

**MINUTES OF THE PROCEEDINGS
OF THE BELTRAMI COUNTY BOARD OF COMMISSIONERS
December 17, 2024**

The Beltrami County Board of Commissioners met in regular session on December 17, 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, Joe Gould, and Richard Anderson were present. Commissioner Tim Sumner was absent.

GENERAL COMMENTS - BOARD CHAIR

Chairman John Carlson thanked fellow commissioners and staff for their work and efforts during the past year. He also highlighted several major projects and accomplishments during 2024.

CITIZENS ADDRESSING THE BOARD

- Patricia Heart, resident from Cass Lake thanked the Board and Staff for all the hard work they do for the citizens of Beltrami County.

APPROVAL OF AGENDA

The following items were added to the Regular agenda:

- Administrator's Performance Appraisal
- Moved from the Consent to the Regular Agenda:
 - o Audit Statement of Work - 2024 Audit Services
 - o Audit Statement of Work - 3 Year Contract

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 December 3, 2024, and the Minutes of the Board of Commissioners Regular Meeting held December 3, 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 On-Sale Liquor License Application

The Board, by adoption of its Consent Agenda, approved the On-Sale Liquor License Application for Putnam Resorts, DBA Kohl's Resort.

Approved Public Defender Contract Extensions

The Board, by adoption of its Consent Agenda, approved the Public Defender and Legal Services Representation Contract Extensions for Donald G. Kirchner and George L. Duranske III.

Approved Extension Memorandum of Agreement

The Board, by adoption of its Consent Agenda, approved the 2025-2027 University of Minnesota Extension Memorandum of Agreement.

Approved Emergency Preparedness Facility Use Memorandum of Understanding

The Board, by adoption of its Consent Agenda, approved the Emergency Preparedness Facility Use Memorandum of Understanding renewal for another three year term.

Approved Opioid Steering Committee Amendments

The Board, by adoption of its Consent Agenda, approved the amendments to the Opioid Steering Committee Guidelines as submitted.

Approved Health & Human Services Family Foster Care Licenses

The Board, by adoption of its Consent Agenda, approved the family foster care licenses, 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 2025 Revenue Acceptance Authority

The Board, by adoption of its Consent Agenda, approved the Health and Human Services 2025 Revenue Acceptance Authority, allowing the HHS Director and Division Directors signatory authority to manage incoming revenues that are a part of the approved 2025 county budget.

Approved County Burial Policy

The Board, by adoption of its Consent Agenda, approved the County Burial Policy, Application and negotiated costs, as submitted.

Approved Determination of Need Application to Expand Day Services

The Board, by adoption of its Consent Agenda, approved the Determination of Needs Application to Expand Day Services, allowing the Health and Human Services Director and Division Directors, signatory authority to work with the State of MN to expand day services for county residents.

Approved Resolutions Supporting Bike/Pedestrian Trail Along CSAH 7

The Board, by adoption of its Consent Agenda, approved two resolutions supporting grants for the Bike/Pedestrian Trail along CSAH 7:

Resolution Supporting the County State Aid Highway (CSAH) 7 Multi-Use Trail Project and Application for the Minnesota Department of Transportation (MnDOT) Active Transportation Infrastructure Program Grant

WHEREAS, CSAH 7 is a main route into the City of Bemidji from the southwest part of Beltrami County; and

WHEREAS, the Bemidji High School and Gene Dillion Intermediate School are located along CSAH 7 and they generate significant traffic from all types of users of the school facilities; and

WHEREAS, CSAH 7 is part of the Mississippi River Bike Trail and the Great River Road which generate bicycling and other traffic; and

WHEREAS, the MnDOT Active Transportation Infrastructure Program Grant has graciously provided funding for Phase 2 of the CSAH 7 multi-use trail project; and

WHEREAS, the Beltrami County Board of Commissioners desires funding for Phase 3 of the CSAH 7 multi-use trail project.

NOW THEREFORE BE IT RESOLVED that the Beltrami County Board of Commissioners supports the CSAH 7 multi-use trail project.

BE IT FURTHER RESOLVED that the Beltrami County Board of Commissioners supports the application for the MnDOT Active Transportation Infrastructure Program Grant to help fund Phase 3 of this project.

BE IT FURTHER RESOLVED that the Beltrami County Board of Commissioners supports funding the engineering, right of way, inspection, non-eligible costs, as well as eligible costs in excess of the grant amount.

And

Resolution Supporting the County State Aid Highway (CSAH) 7 Multi-Use Trail Project and Application for the Minnesota Department of Transportation (MnDOT) Safe Routes to School Infrastructure Program Grant

WHEREAS, CSAH 7 is a main route into the City of Bemidji from the southwest part of Beltrami County; and

WHEREAS, the Bemidji High School and Gene Dillion Intermediate School are located along CSAH 7 and they generate significant traffic from all types of users of the school facilities; and

WHEREAS, CSAH 7 is part of the Mississippi River Bike Trail and the Great River Road which generate bicycling and other traffic; and

WHEREAS, the MnDOT Safe Routes to School Infrastructure Program Grant can help provide funds for an off-street trail; and

WHEREAS, the Beltrami County Board of Commissioners desires funding for Phase 3 of the CSAH 7 multi-use trail project.

NOW THEREFORE BE IT RESOLVED that the Beltrami County Board of Commissioners supports the CSAH 7 multi-use trail project.

BE IT FURTHER RESOLVED that the Beltrami County Board of Commissioners supports the application for the MnDOT Safe Routes to School Infrastructure Program Grant to help fund Phase 3 of this project.

BE IT FURTHER RESOLVED that the Beltrami County Board of Commissioners supports funding the engineering, right of way, inspection, non-eligible costs, as well as eligible costs in excess of the grant amount.

Approved Township Maintenance Agreement & Resolution for Summit Township

The Board, by adoption of its Consent Agenda, approved the Resolution and Maintenance Agreement for road maintenance services in Summit Township.

WHEREAS, Summit Township is desirous of contracting with the County for the performance of specific services; and,

WHEREAS, the County is agreeable to and desirous of rendering such services in the terms and conditions set forth in the Road Maintenance Agreement; and,

WHEREAS, such agreements are authorized and provided for by Sections 160.21 and 471.59 of the Minnesota Statutes.

THEREFORE, be it resolved, That the County enter into the Road Maintenance Agreement, a copy of which was before the County Board.

That the County Administrator is authorized to execute such agreement, and any amendments thereto.

Approved Personnel Policy Updates

The Board, by adoption of its Consent Agenda, approved the changes to the Beltrami County Personnel Policy, as submitted by the Human Resource Director.

REGULAR AGENDA

Public Hearing: Local Option Transit Sales Tax Project List

A motion was made by Commissioner Gaasvig and seconded by Commissioner Anderson to open the public hearing at 5:05 pm. Unanimously carried

Highway Engineer Bruce Hasbargen distributed a copy of the project list for use of the transit sales tax and commented on the five year plan.

No citizens provided public comment.

A motion was made by Commissioner Anderson and seconded by Commissioner Gaasvig, to close the public hearing. Unanimously carried.

A motion was made by Commissioner Anderson and seconded by Commissioner Gaasvig, to approve the Local Option Transit Sales Tax Project List Resolution as submitted. Unanimously carried.

Public Transit Board Dissolution

On November 18, 2024 the City of Bemidji and the County met in a Special Joint Meeting for the purpose, in part, of discussing dissolution of the Public Transit Joint Powers Agreement and the PTB. The City and the County passed a motion at the Special Joint Meeting to have staff draft a Joint Resolution to dissolve the PTB. To do so, both the Bemidji City Council and Beltrami County Board of Commissioners would each have to pass the joint resolution authorizing the dissolution.

A motion was made by Commissioner Gaasvig and seconded by Commissioner Anderson to approve the Joint Resolution to dissolve the Joint Powers Agreement for operation of public transit system and the Bemidji/Beltrami County Transit Board. Motion carried 3:1 Gould voted No.

Commissioner Gould provided a summary of the history and purpose of the Public Transit Board.

Commissioner Gaasvig also provide remarks, including that now that Paul Bunyan Transit is a 501c(3) the Public Transit Board is no longer needed to oversee or be their fiscal agent.

JOINT RESOLUTION TO DISSOLVE THE JOINT POWERS AGREEMENT FOR OPERATION OF PUBLIC TRANSIT SYSTEM AND THE BEMIDJI/BELTRAMI COUNTY TRANSIT BOARD

WHEREAS, the City of Bemidji, hereinafter referred to as the "City", and the County of Beltrami, Minnesota, hereinafter referred to as the "County", previously, pursuant to Minnesota Statute Section 471.59, entered into a Joint Powers Agreement titled "JOINT POWERS AGREEMENT FOR OPERATION OF PUBLIC TRANSIT SYSTEM", hereinafter referred to as the "Agreement", for the establishment of Bemidji/Beltrami County Transit Board with the purpose to oversee the implementation, funding, operation and maintenance of a joint public transit system; and

WHEREAS, the City and County now desire jointly to dissolve the Agreement and the Bemidji/Beltrami County Transit Board because an alternative transit system and funding source is available for the implementation of a public transit system directly through Paul Bunyan Transit, a Minnesota Nonprofit Corporation. The Agreement and the Bemidji/Beltrami County Transit Board are no longer necessary to oversee the implementation, funding, and operation and maintenance of the countywide public transit system; and

WHEREAS, in accordance with Minn. Stat. § 471.59, Subd. 4, the City and County now desire jointly to dissolve the Agreement and the Bemidji/Beltrami County Transit Board according Section X of the Agreement; and

NOW, THEREFORE, BE IT RESOLVED by the County Board of Beltrami County, Minnesota and the City Council of the City of Bemidji, Minnesota as follows:

Subdivision 1. TERMINATION. Pursuant to Section X of the Agreement, the Agreement shall remain in full force and effect unless and until terminated by a joint resolution passed by the City Council and County Board. The City and the County met in a Special Joint Meeting on November 18, 2024 for the purpose, in part, of discussing dissolution of the Agreement and the Bemidji/Beltrami County Transit Board. The City and the County passed a motion at the Special Joint Meeting to have staff draft a Joint Resolution of Dissolution. Since the City and the County jointly agree to dissolve the Bemidji/Beltrami County Transit Board, the Bemidji/Beltrami County Transit Board, and the Agreement, shall be dissolved upon signed approval by both entities. The effective date of termination shall be the date in which the last entity (City or County) provides signed approval.

Subdivision 2. ALTERNATIVE TRANSIT OPERATIONS. Paul Bunyan Transit, a Minnesota Nonprofit Corporation is the agency that will serve as the principal transit agency for the City and the County, including the entire geographic area of Beltrami County.

Subdivision 3. DISCHARGE OF DEBT OR LIABILITY. Any debts or outstanding liabilities that survive beyond the agreement shall be promptly resolved by the City and County pursuant to Section XI of the Agreement.

Subdivision 4. DISPOSITION AND DISTRIBUTION OF PROPERTY. Any real or personal property owned by the Public Transit Authority shall be promptly transferred or disposed of by the City and County pursuant to Section XI of the Agreement. No property

shall be disposed of until payment or performance of all obligations arising out of the Agreement is complete.

Subdivision 5. CONCLUSION. IN WITNESS WHEREOF, the City of Bemidji has caused this Joint Resolution to dissolve the Bemidji/Beltrami County Transit Board, and the Agreement, to be signed in its corporate name by its Mayor and City Manager and sealed with the Corporate Seal of the City; and the County of Beltrami has caused this Joint Resolution to dissolve the Bemidji/Beltrami County Transit Board, and the Agreement, to be signed in its corporate name by the Chair of the Board of County Commissioners and the County Administrator and sealed with the official seal of the County.

Administrator's Performance Appraisal

The Board found that Administrator Barry exceed expectations. His knowledge, skills and abilities have helped advance critical and complex projects and initiatives above and beyond his normal duties. He has helped the county to avoid, recover or earn, almost \$10M in equivalent savings over the past year.

A motion was made by Commissioner Gaasvig and seconded by Commissioner Anderson, to approve Amendment 2 to the Employment Agreement with County Administrator Barry. Unanimously carried.

Audit Statement of Work - 2024 Audit Services and Three Year Contract

Commissioner Gould requested Auditor-Treasurer JoDee Treat explain the difference between the 2024 Audit Services and the Three Year Contract.

Ms. Treat explained that the 2024 Audit Services Statement of Work is for the first year (2024) services of the Three Year Contract. Both items are presented for approval.

A motion was made by Commissioner Gould and seconded by Commissioner Anderson, to approve the 2024 Audit Services Statement of Work and the Three Year Contract for Audit Services. Unanimously carried.

COMMISSIONERS' BUSINESS

Legislative/Lobbying Issues & Commissioners' Reports

- Commissioner Anderson introduced his wife, who is present at this meeting, to the Board.
- Commissioner Gaasvig gave several committee updates
- Commissioner Gould gave several committee updates
- Commissioner Carlson gave several committee updates and a shout-out to everyone for the United Way Chili Cook-off

Review Upcoming Meeting Schedule

Next regular meeting of the County Board will be January 7, 2025, in the Board Room of the County Administration Building.

MEETING ADJOURNMENT

A motion to adjourn the Board meeting at 5:32 p.m. was made by Commissioner Anderson seconded by Commissioner Gould and unanimously carried.

John Carlson, Chair

Thomas H. Barry, County Administrator