

# WORK MEETING MINUTES

## Beltrami County Board of Commissioners

May 3, 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 Richard Anderson, and Commissioner Reed Olson., Commissioner Tim Sumner was absent.

### 1. Call to Order

Richard Anderson called the meeting to order at 3:00 pm

### 2. Introduction of New Employees

Four new Corrections Officers and two new Communications Officers were introduced by Sheriff Beitel.

### 3. Identify Future Work Meeting Topics

None.

### 4. 2022 Assessments and 2023 Taxes

County Assessor, Joe Skerik provided an overview of the 2022 valuation process and changes due to market conditions and how that relates to estimated taxes. The MN Department of Revenue requires valuations to be between 90-105% of market value. Results back from the Dept of Revenue show Beltrami County valuations to be at 93.7%.

### 5. Mailbox Supports

Highway Engineer, Bruce Hasbargen reviewed the current procedure of the Highway Department in addressing mailbox supports and to deal the issues regarding them.

- On construction projects, Hwy Dept installs new swing-away type supports and replace or adjust any existing supports to swing away.
- On all CR and CSAH routes, Hwy Dept sells support for \$75 and installs for free
- Snowplowing Policy states Hwy Dept repairs or replaces any properly located, installed and maintained mailboxes & supports they may damage due to being struck by equipment.

Due to issues with improper supports, and lack of maintenance by owners, the Hwy Dept is proposing using seasonal workers to maintain existing swing-away supports and replacing all non-conforming supports at the same time. This may have a budget impact. Recently purchased supports cost \$100/each.

To have uniform swing away type supports on CR and CSAH routes would be safer and easier for both the citizens and the highway department. Staff is proposing to provide the

supports at no cost as well as the installation. This would require a change to the Fee Schedule either now, or when the 2023 Fee Schedule is adopted. Work would be done in accordance with the amount of funds budgeted each year. The Board was in favor of beginning the work after approval of the 2023 Fee Schedule and staying within budget.

## **6. Highway Maintenance Shop**

Highway Engineer, Bruce Hasbargen summarized the maintenance shop issues at the Highway Department, main location on Adams Ave:

The existing Highway Equipment Maintenance Shop was constructed in 1974 as part of the Highway Department building. Modern highway equipment and trucks are much larger than what the facility was originally designed for. Employees work at outdoor temperatures for spring/summer/fall. The Shop does not have a general air exchange system but does have a system specific for venting vehicle exhaust. Maintaining roads is an essential service and maintaining the equipment used to maintain those roads is an extension of that service. Providing an updated Shop facility will improve the ability to maintain equipment and provide for a better working environment for the mechanics.

A feasibility study was conducted in 2016 to review options. In summary, the recommendation was to construct a new Shop attached to the existing building. The estimated cost at the time was \$2 million. It was pointed out by Commissioner Lucachick, that a 2016 estimate would have no relevance in the current construction market and should not be used as an indicator of project costs.

County State Aid Highway Construction funds and County Local Option Sales Tax funds can be used to construct maintenance facilities, if approved by the County Board. The Highway Department proposes that we use CSAH funds to make bond payments over a timeframe, such as \$500,000 for 4 years. Also, consideration of ARP funding or utilizing funds that were offset by ARP funds.

After further discussion by the Board, it was the consensus that no action be taken at this time and we wait and see what happens in the construction industry. However, beginning the process to budget for the project at a future date would be advisable.

## **7. Recorded Documents/Laredo Subscription**

County Recorder, Charlene Sturk, reviewed the newly implemented Laredo Subscription for the public to access recorded documents. Her presentation included comparisons with similar services provided by surrounding Counties and examples of fee structures. Her review also included the various ways to access County Recorded Documents and the availability of additional information or assistance at any time by contacting the County Recorder's Office. The Board asked Ms. Sturk to reach out to Jesse Westrum of NWMAR in response to his letter to the Board.

## **8. One Watershed One Plan Upper Red Lake Discussion**

Environmental Services Director, Brent Rud, discussed the One Watershed One Plan for Upper Red Lake. The SWCD has met with all the partners and discussed the potential timeframe for submitting a grant and working on the Plan. It was agreed that the next grant cycle would be appropriate, which is anticipated grant application submittal deadline of June 10, 2022. Beltrami County is a part of 8 of the total 64 watersheds in Minnesota.

A Resolution of support is the required next step in this process. The plan is anticipated to be completed by late 2023/early 2024, then followed by implementation.

## **9. Joint and Remote Meeting Schedule**

Administrator, Tom Barry opened the discussion with the Board regarding holding joint and/or remote location meetings through this coming year.

After discussion, it was recommended that the County reach out to Eckles and Northern Townships to see if they have any interest in hosting a County Board meeting. Commissioner Olson will contact Eckles Township and Administrator Barry will contact Northern.

## **8. Administrator's Report**

- CSAH 20 Project has gotten support from Representative Stauber's Officer for \$11 million in funding and staff has also submitted to the MN Senators as well for support.
- Jail Committee – Consultant has indicated that everything is on track for a preliminary draft of feasibility study will be ready in August.
- The County participated in a community Job Fair last week. Apx. 150 attendees.
- Union negotiation prep work for negotiations anticipated to begin in June.
- City of Bemidji is proposing Customized Zoning around the airport and development of a Joint Planning Zoning Board. Meeting scheduled for May 17.
- County was notified of a termination of contract with one of the contracted Attorneys. Staff is asking for direction on the process to find a replacement. Board recommendation is to go through the RFQ posting process to find candidates for the position.
- OSHA inspection is closed out. Very few and minor corrective actions were required.

## **9. Other Business Items**

### **a) Review Bills**

### **b)**

## **10. Review Agenda for the May 3, 2022 Regular Board Meeting**

The following changes were made to the Consent and Regular Agendas:

- Amend Approval of the Minutes to include April 19 meeting
- Remove Approval of Bods on SAP 004-600-019 from the Consent
- Add Approval of 1W1P Upper Red Lake Policy Committee Appointment to the Consent and remove from Regular Agenda
- Remove Approval of Bids SAP 004-612-017, SAP 004-657-004 & CP 004-305-022 and move to the Regular Agenda
- Remove Approval of Bids CP 004-022-001 from the Consent and move to the Regular Agenda.
- Remove Approval of Bids SAP 004-030-012 from the Consent and move to the Regular Agenda.

## **11. Adjourn**

The Work Session was adjourned at 4:49 p.m.