



**BELTRAMI**  
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## 2024 County Budget

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Beltrami County, Minnesota  
701 Minnesota Ave NW  
Bemidji, MN 56601-3178  
[www.co.beltrami.mn.us](http://www.co.beltrami.mn.us)



# Table of Contents

## 2024 Budget

### Budget Table of Contents

#### BUDGET SUMMARY

County Administrator’s Budget Message .....	3
Property Tax Levy .....	7
2024 Budget Summary .....	9

#### ORGANIZATIONAL STAFFING

List of Principal Officials .....	21
Organization Chart .....	22
Authorized Staffing Levels .....	23
Mission, Vision & Vales .....	25

#### GENERAL REVENUE FUND

Fund Description, Revenue and Expenditure Trends ....	26
Fund Statement .....	28
Board of County Commissioners .....	30
County Administrator .....	35
County Attorney .....	41
Judicial Services .....	46
County Auditor-Treasurer .....	49
County Assessor .....	53
Human Resource Management .....	56
Management Information Services .....	58
County Recorder .....	61
Geographic information Systems .....	65

Facilities Management .....	69
Veteran Services .....	73
Environmental Services .....	76
County Sheriff .....	79
County Jail .....	91
Extension Service .....	97
County Probation & Parole.....	100
Community Programs .....	106

#### ROAD & BRIDGE SPECIAL REVENUE FUND

Highway Department .....	109
--------------------------	-----

#### HEALTH & HUMAN SERVICES SPECIAL REVENUE FUND

Health & Human Services Department .....	113
--	-----

#### FORFEITED TAX SPECIAL REVENUE FUND

Natural Resource Management Department .....	123
--	-----

#### SOLID WASTE REVENUE FUND

Solid Waste Department.....	127
-----------------------------	-----

#### DEBT SERVICE SPECIAL REVENUE FUND

County Debt Service.....	132
--------------------------	-----

CAPITAL PROJECTS SPECIAL REVENUE FUND  
Capital Projects..... 135

TRUST AND CUSTODIAL FUNDS  
Fund Descriptions ..... 137

CAPITAL IMPROVEMENT PLAN  
Capital Equipment Plan (by Department) ..... 139

GLOSSARY OF TERMS  
General Government Terms ..... 151  
Taxation Terms ..... 160  
Health & Human Services Acronyms ..... 163



# County Administrator's Budget Message

September 1, 2023

Beltrami County Board of Commissioners  
Beltrami County Administration Building  
701 Minnesota Avenue NW  
Bemidji, MN 56601

RE: FY 2024 Budget Transmittal Letter

Honorable Members of the Beltrami County Board of Commissioners:

Enclosed is the FY 2024 Budget for Beltrami County. Minnesota State Statute 375A.06 requires the County Administrator to “prepare and submit to the County Board a proposed annual budget and long-range capital expenditure program for such period as the County Board may direct, each of which shall include detailed estimates of revenue and expenditures and enforce the provisions of the budget when adopted by the County Board.” This proposed budget and capital improvement plan is presented in compliance with state law.

### **The Budget Process**

Each year a Budget Committee is appointed and assigned the duty of assisting the County Administrator in developing a Proposed Budget and Property Tax Levy. The Budget Committee meets with every Department in the County and conducts any necessary follow-up meetings. This year's Committee was made up of County Commissioners Joe Gould and John Carlson, County Auditor-Treasurer JoDee Treat, Finance Director Samantha Rux, and County Administrator Tom Barry.

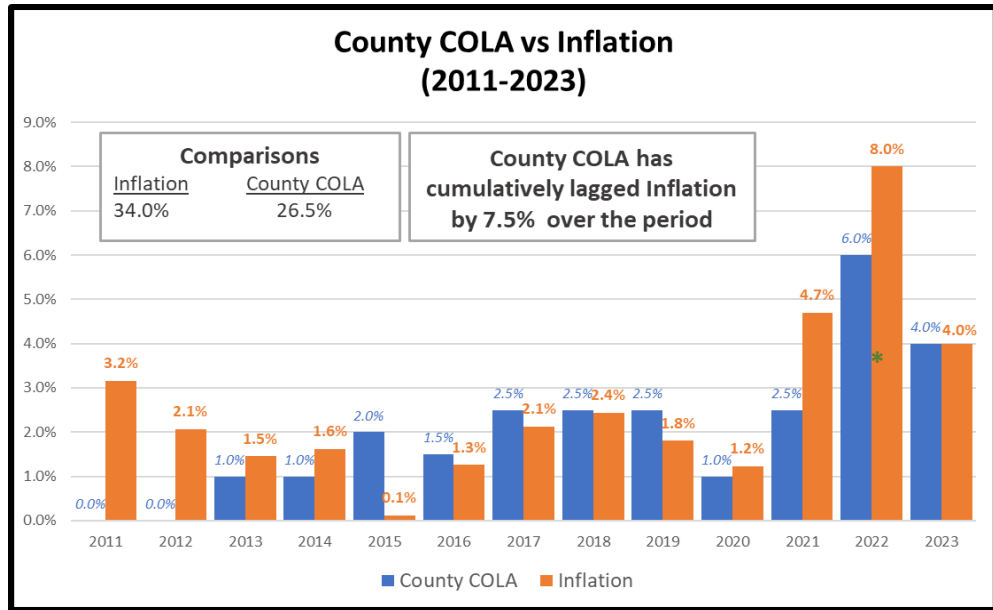
**Effects to the County from General Economy**

The County continues to grow in value, but growth in building infrastructure is largely static despite demand. About 70% of our land base is tax exempt because much of our land is owned by the State, is tax forfeited, or is tax exempt (churches, schools, government, etc.). This places a large burden on a small tax base. Levy increases over the past several years have been greater than inflation. This is because County needs have been great and many cost factors are out of our control. Inflation has hit historic records recently, eroding away the County’s purchasing power. The County’s Reserve Fund is now within the 4-6 month Reserve Policy but it would be prudent to strengthen the fund further. While the list of financial challenges was daunting, the Budget Committee believes that it has developed a budget that is financially sound.

**Budget Development Considerations**

The County continues to face many fiscal challenges and as we head into development of the FY 2024 Budget it is worth noting some of the impacts and drivers that have influenced how the FY 2024 Budget was developed. For example:

- 1) Economic and Inflationary Climate: There remains uncertainty in the economy. Most recent CPI statistics indicate a 4% YoY increase in prices; however, certain sectors remain at 10-25% YOY. This will continue to drive up the County’s cost for services, labor, equipment, materials, supplies and ultimately capital improvements and investments. This will make it difficult to cap costs as so many of the County’s expenses are uncontrollable. This has and will continue to drive upward pressure on County costs and strain budgets.
- 2) Cost of Living Adjustments: The County’s cost of living adjustment (COLA) effective January 1, 2023, will add upward pressure to elevate County operating revenues. Each 1% increase in COLA expenses requires roughly \$310,000 of new and sustained revenue. The FY 2024 COLA has been contractually established at 4%.



- 3) Staff Wage Pressures: County-wide recruitment and retention remain a significant concern. Upward pressure in wages nationally, statewide and locally has resulted in a lagging wage schedule for the County, reduced County employment desirability, and increased difficulty and time in filling County positions. The last wage study conducted by the County was completed in 2013. The County should plan and prepare to conduct a Countywide salary survey and be financially prepared to implement its findings. This will take considerable financial resources to conduct and implement and may need to be done in phases.
- 4) ARP Money: The recently approved \$1.9 trillion American Rescue Plan (ARP) COVID-19 Relief package brought \$9.15M to the County in direct payments. Nearly 85% of the ARPA revenue has been expended or encumbered through FY2023. The remaining balance will need to be appropriated by the Board. Greater flexibility in the Treasury's rules have afforded the County the chance to cover routine expenses not previously allowed under the old rule. Regardless, there remains significantly more in Countywide unfunded needs than is available in the remaining ARPA balance. A focus on utilizing the one-time money on one-time expenses is prudent.
- 5) Hospital Level of Care Expenses: The County has seen a significant increase in the costs associated with citizens who are committed and not meeting hospital level of care. These expenses are varied and uncontrollable and dependent upon community trends and needs. In one case, a 6-month hold for one individual resulted in a \$337,000 unexpected expense to the County. On average, these expenses are on the rise and the County expects annual additional expenses in the range of \$400,000 to \$600,000 per year.
- 6) Highway Maintenance Shop: For several years the Highway Department has been in need of a new Maintenance Shop. The current facility has become small and does not fit the new vehicles being produced. The Shop has been put off for several years due to lack of funding. At last estimate, the Shop was over \$1,000,000.
- 7) Roadway Conditions: While some progress has been made on improving local roads, the progress is not keeping pace with needs or rising expenses. Costs for labor, asphalt, fuel, paint, MgCl, salt, and other roadway maintenance materials have been rising so rapidly that less is able to be accomplished within the same budget.
- 8) County Jail: The County Jail is experiencing several challenges that will likely influence FY24 Budget development.
  - a. Staff Turnover: Retaining staff at the Jail remains a difficult task. Currently, the Jail is running at about 80% staffing. This has required Jail Administration to reduce the jail population by transporting inmates outside of the County for housing, significantly raising costs for inmate transport and housing (\$50,000 to \$75,000/month). Additionally, a recent internal study found that it costs the County about \$28,000 to rehire/retrain a new Correctional Officer. More than 35 positions have turned over since August of 2020 costing the County about \$1M in turnover-related expenses.
  - b. Food and Medical Costs: The Jail relies on contracted service providers for food and medical services. Increases in both contracts recently have resulted in increases in Jail-related operational costs.
  - c. Facility Improvements: The Beltrami County Jail requires updating and expansion. This project will span multiple budget years and has been estimated at \$80M. The County will need to issue debt in order to finance this project. Therefore, future debt payments will need to be factored into future budgets.
  - d. Lawsuits: Several lawsuits are working their way through the court system. These suits, depending upon their outcome, could increase the financial liabilities of the County.

- 9) State Legislative Funds: The State Legislature did make several adjustments to funding formulas including key revenue sharing vehicles (PILT, LGA, CPA, etc.). While the implications are seemingly large, the actual impacts on the County are less so since much of the new funding is pass-through dollars earmarked for specific expenditures or slated for County disbursements to other local jurisdictions.

### **Property Tax Levy**

A driving goal for the development of the 2024 Budget was to hold the Property Tax Levy growth to as low of level as possible, despite extraordinary inflationary and economic pressures. The majority of growth in the Levy is attributable to increases in Jail Operating expenses (medical and food contracts, out of county housing and transport costs), rising hospital level of care expenses, and personnel cost escalators. Some growth in Levy was attributable to increases in insurance premiums and general operating expenses (fuel, utilities, supplies, etc.). The various drivers add up to most of the needed increase in levy of about \$1.92M. This dollar amount accounts for the entire increase in levy of 6.65%.

As required by the State of Minnesota, Beltrami County mails “parcel-specific” tax statements that show each taxpayer the amount their taxes will change as a result of decisions made by the respective city/township, school district, special tax districts, as well as any tax increase or decrease resulting from decisions made by the County. Most of these local governments are required to hold special budget public hearings prior to finalizing the budget and property tax levy. Statutes refer to these hearings as Truth in Taxation Hearings. Beltrami County’s budget hearing (Truth in Taxation Hearing) will be held on December 12th at 6:00 pm in the County Board Room. Citizens interested in commenting on budget spending priorities are invited to attend the public hearing.

## 2024 Proposed Levy

	2023	2024	\$ Change	% Change
Regular Levies (Operations)				
Revenue Fund	16,328,471	18,436,943	2,108,472	12.91%
Human Services	8,267,531	8,413,234	145,703	1.76%
Road & Bridge	2,954,761	2,954,761	-	0.00%
	27,550,763	29,804,938	2,254,175	8.18%
Debt Service Levies:				
Jail Debt Service	387,350	380,613	(6,737)	-1.74%
LEC Debt Service	325,000	-	(325,000)	-100.00%
Judicial Center Debt Service	684,200	686,400	2,200	0.32%
	1,396,550	1,067,013	(329,537)	-23.60%
	<b>\$28,947,313</b>	<b>\$30,871,951</b>	<b>\$1,924,638</b>	<b>6.65%</b>

### Major Property Tax Payers

Below is a list of the top ten property tax payers in the County:

<b>Enbridge Energy LP</b>
<b>Ottertail Corporation</b>
<b>Enbridge Pipelines So Lights</b>
<b>Great Lakes Gas Trans Ltd Ptrs</b>
<b>Minnkota Power Cooperative</b>
<b>Sanford Health of Northern MN</b>
<b>Vista North Townhomes LLC</b>
<b>S&amp;J Development LLC</b>
<b>Fankhanel LLC</b>
<b>Burlington Northern SF Rwy Co</b>



### **New State Funding**

The Minnesota Legislature in 2023 passed new legislation that added some additional funding for Counties. Beltrami County received about \$1M in new County Program Aid (CPA), \$1.3M in one-time Public Safety Aid, \$300,000 in Payments in Lieu of Taxes (PILT) Funding, \$345,000 in one-time Medical Assistance Aid, \$655,000 in Homeless Prevention Aid, \$117,000 in Probation Programming Aid, and about \$20,000 in SCORE Funding. While the total of new aid is impressive, much of the new State money is either encumbered in Grants or subject to pass through to other organizations (i.e. City, Townships, School District, etc.). As such, only about \$1.55M positively impacted the Levy for the FY 2024 Budget.

### **Acknowledgements**

The development of the Annual County Budget is a team effort. Policy direction and input from the Beltrami County Board of Commissioners is essential and appreciated. The 2024 Budget Committee also provided valuable insight and contributions during budget development. It is also imperative to recognize the significant and important contributions of the Beltrami County Management Team. They helped produce a budget that addressed the needs of the County while remaining mindful of the impacts of our budget to our residents. Our residents should be proud of the leadership that is demonstrated daily by these outstanding Department Heads. Finally, I cannot forget the critical contributions made by county accounting and support staff, specifically JoDee Treat, Samantha Rux and Diane Moe, to the development of this budget document. I am grateful for their professionalism, attention to detail, and contributions.

Respectfully submitted, Thomas H. Barry, Beltrami County Administrator



# Budget Summary

## 2024 Budget

### Overview – Fund Structure

A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

Beltrami County has a financial structure that includes seven major governmental funds. Additionally, seven nonmajor governmental funds, special revenue funds. The Beltrami County Board of Commissioners budgets and appropriates resources for the major and nonmajor governmental funds. Appropriated means that an authorization has been made by the Board of Commissioners which permits county officials to make expenditures of county resources. Accounting activity related to Internal Service Fund, Investment Trust Fund and Custodial Funds are part of the annual financial audit but budgets are not legally adopted for these funds.

The following describes county's governmental funds and how they are used as part of the county's annual operating budget:

The **General Revenue Fund** accounts for the revenues and expenditures related to normal governmental activities which are not accounted for in other funds. The following departments are accounted for in the General Revenue Fund: Board of County Commissioners, County Administrator, County Attorney, Judicial Services, County Auditor-Treasurer, License Center, County Assessor, Human Resource Management, Management Information Services, County Recorder, GIS/Mapping, Facilities Management, Veteran Services, Environmental Services, County Sheriff, County Jail, Extension Service and Community Programs.

The **Road & Bridge Fund** is a Special Revenue Fund that is responsible for the maintenance, development and long-range planning of the county transportation system. Projects are completed by Highway Department staff and equipment when possible and by letting bids for major construction.

The **Health & Human Services Fund** is a Special Revenue Funds that account for the cost of services provided to persons receiving public health, public assistance and social services, which flow through local county bank accounts. The activities of the Health & Human Services Department are included in this fund.

The **Forfeited Tax Sale Fund** is a Special Revenue Fund that accounts for the proceeds from the sale of, rental of or activities upon land forfeited to the State of Minnesota and administered by Beltrami County. The Forfeited Tax Fund includes the activities of the Natural Resource Management Department.

The **Solid Waste Management Fund** is a Special Revenue Fund that accounts for contracts to manage the day to day operation of the County's Solid Waste Management Program.

The **Debt Service Fund** is a special revenue fund that accounts for the retirement of bonds issued for the construction of the Community Services Center, Jail, County Administration Building, Law Enforcement Center and the Judicial Center.

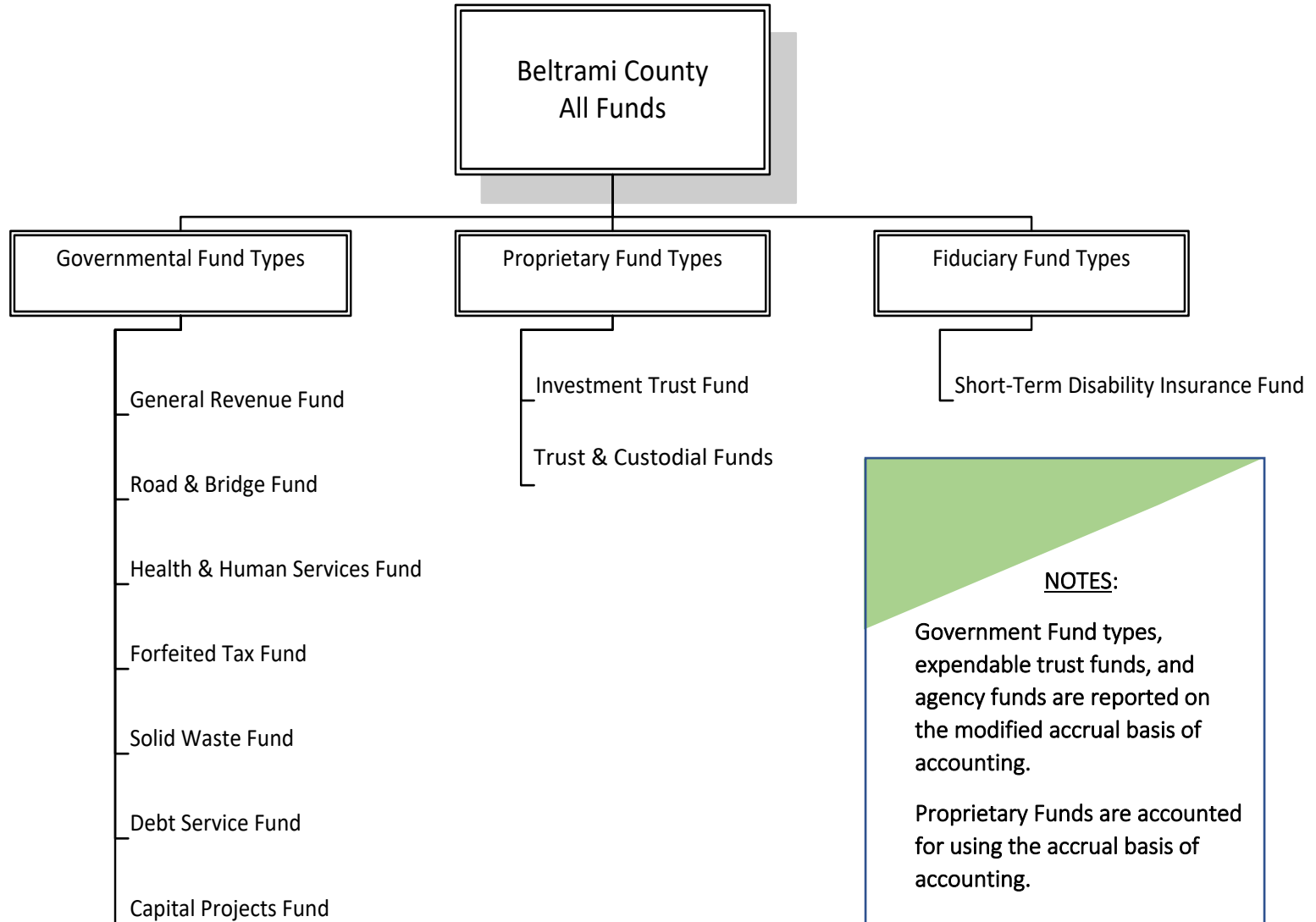
The **Capital Projects Fund** is a Special Revenue Fund that accounts for financial transactions of the county for general capital improvements to county property and equipment.

The **Non-Major Government Funds** for Beltrami County are:

- The **Ditch Special Revenue Fund** is used to account for the construction, repair and maintenance of the drainage ditches under the jurisdiction, or within the shared jurisdiction, of Beltrami County.
- The **Technology Special Revenue Fund** is used to account for the financial transactions of the county for computer-related activities.
- The **Unorganized Townships Special Revenue Fund** is used to account for the activities of the eight unorganized townships located in Beltrami County.
- The **Consolidated Conservation Special Revenue Fund** is used to account for the promotion of tourism, agriculture, industrial development and natural resource rehabilitation and development. Financing is provided by an apportionment of timber and mineral proceeds from consolidated conservation land and a portion of the payment-in-lieu-of-taxes from consolidated conservation lands.
- The **Law Library Special Revenue Fund** is used to account for the activities of the law library that is located in the Beltrami County Judicial Center.

- The **Development Special Revenue Fund** is used to account for the promotion of tourism, agriculture, industrial development, not to exceed five dollars per capita per year. Financing is provided by an apportionment of timber and mineral proceeds from tax-forfeited land.

## Fund Structure Chart



## Budget Summary for Government Funds

The tables on the following page express the budget and appropriations summary for major and non-major government funds for 2024:

<b>Budget Summary for Government Funds</b>									
<b>Year Ending December 31, 2024</b>									
	<b>General</b>	<b>Road and Bridge</b>	<b>Health and Human Services</b>	<b>Forfeited Tax</b>	<b>Solid Waste</b>	<b>Debt Service</b>	<b>Capital Projects</b>	<b>Other Governmental Funds</b>	<b>Total Governmental Funds</b>
<b>Revenues</b>									
Taxes	19,501,943	6,404,761	8,413,234	365,000	-	1,067,013	-	-	35,751,951
Special Assessments	-	205,000	-	-	3,250,000	-	-	38,685	3,493,685
License & Permits	242,925	30,000	-	-	750	-	-	-	273,675
Intergovernmental	8,973,955	12,733,000	22,281,286	148,450	160,648	-	280,000	478,725	45,056,064
Charges for Services	3,334,077	773,000	2,392,818	1,259,900	2,262,200	-	-	17,400	10,039,395
Fines & Forfeits	65,650	-	-	-	-	-	-	52,300	117,950
Gifts & Contributions	6,500	-	-	-	-	-	-	-	6,500
Interest on Investments	300,000	-	-	1,000	-	-	-	-	301,000
Miscellaneous	1,518,276	-	1,868,764	-	475,000	-	-	-	3,862,040
Other Financing Sources	2,870,284	902,479	601,576	56,164	441,712	272,750	-	148,578	5,293,543
<b>Total Revenues</b>	<b>36,813,610</b>	<b>21,048,240</b>	<b>35,557,678</b>	<b>1,830,514</b>	<b>6,590,310</b>	<b>1,339,763</b>	<b>280,000</b>	<b>735,688</b>	<b>104,195,803</b>
<b>Expenditures</b>									
General Government	18,959,448	-	-	-	-	-	-	164,700	19,124,148
Public Safety	16,974,169	213,000	-	-	-	-	-	-	17,187,169
Highway & Streets	-	20,835,240	-	-	-	-	-	83,725	20,918,965
Sanitation	-	-	-	-	6,590,310	-	-	-	6,590,310
Human Services	-	-	33,823,618	-	-	-	-	-	33,823,618
Health	-	-	1,734,060	-	-	-	-	-	1,734,060
Culture & Recreation	879,993	-	-	196,900	-	-	-	-	1,076,893
Conservation	-	-	-	1,633,614	-	-	-	135,237	1,768,851
Economic Development	-	-	-	-	-	-	-	352,026	352,026
Capital Outlay	-	-	-	-	-	-	280,000	-	280,000
Debt Service	-	-	-	-	-	1,339,763	-	-	1,339,763
<b>Total Expenditures</b>	<b>36,813,610</b>	<b>21,048,240</b>	<b>35,557,678</b>	<b>1,830,514</b>	<b>6,590,310</b>	<b>1,339,763</b>	<b>280,000</b>	<b>735,688</b>	<b>104,195,803</b>
<b>Revenues Over (Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Fund Balance - Beginning	33,628,258	11,125,070	1,969,211	1,723,486	1,172,585	362,668	1,014,178	2,267,371	53,262,827
<b>Fund Balance - Ending</b>	<b>33,628,258</b>	<b>11,125,070</b>	<b>1,969,211</b>	<b>1,723,486</b>	<b>1,172,585</b>	<b>362,668</b>	<b>1,014,178</b>	<b>2,267,371</b>	<b>53,262,827</b>

## **Budget Revenues**

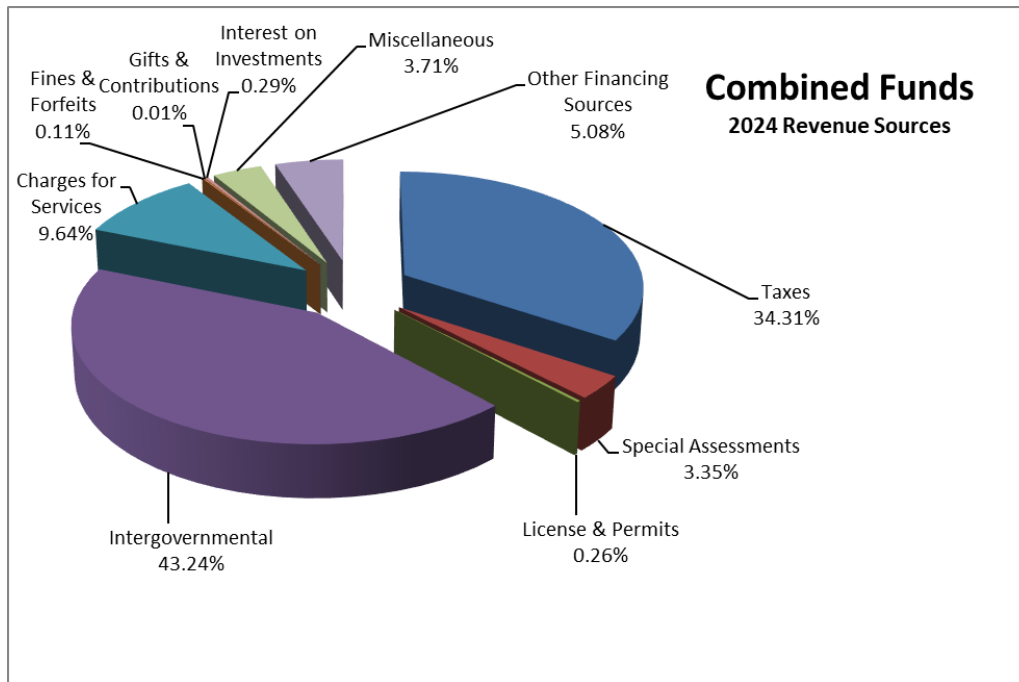
Budget revenue estimates are primarily based on an examination of historic trend data. The analysis of trends is completed in-house by County department and financial staff. Also, in some cases, county intergovernmental revenues are based on estimates provided by the State of Minnesota Department of Revenue. However, obtaining timely revenue data from the State of Minnesota is frequently a problem. County officials are conservative in estimating future budget revenues so as to avoid revenue shortfalls during the budget year. The 2024 revenue budget of \$104,195,803 represents an increase of \$4,215,005 (+4.05%) from the adopted 2023 revenue budget of \$ 99,980,798. The increase in revenues includes the property tax levy increase of \$1.92M.

## **Charges for Services**

Charges for Services includes fees collected by the County Recorder, County Treasurer, Solid Waste, County Sheriff and many other departments for services provided. For the 2024 Budget, Charges for Services represent 9.64 percent of all County revenue.

## **Other Revenue Sources**

Intergovernmental, Property Taxes, and Charges for Services comprise 87.19 percent of the 2024 revenue budget. Other, smaller, revenue sources include Special Assessments, Other Taxes, Licenses & Permits, Gifts & Contributions, Fines & Forfeitures, Interest on Investments and Miscellaneous.



The 2024 Budget includes tables and charts in order to quickly view the impacts of revenue source on County funds and departmental budgets.

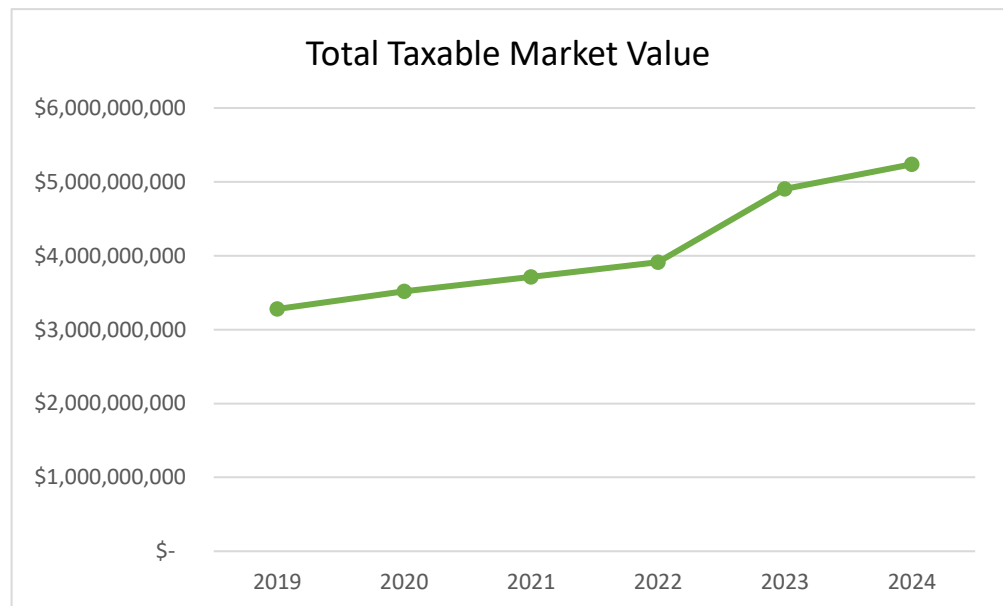
	2022	2023	2024
	Actual	Budget	Budget
<b>Revenues</b>			
Taxes	33,653,719	34,902,313	35,751,951
Special Assessments	3,176,808	3,093,685	3,493,685
License & Permits	296,714	255,475	273,675
Intergovernmental	48,837,891	42,998,497	45,056,064
Charges for Services	10,277,520	9,824,277	10,039,395
Fines & Forfeits	140,249	125,650	117,950
Gifts & Contributions	35,404	6,700	6,500
Interest on Investments	(754,211)	238,130	301,000
Miscellaneous	3,711,612	2,942,113	3,862,040
Other Financing Sources	256,592	5,593,958	5,293,543
<b>Total Revenues</b>	<b>99,632,298</b>	<b>99,980,798</b>	<b>104,195,803</b>



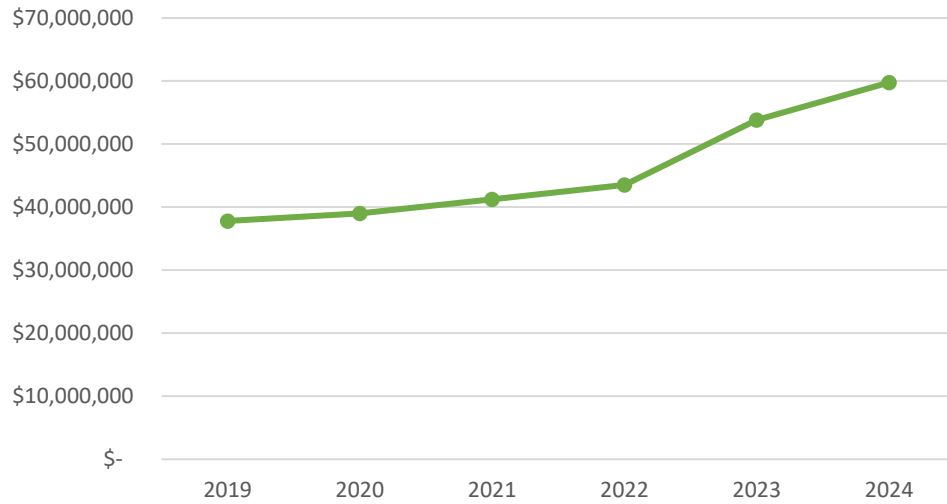
### Taxes

In evaluating the property tax burden imposed on properties in the county, tax payers should monitor trends and relationships between the total property tax levy, taxable market value, property tax rates, and property classification/classification rates. The **Property Tax Levy** is the imposition of a tax against eligible property located in the county. Property taxes account for about 34% percent of total revenues. For the Budget, the total property tax levy goes up 6.65% from 2023.

The **Taxable Market Value** is an assessor’s estimate of what property would be worth if it were sold. From 2016 to 2018, the Total Taxable Market Value of Beltrami County had increased by an average of 2.0% per year. From the 2019 payable total value to the payable 2024 level of the County experienced an increase of almost 60% taxable market value over the period.



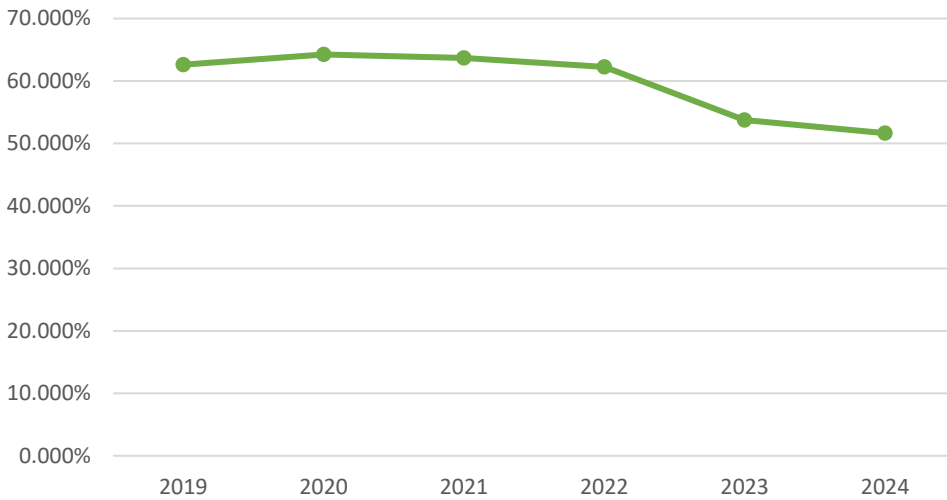
### Net Tax Capacity



The taxes payable in 2023 will be based on a total tax capacity of nearly \$54 million, up 24% from payable 2022 taxes.

The **Tax Capacity** is the valuation of property based on market value and class rates, on which property taxes are determined. As the Net Tax Capacity grows in a county, it requires less tax effort (lower tax rates) to collect the desired amount of property tax revenue. As a general rule, counties with higher tax capacity have lower tax rates and are thought to impose a lower tax burden on property tax payers. From 2018-2022 the total tax capacity for Beltrami started inching up at about 2% per year. But from 2022 to 2024, tax capacity increased 37%, driving the tax rate lower.

### Tax Rate

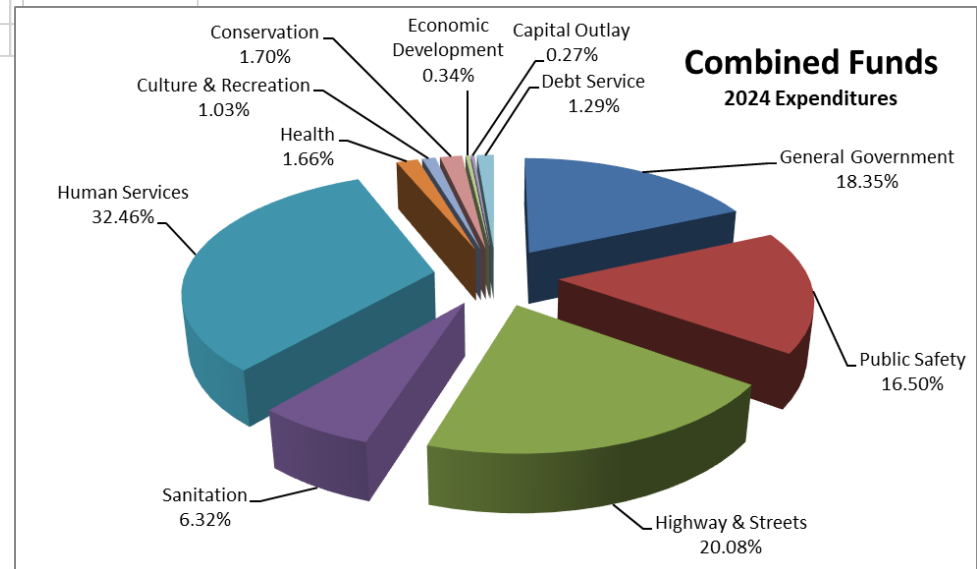


The **Tax Rate** is expressed as a percentage of tax capacity and is used to determine the property tax due on a property. The tax calculation formula is decided completely by the legislature. Recent growth in value has resulted in an overall reduction in tax rate (on the average). The preliminary tax rate for 2024 continues its downward trend from 2020 as market values continue to increase. The drop from 2022 to 2024 is noteworthy and represents a reduction of 10.7% in tax rate.

## Budget Expenditures

The 2024 expenditure budget of \$104,195,803 represents an increase of \$4,215,005 (+4.05%) from the adopted 2023 budget of \$99,980,798. The following schedule presents a summary of actual expenditures made in 2022, and expenditures budgeted for 2023 and 2024. Note, the \$104,195,803 in expenditures is balanced with the \$104,195,803 in revenues.

	2022	2023	2024
	Actual	Budget	Budget
<b>Expenditures</b>			
General Government	15,692,801	17,403,028	19,124,148
Public Safety	13,791,758	15,685,143	17,187,169
Highway & Streets	21,206,010	23,233,293	20,918,965
Sanitation	5,152,132	5,825,102	6,590,310
Human Services	28,267,127	30,607,760	33,823,618
Health	1,244,885	1,830,196	1,734,060
Culture & Recreation	1,076,596	1,037,920	1,076,893
Conservation	1,560,474	1,812,430	1,768,851
Economic Development	501,135	384,088	352,026
Capital Outlay	308,815	280,000	280,000
Debt Service	1,905,377	1,881,838	1,339,763
Total Expenditures	90,707,110	99,980,798	104,195,803
<b>Revenues Over (Under)</b>			
<b>Expenditures</b>	8,925,188	-	



### Health & Human Services

Expenditures for Health & Human Services remain the largest county expenditure area. For the 2024 Budget, 32.5 percent of all County expenditures will be directed to Health & Human Services activities. Nearly all of the health or human services programs provided by the County are mandated by the state or federal government. As changes occur in client eligibility, local government match requirements or reimbursement rates, expenditures for health and human services can fluctuate rather dramatically from year to year. For example, funding for the health needs of poor families remains one of the most controversial policy issues facing the Minnesota State Legislature and counties. Future legislative decisions related to Medicaid enrollment and General Assistance Medical Care (GAMC) and Foster Care have a dramatic impact on the County Budget and future county obligations. More recently, medical health holds are also highly variable and costly and are adversely impacting County expenditures.

### General Government

General Government expenditures include county government activities related to administration, auditor/treasurer, recorder, assessor, technology, personnel, facilities management and similar functions. The 2024 Budget expenditures for these services comprise 18.4 of all county spending.

### Highway & Streets

Spending on Highways & Streets fluctuates from year to year based on the timing of state and/or federal reimbursements for new construction activity. The 2024 Budget the County has incorporated the projects that will be covered by State and Federal Aids as well as the ½ of 1 percent sales tax that was adopted by the County Board. The sales tax first started generating revenue in 2014 and must be dedicated entirely to improving our county road system. It is expected that 2024 will again be another very active year for road projects.

### Public Safety

Public Safety expenditures make up 16.5 percent of total County expenditures, but nearly half of the levy. This high share of the total county levy is the best evidence of the fact that law enforcement and incarceration are left almost entirely to county citizens to pay for, with very little help from the state. Funding that maintains staffing levels of patrol deputies and investigations remains a high priority for the county. Rising jail operations costs are a significant concern and it is expected that county officials will continue to work with Judges from the Ninth Judicial District to adopt policies and procedures allowing for greater use of proven alternative sentencing options, reducing jail costs to county tax payers.

Beltrami County has some very significant decisions that will be need to made in regards to our jail. The Minnesota Department of Corrections is the agency that monitors jails to be sure that they are complying with the state statutes. A recent DOC inspection pointed to multiple issues with our jail and Beltrami County is taking those findings seriously. Repairs were made in many areas of the jail in order to continue assuring the

quality and safety to our inmates and employees. In addition to addressing the immediate needs, the DOC findings have prompted the County to do some serious study on how to proceed. A recent Needs Assessment and Feasibility Study outlined seven alternatives for the County to consider – each with its own advantages and disadvantages and costs implications. In November of 2022, the Beltrami County Board committed to constructing a new 242-Bed, \$80M County Jail.

The design of the new jail will have a huge impact on how many Correctional Officers are needed, and how those employees can work in the most effective way. It is clear that our current jail does not do a good job of accommodating the rules that have been passed in the last thirty years and that we could have a positive impact of the operational costs if we had a different facility. It is often said that bricks and mortar are the affordable part of a project. The on-going staffing and operational needs are the biggest ongoing expense.

#### Capital Improvement Plan

The Beltrami County Capital Improvements Plan (CIP) is created in accordance with the guidelines of Minnesota Statutes, Section 373.40. The CIP covers all public improvement and building projects, with a useful life of five years or greater, currently anticipated to be undertaken by the County during the next five years. While cost estimates and proposed funding sources are identified for each general improvement area, the CIP is not intended to provide a detailed or complete financing plan for each project. As the County prepares to undertake individual projects, the County Board will consider a specific finance program.

The CIP is revised and updated on an annual basis during the annual budget cycle. Changes to the priorities established in the plan should be expected. Changes can be caused by reductions in funding levels, opportunities for grants or other aids, delays in obtaining construction permits or necessary approvals, emergency needs or simply changes in community preferences.

Most CIP regular projects are repair/replacement and maintenance projects. These projects should help improve operating efficiencies and offset increased costs for operations and repairs. By continuing an ongoing equipment replacement schedule, departmental operating budgets will not need to fund replacement of this equipment. Replacing equipment on a scheduled basis also results in reduced maintenance costs of the old equipment and can provide enhanced performance due to new equipment technology. Completion of scheduled building maintenance improvements will extend the lives of the buildings. Providing funds for building improvements annually will enable capital improvements to be scheduled as needed, over time, rather than waiting for an emergency situation which will cost more to correct.



# List of Principal Officials

## Board of County Commissioners

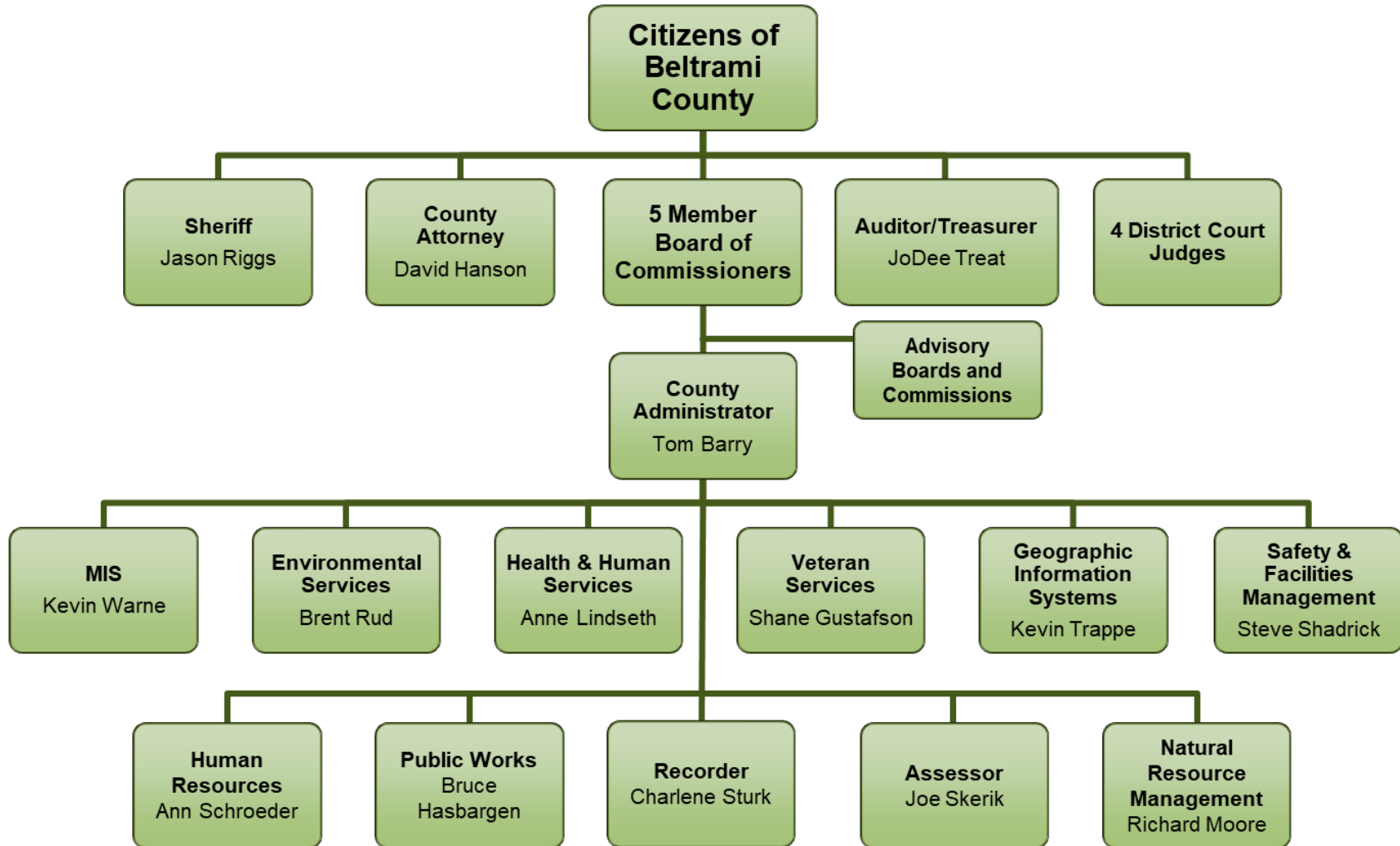
- 1<sup>st</sup> District: Craig Gaasvig  
*Term ends: Jan. 2027*
- 2<sup>nd</sup> District: Joe Gould  
*Term ends: Jan. 2025*
- 3<sup>rd</sup> District: Richard Anderson  
*Term ends: Jan. 2027*
- 4<sup>th</sup> District: Tim Sumner  
*Term ends: Jan. 2025*
- 5<sup>th</sup> District: John Carlson  
*Term ends: Jan. 2025*

## Appointed County Officers

- County Administrator: Tom Barry
- County Assessor: Joe Skerik  
*Term ends: December 2024*
- County Engineer: Bruce Hasbargen  
*Term ends: April 2026*
- Veterans Services: Shane Gustafson  
*Term ends: April 2026*

## Elected County Officials

- County Attorney: David Hanson  
*Term ends: Jan. 2027*
- County Sheriff: Jason Riggs  
*Term ends: Jan. 2027*
- Auditor/Treasurer: JoDee Treat  
*Term ends: Jan. 2027*
- District Court Judge: Judge John G. Melby  
*Term ends: Jan. 2025*
- District Court Judge: Judge Shari R. Schluchter  
*Term ends: Jan. 2025*
- District Court Judge: Annie Claesson-Huseby  
*Term ends: 2025*
- District Court Judge: Jeanine R. Brand  
*Term ends: 2029*





## Authorized Staffing Levels

Beltrami County employees are the greatest asset of county government. County officials strive to establish and to maintain the delicate balance of salary and benefits that allows the county to recruit and to retain talented employees who deliver services and outcomes expected by county residents, within budget constraints.

Personnel costs represent a significant percentage of all county expenditures. For some county departments, personnel costs may represent as much as 90 percent of departmental expenditures. As an example, over 90 percent of the 2024 Assessor's Department budget is personal services. Many county staffing positions are funded in part or entirely from state or federal grants or reimbursements. To illustrate, personnel costs related to Eligibility Specialists in the Human Services Department are reimbursed by state/federal TANF funds at approximately 50%. In other cases, staffing levels are mandated by other governmental units (ex. jail staffing levels must be approved by the Minnesota Department of Corrections).

Beltrami County currently has labor agreements with eight unions that represent a majority of county employees. Each of the eight labor agreements have just recently been renegotiated, all with three-year terms ending 12/31/2025.

Due to such a high percentage of county expenditures attributed to personnel costs, careful monitoring of approved County staffing levels and salary/benefit levels will continue to be needed in order to control the growth of County budgets.

### 2024 Staffing Requests

One of the major cost drivers in county government is staffing. With the exception of the cost of building and improving roads, our departmental expenses are predominately budgeted for wages and benefits. For this reason, the County takes a very careful and conservative approach to adding or replacing staff. The FY 2024 Budget being recommended includes some shifts in staff movement and measured staff increases (6.15 FTEs). One new Assistant County Attorney and one new Veteran's Services staff member are being recommended for inclusion in the FY 2024 Budget. Although these do increase costs to the County, the vast majority of new positions are funded utilizing outside sources and therefore either minimally or do not impact the County's expenses. These positions include: one limited-term (3 year) position in the Sheriff's Office which is fully funded by outside sources, two Health and Human Services positions which are partially funded by outside sources, one new







# Mission, Vision and Values

## County Government as a Provider of Services

The traditional role of county government in Minnesota has been to serve as an administrative arm of state government. Counties carry out state mandated activities and administer those services and programs established by state law. Minnesota residents look to counties as the primary access point for the delivery of most state and federal programs.

As the administrative arm of state government in the provision of state-mandated programs and services, counties rely on the State of Minnesota, and to some extent the federal government, to adequately fund the programs created by the State. Unfortunately, State government has gradually and consistently withdrawn financial support for many of the mandates that counties must provide. The deterioration of the historic state/county partnership has strained relationships and has put many good programs in serious jeopardy.

## Vision, Mission, Values & Priority Focus

The County will continue to be governed by priorities and values set by the County Board. The Mission & Values statement for county government helps to describe *why* the county government exists.

***Mission & Values.*** *Beltrami County will be the catalyst to firmly establish a community that promotes healthy families, environmental quality, expanding economic opportunity, and a quality of life second to none. The County will accomplish this through innovation, commitment, hard work, collaboration, leadership, and customer responsiveness.*

The Vision statement for Beltrami County helps to describe *who* we want to become. It provides a target, a vision, which can be used as one of the tools to periodically evaluate success.

***Vision.*** *Beltrami County will be a model of excellence that others seek to emulate. It will lead the way through collaboration and perseverance, successfully resolving the County's toughest problems and taking advantage of its greatest opportunities. It will create a legacy and tradition of success that expands opportunity for all of its citizens.*



# General Revenue Fund

## Description

The General Revenue Fund accounts for the revenue and expenditures pertaining to normal government activities which are not accounted for in other funds. The General Revenue Fund includes budgets for county services such as public safety, property tax services and environmental services.

## Revenue Trends

The General Revenue Fund collects revenue from many individual sources including property tax, investment income from fund reserves, state general purpose aid, and charges for county services.

### Property Tax

Minnesota counties are becoming more reliant on county property tax levies to fund general purpose activities. Increased unfunded mandates, rising labor and supply costs, underfunding in state general purpose aid, lower interest rates yielding lower investment income and reductions in development related permits or charges for services have shifted a greater revenue burden on property tax levies.

### Intergovernmental

Included in Intergovernmental Revenues, the State of Minnesota certifies a County Program Aid payment (CPA) each county annually. With the State Revenues increasing as the economy rebounds, the State has increased CPA for counties but will need to continue to evaluate state aids that have not risen as the cost of providing services increases.

### Charges for Services

Typical charges for services collected by Beltrami County include license renewal charges, fees for recording documents, permit to carry fees, civil operations fees and MIS contract services. Revenue collections from Charge for Services have modestly but steadily increased over time.

### Interest on Investments

The County Auditor-Treasurer actively manages a portfolio of investments, in compliance with state regulations. Interest on Investments contributes about 1.5% of total revenues for the General Revenue Fund. During the economic downturn and continuing into 2023, interest rates on investments have remained low and have limited the ability of the County to realize elevated returns on investments. While interest rates have improved very recently, the reducing fund balance, caused by the high cost of medical care placements, has factored into the inability to receive much interest revenue.

## Expenditure Trends

### General Government

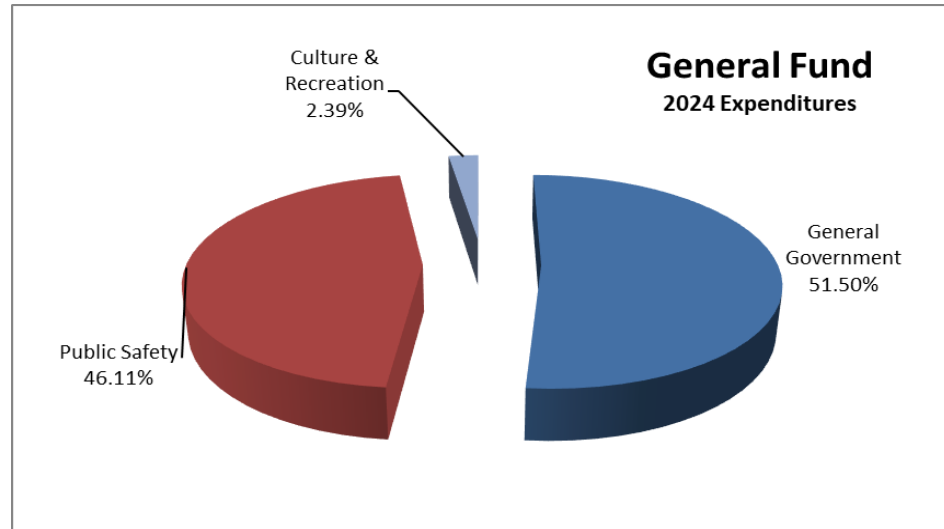
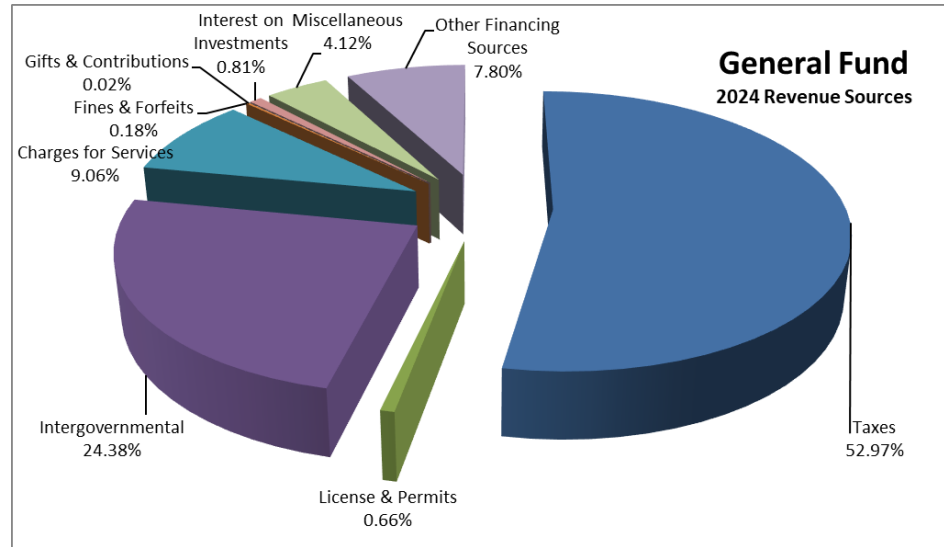
General Government functions include activities related property assessment services, elections, personnel, environmental services, facilities management, technology services, and other similar functions.

### Public Safety

Public Safety costs account for nearly half of all General Fund spending for 2023. The 2024 Budget increases in public safety spending are largely related to the rising costs of operating the County Jail. Recent increases in food and medical contracts have elevated costs by about \$300,000 annually. The housing of inmates outside of the County Jail at other facilities continues to rise and add significant costs to the budget. Just a few years ago the County budgeted about \$200,000 for out-of-County housing. The FY 2024 Budget predicts expenditures of \$1.4M for out-of-County housing and transportation-related costs. Finding ways to reduce the number of incarcerations and/or the duration of incarcerations is key to addressing this steeply rising expense.

## General Fund Statement

	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>			
Taxes	15,405,805	17,393,471	19,501,943
Special Assessments			
License & Permits	261,084	224,775	242,925
Intergovernmental	17,059,434	7,131,342	8,973,955
Charges for Services	3,281,883	3,153,971	3,334,077
Fines & Forfeits	102,121	75,650	65,650
Gifts & Contributions	34,422	6,700	6,500
Interest on Investments	(775,897)	237,630	300,000
Miscellaneous	1,639,314	1,647,833	1,518,276
Other Financing Sources	1,596,453	3,696,970	2,870,284
<b>Total Revenues</b>	<b>38,604,619</b>	<b>33,568,342</b>	<b>36,813,610</b>
<b>Expenditures</b>			
General Government	15,608,031	17,236,428	18,959,448
Public Safety	13,643,143	15,472,143	16,974,169
Highway & Streets			
Sanitation			
Human Services			
Health			
Culture & Recreation	921,087	859,771	879,993
Conservation			
Economic Development			
Capital Outlay	112,412		
Debt Service	42,917		
<b>Total Expenditures</b>	<b>30,327,590</b>	<b>33,568,342</b>	<b>36,813,610</b>
<b>Revenues Over (Under) Expenditures</b>	<b>8,277,029</b>	<b>-</b>	<b>-</b>
Fund Balance - Beginning	25,351,229	33,628,258	33,628,258
<b>Fund Balance - Ending</b>	<b>33,628,258</b>	<b>33,628,258</b>	<b>33,628,258</b>



## **Fund Balance Analysis**

In accordance with guidelines established by the Minnesota State Auditor's Office and county policy, Beltrami County has historically maintained adequate General Fund reserves to meet cash flow and emergency needs. Audited county financial statements establish the 2023 total unassigned fund balance for the General Revenue Fund to be about 4.5 months of cash flow which is within the 4-6 month Reserve Policy. While the 2024 County Budget is a balanced budget that will not generate a further reduction in fund balance, the County should remain focused on enhancing and maintaining fund balance reserves in alignment with County fiscal policy and best management practices.



# Board of County Commissioners

## General Revenue Fund

*District One: Craig Gaasvig*

*District Two: Joe Gould*

*District Three: Richard Anderson*

*District Four: Tim Sumner*

*District Five: John Carlson*

### **Purpose Statement**

The Beltrami County Board of Commissioners is the governing body of Beltrami County. The County Board’s authority, duties, and privileges are described in Minnesota Statutes, Chapter 373. The Beltrami County Board of Commissioners is comprised of five elected members, each representing separate districts within Beltrami County.

The County Board is responsible for establishing the overall goals and the future direction for the county. The Board sets the budget for each county department, approves contracts, appoints officials to carry out resolutions and policies, and appoints citizen commissions and committees. In addition, Commissioners represent Beltrami County on numerous local, regional and state committees and commissions.

The County Board also approves purchases and expenditures, sets the property tax levy and develops a multi-year Capital Improvement Plan (CIP) that addresses the anticipated needs of Beltrami County. The Board makes policy decisions related to county facilities, land acquisition, equipment and vehicles. The Board establishes priorities for the construction and repair of county roads and highways and approves plans for the development and use of county lands.

The County Board budget is: 01-004 Board of Commissioners.

### **2024 Initiatives**

The Board of County Commissioners will provide policy direction to all county activities and hold county employees accountable for efforts to accomplish strategic objectives. Specifically, the County Board will work with key staff and community partners to advance the following priority strategic initiatives during 2024:

- County Jail: Beltrami County has been notified by the MN Department of Corrections that we will need to either address some significant deficiencies in our current jail. The county is in the process of designing, locating and constructing a new 242-bed County Jail. Many

variables will come into play, considering the complexity, community response, and high cost of a jail. The process will be a multi-year endeavor. The role of the administrator will be to assure that the county establishes a process for reviewing and analyzing options, provides good communication and information to the public, finds a funding source that is the most reasonable, and remains compliant with correctional laws and rules. This project will be among the highest priorities for the County for the foreseeable future.

- Northern Minnesota Veterans Home: Beltrami County has been at the forefront of bringing a Veterans Home to northern Minnesota. The 2018 Legislature awarded \$12.4 million to go toward a Veterans Home to be built in Beltrami County. The County has pledged \$1 million dollars toward the project as well. Sanford Health of Northern Minnesota has donated about 15 acres for the home, with the land valued at approximately \$750,000. The local fundraising conducted by Beltrami County included \$1,000,000 from our County, \$250,000 from the Neilson Foundation, \$250,000 from the City of Bemidji, plus numerous other counties, townships, veteran service organizations, banks and private citizens. The fundraising brought an additional \$2.3 Million. That fundraising alone has leveraged an additional \$1,500,000 from the Federal Government with their 65% match. At this writing, the Bemidji Veterans Home is under construction. This 72-bed, \$47M project, which will bring about 165 new jobs to our community, continues to require enormous coordination and collaboration between a variety of stakeholders and the community. With the grand opening anticipated in the fall of 2023, this project is on track and remains a high priority.
- Out of Home Placement Costs: The County Board is dedicated to providing for the safety of children, which often requires the need for Foster Home placements. Beltrami County has successfully raised awareness to the issue of foster care payments and the impact this service has to the County Levy and Fund Balance. Red Lake has successfully been designated and funded to take over all facets of child protection placements, including financial responsibility in January, 2021. Beltrami County will continue to work toward a higher level of state responsibility in covering the cost of out-of-home placements, and will also take measures to assure Red Lake's success in their initiative. Both issues remain a high priority. The County will continue to lobby for the state to play a larger role in covering the cost of placements. (Minnesota is 49<sup>th</sup> out of 50 states in ranking the proportion of placements that are covered by the state – and counties are left filling that gap). The cost remains a very significant driver to the property tax levy.
- Hospital Level of Care Expenses: The County has seen a significant increase in the costs associated with citizens who are committed and not meeting hospital level of care. These expenses are varied and uncontrollable and dependent upon community trends and needs. In one case, a 6-month hold for one individual resulted in a \$337,000 unexpected expense to the County. On average, these expenses are on the rise and the County expects annual additional expenses in the range of \$400,000 to \$600,000 per year.
- Economic and Inflationary Climate: There remains great uncertainty in the economy. Inflation has reached recent record highs which will drive up the County's cost for services, labor, equipment, materials, supplies and ultimately capital improvements and investments. This will



make it very difficult to cap costs as so many of the County's expenses are uncontrollable. This has and will continue to drive upward pressure on County costs and strain budgets.

- Staff Wage Pressures: County-wide recruitment and retention remains a significant concern. Upward pressure in wages nationally, statewide and locally has resulted in a lagging wage schedule for the County, reduced County employment desirability and increased difficulty in filling County positions. The last wage study conducted by the County was completed in 2012. The County should plan and prepare to conduct a Countywide salary survey and be financially prepared to implement its findings. This will take considerable financial resources to conduct and implement and may need to be done in phases.
- Economic Development Authority: Growing tax base through economic development and prosperity can help to offset the demand for higher taxes and minimize tax spreading to existing residents and businesses. The creation of an Economic Development Authority could help gain access to considerable new grant resources and leverage existing efforts to grow the County's economic development portfolio. Investigative work into this endeavor may help prove out this potential.
- Solid Waste Transfer Station. Beltrami County has partnered with several counties for many years in having Polk County provide for the disposal of waste and recyclable products. With the strong partnership that has been created, each county acknowledges that what is good for one county is good for all, and what is good for Polk County is good for all when it comes to Solid Waste management. After receiving state bond funding that allowed for the purchase and remodel of the Bemidji and Blackduck Transfer Stations, commencing January 1, 2020 Beltrami County ended a contract for managing the Transfer Stations. Beltrami County now manages all solid waste facilities internally. The County Board is convinced that services will be improved and cost savings will occur that can be reinvested into the program. The advent of COVID-19 brought significant changes to Polk County, driving tipping costs up for partner counties. Beltrami is one of several counties that has been forced to budget for the higher rates beginning with the 2021 budget. Recent revenue declines associated with the COVID-19 Pandemic have also challenged the financial position of the Solid Waste Fund, although improvement has been seen recently. Continued work will need to ensure a sustainable path forward for the Department.
- Moving Highway Projects Forward: Beltrami County was very forward thinking in adopting the one half of one percent sales tax that became effective in 2014. The new revenue to Beltrami County put the County in a position to significantly accelerate the repair of county roads. The Board will work to combine the use of sales tax funds and other potential funding streams to advance this priority. The County Board is frequently confronted with changes in needs for county roads, requiring them to adjust the five year road plan, and long range road plans.

- Legislative Priorities. The Beltrami County Board will seek to advance needed policies and appropriations through the Minnesota State Legislature and the U.S. Congress. Prior to the 2024 Session of the Minnesota State Legislature, the Board will establish legislative priorities and communicate those priorities to area legislators. In past years, Beltrami County has appeared before several House and Senate Committees and have seen very good results from these in-person presentations. Beltrami County is resolute in continuing the practice of going to the Capital to improve funding formulas, ensure fairness and equity in statewide spending, countering unfunded mandates, and securing adequate funding for roads and our jail. Also, the Administrator will establish county priorities for action by Congress. The County Board will meet with congressional staff and members of Congress to communicate issues of concern.
- Intergovernmental Relations. Members of the County Board will meet periodically with officials from cities, townships, school districts, tribal, SWCD and other state, joint powers or quasi-governmental representatives to maintain open communications and to seek alignment around priority shared outcomes.
- Annual Budget and Annual Audit. Through the development of the annual budget, the County Board establishes policy priorities and allocates funds to fulfill those priorities. The annual audit also provides an opportunity for an independent accounting of how those funds are managed.
- Quarterly Newsletter. Perhaps the most important responsibility of county government is to inform citizens on the work being done as well as seek out and to respond to those priorities expressed by county residents. The continuation of the County Newsletter has been a solid way to reach the households of every zip code in Beltrami County at a very reasonable cost.

## Revenue & Expenditure Summary Commissioners

<b>Revenue Summary</b>	<b>Actual 2022</b>	<b>Budget 2023</b>	<b>Budget 2024</b>
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental			
Charges for Services			
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions			
Miscellaneous			
<b>Total Revenues</b>	-	-	-
<b>Expenditure Summary</b>	<b>Actual 2022</b>	<b>Budget 2023</b>	<b>Budget 2024</b>
Personal Services	247,888	279,814	274,272
Services & Charges	35,671	91,525	64,625
Supplies & Materials	339	1,600	1,000
Capital Assets			
Other			
<b>Total Expenditures</b>	283,898	372,939	339,897



# Office of the County Administrator

## General Revenue Fund

*County Administrator Tom Barry*

*Tom.barry@co.beltrami.mn.us*

*218-333-4109*

### Purpose Statement

The County Administrator is the Chief Executive Officer for the county and is responsible for the overall administration of the county. The Administrator reports directly to the County Board of Commissioners and acts as a liaison between the Board and county departments. By statute, the Administrator prepares and submits to the County Board a proposed annual budget and long-range capital expenditure program. The County Administrator also makes recommendations to the County Board on policy development and the provision of county services. The Administrator implements board decisions, policies, ordinances and resolutions in the most efficient, effective and fair manner possible.

The County Administrator budget is: 01-031 Central Administration. The County continues to face many fiscal challenges. The County continues to grow in value, but growth in building infrastructure is largely static despite demand. About 70% of our land base is tax exempt. This places a large burden on a small tax base. Levy increases over the past several years have been greater than inflation. This is because County needs have been great and many cost factors are out of our control.

### 2024 Strategic Initiatives

The County Administrators Office will seek to purposefully align departmental activities and resources with the key objectives established by the County. Specifically, the County Administrator will work with the County Board and strategic partners to advance the following priority initiatives during 2024:

- County Jail: Beltrami County has been notified by the MN Department of Corrections that we will need to either address some significant deficiencies in our current jail. The county is in the process of designing, locating and constructing a new 242-bed County Jail. Many variables will come into play, considering the complexity, community response, and high cost of a jail. The process will be a multi-year endeavor. The role of the administrator will be to assure that the county establishes a process for reviewing and analyzing options, provides good communication and information to the public, finds a funding source that is the most reasonable, and remains compliant with correctional laws and rules. This project will be among the highest priorities for the County for the foreseeable future.

- Jail Medical and Food Expenses: The Jail relies on contracted service providers for food and medical services. Increases in both contracts recently have resulted in increases in Jail-related operational costs. The County may need to evaluate less costly alternatives to mitigate uncontrollable increases that continue to strain the County's budget and resources.
- Northern Minnesota Veterans Home: Beltrami County has been at the forefront of bringing a Veterans Home to northern Minnesota. The 2018 Legislature awarded \$12.4 million to go toward a Veterans Home to be built in Beltrami County. The County has pledged \$1 million dollars toward the project as well. Sanford Health of Northern Minnesota has donated about 15 acres for the home, with the land valued at approximately \$750,000. The local fundraising conducted by Beltrami County included \$1,000,000 from our County, \$250,000 from the Neilson Foundation, \$250,000 from the City of Bemidji, plus numerous other counties, townships, veteran service organizations, banks and private citizens. The fundraising brought an additional \$2.3 Million. That fundraising alone has leveraged an additional \$1,500,000 from the Federal Government with their 65% match. At this writing, the Bemidji Veterans Home is under construction. This 72-bed, \$47M project, which will bring about 165 new jobs to our community, continues to require enormous coordination and collaboration between a variety of stakeholders and the community. With the grand opening anticipated in the fall of 2023, this project is on track and remains a high priority.
- Out of Home Placement Costs: The County Board is dedicated to providing for the safety of children, which often requires the need for Foster Home placements. Beltrami County has successfully raised awareness to the issue of foster care payments and the impact this service has to the County Levy and Fund Balance. Red Lake has successfully been designated and funded to take over all facets of child protection placements, including financial responsibility in January, 2021. Beltrami County will continue to work toward a higher level of state responsibility in covering the cost of out-of-home placements, and will also take measures to assure Red Lake's success in their initiative. Both issues remain a high priority. The County will continue to lobby for the state to play a larger role in covering the cost of placements. (Minnesota is 49<sup>th</sup> out of 50 states in ranking the proportion of placements that are covered by the state – and counties are left filling that gap). The cost remains a very significant driver to the property tax levy.
- Hospital Level of Care Expenses: The County has seen a significant increase in the costs associated with citizens who are committed and not meeting hospital level of care. These expenses are varied and uncontrollable and dependent upon community trends and needs. In one case, a 6-month hold for one individual resulted in a \$337,000 unexpected expense to the County. On average, these expenses are on the rise and the County expects annual additional expenses in the range of \$400,000 to \$600,000 per year.
- Economic and Inflationary Climate: There remains great uncertainty in the economy. Inflation has reached recent record highs which will drive up the County's cost for services, labor, equipment, materials, supplies and ultimately capital improvements and investments. This will

make it very difficult to cap costs as so many of the County's expenses are uncontrollable. This has and will continue to drive upward pressure on County costs and strain budgets.

- Staff Wage Pressures: County-wide recruitment and retention remains a significant concern. Upward pressure in wages nationally, statewide and locally has resulted in a lagging wage schedule for the County, reduced County employment desirability and increased difficulty in filling County positions. The last wage study conducted by the County was completed in 2012. The County should plan and prepare to conduct a Countywide salary survey and be financially prepared to implement its findings. This will take considerable financial resources to conduct and implement and may need to be done in phases.
- Economic Development Authority: Growing tax base through economic development and prosperity can help to offset the demand for higher taxes and minimize tax spreading to existing residents and businesses. The creation of an Economic Development Authority could help gain access to considerable new grant resources and leverage existing efforts to grow the County's economic development portfolio. Investigative work into this endeavor may help prove out this potential.
- Solid Waste Transfer Station. Beltrami County has partnered with several counties for many years in having Polk County provide for the disposal of waste and recyclable products. With the strong partnership that has been created, each county acknowledges that what is good for one county is good for all, and what is good for Polk County is good for all when it comes to Solid Waste management. After receiving state bond funding that allowed for the purchase and remodel of the Bemidji and Blackduck Transfer Stations, commencing January 1, 2020 Beltrami County ended a contract for managing the Transfer Stations. Beltrami County now manages all solid waste facilities internally. The County Board is convinced that services will be improved and cost savings will occur that can be reinvested into the program. The advent of COVID-19 brought significant changes to Polk County, driving tipping costs up for partner counties. Beltrami is one of several counties that has been forced to budget for the higher rates beginning with the 2021 budget. Recent revenue declines associated with the COVID-19 Pandemic have also challenged the financial position of the Solid Waste Fund, although improvement has been seen recently. Continued work will need to ensure a sustainable path forward for the Department.
- Annual Budget and Annual Audit. Through the development of the annual budget, the County Board establishes policy priorities and allocates funds to fulfill those priorities. The annual audit also provides an opportunity for an independent accounting of how those funds are managed.
- Regional Wellness Facility. The Administrator sits on the Regional Advisory Committee and has, and will continue, to represent the County on the project. This public-private partnership will be the largest single investment in the City's and County's history. The facility, which is

still undergoing a feasibility assessment, will include a comprehensive wellness facility, mixed use retail and commercial opportunities, new residential housing offerings and outdoor park amenities. This complex could bring over 100 new jobs to the region.

- Expanding Opportunities. Our region has a strong history of business and government interests partnering to accomplish worthwhile projects. However, the region’s business and government partners really struggle to partner at a “strategic” level. The Administrator will capitalize on opportunities for partnerships and relationship building as well as opportunities to provide economic or political leverage. The County can play a strong role in job creation as well as growing market value by collaborating, seeking funding and at times injecting county funds.
- Organizational Optimization: As the Budget Committee approaches another extremely difficult year, it becomes apparent that the county will need to be resilient and flexible in how we cover the priority services within the limited growth in revenue. Where appropriate, the Administrator will continue to seek ways to evaluate the services we provide, reorganize departments when justified, measure County Board support for services, and find ways to shift financial support if needed.
- Advancing Technology: With many emerging programs and applications, the county is continually challenged to have the best technology that can be afforded through our limited finances. Supporting the technology needs of departments has allowed many functions to grow or improve without the need to increase the size of the workforce. In many cases, staffing has been reduced by the combined use of retirement attrition and better technology. The Administrator uses a high level view of the impact verses cost on technology purchases.
- Legislative Priorities. The Beltrami County Board will seek to advance needed policies and appropriations through the Minnesota State Legislature and the U.S. Congress. Prior to the 2024 Session of the Minnesota State Legislature, the Board will establish legislative priorities and communicate those priorities to area legislators. In past years, Beltrami County has appeared before several House and Senate Committees and have seen very good results from these in-person presentations. Beltrami County is resolute is continuing the practice of going to the Capital to improve funding formulas, ensure fairness and equity in statewide spending, countering unfunded mandates, and securing adequate funding for roads and our jail. Also, the Administrator will establish county priorities for action by Congress. The County Board will meet with congressional staff and members of Congress to communicate issues of concern.
- Intergovernmental Relations. The relationship that has been built with the Red Lake Nation will have significant implications to Beltrami County. As we support the work that Red Lake does in self-governance, we gain mutual strength in the process. The Administrator will continue to build relationships with local tribes, trust and support the work not only of Red Lake, but of Leech Lake and White Earth as well.

Additionally, the Administrator will expand opportunities to coordinate and collaborate with regional partners including Sanford, Bemidji State University, Greater Bemidji and others.

- Local Government Relations. The Administrator will coordinate services, communications and meetings with the City of Bemidji, all other cities, township governments, tribal governments, other counties, or agencies as needed that will allow for improved relationships and cooperative efforts.
- Community Leadership: The County Administrator is made aware of a multitude of community needs during the many involvements that come with the position. An important role is to serve as a convener of people and groups that can talk about whether and how best to address issues. The Administrator is also in a good position to have a huge bank of contacts and connections, and should always be working on nurturing those relationships.
- Employee Wellness: The County has operated a Wellness Program for years. The Program has been funded in the past by incentives provided by the County's health insurance provider. A change in health insurance providers recently resulted in a loss of those incentive funds which destabilized the financial sustainability of the Program. Additionally, the COVID-19 Pandemic resulted in a suspension of the Program and exacerbated its loss of momentum. Recently, with the support of the Management Team, the Wellness Program has been rebooted. About 7 new members joined the team, which now numbers about 15. The focus of the Program has expanded into "Total Wellness" which includes a broader focus than just physical wellness. The new Program now focusses on social, mental health, financial, culinary, teambuilding and other health and wellbeing emphases. To ensure the program is successful, additional funds were programmed into the County Budget to cover wellness incentives and rewards, training, education, written materials and other costs focused on providing wholistic, healthy education and programming to promote staff safety, security, and total wellness.



## Revenue & Expenditure Summary

### County Administrator

	<b>Actual 2022</b>	<b>Budget 2023</b>	<b>Budget 2024</b>
<b>Revenue Summary</b>			
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental			
Charges for Services			
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions	2,634		
Miscellaneous	6,000	6,500	113,500
<b>Total Revenues</b>	8,634	6,500	113,500
	<b>Actual 2022</b>	<b>Budget 2023</b>	<b>Budget 2024</b>
<b>Expenditure Summary</b>			
Personal Services	270,660	295,472	350,844
Services & Charges	4,424	6,950	6,100
Supplies & Materials	1,491	1,650	1,450
Capital Assets			
Other	68		38,200
<b>Total Expenditures</b>	276,643	304,072	396,594



## County Attorney General Revenue Fund

*County Attorney David L. Hanson*  
*david.hanson@co.beltrami.mn.us*  
*218-333-4219*

### Purpose Statement

The Beltrami County Attorney is an elected official with specific obligations set forth in Minnesota Statute Section 388.051. The County Attorney is the chief prosecutor for all adult felony crimes committed in the county, and all misdemeanor and gross misdemeanor offenses occurring in the unincorporated areas of the county. In Beltrami County, the Beltrami County Attorney's Office also prosecutes all misdemeanor offenses that occur in Blackduck and Kelliher, as well as the other smaller cities located throughout the county. The County Attorney is also responsible for the prosecution of all Juvenile offenders and responsible for all matters relating to the abuse and neglect of children.

### Other County Attorney duties include the following:

- Prosecution of all levels of crimes committed by juveniles.
- Initiating legal actions to protect abused or neglected children.
- Serving as legal advisor to the County Board, department heads and other elected county officials.
- Filing commitment petitions to provide necessary treatment to individuals who are mentally ill or chemically dependent and dangerous.
- Filing commitment petitions for persons who are classified as Sexually Psychopathic Personalities or as Sexually Dangerous Persons.
- Providing support and assistance to crime victims, including advocacy services and seeking restitution for financial losses.
- Filing actions to establish paternity of children, to establish and enforce child support obligations and obtain reimbursement of public funds.
- Handling guardianship/conservatorship cases involving vulnerable adults.
- Income Maintenance Appeals/Licensing Actions.
- Attend before the grand jury, give the grand jury legal advice, and examine witnesses in their presence.
- Briefing and Arguing cases appealed to the Minnesota Court of Appeals or Minnesota Supreme Court.
- Commencing actions to obtain and collect money judgments against individuals indebted to Beltrami County.
- Providing assistance and guidance to smaller governmental agencies, non-profits and citizens on a wide variety of legal subjects.

The County Attorney administers the department budgets for 01-091 (County Attorney) and 01-275 (Victim Assistance Program)

## 2024 Initiatives

The County Attorney's Office seeks to align departmental activities and resources with the responsibilities and objectives of other county departments and non-county entities that serve the citizens of Beltrami County. Specifically, the County Attorney's Office will work with the County Board, key staff and partners to continue to advance the following initiatives during 2024:

- Drug Court

Goal: Address the growing drug problem in our community by engaging individuals in treatment long enough to experience the benefits of treatment in order to end the cycle of recidivism and successfully treat their substance use and mental health disorders that brought them into the criminal justice system.

From the Minnesota District Court: "Treatment courts stop the vicious cycle of relapse and recidivism by treating substance use and mental health disorders for individuals involved in the criminal justice system. Treatment Court promote recovery through a coordinated, team approach including cooperation and collaboration of judges, prosecutors, defense counsel, probation authorities, coordinators, treatment providers, law enforcement, evaluators, and other ancillary service providers. Evidence-based practices are used in treatment courts to tailor individualized, appropriate services for participants in the program." After years in the making, Drug Court started taking cases in the beginning of 2020.

Responsible Persons: David Hanson, Chief Assistant County Attorney David Frank.

- Truancy Program

Goal: To ensure that children are given every opportunity to access the education they deserve.

The Beltrami County Attorney's Office works closely with the School District, BCHHS, and Children's Mental Health to determine whether truant children should be referred to Alternative Response Case Management, social services, or truancy court. The group works together to ensure that the child obtains the education they need, while recognizing that each child is unique and therefore one systematic approach will not necessarily work for all. The multi-disciplinary team reviews each potential truancy case in order to determine if Alternative Response Case Management will effectively correct the issue (absence from school), without the need for District Court intervention. The Beltrami County Attorney's Office is also a part of the PASS-K-12 meetings regarding local truancy initiatives.

*Responsible Persons:* David Hanson, and Assistant Beltrami County Attorneys Robert Enger, Taylor Tisdell, and Maria Nowak.

- Juvenile Diversion Program and Dually Involved Youth Program

Goal: Reduce Juvenile recidivism and integrate services for youth with both delinquency and child protection cases.

The Beltrami County Attorney's Office has played an integral role in creating and implementing the Dually Involved Youth Program. The Beltrami County Attorney's Office has worked closely with Red Lake Children and Family Services, Leech Lake Child Welfare, Beltrami County

Health and Human Services and Beltrami County Juvenile Probation to ensure that children involved in both the Child Protection System and the Juvenile Justice System obtain the services and support they need without over programming them. The Dually Involved Youth Program has led to the creation of more alternative response programs. Alternative response programs help juveniles understand the impact that their criminal acts have on their community without placing them into the juvenile justice court system.

*Responsible Person:* Assistant County Attorney Robert Enger.

- Adult Protection Team.

*Goal:* Protect vulnerable adults in our community.

The Beltrami County Attorney's Office was crucial in creating an Adult Protection Team. The Adult Protection Team is made up of an Assistant Beltrami County Attorney, Beltrami County Health and Human Services personnel, and key service providers. The Adult Protection team meets monthly to coordinate and communicate about the protection and services that vulnerable adults in our community need. The Adult Protection team has been responsible for training agencies that work with vulnerable adults in order to help ensure that vulnerable adults are protected. The Adult Protection Team recognizes that the number of civil commitments filed in Beltrami County each year is on the rise.

*Responsible Persons:* David Hanson and Assistant Beltrami County Attorney Taylor Tisdell.

- Domestic Violence Court.

*Goal:* To enhance the safety of all Beltrami County citizens by reducing occurrences of Domestic Violence in our community.

Beltrami County created and opened a Domestic Violence Court in September of 2014. The Domestic Violence Court sets aside a portion of the court calendar for domestic violence related cases. These cases are fast tracked through the system, and reviewed more frequently than other cases. The Beltrami County Attorney's Office has been instrumental in the creation and staffing of this specialty court. The County Attorney's Office is a part of the Domestic Violence Court Advisory Team, and sends attorneys to trainings to ensure compliance with best practices within our Domestic Violence Court.

*Responsible Persons:* Assistant County Attorney Michael Mahlen, along with Chief Assistant County Attorney David Frank and Assistant County Attorneys Ashley Nelson, Symon Schindler-Syme, and Wesley Van Ert.

- Child Protection Team.

*Goal:* To protect and provide services to children in need.

Beltrami County has had a Child Protection Team since the mid-1970s. The child protection team meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every month. The Child Protection Team is made up of representatives from the Beltrami County Attorney's Office, Beltrami County Health and Human Services, the Bemidji School District, the Bemidji Police Department, the Beltrami County Sheriff's Department, the mental health community, the Department of Corrections, Red Lake Children and Family Services and Leech Lake Family Services. The child protection team

reviews current cases in order to ensure that all service providers are working together to provide necessary services. In addition, the child protection team works together to find solutions to systemic problems. Lastly, the child protection team provides education and outreach to the community. The child protection team has hosted a successful local training opportunity each spring for the last few years.

*Responsible Persons:* David Hanson and Assistant Beltrami County Attorneys Robert Enger, Taylor Tisdell, and Maria Nowak.

- DWI Court

Goal: To enhance the safety of all Beltrami County citizens by reducing the number of drunk drivers on the roadways.

The Beltrami County Attorney’s Office continues to play a crucial role in the success of our DWI Court. The Beltrami County Attorney’s Office determines eligibility for DWI Court, attends DWI Court every other week, is a part of the DWI Court steering committee, and attends necessary drug court trainings to ensure compliance with best practices. The DWI court has an impressive record of cost savings and reduction in recidivism.

*Responsible Person:* David Hanson

- Increased Victim Contact

Goal: To ensure victim knowledge and awareness, and increase victim contact.

The Beltrami County Attorney’s Office is working diligently to ensure victim contact early and often in every victim crime. Each attorney is attempting victim contact on the day the case is charged out, or declined. This helps ensure we have accurate contact information, and gives each victim a direct contact for their case. We are working to ensure that victims are aware of their rights from the very beginning of the case, and helping them with any questions, concerns or forms.

*Responsible Person:* Riley Irish, Victim Coordinator, along with all staff

## Revenue & Expenditure Summary County Attorney

	Actual	Budget	Budget
Revenue Summary	2022	2023	2024
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental			
Charges for Services	571,692	631,550	593,500
Fines & Forfeitures	22,353	22,500	15,000
Investment Earnings			
Gifts & Contributions			
Miscellaneous	151,083		
<b>Total Revenues</b>	<b>745,128</b>	<b>654,050</b>	<b>608,500</b>
Expenditure Summary	Actual	Budget	Budget
	2022	2023	2024
Personal Services	1,783,758	1,768,844	1,958,752
Services & Charges	100,047	110,200	124,210
Supplies & Materials	11,399	10,000	9,500
Capital Assets	2,960		
Other			
<b>Total Expenditures</b>	<b>1,898,164</b>	<b>1,889,044</b>	<b>2,092,462</b>

## Victim Witness

	Actual	Budget	Budget
Revenue Summary	2022	2023	2024
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental	70,278	70,000	70,000
Charges for Services			
Fines & Forfeitures	752		
Investment Earnings			
Gifts & Contributions			
Miscellaneous			
<b>Total Revenues</b>	<b>71,030</b>	<b>70,000</b>	<b>70,000</b>
Expenditure Summary	Actual	Budget	Budget
	2022	2023	2024
Personal Services	65,834	74,988	79,170
Services & Charges	12,517	12,120	12,120
Supplies & Materials	211	1,200	1,200
Capital Assets			
Other			
<b>Total Expenditures</b>	<b>78,562</b>	<b>88,308</b>	<b>92,490</b>



# Judicial Services

## General Revenue Fund

*District Court Judge Shari R. Schluchter*

*District Court Judge John G. Melby*

*District Court Judge Annie Claesson-Huseby*

*District Court Judge Jeanine R. Brand*

*Ninth Judicial District Administrator Krista Smith*

### Purpose Statement

State funding of the Minnesota trial courts was initiated in 1990 when the operating costs of the court administration offices in the thirteen counties of the Eighth Judicial District, as well as the total budget of the district's administrative office, were taken over by the state. The state funding of the Eighth Judicial District was considered a pilot project.

Prompted by the sunset of the Eighth Judicial District pilot project in 1999, state funding of all ten judicial districts was once again explored in 1998. The Judicial Planning Committee, Supreme Court Task Force on Financing of the Trial Courts, and the Association of Minnesota Counties recognized state funding as a better alternative to the current system of eighty-eight separate and independent funding sources.

In late 1999, the Fifth, Seventh, and Ninth Judicial Districts opted to join the Eighth Judicial District and became state funded on July 1, 2000. Beltrami County is included in the Ninth Judicial District. As a result, the Minnesota Legislature has formalized the arrangement by legislating the assumption of all trial court and guardian ad litem related costs in the Fifth, Seventh, Eighth, and Ninth Judicial Districts.

Court related revenues and expenditures for Beltrami County are included in the following department budgets: 01-011 Courts System, 01-012 Public Defender, 01-016 Court Reporter, and 01-018 County Court.

### 2024 Initiatives

Beltrami County will work with key judicial representatives and community partners to advance the following priority strategic initiatives:

- Specialty Courts. The Beltrami County DWI Court which was implemented in 2007 has proven to be very effective at helping to reduce recidivism and helping citizens overcome the destructive behaviors of chemical dependency. Despite the success, the state has not established a stable funding source for specialty courts. Since then the Beltrami County started a Domestic Violence Court started in

September 2013 and a Drug Court that began implementation in 2019. These programs aim to stop the vicious cycle of relapse and recidivism by treating substance use and mental health disorders for individuals involved in the criminal justice system. The County supports this specialty court and believes that a stable funding source needs to be found for this service. The County will continue to look for ways to reduce the recidivism rate, address the social trends that consume law enforcement and court time, and drive the use of limited funds.

- Public Defender and Contract Attorneys. Beltrami County currently contracts (X amount) of attorneys to provide the legal representation that counties are responsible for providing. With the addition of a 4<sup>th</sup> Judge and Courtroom for 2018, along with the large number of child protection cases the need to add additional attorney representation was evident. The County did add another attorney in 2018 which enabled the contract attorneys to have a lower case load, but at significant cost to the taxpayers. The County will continue to monitor this caseload. The number of cases per contract attorney will determine the amount of attorneys that the county contracts with.
- Alternative Sentencing. The County will continue to push for effective use of electronic home monitoring for non-violent offenders. During the course of 2020, amid the COVID-19 pandemic, the use of electronic home monitoring increased significantly. The alternative sentencing should help offenders to retain employment, continue family relationships and reduce the number of inmates in our jail.
- Video Appearances. The costs to county tax payers to transport inmates from outside of Beltrami County for court appearances remains a concern. State rules are becoming more accommodating toward the use of technology for court appearances. Significant potential savings could be found in the cost of transport, not the least of which is the staff time it requires. This staff time could be put to far more effective use. The use of video appearances has been promoted by Beltrami County for many years, with the goal being that the Judges, Public Defenders and the judicial system find ways to use it as a solution to the many costs incurred by local governments.



## Revenue & Expenditure Summary

### Judicial Services

	<b>Actual 2022</b>	<b>Budget 2023</b>	<b>Budget 2024</b>
<b>Revenue Summary</b>			
Taxes	-	-	-
Special Assessments	-	-	-
Licenses & Permits	-	-	-
Intergovernmental	111,040.00	94,200.00	-
Charges for Services	193.00	520.00	520.00
Fines & Forfeitures	4,900.00	3,000.00	3,000.00
Investment Earnings	-	-	-
Gifts & Contributions	-	-	-
Miscellaneous	1,112.00	1,525.00	1,570.00
<b>Total Revenues</b>	<b>117,245</b>	<b>99,245</b>	<b>5,090</b>
	<b>Actual 2022</b>	<b>Budget 2023</b>	<b>Budget 2024</b>
<b>Expenditure Summary</b>			
Personal Services	99,724.00	94,200.00	-
Services & Charges	323,150.00	329,325.00	339,264.00
Supplies & Materials	-	-	-
Capital Assets	-	-	-
Other	-	-	-
<b>Total Expenditures</b>	<b>422,874</b>	<b>423,525</b>	<b>339,264</b>



# County Auditor-Treasurer

## General Revenue Fund

*County Auditor-Treasurer JoDee Treat*

*Jodee.treat@co.beltrami.mn.us*

*218-333-4175*

### Purpose Statement

The Beltrami County Auditor and County Treasurer are positions with specific duties set forth in Minnesota Statutes. The Auditor-Treasurer in Beltrami County remains a combined, elected position. The County Auditor-Treasurer manages the property tax system after values have been computed. County financial reporting and accounting, the License Center, as well as running elections. Numerous miscellaneous functions fall to the office, primarily due to the fact that the department's work overlaps every department and fund.

Other County Auditor-Treasurer duties include the following:

- Accounting for all money that flows into and out of the county.
- Banking and cash management.
- Investment management.
- Coordination of the annual audit.
- Liquor, beer, tobacco and misc. licensing
- License Center
- Payroll for all funds, including fiduciary funds, for a total of approximately 500 payroll checks bi-weekly.
- Calculation of tax rates for the county as well as all townships, cities, school districts and other taxing entities in the county.
- Billing and collection of all property taxes. Distribution to all levy jurisdictions.
- Fiscal agent duties to the NW Juvenile Center and Beltrami Soil and Water District along with other smaller organizations.
- Election coordination for all federal, state and local elections involving all 61 precincts located in Beltrami County. This includes ballot orders, election tabulation and voter assistance machine programming, testing of all program chips, processing and tabulation of 30 mail ballot precincts, training of all election judges from all precincts, distribution of supplies and election materials, publication and public awareness, absentee ballot issuance and tabulation, and myriad other issues.
- Deed processing for tax system maintenance, collection of deed tax and mortgage registration tax.
- Forfeiture of property for delinquent taxes.

### Election Administration

The Auditor-Treasurer's Office is charged with administering National, State and County elections. These duties include the maintenance of the Minnesota Voter Registration System, candidate filing, training of election judges, ordering ballots and supplies, providing oversight on polling place issues, tabulating results on election night for the 61 precincts in Beltrami County.

2024 is a Presidential Election year. Therefore, three elections will be administered in 2024, Presidential Nomination Primary in March, Primary Election in August and the General Election in November.

The Auditor's Office will strive to administer an efficient election and allow voters easy access to absentee ballots, through requests online, the postal service, and in person.

Responsible Person: County Auditor-Treasurer JoDee Treat

### Financial Administration

The Financial Division of the Office provides for the timely and accurate reporting of financial information that is provided to many internal and external users. The State of Minnesota requires all counties to have an annual financial audit. Since 2003, Beltrami County has contracted with a private CPA firm for the audit of financial statements that are prepared in our office. A complete copy of the audited financial statements can be found on the County's website. [www.co.beltrami.mn.us](http://www.co.beltrami.mn.us)

Responsible Person: County Auditor-Treasurer JoDee Treat and Finance Director Samantha Rux

### Property Tax Administration

Approximately 35% of the County's total revenue is billed out through our Property Tax System in the form of Property Taxes and Special Assessments. The Minnesota Department of Revenue modernized statewide property tax systems. The new system allows for increased administrative consistency of all counties in the State of Minnesota by offering a centralized data base.

Responsible Person: County Auditor-Treasurer JoDee Treat and Real Estate & Tax Director Leah Ophus

### License Center

The License Center is responsible for serving the public in the areas of motor vehicle titling and renewals, driver's license renewals, DNR renewals and vital statistics. Licensing and renewals are processed in the State of Minnesota's software system to ensure Statewide consistent service.

Responsible Person: County Auditor-Treasurer JoDee Treat and License Center Director Leala Roth

Investment Portfolio

The County Auditor-Treasurer is the designated Investment Officer and is responsible for the investment decisions and activities. The objectives are preservation of principal, maintaining liquidity and earning the optimum rate of return. With rates now starting to rise, Investment Revenue will again be a significant revenue source in the future.

Responsible Person: County Auditor-Treasurer JoDee Treat

**Revenue & Expenditure Summary**  
**Auditor/Treasurer**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Revenue Summary</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Taxes	15,731,201	17,543,471	19,651,943
Special Assessments	-	-	-
Licenses & Permits	77,608	67,275	71,275
Intergovernmental	9,618,466	4,551,000	5,851,000
Charges for Services	113,632	139,000	180,500
Fines & Forfeitures	68	150	150
Investment Earnings	234,374	237,500	300,000
Gifts & Contributions	-	-	-
Miscellaneous	1,934,497	3,906,607	2,951,809
<b>Total Revenues</b>	<b>27,709,846</b>	<b>26,445,003</b>	<b>29,006,677</b>
<b>Expenditure Summary</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	<b>2022</b>	<b>2023</b>	<b>2024</b>
Personal Services	846,845	1,138,320	2,504,542
Services & Charges	1,145,911	531,750	543,575
Supplies & Materials	122,124	73,800	74,300
Capital Assets	206,217	1,105,000	1,105,000
Other	3,286,586	3,124,059	2,727,000
<b>Total Expenditures</b>	<b>5,607,683</b>	<b>5,972,929</b>	<b>6,954,417</b>

## Equipment over \$5,000

County Auditor/Treasurer Department							
Item Description	(R) Replace.	complete	2024	2025	2026	2027	2028
	(A) Addition	Line Item #					
Postage Meter Contingency		01-041-000-0000-6607	5,000	5,000	5,000	5,000	5,000
Copy Machine Contingency		01-041-000-0000-6607	5,000	5,000	5,000	5,000	5,000
Motor Pool		01-041-000-0000-6608	30,000	30,000	30,000	30,000	30,000
Total			40,000	40,000	40,000	40,000	40,000



## County Assessor General Revenue Fund

*County Assessor Joe Skerik*  
*Joe.skerik@co.beltrami.mn.us*  
*218-333-4146*

### Purpose Statement

The County Assessor's Office is responsible for the administration of the property tax base for Beltrami County. Minnesota has a (Ad Valorem) market value-based property tax system that is used to distribute the tax burden to all taxpayers equally. This ensuring each taxpayer is paying their fair share based on value and classification. Assessors must view and estimate the market value of each tract or parcel of real estate. That requires us to value the land and buildings at an estimated market value. The office also establishes the tax classification of all property in Beltrami County based on property use. All taxable property must be viewed at least once every 5 years by statutory requirement. Our office will continue to view at least 20% of the parcels in each township and city each year.

The County Assessor administers the department budget for 01-105 (County Assessor).

### 2024 Initiatives

Beltrami County has an assessment system in place that employs seven full-time county assessment personnel and one shared half time real estate and tax tech. Joe Skerik, the Beltrami County Assessor, is licensed as a Senior Accredited Minnesota Assessor (SAMA). The appraisal staff consist of: three (AMA)Accredited Minnesota Assessors, two (CMA) Certified Minnesota Assessors. Support staff are one Assessment Specialist position and one Real Estate and Tax Services position. All appraisers will be required to become Accredited Minnesota Assessors before their 5 years as an appraiser determined by the Department of Revenue.

The county has 37,246 total parcels of property, 29,962 taxable parcels, (includes 1,087 personal property and mobile home parcels) and 7,284 exempt parcels. The county appraisal staff assesses 45 districts plus unorganized areas with 25,584 taxable parcels, and two local assessors do the assessment work in the 14 districts with 4,313 taxable parcels.

Our current vender Tyler Technologies provides software for the (CAMA) computer assisted mass appraisal system and our Tax systems. These systems were updated in 2022, changing from the as400 AVENU system to Tyler Technologies. The final step in our conversion is getting field mobile devices set up for the appraisers use in the field. Currently we have some appraisers using mobile devises and will continue to get everyone trained and using them in 2024.

The County Assessor's Office will seek to purposefully align departmental activities and resources with the key objectives established by the county. Specifically, the County Assessor's Office will work with the County Board, key staff and strategic partners to advance the following priority initiatives during 2024.

### **Assessment Measures**

- Work with the Minnesota Dept. of Revenue to ensure desired assessment levels for all property types are met.
- Continue to maintain a median sales ratio between 90%-105% on all property types. That measures the ratio of assessed value to the sale price. If ratios fall outside the allowed range, values are increased or decreased to obtain the proper level of assessment. The Department of Revenue makes sure these changes occur and are the checks and balances of the property tax system.
- The equity of the assessment ratios is measured by the Coefficient of Dispersion (COD). Farm, residential, and seasonal properties should statistically measure at 15 or less with commercial/industrial and apartment property at 20 or less. These numbers are extremely important because they measure how fairly and equitably we treat the taxpayers on their assessment on an annual basis. Typically to correct this deficiency a reassessment of the area may be warranted.
- For consistency and accuracy, the Price Related Differential (PRD) is measured. Ranges from 98 to 103 are acceptable. This measures the accuracy of the high valued properties verses the low valued properties to statistically ensure the same level of assessment throughout stratified levels of value. To obtain compliance in this area values would be adjusted in either lower valued homes or higher valued homes but not an overall increase or decrease.
- Continue to prepare and submit the required PRISM abstracts to the Department of Revenue based on the assessment calendar due dates. This is to ensure compliance in valuation adjustments based on assessment level changes that may be needed.
- Ginger Buitenwerf from the Department of Revenue is the Property Tax Compliance Officer for Beltrami County. We will continue to work closely with the Department of Revenue and maintain a good working relationship.
- Tax Programs: Continue to administer all property tax programs such as Homestead Exclusions, Green Acres, Rural Preserve, Veterans Exclusion, Special Ag, Managed Forest, TIF, and Exempt applications according to state statute.

## Revenue & Expenditure Summary

### County Assessor

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Revenue Summary</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental	303,268	350,860	334,950
Charges for Services	2,060		2,000
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions			
Miscellaneous	1,404	13,600	
<b>Total Revenues</b>	<b>306,732</b>	<b>364,460</b>	<b>336,950</b>
<b>Expenditure Summary</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	<b>2022</b>	<b>2023</b>	<b>2024</b>
Personal Services	679,810	737,616	788,961
Services & Charges	21,567	17,520	20,770
Supplies & Materials	8,969	17,250	17,200
Capital Assets		13,600	
Other			
<b>Total Expenditures</b>	<b>710,346</b>	<b>785,986</b>	<b>826,931</b>





# Human Resource Management

## General Revenue Fund

*Director of Human Resources Ann Schroeder*

*Ann.schroeder@co.beltrami.mn.us*

*218-333-4155*

### Purpose Statement

The Human Resource (Personnel) Department is responsible for employee and labor relations functions including: recruitment/screening; merit system administration; labor contract negotiations and administration; compensation and benefits administration; employee orientation and training; worker's compensation administration; grievance and discipline administration; internal investigations; affirmative action; and records management.

The Human Resource Director administers the 01-061 Human Resources and the 01-081 Risk Management budgets.

### 2024 Initiatives

The Human Resource Management Department will seek to purposefully align departmental activities and resources with the key objectives established by the County Board. Specifically, Human Resources will work with the County Board, key staff and strategic partners to advance the following priority initiatives during 2024:

- Collective Bargaining. The labor agreements for all eight employee bargaining units are effective until the end of 2025.
- Employee Health Insurance. Beltrami County is a member of the Prime Health Employee Health Insurance Plan. We implemented new benefit enrollment software utilizing Benefits Connect in 2022 and it is working great. We will continue to monitor the Insurance industry to offer competitive benefits for all of our employees.
- Recruitment and Hiring Process. Refine the recruitment and hiring process to ensure the hiring of smart, hardworking, honest employees who will fit the culture of Beltrami County with exceptional interpersonal skills and will provide exceptional service to our customers. We continue to use the NeoGov on-line application program and implemented the Onboarding Process for new employees this past year. This program has streamlined the recruitment process for the applicant, Human Resources and supervisors. In 2022 Beltrami County posted 144 job openings, processed 1011 applications, hired 88 new employees, promoted 31 internal candidates and processed 81 retirement/terminations.

- Update Personnel Rules. Due to law updates we are always making changes to the Beltrami County Personnel Rules to ensure we are compliant with current law, rules and regulations.
- Human Resource Information System (HRIS). Human Resources continues to use the NeoGov HRIS system but will work towards changing to a unified HR/Benefits/Payroll System

## Revenue & Expenditure Summary

### Human Resources

	Actual	Budget	Budget
Revenue Summary	2022	2023	2024
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental			
Charges for Services	104,337	125,720	103,100
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions			
Miscellaneous	22,942	22,908	23,075
<b>Total Revenues</b>	127,279	148,628	126,175
Expenditure Summary	Actual	Budget	Budget
	2022	2023	2024
Personal Services	275,935	310,005	292,213
Services & Charges	43,653	64,936	71,940
Supplies & Materials	1,538	2,600	2,600
Capital Assets			
Other			
<b>Total Expenditures</b>	321,126	377,541	366,753

### Risk Management

	Actual	Budget	Budget
Revenue Summary	2022	2023	2024
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental			
Charges for Services			
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions			
Miscellaneous	349,666	348,725	363,761
<b>Total Revenues</b>	349,666	348,725	363,761
Expenditure Summary	Actual	Budget	Budget
	2022	2023	2024
Personal Services			
Services & Charges	824,635	850,505	993,745
Supplies & Materials			
Capital Assets			
Other			
<b>Total Expenditures</b>	824,635	850,505	993,745



# Management Information Services

## General Revenue Fund

*MIS Director Kevin Warne*

[kevin.warne@co.beltrami.mn.us](mailto:kevin.warne@co.beltrami.mn.us)

*218-333-4108*

### Purpose Statement

The Management Information Services (MIS) Department provides consulting, planning, purchasing, systems implementation and technical support services for all county departments and non-county agencies that use the county information systems network. This includes all computer desktop systems, laptops, network servers, networking infrastructure, telephone, and voice mail systems. The primary corporate goal of the MIS Department is to work with the various entities to provide more efficient public service through the responsible and cost-effective use of technology. The MIS Director administers the 01-062 MIS department budget and the 014-066 Technology Fund budget.

### 2024 Initiatives

Some of the ways MIS is helping to develop technology in County Government.

- Imaging and Transfer of Documents: Improve electronic record keeping process to eliminate the need for paper & file storage in HHS and throughout the county. (Onbase, RVI)
- Migrate AS400 Applications to Windows: Find Windows based programs to replace aging green screen applications.
- Work to Replace Current Web Site: Work with team members to replace the web site with an intuitive site with features needed to be viable for the community and employees.
- Create Opportunities for Collaboration: Develop and implement shared collaboration between County, City and Non-Profits.
- Create a Training Environment for Employees and Collaborative: Help train employees and partners to better utilize computer equipment.
- Create Safe and Secure Employee & Customer Environment: Secure building by means of door and security camera controls as well as electronic transfers, payments, and secure Web access.
- Upgrade Servers: Work with departments to migrate data and programs to newer Windows servers.
- Finish Migrating On-premises Email and Microsoft Office Systems to the 365 Cloud: By migrating the current system to cloud, all office documents and email will be available from any internet connected device.
- Upgrade the County Wireless Network: Enable better speeds and access throughout the County.

**Revenue & Expenditure Summary**  
**Management Information Services (MIS)**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Revenue Summary</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental	259,857	200,265	257,020
Charges for Services	20,486	17,375	12,700
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions			
Miscellaneous	138,247	178,030	234,300
<b>Total Revenues</b>	<b>418,590</b>	<b>395,670</b>	<b>504,020</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Expenditure Summary</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Personal Services	596,996	733,869	781,021
Services & Charges	538,767	563,732	522,100
Supplies & Materials	47,091	28,400	24,400
Capital Assets	76,611	57,000	57,000
Other	140,000	100,000	100,000
<b>Total Expenditures</b>	<b>1,399,465</b>	<b>1,483,001</b>	<b>1,484,521</b>

## Equipment over \$5,000

MIS/Technology Fund							
Item Description	(R) Replace (A) Addition	complete Line Item #	2024	2025	2026	2027	2028
			AS/400	R		-	-
Server Storage Unit	A		10,000	50,000	50,000	50,000	40,000
Firewall	R		20,000	25,000	10,000	10,000	10,000
Furniture	R		100	100	100	100	100
Computers	R		2,400	2,400	2,400	2,400	2,400
Laser Printer	R		2,400	2,400		2,400	2,400
Router	R		500		2,000	2,000	2,000
Desktop Security	A		2,000	2,000	2,000	2,000	2,000
Network Security	A		3,000	5,000	5,000	5,000	5,000
Server	R		30,000	-	30,000		
Switches	R		1,000	2,500	2,500	2,500	2,500
PC Based Optical	R			-	-		20,000
Building Security	A		2,000	2,000	2,000	2,000	2,000
Wireless Network Routers	A		3,000	5,000	5,000	5,000	5,000
UPS	R		5,000	5,000	5,000	5,000	5,000
<b>Total</b>			<b>81,400</b>	<b>101,400</b>	<b>116,000</b>	<b>88,400</b>	<b>98,400</b>



## County Recorder General Revenue Fund

County Recorder Charlene Sturk  
[charlene.sturk@co.beltrami.mn.us](mailto:charlene.sturk@co.beltrami.mn.us)  
218-333-8345

### Purpose Statement

The mission of the Office of County Recorder/Registrar of Titles is to serve the public with the highest quality of customer service we can offer while protecting, preserving and recording/filing of all documents in a manner that is both timely and cost effective.

The County Recorder administers the 01-101 County Recorder department budget.

### 2024 Initiatives

The County Recorder's Office will seek to purposefully align activities, goals and resources established by the County Board, key staff and other county departments to advance the following priority initiatives during 2024:

- Utilize the land records solutions Fidlar offers: Our land records management software, AVID, allows us to process each document, whether paper or electronic, in the same manner while meeting the statutory validity and time requirements of these documents.
- Laredo & Tapestry Subscriptions: Laredo is remote access for the everyday searcher. (Ex: Title Companies, Real Estate Attorneys, Banks, Realtors, etc.). We have signed agreements with 20 Laredo users. 2022 Laredo revenue was \$24,836. Tapestry is available via the internet for the occasional searcher. 2022 Tapestry revenue was \$6953.
- Monarch Subscription: We have utilized the Monarch software since 2019. Monarch allows for watermarks on images that are requested by 4 companies (Corelogic, BlackKnight, Zillow & Sathre Title). We are charging a rate of \$.20/per image of which \$.03 goes to the software vendor and \$.17 comes to the county – Monarch revenue for 2022 was \$22,338.
- Property Fraud Alert is a community outreach service that alerts subscribers against the possibility of fraudulent activity being committed against their property. This service is free for our taxpayers and to date we have 289 subscribers.

- Verification and Uploading of Imaged Documents. Continued verification of every document that was converted from microfilm to images to guarantee these images are the true and accurate document for archival purposes for years 1965 through 2001. As we are verifying the images from 2001 back to July 1, 1987 we are importing them into our recording software so they become viewable to the public. We started uploading images in February 2022 whenever we had any available time. To date we have uploaded 45,904 documents which covers 11/1996 thru 12/2001. The Laredo & Tapestry subscribers pay to have access to these images.
- Maintain and Promote the Discharge Access Database System (DADS). Recorders are the custodians of the Military Discharge Records. These records are classified. We upload new DD214's as they are recorded. When a written request is submitted we either upload or certify the DD214 for the veteran or CVSO. This statewide system is valuable in assisting CVSO's in supporting veterans obtain their earned benefits. Only CVSO's & their designated staff can search this database and request the military discharge records from the county.
- Certificate of Compliance per MN Statute 357.182, Subd. 6. For year 2022 the Beltrami County Recorder was 100% in compliance. Unallocated funds collected for year 2022 was \$81,873. These unallocated funds are utilized to help pay for the remonumentation project.
- Electronic delivery of Division Requests. Continue to expedite division paperwork and utilize technology to streamline the division process through the GIS Mapping, Environmental Services, Auditor/Treasurer, Recorder and Assessor Offices. We are emailing our customers their approvals which speeds up time constraints and allows them to forward these approvals to the necessary title company, attorney, realtor or bank to expedite closings.
- Collaborate with Real Estate and Tax Services for passport services. Annually certify Deputy Recorder & County Recorder as Passport Acceptance Agents to allow us to process new applications at the counter, answer questions about passports in person and via telephone. Review passport applications, complete transmittals and mail with applications daily to Passport Services. Paula is the Passport Program Manager who oversees the Passport Acceptance Agents, communicates with Passport Services to set up training for new agents and annual training for current agents; adds new agents and removes agents no longer working with Passports and assists agents with accepting applications. She distributes e-mails and news letters from Passport Services to the agents and verifies we have the most current applications and forms available to the public. The daily transmittals are data private and must be disposed of properly after their 24-month retention period which Paula does monthly by shredding. She has to track the passport packages thru the US Postal Service confirming delivery to Passport Services within 7 days.

- Continue the promotion of electronic distribution of documents and information. Information requests by both internal and external customers will be delivered electronically to expedite requests for faster more efficient service while also conserving paper & ink cartridges and postage.
- Continue the Organization and Imaging of Plat History Files. Organize and Image plat history files of all plats recorded in Beltrami County for easier access and archival purposes. I have had no opportunity to archive any plat history files in the past 6 years but I am hoping to start this project again. This scanning has allowed Brent Rud to access these historical files whenever any questions about previous plats has come up.
- Complete Scanning of Historical Deed, Mortgage & Miscellaneous Books. When time has allowed we started back scanning the old books. We have completed approximately 84 books to date and have 204 left. We have been unable to scan any of these because uploading the images we have now take priority. We need to come up with other options to complete this project. We will also want to scan the Grantor/Grantee and Numerical Register Books which would add another 66 books. These books have been microfilmed but the microfilm copies are not very legible. We have no other copies and if there was a catastrophic event we could potentially lose these documents.
- Collaborate with GIS, Environmental Services and Natural Resource Management for continued funding of Aerial Photos. Working together to come up with creative and innovative funding ways to allow for the purchase of Aerial Photos on a regular basis as well as continued support for the remonumentation project.



**Revenue & Expenditure Summary**  
**County Recorder**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Revenue Summary</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental			
Charges for Services	263,778	288,000	253,800
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions			
Miscellaneous	303		
<b>Total Revenues</b>	<b>264,081</b>	<b>288,000</b>	<b>253,800</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Expenditure Summary</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Personal Services	189,230	202,478	208,996
Services & Charges	44,372	75,510	68,460
Supplies & Materials	1,155	4,150	3,150
Capital Assets	7,728	10,000	4,800
Other			
<b>Total Expenditures</b>	<b>242,485</b>	<b>292,138</b>	<b>285,406</b>



# Geographic Information Systems (GIS)

## General Revenue Fund

*GIS Director Kevin Trappe*

*[kevin.trappe@co.beltrami.mn.us](mailto:kevin.trappe@co.beltrami.mn.us)*

*218-333-8457*

### Purpose Statement

GIS is a widely used technology tool that supports the work of nearly every county department as well as our businesses and land owners.

The GIS Department has the following responsibilities and provides the following services:

- Administers the county's enterprise geographic information system which consists of desktop, server, and web-based technology, data, and databases
- Administers the 911 locatable addressing process, assigning new physical addresses to properties in Beltrami County and maintaining data that is critical for mapping and locating addresses in emergency response situations
- Provides technical and project support to staff in other county departments that utilize GIS software and apps in the performance of their duties, both in the office and in the field
- Integrates information from other county departments and databases with GIS applications to give county employees, residents, and businesses the information and tools they need to make informed, data-driven decisions
- Maintains GIS datasets in the enterprise system, conducts data audits and data security assessments, and works to make data as accurate and reliable as possible for those who use it
- Prepares maps and plat books
- Coordinates the acquisition of remote sensing data such as aerial imagery and lidar
- Responds to a variety of questions related to property parcels and the local government information that is associated with them
- Coordinates the county's public land survey system (PLSS) corner remonumentation project, including compiling historical records and preparing new Certificates of Location (COL)
- Scans, archives, and preserves survey documents
- Provides county staff and the public with electronic access to survey records and PLSS corner documents

The GIS Director administers the 01-104 GIS budget.

## 2024 Strategic Initiatives

The GIS Department will strategically align departmental activities and resources with key objectives established by the County. Specifically, the GIS Department will work with other departments, external partners and stakeholders, and the County Board to advance the following priority initiatives during 2024:

- **Needs analysis and project planning**
  - GIS is about more than making maps. It's about the science of spatial information, location intelligence, and geospatial technology. Multiple conversations with department leaders and administration in 2021 indicated that a vision, road map, and action plan for GIS technology at Beltrami County will be a key step toward addressing unmet needs and capitalizing on opportunities for efficiency. In 2022, the GIS Director began to develop a vision and strategy, including documenting strengths and weaknesses of current GIS usage and data management practices in other departments, researching and engaging in conversations with consultants and other counties regarding best practices and strategies, and identifying training and skills development needs. This work has been ongoing and will continue into 2024.
- **Highway Department projects**
  - As the Highway Department seeks to continue expanding its use of GIS technology, the GIS Department will be coordinating with them on a couple of key projects. These projects are planned to begin in 2023 and may continue into 2024. The first project will consist of a mapping tool that will allow the county and townships to better understand and coordinate with each other regarding township road maintenance agreements as well as gas tax apportionment. The second project will consist of a new and more efficient sign inventory and maintenance solution for all the roadway signs that the County Highway Department manages, including 911 addressing signage.
- **Continued support of other departments' GIS needs**
  - The GIS Department will provide training, recommendations, analysis, map production, data management, solutions development, and other types of support to any and all county departments as time and resources allow.
- **Begin transitioning desktop GIS users to newer software**
  - Esri, the company that develops the GIS software that the county uses, has announced that their software program called ArcMap will no longer be supported or maintained beginning in 2026. The county will begin making the transition to the newer software program, called ArcGIS Pro, in 2024 and likely continuing into 2025. There will be training needs and related expenses associated with this transition, and it will impact staff in other departments including Natural Resource Management, Highway, and Environmental Services.

- **Coordination with stakeholders on the next steps for Next Generation 9-1-1 (NG911)**
  - GIS data standardization for NG911 should be nearing completion across the state and the GIS Department will continue to coordinate with the Minnesota Geospatial Information Office (MnGeo), the Minnesota Department of Public Safety (DPS) Emergency Communication Network (ECN), and the County Sheriff's Office on the next steps for implementation. County-maintained GIS data will be a critical component of the NG911 system and will have a direct impact on emergency response and public safety.
  
- **Remonumentation of PLSS corners**
  - Public Land Survey System (PLSS) corner evidence originally set in the late 1800's and early 1900's is deteriorating and in some cases can no longer be located. The county's efforts in setting new permanent monuments and establishing new reference ties at these corner locations has been proven to reduce the cost of private land surveys for Beltrami County land owners, provide staff in certain county departments with better information for doing their jobs, and also benefit our business community and our economy by providing access to up-to-date, reliable survey information. It is essential to reestablish and preserve these monuments for future generations because it is the foundation upon which all property boundaries are derived.
  - In the fall of 2023, the county will begin a new contract for remonumentation of PLSS corners in Birch and Taylor townships.
  - The following townships will still need to be remonumented: Sugar Bush and Moose Lake (Commissioner District 1). After that, all townships from Waskish southward will have been remonumented, as well as seven townships in the northwestern part of the county. Additional townships in the northernmost parts of the county may be considered for future work as well.
  - A long-term PLSS corner maintenance plan will need to be implemented in the future.
  
- **Improving the spatial accuracy and reliability of the county's parcel map**
  - Closely related to PLSS corner remonumentation, this initiative has also been ongoing for many years. When survey crews complete the corner remonumentation work in a township, the GIS Department begins remapping that township starting with the corner locations, then rebuilding the township and section boundaries, breaking down each section into quarter-quarters and government lots, and finally rebuilding parcel and plat boundaries. As parcel-based mapping tools continue to become more and more widely used, including smartphone apps for outdoor recreation like hunting, ATVing, and snowmobiling, it is more important than ever for data to be as reliable as we can make it.

## Revenue & Expenditure Summary Geographic Information Systems (GIS)

	Actual 2022	Budget 2023	Budget 2024
<b>Revenue Summary</b>			
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental	18,000	20,250	20,250
Charges for Services	104,186	107,300	92,810
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions			
Miscellaneous	41,403	90,550	12,650
<b>Total Revenues</b>	163,589	218,100	125,710
	Actual 2022	Budget 2023	Budget 2024
<b>Expenditure Summary</b>			
Personal Services	171,482	188,238	197,380
Services & Charges	174,727	218,694	161,504
Supplies & Materials	6,113	5,800	5,300
Capital Assets			
Other			
<b>Total Expenditures</b>	352,322	412,732	364,184

## Equipment over \$5,000

GIS Department							
Item Description	(R) Replace.	complete	2024	2025	2026	2027	2028
	(A) Addition	Line Item #					
Plat Book Production	R	01-104-193-0000-6451			6,500		
Hwy Map Production	R	01-104-194-0000-6451		4,000			
Aerial Imagery	R	01-104-000-0000-6278	20,000	20,000	20,000	20,000	20,000
GIS Software	R	01-104-000-0000-6267					
GPS Equipment	R	01-104-000-0000-6607					
Multi Function Plotter/Scanner	R	01-104-000-0000-6607		7,000			
<b>Total</b>			20,000	31,000	26,500	20,000	20,000



# Facilities Management/Safety

## General Revenue Fund

*Facilities Manager Steve Shadrick*

*[steve.shadrick@co.beltrami.mn.us](mailto:steve.shadrick@co.beltrami.mn.us)*

*218-333-8475*

### Purpose Statement

Facilities Management Department strives to provide a safe, clean and comfortable working environment for all employees, tenants and customers. The department provides building maintenance, cleaning and repair functions for all of the county campus and some remote facilities. Grounds care, snow removal, project management, and building energy management are the responsibilities of this department. Compliance with local, state, and federal regulations for building operations is managed by this department.

Safety management within the county is provided by this department. Employee training, safety audits, coordination of safety committee functions, policy management, safety drills such as tornado and fire drills, and assistance to Human Resources department with regard to accident investigations and reporting. Safety budget is: 01-064.

Building and Grounds includes the following budgets: 01-110 CSC Grounds, 01-111 Courthouse Grounds, 01-112 Administration Grounds, 01-115 Jail Grounds, 01-116 LEC Grounds, 01-119 Judicial Center Grounds, and 01-120 Old Fairgrounds/Impound Lot.

### 2024 Initiatives

- Energy Management

Continue efforts to increase building efficiencies.

- Conduct research to identify cost effective solutions to reduce natural gas, electrical, and water consumption within county buildings while continuing to provide comfortable and safe working environments.
- Implement new equipment control strategies and lighting upgrades per the 2020 Energy Audit conducted by Michael's Energy.

- OSHA Compliance

Continue efforts to ensure compliance with OSHA regulations

- Conduct safety audits
- Correct any and all deficiencies found

- Building and Grounds

Continue efforts to properly maintain buildings and grounds

- Conduct campus assessments to identify areas of improvement and future needs
- Upgrade HVAC software devices for better control and efficiency.
- Complete general maintenance to maintain aesthetics of campus.
- Complete building projects to meet needs of county departments.

## 2024 Projects

- Annex Cooling Tower Replacement

Replace existing tower and controls. Cost of \$342,000 (Requesting \$267,000 from 2024 budget, \$75,000 is in 2023 budget currently).

- Law Enforcement Center Carpet Replacement

Cost of 15,000

- Campus DDC (direct digital controls) Upgrade

Cost of \$17,000

## NEW ITEMS TO EXPECT IN 2025 & 2026

- 2025 Community Services Center Rooftop Unit Replacement \$230,000.
- 2025 Administration Building High Efficiency Boiler Replacement \$18,000
- 2026 Law Enforcement Center Painting \$10,000.
- 2026 Administration Building Carpet Replacement \$40,000.
- 2026 Administration Building Exterior Repairs \$10,000.
- 2026 Annex Restroom Update \$40,000.
- 2026 Annex Roof Replacement \$95,000.
- 2026 Community Services Center Carpet Replacement \$10,000.
- 2026 Campus DDC (direct digital controls) Upgrade \$15,000.

## Revenue & Expenditure Summary Facilities Management

	Actual 2022	Budget 2023	Budget 2024
<b>Revenue Summary</b>			
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental	117,779	105,930	101,650
Charges for Services	8,000	8,100	8,100
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions			
Miscellaneous	857,241	1,035,307	1,064,286
<b>Total Revenues</b>	983,020	1,149,337	1,174,036
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Expenditure Summary</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Personal Services	1,008,286	1,209,472	1,187,730
Services & Charges	814,293	794,200	849,150
Supplies & Materials	128,373	125,725	132,675
Capital Assets	27,586	227,700	381,700
Other	4,738	6,300	6,500
<b>Total Expenditures</b>	1,983,276	2,363,397	2,557,755

## Safety

	Actual 2022	Budget 2023	Budget 2024
<b>Revenue Summary</b>			
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental			
Charges for Services			
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions			
Miscellaneous	10,000	10,000	10,000
<b>Total Revenues</b>	10,000	10,000	10,000
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Expenditure Summary</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Personal Services			
Services & Charges	4,238	7,600	7,600
Supplies & Materials	315	500	500
Capital Assets			
Other			
<b>Total Expenditures</b>	4,553	8,100	8,100



## Equipment over \$5,000

Facility Management Department							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2024	2025	2026	2027	2028
CSC Rooftop Unit #2	R			115,000			
CSC Roof Top unit #1	R			115,000			
LEC Ext Repairs	R	01-116-6605					
Admin Carpet	R				40,000		
Admin Ext Repairs	R	01-112-6605			10,000		
Admin Boiler	R			18,000			
Annex Cooling Tower/Controls	R	01-111-6605	267,000				
Old Fairgrounds Roof Repair	R						5,000
Annex Restroom Repairs	R				40,000		
CSC Fire Alarm	R					160,000	
Annex Ext Repairs	R	01-111-6605					
CSC Data Room Cooling	R	01-110-6605					
HCH Annex Roof Repairs	R				95,000		
CSC Roof Replacement	R						75,000
CSC Carpet	R				10,000		
Admin Floor scrubber	R	01-112-6605					
Judicial Center Boiler	A					50,000	
Annex Upgrades	R						
LEC Painting	R				10,000		
LEC Flooring	R		15,000				
LEC Hot water heater	R					8,000	
LEC Roof top unit 1 & 2	R						180,000
HCH Tuckpointing/Brick Repair	R	01-111-6605					
CSC Ext Repair	R	01-110-6605					
Parking Lot Repairs		01-112-6605					
Sidewalk & Paver Replacement		01-112-6605					
Jail Projects: shower doors, bed modification, control room flooring, basement demo		01-115-6605					
Campus DDL Upgrade (112)	R		17,000		15,000		
<b>Total</b>			<b>299,000</b>	<b>248,000</b>	<b>220,000</b>	<b>218,000</b>	<b>260,000</b>



# Veteran Services

## General Revenue Fund

*Veteran Service Officer Shane Gustafson*  
*shane.r.gustafson@co.beltrami.mn.us*  
*218-333-4178*

### Purpose Statement

The mission of Beltrami County Veteran Services, in partnership with the Veterans Administration and other Veteran support agencies, is to provide benefits and services to Veterans and their families in a responsive, timely, and compassionate manner in recognition of their service to the nation. The Veteran Services budget is 01-121 Veterans Service.

### 2024 Initiatives

The Veterans Service Office will align departmental activities/resources to ensure Veterans are cared for throughout this region. Specifically, Veteran Services will work with the County Board, key staff, and other partners to advance the following priority initiatives:

- Assist with Bemidji Veterans Home Admissions Applications. The office will assist Veterans and families with the resident admissions application process.  
*Responsible Person:* Veterans Service Officer Shane Gustafson, Assistant Veteran Service Officer Luke Wilkowski, and Bemidji Veterans Home Administration.
- Assist eligible Veterans and families in applying for the POST-9/11 Veteran Service Bonus.  
The office will assist Veterans and families in completing the application process for the POST-9/11 Service Bonus. This will be accomplished by following MN Statute 197.447 Veteran Service Bonus and Minnesota Department of Veteran Affairs guidelines.  
*Responsible Person:* Veterans Service Officer Shane Gustafson, and Assistant Veteran Service Officer Luke Wilkowski, in cooperation with the Minnesota Department of Veteran Affairs.
- Enrollment of Veterans into the VA Health Care System. This office will continue working with the local Bemidji VA Community-Based Outpatient Clinic to establish eligibility and enrollment into the Veterans Administration Health Care System.  
*Responsible Person:* Veterans Service Officer Shane Gustafson, and Assistant Veteran Service Officer Luke Wilkowski, in cooperation with the VA Medical Centers.

- State Soldier Assistance Program (SSAP).

Veterans and eligible family members who have experienced financial issues may be eligible for financial assistance. During this time of hardship a once in a lifetime Special Needs Grant or an annual Optical / Dental Grant may provide much-needed assistance. The office will evaluate eligibility and assist with the application process.

*Responsible Person:* Veterans Service Officer Shane Gustafson, and Assistant Veteran Service Officer Luke Wilkowski, in cooperation with the Minnesota Department of Veteran Affairs.

- Homeless Veteran Assistance.

Identify and assist veterans who face housing crises and experience homelessness with appropriate, practical solutions.

*Responsible Person:* Veterans Service Officer Shane Gustafson, and Assistant Veteran Service Officer Luke Wilkowski, in cooperation with the Minnesota Department of Veteran Affairs and Minnesota Assistance Council for Veterans (MACV).

- PACT Act claim review and preparation.

The new law expands VA health care and benefits for Veterans exposed to burn pits, Agent Orange, and other toxic substances. We will assist veterans with new claims, review previous claims, and determine eligibility for veteran and dependent benefits.

*Responsible Person:* Veterans Service Officer Shane Gustafson, and Assistant Veteran Service Officer Luke Wilkowski, in cooperation with the Minnesota Department of Veteran Affairs.

- County Outreach. Continue a robust Veterans Outreach Program throughout the county. Ensure all County Veterans have access to the “Veterans Support Network.” Improve veteran-related content on the Beltrami County web page and social media outlets.

*Responsible Person:* Veterans Service Officer Shane Gustafson, Assistant Veteran Service Officer Luke Wilkowski.

**Revenue & Expenditure Summary**  
**Veteran Services**

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Revenue Summary</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental	10,000	10,000	10,000
Charges for Services			
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions			
Miscellaneous			
<b>Total Revenues</b>	10,000	10,000	10,000
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Expenditure Summary</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Personal Services	177,179	183,075	259,454
Services & Charges	12,141	7,250	15,570
Supplies & Materials	1,682	2,450	3,633
Capital Assets			
Other			
<b>Total Expenditures</b>	191,002	192,775	278,657



# Environmental Services

## General Revenue Fund

*Environmental Services Director Brent Rud*

*[brent.rud@co.beltrami.mn.us](mailto:brent.rud@co.beltrami.mn.us)*

*218-333-4159*

### Purpose Statement

The Beltrami County Environmental Services Department is charged by the County Board of Commissioners with the administration and enforcement of the following services:

- Aquatic Invasive Species Water Craft Inspection Program
- Citizen Lake Monitoring Program
- Shoreland Management
- Subdivision Controls
- Issuance of building and sewer permits
- Maintenance and monitoring plans for commercial sewer systems
- Investigate and mitigate environmental health complaints
- Perform the planning for land use
- Writing and Implementation of the Local Water Management Plan
- Subsurface Sewage Treatment Systems Ordinance
- Telecommunications Tower Ordinance
- Wetland Conservation Act
- County Designee for the Noxious Weed Program
- Public Gathering Ordinance
- Implementation of SWCD Conservation Initiatives
- Minnesota Buffer Law Implementation
- Short-Term Rental Ordinance

The Environmental Services budget is 01-107 Environmental Services

## 2024 Initiatives

The Environmental Services Department will seek to purposefully align departmental activities and resources with the key objectives established by the County. Specifically, Environmental Services will work with the County Board, key staff and strategic partners to advance the following priority initiatives:

- Soil & Water Conservation District Board Cooperative Agreement –The SWCD and the County have been working as dependent partners since 2010 in implementing the Comprehensive Local Water Management Plans and other SWCD conservation priorities and grant programs. The County Environmental Services Staff provides administrative and technical support to the SWCD Board and fulfills all of the SWCD obligations and priorities as identified annually. Examples of SWCD programs and grants include Cost-Share, Tree Program, Rain-Gauge Monitors, Buffer Program, Private Forest Management, and providing technical assistance to landowners for conservation practices.
- Ordinance Updates – Environmental Services Department will conduct a review of existing County Ordinances for necessary updates and work on bringing those updates to the County Board for consideration.
- Subsurface Sewage Treatment System (SSTS) Database – The Environmental Services Department will be working on a georeferenced SSTS database to assist with decision-making and establishing future priorities in the protection of groundwater resources.
- 1W1P – One Watershed One Plan Implementation– The Environmental Services Department will coordinate with 5 counties, 4 cities, and the Leech Lake Band of Ojibwe to continue implementation of the watershed management plan for the Upper Mississippi River Headwaters. The Thief River 1W1P is also in the implementation phase of water quality improvement projects within the watershed and we will be assisting landowners with water quality projects as they request them.
- 1W1P – One Watershed One Plan Planning– The Environmental Services Department will coordinate with Beltrami SWCD, Red Lake Nation, Red Lake Watershed District, Koochiching County, and Koochiching SWCD to begin the watershed planning process for the Upper and Lower Red Lake Watershed. The planning process has begun and we are hoping to have a final plan approved and begin implementation in 2024.
- Keep It Clean Initiative – The Environmental Services Department will coordinate with the Soil & Water Conservation District, Beltrami County Solid Waste, Upper Red Lake Area Association, the Regional Keep It Clean Committee, Lake of the Woods SWCD, and various other partners to keep promoting the message to winter ice users to keep our lakes free of all waste including human waste.

## Revenue & Expenditure Summary

### Environmental Services

	Actual	Budget	Budget
Revenue Summary	2022	2023	2024
Taxes			
Special Assessments			
Licenses & Permits	114,820	92,500	88,650
Intergovernmental	394,554	371,015	393,241
Charges for Services	218,411	209,446	305,051
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions	18,469	6,500	6,500
Miscellaneous	10,128	10,000	10,000
<b>Total Revenues</b>	<b>756,382</b>	<b>689,461</b>	<b>803,442</b>
Expenditure Summary	Actual	Budget	Budget
	2022	2023	2024
Personal Services	667,452	720,447	847,308
Services & Charges	227,717	207,934	195,947
Supplies & Materials	6,458	10,900	11,400
Capital Assets			
Other	1,175	33,698	33,678
<b>Total Expenditures</b>	<b>902,802</b>	<b>972,979</b>	<b>1,088,333</b>

### Equipment over \$5,000

Environmental Services							
Item Description	(R) Replace.	complete	2024	2025	2026	2027	2028
	(A) Addition	Line Item #					
Storage Bldg (shared w/NRM)	A	6601	200,000				
<b>Total</b>				-	-		



# County Sheriff's Office

## General Revenue Fund

*County Sheriff Jason Riggs*  
*Jason.riggs@co.beltrami.mn.us*  
*218-333-4136*

### Purpose Statement

The Sheriff's Office Mission is to protect the lives, rights, privileges and property of the citizens of Beltrami County.

- Full Service Law Enforcement and Emergency Management Agency.
- Professional enforcement and administration of all federal, state and local laws and ordinances.
- Staffed by field patrol deputies, criminal investigators, civil process officers, communications officers, court deputies, bailiffs, corrections officers, records technicians, boat & water, ATV/OHV and snowmobile patrol deputies, administrative, crime analyst's, and emergency management staff.
- Partners with the community through involvement with non-profits such as the Sexual Assault Program, Northwoods Coalition for Family Safety, Family Advocacy Center, Suicide Prevention Program, Sanford Behavioral Health (Civilian Mental Health Transport program), Hope House, Adult Day Services and other civic groups. Also by capitalizing on the use of volunteer members of the Sheriff's Posse, First Responders, Paul Bunyan Amateur Radio, Civil Air Patrol, and the Lakes Area Dive Team.

The Beltrami County Sheriff is responsible for the administration of the following department budgets: 01-200 Coroner, 01-201 Sheriff Contingency, 01-202 Sheriff Administration, 01-203 Boat & Water, 01-204 LEC, 01-205 County Park Patrol, 01-206 Chippewa Nat. Forest, 01-209 MN Snowmobile Safety Grant, 01-211 Communications, 01-212 Civil/Warrants, 01-213 Investigations, 01-214 Field Operations, 01-215 North Beltrami Deputy-Con Con, 01-219 Total Zero Death Grant, 01-224 DWI Grant, 01-226 MN Off Highway Vehicle safety Grant, 01-229 Safe Trails OJP Grant, 01-230 Headwaters SWAT, 01-281 Emergency Management, 01-288 E-911 Grant and 01-254 Bailiffs.

The Beltrami County Sheriff is also responsible for the Beltrami County Jail- the budget for which is contained elsewhere in this document.



## 2024 Initiatives

The Beltrami County Sheriff's Office will seek to purposefully align activities and resources with the key objectives established by the county. Specifically, the Sheriff's Office will work with the County Board, key staff and strategic partners to advance the following priority initiatives during 2024:

- **Purchase and implement Records Management-Computer Aided Dispatch/ Mobile-Field Reporting**

The Beltrami County Sheriff's Office has had its current records management system, LETG, since 2011. The LETG program has been sold twice in the last four years. The program is not the "go forward" program for the company that purchased it. Thus the support and development of the software has drastically declined, and although it has since been retracted, a "sunset" date had been given by the software company.

In 2020 the Sheriff's Office and Bemidji Police Department researched other Records Management System. We decided to defer purchasing a new Record Management System. We will continually evaluate other Record Management Systems and the timing to implement a new Records Management System.

In 2022 the Beltrami County Sheriff's Office and Bemidji Police Department began researching new Records Management, CAD, Mobile, and Mapping systems. In 2023 we decided on "Pro Phoenix", and started the implementation process of the new software.

*Performance Indicator:* Vast improvement in law enforcement, efficiencies, communications and reporting.

*Responsible Person:* Sheriff Jason Riggs, Chief Deputy Jarrett Walton, Communications Supervisor/Emergency Management Director Chris Muller, Records Division Supervisor Gretchen Gunning.

- **Interoperable Communications Systems and Encryption** – Beltrami County Successfully transitioned all emergency responders in the county the ARMER (Allied Radio Matrix for Emergency Response) System in 2021. Additional enhancement needs are being identified which include modification to paging practices for fire and emergency medical services. We have successfully demonstrated interoperable communications between law enforcement, fire department, ambulance and first responders. With anticipated replacement of our Computer Aided Dispatch system, technology updates will need to be coordinated with the emergency responders in the county. ARMER transition Phase 1 was completed, which encompassed an update of all Law Enforcement sworn officers (County, City of Bemidji and City of Blackduck) to the ARMER system with the purchase of portable and mobile radios by each entity. In 2016 a remodeling and installation of ARMER/VHF consoles was completed, enabling a fully-functional five station 911 Center radio communications system (capable of communicating with both our VHF partners (fire, EMS and non-ARMER). Late in 2016 all Law Enforcement sworn officers transitioned to full

ARMER. Phase 2, was completed in 2021. There should be no need for additional expenditures for this ARMER technology in our PSAP for approximately three years. In 2017 we received a 50% match grant from the Northwest Regional Radio Board to install a BDA (Bi-Directional Amplifier) that increased the efficiency of the ARMER radio system in the Law Enforcement Center. The BDA was a required due to the Law Enforcement Center being surrounded by larger buildings and a lack of in-building coverage. In 2018 a needs assessment was completed indicating the need for a BDA to be installed in the Beltrami County Jail and basement of the Judicial Center. Beltrami County again successfully applied for a 50% matching grant from the radio board for the purchase and installation of this equipment. In 2018 we procured used radio equipment to outfit all of our Corrections Officers, Court Deputies and Bailiffs with ARMER radios, a cost savings of tens of thousands of dollars. In 2020 the Beltrami County Sheriff's Office acquired used ARMER radios from other agencies. These radios were repurposed and given to First Responders to help facilitate their transition to the ARMER system. This will allow the Sheriff's Office to discontinue the use and maintenance of redundant VHF sites, allowing not only greater interoperability and efficiency, but a cost savings to the taxpayer. *Performance Indicator:* Successfully vacate all VHF tower leases and enable an adequate and reliable paging solution

**ARMER Phase 3, Radio Replacement** - In 2021, the FBI provided directives to law enforcement agencies that would require radio transmissions to be broadcast at AES-256 level encryption. The Sheriff's Office currently does not meet this encryption requirement. The remaining ARMER users in Beltrami County likely face the same encryption requirement as this is likely to become state standard for all subscribers. A committee made up of representation from across the state developed purchasing guides and recommendations that Beltrami County will follow in procuring new equipment. The initial radios purchased for field operations were deployed in 2015, average useful live of radios is less than 10 years. Beltrami County will need to work on a replacement plan not only for patrol radios, but also Court and Corrections radios. We successfully migrated to ARMER for Court and Corrections by employing second-hand radios. These radios have performed adequately but are increasingly underperforming and are no longer supported by Motorola.

*Responsible Person:* Communications Supervisor/Emergency Management Director Chris Muller, Sheriff Jason Riggs, Chief Deputy Jarrett Walton

- **NextGen 911 Update** – A statewide project for updated Geospatial Information System (GIS) information and integrating enhanced mapping is currently under development. All counties in Minnesota are required to contribute. The Beltrami County PSAP (Public Safety Answering Point) continues to work with the Beltrami County GIS Department to provide the state with the necessary information to accomplish this project. This will enable any PSAP to have the ability to map and determine appropriate responders for any 911 call from anywhere in the State of Minnesota. With the deployment of Text-to-911 in 2017, Beltrami County had all components of NextGen 911 available at the time. Beltrami County initially provided Text-to-911 service for 14 jurisdictions in northwest Minnesota. As many of our neighboring PSAPs continue to migrate to NG911 we continue to provide assistance to a couple of counties. We continue to assist as they transition to being capable of processing their own Text-to-911. Establishing these agreements furthers Beltrami County's foundation to be considered a regional dispatch center if consolidation is considered in the future. Cybersecurity continues to be a concern and initiatives through the state continue to advance to allow firewalls be installed at each PSAP. Within three years, Beltrami County will need to replace or refresh the PSAP's Call Processing Equipment (CPE) and will need to ensure CPE meets the most recent NG911 requirements.

*Performance Indicator:* Provide the most recent technology to our 911 operators in order to assure critical response to citizen’s emergency needs as well as staging Beltrami County as a regional dispatch center. NextGen 911 is fluid and an always moving benchmark as technologies change. With the exception of the statewide GIS project, there are no anticipated equipment needs for the next three years.  
*Responsible Person:* Communications Supervisor/Emergency Management Director Chris Muller

- **Emergency Notification System** - We continue to use CodeRED by Onsolve as our Emergency Notification System. CodeRED has been successfully deployed in Beltrami County since 2013 and used for both emergency and non-emergency daily functions. The functionality of the system has enabled the Sheriff’s Office to discontinue assigning pagers to deputies and other county staff. This has saved thousands of dollars in equipment and subscription costs. The Integrated Public Alert and Warning System (IPAWS) was added in 2015, initially purchased through grant funds. IPAWS is accessed through CodeRED at an additional expense. There are other vendors who provide comparable emergency notification systems. Beltrami County will evaluate the service we are being provided by Onsolve and compare other products to ensure we are getting the most robust notification system for the cost. CodeRED is very well known in the community and has been used in emergency situations numerous times and is easily sustainable for many years to come.

*Performance indicator:* Provide the most recent technology to our citizens, 911 operators and Officers and Deputies in the field to insure that critical response to the citizen’s emergencies are being met.

*Responsible Person:* Communications Supervisor/Emergency Management Director Chris Muller

- **Upgrade Squad Video Cameras and Computers-** In-car computers and video systems annually reach “end of life” and require upgrading. A replacement schedule of this costly equipment has been implemented when the budget for new cars is created; as new cars are built to go into the field the new equipment will be purchased and installed in new vehicles to replace “end of life” equipment. We began replacing the Digital Ally in-car camera system in 2013, and continued to do so. In 2014 we upgraded to a new version of the records management system that will integrate with a body worn camera system but units still need replacement in order to be fully implemented. In 2016 the Minnesota Legislature enacted laws regarding the data that is created by the use of squad video and body camera’s by law enforcement personnel which was again addressed by the legislature in 2017. The implementation costs associated with this new emerging source of data still remain very high. New, larger storage server software must be obtained in order for body camera’s implementation. Other costs associated with the implementation of body camera’s will require the Sheriff’s Office to hire additional personnel to process this data to be compliant with State Statute.

*Performance Indicator:* Provide upgraded technology to field deputies in order to be meet expectations of public to provide emergency services.

*Responsible Person:* Chief Deputy Jarrett Walton

- **Integration of Body Worn Cameras.** The public and the courts continue to demand more efficiency in the prosecution of criminal cases. First it was the integration and use of a squad video systems. The continued demand to aide criminal prosecution is growing. Technology was created that allows Deputies to record the contacts they have with potential criminals and witnesses in the field when they were away from their squad car video system but in 2016 the Minnesota legislature passed legislation that law enforcement needed to properly maintain and disseminate the data created by body worn cameras. In 2016 and 2017 the Minnesota Legislature again addressed this need and passed legislation to guide the use, data storage, and release of data.

Body Worn Camera's were purchased in July 2019, and have since been issued to Beltrami County Field Operations, Jail, and Bailiff staff. The Sheriff's Office also implemented new Body Camera/Redaction Software in 2022. The program, and policies that the Sheriff's Office has implemented over the last four years is comprehensive, robust, and meets all state requirements.

*Performance indicator:* Provide technology to the field deputies in order to meet the expectations of the public and the judicial system.

*Responsible Person:* Chief Deputy Jarrett Walton

- **Community Involvement Initiative:** Field Operations (Patrol) has been operating at a minimum staff capacity for decades. On any given shift we have approximately 3 to 4 people covering over 3000 square miles of Beltrami County. Those personnel numbers reflect vacation, mandatory training and sick time. Field operations staff are covering calls for service and doing some proactive policing efforts. More so now than ever we need more people to fulfill the roles of community-based policing. This will build trust within the community. We would like to dedicate personnel to attend community meetings and events on a regular basis. To do this we would like to add 1 additional deputy to not only augment shifts, but to allow personnel to attend these events and meetings and not pull staff that are assigned to calls for service. This Deputy would also be tasked with recruitment; such as attending career fairs, and visiting high school and secondary schools recruiting employees to openings and upcoming openings throughout the Beltrami County Sheriff's Office.
- **Law Enforcement Squad Room update:** In 2005 the Beltrami County Sheriff's Office moved into the LEC. The deputies squad room was furnished with cubicles and originally desk telephones, file cabinets. Currently due to the upgrade in technology in the patrol vehicle these cubicles are no longer utilized. This space would be better utilized as a briefing and work room, and in 2022 the renovation began by removing the cubicles and phones, repurposing furniture from other county entities, and outfitting the room with a television that can be used for training and briefing purposes. With budget in mind the Sheriff's Office is slowly finishing this process, but ultimately would like to furnish the room with new furniture and carpet, as well as obtaining storage options such as lockers or file cabinets for each deputy to keep necessary items.
- **Implementation of Automatic License Plate Reader Technology-** Digital Camera Technology that is mounted in a squad car that automatically reads vehicle license plates day or night from all 50 states and some foreign countries. The proprietary technology reads up to 1800 license plates per minute of parked and moving vehicles and notifies the officers if the license plate contains wanted information. This information is provided to the Offices with in milliseconds, comparing it to multiple databases looking for stolen vehicles, unlicensed-

suspended or revoked drivers, fugitives from justice, AMBER alerts. It translates a digital image of the vehicle and plate that it recognizes from the database back to the Officer. It can also be used for witness identification, placing a suspect at a scene, terrorist and criminal interdiction. Law enforcement agencies around Minnesota are still looking for direction and guidance from the Minnesota Legislature to aid in the implementation, use, maintenance and dissemination of the data that is created by the use of Automatic License Plate Readers.

*Performance Indicator:* Provide technology to improve the ability to locate people and solve crimes.

*Responsible person:* Sheriff Jason Riggs, Chief Deputy Jarrett Walton

- **Speed Monitoring Awareness Radar Trailer**-Mobile Radar trailers increase speed awareness and reduce traffic problems in areas of concern. Using the technology to give speed violators a visual warning of their speed, with a flashing signal to those that are violating the speed set in that zone. This project was tabled for 2016, to hopefully reemerge in the 2017 during the budget process. It was once again tabled to reemerge in the 2019 budget process but was again withdrawn in order to prioritize other needs within the Sheriff's Office. This project still remains a goal for the Sheriff's Office.

*Performance Indicator:* Using technology to give a visual warning to potential violators of their speed, to reduce the number of speed related accidents on our roadways.

*Responsible Person:* Sheriff Jason Riggs, Chief Deputy Jarrett Walton

- **Beltrami County Backup PSAP** – All Public Safety Answering Points (PSAP) are required to have a Continuity of Operations Plan (COOP) to ensure the public are able to contact emergency services in the event of loss or evacuation of the primary PSAP. Beltrami County is a five seat PSAP with up to five Communications Officers dispatching simultaneously. Beltrami County has a regional city, Bemidji, which presents a tremendous tax on PSAP resources. The majority of PSAP COOPs identify relocating to a neighboring PSAP, transferring 911 calls to another center or utilizing a backup PSAP built at an alternative location. Due to Beltrami County's PSAP size, call volume and geographic limitations, there is no feasible PSAP that can accommodate our relocation if needed. Beltrami County also processes Text-to-911 for several counties in NW Minnesota that would only be able to be transferred to a PSAP that supports Text-to-911, which not all PSAPs do. Beltrami County needs to invest in a suitable backup PSAP that is capable of providing all emergency communications services to the responders, visitors and residents of Beltrami County. There are several options that should be considered to include: construction of a new PSAP and maintaining our current PSAP; investment in technologies that enable remote access to the communication resources essential to perform dispatching services that would allow relocation; pursuing grant opportunities for construction of a regional communications training center in the Bemidji area that can serve a secondary role as a backup PSAP. Civil unrest in 2020 posed a direct threat to the PSAP that identified physical vulnerability. The COVID-19 Pandemic also identified our inability to physically diversify the PSAP work environment.
- Performance Indicator:* Successful COOP that enables the efficient relocation and provides redundancy of the PSAP.

*Responsible Person:* Communications Supervisor /Emergency Management Director Chris Muller

- **Remodel Bailiff's Office in Beltrami County Courthouse.** Currently Court Security is allotted 14 staff members. They share a room that serves as their work space, breakroom, locker room, and training area. Plans have been created to expand into an adjacent room and make use of an empty space in the Beltrami County Courthouse. This project started forming in 2021. It was approved by the County Board for use of ARPA money, but the money was used elsewhere in the county. A new plan came to fruition with a new Court Security Sergeant and was presented to the Board on March 15<sup>th</sup>, 2022. The Board again approved the new remodel plan to move forward with architecture, design, and a bid. A design was received in February 2023 and a single bid was received on April 12<sup>th</sup>, 2023. The proposed bid was not submitted to the Board as the scope of the project increased and exceeded initial budgetary forecasts. The initial bid expired and as for the drafting of this document is being refigured, once it is complete the project will be reassessed and presented to the County Board.

*Responsible Persons: Court Security Sergeant Patricia Grimsley, Chief Deputy Jarrett Walton, and Facilities Manager/Safety Coordinator Steve Shadrick*

- **Expand Officer Wellness program** – In 2019 the Beltrami County Sheriff's Office created an Officer Wellness program. The program offers peer support, wellness materials, and a yearly "Check-up from the Neck Up" (Visit with a mental health professional). In 2022 the Beltrami County Sheriff's Office transferred \$60,000 of budget savings to expand the program. Law Enforcement has a greater risk of cardiovascular issues. The Beltrami County Sheriffs Office offers preventative Cardiovascular screenings for employees. The Sheriff's Office will offer Officer Wellness seminars and trainings to employees and their families.

The Beltrami County Sheriff's Office offers preventative cardiovascular screenings for employees. The Sheriff's Office will offer Officer Wellness seminars and trainings to employees and their families. With the staggering statistics of choosing law enforcement/corrections the average age of a common heart attack is 49 as opposed to the age of 65 if that person is a civilian. Coronary disease is the leading cause of death in law enforcement officers. Law enforcement officers live 22 years less than the general population. The Sheriff's Office has teamed up with Bemidji Medical Center to offer all law enforcement personnel a heart and vascular screen at a low cost to help curb our staff of being another statistic.

*Strategic Theme Area: Results Oriented Adult Correction Facility and Sheriff's Office*

*Performance Indicator: Retention of quality Employees and maintaining high standards of officer wellness programs*

*Responsible Person: Sheriff Jason Riggs, Chief Deputy Jarrett Walton*

- **Court/Transport-** The Court Security and Transport Department maintain 14 staff; one licensed Sergeant, one non-licensed Court Security Lead, 5 Licensed Court Deputies, and 7 non-licensed Bailiffs. In the transport division, we provide 8 kinds of transports; Warrants, Medicals, Writ pick-ups and returns, Prison Commitments, Civil Commitments, Court ordered Mental health, Housing, and Juveniles. In 2021, we transported 911 inmates, driving roughly 82,586 miles and using around 498 overtime hours. In 2022, we transported 1,040 inmates, driving roughly 82,215 miles and using 275.25 hours of overtime. So far in the first half of 2023, we already have transported 848 inmates, driving roughly 63,597 miles, using 378.75 hours of overtime. Much of this increase has come from prisoner transports and housing

transports that are a direct byproduct of the increased regulations on the Beltrami County Adult Correctional Facility by the Minnesota Department of Corrections.

As the above numbers show, we are projected to more than double our transport numbers this year. The Transport Division consistently arranges their transports to be cost effective by meeting with other agencies to reduce mileage and time on the road. Having inmates housed out of county has increased our transports over the last 2 years. In 2021 we provided 119 housing runs, driving 21,846 miles. In 2022, we provided 159 housing runs, driving 33,340 miles. Between January and June of 2023, we have completed 167 housing runs, driving 39,662 miles. This increase in transports will not only increase fuel and personnel costs, but will also require vehicles to be cycled out at a faster rate.

In addition to the increase in transports, staff assigned to court security have also experienced an increase in work load as COVID restrictions have been lifted and society continues to rebound back to normal. In 2022, 16,476 patrons crossed through the point of entry at the Beltrami County Court House and staff escorted 3,854 inmates to court hearings. Comparatively in the first half of 2023, 13,334 patrons have passed through the point of entry and 1710 inmates have been escorted to court hearings.

For income coming in, we have increased our fingerprints. In 2021 we completed 20 fingerprints. 2022 totaled 653, with 2023 so far completing 372.

*Performance Indicator:* Future cost increases with out of county housing.

*Responsible Person:* Sheriff Jason Riggs, Chief Deputy Jarrett Walton, Court Security and Transport Sergeant Trish Grimsley.

- **Paul Bunyan Drug Task Force-** The Sheriff' Office has had a deputy assigned to the Paul Bunyan Drug Task Force (PBTF) since the inception of the task force in 1988. This deputy has been tasked with focusing investigations of drug traffickers in Beltrami County and surrounding communities. Over the past 15 years the commander has also been a Beltrami County employee, however they have been entirely paid through a Violet Crime Enforcement Team grant, and their duty to oversee daily activities of the 13 personnel assigned to the PBTF does not allow them conduct their own investigations.

Over the past 15 years, the drug problem has skyrocketed leading to many more investigations and an unbelievable increase in seized drugs, such as the 12,500% increase in methamphetamine seizures. The tactics and strategies being used during these investigations has also changed drastically, requiring more time and resources. Drug trafficking investigations alone leave the lone Beltrami County Deputy overworked, but coupled with the incredible increase in fatal overdose investigations, one deputy is simply not enough. A request was made for an additional Narcotics Investigator in 2022, but was not included in the budget. Budget issues are evident in the coming cycle, however alternate funding may be available through the recent Opioid Settlement. This request would be based on approval for funding through settlement funds.

*Performance Indicator:* Provide additional resource to conduct drug trafficking and overdose investigations

*Responsible Person:* Paul Bunyan Task Force Commander Dave Hart, Sheriff Jason Riggs, Chief Deputy Jarrett Walton

## Revenue & Expenditure Summary County Sheriff

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Revenue Summary</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Taxes			
Special Assessments			
Licenses & Permits	68,260	65,000	83,000
Intergovernmental	1,023,783	945,135	1,420,564
Charges for Services	67,062	44,500	43,000
Fines & Forfeitures	28,328	22,000	19,500
Investment Earnings	1,168	130	
Gifts & Contributions	7,819	200	
Miscellaneous	506,033	430,221	478,865
<b>Total Revenues</b>	<b>1,702,453</b>	<b>1,507,186</b>	<b>2,044,929</b>
<b>Expenditure Summary</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	<b>2022</b>	<b>2023</b>	<b>2024</b>
Personal Services	6,566,326	7,565,576	8,058,524
Services & Charges	717,428	737,875	715,333
Supplies & Materials	383,180	350,997	392,547
Capital Assets	110,876	446,400	684,000
Other	25,147	182,389	207,731
<b>Total Expenditures</b>	<b>7,802,957</b>	<b>9,283,237</b>	<b>10,058,135</b>



## Equipment over \$5,000

Sheriff's Office							
202 Sheriff Administration							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2024	2025	2026	2027	2028
Squad Car	R	6608					
Record Mgmt System (Zuercher)	R	6267					
Body Worn Camera	R			2,500			
Total			0	2,500	0	0	0
203 Boat & Water							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2024	2025	2026	2027	2028
Squads	R	6608			80,000		
Body worn camera	A	6607					
Total			0	0	80,000	0	0
204 Law Enforcement Ctr							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2024	2025	2026	2027	2028
Dispatch copier	R	6607					
2nd floor copier		6607					
1st floor copier		6607					
LETG/CAD/RMS/Mobile	R						
Projectors-Replace EOC		6607					
Total			0	0	0	0	0
211 Communications Division							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2024	2025	2026	2027	2028
Dispatch recording system	R	6267		100,000			
Dispatch furniture-chairs	R	6607	5,400	1,800	1,800	1,800	1,800
Court security mobile radio's	R						
Back up PSAP		6607			100,000		
Total			5,400	101,800	101,800	1,800	1,800

<b>212 Civil/Warrants</b>							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2024	2025	2026	2027	2028
Squad	R	6608					
Body worn camera		6607					
Pistol							
Total			0	0	0	0	0
<b>213 Investigations</b>							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2024	2025	2026	2027	2028
Squads		6608		60,000			
Body Cameras		6607					
Pistol	R						
Total			0	60,000	0	0	0
<b>214 Field Operations</b>							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2024	2025	2026	2027	2028
Squads	R	6608	560,000	480,000	480,000	480,000	480,000
body worn camera	A	6607	35,000				
Pistol	R						
Mobile squad computers	R		-				
Gas masks	A		-				
K9 acquisition/training fund	A		6,000	6,000	6,000	6,000	6,000
Total			601,000	486,000	486,000	486,000	486,000
<b>215 North Beltrami Deputy</b>							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2024	2025	2026	2027	2028
Squad		6608					
body worn camera	A	6607					
Pistol	R						
Total			0	0	0	0	0

<b>254 Bailiffs</b>							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2024	2025	2026	2027	2028
Transport Vehicle	R	6608	55,000	55,000	55,000		60,000
Office Furniture	R					3,000	
Pistol	R	6453					
single point entry screening equipment		6607				30,000	
Armer Portable Radios	R	6607		6,000	6,000	6,000	6,000
Mobile Transport Computers	A	6481		2,100	2,100	2,100	
Fingerprint Card Copier	A	6607				2,500	
Judicial Camera Replacement	R	6413		3,000	3,000	3,000	3,000
Taser	R	6607		1,100	1,100	1,100	1,100
Body Worn Cameras	A	6607	20,000				20,000
Total			75,000	67,200	67,200	47,700	90,100



# County Jail

## General Revenue Fund

*Jail Administrator Calandra Allen*  
[calandra.allen@co.beltrami.mn.us](mailto:calandra.allen@co.beltrami.mn.us)  
218-333-8357

### Purpose Statement

The purpose of the Beltrami County Adult Correction Center (AKA: County Jail) is to safely and securely detain pre-trial arrests and hold those convicted of crimes. The Correction Center houses both male and female inmates.

*The department budgets for the Adult Correction Center related services are: 01-250 Jail Canteen, 01-251 County Jail.*

*UPCOMING 2024 ENHANCEMENTS to look for: Upgraded programing for inmates, upgraded staffing for Correction Officers to be able to take breaks daily on a 12-hour shift, Upgraded retention strategies for staff, Upgraded cameras to provide added security, Upgraded progressive training for Correction staff to become confident in locating and identifying drugs, detox, mental health, and overdose offenders and future NEW Jail projects for the betterment of the facility's procedures*

### 2024 Strategic Initiatives

The Beltrami County Adult Corrections Center will seek to purposefully align departmental activities and resources with the key objectives established by the county through Strategy Aligned Management. Specifically, the Correction Center will work with the County Board, key staff and strategic partners to advance the following priority initiatives during 2024:

- **Beginning the EMBER program by adding Mental Health/Chemical Health services while offenders are in custody** – There is an overrepresentation of incarcerated individuals who have unmet mental health and substance use disorder. The unmet services contribute to criminal behavior. Beltrami County Adult Correction Center, the Sheriff's Office and Sanford has teamed together to set a common goal of; reducing recidivism, increase access to quality behavioral health services, reduce behavioral issues by stabilizing behaviors while in custody, increase quality of life for inmates during their incarceration, give tools to offenders to improve their life during their re-entry to the community, provide support for ongoing behavioral health services, housing, job support, and court liaison, following an inmate's incarceration and release, and reducing the house of suicide watch. The EMBER program has a projected start date of September or October of 2023.

*Strategic Theme Area:* Results Oriented Adult Correction Facility

*Performance Indicator:* Communication to the Board of Commissioners, MN-DOC, and to the community/taxpayers to show transparency of what the Beltrami County Adult Correction Center stands for and offers the people we serve.

*Responsible Persons:* Beltrami County Sheriff Jason Riggs, Chief Deputy Jarrett Walton, Corrections Administrator Captain Calandra Allen, Assistant Corrections Administrator Lieutenant Richard Schafer, Beltrami County Health and Human Services Jeffrey Lind, Sanford Behavioral Health Administrator Jay Coughenour, Sanford Clinical Manager Anna Chock, Sanford Director of Behavioral Health Outpatient Services Megan Hansen.

- **Remodeling of holding cells-** In 2022 the jail made a great stride forward to meet Minnesota Department of Correction standards, with the help from the maintenance department, for the safety of special classed inmates who need more frequent observation. The holding cells were remodeled to include cutting off top bunks in four (4) different cells and encapsulating the bottom of six (6) bunks to have no access underneath to take out the option of hiding in a cell.

*Strategic Theme Area:* Results Oriented Adult Correction Facility

*Performance Indicator:* Increased safety and security for mental health offenders

*Responsible Persons:* Corrections Administrator Captain Calandra Allen, Assistant Corrections Administrator Lieutenant Richard Schafer, Facilities Manager/Safety Coordinator Steve Shadrick, Jail Maintenance Mechanic Jeffrey Muller, Maintenance Mechanic Jon Dahl

- **Remodeling basement showers-** In 2022 the jail made improvements to meet Minnesota Department of Correction standards with the basement showers due to the age of the shower floor tiles were broken and not safe for inmates to use. The showers were upgraded, and tiles replaced for Correctional grade use.

*Strategic Theme Area:* Results Oriented Adult Correction Facility

*Performance Indicator:* Increased safety for basement offenders

*Responsible Persons:* Corrections Administrator Captain Calandra Allen, Assistant Corrections Administrator Lieutenant Richard Schafer, Facilities Manager/Safety Coordinator Steve Shadrick, Jail Maintenance Mechanic Jeffrey Muller, Maintenance Mechanic Jon Dahl

- **Implementation of Texting Devices for all Beltrami County Inmates-** Beltrami County Adult Correction Center has upgraded our texting system to be able to allow all inmates no matter their financial situation access to the texting system. The upgraded system allows for easier access to visit (facetime), call, text, and stay in contact with family and friends. These devices are lower cost compared to a normal phone call.

*Strategic Theme Area:* Allow inmate to communicate more frequently at a lower cost to their support circle

*Performance Indicator:* Increase satisfaction of inmates and allow better communication

*Responsible Persons:* Corrections Administrator Captain Calandra Allen, Assistant Corrections Administrator Lieutenant Richard Schafer, Program Directors Edward Busta and Anthony Derby

- **Paperless Project**- When someone talks about the jail most people do not want to enter no matter who they are, and if you talk about the basement of the jail not even the staff want to go down there. The jail's storage room in the basement has historically been an area where all retention files, inmate supplies, and jail supplies are kept. The retention files have repeatedly been an issue due to the ever growing lack of space that is needed to store them. We have had an individual in our basement on light duty for the past 18 months and this person has been dedicated to seeing this project to the end. Additionally, the jail has come up with a solution to use less paper and use more of our secured drives that our own Beltrami County MIS personnel have set up for us. We are using, printing, and passing less paper than we ever have. Our paper consumption has drastically lowered thus allowing our staff to waste less time on filing, giving more space to our jail, all the while maintaining a high standard of organization. This paperless process has revolutionized our workflow.

*Strategic Theme Area:* Space in the jail

*Performance Indicator:* Less waste, less paper consumption, space to be used for programs and training, continued high organization.

*Responsible Persons:* Corrections Administrator Captain Calandra Allen, Assistant Corrections Administrator Lieutenant Richard Schafer, Armed Bailiff Mark Doty, Jail Maintenance Mechanic Jeffrey Muller

- **CONTINUE Commitment in seeking progressive training for Correction Officers** – Continue to surpass minimum standards in researching, developing, and providing high quality local training for Correction Officers. Keeping the mandated Minnesota Rule 2911 at the forefront with maintaining quality standards with the core content focused on the safety and security of the inmates and staff who reside within the Beltrami County Adult Correction Facility.

*Strategic Theme Area:* Results Oriented Adult Correction Facility

*Performance Indicator:* Retention of quality Correction Officers and maintaining high standards of transparency and professionalism

*Responsible Persons:* Corrections Administrator Captain Calandra Allen, Assistant Corrections Administrator Lieutenant Richard Schafer, Training Officer Daryl Wallin

- **Maintaining the Beltrami County Jail Strategic Planning Document**- Research in the development of an already great department and elevate to a higher standard of staff and inmate safety and security. Working on developing the goals and direction to adhere to, all the while keeping on a dedicated course with continuously striving for advancement of the Beltrami County Adult Correction Center. This includes incessant meetings with other Jail Administrators across the state, working with Minnesota Department of Corrections (MN-DOC), visiting other Minnesota Jails to obtain knowledge regarding their procedures and practices. Constantly working with the Correction

Command staff to actively involve them in what and how to obtain the 2911 rules and continue full transparency with the county board for the five (5) year outlook of the Beltrami County Adult Correction Facility.

*Strategic Theme Area:* Results Oriented Adult Correction Facility

*Performance Indicator:* Communication through a public document that shows transparency to the Beltrami County Board of Commissioners, MN-DOC, and the community we serve

*Responsible Persons:* Beltrami County Sheriff Jason Riggs, Chief Deputy Jarrett Walton, Corrections Administrator Captain Calandra Allen, Assistant Corrections Administrator Lieutenant Richard Schafer

- **Research and Develop the NEW JAIL Project-** Research the expansion of the existing and/or new building for the jail. This includes meeting with local boards, visiting other Minnesota Jails to educate and obtain knowledge in building the most efficient, but sufficient Adult Correctional Facility.

*Strategic Theme Area:* Results Oriented Adult Detention Facility and the Beltrami County Community

*Performance Indicator:* Improve efficiency, safety, security, staff retention, inmate health and wellness, all the while focusing on reducing recidivism.

*Responsible Persons:* Beltrami County Board of Commissioners, Beltrami County Administrator Tom Barry, Beltrami County Sheriff Jason Riggs, Chief Deputy Jarrett Walton, Corrections Administrator Captain Calandra Allen, Assistant Corrections Administrator Lieutenant Richard Schafer, Construction Engineers Senior Project Manager Ben Matson, Beltrami County Citizens who are a part of the steering committee and all parties of subcommittees.

- **CONTINUE Hiring Campaign-** Dedicated to filling all vacancies at the Jail and maintain a healthier environment for staff. The Jail has many stressors, and it takes a unique individual to be committed, focused, and take on the direction of the Beltrami County Sheriff's department. Our goal is to keep safety and security as our top priorities, all the while maintaining professional and well-trained Correction Officers.

*Strategic Theme Area:* Results Oriented Adult Detention Facility

*Performance Indicator:* Improve efficiency, safety, security, and staff health and wellness.

*Responsible Persons:* Beltrami County Adult Corrections Administrator Captain Calandra Allen, Assistant Corrections Administrator Lieutenant Richard Schafer, Corrections Training Officer Daryl Wallin, Human Resource Director Linda Tran, Human Resource Technicians Mara Gross and Sherry Wettschreck

## Revenue & Expenditure Summary

### County Jail

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Revenue Summary</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental			
Charges for Services	75,940	64,750	58,750
Fines & Forfeitures	30,658	20,000	20,000
Investment Earnings			
Gifts & Contributions			
Miscellaneous	229,206	103,600	103,600
<b>Total Revenues</b>	<b>335,804</b>	<b>188,350</b>	<b>182,350</b>
<b>Expenditure Summary</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>2022</b>	<b>2023</b>	<b>2024</b>	
Personal Services	3,024,846	3,385,707	3,802,305
Services & Charges	739,748	739,750	775,500
Supplies & Materials	577,269	591,252	604,692
Capital Assets	38,557	36,200	36,200
Other	596,525	823,000	1,020,000
<b>Total Expenditures</b>	<b>4,976,945</b>	<b>5,575,909</b>	<b>6,238,697</b>



### Equipment over \$5,000

County Jail							
Item Description	(R) Replace. (A) Addition	complete					
		Line Item #	2024	2025	2026	2027	2028
Domore Chairs	R	6607	3,000	3,000	3,000	3,000	3,000
Restraint Chair	A	6607		2,500		2,500	
Cameras	R/A	6607	4,000	4,000	4,000	4,000	4,000
PBT	R	6607	1,000	1,000	1,000	1,000	1,000
Body Scanner (lease to own)	A	6610	20,000	20,000	20,000	20,000	20,000
Uniforms (vests)	A	6453	8,000	8,000	8,000	8,000	8,000
Radios	R/A						
Cardiac Defibrulator	R/A						
Guardian Spartan Device	A	6607	2,500	2,500	2,500	2,500	2,500
External Bldg Security Cameras (3)	A	6607	3,200	3,200	3,200	3,200	3,200
Copier	R	6607	-		5,000		
Archive System for security camera	A	6267			60,000		
Property evidence packaging system	A	6607			9,000		
<b>Total</b>			<b>41,700</b>	<b>44,200</b>	<b>115,700</b>	<b>44,200</b>	<b>41,700</b>



# Beltrami County Extension

*In partnership with University of Minnesota*

## General Revenue Fund

*Extension Regional Director, Tony Hansen*

*[hans8122@umn.edu](mailto:hans8122@umn.edu)*

*218-828-2276*

### Purpose Statement

“Making a difference by connecting community needs and University resources to address critical issues in Minnesota” is the mission of University of Minnesota Extension. This mission is accomplished through the combined outreach efforts of local, regional and state Extension staff in leading and delivering educational programs and services in every county throughout Minnesota. Extension staff translates University research into practical, relevant and useful knowledge provided through community-based educational programs.

Extension staff and volunteers strive to develop community partnerships involving citizens to identify local needs and to deliver priority programs that address critical issues. Local citizens and the County Extension Committee work with the Extension staff in assessing local needs, planning programs and evaluating outcomes to ensure program relevancy and program support. Collectively, the unique program partnership with Beltrami County, University of Minnesota Extension and United States Department of Agriculture (USDA) provides programming, funding and staffing for Extension that serves adult and youth audiences in priority program areas.

Beltrami County Extension local program priorities with University of Minnesota Extension include 4-H Youth Development, SNAP-Ed, and the Master Gardener Program. These local priority programs and services are provided by Extension in partnership with Beltrami County. While each program area has specific goals and objectives within an annual work plan, it is the responsibility of the county Extension committee to encourage all individuals and organizations to make profitable use of Extension programs and offerings.

The department budget for Extension is: 01-603 Extension.

## 2024 Initiatives

- 4-H Youth Development. 4-H is a learn-by-doing youth development program delivered throughout Minnesota. Minnesota 4-H youth development offers age-appropriate, hands-on learning via short-and long-term projects and activities. 4-H teaches youth decision making and leadership skills, strengthens youth and adult relationships in a positive learning environment, and develops collaborative partnerships with agencies and community-based organizations to connect community needs with the educational resources of the University of Minnesota and models collaboration and teamwork. There is one full-time County 4-H Extension educator housed at Beltrami County Extension who works directly with 4-H volunteers and youth. Currently, there are 325 youth enrolled in 4-H and 99 active 4-H volunteers supporting the program.
- SNAP Ed (Supplemental Nutrition Assistance Program Education). Funded by the United States Department of Agriculture (USDA) as SNAP-Ed, University of Minnesota Extension employs regional Extension Educators to teach health and nutrition programs in collaboration with county, agency and community partners throughout Minnesota. Staff connect community needs with the educational resources of the University of Minnesota by emphasizing healthy lifestyle choices for children, pregnant and parenting teens, adults, and seniors living with limited incomes. The health & nutrition educator housed at Beltrami County Extension serves Beltrami County and Red Lake Reservation communities.
- Master Gardener Program. Trained Master Gardener volunteers throughout the county educate the public with research-based information in consumer horticulture, food production and environmental stewardship. Sustainable horticulture best practices are taught, thereby protecting the environment, positively affecting water quality, and helping people get information they need to be active gardeners gaining access to nutritional and healthy foods.

For questions, contact regional director, Tony Hansen, at [hans8122@umn.edu](mailto:hans8122@umn.edu) or 218.828.2276.

## Revenue & Expenditure Summary

### County Extension Services

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Revenue Summary</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental			
Charges for Services			
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions			
Miscellaneous	1,019		
<b>Total Revenues</b>	1,019	-	-
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Expenditure Summary</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Personal Services	28,065	33,701	34,480
Services & Charges	81,958	84,881	86,988
Supplies & Materials	148	2,800	2,800
Capital Assets			
Other			
<b>Total Expenditures</b>	110,171	121,382	124,268



# Probation & Parole

*MN Dept. of Corrections District Supervisor- Trisha Hansen*  
*trisha.hansen@state.mn.us*  
*218-766-0250*

## Purpose Statement

The Beltrami County Contract Probation Office is responsible for supervision and case management for adults placed on misdemeanor and gross misdemeanor supervision by the Court who reside within Beltrami County as well as all juveniles who reside within Beltrami County and are placed under supervision by the Court. The Beltrami County Contract Probation Office is also responsible to provide Pre-Sentence and Pre-Dispositional reports to the Court and as of February 23, 2015 began doing Pre-Trial Bail Evaluations per statutory requirements.

The Beltrami County Contract Probation Office operates through a contract between the MN Department of Corrections and Beltrami County. This office is staffed and supervised by the Minnesota Department of Corrections. The District Supervisor administers the department budget for 01-270 (Probation & Parole). It should be noted that in May 2023, the legislature passed a new funding formula allowing for state reimbursement to counties based on the number of clients supervised with a capitated rate per client supervised. It should be noted that currently, there are 4 agents and 1 support staff paid through county funds to support this work.

The Beltrami County Felony Office is responsible for supervision and case management for adults placed on felony supervision by the Court as well as all individuals who are released from adult correctional facilities on supervised release (parole) who reside in Beltrami County. The Beltrami County Felony Office is also responsible to provide Pre-Sentence and Pre-Dispositional reports to the Court and as of February 23, 2015 began doing Pre-Trial Bail Evaluations per statutory requirements. The Beltrami County Felony Office is staff and supervised by the Minnesota Department of Corrections with the associated costs for running this office paid for by the State of Minnesota. There are currently 9 agents and 3 support staff paid by the state to support this work.

In addition to the above, the Minnesota Department of Corrections receives grant funding for 2 additional agent positions covering Beltrami County. One of the positions is dedicated to the Beltrami County Drug Court and the other to the Beltrami County DWI Court.

## 2024 Strategic Initiatives

The Minnesota Department of Corrections operating in Beltrami County seeks to hold clients accountable and offer opportunities for change while restoring justice for victims and contributing to a safer Minnesota. Specifically, the MN Department of Corrections in Beltrami County will work with the Judges, Court Administration, Law Enforcement, County and City Attorney's Office, Public Defender's Office, strategic partners and community stakeholders to continue advancing the following priority initiatives during 2024:

- Domestic Violence Court:

The County Contract Probation Office will continue to collaborate with local treatment providers to offer Batterer Intervention Education Programs for men. County Contract Agents will co-facilitate these programs and provide feedback to the Court with regard to clients being served within these programs. Currently, County Contract Agents provide co-facilitation for 2 different men's groups per week. The County Contract Probation Office will also continue to utilize our County Contract Agents to offer female specific programming around violence via the Pathways to Safer Families program which is offered once per week. Both the men's and women's programs utilize the River of Cruelty Curriculum.

*Strategic Theme Area:* Client Accountability, Opportunity for Change and Justice for Victims

*Performance Indicator:* Number of group sessions co-facilitated per year and Court/Stakeholder satisfaction with the quality of the programs being offered

*Responsible Persons:* Probation Agents Alicia Senenfelder and Aeron Muckala as well as area service providers for the men's groups

- Domestic Violence Pre-Trial Supervision/Support

The County Contract Office will continue to collaborate with the Courts, Law Enforcement and County Attorney's Office to offer pre-trial supervision services to those individuals charged with intimate partner violence and placed on pre-trial supervision by the Court. In an effort to provide client accountability for Domestic Abuse No Contact Orders/Orders for Protection as well as to enhance victim safety, County Contract Agents will continue to reach out to the victims in these matters in an effort to offer further support and/or services.

*Strategic Theme Area:* Client Accountability, Opportunity for Change and Justice for Victims

*Performance Indicator:* Number of clients who appear for all future Court hearings and the re-arrest rate during the pre-trial period

*Responsible Persons:* County Contract Agents Alicia Senenfelder, Aeron Muckala, Dusty Waller and Cassidy Linder

- Dually Involved Youth Project (Formerly the Youth Crossover Project):

The County Contract Office will continue to collaborate with Beltrami County Health and Human Services (BCHHS), County Attorney's Office, Beltrami Area Service Collaborative (BASC), The Red Lake Nation and Leech Lake Nation to improve upon a process by which youth cases are

staffed, information is shared, and collaborative case planning occurs. Dually involved youth are those who are or could potentially be involved in both the child protection and juvenile delinquency systems.

*Strategic Theme Area:* Client Accountability and Opportunity for Change

*Performance Indicator:* The number of collaborative case plans that result, the number of collaborative case conferences held as well as the number of cases diverted from the juvenile justice system.

*Responsible Person:* County Contract Agents Dusty Waller and Cassidy Linder in collaboration with BASC, BCHHS and the Red Lake and Leech Lake Nations.

- DWI Court:

The County Contract Office will continue to support DWI Court through grant funds from the Office of Traffic Safety. DWI Court operates using a team approach with membership from the County Attorney’s Office, Law Enforcement, Judiciary, Probation, local treatment providers and the Beltrami County Jail. DWI Court is an intensive program for repeat DWI offenders focused on accountability as well as a strong holistic treatment component. It is a goal for DWI Court to develop and encourage stakeholders to expand opportunities for clients to access treatment in their home communities.

*Strategic Theme Area:* Client Accountability and Opportunity for Change

*Performance Indicator:* The number of clients who successfully complete the program and the overall recidivism rate for those that complete.

*Responsible Person:* Grant Funded Agent Robert Christie and the DWI Court Team.

- Drug Court:

The Beltrami County Felony Office will continue to support Drug Court through grant funds from the Bureau of Justice Assistance. Drug Court operates using a team approach with membership from the County Attorney’s Office, Law Enforcement, Judiciary, Probation, Beltrami County Health and Human Services, local treatment providers and the Beltrami County Jail. Drug Court is an intensive program for drug addicted offenders focused on accountability as well as a strong holistic treatment component.

*Strategic Theme Area:* Client Accountability and Opportunity for Change

*Performance Indicator:* The number of clients who successfully complete the program and the overall recidivism rate for those that complete. *Responsible Person:* Grand Funded Agent Dan Jones and the Drug Court Team.

- Enhanced Sex Offender Supervision:

The Beltrami County Felony Office will continue to offer enhanced sex offender supervision for all adult sex offender specific clients placed on either probation or supervised release (parole) in Beltrami County. In addition to case management and supervision of these clients, agents will co-facilitate sex offender treatment groups alongside our local treatment provider to enhance supervision and treatment as well as to provide opportunities for change while addressing public safety concerns in a swift manner when necessary. The Beltrami County Felony Office utilizes the containment model for sex offender supervision which coordinates services/sanctions through 3 primary agencies: The Courts, Probation/Parole, and Treatment Provider to hold clients accountable and address public safety. Beltrami County Felony Agents currently co-facilitate 3 sex offender groups per week.

*Strategic Theme Area: Client Accountability, Opportunity for Change and Justice for Victims*

*Performance Indicator: Number of clients that successfully complete sex offender treatment and recidivism rates for this population*

*Responsible Person: Agent Sky Jager and Kaitlyn Hayft along with local treatment provider*

- Cognitive Behavioral Programming:

The National Institute of Corrections notes that justice involved clients who are moderate to high risk and complete cognitive behavioral programming can potentially reduce their recidivism by approximately 30%. Based on this information, the MN Department of Corrections sent 2 Beltrami County Contract Agents, 2 Grant Funded Agents and 1 Beltrami Felony Agent to training in the Decision Points Cognitive Behavioral Curriculum. In March of 2023, agents collaborated and coordinated services to offer a weekly virtual adult men's cognitive behavioral program. In addition, the MN Department of Corrections sent 3 Beltrami County Felony Agents and 2 County Contract Agents to become trained in a female specific cognitive behavioral program called Moving On. In February of 2023, the Beltrami County Felony Agent collaborated with Leech Lake Chemical Health to jointly offer a weekly group for women using the Moving On curriculum.

*Strategic Theme Area: Opportunity for Change*

*Performance Indicator: Number of successful completions from cognitive based curriculums*

*Responsible Person: Dusty Waller, Cassidy Linder, Robert Christie, Dan Jones, Ethan Apel, Aeron Muckala and Leech Lake Chemical Health*

- Culturally Responsive Training and Education / Build Trust within our American Indian Communities

The MN Dept. of Corrections is committed to sending all agents across the state who are serving American Indian Communities to the Tribal State Relations Training ([Tribes and Training TSRT Training - MnDOT \(state.mn.us\)](https://www.mn.gov/tribes-and-training-tsrt-training)). This is a two-day training delivered by Tribal Leaders, Tribal Staff, Tribal Community Members, MN Tribal Liaisons, Professor Emeritus Tadd Johnson who was the first senior director of American



Indian Tribal Nations Relations and Associate Professor Joseph Bauerkemper of the Tribal Sovereignty Institute at the University of MN Duluth. Of the 15 agents working in Beltrami County, there are 7 agents left to complete this training as of 6/30/23.

In addition to the above-mentioned education and training opportunity, the MN Department of Corrections has awarded a grant to the Northwest Indian Community Development Center in the amount of \$250,000 to focus on reentry services and supporting individuals who are on correctional supervision within the community. This grant will begin on 7/1/23.

*Strategic Theme Area:* Opportunity for Change and Justice for Victims

*Performance Indicator:* Willingness of Tribal Agencies and Service Providers to collaborate with Beltrami County Probation/Parole Staff

*Responsible Person:* All 15 Corrections Agents within Beltrami County and Tribal Partners

## Revenue & Expenditure Summary

### Probation

		<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Revenue Summary</b>		<b>2022</b>	<b>2023</b>	<b>2024</b>
5001 - 5049	Taxes			
5050 - 5099	Special Assessments			
5100 - 5199	Licenses & Permits			
5200 - 5499	Intergovernmental	98,240	112,687	215,280
5500 - 5599	Charges for Services			
5600 - 5699	Fines & Forfeitures	12,231	8,000	8,000
5700 - 5749	Investment Earnings			
5750 - 5799	Gifts & Contributions			
5800 - 5999	Miscellaneous		35,000	
<b>Total Revenues</b>		110,471	155,687	223,280
		<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
<b>Expenditure Summary</b>		<b>2022</b>	<b>2023</b>	<b>2024</b>
6100 - 6199	Personal Services			
6200 - 6399	Services & Charges	445,685	483,514	578,572
6400 - 6599	Supplies & Materials	4,113	4,525	4,625
6600 - 6699	Capital Assets	1,492	36,650	1,650
6700 - 6999	Other	60		
<b>Total Expenditures</b>		451,350	524,689	584,847



# Community Programs

## General Revenue Fund

*County Administrator Tom Barry*

*Tom.barry@co.beltrami.mn.us*

*218-333-4109*

### Purpose Statement

Beltrami County provides financial support for a number of non-county services and programs, primarily in the areas of economic development, tourism and resource management. Also, accounting for risk management expenditures are recorded in the General Revenue Fund. For ease in presenting the budgets and contributions to these organizations and activities, these department budgets have been grouped under the general title - Community Programs.

Community Programs include department budgets for: 01-086 Employee Wellness, 01-502 Cultural Appropriations, 01-521 Snowmobile & Ski Trails, 01-524 Blackduck SJ Snowmobile Club, 01-525 North County Snowmobile, 01-526 Beltrami County Trails-Ski Club, 01-527 Lost River Trails, and 01-701 Economic Development (Joint Powers efforts such as Paul Bunyan Transit and HRA), and the Beltrami County Historical Society, 01-502.

### 2024 Initiatives

Every effort will be made to encourage Community Programs, who receive county funding or other supports, to purposefully align departmental activities and resources with the key objectives established by the County Board. Specifically, there will be an effort to advance the following priority initiatives during 2024:

- Economic Development and Employment Opportunities. Our region has a strong history of business and government interests partnering to accomplish worthwhile projects. Community and economic development is important and the County will continually strive to find new approaches and investments that will leverage non-profit and private investments in the community. The County provides annual funding to Greater Bemidji from our County Development Fund (not tax levy dollars). Greater Bemidji is made up of many area businesses as well as government, creating an effective response to the need for economic growth.
- Library Services: Beltrami County is a member of the Kitchigami Regional Library System (KRL), a five-county joint powers organization. While there are many benefits to being a member of a regional library system, there are occasionally tensions, challenges and obstacles imposed by the system in meeting local service expectations and achieving funding fairness. More recent improvements to communication

with the local library staff has yielded a better partnership in which the County's limited funding capabilities and the Bemidji and Blackduck library staffing needs are better understood by each entity. The County values the service brought to the area citizens by their public library, and is committed to providing the best service that can be afforded.

- Snowmobile, ATV and Ski Clubs: The county serves as the grant applicant for the dollars that come from the DNR for Trail Construction and Maintenance. Significant funds get awarded for maintenance of the many trail systems in Beltrami County. The County, as fiscal agent for the trail clubs, serves just as a "pass through" for these grant-in-aid trail dollars. The County relies completely on the good work of the dedicated clubs to monitor and maintain the condition and the safety on the trail. The partnership has been an extremely valuable cultural and economic asset to the citizens of Beltrami County. The County is always willing to state that the clubs do a far better job than the County would be able to do for the users of the trails.
- Paul Bunyan Transit: Transit services are provided through Paul Bunyan Transit. The transit buses in Beltrami County are a combination of scheduled routes to rural areas and customer directed pick-up and delivery to specific addresses in the more urban area in and near Bemidji. Minnesota Department of Transportation provides for the biggest share of the transit costs, with a small balance divided by the City of Bemidji and Beltrami County. Lack of adequate transportation has been defined across many sectors as one of the most significant barriers/challenges for people without vehicles of their own. More work is needed to improve this reality.
- Beltrami County Historical Society: Beltrami County has a progressive Historical Society that is housed in a renovated Railroad Depot owned by the City of Bemidji. The good partnership provides space for a museum, meeting rooms, a gift shop and storage of the extensive collection of BHS. The Historical Society also owns and maintains the historic Saum School in Northern Beltrami County. The annual County appropriation to the Historical Society calculates to less than 25 cents per capita.

## Revenue & Expenditure Summary Community Programs

	<b>Actual 2022</b>	<b>Budget 2023</b>	<b>Budget 2024</b>
<b>Revenue Summary</b>			
Taxes	-	-	-
Special Assessments	-	-	-
Licenses & Permits	-	-	-
Intergovernmental	312,186	300,000	300,000
Charges for Services	11,353	11,300	12,300
Fines & Forfeitures	-	-	-
Investment Earnings	-	-	-
Gifts & Contributions	-	-	-
Miscellaneous	-	2,340	2,090
<b>Total Revenues</b>	<b>323,539</b>	<b>313,640</b>	<b>314,390</b>
	<b>Actual 2022</b>	<b>Budget 2023</b>	<b>Budget 2024</b>
<b>Expenditure Summary</b>			
Personal Services	-	-	-
Services & Charges	13,054	13,440	14,790
Supplies & Materials	121	400	300
Capital Assets	398,214	301,300	301,300
Other	416,181	436,889	453,725
<b>Total Expenditures</b>	<b>827,570</b>	<b>752,029</b>	<b>770,115</b>



# Highway Department

## Road & Bridge Fund

County Highway Engineer Bruce Hasbargen

[bruce.hasbargen@co.beltrami.mn.us](mailto:bruce.hasbargen@co.beltrami.mn.us)

218-333-8180

### Purpose Statement

The Road & Bridge Fund is a Special Revenue Fund that accounts for the planning, construction, and maintenance of the County's transportation system. Financing is provided by intergovernmental revenues and an annual property tax levy. The County Highway Department's mission is to provide a safe and efficient transportation system.

The Highway Department includes department budgets for: 03-311 Road & Bridge Administration, 03-312 Highway Engineering, 03-313 Highway Maintenance, 03-314 E-911 Signage, 03-317 Transit Sales and Use Tax and 03-319 Shop Equipment & Maintenance.

### 2024 Initiatives

The Highway Department will work with the County Board and strategic partners to advance the following priority initiatives during 2024:

- County 5-Year Transportation Improvement Plan. The Highway Department will work with the County Board to develop and implement the 5-year plan.
- Gravel Road Surfacing Improvement Program. The Highway Department will continue the County wide gravel resurfacing program to improve the condition of its gravel roads. Gravel roads with higher traffic will receive base stabilization and additional routes will be added to the dust control program. PILT and Unorganized Township funding will be utilized to fund this program.
- County Road Safety Plan. The Highway Department will implement the strategies and safety projects outlined in the County Road Safety Plan, including applying for funds to help pay for the projects.
- Geographic Information System. The Highway Department will continue to implement, expand data collection and use of its GIS.
- Ditches. The Highway Department will work to update its Public Ditch inspection program. Ditch systems that have been inactive will be addressed, either by abandonment or resurrected with new assessments.

## Revenue Trends

Road & Bridge revenue in the 2024 Budget is projected to decrease in comparison to the 2023 Budget. A major portion of that decrease is due to the planned projects in the Transportation Improvement Plan and the various funding sources for those projects. Each year, the County Highway Engineer prepares and submits to the Beltrami County Board of Commissioners a multi-year Transportation Improvement Plan (TIP). The TIP establishes priorities for road and bridge maintenance and improvement projects. The schedule of projects and the timing of project payments can result in significant fluctuations from year to year.

### Intergovernmental

Beltrami County receives funding from the Highway Users Tax Distribution Fund (gas tax, vehicle sales tax, license tab fees) for road construction and maintenance for County State Aid Highways. There are also project specific state and federal grants. The 2024 budget includes approximately \$11.3 million in County State Aid, State grants and Federal grants. County Road construction projects are funded from monies from Payment in-Lieu-of Taxes (PILT) revenues.

### Property Tax/Local Option Sales Tax

The 2024 property tax levy for Road & Bridge Fund purposes is \$2,954,761, which remains the same as 2023. All County road maintenance is funded by the property tax levy. The local levy also funds capital expenditures and any costs not covered by the County State Aid allocation.

In 2013 and again in 2016, the Beltrami County Board adopted a local option sales tax of one-half of a percent to better address the rising need in road improvements. The local property tax and County State Aid funding were not enough to address the roads in poor condition. The revenue generated from the Local Transit Sales and Use Tax continues to increase slightly and is nearly \$5 million per year.

## Expenditure Trends

Road & Bridge Fund expenditures are budgeted to decrease in the 2024 Budget. The decrease is largely attributed to planned projects in the Transportation Improvement Plan. Additional changes are due to the increased cost in road maintenance materials, equipment maintenance and overall increases due to inflation.

## Fund Balance Analysis

In accordance with guidelines established by the Minnesota State Auditor's Office and county policy, Beltrami County maintains adequate Road & Bridge Fund reserves to meet cash flow and emergency needs.

## Road & Bridge Fund Statement

	2022	2023	2024
	Actual	Budget	Budget
<b>Revenues</b>			
Taxes	7,555,350	7,554,761	6,404,761
Special Assessments	204,804	205,000	205,000
License & Permits	34,625	30,000	30,000
Intergovernmental	12,485,077	14,535,000	12,733,000
Charges for Services	741,113	851,750	773,000
Fines & Forfeits			
Gifts & Contributions			
Interest on Investments			
Miscellaneous			
Other Financing Sources	(59,294)	186,057	902,479
<b>Total Revenues</b>	<b>20,961,675</b>	<b>23,362,568</b>	<b>21,048,240</b>
<b>Expenditures</b>			
General Government			
Public Safety	141,622	213,000	213,000
Highway & Streets	21,131,648	23,149,568	20,835,240
Sanitation			
Human Services			
Health			
Culture & Recreation			
Conservation			
Economic Development			
Capital Outlay			
Debt Service			
<b>Total Expenditures</b>	<b>21,273,270</b>	<b>23,362,568</b>	<b>21,048,240</b>



## Equipment over \$5,000

Highway Department							
Item Description	(R) Replace.	complete	2024	2025	2026	2027	2028
	(A) Addition	Line Item #					
Pickup	R	03-319-000-0000-6608	80,000	50,000	50,000	50,000	50,000
Pickup	R	03-319-000-0000-6608		50,000	50,000	50,000	50,000
Pickup	R	03-319-000-0000-6608		50,000			50,000
Pickup	R	03-319-000-0000-6608					
Tractor Mower	R	03-319-000-0000-6607					
Tandem Truck with Plow	R	03-319-000-0000-6607	300,000	310,000	320,000	330,000	340,000
Tandem Truck with Plow	R	03-319-000-0000-6607			320,000		340,000
Tandem Truck with Plow	R	03-319-000-0000-6607			320,000		
Grader (Motor Grader)	R	03-319-000-0000-6607		388,000		400,000	
Backhoe	R	03-319-000-0000-6607		175,000		225,000	225,000
Computers	R	03-311-000-0000-6607	7,000	7,000	7,000	7,000	7,000
Excavator	R	03-319-000-0000-6607	290,000				
Dozer	R	03-319-000-0000-6607					
Snowblower (Lease)	A	03-313-000-0000-6610	35,000	100,000			
Telehandler	R	03-319-000-0000-6607	105,000				
Tack Trailer	R	03-319-000-0000-6607	70,000				
Misc.	R	03-319-000-0000-6607	50,000	50,000	50,000	50,000	50,000
<b>Total</b>			<b>937,000</b>	<b>1,180,000</b>	<b>1,117,000</b>	<b>1,112,000</b>	<b>1,112,000</b>



# Health and Human Services

## Health & Human Services Fund

*Anne Lindseth, Director*

*Anne.Lindseth@co.beltrami.mn.us*

*218-333-4195*

### Purpose Statement

Beltrami County Health and Human Services is dedicated to providing a broad array of benefits and services to individuals, families, and the community. We work cooperatively to empower and support Beltrami County citizens to ensure they enjoy healthy and safe lives.

**Vision:** Every child, adult, and family has the resources they need to be safe, healthy, and independent.

**Mission:** Promote community and family strength, and work to ensure the safety and well-being of all Beltrami County residents

**Values:** Collaboration, Personal Accountability, Excellence in providing quality services, Fiscal responsibility, Respect, Embrace challenges and continuous change

### Funding

The Health & Human Services Fund is a Special Revenue Funds that accounts for the cost of services provided to persons receiving public health, public assistance and social services, which flow through local county bank accounts. Financing is provided by an annual property tax levy and intergovernmental revenues designated for designated purposes.

### Revenue Trends

#### Property Tax

It should be noted that most of the Health & Human Services program costs, authorized/administered by the Beltrami County Health & Human Services Department, are not costs that are incurred directly by the taxpayers of Beltrami County. The budgeted 2024 Human Service Costs for Beltrami County equal \$33,333,338 with a County levy contribution of \$8,267,531 (24.8% of total operating budget). Health & Human Services revenues that flow through County bank accounts are primarily related to state and federal program funds, property tax levy and charges for services.

## Intergovernmental

Intergovernmental Revenues are expected to remain steady from 2023 to the 2024 budget. We have seen reductions in some state and federal revenue streams and slight increases in others. We have incoming revenue streams through opioid settlements and homeless prevention dollars but these funds will be allocated for allowable uses adding little to support Health and Human Services operations.

## Charges for Services

Occasionally, Health & Human Services clients must pay a fee to access a variety of programs or services. Many of the fee schedules have a “sliding scale” formula that dictates client financial obligations to receive services. Revenue from Charges for Services is budgeted to remain flat from the 2023 level. Modifications in Charges for Services reflect changes in policy or programs imposed by the state or federal government as well as the increase in the caseload.

## Expenditure Trends

Health & Human Services expenditures are budgeted to remain stable for the 2024 Budget when compared to 2023.

## Agency Information:

**ICWA Audit:** Health and Human Services passed the Indian Child Welfare Act (ICWA) Audit with 100% compliance ensuring full funding coming into the agency. The ICWA funding assists in costs for out of home placements for children.

**Crisis Center:** Beltrami County’s investments and partnership with Sanford Health have worked to ensure expansion of mental health services in our community. Sanford Health currently operates a Crisis Center and an Empath unit in Bemidji to serve individuals struggling with mental health challenges. Beltrami County collaborated with Sanford in the development of these services.

**Collaborative Internal Partnership:** In 2024 Beltrami County Health and Human Services covered \$1,587,581 million dollars of expenses in total for the County Attorney, MIS, Rent, HR, and payroll. Another \$150,000.00 will be added to the general revenue fund based on local HHS expenses calculated by the Department of Human Services.

**COVID 19:** The COVID 19 pandemic is no longer considered a public health emergency. This has affected many aspects of operations in Health and Human Services. We are seeing many of our program policies, that had been altered during the pandemic, now changing. Some of these policies are returning to pre-pandemic policy and others have been legislatively altered and permanently adjusted. We are experiencing an increase in mental health issues in our youth and adults that has been exacerbated by the COVID pandemic and the lack of in-person services during that time. This is also leading to increased case severity as many individuals were not able to, or chose not to, access services early on. In many areas we are just now seeing the aftereffects on the overall health and wellbeing that COVID had on our community. Our agency is working hard to address these lasting impacts in all the populations we serve.

**Space Remodel:** Health and Human Services will be moving forward with a Family Health space renovation with an anticipated completion date of February 2024, providing for extra space for all family health services. We are particularly excited for the new multipurpose area that will be used for client skill building, training and for emergency shelter use.

**Legislative Successes:** This legislative session we saw numerous bills passed that affected operations. Among the most notable are the temporary moratorium on county charges for MI&D populations in settings where they do not meet “level of care”. We also saw a large overhaul to cash assistance programs changing reporting requirements for households and sunseting the Diversionary Work Program. There were large investments made by the state in systems modernization with a requirement for county voices to be part of the modernization process. We saw some advancement in children’s mental health voluntary placement costs being transferred from county to state responsibility through the 3<sup>rd</sup> pathway as well as rate increased to MA covered transportation services. We were also excited to see the permanent passage of a change to the Child Care assistance program funding and waiting list categories.

**Jail Mental Health:** Health and Human Services is excited for continued partnership with Law Enforcement, Local Providers, County Attorney, and the Behavioral Health Collaborative to develop programs to support mental health services in the jail and collaboratively address the need for placement related to mental health crisis. The RESET program has been serving individuals and showing successful outcomes. The partners will also be adding in more mental health services through the EMBER program with Sanford Health.

**Funding losses:**

- MA recoveries: County across the state are no longer able to collect overpayments from MA clients through 2028. We are unsure how this will affect the budget moving forward but this change has the capacity to reduce incoming revenue.
- CS IVE referrals: A change in statute has adjusted what foster care cases can be sent to child support for recoupment. This has decreased incoming revenue to the agency. We are budgeting for a reduction of \$41,000 in revenue for 2024 due to this change.
- PrimeWest MA transportation: PrimeWest has taken on some responsibilities with MA transportation reducing a transportation coordination payment to Beltrami County based on transportation billing. We are budgeting for a reduction of \$15,000 in revenue for 2024.
- State Allocations: While we have not received all state allocations at this time the trend we are seeing is that state allocations are not increasing for 2024.

**Funding Gains:**

- MA unwinding funds – The county received grant dollars in 2023 for use through July 2024. These funds may only be used for activities related to MA processing.
- Housing funds – All counties are receiving 5 years of funding for community housing resources from 2023-2028. These dollars will be pass through funds to the Beltrami County Housing Trust Fund
- Opioid funds – Beltrami has signed on to receive 18 years of funding from the various opioid settlements to be used for prevention, treatment and harm reduction

- PrimeWest Reinvestment dollars – PrimeWest has allocated 3 years of grant dollars beginning in 2023 to be used for county and partner programs that support PrimeWest members

## Social Service Division

### **Challenges on the Horizon:**

Following the pandemic, we are seeing an uptick in mental health challenges, especially for children that were the most effected by the uncertainty and isolation caused by the response to Covid 19. These mental health challenges are often being seen in our schools. Children appear to be having challenges adjusting to the structured settings in the classrooms and in recovering from delays in both educational progress and behavioral regulation. The challenges are being seen in the form of increased Children’s Mental Health caseloads and increased severity, often ending in behavioral health placements. These placements are difficult to locate (often we are forced to look outside of MN for placement options) and can be very expensive. These costs are creating uncertainty in our budget, both in staffing needs and in actual placement costs.

While the number of cases that are going to child protection case management has decreased over the past year or so, the number of cases being assessed and investigated has not. Our Intake, Investigation and Licensing unit is as busy as ever. Many cases that in the past may have ended in a placement, are being managed by our assessors and investigators, in hopes of avoiding placement. While this strategy has for the most part worked, it has increasing caseloads for the assessors and investigators to a crisis point. Health and Human Services had planned on asking for an additional staff person for this unit in this budget, but we are choosing to work internally and shift duties in hopes of putting off a request for staff for this group.

Over the past several years the number of adults whose behavioral health have been impacted either by circumstances, traumatic events, or chemical usage has increased dramatically. This has created a continued need for Mental Health holds and commitments on the part of social services. This has in turn created an ongoing cost for the county. We are required to cover the costs for placements of individuals that are placed on a mental health hold or do not meet medical necessity. One of our challenges is that over the years the state has closed many of the state-run facilities and those that remain open often have staffing challenges. These two factors have combined to decreased bed capacity across the spectrum, making it difficult for our staff to locate placements outside of the state-run facilities, thus increasing the costs to the county for these individuals. Second, is the fact that we are still in the process of negotiating a contract with Sanford Health regarding local options for mental health placements. Until this contract is finalized, we will have budgetary uncertainty, even then we will have challenges estimating the ongoing costs because people’s mental health, and the challenges it brings is difficult to estimate. As with our intake and investigation unit, Health and Human Services had planned on asking for another mental health case manager, however it is our hope to assist this unit through internal shifts in duties and increased efficiencies allowing us to put off any requests for this group.

The Social Services Division recently took on the Managed Care unit from Public Health. This change was made to better align case management services throughout the agency. This unit faces several challenges in the coming years. One, is we will be moving to the MNCHOICE assessment

platform, and this is new to this group. Second, is we moved to a fee for service model this year, and this creates new challenges in that billing is completely different, and while it is going well it does create extra work for our staff, Three, as our population ages we are seeing increased number of people needing services that are harder and harder to find and finally, we now have two managed care organizations with two completely different sets of processes and procedures. These issues combine to create challenges that will be difficult to meet especially as our population ages.

### **Positives:**

Over the past several years our child placement numbers have trended down until they are at the lowest point in years. Unfortunately, we still have children in placement and, as with adults, locating placement options for youth with significant behavioral problems is extremely difficult. However, the shift in doing more assessments, and having our investigators and assessors keep cases, has allowed us to create safety plans that have allowed us to keep kids in homes that previously may have ended in out of home placements.

### **New Funding**

The state has worked with the department of education to identify and plan for homelessness in our youth across the state. Beltrami County will be receiving significant funds for the next 5 years to address this situation. We are also receiving opioid dollars specific to child protection costs that will benefit our clients, as we continue to navigate the opioid crisis.

Our Managed Care unit moving to a fee for service model, while creating challenges also creates opportunity. For the first time HHS has the ability to bill for services we are providing rather than just receiving a set amount per client.

## Economic Assistance Division

### Challenges on the Horizon:

**Child Support Leadership Stability** – Over the last three years, there has not been consistency in the Child Support Supervisor position, with large gaps between Supervisors. This creates uncertainty with regards to a county Point of Contact not only for County Leadership, but also for our neighboring counties/tribes and MN DHS. These past three years have highlighted the need to convert one of our existing Child Support Specialist positions into a Child Support Team Lead. This person will serve as the Policy and Training expert within our Child Support team. They will be able to provide assistance in policy changes/interpretation, coordination with our County Attorney’s office and partner county and tribal Child Support offices, Maintenance of standards of performance for the Child Support team as well as a bellwether to advise Beltrami County H&HS leadership on the integration and needs of the Child Support Team.

**Consolidated Case Aide Turnover** – Retaining 10 Consolidated Case Aides for an extended time remains a difficult task. There have been 14 openings over the last year for our Consolidated Case Aide positions. This turnover has been consistent over the last three years, as the Case Aide position is viewed as a steppingstone into the H&HS department. We have dropped down from our authorization of ten to as few as five case aides for up to a couple of months as it is a very tight job market within Beltrami County. As our case Aides are the first point of contact for many of our Health & Human Service clients, as well as being the first stop for many client documents, this turnover creates challenges throughout most of our H&HS teams.

**Medical Assistance Eligibility** - The unwinding of Medicaid waivers for COVID-19 started in April. For the State of Minnesota, all counties are working through a 14-month process to review all active Medicaid cases for ongoing eligibility based on legacy standards. During this period, our team will also be transferring cases to Red Lake Nation (RL-TANF) for ongoing case maintenance for cases that have active programs that RL-TANF is authorized to administrate within their nation boundaries. We project a reduction in active Medicaid cases due to loss of eligibility. To a lesser extent. This will create a reduction in cases due to handoff to RL-TANF. However, because every case is required to pass through the renewal process, we will not feel a reduced caseload until the end of the 14-month process. We do anticipate our caseload will settle at a number similar to what we had prior to the state of emergency, however there will be an impact across all levels of our IMU as many of our workers have not supported or processed healthcare renewals and 14 months is a long period of intensity.

**SNAP Time Limited Participant (TLP)** – The “work requirement” for SNAP will return to Beltrami County on 7/1/23. This will result in additional processing and cross communication between Employment Services and IMU. Those participants that are determined to be within the TLP work requirement guidelines will have a buffer of 3 months within a 36 month period that they can receive benefits without complying with the work requirement before termination of SNAP benefits. Prior experience indicates that we will see an increased level of effort to perform monthly case maintenance as well as churn from people re-applying for SNAP after being terminated for non-compliance. We anticipate several months for a cycle of work to reach a rhythm that we can have confidence with to weigh the ongoing level of effort.

**Policy and system changes** – Last year DHS rolled out the MNbenefits app to assist clients in access benefits. This along with other access focused changes has increased the number of applications received by the county from our clients. We also have temporary policy changes across our IMU that will create a challenge by having the effect of initially slowing down our processing, but as our team becomes more familiar with them, efficiency should improve in the long term.

### **Positives:**

**Organization and Technology Changes** – The reorganization of our team to have our Family Eligibility Specialists sitting alongside our Employment Services Navigators has help streamline processes and increase coordination on shared clients. We are also utilizing technology solutions (texting and web upload) to increase accessibility to our clients. Finally, we will be incorporating language translation options into our call center line to better assist clients in their native language and increase our ability to provide good customer service.

### **New Funding:**

**Medical Assistance Unwinding One time funding** – The state Legislature and Governor recognized that counties would need additional support as we resume Medical Assistance renewals. Beltrami County received an additional \$345,502 dollars to use specially in support of MA renewal mitigation strategy. With County Board approval we will temporarily hire two case aides, an eligibility specialist, and will pay for technological solutions and communications to assist our residents with renewals. This is one time funding.

## **Public Health Division**

### **Gaps and Health Disparities:**

**Infectious Disease**- Reports from MDH and CDC support an increased need to provide services that allow for STD testing, family planning, and in-home nursing services. This year’s legislative session was a big win, but without action we cannot impact the holistic approach that is needed to care and support for the health of the citizens of Beltrami County. Chlamydia remained the number one reported STD in the state with 22,079 e with the majority of cases (58%) occurred in teens and young adults’ ages 15 to 24. On the rise, syphilis cases increased 25% in 2022. And congenital syphilis in infants increased 42%.

**Opioid Epidemic** – Public Health will serve as the lead agency and chief strategist to identify, collaborate, and respond to local issues as we decide how to allocate these funds. This task will not come without challenges. Although the CHS Administrator collaborate with the CHB and County Administrators on the spending of the Opioid monies, a task force and advisory group will play a valuable role in assessing the needs of Beltrami County. After receiving feedback from community members and completing the Community Health Assessment, we hope to have a better grasp



on how to allocate funding to fight lasting impact on the opioid epidemic. MDH County profile provides devastating statistics, including 7% of 8<sup>th</sup> graders self-reported use of an Opioid without a prescription in 2022.

### **Wins and Celebrations:**

**PHEP** - Public Health will see an increase to our Public Health Emergency Preparedness grant amount for 2024. This will allow us to continue our work with healthcare, emergency management, and community partners to continue to respond when called upon and prepare for and respond to potential future events and incidents; and assist communities in recovery locally and across the region.

**WIC:** We have been able to support not only the residents of Beltrami County but also those of Leach Lake due to staffing constraints. In August we celebrated our ability to return to in-person visits. This will allow for more robust and thorough assessments. Including teaching and education regarding real-time results for lead levels. The public health team, now has the ability to test for lead levels in house and provide clients with the education needed during the visit. Historically, it would take 2 weeks or longer depending on the staff's success in making contact with the client. Lastly, WIC has successfully re-started, hosted, and lead the Breastfeeding coalition. In addition to monthly team meetings, they host at various locations support groups for women who are breastfeeding.

**Legislative Session** – Overall this was historic busy legislative year. Increased funding and services to support tribal nations, equity of care and services, communication, schools, harm reduction, diaper distribution, Sexual and reproductive health, and family home visits. In addition, overall, many of the existing grants and new grants will see an increase in base funding that will allow for Public Health divisions to provide sustainable and lasting changes to support the inequalities and gaps in healthcare.

**Partnership** - Working with other partners to create and maintain the conditions under which members of the community can be healthy is a primary public health activity. Beltrami County Public Health is working with Sanford Health Bemidji to support home visits for pregnant women and continue to follow the families up to 5 years of age. The NMJC is another organization we have had the opportunity to partner with. The PH team is working to help this team meet a state statute requiring TB testing. Lastly, we have been working with schools in our community such as School Craft, Blackduck, Trek North, and Head Start as we have identify opportunities to address gaps in community services and resources, including the use of an AED, Epi pens, emergency/1<sup>st</sup> aide response, and Narcan response to overdose (understanding the difference between Opioid and Xylazine) as there is a new state statue requiring schools to have 2 nasal doses of Narcan. Through this process, we are building community relationships, breaking down silos in order to address mental health, substance abuse, poverty, infectious disease, disparity, and as well as promoting healthy living for the entire population.

## Health & Human Services Fund Statement

	2022	2023	2024
	Actual	Budget	Budget
<b>Revenues</b>			
Taxes	8,860,481	8,267,531	8,413,234
Special Assessments			
License & Permits			
Intergovernmental	17,977,312	20,073,722	22,281,286
Charges for Services	2,337,264	2,321,302	2,392,818
Fines & Forfeits			
Gifts & Contributions			
Interest on Investments			
Miscellaneous	1,070,049	897,350	1,868,764
Other Financing Sources	(805,000)	878,051	601,576
Total Revenues	29,440,106	32,437,956	35,557,678
<b>Expenditures</b>			
General Government			
Public Safety			
Highway & Streets			
Sanitation			
Human Services	28,267,127	30,607,760	33,823,618
Health	1,244,885	1,830,196	1,734,060
Culture & Recreation			
Conservation			
Economic Development			
Capital Outlay			
Debt Service			
Total Expenditures	29,512,012	32,437,956	35,557,678

## Equipment over \$5,000

### Health & Human Services Department

Item Description	(R) Replace.	complete	2024	2025	2026	2027	2028
	(A) Addition	Line Item #					
Office Furniture	R		5,000	5,000	5,000	5,000	
Copiers	R						
Vehicle	R		45,000	45,000	45,000	4,500	
Computer				90,000	90,000	90,000	
Scanners/Printers/Monitors			5,000	5,000	5,000	5,000	
<b>Total</b>			<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>9,500</b>	



# Natural Resource Management

## Forfeited Tax Fund

*Land Commissioner Richard Moore*

*richard.moore@co.beltrami.mn.us*

*218-333-4163*

### Purpose Statement

The Beltrami County Natural Resource Management (NRM) Department's mission is to responsibly manage approximately 150,000 acres of tax-forfeited and county owned land in Beltrami County in a sustainable manner that benefits the citizens of the County. The department is committed to a sustainable timber harvest and multiple use management of its lands and recognizes the impacts its activities can have on aesthetics, wildlife, riparian areas, cultural resources, soils, recreation, and water quality.

Natural Resource Management includes department budgets: 20-523 County Park, 20-611 Forfeited Tax Administration, 20-612 Forfeited Tax Pay-in-Lieu, 20-614 Timber Development, 20-627 Forestry Access Road, and 20-629 Environmental Trust Land.

### 2024 Initiatives

The Natural Resource Management Department will align activities and resources with the objectives, goals, and responsibilities established by the County Board through the 2006 Recreational Trails Plan, the 2008 Recreational Facilities Plan, the 2020 Land Asset Management Policy, the 2023 Aggregate Management Policy, and the 2018 Forest Management Plan. Specifically, NRM will work with the County Board to advance the following priority initiatives during 2024:

- Forest Management: Provide annual proposed harvest acreages to the public via the 2018 Forest Management Plan on the County web page.

*Performance Indicator*: Meet Annual Forest Harvest Guidelines - Maintain offering for sale the number of acres recommended in the 2018 Forest Management Plan.

*Responsible Person*: Land Commissioner.

- Meet Harvest Guidelines. Assurance by the NRM foresters that the number of acres identified in the current Forest Management Plan is offered for sale through timber auctions.

*Performance Indicator*: Meet Annual Forest Harvest Guidelines - Maintain offering for sale the acres recommended in the 2018 Forest Management Plan. *Responsible Persons*: Foresters

- Purchase Quality Seedlings. Purchase high quality containerized and bare root seedlings to assure the highest level of successful reforestation.

*Performance Indicator:* Successful Reforestation for Healthy and Diverse Forest - Conduct regeneration surveys on all sites that have been planted with containerized seedlings and bare root seedlings to determine survival rates and adequate stocking. If necessary, replant.

*Responsible Persons:* Foresters, Land Commissioner.
- Implement Seedling Protection. Implement existing seedling protection programs while researching opportunities for protecting seedlings from wildlife damage.

*Performance Indicator:* Successful Reforestation for Healthy and Diverse Forest – Protect seedlings from deer browsing by bud capping and/or applying Plantskydd. Conduct regeneration surveys on all sites that have been planted/reforested to determine survival rates.

*Responsible Persons:* Foresters, Land Commissioner.
- Update Forest Inventory. Update the forest inventory information.

*Performance Indicator:* Utilize NRM staff and a contracted forester to complete forest inventory on at least 5000 commercial acres per year.

*Responsible Persons:* Foresters, Land Commissioner.
- Improve and Maintain Facilities and Trail Signing. Maintain and upgrade Parks and Trails infrastructure within budgetary limitations.

*Performance Indicator:* Park and Trail Input - Follow the current Beltrami County Recreational Facilities Plan, Recreational Trails Plan, County Board direction, and consider visitor feedback to determine maintenance and upgrades.

*Responsible Person:* Recreation Resource Manager.
- Establish and Maintain Relationships with Natural Resource Management partners. Cost share and/or partner provided financial support of county Ruffed Grouse Management areas and Golden-winged warbler et al. wildlife habitat projects.

*Performance Indicator:* Forest and Wildlife habitat management projects with the Ruffed Grouse Society and the American Bird Conservancy.

*Responsible Persons:* Foresters, Land Commissioner

## Forfeited Tax Fund Statement

	2022	2023	2024
	Actual	Budget	Budget
<b>Revenues</b>			
Taxes	276,982	290,000	365,000
Special Assessments			
License & Permits			
Intergovernmental	212,518	156,600	148,450
Charges for Services	1,469,171	1,178,900	1,259,900
Fines & Forfeits			
Gifts & Contributions	982		
Interest on Investments	14,293	500	1,000
Miscellaneous	370		
Other Financing Sources	(116,982)	229,342	56,164
<b>Total Revenues</b>	<b>1,857,334</b>	<b>1,855,342</b>	<b>1,830,514</b>
<b>Expenditures</b>			
General Government			
Public Safety			
Highway & Streets			
Sanitation			
Human Services			
Health			
Culture & Recreation	155,509	178,149	196,900
Conservation	1,435,557	1,677,193	1,633,614
Economic Development			
Capital Outlay			
Debt Service			
<b>Total Expenditures</b>	<b>1,591,066</b>	<b>1,855,342</b>	<b>1,830,514</b>

## Equipment over \$5,000

Natural Resource Management Department							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2024	2025	2026	2027	2028
4x4 Pickup truck (611 100)	R	6608	-	40,000	40,000		80,000
ATV/Snowmobile	R	6607	11,500				
Global Positioning System	R	6607					
Forest & Inventory System	A	6278	10,000				
Storage Bldg (shared w/ESD)	A	6601					
<b>Total</b>			21,500	40,000	40,000	0	80,000
Park and Trails Summary							
Recreation Areas			2024	2025	2026	2027	2028
Rognlien Park		6602					
Three Island Park		6602	10,000			35,000	
Movil Maze (vault toilet)		6602		35,000			
Grant Creek Horse Camp		6602					
Mississippi High Banks		6602					
Wilton Hill Recreation Area		6602					
4x4 pickup		6608					
<b>Total</b>			10,000	35,000	0	35,000	0



# Solid Waste Fund

*Solid Waste Division Director, Brian Olson  
Brian.olson@co.beltrami.mn.us  
218-333-8278*

## Description

The Solid Waste Management Fund is a Special Revenue Fund that accounts for the operation of the County's Solid Waste Management Program. Financing is provided by special assessment on all residential units and a commercial solid waste service fee on all commercial generators.

## Purpose Statement

Beltrami County Solid Waste Management program's mission is to provide access to Beltrami County residents to an environmentally/economically sound Solid Waste Management Program.

The Solid Waste Management program budget include: 25-395 Solid Waste Administration and 25-396 Solid Waste Facilities.

## 2024 Strategic Initiatives

Provide the Administration to plan and manage the waste streams in Beltrami County for the purpose of promoting the health, welfare, and safety of the public and protecting resources of water, air, and land.

The County Solid Waste Management Plan, and Solid Waste Ordinance 13 is administered by the Solid Waste Department, this is done by working with the Solid Waste Committee, County Board, and strategic partners to advance the following initiatives during 2024:

Manage, operate, maintain, and inspect all Solid Waste Sites per MPCA permit requirements.

Responsible Person(s): Solid Waste Director; County Board of Commissioner's; County Administrator; Public Works Director, County Attorney.

1. Continue to Improve Solid Waste: Education, Operations, and Services.
2. Look at efficiency measures to increase savings in the Solid Waste Department, while planning for the future.
3. Continue to look new opportunities to reduce, reuse and recycle.



## Revenue Trends

### Special Assessments

In 1992, Beltrami County enacted a Solid Waste Service Fee charge on all residential structures (single-family homes, duplexes, apartments and mobile homes). A service fee also applies to all seasonal structures by charging seventy five percent of the adopted residential Solid Waste Service Fee. The Solid Waste Service Fee helps fund the operation, and maintenance of the: 2 transfer stations, 1 Demolition Landfill, 5 rural transfer sites, 3 recycling drop off sites, waste transportation, Special Waste Processing (Scrap Metal, Batteries, Tires, Household Hazardous Waste, Electronics, Light Bulbs), and disposal (Tip Fee) of municipal solid waste (MSW) delivered to the Polk County incinerator or Polk County Landfill.

The service fee increases approved in 2015 were for the years 2016-2020. In 2021 there was a 15% increase in the Residential Solid Waste special assessment, and a 5% increase for Commercial Waste, which was due to an increase of \$10.00 per ton to dispose of our waste. The board approved a 12.5% increase to both Commercial and Residential Special Assessments in 2023 due to a \$5.00 per ton increase in Polk County Tip Fees, and Inflation.

## Expenditure Trends

### Demolition Landfill:

- Operational Costs over the past couple of years: 2019 in the amount of \$210,000 and 2020 approximately \$200,000 for professional services to design and build the final cover which was required by the MPCA Permit which there had been no reserves set aside for the in the past. In 2023 the MPCA required that our landfill, as well as all Landfills test for PFAS which will cost an estimated \$25,000 more than our normal water testing requirements.
- In 2025 and 2026 we are planning on receiving a Capital Assistance Grant to build a Demolition Debris Processing site. This site will replace the Unlined Demolition Landfill since the State will not re-permit Unlined Landfills. This will increase the cost to dispose of Demolition Debris to approximately \$60.00 per Cubic Yard.
- Post closure cost of \$30,000 per year until landfill closes, permit expires January 11, 2029, and currently have an estimated to have 11 years of capacity left to cover the cost to maintain and monitor the landfill for a minimum of 20 years after completing closure, longer if the site requires remediation.

Inflation:

- 2021 7%
- 2022 6.5%
  - The transfer trailer we received in June was 22% more than the one we purchased in 2019.
  - July we will incur a 10% increase in special waste recycling/disposal.
  - Operating costs: between fuel and parts we experienced an inflation rate of 6.5 to 40%.
- 2023
  - The Material Handler quote of \$450,000 we received for a new machine arriving October 2023 went up 38% since 2018
  - We ordered a New Roll-Off truck for 2023 but will not receive it until Spring of 2024.

Operations:

- Executed a new hauling contract on 1 Jan 2023 the New Contract is set at \$2.55 per mile for 2023 and increases to \$2.56 per mile for 2024 & 2025. This was an increase of \$.23 per mile, or 13%.

Transfer Stations:

- In 2024 we have several Building Maintenance Projects that need to be done, along with several Operational Improvements that include requests for new equipment increase service, and safety.

## Fund Balance Analysis

In accordance with guidelines established by the Minnesota State Auditor's Office and county policy, Beltrami County maintains adequate reserves in the Solid Waste Fund to meet cash flow and emergency needs. An estimated Post Closure/Emergency Contingency Cost Estimate for the Demolition Landfill is estimated to be \$350,000 in 2030. We should have a revolving fund balance (reserve) of at least 460,000 to have the ability to have funds available when capital is needed to be replaced.

### Five Year Pro Forma

- Revenue looks stable and currently at the right amount.
- 2026 is our last year of Bond payments, I am projecting that with the potential of State Capital Assistant Funds, and EPA SWIFR Funds that we should be able to get \$6 Million in assets for \$1.5 Million to \$1.1 Million depending on Grant Funds.
- We should maintain a fund balance of at least \$460,000 for emergencies, contingencies, and to have funds available for CIP, this Pro Forma shows we go below that during the Demolition Debris Project in 2026, but recover in 2027.

2024 Pro Forma					
Year	2024	2025	2026	2027	2028
REVENUE (.5% Increase)	(\$6,148,598)	(\$6,179,341)	(\$6,210,238)	(\$6,491,289)	(\$6,523,745)
EXPENDITURES (1.5% Increase)	\$5,456,560	\$5,538,409	\$5,621,485	\$5,705,807	\$5,791,394
NET	(\$692,038)	(\$640,932)	(\$588,753)	(\$785,482)	(\$732,351)
CIP	\$1,456,500	\$1,235,500	\$915,000	\$330,000	\$440,000
Total EXP	\$6,913,060	\$6,773,909	\$6,536,485	\$6,035,807	\$6,231,394
NET	\$764,462	\$594,568	\$326,247	(\$455,482)	(\$292,351)
Last year Carry Over	(\$2,069,069)	(\$1,304,607)	(\$710,039)	(\$383,792)	(\$839,274)
NET	(\$1,304,607)	(\$710,039)	(\$383,792)	(\$839,274)	(\$1,131,626)

### Solid Waste Fund Statement

	2022 Actual	2023 Budget	2024 Budget
<b>Revenues</b>			
Taxes			
Special Assessments	2,935,535	2,850,000	3,250,000
License & Permits	930	700	750
Intergovernmental	150,319	135,883	160,648
Charges for Services	2,409,546	2,296,754	2,262,200
Fines & Forfeits			
Gifts & Contributions			
Interest on Investments			
Miscellaneous	891,005	396,930	475,000
Other Financing Sources	(505,115)	144,835	441,712
Total Revenues	5,882,220	5,825,102	6,590,310
<b>Expenditures</b>			
General Government			
Public Safety			
Highway & Streets			
Sanitation	5,152,132	5,825,102	6,590,310
Human Services			
Health			
Culture & Recreation			
Conservation			
Economic Development			
Capital Outlay			
Debt Service			
Total Expenditures	5,152,132	5,825,102	6,590,310

## Equipment over \$5,000

Solid Waste Fund							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2024	2025	2026	2027	2028
Roll Off/Dump Truck (Landfill)	R/A	25.395.000.0000.6608					
2008 Travis Walking Floor Transfer Trailer	R	25.395.000.0000.6608	110,000	110,000	110,000	110,000	115,000
Remote Site Compactors	R	25.396.XXX.0000.6607			160,000	120,000	
Transfer Station Compactors	R	25-396.133.0000.6607				100,000	240,000
2006 Volvo EW160B Excavator	R	25.396.133.0000.6607					
Fork Lift	R	25-396.133.0000.6607		30,000	45,000		45,000
Open Top roll-off Container	R	25.395.000.0000.6607					
Skidsteer	R	25-396.133.0000.6607	80,000		80,000		
Receiver Box (s)	R	25.395.000.0000.6607	60,000	60,000	60,000		
Copier	R	25-396.133.0000.6607		8,500			
Floor Scrubber	R	25-396.133.0000.6607					40,000
New Remote Transfer Site	A	25.396.XXX.0000.6607	150,000				
Office Furniture	R	25.393.133.0000.6607			10,000		
1/2 Ton Truck	R	25.395.000.0000.6608		45,000			
Scissor Lift	A	25.396.133.0000.6607	15,000				
Wheeled Loader	R	25.396.133.0000.6607	200,000				
CAP 25% match	A	25-891	50,000	1,000,000	450,000		
Roof Replacement Sheriff Storage Building	R	25.396.133.0000.6302	40,000				
Bemidji Office/Recycle Building Roof Replacement	R	25.396.133.0000.6302	650,000				
Service Truck	A	25.395.000.0000.6608	75,000				
Truck Bed Salter	A	25-396.133.0000.6607	6,500				
Utility Cart	A	25-396.133.0000.6607	10,000				
Snow Plow	A	25-396.133.0000.6607	10,000				
Total			1,456,500	1,253,500	915,000	330,000	440,000



# County Debt Service

## Special Revenue Fund

County Auditor-Treasurer JoDee Treat  
 Jodee.treat@co.beltrami.mn.us  
 218-333-4175

### Description

The Debt Service Fund accounts for the retirement of bonds issued for the construction of the Jail, Law Enforcement Center, Judicial Center and Solid Waste Transfer Station. Financing is provided by annual property tax levies, special assessments, solid waste commercial revenue, lease revenues and the designation of fund reserves.

### Debt Service Limits

The County’s long-term debt and the level of annual debt service are regulated by Minnesota Statute 475.53 Subd 1. State law establishes maximum debt limits, which consist of a limit of three percent of taxable market value. As shown by the following information, the county’s current debt and debt service are well below the state limits. It should be noted that the county does this calculation only to measure the statutory limit of what could be borrowed.

#### Legal Debt Limit – State of Minnesota General Obligation Debt

Total Taxable Market Value of property for taxes payable in 2023	\$4,903,250,634
Debt Limit	3%
Maximum debt applicable to debt limit	\$ 147,097,519
Current outstanding debt as of 12/31/2023	<u>\$ 3,870,000</u>
<b>Available margin per Legal Debt Limits:</b>	<b>\$148,227,519</b>

### Bond Rating

Demonstrated strong financial management and impressive levels of county fund reserves were cited as justifications for Moody’s Investors Service to award the County Bond Rating “A3” during 2013. The good financial position of the county was affirmed when local financing was secured in mid-2017 for the purchase and remodel of a solid waste transfer station at an exceptional rate.

### Future Long-Term Debt

Beltrami County debt had last been issued in 2017 to finance the remodeling of the Solid Waste Transfer Station. Noteworthy with the last two financing issues is that Beltrami County worked directly with a local lender, First National Bank Bemidji, rather than going through the traditional method of issuing bonds through a Bonding Agency. For the jail, working with a local bank in 2016 resulted a projected savings of over \$50,000 in bond issuance costs. The county again used local financing for the Solid Waste Transfer Station purchase and remodel. Using a local bank is also an example of local government approaching their work with a whole new perspective. It is a win-win situation to work with a local business that pays taxes in the community and employs a large number of community members.

### Debt Service Obligations

The chart below shows the principal payment strategies for county long-term debt obligations after payments are made in 2023.

<b>BOND</b>	<b>MATURITY</b>	<b>2021 PRINCIPAL PAID</b>	<b>2022 PRINCIPAL PAID</b>	<b>2023 PRINCIPAL PAID</b>	<b>BALANCE AT 12/31/23</b>
2013 Judicial Center	2025	\$615,000	\$625,000	\$640,000	\$1,320,000
2015 Jail	2027	\$300,000	\$350,000	\$350,000	\$1,550,000
2017 Solid Waste	2027	\$250,000	\$250,000	\$250,000	\$1,000,000

## Revenue & Expenditure Summary

### Debt Service Fund

	2022	2023	2024
	Actual	Budget	Budget
<b>Revenues</b>			
Taxes	1,360,230	1,396,550	1,067,013
Special Assessments			
License & Permits			
Intergovernmental	219,338	207,225	
Charges for Services			
Fines & Forfeits			
Gifts & Contributions			
Interest on Investments			
Miscellaneous			
Other Financing Sources	283,515	278,063	272,750
<b>Total Revenues</b>	<b>1,863,083</b>	<b>1,881,838</b>	<b>1,339,763</b>
<b>Expenditures</b>			
General Government			
Public Safety			
Highway & Streets			
Sanitation			
Human Services			
Health			
Culture & Recreation			
Conservation			
Economic Development			
Capital Outlay			
Debt Service	1,854,460	1,881,838	1,339,763
<b>Total Expenditures</b>	<b>1,854,460</b>	<b>1,881,838</b>	<b>1,339,763</b>



# Capital Projects Special Revenue Fund

*County Auditor-Treasurer JoDee Treat*  
*Jodee.treat@co.beltrami.mn.us*  
*218-333-4175*

## Description

The Capital Projects Fund is a Special Revenue Fund that accounts for financial transactions of the county for general capital improvements to county property and equipment.

## Revenue Trends

Historically, the Beltrami County Board has budgeted approximately \$280,000 each year from Payment in-Lieu-of Taxes (PILT) to meet planned and unexpected building needs.

## Expenditure Trends

As the County's facilities age, increased maintenance and associated costs rise. Replacements to building and grounds as well as internal operational upgrades must be maintained. Elevated maintenance requirements, compounded by increasing inflationary pressures, continue to strain the Capital Projects Special Revenue Fund. Replacement of the County Courthouse Annex roof and HVAC systems for example will cost over \$250,000.

## Fund Balance Analysis

In accordance with guidelines established by the Minnesota State Auditor's Office and county policy, Beltrami County maintains adequate reserves in the Capital Projects Fund to meet cash flow and emergency needs

The county is aware that we need to address the older buildings that make up our County Highway Department. This public works facility has been on the county horizon for more than a decade. Some of the needs to be addressed are a mechanics bay that can fit the large equipment that the county now owns. The equipment and truck bay area is very energy inefficient and is also inadequately sized.

Other potential and common uses of the Capital Improvement Fund are for large mechanical heating and cooling units, repairing and replacing roofing, purchasing of mainframe computer equipment and similar projects.



## Revenue & Expenditure Summary

### Capital Projects

	2022	2023	2024
	Actual	Budget	Budget
<b>Revenues</b>			
Taxes			
Special Assessments			
License & Permits			
Intergovernmental	280,000	280,000	280,000
Charges for Services			
Fines & Forfeits			
Gifts & Contributions			
Interest on Investments			
Miscellaneous	65,067		
Other Financing Sources			
<b>Total Revenues</b>	<b>345,067</b>	<b>280,000</b>	<b>280,000</b>
<b>Expenditures</b>			
General Government			
Public Safety			
Highway & Streets			
Sanitation			
Human Services			
Health			
Culture & Recreation			
Conservation			
Economic Development			
Capital Outlay	196,403	280,000	280,000
Debt Service			
<b>Total Expenditures</b>	<b>196,403</b>	<b>280,000</b>	<b>280,000</b>



# Trust and Custodial Funds

## Description

Trust and Agency Funds represent accounting and investment services provided by the Beltrami County Auditor-Treasurer's Office for specific county enterprises or to other government entities. Beltrami County does not prepare formal budgets for Trust and Agency Funds. For purposes of public disclosure, the Trust and Agency Funds are listed with a short description:

## Private Purpose Trust Fund

The Social Welfare Custodial Fund is used to account for the receipts and disbursements of the social welfare account.

## Custodial Funds

The Other Custodial Fund is used to account for the collections and payments of employee medical and daycare reimbursement programs that is fully funded from employer contributions.

The Headwaters Regional Development Commission Custodial Fund is used to account for the collection and payment of taxes due to the Headwaters Regional Development Commission.

The Jail Custodial Fund is used to account for the receipts and disbursements of the county's jail inmates.

The Northwestern Minnesota Juvenile Center Custodial Fund is used to account for the receipts and disbursements of the Northwest Minnesota Juvenile Center.

The Red Lake Watershed District Custodial Fund is used to account for the collection and payment of taxes due to the Red Lake Watershed District.

The Roseau River Watershed District Custodial Fund is used to account for the collection and payment of funds due to the Roseau River Watershed District Agency Fund.

The School Districts Custodial Fund is used to account for the collection and payment of funds due to school districts.

The State Revenue Custodial Fund is used to account for the state's share of the severed mineral tax and assurance collections and payments to the State of Minnesota.

The **Emergency Services District Custodial Fund** is used to account for the collection and payment of Emergency Services Districts.

The **Townships and Cities Custodial Fund** is used to account for the receipts and disbursement of funds due to towns and cities.

The **Paul Bunyan Task Force Custodial Fund** is used to account for the receipts and disbursements of the Paul Bunyan Drug Task Force.

The **Beltrami Soil & Water Conservation District Custodial Fund** is used to account for the receipts and disbursements of the Beltrami Soil & Water Conservation District.

The **Bemidji Regional Airport Custodial Fund** is used to account for the tax levy collections and payments of the Bemidji-Beltrami Airport Commission.

The **Development District Custodial Fund** is used to account for the collection and payment of the funds due to the City of Bemidji for tax increment financing.

The **Medical Assistance Estate Recoveries** is used to account for the collection and payment of the State's share of medical assistance estate recoveries.



# Capital Improvement Plan (CIP)

## Capital Equipment Plan (by Department)

County Administration							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2024	2025	2026	2027	2028
None			-				
Total			-				

County Assessor's Department							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2024	2025	2026	2027	2028
None							
Total			-				

County Attorney's Office							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2024	2025	2026	2027	2028
None			-				
Total			-				

County Auditor/Treasurer Department							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2024	2025	2026	2027	2028
Postage Meter Contingency		01-041-000-0000-6607	5,000	5,000	5,000	5,000	5,000
Copy Machine Contingency		01-041-000-0000-6607	5,000	5,000	5,000	5,000	5,000
Motor Pool		01-041-000-0000-6608	30,000	30,000	30,000	30,000	30,000
Total			40,000	40,000	40,000	40,000	40,000

County Recorder Office							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2024	2025	2026	2027	2028
None			-				
Total							

Environmental Services							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2024	2025	2026	2027	2028
Storage Bldg (shared w/NRM)	A	6601	200,000				
Total							

Extension Service Office							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2024	2025	2026	2027	2028
None			-				
Total							

Facility Management Department							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2024	2025	2026	2027	2028
CSC Rooftop Unit #2	R			115,000			
CSC Roof Top unit #1	R			115,000			
LEC Ext Repairs	R	01-116-6605					
Admin Carpet	R				40,000		
Admin Ext Repairs	R	01-112-6605			10,000		
Admin Boiler	R			18,000			
Annex Cooling Tower/Controls	R	01-111-6605	267,000				
Old Fairgrounds Roof Repair	R						5,000
Annex Restroom Repairs	R				40,000		
CSC Fire Alarm	R					160,000	
Annex Ext Repairs	R	01-111-6605					
CSC Data Room Cooling	R	01-110-6605					
HCH Annex Roof Repairs	R				95,000		
CSC Roof Replacement	R						75,000
CSC Carpet	R				10,000		
Admin Floor scrubber	R	01-112-6605					
Judicial Center Boiler	A					50,000	
Annex Upgrades	R						
LEC Painting	R				10,000		
LEC Flooring	R		15,000				
LEC Hot water heater	R					8,000	
LEC Roof top unit 1 & 2	R						180,000
HCH Tuckpointing/Brick Repair	R	01-111-6605					
CSC Ext Repair	R	01-110-6605					
Parking Lot Repairs		01-112-6605					
Sidewalk & Paver Replacement		01-112-6605					
Jail Projects: shower doors, bed modification, control room flooring, basement demo		01-115-6605					
Campus DDL Upgrade (112)	R		17,000		15,000		
<b>Total</b>			<b>299,000</b>	<b>248,000</b>	<b>220,000</b>	<b>218,000</b>	<b>260,000</b>

GIS/Mapping Department							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2024	2025	2026	2027	2028
Plat Book Production	R	01-104-193-0000-6451			6,500		
Hwy Map Production	R	01-104-194-0000-6451		4,000			
Aerial Imagery	R	01-104-000-0000-6278	20,000	20,000	20,000	20,000	20,000
GIS Software	R	01-104-000-0000-6267					
GPS Equipment	R	01-104-000-0000-6607					
Multi Function Plotter/Scanner	R	01-104-000-0000-6607		7,000			
<b>Total</b>			<b>20,000</b>	<b>31,000</b>	<b>26,500</b>	<b>20,000</b>	<b>20,000</b>

Health & Human Services Department							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2024	2025	2026	2027	2028
Office Furniture	R		5,000	5,000	5,000	5,000	
Copiers	R						
Vehicle	R		45,000	45,000	45,000	4,500	
Computer				90,000	90,000	90,000	
Scanners/Printers/Monitors			5,000	5,000	5,000	5,000	
<b>Total</b>			<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>9,500</b>	

Highway Department							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2024	2025	2026	2027	2028
Pickup	R	03-319-000-0000-6608	80,000	50,000	50,000	50,000	50,000
Pickup	R	03-319-000-0000-6608		50,000	50,000	50,000	50,000
Pickup	R	03-319-000-0000-6608		50,000			50,000
Pickup	R	03-319-000-0000-6608					
Tractor Mower	R	03-319-000-0000-6607					
Tandem Truck with Plow	R	03-319-000-0000-6607	300,000	310,000	320,000	330,000	340,000
Tandem Truck with Plow	R	03-319-000-0000-6607			320,000		340,000
Tandem Truck with Plow	R	03-319-000-0000-6607			320,000		
Grader (Motor Grader)	R	03-319-000-0000-6607		388,000		400,000	
Backhoe	R	03-319-000-0000-6607		175,000		225,000	225,000
Computers	R	03-311-000-0000-6607	7,000	7,000	7,000	7,000	7,000
Excavator	R	03-319-000-0000-6607	290,000				
Dozer	R	03-319-000-0000-6607					
Snowblower (Lease)	A	03-313-000-0000-6610	35,000	100,000			
Telehandler	R	03-319-000-0000-6607	105,000				
Tack Trailer	R	03-319-000-0000-6607	70,000				
Misc.	R	03-319-000-0000-6607	50,000	50,000	50,000	50,000	50,000
<b>Total</b>			<b>937,000</b>	<b>1,180,000</b>	<b>1,117,000</b>	<b>1,112,000</b>	<b>1,112,000</b>

Human Resource Management							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2024	2025	2026	2027	2028
None			-				
<b>Total</b>							



Judicial Services							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2024	2025	2026	2027	2028
None							
Total							

MIS/Technology Fund							
Item Description	(R) Replace (A) Addition	complete Line Item #	2024	2025	2026	2027	2028
AS/400	R		-	-	-		
Server Storage Unit	A		10,000	50,000	50,000	50,000	40,000
Firewall	R		20,000	25,000	10,000	10,000	10,000
Furniture	R		100	100	100	100	100
Computers	R		2,400	2,400	2,400	2,400	2,400
Laser Printer	R		2,400	2,400		2,400	2,400
Router	R		500		2,000	2,000	2,000
Desktop Security	A		2,000	2,000	2,000	2,000	2,000
Network Security	A		3,000	5,000	5,000	5,000	5,000
Server	R		30,000	-	30,000		
Switches	R		1,000	2,500	2,500	2,500	2,500
PC Based Optical	R			-	-		20,000
Building Security	A		2,000	2,000	2,000	2,000	2,000
Wireless Network Routers	A		3,000	5,000	5,000	5,000	5,000
UPS	R		5,000	5,000	5,000	5,000	5,000
Total			81,400	101,400	116,000	88,400	98,400

Natural Resource Management Department							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2024	2025	2026	2027	2028
4x4 Pickup truck (611 100)	R	6608	-	40,000	40,000		80,000
ATV/Snowmobile	R	6607	11,500				
Global Positioning System	R	6607					
Forest & Inventory System	A	6278	10,000				
Storage Bldg (shared w/ESD)	A	6601					
<b>Total</b>			21,500	40,000	40,000	0	80,000

Park and Trails Summary							
Recreation Areas			2024	2025	2026	2027	2028
Rognlien Park		6602					
Three Island Park		6602	10,000			35,000	
Movil Maze (vault toilet)		6602		35,000			
Grant Creek Horse Camp		6602					
Mississippi High Banks		6602					
Wilton Hill Recreation Area		6602					
4x4 pickup		6608					
<b>Total</b>			10,000	35,000	0	35,000	0

Probation							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2024	2025	2026	2027	2028
New AWD Vehicle	R		-				
<b>Total</b>			-	-	-	-	

Sheriff's Office							
202 Sheriff Administration							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2024	2025	2026	2027	2028
Squad Car	R	6608					
Record Mgmt System (Zuercher)	R	6267					
Body Worn Camera	R			2,500			
Total			0	2,500	0	0	0
203 Boat & Water							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2024	2025	2026	2027	2028
Squads	R	6608			80,000		
Body worn camera	A	6607					
Total			0	0	80,000	0	0
204 Law Enforcement Ctr							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2024	2025	2026	2027	2028
Dispatch copier	R	6607					
2nd floor copier		6607					
1st floor copier		6607					
LETG/CAD/RMS/Mobile	R						
Projectors-Replace EOC		6607					
Total			0	0	0	0	0

<b>211 Communications Division</b>							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2024	2025	2026	2027	2028
Dispatch recording system	R	6267		100,000			
Dispatch furniture-chairs	R	6607	5,400	1,800	1,800	1,800	1,800
Court security mobile radio's	R						
Back up PSAP		6607			100,000		
Total			5,400	101,800	101,800	1,800	1,800
<b>212 Civil/Warrants</b>							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2024	2025	2026	2027	2028
Squad	R	6608					
Body worn camera		6607					
Pistol							
Total			0	0	0	0	0
<b>213 Investigations</b>							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2024	2025	2026	2027	2028
Squads		6608		60,000			
Body Cameras		6607					
Pistol	R						
Total			0	60,000	0	0	0

<b>214 Field Operations</b>							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2024	2025	2026	2027	2028
Squads	R	6608	560,000	480,000	480,000	480,000	480,000
body worn camera	A	6607	35,000				
Pistol	R						
Mobile squad computers	R		-				
Gas masks	A		-				
K9 acquisition/training fund	A		6,000	6,000	6,000	6,000	6,000
<b>Total</b>			<b>601,000</b>	<b>486,000</b>	<b>486,000</b>	<b>486,000</b>	<b>486,000</b>

<b>215 North Beltrami Deputy</b>							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2024	2025	2026	2027	2028
Squad		6608					
body worn camera	A	6607					
Pistol	R						
<b>Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>County Jail</b>							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2024	2025	2026	2027	2028
Domore Chairs	R	6607	3,000	3,000	3,000	3,000	3,000
Restraint Chair	A	6607		2,500		2,500	
Cameras	R/A	6607	4,000	4,000	4,000	4,000	4,000
PBT	R	6607	1,000	1,000	1,000	1,000	1,000
Body Scanner (lease to own)	A	6610	20,000	20,000	20,000	20,000	20,000
Uniforms (vests)	A	6453	8,000	8,000	8,000	8,000	8,000
Radios	R/A						
Cardiac Defibrillator	R/A						
Guardian Spartan Device	A	6607	2,500	2,500	2,500	2,500	2,500
External Bldg Security Cameras	A	6607	3,200	3,200	3,200	3,200	3,200
(3)							
Copier	R	6607	-		5,000		
Archive System for security camera	A	6267			60,000		
Property evidence packaging system	A	6607			9,000		
<b>Total</b>			<b>41,700</b>	<b>44,200</b>	<b>115,700</b>	<b>44,200</b>	<b>41,700</b>

**NOTE: Jail CIP does not tie out to budget. Approval of listed items is pending.**

<b>254 Bailiffs</b>							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2024	2025	2026	2027	2028
Transport Vehicle	R	6608	55,000	55,000	55,000		60,000
Office Furniture	R					3,000	
Pistol	R	6453					
single point entry screening equipment		6607				30,000	
Armer Portable Radios	R	6607		6,000	6,000	6,000	6,000
Mobile Transport Computers	A	6481		2,100	2,100	2,100	
Fingerprint Card Copier	A	6607				2,500	
Judicial Camera Replacement	R	6413		3,000	3,000	3,000	3,000
Taser	R	6607		1,100	1,100	1,100	1,100
Body Worn Cameras	A	6607	20,000				20,000
Total			75,000	67,200	67,200	47,700	90,100
<b>Misc (identify department)</b>							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2024	2025	2026	2027	2028
Safe Trails Task Force squad (229)	A		-				
Emergency Management (281) laptop	R	6607					
Total			0				
<b>Sheriff's Office Total</b>							
			723,100	761,700	850,700	579,700	

Solid Waste Fund							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2024	2025	2026	2027	2028
Roll Off/Dump Truck (Landfill)	R/A	25.395.000.0000.6608					
2008 Travis Walking Floor Transfer Trailer	R	25.395.000.0000.6608	110,000	110,000	110,000	110,000	115,000
Remote Site Compactors	R	25.396.XXX.0000.6607			160,000	120,000	
Transfer Station Compactors	R	25-396.133.0000.6607				100,000	240,000
2006 Volvo EW160B Excavator	R	25.396.133.0000.6607					
Fork Lift	R	25-396.133.0000.6607		30,000	45,000		45,000
Open Top roll-off Container	R	25.395.000.0000.6607					
Skidsteer	R	25-396.133.0000.6607	80,000		80,000		
Receiver Box (s)	R	25.395.000.0000.6607	60,000	60,000	60,000		
Copier	R	25-396.133.0000.6607		8,500			
Floor Scrubber	R	25-396.133.0000.6607					40,000
New Remote Transfer Site	A	25.396.XXX.0000.6607	150,000				
Office Furniture	R	25.393.133.0000.6607			10,000		
1/2 Ton Truck	R	25.395.000.0000.6608		45,000			
Scissor Lift	A	25.396.133.0000.6607	15,000				
Wheeled Loader	R	25.396.133.0000.6607	200,000				
CAP 25% match	A	25-891	50,000	1,000,000	450,000		
Roof Replacement Sheriff Storage Building	R	25.396.133.0000.6302	40,000				
Bemidji Office/Recycle Building Roof Replacement	R	25.396.133.0000.6302	650,000				
Service Truck	A	25.395.000.0000.6608	75,000				
Truck Bed Salter	A	25-396.133.0000.6607	6,500				
Utility Cart	A	25-396.133.0000.6607	10,000				
Snow Plow	A	25-396.133.0000.6607	10,000				
Total			1,456,500	1,253,500	915,000	330,000	440,000

Veteran's Services Department							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2024	2025	2026	2027	2028
None							
Total			-				
<b>GRAND TOTALS</b>			<b>3,638,500</b>	<b>3,740,600</b>	<b>3,375,200</b>	<b>2,432,600</b>	<b>2,050,400</b>



# Glossary of Terms

## General Government Terms

### **Accounting System**

A total set of records and procedures which are used to record, classify, and report information on the financial status and operations of an entity.

### **Accrual Basis of Accounting**

The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at that time or not).

### **Activity**

A cost center for recording charges for services delivered or functions performed.

### **Appropriation**

An authorization made by the legislative body of a government which permits officials to incur obligations against and to make expenditures of government resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

### **Assets**

Property owned by a government which has a monetary value.

### **Balanced Budget**

A balanced budget occurs when the total sum of money a government collects in a year is equal to the amount it spends on goods, services, and debt interest.

### **Biennial Budget**

An itemized plan of financial operation and capital outlays including an estimate of the proposed means of financing for the next two years.



**Bond**

A written promise to pay (debt) a specified sum of money (called principle or face value) at a specified future date (called the maturity date (s)) along with any periodic interest [paid at a specified percentage of the principal (interest rate)]. Bonds are typically used for long-term debt.

**Bond Rating**

An evaluation of the credit risk involved with the issuance of bonds.

**Budget Summary**

The official written statement prepared by the County Administrator and supporting staff which presents the proposed budget to the County Board.

**Budget Message**

A general discussion of the proposed budget presented in writing as a part of the budget document. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the County Administrator.

**CAFR**

Comprehensive Annual Financial Report – a report compiled annually which provides detailed information on an organization’s financial status.

**COLA**

Cost of Living Adjustment.

**Capital Assets**

Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

**Capital Improvement Plan (CIP)**

A plan for capital expenditures to be incurred each year over a fixed period of several years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year and the method of financing those expenditures.

**Capital Outlay**

Costs associated with the acquisition of or addition to fixed assets such as land and land improvements, machinery/equipment, and vehicles.

**Capital Projects**

Projects which purchase or construct capital assets. Typically, a capital project encompasses a purchase of land and/or the construction of a building or facility.

**Cash Basis**

The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

**Clean Water Act, Section 404**

This federal act prohibits individuals from undertaking activities involving filling activity even on privately owned lands, if that land comes under the broad definition of “wetlands”, unless a U.S. Army Corps of Engineers permit issued.

**CSAH**

County State Aid Highway.

**Current Taxes**

Taxes levied and becoming due during the current year, from the time the amount the tax levy becomes due until a penalty for non-payment is attached.

**D.A.R.E.**

Drug Abuse Resistance Education.

**Debt Service**

Payment of interest and repayment of principal to holders of a government’s debt instruments.

**Deficit**

1) The excess of an entity’s liabilities over its assets (see Fund Balance). 2) The excess of expenditures or expenses over revenues during a single accounting period.

**Department**

An organizational unit for purposes of administration and cost accounting.

**Depreciation**

A noncash expense that reduces the value of an asset as a result of wear and tear, age, or obsolescence. Most assets lose their value over time (in other words, they depreciate), and must be replaced once the end of their useful life is reached.

**Disbursement**

Funds paid out for goods and services received, which results in a decrease in net financial resources; also referred to as an expenditure.

**Disparity Reduction Rate**

Tax rate reduction determined by dividing the disparity reduction aid for each taxing district within the unique taxing area by the net tax capacity of the unique taxing area.

**Division**

An organizational unit within a department for purposes of administration and cost accounting.

**DNR**

Minnesota Department of Natural Resources.

**EDA**

Economic Development Authority.

**Expenditures**

An outlay of funds which represent a decrease in net financial resources; also referred to as disbursements.

**4-H**

Four-H (Head, Heart, Hands & Health) a youth development program for adolescents aged nine to nineteen which focuses on teaching life skills.

**Fees for Services**

Revenue received for the services provided by various county departments such as recycling and human services.

**Fixed Assets**

Purchases of a long-term character which are to be held and used, such as land, building, machinery, furniture, and equipment.

**FTE**

Full Time Equivalents.

**Full Faith and Credit**

A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds).

**Fund**

An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

**Fund Balance**

The excess of funds assets over its liabilities. A negative fund balance is sometimes called a deficit.

**Fiscal Year (FY)**

The twelve-month period for which an organization plans the use of its funds; Beltrami County's fiscal year begins January 1<sup>st</sup> and ends December 31<sup>st</sup>.

**GAAP**

Generally Accepted Accounting Principles – guidelines to financial accounting and reporting which set uniform minimum standards for accepted accounting practices.

**General Fund**

Provides the residents with basic government services of administration, public safety, community development, courts, and general government. This fund accounts for all financial transactions not properly accounted for in another fund.

**General Obligation Bonds**

When a government pledges its full faith and credit to the repayment of the bonds it issues, then those bonds are general obligation (GO) bonds. Sometimes the term is also used to refer to bonds which are to be repaid from taxes and other general revenues.

**General Obligation Debt**

Indebtedness whereby the general taxing power of the jurisdiction is pledged to repay both the principal and interest associated with the debt.

**GFOA**

Government Finance Officers Association of the United States and Canada.

**Governmental Fund**

A fund category used to account for a government's governmental-type activities. This category includes the general fund and special revenue fund.

**Grant**

A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments for the state and federal governments. Grants are usually made for specified purposes.

**HACA**

Homestead and Agricultural Credit Aids. An intergovernmental revenue from the State General Fund. It is a reimbursement on homestead residential or homestead agricultural property.

**Infrastructure**

The basic facilities, equipment, and installations needed for the functioning of a system or organization (i.e. road, bridges, public buildings).

**Intergovernmental Revenue**

Revenue received from other governments in the form of grants or shared revenue.

**Jurisdiction**

The term used to identify the major taxing authorities within the county (i.e. township, city, county and school districts).

**Levy Limitations**

The maximum amount which is permitted to be levied by a taxing jurisdiction as established by Minnesota Statutes.

**Licenses & Permits**

Fees collected for the issuance of licenses and permits such as landfill license and feedlot and planning permits.

**Local Government Aids**

An intergovernmental revenue from the State to provide tax relief to local units of government.

**MFIP-S**

Minnesota Family Investment Program – Statewide.

**Minnesota Environmental Policy Act (MEPA)**

This state law was passed in 1973 to promote efforts to prevent or eliminate damage to the environment partly through the implementation of a State Environmental Review Program.

**Modified Accrual Basis**

The basis of accounting under which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred and revenues are recorded when received in cash except for material and/or available revenues, which should be accrued to reflect properly the taxes levied and revenue earned.

**National Environmental Policy Act (NEPA)**

This federal law passed in 1969 was intended to prevent damage to the environment, including wetlands, and to advance understanding of the ecological systems and natural resources of the United States.

**Object of Expenditure**

Expenditure classifications based upon the types of categories of goods and services purchased. Typical objects of expenditure include:

- Personal Services (salaries and wages)
- Supplies (materials, part and commodities)
- Other Services (insurance, utilities and communications)
- Contractual Services (rentals, maintenance and travel)
- Purchase of capital assets)
- Other disbursements (cost of goods sold)

**Operating Budget**

A plan of financial operation showing an estimate of proposed expenditures for the calendar year and the proposed means of financing them (revenue estimates).

**Operating Transfer**

Routine and/or recurring transfers of assets between funds.

**Other Financial Sources**

Non-operating such as proceeds from the sale of bonds and transfers between funds.

**Personal Services**

Costs associated with salaries, retirement and other fringe benefits for Beltrami County employees.

**Program**

A major unit of organization containing a number of related activities.

**Residual Equity Transfer**

A non-recurring or non-routine transfer of assets between funds.

**Revenue**

The term designates an increase to a fund's assets which:

- does not increase a liability (i.e. proceeds from a loan)
- does not represent a repayment of an expenditure already made
- does not represent a cancellation of certain liabilities
- does not represent an increase in contributed capital

**Revenue Estimate**

A formal estimate of how much will be earned from a specific revenue source for some future period; typically, a future fiscal year.

**RTC**

Regional Treatment Center.

**Special Assessment**

A compulsory levy made against certain properties to defray part or all of the cost of a special improvement or service deemed to primarily benefit those properties.

**Special Revenue Fund**

A government fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for a specific purpose.

**SSIS**

Social Service Information System.

**State and Federal Revenue**

Revenue received from other governments or local agencies.

**Strategic Planning**

Establishing and prioritizing goals and policy direction.

**Tax Capacity**

An amount resulting from the multiplication of the market value of a parcel of property by the appropriate tax capacity percentage.

**Tax Capacity Percentages**

A statutory classification percentage that is applied to market value of a parcel of property to calculate tax capacity.

**Tax Capacity Rate**

The tax rate determined by dividing a taxing district's property tax levy less homestead and agricultural aid (HACA) and less equalization aid amount, by the taxing district's total net tax capacity.

**Tax Extension Rate**

The rate applied to the net tax capacity of a parcel of property to arrive at its tax before any miscellaneous credits such as agricultural preserves and power line credits are deducted.

**Tax Levy**

The total amount to be raised by general property taxes for the purpose stated in the resolution certified to the County Auditor.

**TH**

Trunk Highway.

**Unique Taxing Area**

A geographic area subject to the same set of tax capacity rates. The area with a unique total tax capacity rate.

**WIC**

Women, Infants and Children Program.

**Working Capital**

Working capital is a financial metric which represents operating liquidity available to a business, organization or other entity, including governmental entity.



## **Taxation Terms**

### **Apportionment**

The share allocated to a group or unit of government as a result of a specific plan or law.

### **Categorical Aid**

Aid given to a local unit of government to be used only for a specific purpose.

### **Circuit Breaker**

See “Property Tax Refund.”

### **Class Notes**

The percent of market value set by state law that establishes the property tax capacity subject to the property tax.

### **County Program Aid**

Money (in the form of general distribution aid) provided to counties for property tax relief.

### **Disparity Reduction Aid**

A general purpose aid program designed to assist in the equalization of local tax rates.

### **Education Aid**

The total amount of state dollars paid for K-12 education. This aid is paid to school districts.

### **Education Homestead Credit**

A state-paid credit to reduce the school district tax paid by homesteads. First available for taxes payable in 1998.

### **Excise Tax**

A tax levied on the manufacture, distribution, sale or consumption of a commodity.

### **Fiscal Disparities**

A seven-county metro aid program in which 40% of the commercial/industrial tax base of communities forms the pool of aid to metro communities without that tax base.

**General Purpose Aid**

Aid given to units of government to be used at their own discretion. Examples are County Program Aid (CPA) Local Government Aid (LGA) and HACA.

**HACA**

See "Homestead and Agricultural Credit."

**Highway Aid**

The money the state distributes to counties, cities, and townships for highways and bridges.

**Homestead**

A residence occupied by the owner.

**Homestead and Agricultural Credit Assistance**

A state program that replaces the former homestead credit program and the agricultural credit program. It is a property tax relief program determined by formula and paid to the local government before taxes are levied.

**Individual Income Tax**

A state tax on the income of residents, and non-residents, with Minnesota sources of income.

**Levy**

The imposition of a tax, usually by a local unit of government.

**Levy Limit**

The amount a local unit of government is permitted to levy for specific services.

**LGA**

See "Local Government Aid."

**Local Government Aid**

Money (in the form of general distribution aid) provided to cities for property tax relief.

**Local Tax Rate**

The tax rate usually expressed as a percentage of tax capacity, used to determine the property tax due on a property.

**Market Value**

An assessor's estimate of what property would be worth if it were sold.

**Property Tax**

A tax levied on any kind of property.

**Property Tax Refund**

A partial property tax refund program for those who have property taxes out of proportion with their income. This program is available to homeowners and renters.

**Sales Tax**

A tax levied on the sale of goods and services.

**Tax Capacity**

The valuation of property based on market value and class rates, on which property taxes are determined.

## **Health & Human Services Acronyms**

### **AAA(s)**

Area Agencies on Aging - an agency designated by the Minnesota Board on Aging to administer federal Older Americans Act programs in a multi-county area. There are 14 AAAs in Minnesota.

### **AASD**

Adult and Aging Services Division - AASD administers state and federal programs that provide protective services, supportive assistance, and alternative housing arrangements for older persons and vulnerable adults. The division also provides staffing assistance to the MN Board on Aging in the administration of the federal Older Americans Act and state senior nutrition and volunteer programs.

### **AC**

Alternative Care

### **ACG**

Alternative Care Grants - ACG is a home and community care program to pay for health care services in the home of an elderly individuals who is at risk of requiring nursing facility care.

### **AD**

Advanced Directives - Allow persons to determine in advance the kind of medical care they prefer. Includes care power of attorney, do not resuscitate (DNR) orders, and other types of legal documents.

### **ADA**

Americans with Disabilities Act

### **ADL**

Activities of Daily Living - Tasks essential to performance of routine self-care functions such as dressing, bathing and cooking.

### **AI**

Aging Initiative - A DHS Division that administers state and some federal programs for adults and older people. A range of services, supports and programs are available, as well as nursing home services, adult foster care services and group residential housing.

**AL**

Assisted Living - AL services are defined as up to 24 hour supervision and oversight, supportive services, individualized home care aide tasks, and individualized home management tasks provided to residents of a residential center living in their units/apartments with a full kitchen and bathroom.

**AMC**

Association of Minnesota Counties

**AMI**

Alliance for the Mentally Ill of Minnesota

**APD**

Advance Planning Document

**APEX**

Alliance for Purchasing Excellence

**APS**

Alternative Payment System for Nursing Facility Services.

**ARC**

Association of Retarded Citizens

**BBA**

Federal Balanced Budget Act of 1997

**BCBSM**

Blue Cross/Blue Shield of Minnesota

**BHCAG**

Buyer's Health Care Action Group

**BI**

Brain Injured - Individual whose deficits in adaptive behavior or substantial functional limitations are caused by injury to the brain resulting in tissue damage and affecting functional abilities.

**BIA**

Bureau of Indian Affairs

**BRU**

Benefit Recovery Unit - DHS staff whose function involves recovery of third party payments for medical services covered by MA, GAMC, or Children's Health Plan.

**CAC**

Community Alternative Care - CAC is a home and community care program which pays for health care services in the home of an individual who requires the level of care of a hospital. This is a medical assistance program approved by the federal HCFA.

**CAC**

Citizens Advisory Council - Alcohol & Other Drug Advisory Committee

**CADI**

Community Alternatives for Disabled Individuals - CADI is a home and community care program which pays for health care services in the home of an individual who requires the level of care of a nursing facility. This is a medical assistance program approved by the federal HCFA.

**CAF**

Combined Application Form - Application form for public assistance which can be used to apply for the following programs: Minnesota Family Investment (MFIP); Medical Assistance (MA); General Assistance (GA); Minnesota Supplemental Aid (MSA), General Assistance Medical Care (GAMC); and Food Stamps. Applications for MA, GAMC, and MinnesotaCare can also be made using the HCAPP.

**CBP**

County-Based Purchasing.

**CCDTF**

Consolidated Chemical Dependency Treatment Fund - Combination of funds used for CD treatment. Combines General Assistance (GA), General Assistance Medical Care (GAMC), Medical Assistance (MA), Regional Treatment Center Chemical Dependency budget, and state and federal

grants into one fund. The county assesses the client's need for CD treatment, places the eligible client in a treatment program and uses this consolidated fund to pay for the treatment.

**CCE**

Continuing Care for the Elderly Division - An administrative division at DHS that provides policy development and program administration of facility-based services for older Minnesotans. Oversight responsibilities include benefits, rate setting, care system development, public health interventions and administration of federal grants.

**CCPD**

Continuing Care for Persons with Disabilities

**CCRC**

Continuing Care Retirement Community

**CD**

Chemical Dependency

**CD/MH**

Chemical Dependency/Mental Health

**CFR**

Code of Federal Regulation

**CHEPP**

Catastrophic Health Expense Protection Program - A state program to pay catastrophic medical expenses incurred by Minnesota residents. The program has not been funded for several years.

**CISN**

Community Integrated Service Network

**CMHC**

Community Mental Health Center

**COBRA**

Consolidated Omnibus Budget Reconciliation Act of 1985 [Federal Public Law 99-272.]

**COLA**

Cost of Living Adjustment

**CPI**

Consumer Price Index

**CS**

Children's Services (formerly Children's Initiatives)

**CSIS**

Community Services Information System - A computerized social service tracking system designed to provide information on social service caseloads to assist social service agencies in program planning and administration.

**CSMD**

Community Supports for Minnesotans with Disabilities

**CSSA**

Community Social Services Act - Minnesota Statutes, Section 256E. This Act establishes a system of planning for and provision of community social services administered by boards of county commissioners in each county of the state under the supervision of the Commissioner of Human Services.

**DD**

Developmentally Disabled - Persons diagnosed with mental retardation or a related condition who have substantial functional limitations or deficits in adaptive behavior and who manifest these conditions before their 21st birthday.

**DHS**

Department of Human Services

**DME**

Durable medical equipment



**DOC**

Difficulty of Care

**DPPD**

Demonstration Project for People with Disabilities

**DPW**

Department of Public Welfare - Name of department prior to DHS

**ED**

Elderly/Disabled

**EGA**

Emergency General Assistance

**EIS**

Executive Information System - DHS data warehouse

**EIS**

Eligibility Information System - (HCFA term for the system used to determine Medicaid eligibility)

**E-MA**

Emergency Medical Assistance

**E-GAMC**

Emergency General Assistance Medical Care

**EW**

Elderly Waiver Program - DHS operates the EW program under a federal waiver to MN's Medicaid State Plan. The program funds home and community based services for people 65 and older who require the level of medical care provided in a nursing home but choose to reside in the community.

**FBD**

Federal Benefit Disregard

**FBR**

Federal benefit rate which equals the SSI payment rate.

**FFP**

Federal Financial Participation - Federal monies, matched by state and local monies, which are used to provide for maintenance service needs of eligible individuals. For example, federal monies available through Title XX of the Social Service Act to be used in payment for social services.

**FFS**

Fee For Service

**FFY**

Federal Fiscal Year - October 1 through September 30. Federal funding is appropriated based on these dates.

**GA**

General Assistance - State program which provides financial assistance to eligible people who are unable to provide for themselves and dependents. Individuals must meet established criteria of eligibility.

**GA-EA**

General Assistance-Emergency Assistance (also known as EGA) - Monies provided to eligible persons in crisis situations which receiving EGA will resolve, provided that the individual is unable to resolve the crisis situation on their own without EGA and that the situation will result in severe hardship for the individual if not resolved. Must be a bonafide emergency.

**GAMC**

General Assistance Medical Care - State-funded health care coverage program for individuals who are either General Assistance recipients or who do not meet the categorical requirements of medical assistance whose financial situation prevents them from affording necessary health care. Typically these are adults under age 65 who are not disabled and are not caring for children.

**GRH**

Group Residential Housing - State funded income supplement program that pays for room and board costs for low income persons who have been placed in a licensed or registered setting with which a county human service agency has negotiated a monthly rate.

**HCAPP**

Health care programs application for MA, GAMC, and MinnesotaCare.

**HCBW**

Home and Community Based Medicaid Waivers - Waivers to regular medical assistance program which are authorized by state law and approved by federal Health Care Financing Administration (HCFA) which allows reimbursement of services not usually covered by Medical Assistance(MA), but will help an individual get the services they need in the community and keep them out of an institution. Includes day program, habilitation services, supported employment program, respite care, SILS, and adaptive equipment. This program can serve a limited number of individuals.

**HCCS**

Health and Continuing Care Strategies

**HCFA**

Health Care Financing Administration - The federal umbrella agency for the Medicaid and Medicare programs, an agency of the U.S. Department of Health and Human Services.

**HHS**

U.S. Department of Health and Human Services

**HIIF**

Health Insurance Information Form (Benefit Recovery)

**HMO**

Health Maintenance Organization - An organization which provides an agreed upon set of basic and supplemental health maintenance and treatment services to an enrolled group of persons within a particular geographic area. The HMO is reimbursed for those services through a predetermined, fixed periodic prepayment made by or on behalf of each person or family unit enrolled in the HMO without regard to the amounts of actual services provided.

**IADL**

Instrumental Activities of Daily Living (meal preparation, managing money, etc.)

**ICF/MR**

Intermediate Care Facility for the Mentally Retarded - Facility certified by State Department of Health to provide health or rehabilitative services for mentally retarded individuals or persons with related conditions who require active treatment.

**LTC**

Long Term Care - Medical and social services supports needed by individuals who, through age or infirmity, need assistance to remain independent.

**MA**

Medical Assistance (also known as Medicaid or Title XIX of the Social Security Act)

**MA-ED**

Medical Assistance-Elderly Disabled

**MACMHP**

Minnesota Association of Community Mental Health Programs

**MAHA**

Minnesota Association of Homes for the Aged

**MAMHRF**

Minnesota Association of Mental Health Residential Facilities

**MAXIS**

A master computer system which determines public assistance to Minnesota Family Investment Program, Medical Assistance, General Assistance, Food Stamps, Minnesota Supplemental Aid, eligibility, and issues payments for cash and food assistance programs. Originating from the Department of Human Services, this is a statewide system. Not an acronym, but derived from Minnesota ACCESS (ACCESS is the SD system from which MAXIS evolved).

**MBA**

Minnesota Board of Aging - Established by state statute, composed of 25 Governor appointed members to administer and establish policy relating to the Older Americans Act.

**MC**

Managed Care

**M+C**

Medicare Plus Choice

**MCCA**

Medicare Catastrophic Coverage Act of 1988 [Federal Public Law 100-360.]

**MCAMHA**

Minnesota Comprehensive Adult Mental Health Act [Minnesota Statute 245.461 - 245.486.]

**MCHA**

Minnesota Comprehensive Health Association - A state operated insurance program for people who otherwise are unable to obtain insurance.

**MACSSA**

Minnesota Association of County Social Service Administrators (formerly referred to as County Directors Association)

**MCO**

Managed Care Organization

**MDH**

Minnesota Department of Health

**MFIP**

Minnesota Family Investment Program – Minnesota’s version of the federal TANF welfare reform program.

**MHHA**

Minnesota Health & Housing Alliance (formerly MAHA) - A trade association of primarily non-profit nursing homes and elderly housing providers.

**MMIS**

Medicaid Management Information System - Mechanized claims processing and information retrieval system used by the medical assistance program.

**MNCARE**

MinnesotaCare is a subsidized health care program for people who live in Minnesota and do not have access to health insurance.

**MNSURE**

A central health insurance marketplace for Minnesotans to find and compare health plans.

**MR/RC**

Mental Retardation or a Related Condition [See [DD.](#)]

**MSA**

Minnesota Supplemental Aid - State program which provides financial assistance to elderly, disabled, and blind recipients or Supplemental Security Income (SSI).

**MSHO**

Minnesota Senior Health Options - A DHS program which combines Medicare and Medicaid financing and acute and long term care service delivery systems for persons over age 65 who are dually eligible for both Medicare and Medicaid. Formerly known as the Long Term Care Options Project.

**NF**

Nursing Facility - An institution, certified by the State Department of Health to provide skilled nursing care.

**NIH**

National Institutes of Health

**NIMH**

National Institute of Mental Health

**OASDI**

Old Age, Survivors and Disability Insurance (Social Security or RSDI.)

**OBRA**

Omnibus Budget Reconciliation Act of 1981 [Federal Laws: OBRA 1987 (Public Law 100-203), OBRA 1989 (Public Law 101-239), and OBRA 1990 (Public Law 101-5080) and OBRA 1993 (Public Law 103-66).]

**PAS**

Preadmission Screening - Program which screens an individual before entering a nursing facility - screening outcome recommends nursing facility care or home care if applicable.

**PASARR**

Preadmission Screening/Annual Resident Review

**PBC**

Performance Based Contracting

**PCA**

Personal Care Assistant/Attendant

**PDN**

Private Duty Nursing

**PGAMC**

Prepaid General Assistance Medical Care

**PMAP**

Prepaid Medical Assistance Program

**PPS**

Prospective Payment System - Payment system in which the payments are not retroactively settled but are paid under a fixed fee schedule.

**QA**

Quality Assurance

**QMB**

Qualified Medicare Beneficiary - An individual who is entitled to Medicare Part A, whose income is below 100% of the federal poverty guideline, and whose assets are below two times the SSI asset limit. This is a medical assistance (MA) category of eligibility which entitles the QMB to MA coverage of Medicare cost-sharing.

**RSDI**

Retirement, Survivors, Disability Insurance - Social Security or OASDI.

**RTC**

Regional Treatment Center - A state operated institutional facility providing 2-hour a day care and treatment for persons diagnosed as mentally retarded, mentally ill, or chemically dependent. Formerly known as state hospitals.

**SAIL**

Senior's Agency for Independent Living - SAIL is a 20-year state initiative, began in 1992, to create and support community infrastructures necessary for county social service and health organizations, AAAs and nonprofit and voluntary social services organizations. SAIL is intended to reduce fragmentation and duplication, increase efficiency, increase the capacity of regions to meet local housing and service needs and maximize federal and local resources.

**SA-PSNF**

State-wide Average Payment Rate for Nursing Facilities - Used in computing a MA penalty period for uncompensated transfers of assets.

**SLMB**

Specified Low-Income Medicare Beneficiary - SLMBs are Medicare beneficiaries with resources like qualified Medicare beneficiaries, yet with incomes that are higher but still less than 120% of the federal poverty level. For SLMBs, the Medicaid program only pays the Supplementary Medical Insurance (SMI) premiums.

**SMHAC**

State Mental Health Advisory Council - Established by state statute [M.S. 245.697]; composed of 30 members appointed by the Governor to advise the Governor, the Legislature, and the Department of Human Services on policies, programs and services to persons with mental illness.

**SNF**

Skilled Nursing Facility - Facility certified by the State Department of Health to provide on a daily, inpatient basis health-related services as defined by Medicare.

**SOCS**

State Operated Community Services - Community ICF's/MR facilities with fewer than 6 beds that are operated by the Department of Human Services.



**SOS**

State Operated Services

**SOSS**

State Operated Services Support

**SSA**

Social Security Administration

**SSI**

Supplemental Security Income - Federal program which provides a monthly grant to qualified aged, blind, and disabled individuals under Title XVI of the Social Security Act to help pay their living expenses.

**TITLE I**

OAA (Old Age Assistance)

**TITLE III**

Older Americans Act - Funds for community services for older people: congregate dining, home delivered meals, etc.

**TITLE XVI**

SSI (Supplemental Security Income) - the federal cash program for aged, blind and disabled persons.

**TITLE XVIII**

Medicare

**TITLE XIX**

Medicaid

**TITLE XX**

Federal Social Services Program