



BECKER COUNTY BOARD OF COMMISSIONERS

Regular Meeting

Date: Tuesday, September 17, 2024 at 8:15 AM

Location: Board Room, Courthouse

or

Virtual TEAMS Meeting Option

Call-In #: 763-496-5929 - Conference I.D.: 246 428 274#

- 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 September 3, 2024 3
- 8:25 Consent Agenda
1. Auditor-Treasurer: Regular Claims, Auditor Warrants, and Claims over 90 Days 6
 2. Auditor-Treasurer: Resolution 09-24-2A - Rocky Mountain Elk Raffle at Cormorant Lakes Sportsman Club on 11-23-2024 Cormorant Twp 7
 3. Auditor-Treasurer: Resolution 09-24-2D - Marshmallow Animal Shelter Raffle on 10-12-2024 at Pit 611 in Lake Eunice Twp 8
 4. Auditor-Treasurer: COJ Memo 9
 5. Human Services: DHS CMH Screening Grant Contract 10
 6. Human Services: Sourcewell Adult Foster Care Licensing Agreement 2025 28
 7. Human Services: Americorp/Ampact Amendment 2025 41
 8. Human Services: Regular Claims, Public Health, & Transit
 9. Land Use: Resolution 09-24-2E - Sponsor ATV Club 44
- 8:30 Commissioners
1. Open Forum
 2. Reports and Correspondence
 3. Appointments
- 9:00 County Administrator
1. Introduction: Human Resources Director - Teaira Christen
 2. Report
 3. Budgets 49
 4. Resolution 09-24-2B Becker County 2025 Proposed Tax Levy 50
 5. Resolution 09-24-2C - EDA 2025 Proposed Tax Levy 51
- 9:25 Auditor-Treasurer
1. License List 52
 2. 2024 Driver & Vehicle Services Request 53
- 9:30 Information Technology
1. Informational Technology: Renewal - Microsoft O365 55

- 9:35 Sheriff
1. Squad Car Purchase Request (2) 56
- 9:40 Land Use/Environmental Services
1. Toad Mountain Park Project Update 62
- 9:50 Planning & Zoning
1. 2024 Becker County Comprehensive Land Use Plan Discussion
Adjourn

BOARD MEETING AS POSTED

BECKER COUNTY BOARD OF COMMISSIONERS

DATE: TUESDAY, September 3, 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 the agenda with the removal of any action from the Planning & Zoning Comp Plan Discussion (Jepson, Meyer) carried.
2. Minutes – Moved and second to approve minutes of August 20, 2024, with the requested changes (Meyer, Nelson) 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, July 2024 Cash Comparison, Sales Tax, & Investment Reports, and TriMin Contract for Board Ratification. Human Services: Regular Claims, Public Health, & Transit, and NDSU Agreement for Nursing Student Clinical Experiences. Land Use: 2024 Bud Capping Quote Approval, 2024 Fall Timber Auction Tracts, and Snowmobile Purchase Approval. Sheriff: Federal Boating Safety Equipment Grant Application. (Nelson, Jepson) carried.

Commissioners:

1. Open Forum:
 - Willis Mattison – Izaak Walton League-Comp Plan Hearing didn't allow for proper input.
2. Reports and Correspondence: Reports were provided on the following meetings:
 - Commissioner Jepson – EDA Sub Committee, Planning Commission.
 - Commissioner Nelson – Lakeland Mental Health, Joint Powers, Sheriff, NRM.
 - Commissioner Meyer – Sheriff, DAC, Dancing Sky.
 - Okeson – PLMSW, Environmental Services, Planning Commission.
 - Vareberg – None.
3. Appointments
 - None.

County Administrator: presented by Carrie Smith.

1. Report.

- Star Tribune opinion writer was in town discussing rural counties and flying the new Minnesota state flag. There is a photo of Carrie holding the old Minnesota state flag.
- Lobbyist cost – reaching out to Clearwater and Mahnomen counties to share the cost. May attend their board meetings.
- Outstanding Union contracts – LELS Supervisors (new) and LELS Deputy/Sergeant.

2. Red Line Union Contracts: Human Services Supervisors and LELS Jailers & Dispatchers.

- Motion and second to approve the 3-year contracts for Human Services Supervisors and LELS Jailers & Dispatchers with the clarification of the \$200 for part-time employee insurance to be used towards Becker County Insurance Plans (Meyer, Jepson) carried.

3. Motion and second to approve Resolution 09-24-1E – Archeological Study on Land Parcels 327017000, 327020000, and 32725000, not to exceed \$5,000 with an equal funding match from White Earth Tribal Nation (Nelson, Meyer) carried.

Becker Soil & Water Conservation District: presented by Bryan Malone.

1. Crow Wing River – Draft Comprehensive Watershed Management Plan (aka 1W1P) summary presentation. Return in November with a resolution for implementation.

Highway: presented by Jim Olson.

1. Motion and second to approve Resolution 09-24-1A – MnDOT Contract Agreement-1057534 (Meyer, Jepson) carried.
2. Motion and second to approve Resolution 09-24-1B – Heartland Trail Cooperative Construction Agreement (Vareberg, Meyer) carried.

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

1. Motion and second to approve the Dunton Locks Shelter Bid to Bristlin Construction in the amount of \$477,6654 plus a contingency of \$23,883.25 for a total of \$501,548.25 with the ability of the Board Chair or County Administrator to sign change orders (Okeson, Nelson) carried.
2. Motion and second to approve Resolution 09-24-1C – Accept Donated Parcel # 210044000 (Meyer, Jepson) carried.

Sheriff: presented by Todd Glander.

1. Motion and second to approve Resolution 09-24-1D – 6 Month Time Limited Full-Time Investigator (Jepson, Nelson) carried.

Planning & Zoning: presented by Commissioners Jepson and Okeson.

1. Planning Commission Recommendations from 08/28/2024.
 - Motion and second to concur with the Planning Commissioner Recommendation to approve for Brandon Shipman – Request for a Conditional Use Permit to construct a retaining wall (Meyer, Jepson) carried.

Being no further business, Chair Okeson adjourned the meeting at 9:55 am.

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



BECKER COUNTY BOARD OF COMMISSIONERS
Finance Committee Meeting

Date: Monday, September 16, 2024 at 8:30 AM

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

Administrator

1. Report
2. Budget
3. Resolution 09-24-2B - Becker County 2025 Proposed Tax Levy
4. Resolution 09-24-2C - EDA 2025 Proposed Tax Levy

Auditor-Treasurer

1. Claims
2. 2024 Driver & Vehicle Services Request
3. 2023 Becker County Audit Exit by CLA

Human Services

1. DHS CMH Screening Grant Contract
2. Sourcewell Adult Foster Care Licensing Agreement 2025
3. Claims Human Services, Public Health & Transit

Information Technology

1. Renewal Microsoft O365

Sheriff

1. Squad Car Purchase (2)

Land Use/Environmental Services

1. Toad Mountain Park Project Update
2. Resolution 09-24-2E - Sponsor ATV Club

Adjourn

MINNESOTA LAWFUL GAMBLING RESOLUTION

Duly adopted at Detroit Lakes, Minnesota, this 17th day of September 2024.

COUNTY BOARD OF COMMISSIONERS

State of Minnesota)
County of Becker)

Becker County Auditor-Treasurer

SEAL

RESOLUTION NO. 09-24-2D

MINNESOTA LAWFUL GAMBLING RESOLUTION

RESOLVED, the Becker County Board of County Commissioners agree to approve the Gambling Application for Exempt Permit to conduct Charitable Gambling by Marshmallow Animal Shelter, for a raffle on October 12, 2024 at Pit 611, 15057 County Highway 11, Audubon, MN 56511, in Lake Eunice Township.

Duly adopted at Detroit Lakes, Minnesota, this 17th day of September, 2024.

ATTEST:

COUNTY BOARD OF COMMISSIONERS

John Okeson
Chair

State of Minnesota)
County of Becker)

I, the undersigned, being the duly elected, qualified and Auditor-Treasurer for the County of Becker, State of Minnesota, do hereby certify that the foregoing is true and correct copy of a resolution passed and adopted by the County Board of Commissioners at a meeting held September 17, 2024, as recorded in the record of proceedings.

Becker County Auditor-Treasurer

MEH/kaf

SEAL



BECKER COUNTY

915 Lake Avenue • Detroit Lakes, MN 56501

218-846-7311

MEMO TO BOARD

Date: September 11, 2024

SUBJECT: Notice of Confession of Judgment Procedure Change

TO: Becker County Board of Commissioners

Confession of Judgment is a 10-year repayment plan for delinquent taxes before forfeiture.

Taxpayer is required to pay current year taxes and 10% down of the balance of delinquent taxes, penalties and fees.

Minnesota Statute 279.37 Subd 3 states that once a taxpayer has met the requirements the auditor is to notify the county board.

Becker County Auditor-Treasurer has received the payment and Confession of Judgment contract from the owner of Parcel 49.2049.000.

The Confession of Judgment contract will be recorded and filed with the Court Administrator to enter judgment.

Once each installment is paid the Auditor-Treasurer will provide the Court Administrator with a receipt to credit the amount upon the judgment entered.

State of Minnesota County Grant Contract Worksheet

(Not Part of the Contract)

This worksheet contains private information and should not be reproduced or distributed externally without express written permission of the County. If you circulate this grant contract internally, only offices that require access to the tax identification number and all individuals/offices signing this grant contract should have access to this page.

Total Amount of Grant Contract: \$42,124	
FinDeptID H55 _____	Child Welfare amount for state fiscal year <u>2025</u> : \$21,062
	Juvenile Justice amount for state fiscal year <u>2025</u> : \$0
	Child Welfare amount for state fiscal year <u>2026</u> : \$21,062
	Juvenile Justice amount for state fiscal year <u>2026</u> : \$0

☒ State Funds Only

☐ Federal Funds Only

☐ Both State and Federal Funds

Starts in fiscal year: 2025	Vendor ID: 197276
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SWIFT Grant# /Encumbrance #: GRK _____ /30000 _____

Number/Date/Initials:

Individual signing certifies that funds have been encumbered as required by Minnesota Statutes, section 16A.15.

Related RFP file number: SP-9440

COUNTY Name and Address: Becker County
 712 Minnesota Avenue
 Detroit Lakes, MN 56501

Soc. Sec. or Federal Employer I.D. No.:

Minnesota Tax I.D. No. (if applicable):

Minnesota Department of Human Services

County Grant Contract

This Grant Contract, and all amendments and supplements to the contract ("CONTRACT"), is between the State of Minnesota, acting through its Department of Human Services, Behavioral Health Administration ("STATE") and **Becker County**, an independent grantee, not an employee of the State of Minnesota, located at **712 Minnesota Avenue, Detroit Lakes, MN 56501** ("COUNTY").

RECITALS

STATE, pursuant to Minnesota Statutes, section 256.01, subdivision 2(a)(6), has authority to enter into contracts for the following services: mental health screenings, assessments, and referrals for diagnostic assessment and/or treatment for children within the child welfare and juvenile justice populations (prioritizing funds for uninsured and underinsured children).

STATE, in accordance with Minnesota Statutes, section 13.46, is permitted to share information with COUNTY.

COUNTY represents that it is duly qualified and willing to perform the services set forth in this CONTRACT to the satisfaction of STATE.

THEREFORE, the parties agree as follows:

CONTRACT

1. CONTRACT TERM AND SURVIVAL OF TERMS.

1.1. Effective date: This CONTRACT is effective on **January 1, 2025**, or the date that STATE obtains all required signatures under Minnesota Statutes, section 16B.98, subdivision 5, whichever is later.

1.2. Expiration date.

This CONTRACT is valid through **December 31, 2025**, or until all obligations set forth in this CONTRACT have been satisfactorily fulfilled, whichever occurs first.

1.3. No performance before notification by STATE. COUNTY may not begin work under this CONTRACT, nor will any payments or reimbursements be made, until all required signatures have been obtained per Minn. Stat. § 16B.98, subd. 7, and COUNTY is notified to begin work by STATE's Authorized Representative.

1.4. Survival of terms. COUNTY shall have a continuing obligation after the expiration of CONTRACT to comply with the following provisions of CONTRACT: Liability; Information Privacy and Security; Intellectual Property Rights; State audit; and Jurisdiction and Venue.

1.5. Time is of the essence. COUNTY will perform its duties within the time limits established in CONTRACT unless it receives written approval from STATE. In performance of CONTRACT, time is of the essence.

2. COUNTY'S DUTIES.

2.1 Duties. COUNTY shall perform duties as follows:

1. Provide mental health screenings to eligible children/youth in the child welfare and juvenile justice systems as described in Minnesota Statutes, § 245.4874, subd. 1(a)(12); § 260B.157, subd. 1; § 260B.176, subd. 2(e); and § 260B.235, subd. 6.
2. Utilize mental health screening instruments which have been approved for use with the child welfare and juvenile justice populations by the Commissioner of Human Services.
3. Utilize eligible screeners (child welfare and juvenile justice professionals and/or mental health practitioners) and ensure all screeners are trained and demonstrate competency on the use of the DHS approved screening instruments.
4. For those children/youth who are subsequently identified through screening as at-risk of needing or who need mental health services, COUNTY must inform the child/youth and parents or primary caregivers of the implications of a positive screen, and assist families with making a referral to a mental health professional for any necessary follow up mental health assessment or treatment.
5. For those children/youth who are subsequently identified through a positive screening as at-risk of needing or who need mental health services, COUNTY may choose to utilize grant funds for short term clinical, ancillary or supportive services such as diagnostic assessment, psychotherapy, skills and support groups, and other necessary mental health services not reimbursable by MHCP or other insurance.
6. For child welfare data, enter calendar year 2024 data into SSIS by March 15, 2025. For juvenile justice data, send data in the approved format and deadline indicated by the designated Department of Corrections contact.

2.2. Grant Progress Reports.

COUNTY shall submit grant progress reports via the SSIS system annually and continually monitor grant activities internally.

2.3 Accessibility. Any information systems, tools, content, and work products produced under this CONTRACT, including but not limited to software applications, web sites, video, learning modules, webinars, presentations, etc., whether commercial, off-the-shelf (COTS) or custom, purchased or developed, must comply with the State of Minnesota Accessibility Standard, as updated on July 1, 2024. This standard requires, in part, compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 (Level AA) and Section 508 of the Rehabilitation Act of 1973.

Information technology deliverables and services offered must comply with the MN.IT Services Accessibility Standards and any documents, reports, communications, etc. contained in an electronic format that COUNTY delivers to or disseminates for the STATE must be accessible. (The relevant

requirements are contained under the “Standards” tab at the link above.) Information technology deliverables or services that do not meet the required number of standards or the specific standards required may be rejected and STATE may withhold payment pursuant to clause 3.2(a) of CONTRACT.

3. CONSIDERATION AND TERMS OF PAYMENT.

3.1 Consideration. STATE will pay for all services satisfactorily provided by COUNTY under this CONTRACT.

a. Compensation.

1. COUNTY will be paid in accordance with **Attachment A**, Budget, which is attached and incorporated into this CONTRACT.
2. Budget Modification.
 - a. COUNTY must obtain STATE written approval before changing any part of the budget.
 - b. Notwithstanding Clause 17.1 of CONTRACT, shifting of funds between budget line items does not require an amendment if the amount shifted does not exceed 10% of that budget year total and does not change the total obligation amount.
 - c. If COUNTY’s approved budget changes proceed without an amendment pursuant to this clause, COUNTY must record the budget change in EGMS or on a form provided by STATE.

b. Travel and subsistence expenses. Reimbursement for travel and subsistence expenses actually and necessarily incurred as a result of COUNTY’s performance under this CONTRACT shall be no greater an amount than provided in the most current Commissioner’s Plan (which is incorporated by reference), promulgated by the Commissioner of Minnesota Management and Budget as specified in the Commissioner’s Plan, page 69, Chapter 15.¹ COUNTY shall not be reimbursed for travel and subsistence expenses incurred outside the geographical boundaries of Minnesota unless it has received prior written approval from STATE. Minnesota shall be considered the home state for determining whether travel is out of state.

c. Total obligation. The total obligation of STATE for all compensation and reimbursements to COUNTY shall not exceed **Forty-two thousand one hundred twenty-four dollars (\$42,124)**. The breakdown of the total award amount is as follows: Child Welfare, **Forty-two thousand one hundred twenty-four (\$42,124)** and Juvenile Justice, **Zero dollars (\$0)**.

d. Withholding. For compensation payable under this CONTRACT, which is subject to withholding under state or federal law, appropriate amounts will be deducted and withheld by STATE as required.

¹ <https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp>

3.2. Terms of payment

- a. **Invoices.** Payments shall be made by STATE promptly after COUNTY submits an invoice for services performed and the services have been determined acceptable by STATE's authorized agent pursuant to Clause 4.1. Invoices shall be submitted in a form prescribed by STATE, if applicable, and according to the following schedule:

REPORTING PERIOD	INVOICE DUE
January 1, 2025 – March 31, 2025	April 30, 2025
April 1, 2025 – June 30, 2025	July 30, 2025
July 1, 2025 – September 30, 2025	October 30, 2025
October 1, 2025 – December 31, 2025	January 30, 2025

If STATE does not prescribe a form, COUNTY may submit invoices in a mutually agreed invoice format.

- b. **Federal funds.** N/A

4. CONDITIONS OF PAYMENT.

4.1. Satisfaction of STATE. All services provided by COUNTY pursuant to this CONTRACT shall be performed to the satisfaction of STATE, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. COUNTY shall not receive payment for work found by STATE to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation, or if COUNTY has failed to provide Grant Progress Reports pursuant to Clause 2.2, or if the Progress Reports are determined to be unsatisfactory.

4.2. Payments to subcontractors. (If applicable) As required by Minn. Stat. § 16A.1245, COUNTY must pay all subcontractors, within ten (10) calendar days of COUNTY's receipt of payment from STATE for undisputed services provided by the subcontractor(s) and must pay interest at the rate of 1-1/2 percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

4.3. Administrative costs and reimbursable expenses. Pursuant to Minn. Stat. § 16B.98, subd. 1, COUNTY agrees to minimize administrative costs as a condition of this grant. COUNTY shall ensure that costs claimed for reimbursement shall be actual costs, to be determined in accordance with 2 C.F.R. § 200.0 et seq., COUNTY shall not invoice STATE for services that are reimbursable via a public or private health insurance plan. If COUNTY receives funds from a source other than STATE in exchange for services, then COUNTY may not receive payment from STATE for those same services. COUNTY shall seek reimbursement from all sources before seeking reimbursement pursuant to CONTRACT.

4.4. Unexpended Funds.

COUNTY must promptly return to the STATE any unexpended funds that have not been accounted for annually in a financial report to the STATE due at grant closeout.

5. PAYMENT RECOUPMENT.

COUNTY must reimburse STATE upon demand or STATE may deduct from future payments under this CONTRACT or future CONTRACTS the following:

- a. Any amounts received by COUNTY from the STATE for contract services that have been inaccurately reported or are found to be unsubstantiated;
- b. Any amounts paid by COUNTY to a subcontractor not authorized in writing by STATE;
- c. Any amount paid by STATE for services which either duplicate services covered by other specific grants or contracts, or amounts determined by STATE as non-allowable under the line item budget, clause 3.1(a);
- d. Any amounts paid by STATE for which COUNTY'S books, records and other documents are not sufficient to clearly substantiate that those amounts were used by COUNTY to perform contract services, in accordance with clause 2, COUNTY'S Duties; and/or
- e. Any amount identified as a financial audit exception.

6. TERMINATION.

6.1. Termination by the State.

- a. **Without cause.** STATE may terminate this CONTRACT without cause, upon 30 days' written notice to COUNTY. Upon termination, COUNTY will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- b. **Termination for Cause.** STATE may immediately terminate this CONTRACT if the STATE finds that there has been a failure to comply with the provisions of the CONTRACT, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. STATE may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

6.2. Termination by the Commissioner of Administration.

In accord with Minn. Stat. § 16B.991, subd. 2, the Commissioner of Administration may unilaterally cancel this CONTRACT if further performance under the CONTRACT would not serve agency purposes or is not in the best interest of the STATE.

6.3. Insufficient funds. STATE may immediately terminate this CONTRACT if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination will be by written notice to COUNTY. STATE is not obligated to pay for any services that are provided after the effective date of

termination. COUNTY will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. STATE will not be assessed any penalty if the CONTRACT is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. STATE must provide COUNTY notice of the lack of funding within a reasonable time of STATE's receiving that notice.

6.4. Breach. Notwithstanding clause 6.1, upon STATE's knowledge of a curable material breach of the CONTRACT by COUNTY, STATE shall provide COUNTY written notice of the breach and ten (10) days to cure the breach. If COUNTY does not cure the breach within the time allowed, COUNTY will be in default of this CONTRACT and STATE may cancel the CONTRACT immediately thereafter. If COUNTY has breached a material term of this CONTRACT and cure is not possible, STATE may immediately terminate this CONTRACT.

6.5. Conviction relating to a grant. In accordance with Minn. Stat. § 16B.991, subd. 1, this CONTRACT will immediately be terminated if the recipient is convicted of a criminal offense relating to a grant agreement.

7. AUTHORIZED REPRESENTATIVES, RESPONSIBLE AUTHORITY, and PROJECT MANAGER.

7.1. State. STATE's authorized representative for the purposes of administration of this CONTRACT is **Mollie Dusha** or successor. Phone and email: **651-431-4782, CMHSG.DHS@state.mn.us**. This representative shall have final authority for acceptance of COUNTY's services and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 3.2.

7.2. County. COUNTY's Authorized Representative is **Denise Warren** or successor. Phone and email: **218-847-5628, denise.warren@co.becker.mn.us**. If COUNTY's Authorized Representative changes at any time during this CONTRACT, COUNTY must immediately notify STATE.

7.3. Information Privacy and Security. (If applicable) COUNTY's responsible authority for the purposes of complying with data privacy and security for this CONTRACT is **Denise Warren** or successor. Phone and email: **218-847-5628, denise.warren@co.becker.mn.us**.

8. INSURANCE REQUIREMENTS.

8.1. Worker's Compensation. The COUNTY certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The COUNTY'S employees and agents will not be considered employees of the STATE. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way the STATE'S obligation or responsibility.

9. LIABILITY.

To the extent provided for in Minn. Stat. §§ 466.01-466.15, the COUNTY agrees to be responsible for any and all claims or causes of action arising from the performance of this grant contract by COUNTY or

COUNTY'S agents or employees. This clause shall not be construed to bar any legal remedies COUNTY may have for the STATE'S failure to fulfill its obligations pursuant to this grant.

10. INFORMATION PRIVACY AND SECURITY.

- a. It is expressly agreed that STATE will not be disclosing or providing information protected under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (the "Data Practices Act") as "not public data" on individuals to COUNTY under this Contract. "Not public data" means any data that is classified as confidential, private, nonpublic, or protected nonpublic by statute, federal law or temporary classification. Minn. Stat. § 13.02, subd. 8a.
- b. It is expressly agreed that COUNTY will not create, receive, maintain, or transmit "protected health information", as defined in the Health Insurance Portability Accountability Act ("HIPAA"), 45 C.F.R. § 160.103, on behalf of STATE for a function or activity regulated by 45 C.F.R. 160 or 164. Accordingly, COUNTY is not a "business associate" of STATE, as defined in HIPAA, 45 C.F.R. § 160.103 as a result of, or in connection with, this CONTRACT. Therefore, COUNTY is not required to comply with the privacy provisions of HIPAA as a result of, or for purposes of, performing under this CONTRACT. If COUNTY has responsibilities to comply with the Data Practices Act or HIPAA for reasons other than this CONTRACT, COUNTY will be responsible for its own compliance.

11. INTELLECTUAL PROPERTY RIGHTS.

11.1. Definitions. Works means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by COUNTY, its employees, agents, and subcontractors, either individually or jointly with others in the performance of the CONTRACT. Works includes "Documents." Documents are the originals of any data bases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by COUNTY, its employees, agents, or subcontractors, in the performance of this CONTRACT.

11.2. Ownership. STATE owns all rights, title, and interest in all of the intellectual property, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this CONTRACT. The Works and Documents will be the exclusive property of STATE and all such Works and Documents must be immediately returned to STATE by COUNTY upon completion or cancellation of this CONTRACT. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." If using STATE data, COUNTY must cite the data, or make clear by referencing that STATE is the source.

11.3. Responsibilities.

- a. **Notification.** Whenever any Works or Documents (whether or not patentable) are made or conceived for the first time or actually or constructively reduced to practice by COUNTY, including its employees and subcontractors, and are created and paid for under this CONTRACT, COUNTY will immediately give STATE's Authorized Representative written notice thereof, and

must promptly furnish the Authorized Representative with complete information and/or disclosure thereon. COUNTY will assign all right, title, and interest it may have in the Works and the Documents to STATE.

- b. Filing and recording of ownership interests.** COUNTY must, at the request of STATE, execute all papers and perform all other acts necessary to transfer or record STATE's ownership interest in the Works and Documents created and paid for under this CONTRACT. COUNTY must perform all acts, and take all steps necessary to ensure that all intellectual property rights in these Works and Documents are the sole property of STATE, and that neither COUNTY nor its employees, agents, or subcontractors retain any interest in and to these Works and Documents.
- c. Duty not to infringe on intellectual property rights of others.** COUNTY represents and warrants that the Works and Documents created and paid for under this CONTRACT do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 9, COUNTY will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless STATE, at COUNTY's expense, from any action or claim brought against STATE to the extent that it is based on a claim that all or part of these Works or Documents infringe upon the intellectual property rights of others. COUNTY will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney's fees. If such a claim or action arises, or in COUNTY's or STATE's opinion is likely to arise, COUNTY must, at STATE's discretion, either procure for STATE the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of STATE will be in addition to and not exclusive of other remedies provided by law.
- d. Federal license granted.** If federal funds are used in the payment of this CONTRACT, pursuant to 45 C.F.R. § 75.322, the U.S. Department of Health and Human Services is granted a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

12. PUBLICITY.

12.1. General publicity. Any publicity regarding the subject matter of this CONTRACT must identify STATE as the sponsoring agency and must not be released without prior written approval from the STATE's authorized representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, websites, social media, and similar public notices prepared by or for the COUNTY individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this CONTRACT. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the COUNTY's website when practicable.

12.2. Endorsement. COUNTY must not claim that STATE endorses its products or services.

13. OWNERSHIP OF EQUIPMENT. The STATE shall have the right to require transfer of all equipment purchased with grant funds (including title) to STATE or to an eligible non-STATE party named

by the STATE. If federal funds are granted by the STATE, then disposition of all equipment purchased under this grant contract shall be in accordance with OMB Uniform Grant Guidance, 2 C.F.R. § 200.313. For all equipment having a current per unit fair market value of \$5,000 or more, STATE shall have the right to require transfer of the equipment (including title) to the Federal Government. These rights will normally be exercised by STATE only if the project or program for which the equipment was acquired is transferred from one grantee to another.

14. AUDIT REQUIREMENTS AND COUNTY DEBARMENT INFORMATION.

14.1. State audit.

Under Minn. Stat. § 16B.98, subd. 8, the books, records, documents, and accounting procedures and practices of the COUNTY or other party that are relevant to the CONTRACT are subject to examination by STATE and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years from the CONTRACT end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

14.2. Independent audit. If COUNTY conducts or undergoes an independent audit during the term of this CONTRACT that is relevant to this CONTRACT, notice of the relevant audit must be provided to STATE within thirty (30) days of the audit's completion and a copy provided, if requested.

14.3. Federal audit requirements and COUNTY debarment information. COUNTY certifies it will comply with 2 C.F.R § 200.501 et seq., as applicable. To the extent federal funds are used for this CONTRACT, COUNTY acknowledges that COUNTY and STATE shall comply with the requirements of 2 C.F.R. § 200.331. Non-Federal entities receiving \$750,000 or more of federal funding in a fiscal year must obtain a single or program-specific audit conducted for that year in accordance with 2 C.F.R. § 200.501. Failure to comply with these requirements could result in forfeiture of federal funds.

14.4. Debarment by STATE, its departments, commissions, agencies or political subdivisions.

COUNTY certifies that neither it nor its principles are presently debarred or suspended by the State of Minnesota, or any of its departments, commissions, agencies, or political subdivisions:

<https://mn.gov/admin/osp/government/suspended-debarred/>. COUNTY's certification is a material representation upon which the CONTRACT award was based. COUNTY shall provide immediate written notice to STATE's authorized representative if at any time it learns that this certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

14.5. Certification regarding debarment, suspension, ineligibility, and voluntary exclusion – lower tier covered transactions.

COUNTY's certification is a material representation upon which CONTRACT award was based. Federal money will be used or may potentially be used to pay for all or part of the work under CONTRACT, therefore COUNTY must certify the following, as required by 2 C.F.R. § 180, or its regulatory equivalent.

a. Instructions for Certification

1. By signing and submitting this CONTRACT, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this CONTRACT is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549. You may contact the person to which this CONTRACT is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this CONTRACT that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, suspended, debarred,

ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

b. Lower Tier Covered Transactions.

1. The prospective lower tier participant certifies, by submission of this CONTRACT, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this CONTRACT.

15. JURISDICTION AND VENUE.

This CONTRACT, and amendments and supplements, are governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this CONTRACT, or breach of the CONTRACT, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

16. CLERICAL ERRORS AND NON-WAIVER.

16.1. Clerical error. Notwithstanding Clause 17.1, STATE reserves the right to unilaterally fix clerical errors contained in the CONTRACT without executing an amendment. COUNTY will be informed of errors that have been fixed pursuant to this paragraph.

16.2. Non-waiver. If STATE fails to enforce any provision of this CONTRACT, that failure does not waive the provision or STATE's right to enforce it.

17. AMENDMENT, ASSIGNMENT, SEVERABILITY, ENTIRE AGREEMENT, AND DRAFTING PARTY.

17.1. Amendments. Any amendments to this CONTRACT shall be in writing and shall be executed by the same parties who executed the original CONTRACT, or their successors in office.

17.2. Assignment. COUNTY shall neither assign nor transfer any rights or obligations under this CONTRACT without the prior written consent of STATE.

17.3. Entire Agreement.

- a. If any provision of this CONTRACT is held to be invalid or unenforceable in any respect, the validity and enforceability of the remaining terms and provisions of this CONTRACT shall not in any way be affected or impaired. The parties will attempt in good faith to agree upon a valid and enforceable provision that is a reasonable substitute, and will incorporate the substitute provision in this CONTRACT according to clause 17.1.

- b. This CONTRACT contains all negotiations and agreements between STATE and COUNTY. No other understanding regarding this CONTRACT, whether written or oral may be used to bind either party.

17.4. Drafting party. The parties agree that each party individually has had an opportunity to review with a legal representative, negotiate and draft this CONTRACT, and that, in the event of a dispute, the CONTRACT shall not be construed against either party.

18. PROCURING GOODS AND CONTRACTED SERVICES.

18.1. Contracting and bidding requirements. COUNTY certifies that it shall comply with Minn. Stat. § 471.345.

18.2. Prevailing wage. For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§ 177.41 through 177.44; consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. Vendors should submit a prevailing wage form along with their bids.

18.3 Debarred vendors. In the provision of goods or services under this CONTRACT, COUNTY must not contract with vendors who are suspended or debarred in Minnesota or under federal law. Before entering into a subcontract, COUNTY must check if vendors are suspended or debarred by referencing the Minnesota Department of Administration's Suspended/Debarred Vendor Report. A link to vendors debarred by Federal agencies is provided at the bottom of the web page.

19. SUBCONTRACTS.

COUNTY, as an awardee organization, is legally and financially responsible for all aspects of this award that are subcontracted, including funds provided to sub-recipients and subcontractors, in accordance with 45 C.F.R. §§ 75.351-75.352. COUNTY shall ensure that the material obligations, borne by the COUNTY in this CONTRACT, apply as between COUNTY and subrecipients, in all subcontracts, to the same extent that the material obligations apply as between the STATE and COUNTY.

20. LEGAL COMPLIANCE.

20.1 General compliance. All performance under this CONTRACT must be in compliance with state and federal law and regulations, and local ordinances. Allegations that STATE deems reasonable, in its sole discretion, of violations of state or federal law or regulations, or of local ordinances, may result in CONTRACT cancellation or termination and/or reporting to local authorities by STATE.

20.2 Nondiscrimination. COUNTY will not discriminate against any person on the basis of the person's race, color, creed, religion, national origin, sex, marital status, gender identity or expression, disability, public assistance status, sexual orientation, age, familial status, membership or activity in a local commission, or status as a member of the uniformed services. COUNTY must refrain from such discrimination as a matter of its contract with STATE. "Person" includes, without limitation, a STATE employee, COUNTY's employee, a program participant, and a member of the public. "Discriminate" means, without limitation, to fail or refuse to hire, discharge, or otherwise discriminate against any

person with respect to the compensation, terms, conditions, or privileges of employment, or; exclude from participation in, deny the benefits of, or subject to discrimination under any COUNTY program or activity.

COUNTY will ensure that all of its employees and agents comply with Minnesota Management and Budget Policy #1329 (Sexual Harassment Prohibited) and #1436 (Harassment and Discrimination Prohibited).

20.3 Grants management policies. COUNTY must comply with required Grants Management Policies and procedures as specified in Minn. Stat. § 16B.97, subd. 4(a)(1). Compliance under this paragraph includes, but is not limited to, participating in monitoring and financial reconciliation as required by Office of Grants Management (OGM) Policy 08-10.

20.4 Conflict of interest. COUNTY certifies that it does not have any conflicts of interest related to this CONTRACT, as defined by OGM Policy 08-01. COUNTY shall immediately notify STATE if a conflict of interest arises.

21. OTHER PROVISIONS

21.1. No Religious Based Counseling. COUNTY agrees that no religious based counseling shall take place under the auspices of this CONTRACT.

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Signature Page Follows

By signing below, the parties agree to the terms and conditions contained in this CONTRACT.

APPROVED

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes, chapter 16A and section 16C.05 or Department of Administration Policy 21-01.

By: _____

Date: _____

Contract No: _____

Distribution: (fully executed contract to each)

Contracts and Legal Compliance Division

County

State Authorized Representative

2. COUNTY

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

By: _____

Title: _____

Date: _____

3. STATE AGENCY

By (with delegated authority): _____

Title: _____

Date: _____

Attachment A: Budget				
BUDGET SUMMARY Year 1		BUDGET SUMMARY Year 2		PROJECT TOTAL
January 1, 2025 to June 30, 2025		July 1, 2025 to December 31, 2025		
BRASS Code	TOTAL BUDGET FY24	BRASS Code	TOTAL BUDGET FY25	
111 – Mental Health Screening (up to 55%)	\$3,000.00	111 – Mental Health Screening (up to 55%)	\$3,000.00	
197 – Local Collaborative Undifferentiated Services		197 – Local Collaborative Undifferentiated Services		
401 – Information & Referral	\$5,000.00	401 – Information & Referral	\$5,000.00	
402 – Community Education & Prevention	\$9,000.00	402 – Community Education & Prevention	\$9,000.00	
404 – Client Outreach		404 – Client Outreach		
405 – Child Outpatient Diagnostic Assessment/Psychological Testing		405 – Child Outpatient Diagnostic Assessment/Psychological Testing		
407 – Early Identification & Intervention		407 – Early Identification & Intervention		
416 – Transportation		416 – Transportation		
430 – Other Family Community Support Services		430 – Other Family Community Support Services		
451 – Emergency Response Services		451 – Emergency Response Services		
453 – Child Outpatient Psychotherapy		453 – Child Outpatient Psychotherapy		
455 – Child Outpatient Medication Management		455 – Child Outpatient Medication Management		
457 – Child/Family Psychoeducation		457 – Child/Family Psychoeducation		
462 – Family Based Services	\$4,062.00	462 – Family Based Services	\$4,062.00	
467 – Child Day Treatment		467 – Child Day Treatment		
489 – Child Respite Care		489 – Child Respite Care		
490 – Child Rule 79 Case Management		490 – Child Rule 79 Case Management		
TOTAL FUNDS State Fiscal Year 2025	\$21,062.00	TOTAL FUNDS State Fiscal Year 2026	\$21,062.00	\$42,124.00

Attachment A: BUDGET SUMMARY AND JUSTIFICATION FORM

A separate budget justification is required for each state fiscal year (i.e. 1/1/24 - 6/30/24 = FY 1, 7/1/24 - 12/31/24 = FY 2). The tables below will expand as necessary. The budget justification must contain a complete breakdown of budget category items by BRASS code. The budget justification must also contain summary calculations and formulas for each item of cost in a category and the basis for each calculation. All allowable categories broken down by BRASS code with descriptions are listed below. Salaries should be listed as FTE, hours per week, number of week times the rate of pay, equal total salary.

BUDGET JUSTIFICATION FY25: January 1, 2025 to June 30, 2025		
BRASS Code-Category Breakdown	JUSTIFICATION NARRATIVE	State Fiscal Year 1
111 – Mental Health Screening (up to 55%) <ul style="list-style-type: none">Costs of screening instruments, copies, and translationsStaff time in administering screeningsEntering screening data into SSIS/CSTSStaff mental health trainingsSupervision for staff who complete screenings	111 – Mental Health Screening: child protection social workers' time administering CMH screenings, SSIS data entry, consultation, supervision, and training. Estimated social worker hourly SEAGR rate = \$140/hour for approximately 21 hours of service per 6 months.	\$3,000.00
401 – Information & Referral <ul style="list-style-type: none">Provision of information to individuals within the <i>target populations (child welfare and juvenile justice)</i> on social servicesAssistance to <i>children/youth with a positive mental health screening</i> and parent/guardian in making contact with a resource that can respond to their needs or problemsProviding information and referral for <i>children/youth with a positive mental health screening</i> or to a parent/guardian regarding<ul style="list-style-type: none">Community support groupsParenting groupsDiagnostic assessmentsIndividual and family therapy	401 – Information & Referral: child protection social workers and supervisors providing information to individuals and families regarding available mental health services and other community resources. Estimated social worker hourly SEAGR rate = \$140/hour for approximately 36 hours of service per 6 months.	\$5,000.00
402 – Community Education & Prevention <p>Activities designed to educate the <i>target populations (child welfare and juvenile justice)</i> about mental health and co-occurring issues: The goals are to increase the understanding of mental health, reduce stigma, promote recovery and increase awareness of the availability of resources and services and improve skills in dealing with mental health issues.</p>	402 – Community Education & Prevention: educating families and community partners regarding mental health, promoting awareness and information regarding services/resources available. Multi-disciplinary team staffings regarding mental health needs and services available to help address individual and family needs. Social worker attendance at school early intervention truancy and educational neglect meetings and coordination with school personnel to help families obtain mental health services. Case consultations with White Earth ICW on mutual cases to promote the delivery of mental health services. Estimated social worker hourly SEAGR rate = \$140/hour for approximately 64 hours per 6 months.	\$9,000.00
462 – Family Based Services <p>Professional home-based family treatment services are intensive mental health services provided to children at risk of, in, or returning from out-of-home placement due a <i>positive screen and subsequent diagnosis of an emotional disturbance</i>. Services must be all of the following:</p> <ul style="list-style-type: none">Designed to meet the specific mental health needs of the child and family as written in the individual treatment planProvided by a team consisting of a mental health professional with other family/child mental health providersFlexible, be able to handle crises 24 hours per day and be coordinated with other services	462 – Family Based Services: therapeutic services for families without health care or non-billable time to support intensive in-home family therapy, professional home-based services, and foster care support for eligible clients. Estimated cost for in-home family therapy is \$85/hour = 48 hours per 6 months.	\$4,062.00
TOTAL State Fiscal Year 1		\$21,062.00

Attachment A: BUDGET SUMMARY AND JUSTIFICATION FORM

A separate budget justification is required for each state fiscal year (i.e. 1/1/24 - 6/30/24 = FY 1, 7/1/24 - 12/31/24 = FY 2). The tables below will expand as necessary. The budget justification must contain a complete breakdown of budget category items by BRASS code. The budget justification must also contain summary calculations and formulas for each item of cost in a category and the basis for each calculation. All allowable categories broken down by BRASS code with descriptions are listed below. Salaries should be listed as FTE, hours per week, number of week times the rate of pay, equal total salary.

BUDGET JUSTIFICATION FY26: July 1, 2025 to December 31, 2025

BRASS Code-Category Breakdown	JUSTIFICATION NARRATIVE	State Fiscal Year 2
111 – Mental Health Screening (up to 55%) <ul style="list-style-type: none"> Costs of screening instruments, copies, and translations Staff time in administering screenings Entering screening data into SSIS/CSTS Staff mental health trainings Supervision for staff who complete screenings 	111 – Mental Health Screening: child protection social workers' time administering CMH screenings, SSIS data entry, consultation, supervision, and training. Estimated social worker hourly SEAGR rate = \$140/hour for approximately 21 hours of service per 6 months.	\$3,000.00
401 – Information & Referral <ul style="list-style-type: none"> Provision of information to individuals within the <i>target populations (child welfare and juvenile justice)</i> on social services Assistance to <i>children/youth with a positive mental health screening</i> and parent/guardian in making contact with a resource that can respond to their needs or problems Providing information and referral for <i>children/youth with a positive mental health screening</i> or to a parent/guardian regarding <ul style="list-style-type: none"> Community support groups Parenting groups Diagnostic assessments Individual and family therapy 	401 – Information & Referral: child protection social workers and supervisors providing information to individuals and families regarding available mental health services and other community resources. Estimated social worker hourly SEAGR rate = \$140/hour for approximately 36 hours of service per 6 months.	\$5,000.00
402 – Community Education & Prevention Activities designed to educate the <i>target populations (child welfare and juvenile justice)</i> about mental health and co-occurring issues: The goals are to increase the understanding of mental health, reduce stigma, promote recovery and increase awareness of the availability of resources and services and improve skills in dealing with mental health issues.	402 – Community Education & Prevention: educating families and community partners regarding mental health, promoting awareness and information regarding services/resources available. Multi-disciplinary team staffings regarding mental health needs and services available to help address individual and family needs. Social worker attendance at school early intervention truancy and educational neglect meetings and coordination with school personnel to help families obtain mental health services. Estimated social worker hourly SEAGR rate = \$140/hour for approximately 64 hours per 6 months.	\$9,000.00
462 – Family Based Services Professional home-based family treatment services are intensive mental health services provided to children at risk of, in, or returning from out-of-home placement due a <i>positive screen and subsequent diagnosis of an emotional disturbance</i> . Services must be all of the following: <ul style="list-style-type: none"> Designed to meet the specific mental health needs of the child and family as written in the individual treatment plan Provided by a team consisting of a mental health professional with other family/child mental health providers Flexible, be able to handle crises 24 hours per day and be coordinated with other services 	462 – Family Based Services: therapeutic services for families without health care or non-billable time to support intensive in-home family therapy, professional home-based services, and foster care support for eligible clients. Estimated cost for in-home family therapy is \$85/hour = 48 hours per 6 months.	\$4,062.00
TOTAL State Fiscal Year 2		\$21,062.00

SCHEDULE A:

BECKER, DOUGLAS AND OTTERTAIL: ADULT FOSTER CARE AND COMMUNITY RESIDENTIAL SETTING LICENSING PROCESS & PROCEDURES

1. Referral Process:

- A. A potential applicant will contact SOURCEWELL to inquire about Licensing.
- B. Individuals interested in being licensed who contact Becker, Douglas and Ottertail County will be referred to SOURCEWELL.
- C. SOURCEWELL will provide information on license application procedures to prospective applicants including:
 - SOURCEWELL shall provide in writing to all prospective applicants, the information in subitems (1) to (3):
 - (1) a summary of license requirements;
 - (2) a description of the agency's licensing study process; and
 - (3) SOURCEWELL's timelines for processing applications; and
 - (4) any fees associated with the application.
 - SOURCEWELL shall provide the license application form prescribed by the commissioner to every prospective applicant who requests an application.
 - If SOURCEWELL requires prospective applicants to attend an informational meeting before receiving a license application form they must ensure that meetings take place at least every two months on either a group or individual basis.

Upon receiving a completed and signed license application form, SOURCEWELL shall provide the applicant a copy of the program rules.
- D. Completed licensing applications will be sent to SOURCEWELL & applicable fee(s), Fire Marshal fees will be sent to SOURCEWELL to initiate licensing application. This information will be explained to the potential provider during the initial contact meeting and at license renewal.

2. Fees:

- A. A licensing fee will be due for each Community Residential Setting (CRS) license. The licensing fee for each county will be established by the Participating County in accordance with Minnesota Statutes, section 245A.10, subd. 2 (e). Any fee changes will need County Board approval.
- B. Applicants and license holders will be directed to make applicable licensing fee, payable to the appropriate Participating County, which will be collected by SOURCEWELL and given to the appropriate Participating County.
- C. Providers will be responsible for any background study fees.

3. Licensing Process:

- A. SOURCEWELL will conduct the initial licensing process with the number of visits necessary to complete the licensing application process. The number of visits will vary based on the need of the applicant and the process.
- B. The Minnesota Department of Human Services (DHS) will conduct all background studies required under Minnesota Statutes, Chapter 245C.
- C. SOURCEWELL shall initiate background studies for non-corporate adult foster care through DHS NetStudy 2.0 for all persons as required by Minnesota Statutes, section 245C.03, subdivision 1.
 - a. For homes that have only one license holder/caregiver living in the home with no staff and an alternative care provider, the alternative care provider will also need a background study prior to placements.
- D. Corporate adult foster care providers shall initiate any required background studies directly with DHS through their NetStudy 2.0 provider account.
- E. SOURCEWELL will monitor background study compliance for both corporate and non-corporate adult foster care programs.
- F. Community residential services providers shall initiate background studies under their 245D-HCBS license, and background study compliance for these programs monitored by DHS under the 245D-HCBS license.
- G. Upon successful completion of the licensing process, SOURCEWELL shall make a recommendation to approve issuance of an adult foster care or community residential setting license directly to DHS with timely notice of its recommendation to the appropriate Participating County.
- H. If SOURCEWELL determines denial of a license application under Minnesota Statutes, sections 245A.05, may be warranted, SOURCEWELL shall provide the appropriate Participating County with a written recommendation and

Updated: 4/30/2024

SCHEDULE A:

BECKER, DOUGLAS AND OTTERTAIL: ADULT FOSTER CARE AND COMMUNITY RESIDENTIAL SETTING LICENSING PROCESS & PROCEDURES

supporting documentation. The final recommendation will be sent by SOURCEWELL to DHS on behalf of the appropriate Participating County.

- I. SOURCEWELL will ensure that newly licensed adult foster care providers and caregivers complete 3 hours of orientation prior to the placement of the first resident in the home. Orientation must include training on requirements of the Vulnerable Adults Act contained in Minnesota Statutes, sections [626.557](#) and [626.5572](#); and the general provisions of Rule 203 parts [9555.5105](#), and [9555.6105](#) to [9555.6265](#).
- J. SOURCEWELL will comply with and monitor adult foster care provider compliance with all of Rule 203: Minnesota Rules, parts 9555.5105 to 9555.6265 – Administration of Adult Foster Care Services and Licensure of Adult Foster Homes, and with relevant sections of Minnesota Statutes, Chapters 245A and 245C.
- K. As of 10/1/2023 Sourcewell will complete an announced off-year inspection for all family adult foster care licensed programs
- L. As of 7/1/2024, Sourcewell will complete an announced off-year inspection for all Community Residential Setting programs.
- M. SOURCEWELL will monitor community residential setting provider compliance with Minnesota Statutes, sections 245D.23 to 245D.26.
- N. All non-DHS procedures and templates used for Adult Foster Care Licensing will be approved by the Participating County directors and SOURCEWELL's Director of Licensing Services.
- O. Participating counties will retain retention and management responsibilities for documents and procedures drafted to facilitate compliance with its obligations under the Interlocal Cooperative Agreement and this Schedule A.
- P. Consistent with Article 5 of the Interlocal Cooperative Agreement, all licensing records generated and received by SOURCEWELL shall be retained by Participating counties. Participating counties shall give immediate access to licensing records and files to SOURCEWELL and to DHS as needed for licensing and audit purposes. Participating counties will follow the County Human Services General Records Retention Schedule identified in DHS Bulletin #16-85-01, which is periodically updated by DHS. SOURCEWELL shall also follow Rule 13: parts 9543.0010 to 9543.0150 – Family Day Care, Adult Foster Care and Child Foster Care; Licensing Functions of County and Private Agencies.

4. Complaints:

- A. Allegations of maltreatment shall be investigated by the Minnesota Department of Human Services. SOURCEWELL will coordinate with the assigned DHS maltreatment investigator to also conduct a licensing investigation for potential licensing violations that are not part of the maltreatment investigation. SOURCEWELL shall immediately consult with the Participating County and DHS if SOURCEWELL believes that a temporary immediate suspension may be warranted under Minnesota Statutes, section 245A.07, subdivision 2. SOURCEWELL and the Participating County shall coordinate and respond promptly to any circumstances that pose an imminent risk of harm to the health, safety, or rights of adults served in an adult foster care or community residential setting program. Either the Participating County or the SOURCEWELL Regional Licensing Specialist, in consultation with the Participating County, may take the lead role if either SOURCEWELL or the Participating County believe a temporary immediate suspension may be warranted.
- B. SOURCEWELL will complete licensing investigations to determine compliance with licensing rules and statutes and make a written recommendation, including supporting documentation, to the Participating County regarding possible licensing actions.
- C. SOURCEWELL will be notified by the Participating County of any licensing complaints regarding providers.

5. Variances:

- A. SOURCEWELL shall review all variance requests received under Minnesota Statutes, 245A.16, subdivision 1 (a) (1) (4) & (5); and submit a written recommendation to the appropriate Participating County. The Participating County shall issue variances in accordance with Minnesota Statutes, chapter 245A, and Minnesota Rules, chapter 9543, and make recommendations to DHS regarding variances requested in accordance with statute and rule.
- B. SOURCEWELL will follow variance procedures/forms developed by the Participating Counties for all variance requests.

SCHEDULE A:

BECKER, DOUGLAS AND OTTERTAIL: ADULT FOSTER CARE AND COMMUNITY RESIDENTIAL SETTING LICENSING PROCESS & PROCEDURES

6. Correction Orders:

- A. SOURCEWELL, with the assistance of Participating County if needed, will issue and monitor correction orders as needed and in consultation with DHS.

7. Licensing Actions:

- A. SOURCEWELL will make all recommendations to appropriate Participating County on any licensing actions under Minnesota Statutes, sections 245A.06 and 245A.07, including temporary immediate suspensions, and recommend any licensing sanctions to the DHS Licensing Division. All final recommendations to DHS will be approved by appropriate Participating County Attorney and signed by the appropriate Participating County Supervisor on the appropriate Participating County Letterhead. All final recommendations will be sent by SOURCEWELL to DHS on behalf of the appropriate Participating County.
- B. The appropriate Participating County with the assistance of SOURCEWELL will consult with their county attorney in licensing actions. The appropriate Participating County will ensure immediate consultation with the county attorney for temporary immediate suspensions.

8. Appeals:

- A. The appropriate Participating County with the assistance of the SOURCEWELL will manage all licensing action appeals, including testifying at appeal hearings, and the county attorney from the Participating County will represent the Commissioner and the county at appeal hearings.
- B. SOURCEWELL will testify as requested by the county attorney and provide any information necessary regarding an appeal of a licensing action.

9. Unlicensed Programs:

- A. SOURCEWELL will send necessary notices to unlicensed providers on County letterhead.
- B. SOURCEWELL will conduct voluntary site visits to alleged unlicensed providers upon request as required by Minnesota Rules and Statutes. If SOURCEWELL cannot gain voluntary access to an alleged unlicensed program, the Participating County is responsible for initiating legal actions to allow access. Upon request, the appropriate Participating County shall provide law enforcement escort when necessary to maintain the safety of SOURCEWELL staff.

10. Training:

- A. SOURCEWELL licensors will receive training from DHS on adult foster care and community residential setting licensing requirements, processes, and procedures.

11. SOURCEWELL Annual Licensing Cost for Services:

- **Douglas County –\$**
- **Ottertail County –\$**
- **Becker County – 46, 510.49**

SOURCEWELL will develop and provide to the Participating Counties an annual quote for Regional Licensing Services for the upcoming calendar year. This quote shall be provided by Sourcewell to the Participating Counties annually in April. The quote will be based on an annual salary rate allocated among each Participating County. Each Participating County has 45 days in which to review, approve, and allocate funding in accordance with the quote breakdown.

12. Designated County Agency:

- A. For purposes of adult foster care and community residential setting licensing, SOURCEWELL is an extension of the individual County's designated County Agency, per Minnesota Statutes, section 245A.02, subdivision 6, titled "County Agency", within the limits of performing duties outlined in the Interlocal Cooperative Agreement and this Schedule A.

Updated: 4/30/2024

SCHEDULE A:

BECKER, DOUGLAS AND OTTERTAIL: ADULT FOSTER CARE AND COMMUNITY RESIDENTIAL SETTING LICENSING PROCESS & PROCEDURES

INTERLOCAL COOPERATIVE AGREEMENT

Licensing Specialist Services – Adult Foster Care

(Becker, Douglas and Ottertail Counties)

The Parties to this Interlocal Cooperative Agreement (“Agreement”) are SOURCEWELL, Becker County, Douglas County, and Ottertail County (hereafter, “Participating Counties”), agree to the following:

Article 1. Purpose and Authority

- 1.1 Purpose. The purpose of this Agreement is to establish terms for services provided by SOURCEWELL to Becker County, Douglas County, and Ottertail County (‘the Participating Counties’) in hosting a Regional Licensing Specialist- Adult Foster Care position.
- 1.2 Authority. This Agreement is entered pursuant to applicable law and specifically Minnesota Statutes, Chapters 245A, 245C, section 471.59 and Minnesota Rules, Chapter 9543.

Article 2. Sourcewell Obligations

- 2.1 Duties. The Regional Licensing Specialist will be provided and supervised by SOURCEWELL, which will assist Participating Counties in the performance of the administrative functions and activities pertaining to licensing under Minnesota Statutes, section 245A.04, and assist in processing background studies for adult foster care under Minnesota Statutes, Chapter 245C, as set forth in Schedule A.
- 2.2 Staffing. SOURCEWELL will provide and supervise a sufficient number of Regional Licensing Specialists to ensure compliance with annual licensing review requirements as set forth in Minnesota Rules, Chapter 9543 (also known as “Rule 13”), the requirements of this Agreement, and in accordance with the attached Schedule A.
- 2.3 Data Management and Retention. SOURCEWELL will manage and retain data in accordance with Article 5 below for the duration of this Agreement. SOURCEWELL will maintain data collected and received under this Agreement separated by county and will not co-mingle data between counties or with its own data unrelated to this Agreement. SOURCEWELL is responsible for data security for all data maintained by SOURCEWELL throughout the term of this Agreement. In the event of a data breach at SOURCEWELL, the appropriate Participating County and DHS will be promptly notified. SOURCEWELL is responsible for the meeting the requirements of Minn. Stat. § 13.055 in the event of a data breach at its location or of its systems. Upon termination of this Agreement, or withdrawal of any Participating County, SOURCEWELL return all data collected for

purposes of this Agreement to the appropriate Participating Counties or County and will not retain data after such return.

- 2.4 Annual Quote. SOURCEWELL will develop and provide to the Participating Counties an annual quote for Regional Licensing Services for the upcoming calendar year. This quote shall be provided by SOURCEWELL to the Participating Counties annually in April. The quote will be based on an annual salary rate allocated among each Participating County. Each Participating County has 45 days in which to review, approve, and allocate funding in accordance with the quote breakdown.
- 2.5 Obligations Administrative; No Regulatory Authority. SOURCEWELL's obligations under this Agreement are largely administrative. SOURCEWELL accepts no regulatory authority under this Agreement other than as specified herein, including Schedule A.

Article 3. Participating County Obligations

- 3.1 Regulatory Authority. Except as provided in Article 2 above and Schedule A, the Participating Counties retain all regulatory authority, duties and responsibilities imposed upon them by law.
- 3.2 Cost. The Participating Counties will pay the amounts specified in Schedule A. SOURCEWELL will invoice each Participating County for its portion of the contracting services by December 15th of each year. Payments due under this Agreement must be received by SOURCEWELL no later than January 31st of each year.
- 3.3 Legal Support. All legal services necessary to support the performance of licensing functions and background studies for adult foster care performed under this Agreement, including but not limited to representation in appeal-related and other litigation and legal advice, shall be provided by the County Attorney's office to each Participating County.
- 3.4 Responsible Authority for Data. Except with respect to a data breach as provided in Article II, Section 2.3 above, each Participating County remains the responsible authority, as defined by Minn. Stat. § 13.02, subd. 16, for all data collected and received by SOURCEWELL under this Agreement on its behalf. Data collected by SOURCEWELL under this Agreement will be managed and retained in accordance with Article 6, section 6.1 below for the duration of this Agreement.

Article 4. Program

- 4.1 Program Operation. The Program will be operated in accordance with the process and procedures outlined in Schedule A. The Parties agree to review Schedule A annually in conjunction with the annual quote specified in Article 2, Section 2.4 above. Schedule A may be modified in accordance with Article 6, Section 6.8 as necessary. If upon any annual

review no changes to Schedule A are necessary, then the schedule in effect will carry forward for the next calendar year.

Article 5. Data Management

- 5.1 Data Management and Retention. The Parties will comply with all applicable laws pertaining to data management, including the Minnesota Government Data Practices Act, the Health Insurance Portability and Accountability Act, and corresponding agency rules. The Participating County remains the responsible authority, as defined by Minnesota Statutes, § 13.02, subd. 16, for data collected, received, and maintained by Sourcewell under the terms of this Agreement. Data collected, received, and maintained by Sourcewell under this Agreement remain the individual property of the Participating County and remain subject to applicable County and DHS policies and applicable law. During the term of this Agreement, DHS and Participating County will have unrestricted access to provider files maintained by Sourcewell for audit and other lawful purposes. Sourcewell is not responsible for maintaining copies of such audits but may be provided access to the audit and audit process for purposes of compliance administration and improvement of the adult foster care licensing program. During the term of this Agreement, data will be managed and retained in accordance with the County Human Services General Records Retention Schedule set forth in DHS Bulletin #16-85-01, as the same may be periodically updated by DHS.
- 5.2 Data Practices Requests. If SOURCEWELL receives a request for data, SOURCEWELL will immediately forward the request to the appropriate Participating County. The respective Participating Counties will process the request, including determining the data's classification and whether or not all or a portion data will be released. SOURCEWELL will fully cooperate with the appropriate Participating County with respect to the County's processing of data practices requests.
- 5.3 Response to Subpoena. If SOURCEWELL is served with a subpoena for data collected, received and maintained by SOURCEWELL under this Agreement the subpoena will be promptly forwarded to the appropriate Participating County. It is the appropriate Participating County's responsibility to comply with the subpoena or take appropriate steps to limit or quash the subpoena. SOURCEWELL will fully cooperate with the appropriate Participating County with respect to the its response to subpoenas.
- 5.4 Civil and Administrative Proceedings. If SOURCEWELL becomes subject to civil litigation or administrative proceedings seeking access to data collected, received and maintained under this Agreement, the appropriate participating County agrees to seek intervention to defend in such litigation or proceedings or acquiesce to the relief sought, if it deems appropriate, and so timely inform SOURCEWELL. SOURCEWELL has no duty under this Agreement to independently defend actions seeking access to data.

SOURCEWELL reserves the right to initiate and interpleader action pursuant to Minnesota Rules of Civil Procedure 22, Federal Rule of Civil Procedure 22 or similar administrative procedural rule. The Participating County agrees not to contest SOURCEWELL's initiation of an interpleader action on procedural grounds, but such Participating County reserves the complete right to defend actions on the merits.

- 5.5 Department of Administration Opinions. If data collected, received or maintained by SOURCEWELL under this Agreement becomes the subject of an opinion request pursuant to Minn. Stat. § 13.072, it is the responsibility of the appropriate Participating County to respond to such request as it deems prudent. SOURCEWELL has no independent obligation to respond to such opinion requests, but SOURCEWELL will cooperate fully with the Participating County in the county's formulation of a response.
- 5.6 Mandated Reports. The Parties acknowledge and agree that the Regional License Specialist position may not meet the strict definition of mandated reporter under Minn. Stat. § 626.557. Nonetheless, SOURCEWELL agrees to comply with the mandated reporter law to the best of its ability and to fully cooperate with the appropriate Participating County in providing information in its possession necessary to make mandated reports and to perform vulnerable adult protection functions.

Article 6. General Provisions

- 6.1 Defense and Indemnification Between Sourcewell and Participating Counties. Sourcewell and the Participating Counties agree to the following defense and indemnification provisions:
- a. SOURCEWELL agrees to defend, indemnify, and hold the Participating Counties, their employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses arising out of any act or omission on the part of SOURCEWELL, or its subcontractors, partners or independent contractors or any of their agents or employees in the performance of or with relation to any of the work or services to be performed or furnished by the SOURCEWELL or the subcontractors, partners, or independent contractors or any of their agents or employees under this Agreement.
 - b. Each Participating County agrees to defend, indemnify, and hold SOURCEWELL, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses arising out of any act or omission on the part of a Participating County, or its subcontractors, partners or independent contractors or any of their agents or employees in the performance of or with relation to any of the work performed by the Participating County or its subcontractors, partners, or independent contractors or any agent or employee

under state law or in relation to Participating County obligations under this Agreement.

6.2 Liability Limited. The State of Minnesota, Department of Human Services' liability is governed and limited by Minn. Stat. § 3.736. SOURCEWELL and the Participating Counties' liability is governed and limited by Minnesota Statutes, Chapter 466. The Parties Agree that SOURCEWELL and the Participating Counties are employees of the state within the narrow meaning of, and as limited by, Minn. Stat. § 466.132. No Party agrees to be liable for the acts or omissions of any other Party to this Agreement. In accordance with Minn. Stat. § 471.59, subd. 1a, the participating governmental units (Parties) to this Agreement are a single governmental unit for purposes of determining liability, if any. The liability of the Parties under this Agreement, if any, will not exceed the limits on governmental liability for a single governmental unit as specified in Minn. Stat. §§ 3.736 and 466.04, subd. 1.

6.3 Sourcewell and Participating Counties Insurance Requirements. Throughout the duration of this Agreement, SOURCEWELL and the Participating Counties will each maintain insurance coverages as follows:

a. *Commercial General Liability Coverage.* The minimum limits of liability will be:

- \$1.5 million each occurrence;
- \$3 million general aggregate;
- \$3 million products and completed operations aggregate;
- The policy must be written on an occurrence basis, not a claims-made basis;
- Coverage limits required under this Section 6.3 a. will mirror the liability limits outlined in Minn. Stat. § 466.04, subd. 1. If the statute is amended, the Parties agree to obtain and maintain coverage consistent with the amended statute.

b. *Auto Liability Coverage.* The minimum limits of liability will be \$1.5 million on a combined single limit basis. Auto coverage should include all vehicles, including hired and non-owned vehicles.

c. *Workers' Compensation Coverage.* The minimum limits of liability will be:

- Bodily injury by accident - \$500,000 each accident;
- Bodily injury by disease - \$500,000 each employee;
- Bodily injury by disease - \$500,000 policy limit.
- Coverage limits required under this Section 6.3 c. will mirror the liability limits required by state and federal law. If any applicable law is amended, the Parties agree to obtain and maintain coverage consistent with the amended law.

d. *General Insurance Requirements.* In relation to SOURCEWELL and each Participating County's defense and indemnification obligations stated in 6.2 above, all insurance required and maintained under this Agreement is subject to the following provisions:

- Any insurance required under this Agreement will be primary and not excess to any other coverage carried by a Party entitled to indemnification under Section 6.2 above;
- Coverage must be in force for the complete term of this Agreement. If insurance expires during the term of this Agreement, a new Certificate of Insurance must be received by the other Parties at least 10 days prior to the expiration date. This new insurance must meet the terms of this Agreement;
- An indemnifying Party must provide a minimum of 30 days advance-notice to the indemnified Party of any substantial change to or cancellation of any of the insurance policies listed on the certificate. A 60-day notice is preferred but not required;
- With the exception of workers' compensation coverage, an indemnified Party will be included as an Additional Insured on all liability policies held by the indemnifying Party;
- The Party holding required insurance is responsible for any deductible or meeting any self-insured retention condition contained within the insurance program;
- An indemnifying Party will furnish an original Certificate of Insurance as evidence of required coverage to each Party it is required to indemnify under Section 6.2 above with the executed Agreement and before performance commences. The Certificate of Insurance will be signed by a person authorized by the insurer to bind coverage. The Certificate of Insurance should identify appropriate Additional Insured Parties consistent with the requirements of this Agreement.
- If an indemnifying Party fails to keep in effect at all times the specified insurance coverage, the indemnified Party may, in addition to any other remedies available to it at law or in equity, immediately withdraw from this Agreement upon the occurrence of such event, without regard to the provisions of Sections 6.4 and 6.5 below.

No professional liability insurance is required under this Agreement. No excess or umbrella coverage is required under this agreement.

6.4 Breach and Cure. When a Party alleges another Party has breached a term, condition, duty or obligation arising under Agreement, the Party alleging breach will provide written notice

and a reasonable description of the breach to the Party alleged to be in breach. The Party allegedly in breach will then have 10 business days to voluntarily cure the alleged breach.

- 6.5 Alternative Dispute Resolution. In the event of a dispute arising out of or relating to this Agreement, the Parties will first attempt to negotiate in good faith to resolve such dispute. If the dispute cannot be resolved by good faith negotiation within 60 days, the Parties shall submit any controversy or claim arising out of or relating to this Agreement, or the making, performance or interpretation thereof, to be settled by binding arbitration in Staples, Minnesota, in accordance with the Commercial Arbitration Rules or the American Arbitration Association. Judgment upon any arbitration award may be entered in any court having jurisdiction thereof and the Parties consent to the jurisdiction of the courts of the State of Minnesota for such purpose.
- 6.6 Indefinite Term. This Interlocal Cooperative Agreement will remain in effect until terminated in accordance with Section 6.7 below.
- 6.7 Termination and Withdrawal. This Agreement will be terminated upon action of a majority of the Parties to this Agreement. An individual Party may withdraw from this Agreement upon written notice provided to all Parties by June 1st of any year. Such withdrawal will be effective for the following calendar year. Withdrawal by a majority of the Parties to the Agreement will constitute termination of the Agreement.
- 6.8 Integration Clause; Modification in Writing Only. This Agreement is the complete understanding the Parties. All Parties warrant that no Party is relying on any prior or contemporaneous statements or representations, whether oral or written. This Agreement will be modified, if at all, in writing duly approved and executed by all Parties.
- 6.9 Rules of Construction. This Agreement shall be construed without regard to any presumption or rule requiring construction or interpretation against the Party drafting an instrument or causing any instrument to be drafted.
- 6.10 Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the Parties hereto and their respective successors and permitted assigns. No Party may assign its rights or obligations hereunder without the prior written consent of all Parties. No permitted assignment will operate to relieve the assigning Party from its obligations hereunder.
- 6.11 No Third-Party Beneficiary. The Parties do not intend that third-party beneficiary rights inure to the benefit any individual or entity that is not a signatory to this Agreement.
- 6.12 Waiver. Any term or condition of this Agreement may be waived at any time by the Party that is entitled to the benefit thereof, but no such waiver shall be effective unless set forth in a written instrument duly executed by or on behalf of the Party waiving such term or

condition. No waiver by any Party of any term or condition of this Agreement, in any one or more instances, is deemed to be or construed as a waiver of the same or any other term or condition of this Agreement on any future occasion.

- 6.13 Severability. If any term, condition or provision of this Agreement is invalid, illegal or unenforceable, such invalidity, illegality or unenforceability will not affect any other term, condition or provision of this Agreement or invalidate or render unenforceable the remaining terms, conditions and provisions of this Agreement. Upon determination that any term, condition or provision of this Agreement is invalid, illegal or unenforceable, the Parties agree to negotiate in good faith to modify this Agreement so as to effectuate the original intent of the Parties as closely as possible in a mutually acceptable manner.
- 6.14 Counterparts; Authority to Sign. This Agreement may be signed in one or more counterparts and all counterparts are collectively deemed one and the same instrument. The undersigned individuals represent and warrant that they have actual authority to sign this Agreement and to bind the respective Parties to its terms and conditions.
- 6.15 Effective Date. The effective date of this Agreement is January 1st, 2025, regardless of the dates of approval or signature by the Parties.

IN WITNESS WHEREOF, Becker County, by virtue of the duly authorized signatures set forth below has authorized the execution of this Agreement to be effective as of the ____ day of _____, 2025.

COUNTY OF BECKER

x _____
Chair, County Board

Date _____

By _____
Name – **Printed**

ATTEST:

x _____
County Auditor

Date _____

By _____
Name – **Printed**

APPROVED AS TO FORM AND EXECUTION:

x _____
County Attorney

Date _____

By _____
Name – **Printed**

SOURCEWELL

x _____
Chair, Sourcewell Board

Date _____

By _____
Name – **Printed**

ATTEST:

x _____
Clerk to Sourcewell Board

Date _____

By _____
Name – **Printed**



AMENDMENT TO THE 2023-2024 SITE AGREEMENT BETWEEN READING & MATH, INC. DBA AMPACT AND THE SERVICE SITE

This Agreement is between Reading & Math, Inc. Dba Ampact, a Minnesota nonprofit corporation
("Program" or "Ampact") and

5906 - Becker County Public Health, Detroit Lakes, Minnesota 56501

("Service Site").

- A. Ampact and the Service Site entered into an agreement that defines the terms and conditions governing the placement and services of AmeriCorps members at location(s) managed by the Service Site (the "Agreement"); and
- B. By its terms, the Agreement may be amended only by written agreement between the parties; and
- C. The parties now wish to modify the Agreement as set forth below.

AGREEMENT

In consideration of all of the mutual promises contained in the Agreement, the parties now agree as follows:

- 1. The first paragraph shall be amended to extend the term of Agreement through the 2024-2025 AmeriCorps program year, ending on July 31, 2025.
- 2. The following Addendum(s) shall be added:
None

; and

- 3. There shall be no other modifications at all to the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates set forth below.

Service Site Staff

Name Denise Warren

Title Human Services Director

Signature

Date

Reading & Math, Inc. DBA Ampact Staff

Name Sadie O'Connor

Title President

Signature

Date

Certificate Of Completion

Envelope Id: 97CEB8507A5A4A5082F8218B16ACAE83

Status: Sent

Subject: Minnesota Public Health Corps Site Agreement 2024-2025

Source Envelope:

Document Pages: 2

Signatures: 0

Envelope Originator:

Certificate Pages: 1

Initials: 0

Ampact

AutoNav: Disabled

1200 Washington Ave S

Minneapolis, MN 55415

Envelopeld Stamping: Enabled

sites@ampact.us

Time Zone: (UTC-06:00) Central Time (US & Canada)

IP Address: 107.178.237.31

Record Tracking

Status: Original

Holder: Ampact

Location: DocuSign

5/24/2024 2:05:20 PM

sites@ampact.us

Signer Events	Signature	Timestamp
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Denise Warren		Sent: 5/24/2024 2:05:21 PM
denise.warren@co.becker.mn.us		Resent: 9/6/2024 12:22:46 PM
Security Level: Email, Account Authentication (None)		Viewed: 9/6/2024 12:47:46 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Sadie O'Connor

sadie.oconnor@ampact.us

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	5/24/2024 2:05:21 PM
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Payment Events	Status	Timestamps
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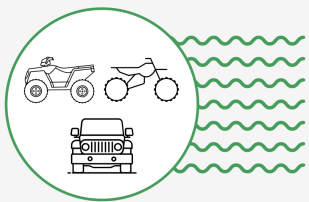


WOODS-N-WHEELS ATV CLUB

SPONSORSHIP FOR NEW GRANT IN AID TRAIL

The Woods-N Wheels ATV club is asking Becker County Board to be the sponsor for a DNR ATV Grant In Aid Trail for the county tax forfeit land in the White Earth State Forest. Becker County gave the club permission to use county land to put in an ATV trail system after the grant in aid grant was turned down in 2006. Over the years the club has developed a 47-mile ATV trail system and has spent great sums of dollars developing and maintaining the system. When we got the grant for doing the Smoky Hills system our club now maintains and patrols about 26 miles of trails. Most of our club's time has been spent on the Smoky Hills trails until last year. If the County trails can be put into a grant-in-aid system we will get state funds to maintain the trails and with the clubs limited budget it has been hard to fund the trails. The club can only patrol state grant in aid trails, and this would help with safety on the trails. Becker County is the sponsor for all the snowmobile trails in the county and we are asking for the county to be the sponsor of our trails in the north part of the county. Once we have a sponsor the process can start with the next steps to making a Grant-In-Aid trail.

Submitted by President Gary Thompson Woods N Wheels ATV Club 218-847-4868



7 Step Process Flowchart

This chart demonstrates the 7-step process for new trail initiation in the Minnesota Department of Natural Resources Off-Highway Vehicle Grant-in-Aid process.

Key

black

Club actions and responsibilities

white

DNR Staff actions and responsibilities

black

Environmental review process

black

Collaboration

→

Process progression

Abbreviations

DNR - Department of Natural Resources

PAT - Parks & Trails

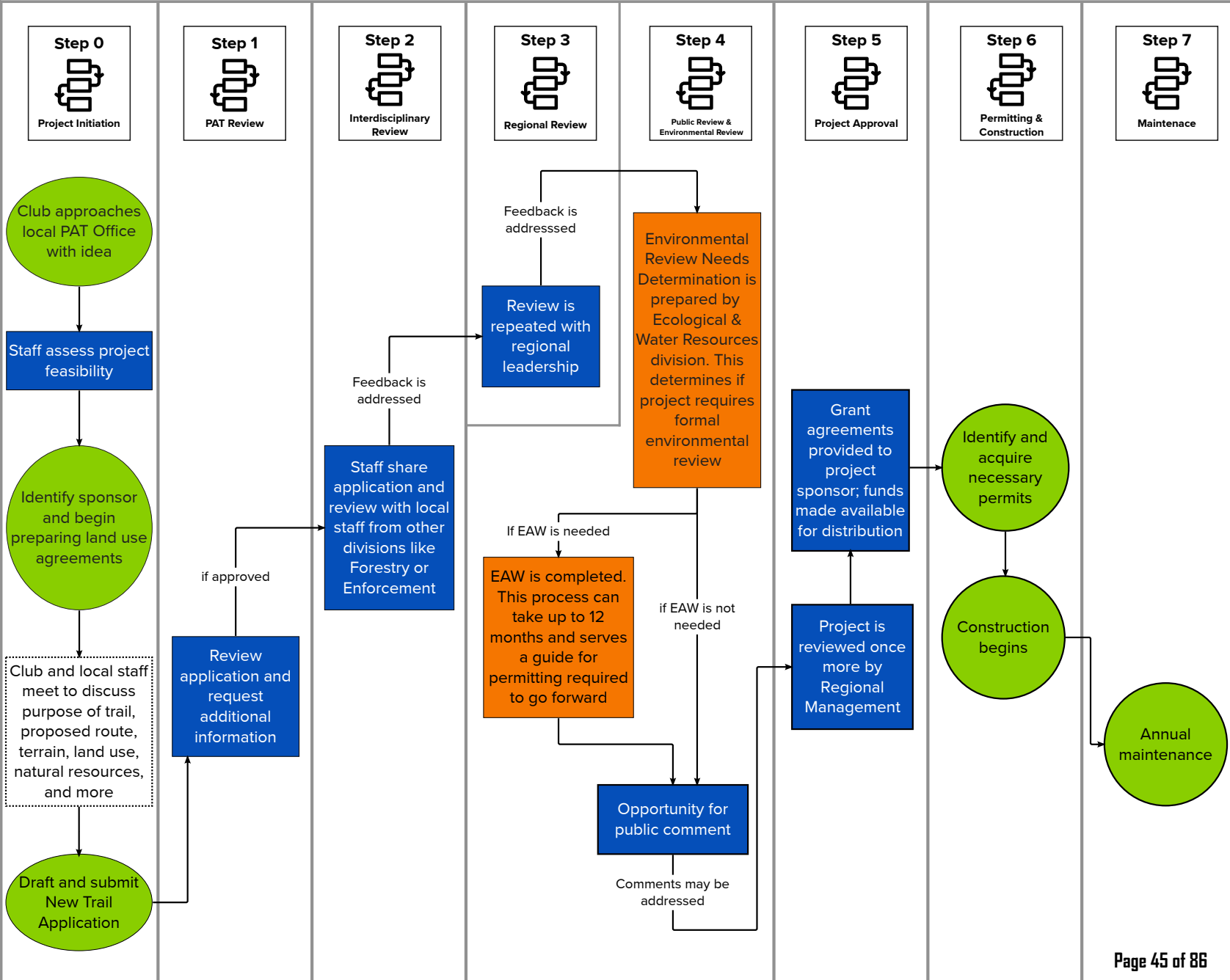
OHV - Off-Highway Vehicle

GIA - Grant-in-Aid

EAW - Environmental Assessment Worksheet



The Off-Highway Vehicle (OHV) Grant-in-Aid (GIA) program consists of seven formal steps in addition to one informal step, called step zero. The chart below shows how a proposed trail progresses through each step of the GIA process and provides details about what happens in each step. For more detail about each step of the process, please see the OHV GIA Program Manual.





BECKER COUNTY

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

MEMORANDUM FOR ACTION

Date: September 17, 2024

SUBJECT: Approve Resolution 09-24-2E, Sponsor Woods and Wheels ATV Club

TO: Becker County Board of Commissioners

Discussion: Woods and Wheels ATV club is requesting Becker County to become their sponsor through the Minnesota's Off-Highway Vehicle (OHV) Trails Assistance Program for approximately 47 miles of existing ATV Trails primary located on Becker County Tax Forfeited Lands. Clubs willing to apply for this assistance program first need to identify a club sponsor. The OHV trails assistance program is a reimbursable/cost sharing program. Cost share is percentage based, some activities like maintenance to existing trails can receive up to 90% reimbursement, while new trail construction or trail re-routing can cover up to 75%, or administrative costs up to 65%, etc.

1. Action request: Approve Resolution 09-24-2E.
4. The point of contact for this memorandum is Mitch Lundeen/Steve Skoog

Distribution: Board of Commissioners

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 09-24-2E

Resolution to act as Sponsor for the Woods and Wheels ATV Club for Grant-in-Aid

WHEREAS, the Becker County Board of Commissioners recognize the benefits of recreational trail riding opportunities to the region; and the importance of well maintained, safe, and operable trails, and

WHEREAS, Becker County recognizes the importance of our existing local trail systems and the need to promote Off-highway vehicles in a safe, environmentally mindful, and fun form of outdoor recreation; and

WHEREAS, the State of Minnesota requires a local unit of government to act as the legal sponsor for application for the Minnesota's Off-Highway Vehicle (OHV) Trails Assistance Program, popularly known as Grant-in-Aid (GIA); and

NOW THEREFORE BE IT RESOLVED, the Becker County Board of County Commissioners will act as the legal sponsor the Wood and Wheels ATV Club through the MN DNR OHV Trails Assistance Program and approve applications to the MN DNR OHV Trails Assistance Program; and

BE IT FURTHER RESOLVED, that Becker County will enter into an agreement with the State of Minnesota for the MN DNR OHV Trails Assistance Program and will comply with all the law and regulations as stated in the signed agreement; and

BE IT FURTHER RESOLVED, that this resolution represents Becker County's continual/ongoing support for the sponsorship agreement until revoked by County Board Resolution; and

BE IT FURTHER RESOLVED, that Becker County appoints the Land Commissioner to as the fiscal agent on behalf of the local unit of government.

Duly adopted this 17th day of September 2024, at Detroit Lakes, MN.

COUNTY BOARD OF COMMISSIONERS
Becker County, Minnesota

ATTEST:

/s/ Carrie Smith
Carie 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 September 3rd, 2024, as recorded in the record of proceedings.

Carrie Smith
County Administrator

PRELIMINARY LEVY WORKSHEET				
FUNDS	REVENUES	EXPENDITURES	Difference	Notes
GENERAL — Fund 01	(10,831,774)	11,016,012	184,238	
DESIGNATED RESERVES — Fund 02	(354,404)	316,212	-38,192	
PUBLIC TRANSIT — Fund 02	(729,400)	848,546	119,146	
PUBLIC SAFETY — Fund 04	(13,203,331)	13,208,868	5,537	
HIGHWAY — Fund 10	(18,181,525)	18,181,525	0	
HUMAN SERVICES — Fund 11	(19,802,593)	19,802,593	0	
RECREATION — Fund 15	(318,500)	628,892	310,392	
RESOURCE DEVELOPMENT — Fund 16	(81,618)	297,000	215,382	
ENVIRONMENTAL AFFAIRS — Fund 18	(6,509,700)	6,407,077	-102,623	
DEBT SERVICE - Fund 38	(1,730,822)	1,730,822	0	
DITCHES — Fund 41			0	
NATURAL RESOURCE MGMT — Fund 71	(546,100)	459,972	-86,128	
GRAVEL TAX — Fund 72	(50,170)	-	-50,170	
TOTAL	(72,339,937)	72,897,519	557,582	

FUNDS	PRELIMINARY LEVY DISTRIBUTION	Budget Transfers	FINAL LEVY DISTRIBUTION
GENERAL	(5,410,147)		
PUBLIC SAFETY	(11,368,391)		
HIGHWAY	(2,631,675)		
HUMAN SERVICES	(7,353,205)		
RECREATION	0		
DEBT SERVICE	(1,545,197)		
TOTAL	(28,308,615)	-	(28,308,615)

	2025 Preliminary Levy	2024 Actual Levy	Dollar Change	% Change
GENERAL	(5,410,147)	(5,093,847)	(316,300)	6%
PUBLIC SAFETY	(11,368,391)	(10,159,298)	(1,209,093)	12%
HIGHWAY	(2,631,675)	(2,140,364)	(491,311)	23%
HUMAN SERVICES	(7,353,205)	(7,151,761)	(201,444)	3%
RECREATION	0	0	0	0%
DEBT SERVICE	(1,545,197)	(1,550,458)	5,261	0%
TOTAL	(28,308,615)	(26,095,728)	(2,212,887)	8.4799%

8.48

Included in the Budget Scenario:

*Estimated 5% increase in health insurance, we will have the exact increase by next week

*MCIT WC increased by 4% and Casualty went up 11.2%

*Implementing the new salary grid, COLA 3.5%, Increase in longevity scale and step increases

*Overall payroll increase from 2024 is \$2,320,623

Requests not yet considered by the board:

BECKER COUNTY BOARD OF COMMISSIONERS

RESOLUTION 09-24-2B

**2025 BECKER COUNTY
PROPOSED TAX LEVY**

WHEREAS, Becker County is required by State Law to establish a proposed tax levy on or before September 30, 2024 for the year 2025 and set the date for the public meeting to discuss the budget; and

WHEREAS, the final levy for 2025 cannot exceed this proposed levy; and

WHEREAS, It is recognized that this is not the final levy, and the final levy will be established before December 31, 2024. As currently proposed, this will yield a \$ 2,212,887 increase and represents a 8.48 % increase from 2024 levy. The County Budget Hearing to discuss the 2025 budget will be December 12, 2024 at 6:01 p.m. in the Board Room.

NOW, THEREFORE, BE IT RESOLVED, that the proposed tax levy for **2025** is established as follows:

Grand Total Max Levy: \$ 28,308,615

Duly adopted this 17th day of September 2024 at Detroit Lakes, Minnesota.

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 September 17th, 2024, as recorded in the record of proceedings.

Carrie Smith
County Administrator

BECKER COUNTY BOARD OF COMMISSIONERS

ECONOMIC DEVELOPMENT AUTHORITY (EDA) TAX LEVY FOR 2025

RESOLUTION 09-24-2C

WHEREAS, the Becker County Economic Development Authority has established as its mission to enhance the quality of life by promoting and developing housing and economic opportunities; and

WHEREAS, one of the tools available to the Becker County Economic Development Authority is a .0185% of taxable market value tax levy as provided for under Minnesota Statute Section 469.033 Sub. 6;

NOW, THEREFORE, BE IT RESOLVED that the Becker County Board of Commissioners approves including a Housing & Redevelopment Authority Tax Levy in the amount of \$245,000.00 in the 2025 budget for the purpose of funding housing and economic related activities of the Becker County Economic Development Authority.

Duly adopted this 17th day of September 2024 at Detroit Lakes, Minnesota.

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 Administrator of 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 September 17, 2024 as recorded in the record of proceedings.

Carrie Smith
County Administrator

BECKER COUNTY BOARD OF COMMISSIONERS MEETING 9/17/2024

BECKER COUNTY AUDITOR TREASURER

Tobacco License Renewal

1. Seven Sisters Spirits – James Kalberer – Lakeview Township
2. County 6 Gas & Bait – Tyler Kalberer – Lakeview Township
3. 4 Corners Convenience Store – Joshua Swangler – Erie Township

Tobacco License Renewal – Seasonal

1. Wildflower Golf Course – Beth Schupp – Lake Eunice Township

Gambling Permit

1. Resolution # 09-24-2A – Rocky Mountain Elk Foundation – North Star Chapter for a raffle on November 23, 2024, at Cormorant Lakes Sportsman Club in Cormorant Township.
2. Resolution #09-24-2D – Marshmallow Animal Shelter for a raffle on October 12, 2024, at Pit 611, 15057 County Hwy 11, Audubon, MN 56511 in Lake Eunice Township.

Combination On/Off-Sale Liquor License – New Owners

1. The Fishbowl – Kari Friesen – Erie Township



BECKER COUNTY

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

MEMORANDUM FOR ACTION

Date: September 11, 2024

SUBJECT: New Deputy Registrar office in Ogema, MN

TO: Becker County Board of Commissioners

August 5, 2024; the County Auditor-Treasurer received a request from Driver and Vehicle Services, St Paul, MN for a new office in Ogema, MN. (Previously forwarded)

Three options were stated in the letter:

1. The county auditor with the approval of the county board, may designate a clerk to be appointed by the commissioner as deputy registrar for the new location.
2. If the county auditor does not accept the appointment, the county board may designate the director of the county license bureau as a deputy registrar to be responsible for the administration of the new office location.
3. The county board may decline to designate a deputy registrar for the new office location.
4. The county auditor has 60 days to notify the State of the Board's decision.

My office has researched the cost of opening a new location based on the requirements set in place to be a Deputy Registrar Office which includes staffing, rent, utilities, etc. As County Auditor-Treasurer I do not feel it is cost effective for Becker County. We expect that we may lose revenues if this office is opened.

Point of Contact Mary E Hendrickson, Auditor-Treasurer

Distribution: Board of Commissioners, County Administrator

List of requirements for a Deputy Registrar Office

- Title Certification
- Federal and State Background Check
- 4-hour training with the State of Minnesota

Equipment

- Panasonic Scanners
- Computers
- Monitors
- Keyboards
- Mice
- Bar code scanners
- DNR Printer
- Printer with Copy/Scanning capabilities
- Office equipment
- Plates/stickers
- Title Stock
- Office supplies



BECKER COUNTY

IT Department

915 Lake Avenue • Detroit Lakes, MN 56501

218-846-7230

MEMORANDUM FOR ACTION

Date: 9/17/2024

SUBJECT: O365 Renewal 2024

THROUGH: IT Department, Courthouse Committee and Finance Committee

TO: Becker County Commission

1. References:

Liftoff is the current vendor for O365. IT is recommending continuing with the current Liftoff due to their knowledge of our installation and the excellent support.

2. Discussion: Office 365 Licenses

G SKU Item Name	Part Number	Term in Months	Price/User/ Month	Licenses	Cost/Year
Office 365 Plan F3 GCC	3KS-00001	12	3.8	98	\$4,468.80
Office 365 Plan E3 GCC	AAA-11894	12	25.3	320	\$97,152.00
Exchange Online Plan 1 GCC	3MS-00001	12	3.8	6	\$273.60
ExchangeOnlineArchiving	4ES-00001	12	2.9	94	\$3,271.20
Visio Plan 2	P3U-00001	12	14.1	1	\$169.20
Entra AD Prem P1	MQM-00001	12	5.7	1	\$68.40
Entra AD Prem P2	MQN-00001	12	8.5	1	\$102.00
Audio Conferencing GCC	LK3-00001	12	0	5	\$0.00
Subtotal					\$105,505.20
LiftOff One Time Discount	-5%				(\$5,275.26)
Total for	-	-	-	-	\$100,229.94

3. Funding

a. IT has budget for the 2024 licenses.

4. Action – recommend ordering approving the quote for Liftoff for \$100,229.94

5. The point of contact for this is Judy Dodd, IT Director, 218-846-7200 X733

2025 Ford Utility 3.0 Ecoboost

BASE PRICE	\$44,819.94
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Police Interceptor Utility AWD K8A S

AWD 3.3L V6 Direct-Injection Hybrid Engine System with 10-Speed Automatic Transmission (136-MPH Top Speed)	99W	STD		-
99W/44B S				
AWD 3.3L V6 Direct-Injection FFV with 10-Speed Automatic Transmission (136-MPH Top Speed) Note: Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon tank	99B	(2,191.00)		-
AWD 3.0L V6 EcoBoost® with 10-Speed Automatic Transmission – (148-MPH Top Speed) Note: Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon tank	99C	893.00	x	\$893.00
Vermillion Red	E4	N/C		-
Iconic Silver	JS	N/C		-
Dark Blue	LK	N/C		-
Royal Blue	LM	N/C		-
Silver Grey Metallic	TN	N/C		-
Sterling Grey Metallic	UJ	N/C		-
Agate Black	UM	N/C	x	N/C
Oxford White	YZ	N/C		-
Carbonized Gray	M7	N/C		-
Late Availability Colors				-
Arizona Beige	E3	N/C		-
Kodiak Brown	J1	N/C		-
Light Blue Metallic	LN	N/C		-
Police Green	F1	N/C		-
Police Interceptor Utility Police Interceptor Utility Interior Color Charcoal Black Cloth Front Buckets / Vinyl Rear Front – Unique Heavy-Duty Cloth, Front Bucket Seats Driver 6-way Power track (fore/aft.up/down, tilt with manual recline, 2-way manual lumbar) Passenger – 2-way manual track (fore/aft. with manual recline) Rear – 35/30/35 Split Vinyl.	9W	N/C		-
Cloth Front Buckets / Cloth Rear Front – Unique Heavy-Duty Cloth, Front Bucket Seats Driver 6-way Power track (fore/aft.up/down, tilt with manual recline, 2-way manual lumbar). Passenger – 2-way manual track (fore/aft. with manual recline) Rear – 35/30/35 Split Cloth	FW	65.00		-
EQUIPMENT GROUP				

Interior Upgrade Package <ul style="list-style-type: none"> • 1st and 2nd Row Carpet Floor Covering • Cloth Seats – Rear • Center Floor Console less shifter w/unique Police console finish plate • Includes Console and Top Plate with 2 cup holders • Floor Mats, front and rear (carpeted) • Deletes the standard console mounting plate (85D) • SYNC® 3 <ul style="list-style-type: none"> – Enhanced Voice Recognition Communications and Entertainment System – 4.2" Color LCD Screen Center-Stack "Smart Display" – AppLink® – 911 Assist® <p>Note: SYNC® AppLink® lets you control some of your favorite compatible mobile apps with your voice. It is compatible with select smartphone platforms. Commands may vary by phone and AppLink® software.</p> <p>Note: Not available with options: 67H, 67U, 85R</p>	65U	367.00	-
Front Headlamp Lighting Solution <ul style="list-style-type: none"> • Includes LED Low beam/High beam headlamp, Wig-wag function and Red/Blue/White LED side warning lights (driver's side White/Red / passenger side White/Blue) • Includes pre-wire for grille LED lights, siren and speaker (60A) • Wiring, LED lights included. Controller "not" included <p>Note: Not available with option: 67H</p> <p>Note: Recommend using Ultimate Wiring Package (67U)</p>	66A	846.00	-
Tail Lamp / Police Interceptor Housing Only <ul style="list-style-type: none"> • Pre-existing holes with standard twist lock sealed capability (does not include LED strobe) (eliminates need to drill housing assemblies) <p>Note: Not available with options: 66B and 67H</p>	86T	STD	-
Tail Lamp Lighting Solution <ul style="list-style-type: none"> • Includes LED lights plus two (2) rear integrated hemispheric lighthouse white LED side warning lights in taillamps • LED lights only. Wiring, controller "not" included <p>Note: Not available with option: 67H</p> <p>Note: Recommend using Ultimate Wiring Package (67U)</p>	66B	405.00	-
Rear Lighting Solution <ul style="list-style-type: none"> • Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / passenger side blue) mounted to inside liftgate glass • Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / Passenger side blue) installed on inside lip of liftgate (lights activate when liftgate is open) • LED lights only. Wiring, controller "not" included <p>Note: Not available with option: 67H</p> <p>Note: LED lights only – does "not" include wiring or controller</p> <p>Note: Recommend using Ultimate Wiring Package (67U)</p>	66C	432.00	-
Ready for the Road Package: All-in Complete Package – Includes Police Interceptor Packages: 66A, 66B, 66C, plus <ul style="list-style-type: none"> • Whelen Cencom Light Controller Head with dimmable backlight • Whelen Cencom Relay Center / Siren / Amp w/Traffic Advisor control (mounted behind 2nd row seat) • Light Controller / Relay Cencom Wiring (wiring harness) w/additional input/output pigtailed • High current pigtail • Whelen Specific WE CAN Cable (console to cargo area) connects Cencom to Control Head • Pre-wiring for grille LED lights, siren and speaker (60A) • Rear console plate (85R) – contours through 2nd row; channel for wiring 	67H	3,572.00	-

<ul style="list-style-type: none"> • Grille linear LED Lights (Red / Blue) and harness • 100-Watt Siren / Speaker • Hidden Door-Lock Plunger w/Rear-door controls inoperable (locks, handles and windows) (52P) 				
Note: Not available with options: 66A, 66B, 66C, 67U and 65U				
Ultimate Wiring Package Includes the following: <ul style="list-style-type: none"> • Rear console mounting plate (85R) – contours through 2nd row; channel for wiring • Pre-wiring for grille LED lights, siren and speaker (60A) • Wiring harness I/P to rear cargo area (overlay) – Two (2) light cables – supports up to six (6) LED lights (engine compartment/grille) – One (1) 10-amp siren/speaker circuit engine cargo area • Rear hatch/cargo area wiring – supports up to six (6) rear LED lights • Does “not” include LED lights, side connectors or controller – Recommend Police Wire Harness Connector Kit 67V 	67U	602.00		-
Note: Not available with options: 65U, 67H				
Police Wire Harness Connector Kit – Front/Rear For connectivity to Ford PI Package solutions includes: <ul style="list-style-type: none"> • Front <ul style="list-style-type: none"> – (2) Male 4-pin connectors for siren – (5) Female 4-pin connectors for lighting/siren/speaker – (1) 4-pin IP connector for speakers – (1) 4-pin IP connector for siren controller connectivity – (1) 8-pin sealed connector – (1) 14-pin IP connector • Rear <ul style="list-style-type: none"> – (2) Male 4-pin connectors for siren – (5) Female 4-pin connectors for lighting/siren/speaker – (1) 4-pin IP connector for speakers – (1) 4-pin IP connector for siren controller connectivity – (1) 8-pin sealed connector – (1) 14-pin IP connector 	67V	188.00		-
Note: See Upfitters guide for further detail www.fordpoliceinterceptorupfit.com				
KEY EXTERIOR OPTIONS				
Engine Block Heater	41H	179.00	X	\$179.00
License Plate Bracket – Front	153	N/C	X	N/C
Lamps / Lighting				
Dark Car Feature – Courtesy lamps disabled when any door is opened	43D	STD	X	STD
Daytime Running Lamps	942	47.00		-
Switchable Red/White Lighting in Cargo Area (deletes 3rd row overhead map light)	17T	STD	X	STD
Front Warning Auxiliary LED Lights (Red, Blue, White)	21L	546.00		
Rear Auxiliary Liftgate Lights	43A	376.00		-
Front Interior Visor Light Bar (LED) <ul style="list-style-type: none"> • Super low-profile warning LED light bar fully integrated into the top of the windshield near the headliner – fully programable. (Red/Red or Blue/Blue operation. White “take down” and “scene” capabilities) 	96W	NA	NA	-
Note: Recommend using Ready for the Road Package (67H) or Ultimate Wiring Package (67U) (when not ordering the Interior Upgrade Package [65U])				
Note: Front Console Plate no longer required; can be ordered with Interior Upgrade Package (65U)				
Pre-wiring for grille LED lights, siren and speaker 60A O / P-66A / P-67H / P-67U	60A	STD	X	STD

Rear Quarter Glass Side Marker LED Lights (Driver side – Red / Passenger side – Blue)	63L	546.00		-
Rear Spoiler Traffic Warning Lights (LED) • Fully integrated in rear spoiler for enhanced visibility • Provides red/blue/amber directional lighting – fully programmable Note: Rear Console Plate no longer required; can be ordered with Interior Upgrade Package (65U) Note: Recommend using Ready for the Road Package (67H) or Ultimate Wiring Package (67U) (when not ordering the Interior Upgrade Package [65U])	96T	1,410.00		
				-
Side Marker LED – Sideview Mirrors (Driver side – Red / Passenger side – Blue) • Located on exterior mirror housing • LED lights only. Wiring, controller “not” included Note: Recommend using Ready for the Road Package (67H) or Ultimate Wiring Package (67U) (will add 60a)	63B	320.00		
				-
Spot Lamp Prep Kits				
Spot Lamp Prep Kit, Driver Only Note: Does not include spot lamp housing and bulb	51P	132.00		-
Spot Lamp Prep Kit, Dual Driver and Passenger Note: Does not include spot lamp housing and bulbs	51W	264.00		-
Spot Lamp – LED Bulb:				
Driver Only (Unity)	51R	376.00		-
Driver Only (Whelen)	51T	394.00	X	\$394.00
Dual (driver and passenger) (Unity)	51S	582.00		-
Dual (driver and passenger) (Whelen)	51V	629.00		-
Body				
Glass – Solar Tint 2nd Row door glass, Rear Quarter and Liftgate Window (Deletes Privacy Glass)	92G	112.00		-
Glass – Solar Tint 2nd Row Only door glass, Privacy Glass on Rear Quarter and Liftgate Window	92R	85.00		-
Underbody Deflector Plate (engine and transmission shield)	76D	320.00	X	\$320.00
Wheels				
Wheel Covers (18" Full Face Wheel Cover) Note: Only available with the standard Police wheel, not available with 64E	65L	65.00		-
18" Painted Aluminum Wheel Note: Spare wheel is an 18" conventional (Police) black steel wheel. Not available with 65L.	64E	NA	NA	-
Audio / Video				
Rear View Camera displayed in rear view mirror (Includes Electrochromic Rear View Mirror)	STD	STD		-
84 Rear Backup Camera, If Selected Image Will Show In Entire 8" Screen/If Not Image Will Show Upper Left Corner	87M	N/C	X	N/C
Doors / Locks				
Hidden Door-Lock Plunger w/Rear-door controls inoperable Note: Not available with 68G. Note: Can manually remove window or door disable plate with special tool Note: Locks/windows operable from driver's door switches	52P	150.00		-
Rear-Door controls Inoperable / Locks Inoperable (with 52P no charge included) Rear-Door controls Inoperable/Locks Inoperable (without 52P \$76)	68G	76.00	X	\$76.00
Global Lock / Unlock feature (Door-panel switches will lock/unlock all doors and rear liftgate. Eliminates overhead console liftgate unlock switch and 45-second timer. Also eliminates the blue liftgate release button if ordered with Remote Keyless)	18D	N/C	X	N/C

Remote Keyless-Entry Key Fob (w/o Keypad, less PATS) – (includes 4-key fobs) Note: Available with Keyed Alike, however, key fobs are “not” fobbed alike when ordered with Keyed-Alike	STD	STD		-
Keys (Note: Can be ordered with Remote Keyless-Entry – 55F)				
Keyed Alike – 1435x	59E	47.00		-
Keyed Alike – 1284x	59B	47.00	X	\$47.00
Keyed Alike – 0135x	59D	47.00		-
Keyed Alike – 0576x	59F	47.00		-
Keyed Alike – 1111x	59J	47.00		-
Keyed Alike – 1294x	59C	47.00		-
Keyed Alike – 0151x	59G	47.00		-
Flooring / Seats				
1st and 2nd row carpet floor covering (includes floor mats, front and rear) 16C O / P-65U	16C	141.00		-
2nd Row Cloth Seats has to be ordered with F6	88F	65.00		-
Power passenger seat (8-way) w/2-way manual recline and lumbar)	87P	306.00		-
Front and Second Row Carpet With Floor Mats Front and Rear	16C	118.00		-
Front Console Plate Delete-Note: Not available with option: 67H, 67U, 85R	85D	N/C		-
ⓇRear Center Seat Delete (includes center seat delete tray) <i>Rear Center Seat Delete</i> Note: Not available with 65U or vinyl rear seats	NA	NA		-
Rear Console Plate Note: Not available with option: 65U, 85D	85R	56.00	X	\$56.00
Safety & Security				
Ballistic Door-Panels (Level III+) – Driver Front-Door Only1	90D	1,495.00		-
Ballistic Door-Panels (Level III+) – Driver & Pass Front-Doors1	90E	2,979.00		-
Ballistic Door-Panels (Level IV+) – Driver Front-Door Only2	90F	2,274.00		-
Ballistic Door-Panels (Level IV+) – Driver & Pass Front-Door Only2	90G	4,541.00		-
BLIS® – Blind Spot Monitoring with Cross-traffic Alert (Requires 54Z) Note: Includes manual fold-away mirrors, w/heat, w/o memory, w/o puddle lamps	STD	STD	X	STD
ⓇPolice Perimeter Alert – detects motion in an approximately 270-degree radius on sides and back of vehicle; if movement is determined to be a threat, chime will sound at level I. Doors will lock and windows will automatically go up at level II. Includes visual display in instrument cluster with tracking.	STD	STD	X	STD
ⓇPre-Collision Assist with Pedestrian Detection (includes Forward Collision Warning and Automatic Emergency Braking and unique disable switch for Law Enforcement use) Note: Not available with option 96W Note: Not available with option 96W Note: Not available with option 96W	STD	STD	X	STD
Mirrors – Heated Sideview Note: Not required when ordering BLIS® (heated mirror is included with BLIS®)	STD	STD	X	STD
Perimeter Anti-Theft Alarm • Activated by Hood, Door or Liftgate; when unauthorized entry occurs, system will flash the headlamps, parking lamps and sound the horn <i>NEW headlamps, parking lamps and sound the horn</i> • Requires Keyless-Entry Key Fob (55F)	STD	STD		-
Police Engine Idle feature • This feature allows you to leave the engine running and prevents your vehicle from unauthorized use when outside of your vehicle. Allows the key to be removed from ignition while vehicle remains idling.	STD	STD	X	STD
Reverse Sensing System	STD	STD	X	STD

<i>Misc</i>				
Aux Air Conditioning				
Note: Now available with Cargo Storage Vault	STD	STD	X	STD
Badge Delete				
• Deletes the "Police Interceptor" badging on rear liftgate	16D	N/C		-
• Deletes the "Interceptor" badging on front hood (EcoBoost®)				
12.1"12.1" Integrated Computer Screen				
☑☑ Includes 12.1" touchscreen display in center stack and allows for operation of laptop in remote location to free up cabin space in front passenger area				-
☑☑ Includes Audio Video Extender (AVX) box, (2) AVX cables, (2) USB cables and (1) HDMI cable				
☑☑ Includes SYNC 3	47E	3,478.00		
Cargo Storage Vault (includes lockable door and compartment light)				
Note: Now available with Aux Air Conditioning	63V	253.00		-
Rear Bumper Step Pad	19P	94.00	X	\$94.00
OBD II Split Connector Highly Recommended by Up Fitters/UIS Will Now Be Standard Better Connection	STD	STD	X	STD
☑Class III Trailer Tow Lighting Package (4-pin and 7-pin connectors and wiring) now standard	STD	STD	X	STD
☑H8 AGM Battery (900 CCA/92-amp)	STD	STD	X	STD
Noise Suppression Bonds (Ground Straps)	60R	94.00	X	\$94.00
100 Watt Siren/Speaker (includes bracket and pigtail)	18X	329.00		-
				-
				-
				-
				-

Total Per Unit **46972.94**

*Non Contracted State Items



BECKER COUNTY

Land Use Department

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

MEMORANDUM FOR ACTION

Date: August 7, 2023

SUBJECT: Toad Mountain Park Project/Park Master Plan Proposal by SRF

THROUGH: Recreational Advisory Committee

TO: Becker County Commission

1. Reference: Project Update

2. Discussion: The project was discussed at the Toad Lake Township Board meeting on August 9th, meeting summary to be provided by the County Administrator and Commissioner Jepson. Following is a projected cash flow for Fund 15, Parks & Rec Fund, taking into consideration the impact of the Dunton Locks Shelter project and if the Toad Mountain Park Project Master Plan proposal by SRF was awarded. Additional information is the Request for Proposal to complete a Master Park Plan that was sent to different firms to bid on and the response from SRF.

3. Funding:

a. Current Parks & Rec Fund Balance (as of 8/20241)	\$545,747
i. Funding requirement for the Dunton Locks Shelter	\$501,548
1. MN DNR Shelter Grant	(\$186,209)
ii. Net Dunton Locks Shelter Project	<u>\$315,339</u>
iii. Toad Mountain Park Master Plan (SRF Proposal)	<u>\$54,935</u>
iv. Fund Balance Est. after Shelter and TM Master Plan	<u>\$175,473</u>

4. Action:

5. The point of contact for this memorandum is Steve.Skoog@co.becker.mn.us or by phone at 846-7310.

Distribution: County Commissioners

County Administrator



REQUEST FOR PROPOSAL

Park Master Plan

June 11, 2024

The Becker County Parks and Recreation Department (BCPR) seeks proposals from qualified and experienced firms to facilitate a Master Planning Process that results in a Master Plan that will be used to pursue designation as a Regional Park through the Greater MN Regional Parks & Trails Commission (GMRPTC) and meets the strategic master plan requirements of the GMRPTC as specified in the 2021 GMRPTC Strategic Plan.

https://www.gmrptcommission.org/uploads/5/1/2/9/51294637/gmrptc_sp-cs2_masterplan.pdf

Project Site	Toad Lake Property
Address/Directions:	20705 West Toad Lake Drive, Osage MN 56570
County:	Becker
Property ID Numbers:	330098000 and 330094000
	View at Interactive Map (becker.mn.us)
Legal Property Description:	Section 8, T – 139N – R 38W, Toad Lake Township
Total Site Acres:	253

Project Site Background:

Becker County Parks and Recreation Department is partnering with Trust for Public Lands (TPL) on the acquisition of 253 acres of land on the west shore of Big Toad Lake in Becker County. This land will be used as parkland in the future. The seller of the property has expressed an interest in seeing the property protected as publicly owned land for public recreational uses.

As partners we will be seeking sources of funding to purchase the property and plan to apply through the Greater MN Regional Parks & Trails Commission. Submitting a Regional Designation Application to the GMRPTC and developing a Master Plan are pre-requisites for applying for funding through the Commission.

Project Scope:

The selected firm shall provide services for this project that include preparing and submitting a Regional Designation Application, and preparing and submitting a master plan that follow the requirements specified in the Greater MN Regional Parks & Trails Commission Protocol as listed below:

1. Introduction & Overview
2. A clear definition of the implementing agency and regional partners that support the project.
3. A site description with regional context.
4. A description of site information, including landforms, natural resources, cultural resources and boundaries.

5. Vision statement that relates to the demographics driving the demand, information on recreational trends, public health values and opportunities for economic development and tourism.
6. A regional significance statement that defines the classification of the park potential of the land and how it meets the criteria for the classification.
7. Collaborate with BCPR to develop and implement public outreach that includes online surveys, graphics and content for BCPR to use on social media to gain public input and recommendations for additional public engagement options.
8. Findings of public engagement processes summarized with areas of conflict and resolution options defined.
9. A development master plan that describes proposed features, trail systems, amenities, how accessibility will be addressed and interpretive potential; all to be supported with site maps, aerial imagery, site photos, precedent images/graphics and written text.
10. An ecological and land resources plan that describes natural resources of the site; how water, land and plant communities will be protected and enhanced; include available supporting maps that document natural, cultural and historic features such as the MN Land Cover Classification System, the Minnesota County Biological Survey and the Natural Heritage Information System.

Other Project Related Items

1. Work shall be performed by or under the direct supervision of a Landscape Architect and/or Professional Engineer licensed to practice in the State of Minnesota.
2. Respondents shall demonstrate extensive experience completing master planning for large nature-based recreational areas, preference will be given to those with experience master planning for Regionally Designated Parks.
3. Respondents are encouraged to propose additional tasks or activities that may likely enhance the results of the project. Additional tasks should be separate from the required items and identified as optional services with additional fee rates.
4. BCPR shall provide the following information to the firm awarded the projects upon request when they are completed by the TPL as part of the acquisition process:
 - a. Phase 1 Archaeological Survey Report
 - b. Phase 1 Historic Architectural Survey Report
 - c. Guided on site tour
5. All printed and electronic data and documents related to the planning process must be submitted in a format approved by BCPR and shall become property of BCPR at the completion of the project.

Proposal Content

1. Letter of interest that includes an overview of the firm and sub-consultants that lists qualifications, specifies the project manager, the primary contact and the project principal representing the contractual authority of the firm.
2. A project organizational chart that illustrates the team composition with key staff members and their roles defined.
3. Resumes of the project manager, principal, and key staff.
4. List of estimated project hours for each staff member and the applicable hourly fee rate.
5. Statement of project understanding, proposed approach, and coordination methods.

6. Three project descriptions for recent projects similar in scope (regional or local park master plans) that highlight the follow types of experience:
 - a. Planning and design of regional parks
 - b. Facilitation of public input for park master planning
 - c. Planning and designing natural and cultural resources that will protect resources and enhance user experience.
 - d. Master planning experience using the GMRPTC Master Planning Portal.

For each project description, provide references (name, email and phone numbers).

7. Schedule that outlines key tasks, milestones and critical sequence based on BCPR's proposed timeline.
8. Proposal Submission Date: July 3rd, 2024, on or before 1:00 PM

Proposals may be submitted electronically via email or by hard copy to:

Mitch Lundeen, Becker County Land Commissioner at Mitch.Lundeen@co.becker.mn.us

Or

Steve Skoog, Director, Becker County Land Use Department at Steve.Skoog@co.becker.mn.us

Hard copies shall be delivered to:

Becker County Land Use Department
 Becker County Courthouse (3rd Floor in the Zoning Office)
 915 Lake Avenue
 Detroit Lakes, MN 56501

Late proposals will not be accepted. All proposals shall become public information after selection and remain the property of Becker County.

Important Dates

Solicit Request for Proposal	June 11 th , 2024
Deadline for questions	June 25 th , 2024
Quotes Due	July 3 rd , 2024, at 1:00 PM
Awarding of contract to Service Provider	July 16 th , 2024

Questions:

Submit questions to:

Steve Skoog, Land Use Department Director – Steve.Skoog@co.becker.mn.us

Mitch Lundeen, Land Commissioner – Mitch.Lundeen@co.becker.mn.us

Evaluation and Selection

BCPR will evaluate quotes based on the following:

1. Respondent's demonstrated experience and knowledge in completing Master Planning for Regional Designation through GMRPTC.
2. Respondent's understanding of the goals and objectives of the project.
3. Key staff assigned to project and related experience.
4. Ability to complete Master Plan before March 1st, 2025.

5. References
6. Cost

The County may decide to conduct virtual interviews or simply select the proposal that is determined to be the most advantageous to the County. A contract will be negotiated with the selected firm. Becker County reserves the right to reject any or all proposals.



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,

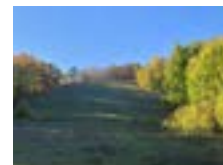
Ken Grieshaber, PLA, ASLA
Project Manager/Director/Primary Contact

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.

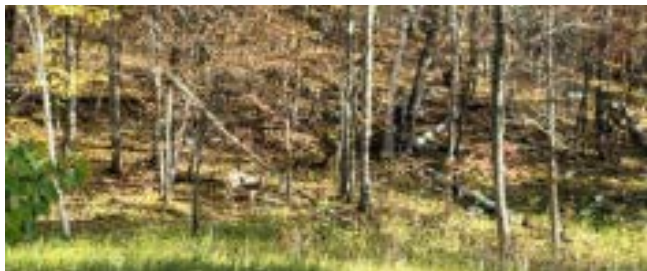
If necessary, SRF staff will attend a site visit with County staff and GMRPTC staff that is sometimes required during the review period.

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.

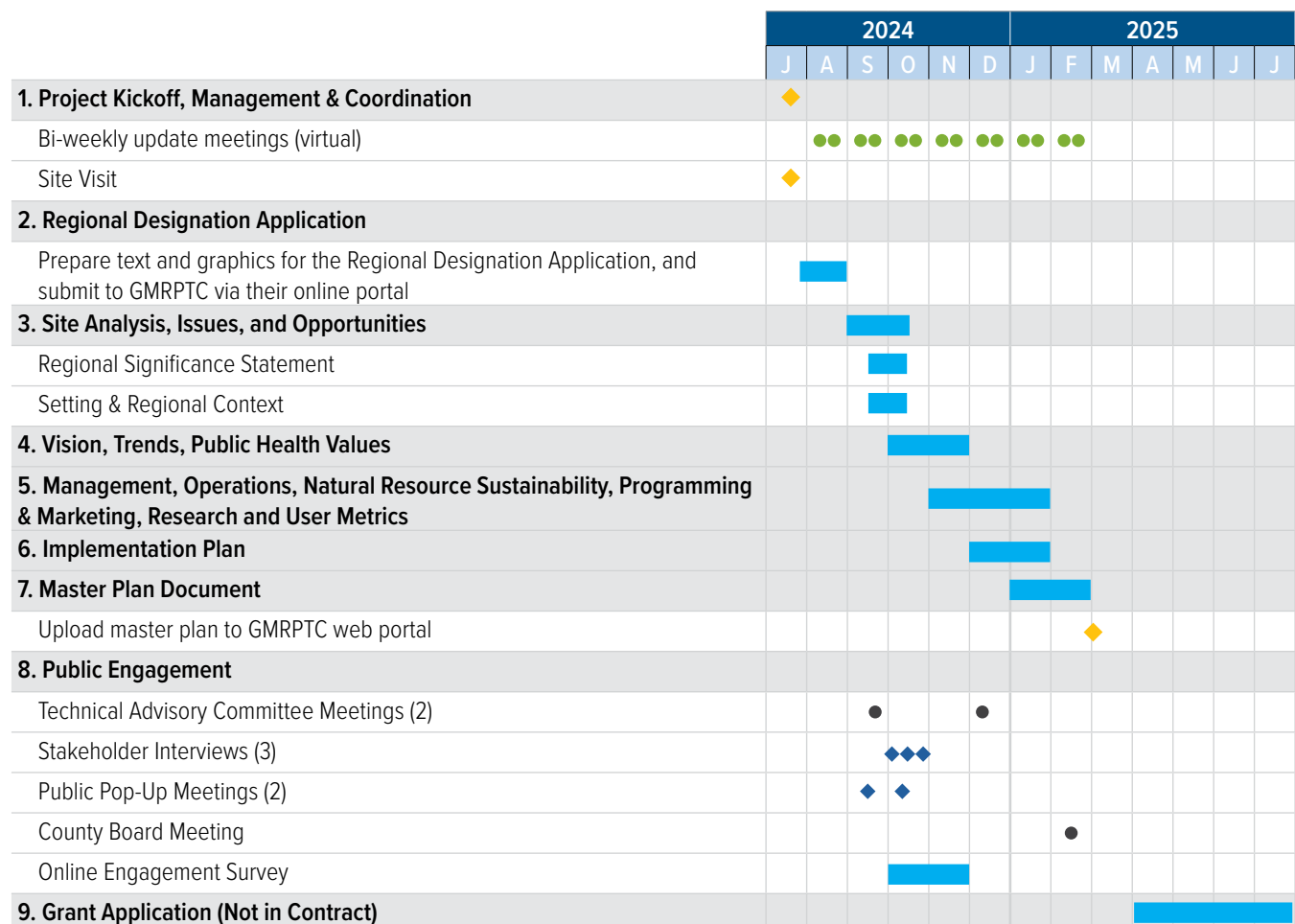
County responsibilities include:

- 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



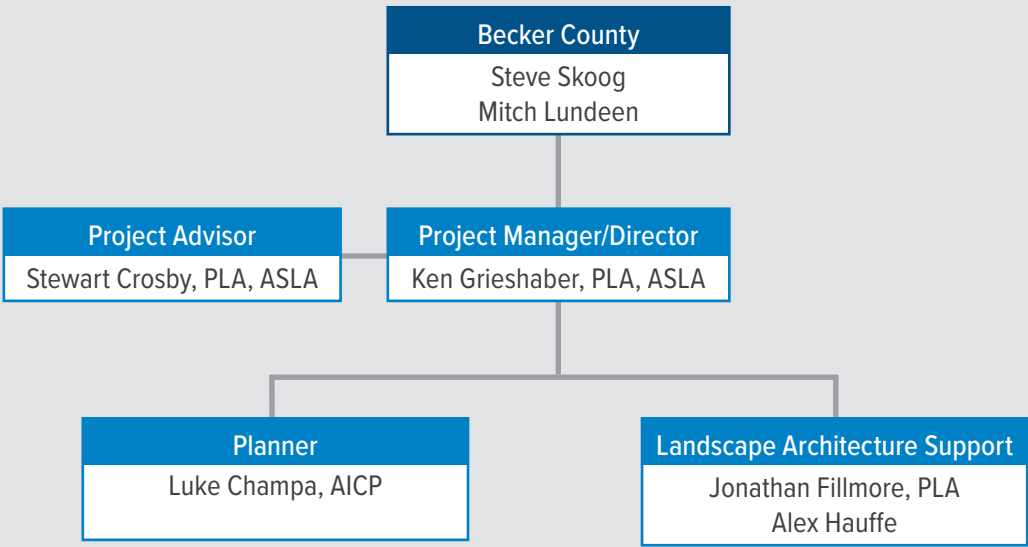
Key Staff

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:

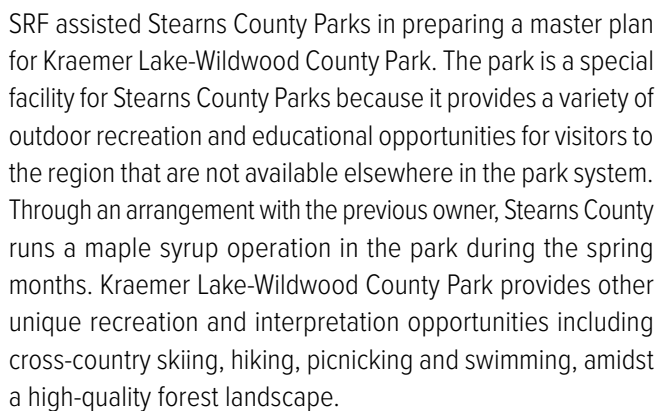
- Site inventory and analysis
- Issues and opportunities
- Existing infrastructure assessment
- Stewardship and operations plan
- Public process with two open houses
- Schematic design
- Cost estimates

PROJECT REFERENCE

Brad Bonk

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

Stearns County Parks

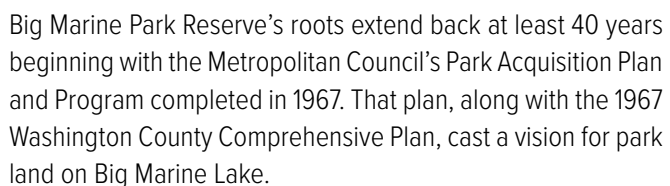


house meetings, an on-line questionnaire and meetings with interested stakeholder groups. The final master plan included a public swim beach, cross-country ski trails, a non-motorized boat launch, fishing pier, new park buildings, and a new access road and parking. The master plan was developed to meet 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.

Ben Anderson

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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

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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

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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)												\$54,935.00
SUBCONSULTANTS:												\$0.00
TOTAL ESTIMATED FEE												\$54,935.00
<u>SRF ESTIMATE OF DIRECT NON-SALARY EXPENSES:</u>												
MILEAGE:		Personal Vehicles		2000	Miles @	\$0.655						\$1,310.00
REPRODUCTION:		Copy Duplication		50	Copies @	\$0.10						\$5.00
SRF EXPENSES:												\$1,315.00