



BELTRAMI COUNTY

REGULAR MEETING AGENDA

Beltrami County Board of Commissioners
September 17, 2024
5:00 p.m.

Meeting to be held in the County Board Room
County Administration Building, 701 Minnesota Avenue NW
Bemidji, MN
Commissioner Gaasvig will be participating via Zoom from the Crowne Plaza – 3131
Campus Dr., Plymouth, 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 and Roll Call - 5:00 p.m.**
2. **Pledge of Allegiance – 5:00 p.m.**
3. **General Comments – Board Chair – 5:00 p.m.**
4. **Citizens Addressing the Board – 5:00 p.m.**

Beltrami County makes a point of providing an opportunity for citizens to attend County Board meetings as well as providing a way for citizens to present issues to the Board. The County has set up a Zoom meeting and will stream the meeting to its Youtube Channel to provide improved accessibility. A citizen may address the Board in person or via the Zoom meeting. To address the Board via the Zoom meeting, citizens, will need to email the meeting coordinator at diane.moe@co.beltrami.mn.us by Noon, the day of the meeting stating their name and address. They will then be sent an email invitation to join the 5:00 pm meeting. Citizens will be heard in the order that they have entered the meeting waiting room and after any in-person citizen comments. All comments will be limited to 5 minutes.

The County Board Chair will make the following announcement after the Pledge of Allegiance and General Comments:

Anyone wishing to address the County Board on an item not on the agenda may come forward at this time to be recognized by the Board Chair. Please state your name and address for the record. Comments are limited to five minutes. A personnel complaint against an individual County employee may not be heard initially at a Board meeting. Personnel complaints may be submitted to the Board in writing through the County Administrator's Office. A person addressing the board may not use profanity or vulgar language.

5. **Approval of the Agenda (Additions/Corrections/Deletions) – 5:00 p.m.**
6. **Approval of the Consent Agenda**

Items on the Consent Agenda are considered to be routine by the County Board of Commissioners and may be enacted through one motion. Any item on the Consent Agenda may be removed by any of the Commissioners for separate consideration.

CONSENT AGENDA
5:00 p.m.

- 7a. **Approval of the Minutes.** Minutes of the Board of Commissioners Regular Meeting held September 3, 2024 as presented. Minutes of the Board of Commissioners Work Meeting held on September 3, 2024. Correction to the Minutes of the August 20, 2024 Regular Meeting. [pg. 1](#)
- 7b. **Auditor/Treasurer: Review of Auditor Warrant Payment Listing** [pg. 10](#)
- 7c. **Auditor/Treasurer: Approval to Pay the Bills** [pg. 11](#)
- 7d. **Auditor/Treasurer: Approval of Unorganized Township Levies** [pg. 12](#)
- 7e. **Facilities Management: Approval of 9th Judicial District HCH Lease Agreement** [pg. 13](#)
- 7f. **Health & Human Services: Approval of Family Child Care Licenses** [pg. 26](#)
- 7g. **Health & Human Services: Approval of Family Foster Care Licenses** [pg. 28](#)
- 7h. **Health & Human Services: Approval of Bills Paid** [pg. 30](#)
- 7i. **MIS: Approval of MOA with Center for Internet Security** [pg. 31](#)
- 7j. **Sheriff: Approval of Resolution and Grant Agreement for Participation in DWI Enforcement Officer Program** [pg. 44](#)
- 7k.

REGULAR AGENDA
5:10 p.m.

- 8. **FY 2025 Preliminary Budget and Levy** [pg. 51](#)
- 9. **Additional Items**

COMMISSIONERS' BUSINESS ITEMS

- 10. **Legislative/Lobbying Issues** [pg. 60](#)
- 11. **Commissioners' Reports**
- 12. **Review Upcoming Meeting Schedule**
- 13. **Adjourn**

Date: September 17, 2024
Beltrami County Commission
Consent Agenda



AGENDA BILL

SUBJECT: Approval of the Minutes and Corrected Minutes

RECOMMENDATIONS: Approval, as presented

DEPARTMENT OF ORIGIN: County Administration

CONTACT PERSON (Name and Phone Number): Thomas Barry, 333-8478

DATE SUBMITTED: September 11, 2024

CLEARANCES: N/A

BUDGET IMPACT: N/A

EXHIBITS: Attached Minutes

SUMMARY STATEMENT:

Copies of the minutes of past meeting, September 3, 2024 Work Session and Regular Board Meetings and a correction to the August 20, 2024 Regular Board Meeting, are presented for the review and approval of the County Board.

**MINUTES OF THE PROCEEDINGS
OF THE BELTRAMI COUNTY BOARD OF COMMISSIONERS
September 3, 2024**

The Beltrami County Board of Commissioners met in regular session on September 3, 2024, at the County Board Room, County Administration Building, Bemidji, Minnesota.

CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

Chair John Carlson, called the meeting to order at 5:00 p.m. Commissioners Craig Gaasvig, Tim Sumner, and Richard Anderson were present. Commissioner Joe Gould was absent.

GENERAL COMMENTS - BOARD CHAIR

None.

CITIZENS ADDRESSING THE BOARD

None.

APPROVAL OF AGENDA

No additions or corrections were made to the agendas.

GENERAL BUSINESS

Approved Agenda and Amendments

A motion to approve the Agenda and Amendments was made by Commissioner Gaasvig, seconded by Commissioner Anderson, and unanimously carried.

Approved Consent Agenda

A motion to approve the Consent Agenda was made by Commissioner Anderson, seconded by Commissioner Gaasvig, and unanimously carried.

CONSENT ITEMS

Approved Minutes

The Board, by adoption of its Consent Agenda, approved the Minutes of the Board of Commissioners Work Meeting held August 20, 2024, and the Minutes of the Board of Commissioners Regular Meeting held August 20, 2024, as submitted.

Approved Auditor/Treasurer Warrant Payment Listing

The Board, by adoption of its Consent Agenda, received and approved the warrant payment listing submitted by the Auditor/Treasurer's Office.

Approved Payment of Auditor/Treasurer Bills

The Board, by adoption of its Consent Agenda, approved payment of Auditor/Treasurer bills, as submitted.

Approved Victi Service Coordinator Grant Agreement

The Board, by adoption of its Consent Agenda, approved the MN Department of Public Safety Victim Service Coordinator Grant Agreement through September 30, 2025, with revised Exhibit A, as submitted.

Approved 2024-25 PLSS Corner Remonumentation Contract

The Board, by adoption of its Consent Agenda, approved the 2024-2025 PLSS Corner Remonumentation Contract for Sugar Bush and Taylor Townships, with Kramer Leas DeLeo PC, as submitted.

Approved Health & Human Services Warrant Payment List

The Board, by adoption of its Consent Agenda, received and approved the warrant payment listing submitted by Health & Human Services Department.

Approved MOU with Clearwater County for CSAH 3 Project

The Board, by adoption of its Consent Agenda, approved the Memorandum of Understanding with Clearwater County for Beltrami CSAH 3 and Clearwater County CSAH 7, Centerline Road, as submitted.

Approved Resolution to Establish 2025 Mixed Solid Waste Market Price

The Board, by adoption of its Consent Agenda, approved the Resolution to establish the 2025 Mixed Solid Waste Market Price:

WHEREAS, MS 297H.02 requires certain political subdivisions to identify by Resolution a Market Price for solid waste management tax purposes if the political subdivision subsidizes the cost of Municipal Solid Waste (MSW) disposal at a facility, or directly bills for organized collection of MSW on property tax statements; and

WHEREAS, The political subdivision will be liable for any Solid Waste Management Tax (SWMT) based only on the Market Price identified by Resolution; and

WHEREAS, Market Price is defined in the State Statute as the "lowest price available in the area"; and

WHEREAS, The County of Beltrami declares the Market Price for all MSW generated in Beltrami County during CY2025 to be \$34.05

per ton, based upon the lowest price available in the area. Beltrami County's identified Market Price includes both the cost per ton-mile for transportation and the cost per ton for disposal, assuming disposal at the Gentilly Landfill. All costs were calculated using current hauling and tip fee rates offered in the region.

Approved Bemidji Transfer Station Roof Bid Award

The Board, by adoption of its Consent Agenda, approved the bid award for the Bemidji Transfer Station roof project, to the lowest responsible bidder, T-10 of Oak Grove, MN in the amount of \$528,000.00, as submitted.

Approved Adding Crushed Concrete to the 2024 Fee Schedule

The Board, by adoption of its Consent Agenda, approved adding a fee for the sale of crushed concrete at the Demolition Landfill to the 2024 County Fee Schedule, in the amount of \$23/cubic yard.

REGULAR AGENDA

Township/City Road Maintenance Rates

Highway Engineer, Bruce Hasbargen reviewed the proposed township/city road maintenance rates for implementation in 2025. Currently, the Highway Department is charging an hourly rate.

Proposed rates are:

- Snowplowing gravel \$650/mile
- Snowplowing paved \$2,050/mile
- Blading \$850/mile

The Board discussed the potential impact to some townships and the timing of implementation to coordinate with township budgeting & levy, and county billing for services.

A motion was made by Commissioner Anderson, and seconded by Commissioner Gaasvig, to approve the proposed rates for snowplowing and blading services to townships, with implementation to begin with winter plowing services in 2025. Vote carried 3:1. Sumner voted no.

Marriage Ceremony Services

License Center Director, Leala Roth, reviewed the recent change in MN law regarding who can perform civil marriage ceremonies. Anyone 21 years of age or older can register as a civil marriage officiant. This has opened the possibility for the License Center employees to perform civil marriage ceremonies at the time the couple acquires their marriage license. Ms Roth

reviewed the proposed Policy that would be implemented if the Board was in favor of providing this service at the License Center.

A motion was made by Commissioner Gaasvig, and seconded by Commissioner Anderson, to approve the proposed marriage ceremony service, the fee of \$50, and implementation of the Marriage Ceremony Services Policy as presented. Unanimously carried.

COMMISSIONERS' BUSINESS

Legislative/Lobbying Issues & Commissioners' Reports

- Commissioner Gaasvig reported that the Planning Commission would begin review of the proposed Cannabis Ordinance language at the September 30 Commission Meeting.
- Commissioner Carlson provided several committee updates; noting the Sept 10 JAZB meeting scheduled to adopt the airport zoning plan.
- Commissioner Sumner requested swapping his upcoming Management Team assignment with another member of the Board. Schedule was agreed upon as:
 - o September 11 - John Carlson
 - o October 9 - Craig Gaasvig
 - o November 13 - Tim Sumner

Review Upcoming Meeting Schedule

Next regular meeting of the County Board will be September 17, 2024, in the Board Room of the County Administration Building.

MEETING ADJOURNMENT

A motion to adjourn the Board meeting at 5:43 p.m. was made by Commissioner Gaasvig, seconded by Commissioner Sumner, and unanimously carried.

John Carlson, Chair

Thomas H. Barry, County Administrator

WORK MEETING MINUTES

Beltrami County Board of Commissioners
September 3, 2024
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 John Carlson, Commissioner Tim Sumner, and Commissioner Richard Anderson. Commissioner Joe Gould was absent.

1. Call to Order

John Carlson called the meeting to order at 3:00 pm

2. CLOSED SESSION

A motion was made by Commissioner Anderson and seconded by Commissioner Gaasvig, to begin the closed session. Unanimously carried.

A motion was made by Commissioner Gaasvig, and seconded by Commissioner Anderson, to end the closed session at 3:22 pm and return to the regular Work Agenda. Unanimously carried.

3. Introduction of New Employees

Five new Corrections Officers were introduced.

4. Identify Future Work Meeting Topics

None.

5. 2023 Financial Statements Review

Doug Host, with CliftonLarsonAllen presented a summary on the audit of the Beltrami County financial statements. He reviewed required communications, internal control, single audit, Minnesota legal compliance, financial results and key issues.

In summary, a clean opinion was declared, overall fund balance levels have decreased and GASB 94 & 96 were implemented.

6. 2025 Preliminary Budget & Levy

2025 preliminary Budget Book and proposed 2025 levy as recommended by the Budget Committee, were presented to the Board. The Budget and Levy adoption is scheduled for September 17, 2024.

Administrator Barry reviewed the budget process and next steps. The proposed Levy increase is 7.88%. Three main drivers of the increase are:

- 1.7% Jail medical & operations
- 2.6% salaries, insurance & benefits
- 3.6% to balance budget for Health & Human Services

The Board was encouraged to ask questions and reach out to staff before the September 17 Board meeting, where they will be asked to finalize and approve the budget and levy. A Special Work Session can be scheduled if needed, and a final budget and property tax levy must be approved by September 30.

7. County Transportation System Update

Highway Engineer, Bruce Hasbargen provided an update on the state of the County's road system. The County Road System consists of:

- 81 County and 44 Township bridges of 10 feet or greater
- 340 miles of gravel roads
- 407 miles of paved roads

Pavement condition is collected every 2 years. The most recent data is from 2022 and has been collected in 2024 but results have not yet been received. Mr. Hasbargen demonstrated the pavement preservation software program that is used to monitor and evaluate the county road system.

Reminder: The Road Tour is scheduled for September 30, beginning at 8 am.

8. County Emergency Declaration

Emergency Management Director, Chris Muller joined the meeting via Zoom, and reviewed the emergency declaration process for the storm that traversed southern Beltrami County on July 31, 2024. Heavy rainfall and extreme wind toppled many trees and damaged structures, roads, parks and other facilities. The County Board declared a local state of emergency on August 20 for the response and recovery to the storm. A preliminary damage assessment was completed and confirmed the County had enough damages to be eligible for assistance from the State. The request was submitted to the Governor, and upon approval eligible applicants would be reimbursed at a rate of 75% for eligible costs.

9. Add Crushed Concrete to County Fee Schedule

Highway Engineer, Bruce Hasbargen, reviewed adding a fee to the current County Fee Schedule for the sale of crushed concrete at the demolition landfill. The Highway Department does not have a need for the material this year, so it is being proposed to make it available to the public. The Solid Waste Committee has reviewed and approved a rate of \$23/cubic yard.

8. Administrator's Report

- Jail Project
 - Design Complete
 - Plans submitted for review to City and State
 - Ottertail Power easements complete
 - In the Pre-Qualification stage for bidders
- Still working to schedule a Paul Bunyan Transit Joint Powers meeting
- The concern about undocumented citizens receiving County HHS benefits was reviewed and clarified to the Board. There are no undocumented residents that the County is aware of receiving any assistance.
- Date: Sept 4 MPCA Solid Waste Public Hearing

9. Other Business Items

a) Review Bills

b)

10. Review Agenda for the September 3, 2024 Regular Board Meeting

No changes or additions were made to the agendas.

11. Adjourn

The Work Session was adjourned at 4:44 p.m.

Approved Veteran Service Application for MN Department of Veterans Affairs Grant

The Board, by adoption of its Consent Agenda, approved the Veterans Service Office Application for the MN Department of Veterans Affairs Competitive Grant.

REGULAR AGENDA

2025 Employee Insurance

Human Resources Director, Ann Schroeder, reviewed the 2025 insurance rates for employee health insurance. Prime Health Insurance renewal rates came in with an average increase of 3.3%. There were no changes for non-HSA plans, no change to max out of pocket on HSA/VEBA plans, no change in family plan child/spouse rates, and an increase in employer contribution to HAS/VEBA of \$50/single and \$100/family plans, per current union contracts. All other insurances remain unchanged for 2025.

A motion was made by Commissioner Gaasvig, and seconded by Commissioner Anderson, to approve the 2025 employee insurance rates as recommended by the Labor Management Committee on Insurance: 1)Health Insurance rates with an average 3.3% increase in premium 2)Employer contribution increases of \$50/single and \$100/family plans and all other voluntary benefit plans with no changes. Carried 4:1 vote. Gould voted No.

Current ~~union PrimeHealth contracts~~ are is through 2027. It was mentioned that a review of other insurance choices could be solicited at that time.

County Emergency Declaration Resolution

Chris Muller, Emergency Management Director presented information around the July 31, 2024 intense storm that went across Southern Beltrami County. By declaring an Emergency for this event, it will be possible get reimbursement from the State of MN and Federal funding for repairs from storm damages.

Resolution Declaring Beltrami County in a State of Emergency for Response to Destructive Severe Thunderstorms:

WHEREAS, Beltrami County experienced a destructive severe thunderstorm on July 31st, 2024 and numerous other weather events during the end of July and early August; and

WHEREAS, several hundred trees were downed from strong winds resulting in significant public infrastructure property damage; and



BELTRAMI
county

Meeting Date: September 17, 2024
Beltrami County Commission
Consent Agenda

AGENDA BILL

SUBJECT: Commissioner Warrants

RECOMMENDATIONS: Approval of bills to be paid as Commissioner Warrants.

DEPARTMENT OF ORIGIN: Auditor-Treasurer

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

DATE SUBMITTED: September 11, 2024

CLEARANCES: County Department Heads

BUDGET IMPACT: Budgeted Expenditures

EXHIBITS: Warrant Listing provided during Work Session

SUMMARY STATEMENT: The Commissioner Warrant Listing will be provided at the County Board Work Session. These invoices have been approved and submitted by their respective Department Heads for payment. In compliance with Statute, all Warrants will be mailed to vendors on day three of approval.



BELTRAMI county

Meeting Date: September 17, 2024
Beltrami County Commission
Consent Agenda

AGENDA BILL

SUBJECT: Auditor Warrants

RECOMMENDATIONS: Approval of bills that have been paid as Auditor Warrants.

DEPARTMENT OF ORIGIN: Auditor-Treasurer

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

DATE SUBMITTED: September 11, 2024

CLEARANCES: Beltrami Auditor-Treasurer

BUDGET IMPACT: Budgeted Expenditures

EXHIBITS: Warrant Listing in Commissioner's Office

SUMMARY STATEMENT: Auditor Warrants are paid weekly upon approval of the Beltrami County Auditor-Treasurer. Auditor Warrants are typically standard re-occurring invoices, Fiscal Agency expenditures, or items already approved by the Board of Commissioners. The Auditor Warrant Listing will be provided for Commissioner review in the Commissioner's Office. All Warrants have been mailed to vendors the week they were processed.



Meeting Date: September 17, 2024
 Beltrami County Commission
 Consent Agenda

AGENDA BILL

SUBJECT: Unorganized Township Levies

RECOMMENDATIONS: Adopt Unorganized Township levies as recommended below.

DEPARTMENT OF ORIGIN: Auditor-Treasurer

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

DATE SUBMITTED: September 12, 2024

CLEARANCES: Beltrami County Engineer

BUDGET IMPACT: NA

EXHIBITS: NA

SUMMARY STATEMENT:

The County Board acts as the Town Board for the unorganized townships. After meeting with the County Engineer, these levies are based on projected expenditures in the township, their cash balance and the ability of their tax base to support a levy. Any unorganized township not noted will have a zero levy as they have ample reserves or other revenue to support demands.

	2024	2025			
	Levy	Road	Fire	Total Levy	Increase
Brook Lake	32,500	28,125	6,000	34,125	5%
Eland	6,300	5,815	800	6,615	5%
Red Lake	4,300	3,990	525	4,515	5%
Northwood	10,800	9,890	1,450	11,340	5%
Big Grass	4,400	3,920	700	4,620	5%



BELTRAMI county

Date: September 9, 2024
Beltrami County Commission
Consent Meeting Agenda

CONSENT AGENDA BILL

SUBJECT: State of MN Ninth Judicial District HCH Lease Agreement

RECOMMENDATIONS: Approve the State of MN Ninth Judicial District Historic Courthouse Lease Agreement.

CONTACT PERSON: Steve Shadrick, Facilities Manager 333-8475

DATE SUBMITTED: September 9, 2024

BUDGET IMPACT: \$13,366 Annual Revenue (10/1/24 – 9/30/25)
\$13,529 Annual Revenue (10/1/25 – 9/30/26)
\$13,692 Annual Revenue (10/1/26 - 9/30/27)

ATTACHMENTS: Lease Agreement

SUMMARY STATEMENT:

The State of MN Ninth Judicial District has been a long term partner of the County since 1998. They currently lease 652 square feet of space within the Historic Courthouse. They wish to renew their lease with the County for an additional three years.

STATE OF MINNESOTA

LEASE AGREEMENT

THIS LEASE AGREEMENT is between County of Beltrami, Beltrami County Administration Building, 701 Minnesota Avenue, Suite 200, Bemidji, Minnesota 56601, Attn: County Administrator, hereinafter referred to as LESSOR, and the STATE OF MINNESOTA, Ninth Judicial District Administrator, 616 America Avenue NW, Suite 250, Bemidji, Minnesota 56601, hereinafter referred to as LESSEE,

WITNESSETH; LESSOR and LESSEE, in consideration of the rents, covenants and considerations hereinafter specified, do hereby agree each with the other as follows:

1. LEASED PREMISES

LESSOR grants and LESSEE accepts the lease of the following described Leased Premises located in the City of Bemidji, County of Beltrami, Minnesota, 56601 to-wit:

Room 108, in the building know as Beltrami County Historical Courthouse located at 619 Beltrami Avenue NW, Bemidji, MN 56601.

2. USE

LESSEE shall use and occupy the Leased Premises only as office space and for such related activities.

3. TERM

The term of this Lease Agreement is three (3) years, commencing on October 1, 2024 and continuing through September 30, 2027.

4. PAYMENT OF RENT

4.1 As rent for the Leased Premises and in consideration for all covenants, representations and conditions of this Lease Agreement, LESSEE agrees to pay LESSOR the sum of forty thousand five hundred eighty-seven and 12/100 dollars (\$40,587.12) for the term of the Lease Agreement, such amount shall be paid in accordance with the rent schedule set forth below, each payment to become due and payable upon receipt of the invoice.

<u>Lease Period</u>	<u>Monthly Rent</u>	<u>Rent For Period</u>
10/1/24-9/30/25	\$1,113.84	\$13,366.08
10/1/25-9/30/26	\$1,127.42	\$13,529.04
10/1/26-9/30/27	\$1,141.00	<u>\$13,692.00</u>
	Total	\$40,587.12

4.2 LESSOR agrees to mail or personally deliver to LESSEE all original bills and rental statements as follows:

Ninth Judicial District
616 America Avenue NW
Suite 250
Bemidji, MN 56601

- 4.3 LESSEE agrees to pay LESSOR the monthly rent set forth above upon receipt of the semi-annual invoice and mail or deliver said payments to:

County of Beltrami
701 Minnesota Ave
Bemidji, MN 56601
Attn: County Auditor/Treasurer

- 4.4 LESSOR represents and warrants that it is solely entitled to all rents payable under the terms of this Lease Agreement.

5. TERMINATION

- 5.1 In the event that the Minnesota State Legislature does not appropriate to the Supreme Court; State Court Administrator's Office funds necessary for the continuation of this Lease Agreement, or in the event that Federal Funds necessary for the continuation of this Lease Agreement are withheld for any reason, this Lease Agreement may be terminated by LESSEE upon giving thirty (30) days written notice.
- 5.2 Pursuant to Minnesota Statutes, Section 16B.24, Subdivision 6, this Lease Agreement is subject to cancellation upon thirty (30) day written notice by LESSEE for any reason except lease of other non-state-owned land or premises for the same use.
- 5.3 LESSOR and LESSEE hereby agree that at the expiration or earlier termination of this Lease Agreement or extension thereof:
- a. Any equipment and furniture, including, but not limited to, moveable partitions, modular workstations, shelving units, projection screens, audio-video equipment and/or any program equipment (hereinafter referred to as "Personal Property"), whether attached to the Leased Premises by LESSOR or LESSEE shall remain the property of the LESSEE. LESSEE shall remove its Personal Property and vacate and surrender possession of the Leased Premises to LESSOR in as good condition as when LESSEE took possession, ordinary wear and tear and damage by the elements excepted.
 - b. All alterations, additions or improvements made to or installed upon the Leased Premises, whether paid for by LESSOR or LESSEE, including but not limited to walls, floor and wall coverings, supplemental heating, cooling and/or ventilation equipment, fire protection, voice and data cabling, and security systems, which in any manner are attached to the Leased Premises shall remain the property of LESSOR, unless LESSOR has granted prior approval upon LESSEE's request to remove any alterations, additions or improvements, and shall be surrendered with the Leased Premises as a part thereof with no further responsibility or obligation for removal by LESSEE.

6. DUTIES OF LESSOR

LESSOR shall, at its expense, provide the following:

- 6.1 Utilities: LESSOR shall bear the cost of heat, electricity, air-conditioning, gas, sewer, and water.
- 6.2 Electrical Outlets: LESSOR shall provide adequate electrical outlets upon the Leased Premises for the normal office use.
- 6.3 Heating and Cooling: LESSOR warrants that the Leased Premises are served by heating and cooling facilities of a design capacity sufficient to maintain the Leased Premises within the acceptable range of temperature identified below, under all but the most extreme weather conditions, assuming optimal use by LESSEE of all thermostats and other climate control devices, such as the opening or closing of blinds, doors, and vents, within the Leased Premises. LESSOR shall provide LESSEE with written instructions defining said optimal use. For purposes hereof, the acceptable ranges of temperatures are as follows:
 - a. From October 1 through April 30, the acceptable range of temperatures shall be between 68.0 degrees and 74.5 degrees.
 - b. From May 1 through September 30, the acceptable range of temperatures shall be between 72.0 degrees and 76.0 degrees.
 - c. LESSOR shall establish the area operating temperature by 7:00 a.m. and maintain until 5:00 p.m. Monday through Friday.
- 6.4 Relative Humidity

LESSOR warrants that the Leased Premises are served by heating, cooling, and other facilities of a design capacity sufficient to maintain the Leased Premises at a humidity level within the range of 20% - 60% relative humidity, assuming optimal use of the thermostats and other climate control devices, such as the opening or closing of blinds, doors, and vents, within the Leased Premises.
- 6.5 Ventilation
 - a. LESSOR shall provide a minimum of 20 cubic feet of outdoor fresh air per minute per person to the Leased Premises as outlined in Table 2 of ASHRAE (American Society of Heating, Refrigeration and Air Conditioning Engineers, Inc.) Standard 62-1989. An air cleaning device shall be used in the ventilation system which filters the outdoor air and shall have a minimum filtration efficiency rating of 30 percent as measured by ASHRAE Standard 52-92 Atmospheric Dust Spot Efficiency Rating. If air filters are used, LESSOR shall change the filters at least two (2) times per year, or more often if required.
- 6.6 Lighting: LESSOR shall provide the Leased Premises with overhead lighting facilities sufficient to provide 70 foot candle power at desk level.

- 6.7 Restrooms: LESSOR shall provide the Leased Premises with separate restroom facilities for both men and women. Such facilities shall either be situated within the Leased Premises or easily accessible thereto.
- 6.8 Janitorial Service: LESSOR shall provide janitorial services and supplies to the Leased Premises and common areas of the building in accordance with the janitorial schedule as set forth on the attached Exhibit B.
- 6.9 Trash Removal: LESSOR shall provide the Leased Premises with a means or system of waste or trash disposal.
- 6.10 Common Areas: LESSOR shall provide sufficient light, heat and maintenance to the common areas and public access areas to the Leased Premises, including stairways, elevators, lobbies, and hallways, so that such areas shall be safe and reasonable comfortable.
- 6.11 Snow Removal: LESSOR shall keep the public sidewalks adjacent to the building and any sidewalks or stairways leading from the public sidewalks to the building free from snow, ice, and debris.
- 6.12 Maintenance
- a. LESSOR shall maintain in working condition all appurtenances within the scope of this Lease Agreement, including the maintenance of proper plumbing, wiring, heating (and, where applicable, cooling) devices and ductwork.
 - b. LESSOR shall document maintenance on the heating, ventilating and air conditioning system i.e., filter changes and cleaning methods and procedures.
 - c. Air Conditioning Cooling Equipment:
 - (i) Primary fresh air cooling system: All interior surfaces of the ductwork, within five (5) feet downstream and five (5) feet upstream of the cooling coils, the cooling coils and its drainage systems shall be cleaned with a coil cleaning solution. The cleaning shall be performed in March or April of each year. If fiberglass interior liners are located within five (5) feet upstream and downstream of the cooling coils, LESSOR shall either remove the fiberglass liner down to bare metal or cover it with non-permeable material such as galvanized metal.
 - (ii) Secondary cooling system, such as heat pumps: All interior surfaces of the ductwork within two (2) feet downstream of the cooling coils, the cooling coils and its drainage systems shall be cleaned with a coil cleaning solution. The cleaning shall be performed at least once in every two (2) year period. If fiberglass interior liners are located within two (2) feet downstream of the cooling coils, LESSOR shall either remove the fiberglass liner down to bare metal or cover it with non-permeable material such as galvanized metal.
- 6.13 Repairs: LESSOR shall make such necessary repairs so as to continue to provide all such service appurtenances as are required by this Lease Agreement, including any improvements to the Leased Premises, whether or not the improvement was paid for by LESSEE. However, that LESSOR shall not be responsible for repairs upon implements or

articles which are the personal property of LESSEE, nor shall LESSOR bear the expense of repairs to the Leased Premises necessitated by damage caused by LESSEE beyond normal wear and tear.

- 6.14 Delivery of Leased Premises: LESSOR covenants that it will deliver the Leased Premises to LESSEE in a clean and sanitary condition with all services and appurtenances included within the scope of this Lease Agreement in effect and in good running order.
- 6.15 Quite Enjoyment: LESSEE shall have the quiet enjoyment of the Leased Premises during the full term of this Lease Agreement and any extension or renewal thereof.
- 6.16 Taxes and Assessments: LESSOR shall be responsible for payment of all taxes and assessments upon the Leased Premises.
- 6.17 Energy Conservation: In the event any kind of energy conservation measures are enacted by State or Federal authority, it is hereby agreed that LESSOR shall reduce the quantity of utilities and services as may be specifically required by such governmental orders or regulations. Utilities, within the meaning of this article, includes heat, cooling, electricity, water and all the sources of energy required to provide said service.
- 6.18 Exterior Lighting: LESSOR shall provide adequate exterior lighting in the building entrance/exits and loading dock areas.
- 6.19 Disability Access: LESSOR shall provide and maintain the Leased Premises and the Building with accessibility and facilities for meeting code requirements for persons with disabilities, including, but not limited to: Title II and III of the American with Disabilities Act (ADA), applicable laws, rules, ordinances, and regulations issued by any federal, state or local political subdivision and jurisdiction and authority in connection with said property.
- 6.20 Management:
- a. LESSOR agrees that in exercising its management responsibilities of the property of which the Leased Premises are a part, including the maintenance, repair, alterations and construction relating thereto, it shall comply with all applicable laws, statutes, rules, ordinances and regulations, including but not limited to building code, disabilities access, zoning, air quality, pollution control, recyclable materials and prevailing wage requirements, as issued by any federal, state, or local political subdivisions having jurisdiction and authority in connection with said property.
 - b. LESSOR shall use its best efforts to employ practices that protect occupant's health and ensure conservation of natural resources in the operation and maintenance of the building and the Leased Premises.

7. DUTIES OF LESSEE

- 7.1 LESSEE shall allow access to the Leased Premises by LESSOR or its authorized representatives at any reasonable time during the life of the Lease Agreement for any purpose within the scope of this Lease Agreement.
- 7.2 LESSEE shall not use the Leased Premises at any time for any purpose forbidden by law.

7.3 Assignment/Sublease:

LESSEE shall not assign, sublet, or otherwise transfer its interest in this Lease Agreement without the prior written consent of LESSOR.

7.4 LESSEE shall make no alterations, additions, or changes in the Lease Premises without the advance written consent of LESSOR. All alterations, additions, improvements, and fixtures, which may be made or installed by LESSOR upon the Lease Premises and which in any manner are attached to the floors, walls or ceilings, at the termination of this lease shall remain the property of LESSOR, and shall remain upon and be surrendered with the Leased Premises as a part thereof, without damage or injury beyond normal wear and tear and floor covering affixed to the floor shall likewise become the property of LESSOR.

7.5 LESSEE agrees to observe reasonable precautions to prevent waste of heat, electricity, water, air conditioning any other utility or any service, whether such is furnished by LESSOR or obtained and paid for by LESSEE.

7.6 Smoking: Pursuant to Minnesota Statute 16B.24, Subd. 9, LESSOR and LESSEE shall not permit smoking in the Leased Premises.

8. EXPANSION SPACE

In the event LESSEE leases any additional space elsewhere in the building, the rent for said space shall be calculated at the finished office space rate per square foot per year that is in effect under this Lease Agreement at that time. LESSOR shall provide improvements to the expansion space comparable to the improvements provided to the space leased under this Lease Agreement. An amendment shall be executed setting forth the amount of such expansion space, the effective date of LESSEE'S right of occupancy, and the amount of additional rent that shall be due and payable to LESSOR.

9. USABLE SPACE MEASUREMENTS

It is understood by LESSOR and LESSEE that the rent schedule is based upon the number of usable square feet of space occupied by LESSEE. Usable square feet for purposes of the Lease Agreement and calculating rent shall be computed by measuring the inside finished surface of exterior walls to the inside finished surface of building corridor and other permanent walls or to the center of walls separating the Leased Premises from other tenant space. If more than 50% of an exterior wall is glass, the dimension is taken from the glass line. Vertical shafts, elevators, stairwells, dock areas, mechanical rooms, and utility and janitor rooms are excluded. Restrooms, corridors, lobbies and receiving areas which are accessible to the general public or used in common with other tenants are also excluded. No deductions are made for columns, pilasters, or other projections to the building if each is less than four (4) square feet.

10. DESTRUCTION OF PREMISES

If the Leased Premises shall be destroyed or damaged by fire, tornado, flood, civil disorder, or any cause whatsoever, so that the Leased Premises become untenable, or LESSEE is unable to conduct its business, the rent shall be abated from the time of such damage and LESSEE shall

have the option of terminating this Lease Agreement immediately or allowing LESSOR such amount of time as LESSEE deems reasonable to restore the damaged Leased Premises to tenantable condition.

11. INSURANCE

- 11.1 Property Damage. It shall be the duty of LESSOR and LESSEE to maintain insurance or self-insurance on their own property, both real and personal. Notwithstanding anything apparently to the contrary in this Lease Agreement, LESSOR and LESSEE hereby release one another and their respective partners, officers, employees, and property manager from any and all liability or responsibility to the other or anyone claiming through or under them by way of subrogation or otherwise for loss or damage, even if such loss or damage shall have been caused by the fault or negligence of the other party, or anyone for whom such party may be responsible.
- 11.2 Liability. LESSOR and LESSEE agree that each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. LESSEE's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.736, and other applicable law.

12. BUILDING ACCESS

LESSOR shall provide for access to the Leased Premises from 7:00 a.m. to 5:00 p.m., Monday through Friday. However, LESSOR shall provide for access to the Leased Premises seven days per week, twenty-four hours per day for authorized employees of LESSEE.

13. TELECOMMUNICATIONS

13.1 Building Access

a. Building Telephone Cable Entrance (Entrance)

The entrance size must be large enough to provide access for the telephone company's facilities. If the entrance size does not meet the requirements for access by the telephone company's facilities, LESSOR shall, at its expense, ensure that these requirements are met.

b. Minimum Point of Presence (MPOP)/Main Distribution Frame (MDF)

LESSOR shall:

- 1.) establish and identify the location of the MPOP for service provided by the telephone company; and
- 2.) provide all required cable from the MPOP to the telecommunications panel (IDF) on the floor of which the Leased Premises is a part for present and future requirements (2 pair from the MPOP to the IDF for each work station).

c. Identify the access to the building ground electrode.

d. Remove all cable/wiring that does not meet building code.

13.2 Station Wiring/Cable Access

LESSOR shall provide and install, at its expense, a horizontal subsystem that will provide a cable route from the IDF (telecommunications panel/closet/room) to each work station on the floor. The subsystem could be made up of any one or parts of the following:

Under floor duct system (i.e., Walker Duct System)
Conduit
Telpost/Powerpoles
Suspended ceilings
Raised flooring
Plasterboard walls, including walls that can be finished

13.3 All voice and data cabling installed by LESSEE or by LESSOR on behalf of LESSEE shall remain a part of the Leased Premises upon termination of this Lease Agreement, unless LESSEE elects to remove said cabling.

14. NOTICES

All notices, or communications between LESSOR and LESSEE shall be deemed sufficiently given or rendered if in writing and delivered to either party personally or sent by registered or certified mail addresses as follow:

LESSOR: County of Beltrami
Beltrami County Administration Building
701 Minnesota Avenue, Suite 200
Bemidji, MN 56601
Attn: County Administrator

LESSEE: State of Minnesota
Ninth Judicial District Administrator
616 America Avenue NW, Suite 250
Bemidji, MN 56601

15. NEW LESSOR

In the event the Leased Premises or the building of which the same is a part shall be sold, conveyed, transferred, assigned, leased or sublet, or if LESSOR shall sell, convey, transfer, or assign this Leased Agreement or rents due under this Lease Agreement, or if for any reason there shall be a change in the manner in which the rental reserved hereunder shall be paid to LESSOR, proper written notice of such change must be delivered to LESSEE as promptly as possible. LESSEE's "Transfer of Ownership of Lease" document shall be executed by the parties in order that the State of Minnesota, Department of Finance is provided with authorization to issue payments to a new party.

16. DEFAULT BY LESSOR

If LESSOR shall default in the performance of any of the terms or provisions of this Lease Agreement, LESSEE shall promptly notify LESSOR in writing. If LESSOR shall fail to cure such default within thirty (30) days after receipt of such notice, or if the default is of such character as to require more than thirty (30) days to cure, and LESSOR shall fail to commence to do so within thirty (30) days after receipt of such notice and thereafter diligently proceed to cure such default, than in either event, LESSEE may cure such default and any reasonable and actual expenses paid by LESSEE shall be paid by LESSOR to LESSEE within ten (10) days after statement therefore is rendered. LESSEE shall have a specific right to set-off any such amounts against any rent payments or other amounts due under this Lease Agreement. In lieu of curing said default, LESSEE shall have the specific right to set-off against any rent payments or other amounts due under this Lease Agreement any damages incurred through the LESSOR's breach. This provision in no way limits LESSEE's other remedies for breach under common law or this Lease Agreement.

17. AUDIT

Pursuant to Minnesota Statutes, Section 16C.05, Subdivision 5, the books, records, documents and accounting procedures and practices of LESSOR relevant to this Lease Amendment shall be subject to examination by the State and/or Legislative Auditor, as appropriate, for a minimum of six (6) years.

18. AFFIRMATIVE ACTION

18.1 For all contracts in excess of \$100,000.00, LESSOR certifies pursuant to Minn. Stat. §363A.36 that: (a) LESSOR has not had more than 40 full-time employees at any time during the previous twelve months; OR (b) if LESSOR has more than 40 full-time employees within the State of Minnesota on a single working day during the previous twelve months, that it has an affirmative action plan pursuant to the requirements of Minn. Stat. §363A.36 for the employment of minority persons, women and qualified disabled individuals approved by the State of Minnesota, Commissioner of Human Rights; OR (c) if LESSOR does not have 40 full-time employees within the State of Minnesota on a single working day during the previous twelve months, but has had more than 40 full-time employees on a single working day during the previous twelve months in the state in which it has its primary place of business, then (1) LESSOR has current Minnesota workforce certificate issued by the Minnesota Commissioner of Human Rights, OR (2) LESSOR certifies that it is in compliance with federal Affirmative Action requirements.

18.2 If LESSOR has more than 40 full-time employees within the State of Minnesota on a single working day during the previous twelve months, LESSOR shall comply with the following Affirmative Action requirements for disable workers:

Minnesota Rule 5000.3550-DISABLED INDIVIDUALS AFFIRMATIVE ACTION
CLAUSE.

a. LESSOR shall not discriminate against any employees or applicants for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. LESSOR agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disable individuals without discrimination based upon their physical or mental

disability in all employment practices such as recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

- b. LESSOR agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
- c. In the event of LESSOR's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minn. Stat. §363A.36 and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
- d. LESSOR agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the commissioner of the Minnesota Department of Human Rights. Such notices shall state LESSOR's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employee.
- e. LESSOR shall notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that LESSOR is bound by the terms of Minn. Stat. §363A.36 of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled individuals.

19. HAZARDOUS SUBSTANCES

19.1 General

- a. "Hazardous Substances" is defined to mean any and all substances or materials that are categorized or defined as hazardous or toxic under any present or future local, state or federal law, rule or regulation pertaining to environmental regulation, contamination, cleanup or disclosure including without limitation, the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as now or hereafter amended ("CERCLA"), the Resources Conservation and Recovery Act, as now or hereafter amended ("RCRA"), the Superfund Amendments and Reauthorization Act of 1980, as now or hereafter amended ("TSCA") the Minnesota Environmental Response and Liability Act ("MERLA"), or any similar statutes or regulations, and any wastes, pollutants and contaminants (including without limitation, materials containing asbestos, urea formaldehyde, the group of organic compounds known as polychlorinated biphenyls ("PCBs"), and petroleum products including gasoline, fuel oil, crude oil and various constituents of such products).
- b. LESSOR warrants and covenants that it did not, and will not in the future, install, use, generate, store, dispose of or release on or about the building or the land of which the Leased Premises or the Building of which the Leased Premises area a part, except for immaterial quantities of any Hazardous Substance customarily used in the construction and maintenance of like properties or in other uses of the Leased Premises or the building or land of which it is a part which have been used in accordance with applicable laws, statutes, regulations and ordinances then in effect.

LESSOR further agrees to indemnify and hold LESSEE (and its officers, partners, employees, agents and directors) harmless from and against any claim, damage, loss, fine or any other expense (including without limitation clean-up costs, court costs, attorney's fees, engineering or consultant fees, other costs of installation, use, generation, storage, disposal or release of any Hazardous Substances in or about the Leased Premises or the building or the land of which the Leased Premises are a part.

- c. LESSOR represents and warrants there are no Hazardous Substances present within the Leased Premises, the building, or the land of which the Leased Premises are a part. In the event a qualified environmental testing company determines that Hazardous Substances do exist, in greater than immaterial quantities, in or about the Leased Premises or the building or land of which the Leased Premises are a part, LESSEE, at its option, may terminate the Lease Agreement with sixty (60) days written notice to LESSOR.

19.2 Storage Tanks

LESSOR has not, and to the best of its knowledge no prior owner or occupant has installed in, on or about the Leased Premises or the building or land of which the Leased Premises are a part, any storage tank containing Hazardous Substances, including but not limited to, petroleum, crude oil or by products of petroleum or crude oil.

19.3 Asbestos

In addition to the above representations, covenants and warranties, LESSOR hereby warrants that to the best of its knowledge, no materials containing asbestos have been used or installed upon the Leased Premises, or, if at any time asbestos containing materials were located on the Leased Premises, such materials have been removed prior to the date of this Lease Agreement.

19.4 Radon

LESSOR had undertaken certain environmental and geologic testing to determine the possibility of future radon exposure to occupants of the Leased Premises or the building of which the Leased Premises are a part, based upon presently accepted procedures for radon detection. Such testing included analysis of soil permeability, testing of ground soil for radon related minerals and a survey of owners of adjacent properties for radon levels on their property. Because of the nature of radon, a naturally occurring substance, no guarantee of nonexistence can be made. Such testing has determined that prevailing conditions do not encourage the presence of radon in the Leased Premises, although LESSEE acknowledges that, because of the nature of radon, LESSOR cannot guaranty that the Leased Premises or the Building of which the Leased Premises are a part, will remain free of radon.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

1. LESSOR/BELTRAMI COUNTY:

LESSOR certifies that the appropriate persons have executed the contract on behalf of LESSOR as required by applicable articles, by-laws, resolutions or ordinances. (If a corporation with more than one individual serving as corporate officer, two corporate officers must execute)

By
Title
Date

By
Title
Date

(reserved)

(reserved)

2. LESSEE/STATE OF MINNESOTA:

Person signing certifies that applicable procurement policies have been followed. Where contract and amendments exceed \$50,000, signature of State Court Administrator or her/his Deputy is also required.

By
Title
Date

By
Title
Date

3. Funds have been encumbered as required by State Court Finance Policy by:

By
Title
Date
Contract No. _____
Purchase Order No. _____

4. Approved as to form and execution for STATE by:

By
Title
Date



Date: September 17, 2024
Beltrami County Commission
Consent Agenda

AGENDA BILL

SUBJECT: Child Care Licensing

RECOMMENDATIONS: County Board Approval

DEPARTMENT OF ORIGIN: HEALTH & HUMAN SERVICES / Adult Services

CONTACT PERSON (Name and Phone Number): Anne Lindseth

DATE SUBMITTED: August 6, 2024

CLEARANCES: Minnesota Department of Human Services

BUDGET IMPACT: None

EXHIBITS: Attached List of Licensed Homes

SUMMARY STATEMENT: To Approve: New, Renewal or Closing of Family Child Care Homes.

CONSENT AGENDA
Child Care Licensing

BELTRAMI COUNTY BOARD MEETING

Licensing of Child Care Homes

RENEWALS

Kristi Burnham C2
2128 Becida Rd SW
Bemidji, MN 56601

Britani Johnson C1
765 Adams Ave SW
Bemidji, MN 56601

Jena Robertson C3
1004 7th St SE
Bemidji, MN 56601

Miranda Schmidt A
1142 Durand Dr. NW
Puposky, Mn 56667

Dawn Thimesch C2
8416 Tranquility Lane NW
Bemidji, MN 56601

NEW

CLOSED

Totals for August 2024

Licensed Homes Beginning of Month	80
Licensed Homes End of Month	80
New Licenses	0
Closed Licenses	0
Licenses Pending	2
Spaces Available	984

CONSENT AGENDA

Child Care Licensing



Date: September 17, 2024
Beltrami County Commission
Consent Agenda

AGENDA BILL

SUBJECT: Family Foster Care Licensing

RECOMMENDATIONS: County Board Approval

DEPARTMENT OF ORIGIN: HEALTH & HUMAN SERVICES / Children's Services

CONTACT PERSON (Name and Phone Number): Carissa Golden, 218-333-4250

DATE SUBMITTED: September 3, 2024

CLEARANCES: Minnesota Department of Human Services
Health and Human Services Director

BUDGET IMPACT: None

SUMMARY STATEMENT: To Approve: New, Renewal or Closing of Family Foster Care Homes.

BELTRAMI COUNTY BOARD MEETING
September 17, 2024

LICENSING OF FOSTER FAMILY HOMES FOR CHILDREN

NEW LICENSURE

Jessica & Austin Kovach
11021 Acorn Ridge Rd NW
Bemidji, MN 56601

RENEWAL

Dorothy Cheney
339 Spirit Lake Rd NE #1
Bemidji, MN 56601

Closed

Sharon Newman (relative)
9889 Page Ln NW
Bemidji, MN 56601



BELTRAMI
county

Meeting Date: September 17th, 2024
Beltrami County Commission
Consent Agenda

AGENDA BILL

SUBJECT: Health and Human Services Warrants

RECOMMENDATIONS: Approval of bills paid

DEPARTMENT OF ORIGIN: Health and Human Services

CONTACT PERSON: Josh Burnham, Finance Manager 218-333-4197

DATE SUBMITTED: 9/11/24

CLEARANCES: Anne Lindseth, HHS Director 218-333-4195

BUDGET IMPACT: Budgeted Expenditures

EXHIBITS: Warrant Listing provided during work session

SUMMARY STATEMENT: Warrant are paid twice weekly upon approval of the division directors and director. Warrants are typically standard re-occurring invoices, client expenditures or items already approved by the Board of Commissioners through the budgetary process. The Warrant listing will be provided for the Commissioners review during the work session. All Warrants have been mailed to the vendors the week they were processed.



BELTRAMI county

Meeting Date: September 17th, 2024
Beltrami County Commission
Consent Agenda

AGENDA BILL

SUBJECT: MOA Center For Internet Security

RECOMMENDATIONS: Approval of MOA with Center for Internet Security

DEPARTMENT OF ORIGIN: MIS

CONTACT PERSON: Kevin Warne, MIS Director, 218-333-4108

DATE SUBMITTED: 09/10/2024

CLEARANCES: None

BUDGET IMPACT: \$8,400 savings/year

EXHIBITS: MOA

SUMMARY STATEMENT: The Election Infrastructure Information Sharing and Analysis Center developed a program to provide CrowdStrike antivirus free to any underserved County. To be eligible as an underserved County, the population must be under 50,000 residents and have a median household income of less than \$75,000 a year. We would be switching from being managed by MNIT for our antivirus to being managed by the Center for Information Security. We are currently paying \$14 per computer for CrowdStrike, with a total of 600 machines. This change will save the County \$8,400 a year.

**MEMORANDUM OF AGREEMENT
FOR
Endpoint Security Services
(Federally Funded Services)**

This MEMORANDUM OF AGREEMENT (“Agreement”) by and between the Center for Internet Security, Inc. (“CIS”), operating in its capacity as the Multi-State Information Sharing and Analysis Center (MS-ISAC) and the Elections Infrastructure Information Sharing and Analysis Center (EI-ISAC), located at 31 Tech Valley Drive, East Greenbush, NY 12061-4134, and Beltrami County (Entity) with its principal place of business at: 701 Minnesota Ave NW, Bemidji, MN 56601 for Endpoint Security Services (“ESS”), as defined herein below (CIS and Entity collectively referred to as the “Parties”).

- In its role as the MS-ISAC and the EI-ISAC, CIS has been recognized by the United States Department of Homeland Security (DHS) as a key cybersecurity resource for all fifty states, local governments, United States territories, and tribal nations (SLTT) and state and local elections entities; and
- CIS operates a twenty-four hours a day, seven days per week (24/7) Security Operations Center (SOC); and
- CIS has entered into an agreement with the federal government to provide ESS to certain SLTT entities.

In consideration of the mutual covenants contained herein, the Parties do hereby agree as follows:

I. Purpose

The purpose of this agreement is to set forth the mutual understanding between Entity and CIS with respect to the provision of ESS to Entity.

II. Definitions

- A. **Security Operation Center (SOC)** – 24 X 7 X 365 watch and warning center that provides cybersecurity infrastructure monitoring, dissemination of cyber threat warnings and vulnerability identification and mitigation recommendations.
- B. **Endpoint Security Services or ESS**: ESS is comprised of the following:
1. **Next Generation Antivirus (NGAV)**. A solution deployed on endpoint devices to prevent cyber-attacks with the following capabilities:
 - Detect malicious activity using signature-based and behavior-based threat detection methods with the capability to automate prevention (block attacks);

- Deny/allow indicators list management to include anomalous behavior-based indicators;
- Endpoint and file quarantine functionality;
- Threat notification and alerts; and
- Web-based management interface with a cloud-based data administration component for enterprise deployment.

2. **Endpoint Detection & Response (EDR).** Deployment and maintenance of an EDR software agent on Entity's identified endpoint devices, which will (a) block malicious activity at a device level if agreed to by the Entity; (b) remotely isolate compromised systems after coordination with the Entity; (c) identify threats on premise, in the cloud, or on remote systems; (d) inspect network traffic in a decrypted state on the endpoint for the limited purpose of identifying malicious activity; and (e) identify and remediate malware infections.

3. Centralized management of ESS data to allow system administration, event analysis and reporting by CIS SOC. Additionally, Entity will be able to interact with its own ESS data through the management system

4. **Additional Endpoint Security Services.** CIS may offer additional services under this Agreement from time to time as ESS. Receipt of such services will be subject to an addendum to this Agreement.

III. Federally Funded ESS Offering

Pursuant to the agreement with the federal government, CIS is providing ESS to Entity for **1001** endpoint devices (the "ESS Endpoints") at no charge to Entity during the Term of this Agreement (as defined herein below).

In the event that Entity installs the ESS software agent on more than the number of specified ESS Endpoints, CIS reserves the right to (a) uninstall ESS on those endpoints in excess of the ESS Endpoints; or (b) require Entity to pay for ESS for those endpoints in excess of the ESS Endpoints.

CIS further reserves the right to reclaim any unused ESS agents on which Entity has not installed within 90 days after the Effective Date of this Agreement.

IV. Responsibilities

Appendix A, which is attached hereto and incorporated herein, contains the specific responsibilities for Entity and CIS regarding the ESS. Entity understands and agrees that, as a condition to commencement of ESS under the terms of this Agreement, it must:

- agree to comply with the terms and conditions applicable to Entity as set forth in Appendix A; and
- execute the Entity Certification form attached as part of Appendix A.

V. Title

The ESS include use of software that is licensed to CIS by a third party provider, CrowdStrike, Inc. ("CrowdStrike"). All title and ownership rights of the software shall remain with CrowdStrike.

The Customer shall own all right, title and interest in its data that is provided to CIS pursuant to this Agreement. Customer hereby grants CIS a non-exclusive, non-transferable license to access and use such data to the extent necessary to provide ESS under this Agreement.

VI. Term of this Agreement

This Agreement will commence on the date it is signed by both Parties, and shall continue in full force and effect until September 30, 2024 or while federal funding is available to CIS to provide EDR Services (the "Term"), unless otherwise earlier terminated by either party or the Term is extended by agreement of the Parties.

The ability and obligation of CIS to provide these ESS to the Entity is, at all times, contingent on the availability and allocation of federal funds for this purpose.

VII. Amendments to this Agreement

This Agreement may only be amended as agreed to in writing by both Parties.

VIII. No Third Party Rights

Except as otherwise specifically specified herein, nothing in this Agreement shall create or give to third parties any claim or right of action of any nature against Entity or CIS.

IX. Warranty; Disclaimer

A. **Warranty.** CIS warrants to Entity during the applicable Term that: (i) the Endpoint Security Services operate without Error; and (ii) industry standard techniques have been used to prevent the ESS at the time of installation from injecting malicious software viruses into Entity's endpoints covered by this Agreement. Entity must notify CIS of any warranty claim during the Term. Entity's sole and exclusive remedy and the entire liability of CIS for its breach of this warranty will be for CIS, at its own expense, to do at least one of the following: (a) use commercially reasonable efforts to provide a work-around or correct such Error; or (b) terminate This Agreement and Entity's access to and use of ESS. CIS shall have no obligation regarding Errors reported after the applicable Term. For purposes of this Section IX, "Error" means a reproducible failure of ESS to perform in substantial conformity with its applicable Documentation (as defined herein below), as supplied by CrowdStrike.

B. **Exclusions.** The express warranties do not apply if the ESS (i) has been modified, except by CIS or CrowdStrike, or (ii) has not been installed, used, or maintained in accordance with this Agreement or Documentation.

C. **Disclaimer.** EXCEPT FOR THE EXPRESS WARRANTIES IN THIS SECTION IX, CIS

MAKES NO OTHER WARRANTIES RELATING TO THE ESS, EXPRESS, IMPLIED OR STATUTORY, INCLUDING WITHOUT LIMITATION ANY WARRANTIES OF NON-INFRINGEMENT OF THIRD PARTY RIGHTS, FITNESS FOR A PARTICULAR PURPOSE, OR MERCHANTABILITY.

ENTITY ACKNOWLEDGES, UNDERSTANDS AND AGREES THAT CIS DOES NOT GUARANTEE OR WARRANT THAT USE OF ESS WILL FIND, LOCATE OR DISCOVER ALL SYSTEM THREATS, VULNERABILITIES, MALWARE, AND MALICIOUS SOFTWARE, AND WILL NOT HOLD CIS RESPONSIBLE THEREFOR. ENTITY AGREES NOT TO REPRESENT TO ANY THIRD PARTY THAT CIS HAS PROVIDED SUCH GUARANTEE OR WARRANTY.

X. Confidentiality Obligation

CIS acknowledges that information regarding the infrastructure and security of Entity's information systems, assessments and plans that relate specifically and uniquely to the vulnerability of Entity information systems, Personal Data (as defined herein below), specific vulnerabilities identified as part of the ESS or otherwise marked as confidential by Entity ("Confidential Information") may be provided by Entity to CIS in connection with the services provided under this Agreement. The Entity acknowledges that it may receive from CIS trade secrets and confidential and proprietary information ("Confidential Information"). Both Parties agree to hold each other's Confidential Information in confidence to the same extent and the same manner as each party protects its own confidential information, but in no event will less than reasonable care be provided and a party's information will not be released in any identifiable form without the express written permission of such party or as required pursuant to lawfully authorized subpoena or similar compulsive directive or is required to be disclosed by law, provided that the Entity shall be required to make reasonable efforts, consistent with applicable law, to limit the scope and nature of such required disclosure. CIS further agrees that any third party involved in providing ESS shall be required to protect Entity's Confidential Information to the same extent as required under this Agreement. CIS shall, however, be permitted to disclose relevant aspects of such Confidential Information to its officers, employees, agents and CIS's cyber security partners, including federal partners, provided that such partners have agreed to protect the Confidential Information to the same extent as required under this Agreement. The Parties agree to use all reasonable steps to ensure that Confidential Information received under this Agreement is not disclosed in violation of this Section X. These confidentiality obligations shall survive any future non-availability of federal funds to continue the program that supports this Agreement or the termination of this Agreement.

XI. Notices

- A. All notices permitted or required hereunder shall be in writing and shall be transmitted either:
1. via certified or registered United States mail, return receipt requested;
 2. by personal delivery;
 3. by expedited delivery service; or
 4. by e-mail with acknowledgement of receipt of the notice.

Such notices shall be addressed as follows or to such different addresses as the

Parties may from time-to-time designate:

CIS

Name: Marci Andino
Title: Vice President, EI-ISAC
Address: Center for Internet Security, Inc.
31 Tech Valley Drive
East Greenbush, NY 12061-4134
Telephone Number: 518-516-3132
E-Mail Address: Services@cisecurity.org
with cc to: legalnotices@cisecurity.org

Entity

Name:
Title:
Address:
Telephone Number:
E-Mail Address:

- B. Any such notice shall be deemed to have been given either at the time of personal delivery or, in the case of expedited delivery service or certified or registered United States mail, as of the date of first attempted delivery at the address and in the manner provided herein, or in the case of facsimile transmission or email, upon receipt.

- C. The Parties may, from time to time, specify any new or different contact information as their address for purpose of receiving notice under this Agreement by giving fifteen (15) days written notice to the other Party sent in accordance herewith. The Parties agree to mutually designate individuals as their respective representatives for the purposes of receiving notices under this Agreement. Additional individuals may be designated in writing by the Parties for purposes of implementation and administration, resolving issues and problems and/or for dispute resolution.

The foregoing has been agreed to and accepted by the authorized representatives of each party whose signatures appear below:

CENTER FOR INTERNET SECURITY, INC.

ENTITY

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____

Appendix A

ESS Responsibilities

I. Entity Responsibilities.

A. Entity acknowledges and agrees that CIS's ability to perform the Endpoint Security Services (ESS) provided by CIS for the benefit of Entity is subject to Entity fulfilling certain responsibilities listed below. Entity acknowledges and agrees that neither CIS nor any third party provider shall have any responsibility whatsoever to perform the Endpoint Security Services in the event Entity fails to meet its responsibilities described below.

B. For purposes of this Agreement, Entity acknowledges and agrees that only ESS Endpoints shall be within the scope of this Agreement. Entity will ensure the correct functioning and maintenance of the endpoint devices receiving Endpoint Security Services.

C. Entity shall provide the following to CIS prior to the commencement of the Endpoint Security Services and at any time during the term of the Agreement if the information changes:

1. A completed pre-installation questionnaire (PIQ), the form of which will be provided to Entity by CIS, which will identify the number and types of endpoints to be monitored during the Term, including identification of the operating systems used in the endpoints. The PIQ will need to be revised whenever there is a change that would affect CIS's ability to provide the Endpoint Security Services. CIS also reserves the right to modify the number of endpoints receiving ESS, based on the availability of federally funded ESS endpoint allocation;
2. Each endpoint device will have access to a secure Internet channel for ESS management and monitoring by CIS;
3. Accurate and up-to-date information, including the name, email, landline, mobile, and pager numbers for all designated, authorized Point of Contact(s); and
4. Entity will be responsible for installing the ESS software agent on its ESS Endpoints; CIS will provide Entity with a link to the ESS software agent.

D. During the term of this Agreement, Entity shall provide the following:

1. Written notification to CIS SOC (SOC@MSISAC.ORG) at least thirty (30) days in advance of replacement of an existing endpoint device with another similar device and/or changes in operating systems for the endpoint devices that would affect CIS's ability to provide Endpoint Security Services;
2. Written notification to CIS SOC (SOC@MSISAC.ORG) at least twelve (12) hours

in advance of any scheduled Internet outages affecting the endpoint devices;

3. A completed Escalation Procedure Form in the PIQ including the name, e-mail address and 24/7 contact information for all designated Points of Contact (POC). Revised information must be submitted when there is a change in status for any POC;

4. Sole responsibility for maintaining current maintenance and technical support contracts with Entity's software and hardware vendors for any endpoint device covered by ESS; and

5. Active involvement with CIS SOC to resolve any tickets requiring Entity input or action.

II. CIS Responsibilities

A. CIS shall be responsible for purchase of a commercial ESS capability provided by CrowdStrike, to be incorporated into the Endpoint Security Services, and for providing a link for the ESS software agent to Entity for Entity to install on their ESS Endpoints.

B. CIS will be responsible for the management and monitoring of the Endpoint Security Services to Entity's ESS Endpoint devices, including provision of the link for installation of the applicable ESS agent for the operating system of the ESS Endpoints devices, as identified by Entity in the PIQ.

C. CIS will provide the following as part of the Endpoint Security Services:

1. Analysis of logs from monitored security devices for attacks and malicious traffic;

2. Analysis of security events;

3. Correlation of security data/logs/events with information from other sources;

4. Notification of security events per the Escalation Procedures provided by Entity; and

5. Ensuring that all upgrades, patches, configuration changes and signature upgrades of the ESS agent are applied to Entity's ESS Endpoints.

D. CIS Security Operation Center. CIS will provide 24/7 telephone (1-866-787-4722) availability for assistance with events detected by the Endpoint Security Services.

E. Upon termination of this Agreement, CIS shall be responsible for the cancellation of the Endpoint Security Services. Entity will be responsible for removal of the ESS agent installed on Entity's ESS Endpoints.

III. Third Party Provider Terms and Conditions

Entity acknowledges and agrees that as part of providing ESS, CIS has contracted

with the third-party provider, CrowdStrike. Entity further acknowledges and agrees that in return for receipt of ESS, it agrees to the following terms and conditions as an end user of CrowdStrike services under this Agreement:

A. Access & Use Rights. Subject to the terms and conditions of this Agreement, Entity has a non-exclusive, non-transferable, non-sublicensable license to access and use the Products in accordance with any applicable Documentation solely for Entity's Internal Use. The Product includes a downloadable object-code component ("Software Component"); Entity may install and run multiple copies of the Software Components solely for Entity's Internal Use. Entity's access and use is limited to the quantity and the period of time specified in this Agreement.

B. Restrictions. The access and use rights do not include any rights to (i) employ or authorize any third party (other than Partner) to use or view the Offering or Documentation; (ii) alter, publicly display, translate, create derivative works of or otherwise modify an Offering; (iii) sublicense, distribute or otherwise transfer an Offering to any third party; (iv) allow third parties to access or use an Offering (except for Partner as expressly permitted herein); (v) create public Internet "links" to an Offering or "frame" or "mirror" any Offering content on any other server or wireless or Internet-based device; (vi) reverse engineer, decompile, disassemble or otherwise attempt to derive the source code (if any) for an Offering (except to the extent that such prohibition is expressly precluded by applicable law), circumvent its functions, or attempt to gain unauthorized access to an Offering or its related systems or networks; (vii) use an Offering to circumvent the security of another party's network/information, develop malware, unauthorized surreptitious surveillance, data modification, data exfiltration, data ransom or data destruction; (viii) remove or alter any notice of proprietary right appearing on an Offering; (ix) conduct any stress tests, competitive benchmarking or analysis on, or publish any performance data of, an Offering (provided, that this does not prevent Entity from comparing the Products to other products for Entity's Internal Use); (x) use any feature of CrowdStrike APIs for any purpose other than in the performance of, and in accordance with, this Agreement; or (xi) cause, encourage or assist any third party to do any of the foregoing. Entity agrees to use an Offering in accordance with laws, rules and regulations directly applicable to Entity and acknowledges that Entity is solely responsible for determining whether a particular use of an Offering is compliant with such laws.

C. Third Party Software. CrowdStrike uses certain third party software in its Products, including what is commonly referred to as open source software. Under some of these third party licenses, CrowdStrike is required to provide Entity with notice of the license terms and attribution to the third party. See the licensing terms and attributions for such third party software that CrowdStrike uses at: <https://falcon.crowdstrike.com/opensource>.

D. Installation and User Accounts. For those Products requiring user accounts, only the individual person assigned to a user account may access or use the Product. Entity is liable and responsible for all actions and omissions occurring under Entity's user accounts for Offerings.

E. Ownership & Feedback. The Offerings are made available for use or licensed, not sold. CrowdStrike owns and retains all right, title and interest (including all intellectual

property rights) in and to the Offerings. Any feedback or suggestions that Entity provides to CrowdStrike regarding its Offerings (e.g., bug fixes and features requests) is non-confidential and may be used by CrowdStrike for any purpose without acknowledgement or compensation, provided, Entity will not be identified publicly as the source of the feedback or suggestion.

F. CrowdStrike Disclaimer. PARTNER, AND NOT CROWDSTRIKE, IS RESPONSIBLE FOR ANY WARRANTIES, REPRESENTATIONS, GUARANTEES, OR OBLIGATIONS TO ENTITY, INCLUDING REGARDING THE CROWDSTRIKE OFFERINGS. ENTITY ACKNOWLEDGES, UNDERSTANDS, AND AGREES THAT CROWDSTRIKE DOES NOT GUARANTEE OR WARRANT THAT IT WILL FIND, LOCATE, OR DISCOVER ALL OF ENTITY'S OR ITS AFFILIATES' SYSTEM THREATS, VULNERABILITIES, MALWARE, AND MALICIOUS SOFTWARE, AND ENTITY AND ITS AFFILIATES WILL NOT HOLD CROWDSTRIKE RESPONSIBLE THEREFOR. CROWDSTRIKE AND ITS AFFILIATES DISCLAIM ALL OTHER WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE. TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE LAW, CROWDSTRIKE AND ITS AFFILIATES AND SUPPLIERS SPECIFICALLY DISCLAIM ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT WITH RESPECT TO THE OFFERINGS. THERE IS NO WARRANTY THAT THE OFFERINGS WILL BE ERROR FREE, OR THAT THEY WILL OPERATE WITHOUT INTERRUPTION OR WILL FULFILL ANY OF ENTITY'S PARTICULAR PURPOSES OR NEEDS. THE OFFERINGS ARE NOT FAULT-TOLERANT AND ARE NOT DESIGNED OR INTENDED FOR USE IN ANY HAZARDOUS ENVIRONMENT REQUIRING FAIL-SAFE PERFORMANCE OR OPERATION. THE OFFERINGS ARE NOT FOR USE IN THE OPERATION OF AIRCRAFT NAVIGATION, NUCLEAR FACILITIES, COMMUNICATION SYSTEMS, WEAPONS SYSTEMS, DIRECT OR INDIRECT LIFE-SUPPORT SYSTEMS, AIR TRAFFIC CONTROL, OR ANY APPLICATION OR INSTALLATION WHERE FAILURE COULD RESULT IN DEATH, SEVERE PHYSICAL INJURY, OR PROPERTY DAMAGE. ENTITY AGREES THAT IT IS ENTITY'S RESPONSIBILITY TO ENSURE SAFE USE OF AN OFFERING IN SUCH APPLICATIONS AND INSTALLATIONS. CROWDSTRIKE DOES NOT WARRANT ANY THIRD PARTY PRODUCTS OR SERVICES.

G. Entity Obligations. Entity, along with its Affiliates, represents and warrants that: (i) it owns or has a right of use from a third party, and controls, directly or indirectly, all of the software, hardware and computer systems (collectively, "Systems") where the Products will be installed or that will be the subject of, or investigated during, the Offerings, (ii) to the extent required under any federal, state, or local U.S. or non-US laws (e.g., Computer Fraud and Abuse Act, 18 U.S.C. § 1030 et seq., Title III, 18 U.S.C. 2510 et seq., and the Electronic Communications Privacy Act, 18 U.S.C. § 2701 et seq.) it has authorized CrowdStrike to access the Systems and process and transmit data through the Offerings in accordance with this Agreement and as necessary to provide and perform the Offerings, (iii) it has a lawful basis in having CrowdStrike investigate the Systems, process the Customer Data and the Personal Data; (iv) that it is and will at all relevant times remain duly and effectively authorized to instruct CrowdStrike to carry out the Offerings, and (v) it has made all necessary disclosures, obtained all necessary consents and government authorizations required under applicable law to permit the processing and international transfer of Customer Data and Entity Personal Data from each Entity and Entity Affiliate, to CrowdStrike.

H. Falcon Platform. The Falcon Endpoint Protection Platform (“Falcon EPP Platform”) uses a crowd-sourced environment, for the benefit of all customers, to help customers protect themselves against suspicious and potentially destructive activities. CrowdStrike’s Products are designed to detect, prevent, respond to, and identify intrusions by collecting and analyzing data, including machine event data, executed scripts, code, system files, log files, dll files, login data, binary files, tasks, resource information, commands, protocol identifiers, URLs, network data, and/or other executable code and metadata. Entity, rather than CrowdStrike, determines which types of data, whether Personal Data or not, exist on its systems. Accordingly, Entity’s endpoint environment is unique in configurations and naming conventions and the machine event data could potentially include Personal Data. CrowdStrike uses the data to: (i) analyze, characterize, attribute, warn of, and/or respond to threats against Entity and other customers, (ii) analyze trends and performance, (iii) improve the functionality of, and develop, CrowdStrike’s products and services, and enhance cybersecurity; and (iv) permit Entity to leverage other applications that use the data, but for all of the foregoing, in a way that does not identify Entity or Entity’s Personal Data to other customers. Neither Execution Profile/Metric Data nor Threat Actor Data are Entity’s Confidential Information or Customer Data.

I. Processing Personal Data. Personal Data may be collected and used during the provisioning and use of the Offerings to deliver, support and improve the Offerings, comply with law, or otherwise in accordance with this Agreement. Entity authorizes CrowdStrike to collect, use, store, and transfer the Personal Data that Entity provides to CrowdStrike as contemplated in this Agreement.

J. Compliance with Applicable Laws. Both CrowdStrike and Entity agree to comply with laws directly applicable to it in the performance of this Agreement.

K. Definitions.

“CrowdStrike” shall mean CrowdStrike, Inc.

“CrowdStrike Data” shall mean the data generated by the CrowdStrike Offerings, including but not limited to, correlative and/or contextual data, and/or detections. For the avoidance of doubt, CrowdStrike Data does not include Customer Data.

“Customer Data” means the data generated by the Entity’s Endpoint and collected by the Products.

“Documentation” means CrowdStrike’s end-user technical documentation included in the applicable Offering.

“Endpoint” means any physical or virtual device, such as, a computer, server, laptop, desktop computer, mobile, cellular, container or virtual machine image.

“Execution Profile/Metric Data” means any machine-generated data, such as metadata derived from tasks, file execution, commands, resources, network telemetry, executable binary files, macros, scripts, and processes, that: (i) Entity provides to CrowdStrike in connection with this Agreement or (ii) is collected or discovered during

the course of CrowdStrike providing Offerings, excluding any such information or data that identifies Entity or to the extent it includes Personal Data.

“Internal Use” means access or use solely for Entity’s own internal information security purposes. By way of example and not limitation, Internal Use does not include access or use: (i) for the benefit of any person or entity other than Entity, or (ii) in any event, for the development of any product or service. Internal Use is limited to access and use by Entity’s employees and Partner solely on Entity’s behalf and for Entity’s benefit.

“Entity” means a Customer of Partner that has agreed in writing to be contractually bound by these Entity Terms.

“Offerings” means, collectively, any Products or Product-Related Services.

“Partner” means Center for Internet Security, Inc.

“Personal Data” means information provided by Entity to CrowdStrike or collected by CrowdStrike from Entity used to distinguish or trace a natural person’s identity, either alone or when combined with other personal or identifying information that is linked or linkable by CrowdStrike to a specific natural person. Personal Data also includes such other information about a specific natural person to the extent that the data protection laws applicable in the jurisdictions in which such person resides define such information as Personal Data.

“Product” means any of CrowdStrike’s cloud-based software or other products provided to Entity through Partner, the available accompanying API’s, the CrowdStrike Data, any Documentation.

“Product-Related Services” means, collectively, (i) Falcon OverWatch, (ii) Falcon Complete Team, (iii) the technical support services for certain Products provided by CrowdStrike, (iv) training, and (v) any other CrowdStrike services provided or sold with Products.

“Threat Actor Data” means any malware, spyware, virus, worm, Trojan horse, or other potentially malicious or harmful code or files, URLs, DNS data, network telemetry, commands, processes or techniques, metadata, or other information or data, in each case that is potentially related to unauthorized third parties associated therewith and that is collected or discovered during the course of CrowdStrike providing Offerings, excluding any such information or data that identifies Entity or to the extent that it includes Personal Data.

ENTITY CERTIFICATION

On behalf of Beltrami County ("Entity"), I hereby certify the following:

1. Entity provides notice to its employees, contractors and other authorized internal network users ("collectively "Computer Users") that contain in sum and substance the following provisions:

-Computer Users have no reasonable expectation of privacy regarding communications or data transiting, stored on or traveling to or from Entity's information system; and

-Any communications or data transiting, stored on or traveling to or from the Entity's information system may be monitored, disclosed or used for any lawful government purpose.
2. All Entity Computer Users execute a form of documentation or electronic acceptance acknowledging his/her understanding and consent to the above notice.
3. I am authorized to execute this Certification on behalf of Entity.

Kevin Warno

Name:

Date: 09/10/2024



Meeting Date: September 17, 2024
Beltrami County Commission
Consent Agenda

AGENDA BILL

SUBJECT: Renewal of grant agreement with the Department of Public Safety to participate in the DWI Enforcement Officer Program (DWI Officer).

RECOMMENDATIONS: Approval of Resolution and Grant Agreement

DEPARTMENT OF ORIGIN: Beltrami County Sheriff's Office

CONTACT PERSON: Chief Deputy Jarrett Walton 333-4207

DATE SUBMITTED: 09/11/2024

CLEARANCES: Tom Barry

BUDGET IMPACT: Budget neutral

EXHIBITS: 2024-2025 contract and County Board Resolution

SUMMARY STATEMENT:

The Beltrami County Sheriff's Office has successfully participated in the Minnesota Department of Public safety sponsored DWI Officer grant since January of 2020. Since then, this grant opportunity has afforded the Sheriff's Office to provide a dedicated Deputy to strictly enforce Minnesota's Impaired Driving laws in Beltrami County. The grant pays for all wages and benefits to support the position.

On August 09, 2024, the Beltrami County Sheriff's Office received notification from the MN DPS that it was again selected to participate in the program for the calendar year 2024-2025.

**BOARD OF COUNTY COMMISSIONERS
BELTRAMI COUNTY, MINNESOTA**

DATE: October 01, 2024

RESOLUTION #

MOTION OF COMMISSIONER :

SECONDED BY COMMISSIONER:

WHEREAS, Beltrami County Sheriff's Office is responsible for patrolling and enforcing Minnesota state statutes and Beltrami County ordinances on roadways contained in Beltrami County; and

WHEREAS, grant dollars are available to the Beltrami County Sheriff's Office, from the Minnesota Department of Public Safety to dedicate a patrol deputy for the specific purpose of enforcing Minnesota's DWI laws; and

WHEREAS, this grant money is available from the Minnesota Department Public Safety through the grant application process.

BE IT RESOLVED that the Beltrami County Sheriff's Office enter into a grant agreement with the Minnesota Department of Public Safety for the DWI Officer grant during the period of October 1, 2024 through September 30, 2025. Beltrami County Sheriff Jason Riggs or his successors is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Beltrami County Sheriff's Office and to be the fiscal agent and administer the grant.

NOW, THEREFORE, BE IT RESOLVED that County Board Chair John Carlson and County Administrator Tom Barry, or their successors, are hereby authorized to execute such agreements and amendments thereto, as are necessary to implement the project(s).

YES

NO

Gaasvig
Gould
Anderson
Sumner
Carlson

STATE OF MINNESOTA)

) ss.

COUNTY OF BELTRAMI)

I, Tom Barry, County Administrator, Beltrami County, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Beltrami County, Minnesota, at their regular session held on July 18, 2023, now on file in my office and have found the same to be a true and correct copy thereof.

County Administrator



Minnesota Department of Public Safety (“State”) Office of Traffic Safety 445 Minnesota Street, Suite 1620 Saint Paul, MN 55101	Grant Program: 2025 NHTSA: DWI / Traffic Safety Officer Grant Contract Agreement No.: A-OFFICR25-2025-BELTRASO-038
Grantee: Beltrami County Sheriff’s Office 613 Minnesota Avenue NW Bemidji, MN 56601-8924	Grant Contract Agreement Term: Effective Date: 10/01/2024 Expiration Date: 09/30/2025
Grantee’s Authorized Representative: Chief Deputy Jarrett Walton 613 Minnesota Avenue NW Bemidji, MN 56601-8924 (218)333-4207 Jarrett.walton@co.beltrami.mn.us	Grant Contract Agreement Amount: Original Agreement \$ 149,992.95 Matching Requirement \$ 0.00
State’s Authorized Representative: Duane Siedschlag, Impaired Driving Program Coordinator 445 Minnesota Street, Suite 1620 Saint Paul, MN 55101 (651)221-7078 Duane.siedschlag@state.mn.us	Federal Funding: CFDA/ALN: 20.608 & 20.608 & 20.600 FAIN: 69A37523300001640MNA & 69A37523300001640MNA & 69A37523300004020MNO State Funding: N/A Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subdivision 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, Subdivision 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:
Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2025 NHTSA: DWI / Traffic Safety Officer Application [“Application”] which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 620, Saint Paul, MN 55101. The Grantee shall also comply with all requirements referenced in the 2025 NHTSA: DWI / Traffic Safety Officer Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.



Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-OFFICR25-2025-BELTRASO-038 / 3000098013

Project No.25-03-03

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State’s Authorized Representative



Budget Summary

Budget	State Reimbursement	Local Match
Budget Category		
DWI TSO Salary & Fringe		
Salary DWI Officer	\$149,992.95	\$0.00
Total	\$149,992.95	\$0.00
Operating Expense		
Vehicle and ancillary costs	\$0.00	\$0.00
Vehicle mileage	\$0.00	\$0.00
Total	\$0.00	\$0.00
TZD Conference		
TZD	\$0.00	\$0.00
TZD	\$0.00	\$0.00
Total	\$0.00	\$0.00
Total	\$149,992.95	\$0.00

CERTIFICATION REGARDING LOBBYING
(For State of Minnesota Contracts and Grants over \$100,000)

The undersigned certifies, to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, A Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31 U.S.Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name

Name and Title of Official Signing for Organization

By: _____
Signature of Official

Date



Meeting Date: September 17, 2024
Beltrami County Commission
Regular Agenda

REGULAR AGENDA BILL

SUBJECT: FY 2025 Preliminary Budget and Levy

RECOMMENDATIONS: Approve the FY 2025 Preliminary Budget and Proposed
2025 Levy

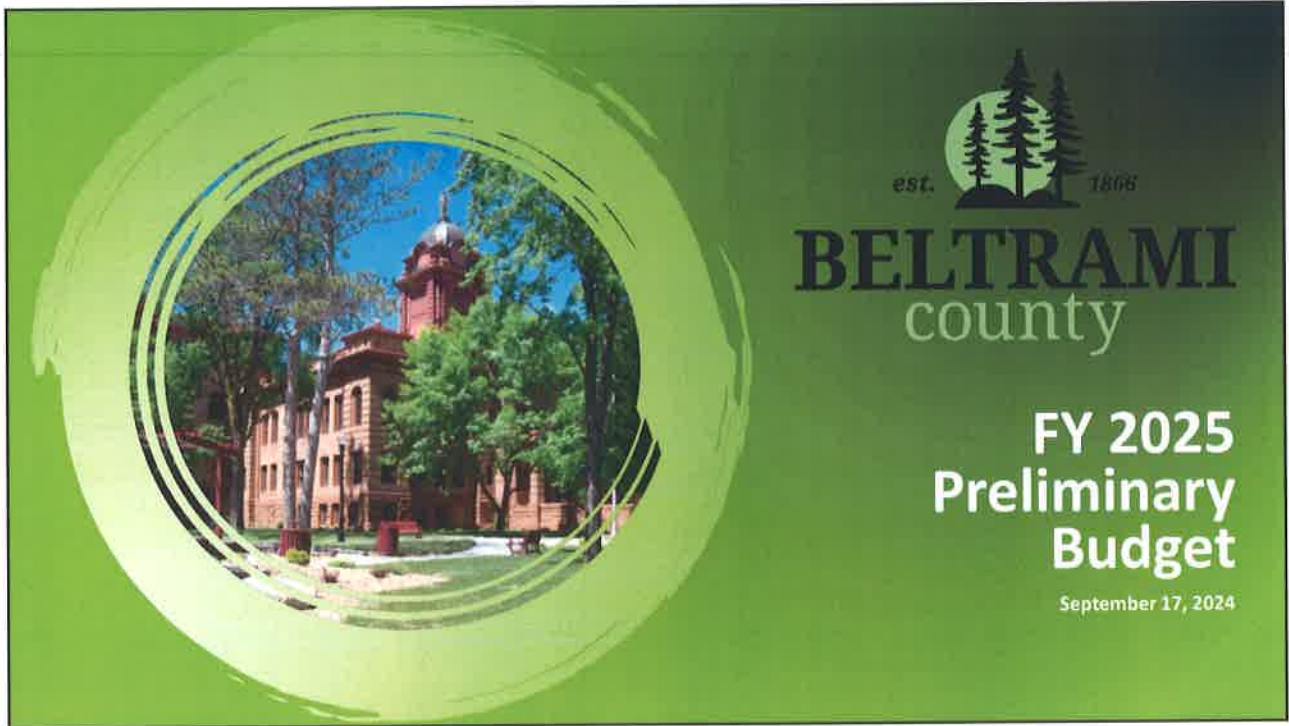
CONTACT PERSON(s): Tom Barry 333-4109
JoDee Treat 333-4175

DATE SUBMITTED: September 12, 2024

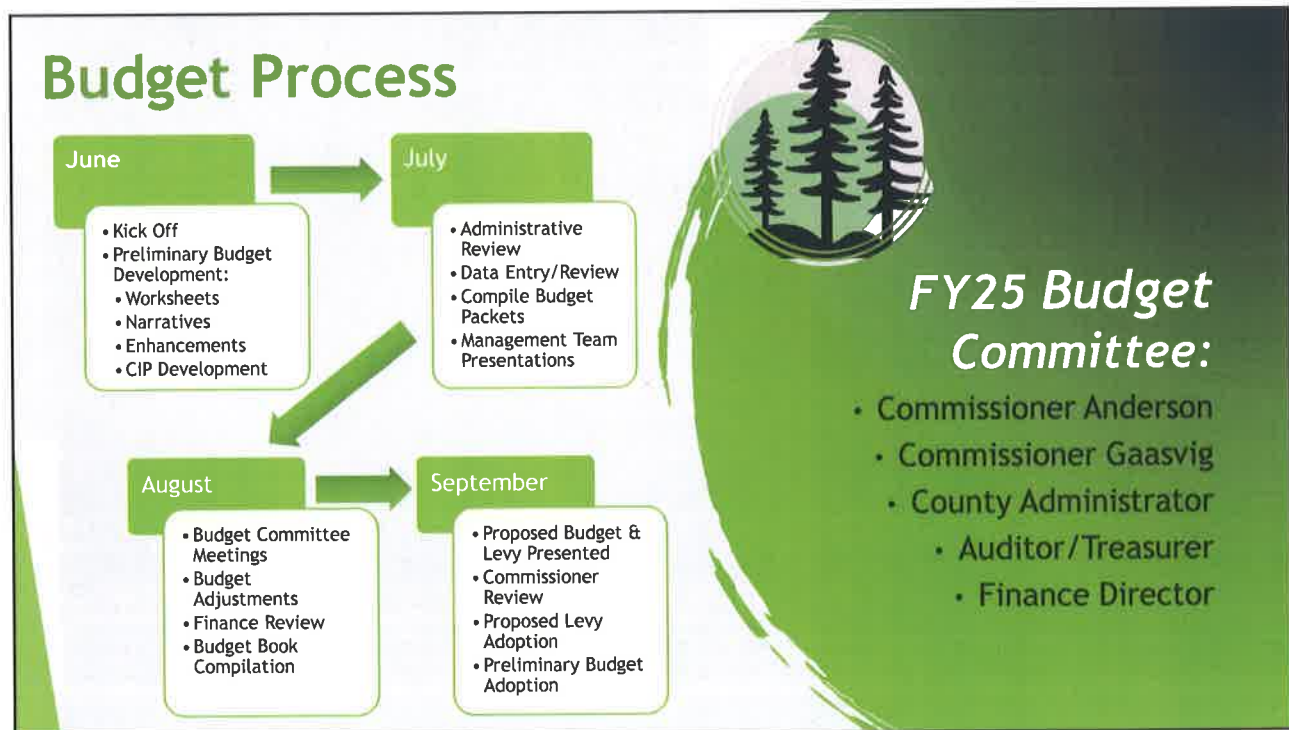
ATTACHMENT: FY 2025 Preliminary Budget Presentation

SUMMARY STATEMENT:

County Commissioners were presented the Preliminary Budget Book for FY 2025 as recommended by the Budget Committee on September 3rd. The Budget Committee was comprised of County Commissioners Craig Gaasvig and Richard Anderson, County Auditor-Treasurer JoDee Treat, Finance Director Samantha Rux, and County Administrator Tom Barry. The FY2025 Preliminary Budget has been established at \$118,139,910 with a Property Tax Levy increase of 7.88%. The preliminary budget and levy must be approved prior to September 30th.



1



2

Budget Drivers

- ▶ **Economic Climate**
 - ▶ Inflation continues to impact every aspect of our operation: POMC
 - ▶ CPI currently at 3.3% YoY following a 3-year average of 5.6%
 - ▶ Past 4 years resulted in a total inflationary impact of 20.1% on County operations
- ▶ **Workforce**
 - ▶ Recruitment and Retention of Staff Remains Challenging
 - ▶ Continued Upward Wage Pressures
 - ▶ Implementation of Classification/Compensation Results
- ▶ **County Reserves**
 - ▶ County holds about 5.5 Months of Reserves - within the 4-6 month target
- ▶ **Property Tax Base**
 - ▶ Only about 30% of County is taxable - places a large burden on small tax base

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Budget Drivers

- ▶ **Building Growth:**
 - ▶ County growing in value, but building is largely static
- ▶ **County Jail**
 - ▶ Medical Costs Escalating (+\$450,000)
 - ▶ Out of County Housing Costs Remain High (\$1.4M/year)
 - ▶ CO Turnover & Vacancy
 - ▶ New Jail Project Underway
- ▶ **Hospital Level of Care Expenses**
 - ▶ Escalating costs for commitments not meeting hospital level of care
- ▶ **Highway:**
 - ▶ Maintenance Shop
 - ▶ Roadway Conditions

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Budget Drivers

- ▶ **HHS Deficit**
 - ▶ FY25 Projected Budget Deficit: \$2.46M
 - ▶ Significant losses to a few specific revenue streams
 - ▶ Primarily Federal IVE Reimbursement and State Out of Home Placement Aid Funding
 - ▶ Rising costs around mental health and criminally involved youth placements
 - ▶ As a result, HHS is experiencing a loss of over a million dollars in revenue and anticipated increased placement costs of over \$700,000 alone in 2025
 - ▶ Added inflationary and wage-related increases are also contributors
 - ▶ This Required implementing cost-saving measures throughout the Department
 - ▶ Reductions were pursued in three categorical areas: Programs, Processes, and Workforce

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Budget Drivers

- ▶ **HHS Deficit**
 - ▶ Program Changes:
 - Impacted teams will be reviewing mental health placements with adjusted parameters in place
 - Impacted teams will be reviewing client expenditures with adjusted requirements
 - HHS will not be purchasing a new vehicle in 2024 or 2025
 - Computer purchases are being postponed at this time
 - ▶ Process Changes:
 - HHS will be limiting optional training that does not have grant funding associated with it but will continue offering required training
 - Travel will be reviewed closely for need
 - There will be no lunch reimbursement for day travel
 - ▶ Workforce Changes:
 - The agency will be sunsetting 4 positions in the Social Services Division and 1 position in the Public Health Division. Leadership has considered statutory requirements, use of available funding, and business needs when identifying these changes.
 - The following open positions will not be filled: Truancy Social Worker, Adult Services Case Aide, and Community Health Worker.
 - One Licensing Team Social Worker and one Parent Support Outreach Social Worker will be reduced prior to the start of 2025.
 - ▶ Despite reducing costs by approximately \$1M, the HHS Budget is projecting a significant increase in reliance on the property tax levy for FY25.

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FY 2025 Budget Highlights

	2023 Actual	2024 Budget	2025 Budget
Revenues			
Taxes	35,032,113	35,751,951	43,968,676
Special Assessments	3,590,722	3,493,685	3,493,685
License & Permits	301,719	273,675	293,095
Intergovernmental	50,915,659	45,060,164	50,097,307
Charges for Services	10,898,225	10,039,395	10,197,330
Fines & Forfeits	120,109	117,950	101,750
Gifts & Contributions	303,717	6,500	10,000
Interest on Investments	1,723,174	301,000	794,085
Miscellaneous	2,858,428	3,862,040	3,186,968
Other Financing Sources	400,669	5,378,543	5,997,014
Total Revenues	106,144,535	104,284,903	118,139,910

2025 Revenue Up \$13,855,007 (+13.3%) from FY 2024 due to:

- ▶ Taxes Up \$8.2M Due To:
 - \$2.43M in Property Tax Revenues
 - \$2.5M from the new LOST Revenue for the new Jail
 - \$3M of Highway Department's use of sales tax reserves
 - Remainder Associated with Mortgage & Deed Tax and NRM Apportionment Pass-Through Dollars
- ▶ Intergovernmental Up \$5M Due To:
 - \$4M increase in State and Federal Aid money for Highway Projects
 - \$1M Increase in State Reimbursement for Health and Human Services

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Property Tax Levy

Notes:

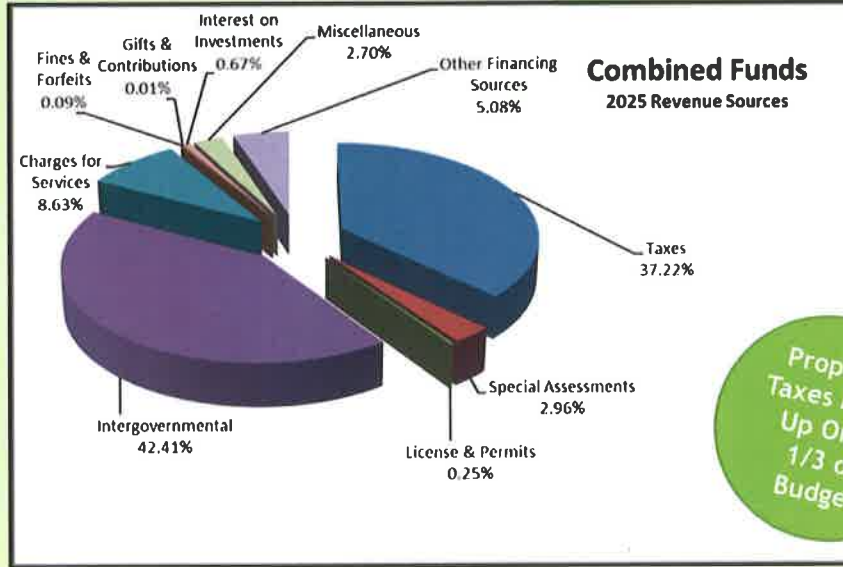
- ▶ 1.7% (\$525K) Goes to Sheriff's Office for Jail Medical & Operations
- ▶ 2.6% (\$800K) Goes to Salaries, Insurance, & Benefits
- ▶ 3.6% (\$1.1M) Goes to HHS to Balance Their Budget
- ▶ The New County Jail Debt Service is Funded By Sales Tax So Won't Appear Here

2025 Proposed Levy

	2024	2025	\$ Change	% Change
Regular Levies (Operations)				
Revenue Fund	18,436,943	19,727,900	1,290,957	7.00%
Human Services	8,413,234	9,509,970	1,096,736	13.04%
Road & Bridge	2,954,761	3,004,457	49,696	1.68%
	29,804,938	32,242,327	2,437,389	8.18%
Debt Service Levies:				
Jail Debt Service	380,613	373,437	(7,176)	-1.89%
Judicial Center Debt Service	686,400	689,950	3,550	0.52%
	1,067,013	1,063,387	(3,626)	-0.34%
	\$30,871,951	\$33,305,714	\$2,433,763	7.88%

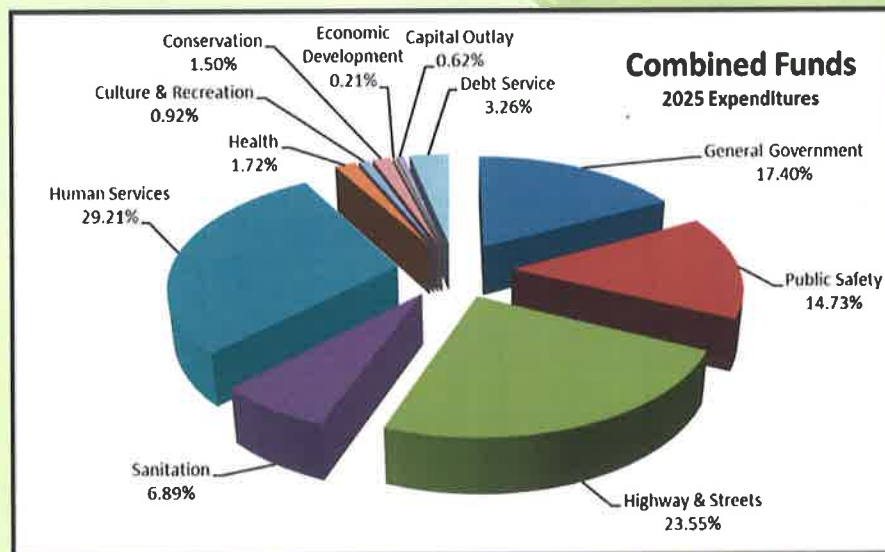
8

FY25 Anticipated Revenue Sources



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FY25 Budgeted Expenses



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Staffing Modifications

Staff Positions were Audited in 2024:

- Historic documents dating back to 2017 did not account for mid-year approvals, rounding adjustments, employee FTE percent differences, nor ongoing grant funded positions.
- **Result:** Carrying about 3.5 FTEs more than Reported

County Department	2022	2023	2024	Audit*
Assessor	8.00	8.00	8.00	8.00
Attorney	17.00	16.56	17.06	17.00
Auditor-Treasurer/Elections	11.00	10.00	10.00	10.00
County Administration	2.00	2.00	2.00	2.00
Environmental Services	9.00	9.00	10.00	9.00
Extension Service	0.70	0.70	0.70	0.73
Facilities Management	16.68	16.68	16.68	16.25
GIS	2.70	2.70	2.70	2.75
Health & Human Services	164.50	166.50	168.50	169.50
Highway Department	37.64	37.64	37.64	37.50
Human Resources Management	3.00	3.00	3.00	3.00
Jail & Bailiff	51.24	49.44	49.44	53.35
License Center	6.76	7.40	7.40	7.50
Management Information Services (MIS)	7.00	7.00	7.00	7.00
Natural Resource Management	6.75	6.85	7.00	7.00
Recorder	2.00	2.00	2.00	2.00
Sheriff's	57.45	60.81	61.81	61.81
Solid Waste	15.00	15.00	15.00	15.00
Veterans Services	1.44	2.00	3.00	3.00
Total Full-Time Equivalents	419.86	423.28	428.93	432.39

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Staffing Modifications

The FY 2025 Budget includes an addition of 2.38 FTEs. Most are Outside Funded.

- ▶ Add 0.25 FTE to GIS Survey Support Technician to make FT
- ▶ Add 0.13 FTE for custodial services to the Facilities Department (covered by new rent revenue)
- ▶ Add Account Technician II Position (1 FTE) and a RN/Social Worker (1 FTE) to Public Health (funded by annual grants from MDH)
- ▶ Add 4 Corrections Officers (funded by reduction in Out-of-County Housing)
- ▶ Add a Financial Specialist to the Auditor/Treasure Office
- ▶ Reduce 5 HHS Positions (3 Social Workers and 1 Case Aide & 1 Community Health Worker) as part of the downsizing of HHS

County Department	2022	2023	2024	Audit*	2025 **
Assessor	8.00	8.00	8.00	8.00	8.00
Attorney	17.00	16.56	17.06	17.00	17.00
Auditor-Treasurer/Elections	11.00	10.00	10.00	10.00	11.00
County Administration	2.00	2.00	2.00	2.00	2.00
Environmental Services	9.00	9.00	10.00	9.00	9.00
Extension Service	0.70	0.70	0.70	0.73	0.73
Facilities Management	16.68	16.68	16.68	16.25	16.38
GIS	2.70	2.70	2.70	2.75	3.00
Health & Human Services	164.50	166.50	168.50	169.50	166.50
Highway Department	37.64	37.64	37.64	37.50	37.50
Human Resources Management	3.00	3.00	3.00	3.00	3.00
Jail & Bailiff	51.24	49.44	49.44	53.35	57.35
License Center	6.76	7.40	7.40	7.50	7.50
Management Information Services (MIS)	7.00	7.00	7.00	7.00	7.00
Natural Resource Management	6.75	6.85	7.00	7.00	7.00
Recorder	2.00	2.00	2.00	2.00	2.00
Sheriff's	57.45	60.81	61.81	61.81	61.81
Solid Waste	15.00	15.00	15.00	15.00	15.00
Veterans Services	1.44	2.00	3.00	3.00	3.00
Total Full-Time Equivalents	419.86	423.28	428.93	432.39	434.77

* This chart has been audited (historic documents dating back to 2017 did not account for mid-year approvals, rounding adjustments, employee FTE percent differences, nor ongoing grant funded positions).
 ** Positions presented in budget.

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American Rescue Plan Act Funding

- ▶ County Received \$9.17M of ARPA Funding
- ▶ County Using as 1-Time Funding
- ▶ ARPA is an Important Offset for County
- ▶ Funding Is Dwindling

**TOTAL FY25
REQUESTS AMOUNT:
\$1,897,000**

Sheriff's Office:

- ▶ Field Op 5 Squads \$400,000
- ▶ Jail Body Cameras \$25,000
- ▶ Investigator Squad \$60,000

Highway Department:

- ▶ Highway Grinder Attachment \$60,000
- ▶ Highway Radios (25) \$100,000
- ▶ Highway Backhoe \$40,000

GIS Office:

- ▶ GIS Large Format Printer/Scanner \$12,000
- ▶ PLSS Corner Remonumentation \$320,000

Miscellaneous:

- ▶ ESD/SWCD/NRM Storage Building \$300,000
- ▶ 2025 Labor Costs \$580,000

ARPA Accounting:


\$9.17M	Allotment
\$5.91M	FY21-FY24 Encumbered
\$1.90M	FY25 Requested
\$1.36M	Unrestricted Remaining

Acknowledgements

- ▶ Budget Development is a Group Effort!
- ▶ County Board
- ▶ The Management Team
- ▶ The Budget Committee
- ▶ The Finance Team
- ▶ Diane Moe
- ▶ Thank you all for your efforts on the 2025 Budget!

Next Steps

- ▶ Proposed Budget and Levy Statutory Approval Deadline = September 30th
- ▶ To ensure we meet this deadline:
 - ▶ Please review the budget book
 - ▶ Ask questions directly of me or any of the Department Heads
 - ▶ Please have your questions asked and answered prior to our September 19th meeting to finalize and approve the Budget
- ▶ May Schedule Additional Work Sessions if Needed
- ▶ Tax Statements will be mailed to property owners beginning Mid-November
- ▶ The State-Mandated Budget Public Hearing has been scheduled for December 3rd
- ▶ The County Board Adopts the Final Budget & Property Tax Levy on December 17th



est. 1866

BELTRAMI
county

Questions?

Contact:
Tom Barry
County Administrator
218-333-8478
tom.barry@co.beltrami.mn.us

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DATE: September 17, 2024
Beltrami County Commission
Regular Meeting Agenda



AGENDA BILL

SUBJECT: Commissioners' Business Items

RECOMMENDATIONS: Discussion

DEPARTMENT OF ORIGIN: N/A

CONTACT PERSON (Name and Phone Number): N/A

DATE SUBMITTED: September 11, 2024

CLEARANCES: N/A

BUDGET IMPACT: N/A

EXHIBITS: N/A

SUMMARY STATEMENT:

Discussion of:

- Legislative/Lobbying Issues
- Commissioners' Reports
- Review Upcoming Meeting Schedule

BELTRAMI COUNTY BOARD OF COMMISSIONERS
PROPOSED 2024 MEETING SCHEDULE
AS OF: January 1, 2024 subject to change

September 17, 2024

3:00 p.m. Work Meeting, Board Room
5:00 p.m. Regular Board Meeting, Board Room
Beltrami County Administration Building

October 1, 2024

3:00 p.m. Work Meeting, Board Room
5:00 p.m. Regular Board Meeting, Board Room
Beltrami County Administration Building

October 15, 2024

3:00 p.m. Work Meeting, Board Room
5:00 p.m. Regular Board Meeting, Board Room
Beltrami County Administration Building

November 12, 2024

3:00 p.m. Work Meeting, Board Room
5:00 p.m. Regular Board Meeting, Board Room
Beltrami County Administration Building

November 19, 2024

3:00 p.m. Work Meeting, Board Room
5:00 p.m. Regular Board Meeting, Board Room
Beltrami County Administration Building

December 3, 2024

3:00 p.m. Work Meeting, Board Room
5:00 p.m. Regular Board Meeting, Board Room
Beltrami County Administration Building
6:00 p.m. Budget Hearing/Truth in Taxation Hearing

December 17, 2024

3:00 p.m. Work Meeting, Board Room
5:00 p.m. Regular Board Meeting, Board Room
Beltrami County Administration Building

Township Officer Meeting:
Northern Town Hall
Beltrami Association of Officers (BATO)
4th Tuesday @ 6:30 pm
 April 23 Craig Gaasvig
 October 22 John Carlson

2024 Chat-About Radio Sessions:
Arrive to tape interview at 9:30 a.m.

January 2	Joe Gould
January 16	Richard Anderson
February 6	Tim Sumner
February 20	John Carlson
March 5	Craig Gaasvig
March 19	Joe Gould
April 2	Richard Anderson
April 16	Tim Sumner
May 7	John Carlson
May 21	Craig Gaasvig
June 4	Joe Gould
June 18	Richard Anderson
July 2	John Carlson
July 16	John Carlson
August 6	Craig Gaasvig
August 20	Joe Gould
September 3	Richard Anderson
September 17	Tom Barry
October 1	John Carlson
October 15	Craig Gaasvig
November 12	Joe Gould Tom Barry
November 19	Richard Anderson
December 3	Richard Anderson
December 17	John Carlson

Management Team Schedule
County Board Room
Monthly @ 8:30 am
Subject to change

June 12	Joe Gould
July 10	Joe Gould
August 14	Richard Anderson
September 11	Tim Sumner John Carlson
October 9	John Carlson Craig Gaasvig
November 13	Craig Gaasvig Tim Sumner
December 11	Joe Gould