

**MINUTES OF THE PROCEEDINGS  
OF THE BELTRAMI COUNTY BOARD OF COMMISSIONERS  
November 12, 2024**

The Beltrami County Board of Commissioners met in regular session on November 12, 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 5:03 p.m. Commissioners Craig Gaasvig, Joe Gould, Tim Sumner, and Richard Anderson were present.

**GENERAL COMMENTS - BOARD CHAIR**

None.

**CITIZENS ADDRESSING THE BOARD**

Bidal Duran, County resident on Division St. presented himself as the MN House Representative elect for District 2A. He was looking to visit with the Commissioners and Staff to gather information and important issues in Beltrami County to bring to his position with the State House of Representatives.

**APPROVAL OF AGENDA**

The following item was moved from the Work Session Agenda and added to the Regular Agenda:

- Administrator's Report

**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 October 15, 2024, and the Minutes of the Board of Commissioners Regular Meeting held October 15, 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 LOST Authorization Resolution

The Board, by adoption of its Consent Agenda, approved the Jail Local Option Sales and Use Tax Resolution:

WHEREAS, the Minnesota Department of Corrections issued a Notice of Deficiency and has required substantial investments in the current Beltrami County Jail; and

WHEREAS, the Beltrami County Board ("Board"), by resolution, committed to address the deficiencies and work towards long term solutions to mitigate the deficiencies; and

WHEREAS, the Board commissioned a Needs Assessment and Feasibility Study and approved moving forward with the design and construction of a new jail on November 15, 2022; and

WHEREAS, Beltrami County ("the County") has completed the planning and design process to replace the current 35-year-old County jail; and

WHEREAS, Minnesota LAWS 2023, Chapter 64, Article 10, Section 25 ("the First Special Law") authorized the County to impose by ordinance a sales and use tax of five-eighths of one percent ("0.625%") to pay the costs of collecting and administering the tax, and to finance up to \$80,000,000, plus associated bonding costs, for the construction of a new jail; and

WHEREAS, the County Board of Commissioners approved the First Special Law by resolution (#23-08-36), and the County Administrator filed a certificate of valid approval with the Minnesota Secretary of State on August 14, 2023; and

WHEREAS, Beltrami County Voters approved the imposition of the new Sales and Use Tax at the November 7th 2023 Election; and

WHEREAS, Minnesota LAWS 2024, Chapter 76, Section 6 retroactively amended Minnesota LAWS 2023, Chapter 64, Article

10, Section 25 ("the Second Special Law") to authorize the County to hold the referendum election on November 7, 2023;

NOW, THEREFORE, BE IT RESOLVED, that the County Board of Commissioners hereby approves the Second Special Law as amended effective retroactively from March 15, 2024;

AND BE IT FURTHER RESOLVED, that the County Administrator is directed to file the necessary certificate with the Minnesota Secretary of State;

Approved MCHP Access Transportation and Social Services Transportation Contract

The Board, by adoption of its Consent Agenda, approved the Health and Human Services Contract for coordination and provision of MN Health Care Programs (MHCP) Access Transportation and Social Services Transportation, 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 City of Solway Road Maintenance Agreement

The Board, by adoption of its Consent Agenda, approved the City of Solway Road Maintenance Agreement for services provided by the Beltrami County Highway Department.

Approved Final Pay Voucher SAP 004-620-009

The Board, by adoption of its Consent Agenda, approved the Final Pay Voucher for project SAP 004-620-009 CSAH 20/Birchmont Beach Road grading, aggregate base and bituminous resurfacing, as submitted.

Approved Final Pay Voucher SAP 004-599-051

The Board, by adoption of its Consent Agenda, approved the Final Pay Voucher for project SAP 004-599-051 box culverts, bridge removal, grading and surfacing, as submitted.

Approved Contract with Joint Counties Natural Resource Board

The Board, by adoption of its Consent Agenda, approved the Contract agreement between the County Natural Resources Management Department and the Joint Counties Natural Resources Board, as submitted.

Approved ISC Digitizing Agreement

The Board, by adoption of its Consent Agenda, approved the Agreement with ISC for digitizing mortgage, deed and miscellaneous books in the Recorder's Office.

**REGULAR AGENDA**

County Assessor Reappointment

The Reappointment of Kaleb Bessler as the County Assessor for a new four year term beginning January 1, 2025 requires approval of a Resolution to appoint and a swearing in process.

Board Chair John Carlson performed the swearing in of Kaleb Bessler as County Assessor for a new four year term beginning January 1, 2025.

DNR Land Purchase Option Extensions

Natural Resource Management Director, Shane Foley presented MN DNR land purchase option extension for two of three parcels of tax-forfeited land to be sold to the DNR, as they have expired. These extensions allow for further discussion between the County and the DNR prior to the sales being finalized.

A motion was made by Commissioner Gaasvig, and seconded by Commissioner Anderson, to approve and authorizing signing of the two land purchase option extensions with the MN DNR. Unanimously carried.

MN Indian Affairs Council CSC Lease Agreement

Facilities Manager, Steve Shadrick presented a new three year term lease agreement with the MN Indian Affairs Council for 932 sq/ft of office space in the Community Services Center.

A motion was made by Commissioner Gould, and seconded by Commissioner Sumner, to approve the New tenant, three year lease with the MN Indian Affairs Council for 932 sq/ft of office space in the Community Services Center, as submitted. Unanimously carried.

Motorola VESTA 911 as-a-Service

Emergency Management Director, Chris Muller is requesting on behalf of the Sheriff's Office to enter a five year contract with Motorola for VESTA as-a-Service for the PSA system emergency and administrative calling system. This will replace the current end-of-life equipment.

A motion was made by Commissioner Gaasvig, and seconded by Commissioner Gould, to approve a five year contract with Motorola for VESTA as-a-Service. Unanimously carried.

#### New Hire Deputy Starting Pay

Sheriff Jason Riggs presented the request to hire Deputy Henry Pendleton at pay grade 11 step 5 (\$34.98) on the 2024 pay scale based on his training, experience level and years of service with the City of Bemidji Police Department.

A motion was made by Commissioner Gould, and seconded by Commissioner Gaasvig, to approve hiring Deputy Henry Pendleton at pay grade 11 step 5 on the 2024 pay scale. Unanimously carried.

#### Administrator's Report

- Jail Project Update
  - Bid process is complete. Estimates came in \$5-5.5 million under budget. The Gross Max Price (GMP) will be sent to the Board for approval on November 19.
- Budget committee has been working with Health & Human Services on their 2025 Budget.
- There will be one new Commissioner to onboard. The Board was in favor of conduction a one-on-one orientation rather than a full board orientation.
- Commissioner's Conference Room upgrades are nearly complete.
- Working on Legislative Priorities. Get any suggestions in to Administrator asap.
- There will be a Joint County/City meeting on Monday, November 18.
- Next County Board meeting is next week, November 19.

#### **COMMISSIONERS' BUSINESS**

##### Legislative/Lobbying Issues & Commissioners' Reports

- Commissioner Sumner will retain his committee assignments in 2025
- Commissioner Gould thanked the Citizens on his re-election as District 2 County Commissioner
- Commissioner Gaasvig updated on several committee assignments
- Commissioner Carlson updated on several committee assignments and a shout out to Tanya Prim, with Health and Human Services, Adult Services Division for the organization and implementation of the Senior Cleanup Day Project.

Review Upcoming Meeting Schedule

Next regular meeting of the County Board will be November 19, 2024, in the Board Room of the County Administration Building.

**MEETING ADJOURNMENT**

A motion to adjourn the Board meeting at 5:40 p.m. was made by Commissioner Anderson, seconded by Commissioner Gaasvig, and unanimously carried.

---

John Carlson, Chair

---

Thomas H. Barry, County Administrator