Our Vision: Being Minnesota's favorite place.
Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

AGENDA

Crow Wing County Board of Commissioners
Regular Meeting

02/24/2026
9:00 AM
County Board Room, 3rd Floor, Historic Courthouse, Brainerd MN

*Note: Times are approximate

The agenda has been published as shown below but is subject to change to include such business as may come before the Board.

ATTEND IN-PERSON OR BY MICROSOFT TEAMS (CALL 218-302-1725, CONFERENCE ID: 235 601 745#); LIVESTREAM AVAILABLE AT WWW.CROWWING.GOV OR ON THE CROW WING COUNTY YOUTUBE CHANNEL

ONE OR MORE MEMBERS OF THE COUNTY BOARD MAY ATTEND REMOTELY

1. **9:00 AM Call to Order and Pledge of Allegiance**

2. **Open Forum**

3. **Review and Approve Minutes**

   3.1. 02/10/2026 Regular County Board Meeting Minutes

4. **Review and Approve Agenda**

5. **Consent Agenda - Items are generally defined as items of routine business, not requiring discussion, and approved in one vote. Commissioners may elect to pull a Consent Agenda item(s) for discussion and/or separate action.**

   5.1. Bills
   5.2. Personnel Actions
   5.3. Exempt Gambling Permits - North Country Chapter of Pheasants Forever
   5.4. Award Contract for Contract No. 26002 for Project CP 18-170-03
   5.5. Award Contract for Contract No. 26003 for Bituminous Resurfacing
   5.6. Award Contract for Contract No. 26012 for Projects CP 018-200-164 & CP 018-300-061

5.7. Award Contract for Contract No. 26013 for Project CP 018-200-165

5.8. Award Contract for Contract No. 26016 for Projects CP 018-200-168 & CP 018-300-063

5.9. Award Contract for Contract No. 26017 for Projects CP 018-200-172 & CP 018-300-065

6. **Community Services**

6.1. BLADE/Opioid Internal Funding Request

7. **County Highway**

7.1. Safe Streets and Roads for All (SS4A) Grant Agreement

7.2. Issue Request for Proposals for Comprehensive Safety Action Plan

8. **Veteran's Services**

8.1. 2025 Veteran Service Office Report

9. **County Sheriff**

10. **County Attorney**

11. **County Administrator**

11.1. Senior Management Team Report

12. **Additional Business**

13. **Closed Session**

13.1. Performance Review for Veterans Service Officer Erik Flowers pursuant to MS 13D.05, Subd 3 (a)

13.2. Performance Review for County Administrator Deborah Erickson pursuant to MS 13D.05, Subd 3 (a)

14. **Adjournment**

County Board Correspondence

County Board Correspondence 02/24/2026

For more information, call 218-824-1067
Crow Wing County Board of Commissioners meeting agendas are available online at
www.crowwing.gov

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, February 24, 2026

Administration	Amber Berent
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: 02/10/2026 Regular County Board Meeting Minutes

PREVIOUS ACTION:

COMMENTS:

RECOMMENDED BOARD ACTION:

Approve the minutes of the February 10, 2026, regular County Board meeting.

Approximate length of presentation:

Crow Wing County
Board of Commissioners

Regular Meeting Minutes

02/10/2026
9:00 AM

County Board Room, 3rd Floor, Historic Courthouse,
Brainerd MN

1. **9:00 AM Call to Order and Pledge of Allegiance**

Chair Franzen called the meeting to order at 9:00 AM and called for participation in the Pledge of Allegiance followed by a moment of silence.

Present: Paul Koering (remote), Jon Lubke, Steve Barrows, Rosemary Franzen, Jamie Lee

Also Present: County Administrator Deborah A. Erickson, Administrative Coordinator Amber Berent

2. **Open Forum**

3. **Review and Approve Minutes**

3.1 01/27/2026 Regular County Board Meeting Minutes

Approved the minutes of the January 27, 2026, regular County Board meeting.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Steve Barrows
SECONDER:	Jon Lubke
AYES:	Paul Koering, Jon Lubke, Steve Barrows, Rosemary Franzen, Jamie Lee

4. **Review and Approve Agenda**

Approved the agenda of the February 10, 2026, regular County Board meeting.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jamie Lee
SECONDER:	Jon Lubke
AYES:	Paul Koering, Jon Lubke, Steve Barrows, Rosemary Franzen, Jamie Lee

5. **Consent Agenda - Items are generally defined as items of routine business, not requiring discussion, and approved in one vote. Commissioners may elect to pull a Consent Agenda item(s) for discussion and/or separate action.**

Approved the following consent agenda.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Paul Koering
SECONDER:	Steve Barrows
AYES:	Paul Koering, Jon Lubke, Steve Barrows, Rosemary Franzen, Jamie Lee

5.1 Bills

Approved the following expenditure listing for February 10, 2026, with the full listing available on file in the Office of the Administrative Services Director:

General Fund	$1,064,227.33
Restricted & Committed Funds	33,900.28
Highway Fund	423,915.32
Community Services Fund	210,133.95
Solid Waste (Non-Landfill) Fund	25,939.59
Land Management Fund	50,066.88
Unorganized Territories Fund	45,456.19
Capital Projects Fund	448,564.34
Landfill Fund	118,200.00
State of Emergency	3,694.00
	$2,424,097.88

5.2 Personnel Actions

Approved the Human Resource Report for Personnel Actions dated February 10, 2026, as on file.

5.3 Agreement with the Association of Minnesota Counties for Cyber Response

Approved Resolution **2026-12** (attached): Enter into an agreement with the AMC for Cyber Response.

5.4 2026 Federal Recreational Trail Program Equipment Grant Application Brainerd Nordic Ski Club Equipment

Approved Resolution **2026-13** (attached): 2026 Federal Recreational Trail Program Equipment Grant Application Brainerd Nordic Ski Club Equipment

5.5 Withdraw Tracts on Available TF Land Sale List/Authorize Direct Sale to Brainerd HRA/Set Sale Price

Approved withdrawal of parcels from the Available Tax Forfeited Land Sale List described as; THE S 330FT OF THE W 660FT OF GL 5 SEC 3 EX THE W 330FT THEREOF; Lot 14 Block 5, North Woods Estates of Baxter; Lot 13 Block 5, North Woods Estates of Baxter; Lot 12 Block 5, North Woods Estates of Baxter; and Lot 11 Block 5, North Woods Estates of Baxter and further, approved the direct sale of said tax forfeited properties to the City of Brainerd HRA, pursuant to Minnesota Statute 282.01, Subd.. 1a. (d), at the sale price of $1 per parcel to remove blight due to decaying infrastructure.

5.6 MnDOT Agreement No. 1061397 Bridge No. 18506 Replacement

Approved Resolution **2026-14** (attached): Enter into an agreement with the Commissioner of Transportation to receive state bridge funding.

6. **9:05 AM Public Hearing**

6.1 Public Hearing - Amend 2026 Crow Wing County Fee Schedule

Opened the Public Hearing at 9:07

RESULT:	**OPENED PUBLIC HEARING [UNANIMOUS]**
MOVER:	Paul Koering
SECONDER:	Steve Barrows
AYES:	Paul Koering, Jon Lubke, Steve Barrows, Rosemary Franzen, Jamie Lee

There was no public comment.

Closed the Public Hearing at 9:08

RESULT:	**CLOSED PUBLIC HEARING [UNANIMOUS]**
MOVER:	Paul Koering
SECONDER:	Steve Barrows
AYES:	Paul Koering, Jon Lubke, Steve Barrows, Rosemary Franzen, Jamie Lee

7. **Administrative Services**

7.1 Resolution Amending The 2026 Crow Wing County Fee Schedule; Adding a Registration Fee for Cannabis Microbusiness, Cannabis Mezzobusiness, Cannabis Retailer, Medical Cannabis Combination Business, Or Lower-Potency Hemp

Approved Resolution **2026-15:** (attached): Amend the 2026 Crow Wing County Fee Schedule to include a registration fee for cannabis microbusiness, cannabis mezzobusiness, cannabis retailer, medical cannabis combination business, and lower-potency hemp, and authorize the Administrative Services Director to review registration applications and collect the registration fees.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Steve Barrows
SECONDER:	Jon Lubke
AYES:	Paul Koering, Jon Lubke, Steve Barrows, Rosemary Franzen, Jamie Lee

8. **Human Resources**

8.1 Labor Agreement - Teamsters General Local Union No. 346, Corrections and Dispatch Supervisory Unit

Authorized entering in a Labor Agreement between Crow Wing County and Teamsters General Local Union No. 346, Corrections and Dispatch Supervisory Unit effective January 1, 2026, through December 31, 2028, and the Chair, Human Resources Manager, and County Administrator are authorized to sign said agreement.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jamie Lee
SECONDER:	Jon Lubke
AYES:	Paul Koering, Jon Lubke, Steve Barrows, Rosemary Franzen, Jamie Lee

9. **County Sheriff**

10. **County Attorney**

11. **County Administrator**

11.1 Senior Management Team Report

County Administrator Deborah Erickson provided an update on behalf of the Senior Management Team.

ADD Meeting with Congressman Pete Stauber

Congressman Pete Stauber's office reached out to offer a meeting on Tuesday, February 17 from 12:00-1:00.

Commissioners agreed to the meeting and offered several topics they would like to discuss, including:

- The North Koering Road bridge project
- Upcoming road funding
- They'd like an update on what is going on at the Federal level and how it trickles down to the county.

12. **Additional Business**

13. **Adjournment**

Adjourned the meeting at 9:21.

RESULT:	**ADJOURNED [UNANIMOUS]**
MOVER:	Paul Koering
SECONDER:	Steve Barrows
AYES:	Paul Koering, Jon Lubke, Steve Barrows, Rosemary Franzen, Jamie Lee

_____
Rosemary Franzen, Chair
Board of County Commissioners

_____
Deborah A. Erickson
County Administrator

Prepared by Amber Berent

BOARD OF COUNTY COMMISSIONERS
Crow Wing County, Minnesota

DATE: February 10, 2026 **Resolution: 2026-12**

OFFERED BY COMMISSIONERS: Koering and Barrows

AYES: Koering, Lubke, Barrows, Franzen, Lee;

RESOLUTION TO ENTER INTO AN AGREEMENT WITH THE ASSOCIATION OF MINNESOTA COUNTIES (AMC) FOR MINNESOTA CYBER RESPONSE

WHEREAS, AMC, through the Minnesota County IT Leadership Association ("MNCITLA"), offers support to Minnesota counties by, among other things, fostering collaboration and pooling resources and knowledge maintained by county information technology professionals; and

WHEREAS, in furtherance of its services to and resources for MNCITLA member counties, AMC, through MNCITLA, coordinates a Minnesota Cyber Response Team ("MNCRT");

WHEREAS the MNCRT serves as an initial advisory resource for counties that are or may be experiencing a cyber incident ("Recipient County") by connecting the Recipient County with appropriately credentialed information technology, data, and cyber security professionals ("MNCRT Volunteers") employed by Minnesota counties that have agreed to provide services for the MNCRT program ("Provider County"); and

WHEREAS, the County wants to participate in the MNCRT as a Provider County, designating one or more County technology professionals to serve as MNCRT Volunteers.

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in the Agreement, the Crow Wing County Board agrees to being a MNCRT Provider and Recipient County as specified in the agreement and authorized the Crow Wing County Administrator to sign and renew agreements initially and annually until the Board no longer desires to participate:

STATE OF MINNESOTA)
COUNTY OF CROW WING) ***ss***

I, Deborah A. Erickson, County Administrator, Crow Wing County, Minnesota, hereby certify that I have compared the foregoing copy of the resolution of the county board of said county with the original record thereof on file in the Administration Office, Crow Wing County, Minnesota, as stated in the minutes of the proceedings of said board at a meeting duly held on February 10, 2026 and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting.

Witness my hand and seal this 24th day of February 2026.

_____

DEBORAH A. ERICKSON
COUNTY ADMINISTRATOR

BOARD OF COUNTY COMMISSIONERS
Crow Wing County, Minnesota

DATE: February 10, 2026 **Resolution: 2026-13**
OFFERED BY COMMISSIONERS: Koering and Barrows
AYES: Koering, Lubke, Barrows, Franzen, Lee;

2026 Federal Recreational Trail Program Equipment Grant Application Brainerd Nordic Ski Club Equipment

WHEREAS, the County of Crow Wing in the State of Minnesota supports the grant application made to the Minnesota Department of Natural Resources for the Federal Recreational Trail Grant Program. The application is to purchase trail maintenance equipment for Hunter Hiker and Ski Trails in the Brainerd and Deerwood area maintained by the Brainerd Nordic Ski Club.

WHEREAS, the County of Crow Wing recognizes the twenty-five (25) percent match requirement for the Federal Recreational Trail Grant Program, which has been secured by the Brainerd Nordic Ski Club and the Northland Arboretum.

NOW, THEREFORE, BE IT RESOLVED if the County of Crow Wing is awarded the grant by the Minnesota Department of Natural Resources, the County of Crow Wing agrees to accept the grant award and may enter into an agreement with the State of Minnesota for the above-referenced project. The County of Crow Wing will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement.

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Trail Program Grant Manual and certifies it will report any actual, potential, perceived, or organizational conflicts of interest upon discovery to the state related to the application or grant award.

BE IT FURTHER RESOLVED the Board of Commissioners of the County of Crow Wing names the fiscal agent for the County of Crow Wing for this projects as:

Tom Strack
Environmental Services Supervisor
Crow Wing County
15728 State Highway 210
Brainerd, MN 56401
Tom.Strack@crowwing.gov

BE IT FURTHER RESOLVED the County of Crow Wing hereby assures the grooming equipment acquired through the grant will be maintained for no less than twenty (20) years or until such time as appropriate disposition actions are approved by the Minnesota Department of Natural Resources.

BE IT FURTHER RESOLVED Crow Wing County has no financial obligation to the project outside the role of fiscal agent.

STATE OF MINNESOTA)
COUNTY OF CROW WING) *ss*

I, Deborah A. Erickson, County Administrator, Crow Wing County, Minnesota, hereby certify that I have compared the foregoing copy of the resolution of the county board of said county with the original record thereof on file in the Administration Office, Crow Wing County, Minnesota, as stated in the minutes of the proceedings of said board at a meeting duly held on February 10, 2026 and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting.

Witness my hand and seal this 24th day of February 2026.

_____
DEBORAH A. ERICKSON
COUNTY ADMINISTRATOR

BOARD OF COUNTY COMMISSIONERS
Crow Wing County, Minnesota

DATE: February 10, 2026 **Resolution: 2026-14**
OFFERED BY COMMISSIONERS: Koering and Barrows
AYES: Koering, Lubke, Barrows, Franzen, Lee;

AGREEMENT TO STATE TRANSPORTATION FUND LOCAL BRIDGE REPLACEMENT PROGRAM GRANT TERMS AND CONDITIONS PROJECT NO. S.A.P. 018-631-007

WHEREAS, existing Bridge No. 18506 on County State Aid Highway (CSAH) 31 over the Rabbit Lake Narrows has been identified for replacement with Bridge No. 18535 in 2026, and

WHEREAS, Crow Wing County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No. 18535, and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available, and

WHEREAS, the amount of the grant has been determined to be $552,430.50 by reason of the lowest responsible bid.

THEREFORE, BE IT RESOLVED, that Crow Wing County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The Crow Wing County Engineer or their designated representative is authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

STATE OF MINNESOTA)
COUNTY OF CROW WING) ***ss***

I, Deborah A. Erickson, County Administrator, Crow Wing County, Minnesota, hereby certify that I have compared the foregoing copy of the resolution of the county board of said county with the original record thereof on file in the Administration Office, Crow Wing County, Minnesota, as stated in the minutes of the proceedings of said board at a meeting duly held on February 10, 2026 and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting.

Witness my hand and seal this 24th day of February 2026.

_____

DEBORAH A. ERICKSON
COUNTY ADMINISTRATOR

BOARD OF COUNTY COMMISSIONERS
Crow Wing County, Minnesota

DATE: February 10, 2026 **Resolution: 2026-15**
OFFERED BY COMMISSIONERS: Barrows and Lubke
AYES: Koering, Lubke, Barrows, Franzen, Lee;

RESOLUTION FOR AMENDING THE 2026 CROW WING COUNTY FEE SCHEDULE; ADDING A REGISTRATION FEE FOR CANNABIS MICROBUSINESS, CANNABIS MEZZOBUSINESS, CANNABIS RETAILER, MEDICAL CANNABIS COMBINATION BUSINESS, OR LOWER-POTENCY HEMP

WHEREAS, Minnesota Statute 342.22, subd.2 allows a local unit of government to impose an initial retail registration fee and may also impose a renewal retail registration fee, sufficient to defray the costs incurred by it in reviewing, investigating, and administering an application, and;

WHEREAS, a change to the 2026 fee schedule required a public hearing, preceded by a 10-day published notice per Minnesota Statute 462.353, and;

WHEREAS, Crow Wing County Board of Commissioners approves the addition of up to a $500 registration fee for each initial registration and up to a $1000 annual renewal fee for each registration renewal, and;

WHEREAS, the Crow Wing County Board of Commissioners authorize the Administrative Services Director to review and approve or deny registration applications and collect the registration fees, to be applied to the General Fund, from applicants who meet the requirements of Minnesota Statute 342.22, and;

WHEREAS, a public hearing was held at 9:05 a.m. on Tuesday, February 10, 2026, and the Crow Wing County Board of Commissioners solicited testimony from the public, to decide if the 2026 Crow Wing County Fee Schedule shall be amended to include a registration fee for cannabis microbusiness, cannabis mezzobusiness, cannabis retailer, medical cannabis combination business, and lower-potency hemp.

NOW, THEREFORE, BE IT RESOLVED that the Crow Wing County Board of Commissioners approve amending the 2026 Crow Wing County Fee Schedule on Tuesday, February 10, 2026, to include a registration fee for cannabis microbusiness, cannabis mezzobusiness, cannabis retailer, medical cannabis combination business, and lower-potency hemp, and authorize the Administrative Services Director to review registration applications and collect the registration fees.

STATE OF MINNESOTA)
COUNTY OF CROW WING) ***ss***

I, Deborah A. Erickson, County Administrator, Crow Wing County, Minnesota, hereby certify that I have compared the foregoing copy of the resolution of the county board of said county with the original record thereof on file in the Administration Office, Crow Wing County, Minnesota, as stated in the minutes of the proceedings of said board at a meeting duly held on February 10, 2026 and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting.

Witness my hand and seal this 24th day of February 2026.

_____

DEBORAH A. ERICKSON
COUNTY ADMINISTRATOR

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, February 24, 2026

Human Resources	Amy Fischer
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Personnel Actions

PREVIOUS ACTION:

COMMENTS:

RECOMMENDED BOARD ACTION:
Approve the Human Resource Report for Personnel Actions dated February 24, 2026, as on file.

Approximate length of presentation:

Human Resource Report
Personnel Actions
February 24, 2026

Replacement Staffing

Classification Title: Financial Worker
Department: Community Services
Reason for Vacancy: Promotion of Nichole Johnson February 14, 2026
Personnel Committee: Yes

Classification Title: Engineering Technician
Department: Highway
Reason for Vacancy: Departure of Brian Winskowski February 13, 2026
Personnel Committee: No

Hires

Name: Levi Worley
Classification Title: Maintenance Specialist
Department: Highway
Start Date: March 2, 2026
Reason for Vacancy: Departure of Andrew Higgins December 31, 2026

Name: Jeffrey Beseman
Classification Title: Property Assessor in Training
Department: Land Services
Start Date: March 23, 2026
Reason for Vacancy: Departure of Corina Dvorak February 12, 2026

Name: Dale Claussen
Classification Title: Master Electrician
Department: Facilities
Start Date: March 2, 2026
Reason for Vacancy: Departure of Aric Caughey November 3, 2026

Promotions/Movement

Name: Melonie Flaws
Classification Title: Tax Coordinator
Department: Land Services
Start Date: February 14, 2026
Reason for Vacancy: Department reorganization

Name: Michaelle Cronquist
Classification Title: Tax Coordinator
Department: Land Services
Start Date: February 14, 2026
Reason for Vacancy: Department reorganization

Departures
Name: Brian Winskowski
Classification Title: Sr. Engineering Technician
Department: Highway
Date of Departure: February 13, 2026

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, February 24, 2026

Admin Services	Jory Danielson
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Exempt Gambling Permits - North Country Chapter of Pheasants Forever

PREVIOUS ACTION:

COMMENTS:

RECOMMENDED BOARD ACTION:
To support the Minnesota Lawful Gambling Application for Exempt Permits for the North Country Chapter of Pheasants Forever Inc to be held on the date of March 28, 2026, at Dennis Drummond Wine Company, Town of Long Lake subject to all State Laws and upon approval of said dates, the applicants submitting a copy of reports required by the State.

Approximate length of presentation:

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, February 24, 2026

Highway and Engineering	Timothy Bray
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Award Contract for Contract No. 26002 for Project CP 18-170-03

PREVIOUS ACTION:

04/08/25 - Crow Wing County 2025-2029 Highway Improvement Plan adopted by the County Board.

12/16/25 - Resolution authorizing advertising for bids.

COMMENTS:

The bid summary is attached. Five bids were received, and Marvin Tretter Inc. was the low bidder at $2,330,735.12. The engineer's estimate was $3,007,854.43. Construction is expected to begin on or after May 1, 2026, and be completed by September 30, 2026.

RECOMMENDED BOARD ACTION:

Authorize entering into a contract between Marvin Tretter, Inc. and Crow Wing County in the amount of $2,330,735.12 for Project CP 18-170-03 (Reconstruction of County Road (CR) 170 between the West County Line and Knollwood Dr, in the City of Baxter) and authorize the Chair of the County Board and County Administrator to sign said contract subject to review by the County Attorney.

Approximate length of presentation:

Contract CR 170 Reconstruction - Bid Summary

Report Date	Contract Name	Contract Number	Local	Release Date	Bid opening
2026-02-18	CR 170 Reconstruction	26002	CP 18-170-03	1/24/2026, 12:00 AM	Feb 18, 2026, 9:00 AM

Bid Abstract Summary

Bid Name	Total	% Over/Under Estimate
Engineer's Estimate	$3,007,854.43	
Marvin Tretter INC.	$2,330,735.12	22.51% UNDER
Anderson Brothers Construction Company of Brainerd LLC	$2,397,266.29	20.30% UNDER
Borden Excavating, Inc.	$2,441,725.00	18.82% UNDER
Northern Lines Contracting	$2,687,814.43	10.64% UNDER
J.R. Ferche, Inc.	$3,158,024.25	4.99% OVER

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, February 24, 2026

Highway and Engineering	Timothy Bray
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Award Contract for Contract No. 26003 for Bituminous Resurfacing

PREVIOUS ACTION:

04/08/25 - Crow Wing County 2025-2029 Highway Improvement Plan adopted by the County Board.

12/16/25 - Resolution authorizing advertising for bids.

COMMENTS:

The bid summary is attached. Four bids were received, and Anderson Brothers Construction Company of Brainerd, LLC was the low bidder at $7,573,383.01. The engineer's estimate was $7,822,721.48. Construction is expected to begin on or after May 1, 2026, and be completed by September 30, 2026.

RECOMMENDED BOARD ACTION:

Authorize entering into a contract between Anderson Brothers Construction Company of Brainerd, LLC and Crow Wing County in the amount of $7,573,383.01 for Projects SAP 018-610-011, SAP 018-616-020, SAP 018-627-005, CP 18-103-04, CP 18-121-06, CP 18-126-04, CP 18-159-03, CP 18-300-38, CP 018-500-010, CP 018-500-011, and SAP 018-600-036 (Bituminous reconditioning on County State Aid Highway (CSAH) 10 between Trunk Highway (TH) 18 and CSAH 14, CSAH 16 between TH 371 and Peoria Rd, CSAH 27 between State Park and TH 371, County Road (CR) 103 between CSAH 39 and CSAH 3, CR 121 between CR 131 and 1.3 Mi North of CSAH 2, CR 126 between the West County Line and TH 371, CR 159 between TH 18 and CSAH 8, First Assessment District (FAD) Roads, City of Crosslake Roads, Bay Lake, Center, Jenkins, Oak Lawn, and Mission Township Roads) and authorize the Chair of the County Board and County Administrator to sign said contract subject to review by the County Attorney.

Approximate length of presentation:

Contract 2026 Pavement Reconditioning - Bid Summary

Report Date	Contract Name	Contract Number	State	Release Date	Bid opening
2026-02-18	2026 Pavement Reconditioning	26003	SAP 018-610-011	1/24/2026, 12:00 AM	Feb 18, 2026, 8:00 AM

Bid Abstract Summary

Bid Name	Total	% Over/Under Estimate
Engineer's Estimate	$7,822,721.48	
Anderson Brothers Construction Company of Brainerd LLC	$7,573,383.01	3.19% UNDER
Hawkinson Construction Co., Inc.	$8,517,430.30	8.88% OVER
R.J. Zavoral and Sons, Inc.	$8,659,062.67	10.69% OVER
KNIFE RIVER	$9,693,692.71	23.92% OVER

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, February 24, 2026

Highway and Engineering	Timothy Bray
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Award Contract for Contract No. 26012 for Projects CP 018-200-164 & CP 018-300-061

PREVIOUS ACTION:
04/08/25 - Crow Wing County 2025-2029 Highway Improvement Plan adopted by the County Board.
12/16/25 - Resolution authorizing advertising for bids.

COMMENTS:
The bid summary is attached. Quotes were sent to 10 vendors. 5 quotes were received, and Allied Blacktop Company LLC was the low bidder at $450,139. The engineer's estimate was $414,560.

RECOMMENDED BOARD ACTION:
Authorized entering into a contract with Allied Blacktop Company in the amount of $450,139 for projects CP 018-200-164 & CP 018-300-061 (Bituminous Crack Sealing of County Highways, Pequot Lakes, Mission Twp) and authorize the Chair of the County Board and County Administrator to sign said contract subject to review by the County Attorney.

Approximate length of presentation:

Contract 2026 Crack Sealing 1 - Bid Summary

Report Date	Contract Name	Contract Number	Local	Release Date	Bid opening	Addendum 1
2026-02-18	2026 Crack Sealing 1	26012	CP 018-200-164	1/24/2026, 12:00 AM	Feb 18, 2026, 10:00 AM	2/3/2026, 12:00 AM

Bid Abstract Summary

Bid Name	Total	% Over/Under Estimate
Engineer's Estimate	$414,560.00	
Allied Blacktop Company	$450,139.00	8.58% OVER
Asphalt Surface Technologies Corp.	$452,437.00	9.14% OVER
sealpros	$549,928.00	32.65% OVER
Northwest Asphalt & Maintenance	$592,033.00	42.81% OVER
Fahrner Asphalt Sealers, LLC - Eau Claire	$598,914.93	44.47% OVER

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, February 24, 2026

Highway and Engineering	Timothy Bray
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Award Contract for Contract No. 26013 for Project CP 018-200-165

PREVIOUS ACTION:
04/08/25 - Crow Wing County 2025-2029 Highway Improvement Plan adopted by the County Board.
12/16/25 - Resolution authorizing advertising for bids.

COMMENTS:
The bid summary is attached. Quotes were sent to 12 vendors. 6 quote was received, and Farner Asphalt Sealers was the low bidder at $243,538.08. The engineer's estimate was $256,120

RECOMMENDED BOARD ACTION:
Authorized entering into a contract with Farner Asphalt Sealers in the amount of $243,538.08 for projects CP 018-200-165 (Bituminous Crack Sealing of County Highways and Oak Lawn Twp.) and authorize the Chair of the County Board and County Administrator to sign said contract subject to review by the County Attorney.

Approximate length of presentation:

Contract 2026 Crack Sealing 2 - Bid Summary

Report Date	Contract Name	Contract Number	Local	Release Date	Bid opening	Addendum 1
2026-02-18	2026 Crack Sealing 2	26013	CP 018-200-165	1/24/2026, 12:00 AM	Feb 18, 2026, 10:30 AM	2/3/2026, 12:00 AM

Bid Abstract Summary

Bid Name	Total	% Over/Under Estimate
Engineer's Estimate	$256,120.00	
Fahrner Asphalt Sealers, LLC - Eau Claire	$243,538.08	4.91% UNDER
Lot Pros Inc.	$253,555.00	1.00% UNDER
Asphalt Surface Technologies Corp.	$406,220.00	58.61% OVER
Northwest Asphalt & Maintenance	$414,990.00	62.03% OVER
sealpros	$453,953.20	77.24% OVER
Allied Blacktop Company	$487,700.00	90.42% OVER

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, February 24, 2026

Highway and Engineering	Timothy Bray
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Award Contract for Contract No. 26016 for Projects CP 018-200-168 & CP 018-300-063

PREVIOUS ACTION:
04/08/25 - Crow Wing County 2025-2029 Highway Improvement Plan adopted by the County Board.
12/16/25 - Resolution authorizing advertising for bids.

COMMENTS:
The bid summary is attached. Quotes were sent to 3 vendors. One quote was received, and Landwerx LLC was the low bidder at $63,525.00. The engineer's estimate was $66,000.

RECOMMENDED BOARD ACTION:
Authorized entering into a contract with Landwerx, LLC in the amount of $63,525.00 for projects CP 018-200-168 & CP 018-300-063 (Street Sweeping for County and FAD Roads) and authorize the Chair of the County Board and County Administrator to sign said contract subject to review by the County Attorney

Approximate length of presentation:

Landwerx - Schedule of Prices

Category	Line No.	Mat No.	Item	Units	Quantity	Unit Price	Total Price
Uncategorized	1	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	385	$ 165.00	$ 63,525.00
Uncategorized	2	2563.601	TRAFFIC CONTROL	LS	1	$ 0.00	$ 0.00

GRAND TOTAL BID $___63,525_____

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, February 24, 2026

Highway and Engineering	Timothy Bray
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Award Contract for Contract No. 26017 for Projects CP 018-200-172 & CP 018-300-065

PREVIOUS ACTION:
04/08/25 - Crow Wing County 2025-2029 Highway Improvement Plan adopted by the County Board. 1
02/16/25 - Resolution authorizing advertising for bids.

COMMENTS:
The bid summary is attached. Quotes were sent to 3 vendors. Three quotes were received, and Corbin Excavating was the low bidder at $210,021.75 The engineer's estimate was $230,321.25

RECOMMENDED BOARD ACTION:
Authorized entering into a contract with Corbin Excavating in the amount of $210,021.75 for projects CP 018-200-172 & CP 018-300-065 (2026/2027 Dust Control for County and FAD Roads) and authorize the Chair of the County Board and County Administrator to sign said contract subject to review by the County Attorney.

Approximate length of presentation:

Contract 2026-2027 Dust Control - Bid Summary

Report Date	Contract Name	Contract Number	Local	Release Date	Bid opening
2026-02-18	2026-2027 Dust Control	26017	CP 018-200-172	1/24/2026, 12:00 AM	Feb 18, 2026, 11:00 AM

Bid Abstract Summary

Bid Name	Total
Engineer's Estimate	**$230,321.25**
* Corbin Excavating, Inc	$210,021.75
KNIFE RIVER	$279,508.50
Crow River Construction LLC	$1,893,318.75

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, February 24, 2026

Community Services	Kara Terry
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: BLADE/Opioid Internal Funding Request

PREVIOUS ACTION:
Past approval of internal funding requests including, most recently, a $50,000 request for the CS Treatment Fund.

COMMENTS:
The BLADE/Opioid Steering Committee is asking for approval of the following expenditures:

1) Culture of Wellness (Community Services Mental Health Program for Internal Staff) in the amount of $52,000. There have been past allocations of $50,000 to cover this expense. Staff are able to meet with a mental health professional throughout the year at no expense to them. This is very similar to the Sheriff's Office Program *Check up from the neck up*.

2) Sheriff's Office Mental Health Program in the amount of $46,000. The difference in prices is the number of staff who participate as well as the structure of both the CS and SO programs.

3) $1000 Youth Scholarship for person in High School or younger to participate in our Drug Free Communities Grant work as the Youth Sector Representative.

4) Community Corrections Bike Program in the amount of $5,000. This program was started by a probation agent and includes bike donations refurbishing, and allocating the bikes to community members who need transportation to get around town to appointments, work, etc. This program has been very successful and will be managed in the same way as our other expenditures.

RECOMMENDED BOARD ACTION:
Approval of the proposed internal expenditures using BLADE/Opioid funding.

Approximate length of presentation: 5 minutes

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, February 24, 2026

Highway and Engineering	Timothy Bray
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Safe Streets and Roads for All (SS4A) Grant Agreement

PREVIOUS ACTION:

May 14, 2024 - Board adopted a resolution supporting the submittal of the Safe Streets and Roads for All Comprehensive Safety Action Plan grant application

COMMENTS:

The Safe Streets and Roads for All (SS4A) grant allows an opportunity to continue improving safety along transportation systems through the development of a Comprehensive Safety Action Plan.

In the Safe Streets and Roads for All (SS4A) grant program, comprehensive safety action plans (referred to as “Action Plans”) are the basic building block to significantly improve roadway safety.

Action Plans aim at reducing and eliminating serious-injury and fatal crashes affecting all roadway users and use data analysis to characterize roadway safety problems and strengthen a community’s approach through projects and strategies that address the most significant safety risks.

Crow Wing County has been awarded a Safe Streets and Roads for All (SS4A) grant from the U.S. Department of Transportation and Federal Highway Administration in the amount of $200,000 to develop an Action Plan aimed at reducing roadway fatalities and serious injuries.

The grant requires a $50,000 local match (20%), which will be fully funded through an award from MnDOT’s IIJA Discretionary Match Program.

Board approval is requested to authorize execution of the federal grant agreement so work on the Action Plan may proceed.

Action Plan development will begin on the Effective Date of Award and extend to 36 months thereafter.

RECOMMENDED BOARD ACTION:

Adopt a resolution authorizing the County Engineer to sign and enter into the awarded Safe Streets and Roads for All Grant Agreement.

Approximate length of presentation:

DEPARTMENT OF TRANSPORTATION

State Aid for Local Transportation
395 John Ireland Blvd., MS 500
St. Paul, MN 55155
Phone: 651-366-3800

January 2, 2025

Tim Bray
Crow Wing County Engineer
16589 County Road 142
Brainerd, MN 56401

In reference to:
Infrastructure Investment and Jobs Act (IIJA) Matching Grant (state funds)
SAP 018-589-001

Dear Mr. Bray,

Thank you for applying for state match funding for a federal IIJA Safe Streets for All Planning discretionary grant. Your application has been approved for up to $50,000.00 in state funds for the engineering/planning phase. Note that these funds will require a grant agreement and eligible costs will be paid on a reimbursable basis only after the grant agreement has been executed. The document at the following link generally outlines the process to access state funds through a grant agreement: State fund grantee user guide (PDF).

This project received direct recipient federal funding from the Federal Highway Administration (FHWA). As such, the federal funds will be administered outside of State Aid. Other important notes include:

1. The State Aid Project number for the state grant funds will be 018-589-001.

2. Only consultant costs will ultimately be eligible for reimbursement. Public agency staff time is not an eligible use of grant funds.

3. Please inform me as soon as possible after the federal funds have been authorized and after the consultant has been selected.

4. After selecting a consultant, your immediate next step will be to work with your District State Aid Engineer to execute a "state funded professional/technical force account agreement." This will document the amount of state IIJA matching funds requested, as well as the consultant scope, schedule, and budget. The force account agreement should be a single pdf that includes the one-page force account form from the State Aid Agreements website (https://www.dot.state.mn.us/stateaid/agreements-info.html) and the consultant proposal or executed consultant contract. When the force account agreement is executed, the district state aid engineer will request that I issue a state IIJA match funding letter.

   I will then review the eligible costs and will issue a state IIJA match funding letter to you. This will include further instructions on process, including links to the appropriate state grant agreement template, instructions for assembling the draft grant agreement, and the sample resolution that must be included in the grant agreement.

Important: only eligible costs incurred after the date of the state IIJA match funding letter will ultimately be eligible for reimbursement, though payment cannot be made until a grant agreement is executed.

Please contact me if you have questions.

Sincerely,

Marc D Briese

Digitally signed by Marc D Briese
Date: 2025.01.02 13:03:11 -06'00'

Marc Briese
State Aid Programs Manager

copy: Angie Tomovic, District 3 State Aid Engineer
Brett Stark, District 3 State Aid Assistant
Kirk Allen, District 3 State Aid Assistant
Cindy Degener, State Aid Finance
Federal Highway Administration Minnesota Division [email to Minnesota.FHWA@dot.gov]
Elisa Bottos, State Aid Project Delivery Engineer
Chris Nobach, State Aid Special Programs and Project Development Engineer
Olga Kruglova, State Aid Programs

To Matt Kallroos from Crow Wing County,

The Crow Wing County Comprehensive Safety Action Plan, for the Notice of Funding Opportunity (NOFO) Fiscal Year (FY) 2024 Safe Streets and Roads for All grant program, was selected for an award of $200,000 in Federal funding. This includes funding to "Develop a new Comprehensive Safety Action Plan." Congratulations!

Key Information and Requirements: This email is not authorization to begin work, and it does not guarantee Federal funding. The United States Department of Transportation (USDOT) and Crow Wing County must establish and execute a signed, mutually agreed upon grant agreement prior to the obligation of award funds.

Immediate Next Steps: USDOT made the public announcements related to the awards on September 5, 2024. See the press release here: https://www.transportation.gov/grants/ss4a/press-releases, and the award recipient list here: https://www.transportation.gov/grants/ss4a/2024-awards. We published a short summary of the proposal from your application on our Safe Streets and Roads for All website as part of the public announcement, pursuant to Section H Part 1 of the Notice of Funding Opportunity (NOFO). If you want to modify what is provided on our website once you see it, please let me know by emailing SS4A@dot.gov. The website link is https://www.transportation.gov/grants/SS4A.

What to Expect in the Next Few Weeks: My colleagues at the Federal Highway Administration (FHWA) are responsible for establishing and executing a SS4A grant agreement with Crow Wing County. You can expect to hear from a FHWA representative with your State's FHWA Division Office in the near future. In the weeks ahead you will receive more information about next steps, including an invitation to a FHWA-sponsored webinar for grant recipients to describe the process leading to an executed grant agreement. The webinar will be recorded for those who are unable to attend. In the meantime, if you have questions about next steps, please direct them to FHWA using the email SS4A.FHWA@dot.gov.

Finally, we ask for your patience as we work diligently toward executing grant agreements so your important safety work may begin. FHWA staff will be working with hundreds of new grant recipients to expeditiously process new grant agreements, and this will take time.

It's exciting to see so many communities on the path to improving roadway safety, and the whole SS4A Program team is passionate about helping you succeed. Thank you for your commitment to roadway safety.

Paul



Paul D. Teicher
Grantor, Safe Streets and Roads for All

1. Federal Award No.
693JJ32640179

2. Effective Date
See No. 16 Below

3. Assistance Listings No.
20.939

4. Award To
Crow Wing County
326 Laurel Street
Brainerd, MN 56401-3585

Unique Entity Id.: FM9SDDFC6KP6
TIN No.: 41-6005785

5. Sponsoring Office
U.S. Department of Transportation
Federal Highway Administration
Office of Safety
1200 New Jersey Avenue, SE
HSSA-1, Mail Drop E71-117
Washington, DC 20590

6. Period of Performance
Effective Date of Award – 36 Months

7. Total Amount

Federal Share:	$200,000
Recipient Share:	$ 50,000
Other Federal Funds:	$ 0
Other Funds:	$ 0
Total:	$250,000

8. Type of Agreement
Grant

9. Authority
Section 24112 of the Infrastructure Investment and Jobs Act (IIJA, Pub. L. 117–58, November 15, 2021)

10. Procurement Request No.
HSA250048PR

11. Federal Funds Obligated
$200,000

12. Submit Payment Requests To
See Article 5.

13. Accounting and Appropriations Data
15X0176E50.0000.055SR50500.5592000000.41010.61006600

14. Description of the Project

This award will be used by Crow Wing County to develop a comprehensive safety action plan.

RECIPIENT

15. Signature of Person Authorized to Sign

_____

Signature Date

Name: Tim Bray

Title: Crow Wing County Engineer

FEDERAL HIGHWAY ADMINISTRATION

16. Signature of Agreement Officer

_____

Signature Date

Name: Ryan Buck

Title: Agreement Officer

U.S. DEPARTMENT OF TRANSPORTATION

GRANT AGREEMENT UNDER THE
FISCAL YEAR 2024 SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM

This agreement is between the United States Department of Transportation's (the "**USDOT**") Federal Highway Administration (the "**FHWA**") and the Crow Wing County (the "**Recipient**").

This agreement reflects the selection of the Recipient to receive a Safe Streets and Roads for All ("**SS4A**") Grant for the Crow Wing County Comprehensive Safety Action Plan.

The parties therefore agree to the following:

ARTICLE 1
GENERAL TERMS AND CONDITIONS

1.1 General Terms and Conditions.

(a) In this agreement, "**General Terms and Conditions**" means the content of the document titled "General Terms and Conditions Under the Fiscal Year 2024 Safe Streets and Roads for All ("SS4A") Grant Program," dated November 4, 2025, which is available at https://www.transportation.gov/grants/ss4a/grant-agreements under "Fiscal Year 2024." Articles 7–33 are in the General Terms and Conditions. The General Terms and Conditions are part of this agreement.

(b) The Recipient acknowledges that it has knowledge of the General Terms and Conditions. Recipient also states that it is required to comply with all applicable Federal laws and regulations including, but not limited to, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200); National Environmental Policy Act (NEPA) (42 U.S.C. § 4321 et seq.); and Build America, Buy America Act (IIJA, div. G §§ 70901-27).

(c) The Recipient acknowledges that the General Terms and Conditions impose obligations on the Recipient and that the Recipient's non-compliance with the General Terms and Conditions may result in remedial action, termination of the SS4A Grant, disallowing costs incurred for the Project, requiring the Recipient to refund to the FHWA the SS4A Grant, and reporting the non-compliance in the Federal-government-wide integrity and performance system.

ARTICLE 2
APPLICATION, PROJECT, AND AWARD

2.1 Application.

Application Title: Crow Wing County Comprehensive Safety Action Plan

Application Date: 05/16/2024

2.2 Award Amount.

SS4A Grant Amount: $200,000

2.3 Federal Obligation Information.

Federal Obligation Type: Single

2.4 Budget Period.

Budget Period: See Block 6 of Page 1

2.5 Grant Designation.

Designation: Planning and Demonstration

ARTICLE 3
SUMMARY PROJECT INFORMATION

3.1 Summary of Project's Statement of Work.

The project will be completed in one phase as follows:

The Comprehensive Safety Action Plan will be aimed at preventing roadway fatalities and serious injuries. The Plan will include safety planning, infrastructure, behavioral, and operational initiatives to prevent roadway fatalities and serious injuries. The County's goal is to develop a Plan that creates a culture of safety through collaboration and recognition by residents that everyone has a role and responsibility. The Action Plan will also include all the components required by the SS4A Notice of Funding Opportunity (NOFO). These include leadership and goal setting, planning structure, safety analysis, engagement and collaboration, equitable investment, policy and process changes, strategy and project selections, and lastly, progress and transparency.

Within the Plan, the County will adopt FHWA's Safe System Approach, aiming to reduce serious injury and fatal crashes by designing and operating roadways in a manner that anticipates human errors and accommodates human injury tolerances. This approach differs from conventional safety practices by being human-centered: seeking safety through a more aggressive use of vehicle or roadway design and operational changes rather than relying primarily on behavioral changes. By incorporating the principles of the Safe System Approach the County will be able to address the needs of the community while prioritizing the most vulnerable transportation users and disadvantage population.

3.2 Project's Estimated Schedule.

Action Plan Schedule

Milestone	Schedule Date
Planned Final Plan Publicly Available Date:	1/1/2028
Planned SS4A Final Report Date:	3/1/2028

3.3 Project's Estimated Costs.

(a) Eligible Project Costs

Eligible Project Costs	
SS4A Grant Amount:	$200,000
Other Federal Funds:	$0
State Funds:	$0
Local Funds:	$50,000
In-Kind Match:	$0
Other Funds:	$0
Total Eligible Project Cost:	$250,000

(b) Reserved

(c) Indirect Costs

Indirect costs are allowable under this Agreement in accordance with 2 CFR part 200 and the Recipient's approved Budget Application. In the event the Recipient's indirect cost rate changes, the Recipient will notify FHWA of the planned adjustment and provide supporting documentation for such adjustment. This Indirect Cost provision does not operate to waive the limitations on Federal funding provided in this document. The Recipient's indirect costs are allowable only insofar as they do not cause the Recipient to exceed the total obligated funding.

ARTICLE 4
CONTACT INFORMATION

4.1 Recipient Contact(s).

Matt Kallroos
Transportation Planner
Crow Wing County
16589 County Road 142, Brainerd, MN 56401
763-486-8637
matt.kallroos@crowwing.gov

4.2 Recipient Key Personnel.

Name	Title or Position
Tim Bray	County Engineer
Rob Hall	Assistant County Engineer
Steve Stroschein	Engineering Manager
Matt Kallroos	Transportation Planner

4.3 USDOT Project Contact(s).

Safe Streets and Roads for All Program Manager
Federal Highway Administration
Office of Safety
HSSA-1, Mail Stop: E71-117
1200 New Jersey Avenue, S.E.
Washington, DC 20590
202-366-2822
SS4A.FHWA@dot.gov

and

Agreement Officer (AO)
Federal Highway Administration
Office of Acquisition and Grants Management
HCFA-42, Mail Stop E62-310
1200 New Jersey Avenue, S.E.
Washington, DC 20590
202-493-2402
HCFASS4A@dot.gov

and

Division Administrator –Minnesota
Agreement Officer's Representative (AOR)
FHWA Minnesota Division
180 East Fifth Street, Suite 930
St. Paul, MN 55101
651-291-6100
minnesota.fhwa@dot.gov

and

Scott Mareck
FHWA Minnesota Division Office Lead Point of Contact
Technical Services Team Leader
180 East Fifth Street, Suite 930
St. Paul, MN 55101
651-421-8083
scott.mareck@dot.gov

ARTICLE 5
USDOT ADMINISTRATIVE INFORMATION

5.1 Office for Subaward and Contract Authorization.

USDOT Office for Subaward and Contract Authorization: FHWA Office of Acquisition and Grants Management

SUBAWARDS AND CONTRACTS APPROVAL

Note: See 2 CFR § 200.331, Subrecipient and contractor determinations, for definitions of subrecipient (who is awarded a subaward) versus contractor (who is awarded a contract).

Note: Recipients with a procurement system deemed approved and accepted by the Government or by the Agreement Officer (the "AO") are exempt from the requirements of this clause. See 2 CFR 200.317 through 200.327.

In accordance with 2 CFR 200.308(f)(6), the recipient or subrecipient shall obtain prior written approval from the USDOT agreement officer for the subaward, if the subaward activities were not proposed in the application or approved in the Federal award. This provision is in accordance with 2 CFR 200.308 (f) (6) and does not apply to procurement transactions for goods and services. Approval will be issued through written notification from the AO or a formal amendment to the Agreement.

The following subawards and contracts are currently approved under the Agreement by the AO. This list does not include supplies, material, equipment, or general support services which are exempt from the pre-approval requirements of this clause.

5.2 Reimbursement Requests

(a) The Recipient may request reimbursement of costs incurred within the budget period of this agreement if those costs do not exceed the amount of funds obligated and are allowable under the applicable cost provisions of 2 C.F.R. Part 200, Subpart E. The Recipient shall not request reimbursement more frequently than monthly.

(b) The Recipient shall use the DELPHI iSupplier System to submit requests for reimbursement to the payment office. When requesting reimbursement of costs incurred or credit for cost share incurred, the Recipient shall electronically submit supporting cost detail with the SF-270 (Request for Advance or Reimbursement) or SF-271 (Outlay Report and Request for Reimbursement for Construction Programs) to clearly document all costs incurred.

(c) The Recipient's supporting cost detail shall include a detailed breakout of all costs incurred, including direct labor, indirect costs, other direct costs, travel, etc., and the Recipient shall identify the Federal share and the Recipient's share of costs. If the Recipient does not provide sufficient detail in a request for reimbursement, the Agreement Officer's Representative (the "AOR") may withhold processing that request until the Recipient provides sufficient detail.

(d) The USDOT shall not reimburse costs unless the AOR reviews and approves the costs to ensure that progress on this agreement is sufficient to substantiate payment.

(e) In the rare instance the Recipient is unable to receive electronic funds transfers (EFT), payment by EFT would impose a hardship on the Recipient because of their inability to manage an account at a financial institution, and/or the Recipient is unable to use the DELPHI iSupplier System to submit their requests for disbursement, the FHWA may waive the requirement that the Recipient use the DELPHI iSupplier System. The Recipient shall contact the Division Office Lead Point of Contact for instructions on and requirements related to pursuing a waiver.

(f) The requirements set forth in these terms and conditions supersede previous financial invoicing requirements for Recipients.

ARTICLE 6
SPECIAL GRANT TERMS

6.1 SS4A funds must be expended within five years after the grant agreement is executed and DOT obligates the funds, which is the budget period end date in section 10.3 of the Terms and Conditions and section 2.4 in this agreement.

6.2 The Recipient demonstrates compliance with civil rights obligations and nondiscrimination laws, including Titles VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, and accompanying regulations. Recipients of Federal transportation funding will also be required to comply fully with regulations and guidance for the ADA, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and all other civil rights requirements.

6.3 SS4A Funds will be allocated to the Recipient and made available to the Recipient in accordance with FHWA procedures.

6.4 The Recipient of a Planning and Demonstration Grant acknowledges that the Action Plan will be made publicly available and agrees that it will publish the final Action Plan on a publicly available website.

6.5 There are no other special grant requirements.

ATTACHMENT A
PERFORMANCE MEASUREMENT INFORMATION

Study Area: Crow Wing County, MN

Table 1: Performance Measure Table

Measure	Category and Description	Measurement Frequency and Reporting Deadline
Costs	Project Costs: Quantification of the cost of each eligible project carried out using the grant	Within 120 days after the end of the period of performance
Lessons Learned and Recommendations	Lessons Learned and Recommendations: Description of lessons learned and any recommendations relating to future projects or strategies to prevent death and serious injury on roads and streets.	Within 120 days after the end of the period of performance

ATTACHMENT B
CHANGES FROM APPLICATION

Describe all material differences between the scope, schedule, and budget described in the application and the scope, schedule, and budget described in Article 3. The purpose of Attachment B is to clearly and accurately document any differences in scope, schedule, and budget to establish the parties' knowledge and acceptance of those differences. See Article 11 for the Statement of Work, Schedule, and Budget Changes. If there are no changes, please insert "N/A" after "Scope," "Schedule," or "Budget." If there are changes to the budget, please complete the table below. Otherwise, leave the table below blank.

Scope: The submitted grant application indicated the recipient would utilize a consultant to complete the plan. The recipient has decided to utilize a consultant to complete a majority of the plan, with Crow Wing County staff providing support and completing select portions internally. County staff will remain involved throughout the process to ensure coordination, data support, and alignment with local objectives.

Schedule: The original application listed a Period of Performance of 12 months (10/01/2024 through 10/01/2025). To ensure alignment with the final award date and to make full use of the authorized period of performance, the schedule has been adjusted to begin on the Effective Date of Award and extend to 36 months thereafter. This modification ensures consistency with administrative requirements while preserving the intended scope and deliverables of the project.

Budget: N/A

The table below provides a summary comparison of the project budget.

	Application		**Section 3.3**	
Fund Source	$	%	$	%
Previously Incurred Costs (Non-Eligible Project Costs)				
Federal Funds				
Non-Federal Funds				
Total Previously Incurred Costs				
Future Eligible Project Costs				
SS4AFunds				
Other Federal Funds				
Non-Federal Funds				
Total Future Eligible Project Costs				
Total Project Costs				

ATTACHMENT C
[RESERVED]

ATTACHMENT D
[RESERVED]

ATTACHMENT E
LABOR AND WORK

1. Efforts to Support Good-Paying Jobs and Strong Labor Standards

The Recipient states that rows marked with "X" in the following table are accurate:

X	The Recipient or a project partner promotes robust job creation by supporting good-paying jobs directly related to the project with free and fair choice to join a union. *(Describe robust job creation and identify the good-paying jobs in the supporting narrative below.)*
	The Recipient or a project partner will invest in high-quality workforce training programs such as registered apprenticeship programs to recruit, train, and retain skilled workers, and implement policies such as targeted hiring preferences. *(Describe the training programs in the supporting narrative below.)*
	The Recipient or a project partner will partner with high-quality workforce development programs with supportive services to help train, place, and retain workers in good-paying jobs or registered apprenticeships including through the use of local and economic hiring preferences, linkage agreements with workforce programs, and proactive plans to prevent harassment. *(Describe the supportive services provided to trainees and employees, preferences, and policies in the supporting narrative below.)*
	The Recipient or a project partner will partner and engage with local unions or other worker-based organizations in the development and lifecycle of the project, including through evidence of project labor agreements and/or community benefit agreements. *(Describe the partnership or engagement with unions and/or other worker-based organizations and agreements in the supporting narrative below.)*
	The Recipient or a project partner will partner with communities or community groups to develop workforce strategies. *(Describe the partnership and workforce strategies in the supporting narrative below.)*
	The Recipient or a project partner has taken other actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards. *(Describe those actions in the supporting narrative below.)*
	The Recipient or a project partner has not yet taken actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards but, before beginning construction of the Project, will take relevant actions described in Attachment B. *(Identify the relevant actions from Attachment B in the supporting narrative below.)*
	The Recipient or a project partner has not taken actions related to the Project to improve good-paying jobs and strong labor standards and will not take those actions under this award.

2. Supporting Narrative.

The project will support good paying jobs by completing this project with internal staffing at Crow Wing County. The engineering staff that will be assisting in the project are already part of a labor union that incorporate strong labor standards. If consultant services are deemed necessary, they will be competitively bid, leading to good paying jobs. Upon completion of this plan and when implementation grants are pursued, a competitive bidding process will take place and lead to the support of good paying jobs for the recipient of that contract.

ATTACHMENT F
CRITICAL SECURITY INFRASTRUCTURE AND RESILIENCE

1. Efforts to strengthen the Security and Resilience of Critical Infrastructure against both Physical and Cyber Threats.

The Recipient states that rows marked with "X" in the following table are accurate:

	The Recipient demonstrates, prior to the signing of this agreement, effort to consider and address physical and cyber security risks relevant to the transportation mode and type and scale of the activities.
	The Recipient appropriately considered and addressed physical and cyber security and resilience in the planning, design and oversight of the project, as determined by the Department and the Department of Homeland Security.
	The Recipient complies with 2 CFR 200.216 and the prohibition on certain telecommunications and video surveillance services or equipment.

2. Supporting Narrative.

N/A. This grant will not fund the purchase of Information and/or Operational Technology.

ATTACHMENT G
[RESERVED]

BOARD OF COUNTY COMMISSIONERS
Crow Wing County, Minnesota

DATE: **Resolution:**
OFFERED BY COMMISSIONERS: and
AYES: NAYS:

RESOLUTION AUTHORIZING EXECUTION OF THE SAFE STREETS AND ROADS FOR ALL (SS4A) GRANT AGREEMENT

WHEREAS, the Infrastructure Investment and Jobs Act (IIJA) established the Safe Streets and Roads for All (SS4A) discretionary grant program to support local initiatives aimed at preventing roadway fatalities and serious injuries; and

WHEREAS, Crow Wing County applied for funding through the U.S. Department of Transportation (USDOT) and Federal Highway Administrations (FHWA) Safe Streets and Roads for All (SS4A) Grant Program to develop a Comprehensive Safety Action Plan; and

WHEREAS, the Safety Action Plan will identify projects, strategies, and prioritized actions to reduce roadway fatalities and serious injuries throughout Crow Wing County; and

WHEREAS, the Safety action plan will set an eventual goal of zero roadway deaths and serious injuries on our region's roadways and create healthy, safe, equitable mobility for all, and

WHEREAS, a Safety Action Plan will allow for the County to center efforts around the people most impacted by traffic crashes and, upon plan adoption, would make counties and municipalities eligible to apply for Implementation Grant funds through the Safe Streets and Road for All discretionary grant program.

WHEREAS, Crow Wing County has been awarded an SS4A grant in the amount of $200,000 for the development of a Comprehensive Safety Action Plan that will include data-driven safety analysis, public and stakeholder engagement, identification of high-risk roadway locations, and prioritized strategies to improve transportation safety throughout the County; and

WHEREAS, the SS4A grant requires a local match in the amount of $50,000; and

WHEREAS, Crow Wing County has been awarded funding through the Minnesota Department of Transportation (MnDOT) IIJA Discretionary Match Program in the amount of $50,000 to satisfy the required local match for the SS4A grant; and

WHEREAS, the requested twenty-five million dollars would support additional planning activities, environmental documentation, right-of-way acquisition, engineering, and construction necessary to advance the project; and

WHEREAS, acceptance of this grant requires execution of a formal grant agreement with the U.S Department of Transportation and Federal Highway Administration; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Crow Wing County, Minnesota accepts the Safe Streets and Roads for All (SS4A) grant award from the U.S. Department of Transportation and Federal Highway Administration in the amount of $200,000 and authorizes the County Engineer to sign and execute the SS4A grant agreement.

STATE OF MINNESOTA)
COUNTY OF CROW WING) ss

I, Deborah A. Erickson, County Administrator, Crow Wing County, Minnesota, hereby certify that I have compared the foregoing copy of the resolution of the county board of said county with the original record thereof on file in the Administration Office, Crow Wing County, Minnesota, as stated in the minutes of the proceedings of said board at a meeting duly held on < >, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting.

Witness my hand and seal this <X day of X, 20XX>.

_____

DEBORAH A. ERICKSON
COUNTY ADMINISTRATOR

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, February 24, 2026

Highway and Engineering	Timothy Bray
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Issue Request for Proposals for Comprehensive Safety Action Plan

PREVIOUS ACTION:
5/14/24 – Authorized Application for $200,000 Federal SS4A Grant

COMMENTS:

On September 9, 2024, Crow Wing County was awarded a $200,000 federal Safe Streets and Roads for All (SS4A) grant to develop a Comprehensive Safety Action Plan. The County subsequently applied for and was awarded $50,000 on January 2, 2025, through the State's Infrastructure Investment and Jobs Act (IIJA) Matching Grant Program to cover the required 20 percent local match. This brought the total funding for development of the plan to $250,000 and reduced the County's required financial contribution to zero.

The Comprehensive Safety Action Plan will evaluate the County's transportation network, identify locations with a history of crashes, and prioritize practical solutions to reduce serious injuries and fatalities. In addition to analyzing existing crash patterns, the plan will proactively assess roadway segments and intersections where systemic risk factors are present, even if crashes have not yet occurred. This forward-looking approach is intended to prevent serious and fatal crashes before they happen. While the plan will position the County to compete for future federal implementation funding, its primary purpose is to improve safety for residents, visitors, and all roadway users.

The plan will serve as an update to the County's existing Road Safety Plan, which has supported identification of safety needs and competitive grant applications. The City of Crosslake was also awarded $250,000 through a combination of federal SS4A funds and a state IIJA match to complete a bicycle, pedestrian, and non-motorized safety study covering the northern two-thirds of the County. Crosslake has retained its own consultant for that effort. While separate projects, the two studies are intended to complement one another through coordination and alignment of safety priorities.

Issuing a Request for Proposals (RFP) will allow the County to competitively select a qualified consultant to guide the County through its portion of this process and deliver a coordinated, data-driven plan focused on reducing serious and fatal crashes.

RECOMMENDED BOARD ACTION:

Authorize and direct the County Engineer to solicit proposals from qualified engineering and planning consultants to develop a Comprehensive Safety Action Plan utilizing the combined $250,000 in federal SS4A and state IIJA matching grant funds in order to advance proactive, data-driven strategies to reduce serious and fatal crashes.

Approximate length of presentation:

REQUEST FOR PROPOSALS (RFP)

FOR

PROJECT COORDINATION, SYSTEMIC SAFETY ANALYSIS, HIGH INJURY NETWORK IDENTIFICATION, MULTIMODAL SAFETY ASSESSMENT, PUBLIC ENGAGEMENT, COUNTERMEASURE DEVELOPMENT AND PRIORITIZATION, PLAN ADOPTION AND IMPLEMENTATION

FOR

SAP 018-589-001

CROW WING COUNTY SAFE STREETS FOR ALL (SS4A) SAFETY ACTION PLAN

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CONTENTS:

1. PROJECT INFORMATION
2. FEDERAL REQUIREMENTS AND COMPLIANCE
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5. PROPOSAL CONTENT REQUIREMENTS
6. EVALUATION CRITERIA
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APPENDIX A – SS4A SELF-CERTIFICATION ELIGIBILITY REQUIREMENTS
APPENDIX B - KEY CONTRACT TERMS AND CONDITIONS

Timothy V. Bray, P.E.
County Engineer
Highway Department
16589 County Road 142
Brainerd, MN 56401
Office: (218) 824-1110
www.crowwing.us

1. PROJECT INFORMATION

Project Overview

Crow Wing County (CWC) is seeking professional engineering and planning services to develop a Comprehensive Safety Action Plan (SAP) under the federal Safe Streets and Roads for All (SS4A) program. The purpose of this effort is to establish a data-driven, multimodal, systemwide safety framework that reduces fatal and serious injury crashes across the transportation network within Crow Wing County through the identification of crash trends, contributing factors, and systemic risk conditions that impact user safety.

The Safety Action Plan will evaluate safety conditions on the County State Aid Highway (CSAH), County Road (CR), and State Trunk Highway systems, while also considering local city and township roadways that materially interact with or influence the safety performance of the county and state systems. Where appropriate, the analysis shall also include local roadway segments and intersections that do not directly connect to the state or county system but demonstrate identifiable safety risk based on established screening criteria. The plan will incorporate Safe System principles and address the safety of all roadway users, including motorists, freight, pedestrians, bicyclists, and other vulnerable users, with particular attention to roadway characteristics and contextual factors that elevate crash risk.

While the intent of this plan is comprehensive, it is not expected that every local intersection in the county be studied individually. Instead, the consultant shall develop objective screening and prioritization criteria to identify segments and intersections that warrant detailed analysis.

The City of Crosslake has been awarded a separate SS4A grant to develop a Safety Action Plan focused primarily on vulnerable roadway users and has retained an engineering and planning consultant to lead that effort. The consultant selected by Crow Wing County shall actively coordinate with the City of Crosslake and its consultant to ensure that methodologies, data analysis, public engagement, and recommendations are aligned and complementary. Coordination shall include data sharing and collaboration on overlapping corridors or user groups to strengthen safety outcomes across jurisdictions.

While the primary objective of both efforts is to improve safety for all system users, alignment between the plans will also position the County and its partners to pursue future implementation funding that advances identified safety priorities.

The resulting Safety Action Plan will provide a clear and coordinated framework for improving roadway safety across Crow Wing County and supporting informed, long-term safety investment decisions.

Project Purpose

The purpose of this project is to develop a Comprehensive Safety Action Plan that identifies and addresses the underlying conditions contributing to fatal and serious injury crashes across Crow Wing County's transportation system. The plan will apply Safe System principles to evaluate roadway design, traffic operations, land use context, multimodal activity, and other factors that influence safety outcomes.

Through objective network screening and systemic analysis, the plan will identify high-risk locations as well as roadway types and characteristics associated with elevated crash risk. The Safety Action Plan will

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establish measurable safety goals, prioritize evidence-based strategies, and provide a structured implementation framework to guide coordinated safety improvements by the County and its municipal partners.

Project Need

Crow Wing County's transportation system serves a diverse range of travel contexts, including rural highways, high-speed arterial corridors, regional freight routes, recreational travel corridors, urbanized areas, and locally connected city and township roadways. Safety challenges vary across these environments and are influenced by roadway design, traffic volumes, speeds, access density, seasonal travel patterns, and user mix.

Crash experience within the County reflects both site-specific issues and broader systemic risk factors. Reliance solely on reactive improvements at high-crash locations limits the ability to proactively reduce severe crashes across the network. A comprehensive, systemwide approach is needed to identify roadway conditions and risk characteristics that contribute to severe outcomes, including those not yet reflected in concentrated crash patterns.

In addition, transportation safety responsibilities are shared among county, state, city, and township jurisdictions. Without a coordinated Safety Action Plan, safety strategies may be inconsistent or fragmented across the network. Development of this plan will provide a unified framework for identifying risk, prioritizing improvements, and advancing safety investments that benefit all roadway users. The plan will also ensure continued eligibility for state and federal implementation funding that supports identified safety priorities.

2. FEDERAL REQUIREMENTS AND COMPLIENCE

This project is funded in whole or in part by federal funds under the U.S. Department of Transportation Safe Streets and Roads for All (SS4A) program. The selected consultant shall comply with all applicable federal laws, regulations, and requirements associated with the use of federal funds.

The Comprehensive Safety Action Plan must satisfy all SS4A eligibility requirements, including those identified in Appendix A – SS4A Self-Certification Eligibility Requirements. Appendix A establishes the consultant responsibilities necessary to ensure Crow Wing County's eligibility for future SS4A implementation funding.

At a minimum, the consultant shall comply with applicable provisions of 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), including required contract provisions identified in Appendix II to Part 200.

The consultant shall comply with all applicable federal civil rights and nondiscrimination requirements, including but not limited to Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and related U.S. DOT regulations.

The consultant shall certify that it is not debarred or suspended from participation in federally funded contracts and shall comply with applicable lobbying restrictions and disclosure requirements. If applicable, the consultant shall maintain active registration in the System for Award Management (SAM) and comply with all federal reporting and documentation requirements.

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All applicable federal requirements and contractual provisions required under federal law will be incorporated into the final agreement.

3. SCOPE OF SERVICES AND DELIVERABLES

The selected consultant shall provide professional engineering and planning services necessary to prepare a Comprehensive Safety Action Plan consistent with SS4A requirements, the Purpose and Need identified in this RFP, and all elements required to satisfy SS4A Self-Certification eligibility standards.

Task 1 – Project Management and Interagency Coordination

This task establishes the governance structure, coordination framework, and documentation procedures necessary to guide development of the Comprehensive Safety Action Plan. It ensures meaningful involvement of technical staff and key safety stakeholders throughout the planning process.

Scope

- Prepare Project Management Plan including scope, schedule, communication, and quality control
- Develop detailed project schedule with milestones and review points
- Facilitate Crow Wing County SS4A Task Force meetings
- Coordinate with MnDOT, adjacent jurisdictions, and City of Crosslake
- Document meetings, stakeholder coordination, and project communications

Deliverables

- Project Management Plan and detailed schedule
- Task Force roster
- Meeting agendas and minutes
- Coordination documentation

Task 2 – Data Collection and Existing Conditions Assessment

This task provides the technical foundation for the Safety Action Plan through comprehensive data collection and analysis. It documents existing safety conditions, crash trends, severity patterns, and roadway characteristics associated with elevated systemic safety risk.

Scope

- Compile and analyze 5–10 years of crash data emphasizing fatal and serious injuries
- Conduct severity, crash type, exposure-based rate, and trend analysis
- Evaluate traffic volumes, roadway characteristics, speeds, access, and context
- Assess multimodal facilities, freight routes, and land use conditions
- Document systemic safety risk patterns and contributing factors

Deliverables

- Existing Conditions Technical Memorandum
- Crash summary tables and severity analysis

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- Exposure-based rate analysis
- GIS crash mapping files
- Editable supporting data

Task 3 – Systemic Risk Assessment and Network Screening

This task establishes a transparent and defensible framework for identifying high-risk locations and systemic roadway conditions associated with fatal and serious injury crashes. Both location-based and network-wide analyses will inform prioritization.

Scope

- Develop objective screening methodology for high-risk locations and roadway types
- Conduct hotspot and systemic network screening analyses
- Identify and map High Injury Network (HIN)
- Define emphasis areas including roadway departure, intersection, speed, multimodal, and heavy vehicle
- Ensure methodology is transparent, data-supported, and replicable

Deliverables

- Network Screening and Systemic Risk Assessment Memorandum
- High Injury Network (HIN) map and GIS files
- Screening criteria and methodology documentation
- Prioritized list of high-risk locations and systemic emphasis areas

Task 4 – Multimodal and Vulnerable User Safety Evaluation

This task evaluates safety conditions, exposure risks, and infrastructure gaps affecting pedestrians, bicyclists, and other vulnerable roadway users. Findings will integrate with the systemic risk screening process to ensure multimodal safety is fully reflected in plan recommendations.

Scope

- Analyze pedestrian and bicycle crash trends and severity
- Identify high-risk crossings and multimodal conflict areas
- Evaluate speed compatibility and facility gaps
- Assess school routes, activity centers, rural shoulders, and freight conflicts
- Coordinate with City of Crosslake to ensure consistency and integration

Deliverables

- Multimodal and Vulnerable User Safety Memorandum
- Priority corridor and crossing location mapping
- Crosslake coordination documentation
- Supporting GIS files

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Task 5 – Public and Stakeholder Engagement

This task ensures structured and meaningful engagement with residents, stakeholders, and partner agencies to inform identification of safety concerns and systemic risk conditions. Public input will complement technical analysis and support development of implementable safety strategies.

Scope

- Prepare and implement Public Engagement Plan
- Conduct two in-person public meetings (north and south County)
- Provide online engagement platform with interactive mapping tool
- Coordinate outreach with stakeholders including law enforcement, EMS, schools, freight, and local officials
- Document input and integrate findings into risk assessment and prioritization

Deliverables

- Public Engagement Plan
- Meeting documentation and comment summaries
- Interactive mapping summary
- Public Engagement Summary Report

Task 6 – Countermeasure Identification

This task identifies evidence-based safety countermeasures and strategies to address high-risk locations and systemic risk factors identified through analysis. Recommendations will align with Safe System principles and focus on reducing fatal and serious injury crashes.

Scope

- Identify evidence-based countermeasures consistent with Safe System principles
- Develop location-specific recommendations for high-risk corridors and intersections
- Identify systemic treatments applicable across roadway types
- Recommend multimodal and non-infrastructure strategies
- Provide concept-level exhibits for highest-priority projects

Deliverables

- Comprehensive list of recommended strategies and projects
- Concept-level exhibits for top priority projects
- Documentation of expected safety impact

Task 7 – Prioritization Framework

This task establishes a structured and defensible prioritization methodology to rank recommended strategies and projects. The framework will support transparent decision-making and future funding applications.

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Scope

- Develop formal scoring matrix emphasizing reduction of fatal and serious injuries
- Incorporate systemic risk, feasibility, cost-effectiveness, and equity factors
- Apply numeric scoring system to recommended projects
- Convert results into clear priority tiers
- Document transparent and replicable methodology

Deliverables

- Prioritization methodology documentation
- Numeric scoring results
- Tiered priority list
- Public-facing summary graphics

Task 8 – Implementation, Monitoring, and Plan Adoption

This task defines the governance structure, performance monitoring approach, and formal adoption process necessary to implement and sustain the Comprehensive Safety Action Plan. Final materials will support formal adoption by the Crow Wing County Board.

Scope

- Develop Implementation and Monitoring Framework with defined performance targets
- Identify responsible agencies and reporting structure
- Establish monitoring metrics and update process
- Prepare adoption-ready materials and presentation content
- Support County Board adoption process

Deliverables

- Implementation and Monitoring Framework chapter
- Performance metrics and reporting template
- County Board presentation materials
- Draft adoption resolution

4. PROJECT TIMELINES AND MILESTONES

Crow Wing County anticipates that the Comprehensive Safety Action Plan will be completed within eighteen (18) months from Notice to Proceed.

Proposers shall develop and submit a detailed project schedule as part of their proposal. The proposed schedule shall include key tasks, milestone deliverables, public engagement activities, coordination points, and anticipated review periods.

The selected consultant shall refine and finalize the project schedule upon contract execution. The finalized schedule shall be incorporated into the Project Management Plan and shall not exceed eighteen (18) months in duration unless otherwise approved in writing by Crow Wing County.

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At a minimum, the schedule shall identify major milestones, which may include:

- Project kickoff meeting date
- Public Engagement Events (north and south County)
- SS4A Task Force meeting dates
- Completion of Existing Conditions and Data Analysis
- Completion of Systemic Risk Assessment and Network Screening
- Draft Countermeasure and Prioritization Development
- Release Date of Draft Safety Action Plan
- Proposed County Board workshop presentation date
- Proposed County Board adoption date

Crow Wing County retains the authority to adjust milestone timing as necessary to accommodate Board schedules and coordination requirements.

5. PROPOSAL CONTENT REQUIREMENTS

Proposals shall be clear, concise, and directly responsive to the Scope of Services and Deliverables. Proposals shall be organized to correspond with the Evaluation Criteria identified in this RFP. The total proposal shall not exceed twenty (20) pages, including appendices, resumes, graphics, and supplemental materials. Covers, dividers, and required forms do not count toward the page limit. Proposals must clearly identify any exceptions to RFP requirements, proposed contract modifications, or scope additions. Crow Wing County reserves the right to request clarification of any proposal, including cost information, during the evaluation process.

At a minimum, proposals must include the following components:

Cover Letter

- Signed by an authorized representative of the firm
- Statement of interest and commitment to complete the project
- Confirmation of ability to complete the project within eighteen (18) months

Understanding of the Project

- Understanding of SS4A purpose, systemic risk reduction, and fatal and serious injury objectives
- Crash data analysis, systemic risk assessment, High Injury Network, and countermeasure approach
- Multimodal and vulnerable user evaluation methodology
- Public engagement strategy including interactive mapping and Crosslake coordination
- Prioritization framework, implementation strategy, monitoring, and County Board adoption

Technical Approach and Methodology

- Identification of Project Manager and key personnel with defined roles
- Experience preparing SS4A or comparable safety action plans
- Expertise in systemic safety analysis and rural or mixed urban–rural systems

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- Relevant project examples demonstrating similar scope and complexity

Project Team and Relevant Experience

- Task-based work plan aligned with the Scope of Services
- Project schedule not exceeding eighteen (18) months
- Major milestones, coordination points, and adoption steps

Cost Proposal

- Total proposed not-to-exceed cost with task-based breakdown
- Level of effort by staff classification and supporting assumptions
- Description of proposed value-added services or scope enhancements

6. EVALUATION CRITERIA

Selection of the Consultant will be based on the overall quality and value of services provided. All proposals will be evaluated on a 100-point scale using the criteria identified below. In reviewing proposals, Crow Wing County will assess demonstrated understanding of the project, technical soundness and defensibility of the proposed approach, qualifications and experience of the Project Manager and team, quality and feasibility of the work plan and schedule, and overall cost reasonableness and value. Experience of the Project Manager and key team members on similar SS4A or comparable safety planning projects will significantly influence scoring. Crow Wing County will not automatically award a contract to the respondent with the lowest overall cost. The County reserves the right to determine the relative strengths and weaknesses of proposals and to select the firm that provides the best overall value. The County further reserves the right to interview any, all, or none of the respondents at its discretion. If conducted, interviews will be held at the Crow Wing County Highway Department.

Demonstrated Understanding of Project Scope and Objectives – 20%

Evaluation will consider the proposer's demonstrated understanding of the purpose and intent of developing a Comprehensive SS4A Safety Action Plan, including:

- Reduction of fatal and serious injury crashes through systemic approaches
- Multimodal and vulnerable user safety considerations
- Interagency coordination and governance requirements
- Transparent prioritization and formal plan adoption
- Clear articulation of the County's objectives, context, and desired outcomes

Quality and Technical Merit of the Proposal, Project Approach, Methodology, and Use of Technology/Innovation – 20%

- Approach to developing a plan fully compliant with SS4A eligibility requirements
- Crash data analysis and systemic risk assessment methodology
- High Injury Network identification and evaluation framework
- Structure and defensibility of the prioritization process

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- Public engagement strategies and communication tools
- Use of GIS, data analytics, and relevant technologies

Experience and Qualifications of the Project Manager and Team Members – 20%

- Experience preparing SS4A-compliant Safety Action Plans or similar safety studies
- Expertise in systemic safety analysis and fatal and serious injury reduction strategies
- Experience working in rural and mixed urban–rural transportation systems
- Qualifications and defined roles of key personnel
- Leadership capability and demonstrated experience of the proposed Project Manager

Quality of the Work Plan and Project Schedule – 20%

- Clarity and logical sequencing of tasks
- Alignment with the Scope of Services and Deliverables
- Feasibility of completion within the 18-month timeframe
- Identification of major milestones and review points
- Clear path from analysis through formal County Board adoption

Overall Not-to-Exceed Cost – 20%

- Total proposed not-to-exceed cost
- Cost breakdown by task
- Alignment between level of effort and project scope
- Reasonableness and transparency of assumptions
- Overall value to Crow Wing County

7. PROPOSAL SUBMISSION DEADLINE AND INQUIRIES

By submitting a proposal, the respondent acknowledges that this project is funded in whole or in part by federal funds under the SS4A program and agrees to comply with all applicable federal requirements.

Respondents shall submit five (5) hard copies and one (1) electronic copy of the proposal no later than **3:00 PM CST on Friday, April 20, 2026**. Each proposal must be signed by a duly authorized representative of the firm. Proposals received after the stated deadline will not be considered. All proposals and related inquiries shall be delivered or directed to:

Timothy Bray, PE
Crow Wing County Engineer
16589 County Road 142
Brainerd, MN 56401
(218)-824-1110
tim.bray@crowwing.gov

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8. ADDENDA AND COUNTY RIGHTS

Addenda

Crow Wing County reserves the right to revise, clarify, or supplement this RFP at any time prior to the proposal due date. Any revisions or additional information will be issued in the form of written addenda, which shall become part of this RFP and binding upon all respondents.

Respondents are responsible for monitoring the County's designated distribution method for addenda and for incorporating all issued addenda into their proposals. Failure to acknowledge or incorporate addenda may result in disqualification.

County Rights

Crow Wing County reserves the right to reject any or all proposals, to waive informalities or minor irregularities, to request clarification or additional information, and to conduct discussions or negotiations with one or more respondents as determined to be in the best interest of the County.

Issuance of this RFP does not obligate the County to award a contract. The County reserves the right to cancel this solicitation at any time prior to contract execution if determined to be in the best interest of the County.

The County will not automatically award a contract to the respondent with the lowest overall cost. Selection will be based on the evaluation criteria identified in this RFP and the determination of best overall value to Crow Wing County.

9. PRE-CONTRACT COSTS AND CONTRACT REQUIREMENTS

Pre-Contract Costs

All costs incurred in preparation and submission of a proposal shall be the sole responsibility of the respondent and will not be reimbursed by Crow Wing County. The County assumes no liability for costs incurred in responding to this RFP.

No reimbursement will be made for any costs incurred prior to issuance of a formal written Notice to Proceed executed by authorized County representatives.

Contract Formation and Compensation

Crow Wing County intends to enter into a professional services agreement with the selected respondent for the scope of work identified in this RFP. The agreement will include an itemized, task-based fee schedule with maximum not-to-exceed amounts aligned with Section 3 – Scope of Services and Deliverables.

The final contract will incorporate the selected respondent's proposal, negotiated refinements to scope or schedule, and the County's standard professional services agreement.

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The County reserves the right to negotiate final scope, fee, schedule, and contract terms prior to execution of an agreement. No contractual relationship shall exist until a written agreement is executed by authorized representatives of both parties.

Nothing contained in this RFP shall create any contractual rights or obligations between Crow Wing County and any respondent.

Key contractual terms and conditions are included in Appendix B. Any questions or proposed modifications to these terms must be clearly identified in the respondent's proposal as required under Section 5 – Proposal Content Requirements.

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APPENDIX A

SS4A SELF-CERTIFICATION ELIGIBILITY REQUIREMENTS

Consultant Responsibilities

Introduction

The Safe Streets and Roads for All (SS4A) program requires that a Comprehensive Safety Action Plan meet specific eligibility criteria in order to qualify for future implementation funding. The selected consultant is responsible for leading and supporting Crow Wing County in developing a Comprehensive Safety Action Plan that fully satisfies all SS4A Self-Certification eligibility requirements.

Each required element must be clearly documented, incorporated into the final adopted plan, and presented in a manner sufficient to support future SS4A implementation funding applications.

1. Leadership Commitment and Safety Goal – Consultant Responsibilities

- ☐ Assist Crow Wing County in establishing and documenting a formal commitment to reducing roadway fatalities and serious injuries
- ☐ Develop measurable safety goals focused specifically on fatal and serious injury reduction
- ☐ Prepare documentation suitable for formal adoption by the Crow Wing County Board

2. Planning Structure and Governance – Consultant Responsibilities

- ☐ Identify and document the lead agency and implementation responsibilities
- ☐ Define roles and coordination expectations for partner agencies
- ☐ Develop a governance framework supporting plan implementation and oversight

3. Safety Analysis – Consultant Responsibilities

- ☐ Conduct multi-year crash data analysis (minimum five years recommended)
- ☐ Identify fatal and serious injury crash patterns and contributing factors
- ☐ Perform both location-based hotspot analysis and systemic risk assessment
- ☐ Identify and map a High Injury Network (HIN)
- ☐ Incorporate multimodal and vulnerable user considerations

4. Public and Stakeholder Engagement – Consultant Responsibilities

- ☐ Design and implement a documented public engagement process
- ☐ Coordinate stakeholder and interagency collaboration
- ☐ Conduct targeted outreach to vulnerable or disproportionately impacted populations
- ☐ Document how public input informed plan recommendations

5. Equity Considerations – Consultant Responsibilities

- ☐ Evaluate and document safety impacts on historically underserved communities

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- ☐ Integrate equity considerations into analysis and prioritization
- ☐ Clearly describe the methodology used to assess equity factors

6. Strategy and Countermeasure Identification – Consultant Responsibilities

- ☐ Identify evidence-based safety countermeasures aligned with Safe System principles
- ☐ Develop both infrastructure and non-infrastructure strategies
- ☐ Clearly link recommended strategies to identified safety risks and crash patterns

7. Prioritization Framework – Consultant Responsibilities

- ☐ Develop a transparent and documented prioritization methodology
- ☐ Emphasize reduction of fatal and serious injury crashes in scoring criteria
- ☐ Incorporate feasibility, readiness, and cost-effectiveness considerations
- ☐ Apply a replicable scoring or ranking process

8. Implementation and Monitoring – Consultant Responsibilities

- ☐ Develop defined safety performance measures and measurable targets
- ☐ Identify responsible agencies for implementation
- ☐ Establish a monitoring and reporting framework
- ☐ Recommend a defined schedule and process for plan updates

9. Formal Adoption – Consultant Responsibilities

- ☐ Prepare adoption-ready materials for formal approval by the Crow Wing County Board
- ☐ Provide documentation necessary to support official adoption resolution

Certification Support

The final Comprehensive Safety Action Plan must contain documentation sufficient for Crow Wing County to complete SS4A Self-Certification when applying for future implementation funding.

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APPENDIX B

KEY CONTRACT TERMS AND CONIDTIONS

Key contractual terms and conditions are included in Appendix A. Any questions or proposed modifications to these terms must be clearly identified in the respondent's proposal as required under Section 5 – Proposal Content Requirements.

The Consultant shall obtain and maintain at its own cost and expense for the duration of this contract the insurance set forth below. This insurance shall be primary and not in excess to any other coverage carried by the County. All subcontractors also must comply with these same insurance requirements.

Commercial General Liability Coverage

- $1.5 million each occurrence
- $3 million general aggregate
- $3 million products and completed operations aggregate
- The policy shall be written on an occurrence basis, not a claims-made basis.
- The County will be included as an Additional Insured.
- An excess or umbrella liability policy may be used in conjunction with primary coverage limits to meet the minimum limit requirements.

Auto Liability Coverage

- $1.5 million on a combined single limit basis
- Auto coverage should include any auto, including hired and non-owned.
- The County must be included as an Additional Insured.
- An excess or umbrella liability policy may be used in conjunction with primary coverage limits to meet the minimum limit requirements.
- Note: Auto coverage will be waived only when the Consultant's work under the contract clearly does not involve the use of a vehicle on the County's behalf.
- The policy shall be written on an occurrence basis, not a claims-made basis.

Excess or Umbrella Liability Coverage

- An excess or umbrella liability policy may be used in conjunction with primary coverage limits to meet the minimum limit requirements for each type of coverage.
- The policy shall be written on an occurrence basis, not a claims-made basis.
- The County will be included as an Additional Insured.

Workers' Compensation and Employer's Liability Coverage

- Workers' compensation coverage in compliance with statutory limits per applicable state and federal laws.
    - Employer's liability coverage with minimum limits of:
    - Bodily injury by accident: $500,000 each employee

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- Bodily injury by accident: $1.5 million each accident
- Bodily injury by disease: $500,000 each employee
- Bodily injury by disease: $1.5 million policy limit

Professional Liability Coverage

- Minimum liability limits for independent contractors shall be:
  - $2 million per wrongful act or occurrence
  - $4 million annual aggregate

Consultant shall provide the County with original Certificates of Insurance as evidence of required coverage. These certificates must be provided to the County with the Consultant's bid and/or with the executed contract and prior to commencement of any work under this contract. The full content of the insurance policies shall be available for inspection by the County upon written request.

Coverage must be in force for the complete term of the contract. If insurance expires during the term of the contract, the County must receive a new Certificate of Insurance at least 10 days prior to the expiration date. The new insurance must meet the terms of the original contract.

Consultant must provide a minimum of 30 days' advance notice to the County of any substantial change to or cancellation of any insurance policies. Consultant is responsible for any deductible or self-insured retention contained within Consultant's insurance program.

The County reserves the right to rescind any contract not in compliance with these requirements and retains all rights thereafter to pursue any legal remedies against the Consultant.

The County shall not accept any insurance under which the Consultant or its insurer attempt or purport to avail themselves of any governmental right of immunity available to the County as a municipal corporation pursuant to any common law doctrine, Minnesota Statute §466, or other statutory authority.

Indemnity

Any and all claims that arise, or may arise, on behalf of the Consultant, its agents, servants or employees as a consequence of any act or omission on the part of the Consultant or its agents, servants, or employees engaged in the performance of the Contract shall in no way be the obligation or responsibility of the County. The Consultant shall indemnify and hold harmless the County, its elected officials, officers, employees and volunteers, against any and all liability, loss, costs, damages, expenses, claims or actions, including attorneys' fees which the County, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Consultant, its agents, servants or employees in the execution, performance or failure to adequately perform the Consultant's obligations pursuant to this Contract. This shall include, but is not limited to any and all copyright, trademark, patent or other intellectual real property claims, issues or matters arising out of the Consultant's act or omission, whether the same be negligent, willful or otherwise.

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Assignment of Interest

The parties shall not enter into any subcontract or assignment for the performance of services contemplated under this Contract nor assign any interest in the Contract without prior written consent of all parties and subject to such conditions and provisions as are deemed necessary. Any subcontracting or assigning party shall be responsible for the performance of its subcontractors or assignees unless otherwise agreed.

Nondiscrimination

During the performance of this agreement, Consultant agrees that no person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment rights and, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination. See Exhibit B for federal Title VI requirements.

Separability

The provisions of this Contract shall be deemed severable. If any part of this Contract is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Contract.

Entire Contract

It is understood and agreed that the entire Contract of the parties is contained herein and that this Contract supersedes all oral agreements, promises, discussion, and negotiations between the parties relating to the subject matter hereof as well as any previous contracts presently in effect between the County and Consultant.

Relationship with Others

The Consultant shall cooperate fully with the County, other contractors on adjacent projects, municipalities, local government officials, public utility companies, and others as may be directed by the County. This shall include attendance at meetings, discussions, and hearings as may be requested by the County, furnishing data as may be requested from time to time by the County to affect such cooperation and compliance with all directives issued by the County.

Covenant Against Contingent Fees

The Consultant warrants that it has not employed or retained any company or person other than a bona fide employee working solely for the Consultant to solicit or secure this Contract and that it has not paid or agreed to pay any company or person other than a bona fide employee working solely for the Consultant and any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, the County shall have the right to annul this Contract without liability, or in its discretion, to deduct from the Contract price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gifts or contingent fee.

DRAFT

Laws

The Consultant shall keep themself fully informed of all existing and current regulations of the county, state, and federal laws which in any way limit or control the actions or operations of those engaged upon the work or affecting the materials supplied to or by them. The laws of the State of Minnesota shall govern all questions as to the execution, nature, obligation, instruction, validity, and performance of this Contract. All proceedings related to this Contract shall venue in the County of Crow Wing, State of Minnesota. The Consultant shall at all times observe and comply with all ordinances, laws, and regulations and shall protect and indemnify the County as previously stated in this Contract.

Modifications

The County and Consultant hereby acknowledge that they have read this Contract and affirmatively state and represent that they understand its contents. Further, that the above constitutes the entire agreement by and between the County and Consultant and is binding upon themselves, their heirs, assigns and successors in interest and any alterations, variations, modifications or waivers of the provisions of this Contract shall only be valid when they have been reduced to writing and signed by the authorized representatives of the County and Consultant.

Waiver

Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of this Contract shall not be construed to be a modification of the terms of this Contract unless agreed to in writing.

DRAFT

DEPARTMENT OF TRANSPORTATION

State Aid for Local Transportation
395 John Ireland Blvd., MS 500
St. Paul, MN 55155
Phone: 651-366-3800

January 2, 2025

Tim Bray
Crow Wing County Engineer
16589 County Road 142
Brainerd, MN 56401

In reference to:
Infrastructure Investment and Jobs Act (IIJA) Matching Grant (state funds)
SAP 018-589-001

Dear Mr. Bray,

Thank you for applying for state match funding for a federal IIJA Safe Streets for All Planning discretionary grant. Your application has been approved for up to $50,000.00 in state funds for the engineering/planning phase. Note that these funds will require a grant agreement and eligible costs will be paid on a reimbursable basis only after the grant agreement has been executed. The document at the following link generally outlines the process to access state funds through a grant agreement: State fund grantee user guide (PDF).

This project received direct recipient federal funding from the Federal Highway Administration (FHWA). As such, the federal funds will be administered outside of State Aid. Other important notes include:

1. The State Aid Project number for the state grant funds will be 018-589-001.

2. Only consultant costs will ultimately be eligible for reimbursement. Public agency staff time is not an eligible use of grant funds.

3. Please inform me as soon as possible after the federal funds have been authorized and after the consultant has been selected.

4. After selecting a consultant, your immediate next step will be to work with your District State Aid Engineer to execute a "state funded professional/technical force account agreement." This will document the amount of state IIJA matching funds requested, as well as the consultant scope, schedule, and budget. The force account agreement should be a single pdf that includes the one-page force account form from the State Aid Agreements website (https://www.dot.state.mn.us/stateaid/agreements-info.html) and the consultant proposal or executed consultant contract. When the force account agreement is executed, the district state aid engineer will request that I issue a state IIJA match funding letter.

   I will then review the eligible costs and will issue a state IIJA match funding letter to you. This will include further instructions on process, including links to the appropriate state grant agreement template, instructions for assembling the draft grant agreement, and the sample resolution that must be included in the grant agreement.

Important: only eligible costs incurred after the date of the state IIJA match funding letter will ultimately be eligible for reimbursement, though payment cannot be made until a grant agreement is executed.

Please contact me if you have questions.

Sincerely,

Marc D Briese

Digitally signed by Marc D Briese
Date: 2025.01.02 13:03:11 -06'00'

Marc Briese
State Aid Programs Manager

copy: Angie Tomovic, District 3 State Aid Engineer
Brett Stark, District 3 State Aid Assistant
Kirk Allen, District 3 State Aid Assistant
Cindy Degener, State Aid Finance
Federal Highway Administration Minnesota Division [email to Minnesota.FHWA@dot.gov]
Elisa Bottos, State Aid Project Delivery Engineer
Chris Nobach, State Aid Special Programs and Project Development Engineer
Olga Kruglova, State Aid Programs

To Matt Kallroos from Crow Wing County,

The Crow Wing County Comprehensive Safety Action Plan, for the Notice of Funding Opportunity (NOFO) Fiscal Year (FY) 2024 Safe Streets and Roads for All grant program, was selected for an award of $200,000 in Federal funding. This includes funding to "Develop a new Comprehensive Safety Action Plan." Congratulations!

Key Information and Requirements: This email is not authorization to begin work, and it does not guarantee Federal funding. The United States Department of Transportation (USDOT) and Crow Wing County must establish and execute a signed, mutually agreed upon grant agreement prior to the obligation of award funds.

Immediate Next Steps: USDOT made the public announcements related to the awards on September 5, 2024. See the press release here: https://www.transportation.gov/grants/ss4a/press-releases, and the award recipient list here: https://www.transportation.gov/grants/ss4a/2024-awards. We published a short summary of the proposal from your application on our Safe Streets and Roads for All website as part of the public announcement, pursuant to Section H Part 1 of the Notice of Funding Opportunity (NOFO). If you want to modify what is provided on our website once you see it, please let me know by emailing SS4A@dot.gov. The website link is https://www.transportation.gov/grants/SS4A.

What to Expect in the Next Few Weeks: My colleagues at the Federal Highway Administration (FHWA) are responsible for establishing and executing a SS4A grant agreement with Crow Wing County. You can expect to hear from a FHWA representative with your State's FHWA Division Office in the near future. In the weeks ahead you will receive more information about next steps, including an invitation to a FHWA-sponsored webinar for grant recipients to describe the process leading to an executed grant agreement. The webinar will be recorded for those who are unable to attend. In the meantime, if you have questions about next steps, please direct them to FHWA using the email SS4A.FHWA@dot.gov.

Finally, we ask for your patience as we work diligently toward executing grant agreements so your important safety work may begin. FHWA staff will be working with hundreds of new grant recipients to expeditiously process new grant agreements, and this will take time.

It's exciting to see so many communities on the path to improving roadway safety, and the whole SS4A Program team is passionate about helping you succeed. Thank you for your commitment to roadway safety.

Paul



Paul D. Teicher
Grantor, Safe Streets and Roads for All

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, February 24, 2026

Veteran Services	Erik Flowers
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: 2025 Veteran Service Office Report

PREVIOUS ACTION:
None

COMMENTS:

RECOMMENDED BOARD ACTION:
No Action Needed. VSO will present a report for 2025

Approximate length of presentation: 20 Minutes

Crow Wing County Veteran Services

2025 Year Review



Our Vision: Being Minnesota's favorite place.
Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

Mission Statement

Our mission is to set the standard of excellence in serving our veterans by fostering meaningful relationships, engaging in proactive outreach, providing high-quality claims assistance, and delivering comprehensive education of VA Benefits to our veterans. We are committed to honoring the service and sacrifice of our veterans through unwavering support, advocacy, and dedication to their well-being.

Our Vision: Being Minnesota's favorite place.
Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

Core Values

- **Integrity:** Acting with honesty, transparency, and accountability
- **Excellence:** Setting high standards in every aspect of service delivery.
- **Compassion:** Serving with empathy, respect, and understanding
- **Advocacy:** Championing the needs and rights of veterans and their families.
- **Collaboration:** Building Strong partnerships within the community and beyond.

Our Vision: Being Minnesota's favorite place.
Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

Priorities in 2025

1. Strengthen Relationships with Veterans and Community Partners
    a. Outreaches to Veterans who are underserved based on location, health and transportation.
        i. 57 outreaches to veterans in rural or unable to make it in for transportation barriers or health issues. This helps us observe their needs where they are and identify other resources needs in the community teaming up with Community Services or even expanding VA healthcare with home health care.
        ii. Attended 14 veteran events reaching more than 500 veterans at these events.
        iii. Attending community partners meetings to introduce and educate Veterans Benefits and our role in assisting veterans and their families in the community and how it can impact their organizations.
        iv. Daily interactions with Veterans and providing excellent customer service and claim development.
            i. 234 new veterans in our office in 2025.

Priorities in 2025

2. Deliver High-Quality Claims Assistance with Efficiency and Accuracy

a. Staff development and education on VA Benefits.
   i. National and State Training Conferences and classes
   ii. Client Case reviews and feedback.
   iii. Review all cases for all benefits and eligibilities.
   iv. Mentorship and continuous focus on our mission statement.

b. Research case file, review old denied claims to assure quality of development by past veterans' representatives and decision by the VA.

c. Provide accurate analysis of their claims and benefits, assisting veterans with a blueprint and guide of what they need for a high- quality claim.

d. Submit high quality claims with evidence gathered supporting the claim.

f. Track the claim and review the VA's development and decision they make to assure that the VA was correct in their decision.

g. Follow up with the veteran throughout the claims process as needed and reviewing all decisions of a claim with the veteran to ensure accuracy, and what is needed for appealing the decision if needed.

Priorities in 2025

3. Empowering Veterans Through Comprehensive Education and Resources

Community Events

-Coordinating and partnering with other community resources, organizations and provide education, connection and collaboration to reach veterans. Education of benefits provides a spark for conversation and questions. This leads to empowered veterans understanding what is available out there for them, and we lead them to connect with programs and how to navigate the "system" for education benefits, healthcare etc.

-examples this year:

-Camp Ripley Retirement Conference Spring and Fall

-Community Services meetings, and collaboration with mutual clients.

- Veterans Organization meetings
- County Fair Booth
- Presentations at Lakes Area Habitat for Humanity, Kiwanis Club
- VA Town Hall Meetings at Brainerd VA Clinic

-Radio and Social Media presence

Priorities of 2025

4. **Staff Development: Cultivating Excellence and Leadership**
    - Top Training through the State, and National Levels
        - Constant Changes, Updates are happening often. Networking as well at these trainings are pivotal to making professional connections and getting new perspectives on Veterans Benefits.
    - Outreach and Projects
        - Assigning outreach opportunities to staff for veteran community engagement and tackling projects that are Veteran oriented.
    - Mentorship and case deep dives.
        - Create learning and development where I guide staff through a detailed analysis of specific case studies which has allowed in-depth exploration of complex situations, problem-solving strategies, and critical decision-making processes.
    - Mission Oriented
        - Our mission drives our daily actions and communication. Our Core Values, Integrity, Excellence, Compassion, Advocacy and Collaboration is what builds Trust and Confidence with our veterans. Our office strives for excellence for our veterans.

Financial Assistance

SSAP Grants

- Our office processed and brought in $83,245 for Crow Wing County Veterans for SSAP grants between 24 local veterans. Approximately 70% of those were Dental and Optical Vouchers, 20% were Special Needs Grants assisting with housing/utilities. 10% Subsistence
- **MACV**
  - Assessed and assisted 8 veterans with MACV applications who received approximately $14,500 with direct housing assistance, and Utility payments. This was funding that assisted paying for past due rent/mortgage, deposit fees and 1st month's rent to help them get into housing and keep them from being homeless.

Local Vet Organizations

American Legion/VFW/DAV/Minnesota Homeless and Wounded Warriors

- Gas Cards - $1650 worth of gas cards given out to veterans and surviving spouses in need.
- Food Cards - $1400 worth of grocery cards given out.
- Immediate Financial Assistance paid to venters – Over $25,000 for car repairs/utility shut off notices/home repairs etc.

Claims Stats-

- Compensation claims: 290 claims in 2025 / 341 claims in 2024
- Supplemental claims: 100 claims in 2025 / 104 claims in 2024
- DIC claims: 26 claims in 2025 / 23 Claims in 2024
- 27 applications for 100% property tax exemption –veteran and DIC recipients
- 24 applications for 70% property tax exemption
- VA Healthcare Applications: 142 applications in 2025 / 149 in 2024

Office Management:

Client Visits – 1698 office visits / 7 visits each day.

Phone Calls - 4046 Phone calls / 17 phone calls each day.

Outreach visits – 57 visits to veterans for claims and education/information

New Veterans added – 234 new veterans.

Other Highlights and notes for 2025:

2024 VA GDX (Gross Domestic Expenditure) Report Highlights – released November 2025

Total VA Expenditures for Crow Wing County = $100,158,513.
Here is the Breakdown:

Total Direct Expenditures: $45,060,897
Compensation and Pension: $41,256,039
Insurance and Indemnity: $185,434
DIC and Survivors Pension: $3,619,424

Indirect Expenditures: $55,097,616
Direct Medical Care: $53,421,880
Memorial Benefits: $209,179

The Memorial Benefits category includes expenditures for urns & plaques, presidential memorial certificates (PMCs), interments, headstones and markers, medallions and administrative.

Education and Vocational Rehab Employment: $1,366,381
Specially Adapted Housing: $93,665

Crow Wing County GDX ranks 614th out of 3226 Counties and Territories in the United States for 2024.

Crow Wing County Ranks 10th out of 87 counties in Minnesota for their GDX.

VA expenditure per Veteran: $20,818.55

- We rank 13th for Average expenditure per veteran in Minnesota.
- 11 of the counties that rank higher expenditure per veteran has have a significant lower veteran population than Crow Wing County. The 11 counties that rank higher have an average veteran population of 1253 veterans while Crow Wing County has approximately 4800 veterans.

VA expenditure per veteran comparison

Ranked by Smallest to Largest Veteran Population			
County	**Veterans**	**Fed $/ Veteran**	
Marshall	254	46,300.06	
Norman	399	$ 21,748.51	
Rock	494	$ 21,054.56	
Swift	516	$ 22,730.77	
Yellow Medicine	519	$ 21,456.52	
Martin	521	$ 33,043.06	
Wadena	981	$ 25,165.72	
Mille Lacs	2,013	$ 21,499.04	
Benton	2,218	$ 23,908.25	
Morrison	2,459	$ 26,295.81	
Clay	3,428	$ 21,157.36	
Crow Wing	4,811	$ 20,818.55	
Stearns	9,286	$ 24,822.53	* Medical Care is 69% of Fed $/Veteran

Crow Wing County VA Expenditures by year

YEAR	GDX
2024	$ 100,158,513.00
2023	$ 94,662,000.00
2022	$ 89,361,000.00
2021	$ 77,184,000.00
2020	$ 73,560,000.00
2019	$ 66,795,000.00

CHALLENGES AND OBSTICALS

Predatory "Claims Sharks" & Pay-to-File Services

What's happening
•For-profit companies aggressively market help with disability claims while charging high fees for services that accredited reps provide free.
•Some operate in gray legal areas (coaching, consulting, "medical evidence packages") that confuse veterans about what's legitimate.

Why this is trending
•The growing value of disability benefits has created a lucrative market.
•Online ads and social media targeting veterans have expanded rapidly.
•Complex rules at the U.S. Department of Veterans Affairs make veterans more vulnerable to "shortcut" promises.

Impact on county offices
•Veterans arrive after signing contracts or submitting flawed claims.
•Extra staff time is required to unwind bad filings.
•Erodes trust when veterans think all claim help costs money.

Operational barrier
•Counties have limited authority to regulate private actors but absorb the consequences.

CHALLENGES AND OBSTICALS

Veterans Filing Claims Alone Without Representation

What's happening
•Many veterans self-file online believing it's faster or easier.
•DIY claims often lack supporting evidence, nexus letters, or correct filing strategy.

Why this is trending
•Expansion of online filing tools and information overload.
•Cultural tendency toward self-reliance among veterans.
•Misleading marketing that says assistance is unnecessary.

Impact on county offices
•Higher rates of denials → more appeals → heavier caseloads.
•Veterans seek help only after setbacks, which makes cases harder to fix.
•More time spent on education rather than proactive assistance.

Operational barrier
•Preventive outreach requires staffing and funding that many counties don't have.

CHALLENGES AND OBSTICALS

Inconsistent Ratings Decisions & Long Claim Processing Times

What's happening

•Veterans with similar conditions can receive **different disability ratings** depending on examiner interpretation, evidence weight, or review pathway.

•**Processing timelines** for initial claims, supplemental claims, and appeals can stretch months to years.
•Evidence requests, exam scheduling, and rework cycles slow cases even when filings are strong.

Why this is trending

•High claim volume following eligibility expansions (e.g., toxic exposure policies) has increased system load.
•Ongoing policy updates and guidance changes create variability in how claims are evaluated.
•Workforce turnover and training differences among raters contribute to inconsistent outcomes within the U.S. Department of Veterans Affairs system.

Impact on County Veterans Service Offices

•Staff must **manage expectations** and provide repeated status support during long waits.
•More **appeals and re-filings** increase caseloads and administrative workload.
•Veterans' frustration and financial stress intensify, often surfacing at the county office.
•Extra time is required to review decisions, explain ratings, and develop corrective strategies.

Operational barriers for counties

•Our office has **no control over VA timelines or rating outcomes**, but we absorb the service burden.
•Unpredictable timelines make workload forecasting and staffing allocation difficult.
•Emotional support needs rise when outcomes appear unfair or delayed.

CROW WING COUNTY
MINNESOTA

Questions, Comments, Concerns?

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, February 24, 2026

Human Resources	Amy Fischer
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Performance Review for Veterans Service Officer Erik Flowers pursuant to MS 13D.05, Subd 3 (a)

PREVIOUS ACTION:

COMMENTS:

RECOMMENDED BOARD ACTION:
To recess the regular session and convene to a closed session for the purpose of performance review for Veterans Service Officer Erik Flowers pursuant to MS 13D.05, Subd 3 (a)

Approximate length of presentation:

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, February 24, 2026

Human Resources	Amy Fischer
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Performance Review for County Administrator Deborah Erickson pursuant to MS 13D.05, Subd 3 (a)

PREVIOUS ACTION:

COMMENTS:

RECOMMENDED BOARD ACTION:
To recess the regular session and convene to a closed session for the purpose of performance review for County Administrator Deborah Erickson pursuant to MS 13D.05, Subd 3 (a)

Approximate length of presentation:

SUMMARY OF COUNTY BOARD
CORRESPONDENCE FOR MEETING OF
FEBRUARY 24, 2026

1. 2025 Big Island Report for County – Rollie Johnson Natural and Recreational Area
2. FEMA request regarding property in Flood Hazard Area
3. Initiative Foundation appreciation letter
4. Constitutional Postcard – Alex Schwartz
5. Constitutional Postcard – Andrea Holmes
6. Constitutional Postcard – Dawn E
7. Constitutional Postcard – Jamie Lee
8. Constitutional Postcard – Dawn Espe

2025 BIG ISLAND REPORT FOR COUNTY
ROLLIE JOHNSON NATURAL AND RECREATIONAL AREA

The 2025 camping season on the islands began Memorial Day weekend and ran through Labor Day weekend. Monitors check the islands daily during this period. During that time 291 campers were counted. This was 51 less than in 2024. There were 307 day visitors counted, an increase of 40 from 2024. Steamboat Island and Big Island Bay received the most donations. The day use people prefer the south end of Big Island and the cove. There are many more day visitors that are not counted as the monitors only check the islands once each day. Monetary donations decreased by $236.00. We have a detailed report prepared by our monitor coordinator that shows the daily activity, a summary of the number of campers and day visitors, a summary of the comments made by the campers and monitors and lists the maintenance projects beyond the normal clean-up that have been done. People can use the campsites at other times of the year, but they are not monitored, and the privies and campsites are not maintained.

During the summer months, teams of monitors check the islands daily, visit with the campers, check the condition of campsites, and notify campers of rule infractions and expectations. The maintenance crew goes out to the islands every other week to clean up the campsites and fire pits, check the trails for fallen trees, and take care of any other maintenance issues. The privies are cleaned weekly by the daughter of former monitors. The sheriff's water patrol and the local conservation officers stop by the islands on a regular basis just to make their presence known.

In addition to the summer monitoring, the following activities took place in 2025:

- In June volunteers (with the use of Bertha Boatworks barge) transported two metal picnic tables and two fire rings to Big Island where they were installed on sites 6A and 7.
- In June a crew from the Crow Wing County Land Services Department cleared a new trail around the trail section that was unusable because of the large trees uprooted in the storm. The trail is open but needs additional work to be more user friendly.
- In August major restoration work was completed on the east side of Big Island. We had a crew of 8 Rollie Johnson volunteers, 2 SWCD personnel and 4 CCMI. They placed and staked 600 feet of coir logs along the base of the slope and staked 320 feet of fabric on the steep slopes. It was a long 10 hour day. The crew was picked up at Bertha Boatworks. They then went to the Clamshell Lake public access where the materials were loaded on two barges. They then went to Big Island and started working. This restoration work is being paid for by a Legacy Grant.
- In September firewood was hauled from the Ideal Transfer Station to the three islands. Again, we had use of the Bertha Boatworks barge and the Ideal Township maintenance men.
- In late September several volunteers worked to clear the new trail established in June.
- Our DNR Appointee to the board, maintenance lead, and monitor (Tom Hecker) resigned as he and his wife Pat (monitor coordinator) moved out of the area. Harry Koenigs has taken over Tom's duties. We can always use additional volunteers to monitor and help with wood splitting and hauling.
- The two Bulletin Boards containing pertinent information about the islands and rules and regulations located on Big Island need to be updated. There are five information/donation boxes located on the islands that contain donation envelopes, informational brochures about the history of Big Island, its importance as an 'old growth forest', and explanatory information about the trees, flowers, and plants on the island. The county has updated their brochure on the islands and it is available to the public.
- The trail system on Big Island is maintained by the maintenance crew volunteers. If a tree is down across the path, they will clear the path but leave the tree on the ground to preserve the natural life cycle of an old growth forest. Volunteers clear the trees as needed.

CROW WING COUNTY
FEB 06 2026
ADMIN OFFICE

- The spring get together (including food) held for the Island volunteers to update them, recognize them, and thank them for their service was held in May. The fall dinner was held in August.
- In 2026, the board members would like to take the Crow Wing County Commissioners and the Ideal Township Supervisors on a tour of the islands so that they can get a better perspective of what is involved and what a great asset these islands are to the county and township. This has been on our list of things to do for several years. We are having difficulty getting this done because of meeting regulations for the county and township.

General Information:

- Providing wood for the campsites is a major effort of the volunteers.
    - In the fall, several volunteers with equipment meet at the Ideal Transfer station to split 20 to 25 cords of firewood for the islands.
    - When the wood piles on the islands are getting low, the split wood is taken to the islands by barge. This is usually done in the spring to be ready for the camping season.
    - It is critical to provide good firewood to all the islands each year to prevent people bringing in diseased wood or cutting down the island trees for their fires.
    - If we needed to contract all these services, it would be too expensive to continue providing good safe firewood to the islands.
- The seven-member Joint Powers Board {consisting of an Ideal Township representative and appointee, DNR representative and appointee, Crow Wing County representative and appointee, and an 'at large' member (secretary/treasurer) meet monthly to deal with issues that occur on the islands. This group also plans for and oversees the lakeshore restoration projects.
- During the winter months, volunteers will pass by the islands on their snowmobiles and check that there are no major problems.
- The Big Island Volunteers are providing monitoring of the forest as required by the SFI and SFC agencies. We have been fortunate to obtain CCMI crews for most of our restoration projects.
- A map of the island trails is on the county website and our brochures and maps have been updated. We hope that this will enhance the visits by campers and day visitors who walk the trails.

Please contact me or Jim Brandt if you have any questions or need additional information.

Judy Topinka, Secretary/Treasurer
612-202-7585
HayLake@tds.net

Jim Brandt, Board Chairman
612-716-7840
jbrandt@uslink.net

Federal Emergency Management Agency

Washington, D.C. 20472

January 29, 2026

THE HONORABLE ROSEMARY FRANZEN
CHAIR, BOARD OF COMMISSIONERS
CROW WING COUNTY
326 LAUREL STREET
BRAINERD, MN 56401

CASE NO.: 26-05-0393A
COMMUNITY: CROW WING COUNTY, MINNESOTA
(UNINCORPORATED AREAS)
COMMUNITY NO.: 270091

DEAR MR. FRANZEN:

This is in reference to a request that the Federal Emergency Management Agency (FEMA) determine if the property described in the enclosed document is located within an identified Special Flood Hazard Area, the area that would be inundated by the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood), on the effective National Flood Insurance Program (NFIP) map. Using the information submitted and the effective NFIP map, our determination is shown on the attached Letter of Map Revision based on Fill (LOMR-F) Determination Document. This determination document provides additional information regarding the effective NFIP map, the legal description of the property and our determination.

Additional documents are enclosed which provide information regarding the subject property and LOMR-Fs. Please see the List of Enclosures below to determine which documents are enclosed. Other attachments specific to this request may be included as referenced in the Determination/Comment document. If you have any questions about this letter or any of the enclosures, please contact the FEMA Map Insurance eXchange (FMIX) toll free at (877) 336-2627 (877-FEMA MAP) or by letter addressed to the Federal Emergency Management Agency, LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426.

Sincerely,

David N. Bascom

David N. Bascom, Acting Director
Engineering and Modeling Division
Risk Analysis, Planning and Information Directorate

LIST OF ENCLOSURES:

LOMR-F DETERMINATION DOCUMENT (REMOVAL)

cc: State/Commonwealth NFIP Coordinator
Community Map Repository
Region
Mr. Joshua Hagel

CROW WING COUNTY
FEB 09 2026
ADMIN OFFICE

Federal Emergency Management Agency

Washington, D.C. 20472

LETTER OF MAP REVISION BASED ON FILL
DETERMINATION DOCUMENT (REMOVAL)

COMMUNITY AND MAP PANEL INFORMATION		LEGAL PROPERTY DESCRIPTION
COMMUNITY	CROW WING COUNTY, MINNESOTA (Unincorporated Areas)	A portion of Government Lot 5, Section 20, Township 45 North, Range 28 West, as described in the Warranty Deed recorded as Document No. 981028, in the Office of the Recorder, Crow Wing County, Minnesota
	COMMUNITY NO.: 270091	
AFFECTED MAP PANEL	NUMBER: 27035C0600C	
	DATE: 8/15/2017	
FLOODING SOURCE: HANKS LAKE		APPROXIMATE LATITUDE & LONGITUDE OF PROPERTY:46.359985, -93.897555 SOURCE OF LAT & LONG: LOMA LOGIC DATUM: NAD 83

DETERMINATION

LOT	BLOCK/ SECTION	SUBDIVISION	STREET	OUTCOME WHAT IS REMOVED FROM THE SFHA	FLOOD ZONE	1% ANNUAL CHANCE FLOOD ELEVATION (NAVD 88)	LOWEST ADJACENT GRADE ELEVATION (NAVD 88)	LOWEST LOT ELEVATION (NAVD 88)
--	--	--	14149 Maghan Lane	Structure	X (unshaded)	--	1271.3 feet	--

Special Flood Hazard Area (SFHA) - The SFHA is an area that would be inundated by the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood).

ADDITIONAL CONSIDERATIONS (Please refer to the appropriate section on Attachment 1 for the additional considerations listed below.)

PORTIONS REMAIN IN THE SFHA
ZONE A
STATE LOCAL CONSIDERATIONS

This document provides the Federal Emergency Management Agency's determination regarding a request for a Letter of Map Revision based on Fill for the property described above. Using the information submitted and the effective National Flood Insurance Program (NFIP) map, we have determined that the structure(s) on the property(ies) is/are not located in the SFHA, an area inundated by the flood having a 1-percent chance of being equaled or exceeded in any given year (base flood). This document revises the effective NFIP map to remove the subject property from the SFHA located on the effective NFIP map; therefore, the Federal mandatory flood insurance requirement does not apply. However, the lender has the option to continue the flood insurance requirement to protect its financial risk on the loan.

This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Mapping and Insurance eXchange (FMIX) toll free at (877) 336-2627 (877-FEMA MAP) or by letter addressed to the Federal Emergency Management Agency, LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426.

David N. Bascom

David N. Bascom, Acting Director
Engineering and Modeling Division
Risk Analysis, Planning and Information Directorate

Federal Emergency Management Agency
Washington, D.C. 20472

LETTER OF MAP REVISION BASED ON FILL DETERMINATION DOCUMENT (REMOVAL)

ATTACHMENT 1 (ADDITIONAL CONSIDERATIONS)

PORTIONS OF THE PROPERTY REMAIN IN THE SFHA (This Additional Consideration applies to the preceding 1 Property.)
Portions of this property, but not the subject of the Determination/Comment document, may remain in the Special Flood Hazard Area. Therefore, any future construction or substantial improvement on the property remains subject to Federal, State/Commonwealth, and local regulations for floodplain management.

ZONE A (This Additional Consideration applies to the preceding 1 Property.)

The National Flood Insurance Program map affecting this property depicts a Special Flood Hazard Area that was determined using the best flood hazard data available to FEMA, but without performing a detailed engineering analysis. The flood elevation used to make this determination is based on approximate methods and has not been formalized through the standard process for establishing base flood elevations published in the Flood Insurance Study. This flood elevation is subject to change.

STATE AND LOCAL CONSIDERATIONS (This Additional Consideration applies to all properties in the LOMR-F DETERMINATION DOCUMENT (REMOVAL))
Please note that this document does not override or supersede any State or local procedural or substantive provisions which may apply to floodplain management requirements associated with amendments to State or local floodplain zoning ordinances, maps, or State or local procedures adopted under the National Flood Insurance Program.

This attachment provides additional information regarding this request. If you have any questions about this attachment, please contact the FEMA Mapping and Insurance eXchange (FMIX) toll free at (877) 336-2627 (877-FEMA MAP) or by letter addressed to the Federal Emergency Management Agency, LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426.

David N. Bascom

David N. Bascom, Acting Director
Engineering and Modeling Division
Risk Analysis, Planning and Information Directorate

Initiative FOUNDATION

40 years of investing in *your good ideas*

January 29, 2026

Deborah Erickson, County Administrator
County of Crow Wing
326 Laurel St Ste 13
Brainerd, MN 56401-5867

Dear Deborah,

We have received the County of Crow Wing's 2026 funding in support of the Initiative Foundation's work across Central Minnesota. Please extend our sincere appreciation to the county board for their continued leadership and commitment to the region.

Together, we are strengthening local economies and building vibrant, resilient communities. Your investment directly supports economic development initiatives, including business financing efforts that help create living-wage jobs, diversify local economies, and leverage private-sector investment.

In addition, this partnership enhances community vitality through leadership development and capacity-building programs, grants to local units of government and nonprofit organizations, early childhood initiatives, and scholarship opportunities. These efforts generate lasting economic and social returns, contributing to the long-term health of the region and the future of rural Minnesota.

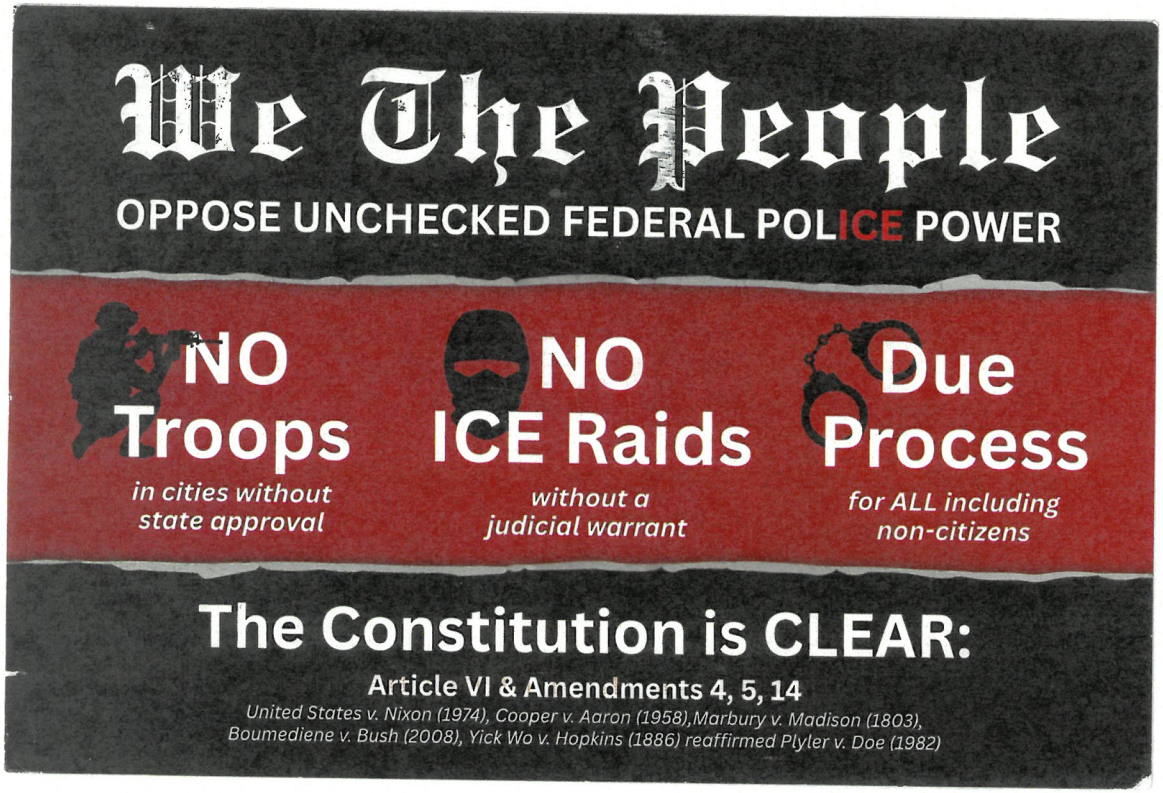
We truly value your partnership and appreciate your ongoing support of this important work.

Sincerely,

Brian Voerding
President

Carl Newbanks
Vice President for Philanthropy

CROW WING COUNTY
FEB 09 2026
ADMIN OFFICE


We The People
OPPOSE UNCHECKED FEDERAL POLICE POWER
NO Troops
in cities without state approval
NO ICE Raids
without a judicial warrant
Due Process
for ALL including non-citizens
The Constitution is CLEAR:
Article VI & Amendments 4, 5, 14
United States v. Nixon (1974), Cooper v. Aaron (1958), Marbury v. Madison (1803), Boumediene v. Bush (2008), Yick Wo v. Hopkins (1886) reaffirmed Plyler v. Doe (1982)

Dear Representative,

SAINT PAUL MN 550
28 JAN 2026 PM 7 L

In the words of the Father of our Constitution, James Madison:

"A standing military force, with an overgrown Executive, will not long be safe companions to liberty."
(Federalist No. 41)

We know you see this abuse of power.
The majority of Americans oppose it.
REPRESENT US OR BE REPLACED!



Crow Wing Co Commissioner
326 Laurel St. Ste 13
Brainerd MN 56401

Lead with kindness.
Be curious, not judgemental.

FEB 09 2026
ADMIN OFFICE

56401-3521 Alex Schwartz

print FREEly SIGNSOFJUSTICE.COM /wethepeople

4

Dear Representative,

SAINT PAUL MN 550
27 JAN 2026 PM 6 L

In the words of the Father of our Constitution, James Madison:

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REPRESENT US OR BE REPLACED!



Crow Wing Co Commissioners
326 Laurel St. Suite 13
Brainerd, MN 56401

Rosemary Franzen
from: Andrea Holmes

FEB 09 2026
ADMIN OFFICE

INT
56401-9999

5

Dear Representative,

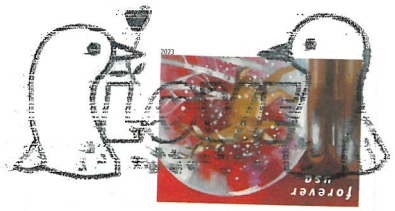
SAINT PAUL MN 550

In the words of the Father of our Constitution, James Madison:

PM 2 L

"A standing military force, with an overgrown Executive, will not long be safe companions to liberty."
(Federalist No. 41)

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REPRESENT US OR BE REPLACED!



Crow Wing Co. Commission
326 Laurel St.
Brainerd MN
56401

ADMIN OFFICE
FEB 09 2026

Please Stand up for what is Right - NO partnerships with ICE - It is destroying the fabric of our communities.

-Dawne Baxter

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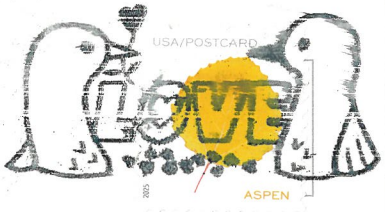
6

Dear Representative,

SAINT PAUL MN 550

In the words of the Father of our Constitution, James Madison:

PM 6 L



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(Federalist No. 41)

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REPRESENT US OR BE REPLACED!

Crow Wing Co. Commissioners
326 Laurel St.
Suite #13
Brainerd, MN
56401

CROW WING COUNTY
FEB 12 2026
ADMIN OFFICE

Due Process!
Habeus Corpus!
Jamie Lee

56401-5665 13

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7

SAINT PAUL MN 550
11 FEB 2026 AM 8 L

Dear Representative,

In the words of the Father of our Constitution,
James Madison:

"A standing military force, with an overgrown Executive, will not long be safe companions to liberty."
(Federalist No. 41)

We know you see this abuse of power.
The majority of Americans oppose it.
REPRESENT US OR BE REPLACED!

CROW WING COUNTY
ADMIN OFFICE
FEB 17 2026

USA FOREVER 2024

Crow Wing Co Commission
326 Laurel St
Brained MN
56401

Sheriff Klang's interview was such a toad of lies.
And CWC still hasn't received a $1.00 for doing the devil's work-
Do you honestly think the Money will come? NOPE! Stop using my tax dollars!
Dawn Espe Baxter

Print FREE at: SIGNS OF JUSTICE.COM/wethepeople

(8)