

WORK MEETING MINUTES

Beltrami County Board of Commissioners
December 20, 2022
2:00 pm

Meeting to be held in the County Board Room
County Administration Building, 701 Minnesota Avenue NW
Bemidji, MN

A link to the [livestream](#) will be available on the Board Meeting Agendas and Minutes page of the County Website.

Present: Commissioner Craig Gaasvig, Commissioner Jim Lucachick, Commissioner Tim Sumner, Commissioner Richard Anderson, Commissioner Reed Olson.

1. Call to Order

Tim Sumner called the meeting to order at 2:03 pm

2. Tour of Community Service Center Remodel Areas

Commissioner's had re-scheduled the CSC Remodel tour from the December 13 Work Session. Staff has proposed potential building modifications to increase work flow, enhance public and staff safety and leverage one-time grant funds.

After discussion, with three Commissioners in support, staff was directed to move forward with the project. Commissioners Gaasvig and Lucachick stating they would like to see more effort put into child care options for the space. The project will be back at a later date for final approval from the Board.

3. CLOSED SESSION

A motion was made by Commissioner Olson, and seconded by Commissioner Anderson, to begin the closed session at 2:37 pm. Unanimously carried.

A motion was made by Commissioner Anderson, and seconded by Commissioner Olson, to return to the Regular Work Agenda at 3:39 pm. Unanimously carried.

4. Introduction of New Employees

None.

5. Identify Future Work Meeting Topics

- Hazard to staff and citizens around Red Lake fall ice fishing opening

6. Aquatic Invasive Species Program Discussion

AIS Program Manager, Bruce Anspach, presented the 2022-2024 Beltrami County Prevention and Management Plan for Aquatic Invasive Species.

Mr. Anspach reviewed:

- 2022 open water season activities
- 2022 expenses and revenue summary

- 2022 season highlights
- Program Lease with Mn/DOT for watercraft cleaning stations

7. Northern Township Infrastructure Update

Township Representative, Jess Frenzel reviewed the status of the current Birchmont Roadway Water and Sewer Infrastructure Project and next steps.

Mr. Frenzel cited the recent Federal Omnibus Bill resulting in a preliminary \$5 million award for Phase 1.

The Township will be moving forward with a bonding request to the State very shortly and they will be seeking support from the County as well as the City of Bemidji. The County has supported them in the past, and plans to continue to do so in the future, however that may not include any participation in the actual bonding request.

Mr. Frenzel indicated a future request for a Resolution of support will be coming.

8. CSAH 20 Project Update

Highway Engineer, Bruce Hasbargen provided an update on the CSAH 20 project from CCAH 21 to CR 414 (State Park Entrance). This project is in the 5 year Transportation Improvement Plan for 2024. It would address the degrading surface condition, narrow road, and safety for pedestrians and bicyclists on this high use corridor.

A Design Review Committee was convened in 2020 to provide input on the project and desired road section. The committee included residents along the project, City, Twp, DNR and a bicycling advocate. For the road section two options were discussed: one with wider shoulders and the other with an off-road trail. The preferred section is an urban (curb and gutter) section with an off-road trail. During the process local residents also raised concerns about the volume of traffic, truck traffic, and the speed of traffic. Subsequently a petition was given to the Twp to consider rerouting traffic and making the road a dead-end. The Board was not in favor of rerouting the traffic.

Options would be reviewed and we would go thru some type of public input process. With the limited practical options for rerouting, expected concerns from residents on any new route, 2000+ road users per day versus 30+ residents, and with the ability to look into design options to try to reduce speeds – it was the County Engineer’s recommendation to proceed with the project as planned.

As previously discussed, there is the potential for sanitary sewer and water to be included with this project. What that may entail, funding for it and when are all unknown.

With the concerns for bicycling and pedestrians along this section it would be best to make improvements soon. However, the condition of the road is not dire, it should last longer with some pot hole maintenance. It is my recommendation to continue to work

with the Twp in seeking funding for the utilities (and road) and allow the project to be delayed. However, the County Engineer also recommended that the County and Township proceed with design.

The Board was in support of continuing with the project design and coordinating with Northern Township on the timing for the water and sewer.

9. 2022 Apportionment Distribution

Natural Resource Management Director, Richard Moore, presented the 2022 apportionment figures for tax-forfeited net revenues to be distributed in 2023.

Each year the County Board must set the percentages for the tax-forfeited apportionment. Net proceeds from 2022 will be apportioned to the following: County Development, Forest Development (reforestation), Parks, General Revenue, School Districts, townships, and cities. The County Board has the ability to determine the percentage for County Development, Timber Development, and County Parks. The combination of County Development and Timber Development cannot exceed thirty (30) percent of net revenues.

Using net revenues of \$700,000:

Primary Distribution of net proceeds (30%):

County Development:	30% of net proceeds less \$160,000 – approximately \$50,000
Timber Development (reforestation):	\$160,000
2023 estimated reforestation cost:	\$180,000 (\$160,000 apportionment and \$20,000 grants)
Timber development balance (12/12/2022):	-\$6,164

Secondary Distribution of net proceeds:

County Parks:	\$140,000 (20% of net proceeds)
County Parks cash balance (12/12/2022):	\$140,114

Tertiary Distribution of net proceeds:

Of the remainder,	
County General Fund	\$140,000 (40% of the remainder)
School Districts	\$140,000 (40% of the remainder)
Townships and cities	\$70,000 (20% of the remainder)

Three Island County Park (Beltrami County fee land) Timber Gross Revenues

2022 revenues: \$0.00	
County Parks	(70%)
Townships	(10%)
Park/Rec Reforestation	(20%)

Mr. Moore also mentioned the December 15 land sale. Approximately \$50,000 of land was sold. \$30,000 will go to the general revenue fund and \$20,000 to tax-forfeit.

10. ProPhoenix Law Enforcement Software Suite Discussion

Chief Deputy, Jarrett Walton, discussed the contract to purchase and implement ProPhoenix Law Enforcement Software Suite.

The Sheriff's Office has used LETG Software Suite since September 2011. LETG has been sold three times and the current company is no longer developing or implementing software enhancements. They have announced they will no longer be supporting LETG.

After a thorough vetting process by Sheriff's and Bemidji PD, ProPhoenix was selected as the software suite to transition to. The Sheriff's Office has budgeted for the purchase of the Suite. Annual maintenance will be similar to LETG costs and Bemidji PD will pay 30% of purchase cost and share in on-going maintenance costs.

This system will also accommodate fire and emergency management as a part of its CAD/Mapping System, which will be a huge improvement.

8. Administrator's Report

- Development Fund Grant Award letters have been sent
- Review of the January 3 Board Meeting process and agenda
- Dates:
 - Offices closed December 26 & January 2
 - Retirement parties for Sheriff (Dec 30) & HHS Director (Jan 3)

9. Other Business Items

a) Review Bills

b)

10. Review Agenda for the December 20, 2022 Regular Board Meeting

The following item was moved from the Consent Agenda to the Regular:

- Approval of 2023 County Contracts for Services

11. Adjourn

The Work Session was adjourned at 4:53 p.m.