



Tuesday, August 6, 2024

10:00 AM

or immediately following the regular board meeting

*Meeting to be held in the County Board Room
 at the Historic Courthouse, 215 1st Ave S, Long Prairie, MN.*

MEETING WILL BE LIVE-STREAMED AT: [HTTPS://WWW.CO.TODD.MN.US](https://www.co.todd.mn.us)

Agenda Item #

Agenda Time:

- | | | |
|----------|---|-------|
| 1 | Lease Agreement between Todd County and Long Prairie Hockey Association
<i>Jackie Bauer, County Coordinator</i> | 10:00 |
| 2 | Update from County Attorney, John E. Lindemann on caseloads, etc.
<i>John Lindemann, County Attorney</i> | 10:10 |
| 3 | MCHHS Region V Family Resource Center RFQ
<i>Jon Mattson & Derek Eberle, HHS Division</i> | 10:20 |
| 4 | Comprehensive Watershed Management Plan Updates
<i>Adam Ossefoort, PZ/SWCD Division Director</i> | 10:30 |
| 5 | Cannabis Moratorium Discussion
<i>Adam Ossefoort, PZ/SWCD Division Director</i> | 10:35 |

REQUEST FOR QUALIFICATIONS

COMMUNITY ASSESSMENT FACILITATOR

Funded by: The Sauer Family Foundation to Morrison County Health and Human Services (Fiscal Host) and Region 5 Counties – Building Strong Family Relationships; Assessment and Exploration Grant Funding.

Service provider: A contracted individual consultant, team or agency

Performance period: August 1, 2024, through July 1, 2025

Target contract period: September 1, 2024, through July 1, 2025

PURPOSE

The Region 5 Children’s Mental Health and Adult Mental Health Initiatives on behalf of the respective counties would like to assess the need and support the development of community resources to assist families in building their strengths and meeting their needs to promote thriving children and families and prevent maltreatment.

Family Resource Centers¹ (FRCs)

FRCs exist in multiple states and counties across the United States and have proven to enhance parenting skills; foster healthy development and wellbeing of children, youth, and families; prevent child abuse and neglect; reduce out of home placements; increase school readiness; connect families to resources; develop family and community leadership; engage fathers; and promote family economic success.

FRCs are school or community-based, flexible, family-focused, and culturally sensitive hubs of support that provide programs and targeted services based on the needs and interests of families. While models for FRCs vary widely and no two look the same, they all emphasize community engagement, partnership, and the development of relationships between staff and families based on equality and respect. Resources available through FRCs range from basic needs (such as food pantries and utility assistance) to parenting classes, peer support, family development, leadership development, housing resources, and more. FRCs meet families where they are, help them build on their strengths, and connect them to resources so that they can sustainably meet their needs. They can play an important role in supporting family well-being and in addressing challenges so families can thrive, particularly those issues that are poverty-driven and systemic in nature and can result in unnecessary contact with child protection and/or other involuntary local government services.

¹ Family Resource Centers are also known as and referred to as Community Resource Centers, and these terms are used interchangeably. New legislation in MN relating to the development of Community Resource Centers was introduced and funding designated.

BACKGROUND AND CONTEXT

Morrison County Health and Human Services (MCHHS) applied for a grant on behalf of Region 5 Counties (Cass, Crow Wing, Morrison, Todd, Wadena) from the Sauer Family Foundation in the amount of \$233,300 to assess the need for Family Resource Centers in each of the Region 5 counties. As a first step, these funds will allow MCHHS to contract with a Community Assessment Facilitator to complete a community assessment for each individual county to identify existing family resources, needs, barriers, and gaps of communities throughout Region 5 and propose recommendations to better support families in each community. The Community Assessment Facilitator will be responsible for three important factors of the proposed assessment: 1) facilitate the development of questions and the process for conducting focus groups with community members in geographic locations across the county; 2) host listening sessions to gather input from key service providers, families, and stakeholders, and 3) gather key data points that reflect current strengths, needs and gaps. This assessment will be used to determine the number of Family Resource Centers (FRC) in each individual county, the strategic locations of the FRC's, and the services most needed to address gaps and barriers. The grant-funded community assessment facilitator would network with other MN counties that are developing and launching Family Resource Centers, the National Family Support Network, the Sauer Family Foundation, and others across the state and nation who have successfully implemented Family Resource Centers. Following the first-year assessment phase, an additional multi- year grant may be submitted to the foundation for the development phase of the Family Resource Centers.

SCOPE OF SERVICE

The position shall:

- Understand the standards, objectives, desired outcomes, and components of Family Resource Centers through partnering with Association of Minnesota Counties (AMC) and National Family Support Network (NASF)
- Work with the Region 5 CMHI and AMHI to develop/clarify the mission and vision of the project with your project team
- Work with the Communities of Excellence Mental Health workgroup in consultation on the assessment process and engagement of community members.
- Conduct community needs assessments for the possible development of Family Resource Center locations in any of the various communities in and across each of the individual Region 5 counties.
- Outreach to key partners in each Region 5 county to communicate the project.
- Identify, collect, and review existing needs assessments and relevant data as it pertains to community needs and Family Resource Centers.
- Have experience in community outreach and engagement, quality improvement, strategic planning, assessment, and analysis.
- Identify existing strengths and existing services in Region 5 communities as well as gaps and service deserts in Region 5.
- Build upon, identify, and engage community stakeholders in each individual Region 5 county.
- Identify existing and potential shared assets and resources among Region 5 counties.
- Confirm with each county Director or Designee the number and location of community-based focus groups in each Region 5 county. Conduct these according to the request with community members, including meeting with sub-populations based on the data and needs assessment.
- Confirm with each county Director or Designee the number and stakeholder groups for each Region 5 county. Conduct community stakeholder focus groups as indicated for each Region 5 County.

- Synthesize the focus groups' input, community needs assessments, strengths, and data into recommendations for each individual county and a preliminary development plan for potential Family Resource Centers in each county as well as possible shared locations among counties.
- Begin identifying existing parent advisory members and/or groups that could serve in an advisory capacity for the development of Family Resource Centers in each county.
- Work with MCHHS to submit required budget forms that align with the proposed work.
- Work with the Region 5 CMHI and AMHI to assess current state, develop action items, review data, discuss system gaps and strengths, and strategies.
- Participate in evaluation activities and complete an asset map for each Region 5 county.

DELIVERABLES

The position shall initiate the following projects:

1. Become well educated in Family Resource Centers in all their various models and bring learnings to the Region 5 teams.
 - Review materials about Family Resources Centers (FRCs)
 - View webinars about FRCs
 - Visit high quality FRCs and interview others who have started and run FRCs.
 - Learn best practices and recommended strategies from those counties and states that have FRCs.
 - Participate in education sessions with Association of MN Counties technical support person, National Family Support Network, Foundations, and other opportunities.
 - Complete Standards of Quality for Family Strengthening and Support Certification Training
 - Understand the different models of FRCs, including school based or community based, and geographic implications.
 - Sharing learnings and clarify the vision and mission of the FRCs with the Region 5 teams.
2. Conduct Community needs assessments.
 - Identify existing parent groups or recruit diverse planning committee members that represents community including parents/caregivers/childcare providers.
 - Collect, identify, and review existing needs assessments to determine what is needed for additional assessments.
 - Review and use relevant existing assessment tools available through the National Family Support Network to assist in the community needs assessment process.
 - Develop plan for conducting community needs assessment.
 - Engage the Region 5 Communities of Excellence Mental Health workgroup in the process of community assessment to ensure a diverse group of voices is heard.
 - Conduct community needs assessment:
 - Share and promote the vision and mission, and any additional relevant information.
 - Listen and learn from families.
 - Listen and learn from existing social service organizations, school districts and other community stakeholders.
 - Review data from community needs assessment plan to share with Region 5 teams and other key community stakeholders in each county.
 - Develop initial evaluation framework-including identifying data points needed to make recommendations track outcomes and exploring data collection systems.
 - Identify potential models (school and community based) and possible community partners in each county as well as potential shared assets.

3. Develop
 - Identify potential sites readily accessible by community and where community needs/gaps exist in each county.
 - Develop educational/promotional materials such as flyers and brochures that outline our vision and desired outcomes.
 - Educate Region 5 teams, potential advisory members and stakeholders -including the Standards of Quality for Family Strengthening and Support on Strengthening Families Protective Factors.
 - Recommend the formation of Parent Advisory Committee, possible governance, members, and process for each county.
 - Build collaborative relationships with stakeholders in each county as well as the Region 5 teams.
 - Refine and draft mission, vision, program plan and budget for each county.
4. Other related tasks as assigned.
5. Anticipated part-time position.

QUESTIONS SHOULD BE DIRECTED TO

Melanie Erickson, Supervisor, MCHHS melaniee@co.morrison.mn.us 320-632-0267

SUPPORT

The position will receive technical support from MACSSA in collaboration with Association of Minnesota Counties, National Family Resource Center Network, and programmatic support from the Region 5 CMHI and AMHI members.

TARGET TIMELINE

RFQ distributed: July 15, 2024

- Qualification Response due by: August 2, 2024
- Target date for reviewing/scoring submissions: August 9, 2024
- Target date of interviews: August 16, 2024
- Finalist will be determined by: August 30, 2024
- Target contract start: September 1, 2024

RESPONSE FORM: REQUEST FOR QUALIFICATION- FAMILY RESOURCE CENTER

Business or Independent Contractor Name:

Contact Name:

Contact Phone Number:

Contact e-mail:

Summary of Experience:

Qualifications and supporting attachments:

Responses are **due no later than 4:30pm, August 2, 2024** , and delivered by email to:
Nathan Bertram, Director MCHHS, nateb@co.morrison.mn.us

QUALIFICATIONS AND EXPERIENCE

In the spaces provided, please respond to each of the items below providing an example as requested.

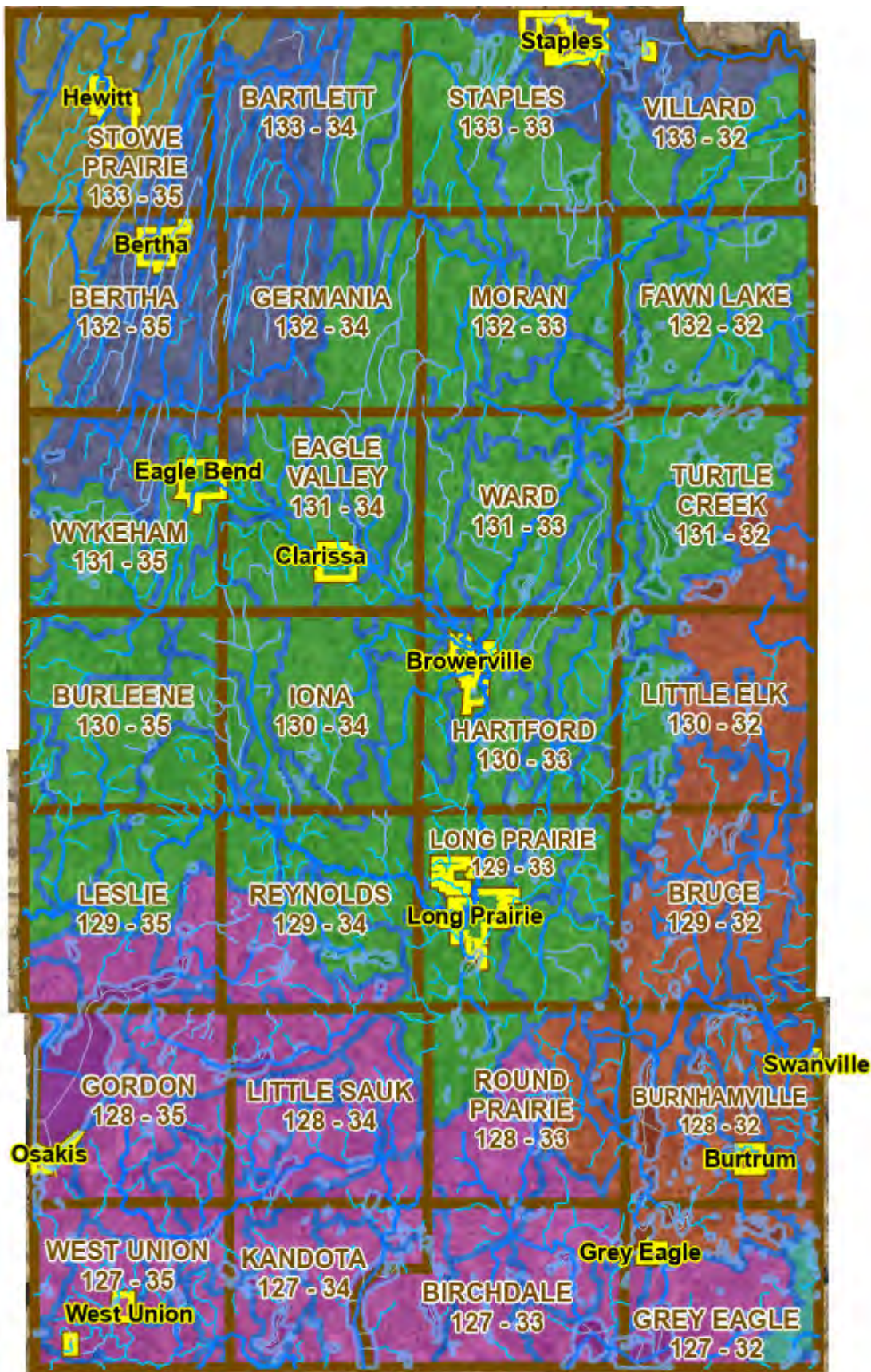
QUALIFICATIONS AND EXPERIENCE	
<p>1. Please take some time to introduce yourself and/or your agency. Please describe your understanding of the scope of service and share your preliminary ideas on how you would accomplish the deliverables as the Community Facilitator for a Regional Project.</p>	

<p>2. Describe your experience conducting needs assessments including data collection and review, focus groups, and identifying existing services, gaps, and needs. Include your experience identifying resources or partnerships to address gaps and needs.</p>	
<p>3. Should conflict or communication issues arise, how might you handle this or what ways might you resolve the conflict and enhance communication? Should conflict or communication issues arise, how might you handle this or what ways might you resolve the conflict and enhance communication?</p>	
<p>4. Describe your familiarity with the communities across the Region5. How will you engage community members and stakeholders across a large geographic area with diverse needs to obtain the necessary information needed for a comprehensive assessment for each county?</p>	

<p>5. One of the desired outcomes of Family Resource Centers is to reduce and prevent child maltreatment. Tell us how this desired outcome would come into play in your work conducting a needs assessment and identifying possibilities for Family Resource Centers.</p>	
<p>6. A Family Resource Center is modeled around the Standards of Quality for Family Strengthening and Support, of which Region 5 is committed to. These standards are listed below. *Provide examples of your work that aligns with these standards. and how might you bring this to your work as the Community Assessment Facilitator.</p>	
<p>FAMILY CENTEREDNESS Working with a family-centered approach that values families and recognizes them as integral to the Program.</p>	
<p>FAMILY STRENGTHENING Utilizing a family strengthening approach to support families to be strong, healthy, and safe, thereby promoting their success and optimal development.</p>	

<p>DIVERSITY, EQUITY, AND INCLUSION Valuing, respecting, and embracing families' diversity, and advancing equity and inclusion.</p>	
<p>COMMUNITY STRENGTHENING Developing a strong and healthy community by working collaboratively with various stakeholders and supporting families' civic engagement, leadership development, and ability to affect systems change.</p>	
<p>EVALUATION Looking at areas of Program strength, as well as areas for further development, to guide continuous quality improvement and achieve positive results for families.</p>	

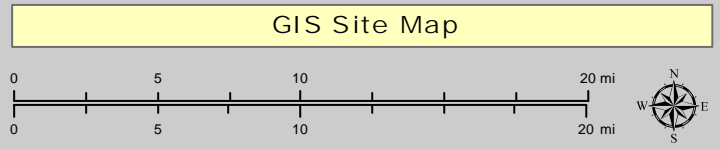
<p>7. What sets you/your agency apart from other agencies when thinking about providing a comprehensive community needs assessment RE: Family Resource Centers?</p>	
<p>8. What additional steps would you take to ensure that voices that need to be heard in the process do not get overlooked in each of the Region 5 counties? How would you create buy in for the participating in the process?</p>	



2023



Todd County GIS
 215 1st Ave S, Ste 102
 Long Prairie, MN 56347
 (Office) 320-732-4248



The Todd County GIS & Land Services Department has made every effort to provide the most accurate and up-to-date information available in this publication and cannot be held responsible for any unforeseen errors or omissions. If the recipient wishes to locate parcel corners and property lines, employ the services of a Registered Land Surveyor.

Printed on:
 Wednesday, July 31, 2024

Crow Wing River Watershed Comprehensive Management Plan Draft Public Comment Period



The Crow Wing River Watershed Comprehensive Management Plan partnership is looking for public input on the draft version of the Crow Wing River Comprehensive Watershed Management Plan. The Crow Wing River Watershed Comprehensive Management Plan was developed under the One Watershed One Plan Program. A One Watershed One Plan is a collaboration between Local Governments to focus efforts on Protecting, Enhancing, or Restoring focus resources like Ground Water, Surface Water, Soil Health, Biological Health, and Forest Health across a watershed boundary.

Since the spring of 2023 many partners have been working to develop the Comprehensive Watershed Management Plan for the Crow Wing River Watershed. This includes Becker County/SWCD, Cass County/SWCD, Crow Wing County/SWCD, Hubbard County/SWCD, Wadena County/SWCD, Todd County/SWCD. Along with assistance from various State, Tribal and Citizen Stakeholders including White Earth Nation, DNR, MPCA, MDH, and MDA.

The Crow Wing River One Watershed One Plan work area covers a large and diverse landscape that stretches from southern Clearwater County all the way down to the mouth of the Crow Wing River near the City of Baxter. The watershed has a diverse array of landscapes from agriculturally significant river basins, drumlins, large swaths of forests, and multiple lakes regions.

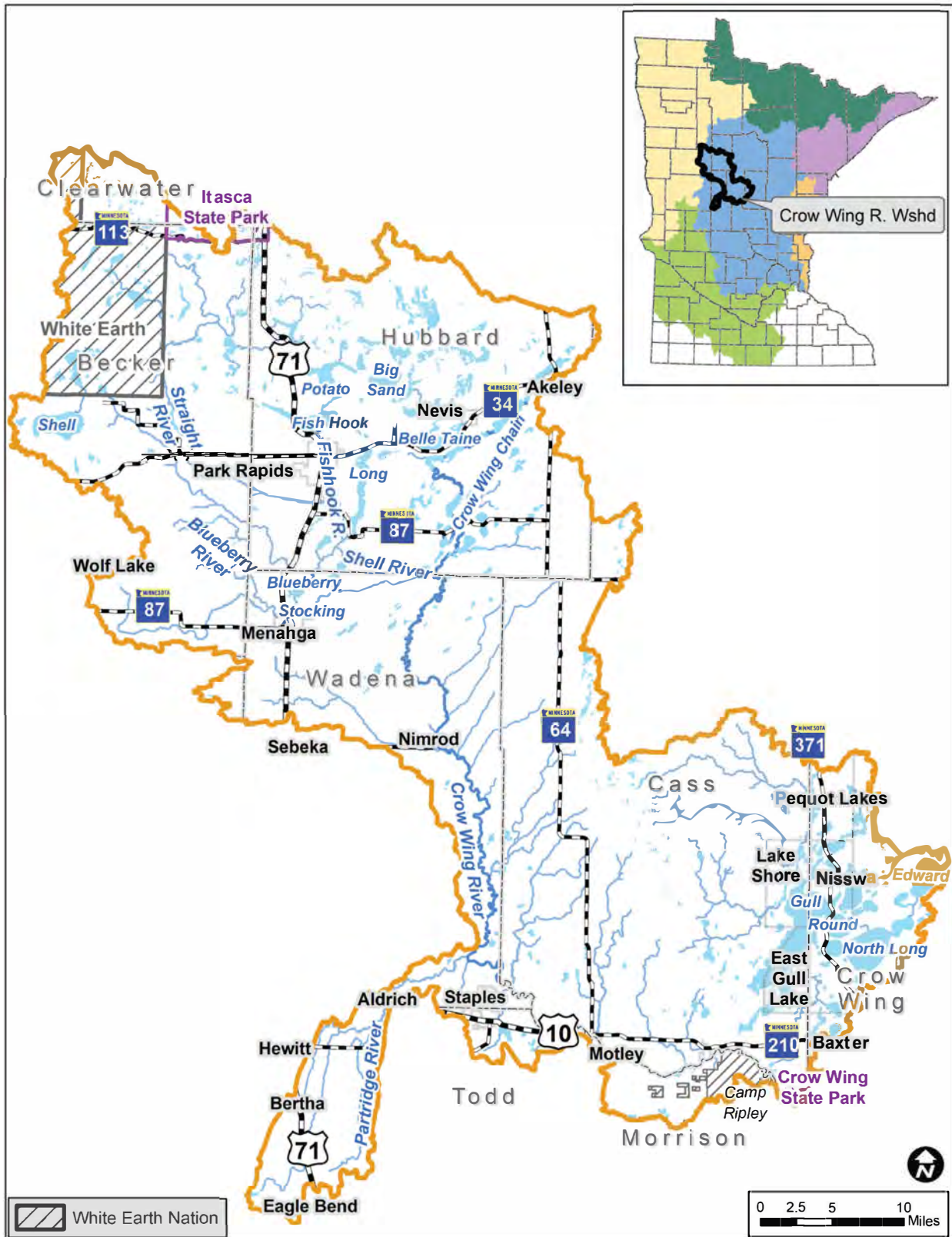
To view the plan and submit input/feedback go to the Crow Wing River Watershed Comprehensive Management Plan page. This can be found on the link below and on partnering SWCD's websites.

Planning Page Link

<https://arcg.is/148Hyf1>

Vision Statement:

The Crow Wing River Watershed was a historic transportation route and provided the necessities of life for generations. Today, we blend agriculture, forestry, tourism, and the lake community to protect our story and preserve resources for future generations.





WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report	
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution	
<input type="checkbox"/> Information Item	<input type="checkbox"/> Other	

Agenda Topic Title for Publication:	Leaf, Wing, Redeye Watershed Agreement of Service
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Date of Meeting: 8/6/2024	Total Topic Time Requested: 3
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Organization / Department Requesting Action: Planning and Zoning

Person Presenting Topic at Meeting: Adam Ossefoort

Background: Supporting Documentation enclosed

The Leaf, Wing, Redeye Watershed has received the second round of WBIF grant funding. Todd County has secured \$10,000 for septic cost share. The Agreement of Services needs to be approved and signed by the Board in order to access the funding.

Options:

1. adopt the Agreement of Services
2. Do not adopt

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
adoption of the Leaf, Wing, Redeye Agreement of Services to receive WBIF grant funding.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
Second:	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Passed	<input type="checkbox"/> Denny	<input type="checkbox"/> Denny
<input type="checkbox"/> Failed	<input type="checkbox"/> Noska	<input type="checkbox"/> Noska
<input type="checkbox"/> Tabled	<input type="checkbox"/> Byers	<input type="checkbox"/> Byers
<input type="checkbox"/> Other:	Notes:	

Official Certification

STATE OF MINNESOTA }
COUNTY OF TODD }
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal

MEMORANDUM OF AGREEMENT

This agreement (Agreement) is made and entered into by and between:

The Counties of Benton, Crow Wing, Morrison, Stearns, and Todd by and through their respective County Board of Commissioners, and

The Benton, Crow Wing, Mille Lacs, Morrison, Stearns, and Todd Soil and Water Conservation Districts, by and through their respective Soil and Water Conservation District Board of Supervisors.

Collectively referred to as the "Parties."

WHEREAS, the Counties of this Agreement are political subdivisions of the State of Minnesota, with authority to carry out environmental programs and land use controls, pursuant to Minnesota Statutes Chapter 375 and as otherwise provided by law; and

WHEREAS, the Soil and Water Conservation Districts (SWCDs) of this Agreement are political subdivisions of the State of Minnesota, with statutory authority to carry out erosion control and other soil and water conservation programs, pursuant to Minnesota Statutes Chapter 103C and as otherwise provided by law; and

WHEREAS, the parties to this Agreement have a common interest and statutory authority to prepare, adopt, and assure implementation of a comprehensive watershed management plan in the Mississippi River Sartell Watershed to conserve soil and water resources through the implementation of practices, programs, and regulatory controls that effectively control or prevent erosion, sedimentation, siltation and related pollution in order to preserve natural resources, ensure continued soil productivity, protect water quality, reduce damages caused by floods, preserve wildlife, protect the tax base, and protect public lands and waters; and

WHEREAS, with matters that relate to coordination of water management authorities pursuant to Minnesota Statutes Chapters 103B, 103C, and 103D with public drainage systems pursuant to Minnesota Statutes Chapter 103E, this Agreement does not change the rights or obligations of the public drainage system authorities.

WHEREAS, the Parties have formed this Agreement for the specific goal of developing a plan pursuant to Minnesota Statutes § 103B.801, Comprehensive Watershed Management Planning, also known as *One Watershed, One Plan*.

NOW, THEREFORE, the Parties hereto agree as follows:

- Purpose:** The Parties to this Agreement recognize the importance of a collaborative to plan and implement protection and restoration efforts for the Mississippi River Sartell Watershed (Attachment A). The purpose of this Agreement is to collectively develop and adopt, as local government units, a coordinated watershed management plan for implementation per the provisions of the Plan. Parties signing this agreement will be collectively referred to as the Mississippi River Sartell Watershed Collaborative.
- Term:** This Agreement is effective upon signature of all Parties in consideration of the Board of Water and Soil Resources (BWSR) Operating Procedures for One Watershed, One Plan (version 3.0, August 24, 2023);

Commented [1]: Again, I would not use the word Partners. It is a different type of entity than what we are creating here. It implies formation of a partnership which is not accurate and could have legal implications that would be unacceptable to these parties. I would suggest using Collaborative or 1W-1P for the one watershed - one plan purpose.

Commented [2R1]: Okay

and will remain in effect until adoption of the plan by all parties unless canceled according to the provisions of this Agreement or earlier terminated by law.

Commented [3]: Upon termination of the agreement who winds up the affairs of the collaborative, pays debts? How is any surplus funding divided or used?

Commented [4R3]: The fiscal agent would pay debts from available funds. Surplus would be returned to BWSR.

3. **Adding Additional Parties:** Other political subdivisions within the Mississippi River Sartell Watershed may become a party to the Agreement by indicating its qualifications and intent in a resolution adopted by its governing board to become a Party to this agreement, said governing board must execute the current version of this agreement.

4. **Withdrawal of Parties:** A party desiring to leave the membership of this Agreement shall indicate its intent in writing to the Parties in the form of a governing board resolution. Notice must be made at least 30 days in advance of leaving the Agreement.

Commented [5]: If a party withdraws, what about their contributions in services they perform or money they have contributed. Who takes their duties on or how is that decided and are their funds refunded

Commented [6R5]: Not expecting funds to come from partners.

5. **General Provisions:**

a. **Compliance with Laws/Standards:** The Parties agree to abide by all federal, state, and local laws; statutes, ordinances, rules, and regulations now in effect or hereafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which the Agreement is responsible.

Commented [7]: Here are some sections that you may want to include: Funding: (Where do the funds come from for this agreement and is there any expectation that the parties will need to contribute additional funds); hiring of contractors or consultants for development of the plan, how will this be accomplished, who has final say on the decision and if additional funds are needed to complete the plan, how will the bill be paid, open meeting law, and amendments to the agreement.

b. **Liability of the Parties:** Each party to this Agreement shall be liable for the acts of its officers, employees or agents and the results thereof to the extent authorized or limited by law and shall not be responsible for the acts of any other party, its officers, employees, or agents. The provisions of the Municipal Tort Claims Act, Minnesota Statute Chapter 466 and other applicable laws govern liability of the Parties. To the full extent permitted by law, actions by the Parties, their respective officers, employees, and agents pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity." It is the intent of the Parties that they shall be deemed a "single governmental unit" for the purposes of liability, as set forth in Minnesota Statutes § 471.59, subd. 1a(b). For purposes of Minnesota Statutes § 471.59, subd. 1a(a), no party agrees to be responsible for the acts or omissions of another party, and it is the intent of each party that this Agreement does not create any liability or exposure of one party for the acts or omissions of any other party.

Commented [8R7]: Funds will come from BWSR. None expected from partners. Hiring of consultant via PC (fiscal agent carries out). Open meeting law - could add in PC section. Amendments - probably a good idea to add.

c. **Records Retention and Data Practices:** The Parties agree that the records created pursuant to the terms of this Agreement will be retained by the fiscal agent in a manner that meets its records retention schedule that has been reviewed and approved by the State in accordance with Minnesota Statutes § 138.17. The Parties further agree that each will manage its records prepared or maintained in furtherance of the agreement in accordance with the Minnesota Government Data Practices Act. At the time this agreement expires, copies of all records will be turned over to the project fiscal agent Morrison Soil and Water Conservation District for continued retention.

Commented [9]: Do not use the word indemnification here. That is clearly not what this paragraph is about. The paragraph should be entitled Liability or Liability of the Parties.

d. **Timeliness:** The Parties agree to perform obligations under this Agreement in a timely manner and keep each other informed about any delays that may occur.

Commented [10R9]: Okay.

e. **Extension:** The Parties may extend the termination date of this Agreement upon agreement by all Parties.

6. Administration:

- a. **Establishment of Committees for Development of the Plan.** Each party will designate one representative, who must be an elected or appointed member of its governing board, to a Policy Committee for development of the watershed-based plan and may appoint one or more technical representatives to the Technical Advisory Committee for development of the plan in consideration of the BWSR Operating Procedures for One Watershed, One Plan.

i. The Policy Committee (PC)

1. Policy Committee will meet as needed to decide on the content of the plan, serve as a liaison to their respective boards, and act on behalf of their Board. Each representative shall have one vote during the planning process.
2. Each governing board may choose one alternate to serve on the Policy Committee as needed in the absence of the designated member.
3. The Policy Committee will establish bylaws within 90 days of the execution of the Memorandum of Agreement to describe the functions and operations of the committee(s).

ii. The Steering Committee (SC)

1. The Steering Committee will be comprised of staff from local agencies formally participating in 1W1P by signing the MOA and BWSR staff acting as advisors. The Steering Committee will provide the logistical organization of the planning process and associated meetings. They may make recommendations to the Technical Advisory Committee and to the Policy Committee.

iii. The Technical Advisory Committee (TAC)

1. The Technical Advisory Committee will meet monthly or as needed to assist and provide technical support and make recommendations to the Policy Committee on the development and content of the plan. Members of the Technical Advisory Committee may not be a current board member of any of the Parties.
- b. **Submittal of the Plan.** The Policy Committee will recommend the plan to the Parties of this agreement. The Policy Committee will be responsible for initiating a formal review process for the watershed-based plan conforming to Minnesota Statutes Chapters 103B and 103D, including public hearings. Upon completion of local review and comment, and approval of the plan for submittal by each party, the Policy Committee will submit the watershed-based plan jointly to BWSR for review and approval.
- c. **Adoption of the Plan.** The Parties agree to adopt and begin implementation of the plan within 120 days of receiving notice of state approval, and provide notice of plan adoption pursuant to Minnesota Statutes Chapters 103B and 103D.

7. **Fiscal Agent:** Morrison SWCD will act as the fiscal agent for the purposes of this Agreement and agrees to:

- a. Accept all responsibilities associated with the implementation of the BWSR grant agreement for developing a watershed-based plan.
- b. Perform financial transactions as part of grant agreement and contract implementation.
- c. Annually provide a full and complete audit report.
- d. Provide the Policy Committee with the records necessary to describe the financial condition of the BWSR grant agreement.
- e. Retain fiscal records consistent with the agent's records retention schedule .

8. **Grant Administration:** Morrison SWCD will act as the grant administrator for the purposes of this Agreement and agrees to provide the following services:

- a. Accept all day-to-day responsibilities associated with the implementation of the BWSR grant agreement for developing a watershed-based plan, including being the primary BWSR contact for the *One Watershed, One Plan* Grant Agreement and being responsible for BWSR reporting requirements associated with the grant agreement.
- b. Provide the Policy Committee with the records necessary to describe the planning condition of the BWSR grant agreement.

9. **Project Coordination:** Stearns SWCD staff will coordinate, schedule, send notifications, prepare agendas for committees, and perform related tasks to keep the project moving as scheduled. Staff will act as the point of contact with consultants for the collaborative.

10. **The following parties agree to provide the following services:**

- a. Grant Administration/Fiscal Agent: Morrison SWCD
- b. Policy and Advisory Committee Coordination: Stearns SWCD
- c. Outreach Coordinator: Stearns SWCD
- d. Public Notice Requirements: Morrison SWCD

In the event of a vacancy in the above-listed roles, the party responsible for the role will determine if there is adequate capacity within the organization to fulfill the listed role. If the collaborative agency determines it no longer has capacity and would like to relinquish their duties, they must inform the Steering Committee. The Steering Committee will then reassign the service to another party with the capacity to fulfill the grant agreement.

11. **Authorized Representatives:** The following persons will be the primary contacts for all matters concerning this Agreement:

Benton County
Roxanne Achman or successor
Land Services Director
531 Dewey St., P.O. Box 129
Foley, MN 56329
Telephone: 320-968-5069

Benton SWCD
Gerry Maciej or successor
District Manager
14 2nd Ave W.
Foley, MN 56329
Telephone: 320-968-5300

Crow Wing County
Chris Pence or successor
Environmental Services Manager
322 Laurel St.
Brainerd, MN 56401
Telephone: 218-824-1124

Crow Wing SWCD
Melissa Barrick or successor
District Manager
322 Laurel St., Suite 22
Brainerd, MN 56401
Telephone: 218-828-6197

Todd County
Adam Ossefoort or successor
Division Director
215 1st Ave. S Suite 103
Long Prairie, MN 56347
Telephone: 320-732-4420

Todd SWCD
Deja Anton or successor
District Manager
215 1st Ave. S Suite 104,
Long Prairie, MN 56347
Telephone: 320-732-2644

Morrison County
Amy Kowalzek or successor
Director of Land Services
213 1st Ave. SE
Little Falls, MN 56345
Telephone: 320-632-0170

Morrison SWCD
Shannon Wettstein or successor
District Manager
16776 Heron Road
Little Falls, MN 56345
Telephone: 320-631-3551

Stearns County
Rebecca Schlorf or successor
Environmental Services Supervisor
3301 County Road 138
Waite Park, MN 56387
Telephone: 320-656-3613

Stearns SWCD
Dennis Fuchs or successor
District Administrator
110 2nd St S. Suite 128
Waite Park, MN 56387
Telephone: 320-251-7800

Mille Lacs SWCD
Susan Shaw or successor
District Administrator
635 2nd Street SE
Milaca, MN 56353
Telephone: 320-983-2160

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Attachment A

