

WORK MEETING MINUTES

Beltrami County Board of Commissioners

March 15, 2022

3:00 pm

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

A link to the livestream will be available on the Board Meeting Agendas and Minutes page of the County Website.

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

1. Call to Order

Tim Sumner called the meeting to order at 3:00 pm

2. Introduction of New Employees

None.

3. Identify Future Work Meeting Topics

- Off campus and tribal meetings

4. History of Mississippi Headwaters Board

Tim Terrill, Executive Director of the Mississippi Headwaters Board presented a history video from the MHB website of the Board's growth and development over time, answered questions and invited to County to entertain future joint projects.

5. Bailiff Office Expansion

Sheriff Ernie Beitel and Sergeant Trish Grimsley, discussed a proposal for re-evaluating the Bailiff Office expansion originally approved in September 2021 using CARES funding to expand the Bailiff's Office as well as remodel the single point entry, address some HVAC issues and add an employee locker room to the Beltrami County Courthouse. The expansion/remodel did not take place in 2021 because of design issues and the short time frame allowed for these types of expenditures. It was then expected to be completed in 2022 but the board did not approve any expenditures of ARPA money for any 2022 remodeling/expansion projects. Needs still need to be addressed for the safety and security of staff as well as persons using the courthouse.

Staff would like to re-dedicate ARPA funds to expand the Bailiff Office, remodeling of the single point entry area, address HVAC issues and add male and female employee locker rooms at the Courthouse.

The original amount budgeted for the project was \$140,000. At this time, staff is requesting approval to proceed with architectural design and estimate for the expanded project proposal.

The Board expressed concerns around piece-meal departmental requests for ARPA money projects. Administrator Barry recommended that the Budget Committee continue

to oversee the use of ARPA funds and make recommendations to the Board during the annual budget process.

Board members agreed to move this item to the Consent Agenda for approval of project design and cost.

6. Assistant Veterans Service Officer Discussion

Veteran Service Officer, Shane Gustafson, and AVSO, Scotty Allison, discussed the need to fill a Full-time Assistant VSO position rather than the previously authorized 75% (Part-time) position. Mr. Allison stated that COVID was the biggest issue affecting the change. Due to cost savings in other areas, it would be a budget neutral item in 2022. Going forward, the change will be an approximate budget increase of \$32,000.

Board members agreed to move this item to the Regular Agenda.

7. 2021 Tax-Forfeited Net Proceeds Apportionment

Natural Resource Management Director, Richard Moore, presented the proposed 2021 tax-forfeited net proceeds apportionment of \$678,213.

The Board established on December 15, 2021, the apportionment distribution in February 2022 to be:

Primary Distribution

County Development: 3% (up to \$200,000 - no more than \$5.00 per capita)

Timber Development: 27%

County Parks: 20%

Secondary Distribution

Of the remainder after the primary distribution,

County General Fund: 40%

School Districts: 40%

Townships and cities: 20%

8. Redistricting Discussion-

Redistricting Committee: Administrator, Tom Barry, Auditor/Treasurer, JoDee Treat & GIS Director, Kevin Trappe put together multiple redistricting proposals and reviewed the process and timeline.

JoDee Treat reviewed the schedule, Board directives from March 1 Work Session and explained the criteria for redistricting, which is still only preliminary due to the City of Bemidji not having finalized their redistricting yet. Goals for this meeting are to 1) As the unorganized townships Board, the Board must re-establish precincts and polling places for Unorganized Townships. A proposed Consent Agenda Bill and Resolution were provided by Ms. Treat; and 2) Attempt to identify which maps to present at the Public Hearing on April 5.

Board members agreed to move the Resolution for Unorganized Townships to the Consent Agenda. They were not able to make a decision on any of the redistricting options in the time remaining for the Work Session. This item was moved to the Regular Agenda.

8. Administrator's Report

Due to time constraints, this item was moved to the Regular Agenda.

9. Other Business Items

a) Review Bills

b)

10. Review Agenda for the March 15, 2022 Regular Board Meeting

The following items were added to the Consent Agenda:

- Approval of Bailiff Office Remodel Project Re-design and Cost Estimate (removed from the Regular Agenda)
- Approval of Resolution for Unorganized Townships
- Approval of Court Settlement

Regular Agenda:

- Redistricting Discussion
- Assistant Veteran Service Officer Discussion
- Administrator's Update

11. Adjourn

The Work Session was adjourned at 5:08 p.m.