



BECKER COUNTY BOARD OF COMMISSIONERS

Regular Meeting

Date: Tuesday, August 20, 2024 at 8:15 AM

Location: Board Room, Courthouse

or

Virtual TEAMS Meeting Option

Call-In #: 763-496-5929 - Conference I.D.: 686 397 037#

- 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 August 6, 2024 2
- 8:25 Consent Agenda
1. Auditor-Treasurer: Regular Claims, Auditor Warrants, and Claims over 90 Days 7
 2. Auditor-Treasurer: Resolution 08-24-2A - Conservation Designation 8
 3. Auditor-Treasurer: June 2024 Cash Comparison, Sales Tax, & Investment Reports 9
 4. Human Services: Policy Change - Burial Policy Changes 12
 5. Human Services: West Central MN Continuum of Care Letter of Support 18
 6. Human Services: Claims Human Services, Public Health, & Transit
- 8:30 Commissioners
1. Open Forum
 2. Reports and Correspondence
 3. Appointments
- 9:00 County Administrator
1. Coroner Introduction - Dr. Nicole Strand
 2. White Earth Tribal Court Program Update: presented by Lori Thompson
 3. Report
 4. Budget Updates
 5. HR Director Update
- 9:25 Human Services
1. Resolution 08-24-2B - Personnel Request - Behavioral Health Supervisor 19
- 9:30 Land Use/Environmental Services
1. Consideration of Master Plan for Toad Mountain
- 9:40 Sheriff
1. Sheriff's Office Construction/Planning Update 22
 2. Ceremonial Oath - Deputies Mike McCombs, Leah Honer, and Blake Olson
- Adjourn

BOARD MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: TUESDAY, August 6, 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 (Nelson, Meyer) carried.
2. Minutes – Moved and second to approve minutes of July 16, 2024, with the requested changes (Nelson, Meyer) carried.
3. Motion and second to approve and accept the following Consent Agenda Items – Auditor-Treasurer: Regular Claims, Auditor Warrants and Claims over 90 Days, Resolution 08-24-1A – Cormorant Lions Club Raffle on 09-27-24 at Cormorant Community Center in Cormorant Twp, May 2024 Cash Comparison, Sales Tax, & Investment Reports, 2023 TIF Reports – Detroit Lakes, Frazee, Lake Park City, Resolution 08-24-1D – Gambling Permit – Carsonville Fire Fighters Raffle on 10/19/24 in Carsonville Twp, Human Services Claims: Human Service, Public Health, & Transit, Environmental Services: Resolution 08-24-1B- MMSW Direct Haul Price (Jepson, Nelson) carried.

Commissioners:

1. Open Forum:
 - Erika Gilsdorf & Willis Mattison – Issac Walton League – Request a board agenda item to discuss KFOS & Wake Boats in Comp Plan.
2. Reports and Correspondence: Reports were provided on the following meetings:
 - Commissioner Nelson – Sunnyside, Audit, Lakeland Mental Health, NRM, Sheriff.
 - Commissioner Jepson – West Central Regional Juvenile Center, Crow Wing Watershed District, Toad Mountain.
 - Commissioner Meyer – Sunnyside, Sheriff, DAC, Negotiations, Heartland Trail, Fair Board, HR Director Interviews.
 - Commissioner Okeson – Environmental, Highway, Pelican River Watershed District, Airport, Toad Mountain, Cornerstone, Prairie Lakes Municipal Solid Waste.

- Commissioner Vareberg – NRM, Environmental, Highway.
3. Appointments
 - None
 4. Perham Resource Recovery Facility Informational Video.

County Administrator – Human Resources: presented by Carrie Smith.

1. North Country Trail Association Award - presented by Robert Becklund, Laurentian Lakes Chapter President.
 - Friend of the Trail Award presented to Mitch Lundeen.
2. Update-SE Corner Survey Grant – presented by Josh Pfeffer.
 - Submitted 1st Quarter Report. Currently ahead of schedule.
3. Report.
 - Budgeting meetings ongoing. Long Courthouse Meeting next week.
 - 1st Round of HR Director interviews complete. 2nd round on Monday.
 - IT request for an AI Policy will be presented at a later board meeting.
 - Administration office nearly complete. Shout out to the maintenance department for their hard work.
 - Negotiations - LELS Corrections/Dispatchers, HS Supervisors, LELS Sergeants.
4. Motion and second to approve Resolution 08-24-1E – Remove Supervision of the Maintenance Department from Human Resources and place under the Administrator (Meyer, Nelson) carried.

Auditor-Treasurer: presented by Mary Hendrickson.

1. Motion and second to set the Primary Canvas Date & Time to August 15, 2024 at 2:00 pm with Commissioners Jepson and Meyer in attendance (Meyer, Nelson) carried.

Attorney: presented by Brian McDonald.

1. Motion and second to approve furnishing the old EDA Office for the New Victim Service Coordinator Office using Cooper's Office Supply not to exceed \$7887.34 (Jepson, Nelson) carried.

Assessor: presented by Lee Brekke.

1. Motion and second to approve the abatement in the amount of \$126 (Jepson, Nelson) carried.

Highway: presented by Jim Olson.

1. Motion and second to approve the purchase of a 2025 Volvo Tandem Plow Truck in the amount of \$334,736 and authorize the sale of the old plow truck (Okeson, Vareberg) carried.

Land Use/Environmental: presented by Steve Skoog and Mitch Lundeen.

1. NRM/Parks & Rec

- Motion and second to approve The Tax Forfeited List with Tracts #1 (PIN 19.0027.000) and #2 (PIN 32.0250.000) as Conservation and all remaining tracts as non-conservation (Jepson, Meyer) carried.
- Motion and second to approve the purchase of a ½ Ton Pickup Truck for NRM not to exceed \$49,000 (Nelson, Meyer) carried.
- Motion and second to approve the Environmental Services Administrator and Land Commissioner to Issue Tramway Special Use Permits to cover County Costs plus and additional amount (Jepson, Nelson) carried.
- Toad Mountain Project Update.
 - i. Public Input Meetings are scheduled along with an Open House. Flyer is being distributed and is on the County Website.
 - ii. Toad Lake Twp does not approve of the purchase.
 - iii. Approve Per Diems for RAC members who help at meetings.

2. Environmental Services

- Motion and second to approve Resolution 08-24-1C – Personnel Request for a PT Truck Driver/Transfer Station Attendant (Nelson, Vareberg) carried.

Planning & Zoning: presented by Kyle Vareberg.

Public Hearing Request on behalf of MPCA.

1. Modification to an existing feedlot permit – parcel numbers 36.0032.001 & 36.0032.000 – William Tilton Farms 22363 Co Hwy 28 Waubun, MN 56589 & 22369 Co Hwy 28 Waubun, MN 56589.
 - Motion and second to open the Public Hearing at 10:02 (Nelson, Jepson) carried.
 - Motion and second to close the Public Hearing at 10:03 (Jepson, Meyer) carried.

Planning & Zoning: presented by Kyle Vareberg.

1. Planning Commission Recommendations from 07/31/2024.

- Motion and second to concur with the Planning Commission Recommendation to approve for Wesley & Santel Jorgenson – Request for a Conditional Use Permit to operate a Repair Business (Vareberg, Okeson) carried.
 - Motion and second to concur with the Planning Commission Recommendation to approve for William & Jessica Hoppe – Request a Conditional Use Permit to replace an existing retaining wall (Nelson, Meyer) carried.
 - Motion and second to concur with the Planning Commission Recommendation to approve for JAA Land LLC – Request a preliminary Plat for a Common Interest Community consisting of twenty-eight (28) units to be known as Turtle Lake Toy Lockers (Jepson, Vareberg) carried.
 - Motion and second to concur with the Planning Commission Recommendation to approve for James Shoemaker & Marnie Ammons – Request a Conditional Use Permit to construct a fence to be six (6) feet high within the structure setback of the road right-of way (ROW) of a County Highway (Okeson, Vareberg) carried.
 - Motion and second to concur with the Planning Commission Recommendation to approve for Bryan & Paulette Olson – Request a Change of Zone from Agricultural to Residential (Jepson, Vareberg) carried. Rollcall vote: Nelson-Nay, Jepson-Yay, Meyer-Yay, Okeson-Yay, Vareberg-Yay.
 - Motion and second to concur with the Planning Commission Recommendation to approve for Daniel & Tracy Hansen – Request a Conditional Use Permit to operate a Mental Health Office with the stipulation of no employees (Vareberg, Meyer) carried.
 - Motion and second to concur with the Planning Commission Recommendation to approve for The Humane Society of The Lakes – Request a Conditional Use Permit to construct an eight (8) foot high fence within the structure setback of a state highway (Jepson, Meyer) carried.
 - Motion and second to concur with the Planning Commission Recommendation to approve for Cormorant Landing LLC – Request a Conditional Use Permit to operate a Marine Dealership with Dockside Gas Pumps (Nelson, Meyer) carried.
2. Motion and second to approve Resolution 08-24-1F – Short Term Rental Fees to be set at \$400 annually and authorizing the department head to revise fees annually (Jepson, Vareberg) carried.
 3. Motion and second to approve the additional cost of \$29,976 to Bolten & Menk for Zoning Codes research, review and revisions (Jepson, Vareberg) carried.

Being no further business, Chair Okeson adjourned the meeting at 10:52 am.

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

DRAFT



BECKER COUNTY BOARD OF COMMISSIONERS
Finance Committee Meeting

Date: Monday, August 19, 2024 at 2:00 PM

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

Administrator

1. Report
2. Budgets
 - a) Assessor
 - b) Attorney
 - c) Auditor-Treasurer
 - d) EDA
 - e) Environmental Services
 - f) Highway
 - g) Human Services
 - h) IT
 - i) Maintenance
 - j) Planning & Zoning
 - k) Recorder
 - l) Sheriff
 - m) Transit
 - n) Veteran's Services
 - o) Administration & Human Resources

Auditor-Treasurer

1. Claims
2. June 2024 Cash Comparison, Sales Tax, & Investment Reports

Human Services

1. Claims Human Services, Public Health, & Transit
2. Resolution 08-24-2B - Personnel Request - Behavioral Health Supervisor
3. Policy Change: Burial Policy Changes

Sheriff

1. Sheriff's Office Construction/Planning Update

Adjourn

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 08-24-2A

Conservation Designation

WHEREAS, Parcel 19.0027.000 in Section 01 Township 138 Range 041; part of the NW1/4 of SE1/4 0.79 acres which forfeited in 2019 for nonpayment of 2015-2018 property taxes and

WHEREAS, Parcel 32.0250.000 in Section 29 Township 141 Range 040; Govt Lot 10 which is 30.5 acres that forfeited in 2022 for nonpayment of 2018-2021 taxes and

WHEREAS, both of these tax forfeited parcels would benefit the residents of Becker County being classified as Conservation and reserved for public use;

NOW THEREFORE BE IT RESOLVED. That the Board of County Commissioners of Becker County, Minnesota, approves the Conservation designation for two tax forfeit parcels to be reserved for public use.

Duly adopted this 20th day of August 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 August 20, 2024, as recorded in the record of proceedings.

Carrie Smith
County Administrator

BECKER COUNTY CASH COMPARISON

FUND	June 2023	June 2024	% Change	May 2024
REVENUE FUND				
REVENUE FUND	\$ 13,265,448.65	\$ 14,265,235.82	7.54%	\$ 14,507,554.75
DESIGNATED				
GO BOND SERIES 2022A	(4,583,584.25)	-	-100.00%	-
LAW LIBRARY	29,334.75	18,301.55	-37.61%	14,670.04
ATTORNEY'S FORFEITURES	77,144.18	81,223.76	5.29%	81,223.76
RECORDERS EQUIPMENT	126,181.90	36,492.38	-71.08%	30,892.38
RECORDERS ENHANCEMENT	182,375.58	126,520.58	-30.63%	120,360.58
TRANSIT	113,478.43	66,667.52	-41.25%	63,415.11
TRANSIT LOCAL RESERVE	36,041.09	36,426.09	1.07%	36,426.09
2023 PUBLIC SAFETY AID	-	949,660.11	100.00%	989,123.11
TOTAL REVENUE FUND	\$ 9,246,420.33	\$ 15,580,527.81	68.50%	\$ 15,843,665.82
SPECIAL REVENUE FUNDS				
PUBLIC SAFETY	\$ 3,465,816.20	\$ 3,718,211.55	7.28%	\$ 4,519,954.89
E-911	96,675.56	256,445.77	165.26%	241,948.74
ROAD AND BRIDGE	5,030,142.54	5,152,789.28	2.44%	5,994,551.80
HUMAN SERVICES	9,184,198.03	10,685,515.48	16.35%	11,364,444.27
RECREATION	684,951.62	579,014.74	-15.47%	591,563.17
AMERICAN RESCUE PLAN ACT	-	-	0.00%	-
RESOURCE DEVELOPMENT	981,071.85	991,783.38	1.09%	1,028,781.99
ENVIRONMENTAL AFFAIRS	2,303,889.83	2,497,472.16	8.40%	2,366,216.70
DEBT FUNDS	1,061,927.64	1,316,773.51	24.00%	1,301,773.51
DITCH FUND	1,406.76	215.64	-84.67%	215.64
SUNNYSIDE CARE CENTER	1,803,260.27	2,197,636.84	21.87%	2,171,594.86
NATURAL RESOURCE MGT	217,136.90	171,953.68	-20.81%	170,172.18
GRAVEL RESERVE	556,292.86	583,154.59	4.83%	583,154.59
OPIOID SETTLEMENT FUND	297,273.66	379,047.71	27.51%	383,258.57
LOCAL ASSISTANCE & TRIBAL CONSISTENCY FUND	83,593.59	165,515.18	98.00%	165,515.18
GENERAL - SPECIAL	<u>5,605,226.92</u>	<u>3,191,019.80</u>	-43.07%	<u>3,331,415.94</u>
TOTAL SPECIAL REVENUE FUNDS	\$ 31,372,864.23	\$ 31,886,549.31	1.64%	\$ 34,214,562.03
AGENCY FUNDS				
BCCI	\$ 217,103.65	\$ 163,185.64	-24.84%	\$ 113,851.64
TAXES AND PENALTIES	1,052,826.65	735,434.85	-30.15%	13,455,510.79
CLEARING FUNDS	<u>648,622.88</u>	<u>863,520.33</u>	33.13%	<u>721,760.61</u>
TOTAL AGENCY PASS THRU FUNDS	\$ 1,918,553.18	\$ 1,762,140.82	-8.15%	\$ 14,291,123.04
TOTAL CASH & INVESTMENTS	\$ 42,537,837.74	\$ 49,229,217.94	15.73%	\$ 64,349,350.89

Becker County Sales & Use Tax

2014					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	606,000.00	129,165.85	735,165.85	(31,350.71)	703,815.14
2015					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	1,925,000.00	199,199.05	2,124,199.05	(26,358.15)	2,097,840.90
2016					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	1,912,893.48	209,748.19	2,122,641.67	(27,908.63)	2,094,733.04
2017					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,172,000.00	233,642.63	2,405,642.63	(29,318.97)	2,376,323.66
2018					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,281,000.00	365,457.85	2,646,457.85	(33,661.93)	2,612,795.92
2019					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,452,000.00	222,944.01	2,674,944.01	(34,367.81)	2,640,576.20
2020					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,563,000.00	279,602.16	2,842,602.16	(36,985.03)	2,805,617.13
2021					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	2,957,000.00	376,489.88	3,333,489.88	(38,856.08)	3,294,633.80
2022					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
	3,230,000.00	485,045.29	3,715,045.29	(38,854.14)	3,676,191.15
2023					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
November		25,992.00	25,992.00	(3,173.11)	22,818.89
December	235,000.00	34,023.52	269,023.52	(3,054.62)	265,968.90
January	251,000.00	24,252.98	275,252.98	(3,076.38)	272,176.60
February	214,000.00	34,982.77	248,982.77	(3,156.08)	245,826.69
March	198,000.00	24,856.10	222,856.10	(3,118.94)	219,737.16
April	231,000.00	32,779.63	263,779.63	(3,088.38)	260,691.25
May	244,000.00	21,709.12	265,709.12	(3,126.88)	262,582.24
June	358,000.00		358,000.00		358,000.00
July	406,000.00	39,763.41	445,763.41	(3,311.24)	442,452.17
August	357,000.00	20,525.95	377,525.95	(3,293.45)	374,232.50
September	387,000.00	16,108.32	403,108.32	(16,108.32)	387,000.00
October	325,000.00	9,733.51	334,733.51	(3,175.32)	331,558.19
November	265,000.00		265,000.00		265,000.00
	3,471,000.00	284,727.31	3,755,727.31	(47,682.72)	3,708,044.59
2024					
<u>Month</u>	<u>Receipt 1</u>	<u>Receipt 2</u>	<u>Total Receipts</u>	<u>Fees</u>	<u>Net Total</u>
November		21,065.34	21,065.34	(3,124.31)	17,941.03
December	269,000.00	22,058.92	291,058.92	(3,126.30)	287,932.62
January	283,000.00	18,759.14	301,759.14	(3,126.30)	298,632.84
February	240,074.51	-	240,074.51	(3,241.01)	236,833.50
March	233,606.04		233,606.04	(3,153.68)	230,452.36
April	267,501.55		267,501.55	(3,611.27)	263,890.28
May		-	-		-
June		-	-		-
July		-	-		-
August		-	-		-
September		-	-		-
October		-	-		-
November		-	-		-
	1,293,182.10	61,883.40	1,355,065.50	(19,382.87)	1,335,682.63
Grand Total	24,863,075.58	2,847,905.62	27,710,981.20	(364,727.04)	27,346,254.16

Please note effective April 2024 ONE payment of GROSS REVENUE and ADMINISTRATIVE COST is received

EX--December 2023 Receipt 1 in the IFS (Bank/Cash Comp) January 2024 and Receipt 2 in the IFS (Bank/Cash Comp) February 2024

Bolded amounts corresponds to Monthly-Cash Comp

**Becker County
Investment Analysis
June 30, 2024**

Bank or Institution		Investment Number	Interest Rate	Yield Rate	Maturity Date	Book Value(Cost)	Fair Market Value	
<u>American National Bank</u>								
ANB	CD	American Natl	24-03	5.150%	5.150%	3/19/25	245,000.00	245,000.00
<u>Community Development Bank of Ogema</u>								
CDB	CD	CDBoO	09-13	4.500%	4.500%	6/17/24	500,000.00	500,000.00
CDB	CD	CDBoO	13-1	5.000%	5.000%	2/15/25	425,000.00	425,000.00
<u>Midwest bank</u>								
MW	CD	Midwest	0-39	4.040%	4.040%	12/8/24	96,000.00	96,000.00
MW	CD	Midwest CDARS	10-09	4.450%	4.450%	7/6/24	1,000,000.00	1,000,000.00
<u>State Bank of Lake Park</u>								
SBLP	CD	State Bank of LP	01-39	4.000%	4.000%	9/30/24	152,858.20	152,858.20
<u>United Community Bank of Frazee</u>								
UCB	CD	UCBoF	23-07	3.710%	3.710%	5/3/25	200,064.30	200,064.30
<u>Raymond James</u>								
MK	Lake Park-Audubon MN GO		11-6	5.375%	3.652%	2/1/26	500,000.00	502,785.00
MK	Connecticut St Taxable Go Bond		20-14	3.310%	3.310%	1/15/26	564,114.72	486,525.00
MK	BOND	Alcoa Tenn Taxable Bds 2021 B	21-02	0.820%	0.820%	3/1/26	244,054.30	228,163.60
MK	BOND	Montgomery Cnty MD Rev Taxable Ref Bds 202	21-06	1.000%	1.000%	4/1/25	303,945.00	290,523.00
MK	FHLB	Federal Home Loan Bank	22-02	4.000%	4.000%	6/29/26	500,000.00	491,040.00
MK	FHLB	Federal Home Loan Bank	23-03	4.240%	4.240%	2/17/28	250,000.00	246,615.00
MK	CD	Bridgewater Bk Bloomington,MN	20-15	0.350%	0.350%	9/1/24	114,000.00	112,652.52
MK	CD	Discover Bank Greenwood, DE	22-07	4.850%	4.850%	11/9/26	244,000.00	243,826.76
MK	CD	CIBC Bank USA Chicago, IL	23-04	4.950%	4.950%	3/24/26	225,000.00	224,820.00
MK	CD	First St Bk of Dequeen Dequeen	23-06	4.600%	4.600%	7/7/26	100,000.00	99,470.00
MK	CD	HAPO Community Credit UN	23-07	5.250%	5.250%	2/27/26	240,000.00	240,964.80
<u>Wells Fargo Advisors (Formerly Wachovia Securities)</u>								
WFA	BOND	US Treasury Notes	22-03	2.750%	2.750%	4/30/27	326,476.93	314,400.90
WFA	BOND	US Treasury Notes	24-01	3.000%	3.000%	7/31/24	2,010,472.28	1,996,040.00
WFA	BOND	US Treasury Bill	24-02	5.019%	5.019%	4/17/25	1,310,779.25	1,320,577.50
WFA	FHLBMSUCP	Federal Home Loan Bank Multi Step Up Cpn Bor	21-03	0.500%	0.500%	3/16/26	455,000.00	426,071.10
WFA	CD	Goldman Sachs BK USA CD	21-07	1.000%	1.000%	8/8/26	215,000.00	198,232.15
WFA	CD	UBS Bank USA CD	21-08	0.550%	0.550%	8/26/24	245,000.00	243,111.05
WFA	CD	JP Morgan Chase Bk NA CD	22-01	1.100%	1.100%	1/31/25	245,000.00	239,051.40
WFA	CD	City Natl Bk - Bev Hi CD	23-01	4.350%	4.350%	1/26/26	245,000.00	242,611.25
WFA	CD	Synchrony Bank CD	23-08	5.050%	5.050%	10/27/26	245,000.00	245,806.05
WFA	CD	Comerica Bank CD	23-10	5.450%	5.450%	11/15/24	245,000.00	244,899.55
WFA	CD	Morgan Stanley PVT PK CD	23-11	4.950%	4.950%	6/6/25	245,000.00	244,306.65
WFA	CD	Morgan Stanley BK NA CD	23-12	4.800%	4.800%	12/8/25	245,000.00	244,120.45
WFA	CD	Wells Fargo Bank NA CD	24-04	4.850%	4.850%	5/14/27	245,000.00	244,806.45
WFA	CD	Bank of America NA CD	24-05	5.050%	5.050%	6/8/26	240,000.00	240,648.00

Total Pooled Investments - Securities

12,421,764.98 12,230,990.68

Summary of Investments by Type		
	Book Value	Fair Value
CD's	4,956,922.50	4,928,249.58
CDARS	1,000,000.00	1,000,000.00
Jumbo CDs		
Local Gov Issues	0.00	0.00
Govt. Securities	1,612,114.02	1,507,996.60
Treasury	3,647,728.46	3,631,018.40
FNMA	0.00	0.00
FHLBMSUCP	455,000.00	426,071.10
FFCBB		
FHLB	750,000.00	737,655.00
Totals	12,421,764.98	12,230,990.68

Investment Summary by Fund		
Revenue Fund	12,421,764.98	12,230,990.68
	12,421,764.98	12,230,990.68
Fair Market Value Adjustment		(190,774.30)

BECKER COUNTY DISPOSITION POLICY

Effective ~~01/01/2018~~

TOPIC: COUNTY DISPOSITION POLICY

I. PURPOSE:

In Accordance with MN Statute §261.035, Becker County will provide for the immediate disposition or direct cremation for residents of the County who are otherwise unable to pay the cost of disposition of their remains.

II. GENERAL POLICY:

When a person dies without apparent means to provide for final disposition, the Financial Assistance Supervisor or their designee shall investigate to determine if the deceased had contracted for any prepaid funeral arrangements. If it is determined that the person did not leave means to bare the necessary expenses of a final disposition, nor is there any responsible relative with means to procure the disposition, the County shall pay for immediate disposition or direct cremation. If neither the wishes of the decedent or the practices of his/her faith, tradition are known, or the County has information about the existence or location of any next of kin, the County may authorize and provide for cremation of the person's remains and interment.

If an application is approved, all resources of decedent shall be remitted to the funeral home to offset the expense of the disposition. Becker County will then pay the balance due (up to the approved limit) to the funeral home. After approximately thirty (30) days, the County will close Out any accounts held by the decedent if the responsible relative is not able to access the funds. In addition, where applicable, any death benefit available must be applied for and shall be turned over to the County. If other resources become available to the deceased estate the County will be notified immediately.

III. AUTHORITY:

Minnesota Statute §261.035; 261.04; 256.935; 524.3-805
Becker County Board

A. Prior Authorization:

All County dispositions must be prior authorized. See procedure attached to this policy. A completed application for County Disposition and in person interview must be completed prior to the disposition by any person lawfully authorized to make arrangements for disposition of deceased. If arrangements must be made when the office is closed contact must be made the next working day.

B. County Disposition Costs:

1. Direct Cremation (within 72 hours of death) Professional Services ~~\$1500.00~~ \$2,500
Refer to Becker County Funeral allowance for additional approved charges.
2. Immediate Earth Disposition (within 72 hours of death) Professional Services ~~\$1500~~ \$2,500
Refer to Becker County Funeral allowance for additional approved charges.
3. Becker County will not pay for additional costs associated with the disposition above the approved amount. An invoice for services must be submitted to Becker County Human Services by the Funeral Home no later than 90 days after services have been rendered.
4. County payment must be accepted as payment in full for a County funded disposition. County funded disposition is not intended to supplement other monies available for disposition services. The deceased funds and the funds of any responsible party such as a spouse or parent of a minor child, cannot be used to supplement the County burial. A family friend or relative may choose to pay for a memorial service, flowers, or food should they choose too, not included in this option is upgrades to the casket and embalming. All All purchased items need to be fully itemized on the bill submitted to the County and cannot exceed ~~20%~~.
\$2,000

Professional Services include:

Removal and care of deceased
Placement in casket of cremation container
Transportation (to cemetery or crematory) within 50 mile radius
Filing of all necessary legal papers

Not Included:

Embalming	Flowers
Funeral or Memorial Service	Permanent Markers
Visitation	Tent and Set up
Register book/folders/thank you cards	
Honorariums	
Newspaper notices	
Food or lunch	

C. Income Standards:

1. Eligibility for partial or total County payment of disposition expenses will be determined by first deducting all liquid resources of the deceased and those of any responsible relatives from the County allowance for disposition. The definition of a responsible relative is a spouse or parents of minor children. Liquid resources are defined as cash, savings, checking, and certificate of deposits.
2. After determination of liquid resources, all other assets and income will be reviewed for availability and marketability. In the event assets exist which are not readily marketable, a preferred claim will be filed against the deceased's estate to reimburse for the cost of the County disposition. Request for County payment will be denied when there is real property, either homesteaded or non-homesteaded, with value and/or equity sufficient to cover cost of disposition.

3. Earned and unearned income will be reduced by allowable expenses prior to being applied to disposition cost. Allowable expenses are child support obligation, current rent due and current utilities owed.
4. The responsible relative must apply for any available death benefits including but not limited to Life Insurance, Social Security (available only to surviving spouse) and Veteran's Benefits. Any death benefits available shall be reimbursed to Becker County or paid directly to the funeral home. The County's payment will be reduced by any benefits paid to the funeral home.

D. Residence - Funerals at expense of County Minnesota Statute§ 261.035

The County where the person is residing at the time of death is responsible for the arrangement and eligible disposition allowance will be used to pay the funeral home. Reimbursement to said County by the financial responsible County is subject to any and all residency rules that exist governing counties responsibilities.

BECKER COUNTY DISPOSITION PROCEDURE

Effective ~~01/01/2018~~

IV. PROCEDURE

- A. An applicant, responsible relative, or friend applying for County disposition funds must complete the following prior to disposition.
 - 1. A written application must be completed, an in-person interview, and verification of all assets must be completed at the County office.
 - 2. A release of information must be signed for any bank statements that are more than 30 days old or the applicant must submit a current statement.
 - 3. If circumstances out of the applicants control caused the funeral home to be contacted for arrangement prior to the County, all documents provided to and from the funeral home must be provided to the County. Example the descendant passes on a weekend or holiday.
- B. The County will receive the completed application, all requested verifications, an in-person interview and determine eligibility for disposition funds.
 - 1. The County will determine available assets, resources, and death benefits of the decedent to pay for the disposition.
 - 2. The County will determine if available resources including cash, savings, checking, certificates of deposit, or resident account funds (if long term care) are immediately available to be paid to the funeral home. Death benefits can include Life Insurance, Social Security Death Benefit, Veterans Benefits, or Prepaid or prearranged Disposition Plans. Any benefits immediately available shall be paid to the funeral home
 - 3. The County will determine that if assets, resources, or death benefits are immediately available to be paid directly to the funeral home and the eligibility for County disposition funds is reduced by those dollar amounts. The application for County disposition will be denied if available assets, resources, and death benefits of the decedent exceed the allowable County disposition fund amount.
 - 4. The County will determine that earned and unearned income is considered available. The only allowable expenses include current child support obligations (not withheld from income), current rent (not mortgage payments) and current utilities.

5. County disposition funds will be denied if there is real property homesteaded or non-homesteaded with value and or equity sufficient to cover the cost of disposition unless it is determined by the County that accessing property funds would create a hardship for a surviving spouse.
 6. Upon approval the County will contact the selected funeral home with the eligible County disposition fund amount and payment arrangements.
- C. The County will refer the application information to the County Accounting department to pursue reimbursement for County disposition funds paid.
1. If the County disposition funds have already been paid, but the decedents assets, resources, or benefits were unavailable; the County would pursue reimbursement for the County reimbursement for the County funds expended.
 2. The Accounting department will obtain a certified copy of the death certificate from the funeral home upon approval of disposition funds. At least 30 days after the decedent's death, an affidavit of collection will be filed by the Collections Officer to close out any accounts held by decedent but not accessible by the responsible relative.

Becker County Funeral Allowances

	IMMEDIATE EARTH BURIAL	CREMATION	CHILD SERVICE Still born to 6 years old
Professional Services	\$1500 \$2,500 <ul style="list-style-type: none"> Includes graveside service Funeral Coach (50 miles) 	\$1500 \$2,500 <ul style="list-style-type: none"> Includes graveside service 	\$800 \$1,000 <ul style="list-style-type: none"> Includes graveside service Casket and vault Funeral Coach (50 miles)
Embalming	None <i>*May be preauthorized for special circumstances</i> - At Cost	None	None <i>*May be preauthorized for special circumstances</i> - At Cost
Visitation	None	None	None
Casket	<ul style="list-style-type: none"> Cloth covered - cost plus 10% No upgrades Concrete Grave liner - Cost plus 10% 	<ul style="list-style-type: none"> Alternative Container: \$100.00 Crematory Fee: \$300.00 	
Transportation	<ul style="list-style-type: none"> \$1.00 loaded mile - *Preauthorization is required 	<ul style="list-style-type: none"> \$1.00 per loaded mile 	<ul style="list-style-type: none"> \$1.00 per loaded mile
Opening & Closing of Grave	\$250 \$700	\$250 \$350	\$250 \$350
Grave Lot	Actual Cost	Actual Cost	Actual Cost

Prior approval required from the County prior to disposition. The family member must make an application for a County disposition.

A photocopy of the death certificate must be submitted with the billing to the County.

The above allowances cannot be supplemented by the family members for the purchase of more expensive burial items, such as a walnut casket in place of the cloth covered.

H/mk/misc



Becker County Human Services

712 Minnesota Avenue • Detroit Lakes, MN 56501

218-847-5628 • Fax: 218-847-6738 • www.co.becker.mn.us/dept/human_services



Adult Services

Administration

Child & Family Services

Child Support Services

Public Health

Financial Services

Behavioral Health

August 20, 2024

West Central Minnesota Continuum of Care, MN-508
% Clay County Housing and Redevelopment Authority
116 Center Ave East
Dilworth, MN 56529

Dear Ms. Solem,

We have read the information on the Youth Homelessness Demonstration Program (YHDP) and we are committed to participating in the development and implementation of the coordinated community plan. We will to the best of our ability participate as a stakeholder with other agencies and individuals to bring our experience and knowledge to the process.

We look forward to working with the CoC and the YHDP team. Please accept this letter as documentation that we are dedicated to supporting the YHDP team.

Sincerely,

Denise Warren
Director

Date: August 20, 2024

To: Becker County Commissioners

From: Denise Warren, Human Services Director

RE: Personnel Request

Action Request: Request to pass Resolution _____, to approve hiring a full-time Behavioral Health Co-Supervisor.

Justification: The majority of the services offered through the Behavioral Health Unit are reimbursed through grants, Medicaid funding, and health plan reimbursement. The reporting and monitoring requirements necessary to access these funds have dramatically increased. As the demand for our services and case intensity increases, we have identified a need for an additional supervisor.

The need for a second Behavioral Health co-supervisor can be justified based on factors related to supervisor workload and operational effectiveness. Each of the ten programs provided out of the Behavioral Health Unit have varying requirements making it impossible for one individual supervisor to know and stay current on all programs requirements which could result in decreased staff trainings, failed audits, corrective action plans, reduced revenue, unspent grant allocations being returned to DHS as well as a negative impact to the services being provided to the residents of Becker County. With an increasing complexity of caseloads, one supervisor struggles to provide adequate oversight and support to all staff. A second supervisor can help distribute this workload more evenly, ensuring that each team member receives sufficient training, guidance and supervision. Effective supervision is crucial for maintaining high standards of performance and ensuring adherence to statutory requirements. When one supervisor is stretched too thin, there's a risk to client care and staff morale which can cause staff turnover that ultimately costs the county money.

The current and previous supervisor in the behavioral health unit consistently works(ed) an average of 50 to 60 hours a week trying to obtain a level of expertise and effort needed to ensure all the programs are implemented appropriately, compliance is met, and staff are receiving the training and support necessary to manage challenging caseloads.

Cost Analysis:

GRADE 11-SOCIAL SUPERVISOR STEP 10		2024 COST TO FILL	CURRENT COST	2024 BUDGET	2025 BUDGET
SALARY		\$ 22,317	\$ -	\$ -	\$ 104,146
PERA		\$ 1,674	\$ -	\$ -	\$ 7,811
HEALTH		\$ 2,927		\$ -	\$ 17,563
FICA		\$ 1,707	\$ -	\$ -	\$ 7,967
UNIFORM/SEVERANCE			\$ -		
TOTAL		\$ 28,625	\$ -	\$ -	\$ 137,486

Current Yr Cost: \$ 28,625

Yr over Yr Cost: \$ 137,486

Cost explanation: There is a current and subsequent cost in adding a new supervisor position. This new position is expected to be fully funded by increasing supervisor oversight to ensure the capture of all available revenue sources, reducing placements, and Does Not Meet Criteria costs are projected to cover the cost of this position. Also, \$45,000 of the current Behavioral Health Supervisor's wages will be funded through a mobile mental health crisis grant beginning January 1, 2025.

Other Options Explored:

Continuing with one supervisor in the Behavioral Health unit: Due to the level of intensity of the cases being served and the compliance requirements, this option is not in the best interest of the residents of Becker County.

Contracting out or transferring out programs to another unit:

Given the program complexities and staffing pattern of the unit, reorganization, and/or contracting out services would not provide the necessary training, supervision, and overall management responsibilities of the position.

Careful and extensive consideration has been given to determine if any of the services offered could effectively be provided out of another social services unit. There is not sufficient capacity in other units so this alternative is not recommended.

Hire an additional case manager:

Current caseloads are manageable if case managers are given the appropriate training, oversight, and individualized attention while fostering professional growth and skill development. We anticipate that adding another social worker would exacerbate the need for a co-supervisor.

BECKER COUNTY BOARD OF COMMISSIONERS
RESOLUTION 08-24-2B
Behavioral Health Co-Supervisor Personnel Request

WHEREAS, there is a need to add and fill an additional Behavioral Health Supervisor position.

WHEREAS, if this action creates a vacancy within Human Services, then the Board of County Commissioners agree to approve filling that vacancy as well.

NOW THEREFORE BE IT RESOLVED. That the Board of County Commissioners of Becker County, Minnesota, approves the Behavioral Health Co-Supervisor Personnel Request.

Duly adopted this 20th day of August, 2024, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carie 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 August 20, 2024, as recorded in the record of proceedings.

Carrie Smith
County Administrator



AIA® Document G802® – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*

Becker County Law Enforcement Center
Feasibility Study
925 Lake Avenue
Detroit Lakes, MN 56501

AGREEMENT INFORMATION:

Date: January 23, 2024

AMENDMENT INFORMATION:

Amendment Number: 001

Date: August 13, 2024

OWNER: *(name and address)*

Becker County

925 Lake Avenue

Detroit Lakes, MN 56501

ARCHITECT: *(name and address)*

Klein McCarthy & Co., Ltd.

dba Klein McCarthy Architects

6465 Wayzata Boulevard

Suite 410

St. Louis Park, MN 55426

The Owner and Architect amend the Agreement as follows:

Add cost estimating services by McGough and coordination/review by Klein McCarthy Architects to provide an estimate of probable costs for the Law Enforcement Feasibility Study scope of work. Cost estimate to include a forecasted escalation based upon the anticipated start of construction. Study options to include one (1) to two (2) overall concept block diagram options based on the Committee's approved Space Program, and broken into future project components:

- Sheriff's Office and Probation Offices with associated site development
- Cold Storage Building with associated site development
- Vehicle Impound Lot with associated site development

Includes two virtual meetings. One to review the estimate with the Committee and one to review the estimate with the County Board upon completion and presentation of the completed Law Enforcement Feasibility Study.

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

The Contract change will require an additional Lump Sum A/E fee of Two Thousand Dollars (\$2,000.00) to provide one (1) to two (2) opinions of probable costs.

Schedule Adjustment:

Cost estimate to be provided by mid September for review at the Sheriff's Committee meeting on September 25, 2024.

SIGNATURES:

Klein McCarthy & Co., Ltd.
dba Klein McCarthy Architects

ARCHITECT *(Firm name)*

SIGNATURE

Scott W. Fettig, President

PRINTED NAME AND TITLE

August 13, 2024

DATE

Becker County

OWNER *(Firm name)*

SIGNATURE

John Okeson - County Board

Chair

PRINTED NAME AND TITLE

August 20, 2024

DATE



AIA® Document G802® – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*

Becker County Law Enforcement Center
Feasibility Study
925 Lake Avenue
Detroit Lakes, MN 56501

AGREEMENT INFORMATION:

Date: January 23, 2024

AMENDMENT INFORMATION:

Amendment Number: 002

Date: August 13, 2024

OWNER: *(name and address)*

Becker County

925 Lake Avenue

Detroit Lakes, MN 56501

ARCHITECT: *(name and address)*

Klein McCarthy & Co., Ltd.

dba Klein McCarthy Architects

6465 Wayzata Boulevard

Suite 410

St. Louis Park, MN 55426

The Owner and Architect amend the Agreement as follows:

Add cost estimating services by Professional Project Management (PPM) and coordination/review by Klein McCarthy Architects to provide an estimate of probable costs for the Law Enforcement Feasibility Study scope of work. Cost estimate to include a forecasted escalation based upon the anticipated start of construction. Study options to include one (1) to two (2) overall concept block diagram options based on the Committee's approved Space Program, and broken into future project components:

- Sheriff's Office and Probation Offices with associated site development
- Cold Storage Building with associated site development
- Vehicle Impound Lot with associated site development

Includes two virtual meetings. One to review the estimate with the Committee and one to review the estimate with the County Board upon completion and presentation of the completed Law Enforcement Feasibility Study.

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

The Contract change will require an additional Lump Sum A/E fee of Four Thousand Two Hundred Fifty Dollars (\$4,250.00) to provide one cost option estimate and Two Thousand Five Hundred Dollars (\$2,500.00) to provide a second second option cost estimate. Total Contract change of Six Thousand Seven Hundred Fifty Dollars \$6,750.00) for the two cost options.

Schedule Adjustment:

Cost estimate to be provided by mid September for review at the Sheriff's Committee meeting on September 25, 2024.

SIGNATURES:

Klein McCarthy & Co., Ltd.
dba Klein McCarthy Architects

ARCHITECT *(Firm name)*



SIGNATURE

Scott W. Fettig, President

PRINTED NAME AND TITLE

August 13, 2024

DATE

Becker County

OWNER *(Firm name)*

SIGNATURE

John Okeson, County Board
Chair

PRINTED NAME AND TITLE

August 20, 2024

DATE