



# BELTRAMI COUNTY

## WORK MEETING AGENDA

Beltrami County Board of Commissioners  
August 20, 2024  
3:00 p.m.

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

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

1. Call to Order – 3:00 p.m.
2. Introduction of New Employees
3. Identify Future Work Meeting Topics
4. Veterans Services Competitive Grant Opportunity – 3:05 p.m. [pg. 1](#)
5. 2024 County Parks System & Recreation Update – 3:25 p.m. [pg. 2](#)
6. Marriage Ceremony Services – 3:45 p.m. [pg. 3](#)
7. Set Road Tour Date – 4:05 p.m. [pg. 4](#)
8. Township/City Road Maintenance Rate Structure – 4:10 p.m. [pg. 5](#)
9. Administrator's Update – 4:40 p.m.
10. Other Business Items – 4:45 p.m.
  - a) Review Bills
11. Review Agenda for the August 20, 2024 Regular Board Meeting – 4:50 p.m.
12. Adjourn – 4:55 p.m.



Date: 8/15/2024  
Beltrami County Commission  
Work Agenda

# BELTRAMI county

## AGENDA BILL

**SUBJECT:** CVSO Competitive Grant

**RECOMMENDATIONS:** Outline the CVSO Competitive Grant to the County Board

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**DEPARTMENT OF ORIGIN:** Veterans Service Office

**CONTACT PERSON (Name and Phone Number):** Shane Gustafson, CVSO 218-333-4192

**DATE SUBMITTED:** August 15, 2024

**CLEARANCES:** Tom Barry

**BUDGET IMPACT:** \$0 for 24 months. After 24 months, the county assumes maintenance, fuel, licensing, and insurance responsibilities for the mobile unit.

**EXHIBITS:** None

### **SUMMARY STATEMENT:**

The County Veterans Service Office is applying for the Minnesota Department of Veterans Affairs Competitive Grant to purchase a mobile claims vehicle and trailer. If the grant is awarded it would allow the Veteran Service Office to reach our underserved veteran populations in remote, rural areas, and tribal lands across Beltrami County.

The priorities of this new and innovative program can enhance our ability to reduce veteran's homelessness and provide suicide awareness.

Additionally, the mobile unit will enhance the office's ability to conduct outreach at various events throughout the county.



**Meeting Date: August 20, 2024**  
**Beltrami County Commission**  
**Work Agenda**

**AGENDA BILL**

**SUBJECT: 2024 County Parks System and Recreation Update**

**RECOMMENDATIONS:** Informational – A presentation by the NRM Department of proposed projects and 2024 activities.

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**DEPARTMENT OF ORIGIN:** Natural Resources Management

**CONTACT PERSON:** Lori Clark, Recreation Resource Manager, 333-4165  
Shane Foley, Director of NRM, 333-4163

**DATE SUBMITTED:** August 14, 2024

**CLEARANCES:** NRM, 2008 Beltrami County Recreational Facilities Plan

**BUDGET IMPACT:** All expenditures from approved 2024 budget

**EXHIBITS:** PowerPoint to be presented

**SUMMARY STATEMENT:** An overview of current County Parks and Recreation projects and activities, including updates on each park unit, and also highlighting upcoming projects.



# BELTRAMI county

Meeting Date: August 20, 2024  
Beltrami County Commission  
Work Agenda

## AGENDA BILL

**SUBJECT: Marriage Ceremony Services**

**RECOMMENDATIONS:** Hear the proposal of adding marriage ceremony services to the License Center.

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**DEPARTMENT OF ORIGIN:** Auditor-Treasurer

**CONTACT PERSON:** JoDee Treat, Auditor-Treasurer      218-333-4175

**DATE SUBMITTED:** 8/15/24

**CLEARANCES:** Leala Roth, License Center Director

**BUDGET IMPACT:** Additional revenue

**EXHIBITS:** NA

**SUMMARY STATEMENT:** There has recently been a change in laws regarding who can perform civil marriage ceremonies, Minnesota Statute 517.04. Anyone 21 years of age and older can register as a civil marriage officiant and perform civil ceremonies. This has opened up the possibility of the License Center employees performing civil marriage ceremonies at the time the couple acquires their marriage license.



**Meeting Date: August 20, 2024  
Beltrami County Commission  
Work Agenda**

**AGENDA BILL**

**SUBJECT:** Road Tour date

**RECOMMENDATIONS:** set date

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**DEPARTMENT OF ORIGIN:** Highway

**CONTACT PERSON:** Bruce Hasbargen, County Engineer, 218-333-8180

**DATE SUBMITTED:** August 14, 2024

**CLEARANCES:** N/A

**BUDGET IMPACT:** none

**EXHIBITS:** none

**SUMMARY STATEMENT:**

Propose having a Road Tour on Monday, October 7th. It would start at the Administration building parking lot at 8am and conclude around 3 pm.



# BELTRAMI county

**Meeting Date: August 20, 2024**  
**Beltrami County Commission**  
**Work Agenda**

## AGENDA BILL

**SUBJECT:** Township/City Road Maintenance Rate

**RECOMMENDATIONS:** Review draft rate structure

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**DEPARTMENT OF ORIGIN:** Highway

**CONTACT PERSON:** Bruce Hasbargen, County Engineer, 333-8180

**DATE SUBMITTED:** August 14, 2024

**CLEARANCES:** None

**BUDGET IMPACT:** None

**EXHIBITS:** Spreadsheet with Twp billing amounts and proposed rate impacts

### **SUMMARY STATEMENT:**

The Highway Department requests that a per mile rate structure be considered for the work we do for townships and cities. A per mile rate structure would eliminate administrative time (operators filling out account receivable forms, office staff reviewing data, and accountant invoicing and collecting payments). A per mile rate structure would require only one invoice.

As part of our cost accounting, the Hwy Dept tracks equipment operating costs and every year the rates are updated to cover costs. Historically we have used those rates when recommending rates for work for others (Twp/Cities), along with wages and benefits. Last year the Board set the rate for blading/plowing at \$180/hr.

2024 rate for tandem truck	\$115/hr	2024 rate for motor grader	\$130/hr
Average operator rate	\$41/hr	Average operator rate	\$41/hr
<b>Total</b>	<b>\$156/hr</b>	<b>Total</b>	<b>\$171/hr</b>

Our rate setting has not accounted for overtime. Work for others is done when we are in the area, which can be during any time in a 14-hour day. The average additional cost for overtime is \$7/hr.

These rates also do not fully cover costs. We have unallocated costs that are not directly related to equipment or wages that have not been included. Examples include administrative and management wages, vacation and holiday pay, facility costs, property insurance, and winter salt/sand. The unallocated costs are substantial.

Our cost accounting tracks costs for specific types of maintenance. The following is a 3-year average for CRs (not CSAHs) and includes the unallocated costs.

Gravel blading (summer)	\$742/mile (direct costs)
	\$515/mile (unallocated costs)
	<b>\$1,257/mile Total</b>
Gravel plowing (winter)	\$568/mile (direct costs)
	\$388/mile (unallocated costs)
	<b>\$956/mile Total</b>
Paved plowing (winter)	\$2,027/mile (direct costs)
	\$1,936/mile (unallocated costs)
	<b>\$3,964/mile Total</b>

Not including unallocated costs and overtime leads to subsidizing townships that we do work for. The subsidized rates also make it harder for private contractors to compete or even be in the business.

Another consideration that should be used in setting rates is staffing levels. The Hwy Dept has limited staff to do winter plowing. We have 17 operators and 1 signman/operator that cover 18 plow routes. We do not have spare operators; our backup is the mechanic and supervisors, otherwise routes are expanded to help cover. A reduction in winter plowing for others would help reduce the workload. Any additional plowing for others would require additional full-time staff. Summer blading for others does not cause a staffing issue. Blading is covered by 6 routes. We have additional operators and 2 additional motor graders if needed. Blading can also be done when there is time, it does not need to be done right away like snow removal.

The included spreadsheet lists the townships that we have performed work for, the number of miles maintained, the largest amount we have billed them in the last three years, and amount billed per mile. Summer blading and winter plowing are separated. At the bottom is the average per mile cost.

The far-right two columns in blue show potential costs for winter maintenance using proposed rates of \$650/mile gravel and \$2,050/mile paved and the % increase over the highest amount billed. The far-right columns in green show potential costs for summer maintenance using proposed rate of \$850/mile and the % increase over the highest amount billed. These proposed rates are similar to the average rate that has been billed to the townships and would bring in similar revenue. They would also cover the average

county road direct costs, but not the full unallocated costs. To cover those unallocated costs, we propose the rates are increased \$50/mile for the next five years.

The new proposed rates compared to the initial proposed rates:

Snowplowing gravel \$650 (\$1,200 initial)

Snowplowing paved \$2,050 (\$2,000 initial)

Blading \$850 (\$1,000 initial)



Township	WINTER ROAD miles	Largest invoice last 3 years	Proposed rate	% increase over largest	\$ 650		SUMMER ROAD miles	Largest invoice last 3 years	Proposed rate	% increase over largest
					\$	\$				
ALASKA	14.50	\$ 10,940.00	\$ 9,425	-14%	\$	\$	14.78	\$ 11,270.00	\$ 12,563	11%
<i>Billing per mile</i>		\$ 754.48						762.52		
BENVILLE	23.33	\$ 5,360.00	\$ 15,165	138%			0.00	\$ 2,905.00	\$ 4,454	53%
<i>Billing per mile</i>		\$ 272.61						554.39		
BIG GRASS (U)	5.24	\$ 2,550.00	\$ 3,406	34%			5.24	\$ 2,092.50	\$ 1,904	-9%
<i>Billing per mile</i>		\$ 486.64						934.15		
BIRCH	2.61	\$ 3,622.50	\$ 1,697	-53%			2.24	\$ 8,487.78	\$ 3,528	-58%
<i>Billing per mile</i>		\$ 1,387.93						2,045.25		
BROOK LAKE (U)	4.15	\$ 4,470.00	\$ 2,698	-40%			4.15	\$ 4,317.15	\$ 4,990	16%
<i>Billing per mile</i>		\$ 1,077.11						735.46		
DURAND	5.87	\$ 5,821.25	\$ 3,816	-34%			5.87	\$ 3,060.00	\$ 5,508	80%
<i>Billing per mile</i>		\$ 991.70						472.22		
ELAND (U)	6.48	\$ 2,200.00	\$ 4,212	91%			6.48	\$ 3,060.00	\$ 5,508	80%
<i>Billing per mile</i>		\$ 339.51								
HAMRE	7.20	\$ 6,405.00	\$ 4,680	-27%			0.00			
<i>Billing per mile</i>		\$ 889.58								
HINES	18.12	\$ 8,688.75	\$ 11,778	36%			0.00			
<i>Billing per mile</i>		\$ 479.51								
LANGOR	16.21	\$ 5,222.50	\$ 10,537	102%			0.00			
<i>Billing per mile</i>		\$ 322.18								
LEE	24.09	\$ 5,860.00	\$ 15,659	167%			0.00			
<i>Billing per mile</i>		\$ 243.25								
MAPLE RIDGE	8.01	\$ 5,858.75	\$ 5,207	-11%			8.01	\$ 7,825.00	\$ 6,809	-13%
<i>Billing per mile</i>		\$ 731.43						976.90		
MINNIE	12.56	\$ 3,085.00	\$ 8,164	165%			0.00			
<i>Billing per mile</i>		\$ 245.62								
MOOSE LAKE	14.21	\$ 5,095.00	\$ 9,237	81%			0.00			
<i>Billing per mile</i>		\$ 358.55								
NEBISH	11.99	\$ 9,475.00	\$ 7,794	-18%			0.00			
<i>Billing per mile</i>		\$ 790.24								
NORTHWOODS (U)	12.19	\$ 4,200.00	\$ 7,924	89%			15.80	\$ 8,800.00	\$ 13,430	53%
<i>Billing per mile</i>		\$ 344.54						556.96		
OBRIEN	10.26	\$ 4,882.50	\$ 6,669	37%			10.26	\$ 4,355.00	\$ 8,721	100%
<i>Billing per mile</i>		\$ 475.68						424.46		
PORT HOPE	15.46	\$ 11,133.75	\$ 15,691	41%			15.46	\$ 10,800.00	\$ 13,141	22%
<i>Billing per mile</i>		\$ 720.16						698.58		
QUIRING	2.87	\$ 1,407.50	\$ 1,866	33%			0.00			
<i>Billing per mile</i>		\$ 490.42								
RED LAKE (U)	7.61	\$ 2,460.00	\$ 4,947	101%			7.61	\$ 8,460.00	\$ 6,469	-24%
<i>Billing per mile</i>		\$ 323.26						1,111.70		
ROOSEVELT	10.07	\$ 7,574.25	\$ 6,546	-14%			10.07	\$ 9,370.00	\$ 8,560	-9%
<i>Billing per mile</i>		\$ 751.86						930.49		
SPRUCE GROVE	6.11	\$ 3,607.50	\$ 3,972	10%			0.00			
<i>Billing per mile</i>		\$ 590.43								
SUGAR BUSH	12.00	\$ 7,605.00	\$ 7,800	3%			0.00			
<i>Billing per mile</i>		\$ 633.75								
SUMMIT	7.68	\$ 4,875.00	\$ 4,992	2%			0.00			
<i>Billing per mile</i>		\$ 634.77								
TURTLE RIVER		\$ 28,672.50	\$ 25,933	-10%						
+salt applied when plowing bitum		\$ 6,823.50								
total		\$ 35,496.00								
<i>Billing per mile</i>	25.81	\$ 1,375.28					0.00			
6.54 miles paved rds										
19.27 gravel										
average of all townships		\$ 628.43		36%				\$ 850.26		19%
Totals	284.63	\$ 178,869.38	\$ 199,808				105.97	\$ 90,104.82	\$ 90,075	