1. Regular Claims, Auditor Warrants & Claims over 90 Days 6
 2. Auditor-Treasurer - Resolution 07-24-2A - Request release from State Auditor 7
 3. Auditor-Treasurer- Public Utility Easement 50.0035.000 8
 4. Human Services Claims, Public Health & Transit
 5. Human Services Contract - DHS FGDM Grant Amendment/Extension 13
 6. Attorney - Approve additional funds not to exceed \$3000 for Summer Intern due to continued vacancy
- 8:30 Commissioners
1. Open Forum
 2. Reports and Correspondence
 3. Appointments
 - a) Buffalo Red Watershed District 27
 4. Becker County Drug/Veterans Treatment Court - presented by Kristal Kadrie and Judge Gretchen Thilmony 28
- 9:00 County Administrator
1. Report
 2. Extension MOA Contract - presented by Cecilia Amadou 32
 3. Lobbyist Contract for Consideration 40
 4. Teamsters Union - Tentative Agreements/Contracts 42
 5. LELS Deputies - Tentative Agreement/Contract
- 9:35 Auditor-Treasurer
1. License List
 2. Resolution 07-24-2B - Tax Forfeit Class Action Lawsuit 49
 3. Resolution 07-24-2C - Personnel Request PT to FT Clerk 50
- 9:45 Sheriff
1. WE Fest Agreement 52

	2. Approval - Seal Coating Jail Parking	54
9:50	Break	
9:55	Planning & Zoning	
	1. WE Fest - Annual Conditional Use Permit	
10:00	Land Use/Environmental Services	
	1. NRM/Parks & Rec - Toad Mountain Master Plan Proposal	55
	Adjourn	

BOARD MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: TUESDAY, July 2, 2024, at 8:15 am

LOCATION: Board Room, Courthouse

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

Agenda/Minutes:

1. Agenda – Motion and second to approve agenda with the removal of WE Fest Conditional Use Permit from Planning & Zoning (Nelson, Meyer) carried.
2. Minutes – Moved and second to approve minutes of June 18, 2024, with the requested changes (Meyer, Nelson) carried.
3. Minutes – Moved and second to approve minutes of June 18, 2024 - County Board of Equalization (Nelson, Meyer) carried.
4. Motion and second to approve and accept the following Consent Agenda Items – Auditor-Treasurer Regular Claims, Auditor Warrants and Claims over 90 Days, Resolution 07-24-1A – Cormorant Lakes Sportsman's Club Pull Tabs at Soo Pass Ranch August 1-3, 2024 in Lakeview Twp, Resolution 07-24-1C – DL Youth Hockey for Gambling at Soo Pass Ranch July 30-August 3, 2024 in Lakeview Twp, Resolution 07-24-1B – Repurchase Parcel 01.0097.0000, Claims – Human Service, Public Health and Transit, and Parks & Rec – Lake Access Maintenance JPA and remove the Environmental Services Purchase Request of a Skid Steer to be discussed individually (Jepson, Meyer) carried.

Commissioners:

1. Open Forum:
 - None.
2. Reports and Correspondence: Reports were provided on the following meetings:
 - Commissioner Nelson – Lakeland Mental Health, NRM, Sheriff, Courthouse, LARL.
 - Commissioner Jepson – Mahube, Cornerstone, EDA, Extension.
 - Commissioner Meyer – Extension, DAC, Fair Board, Transit, Courthouse.
 - Commissioner Okeson – Fair Board, Transit, Pelican River Watershed District, Highway, Negotiations, Environmental.
 - Commissioner Vareberg – NRM, EDA, Highway, Environmental.

3. Appointments

- Becker County Assessor – Lee Brekke. Motion and second to approve Resolution 07-24-1D – Appointment of Becker County Assessor (Meyer, Jepson) carried.

4. Motion and second to approve the Wannigan Regional Letter of Support Phase 1 Development (Jepson, Meyer) carried.

County Administrator – Human Resources: presented by Carrie Smith.

1. Report

- Joint Governance Meeting on July 9th at 7:00 am.
- Motion and second to Re-ratify Ordinances 21 & 22 (Meyer, Jepson) carried.
- Transfer Station/MRF Building Tour.
- 1:00 pm meeting at White Earth today.
- Administrator's office is getting a facelift. Utilizing the Reuse Store and maintenance staff.
- Completed Mediation.
- Interviews for HHW and PT custodian are next week.
- HR Director position will be advertised shortly.
- Career ladder recommendations coming along.
- IT On-Call update – they have received a handful of calls.

Highway: presented by Jim Olson

1. Motion and second to approve Resolution 07-24-1E – Policy for Speed Sign Requests with the stipulation the County reserves the right to deny any and all requests (Nelson, Vareberg) carried.
2. Motion and second to approve the purchase of 2 Speed Signs from Mid American Signal in the amount of \$9,900, the cost to be split with the Sheriff's Department (Vareberg, Nelson) carried.
3. Motion and second to approve Resolution 07-24-1F – Washington Avenue Railroad Crossing Upgrade Agreement with the co-pay cost of 50% of new concrete and addition costs of \$5,000 to \$10,000 to come from State Aid Funds (Vareberg, Okeson) carried.
4. Motion and second to approve Resolution 07-24-1G – Soo Pass Bridge Maintenance Repairs-Mn/DOT Agreement not to exceed \$12,000 (Nelson, Vareberg) carried.
5. 2023 Annual Report Discussion.

Land Use: presented by Steve Skoog.

1. Motion and second to approve the purchase of a CAT Model 232D3 Skid Steer from RDO in the amount of \$54,449.10 (Vareberg, Meyer) carried.

Sheriff: presented by Todd Glander and Shane Richard.

1. Motion and second to approve WE Fest Temporary Hires (Nelson, Jepson) carried.
2. Motion and second to approve MN DOC-Work Release Contract Amendment #4 in the amount up to \$125,000 (Nelson, Vareberg) carried.
3. Motion and second to approve Resolution 07-24-1H – Personnel Request – FT Jail Secretary (Nelson, Meyer) carried.
4. Motion and second to approve ARMER Equipment Grant Program Application (Nelson, Meyer) carried.
5. Motion and second to approve Joint Powers Agreement 156616 Amendment #5 (Meyr, Nelson) carried.

Planning & Zoning: presented by Kyle Vareberg.

1. Motion and second to concur with the Planning Commission Recommendation for Greater Than Gold Investment LLC – Request a Conditional Use Permit to operate a Computer Business (Jepson, Meyer) carried.
2. Motion and second to concur with the Planning Commission Recommendation for Whiskey Creek Properties LLC – Request a Conditional Use Permit to Construct a Retaining Wall (Jepson, Nelson) carried.
3. Motion and second to enter into a Memorandum of Understanding between Becker County and The Pelican River and Cormorant Lakes Watershed Districts (Nelson, Meyer) carried.

Motion and second to go into Closed Session at 10:08 am pursuant to Minn. Stat. Section 13D.03 Subd. 1(b) for Labor Negotiations (Jepson, Meyer) carried.

Motion and second to come out of closed session at 11:03 am (Jepson, Meyer) carried.

Being no further business, Chair Okeson adjourned the meeting at 9:43 am.

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ John Okeson
John Okeson
Board Chair



BECKER COUNTY BOARD OF COMMISSIONERS
Finance Committee Meeting
Date: Monday, July 15, 2024 at 8:30 AM

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

Administrator

1. Report
2. Lobbyist Contract for Consideration
3. Teamsters Union - Tentative Agreements/Contracts
4. LELS Deputies - Tentative Agreement/Contract

Auditor-Treasurer

1. Claims
2. Resolution 07-24-2A - Request release from State Auditor
3. Resolution 07-24-2B Tax Forfeit Class Action Lawsuit
4. Resolution 07-24-2C - Personnel Request PT to FT Clerk

Human Services

1. Contract - DHS FGDM Grant Amendment/Extension
2. Claims Human Services, Public Health & Transit

Sheriff

1. WE Fest Agreement
2. Approval Request - Seal Coating Jail Parking Lot

Attorney

1. Approve additional funds not to exceed \$3000 for Summer Intern due to continued vacancy

Land Use/Environmental Services

1. NRM/Parks & Rec - Toad Mountain Mater Plan Proposal

Adjourn

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 07-24-2A

Request Release from State Auditor

WHEREAS, Minnesota Statutes, Section 6.481, Subdivision 2 requires counties to have an annual financial audit; and

WHEREAS, Minnesota Statutes, Section 6.481, Subdivision 7 requires counties to notify the State Auditor by August 1 of an even numbered year, and

WHEREAS, Becker County requests to remain with a private CPA firm that meets the requirements of Minnesota Statutes, Section 326A.05 for the 2025-2026 annual financial audits.

NOW THEREFORE BE IT RESOLVED. That the Board of County Commissioners of Becker County, Minnesota, will notify the State of the intent to use a private CPA firm for the 2025-2026 annual financial audits.

Duly adopted this 16th day of July 2024 at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ John Okeson
John Okeson
Board Chair

State of Minnesota)
) ss
County of Becker)

I, the undersigned being the duly appointed and qualified County Administrator for the County of Becker, State of Minnesota, do hereby certify that the foregoing is a true and correct copy of a Resolution passed, adopted, and approved by the County Board of Commissioners at a meeting held July 16, 2024, as recorded in the record of proceedings.

Carrie Smith
County Administrator

THIS INSTRUMENT WAS DRAFTED BY
AND UPON RECORDING RETURN TO:
OTTER TAIL POWER COMPANY
P.O. BOX 496
FERGUS FALLS, MN 56538-0496
218-739-8200

THE SPACE ABOVE THIS LINE IS RESERVED FOR RECORDING PURPOSES.

Easement No. 140408_4.16_0060_E1

ELECTRIC LINE EASEMENT

The undersigned, **Becker County**, a political subdivision of State of Minnesota, (whether individually or collectively, hereafter "**Grantor**") for good and valuable consideration paid to Grantor by **Otter Tail Power Company**, a Minnesota corporation, whose address is 215 South Cascade Street, Fergus Falls, Minnesota, 56537 ("**Grantee**") do/does hereby grant to Grantee, and its successors and assigns, a perpetual and irrevocable easement (the "**Easement**") to construct, operate, maintain, use, upgrade, rebuild, relocate or remove an electric line facility with one or more circuits, with all towers, structures, poles, foundations, crossarms, cables, wires, anchors, guys, supports, counterpoises, fixtures, and equipment related to said electric line facility, together with communication equipment relating to the operation of such electric lines (collectively, the "**Electric Line Facilities**"), through, over, under and across the certain lands more specifically described in the **County Auditor's Certificate of Forfeiture**, as recorded in the Office of the County Recorder of **Becker County**, State of **Minnesota**, on **December 21, 2021**, as Document number 686264 (the "**Premises**"). The Easement shall be limited to that certain part of the Premises described on the attached Exhibit A (the "**Easement Area**") in **Becker County, Minnesota**, hereby attached and made a part hereof.

Grantor hereby grants to Grantee an easement to survey for and locate the Electric Line Facilities. Grantor hereby grants to Grantee an easement for ingress and egress over and across the Premises to the Easement Area, by means of existing field roads and lanes, if any, otherwise, by the use of the most reasonable and feasible route selected by Grantee in its reasonable discretion. The Grantor hereby grants to Grantee a temporary easement for use by Grantee of the Premises adjacent to the Easement Area from time to time during construction, repair, replacement or upgrade of the Electric Line Facilities. All Electric Line Facilities installed and placed by or on behalf of Grantee in the Easement Area shall remain the property of Grantee.

Grantor shall not erect any buildings, structures, or other objects, permanent or temporary, upon the Easement Area. Grantor further agrees not to plant any trees within the Easement Area without the prior express written approval from Grantee, nor to perform any act, which will interfere with or endanger the Electric Line Facilities, at the Grantee's sole discretion. Grantor hereby grants to Grantee the right to trim or remove any trees that are located within the Easement Area, and further grants to Grantee the right to trim or remove any tall or leaning trees, at the Grantee's sole discretion, that are located adjacent to the Easement Area which may interfere with or otherwise endanger the Electric Line Facilities.

Grantee, after constructing, inspecting, or maintaining the Electric Line Facilities, shall restore the Easement Area as nearly as reasonably practicable to the condition of the Easement Area existing immediately prior to the commencement of such work. Grantee shall be liable for all physical damages resulting from Grantee's exercise of the rights granted herein.

Grantor reserves the right to cultivate, use, and occupy the Easement Area in a manner that is not inconsistent with Grantee's rights granted herein. Grantor reserves the right to dedicate and have or permit to be improved, maintained, and used for the purposes of streets, curbs and gutters, sewers, water and underground utilities (hereinafter called "**Improvements**"), the portion of said Easement Area not occupied by the structures supporting the Electric Line Facilities, provided that said Improvements do not, in the sole opinion of Grantee, impair the structural or electrical integrity of, or ability to maintain the

Electric Line Facilities or materially alter the existing ground elevations; and provided further that all such Improvements shall not result in a ground or other clearance of less than the minimum requirements specified by the National Electrical Safety Code and any other applicable laws or regulations or other codes in effect from time to time. Grantor, its agents or assigns must submit plans of Improvements or other installations within the Easement Area for review, compliance and written approval prior to installation of the proposed Improvements. Any such notifications shall be sent attention to Grantee's Land Rights Department by email or United States Postal Service at the above address.

Grantee shall have the right to assign all or any portion of the easements contained herein, this instrument, or the Electric Line Facilities on either an exclusive or nonexclusive basis to one or more assignees.

Grantor covenants for the benefit of Grantee, its successors and assigns, that Grantor is the owner of the Premises and has the right to convey the Easement and other rights as set forth herein.

The easements and covenants contained in this instrument shall run with and against the Premises. It is mutually understood and agreed that this instrument covers all the agreements and stipulations between the parties and that the terms herein may only be modified in writing. This instrument shall be governed by the laws of the state in which the Premises is located.

This agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together will constitute one and the same instrument.

IN WITNESS WHEREOF, the undersigned has caused this instrument to be duly executed on _____, 20____.

GRANTOR
Becker County

_____, **Board Chair**

STATE OF _____)
)SS
COUNTY OF _____)

This instrument was acknowledged before me on _____, 20____, by _____ as **Board Chair of Becker County**, who being authorized to do so, executed the instrument for the purposes therein contained.

In witness whereof I hereunto set my hand and official seal.

(SEAL)

Notary Public
My Commission Expires: _____

GRANTOR
Becker County

Carrie Smith, County Administrator

STATE OF _____)
)SS
COUNTY OF _____)

This instrument was acknowledged before me on _____, 20____, by
Carrie Smith, as **County Administrator** of **Becker County**, who being authorized to do so,
executed the instrument for the purposes therein contained.

In witness whereof I hereunto set my hand and official seal.

(SEAL)

Notary Public
My Commission Expires: _____



EASEMENT PAYMENT AGREEMENT

Easement No. 140408_4.16_0060_E1
County: Becker
State: MN
STR: 35-138-40

OTTER TAIL POWER COMPANY hereby agrees to pay, and the undersigned Grantor hereby agrees to accept, the sum of **\$300.00** as full payment for the right of a/an:

X Electric Line Easement.

As per the easement, Payment will be made to the undersigned Grantor(s) no later than 60 days from receipt of the signed Easement by Otter Tail Power Company. Said signed Easement was received on the _____ day of _____, 20____,

Otter Tail Power Company agrees that this payment does not include a damage settlement. After construction of the electric line is completed, Otter Tail Power Company will review and settle claims for damage to land, crops, or fences resulting from the construction or maintenance of said electric line in a SEPARATE PAYMENT.

Easement payment **\$300.00**

Total payment **\$300.00**

OTTER TAIL POWER COMPANY

Carly Haiby

GRANTOR
Becker County

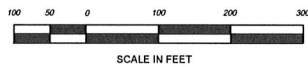
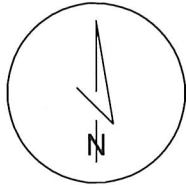
, Board Chair

Carrie Smith, County Administrator

Name on check _____ Check number _____

Date of check _____ Amount _____

EXHIBIT A: Electric Line Easement in the SE1/4 of the NE1/4, Sec. 35, T138N, R40W, Becker County, Minnesota.

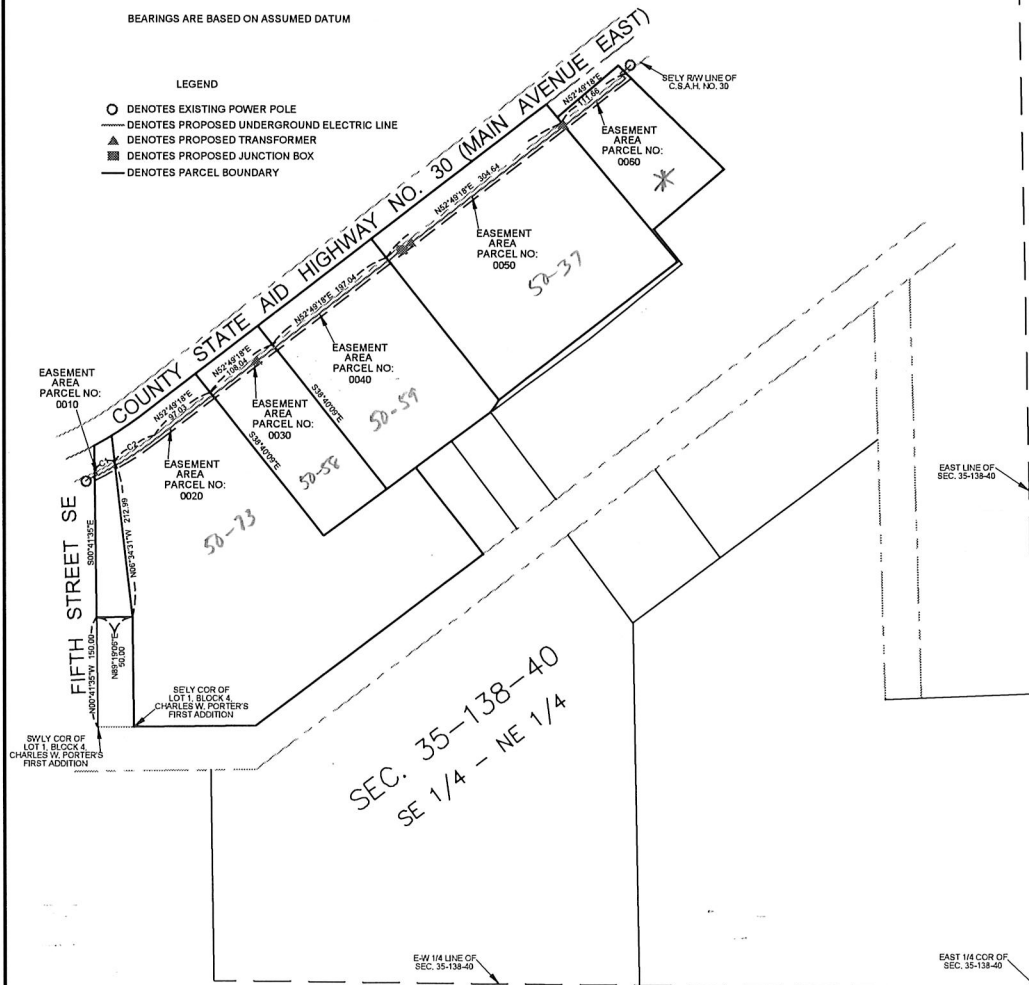


BEARINGS ARE BASED ON ASSUMED DATUM

LEGEND

- DENOTES EXISTING POWER POLE
- DENOTES PROPOSED UNDERGROUND ELECTRIC LINE
- ▲ DENOTES PROPOSED TRANSFORMER
- DENOTES PROPOSED JUNCTION BOX
- DENOTES PARCEL BOUNDARY

Curve Table				
Curve #	Length	Radius	Delta	Chord
C1	31.60	489.00	03°42'03"	562'24"13" W
C2	65.98	489.00	07°43'51"	N50°41'14"E



SHEET 2 OF 2



Project No: CR 1009478
Drawn By: TMS
J:\drawings\Survey Projects\Fraze\2024 FRAZEE - MAIN STREET UG

Official Grant Amendment No. 1 for Grant No. 212956

Grant Start Date:	<u>July 1, 2022</u>	Original Grant Amount:	<u>\$260,144</u>
Original Grant Expiration Date:	<u>June 30, 2024</u>	Previous Amendment(s) Total:	<u>\$0</u>
Current Grant Expiration Date:	<u>June 30, 2024</u>	This Amendment:	<u>\$195,108</u>
Requested Grant Expiration Date:	<u>June 30, 2026</u>	Total Grant Amount:	<u>\$455,252</u>

This amendment ("Amendment") is by and between the State of Minnesota, through its Commissioner of the Minnesota Department of Human Services, Child Safety and Permanency ("STATE") and **Becker County**, located at 712 Minnesota Avenue – Detroit Lakes, MN 56501, an independent contractor, not an employee of the State of Minnesota ("GRANTEE").

Recitals

1. STATE has a grant with GRANTEE (consisting of the Grant Application and Assurances and the Grant Award Notice along with any prior amendments) identified as Grant No. 212956 to implement Family Group Decision Making (FGDM) approaches and services models to enhance family engagement and promote safety, permanency, and well-being of children and families involved in Minnesota's child protection/welfare system. The related grant funding is intended to support FGDM approaches and service models prioritizing outcomes related to: reducing racial disparities and disproportionality in child protection programs; preventing out-of-home care for children at risk of out-of-home placement, and reducing the length of stay for children currently living in out-of-home care. (Original Grant);
2. The Original Grant is being amended because STATE and GRANTEE agree that additional time and funds are necessary for the satisfactory completion of the grant;
3. Pursuant to [Minnesota 2023 Session Laws - Chapter 70](#), article 12, section 14, subdivision 1, the Department of Children, Youth, and Families (DCYF) is established effective July 1, 2024. Chapter 70, article 12, section 30, subdivision 1(c) further specifies that the STATE program that is a party to this CONTRACT will transfer from the Department of Human Services (DHS) to the Department of Children, Youth, and Families (DCYF) on the date the Commissioner specifies, which has been determined to be July 31, 2024. Accordingly, this CONTRACT will transfer from DHS to DCYF effective July 31, 2024;
4. STATE and GRANTEE agree to amend the grant as stated below:

Contract Amendment

In this Amendment, changes to Original Grant (consisting of the Grant Application and Assurances and the Grant Award Notice, along with any prior amendments) language will use ~~strike through~~ for deletions and underlining for insertions.

The parties agree to the following revisions:

REVISION 1: "Funding/Encumbrance Information," "Project ID" and "Total amount," only, are amended as follows:

FinDept ID H55 31270	Amount for state fiscal year 2023: \$130,072
	Amount for state fiscal year 2024: \$130,072
	<u>Amount for state fiscal year 2025: \$97,554</u>
	<u>Amount for state fiscal year 2026: \$97,554</u>

Total amount (should equal total award): ~~\$260,144~~ \$455,252

REVISION 2: "Award Period" is amended as follows:

Start Date: July 1, 2022

End Date: June 30, ~~2024~~ 2026

Per [Minn. Stat. §16B.98](#), subd. 5, ~~Grantee~~ GRANTEE must not begin work until this grant award is fully executed and the ~~State~~ STATE's Authorized Representative has notified the ~~Grantee~~ GRANTEE that work may commence. Per [Minn. Stat. §16B.98](#), subd. 7, no payments will be made to the ~~Grantee~~ GRANTEE until this grant ~~contract~~ agreement is fully executed.

Grant extensions are an option.

REVISION 3: Clause 1 of the Terms of Acceptance, "**PURPOSE OF FUNDING/GRANT**," is amended as follows:

1. PURPOSE OF FUNDING/GRANT

The purpose of the Minnesota Department of Human Services' grant to implement Family Group Decision Making (FGDM) approaches and services models is to enhance family engagement and promote safety, permanency, and well-being of children and families involved in Minnesota's child protection/welfare system. The related grant funding is intended to support FGDM approaches and service models prioritizing outcomes related to: reducing racial disparities and disproportionality in child protection programs; preventing out-of-home care for children at risk of out-of-home placement, and reducing the length of stay for children currently

living in out-of-home care. Attachments A and A-2, Work Plans, and Attachments B and B-2, Budgets, are attached and incorporated into this OGAN.

REVISION 4: Clause 2 of the Terms of Acceptance, “**PROGRAM REPORTING**,” is amended only to add:

The Progress Report must be received quarterly by the dates outlined below for activities occurring forthe grant period of State Fiscal Year 2025.

<u>State Fiscal Year 2025</u>		
<u>Reporting Period</u>	<u>Narrative progress report</u>	<u>Financial EGMS invoice report</u>
<u>07/01/2022 - 09/30/2022</u>	<u>11/01/2024</u>	<u>11/01/2024</u>
<u>10/01/2022 - 12/31/2022</u>	<u>02/06/2025</u>	<u>02/06/2025</u>
<u>01/01/2023 - 03/31/2023</u>	<u>05/02/2025</u>	<u>05/02/2025</u>
<u>04/01/2023 - 06/30/2023</u>	<u>08/01/2025</u>	<u>08/01/2025</u>

The Progress Report must be received quarterly by the dates outlined below for activities occurring forthe grant period of State Fiscal Year 2026.

<u>State Fiscal Year 2026</u>		
<u>Reporting Period</u>	<u>Narrative progress report</u>	<u>Financial EGMS invoice report</u>
<u>07/01/2022 - 09/30/2022</u>	<u>11/07/2024</u>	<u>11/01/2024</u>
<u>10/01/2022 - 12/31/2022</u>	<u>02/06/2025</u>	<u>02/06/2025</u>
<u>01/01/2023 - 03/31/2023</u>	<u>05/01/2025</u>	<u>05/01/2025</u>
<u>04/01/2023 - 06/30/2023</u>	<u>08/07/2025</u>	<u>08/07/2025</u>

Final Program and Financial Reporting Forms are due annually as defined by the dates below:

Annual Final Report	
Reporting Period	Due Date
07/01/2023 - 06/30/2024	08/04/2023
07/01/2024 – 06/30/2024	08/02/2024
<u>07/01/2024 - 6/30/2025</u>	<u>08/01/2025</u>
<u>07/01/2025 - 6/30/2024</u>	<u>08/07/2025</u>

EXCEPT AS AMENDED HEREIN, THE TERMS AND CONDITIONS OF THE ORIGINAL GRANT AND ALL PREVIOUS AMENDMENTS REMAIN IN FULL FORCE AND EFFECT AND ARE INCORPORATED INTO THIS AMENDMENT BY REFERENCE.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

Signature page follows

APPROVED:

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes, chapter 16A and section 16C.05.

DocuSigned by:
By: Angela Lofgren
53AD6200B0B8428...
Date: 7/1/2024
Grant No: 212956

2. GRANTEE

Signatory certifies that Grantee's articles of incorporation, by-laws, or corporate resolutions authorize Signatory both to sign on behalf of and bind the Grantee to the terms of this Agreement. Grantee and Signatory agree that the State Agency relies on the Signatory's certification herein.

By: _____
Title: _____
Date: _____

3. STATE AGENCY

Individual certifies the applicable provisions of Minnesota Statutes, section 16B.97, subdivision 1 and Minnesota Statutes, section 16B.98 are reaffirmed.

By (with delegated authority): _____
Title: _____
Date: _____

Attachment A-2 - Becker County Work Plan

Work plan for State Fiscal Year (SFY) 2025 (July 1, 2024 - June 30, 2025)

Goal	Deliverable/Activities	Timeline	Outcome Evaluation
1. Serve 225 children via 168 meetings annually, focusing on the target populations of parental substance abuse and families experiencing disproportional child welfare outcomes.	<p>1.FGDM program information will be shared with all clients who fall under the target populations as an initial service of the case plan.</p> <p>2.Case consultation with Indian Child Welfare representatives regarding FGDM as a potential service to ICWA families.</p> <p>3.Case consultation with Chemical Dependency Assessors/Case Managers regarding FGDM as a potential service to Substance Use Disorder clients.</p>	<p>1. Goal will be reviewed and reported quarterly.</p> <p>2. Annual review of goal will occur to determine if any changes are necessary.</p>	<p>1. Statistics will be gathered and reported on a quarterly basis.</p> <p>2. SSIS case notes will reflect case consultations and service planning meetings.</p>
2. Reduce racial disparities & disproportionality in child protection programs, specifically out of home placement and promote cultural traditions and practices in FGDM meetings	<p>1. FGDM early on in cases will serve as a means of providing active efforts to American Indian families to prevent children from entering foster care.</p> <p>2. Tribal child welfare workers will be invited to attend FGDM meetings and provide input regarding family supports and cultural connections.</p> <p>3. FGDM coordinator will ask family members if there are traditional foods, ceremonies or rituals to be</p>	<p>1. Goal will be reviewed and reported quarterly.</p> <p>2. Annual review of goal will occur to determine if any changes are necessary.</p>	<p>1. The number of ICWA cases will be reported, and every ICWA court case will be offered FGDM within 30 days of opening the case.</p> <p>2. Input from surveys completed by American Indian families and tribal workers will be reviewed and suggestions will be</p>

Grant Application with Assurances (GK203)

	included in the FGDM meeting.		discussed with all partners.
3. Prevent out of home care for children at risk of out of home placement	<p>1. FGDM referrals will be made early in the assessment/investigation, and FGDM meetings will be held within 7 days of the referral</p> <p>2. FGDM coordinator will contact a minimum of three family members and supportive connections to serve as safety networks</p>	<p>1. Goal will be reviewed and reported quarterly.</p> <p>2. Annual review of goal will occur to determine if any changes are necessary.</p>	<p>1. Children are protected from repeat maltreatment and safely maintained in their homes. Statistics will be kept regarding how many children enter foster care after a FGDM.</p>
4. Increase the number of kinship foster care placements	<p>1. FGDM meetings will be held within 30 days of children entering foster care.</p> <p>2. FGDM coordinator will complete a family tree with parents to determine relatives to be included in FGDM meeting.</p>	<p>1. Goal will be reviewed and reported quarterly.</p> <p>2. Annual review of goal will occur to determine if any changes are necessary.</p>	<p>1. Families will be involved in FGDM relative search placement planning and resources will be identified to assist relatives in becoming licensed, including documenting FGDM flex funds used to support relative placements.</p> <p>2. Statistics on the number of kinship placements per county will be kept.</p>
5. FGDM outreach and continuous quality improvement planning will be conducted in each county involved in the collaborative.	<p>1. FGDM will be an agenda item discussed at Unit Meetings, Children's Justice Initiative Meetings, Family Preservation Screening/Case Mapping Meetings, Child Protection Team Meetings, monthly White Earth ICW</p>	<p>1. Goal will be reviewed and reported quarterly.</p> <p>2. Annual review of goal will occur to determine if any</p>	<p>1. FGDM meeting survey data will be reviewed by county supervisors and discussed at regional supervisor meetings.</p>

	<p>staffings, and Regional Supervisors' Meetings.</p> <p>2. FGDM coordinators and supervisors will attend the FGDM training through The Kempe Center and/or FGDM trainings through DHS, every two years.</p> <p>3. Social Workers will document in SSIS case notes that FGDM services have been discussed and offered to families.</p>	changes are necessary.	<p>2. An outreach log detailing the number of hours performing capacity enhancement activities will be submitted to DHS quarterly.</p>
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Work plan for [State Fiscal Year \(SFY\) 2026 \(July 1, 2025 - June 30, 2026\)](#)

Goal	Deliverable/Activities	Timeline	Outcome Evaluation
1. Serve 225 children via 168 meetings annually, focusing on the target populations of parental substance abuse and families experiencing disproportional child welfare outcomes	<p>1.FGDM program information will be shared with all clients who fall under the target populations as an initial service of the case plan.</p> <p>2.Case consultation with Indian Child Welfare representatives regarding FGDM as a potential service to ICWA families.</p> <p>3.Case consultation with Chemical Dependency Assessors/Case Managers regarding FGDM as a potential service to Substance Use Disorder clients.</p>	<p>1. Goal will be reviewed and reported quarterly.</p> <p>2. Annual review of goal will occur to determine if any changes are necessary.</p>	<p>1. Review & evaluate 2025-2026 grant statistics to determine any adjustments needed for this fiscal year.</p> <p>2. Statistics will be gathered and reported on a quarterly basis.</p> <p>3. SSIS case notes will reflect case consultations and service planning meetings.</p>
2. Reduce racial disparities &	1. FGDM early on in cases will serve as a means of providing active efforts to	1. Goal will be reviewed and	1. The number of ICWA cases will be

Grant Application with Assurances (GK203)

disproportionality in child protection programs, specifically out of home placement and promote cultural traditions and practices in FGDM meetings	<p>American Indian families to prevent children from entering foster care.</p> <p>2. Tribal child welfare workers will be invited to attend FGDM meetings and provide input regarding family supports and cultural connections.</p> <p>3. FGDM coordinator will ask family members if there are traditional foods, ceremonies or rituals to be included in the FGDM meeting.</p>	<p>reported quarterly.</p> <p>2. Annual review of goal will occur to determine if any changes are necessary.</p>	<p>reported, and every ICWA court case will be offered FGDM within 30 days of opening the case.</p> <p>2. Input from surveys completed by American Indian families and tribal workers will be reviewed and suggestions will be discussed with all partners.</p>
3. Prevent out of home care for children at risk of out of home placement	<p>1. FGDM referrals will be made early in the assessment/investigation, and FGDM meetings will be held within 7 days of the referral</p> <p>2. FGDM coordinator will contact a minimum of three family members and supportive connections to serve as safety networks</p>	<p>1. Goal will be reviewed and reported quarterly.</p> <p>2. Annual review of goal will occur to determine if any changes are necessary.</p>	<p>1. Children are protected from repeat maltreatment and safely maintained in their homes. Statistics will be kept regarding how many children enter foster care after a FGDM.</p>
4. Increase the number of kinship foster care placements	<p>1. FGDM meetings will be held within 30 days of children entering foster care.</p> <p>2. FGDM coordinator will complete a family tree with parents to determine relatives to be included in FGDM meeting.</p>	<p>1. Goal will be reviewed and reported quarterly.</p> <p>2. Annual review of goal will occur to determine if any changes are necessary.</p>	<p>1. Families will be involved in FGDM relative search placement planning and resources will be identified to assist relatives in becoming licensed, including documenting FGDM flex funds used to support relative placements.</p>

			2. Statistics on the number of kinship placements per county will be kept.
5. FGDM outreach and continuous quality improvement planning will be conducted in each county involved in the collaborative	<p>1. FGDM will be an agenda item discussed at Unit Meetings, Children’s Justice Initiative Meetings, Family Preservation Screening/Case Mapping Meetings, Child Protection Team Meetings, monthly White Earth ICW staffings, and Regional Supervisors’ Meetings.</p> <p>2. FGDM coordinators and supervisors will attend the FGDM training through The Kempe Center and/or FGDM trainings through DHS, every two years.</p> <p>3. Social Workers will document in SSIS case notes that FGDM services have been discussed and offered to families.</p>	<p>1. Goal will be reviewed and reported quarterly.</p> <p>2. Annual review of goal will occur to determine if any changes are necessary.</p>	<p>1. FGDM meeting survey data will be reviewed by county supervisors and discussed at regional supervisor meetings.</p> <p>2. An outreach log detailing the number of hours performing capacity enhancement activities will be submitted to DHS quarterly.</p>

ATTACHMENT B-2: BUDGET				
BUDGET SUMMARY Year 3		BUDGET SUMMARY Year 4		Project Total
[7/01/2024 - 06/30/2025]		[7/01/2025 - 6/30/2026]		
CATEGORY	TOTAL BUDGET Year 1	CATEGORY	TOTAL BUDGET YEAR 2	
Salaries and Fringe Benefits	\$	Salaries and Fringe Benefits	\$	
Training	\$	Training	\$	
In-state Travel	\$	In-state Travel	\$	
Contracted Services	\$78,804	Contracted Services	\$78,804	
Client Assistance	\$14,000	Client Assistance	\$14,000	
Program Costs	\$4,750	Program Costs	\$4,750	
Total Direct Costs	\$97,554	Total Direct Costs	\$97,554	
Indirect Cost	\$ -	Indirect Cost	\$ -	
TOTAL REQUEST Year 1	\$97,554	TOTAL REQUEST Year 2	\$97,554	\$195,108
ATTACHMENT B-2: BUDGET				
BUDGET JUSTIFICATION Year 3: [7/1/2024 -06/30/2025]				
CATEGORY	JUSTIFICATION NARRATIVE		Year 2 Amount (\$)	
Salaries and Fringe Benefits				
Training				
Instate Travel				
Contracted Services	Subcontractors (FTE) to provide FGDM services for FGDM program @ \$65/hour, average of 8 hours/meeting x 150 meetings/year = \$105,072 Subcontractors to provide FGDM outreach to county and tribal social services and community agencies, attend DHS FGDM grant meetings, and assist with quarterly reporting, at an average of 2 hours/month.		\$78,804	

Client Assistance	<p>\$338 per quarter for childcare for project participants = \$1,350 per year</p> <p>\$300 per quarter for transportation for project participants = \$1,238 per year</p> <p>\$2,250 per quarter for rental damage deposits, rent, utility bills, furniture, household goods for project participants = \$9,000 per year</p> <p>\$2,250 per quarter for rental damage deposits, rent, utility bills, furniture, household goods for project participant (ICWA active efforts) = \$9,000 per year</p> <p>\$938 per quarter for project participant for emergency-related assistance (hygiene items, weather-appropriate clothing and footwear, ID replacement, laundry supplies, food, etc.)= \$3,750 per year</p> <p>\$750 per quarter for project participant emergency relative foster care providers for emergency-related assistance with emergency placement needs (beds, bedding, food, laundry supplies, hygiene items, foster care licensing requirements) = \$3,000 per year</p>	\$14,000
Program Costs	<p>Program Costs \$1,188 per quarter for food & office supplies (including room rentals & supplies to support cultural traditions and ceremonial practices that are incorporated into FGDM meetings for American Indian families) = \$3,750.</p>	\$4,750
Total Direct Costs		\$97,554
Indirect Cost (See note above, attach indirect detail)		\$0
TOTAL REQUEST Year 1		\$97,554

ATTACHMENT B-2: BUDGET		
BUDGET JUSTIFICATION Year 4: [7/1/2025 -06/30/2026]		
CATEGORY	JUSTIFICATION NARRATIVE	Year 2 Amount (\$)
Salaries and Fringe Benefits		
Training		
Instate Travel		
Contracted Services	Subcontractors (FTE) to provide FGDM services for FGDM program @ \$65/hour, average of 8 hours/meeting x 150 meetings/year = \$105,072 Subcontractors to provide FGDM outreach to county and tribal social services and community agencies, attend DHS FGDM grant meetings, and assist with quarterly reporting, at an average of 2 hours/month.	\$78,804
Client Assistance	\$338 per quarter for childcare for project participants = \$1,350 per year \$300 per quarter for transportation for project participants = \$1,238 per year \$2,250 per quarter for rental damage deposits, rent, utility bills, furniture, household goods for project participants = \$9,000 per year \$2,250 per quarter for rental damage deposits, rent, utility bills, furniture, household goods for project participant (ICWA active efforts) = \$9,000 per year \$938 per quarter for project participant for emergency-related assistance (hygiene items, weather-appropriate clothing and footwear, ID replacement, laundry supplies, food, etc.)= \$3,750 per year \$750 per quarter for project participant emergency relative foster care providers for emergency-related assistance with emergency placement needs (beds, bedding, food, laundry supplies, hygiene items, foster care licensing requirements) = \$3,000 per year	\$14,000
Program Costs	Program Costs \$1,188 per quarter for food & office supplies (including room rentals & supplies to support cultural traditions and ceremonial practices that are incorporated into FGDM meetings for American	\$4,750

	Indian families) = \$3,750.	
Total Direct Costs		\$97,554
Indirect Cost (See note above, attach indirect detail)		\$0
TOTAL REQUEST Year 2		\$97,554



1303 4th Ave NE
Barnesville, MN 56514
Phone: 218-789-3100

Board of Managers

Peter Fjestad
President
Otter Tail County

Catherine Affield
Vice President
Wilkin County

Troy Larson
Treasurer
Wilkin County

John Hanson
Secretary
Becker County

Gerald Van Amburg
Manager
Clay County

William Davis
Manager
Clay County

Curtis Stubstad
Manager
Clay County

April 11, 2024

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

SENT VIA EMAIL

RE: 2024 Manager Appointment

Dear. Ms. Hendrickson,

The term of the Buffalo-Red River Watershed District (BRRWD) Manager John Hanson will expire on August 31, 2024. According to M.S.A 103D.311, the County is responsible for making a new appointments or reappointments to fill the positions at least 30 days before the term expires. The County Board should also provide public notice before making any appointment or reappointment. This notice must be given at least 15 days before a decision is made.

Please let me know if you have any questions.

Sincerely,

Kristine M. Altrichter
Administrator

UPDATES ABOUT DRUG COURT/VETERANS COURT

Drug Court

- **In Becker County –**
 - Judge Thilmony has made changes in her Courtroom – we have moved the courtroom into a U-shape by moving the counsel tables.
 - Judge Thilmony and I sit at a temporary table.
 - Judge Thilmony is in plain clothes, calls participants by their first name.
 - We try to make this type of court more relaxed, which has allowed participants to feel more comfortable and open to speak.
 - We have implemented new incentives and created a more individualistic approach to sanctions following an evidence-based approach.
 - We have had three graduations this last year with participants in the Becker County Drug Court – I can tell you these three participants when coming into the program – were not employed and all three were employed by the time they graduated – two of them did not have a valid license and we ensured that, they paid their fines and restitution because they were working and not incarcerated, they were taking care of their health, both financial, physically and mentally.
 - As a requirement of our program, they must pay fines, they have either be employed, going to school or volunteering, get their GED and Driver's License, and they must secure housing in the area.
- Becker/Clay Drug Court has updated both the manual and handbook to help facilitate necessary changes to support our program and best practices.

Veterans Court in both Becker/Clay

- We are currently updating the Veterans Court manual and Handbook.
- We have two members in Veterans Court in Becker County, and they have been doing well in the program. One is set to graduate in August, and I will send more information once that is finalized.

Trainings

- In the first two weeks of my position last year, Judge Merkins and I went to an in-person Treatment Court Conference in Minneapolis.
 - We brought back information about how to better serve our participants, follow the Best Practices Standards identified by the National Association of Drug Court Professionals
- On May 7th – I went to the State Capitol to speak with our legislators on Treatment Court Rally Day – Senator Kupec, Representative Joy and Representative Keeler were all available to meet with me and are incredibly supportive of treatment courts in Clay and Becker County.
- We received our entire funding formula – an additional 14,000 this year and next – we were able to apply for the National Conference for Treatment Courts in Anaheim, CA set for May 22-25 this year.
- We learned more about the 10 National Best Practice Standards that were updated – Standards 1-6 were provided in December 2023 with Standards 7-10 to be finalized – 8 and 9 has preliminary updates.

- We had 4 people attend this program from our Becker/Clay Drug/Veterans Court Program
- We plan to continue to implement what we learned in these trainings to make our program successful.
- Coordinator, two probation agents and our VA representative
- DWI Court Coordinator for Becker County DWI Court also attended this training.

Treatment Courts Statewide and the Next Year

- The Minnesota Judicial Branch has a 10-year Strategic Plan – within that Plan is a hope to expand treatment courts within the Branch and allow equal access to all Minnesotans to a treatment Court.

Minnesota Judicial Branch Roadmap

1. Improve the court experience for all.
 2. Prioritize workplace wellness for all judicial officers and employees.
 3. Promote access to treatment courts across Minnesota.
 4. Cultivate a diverse, equitable, and inclusive court system.
 5. Enhance support for self-represented litigants.
- Furthermore, Treatment Courts have received additional funding from Cannabis. On December 14, the Judicial Council approved multiple recommendations put together by the TCI– including potential ideas for implementing more courts, trainings, performance measures and a possible certification for the State.
 - A Strategic planning committee is meeting this next year and hopes to work through a treatment court vision and strategic plan to be approved by Judicial Council next year – Judge Lawson in on that Committee.
 - In the next year we are doing a pilot project with our Supervision Module that helps navigate performance measures - I hope to be able to bring more statistics to you about recidivism rates, sobriety, retention, and graduation.
 - The TCI team continues to make changes and plans for the Treatment Courts with this extra Cannabis funding.

DRUG COURT CURRENT PARTICIPANTS: 23 (19 in Clay, 4 in Becker)

-15 men, 8 women

GRADUATES: 126 total (77 in Clay, 49 in Becker)

- 124 were employed upon graduation

-1 was enrolled in college as a full-time student upon graduation

- 63 obtained their driver's licenses while in program, others already had theirs

-all who were required were current on child support payments upon graduation

-All were sober for over a year at graduation

-All completed community service projects of at least 50 hours and paid off all court fines and fees

-23 have re-offended since graduation (17.3% recidivism rate)

GRADUATE DEMOGRAPHIC DATA:

83 men, 43 women

99 Caucasian, 15 Native American, 4 Hispanic, 3 African-American, 3 multi-racial

VETERANS COURT

8 GRADUATES (5 Clay, 3 Becker)

2 males are currently in Veterans Court in Becker County

No veterans in Clay County

None have re-offended since graduating.

Demographic data: 9 men, 1 woman, all Caucasian

TOTAL GRADUATES: 134 (82.84% have not reoffended)

CLAY/BECKER TREATMENT COURT BUDGET 2025

Expenses:

Clay Probation salary/fringe/retirement/insurance	\$48,000
Clay Agent's Mileage	\$1,000
Two Surveillance agents (one in Clay, one in Becker)	\$26,000
Surveillance Agents Mileage	\$5,000
Coordinator salary and benefits – 70% Treatment Court Budget	\$77,400*
Coordinator mileage	\$3,500
Drug Testing Supplies/confirmation tests	\$6,000
Trainings/State Conference	\$15,000
<u>Program incentives</u>	<u>\$1,000</u>
Total=	\$178,400

Current funding:

State Funding (State paid 100% funding formula with extra cannabis funds)	\$130,000
Clay County Commission	\$30,000
Clay County Forfeiture funds	\$9,500
Becker County Forfeiture funds	\$1,500
Becker County Commission	\$15,000
DOC Funding	\$47,000
City of Moorhead Grant 2024	\$4,883
<u>Drug Court participant fees</u>	<u>\$1,000</u>
Total=	\$238,883



Frequently asked questions about the MOAs

What is included in the price that counties pay?

The package price is all-inclusive and includes employees' salary, benefits and other direct costs such as travel (mileage, meals, and lodging) and training. The funds counties pay also cover indirect costs such as human resources (e.g. employment searches, payroll, and performance management), finance and planning (e.g. accounting, expense reimbursement, oversight for risk management and contract management) and administrative support provided at the regional and state level for local programs.

How did Extension arrive at this pricing structure?

Six county commissioners and a county administrator who are members of the AMC Extension Committee worked with Extension's Chief Financial Officer Tamie Bremseth and Kia Harries, Director of Statewide Operations. The group reviewed changes that had been requested by counties and the University as well as financial information. That data included county cost of living adjustments, current positions on the market, University compensation rates and the Consumer Price Index.

Is there any room for a county to strike its own bargain for different prices or for an agreement of fewer than 3 years?

No. The prices are set based on the costs associated with the position package (salary & fringe, professional development, travel.) Three years is the preferred length of the agreement but it is possible to amend the terms in the second or third year.

What happens if a county declines to sign or is unable to afford the current price?

The program will no longer continue in the county. Extension will work with the affected staff member(s) to determine options available within University policy.

Will all county Extension employees see a pay raise as a result of these new contracts?

How soon will our local Extension educator see a benefit?

Many Extension educators and Master Gardener coordinators will receive an increase in their salaries in winter of 2025 as a result of these new contracts, which take effect January 1, 2025.

How many people work for Extension in these county-funded roles?

In 2024 there are 141.2 FTEs, up from 121.86 FTEs in 2018.



Agreement
Between the Regents of the University of Minnesota
And
Becker County, Minnesota
For providing Extension programs locally and
employing Extension Staff

This Agreement ("Agreement") between the County of Becker Minnesota ("County") and Regents of the University of Minnesota on behalf of its Extension unit, 240 Coffey Hall, St. Paul, Minnesota, 55108 ("University") is effective January 1, 2025, and supersedes and replaces any and all current or existing agreements relating to Extension and its programs that may exist between the County and University.

The term of this Agreement shall be three (3) years, beginning on January 1, 2025 and ending on December 31, 2027, unless earlier terminated as provided in paragraphs 9 and 10.

WITNESSETH:

WHEREAS, Minn. Stat. §38.34 authorizes a Board of County Commissioners to incur expenses and spend money for County Extension work; and

WHEREAS, the money set aside and appropriated by the County Board in the County Extension Fund may be paid out by orders of the University's Director of Extension, or the Director's designee, as identified in Minn. Stat. §38.36, Subd. 3; and

WHEREAS, Minn. Stat. §38.37 provides that Extension educators must be employed according to University personnel procedures and must be University employees; and

WHEREAS, it is the intention of the County and University that the University shall provide Extension services on behalf of the County in exchange for considerations as detailed herein.

NOW THEREFORE, in consideration of the mutual undertaking and agreements contained within this Agreement, the County and University hereby agree as follows:

1. In accordance with Minn. Stat. §38.37 County desires to augment the University's state-wide Extension programs (Programs) as detailed in Exhibit A, Table A. Exhibit A also details the University-hired administrative support specialists, short-term temporary casual program staff, and

the grant/partner-funded positions that the County supports. Program deliverables are listed in Exhibit B.

2. County recognizes that University costs for supporting these Programs and positions increase from year to year. The costs payable for these positions are reviewed by the Association of Minnesota Counties' ("AMC") Extension Committee and University's Extension central administration, at which time the parties agree on an appropriate inflation factor for the coming year(s). Unless County and University otherwise agree, the inflation factor will be as agreed to by AMC and University.

3. Based on the County's funding commitment, University agrees to hire, schedule, pay, and evaluate employees. University employees will follow University policies, procedures, contracts and labor agreements. University will provide salary and fringe benefits for the positions and, following University personnel guidelines, University will determine the salary adjustment of each University Extension employee. University will provide employee supervision, staff development, and performance management. University also agrees to provide Program leadership, connections to University research, enhanced programming from state/regional Extension employees, oversight for risk management and contract management, and payroll and accounting services, including reimbursing employees for business travel.

4. County agrees to provide local support in the form of a county-hired administrative support specialist or to contract with the University for administrative support. The County also agrees to provide office space, office furnishings, telephone, computer and printer, software, internet service, storage space, and general office supplies for the positions listed on Exhibit A. The University will recommend administrative support specialist responsibilities and technology needs (Exhibit C). Nevertheless, the County will determine the level of availability and type of local support as established in the annual budget.

5. University will bill the County quarterly and the County will submit payment within thirty-five (35) days of receipt of the bill. The total annual amount to be paid by the County for the Program and University hired administrative support specialist positions shall be billed and paid in four (4) equal quarterly payments. University will bill the County for short-term temporary casual positions as outlined in Exhibit A.

6. During an extended leave of absence (e.g. FMLA; educational leave), the University will continue the Program with regional educators and/or temporary employees with the involvement and concurrence of the County. The County will be billed at the contract price and will not incur any additional charges for regional educators or temporary employees. If the Program is reduced during

a leave of absence, the University and County will mutually agree to the amount the invoice should be adjusted.

7. As vacancies occur (e.g. retirement, resignation), and if the County and University agree to continue to support the desired Program and position, University will hire new personnel with the involvement and concurrence of the County. The County will not be billed for a position during the time that position is vacant. If temporary employees are hired to continue the Program during the hiring process, the County will be billed at the contract price.

8. Annually, the County Extension Committee, in coordination with University, will be responsible for approving the County Extension educational programming and services, as provided for in Minn. Stat. §38.37. The County Extension Committee will have the option to provide input to University on Programs as part of the University's annual Program evaluation. County and University will work together to address Program concerns. Program or personnel issues that cannot be resolved locally, should be addressed with the supervisor (Exhibit D - Org. Chart).

9. Nothing in this Agreement precludes the County or University at any time during the term of this Agreement from requesting a modification of the Program, including an adjustment of the number of University Extension personnel working in the County. The County or University will provide a minimum of ninety (90) days prior notice if either party desires a change in Programs that results in a decrease in the staffing or funding level, and both parties agree to enter into good faith discussions to address such request.

10. If University or the County in good faith determines that funding is no longer available to support the Programs or positions providing services locally, either party may terminate this Agreement. Termination of the Agreement in its entirety requires a minimum of ninety (90) days' prior notice. Notice shall be dated and provided in writing to the parties listed below as the contacts for this Agreement.

If to County:

If to University:

University of Minnesota
Minnesota Extension
Attn: Dean Beverly R. Durgan
240 Coffey Hall
1420 Eckles Avenue

St. Paul, MN 55108
E-mail: mnext@umn.edu

11. Each party agrees that it will be responsible for its own actions and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party or the results thereof. The County's liability is governed by the provisions of Minn. Stat. Chap. 466 and other applicable laws. The University's liability is governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. §3.736 and other applicable law.

12. Pursuant to Minn. Stat. §16C.05, Subd. 5, the University agrees that County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of relating to this Agreement. University agrees to maintain these records in accordance with applicable law.

13. All data collected, created, received, maintained, or disseminated for any purposes by the activities of University because of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chap. 13, as amended, the Minnesota Rules implementing such Act now in force or as adopted, as well as Federal Regulations on data privacy.

14. With respect to their obligations under this Agreement, the University and the County are committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation or other classifications protected by state or federal law. In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363A; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

15. This Agreement may be executed in counterparts and/or by electronic signature, each counterpart of which will be deemed an original, and all of which together will constitute one agreement. The executed counterparts of this Agreement may be delivered by electronic means, such as email, and the receiving party may rely on the receipt of such executed counterpart as if the original had been received.

– Signature Page Follows –

IN WITNESS WHEREOF, the parties by their respective authorized agents or officers have executed this Agreement.

County of Becker

BY _____
Chair, County Board of Commissioners

DATE _____

Approved as to form:

BY _____
County Attorney

DATE _____

Regents of the University of Minnesota

BY _____
Dean, University of Minnesota Extension

DATE _____

Agreement between the Regents of the University of Minnesota through its Extension and Becker County, Minnesota

Exhibit A: Extension Programs and Positions Supported by the County

The County has agreed to support the following University of Minnesota Extension Programs and positions. Package prices are based on a three-year commitment unless otherwise noted.

Table A: Program Staff

County agrees to provide the funds identified below to augment the following Extension Programs and positions. Package prices include salary, fringe, travel, and other expenses as described in paragraph 3 of the above-referenced "Agreement."

Program/Position	2025		2026		2027	
	FTE	Price	FTE	Price	FTE	Price
Extension Educator-4-H Youth Development	1	\$100,000	1	\$103,000	1	\$106,100
Total	1	\$100,000	1	103,000	1	\$106,100

Table B: Administrative Support Specialist-NA

County agrees to provide the funds identified below to support a University-hired Administrative Support Specialist in the County Extension Office. The Administrative Support Specialist is a bargaining unit employee, paid hourly. Full-time is 40 hours per week or 2080 hours per year. Unless otherwise specified, hours of work will be divided equally across 52 weeks. Package price includes salary, fringe, travel, and other expenses as described in paragraph 3 of the above-referenced "Agreement."

Administrative Support	2025		2026		2027	
	Hours	Price	Hours	Price	Hours	Price
University-hired Administrative Support Specialist ²	N/A	N/A	N/A	N/A	N/A	N/A
Total	N/A	N/A	N/A	N/A	N/A	N/A

Table C: Short-term Temporary Casual Program Staff (e.g. College Intern; Summer Coordinator)

County agrees to provide the funds identified below to support University-hired short-term temporary casual program staff. Salary and fringe vary by classification and experience. Unless otherwise noted, the University has the flexibility to hire individuals into the classification that matches the employee's qualifications and best serves the county Program needs. Funds provided will be used to cover salary, fringe, travel, and other expenses as described in paragraph 3 of the above-referenced "Agreement."

Casual Program Staff ²	2025 Total Funds	2026 Total Funds	2027 Total Funds
Temp-Casual Staff 4-H Youth Development	\$9,000	\$9,270	\$9,550
Total	\$9,000	\$9,270	\$9,550

Table D: Grant/Partner Funded Positions/N/A

County is not obligated to provide funds and the University shall not bill for the following grant or partner-funded positions. County agrees to provide “local support” as specified in paragraph 4 of the Agreement unless otherwise specified. University agrees to provide salary, fringe, travel, and other expenses as described in paragraph 3 of the above-referenced “Agreement.”

Program	Position/Working Title	Grant/Funding Partner	Local Support
N/A	N/A	N/A	N/A



Date: June 27, 2024

To: Carrie Smith

From: Todd Hill

Re: Multi-County Public Affairs Proposal

As we discussed on our call last Friday, I have been struggling to get my arms around what to propose for moving ahead. Over the past few weeks, I have reached out to a handful of colleagues and public affairs firms for their thoughts and suggestions for addressing the issues Becker County, the surrounding counties, businesses and residents are facing. The scope of the issues we were retained to address during the 2024 Legislative Session seem to be expanding and getting more complicated. The fact the challenges and issues seem to change weekly also makes it difficult to know exactly what other issues we may face in the future.

With those challenges in mind, I am offering the following thoughts on the services we need to add to bolster our impact in St. Paul, with the Walz Administration and state regulators. I am also suggesting the following budgets for each of those areas, based upon my conversations with several entities. Once we have a clear understanding of the overall budget, we can fine tune this proposal.

- Direct Lobbying (Hill Capitol Strategies) \$12,000/month
 - State Legislature
 - Administration
 - State Agencies
 - Federal Delegation
- Grassroots and media relations \$5,000/month
- DNR, SHPO, Agency/Regulatory/Legal assistance \$5,000/month

To continue lobbying on behalf of Becker County, the additional coalition of counties and managing any other additions to the overall team, we are proposing our contract be increased to \$12,000 per month. This would include the requests made last week to engage members of the federal delegation. Sam Krueger and I would share the responsibility of managing day-to-day activities. We would be responsible for the management of communications with designated contacts within the counties and members of the county boards.

To support our lobbying efforts, we also recommend engaging a firm to provide, design and implement a more complete strategic public affairs plan. This would include coalition building, management, identification and engagement of diverse stakeholder voices, media engagement and united messaging to deter the acceptance of the White Earth's proposed land transfer. We would also engage this organization to bring attention to other White Earth efforts to exert influence over activities outside of the current tribal boundaries.

Based upon my outreach to several individuals, I have identified an organization to provide these services. If you agree to add this to our efforts, I can provide a broader summary of the services and activities they would provide the coalition. I am proposing a budget of \$5,000 per month to cover their activities.

As we continue to face additional challenges such as SHPO, timber rights, land rights and water regulations, in addition to the land transfer, we need to add individuals to our team who are better versed in these regulatory topics. I have identified individuals with expertise in dealing with these topics and the state agencies overseeing the enforcement. They would be available to support our efforts at the State Capitol and provide legal insight when necessary. I am proposing a budget of \$5,000 per month to cover these services.

While I acknowledge this is a large budget, the issues we are facing are broad and complicated. A successful effort is going to require a significant amount of time, energy, and management. We hope when the cost is shared amongst the various parties, the budget will be manageable, and you can see the value of creating a team of lobbyists, public relations, and subject matter experts to work on these issues.

Finally, we believe it is important to point out the resources and investments the White Earth Chippewa and Ojibwe tribes have made in lobbying over just the last two years. This information is based upon their filings with the Minnesota Campaign Finance Board. In 2022, the White Earth Chippewa spent \$360,000 on lobbying. While they had lobbyist engaged in 2023, they have not filed their expense report to cover that year. They have continued to engage a lobbyist in 2024.

In 2023, the White Earth Ojibwe spent more than \$500,000 on lobbying. That was the first year the White Earth Ojibwe reported any lobbying expenditures. They have continued to engage a lobbyist in 2024. Based upon the reports filed by the lobbyists for both organizations, we know a portion of their time has been working on issues related to water and forestry management. We can also identify a trend of increased investments in lobbying by the tribal governments.

We look forward to further discussing our proposal and the opportunity to introduce the other organizations we hope to add to this effort.



MINNESOTA TEAMSTERS PUBLIC & LAW ENFORCEMENT EMPLOYEES' UNION, LOCAL NO. 320, STATE OF MINNESOTA



AFFILIATED WITH
International Brotherhood of Teamsters

Brian Aldes
Secretary-Treasurer

Erik Skoog
President

Curt Swenson
Vice President

Joshua Loahr
Recording Secretary

Jill Nitke
Trustee

Brett Ohnstad
Trustee

Connie Westlund
Trustee

Becker County Sheriff Clerical Employees Last and Final Offer

1. ARTICLE 10. DISCIPLINE:

10.7 An employee who has any disciplinary action placed in their personnel file and who has not had any recurrence or additional discipline within a 5-year period shall have the discipline permanently removed from their personnel file.

2. ARTICLE 11. OVERTIME:

11.6 Employees will have the ability to request a payout of any/all earned compensatory hours at any time. A universal form will be utilized to request payment of the requested compensatory time and will be submitted to Human Resources.

3. ARTICLE 15. INSURANCE:

Effective January 1, 2025, any increases to health insurance will be split 75-25 between the employer and the employee for single based off of the lowest HSA comparable plan premiums. Any increases to the single +1 or family plans will be split 75/25 between the employer and the employee.

Becker County will pay a flat rate of \$200 per month towards health insurance for part time employees.

4. ARTICLE 17. HOLIDAYS:

17.1 The following ~~ten (10)~~ **eleven (11)** holidays have been designated as official paid holidays.

5. ARTICLE 20. SICK LEAVE:

20.1 All regular employees shall be entitled to one (1) days of sick leave per month, and shall accumulate sick leave to a maximum of one hundred twenty (120) days **nine hundred and sixty (960) hours**. Sick leave shall be earned on the bi-weekly payroll system. **After a maximum of nine hundred and sixty (960) hours have been accrued, the next 48 hours of excess accrued sick time will be placed into the employees MSRS- HCSP plan and any remaining hours in excess of the 48 hours shall be placed into Becker County's catastrophic sick leave bank.** A doctor's certificate may be required for sick leave absences of more than three (3) consecutive days duration, or when an employee is on sick leave and abuse is suspected.

6. ARTICLE 22. WAGES:

2024 2.5% COLA plus step, retro back to January 1, 2024
2025 3.5% COLA plus step
2026 3.5% COLA plus step

Becker County's proposal to implement the 2.5% COLA increase based on their current 2023 base wages on January 1, 2024 all employees shall be placed on new 10 step pay grid April 1, 2024. if employee is currently at the top step of the current grid and anniversary date has passed before implementation of contract employee shall receive an additional step if applicable on April 1, 2024. If anniversary date is after contract implementation employees' steps will occur on regular anniversary date.

7. ARTICLE 23. LONGEVITY:

0-5 years	0%
6-10 years	1%
11-15 years	2%
16-20 years	3% 5%
21-25 years	5% 7%
26-30 years	6% 8%
30+ years	7% 9%

8. ARTICLE 16. VACATION:

16.2 Regular employees shall earn vacation leave in accordance with the following schedule:

YEARS OF SERVICE:	VACATION LEAVE:
Beginning 0 through 1 year	10 days 96 hours of accrual
Beginning 2 through 6 years	12 days 120 hours of accrual
Beginning 7 through 11 years	15 days 144 hours of accrual
Beginning 12 through 18 years	20 days 168 hours of accrual
Beginning 19 plus years	24 days 192 hours of accrual

9. ARTICLE 3. DEFINITIONS:

3.11 Work year: 2080 hours



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Trustee

Brett Ohnstad
Trustee

Connie Westlund
Trustee

Becker County Human Services Last and Final Offer

1. **ARTICLE 3. DEFINITIONS:**

3.7 Work Period: Regularly scheduled work day of eight (8) hours per day. ~~Work week of forty (40) hours.~~ **Work year of 2080 hours.**

3.9 Benefits: Benefits shall accrue at eight (8) hours per day or ~~2,088~~ **2,080** hours per year or portion thereof.

2. **ARTICLE 11. DISCIPLINE:**

11.7 **An employee who has disciplinary action placed in their personal file and who has not had any reoccurrences or additional discipline within a 5-year period shall have the discipline permanently removed from their personal file.**

3. **ARTICLE 12. OVERTIME:**

12.6 **Employees will have the ability to request a payout of any/all earned compensatory hours at any time. A universal form will be utilized to request payment of the requested compensatory time and will be submitted to Human Resources.**

4. **ARTICLE 16. INSURANCE:**

For years 2025 and 2026, the County will continue with the 75-25% split on any increases to health insurance. This includes any increases to single coverage, single plus one coverage, and family coverage.

Becker County will pay a flat rate of \$200 per month towards health insurance coverage for part-time employees.

5. **ARTICLE 17. VACATIONS:**

17.1 Regular employees shall earn vacation based upon years of service as follows:

~~Beginning 0 through 2 years — 96 hours~~

~~Beginning 3 through 11 years — 120 hours~~

~~Beginning 12 through 18 years — 160 hours~~

~~Beginning 19 plus years — 192 hours~~

0 years to 2 years of service 96 hours of accumulation

3 years through 4 years of service 120 hours of accumulation

5 years through 9 years of service 144 hours of accumulation

10 years through 18 years of service 168 hours of accumulation

19+ years of service

192 hours of accumulation

6. **ARTICLE 18. HOLIDAYS:**

18.1 The following ~~ten (10)~~ **eleven (11)** days have been designated as official paid holidays:

7. **ARTICLE 27. WAGES:**

2024 2.5% COLA plus step, retro back to January 1, 2024

2025 3.5% COLA plus step

2026 3.5% COLA plus step

Becker County's proposal to implement the 2.5% COLA increase based on their current 2023 base wages on January 1, 2024 all employees shall be placed on new 10 step pay grid April 1, 2024. if employee is currently at the top step of the current grid and anniversary date has passed before implementation of contract employee shall receive an additional step if applicable on April 1, 2024. If anniversary date is after contract implementation employees' steps will occur on regular anniversary date.

8. **ARTICLE 22. SICK LEAVE:**

22.1 All regular employees shall be entitled to one (1) day sick leave per month, and shall accumulate sick leave to a maximum of nine hundred and sixty hours (960). Sick leave shall be earned based on the bi-weekly payroll system. After the maximum nine hundred and sixty (960) hours have been accrued, ~~50% of the excess accrued sick time will go into the employees MSRS-HCSP plan and the remaining 50% shall go into the employees extra sick leave bank only to be used when all of the nine hundred and sixty (960) hours have been exhausted~~ **the next 48 hours of excess accrued sick time will go into the employees MSRS-HCSP plan and any remaining hours shall be placed into Becker County's catastrophic sick leave bank.** The bargaining unit is not eligible to utilize the County's catastrophic bank. A doctor's certificate may be required for sick leave absences of more than three (3) consecutive days duration, or when an employee is on sick leave and abuse is suspected.

9. **ARTICLE 28. LONGEVITY:**

0-5 years	0%
6-10 years	1%
11-15 years	2%
16-20 years	3% 5%
21-25 years	5% 7%
26-30 years	6% 8%
30+ years	7% 9%

10. **ARTICLE 33. DURATION:**

A three-year agreement starting **January 1, 2024 through December 31, 2026.**



MINNESOTA TEAMSTERS PUBLIC & LAW ENFORCEMENT EMPLOYEES' UNION, LOCAL NO. 320, STATE OF MINNESOTA



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Becker County Courthouse Last and Final Offer

1. **ARTICLE 3. DEFINITIONS:**

3.7 **Work Period:** Regularly scheduled work day of eight (8) hours per day. ~~Work-week of forty (40) hours.~~ **Work year of 2080 hours.**

3.9 **Benefits:** Benefits shall accrue at eight (8) hours per day or ~~2,088~~ **2,080** hours per year or portion thereof.

2. **ARTICLE 11. DISCIPLINE:**

11.7 **An employee who has disciplinary action placed in their personal file and who has not had any reoccurrences or additional discipline within a 5-year period shall have the discipline permanently removed from their personal file.**

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For years 2025 and 2026, the County will continue with the 75-25% split on any increases to health insurance. This includes any increases to single coverage, single plus one coverage, and family coverage.

Becker County will pay a flat rate of \$200 per month towards health insurance coverage for part-time employees.

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19+ years of service 192 hours of accumulation

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2026 3.5% COLA plus step

Becker County's proposal to implement the 2.5% COLA increase based on their current 2023 base wages on January 1, 2024 all employees shall be placed on new 10 step pay grid April 1, 2024. if employee is currently at the top step of the current grid and anniversary date has passed before implementation of contract employee shall receive an additional step if applicable on April 1, 2024. If anniversary date is after contract implementation employees' steps will occur on regular anniversary date.

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9. **ARTICLE 28. LONGEVITY:**

0-5 years	0%
6-10 years	1%
11-15 years	2%
16-20 years	3% 5%
21-25 years	5% 7%
26-30 years	6% 8%
30+ years	7% 9%

10. **ARTICLE 33. DURATION:**

A three-year agreement starting **January 1, 2024 through December 31, 2026.**

11. **ARTICLE 31. SAFETY:**

The Employer will contribute the sum of ~~two hundred dollars (\$200)~~ **two hundred and fifty dollars (\$250)** per year for boot allowance or protective gear for all employees who meet OSHA requirements. Transfer Station, Recycling Center, and Natural Resources employees who meet OSHA requirements shall have an allowance of ~~three hundred dollars (\$300)~~ **three hundred and fifty dollars (\$350)** per year for boot allowance or protective gear.

RM/ab/opeciu12/beckecths/proposals/april2024lastfinal

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 07-24-2B

Class Action Lawsuit Settlement Agreement

WHEREAS, on May 25, 2023, the Supreme Court of the United States ruled that Minnesota's tax-forfeiture law was unconstitutional.

WHEREAS, following the ruling by the Supreme Court, a class action lawsuit was filed against all 87 counties in Minnesota.

WHEREAS, during the 2024 Legislative Session, a settlement was reached, and the legislature approved a settlement fund. Individual counties have the option of opting out of the settlement agreement. Sub 4. Reads **Deemed election to become participating county; nonparticipating counties.**

A county that does not affirmatively notify the claims administrator by August 1, 2024, in writing, that it is not a participating county, will be deemed to have elected to become a participating county. A county that is not a participating county retains all risks of liability for claims related to properties forfeited before January 1, 2024. The State of Minnesota is not financially responsible for claims related to those properties and may seek indemnification from counties that are not participating counties for any expenses or judgement related to those properties.

NOW THEREFORE BE IT RESOLVED. That the Board of County Commissioners of Becker County, Minnesota, will be participating in the settlement agreement.

Duly adopted this 16th day of July 2024, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
Carrie Smith
County Administrator

/s/ John Okeson
John Okeson
Board Chair

State of Minnesota)
) ss
County of Becker)

I, the undersigned being the duly appointed and qualified County Administrator for the County of Becker, State of Minnesota, do hereby certify that the foregoing is a true and correct copy of a Resolution passed, adopted, and approved by the County Board of Commissioners at a meeting held July 16, 2024, as recorded in the record of proceedings.

Carrie Smith
County Administrator

BECKER COUNTY BOARD OF COMMISSIONERS
RESOLUTION 07-24-1C
Personnel Request

WHEREAS, The County Auditor-Treasurer is requesting to combine an Auditor-Treasurer Part-Time Clerk 1 and a Human Services Part-Time Clerk 2 position to one Full-Time Clerk 1 position.

WHEREAS, combining these positions will result in savings, due to the Clerk 2 position being vacant and hiring the Full-Time position at a Clerk 1 which is at a lower band and grade.

WHEREAS, Additional duties will be reassigned to the new combined position.

NOW THEREFORE BE IT RESOLVED. That the Board of County Commissioners of Becker County, Minnesota, approves combining one Part-Time Clerk 1 position and one Part-Time Clerk 2 position into one Full-Time Clerk 1 position in the Auditor-Treasurer office.

Duly adopted this 16th day of July 2024, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

<u>/s/ Carrie Smith</u> Carrie Smith County Administrator	<u>/s/ John Okeson</u> John Okeson Board Chair
---	--

State of Minnesota)
) ss
County of Becker)

I, the undersigned being the duly appointed and qualified County Administrator for the County of Becker, State of Minnesota, do hereby certify that the foregoing is a true and correct copy of a Resolution passed, adopted, and approved by the County Board of Commissioners at a meeting held July 16, 2024, as recorded in the record of proceedings.

Carrie Smith
County Administrator

Date: July 10, 2024

To: Becker County Commissioners

From: Mary Hendrickson

RE: Personnel Request

Action Request: Request to pass **Resolution 07-24-2C** combining an Auditor-Treasurer Part-time Clerk 1 position and a Human Services Part-Time Clerk 2 position, to create a Full-Time Clerk 1 position in the Auditor-Treasurer's. The Human Services Part-Time Clerk 2 position is currently vacant.

Justification:

This will increase the efficiency within the Auditor-Treasurer office. We have re-assigned multiple duties because of an unexpected leave of absence. In addition, we will be able to assign additional duties to this position regarding pending changes to tax forfeited laws and scanning/indexing of automated purchase orders.

Cost Analysis:

CLERK 1 A130 (COMB PT CLERK 1/PT CLERK 2 TO FT CLERK 1)		2024 COST TO FILL	CURRENT COST	2024 BUDGET	2025 BUDGET
SALARY		\$ 13,489	\$ 18,885	\$ 61,159	\$ 41,574
PERA		\$ 1,012	\$ 1,416	\$ 4,587	\$ 3,118
HEALTH		\$ 4,391		\$ -	\$ 17,563
FICA		\$ 1,032	\$ 1,445	\$ 4,679	\$ 3,180
UNIFORM/SEVERANCE			\$ -		
TOTAL		\$ 19,924	\$ 21,746	\$ 70,424	\$ 65,435

Cost savings explanation:

We are showing overall savings to the 2024 budget of \$28,754 due to hiring a Clerk 1 rather than a Clerk 2. This is based on step 4 of the wage scale.

Options:

This position is essential for customer service, processing property taxes, purchase orders, tax forfeit land sales and elections.

AGREEMENT for WE Fest 2024

July 31st–August 4th, 2024

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

SECTION 1

WORK TO BE DONE

The County shall provide personnel for law enforcement response from July 31st through August 4th, 2024, and traffic control from July 31 through August 4, 2024, in connection with the "WE Fest 2024" event to be held at the Soo Pass Ranch in Lake View Township in Becker County, Minnesota on August 1 through August 3, 2024, with early camping beginning July 31st. The County shall provide law enforcement response and traffic control on Becker County Highway #22 and Becker County 130th Street and 260th Avenue. In addition, the County shall provide personnel for law enforcement response and roving patrols through campgrounds at the Soo Pass site.

It is understood between the parties that the County will not be providing any extra resources under this agreement related to "early camping" that begins on July 31st.

SECTION 2

EQUIPMENT AND MATERIALS

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

SECTION 3

STAFFING

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

SECTION 4

PAYMENT

In consideration for the services to be performed under this Agreement and subject to adjustment pursuant to Section 5 below, Promoter agrees to pay to County the sum of **\$90,000** for law enforcement and traffic control. **\$45,000.00** shall be paid to the County on or before the second Friday in August. The County agrees to defer up to **\$11,825.00** of the 2024 costs to 2025. The deferred costs will be shown as an ending balance on the 2024 final invoice and shall be paid in full on or before August 8th, 2025.

The County will provide the Promoter with a final invoice on or before October 1st of each year. The final invoice shall be paid in full, less the agreed upon deferment, on or before November 1st of each year. Interest shall accrue at the rate of 8% per annum on any balance not paid by its due date. Payments shall be applied first to interest and then in reduction of principal. If Promoter makes all payments when due, as provided in this Agreement, interest charges from August 9, 2024, to November 1, 2024, will be forgiven. If the Promoter fails to make any payment when due, the entire unpaid balance, together with accrued interest and deferred costs shall be due immediately.

SECTION 5
ADJUSTMENTS TO CONTRACT PRICE

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

SECTION 6
APPLICABLE LAW & VENUE

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

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

SECTION 7
ENTIRE AGREEMENT

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

SECTION 8
MODIFICATION

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

BECKER COUNTY:

John Okeson, Chairperson (Date)
Becker County Board Commissioner

Carrie Smith (Date)
Becker County Administrator

Approved as to form and execution:

Brian McDonald (Date)
Becker County Attorney

WE Fest Holdings, LLC (Date)

From: [Todd D. Glander](#)
To: [Brad Mahoney](#)
Subject: FW: Message from KM_C360i
Date: Wednesday, July 10, 2024 3:33:47 PM
Attachments: SKM_C360i24071012520.pdf

From: Jona W. Jacobson <jona.jacobson@co.becker.mn.us>
Sent: Wednesday, July 10, 2024 2:06 PM
To: Todd D. Glander <todd.glander@co.becker.mn.us>
Subject: FW: Message from KM_C360i

Todd,

Jim mentioned you would like a map of this years chipseal. See attached. All of the County roads are completed as of today, We will get them swept asap.

We should be able to chip seal the jail lot next Wednesday or Thursday. Just measuring from google, it would cost right around \$5,700. This does not include sweeping.

Let me know if this is for sure and also who I should contact about vehicles/schedule.

From: netscan@co.becker.mn.us <netscan@co.becker.mn.us>
Sent: Wednesday, July 10, 2024 12:53 PM
To: Jona W. Jacobson <jona.jacobson@co.becker.mn.us>
Subject: Message from KM_C360i



BECKER COUNTY

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

MEMORANDUM FOR ACTION

Date: July 16, 2024

SUBJECT: Award Toad Mountain Master Plan Proposal

TO: Becker County Board of Commissioners

1. Discussion: Becker County received 7 requests for proposals (RFP) for the plan development, coordination, and public engagement for the Toad Mountain Park. This plan will help Becker County and future park users identify the goals and objectives for this park through various public engagement events and meetings. The Recreational Advisory Committee (RAC) reviewed and scored all 7 RFPs on July 9th and recommends the Becker County Board award the contract proposal to SRF Consulting at the proposed costs of \$54,935.00. If SRF is not selected as the firm the RAC recommends ISG consulting as the alternative firm.
2. Funding: Recreation (15) Account
3. Action request: Select and Approve SRF Consulting as the Master Plan Consultant/Plan Writer.
4. The point of contact for this memorandum is Steve Skoog/Mitch Lundeen

Distribution: Board of Commissioners, County Administrator



BECKER COUNTY

Park Master Plan

Toad Mountain Park





July 3, 2024

Steve Skoog and Mitch Lundeen
Becker County Land Use Department
Becker County Courthouse
915 Lake Avenue
Detroit Lakes, MN 56501

Subject: Toad Mountain Park Master Plan

Dear Steve Skoog, Mitch Lundeen, and Members of the Selection Committee:

Becker County is the new owner of a very special piece of land that has the potential to become a popular park attraction unlike any other in the region. The high vistas and the lakefront access make this an incredible location for a regional park. An important park like Toad Mountain deserves the best planning that will help the County with future development and to secure funding for proposed improvements.

The successful planning and implementation of this work will demand a seasoned and experienced team, one that Becker County staff can trust and with whom they can collaborate to satisfy the needs of the Greater Minnesota Regional Parks and Trails Commission (GMRPTC) requirements for master plans.

SRF Consulting Group, Inc., is excited to be part of this project, and we have assembled an experienced team of planners and landscape architects to undertake this master planning effort. SRF's planning approach focuses on the following key areas:

Technical Expertise | The SRF Team includes technical park and trail design skill sets that can utilize the creative previous planning efforts and can evaluate the current site conditions to ensure all concepts are implementable for the County. Our team has experience working with the GMRPTC, including uploading master plan components to their website portal.

Cost-Effective Recommendations | The SRF Team will develop concepts that maximize the County's return on investment in the short term and minimizes maintenance needs in the long term. SRF will also provide the County with realistic and achievable planning estimates that will provide solid resources for future development phases.

Process and Communication | We are committed to working closely with Becker County staff during all phases of planning. Communication is the key to every assignment, reinforcing the trust and support needed to successfully design – and ultimately implement – park planning efforts.

Enthusiasm and Efficiency | The SRF Team will bring enthusiasm and energy to this planning effort to make this an enjoyable process for all stakeholders. We are committed to completing tasks on time with creative, high-quality outcomes.

We look forward to the opportunity to meet with you to discuss the planning approach we have outlined for undertaking your park master planning effort. If you have any questions regarding our proposal, please contact Ken Grieshaber at 763.249.6709 or kgrieshaber@srfconsulting.com.

Sincerely,

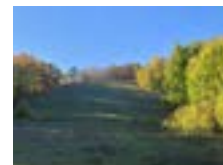
Ken Grieshaber, PLA, ASLA
Project Manager/Director/Primary Contact

Stewart Crosby, PLA, ASLA
Project Advisor

Project Understanding

The property that will become Toad Mountain Park is 253-acres and encompasses two parcels on a scenic and minimally developed lake located midway between Detroit Lakes and Park Rapids on County Road 34. The property has over 920 feet of shoreline on Toad Lake and has one of the tallest points in all of Becker County, providing stunning views of the surrounding countryside.

Becker County intends to develop the property into a regional park that will provide public access to the lake and the peak, which was also a desire of the previous owner. Becker County has been partnering with the Trust for Public Land to transfer the two parcels from private to public ownership. Becker County intends to submit a Designation Application to the Greater Minnesota Regional Parks and Trails Commission (GMRPTC) and, once a “high” ranking is received, will develop a master plan to develop the property as a regional park. Once the master plan is approved for the park, it will receive “Regional Park” status and will then be eligible for Greater Minnesota Regional Parks and Trails Legacy Grant Funding. The County intends to submit the master plan no later than the spring of 2025 to become eligible to submit a grant application in July 2025. Becker County is seeking assistance to prepare the Designation Application and the Master Plan to GMRPTC standards.



Project Approach

The following detailed project approach plan outlines the SRF Team’s understanding of assigned roles and responsibilities for the development of concepts plans for the education building and site.

1. Project Kick-Off

The SRF Team will attend an initial kick-off meeting with County staff to confirm individual roles and responsibilities, the project schedule, meeting dates and to visit the site. This first meeting will also be an opportunity for the Project Team to discuss the County’s needs for site improvements. Working with County staff, **Ken Grieshaber** and the project team will develop a list of needs and ideas for the site that will be helpful for developing site concepts.

County responsibilities include:

- Provide available background information for the park
- Review and affirm the project schedule and completion of identified work tasks

SRF Team responsibilities include:

- Assemble base mapping and review available park background information
- Complete a park site visit with County staff
- Collect and review existing and related plans

2. Prepare a Regional Designation Application

The SRF Team will prepare all aspects of the Regional Designation Application, including the following:

- General facility information
- Regional significance statement
- Park classification as defined in the 2021 GMRPTC Strategic Plan
- Park setting description
- Size, development, and ownership status
- Listing of current and proposed recreation facilities/amenities
- Site characteristics including landforms and unique features
- Classification criteria in reference to Section III of the 2021 GMRPTC Strategic Plan

The SRF Team will confirm with Becker County staff that the Regional Designation Application is acceptable, and then SRF will upload the application materials onto the GMRPTC web portal and confirm with staff that it has been submitted appropriately.

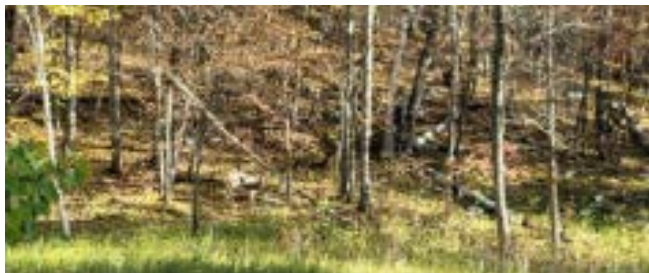
If necessary, SRF staff will attend a site visit with County staff and GMRPTC staff that is sometimes required during the review period.

County responsibilities include:

- Assist the SRF Team in developing a Regional Significance Statement
- Review and affirm the draft elements prepared for the Designation Application

SRF Team responsibilities include:

- Prepare draft language and graphics for each of the required submittals of the Regional Designation Application
- Develop necessary base mapping and other graphics as required for the Designation Application
- Upload the Regional Designation Application to the GMRPTC website and confirm with GMRPTC staff that all aspects of the application are viewable



3. Master Plan Preparation

The SRF Team will develop a master plan to meet all the requirements of the GMRPTC as outlined in the 2021 Strategic Plan. This includes the following:

- Proposer/Implementing Agency
- Regional Significance Statement, Introduction/Overview, Site Information
- Setting, Regional Context
- Vision, Trends, Public Values, Public Input/Participation
- Development Master Plan, Implementation Plan
- Management Plan, Operational Sustainability Plan, Natural Resource Sustainability Plan, Programming, Marketing, Research and User Metrics

In addition, SRF will develop a park site concept that will be based on input from County staff at the kick-off meeting. The site concept will be developed using LIDAR and GIS-based data provided by the County and available on public data sites. The site concept will show roads, trails, parking areas, amenities for educational, and environmental activities. The preliminary park site concept will be the basis of the master plan.

The SRF Team will develop a scaled site concept plan that will be enhanced with color and notes to provide design intent.

The SRF Team will confirm with Becker County staff that the draft master plan meets County expectations, and then SRF will upload the application materials onto the GMRPTC web portal and confirm with staff that it has been submitted appropriately.

If necessary, SRF staff will attend a site visit with County staff and GMRPTC staff that is sometimes required during the master plan review period.

County responsibilities include:

- Provide comments and feedback on draft master plan components
- Provide comments on design alternative concepts

SRF Team responsibilities include:

- Prepare draft language and graphics for all master plan components
- Develop a preliminary concept and provide two (2) rounds of concept revisions, and associated graphics
- Prepare additional graphics to communicate design intent
- Develop a preliminary cost estimate for the site elements of the concept plan

4. Coordination Methods / Public Engagement

Public input into the planning process is important to ensure the master plan reflects the interests and needs of the community. Greater Minnesota Regional Parks and Trails Commission requires public engagement as part of Component 4, but the SRF Team places a specific focus on public outreach because receiving input makes for a stronger plan.

The SRF Team will provide materials and engagement support for two (2) pop-up events to coincide with scheduled events elsewhere in the community. We will also prepare an online survey using SurveyMonkey or similar software to provide an alternative means for members of the community to provide their input. In addition, we will present to the Becker County

Recreational Advisory Committee at one (1) meeting midway through the planning process, and at one (1) meeting of the Becker County Board of Commissioners when a draft plan has been prepared.

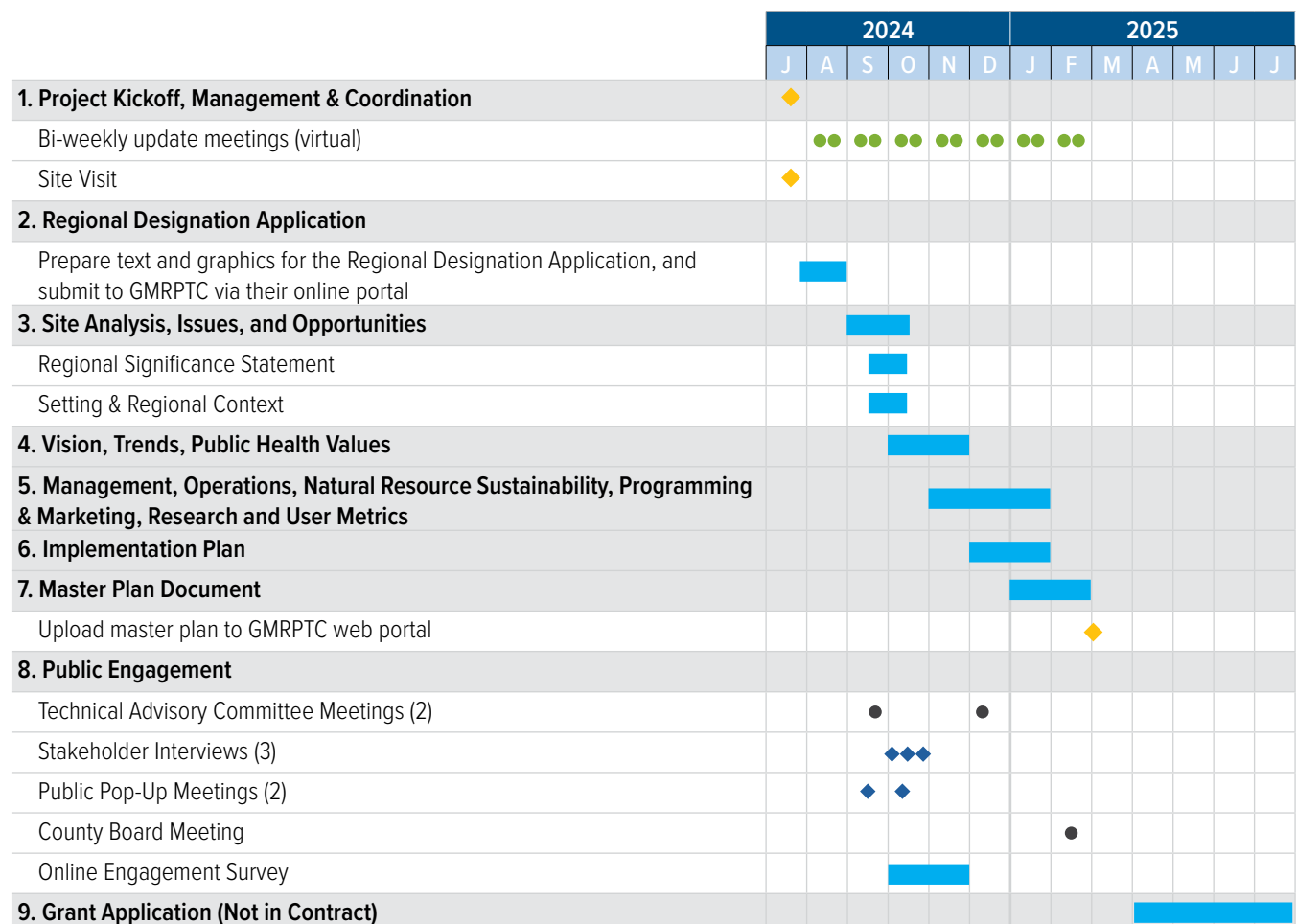
County responsibilities include:

- Provide input and comments on the engagement materials
- Assist at engagement events

SRF Team responsibilities include:

- Prepare materials and attend engagement events
- Prepare summary report of each engagement event

Project Schedule



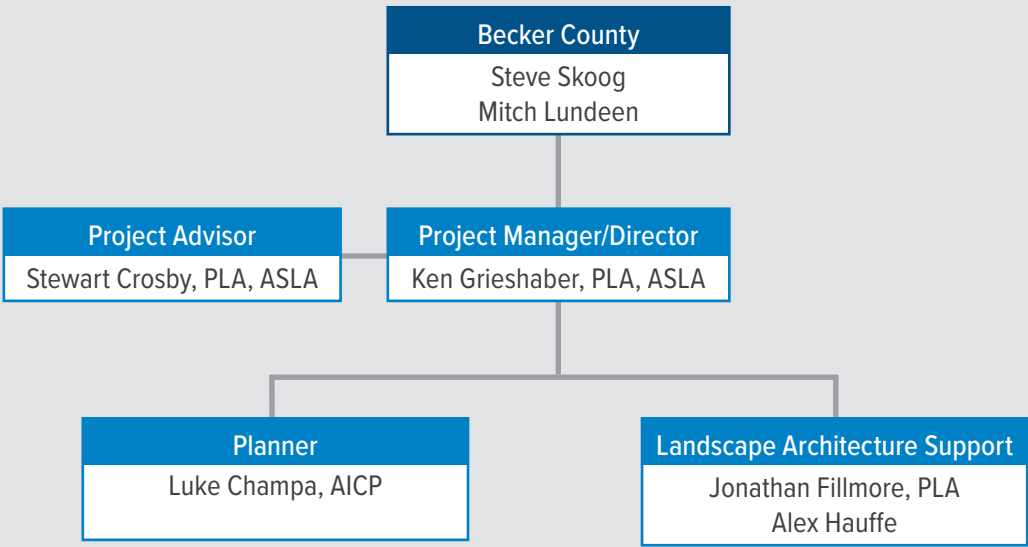
Key Staff

SRF has been providing parks, trails, and general recreation planning services to public sector clients in Minnesota and the upper Midwest for over 30 years. SRF has offered comprehensive, integrated consulting services for more than 60 years and with offices in Wisconsin, Minnesota, North Dakota, Nebraska, Florida, and Illinois, our current team of over 350 staff includes planners, designers, and engineers who collaborate with our clients and their stakeholders to develop creative solutions for the most challenging projects. SRF's award-winning team has the diverse skills and depth of knowledge to provide clients with carefully crafted planning and design responses across a wide spectrum of project types, including master plans to meet Greater Minnesota Parks and Trails Commission requirements. Whether it is developing the strong vision to guide a master plan effort, or providing a thoughtful response to the intricacies of site design, SRF's landscape architects provide creative sustainability and innovation by collaborating with clients and allied professionals to create valued community amenities.

The SRF Team shares a drive to cultivate connections within the communities we serve, and create resilient and meaningful recreation facilities shaped by our evolving world.

Organizational Chart

The organizational chart below depicts our team's structure and illustrates each staff member responsibility and role on the project team. Staff summaries for each team member are included in this section to highlight their qualifications and relevant project experience.





Ken Grieshaber, PLA, ASLA | Project Manager/ Director

Ken has 30 years of landscape architecture and urban design experience, with an emphasis on park and trail improvements. He has been involved in the planning and design of more than 60 neighborhood, community, and regional parks. Ken's skills include project management, conceptual and detailed design, and preparation of construction drawings and cost estimates. His work is mindful of operations and maintenance considerations and emphasizes sustainability. In addition, Ken is known for his skill in fostering an open, collaborative design process that includes residents, city officials, and design professionals.

Areas of Specialty

- Project Management
- Master Planning
- Site Planning and Design
- Park and Trail Improvements
- Public Involvement
- Urban Design

Education

Bachelors of Landscape
Architecture, Iowa State University

Registration

Landscape Architect:
Minnesota #24860
Iowa #00592
North Dakota #78

Professional Affiliations

American Society of Landscape
Architects

Minnesota Recreation and Parks
Association – Parks and Natural
Resource Committee

Project Experience

[Washington County Ravine Regional Park Master Plan, Minnesota](#). SRF is working with Washington County Parks to amend the master plan to provide the County with a plan that prepares the park for future growth in the area and addresses the impacts to recreation and natural resources of a proposed stormwater conveyance system through the park. The master plan includes updates of the developed areas around the south shore of Ravine Lake including park road circulation, lake access, picnic facilities a 4-season building that could serve as a Nordic center and a summer trailhead facility, and a new park entrance from County Road 19. The park's network of soft and paved trails have been updated and include lighted trails for winter use.

[Duluth Hartley Park and Woodland Recreation Area Master Plan, Minnesota](#). SRF developed the comprehensive master plan for the 670-acre park. The master plan focused on reorganizing the existing trail system to accommodate various users groups, realigning trails, and provided recommendations such as expanded parking areas as part of offering additional park amenities.

[MPRB Southwest Service Area Park System Plan, Minnesota](#). The Southwest Service Area Master Plan (SWSAMP) included recommendation for all 43 neighborhood parks south of I-394 and west of I-35W. This service area master plan engaged multiple stakeholders in the planning process for developing park improvement recommendations.

[Washington County Big Marine Park Reserve, Minnesota](#). Working with many stakeholders to create a vision for this new regional park reserve, SRF developed a master plan addressing programming and site improvements to be integrated within this 1,700 acre facility. Uneven terrain and a wide variety of sensitive natural resource areas provided many challenges for integrating roadway and trail circulation, a new beach facility, and picnic facilities as part of the first phase of constructed park improvements. (*2008 Award of Excellence - Minnesota Recreation and Park Association*)

[Willmar Park System Plan, Minnesota](#). Ken was the project manager and primary author for the Parks and Recreation Master Plan, a project that focused on two regional parks and six neighborhood parks in Willmar. Ken led all meetings including four with the Technical Advisory Committee and two open houses.

[Brooklyn Park 10-Year Park System Plan, Minnesota](#). Brooklyn Park is the sixth largest city in Minnesota and one of the most diverse cities in the state. SRF developed a plan for the city that was highly focused on community engagement and ensuring equitable distribution to facilities and services throughout the community. As the project manager, Ken was involved in community engagement, equitable analysis, developing a system-wide framework and vision, leading a design charrette for priority parks, crafting final recommendations for all 60 parks within the system, and writing the master plan document.



Stewart Crosby, PLA, ASLA | Project Advisor

Stewart has 20 years of experience in landscape architecture and urban design, including conceptual design, design development construction document preparation, and construction administration. He brings innovative design solutions to a variety of projects that include park and trail master plans and youth camp site design. Stewart has also conducted visual impact assessments for roads and trails and has worked on urban streetscape projects. Stewart excels at managing park planning and design projects, while fostering an open, collaborative design process that includes agencies, residents, design professionals, and other interested stakeholders. His work is mindful of operations and maintenance considerations and emphasizes sustainability.

Areas of Specialty

- Site Planning & Design
- Park Master Planning
- Trail Planning & Design
- Conceptual & Detail Design
- Construction Administration
- Public Involvement

Education

Master of Landscape Architecture,
University of Oregon, 2002

Bachelor of Landscape Architecture,
University of Oregon, 2001

Bachelor of Arts International
Affairs, Lewis and Clark College,
1991

Registration

Landscape Architect:
Minnesota #45681

Landscape Architect (Council
of Landscape Architecture
Registration Board)

Professional Affiliations

American Society of Landscape
Architects

Minnesota Chapter of American
Society of Landscape Architects

Council of Landscape Architecture
Review Board (CLARB)

Project Experience

[Douglas County Kensington Rune Stone County Park, Minnesota](#). Stewart served as the project manager for the development of a master plan that was prepared to garner support and approval of the Greater Minnesota Parks and Recreation Commission, which provides for extended funding options for park development. The park master plan focused on identifying a site and concept for a new visitor center and updating the pedestrian a vehicular circulation throughout the park. The park had doubled in size over the last decade so additional design and planning was needed to incorporate the new property into the park plan.

[Moorhead MB Johnson Regional Park Master Plan, Minnesota](#). Stewart served as the project manager for the development of a master plan for M.B. Johnson Regional Park, the largest park in the City of Moorhead. Stewart led a team of designers who worked with Moorhead staff to develop a layout for park facilities, a network of soft-surface and paved trails, park roads and parking facilities, as well as developing a plan for bringing city services to the site including sanitary sewer and new power service. Stewart provided guidance to the team's architect for the siting, scale and size of the park's new visitor center and warming hut and the new large group picnic shelter.

[Otter Tail County Perham to Pelican Rapids Regional Trail Master Plan, Minnesota](#). Stewart was the project manager for this regional master plan project that was completed to meet the standards of the Greater Minnesota Regional Parks and Trails Commission (GMRPTC). The master plan and trail corridor were identified by the GMRPTC as a key regional recreation facility and has since been granted DNR Trail Grant funding for preliminary design development. This project included identifying alternative trail corridors, an involved public process and development of the final master plan for which Stewart was the primary author.

[Willmar Parks and Recreation Master Plan, Minnesota](#). Stewart was the project manager and primary author for the Parks and Recreation Master Plan, a project that focused on two regional parks and six neighborhood parks in Willmar. Stewart led all meetings including four with the Technical Advisory Committee and two open houses. The master plan was approved by the Willmar City Council and two development projects including a splash pad and four new tennis courts were installed within a year.

[Washington County Central Greenway Regional Trail Master Plan, Minnesota](#). Stewart was the project manager for Phases I and II of the Central Greenway Regional Trail. The trail is planned to extend from Cottage Grove Ravine Regional Park north through Big Marine Park Reserve to Lake Elmo Park Reserve. Through two master plans, Stewart led the planning process and public engagement to develop a preferred trail route to connect three of the region's premier regional parks. The master plans were prepared to meet the requirements of the Metropolitan Council and was approved by all communities along the trail route.



Luke Champa, AICP | Planner

Luke joined SRF in 2022 with diverse experience in regional planning, transportation planning, urban design, rural design, and landscape architecture. He works closely with federal, state, and local agencies to forward public interest and deliver products that clients and stakeholders take pride in. Luke strives to understand the big-picture and build relationships across diverse groups of people. He focuses on recognizing client and stakeholder needs to deliver high-quality, actionable products grounded in big-thinking practicality.

Areas of Specialty

- Transportation Planning
- Regional Planning
- Urban Design
- Rural Design
- Public Engagement
- Long-Range Planning
- Current Planning
- Zoning & Land Development Code

Education

Bachelors in Landscape Architecture, North Dakota State University, 2015

Bachelor of Science in Environmental Design, North Dakota State University, 2015

Registration

American Institute of Certified Planners #34173

Professional Affiliations

American Planning Association

Western Central Chapter of the American Planning Association

Minnesota Chapter of the American Planning Association

North Dakota Planning Association

Project Experience

[Medora Area Plan, North Dakota](#). Assisted with engagement efforts and material preparation in Medora, ND, the epicenter of North Dakota's tourism industry. Luke prepared graphics and approachable materials to communicate the Medora Area Plan process and collect valuable feedback from stakeholders and the public.

[Housing Needs and Market Analysis, Minnesota and North Dakota](#). Led stakeholder and public engagement efforts across a broad and diverse group of stakeholders working within the housing market of the Fargo-Moorhead Area. Guided tactical survey distribution across the metropolitan area resulting in 850+ individual survey responses. Luke provided summarization of efforts, feedback, and survey results to ground study recommendations in market-reality and address public wants/needs.

[Metro 2050 – Fargo-Moorhead Metropolitan Transportation Plan, Minnesota and North Dakota](#). Luke is serving as lead planner for the Metropolitan Transportation Plan. His professional experience in public engagement, stakeholder facilitation, metropolitan transportation planning, transportation policy, and transportation funding allow Luke to be involved in critical aspects of Project development. Upon completion, Metro 2050 will guide transportation funding and policy in the Fargo-Moorhead Area. Project is ongoing.

[Bismarck East Main Avenue Corridor Study, North Dakota](#). Provided technical metropolitan transportation planning expertise. Drafted a succinct study final report to guide the MPO and City of Bismarck's future decision making for East Main Avenue. Luke was also heavily involved with stakeholder and public engagement, including a successful tactical effort to address underserved and underrepresented individuals present along the corridor.

[Arrive 2050 – Bismarck-Mandan Metropolitan Transportation Plan, North Dakota](#). Coordinated with the MPO and served as project manager to execute tasks related to the Travel Demand Model & Socioeconomic Update. Luke facilitated focus group meetings to supplement population forecasts and provided technical expertise on the socioeconomic projections process and TAZ allocation. He continues to assist in technical metropolitan transportation planning. Project is ongoing.

[City of Williston Infrastructure Safety Action Plan, North Dakota](#). Luke served as deputy project manager for the City's Safety Action Plan. His role in the project was to provide leadership and support on critical tasks including data collection and safety analysis, public engagement and equity, and action plan and implementation. The Plan guides transportation safety implementation and policy in the City of Williston to meet safety goals and pursue competitive funding through SS4A/HSIP.



Jonathan Fillmore, PLA | Landscape Architecture Support

Jonathan joined SRF in 2016 after receiving his Masters of Landscape Architecture from the University of Minnesota. Jonathan's design expertise includes trail/bicycle planning, park master planning, ecological design, geospatial analysis, and a wide range of arboriculture practices. As a year-round bicycle commuter, Jonathan is passionate about bicycle infrastructure design. His combination of experience and expertise augments his ability to provide innovative design solutions that improve the experience for the enjoyment and safety of bicyclists.

Areas of Specialty

- Trail/Bicycle Planning & Design
- Geospatial Analysis/GIS
- Site Design
- Park Master Planning
- Ecological Design
- Arboriculture

Education

Masters of Landscape Architecture,
University of Minnesota, 2016

Bachelor of Environmental Design,
University of Minnesota, 2014

Registration

Professional Landscape Architect:
Minnesota #58679

Recognition/Awards

ASLA-MN People's Choice Award
and Student Design Merit Award for
The Water Experience schematic
design, 2015

ASLA-MN Student Academic Merit
Award, 2016

University of Minnesota Capstone
Merit Award, 2016

Project Experience

[Becker County Trail Master Plan, Minnesota](#). Jonathan developed a detailed County-wide GIS inventory that identified key destinations and roadways safest for bicyclists and identified gaps in the existing system. Based on the analysis, helped prepare a preferred County-wide trail network.

[Otter Tail County Trail Master Plan, Minnesota](#). Role included compiling a detailed county-wide geospatial analysis that identified key destinations and roadways safest for bicyclists. Based on the analysis, helped prepare a preferred county-wide trail network.

[Pelican Rapids Complete Streets Concept Plan, Minnesota](#). Jonathan is the lead designer for the complete streets concept plan that is identifying proposed streetscape concepts including pedestrian and bicycle facilities to provide the City of Pelican Rapids with a concept to bring forward for a future MnDOT road reconstruction project. Jonathan is preparing the project graphics, and is the primary author for the report.

[Washington County Regional Trail Master Plan, Minnesota](#). Responsible for developing geospatial analysis graphics. The analysis ultimately led to a trail alignment that best served the surrounding communities.

[Barnesville Trail and Streetscape Plan, Minnesota](#). Jonathan was a primary author and lead designer for the city-wide trail plan that looked closely at existing pedestrian and bicycle facilities and developed a plan to integrate trails and on-street bike facilities into the existing street network and park system. A separate task developed streetscape concepts for Highway 9 through downtown to incorporate more pedestrian and bicycle facilities in advance of a MnDOT construction project that will reconstruct the entire streetscape. Jonathan participated in the public involvement process and led pop-up meetings at local and regional events including the County Fair.

[Washington County Cottage Grove Regional Park Master Plan, Minnesota](#). As the assistant designer/planner, helped develop site analysis materials and several park concepts.



Alex Hauffe | Landscape Architecture Support

Alex's design expertise include ecologically friendly development practices, culturally sensitive design integration, park master planning, 3D graphic representations, and public engagement experience. As an avid parks visitor and outdoor enthusiast, Alex is passionate about providing a safe, engaging, and integrative user experience in urban and natural settings while maintaining or rehabilitating the integrity of the site.

Areas of Specialty

- Public Engagement
- Site Evaluation
- Ecological Design
- 3D Graphics and Master Planning
- Parks and Trail Design

Education

Bachelor of Landscape Architecture, South Dakota State University, 2024

Professional Affiliations

American Society of Landscape Architects

Project Experience

[Prairie Woods Environmental Learning Center, Kandiyohi County, Minnesota](#). Prairie Woods Environmental Learning Center is a public outdoor learning center located North of Willmar, MN. Alex assisted in the development of graphics and the master plan necessary for applying to the Greater Minnesota Regional Park & Trails Commission for funding to enhance their offerings to the surrounding region.

[National Parks Service, Yosemite Valley Campsite, Yosemite National Park, California](#). National Parks Service hired Alex as part of a team to rehabilitate a location within Yosemite Valley that was recently acquired by the National Parks Service. Alex researched, evaluated, and produced graphics to depict the development suitability of the potential site. She worked around culturally and ecologically sensitive locations within the site to produce several options of potential layouts for future campground development.

[City of Butte Streetscape Renewal Project, Montana](#). Alex prepared high, medium, and low budget concept plans for a keystone corner on the Main Street of Butte, Montana. The city council used these graphics as part of a larger presentation during a community-led meeting to boost public interest and gain traction in the community. These concepts set the standard design for the future Main Street renewal project.

[Placemaking and Brownfield Restoration at Historic Joplin Train Depot, Joplin, Missouri](#). The Joplin, Missouri Train Depot was a brownfield restoration, EPA funded design visioning of an architecturally historic train station located near the heart of the city. Alex was selected to be a part of a small multidisciplinary team of students led by the Dean of the School of Design and three professors. They traveled to the city, performed site inventory and analysis, formed, and participated in community engagement activities, and used the information gathered to form a series of conceptual drawings and a master plan. These plans and graphics were used as part of a grant proposal to secure funds to rehabilitate the site.

[National Parks Service, Rivers, Trails & Conservation Assistance Program, and Yankton Sioux Tribe, Greenwood & Charles Mix River Access Improvements and Campsite Design, Missouri River, Greenwood & Charles Mix County, South Dakota](#). Alex provided culturally considerate and ecologically sound design assistance for the Missouri National Recreational River and the Yankton Sioux Tribe. During this process they produced several conceptual iterations that included campsites, recreation, amenities, and water access to the Missouri River for emergency rescue use and public recreation.

Project Experience and References

Our award-winning projects range from designing roadways, bikeways, parks, and bridges to planning transportation systems, neighborhoods, and urban spaces. SRF has the experience to take a project from planning and conceptual development through preliminary design and into final design. To demonstrate our qualifications, we present several system planning projects that show our team's ability to deliver complex projects using innovative approaches, along with our ability to draw out concerns and comments through meaningful public engagement. Included in the appendix is an additional list of park and trail plan projects that SRF has completed for public sector clients.

GREATER MINNESOTA REGIONAL PARK EXPERIENCE	GMRPTC Master Plan	Public Input	Concept Planning	Construction Documents	Playground Facilities	Parking Facilities	Park Building Facilities	Trail Facilities
Horizon Shores Park, City of Moorhead		●	●	●	●	●	●	●
Kensington Runestone County Park, Douglas County	●	●	●			●	●	●
Kraemer Lake – Wildwood County Park, Stearns County	●	●	●			●	●	●
MB Johnson Park , City of Moorhead		●	●	●	●	●	●	●
Deep Lake Park, Hubbard County	●	●	●		●	●	●	●
Hartley Park, City of Duluth		●	●			●	●	●
Echo Bay County Park, Otter Tail County	●	●	●		●	●	●	●
Phelps Mill County Park, Otter Tail County	●	●	●		●	●	●	●
Romkey Park, Moorhead		●	●	●	●	●	●	●
Mississippi River Overlook Park Master Plan, City of Baxter		●	●		●	●	●	●
Robbins Island Park Master Plan, City of Willmar	●	●	●		●	●	●	●
Soo Line Trail Master Plan, Mille Lacs County	●	●	●					●
Prairie Woods Environmental Learning Center Master Plan, Kandiyohi County	●	●	●		●	●	●	●

Deep Lake Park

Hubbard County, Minnesota



Working with the Trust for Public Land, Hubbard County acquired 353 acres north of Park Rapids to develop a new regional park. The property was once the Val Chatel Ski Area and has steep hills, a mixed forest of hardwoods and conifer trees, wetlands, and two lakes. As a potential regional park facility, Hubbard County needed help working through the requirements of the Greater Minnesota Regional Parks and Trails Commission (GMRPTC). SRF worked with Hubbard County to prepare a regional designation application and a park master plan which are required before a park or trail is considered a regionally significant facility and is eligible to apply for Legacy Amendment funds. Deep Lake Park was approved as a regional facility in 2022, and the master plan was approved in 2023, making the park the newest regionally significant park in outstate Minnesota.

PROJECT REFERENCE

Cory Kimball

Land Commissioner | Hubbard County

218.237.1456 | cory.kimball@co.hubbard.mn.us



Kensington Rune Stone County Park

Douglas County, Minnesota



Kensington Rune Stone County Park is a popular destination for visitors coming to see the Rune Stone discovery site and the Ohman homestead farm. Recent land acquisitions by Douglas County have nearly doubled the size of the park. SRF prepared a master plan update that incorporates the new property, identifies the location for a new visitor center, and enhances recreation opportunities to serve a wider diversity of park user groups. The master plan update included a schematic design effort that provided a comprehensive vision for the park so that the County can efficiently implement future development in phases as funding is received. The master plan update was developed to meet the requirements of the Greater Minnesota Regional Parks and Trails Commission (GMRPTC).

The master plan included expanding the network of summer and winter trails for horseback riding, cross-country skiing, hiking, mountain biking, and a visitor center that serves as a trailhead building. The new building is located centrally to provide year-round access to restrooms and rental space for large group gatherings. SRF added to the master plan options for kayak and canoe access points on the larger lakes to provide water recreation and fishing opportunities.

SRF's approach to updating the master plan included the following steps:

- Site inventory and analysis
- Issues and opportunities
- Existing infrastructure assessment
- Stewardship and operations plan
- Public process with two open houses
- Schematic design
- Cost estimates

PROJECT REFERENCE

Brad Bonk

Park Superintendent | Douglas County
701.388.2273 | bradbo@co.douglas.mn.us

Kraemer Lake-Wildwood County Park Master Plan

Stearns County Parks



SRF assisted Stearns County Parks in preparing a master plan for Kraemer Lake-Wildwood County Park. The park is a special facility for Stearns County Parks because it provides a variety of outdoor recreation and educational opportunities for visitors to the region that are not available elsewhere in the park system. Through an arrangement with the previous owner, Stearns County runs a maple syrup operation in the park during the spring months. Kraemer Lake-Wildwood County Park provides other unique recreation and interpretation opportunities including cross-country skiing, hiking, picnicking and swimming, amidst a high-quality forest landscape.

The SRF Team prepared the master plan that included a natural resource inventory and management plan. The park contains many acres of uncut maple-basswood forest that is relatively untouched with little invasive species present. The SRF Team also lead a public process for the master plan that included open

house meetings, an on-line questionnaire and meetings with interested stakeholder groups. The final master plan included a public swim beach, cross-country ski trails, a non-motorized boat launch, fishing pier, new park buildings, and a new access road and parking. The master plan was developed to meet the requirements of the Greater Minnesota Regional Parks and Trails Commission (GMRPTC) and was used by the County to receive Regional Designation status for the park.

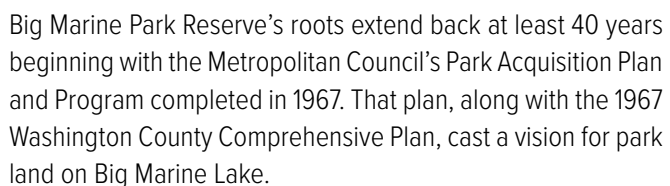
PROJECT REFERENCE

Ben Anderson

Director | Stearns County

320.654.4725 | benjamin.anderson@co.stearns.mn.us

Washington County, Minnesota



The Park's Reserve classification restricts active recreation to 20 percent of the total park acreage with the remainder focused upon preservation of the resource base.

Washington County Park staff have established a critical mass of property ownership to foster park development. Currently, 636 acres of the proposed 1,920 acres have been acquired, a portion of which is available for active park land.

- Swim beach facility with family picnic areas and shelters, parking, and a playground
- Large group picnic areas
- Boat launch and parking
- Park entrance facilities, drive and internal access circulation
- Trail circulation development
- Restoration of native plant communities, woodlands, and wetland habitats
- Incorporation of stormwater bioretention basins and swales to minimize surface runoff



Former Parks Director - Washington County
763.531.0052 | john.elholm@crystalmn.gov

Budget/Hourly Breakdown

The following fees and level of effort represents our understanding of work needed to complete a master plan for the park which will meet Greater Minnesota Regional Parks and Trails Commission standards. Upon selection, SRF will meet with Becker County staff to review the scope of work and level of effort to complete the site analysis, master plan, stakeholder meetings, and application submittal. There may be opportunities to share completing some work tasks with County staff and we welcome the opportunity to collaborate undertaking the scope of work needed for the master planning effort which best meets the needs of the County.

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
1.0	Project Kick-off, Project Management											
	<u>Assumptions:</u>											
	- Assume no additional site surveys. Master Plan will be based on readily available aerial photos, LIDAR and GIS data.											
1.1	Gather data and prepare base mapping.	-	-	-	-	-	4	4	-	-	8	\$896.00
1.2	Meeting: In-person project kick-off meeting with Becker County staff and stakeholders.	-	10	-	-	-	10	-	-	-	20	\$2,980.00
	- Review the County's vision and goals for the new park.											
	- Visit the site.											
1.3	Manage internal SRF project teams to ensure project is on schedule and within budget. Review monthly invoices.	6	16	-	-	-	-	-	-	-	22	\$4,258.00
	<u>SRF Deliverables:</u>											
	- Monthly invoices and status updates with earned value documentation; meeting minutes; records of phone conversations.											
	SUBTOTAL - TASK 1	6	26	0	0	0	14	4	0	0	50	\$8,134.00
2.0	Prepare Designation Application											
2.1	Prepare the documentation and narrative required for the GMRPTC Designation Application for Regional Status including uploading all relevant documents and information to the GMRPTC online portal.	1	8	-	8	-	8	8	-	-	33	\$4,587.00
2.2	Develop a site plan and a preliminary concept for the park to be submitted with the Designation Application.	1	2	-	6	-	8	8	-	-	25	\$3,207.00
	SUBTOTAL - TASK 2	2	10	0	14	0	16	16	0	0	58	\$7,794.00
3.0	Components 1 & 2: Implementing Agency Detail, Regional Significance Statement, Introduction/Overview, Site Analysis											
3.1	Component 1: Prepare proposer/Implementing Agency portion of master plan.	-	-	-	2	-	-	-	-	-	2	\$276.00
3.2	Component 2: Develop Regional Significance Statement.	-	1	-	2	-	-	-	-	-	3	\$460.00
3.3	Component 2: Project introduction and site overview.	-	-	-	2	-	2	-	-	-	4	\$504.00
3.4	Component 2: Complete site and analysis for the park, evaluating access and circulation, topography, view sheds, existing boundaries, right-of-way, and natural resources.	-	1	-	-	-	12	12	-	-	25	\$2,872.00
	SUBTOTAL - TASK 3	0	2	0	6	0	14	12	0	0	34	\$4,112.00
4.0	Component 3: Setting & Regional Context											
4.1	Describe the location context and describe how the park fits within the local and regional network of public parks and education facilities.	-	-	-	2	-	4	-	-	-	6	\$732.00
	- Regional context analysis with a table identifying other regional facilities.											
4.2	Develop a Regional Context Map showing facilities within a 30-mile radius.	-	-	-	4	-	2	-	-	-	6	\$780.00
	SUBTOTAL - TASK 4	0	0	0	6	0	6	0	0	0	12	\$1,512.00
5.0	Component 4: Vision, Trends, Public Values, Public Input/Participation											
5.1	Develop a new, or review/edit the existing vision statement for the park.	-	2	-	-	-	-	-	-	-	2	\$368.00

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
5.2	Research and prepare a summary of the demographic and economic data for the park and surrounding region. List the prioritization of the five public values listed in the GMRPTC manual (page 52).	-	-	-	-	-	4	4	-	-	8	\$896.00
5.3	Research recreation trends in the region and describe how the park supports and enhances recreation opportunities.	-	-	-	-	-	2	4	-	-	6	\$668.00
5.4	Public Engagement: prepare for and attend engagement events as noted below. Materials can be provided for staff to conduct additional outreach.											
5.4.1	Two (2) pop-up events to coincide with scheduled events such as the Gala and Prairie Pothole Days in September (includes travel time).	-	-	-	-	-	16	-	-	-	16	\$1,824.00
5.4.2	Three (3) stakeholder meetings (includes travel time). Assumes meetings can be held the same day at the same or nearby location.	-	12	-	-	-	4	-	-	-	16	\$2,664.00
5.4.3	One (1) meeting with PWELC Board to present the draft master plan.	-	8	-	-	-	-	-	-	-	8	\$1,472.00
SUBTOTAL - TASK 5		0	22	0	0	0	26	8	0	0	56	\$7,892.00
6.0	Component 5: Master Plan Development & Implementation Plan											
6.1	Write and produce the master plan document including an executive summary to meet the requirements of the Greater Minnesota Regional Parks and Trails Commission guidelines for master plans as outlined in their strategic plan.	2	8	-	16	-	40	50	-	-	116	\$14,178.00
6.2	Prepare an overall implementation strategy for the park including cost projections for acquisition, development, operations and maintenance. - Draft documents at 75% and 95% completion levels will be presented to staff and the PMT for review. - A final master plan document will be prepared after incorporating review comments. - Two hard copies and a pdf digital copy of the final master plan will be delivered to the County.	1	2	-	4	-	4	-	-	-	11	\$1,595.00
6.3	Upload the document information to the Greater Minnesota Regional Parks and Trails Commission (GMRPTC) document portal.	-	2	-	6	-	2	-	-	-	10	\$1,424.00
SUBTOTAL - TASK 6		3	12	0	26	0	46	50	0	0	137	\$17,197.00
7.0	Component 6: Management Plan, Operational Sustainability Plan, Natural Resources Sustainability Plan, Programming, Marketing, Research and User Metrics											
7.1	Prepare a phasing plan for implementation of capital improvements and identify park improvement priorities.	-	2	-	4	-	4	-	-	-	10	\$1,376.00
7.2	Prepare preliminary cost estimate including proposed park facility improvements, natural resource management issues, trail and roadway construction costs.	-	2	-	-	-	4	2	-	-	8	\$1,044.00
7.3	Prepare a management plan to clarify duties for managing construction and long-term operations of facilities proposed in the master plan.	-	1	-	4	-	-	8	-	-	13	\$1,616.00
7.4	Prepare an operational sustainability plan and budget to identify cost associated with maintenance and operations.	-	-	-	4	-	2	-	-	-	6	\$780.00
7.5	Identify and describe the natural resources at the site and a strategy for protecting and managing the land and water resources (at a master plan level).	-	-	-	-	-	-	8	-	-	8	\$880.00

<u>TASK NO.</u>	<u>TASK DESCRIPTION</u>	<u>PROF. VIII-VII</u>	<u>PROF. VI</u>	<u>PROF. V</u>	<u>PROF. IV</u>	<u>PROF. III</u>	<u>PROF. II</u>	<u>PROF. I</u>	<u>TECH.</u>	<u>SUPPORT</u>	<u>TOTALS</u>	<u>EST. FEE</u>
7.6	Prepare a programming, marketing and research plan to outline how the park will further enhance existing programming, and to outline how programs will be marketed to the public. A research plan will be prepared to show quantitative and qualitative metrics of use patterns and user satisfaction to gauge the effectiveness of programs and facilities.	1	1	-	-	-	-	8	-	-	10	\$1,283.00
SUBTOTAL - TASK 7		1	6	0	12	0	10	26	0	0	55	\$6,979.00
TOTAL ESTIMATED PERSON-HOURS		12	78	0	64	0	132	116	0	0	402	
AVERAGE HOURLY BILLING RATE		\$219.00	\$184.00	\$155.00	\$138.00	\$125.00	\$114.00	\$110.00	\$110.00	\$100.00		
ESTIMATED LABOR AND OVERHEAD		\$2,628.00	\$14,352.00	\$0.00	\$8,832.00	\$0.00	\$15,048.00	\$12,760.00	\$0.00	\$0.00		\$53,620.00
SRF ESTIMATED DIRECT NON-SALARY EXPENSES												\$1,315.00
SUBTOTAL: (SRF Labor and Expenses)												<u>\$54,935.00</u>
SUBCONSULTANTS:												\$0.00
TOTAL ESTIMATED FEE												\$54,935.00

SRF ESTIMATE OF DIRECT NON-SALARY EXPENSES:

MILEAGE:	Personal Vehicles	2000	Miles @	\$0.655		\$1,310.00
REPRODUCTION:	Copy Duplication	50	Copies @	\$0.10		\$5.00
SRF EXPENSES:						\$1,315.00

NAME OF FIRM:	SEH	AGL	SRF	WSB	WSN	ISG	DAMEN FARBER
LETTER OF INTEREST	YES	YES	YES	YES	YES	YES (ADDRESSED TO MARK)	YES
SPECIFY PROJECT MANAGER	YES	YES	YES	YES	YES	YES	YES
PRIMARY CONTACT	YES	YES	YES	YES	YES	YES	YES
PROJECT PRINCIPAL	YES	YES	YES	YES	YES	YES	YES
ORGINIZATIONAL CHART	YES	NO	YES	YES	YES	YES	YES
RESUMES OF PROJECT MANAGER, PRINCIPAL, AND KEY STAFF	YES	YES	YES	YES	YES	YES	YES
ESTIMATED HOURS FOR EACH STAFF MEMBER AND HOURLY FEE RATE	NO	YES	YES	NO	YES	YES	YES
STATEMENT OF PROJECT UNDERSTANDING, PROPOSED APPROACH AND COORDINATION METHODS	YES	YES	YES	YES	YES	YES	YES
3 PROJECT DESCRIPTIONS FROM RECENT PROJECTS	Pine Valley Park-plan in place, but no designation Gamehaven Park-plan in place, but no designation Zumbro River Regional Water Trail-plan in place, but no designation Doyle Kennefick Park Hiking Trail-plan in place, but no designation	Detroit Mountain Recreation Area-plan completed by another firm, park designation completed Williams County Parks-plan implemented but not written Bismarck Riverfront-plan written and completed	Deep Lake Park-plan approved, designation awarded Kensington Rune Stone County Park-plan in place, no designation Kraemer Lake-Wildwood County-plan approved, designation awarded	Lake Waconia Regional Park-plan created, designation awarded Mississippi Gateway Regional Park-plan created Robinson Quarry Park-plan created, designation awarded	Garvin Park-plan in place, designation awarded Wannigan Regional Park-implementation only Appleton OHV Park-plan completed by another firm, implementation only	Greater Mankato River Valley Trail-plan completed, designation awarded J. Hormel Nature Center-plan completed, designation awarded Nature Center Building-plan completed, designation awarded	Warroad Point Regional Park-plan in place, designation not yet awarded Memorial Park-plan completed, designation awarded Belle Plain Park-plan completed, designation not yet awarded
OPEN HOUSES	1 IN PERSON, ADDITIONAL VIRTUAL	1 OPEN HOUSE	1 BOARD MEETING, 3 STAKEHOLDERS MEETING	UNKNOWN	1 OPEN HOUSE, 3 OUTREACHES	1 IN PERSON, ADDITIONAL VIRTUAL	1 IN PERSON
MEETING WITH RAC AND BOARD OF COMMISSIONERS	YES	YES	YES	4-RAC, 2 STAFF	YES	1-BOARD, 3 RAC	2
SOCIAL MEDIA/POP UP EVENTS	YES	NO	2 POP UP EVENTS	ONLINE	ONLINE FORUM	UNKNOWN	1
GOALS AND OBJECTIVES	YES	MARGINAL AT BEST	YES	NO	YES	NO	YES
COST	\$51,500.00	\$66,620.00	\$54,935.00	\$50,500.00-NEEDS CLARIFICATION, PUBLIC MEETINGS ADDITIONAL COST	\$87,346.00	\$57,175.00	\$67,765.00
DEMONSTRATED EXPERIENCE AND KNOWLEDGE IN COMPLETING MASTER PLANNING FOR REGIONAL DESIGNATION THROUGH GMRPTC (25 POINTS)							
RESPONDENTS UNDERSTANDING OF THE GOALS AND OBJECTIVES OF THE PROJECT IN THE PROPOSAL (20 POINTS)							
KEY STAFF ASSIGNED TO PROJECT AND RELATED EXPERIENCE (15 POINTS)							
ABILITY TO COMPLETE BY 3/1/25 (15 POINTS)							
STAFF RELATED EXPERIENCE (10 POINTS)							
COMPLETE LIST OF REFERENCES (10 POINTS)							
COST (15 POINTS)							
MAX POINTS 100							
TOTAL	0	0		0	0		0