



AGENDA

Blackduck City Council - Work Session Meeting

6:00 PM - Monday, September 19, 2022
City Hall, 8 Summit Drive, Blackduck MN

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1. CALL TO ORDER	
a. Roll Call	
b. Pledge of Allegiance	
2. APPROVAL OF AGENDA	
3. OLD BUSINESS	
a. Public Works / Public Safety Facility - Updates & Discussion for Change Order #4 2022-09-08 Field Report #7 2022-09-08 Progress Meeting #7 Minutes Change Order 4 - Partial Sign ASI #4 - Silt-Fence	3 - 11
b. Downtown Redevelopment Project - Updates	
c. Kitchigami Regional Library Capital Appropriation Project Survey Estimate - Library Parcel	12 - 13
d. Blackduck Limited DMV BDK-DMV License Plate Sign1 Application for Deputy Registrar full file with background report_Redacted	14 - 19
e. City of Blackduck Property Annexation Process - Revised process per City Attorney Joe Langel Hines Township Board Meeting October 12, 2022 @ 7pm 2022-20 Resolution authorizing annexation by orderly.....	20 - 25
f. HSEM & FEMA Declared Disaster DR-4659 - Exploratory Call Friday, September 23, 2022 @ 9am Blackduck, City of's, Exploratory Call (EC), FEMA, DR-4659-MN (Severe Storm(s) during the Incident Period April 22, 2022, through June 15, 2022 1. Blackduck Damage Inventory form	26 - 30
4. NEW BUSINESS	
a. New Citizen Concerns - Annette Meyer 173 Main Street North New Concerned Citizen Report	31
b. 2009 Residential Rehab - Property Owner Forgiveness Request - Joey Enger Jr. Joey Enger Jr. packet re-recording acknowledgement 2009 City of Blackduck vs. Sarah Husemann	32 - 52
c. Greater Bemidji Inc. - Tiffany Fettig	

- d. Unobligated Tax Increment - Temporary Tax Increment Options for the City of Blackduck - Ehlers Senior Municipal Advisor Todd Hagen 53 - 62
[Temporary TIF Options REV 2021-07-22](#)
[RE City of Blackduck, MN - TIF 1-4 and 1-6](#)
[Spending Plan](#)
[City Council Res Adopting Spending Plan](#)
[PHN](#)
- e. Citizen Request for support to convey state rail bank property from MnDot for personal use - Phill Patch 63 - 67
[MnDot Railbank Phil Patch consideration](#)
[MN State Statute 222.63](#)
- f. Minnesota Department of Transportation Advertising Permit #3532 Sign Redevelopment - Pine Tree Park & Blackduck Golf Course 68 - 71
[Permit 3532](#)
[173.08](#)
[BLACKDUCK](#)
- g. 2023 Property Tax Preliminary Levy & Budget Review - Christina Regas 72 - 320
[09082022](#)
[2023 City of Blackduck Preliminary Levy work packet-2](#)
[KRLS budget request documents](#)
[Blackduck-1 Cert County AA Summary Report 9-14-2022](#)
[Beltrami County Work Packet](#)

5. ADJOURNMENT

Field Report

Project Title: Combined Maintenance and Police Facility

Project Number: 2020-11912

Field Report #: 07

Date: September 8, 2022

Time: 11:00 am – 11:45 am

Weather: Partly Cloudy and windy

Temp. Range: 75 - 80

Contractors on site: Framing and HVAC crews

Observation:

1. The ground level interior walls are framed in.
2. The Contractor has about 80% of the interior wall purlins installed.
3. The Contractor is currently installing hollow metal door frames.
 - a. The Contractor installed addition blocking at the fire wall door openings to provide a secure fastening of the frame.
4. The trench drain cover plates are in place.
5. The installation of the HVAC duct work has started. Currently installation is taking place at the west mezzanine floor location.
 - a. The Contractor temporary removed a portion of the mezzanine floor joists for the duct work installation.
6. Photos taken of the entire site and building area.

Information or Action Required:

1. Review the additional block for the door openings at the fire wall with the project architect.

Reported By: Todd Skyberg
Architectural Technician

Attachment: (2) construction photos



PROGRESS MEETING #7

September 8, 2022

Re: Combined Maintenance and Police Facility

Subject: Meeting Minutes

Attendees: Christina Regas, City Administrator
Mike Schwanke, Public Works Director
Ron Fredrickson, City Councilor
Clay Witkofsky, TNT Construction Group LLC
Todd Skyberg, WIDSETH

Location: Blackduck City Hall

Please note meeting minutes distributed by email only.

1. Outstanding Items from Previous Meetings:

- 1.1. The Owner had made earlier arrangements with Paul Bunyan Telephone Company to provide telephone and data connection for this project. A portion of this work is in the project's construction contract.
 - 1.1.1. The Contractor shall coordinate with the Owner and Paul Bunyan Telephone.
 - 1.1.1.1. TNT Construction to follow up.

2. Review of Work Progress:

2.1. Progress since last meeting:

- 2.1.1. The interior wall framing is complete, except at the mezzanine areas.
- 2.1.2. At the wall framing completed, The Contractor has the electrical rough-in installed.
- 2.1.3. The HVAC duct work installation is starting today.

2.2. Sequence of work progress:

- 2.2.1. The installation of the spray foam moved out two weeks. Scheduled to start the week of September 19th.
- 2.2.2. The Contractor to finish the interior framing.
- 2.2.3. Finish the HVAC duct work installation.
- 2.2.4. The plumbing rough-in to start the week of September 12th.
- 2.2.5. The Contractor is planning to stack the overhead door panels in the rails to seal the exterior perimeter. Then finish the overhead door installation once the ceiling finishes are complete.

2.3. Required coordination's to maintain schedule:

- 2.3.1. WIDSETH emailed a marked-up drawing, showing the propane location in the northwest corner of the site, to the Contractor. In addition, The Contractor shall coordinate final location on site with Mike Schwanke.
 - 2.3.1.1. The propane tank arrived on site Tuesday.
 - 2.3.1.2. Mike Schwanke was not present when the propane tank arrived on site but approves the location.

3. Status of Submittals:

3.1. Reviewed and approved since last progress meeting:

3.1.1. 05 5213 Pipe & Tube Railings

3.1.1.1. The Contractor is holding the submittal until the stairs are framed in.

3.2. Submittals under review:

3.2.1. None currently.

3.3. Rejected submittals:

3.3.1. None currently.

3.4. Submittals scheduled for submission:

3.4.1. 06 2000 Finish Carpentry

3.4.2. 07 2500 Weather Barriers – vapor retarder

3.4.3. 07 9200 Joint Sealant

3.4.4. 09 9600 High-Performance Coatings – trench drain epoxy painting

3.4.5. 12 3200 Manufactured Wood Casework

3.4.6. 22 0553 Identification for Plumbing Piping & Equipment

3.4.7. 22 1005 Plumbing Piping

3.4.8. 23 0553 Identification for HVAC Piping & Equipment

3.4.9. 23 2500 HVAC Water Treatment

3.4.10. 23 3100 HVAC Ducts & Casings

3.4.11. 23 3300 Air Duct Accessories

3.4.12. 23 5100 Breechings, Chimneys and Stacks

4. Quality & Work Standards and Correction of Deficient Items:

4.1. None currently.

5. Request for Information (RFI's):

5.1. None currently.

6. Architect's Supplemental Instructions (ASI's):

6.1. ASI #1 - adjusted the number of nails used at the LVL beam connections; provided additional two-by-six blocking at the typical wall column

6.2. ASI #2 – Rejected by the Owner.

6.3. ASI #3 was issued August 31, 2022. HVAC modifications at the floor joist area, duct insulation and location of louver "L-1".

6.4. ASI #4 was issued September 6, 2022. Add additional silt-fence per MPCA.

7. Status of Proposal Requests:

7.1. WiDSETH is reviewing the pricing for ASI #4.

8. Status of Change Orders:

8.1. Change Order #01 – Value Engineering: Approved

8.2. Change Order #02 – bad soils at building area: Approved

8.3. Change Order #03 – provide two electrical disconnects: Approved

9. Applications for Progress Payments

9.1. Pay Application #4 approved by all parties.

9.2. The Contractor to submit Pay Application #5 by next meeting for review and approval.

10. Schedule next Progress Meeting:

10.1. The next progress meeting to be September 22nd.

10.1.1. Meet at City Hall; Time: 10:30 AM.

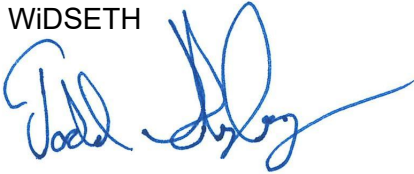
11. Other Discussion Items:

11.1. None currently.

If in error, omission, or in need of clarification, contact WIDSETH or mention the issue at the next meeting.

Sincerely,

WIDSETH

A handwritten signature in blue ink, appearing to read "Todd Skyberg", with a long horizontal flourish extending to the right.

Todd Skyberg
Architectural Technician

Attachment: construction schedule

**UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT AND
FARM SERVICE AGENCY**

CONTRACT CHANGE ORDER

ORDER NO.
4

DATE
9/12/2022

STATE
Minnesota

CONTRACT FOR Combined Maint & Police Facility

COUNTY
Beltrami

OWNER City of Blackduck

To TNT Construction Group LLC

(Contractor)

You are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes (Supplemental Plans and Specifications Attached)	DECREASE in Contract Price	INCREASE in Contract Price
Install additional silt fence in the northwest portion of the project. Per MPCA inspection.	\$	\$ 2,337.00
TOTALS	\$ _____	2,337.00
NET CHANGE IN CONTRACT PRICE	\$ _____	2,337.00

JUSTIFICATION:

See attached proposal from TNT Construction Group LLC.

The amount of the Contract will be (Decreased) (Increased) By The Sum Of: _____

Two Thousand Three hundred Thirty Seven _____ Dollars (\$ 2,337.00).

The Contract Total Including this and previous Change Orders Will Be: _____

One Million Nine Hundred Forty, Eight Hundred Thirty One _____ Dollars (\$ 1,940,831.00).

The Contract Period Provided for Completion Will Be (Increased) (Decreased) (Unchanged): 0 Days.

This document will become a supplement to the contract and all provisions will apply hereto.

Requested _____ (Owner)

(Date)

Recommended _____
(Owner's Architect/Engineer)

9/13/2022

(Date)

Accepted _____
(Contractor)

(Date)

Approved by Agency _____
(Name and Title)

(Date)

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SUPPLEMENTAL AGREEMENT

GENERAL CONTRACTOR: TNT Construction Group LLC

DATE: 9/7/2022

PROJECT: Blackduck Combined Maintenance and Police Facility

PROJECT OWNER: City of Blackduck

AGGREEMENT #: ASI #4 - Additional Silt Fence

DESCRIPTION:

The added cost to install redundant silt fence in the northwest portion of the project. Per MPCA inspection.

Labor - \$1,962.00

Material - \$375.00

NET ADD OR DEDUCT: \$2,337.00



ORDERED BY: _____
(Owner or Approved Representative)

DATE:

ACCEPTED BY: Dominic Ellison
(TNT Aggregates LLC.)

DATE: 9/7/2022

SUPPLEMENTAL INSTRUCTIONS

Date: September 6, 2022,

WSN PROJECT NO. 2020-11912

Bemidji

315 5th Street NW

Suite 1

Bemidji MN 56601

218.444.1859

Bemidji@Widseth.com

Widseth.com

SUPPLEMENTAL NO.: 04

PROJECT: Combined Maintenance and Police Facility
(Name & Address) 197 Industrial Lane NW
Blackduck, MN 56630

OWNER: City of Blackduck
(Name & Address) 8 Summit Ave NE
Blackduck, MN 56630

TO:	TNT Construction Group, LLC	CC:
(Name & Address)	40 County Road 63	(Name & Address)
	Grand Rapids, MN 55744	

The following shall be a modification to the Contract Documents.

1. Provide additional silt-fence (approx. 300') as indicated on the attached plan Sheet C6.01.

Attachments: C6.01 – Erosion Control Plan

Issued By: Brent Dammann September 6, 2022
Date



ROBERT W. MURRAY • MATTHEW R. MURRAY
LICENSED LAND SURVEYORS
P.O. BOX 1038
304 THIRD STREET NW
BEMIDJI, MINNESOTA 56601
BUSINESS (218) 751-5898
FAX (218) 444-9611

September 8, 2022

Christina Regas
City Administrator
City of Blackduck
8 Summit Ave. East
Blackduck, MN 56630

Sent Via Email: christina.regas@blackduckmn.com

Re: Survey Estimate – Library Building – Parcel No. 810016200

Dear Christina:

The purpose of this letter is to set forth an estimate for land surveying services associated with the library parcel (Parcel 810016200) and the parcel to the south (Parcel 81001100) as approximately outlined in red below.



It is my understanding that the city is contemplating the sale of the library parcel and it would like to ensure that there are not any encroachment issues. This will likely require adding Lot 16 with the library parcel (Parcel 810016200).

Our work would consist of setting iron pipe monuments at the perimeter corners of combined parcels 16 and 17, and at the perimeter corners of combined parcels 13, 14, and 15. The cost of marking these corners is estimated to be **\$1,450**.

If desired, a Certificate of Survey can be prepared to document the results of the survey, including the location of improvements on the parcels. The additional cost of preparing a Certificate of Survey is estimated to be **\$580**.

Please feel free to contact me if you have any questions or if I misunderstood the goals in any way.

Thank you,



Matt Murray

CLIENT APPROVAL:

I (We) authorize Murray Surveying, Inc. to proceed with the survey as outlined in this letter, and in accordance with the notes stated below.

Client Signature: _____

Note:

1. Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions, even if such parties have no direct contractual relationship with the owner.
2. Surveys can reveal unseen or unknown conflicts between the record documents and the location of physical improvements. Upon discovery of any ambiguity, uncertainty, or dispute disclosed by the records or by placement of the boundaries on the ground, work on the boundary survey will be suspended and you will be immediately notified. We will present alternatives for possible resolution and any additional work required to achieve resolution will be negotiated. If you should choose to forego resolution, all work completed to date will be invoiced for payment and the project file will be archived by us for future resolution. If you chose resolution, we will act as your mediator, consultant and expert until satisfactory resolution is achieved. Upon resolution, this initial agreement will be reinstated and completed in accordance with its initial terms subject to potential interim rate increases.
3. This account would be subject to a late charge (FINANCE CHARGE) of 0.667% per month, which is an ANNUAL PERCENTAGE RATE of 8%, computed on total past due balance 30 days after statement date.

EXPLORE Minnesota

BDK  DMV

JAN

10,000 lakes

YEAR



Application for Deputy Registrar

Deputy Office Information

Deputy Number	(to be assigned)
Location	Blackduck City Hall 8 Summit Avenue East
Appointee	Christina Regas
Phone Number	218-835-4803
Fax Number	218-835-4801
E-Mail Address	christina.regas@blackduckmn.com

General Information:

1. Minnesota Rules & Statutes: You are responsible to comply with Minnesota Rules Chapter 7406, and Minnesota Statute 168.33. Please read them carefully before filing this application.
2. Please sign the back of this form when submitting this application.

Return completed application to: **Driver and Vehicle Services**
Deputy Registrar Section Suite 185
445 Minnesota St.
St. Paul, MN 55101



Deputy Number: _____
Location: _____
Appointee: _____
Fax Number: _____
E-mail: _____

DEPUTY REGISTRAR INFORMATION SUMMARY

This form is designed to assist you in ensuring that your office is in compliance with Minnesota Rules, section 7406.

NAME OF CONTACT PERSON: Christina Regas

A change requires written notice to the registrar at least 10 days before the change. Reference MSR 7406.0500, subpart 1

TOTAL HOURS OF OPERATION 40

Hours of operation cannot be less than 40 hours a week.

A change requires written notice to the registrar at least 10 days before the change. Reference MSR 7406.0500, subpart 2

Days	Hours
Monday - Friday	8am - 12:30pm
Monday - Friday	1pm - 4:30pm

CLOSE OF RECORDS Time: 4:30pm

A change requires written notice to the registrar at least 15 days before the change. Reference MSR 7406.0450, subpart 2

IMPREST CASH (Start-up Funds) Dollar Amount: \$ 300.00

A change requires written notice to the registrar before the change can become effective. Reference MSR 7406.0500, subpart 7

FEE RECEIPT SYSTEM

Are you combining funds from other sources in your cash register or cash receptacle? Yes ☐ No ☒

If you answered "yes" you must attach a written explanation of how you differentiate these funds from motor vehicle funds. You must obtain written approval from the registrar. Reference: MSR 7406.0500, subpart 6

PROCESSING AREA

Do you process "uncollected" work (e.g. does a dealer drop off transactions for you to complete)? Yes ☒ No ☐

Processing areas for incomplete work must be in a separate and distinct area. If you answered "yes", you must attach a floor plan of your office space. The plan must include the specific areas and dimensions of the space allocated for the processing area, public services area, and storage area. Reference: MSR 7406.0400, subpart 2

MAIL ORDER TRANSACTIONS Do you accept and process mail transactions? Yes ☒ No ☐

A deputy registrar may mail out inventory to customers provided a record of inventory is maintained. The deputy registrar must pay the replacement cost of inventory lost in the mail. The inventory must be mailed under uniform mailing standards as provided by the registrar. Please refer to the rule for specific details. Reference: MSR 7406.0500, subpart 9

DISABILITY ACCESSIBILITY Does your office comply with the American with Disabilities Act? Yes ☒ No ☐

Reference: MSR 7406.0400, subpart 5

INVENTORY SECURITY

Inventory (registration stickers, plates, etc) must be in a non-public area. Reference MSR 7406.0400, subpart 3

SIGNAGE An indoor or outdoor sign must be displayed to identify the office. Reference MSR 7406.0400, subpart 6

I attest that the information provided above is correct.

Deputy Signature: _____

Date: 9-9-2022

For Office Use Only

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PLEASE TYPE OR PRINT CLEARLY

☒ CHECK ONE

APPLICANT IS: INDIVIDUAL/S
 X PUBLIC ENTITY CORPORATION

NAME OF PUBLIC ENTITY OR CORPORATION City of Blackduck

IF YOU CHECKED CORPORATION, PLEASE SUPPLY THE FOLLOWING INFORMATION:

- ◆ All trade and business names used by the corporation.
- ◆ The nature of the corporate business operation for the past five years.
- ◆ The name of each director, officer, and five percent shareholder.
- ◆ Copies of Articles of Incorporation filed with the Secretary of State.

This application must be completed by the individual(s) applying for appointment as a deputy registrar or by the individual(s) responsible for the corporation or public entity. Applicant must be 18 years of age or older.

NAME Regas Christina Ann
LAST FIRST MIDDLE

DATE OF BIRTH: PHONE: 218-368-9394
MO / DAY / YR

ADDRESS 17480 Grassy Island Lane NE
STREET ADDRESS

CITY: Hines STATE: MN ZIP: 56647

COUNTY OF RESIDENCE: Beltrami

NAME
LAST FIRST MIDDLE

DATE OF BIRTH: PHONE:
MO / DAY / YR

ADDRESS
STREET ADDRESS

CITY: STATE: ZIP:

COUNTY OF RESIDENCE:

WORK EXPERIENCE

- ◆ LIST MOST RECENT EXPERIENCE FIRST
- ◆ LIST EACH DIFFERENT POSITION SEPARATELY EVEN IN THE SAME ORGANIZATION
- ◆ BE COMPLETE AND ACCURATE
- ◆ IF YOU NEED MORE SPACE PLEASE ATTACH A SEPARATE SHEET

EXPERIENCE 1

Name of Organization: City of Blackduck

Location: 8 Summit Ave E. Blackduck, MN 56630

Supervisor: Blackduck City Council & Mayor Maxwell Gullette (term expires 12/31/2022)

Your Job Title: City Administrator Employment Dates From: 02/2014 To: Present

MO & YR MO & YR

Major Activities:

1. Clerk/Treasurer for Municipality
2. City Administrator for Municipality
3. _____

EXPERIENCE 2

Name of Organization: OfficeMax / Office Depot

Location: Bemidji, MN 56601

Supervisor: _____

Your Job Title: Store Manager Employment Dates From: 01/1999 To: 01/2014

MO & YR MO & YR

Major Activities:

1. Financial Manager of Retail Company
2. _____
3. _____

LIST STATES OF RESIDENCY FOR THE PAST FIVE YEARS

STATE	DATES OF RESIDENCY
1. Minnesota	1993-Present
2.	
3.	
4.	

LICENSES

List current licenses, with federal, state or municipal government agencies. Please provide an explanation of any cancellation, revocation, suspension, or other disciplinary proceeding in connection with the license.	Date Issued	Expiration Date
1. [REDACTED]	04/16/2019	04/25/2023
2.		
3.		

CONFLICTING BUSINESS INTERESTS

Do you own or are you a partner, officer or five percent shareholder in a financial institution, motor vehicle dealership, or auto insurance business?

☒ No ☐ Yes, please specify: _____

HISTORY OF DEPUTY REGISTRAR APPOINTMENTS

Have you ever applied for a deputy registrar appointment or have held the position of deputy registrar in the past?

☒ No ☐ Yes, please specify: _____

OFFICE INFORMATION

PROPOSED OFFICE LOCATION: Blackduck City Hall

ADDRESS: 8 Summit Avenue East

STREET ADDRESS

CITY: Blackduck STATE: MN ZIP: 56630

If known, please provide the name, date of birth, and telephone number of the person who will be responsible for the day-to-day operation of the proposed office.

NAME Watson Paige Irene

LAST

FIRST

MIDDLE

DATE OF BIRTH:
MO / DAY / YR

PHONE: 218-553-0125

ADDRESS 54235 Hwy 46

STREET ADDRESS

CITY: Blackduck STATE: MN ZIP: 56630

SIGNATURE AND NOTARIZATION

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE.

X 
SIGNATURE
Date: 9-9-2022

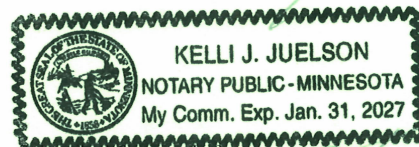
X 
SIGNATURE
Date: 09/09/22

Subscribed & sworn before me:  NOTARY SIGNATURE

Date: 9/9/2022

County: Beltrami

Date my commission expires: Jan 31, 2027



Subscribed & sworn before me:  NOTARY SIGNATURE

Date: 9/9/2022

County: Beltrami

Date my commission expires: Jan 31, 2027





CITY OF BLACKDUCK RESOLUTION: 2022-20

IN THE MATTER OF THE ORDERLY ANNEXATION BETWEEN THE CITY OF BLACKDUCK AND HINES TOWNSHIP PURSUANT TO MINNESOTA STATUTES § 414.0325

WHEREAS, on _____, 20__ a Notice of Intent to include property in an orderly annexation area was published pursuant to the requirements of Minnesota Statutes § 414.0325 Subd. 1b; and

WHEREAS, the City of Blackduck and Hines Township jointly agree to designate and request the immediate annexation of the land described in Exhibit A and located within Hines Township to the City of Blackduck, County of Beltrami, Minnesota; and

WHEREAS, the City of Blackduck and Hines Township are in agreement as to the orderly annexation of the unincorporated land described; and

WHEREAS, Minnesota Statutes § 414.0325 provides a procedure whereby the City of Blackduck and Hines Township may agree on a process of orderly annexation of a designated area; and

WHEREAS, the City of Blackduck and Hines Township have agreed to all the terms and conditions for the annexation of the above-described lands; and the signatories hereto agree that no alteration of the designated area is appropriate and no consideration by the Chief Administrative Law Judge is necessary. The Chief Administrative Law Judge may review and comment, but shall within 30 days, order the annexation in accordance with the terms of the resolution.

NOW, THEREFORE, BE IT RESOLVED, jointly by the City Council of the City of Blackduck and the Township Board of Hines Township as follows:

1. **(Property.)** That the following described land is subject to orderly annexation pursuant to Minnesota Statutes § 414.0325, that the parties hereto designate the area for orderly annexation, and agree that the land be immediately annexed:

See Exhibit A, and as shown in Exhibit B.

2. **(Acreage/Population/Usage.)** That the orderly annexation area consists of approximately 502 acres owned entirely by the City of Blackduck, the population in the area is zero, and the land use type is public (cemetery, sanitary sewer treatment facilities, public golf course and public park).

3. **(Jurisdiction.)** That Hines Township and the City of Blackduck, by submission of this joint resolution to the Municipal Boundary Adjustment Unit of the Office of Administrative



CITY OF BLACKDUCK RESOLUTION: 2022-20

Hearings, confers jurisdiction upon the Chief Administrative Law Judge to accomplish said orderly annexation in accordance with the terms of this resolution.

4. **(Municipal Reimbursement).** Minnesota Statute § 414.036.

a. **Reimbursement to Town for lost taxes on annexed property.**

The property is tax exempt and does not generate taxes, therefore no reimbursement is required.

b. **Assessments and Debt.**

There are no special assessments or debt on the annexed property.

5. **(Review and Comment).** The City of Blackduck and Hines Township agree that upon receipt of this resolution, passed and adopted by each party, the Chief Administrative Law Judge may review and comment, but shall within 30 days, order the annexation in accordance with the terms of the resolution.

Adopted by affirmative vote of all the members of the Hines Township Board of Supervisors this _____ day of _____ 2022.

HINES TOWNSHIP

ATTEST:

By: _____
Milo Barclay, Chairperson
Board of Supervisors

By: _____
Jeff Wiebe, Township Clerk

Adopted by affirmative vote of the City Council of Blackduck this _____ day of _____ 2022.

CITY OF BLACKDUCK

ATTEST:

By: _____
Maxwell Gullette, Mayor

By: _____
Christina Regas, City Administrator



CITY OF BLACKDUCK RESOLUTION: 2022-20

EXHIBIT A

TO

JOINT RESOLUTION FOR ORDERLY ANNEXATION

Legal Description of Annexed Land

Irrigation Fields

Parcel 1 - PID 18.00012.02

The South Half of the Northeast Quarter (S $\frac{1}{2}$ NE $\frac{1}{4}$), Section 2, Township 149, Range 31, County of Beltrami, State of Minnesota.

Parcel 2 - PID 18.00024.00

Parcel 3 - PID 18.00026.00

The East One-half of the Southeast Quarter (E $\frac{1}{2}$ SE $\frac{1}{4}$), and the Northwest One-quarter of the Southeast Quarter, Section 2, Township 149, Range 31, County of Beltrami, State of Minnesota.

Parcel 4 – PID 18.00025.00

The Southwest Quarter of the Southeast Quarter (SW $\frac{1}{4}$ SE $\frac{1}{4}$), Section 2, Township 149, Range 31, County of Beltrami, State of Minnesota.

Cemetery

Parcel 5 – 18.00186.01

Beginning at an iron monument set at a point thirty-three (33) feet West and thirty-three (33) feet South of the corner to Sections Eleven (11), Twelve (12), Thirteen (13) and Fourteen (14) in Township One hundred and forty-nine (149), Range Thirty-one (31), thence West along a line parallel to and thirty-three (33) feet South of the Section line between said sections eleven (11) and fourteen (14) a distance of four hundred sixty-six and sixty-nine one hundredths (466.69) feet, thence South along a line parallel to said section line between Sections thirteen (13) and fourteen (14) a distance of four hundred sixty-six and sixty-nine one hundredths (466.69) feet, thence East along a line parallel to the first described course a distance of four hundred sixty-six and sixty-nine one hundredths (466.69) feet, thence North along a line parallel to and thirty-three (33) feet West of the section line between said sections thirteen (13) and fourteen (14) a distance of four hundred sixty-six and sixty-nine one hundredths (466.69) feet to the place of beginning, containing five (5) acres, County of Beltrami, State of Minnesota.



CITY OF BLACKDUCK

RESOLUTION: 2022-20

Parcel 6 – PID 18.00186.00

Beginning at a point 499.69 Feet West and 33 Feet South of the NE Corner of NE $\frac{1}{4}$ NE $\frac{1}{4}$ of Section 14, Township 149, Range 31, thence South on the West line of the present Village Cemetery a distance of 466.69 Feet to an iron pip drove in the ground, thence West making a deflection angle of 89° 47', a distance of 373.35 Feet, thence North making a deflection angle of 90° 13' a distance of 466.69 Feet, thence East making a deflection angle of 89° 47' on the line parallel to and 33 Feet South of the North Section line of above section a distance of 373.35 Feet which is the place of beginning, containing four acres, County of Beltrami, State of Minnesota.

AND

The Southerly 250.00 feet of the northerly 749.69 feet of the easterly 873.04 feet and the easterly 33.00 feet of the southerly 466.69 feet of the northerly 499.69 feet, all in the NE $\frac{1}{4}$ of the NE $\frac{1}{4}$ of section 14, Township 149 North, Range 31 West, containing 5.36 acres, County of Beltrami, State of Minnesota.

Wastewater Ponds and Golf Course

Parcel 7 – PID 18.00134.00

The Northeast Quarter of the Northwest Quarter (NE $\frac{1}{4}$ NW $\frac{1}{4}$), Section Eleven (11), Township one Hundred Forty-nine (149), subject to reservation of minerals and mineral rights, County of Beltrami, State of Minnesota.

Parcel 8 – PID 18.00140.00

The Southeast Quarter of the Northwest Quarter (SE $\frac{1}{4}$ of NW $\frac{1}{4}$) and the Northeast Quarter of the Southwest Quarter (NE $\frac{1}{4}$ of SW $\frac{1}{4}$), all in Section Eleven (11), Township One Hundred Forty-nine (149), Range Thirty-one (31), County of Beltrami, State of Minnesota.

Parcel 9 – PID 18.00146.00

The Southeast Quarter of the Southwest Quarter (SE $\frac{1}{4}$ of SW $\frac{1}{4}$), except the West ten (10) acres thereof, all in Section Eleven (11), Township One Hundred Forty-nine (149), Range Thirty-one (31), County of Beltrami, State of Minnesota.

Parcel 10 – PID 18.00132.00

The Southwest Quarter of the Northeast Quarter (SW $\frac{1}{4}$ of NE $\frac{1}{4}$), all in Section Eleven (11), Township One Hundred Forty-nine (149), Range Thirty-one (31), County of Beltrami, State of Minnesota.



CITY OF BLACKDUCK RESOLUTION: 2022-20

Pine Tree Park

Parcel 11 – PID 18.00141.00

Parcel 12 – PID 18.00142.00

Parcel 13 – PID 18.00143.00

Parcel 14 – PID 18.00144.00

Parcel 15 – PID 18.00145.00

Parcel 16 – PID 18.00147.00

Parcel 17 – PID 18.00148.00

Government Lots Two (2) and Three (3), and the West Ten (10) acres of the Southeast Quarter (SE¹/₄) of the Southwest Quarter (SW¹/₄), all in Section Eleven (11), Township One Hundred Forty-nine (149) North, Range Thirty-one (31) West, County of Beltrami, State of Minnesota.



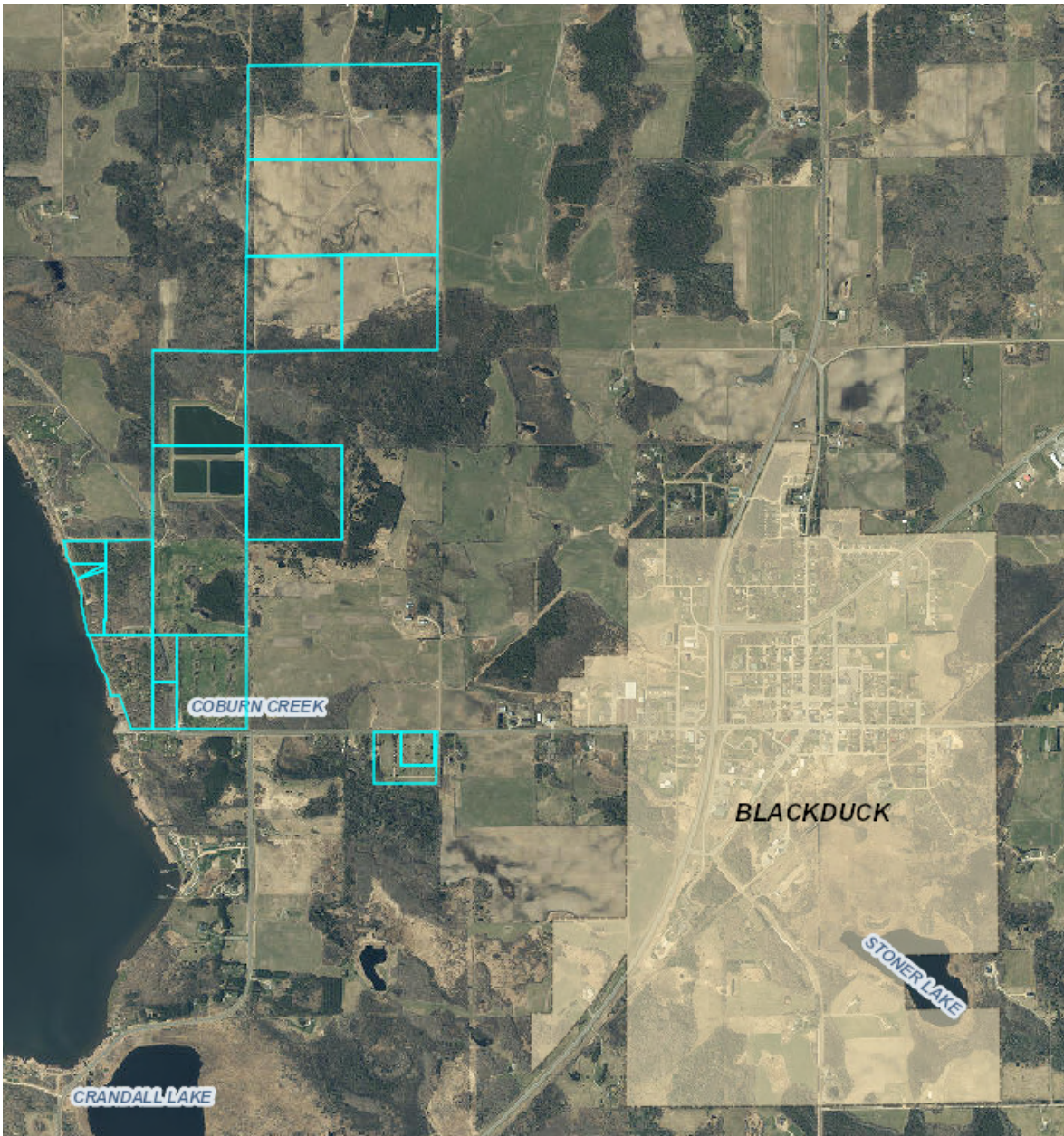
CITY OF BLACKDUCK RESOLUTION: 2022-20

EXHIBIT B

TO

JOINT RESOLUTION FOR ORDERLY ANNEXATION

Property to be Annexed and Corporate Boundary of City



None of the property to be annexed is platted.

From: [Cosby Sr. Gregory](#)
To: [Christina Regas](#); [Michael Schwanke](#); [Lamoreaux, Wayne \(OGA\)](#)
Cc: [Orth, Adam](#); [Cosby Sr. Gregory](#)
Subject: Blackduck, City of's, Exploratory Call (EC), FEMA, DR-4659-MN (Severe Storm(s) during the Incident Period April 22, 2022, through June 15, 2022
Date: Friday, September 16, 2022 7:14:10 AM
Importance: High

[EXTERNAL]

Good Morning Christina Regas and Mike Schwanke,

My name is Gregory Cosby (Greg), and I am a FEMA Public Assistance Program Delivery Manager (PDMG) who will help you start the FEMA Grant Reimbursement process for damages caused by the winter storms and flooding.

To begin this process, FEMA requires setting a time for an Exploratory Phone Call to be held within the next 7 days. This is a 20–30-minute phone call to accomplish the following objectives:

- Explain the role of a PDMG and outline the Public Assistance (PA) grant program.
- Discuss the disaster related damages you have identified and priorities or critical needs.
- Introduce the Damage Inventory form, which is how we will capture your damages.
- Outline the documentation FEMA needs to support your claims.
- Schedule a follow up meeting called the Recovery Scoping Meeting (RSM) which will analyze your damages in detail and bring together your key players and ours. The South Dakota Office of Emergency Management (SD OEM) will also be invited to participate in the RSM.

Would you be available for the Exploratory Call on any of the following dates:

- Monday, September 19, 2022, all day
- Friday, September 23, 2022, all day
- Monday, September 26, 2022, all day
- Wednesday, September 28, 2022, all day
- Thursday, September 29, 2022, all day
- Friday, September 30, 2022, all day

Do any of these dates work for you? If not, please let me know a better day and time.

I appreciate you responding to this email or calling me at (202-702-7024) to confirm the date and a time as soon as possible. Thanks and I look forward to working with you.

Respectfully,

Gregory V. Cosby Sr.
Program Delivery Manager (PDMG)
Deployed to DR-4659-MN
FEMA Public Assistance | Recovery | DCC
Mobile: (202) 702-7024
gregory.cosbysr@fema.dhs.gov

Damage Inventory

Category	Name of damage/facility	Address 1	Address 2	City	State	Zip	Latitude	Longitude	Describe Damage	Primary Cause of Damage	Approx. Cost	% Work Complete	Labor Type	Has received PA grant(s) on this facility in a past?	Applicant priority				
	Main City Lift Station	CSAH30 - Summit Ave. West		Blackduck	MN	56630	47.72900	-94.56000	maximum capacity	Flood	\$658			N					
	Washout to culvert to Irrigation Fields -1	21024 Blackduck Lake Road		Blackduck	MN	56630	47.75000	-94.57300	washout / erosion	Flood	\$220								
	Washout to culvert to Irrigation Fields - 2	21024 Blackduck Lake Road		Blackduck	MN	56630	47.44000	-94.39000	well casing	Flood	\$220								
	Washout to irrigation field access road (1)	21024 Blackduck Lake Road		Blackduck	MN	56630	47.74300	-94.57900	washout / erosion	Flood	\$220								
	Washout to irrigation field access road (2)	21024 Blackduck Lake Road		Blackduck	MN	56630	47.74900	-94.57400	washout / erosion	Flood	\$220								
	Washout to irrigation field access road (3)	21024 Blackduck Lake Road		Blackduck	MN	56630	47.75200	-94.57300	washout / erosion	Flood	\$220								
	3rd Street SE & Railroad Ave. Washout	3rd Street SE & Railroad Ave		Blackduck	MN	56630	47.72800	-94.54300	need to dig out culvert/replace pipe & structure for storm sewer/potentially relocate storm	Flood		0%							
	Railroad Avenue SE	between 1st & 2nd St. SE		Blackduck	MN	56630	47.72800	-94.54600	erosion towards west needs gravel	Flood									
	Alley between 1st St SE & 2nd St. SE			Blackduck	Mn	56630	47.72800	-94.54600	needs gravel & shaping	Flood									
	Alley between 2nd & 3rd St. SE			Blackduck	MN	56630	47.72800	-94.54400	needs gravel & shaping	Flood									
	Morris Avenue NW	between 1st & 2nd St. NW		Blackduck	MN	56630	47.73200	-94.55000	erosion towards west needs gravel	Flood									
	Oscar Avenue NW washout (1)	Oscar Avenue NW		Blackduck	MN	56630	47.73100	-94.55500	washout / erosion	Flood									
	Oscar Avenue NW washout (2)	Oscar Avenue NW		Blackduck	MN	56630	47.73100	-94.55500	washout / erosion	Flood									
	Railroad Avenue SE storm sewer	Railroad Avenue SE		Blackduck	MN	56630	47.72800	-94.54800	overflow/storm seperated/need new concrete	Flood									
	Cedar Avenue washout Alley	Cedar Avenue SE		Blackduck	MN	56630	47.72800	-94.55000	washout / erosion	Flood	\$300								
	Cedar Avenue washout drainage area	Cedar Avenue SE		Blackduck	MN	56630	47.72800	-94.55000	washout / erosion	Flood	\$200								
	4th Street NE Culvert	4th Street NE		Blackduck	MN	56630	47.73500	-94.54100	culvert - water pushed culvert up -needs resetting	Flood		0%							
	Pine Tree Park - Restroom pumping service	21024 Pine Tree Park Rd NE		Blackduck	MN	56630	47.73200	-94.58780	maximum capacity	Flood	\$100	100%							
	Pine Tree Park - Dump Station pumping service	21024 Pine Tree Park Rd NE		Blackduck	MN	56630	47.73300	-94.58700	maximum capacity	Flood	\$100	100%							
	Pine Tree Park - Outhouse North pumping Service	21024 Pine Tree Park Rd NE		Blackduck	MN	56630	47.33300	-94.58600	maximum capacity	Flood	\$100	100%							
	Pine Tree Park - Outhouse South pumping Service	21024 Pine Tree Park Rd NE		Blackduck	MN	56630	47.73000	-94.58580	maximum capacity	Flood	\$100	100%							
	Pine Tree Park - Drainage Ditch	21024 Pine Tree Park Rd NE		Blackduck	MN	56630	47.73200	-94.58500	washout / erosion	Flood	\$1,000	20%							
	Blackduck Beach Drainage Ditch	20181 Teepee Hill Lane NE		Hines	MN	56647	47.73400	-94.58890	washout / erosion & blocked by debris	Flood	\$300								
	Blackduck beach Road Erosion	20182 Teepee Hill Lane NE		Hines	MN	56647	47.73400	-94.58900	washout / erosion	Flood	\$300								
	Blackduck beach Erosion	20183 Teepee Hill Lane NE		Hines	MN	56647	47.73400	94.58900	washout / erosion	Flood	\$400	100%							
	Pine Tree Park Road Erosion	21024 Pine Tree Park Rd NE		Blackduck	MN	56630	47.73200	-94.58700	washout / erosion	Flood	\$1,000	20%							
	Blackduck Golf Course Erosion #1 Cart Path	20857 Blackduck Lake Rd NE		Blackduck	MN	56630	47.73000	-94.58300	washout / erosion	Flood		0%							
	Blackdukc Golf Course Erosion #1 Tee Box	20857 Blackduck Lake Rd NE		Blackduck	MN	56630	47.73000	-94.58300	erosion / maximum capacity	Flood		0%							
	Blackduck Golf Course Drainage Pipe (CSAH#30) on Green #2 separation	20857 Blackduck Lake Rd NE		Blackduck	MN	56630	47.73600	-94.58500	pipe separation / blocked by debris	Flood		0%							
	Blackduck Golf Course Club House Mens' Restroom flooding	20857 Blackduck Lake Rd NE		Blackduck	MN	56630	47.72900	-94.58300	drywall damage	Flood		0%							
	Carl Avenue SE Erosion	Carl Avenue SE		Blackduck	MN	56630	47.72900	-94.55700	washout / erosion	Flood	\$200	0%							
	Blackduck City Hall Roof	8 Summit Ave. East		Blackduck	MN	56630	47.72900	-94.54800	water in ceiling	Flood		0%							
	Blackduck Police Department Rood leak	80 Main Street North		Blackduck	MN	56630	47.73000	-94.54800	water in ceiling	Flood		0%							

CSAH#30

Damage Inventory

	Water Plant Road	CSAH 30 - Summit Avenue West		Blackduck	MN	56630	47.73000	-94.56000	washout / erosion	Flood		0%			
	4th Street SE (between Summit Ave. E. & Brown Ave. SE)	4th Street SE - Brown Ave. SE		Blackduck	MN	56630	47.72900	-94.54000	washout / erosion	Flood		0%			

Labor Key: **MAA** - Mutual Aid Agreement; **MOU** - Memorandum of Understanding; **FA** - Force Account; **C** - Contract; **FA/C** - Both FA and C; **DR** - Donated Resources

Labor Type		Priority Type	Yes/No		Category
Mutual Aid	MAA	Low	Yes	Y	A
Mission Assigned	MA	Medium	No	N	B
Memorandum of Understanding	MOU	High	Unsure	U	C
Force Account	FA	Urgent			D
Contract	C				E
Force Account & Contract	FA/C				F
Donated Resource	DR				G

Primary Cause of Damage
Earthquake
Fire
Flood
Hurricane
Severe Storm
Tornado
Tsunami
Volcanic Eruption
Wind
Winter Storm

Page filled out for Anette
based on verbal conversation

City of Blackduck
AUG 15 2022



City of Blackduck
8 Main Avenue NE P.O. Box 380 Blackduck, MN 56630
Phone: 218-835-4803 Fax: 218-835-4801

Agenda Request Form

Items to be placed on the Agenda must be
submitted by 12:00pm on the Wednesday preceding the meeting.

Request to be scheduled on the agenda for Blackduck City Council

Date of Meeting: _____

Name: Annette Meyer

Address: 173 Main Street Phone: 218-252-2185

"New citizens concerns"
Business to be addressed by City Council:

- ① Signage in yard - blocks thrift store signage.
- ② Signage in yard - Set in yard an unwanted amount.
- ③ Demo buildings - parking blocked off
- ④ Demo buildings - take too long to be removed.
- ⑤ Traffic speed enforcement.

Action Requested of Council:

Signed: Verbal

Date: 08/15/22

Page completed for Anette.

218 760 8978

"RE-RECORDING ACKNOWLEDGEMENT"

THIS Residential Mortgage dated June 22nd,
2009, and filed for record on October 26 2009,
by Microfilm # A000497710, is being re-recorded for the following
reason:

was recorded as \$17,851.00
should be \$17,581.00

"We hereby acknowledge the changes made to this document."

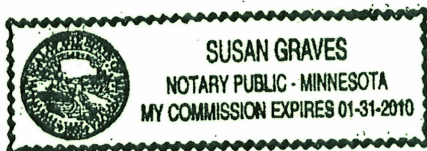
Sarah J. Huesmann 11-19-09
Sarah L. Huesmann

STATE OF MINNESOTA)
COUNTY OF BELTRAMI) ss.

On this 19th day of November, 2009, before me,
Susan Graves a Notary Public within and for said County
and State, personally appeared Sarah L. Huesmann,
a single female,
to me known to be the same person(s) described in and who executed
the foregoing instrument, and acknowledged that she executed
the same as her free act and deed.

Susan Graves
Notary Public

S E A L



BI-CAP
EXEMPT FROM MORTGAGE REGISTRATION
TAX - BELTRAMI COUNTY, MN
KAY L. MACK AUDITOR-TREASURER

OFFICE OF COUNTY RECORDER
COUNTY OF BELTRAMI, MINNESOTA

THIS IS TO CERTIFY
THAT THIS INSTRUMENT
WAS FILED IN THIS
OFFICE ON 10/26/2009 AT
12:56:58PM BY DOCUMENT NUMBER

2009437710

CHARLENE D. STURK
COUNTY RECORDER

PAGES: 4

Residential Mortgage

THIS INDENTURE, made this 22nd day of June, 20 09, between Sarah L. Huesmann, a single female

Mortgagor (whether one or more), and The City of Blackduck, a political subdivision under the laws of the State of Minnesota, Mortgagee,

WITNESSETH, that, pursuant to the provisions of that housing loan program commonly known as City of Blackduck Owner Occupied Rehab Program

the Mortgagor, in consideration of the sum of Seventeen Thousand Eight Hundred Fifty One and no/100 (\$ 17,851.00) DOLLARS, to the Mortgagor in hand paid by the Mortgagee, the receipt whereof is hereby acknowledged, does hereby convey unto the Mortgagee, Forever, all of the land located in the County of Beltrami, and State of Minnesota, described as follows:

The East 75 feet of Lot One (1), Block Three (3), Townsend's Addition to Blackduck

together with all hereditaments and appurtenances belonging thereto (the Property).

TO HAVE AND TO HOLD THE SAME, to the mortgagee forever. The Mortgagor covenants with Mortgagee as follows: That Mortgagor is lawfully seized of the Property and has good right to convey the same; that the Property is free from all encumbrances except as follows: Senior Liens in the original amount of: (If none, state "None")

None

that the Mortgagee shall quietly enjoy and possess the same; and that the Mortgagor will Warrant and Defend the title to the same against all lawful claims not hereinbefore specifically excepted.

PROVIDED, NEVERTHELESS, that if the Mortgagor shall pay to the Mortgagee the sum of Seventeen Thousand Eight Hundred Fifty One and no/100 (\$ 17,851.00) DOLLARS plus interest, according to the terms of a promissory note of even date herewith (the Note), and shall repay to the Mortgagee, at the times and with interest as specified, all sums advanced in protecting the lien of this Mortgage, in payment of taxes of the Property, insurance premiums covering buildings thereon, principal or interest on any prior liens, expenses and attorney's fees herein provided for and sums advanced for any other purpose authorized herein, and shall keep and perform all the covenants and agreements herein contained, then this Mortgage shall be null and void, and shall be released at the Mortgagor's expense.

AND THE MORTGAGOR covenants with the Mortgagee as follows:

1. to pay the principal sum of money and interest as specified in the Note, which Note requires, along with other requirements, that payment in full be made upon sale of the subject real property;
2. to pay all taxes and assessments now due or that may hereafter become liens against the Property before penalty attaches thereto;
3. to keep all buildings, improvements and fixtures now or later located on or a part of the Property insured against loss by fire, extended coverage perils, vandalism, malicious mischief and, if applicable, steam boiler explosion, for at least the amount of Fair Market Value at all times while any amount remains unpaid under this Mortgage. If any of the buildings, improvements or fixtures are located in a federally designated flood prone area, and if flood insurance is available for that area, Mortgagor shall procure and maintain flood insurance in amounts reasonably satisfactory to the Mortgagee. Each insurance policy shall contain a loss payable clause in favor of the Mortgagee affording all rights and privileges customarily provided under the so-called standard mortgage clause. In the event of damage to the Property by fire or other casualty, the Mortgagor shall promptly give notice of such damage to the Mortgagee and the insurance company. The insurance shall be issued by an insurance company or companies licensed to do business in the State of Minnesota and acceptable to the Mortgagee. The insurance policies shall provide for not less than ten days written notice to the Mortgagee before cancellation, non-renewal, termination, or change in coverage, and the Mortgagor shall deliver to the Mortgagee a duplicate original or certificate of such insurance policies;

4. to pay, when due, both principal and interest of all prior liens or encumbrances;
5. to commit or permit no waste on the Property and to keep it in good repair;
6. to complete forthwith any improvements which may hereafter be under course of construction on the Property; and
7. to pay any other expenses and attorney's fees incurred by the Mortgagee by reason of litigation with any third party for the protection of the lien of this Mortgage.

In case of failure to pay said taxes and assessments, prior liens or encumbrances, expenses and attorney's fees as above specified, or to insure said buildings, improvements, and fixtures and deliver the policies as aforesaid, the Mortgagee may pay such taxes, assessments, prior liens, expenses and attorney's fees and interest thereon, or obtain such insurance, and the sums so paid shall bear interest from the date of such payment at the same rate set forth in the Note, and shall be impressed as an additional lien upon the Property and be immediately due and payable from the Mortgagor to the Mortgagee and this Mortgage shall from date thereof secure the repayment of such advances with interest.

In case of default in any of the foregoing covenants, the Mortgagor confers upon the Mortgagee the option of declaring the unpaid balance of the Note and the interest accrued thereon, together with all sums advanced hereunder, immediately due and payable without notice, and hereby authorizes and empowers the Mortgagee to foreclose this Mortgage by judicial proceedings or to sell the Property at public auction and convey the same to the purchaser in fee simple in accordance with the statute, and out of the moneys arising from such sale to retain all sums secured hereby, with interest and all legal costs and charges of such foreclosure and the maximum attorney's fee permitted by law, which costs, charges and fees the Mortgagor herein agrees to pay.

The Mortgagor and the Mortgagee further covenant and agree as follows:

1. Mortgagor shall be furnished a conformed copy of the Note and of this Mortgage at the time of execution or after recordation hereof.
2. Upon default of any covenant or agreement by Mortgagor under the terms of the Note or this Mortgage, Mortgagee prior to foreclosure shall mail notice to Mortgagor as provided herein specifying: (a) the nature of the default by the Mortgagor; (b) the action required to cure such default; (c) a date, not less than thirty (30) days from the date the notice is mailed to Mortgagor by which such default must be cured; and (d) that failure to cure such default on or before the date specified in the notice may result in acceleration of the sums secured by this Mortgage and sale of the Property. The notice shall further inform Mortgagor of the right to reinstate after acceleration and the right to bring a court action to assert the non-existence of a default or any other defense of the Mortgagor to acceleration and sale.
3. In addition to any notice required under applicable law to be given in another manner, (a) any notice to the Mortgagor provided for in this Mortgage shall be given by mailing such notice by certified mail addressed to the Mortgagor at the Property address or at such other address as the Mortgagor may designate by notice in writing to the Mortgagee as provided herein, and (b) any notice to the Mortgagee shall be given by certified mail, return receipt requested, to Mortgagee at the following address: 218 Summit Avenue, Blackduck, MN 56630, or to such other address as Mortgagee may designate by notice in writing to the Mortgagor as provided herein. Any notice provided for in this Mortgage shall be deemed to have been given to Mortgagor or Mortgagee when given in the manner designated herein.

The terms of this Mortgage shall run with the Property and bind the parties hereto and their successors in interest.

THE MORTGAGEE MAY ASSIGN THIS MORTGAGE WITHOUT THE CONSENT OF THE MORTGAGOR. THE MORTGAGOR, HOWEVER, MAY NOT ASSIGN OR OTHERWISE TRANSFER THIS MORTGAGE OR THEIR RIGHTS OR OBLIGATIONS HEREUNDER WITHOUT THE PRIOR WRITTEN CONSENT OF THE MORTGAGEE.

IN TESTIMONY WHEREOF, the Mortgagor has hereunto set its hand the day and year first above written.

MORTGAGOR

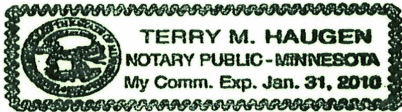

Sarah L. Huesmann

6-22-09

REMAINDERMEN

STATE OF MINNESOTA)
) ss.
COUNTY OF Beltrami)

The foregoing instrument was acknowledged before me this 22nd day of June, 2009, by
Sarah L. Huesmann, a single female



Terry M. Haugen
Notary Public

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
Bi-County Community Action Programs, Inc.
(Serving Beltrami and Cass Counties)
P O Box 579
Bemidji MN 56619

This instrument is exempt from registration tax under Minnesota Statutes.

FAILURE TO RECORD OR FILE THIS MORTGAGE MAY GIVE OTHER PARTIES PRIORITY OVER THIS MORTGAGE.

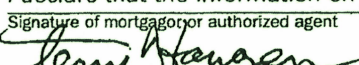
Mortgage Registry Tax

Form MRT1 may be used to document your claim for an exemption from mortgage taxes. The mortgage registry tax rate is .0023 of the amount of the debt being secured (.0024 for Hennepin and Ramsey counties).

Mortgage registry tax	Name of borrower				Amount secured by mortgage
	Sarah L. Huesmann, a single female				\$ \$17,851.00
	Address	City	State	Zip code	Taxable amount
	224 Carlson Avenue	Blackduck	MN	56630	\$ (0)
Mortgage registry tax	Name of lender				Mortgage tax due
	City of Blackduck Owner Occupied Rehab Program				\$ (0)
	Address	City	State	Zip code	Reason code (see below)
	218 Summit Avenue	Blackduck	MN	56630	(7)

Mortgagor or authorized agent, sign below.

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.

Signature of mortgagor or authorized agent	Title	Date	Daytime phone
	Housing Inspector	10-22-2009	218-333-9839

If you have questions, call 651-556-4721. TTY: Call 711 for Minnesota Relay. Fax: 651-297-1939.

Reason codes

- 1 Notwithstanding anything to the contrary herein, enforcement of this mortgage in Minnesota is limited to a debt amount of \$ _____ under Chapter 287 of Minnesota Statutes.
- 2 Decree of marriage dissolution or an instrument made pursuant to it.
- 3 Mortgage given to correct a misdescription of the mortgaged property.
- 4 Mortgage or other instrument that adds additional security for the same debt for which mortgage registry tax has been paid.
- 5 Mortgage executed as part of a plan of reorganization under a Chapter 11 or Chapter 12 bankruptcy case. (*Federal bankruptcy codes 1146[c] and 1231[c]*).
- 6 Mortgage secured by real property subject to the minerals production tax (*M. S. 298.24 to 298.28*).
- 7 Mortgage loan made under a low and moderate income or other affordable housing program if the mortgagee is a federal, state, or local government agency (*Revenue Notice # 01-05*).
- 8 A mortgage granted by a Fraternal Benefit Society (borrower) (*M. S. 64B*).
- 9 Mortgage amendment or extension, as defined in *M. S. 287.01*.
- 10 Reverse Mortgage/Home Equity Conversion Mortgage — tax is due on the expected total disbursements less interest, mortgage insurance premiums, and lender service fees. *M. S. 287.05, subd. 6*.
- 11 Agricultural mortgage whose proceeds are being used to acquire or improve real property that is or will be used for the production of agricultural products. Note: The exemption does not apply to the portion of the proceeds used for nonexempt purposes (e.g., the construction or improvement of a house). The lender must allocate the taxable and nontaxable portion of the mortgage.
- 12 Mortgage encumbering real property located within the boundaries of a federally recognized American Indian tribe if the mortgagor (i.e., borrower) is (1) the tribe or a member of the tribe; or (2) purchasing the property from the tribe or a member of the tribe and the mortgage is a purchase-money mortgage.
- 13 Federal government and agencies:
 - A. Mortgages exempt if one of these entities is acting as either mortgagor (borrower) or mortgagee (lender):
 - Commodity Credit Corporation
 - Farm Credit Banks
 - Agribank (i.e., Farm Credit Bank of St. Paul)
 - AgAmerica Farm Credit Bank
 - Farm Housing Assistance
 - USDA Rural Housing Service mortgages that secure a Section 502, 504, 514, 516 or Rural Rental Housing Preservation Direct Loan.
 - Farm Service Agency
 - Federal Financing Bank
 - Federal Home Loan Mortgage Corporation (“Freddie Mac”)
 - B. Mortgages exempt if one of these entities is acting as mortgagor (borrower):
 - Federal National Mortgage Association (“Fannie Mae”)
 - Government National Mortgage Association (“Ginnie Mae”)
 - National Consumer Cooperative Bank
 - Small Business Administration
 - Federal Land Bank Associations
 - Ag Star Financial Services, FLCA
 - Ag County Farm Credit Services, FLCA
 - Farm Credit Services of Grand Forks, FLCA
 - Farm Credit Services of Minnesota Valley, FLCA
- 14 If the above codes do not apply, use Code 13 and explain below.

Please Record and Return with Billing

to

Terry Haugen

Bl-Exp Inc.

PO Box 579

Bemidji, Minn.

56619

Thank You

OFFICE OF COUNTY RECORDER
COUNTY OF BELTRAMI, MINNESOTA

THIS IS TO CERTIFY
THAT THIS INSTRUMENT
WAS FILED IN THIS
OFFICE ON 11/24/2009 AT
02:01:21PM BY DOCUMENT NUMBER

A000498517
Lisa A. Ham DEPUTY

CHARLENE D. STURK
COUNTY RECORDER

PAGES: 6

Scanned _____
Tracked _____
Indexed _____
Verified _____

Scanned ☒
Tracked ☒
Indexed ☒
Verified ☒



A GREAT PLACE FOR FAMILIES

8 Summit Ave. NE, PO Box 380, Blackduck, MN 56630-0380

FILE COPY

April 14, 2016

Sarah Husemann
4637 Lumberjack Road
Puposky, MN 56667

Dear Sarah,

You are hereby notified that you are in default of the terms of the Promissory Note executed on June 22, 2009 in favor of the City of Blackduck. Specifically, the Promissory Note indicates that failure to occupy the home as your principal residence is a default. We have reason to believe that you have ceased to occupy the property as your principal residence at 224 Carlson Ave. NW Blackduck, MN as of April 2011.

Our records indicate:

1. On April 1, 2011, Peter Welsh rented your property through August 21, 2013.
2. In February 2015, Joe Enger became the new owner of the residence.
3. From March 2015-October 2015, Desarey LaFave rented the property from Joe Enger.
4. From January 28, 2016 to now, Joey John Enger is renting the residence from Joe Enger.

At the time of this notice, the current outstanding balance due to the City of Blackduck is \$17,581.00. You must pay this balance in full or cure the default. (Please see attached signed copy of the note) Failure to pay the balance or cure the default within 30 days may result in legal action.

If you disagree with this notice of default or if you have questions, please contact me at 218-835-4803.

Sincerely,


Christina Regas
City Administrator
City of Blackduck

CC: Bi-Cap of Bemidji, MN; Jackie Meixner Housing Director HRDC of Bemidji, Ryan Keisen City Attorney

www.blackduckmn.com

Phone: (218) 835-4803 Fax: (218) 835-4801 Email: city@paulbunyan.net

"The City Of Blackduck Is An Equal Opportunity Provider"

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April 19, 2016

USPS Tracking Intranet

Delivery Signature and Address



Starting on Thursday, April 14, 2016, the End of Day (EOD) report will be temporarily disabled. This report is being suspended to investigate improper use of the data that negatively impacts visibility and our customers' tracking experience. The End of Day report is intentionally unavailable and there is no system defect. Do not log a Help Desk ticket for this change. Thank you for your support.

Tracking Number: 7015 0640 0004 1573 2131

This item was delivered on 04/16/2016 at 13:28:00

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Signature	
Address	4637 Lumberjack Rd

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PUPOSKY MN 56667

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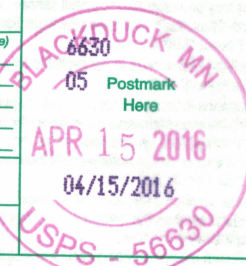
Total Postage and Fees \$3.98

Sent To

 Sarah Husemann
 Street and Apt. No., or PO Box No. 4637 Lumberjack Rd
 City, State, ZIP+4® Puposky MN 56667

PS Form 3800, April 2015 PSN 7530-00-000-9047

See Reverse for Instructions



 **Parcel Number:** 81.00469.00**Payable Year:** 2013**Property Address:**
224 Carlson Ave NW
Blackduck, Mn 56630**Roll Type:** R
Jurisdiction: Blackduck **Identification Information:****Primary Taxpayer**Sarah Lenore Huesmann
4637 Lumberjack Rd NW
Puposky Mn, 56667**Legal Description:**

Sect-12 Twp-149 Range-031 TOWNSEND'S ADDITION Lot-001 Block-003 E 75'

Real Estate and Personal Property Taxes are determined using the previous year assessment value.

Mobile Home Taxes are determined using the current year assessment value.

Property Classification: Non-Homestead, Residential**Market Value - Buildings:** \$23,000.00**Market Value - Land:** \$4,800.00**Market Value - Total:** \$27,800.00**Taxable Market Value Total:** \$27,800.00**Total Tax:** \$487.00**Special Assessments:**

Solid Waste - Waste Management: \$121.00

E911 Addressing System: \$10.00

Total Tax & Asmts: \$618.00**Paid To Date:** \$309.00**Installments:****Taxes/Assessments First Half Due:** 5/15/2013 **Paid****Taxes/Assessments Second Half Due:** 10/15/2013**Total Tax/Assessments. Does not include any adjustments, fees, interest and/or penalties that may apply.****Additional reductions in taxable value may apply due to special tax deferrals.***Note:**

As required by Minnesota Law, the property tax system shows the ownership as it existed on recorded documents January 2, 2013. Any sales or transfers that were recorded on or after January 2 are not reflected on this screen.

To Whom it may concern,

I am a friend of Sarah Huesmann. She received a Bi-cap weatherization loan in the Spring of '09. She explained to me that she didn't have to pay it back as long as she lived there for 10 yrs. The house is located at 224 Carlson Ave N.E. in Blackduck MN. She no longer lives there and never intended to honor the terms of the loan. In fact she got another loan on the property and lied about the loan with Bi-cap before it was recorded. I am a contractor that has worked with Kootasie on similar projects and have seen the good it has done. It bothers me to see people take advantage of these programs.

Sincerely,

Diann Gmaw

LAW OFFICES OF
Drahos Kieson & Christopher, P.A.

502 - 24th Street N.W.
Bemidji, Minnesota 56601
Telephone: 218-444-1750

E-mail: attorney@paulbunyan.net
Fax: 218-444-1754

Ryan K. Kieson
Adam G. Christopher
Jeremy A. Klinger*
(*also licensed in North Dakota)

Carl C. Drahos (Retired)

June 27, 2016

Christina Regas
City of Blackduck

(Via E-Mail: christina.regas@blackduckmn.com)

Re: City of Blackduck vs. Sarah Husemann

Dear Christina:

I have dealt with Ms. Husemann as well. I would say no to this request. I believe that it is highly unlikely that she will follow through on paying this. I would suggest going through with obtaining judgment against her, get it docketed, and then potentially work with her.

You could agree to take no further collection actions such as garnishment of wages or levying on any of her property, etc. However, if you agree to something now and she does not follow through with it, you will have to start over at that time. That will obviously put you further behind in the process. My thought is to say no at this time, obtain a judgment, and then attempt to work with her.

Please let me know how you and the city would like to handle this. Thank you.

Sincerely,



Ryan K. Kieson

K/dt

7/28/16

Drahos and Young-

Ryan Kieson

I am writing this letter to suffice the 20 working days response to the summons I received. I am not disputing the action, I understand that I did move out prior to the 10 year mark, and will need to repay the amount owed. I agree with each paragraph of the complaint.

I do not plan on hiring an attorney and will be representing myself. Let me know if there is a time we can meet. I did stop in the office prior to receiving the summons but was told you were unable/unwilling to meet with me.

I am wondering why a mortgage broker is coming to another residence I own in Blackduck, and if your law firm is trying to sell that property in order to receive the payment owed to the City of Blackduck.

I would appreciate if that mortgage broker would contact me at my work at [REDACTED] or email me at [REDACTED] or my cell phone at [REDACTED]. The current tenant/contract for deed owner at the residence in Blackduck (not the residence the bicap loan was on) is telling me that a mortgage broker out of Brainerd has been to the residence three times and has plans to set up a meeting with her and I am the owner of the property with a loan on the house. As owner, I would appreciate he contact me directly instead of contacting the current tenant/contract for deed.

I have other assets and my plan is to work with you accordingly to pay off the amount. This letter has also been mailed to the address requested on the summons.

Thank You-



Sarah Huesmann

[REDACTED]
4637 Lumber Jack Road

Puposky MN 56667

LAW OFFICES OF
Drahos Kieson & Christopher, P.A.

502 - 24th Street N.W.
Bemidji, Minnesota 56601
Telephone: 218-444-1750

E-mail: attorney@paulbunyan.net
Fax: 218-444-1754

Ryan K. Kieson
Adam G. Christopher
Jeremy A. Klinger*
(*also licensed in North Dakota)

Carl C. Drahos (Retired)

August 22, 2016

Christina Regas

(Via E-Mail: christina.regas@blackduckmn.com)

Dear Christina:

I am writing to give you an update on what is happening with the files that I have for collection. [REDACTED]

[REDACTED]

The next one is the Huesmann matter. She has sent me a letter indicating that she agrees with everything on the Complaint. She indicates she wants to work something out. I think that is one that we need to move forward with obtaining the Judgment on the matter, and then work on collections with her. I believe both you and I have worked with her in the past and I am not confident that she would follow through with anything unless there is a Judgment in place. I am sending along a copy of the letter that she provided to me. If you want me to go ahead and obtain a Judgment against her and the [REDACTED], let me know. I will forward the information from [REDACTED] when I receive it.

If you have any further questions, please do not hesitate to contact me. Thank you.

Sincerely,



Ryan K. Kieson

K/jh
Enclosure



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY SEPTEMBER 19TH, 2016 6:00PM

WORK SESSION MEETING MINUTES

CALL TO ORDER: The City Council of the City of Blackduck met in a scheduled work session at the City Hall at 6:00 p.m. on September 19th, 2016.

Roll Call

Councilors present: Mayor Lundberg, Councilors Stade, and Patch,

Councilors Absent: none

Staff Present: City Administrator, Christina Regas

Others Present: Amata Jo Molnar

The meeting was called to order at 6:00pm the Pledge of Allegiance was not recited.

Topics covered in the work session were as follows:

1. **2017 GENERAL BUDGET** –Regas submitted for review a revised proposed general budget to include the following highlights:
 - a. Current proposal includes the property tax levy at \$209,000
 - b. 2017 Local Government Aid is \$245,269.00 (an increase of \$659.00)
 - c. Payroll highlights for **General Fund** include the following:
 - i. Recommended 3% Cost of Living Adjustment for Bob, Rae, Chris, Christina, & Angel
 - ii. Recommended Step Increases :
 1. Christina = TOR; Angel = TOR; & Chris = Step 10
 - d. Health Insurance premium \$335.50 (increase of \$55.50 to monthly contribution per covered employee)
 - e. Health Care Savings Account contribution increases to \$266.67 (\$16.67 per employee)
 - f. Dental Insurance premium \$28.10 (\$1.35 increase to monthly contribution per covered employee)
 - g. No municipal contribution to Fire Relief Association
 - h. Automation and Repair for Library 3% increase (+\$303.00)
 - i. PERA (no full time employee increase for 2017)
 - j. PERA Police & Fire 16.2% (no increase for 2017)
 - k. PERA part time employees REMAIN SAME(base withholding of 6.5% factored for all PT grossing + \$5100yr)
 - l. Recommendation to fill Chief of Police Vacancy
 - m. Recommend to adopt 2-3 year plan for replacement of Street Light Heads to LED.
 - i. Public works manager offered a cost of \$328 per fixture -\$80 rebate for a net cost of \$248. At this cost the City could retrofit about 20 street lights per year and have additional costs for any repairs to poles that need it. Councilor Patch asked if a licensed electrician will need to do the install. Regas will pose the question to Klug. Other questions were posed if the street lights can stay on more (put



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY SEPTEMBER 19TH, 2016 6:00PM

WORK SESSION MEETING MINUTES

eyes on them) and to find a company that would help doing repainting. Regas stated that Klug included the need to rent a lift for the install as BEC would not do a large project for the City without charging for their time.

- n. Increase the repairs and maintenance to \$5,000 for General Government Buildings to replace windows at City Hall and replace the front door.
- o. The Liquor Store contribution to revenues is set at \$60,000 (a \$5,000 decrease from 2016).

Regas submitted for Council the Estimated Market Value for 2017 is now \$26,333,300 a decrease of 1.41% over 2016 and the Taxable Market Value payable for 2017 is \$22,179,100 which is a +.69% over 2016. These amounts do not include exempt parcels. Knowing that the TMV has increased it will reduce the burden to property owners this is good news. The City needs to continue to push for more development.

The council reviewed each general fund department in revenues and expenditures for further recommendations. The following items were encouraged:

- p. New Elected Officials Training – have all newly elected officials attend in 2017.
 - q. Review Police Administration equipment budget – Could be reduced pending cost of ARMER radios
 - r. Additional payroll for Part time Police Officer was added to support Scott Wherley's service contract through July 2017.
 - s. Recommend seal coating the Walking Trail – street department
 - t. Revenue reservations for Wayside Rest Pavilion into the General Fund and not Pine Tree Park.
2. **CLEO POSITION VACANCY HIRE PROCESS TIMELINE** – Regas submitted the proposed timeline for interviews and hiring a new Chief of Police for Blackduck. The following schedule will be a guide for the City to have a new Chief sworn in before the 2016 year ends:
- a. October 3rd, 2016 at 4:30pm = Application deadline
 - b. October 4th, 2016 = Deadline to review applications for minimum qualifications and panel interviews = (Personnel Committee after October council Meeting)
 - c. October 7th, 2016 = Letters to Candidates (Interviews & denials)
 - d. October 19th, 2016 = Panel Interviews (Council members in separate chambers +1 not Open Meeting)
 - e. October 24th or November 2nd, 2016 (Open meeting) = Second round of Interviews with whole council (backgrounds started at this time)
 - f. November 16th, 2016 = Backgrounds Completed for final 2 candidates
 - g. November 30th, 2016 = Pending Job Offer (Physical & Psych Evaluation)
 - h. December 5th, 2016 or January 9th, 2017 = Swear in of CLEO



BLACKDUCK CITY COUNCIL WORK SESSION

MONDAY SEPTEMBER 19TH, 2016 6:00PM

WORK SESSION MEETING MINUTES

3. **DONATION REQUEST** – Blackduck History & Art Center for insurance premium. Regas submitted for review the qualifying donation request for the Blackduck History and Art Center.
4. **SCDG LOAN DEFAULTS** – Regas submitted two housing rehab loan defaults for settlement consideration. After consideration of both requests council advised Regas to request the City Attorney Ryan Kieson representing the City in these cases the following:
 - a. The City will not settle for less than \$20,000 for the home at 57 3rd Street SE of which the default amount is \$24,920.24.
 - b. If a formal settlement offer is made by the current ‘owner’ and a Warranty Deed is produced for 224 Carlson of which the default amount is \$17,581.00 to not settle.
5. **ADJOURN** – Council adjourned their work session at 8:00pm.

Christina Regas, City Administrator

Daryl Lundberg, Mayor

DRAHOS KIESON & CHRISTOPHER, P.A.
 Attorneys at Law
 502 - 24th St. N.W.
 Bemidji, MN 56601
 218-444-1750

City of Blackduck
 P.O. Box 380
 Blackduck MN 56630

October 12, 2016

In Reference To: City of Blackduck vs. Sarah Husemann

Professional Services

	<u>Hours</u>	<u>Amount</u>
9/9/2016 Ltr to and from client, preparation of affidavit of identification, affidavit of non-military status, affidavit of costs and fees, and motion for summary judgment, ltr to court, ltr to defendant, preparation of memorandum of law in support of summary judgment, ltr to defendant	3.50	
9/13/2016 Ltr to court to file documents	0.30	
For professional services rendered	3.80	\$741.00
Additional Charges :		
9/13/2016 Paid Beltrami County Court, filing fee		327.00
Total additional charges		\$327.00
Total amount of this bill		\$1,068.00
Previous balance		\$39.00
Accounts receivable transactions		
10/7/2016 Payment - thank you		(\$39.00)
Balance due		<u>\$1,068.00</u>

This bill reflects time, expenses incurred, and payments received through the last day of the previous month.

This account is subject to a LATE CHARGE (FINANCE CHARGE) of .667% per month, which is an ANNUAL PERCENTAGE RATE OF 8%, computed on the total past due balance 30 days after statement date.

DRAHOS KIESON & CHRISTOPHER, P.A.

Attorneys at Law
502 - 24th St. N.W.
Bemidji, MN 56601
218-444-1750

City of Blackduck
P.O. Box 380
Blackduck MN 56630

September 12, 2016

In Reference To: **City of Blackduck vs. Sarah Husemann**

Professional Services

	<u>Hours</u>	<u>Amount</u>
8/19/2016 Ltr from defendant	<u>0.20</u>	
For professional services rendered	0.20	\$39.00
Previous balance		\$411.50
Accounts receivable transactions		
8/12/2016 Payment - thank you		(\$411.50)
Balance due		<u>\$39.00</u>

This bill reflects time, expenses incurred, and payments received through the last day of the previous month.

This account is subject to a LATE CHARGE (FINANCE CHARGE) of .667% per month, which is an ANNUAL PERCENTAGE RATE OF 8%, computed on the total past due balance 30 days after statement date.

DRAHOS KIESON & CHRISTOPHER, P.A.

Attorneys at Law

502 - 24th St. N.W.

Bemidji, MN 56601

218-444-1750

City of Blackduck

P.O. Box 380

Blackduck MN 56630

June 08, 2016

In Reference To: City of Blackduck vs. Sarah Husemann

Professional Services

	<u>Hours</u>	<u>Amount</u>
5/17/2016 Review file, preparation of ltr of debt, notice of debt and 30-day default notice	<u>0.50</u>	
For professional services rendered	0.50	\$97.50
Balance due		<u>\$97.50</u>

This bill reflects time, expenses incurred, and payments received through the last day of the previous month.

This account is subject to a LATE CHARGE (FINANCE CHARGE) of .667% per month, which is an ANNUAL PERCENTAGE RATE OF 8%, computed on the total past due balance 30 days after statement date.

101-41420-304

**CITY OF BLACKDUCK
RESOLUTION NO: 2013-06**

RESOLUTION ESTABLISHING A POLICY FOR SCDP LOAN FORGIVENESS REQUESTS

WHEREAS, the City of Blackduck has received Small Cities Development Program (SCDP) grant funds from the Minnesota Department of Employment and Economic Development for the purpose of providing deferred payment loans to low and moderate income home owners for the rehabilitation of their housing units, and

WHEREAS, the deferred payment loans are secured by the City of Blackduck with a mortgage and note requiring repayment of all or some portion of the loan should the home owner fail to comply with the terms of the agreement as described in the note, and

WHEREAS, the City of Blackduck has received a request for forgiveness of an SCDP Loan from a recipient who can no longer afford to own a benefiting property but is unable to sell apparently due to mortgage debt in excess of the value of the house, and

WHEREAS, the Department of Employment and Economic Development has indicated the City of Blackduck has broad latitude in how it deals with requests for forgiveness of deferred payment loans, and

WHEREAS, the City of Blackduck has an interest in avoiding placing City residents at risk of foreclosure or being trapped in homes they cannot afford.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BLACKDUCK, MINNESOTA THAT: the City Council of the City of Blackduck provide partial forgiveness of SCDP loans on a case-by-case basis upon request, with the forgiven amount determined as that portion of the SCDP loan in excess of the appraised value of the property less the senior mortgage payoff(s) and closing costs.

Adopted this 4th day of March, 2013 by the City Council of the City of Blackduck

ATTEST:



Karin Elhard, City Administrator



Megan Gustafson, Mayor

As part of the omnibus tax bill enacted in July 2021, state statute 469.176 was amended, giving Minnesota communities temporary flexibility to use unobligated increment from existing tax increment districts to help stimulate private development that would not otherwise commence without the assistance before December 31, 2025.

The bill states that Municipalities may provide loans, interest rate subsidies, or assistance in any form (including an equity or similar investment in a private project) to private development, as long as it consists of new construction or substantial rehabilitation of buildings and ancillary facilities AND if doing so will create or retain jobs in the State (including construction jobs).

What is unobligated increment?

Unobligated increment includes:

- » Increment from any districts, regardless of when the request for certification was made, and unobligated as of the date of final enactment of the legislation, (July 1, 2021)
- » Increment not required for the payment of bonds, pay-as-you-go notes, interfund loans, binding contracts or other obligations during the six months following the transfer of the increment out of the district
- » Increment that is not improperly retained, received, spent, or transferred

Is the unobligated increment subject to pooling and/or use restrictions?

No. Expenditure of unobligated increment under this legislation is outside of normal pooling thresholds (i.e. 20%, 25% or 35% for districts that elect the additional 10% for affordable housing purposes). In addition, the legislation gives broad authority to fund construction of any private development that would not otherwise commence prior to December 31, 2025 without the assistance. That means these dollars are unrestricted for end use, affordability parameters or blight restrictions.

Is local approval required?

Yes. Authorities are required to develop a written spending plan that details the use of the unobligated increment and authorizes the transfer(s) (if a municipality does not have an authority, it can develop the plan), approve a resolution authorizing the transfer(s), and send a copy of the spending plan to the Office of the State Auditor. The municipality must then approve the spending plan after holding a public hearing. This requires publishing the hearing notice in a newspaper of general circulation in the municipality AND placing it on the municipality's website at least 10 days, but not more than 30 days prior to the public hearing date.

The municipality must then approve the spending plan after holding a public hearing. This requires publishing the hearing notice in a newspaper of general circulation in the municipality AND placing it on the municipality's website at least 10 days, but not more than 30 days prior to the public hearing date.

How long is this option available?

The temporary authority to transfer the unobligated increment expires on December 31, 2022 and the transferred increment must be spent by December 31, 2025.

How can Ehlers help?

Rely on Ehlers to help you leverage this temporary tax increment option and move your economic development and redevelopment initiatives forward. We can partner with you to:

- » Determine the amount(s) of unobligated increment available for use
- » Identify eligible projects
- » Develop spending plans as required in the legislation
- » Consult with your local TIF attorney
- » Complete pro forma analyses to determine appropriate developer assistance
- » Negotiate with developers
- » Structure TIF assistance

Contact us today!

Visit ehlers-inc.com

E-mail info@ehlers-inc.com

Call 800-552-1171

EHLERS



BUILDING COMMUNITIES. IT'S WHAT WE DO.

From: [Todd Hagen](#)
To: [Christina Regas](#)
Subject: RE: City of Blackduck, MN - TIF 1-4 and 1-6
Date: Monday, September 12, 2022 3:47:10 PM
Attachments: [image002.png](#)
[image003.png](#)
[logo_30d99ea9-97ec-400b-8a5b-617864888ec2.png](#)
[Spending Plan.doc](#)
[PHN.rtf](#)
[EDA Approval Resolution.doc](#)
[City Council Res Adopting Spending Plan.doc](#)

[EXTERNAL]

Hi Christina, Here's a **Spending Plan** packet for your review. I'm not sure how involved your EDA is on this. Please send me a good description of what you'd like to do with the money. You only need to publish the notice and place it on your website at least 10-days but no more than 30-days prior to the hearing date. Below is our analysis. Thanks! Todd.

TIF 1-4: Elderly Housing

- expires 12/31/2023
- TIF Note through 2013
- Without additional costs, admin over by \$3,763. Need \$37,630 of additional project costs before additional admin can be paid by TIF 1-4

Cash balance as of 12/31/2021:	\$41,070
Estimated 2022 Increment:	11,221
Sub Total	\$52,291 (Available for spending plan)
<u>Estimated 2023 Increment:</u>	<u>11,221</u> (Use for qualified housing costs)
Total Increment:	\$63,512

TIF 1-6: MMCDC Housing

- Expires 12/31/2031
- TIF Note paying interest only through end of District
- Annual available estimated increment after TIF Note \$9,997
- Available admin as of 12/31/2021 \$873

Cash balance as of 12/31/2021	\$82,288
<u>Estimated 2022 available increment:</u>	<u>9,997</u>
Sub Total	\$92,285 (Available for spending plan)
<u>Estimated 2023 Increment:</u>	<u>9,997</u> (Use for qualified housing costs)
Sub Total	\$102,282
Estimated 2024 – 20431 increment:	159,952 (Use for qualified housing costs)

Todd Hagen, CIPMA
Senior Municipal Advisor
O: (651) 697-8508 | M: (612) 961-9131 | ehlers-inc.com



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From: Christina Regas <Christina.Regas@blackduckmn.com>

Sent: Friday, September 9, 2022 4:27 PM

To: Todd Hagen <thagen@ehlers-inc.com>

Subject: RE: City of Blackduck, MN - TIF 1-4 and 1-6

Todd, in preparation for the work session can you send me the model you speak of below for authorizing spending the excess increment on option 2.

I believe the Council would be in favor of improving the streets adjacent to the existing housing the TIF was created for and Oscar Avenue is in real need of improvement.

Christina Regas

City Administrator



City of Blackduck Minnesota

Christina.regas@blackduckmn.com

218-835-4803

From: Todd Hagen <thagen@ehlers-inc.com>

Sent: Tuesday, September 6, 2022 12:38 PM

To: Christina Regas <Christina.Regas@blackduckmn.com>

Subject: RE: City of Blackduck, MN - TIF 1-4 and 1-6

[EXTERNAL]

Shelly did the calculations on your 2 housing TIF districts 1-4 and 1-6 and finds that your projected increment for 2021 and 2022 is \$144.5K. So because this is surplus increment that is not already obligated you have the 2 options described below to spend it on projects outside of their TIF districts. Todd.

Todd Hagen, CIPMA



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From: Christina Regas <Christina.Regas@blackduckmn.com>

Sent: Wednesday, August 3, 2022 11:47 AM

To: Todd Hagen <thagen@ehlers-inc.com>

Subject: RE: City of Blackduck, MN - TIF 1-4

Good talk today. Thank you. I will watch for Shelly's numbers before moving forward.

Christina

From: Todd Hagen <thagen@ehlers-inc.com>

Sent: Thursday, July 28, 2022 9:50 AM

To: Christina Regas <Christina.Regas@blackduckmn.com>

Subject: City of Blackduck, MN - TIF 1-4

[EXTERNAL]

Hi Christina,

I received your secure emails. Thanks! To see what your options are prior to decertifying your housing TIF district 1-4, Shelly will need to do some calculations to find what your projected increment is for 2021 and 2022. If it is surplus increment that is not already obligated you have some options to spend it on projects outside of its TIF district.

1. Housing districts in general are exempt from the pooling rules (which for most other types of districts requires that at least 75% to 80% of the increment be spent within the boundaries of the district). The City is also allowed to retain increment and spend it on new affordable housing anytime and anywhere within the project area. Amendments to the plans are only necessary if the budget and/or project area is too small to accommodate the additional expenditures.
2. Also, the State is allowing temporary spending of unobligated/surplus increment outside of any existing TIF district to develop or redevelop sites, lands or areas within the City to provide improvements, loans, interest rate subsidies, or assistance in any form to private development consisting of the construction or substantial rehabilitation of buildings and ancillary facilities, which will create or retain jobs in this State, including construction jobs. See

attached Handout. Preference for financing assistance could be for environmental remediation, land acquisition, demolition, soil corrections and site preparation for the developer's new building. Transfers of increment may only occur after a written spending plan is adopted following a public hearing. We have a good model now to help us through the spending plan approval process. The authority to transfer increment expires on December 31, 2022. All transferred increment must be spent by December 31, 2025.

We can talk this through if you'd like. Todd.

Todd Hagen, CIPMA

Senior Municipal Advisor

O: (651) 697-8508 | M: (612) 961-9131 | ehlers-inc.com



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EDA Adoption Date: _____, 2022
CITY Adoption Date: _____, 2022



Blackduck Economic Development Authority

City of Blackduck,
Beltrami County, Minnesota

SPENDING PLAN

TIF District 1-4

TIF District 1-6



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, Minnesota 55113

BUILDING COMMUNITIES. IT'S WHAT WE DO.

SPENDING PLAN
FOR TIF DISTRICT 1-4 AND 1-6

I. PURPOSE

The Blackduck Economic Development Authority (the "Authority") administers the Tax Increment Financing District listed above (the "TIF District") in the City of Blackduck, Minnesota (the "City"), and proposes to adopt a Spending Plan for the TIF District in accordance with Minnesota Statutes, Section 469.176 Subd. 4n (the "Act").

The purpose of the Spending Plan is to develop or redevelop sites, lands or areas within the City in conformity with the City's Comprehensive Plan or other City plans or objectives by using available tax increments from the TIF District to provide improvements, loans, interest rate subsidies, or assistance in any form to private development consisting of the construction or substantial rehabilitation of buildings and ancillary facilities, which will create or retain jobs in this state, including construction jobs.

II. PLAN

The Authority is authorized as follows:

(a) To use available tax increments from the TIF District to provide improvements, loans, interest rate subsidies, or assistance in any form to private development consisting of the construction or substantial rehabilitation of buildings and ancillary facilities (the "Projects") in financing assistance to further the goals in the City's Comprehensive Plan or other City plans or objectives, if doing so will create or retain jobs in the state, including construction jobs. The City has identified an estimated total of \$144,576 of unobligated tax increments that are anticipated to be available as of December 31, 2022 within the TIF District. Preference for financing assistance will be to [REDACTED] for a private developer to build [REDACTED]. The Projects shall commence before December 31, 2025 (unless a later commencement date is authorized by law) and shall constitute a Project that would not commence by such date without the assistance provided pursuant to this Spending Plan.

(b) To amend the budget set forth in the Tax Increment Financing Plans for the TIF District as necessary to provide for the assistance authorized by this Spending Plan.

(c) To take any other action necessary and authorized under the Act in connection with the construction or substantial rehabilitation of facilities of the type described in clause (a) above.

The assistance provided pursuant to this Plan shall be subject to Minnesota Statutes, Sections 116J.993 to 116J.995 (the "Business Subsidy Law"), if applicable, and shall be subject to the City's Business Subsidy Policy.

CITY OF BLACKDUCK
BELTRAMI COUNTY
STATE OF MINNESOTA

RESOLUTION NO. _____

**RESOLUTION APPROVING A SPENDING PLAN FOR TAX INCREMENT
FINANCING DISTRICT NO. 1-4 AND 1-6 IN THE CITY**

BE IT RESOLVED by the City Council (the "City Council") of the City of Blackduck (the "City"), Beltrami County, Minnesota as follows:

Section 1. Background; Findings.

(a) The City and the Blackduck Economic Development Authority (the "Authority") have previously established Tax Increment Financing District No. 1-4 and 1-6 (the "TIF District") and adopted the tax increment financing plan therefor (the "TIF Plan").

(b) Subject to the approval of the City Council following a public hearing, the Authority has adopted a spending plan for the TIF District in accordance with Minnesota Statutes, Section 469.176 Subd. 4n in the form submitted to the City Council by the Authority (the "Spending Plan") to utilize existing tax increment revenues from the TIF District in order to stimulate construction or substantial rehabilitation of private development in a way that will also create or retain jobs.

(c) The City and Authority have performed all actions required by law to be performed prior to the approval of the Spending Plan, including, but not limited to, causing notice of a public hearing to be published and holding a public hearing on the date hereof on the adoption of the Spending Plan.

Section 2. Approval of the Spending Plan and Program Policy.

(a) The Spending Plan for the TIF District, is hereby approved.

(b) The Authority is hereby authorized to carry out the terms of the Spending Plan in such manner as it determines to be consistent with the Spending Plan.

Dated: _____, 2022

Adopted:

Mayor

ATTEST:

City Administrator

NOTICE OF PUBLIC HEARING

CITY OF BLACKDUCK BELTRAMI COUNTY STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the City Council of the City of Blackduck, Beltrami County, State of Minnesota, will hold a public hearing on _____, 2022, at approximately 6:00 p.m. at the Blackduck City Council Chambers in City Hall, 8 Summit Avenue Northeast, Blackduck, Minnesota, relating to the Blackduck Economic Development Authority's proposed adoption of a Spending Plan for Tax Increment Financing District No. 1-4 and 1-6, pursuant to Minnesota Statutes, Sections 469.176 Subd. 4n, inclusive, as amended. Copies of the Spending Plan are on file and available for public inspection at the office of the Economic Development Director at City Hall.

All interested persons may appear at the hearing and present their views orally or prior to the meeting in writing.

BY ORDER OF THE CITY COUNCIL OF
THE CITY OF BLACKDUCK, MINNESOTA

/s/Christina Regas
City Administrator

222.63 ABANDONED RIGHT-OF-WAY; STATE RAIL BANK.

Subdivision 1. **Definitions.** The terms defined in section 222.48 have the same meanings when used in this section. Other terms used in this section have the following meanings:

(a) "Abandoned," when used with reference to a rail line or right-of-way, means a line or right-of-way with respect to which the Surface Transportation Board or other responsible federal regulatory agency has permitted discontinuance of rail service.

(b) "Right-of-way" means any real property, including any interest in the real property that is or has been owned by a railroad company as the site, or is adjacent to the site, of an existing or former rail line.

(c) "State rail bank" means abandoned rail lines and right-of-way acquired by the commissioner of transportation pursuant to this section.

Subd. 2. **Purpose.** A state rail bank shall be established for the acquisition and preservation of abandoned rail lines and rights-of-way, and of rail lines and rights-of-way proposed for abandonment in a railroad company's system diagram map, for future public use including trail use, or for disposition for commercial use in serving the public, by providing transportation of persons or freight or transmission of energy, fuel, or other commodities. Abandoned rail lines and rights-of-way may be acquired for trail use by another state agency or department or by a political subdivision only if (1) no future commercial transportation use is identified by the commissioner, and (2) the commissioner and the owner of the abandoned rail line have not entered into or are not conducting good-faith negotiations for acquisition of the property.

Subd. 2a. **Acquisition.** The commissioner of transportation may acquire by purchase all or part of any abandoned rail line or right-of-way or rail line or right-of-way proposed for abandonment in a railroad company's system diagram map which is necessary for preservation in the state rail bank to meet the future public and commercial transportation and transmission needs of the state. The commissioner may acquire by eminent domain under chapter 117 an interest in abandoned rail lines or rights-of-way except that the commissioner may not acquire by eminent domain rail lines or rights-of-way that are not abandoned or are owned by a political subdivision of the state or by another state. All property taken by exercise of the power of eminent domain under this subdivision is declared to be taken for a public governmental purpose and as a matter of public necessity.

Subd. 2b. **Eligible property.** An abandoned rail line or right-of-way is eligible for preservation in the state rail bank if the commissioner determines that it provides or may be used to provide one or more of the following:

(1) access to a present or proposed major energy generating or using facility such as an electrical generating plant, major heating plant or other major industrial user of energy;

(2) access to a major storage or terminal facility in the marketing of agricultural commodities or forest products;

(3) important access to surrounding states;

(4) a present or potential corridor for a pipeline, electrical transmission line, highway, transit route, rail freight or passenger line or other similar transportation or transmission use; or

(5) access to an extractive resource requiring rail or other transportation or transmission service for its development.

Subd. 2c. **Preservation.** The commissioner shall provide for the maintenance, including control of weeds, of any rail line or right-of-way that is acquired for the rail bank, and for its management in a manner that minimizes maintenance costs and provides a benefit to the state. The commissioner may also require that any existing rail line on acquired right-of-way shall not be removed during any part or all of the period for which the right-of-way is included in the state rail bank.

Subd. 3. **Public and agency participation.** If the commissioner desires to acquire, dispose of or utilize any right-of-way which is permitted to be or has been acquired pursuant to authorization under subdivision 2, the commissioner shall publish a notice of the proposed action in the state register and in at least one newspaper of general circulation in each area where the right-of-way is located. If any person objects in writing to the proposed action within 30 days of publication of notice the commissioner shall proceed in the manner provided for a contested case. If no written objection is received the commissioner may take the proposed action only after holding a public meeting to seek public comment on the action. At least one hearing or meeting required under this subdivision shall be held in the area where the right-of-way is located.

Subd. 4. **Disposition permitted.** (a) The commissioner may lease any rail line or right-of-way held in the state rail bank or enter into an agreement with any person for the operation of any rail line or right-of-way for any of the purposes set forth in subdivision 2 in accordance with a fee schedule to be developed by the commissioner.

(b) The commissioner may convey any rail line or right-of-way, for consideration or for no consideration and upon other terms as the commissioner may determine to be in the public interest, to any other state agency or to a governmental subdivision of the state having power by law to utilize it for any of the purposes set forth in subdivision 2.

(c) The commissioner may convey a portion of previously acquired rail bank right-of-way to a state agency or governmental subdivision when the commissioner determines that:

- (1) the portion to be conveyed is in excess of that needed for the purposes stated in subdivision 2;
- (2) the conveyance is upon terms and conditions agreed upon by both the commissioner and the state agency or governmental subdivision;
- (3) after the sale, the rail bank corridor will continue to meet the future public and commercial transportation and transmission needs of the state; and
- (4) the conveyance will not reduce the width of the rail bank corridor to less than 100 feet.

(d) The commissioner may lease previously acquired state rail bank right-of-way to a state agency or governmental subdivision or to a private entity for nontransportation purposes when:

- (1) the portion to be leased is in excess of that needed for the purposes stated in subdivision 2;
- (2) the lease will not reduce the usable width of the rail bank corridor to less than 100 feet;
- (3) the cost of the lease is based on the fair market value of the portion to be leased, as determined by appraisal;
- (4) the lease allows the commissioner to terminate the lease on 90 days' written notice to the lessee; and
- (5) the lease prohibits the construction or erection of any permanent structure within the 100-foot rail bank corridor and requires any structure erected on the leased property to be removed and the land restored to its original condition on 90 days' written notice to the lessee.

(e) Proceeds from a sale or lease must be deposited in the rail bank maintenance account described in subdivision 8.

Subd. 5. [Repealed, 1992 c 581 s 21]

Subd. 6. **Intervention in abandonment proceeding.** The commissioner may intervene in a proceeding of the Surface Transportation Board on the issue of suitability for a public use of a rail line proposed to be abandoned if the commissioner finds that the right-of-way of the line would be eligible for inclusion in the state rail bank. To the extent practicable before intervening as provided in this section the commissioner shall hold at least one public meeting in the area in which the line is located to solicit opinions of interested persons concerning the commissioner's proposed action.

Subd. 7. **Rules for eligibility and procedures.** The commissioner of transportation shall adopt rules necessary to establish criteria for properties eligible for inclusion in the rail bank and to establish public procedures for acquisition and disposition of rail bank properties.

Subd. 8. **Rail bank accounts.** A special account shall be maintained in the state treasury, designated as the rail bank maintenance account, to record the receipts and expenditures of the commissioner of transportation for the maintenance of rail bank property. Funds received by the commissioner of transportation from interest earnings, administrative payments, rentals, fees, or charges for the use of rail bank property, or received from rail line rehabilitation contracts shall be credited to the maintenance account and used for the maintenance of that property and held as a reserve for maintenance expenses in an amount determined by the commissioner, and amounts received in the maintenance account in excess of the reserve requirements shall be transferred to the rail service improvement account.

All proceeds of the sale of abandoned rail lines shall be deposited in the rail service improvement account. All money to be deposited in this rail service improvement account as provided in this subdivision is appropriated to the commissioner of transportation for the purposes of this section.

The appropriations shall not lapse but shall be available until the purposes for which the funds are appropriated are accomplished.

Subd. 9. **Rail bank property use; penalties.** (a) Except for the actions of road authorities and their agents, employees, and contractors, and of utilities, in carrying out their duties imposed by permit, law, or contract, and except as otherwise provided in this section, it is unlawful to knowingly perform any of the following activities on rail bank property:

- (1) obstruct any trail;
- (2) deposit snow or ice;
- (3) remove or place any earth, vegetation, gravel, or rock without authorization;
- (4) obstruct or remove any ditch-draining device, or drain any harmful or dangerous materials;
- (5) erect a fence, or place or maintain any advertising, sign, or memorial, except upon authorization by the commissioner of transportation;
- (6) remove, injure, displace, or destroy right-of-way markers or reference or witness monuments or markers placed to preserve section or quarter-section corners defining rail bank property limits;

(7) drive upon any portion of rail bank property, except at approved crossings, and except where authorized for snowmobiles, emergency vehicles, maintenance vehicles, or other vehicles authorized to use rail bank property;

(8) deface, mar, damage, or tamper with any structure, work, material, sign, marker, paving, guardrail, drain, or any other rail bank appurtenance;

(9) park, overhang, or abandon any unauthorized vehicle or implement of husbandry on, across, or over the limits of rail bank property;

(10) plow, disc, or perform any other detrimental operation; or

(11) place or maintain any permanent structure.

(b) Unless a greater penalty is provided elsewhere in statute, a violation of this subdivision is a petty misdemeanor. A second or subsequent violation is a misdemeanor.

(c) The cost to remove, repair, or perform any other corrective action necessitated by a violation of this subdivision may be charged to the violator.

History: 1980 c 558 s 3; 1981 c 338 s 4-7; 1982 c 424 s 60; 1986 c 444; 1988 c 686 art 1 s 71,72; 1989 c 299 s 9; 1991 c 199 art 2 s 16; 1992 c 581 s 17-19; 1994 c 635 art 1 s 28; 1999 c 154 s 3; 1999 c 230 s 27; 2000 c 260 s 97; 1Sp2001 c 8 art 2 s 60; 2003 c 2 art 4 s 13,14; 2008 c 287 art 1 s 88,89; 2012 c 287 art 3 s 47

Invoice Number: 154319
CITY OF BLACKDUCK
Account Number: 7646

INVOICE

MINNESOTA DEPARTMENT OF TRANSPORTATION

ADVERTISING DEVICES PERMIT RENEWAL

5/16/2022
Page:1

REMINDERS

- Certify that you have the land owner's consent for all advertising devices
- If your sign is non-conforming you are not allowed to rebuild, enlarge, or add new technologies
- A penalty of one half the Permit amount will be added for each late Permit you fail to renew by July 1, 2022



Pay Online:
webpayments.state.mn.us/DOT/DOITLM.aspx

DISTRICT 2, Bemidji

Questions regarding this section should be directed to

Terry Condon

Phone Number: 218/755-6578
email: Terry.Condon@state.mn.us

Invoice Line Items:

Line Item Type	Permit Nbr	Type	Trunk Hwy Nbr	Mile Point	Control Section	Latitude	Longitude	UTM X	UTM Y	Permit Amt	Payment Status
Yearly Invoice	3532	C	0071	336.71	0410	47.73	-94.55	383466.84	5287462.11	\$60.00	Unpaid
Total number of signs in District 2 is : 1											

BALANCE DUE DISTRICT = \$60.00

PAYMENT OPTIONS

Grand Total amount due by 7/1/2022: \$60.00
Grand Total amount on or after 7/2/2022 (includes Late Fee): \$90.00

Pay Online: webpayments.state.mn.us/dot/DOITLM.aspx

- Ability to deselect non-renewed permits accepted online
- Electronic signature, email, and contact phone number changes accepted online
- Service fee applies to credit/debit card. No service fee for electronic checks

CITY OF BLACKDUCK
8 SUMMIT AVE. NE
P.O. BOX 380
BLACKDUCK, MN 56630

Contact email address on file: None specified
Billing email address on file: None specified

Pay By Mail

- Line out any Permits not to be renewed and explain why
- Signature line required with mail in payment only
- Payment, less any lined out permits, must be postmarked by Jul 01, 2022
- Make your check Payable to: Commissioner of Transportation
- Mail to: Minnesota Department of Transportation

Financial Operations / Mail Stop 215
395 John Ireland Blvd
Saint Paul, MN 55155 - 1899

Sign Owner's Signature

I certify that we have the land owner's consent for all advertising devices
(Payment not accepted without a signature)

Provide Contact Phone Number: _____

Update your Contact Email to: _____

Update your Billing Email to: _____

173.08 EXCLUDED ROAD ADVERTISING DEVICES.

Subdivision 1. **Advertising devices restricted.** No advertising device, excepting the advertising devices described and permitted under sections 173.01 to 173.27, shall be erected or maintained in an adjacent area, after June 8, 1971, except the following:

(1) directional and other official signs, including, but not limited to, signs pertaining to natural wonders, scenic and historical attractions, which are required or authorized by law, and which comply with rules which shall be promulgated by the commissioner relative to their lighting, size, spacing and other requirements as may be appropriate to implement sections 173.01 to 173.27;

(2) advertising devices advertising the sale or lease of property upon which they are located, provided that there shall not be more than one such sign, advertising the sale or lease of the same property, visible to traffic proceeding in any one direction on any one interstate or primary highway;

(3) advertising devices advertising activities conducted on the property on which they are located, including, without limiting the generality of the foregoing, goods sold, stored, manufactured, processed, or mined thereon, services rendered thereon, and entertainment provided thereon;

(4) advertising devices stating the name and address of the owner, lessee or occupant of such property or information otherwise required or authorized by law to be posted or displayed thereon;

(5) public utility signs;

(6) service club and religious notices;

(7) advertising devices of which the advertising copy or the name of the owner thereof is in no part visible from the traveled way of the aforesaid highways;

(8) advertising devices which are located, or which are to be located, in business areas and which comply, or will comply when erected, with the provisions of sections 173.01 to 173.27;

(9) signs placed temporarily by auctioneers under section 169.07;

(10) community identification signs which are located within two miles of the community and do not exceed 750 square feet. "Community" means a county, town, or home rule charter or statutory city. Prior to the erection of a community identification sign, the community must:

(i) obtain approval from the governing body of the community;

(ii) consult with local road authorities on placement and location of the sign; and

(iii) obtain consent of the owner of the land on which the sign is to be erected.

Subd. 2. **Advertising devices prohibited.** No advertising device shall be erected or maintained:

(1) in or within 500 feet of national parks, state parks, local parks, historic sites, and public picnic or rest areas, provided that, an advertising device may be permitted within 500 feet of the park, site or area on commercially zoned property, or in the case of a municipality which has no zoning ordinance, with the approval, by resolution, of the municipality;

(2) within 100 feet of a church or school.

Subd. 3. **Seed sign exemption.** Crop varietal and seed corn signs adjacent to interstate and primary highways may be erected if the device:

- (1) is located on demonstration plats;
- (2) is located on private property;
- (3) does not violate section 160.27 or 160.2715; and
- (4) does not reference an off-site address where the product may be sold.

Subd. 4. **Violations; removal.** The Department of Transportation may remove signs that violate this section using the removal procedures under section 173.13, subdivision 11.

History: 1965 c 828 s 8; Ex1967 c 9 s 9; 1971 c 883 s 6; 1980 c 494 s 1; 1983 c 293 s 73; 1985 c 248 s 70; 1986 c 454 s 26; 1992 c 572 s 1; 1Sp2017 c 3 art 3 s 86,87

TWO 12FTx8FT SIGNS IN A V-SHAPE



\$4628 INSTALLED

- 1. Reduce the height of the sign.
- 2. Remove the top half of the sign.
- 3. Change the 2-toned arrow to green shades, and
- 4. Remove the height of the arrow
- 5. Remove this way wording (we won't need it)



BLACKDUCK FINANCE COMMITTEE MEETING

THURSDAY, SEPTEMBER 8, 2022 @ 3PM

BLACKDUCK CITY HALL

CALL TO ORDER: The Finance Committee for the City of Blackduck met in a scheduled work session in council chambers at City Hall at 3:00PM on September 8, 2022.

Roll Call

Councilors present: Councilor Seitz

Staff Present: City Administrator, Christina Regas, Public Works Supervisor Mike Schwanke

The meeting was called to order at 3:00pm the Pledge of Allegiance was not recited.

Regas reviewed action items and key points from previous meeting held on August 25, 2022.

Topics covered in the work session were as follows:

General Fund Budget 2023 total levy increase options:

Library Increase– Regas recommends providing the \$10,000 levy increase to the library budget as reported from the August 25th meeting in case Beltrami County does not provide their full levy requested from KRLS. Regas further states if the sale of the building(s) does not finalize in 2023 then additional funding could be utilized for improvements to the building or supplement the county shortfall.

Option A Levy increase with this scenario = 6.2% increase over 2022

Liquor transfers to Golf Course – Regas proposed a secondary option for the 2023 levy to reduce the burden on the liquor store by levying taxes for an additional \$5,000 for the golf course –

Option B Levy increase with this scenario & Option A = 7.5% increase over 2022

Final Levy Option – reduce library budget with option A and Option B for golf course debt

Option C Levy increase with this scenario = 3.5% increase over 2022

Factors not considered at this meeting are as follows:

1. Blackduck HRA Levy – NTC was not obtained by the County at the time of meeting – Regas estimating amount from 2022 budget.
2. Property Tax Sample for City of Blackduck Tax Payers – due to NTC not obtained Regas could not provide a sample dollar amount for City sales tax and could not provide Mill Rate with above proposed increases. Regas is awaiting information from County.

Next meeting of committee is September 22, 2022 @ 3pm.

ADJOURN – Finance Committee adjourned their work session at 3:45pm.

Christina Regas, City Administrator

Maxwell Gullette, Mayor



CITY OF BLACKDUCK 2023 GENERAL FUND BUDGET HIGHLIGHTS

SEPTEMBER 19, 2022 @ 6:00PM CITY HALL BLACKDUCK, MN

BLACKDUCK CITY COUNCIL WORK SESSION

1. REVENUE:

- a. 2023 Property Tax Proposal includes the Levy at: \$308,564 *(increase of \$43,909)*
- b. 2023 Local Government Aid is confirmed @ \$290,392 *(increase of \$6,655)*
- c. Contribution from Liquor Fund total to transfer = \$50,000 *(decrease of \$15,000)*
- d. Estimated License Center Revenue = \$10,000 *(new to general fund)*
- e. ARP Funding for Administration = \$15,000 *(no change to 2022)*

2. EXPENDITURES:

- a. Payroll & Benefits:
 - i. Recommending Department of Labor 2018-2023 minimum wage increases (\$1.09/per employee) for: Administration; Public Works; & Police employees *(does not include contracted Interim Chief)*
 - ii. Recommending 3% COLA for:
 - 1. Full-time Patrol Officer = \$25.83 *(includes DOL increase item ai.)*
 - 2. Deputy Clerk = \$25.71 *(includes DOL increase item ai.)*
 - 3. Administrator = \$36.78 *(includes DOL increase item ai.)*
 - 4. Public Works Director = \$35.30 *(includes DOL increase item ai.)*
 - 5. Maintenance = \$27.91 & \$26.33 respectively *(includes DOL increase item ai.)*
 - iii. Health Insurance premium \$648.38 *(5% increase or \$30.88)*
 - iv. Health Care Savings Account contribution @ \$266.67/month a \$3,200 deductible *(no change)*
 - v. Dental Insurance premium \$31.82 *(increase for 2023 = \$2.29)*
 - vi. PERA *(no full-time employee increase for 2023)*
 - vii. PERA Police & Fire 17.7% *(no change for 2023)*
 - viii. PERA part time employees *(no change)* (base withholding of 6.5% factored for all PT grossing + \$5,100/yr)
- b. Fire: *Overall increase to budget = \$2,305 Townships approved 8/26/2022*
- c. Police: *Overall increase to budget = \$228*
 - i. Police Squad depreciation deleted due to reduced use of 2 squads in 2022. 2014 Squad replacement pushed out until 2024.



CITY OF BLACKDUCK 2023 GENERAL FUND BUDGET HIGHLIGHTS

SEPTEMBER 19, 2022 @ 6:00PM CITY HALL BLACKDUCK, MN

BLACKDUCK CITY COUNCIL WORK SESSION

- d. Street Lighting: *Overall increase to budget = \$1,100*
 - i. Recommend to continue plan for replacement of Street Light Heads to LED
 - ii. Recommend increase utility budget line
- e. Library: *Overall increase to budget = \$11,029*
 - i. 2023 Library Levy request \$16,480
 - ii. Provide budget for closing costs and taxes for sale/purchase of facilities
- f. Streets: *Overall increase to budget = \$17,769*
 - i. Budget lines increasing 3% to account for increase in cost of goods, utilities, fuel costs, and insurance premiums
 - ii. Estimating increased costs for department in new facility for basic operating.
- g. Parks: *Overall increase to budget = \$649*
 - i. Including building maintenance materials to continue improvements to restroom –
 - ii. Including waste removal for major city festivals - \$1,100
 - iii. Insurance Premiums increasing 5-15%
- h. Administration: *Overall budget increase = \$9,398*
- i. Buildings & Planning: *Overall budget decrease = \$8,870 due to odd year – no rental inspections*
- j. License Center: *New department Overall budget = \$10,000 (offset by charges for service)*
 - i. Payroll funded 11% from Administration Budget
 - ii. Operating expenses (office supplies, postage, equipment) - \$1,200
- k. Other:
 - i. Liability, Auto, Workers Compensation, and Property Insurance is estimated to increase 5-15% in 2023

Minnesota Minimum Wage *will increase* for part time employees to **\$10.59** beginning January 1, 2023.

2023 General Fund Revenues through 9/16/22

updated 9/15/22

General Fund Revenue	2021 Budget	2021 Amount	2022 Budget	2022 YTD Amount	2023 Budget
R 101-31000 General Property Taxes	\$230,148.00	\$236,914.73	\$256,009.00	\$153,838.05	
R 101-31030 Mobile Home Tax	\$800.00	\$1,029.15	\$800.00	\$181.42	\$800.00
R 101-31900 Penalties and Interest DelTax	\$1,500.00	\$1,065.60	\$1,500.00	\$666.04	\$1,500.00
R 101-32000 Licenses and Permits	\$3,500.00	\$700.00	\$14,500.00	\$11,905.00	\$3,500.00
R 101-32240 Animal Licenses	\$250.00	\$110.00	\$250.00	\$10.00	\$250.00
R 101-33100 Federal Grants and Aids - American Rescue Act	\$0.00	\$30,441.05	\$19,000.00	\$45,516.06	\$15,000.00
R 101-33130 CDBG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-33400 State Grants and Aids	\$0.00	\$21,192.79	\$0.00	\$0.00	\$0.00
R 101-33401 Local Government Aid	\$278,534.00	\$278,534.00	\$283,737.00	\$141,868.50	\$290,392.00
R 101-33403 Market Value Credit-MH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-33404 PERA AID	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-33405 Market Value Credit - Real	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-33406 Market Value Credit-TIF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-33407 Market Value Credit-AG	\$0.00	\$55.09	\$0.00	\$0.00	\$0.00
R 101-33416 Police Training Reimbursement	\$1,500.00	\$1,433.92	\$1,500.00	\$0.00	\$1,500.00
R 101-33423 State Police Aid	\$15,000.00	\$18,385.14	\$15,000.00	\$0.00	\$13,000.00
R 101-33424 State Fire Aid	\$19,000.00	\$0.00	\$19,000.00	\$23,686.78	\$19,000.00
R 101-33620 Other County Grants/Aid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-34000 Charges for Services	\$8,000.00	\$8,175.95	\$8,000.00	\$8,100.00	\$18,000.00
R 101-34103 Zoning and Subdivision Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-34108 Admin Charges to Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-34110 Sale of Property	\$0.00	\$842.00	\$0.00	\$0.00	\$0.00
R 101-34202 Fire Protection Svcs	\$83,761.00	\$83,759.97	\$83,655.00	\$85,262.51	\$86,354.24
R 101-34781 Reservation Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-35000 Fines and Forfeits	\$1,500.00	\$389.96	\$1,000.00	\$3.33	\$100.00
R 101-35102 Parking Fines	\$100.00	\$45.00	\$100.00	\$0.00	\$100.00
R 101-36100 Special Assessments	\$0.00	\$0.00	\$0.00	\$0.71	\$0.00
R 101-36102 Penalties and Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-36200 Miscellaneous Revenues	\$2,000.00	\$65.34	\$2,000.00	\$109.42	\$1,000.00
R 101-36210 Interest Earnings	\$2,500.00	\$877.06	\$2,000.00	\$808.59	\$1,000.00
R 101-36220 Other Rents and Royalties	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-36230 Contributions and Donations	\$0.00	\$3,000.00	\$0.00	\$2,700.00	\$0.00
R 101-36231 Community Development Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-36240 Reimbursements	\$250.00	\$20,457.92	\$250.00	\$1,343.89	\$7,660.00
R 101-39101 Sales of General Fixed Assets	\$0.00	\$24,000.00	\$0.00	\$1,200.00	\$0.00
R 101-39200 Interfund Transfer	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00
R 101-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-39204 Intrafund Transfer	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00
R 101-39269 Transfer from Liquor Fund	\$65,000.00	\$65,000.00	\$65,000.00	\$0.00	\$50,000.00
R 101-39282 Transfer fm Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-39300 Proceeds-Gen Long-term Debt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
R 101-39330 Inception-Capital Lease Agmt	\$0.00	\$89,367.00	\$0.00	\$0.00	\$0.00
R 101-39331 Insurance Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$713,343.00	\$895,841.67	\$773,301.00	\$492,200.30	\$509,156.24

General Fund Expenditure Total:	2023 Budget	% +/- 2022	2022 Actual	2022 Budget
Administration & Transfer for Cemetery	\$172,120.00	5.78%	\$134,415.00	\$162,722.02
License Center	\$10,000.00	#DIV/0!	\$0.00	\$0.00
Police	\$231,832.00	0.10%	\$114,645.37	\$231,603.82
Fire	\$103,705.00	2.27%	\$83,341.61	\$101,400.00
Streets	\$187,531.00	10.47%	\$173,295.07	\$169,761.61
Wayside Rest Park	\$27,759.00	2.39%	\$16,629.63	\$27,109.74
Library	\$37,124.00	42.26%	\$13,509.42	\$26,095.00
Buildings	\$16,165.00	7.52%	\$8,896.86	\$15,035.00
Street Lighting	\$15,100.00	7.86%	\$6,800.03	\$14,000.00
Planning & Zoning	\$1,000.00	-90.91%	\$7,922.03	\$11,000.00
City Council	\$15,384.00	1.99%	\$2,558.52	\$15,084.00
	\$817,720.00	5.67%	\$562,013.54	\$773,811.19

\$43,908.81

\$308,563.76

2022 Blackduck Administration Department Budget vs Actual through 9/15/22

updated 9/15/22

	2022 Budget	2022 Actual Expenditures	2022 Balance	2023 Budget		
E 101-41400-101 Full-Time Employees Regular	\$86,123.10	\$62,370.33	\$23,752.77	\$86,866.96	reduced for License Center	
E 101-41400-102 Full-Time Employees Overtime	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-41400-121 PERA	\$6,459.23	\$4,714.76	\$1,744.47	\$6,515.02	reduced for License Center	
E 101-41400-122 FICA	\$6,588.42	\$4,785.63	\$1,802.79	\$6,645.32	reduced for License Center	
E 101-41400-131 Employer Paid Health	\$6,691.27	\$4,941.34	\$1,749.93	\$6,422.50	reduced for License Center	
E 101-41400-200 Office Supplies (GENERAL)	\$1,500.00	\$1,166.71	\$333.29	\$1,500.00		
E 101-41400-207 Computer Supplies	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00		
E 101-41400-208 Training and Instruction	\$1,000.00	\$289.00	\$711.00	\$1,000.00		
E 101-41400-210 Operating Supplies (GENERAL)	\$600.00	\$846.82	-\$246.82	\$1,200.00	Aramark + Quill	-210
E 101-41400-300 Professional Svcs (GENERAL)	\$0.00	\$28.11	-\$28.11	\$0.00		Aramark \$600.00
E 101-41400-301 Auditing and Acct g Services	\$6,000.00	\$6,473.00	-\$473.00	\$6,500.00		Quill \$600.00
E 101-41400-303 Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00		\$1,200.00
E 101-41400-304 Legal Fees	\$3,500.00	\$2,992.05	\$507.95	\$3,500.00		
E 101-41400-305 Medical Fees	\$0.00	\$0.00	\$0.00	\$0.00		
E 101-41400-310 Other Professional Services	\$5,070.00	\$8,385.61	-\$3,315.61	\$7,700.00	TIF & GASB annual reporting	
E 101-41400-311 Website Development/maintenance	\$0.00	\$1,821.50	-\$1,821.50	\$948.00	Pinnacle \$79/month	
E 101-41400-321 Telephone	\$2,250.00	\$3,059.21	-\$809.21	\$4,450.00	PB & Payroll	
E 101-41400-322 Postage	\$500.00	\$673.37	-\$173.37	\$750.00		
E 101-41400-327 Internet Access	\$1,000.00	\$760.00	\$240.00	\$1,140.00	PBTV	
E 101-41400-331 Travel Expenses	\$2,000.00	\$1,732.11	\$267.89	\$2,000.00	LMC & MCFOA	
E 101-41400-351 Legal Notices Publishing	\$300.00	\$121.49	\$178.51	\$300.00		
E 101-41400-352 General Notices and Pub Info	\$350.00	\$0.00	\$350.00	\$350.00		-433
E 101-41400-353 Ordinance Publication	\$150.00	\$0.00	\$150.00	\$150.00		Icompass \$2,652.00
E 101-41400-355 Election Expense	\$2,000.00	\$459.05	\$1,540.95	\$1,500.00		MIS IT \$840.00
E 101-41400-366 Workers Compensation Insurance	\$500.00	\$538.08	-\$38.08	\$595.00	increase 5%	BDC mbr \$20.00
E 101-41400-367 Unemployment Paid	\$0.00	\$0.00	\$0.00	\$0.00		Chamber dues \$150.00
E 101-41400-384 Refuse/Garbage Disposal	\$0.00	\$153.90	-\$153.90	\$155.00		Newspapers \$159.00
E 101-41400-433 Dues and Subscriptions	\$4,640.00	\$4,190.24	\$449.76	\$6,344.00	Icompass, LMC dues, MIS etc.	Banyon \$618.00
E 101-41400-437 Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00		Indeed \$150.00
E 101-41400-438 Bank Service Charges	\$500.00	\$227.00	\$273.00	\$500.00		NWSC dues \$105.00
E 101-41400-490 Donations to Civic Orgs	\$0.00	\$0.00	\$0.00	\$0.00		PO Box \$140.00
E 101-41400-570 Office Equip and Furnishings	\$500.00	\$0.00	\$500.00	\$500.00		Zoom \$160.00
E 101-41400-603 Short-Term Debt Principal (Copier Lease)	\$2,000.00	\$1,810.98	\$189.02	\$2,088.00		LMC dues \$1,350.00
E 101-41400-786 State Fire Aid	\$19,500.00	\$23,686.78	-\$4,186.78	\$19,500.00		\$6,344.00
	\$160,722.02	\$136,227.07	\$24,494.95	\$170,119.80		
						-310
						TIF Reporting - Ehlers \$2,750.00
						Ivan Warden
						GASB Fire Relief Report \$3,250.00
						GASB OPEB Report \$1,700.00
						\$7,700.00

Police Department Budgeted Expenditures for 2022 through 9/15/22

updated 9/15/22

		2022 Budget	2022 Expenditures	2022 Balance	2023 Budget	
E 101-42110-101	Full-Time Employees Regular	\$121,917.25	\$17,561.25	\$104,356.00	\$118,945.00	
E 101-42110-102	Full-Time Employees Overtime	\$1,200.00	\$0.00	\$1,200.00	\$1,350.00	
E 101-42110-103	Part-Time Employees	\$5,000.00	\$3,522.40	\$1,477.60	\$5,483.00	
E 101-42110-121	PERA	\$24,579.37	\$3,731.83	\$20,847.54	\$22,153.00	
E 101-42110-122	FICA	\$2,013.56	\$305.73	\$1,707.83	\$1,824.00	
E 101-42110-131	Employer Paid Health	\$23,225.64	\$8,305.10	\$14,920.54	\$31,802.28	Budget for 2 FTE + Jace Grangruth
E 101-42110-205	Heating Fuel	\$1,200.00	\$1,259.14	-\$59.14	\$2,000.00	
E 101-42110-206	Electricity	\$2,500.00	\$3,327.31	-\$827.31	\$2,500.00	
E 101-42110-208	Training and Instruction	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	
E 101-42110-209	Other Office Supplies	\$500.00	\$0.00	\$500.00	\$500.00	
E 101-42110-210	Operating Supplies (GENERAL)	\$1,000.00	\$31.98	\$968.02	\$1,000.00	
E 101-42110-212	Motor Fuels	\$6,000.00	\$2,077.79	\$3,922.21	\$6,000.00	
E 101-42110-213	Lubricants and Additives	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42110-222	Tires	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	
E 101-42110-223	Building Repair Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42110-230	Equipment	\$2,200.00	\$0.00	\$2,200.00	\$2,200.00	
E 101-42110-233	Uniforms	\$1,500.00	\$335.92	\$1,164.08	\$1,500.00	
E 101-42110-302	Architect Fees	\$0.00	\$3,739.52	-\$3,739.52	\$0.00	
E 101-42110-304	Legal Fees	\$510.00	\$3,310.78	-\$2,800.78	\$0.00	
e 101-42110-309	Construction Services - PWPS Facility	\$0.00	\$35,143.27	-\$35,143.27	\$0.00	
E 101-42110-310	Other Professional Service	\$0.00	\$1,729.20	-\$1,729.20	\$0.00	
E 101-42110-305	Medical Fees	\$1,100.00	\$144.00	\$956.00	\$1,100.00	
E 101-42110-321	Telephone	\$996.00	\$1,169.93	-\$173.93	\$2,179.44	Verizon + PBTV
E 101-42110-322	Postage	\$50.00	\$5.12	\$44.88	\$50.00	
E 101-42110-331	Travel Expenses	\$500.00	\$0.00	\$500.00	\$500.00	
E 101-42110-351	Legal Notices Publishing	\$0.00	\$125.12	-\$125.12	\$0.00	
E 101-42110-361	General Liability Ins	\$6,924.00	\$4,783.19	\$2,140.81	\$5,025.00	increase 5%
E 101-42110-362	Property Ins	\$1,408.00	\$2,223.00	-\$815.00	\$2,400.00	increase 5%
E 101-42110-363	Automotive Ins	\$2,225.00	\$2,613.00	-\$388.00	\$2,745.00	increase 8%
E 101-42110-366	Workers Compensation Insurance	\$6,500.00	\$10,160.85	-\$3,660.85	\$11,175.00	increase 10%
E 101-42110-384	Refuse/Garbage Disposal	\$155.00	\$384.94	-\$229.94	\$1,000.00	
E 101-42110-401	Repairs/Maint Buildings	\$1,100.00	\$33.15	\$1,066.85	\$1,100.00	
E 101-42110-404	Repairs/Maint Machinery/Equip	\$2,500.00	\$371.48	\$2,128.52	\$2,500.00	
E 101-42110-420	Tower Lease	\$500.00	\$0.00	\$500.00	\$500.00	
E 101-42110-425	Depreciation	\$10,000.00	\$10,000.00	\$0.00	\$0.00	
E 101-42110-433	Dues and Subscriptions	\$800.00	\$573.32	\$226.68	\$800.00	
E 101-42110-436	Towing Charges	\$500.00	\$0.00	\$500.00	\$500.00	
E 101-42110-437	Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42110-550	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42110-580	Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42110-700	Inter Fund Transfer	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-42110-782	Intrafund Transfer	\$0.00	\$0.00	\$0.00	\$0.00	
		\$231,603.82	\$116,968.32	\$114,635.50	\$231,831.72	

2014 Squad replace in 2024
2019 Squad replace in 2025

2022 Blackduck Fire Department Budget vs. Actual through 9/15/2022

updated 9/15/2022 Approved by Townships/Cities 8/25/2022

	2022 Budget	2022 YTD Expenditures	2022 Balance	2023 Budget	
E 101-42200-103	Part-Time Employees	\$16,000.00	\$13,177.00	\$2,823.00	\$16,000.00
E 101-42200-122	FICA	\$1,750.00	\$1,008.13	\$741.87	\$1,225.00
E 101-42200-124	Fire Pension Contributions	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-200	Office Supplies (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-205	Heating Fuel - <i>includes 22-23 pre-buy 8/9/22</i>	\$2,500.00	\$2,674.35	-\$174.35	\$3,000.00
E 101-42200-206	Electricity	\$4,000.00	\$1,970.28	\$2,029.72	\$4,200.00
E 101-42200-207	Computer Supplies	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-208	Training and Instruction	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00
E 101-42200-210	Operating Supplies (GENERAL)	\$1,000.00	\$285.43	\$714.57	\$1,000.00
E 101-42200-211	Cleaning Supplies	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-212	Motor Fuels	\$2,000.00	\$1,064.05	\$935.95	\$2,200.00
E 101-42200-221	Equipment Parts	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-222	Tires	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-223	Building Repair Supplies	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-233	Uniforms - <i>turnout gear</i>	\$5,000.00	\$7,998.35	-\$2,998.35	\$5,000.00
E 101-42200-240	Small Tools and Minor Equip	\$2,000.00	\$3,252.85	-\$1,252.85	\$2,000.00
E 101-42200-304	Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-305	Medical Fees	\$500.00	\$0.00	\$500.00	\$500.00
E 101-42200-307	Management Fees	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-310	Other Professional Services	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-321	Telephone	\$800.00	\$483.20	\$316.80	\$800.00
E 101-42200-322	Postage	\$100.00	\$0.00	\$100.00	\$100.00
E 101-42200-323	Radio/Communications Expenses	\$4,500.00	\$2,211.87	\$2,288.13	\$4,500.00
E 101-42200-331	Travel Expenses	\$250.00	\$0.00	\$250.00	\$250.00
E 101-42200-351	Legal Notices Publishing	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-352	General Notices and Pub Info	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-361	General Liability Ins	\$250.00	\$353.19	-\$103.19	\$375.00
E 101-42200-362	Property Ins	\$1,000.00	\$2,293.00	-\$1,293.00	\$2,475.00
E 101-42200-363	Automotive Ins	\$1,400.00	\$1,454.00	-\$54.00	\$1,525.00
E 101-42200-366	Workers Compensation Insurance	\$6,200.00	\$5,822.31	\$377.69	\$6,405.00
E 101-42200-384	Refuse/Garbage Disosal	\$300.00	\$153.90	\$146.10	\$300.00
E 101-42200-367	Unemployment Paid	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-401	Repairs/Maint Buildings	\$3,750.00	\$364.92	\$3,385.08	\$3,750.00
E 101-42200-404	Repairs/Maint Machinery/Equip	\$9,400.00	\$5,401.99	\$3,998.01	\$9,400.00
E 101-42200-420	Tower Lease	\$500.00	\$0.00	\$500.00	\$500.00
E 101-42200-425	Depreciation	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-433	Dues and Subscriptions	\$200.00	\$0.00	\$200.00	\$200.00
E 101-42200-436	Towing Charges	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-437	Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-500	Capital Outlay <i>(Armer Radios year 3 - 2023)</i>	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
E 101-42200-520	Buildings and Structures	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-550	Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-580	Other Equipment	\$1,000.00	\$684.98	\$315.02	\$1,000.00
E 101-42200-701	Transfer to General Fund	\$0.00	\$0.00	\$0.00	\$0.00
E 101-42200-708	Transfer to Fire Dept Reserve <i>(year 9 of contract - 2023)</i>	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00
E 101-42200-782	Intrafund Transfer	\$0.00	\$0.00	\$0.00	\$0.00
		\$101,400.00	\$85,653.80	\$15,746.20	\$103,705.00

PBTv

Verizon + Roger's Two Way

increase 5%

increase 8%

increase 5%

increase 10%

2022 Blackduck Streets Department Budget vs. Actual through 9/15/2022

updated 9/15/22

		2022 Budget	2022 Actual Expenditures	2022 Balance	2023 Budget	
E 101-43100-101	Full-Time Employees Regular	\$54,133.04	\$40,539.36	\$13,593.68	\$59,274.67	
E 101-43100-102	Full-Time Employees Overtime	\$1,000.00	\$4,964.36	-\$3,964.36	\$4,500.00	
E 101-43100-103	Part-Time Employees	\$1,814.40	\$488.20	\$1,326.20	\$1,906.42	
E 101-43100-121	PERA	\$4,191.74	\$3,449.33	\$742.41	\$4,588.58	
E 101-43100-122	FICA	\$4,279.98	\$3,481.73	\$798.25	\$4,680.35	
E 101-43100-131	Employer Paid Health	\$9,670.29	\$7,275.73	\$2,394.56	\$10,000.66	
E 101-43100-142	Unemployment Benefit Payments	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-200	Office Supplies (GENERAL)	\$400.00	\$0.00	\$400.00	\$500.00	
E 101-43100-205	Heating Fuel	\$2,000.00	\$2,585.95	-\$585.95	\$2,100.00	
E 101-43100-206	Electricity	\$4,300.00	\$5,985.42	-\$1,685.42	\$4,500.00	
E 101-43100-208	Training and Instruction	\$0.00	\$105.48	-\$105.48	\$0.00	
E 101-43100-210	Operating Supplies (GENERAL)	\$1,600.00	\$283.26	\$1,316.74	\$2,000.00	
E 101-43100-212	Motor Fuels	\$8,750.00	\$8,744.64	\$5.36	\$10,000.00	
E 101-43100-213	Lubricants and Additives	\$1,500.00	\$940.48	\$559.52	\$1,600.00	
E 101-43100-220	Repair/Maint Supply (GENERAL)	\$2,100.00	\$737.18	\$1,362.82	\$2,200.00	
E 101-43100-221	Equipment Parts	\$1,000.00	\$615.01	\$384.99	\$1,100.00	
E 101-43100-222	Tires	\$2,600.00	\$2,059.85	\$540.15	\$3,500.00	
E 101-43100-223	Building Repair Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-224	Street Maint Materials	\$20,000.00	\$9,800.46	\$10,199.54	\$21,000.00	
E 101-43100-233	Uniforms	\$1,200.00	\$689.23	\$510.77	\$1,300.00	
E 101-43100-235	Personal Protective Equipment	\$1,600.00	\$296.36	\$1,303.64	\$1,700.00	
E 101-43100-240	Small Tools and Minor Equip	\$1,050.00	\$50.28	\$999.72	\$1,150.00	
E 101-43100-302	Architect Fees	\$0.00	\$3,739.52	-\$3,739.52	\$0.00	
E 101-43100-303	Engineering Fees	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-304	Legal Fees	\$0.00	\$229.25	-\$229.25	\$0.00	
E 101-43100-309	Construction Services - PWPS Facility	\$0.00	\$35,143.27	-\$35,143.27	\$0.00	
E 101-43100-310	Other Professional Services	\$2,000.00	\$3,547.99	-\$1,547.99	\$2,100.00	
E 101-43100-321	Telephone	\$600.00	\$991.71	-\$391.71	\$2,950.00	Verizon plan + PBTV + PR
E 101-43100-322	Postage	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-331	Travel Expenses	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-351	Legal Notices Publishing	\$0.00	\$125.12	-\$125.12	\$0.00	
E 101-43100-361	General Liability Ins	\$292.00	\$353.19	-\$61.19	\$370.85	increase 5%
E 101-43100-362	Property Ins	\$1,850.00	\$1,179.00	\$671.00	\$1,273.32	increase 8%
E 101-43100-363	Automotive Ins	\$2,225.00	\$1,970.00	\$255.00	\$2,068.50	increase 5%
E 101-43100-366	Workers Compensation Insurance	\$4,051.00	\$4,183.14	-\$132.14	\$4,601.45	increase 10%
E 101-43100-384	Refuse/Garbage Disposal	\$388.00	\$538.83	-\$150.83	\$1,000.00	new facility - shared with PD
E 101-43100-387	Snow Removal	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-400	Repairs & Maint Cont (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-401	Repairs/Maint Buildings	\$1,000.00	\$24.80	\$975.20	\$1,100.00	
E 101-43100-404	Repairs/Maint Machinery/Equip	\$5,700.00	\$898.22	\$4,801.78	\$6,000.00	
E 101-43100-433	Dues and Subscriptions	\$0.00	\$77.00	-\$77.00	\$0.00	
E 101-43100-436	Towing Charges	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-500	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-530	Improvements Other Than Bldgs	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-550	Motor Vehicles - GMC Lease Trucks	\$14,237.58	\$14,237.58	\$0.00	\$14,237.58	
E 101-43100-580	Other Equipment - CAT Lease Tractor & Skid Steer	\$14,228.58	\$15,534.36	-\$1,305.78	\$14,228.58	
E 101-43100-601	Debt Srv Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-43100-610	PFA Debt Srv Interest	\$0.00	\$0.00	\$0.00	\$0.00	
		\$169,761.61	\$175,865.29	-\$6,103.68	\$187,530.96	
	Less Facility Commitment		\$140,722.02	\$29,039.59		

2022 Blackduck Wayside Park Department Budget vs Actual through 9/15/2022

updated 9/15/22

	2022 Budget	2022 YTD Amount	2022 Balance	2023 Budget	
E 101-45200-101 Full-Time Employees Regular	\$3,643.24	\$2,810.41	\$832.83	\$3,934.00	
E 101-45200-102 Full-Time Employees Overtime	\$350.00	\$163.74	\$186.26	\$350.00	
E 101-45200-103 Part-Time Employees	\$2,928.00	\$3,299.66	-\$371.66	\$3,177.36	
E 101-45200-121 PERA	\$492.84	\$284.10	\$208.74	\$533.37	
E 101-45200-122 FICA	\$502.70	\$475.37	\$27.33	\$544.04	
E 101-45200-131 Employer Paid Health	\$694.96	\$521.10	\$173.86	\$718.85	
E 101-45200-206 Electricity	\$2,000.00	\$1,182.45	\$817.55	\$2,100.00	
E 101-45200-208 Training and Instruction	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45200-210 Operating Supplies (GENERAL)	\$900.00	\$497.31	\$402.69	\$1,000.00	
E 101-45200-211 Cleaning Supplies	\$0.00	\$0.00	\$0.00	\$400.00	
E 101-45200-212 Motor Fuels	\$1,550.00	\$1,202.19	\$347.81	\$1,650.00	
E 101-45200-221 Equipment Parts	\$0.00	\$103.43	\$0.00	\$0.00	
E 101-45200-225 Landscaping Materials	\$2,000.00	\$0.00	\$2,000.00	\$2,100.00	
E 101-45200-240 Small Tools and Minor Equip	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45200-305 Medical Fees	\$50.00	\$0.00	\$50.00	\$0.00	
E 101-45200-361 General Liability Ins	\$972	\$1,177.30	-\$205.30	\$1,236.17	increase 5%
E 101-45200-362 Property Ins	\$3,014	\$1,179.00	\$1,835.00	\$1,273.32	increase 8%
E 101-45200-366 Workers Compensation Insurance	\$1,352	\$892.62	\$459.38	\$981.88	increase 10%
E 101-45200-384 Refuse/Garbage Disposal	\$0	\$153.90	-\$153.90	\$1,100.00	Woodcarvers & Bash
E 101-45200-401 Repairs/Maint Buildings	\$4,000.00	\$97.39	\$3,902.61	\$4,000.00	updates to one restroom (fixtures)
E 101-45200-430 Miscellaneous (GENERAL)	\$300.00	\$0.00	\$300.00	\$300.00	
E 101-45200-433 Dues and Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45200-501 Assessment	\$2,360.00	\$2,043.58	\$316.42	\$2,360.00	
E 101-45200-530 Improvements Other Than Bldgs	\$0.00	\$1,000.00	\$0.00	\$0.00	
	\$27,109.74	\$17,083.55	\$11,129.62	\$27,758.99	

2022 Blackduck Council Budget vs Actual Expenditures through 9/15/2022

updated 9/15/22

	2022 Budget	2022 Actual Expenditures	2022 Balance	2023 Budget
E 101-41110-101 Full-Time Employees Regular	\$10,900.00	\$625.00	\$10,275.00	\$10,900.00
E 101-41110-121 PERA	\$0.00	\$0.00	\$0.00	\$0.00
E 101-41110-122 FICA	\$834.00	\$47.81	\$786.19	\$834.00
E 101-41110-207 Computer Supplies	\$500.00	\$0.00	\$500.00	\$500.00
E 101-41110-208 Training and Instruction	\$2,000.00	\$1,064.00	\$936.00	\$2,000.00
E 101-41110-322 Postage	\$0.00	\$0.00	\$0.00	\$0.00
E 101-41110-331 Travel Expenses	\$700.00	\$821.71	-\$121.71	\$1,000.00
E 101-41110-361 General Liability Ins	\$0.00	\$0.00	\$0.00	\$0.00
E 101-41110-433 Dues and Subscriptions	\$150.00	\$0.00	\$150.00	\$150.00
E 101-41110-437 Bad Debt Expense	\$0.00	\$0.00	\$0.00	\$0.00
	\$15,084.00	\$2,558.52	\$12,525.48	\$15,384.00

2022 Blackduck Street Lighting Budget vs. Actual Expenditures through 9/15/2022

	2022 Budget	2022 Actual Expenditures	2022 Balance	2023 Budget
E 101-43160-206 Electricity	\$9,500.00	\$6,800.03	\$2,699.97	\$10,500.00
E 101-43160-210 Operating Supplies (GENERAL)	\$3,500.00	\$0.00	\$3,500.00	\$3,500.00
E 101-43160-220 Repair/Maint Supply (GENERAL)	\$1,000.00	\$0.00	\$1,000.00	\$1,100.00
	\$14,000.00	\$6,800.03	\$7,199.97	\$15,100.00

2022 Blackduck Government Bldgs. Budget vs. Actual Expenditures through 9/15/2022

	2022 Budget	2022 Actual Expenditures	2022 Balance	2023 Budget	
E 101-41940-206 Electricity	\$8,000.00	\$5,195.47	\$2,804.53	\$8,500.00	
E 101-41940-210 Operating Supplies (GENERAL)	\$500.00	\$649.21	-\$149.21	\$500.00	
E 101-41940-211 Cleaning Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-41940-223 Building Repair Supplies	\$400.00	\$0.00	\$400.00	\$400.00	
E 101-41940-361 General Liability Ins	\$85.00	\$117.73	-\$32.73	\$125.00	increase 5%
E 101-41940-362 Property Ins	\$600.00	\$1,055.00	-\$455.00	\$1,140.00	increase 8%
E 101-41940-380 Utility Services (GENERAL)	\$450.00	\$342.18	\$107.82	\$500.00	
E 101-41940-401 Repairs/Maint Buildings	\$5,000.00	\$1,537.27	\$3,462.73	\$5,000.00	\$586.59
E 101-41940-520 Buildings and Structures	\$0.00	\$0.00	\$0.00	\$0.00	
	\$15,035.00	\$8,896.86	\$6,138.14	\$16,165.00	

2022 Blackduck Planning & Zoning Budget vs. Actual Expenditures through 9/15/2022

	2022 Budget	2022 Actual Expenditures	2022 Balance	2023 Budget
E 101-41910-300 Professional Svcs (GENERAL)	\$11,000.00	\$7,922.03	\$3,077.97	\$1,000.00
	\$11,000.00	\$7,922.03	\$3,077.97	\$1,000.00

2022 Blackduck Library Department Budget vs. Actual through 9/15/2022

	2022 Budget	2022 YTD Expenditures	2022 Balance	2023 Budget	
E 101-45500-122 FICA	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45500-200 Office Supplies (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45500-206 Electricity	\$3,500.00	\$2,663.86	\$836.14	\$3,500.00	
E 101-45500-210 Operating Supplies (GENERAL)	\$400.00	\$752.93	-\$352.93	\$400.00	
E 101-45500-211 Cleaning Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45500-223 Building Repair Supplies	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45500-301 Professional Services	\$0.00	\$0.00	\$0.00	\$10,000.00	estimated closing costs + taxes for sale / purchase of buildings
E 101-45500-330 Transportation (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45500-331 Travel Expenses	\$210.00	\$0.00	\$210.00	\$210.00	
E 101-45500-361 General Liability Ins	\$85.00	\$117.73	-\$32.73	\$123.62	increase 5%
E 101-45500-362 Property Ins	\$800.00	\$1,213.00	-\$413.00	\$1,310.04	increase 8%
E 101-45500-367 Unemployment Paid	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45500-380 Utility Services (GENERAL)	\$750.00	\$411.90	\$338.10	\$750.00	
E 101-45500-401 Repairs/Maint Buildings	\$4,000.00	\$0.00	\$4,000.00	\$4,000.00	
E 101-45500-404 Repairs/Maint Machinery/Equip	\$0.00	\$0.00	\$0.00	\$0.00	
E 101-45500-426 Automation Repair & Replace.	\$350.00	\$350.00	\$0.00	\$350.00	
E 101-45500-433 Dues and Subscriptions	\$16,000.00	\$8,000.00	\$8,000.00	\$16,480.00	
E 101-45500-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	
	\$26,095.00	\$13,509.42	\$12,585.58	\$37,123.66	

2023 Blackduck License Center Budget

	2022 Budget	2022 Actual Expenditures	2022 Balance	2023 Budget
E 101-4444-101 Full-Time Employees Regular	\$0.00	\$0.00	\$0.00	\$7,033.30
E 101-4444-103 Part-Time Employees	\$0.00	\$0.00	\$0.00	\$0.00
E 101-4444-121 PERA	\$0.00	\$0.00	\$0.00	\$527.50
E 101-4444-122 FICA	\$0.00	\$0.00	\$0.00	\$538.05
E 101-4444-131 Employer Paid Health	\$0.00	\$0.00	\$0.00	\$761.87
E 101-4444-200 Office Supplies	\$0.00	\$0.00	\$0.00	\$450.00
E 101-4444-203 Printed Forms	\$0.00	\$0.00	\$0.00	\$0.00
E 101-4444-210 Operating Supplies	\$0.00	\$0.00	\$0.00	\$450.00
E 101-4444-301 Auditing & Accounting	\$0.00	\$0.00	\$0.00	\$0.00
E 101-4444-332 Postage	\$0.00	\$0.00	\$0.00	\$240.00
E 101-4444-570 Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00
E 101-4444-300 Professional Svcs (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$10,000.72

2023 GO BONDS
Budgeting 2023 P/I Payments
Utilizing 2022 Special Assessments

	Principle Payments	Interest	County Fees	Specials	Property Tax	Revenue	P & I
GO ImpBond (307)				\$6,075.58		\$0.00	\$0.00
Refunding (309)	\$15,000.00	\$946.88	\$650.00	\$0.00	\$17,426.72	\$0.00	\$17,426.72
Intra Loan (311)							
Rural Water (314)	\$11,000.00	\$855.00	\$0.00	\$449.92	\$9,116.38	\$3,000.00	\$12,566.30
Intra Loan (325)	\$5,303.39	\$1,084.65	\$0.00	\$5,968.47	\$0.00	\$0.00	\$6,579.68
Revenue GO (601)	\$45,000.00	\$15,487.50	\$0.00	\$0.00	\$0.00	\$60,487.50	\$63,511.88
Revenue Go (320)	\$4,000.00	\$1,540.00	\$0.00	\$13,644.63	\$0.00	\$0.00	\$5,706.20
Rural Water (317 & 602)	\$17,000.00	\$417.25	\$0.00	\$7,856.52	\$0.00	\$9,560.73	\$17,939.77
Go Bond 2022A Temporary	\$0.00	\$43,448.33	\$0.00	\$0.00	\$23,990.56	\$19,457.77	\$43,448.33
Go Bond 2020A USDA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TCF National Bank Lease (609)	\$12,947.95	\$1,359.55	\$0.00	\$0.00	\$0.00	\$15,022.88	\$15,022.88
Revenue 2021A Go Bond (609)	\$30,000.00	\$10,675.00	\$0.00	\$0.00	\$0.00	\$42,708.75	\$42,708.75
USDA Loan#09 Skid Steer (352)	\$3,406.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,406.00
CAT Financial Tractor Lease (101)	\$10,822.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,822.58
GM Financial Lease (101)	\$12,491.89	\$1,745.69	\$0.00	\$0.00	\$0.00	\$0.00	\$14,237.58
TCF Bank Lease (613)	\$14,670.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,670.00	\$14,670.00
Intra Loan Shed (613)	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
Intra Loan Shed (613)	\$812.88	\$305.12	\$0.00	\$0.00	\$0.00	\$1,118.00	\$1,118.00
Internal Loan Rough Mower (613)	\$2,981.35	\$669.39	\$0.00	\$0.00	\$0.00	\$3,650.74	\$3,650.74
Revenue GO Equip (613)	\$3,000.00	\$90.00	\$0.00	\$0.00	\$3,244.50	\$0.00	\$3,244.50
Revenue GO Club House(613)	\$7,000.00	\$210.00	\$0.00	\$0.00	\$7,570.50	\$0.00	\$7,570.50
Revenue Go Equipment (613)	\$14,000.00	\$875.00	\$0.00	\$0.00	\$10,618.75	\$5,000.00	\$15,618.75
Blackduck HRA Levy					\$7,401		

Totals	\$214,436.04	\$79,709.36	\$650.00	\$33,995.12	\$55,378.22	\$179,676.37	\$304,249.15
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Bond Maturity Dates:	Description:	Balance After 2023 Payments:
2/1/2022	2006A Go Bond (307)	\$0.00
1/1/2024	2009A Go Bond (309)	\$16,246.88
2/1/2022	Industrial Lane Loan (311)	\$0.00
2/1/2035	Water Tower (601)	\$751,725.00
8/10/2024	2012 Golf Equip & Club House (613)	\$10,390.00
2/1/2025	4th Street Sewer (314)	\$26,735.00
8/20/2046	Water (Main & Summit) (320)	\$169,720.00
2/1/2024	Sewer (Main & Summit) (602 & 317)	\$5,727.28
2/1/2029	Frontage/Pine Ave (325)	\$31,082.72
2/1/2025	2016 Golf Equipment (613)	\$29,225.00
3/1/2031	2020 Golf Cart Shed (613)	\$7,381.75
3/1/2031	2020 Golf Cart Shed (613)	\$30,000.00
2/1/2042	2021 Go Bond (609)	\$736,585.00
2/1/2031	USDA Loan #09 Skid Steer (318)	\$23,842.00
1/1/2025	TCF Bank Lease (609)	\$19,172.97
1/13/2025	GM Financial Lease (101-43100)	\$28,475.16
2/15/2025	CAT Financial Lease (101-43100)	\$21,645.16
10/1/2026	TCF Bank Lease (613) carts	\$44,010.00
2/1/2028	2022 Golf Rough Mower (613)	\$16,550.15
		\$1,968,514.07

General Fund

Levy:

Total Golf Debt:
\$137,556.90

Total Liquor Debt:
\$755,757.97

Total Water Debt:
\$921,445.00

Total Sewer Debt:
\$48,709.16

Total Street Debt:
\$105,045.04

\$55,378.22
does not include interim interest
\$308,564.00
includes License Center
\$363,942.22
updated 9/14/2022

Property Tax Levy History:		
2018	\$221,400.00	Certified
2019	\$252,138.00	Certified
2020	\$303,411.00	Certified
2021	\$305,866.00	Certified
2022	\$341,159.00	Certified
2023	\$363,942.22	Proposed

6.3% Option A
includes funding for library acquisition/sales
2012 golf debt 100% funded by tax levy

2023 GO BONDS
Budgeting 2023 P/I Payments
Utilizing 2022 Special Assessments

	Principle Payments	Interest	County Fees	Specials	Property Tax	Revenue	P & I
GO ImpBond (307)				\$6,075.58		\$0.00	\$0.00
Refunding (309)	\$15,000.00	\$946.88	\$650.00	\$0.00	\$17,426.72	\$0.00	\$17,426.72
Intra Loan (311)							
Rural Water (314)	\$11,000.00	\$855.00	\$0.00	\$449.92	\$9,116.38	\$3,000.00	\$12,566.30
Intra Loan (325)	\$5,303.39	\$1,084.65	\$0.00	\$5,968.47	\$0.00	\$0.00	\$6,579.68
Revenue GO (601)	\$45,000.00	\$15,487.50	\$0.00	\$0.00	\$0.00	\$60,487.50	\$63,511.88
Revenue Go (320)	\$4,000.00	\$1,540.00	\$0.00	\$13,644.63	\$0.00	\$0.00	\$5,706.20
Rural Water (317 & 602)	\$17,000.00	\$417.25	\$0.00	\$7,856.52	\$0.00	\$9,560.73	\$17,939.77
Go Bond 2022A Temporary	\$0.00	\$43,448.33	\$0.00	\$0.00	\$23,990.56	\$19,457.77	<i>Using Cash in 2022</i> \$43,448.33
Go Bond 2020A USDA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TCF National Bank Lease (609)	\$12,947.95	\$1,359.55	\$0.00	\$0.00	\$0.00	\$15,022.88	\$15,022.88
Revenue 2021A Go Bond (609)	\$30,000.00	\$10,675.00	\$0.00	\$0.00	\$0.00	\$42,708.75	\$42,708.75
USDA Loan#09 Skid Steer (352)	\$3,406.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<i>Levy</i> \$3,406.00
CAT Financial Tractor Lease (101)	\$10,822.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<i>Levy</i> \$10,822.58
GM Financial Lease (101)	\$12,491.89	\$1,745.69	\$0.00	\$0.00	\$0.00	\$0.00	<i>Levy</i> \$14,237.58
TCF Bank Lease (613)	\$14,670.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,670.00	\$14,670.00
Intra Loan Shed (613)	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
Intra Loan Shed (613)	\$812.88	\$305.12	\$0.00	\$0.00	\$0.00	\$1,118.00	\$1,118.00
Internal Loan Rough Mower (613)	\$2,981.35	\$669.39	\$0.00	\$0.00	\$0.00	\$3,650.74	\$3,650.74
Revenue GO Equip (613)	\$3,000.00	\$90.00	\$0.00	\$0.00	\$1,744.50	\$1,500.00	\$3,244.50
Revenue GO Club House(613)	\$7,000.00	\$210.00	\$0.00	\$0.00	\$4,070.50	\$3,500.00	\$7,570.50
Revenue Go Equipment (613)	\$14,000.00	\$875.00	\$0.00	\$0.00	\$10,618.75	\$5,000.00	\$15,618.75
Blackduck HRA Levy					\$7,401		

Totals	\$214,436.04	\$79,709.36	\$650.00	\$33,995.12	\$50,378.22	\$184,676.37	\$304,249.15
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Bond Maturity Dates:	Description:	Balance After 2023 Payments:
2/1/2022	2006A Go Bond (307)	\$0.00
1/1/2024	2009A Go Bond (309)	\$16,246.88
2/1/2022	Industrial Lane Loan (311)	\$0.00
2/1/2035	Water Tower (601)	\$751,725.00
8/10/2024	2012 Golf Equip & Club House (613)	\$10,390.00
2/1/2025	4th Street Sewer (314)	\$26,735.00
8/20/2046	Water (Main & Summit) (320)	\$169,720.00
2/1/2024	Sewer (Main & Summit) (602 & 317)	\$5,727.28
2/1/2029	Frontage/Pine Ave (325)	\$31,082.72
2/1/2025	2016 Golf Equipment (613)	\$29,225.00
3/1/2031	2020 Golf Cart Shed (613)	\$7,381.75
3/1/2031	2020 Golf Cart Shed (613)	\$30,000.00
2/1/2042	2021 Go Bond (609)	\$736,585.00
2/1/2031	USDA Loan #09 Skid Steer (318)	\$23,842.00
1/1/2025	TCF Bank Lease (609)	\$19,172.97
1/13/2025	GM Financial Lease (101-43100)	\$28,475.16
2/15/2025	CAT Financial Lease (101-43100)	\$21,645.16
10/1/2026	TCF Bank Lease (613) carts	\$44,010.00
2/1/2028	2022 Golf Rough Mower (613)	\$16,550.15
		\$1,968,514.07

General Fund

Levy:

Total Golf Debt:
\$137,556.90

Total Liquor Debt:
\$755,757.97

Total Water Debt:
\$921,445.00

Total Sewer Debt:
\$48,709.16

Total Street Debt:
\$105,045.04

\$50,378.22
does not include interim interest
\$308,564.00
includes License Center
\$358,942.22
updated 9/14/2022

Property Tax Levy History:		
2018	\$221,400.00	Certified
2019	\$252,138.00	Certified
2020	\$303,411.00	Certified
2021	\$305,866.00	Certified
2022	\$341,159.00	Certified
2023	\$358,942.22	Proposed

5.0% Option B
includes funding for library acquisition/sales
2012 golf debt 50% funded by liquor sales

2023 GO BONDS
Budgeting 2023 P/I Payments
Utilizing 2022 Special Assessments

	Principle Payments	Interest	County Fees	Specials	Property Tax	Revenue	P & I
GO ImpBond (307)				\$6,075.58		\$0.00	\$0.00
Refunding (309)	\$15,000.00	\$946.88	\$650.00	\$0.00	\$17,426.72	\$0.00	\$17,426.72
Intra Loan (311)							
Rural Water (314)	\$11,000.00	\$855.00	\$0.00	\$449.92	\$9,116.38	\$3,000.00	\$12,566.30
Intra Loan (325)	\$5,303.39	\$1,084.65	\$0.00	\$5,968.47	\$0.00	\$0.00	\$6,579.68
Revenue GO (601)	\$45,000.00	\$15,487.50	\$0.00	\$0.00	\$0.00	\$60,487.50	\$63,511.88
Revenue Go (320)	\$4,000.00	\$1,540.00	\$0.00	\$13,644.63	\$0.00	\$0.00	\$5,706.20
Rural Water (317 & 602)	\$17,000.00	\$417.25	\$0.00	\$7,856.52	\$0.00	\$9,560.73	\$17,939.77
Go Bond 2022A Temporary	\$0.00	\$43,448.33	\$0.00	\$0.00	\$23,990.56	\$19,457.77	<i>Using Cash in 2022</i> \$43,448.33
Go Bond 2020A USDA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TCF National Bank Lease (609)	\$12,947.95	\$1,359.55	\$0.00	\$0.00	\$0.00	\$15,022.88	\$15,022.88
Revenue 2021A Go Bond (609)	\$30,000.00	\$10,675.00	\$0.00	\$0.00	\$0.00	\$42,708.75	\$42,708.75
USDA Loan#09 Skid Steer (352)	\$3,406.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<i>Levy</i> \$3,406.00
CAT Financial Tractor Lease (101)	\$10,822.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<i>Levy</i> \$10,822.58
GM Financial Lease (101)	\$12,491.89	\$1,745.69	\$0.00	\$0.00	\$0.00	\$0.00	<i>Levy</i> \$14,237.58
TCF Bank Lease (613)	\$14,670.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,670.00	\$14,670.00
Intra Loan Shed (613)	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
Intra Loan Shed (613)	\$812.88	\$305.12	\$0.00	\$0.00	\$0.00	\$1,118.00	\$1,118.00
Internal Loan Rough Mower (613)	\$2,981.35	\$669.39	\$0.00	\$0.00	\$0.00	\$3,650.74	\$3,650.74
Revenue GO Equip (613)	\$3,000.00	\$90.00	\$0.00	\$0.00	\$1,744.50	\$1,500.00	\$3,244.50
Revenue GO Club House(613)	\$7,000.00	\$210.00	\$0.00	\$0.00	\$4,070.50	\$3,500.00	\$7,570.50
Revenue Go Equipment (613)	\$14,000.00	\$875.00	\$0.00	\$0.00	\$10,618.75	\$5,000.00	\$15,618.75
Blackduck HRA Levy					\$7,401		

Totals	\$214,436.04	\$79,709.36	\$650.00	\$33,995.12	\$50,378.22	\$184,676.37	\$304,249.15
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Bond Maturity Dates:	Description:	Balance After 2023 Payments:
2/1/2022	2006A Go Bond (307)	\$0.00
1/1/2024	2009A Go Bond (309)	\$16,246.88
2/1/2022	Industrial Lane Loan (311)	\$0.00
2/1/2035	Water Tower (601)	\$751,725.00
8/10/2024	2012 Golf Equip & Club House (613)	\$10,390.00
2/1/2025	4th Street Sewer (314)	\$26,735.00
8/20/2046	Water (Main & Summit) (320)	\$169,720.00
2/1/2024	Sewer (Main & Summit) (602 & 317)	\$5,727.28
2/1/2029	Frontage/Pine Ave (325)	\$31,082.72
2/1/2025	2016 Golf Equipment (613)	\$29,225.00
3/1/2031	2020 Golf Cart Shed (613)	\$7,381.75
3/1/2031	2020 Golf Cart Shed (613)	\$30,000.00
2/1/2042	2021 Go Bond (609)	\$736,585.00
2/1/2031	USDA Loan #09 Skid Steer (318)	\$23,842.00
1/1/2025	TCF Bank Lease (609)	\$19,172.97
1/13/2025	GM Financial Lease (101-43100)	\$28,475.16
2/15/2025	CAT Financial Lease (101-43100)	\$21,645.16
10/1/2026	TCF Bank Lease (613) carts	\$44,010.00
2/1/2028	2022 Golf Rough Mower (613)	\$16,550.15
		\$1,968,514.07

General Fund

Levy:

Total Golf Debt:
\$137,556.90

Total Liquor Debt:
\$755,757.97

Total Water Debt:
\$921,445.00

Total Sewer Debt:
\$48,709.16

Total Street Debt:
\$105,045.04

\$50,378.22
does not include interim interest
\$298,564.00
includes License Center
\$348,942.22
updated 9/14/2022

Property Tax Levy History:		
2018	\$221,400.00	Certified
2019	\$252,138.00	Certified
2020	\$303,411.00	Certified
2021	\$305,866.00	Certified
2022	\$341,159.00	Certified
2023	\$348,942.22	Proposed

2.2% Option C
omits funding for library acquisition/sales
2012 golf debt 50% funded by liquor

2023 GO BONDS
Budgeting 2023 P/I Payments
Utilizing 2022 Special Assessments

	Principle Payments	Interest	County Fees	Specials	Property Tax	Revenue	P & I
GO ImpBond (307)				\$6,075.58		\$0.00	\$0.00
Refunding (309)	\$15,000.00	\$946.88	\$650.00	\$0.00	\$17,426.72	\$0.00	\$17,426.72
Intra Loan (311)							
Rural Water (314)	\$11,000.00	\$855.00	\$0.00	\$449.92	\$9,116.38	\$3,000.00	\$12,566.30
Intra Loan (325)	\$5,303.39	\$1,084.65	\$0.00	\$5,968.47	\$0.00	\$0.00	\$6,579.68
Revenue GO (601)	\$45,000.00	\$15,487.50	\$0.00	\$0.00	\$0.00	\$60,487.50	\$63,511.88
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Go Bond 2022A Temporary	\$0.00	\$43,448.33	\$0.00	\$0.00	\$23,990.56	\$19,457.77	\$43,448.33
Go Bond 2020A USDA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TCF National Bank Lease (609)	\$12,947.95	\$1,359.55	\$0.00	\$0.00	\$0.00	\$15,022.88	\$15,022.88
Revenue 2021A Go Bond (609)	\$30,000.00	\$10,675.00	\$0.00	\$0.00	\$0.00	\$42,708.75	\$42,708.75
USDA Loan#09 Skid Steer (352)	\$3,406.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,406.00
CAT Financial Tractor Lease (101)	\$10,822.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,822.58
GM Financial Lease (101)	\$12,491.89	\$1,745.69	\$0.00	\$0.00	\$0.00	\$0.00	\$14,237.58
TCF Bank Lease (613)	\$14,670.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,670.00	\$14,670.00
Intra Loan Shed (613)	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
Intra Loan Shed (613)	\$812.88	\$305.12	\$0.00	\$0.00	\$0.00	\$1,118.00	\$1,118.00
Internal Loan Rough Mower (613)	\$2,981.35	\$669.39	\$0.00	\$0.00	\$0.00	\$3,650.74	\$3,650.74
Revenue GO Equip (613)	\$3,000.00	\$90.00	\$0.00	\$0.00	\$3,244.50	\$0.00	\$3,244.50
Revenue GO Club House(613)	\$7,000.00	\$210.00	\$0.00	\$0.00	\$7,570.50	\$0.00	\$7,570.50
Revenue Go Equipment (613)	\$14,000.00	\$875.00	\$0.00	\$0.00	\$10,618.75	\$5,000.00	\$15,618.75
Blackduck HRA Levy					\$7,401		

Totals	\$214,436.04	\$79,709.36	\$650.00	\$33,995.12	\$55,378.22	\$179,676.37	\$304,249.15
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2/15/2025	CAT Financial Lease (101-43100)	\$21,645.16
10/1/2026	TCF Bank Lease (613) carts	\$44,010.00
2/1/2028	2022 Golf Rough Mower (613)	\$16,550.15
		\$1,968,514.07

General Fund

Levy:

Total Golf Debt:
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Total Liquor Debt:
\$755,757.97

Total Water Debt:
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Total Sewer Debt:
\$48,709.16

Total Street Debt:
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\$55,378.22
does not include interim interest
\$318,564.00
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Property Tax Levy History:

2018	\$221,400.00	Certified
2019	\$252,138.00	Certified
2020	\$303,411.00	Certified
2021	\$305,866.00	Certified
2022	\$341,159.00	Certified
2023	\$373,942.22	Proposed

8.8% Option D

includes funding for library acquisition/sales
2012 golf debt 100% funded by tax levy
increase to street materials \$10,000

2023 Property Tax 5-year Comparison

	2018	2019	2020	2021	2022	2023 - Option A	2023 - Option B	2023 - Option C	2023 - Option D
Net Tax Capacity	\$257,458.00	\$300,416.00	\$301,958.00	\$336,639.00	\$344,156.00	\$407,306.00	\$407,306.00	\$407,306.00	\$407,306.00
Levy Amount	\$170,868.00	\$179,372.00	\$224,964.00	\$230,148.00	\$256,009.00	\$308,564.00	\$308,564.00	\$298,564.00	\$318,564.00
Total Debt Amount	\$50,723.00	\$72,594.00	\$78,444.00	\$75,718.00	\$85,150.00	\$55,377.00	\$50,378.00	\$50,378.00	\$55,377.00
Mill Rate	86.00%	84.00%	100.00%	91.00%	99.00%	89.00%	88.00%	86.00%	92.00%
Sample Tax	\$617.00	\$602.00	\$721.00	\$652.00	\$711.00	\$641.00	\$632.00	\$615.00	\$659.00



August 1, 2022

Dear Minnesota City Clerks,

Thank you for your commitment to ensuring your city's residents have access to public library services. The attached documentation provides your city's state-certified level of library support for 2023. Minnesota Statutes, sections [134.34](#) and [275.761](#) establish the amount at 90% of the state-certified level of support set in 2011.

Please be advised that should a city fall below its state-certified level of library support, Minnesota Statutes, section 134.34, subdivision 4 requires removal of the city from State Library Services' funding formulas. This would greatly reduce the breadth and depth of library services available to the city's residents.

Thank you again for your continued support of Minnesota's libraries. Together, we can ensure that all Minnesota residents benefit from quality library services.

Sincerely,

A handwritten signature in black ink, appearing to read 'Hannah Buckland'.

Hannah Buckland
State Library Program Specialist

July 2022

CERTIFICATION OF MINIMUM LOCAL SUPPORT REQUIREMENT: 2023

This is to certify the 2023 minimum level of financial support to be provided for operating expenses for public library services and participation in the regional public library system programs pursuant to *Minnesota Statutes*, Chapter 134.34 for the city of:

Blackduck

The state-certified level of library support for 2023 is: **\$12,782**

This amount represents the equivalent of 90% of the official 2011 state-certified level of library support.

2023 Operating Budget Beltrami County: Draft

Highlights: Residents of the county will receive 77 hours/week access to branch library services located in Bemidji and Blackduck.

	2022 Approved	2023 Proposed
Expense		
KRL Board	\$ 850	\$ 850

Outreach		
Operating	\$ -	\$ -
Capital	\$ -	\$ -
Total:	\$ -	\$ -

Branch Libraries (Bemidji and Blackduck)

Personnel	\$ 464,249	\$ 517,660
Communications	\$ 3,000	\$ 2,850
Materials	\$ 83,648	\$ 83,918
Technical Services	\$ 13,129	\$ 18,776
Delivery	\$ 3,315	\$ 3,315
City KRL Board	\$ 1,700	\$ 1,700
Total:	\$ 569,041	\$ 628,219

County Total:	\$ 569,891	\$ 629,069
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Revenue

City Levy Requests

Bemidji	\$ (133,204)	\$ (137,200)	\$3,996	3.0%
Blackduck	\$ (16,000)	\$ (16,480)	\$480	3.0%
City Levy Request Total	\$ (149,204)	\$ (153,680)		

County Levy Request:	\$ 408,687	\$ 420,889	\$ 12,202	3.0%
	\$ -	\$ -		

Additional Contributing Revenue

\$ (12,000)	\$ (12,000)	KRLS health insurance carryover reserve
\$ -	\$ (42,500)	Contributions from KRLS General Fund

2023 Operating Budget Blackduck: Draft

Highlights: The Blackduck branch will continue to be open 21 hours per week.

	2022 Approved	2023 Proposed
City KRL Board	\$ 850	\$ 850

Personnel

Wages	\$ 52,000	\$ 55,000	3 PT staff, 1.1 FTE
Health Plan and Supplement	\$ 2,400	\$ 2,400	1 PT staff health supplement
Training and Development	\$ 900	\$ 900	
Personnel Total:	\$ 55,300	\$ 58,300	0.05

Communications

Postage	\$ -	\$ -	Covered by HQ
Telecommunications	\$ 700	\$ 550	
Data Lines	\$ -	\$ -	NW Links membership costs
Communications Total:	\$ 700	\$ 550	

Materials

Books	\$ 7,500	\$ 7,500	
Audiovisual	\$ 2,500	\$ 2,500	DVD/CD/Audiobook
Periodicals	\$ 360	\$ 360	Newspapers/Magazine
Database platforms	\$ -	\$ -	Currently covered by HQ
Shared Collections	\$ 775	\$ 818	Rotating large print and audiobooks
E-materials	\$ 827	\$ 827	eMaterial platform and portion of eAudio
Supplemental processing	\$ 500	\$ 500	To catalog and process donated and misc. materials.
Supplies	\$ 500	\$ 500	Library supplies
Software and licenses			
Total Materials	\$ 12,962	\$ 13,005	

Technical Support	\$ 2,093	\$ 3,439
Technical Services Total:	\$ 2,093	\$ 3,439

Delivery

Operating	320	320
Capital	400	400
Delivery Total:	720	720

Branch TOTAL	\$ 72,625	\$ 76,864
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City COVID19 Fund Balance Offset

City Levy Request	\$ 16,000	\$ 16,480	\$ 480 3%
City ARR Reserve	\$ 350	\$ 350	Automation Reserve and Replacement

County Levy Requirement	\$ 56,625	\$ 57,984
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Additional Contributing Revenue	\$ -	\$ (2,400)	Transfer from KRLS health insurance carryover reserve
	\$ -		
	\$ -		



Beltrami County

AA Summary Report

This data has been certified by the county but is subject to change following reviews by the Minnesota Department of Revenue.

PRISM Submission 2 - Adjusted Assessment
Assessment Year 2022

Tracking ID: DOR_20220818113217_596

UTA Code	Jurisdiction	Item	Category	Description	Amount
04-0200-9999-99	Blackduck	10	Totals	Agricultural Homestead Count	1
04-0200-9999-99	Blackduck	20	Totals	Residential Homestead Count	160
04-0200-9999-99	Blackduck	25	Totals	Agricultural Acreage	124
04-0200-9999-99	Blackduck	30	Totals	Rural Vacant Land Acreage	186
04-0200-9999-99	Blackduck	32	Totals	Real Property EMV	39,311,500
04-0200-9999-99	Blackduck	34	Totals	Personal Property EMV	695,900
04-0200-9999-99	Blackduck	36	Totals	Total EMV	40,007,400
04-0200-9999-99	Blackduck	40	Totals	Land TMV: Agricultural/Rural	383,892
04-0200-9999-99	Blackduck	50	Totals	Land TMV: Non-Agricultural/Non-Rural	4,173,996
04-0200-9999-99	Blackduck	60	Totals	Building TMV: Agricultural/Rural	70,511
04-0200-9999-99	Blackduck	70	Totals	Building TMV: Non-Agricultural/Non-Rural - Fully Taxable	30,016,290
04-0200-9999-99	Blackduck	75	Totals	Building TMV: Non-Agricultural/Non-Rural - JOBZ	
04-0200-9999-99	Blackduck	80	Totals	Real Property TMV: Fully Taxable	
04-0200-9999-99	Blackduck	85	Totals	Real Property TMV	34,644,689
04-0200-9999-99	Blackduck	90	Totals	Real Property EMV: Net Improvements	600
04-0200-9999-99	Blackduck	100	Ag Homestead (House, Garage, and 1st Acre)	Agricultural NTC: HGA (House, Garage, 1st Acre) - Agricultural & Homestead of Persons who are Blind or Disabled, Rate 1 (Blind/Disabled)	0
04-0200-9999-99	Blackduck	101	Ag Homestead (House, Garage, and 1st Acre)	Agricultural NTC: HGA (House, Garage, 1st Acre) - Agricultural & Homestead of Persons who are Blind or Disabled, Rate 2	747
04-0200-9999-99	Blackduck	106	Ag Homestead (House, Garage, and 1st Acre)	Agricultural NTC: HGA (House, Garage, 1st Acre) - Agricultural & Homestead of Persons who are Blind or Disabled, Rate 3	0
04-0200-9999-99	Blackduck	110	Remaining Ag Homestead (Not Including HGA)	Agricultural NTC: NonHGA - Agricultural & Homestead of Persons who are Blind or Disabled, Rate 1 (Blind/Disabled Rate)	0
04-0200-9999-99	Blackduck	111	Remaining Ag Homestead (Not Including HGA)	Agricultural NTC: NonHGA - Agricultural & Homestead of Persons who are Blind or Disabled, Rate 2	479
04-0200-9999-99	Blackduck	118	Remaining Ag Homestead (Not Including HGA)	Agricultural NTC: NonHGA - Agricultural & Homestead of Persons who are Blind or Disabled, Rate 3	0
04-0200-9999-99	Blackduck	130	Remaining Rural Homestead	Rural Vacant Land NTC: Agricultural & Homestead of Persons who are	17
04-0200-9999-99	Blackduck	131	Remaining Rural Homestead	Rural Vacant Land NTC: Agricultural & Homestead of Persons who are	446
04-0200-9999-99	Blackduck	138	Remaining Rural Homestead	Rural Vacant Land NTC: Agricultural & Homestead of Persons who are	0
04-0200-9999-99	Blackduck	190	Ag/Rural Non-Homestead	Agricultural NTC: Qualifying Farming Entity	0
04-0200-9999-99	Blackduck	200	Ag/Rural Non-Homestead	Agricultural NTC: Agricultural NonHomestead	532
04-0200-9999-99	Blackduck	210	Ag/Rural Non-Homestead	Rural Vacant Land NTC: Qualifying Farming Entity	0
04-0200-9999-99	Blackduck	220	Ag/Rural Non-Homestead	Rural Vacant Land NTC: Rural Vacant NonHomestead	1,382
04-0200-9999-99	Blackduck	230	Ag/Rural Non-Homestead	Migrant Worker Housing: Tier 1	0
04-0200-9999-99	Blackduck	235	Ag/Rural Non-Homestead	Migrant Worker Housing: Tier 2	0



Beltrami County

AA Summary Report

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PRISM Submission 2 - Adjusted Assessment
Assessment Year 2022

Tracking ID: DOR_20220818113217_596

04-0200-9999-99	Blackduck	240	Ag/Rural Non-Homestead	Managed Forest NTC	0
04-0200-9999-99	Blackduck	250	Ag/Rural Non-Homestead	Private Airport NTC - Open to Public Use	0
04-0200-9999-99	Blackduck	260	Ag/Rural Non-Homestead	Unmined Commercial Aggregate Deposit NTC	0
04-0200-9999-99	Blackduck	265	Ag/Rural Non-Homestead	Agricultural/Rural in Character Real Property NTC	3,603
04-0200-9999-99	Blackduck	330	Non-Ag Homestead	Residential NTC: Residential & Homestead of Persons who are Blind or	779
04-0200-9999-99	Blackduck	331	Non-Ag Homestead	Residential NTC: Residential & Homestead of Persons who are Blind or	141,564
04-0200-9999-99	Blackduck	360	Non-Ag Homestead	Residential NTC: Residential & Homestead of Persons who are Blind or	0
04-0200-9999-99	Blackduck	364	Non-Ag/Non-Rural Non-Homestead	Residential NTC: Qualifying Single Unit - Rate 1	48,197
04-0200-9999-99	Blackduck	367	Non-Ag/Non-Rural Non-Homestead	Residential NTC: Qualifying Single Unit - Rate 2	0
04-0200-9999-99	Blackduck	370	Non-Ag/Non-Rural Non-Homestead	Residential NTC: Other Nonhomestead	10,420
04-0200-9999-99	Blackduck	380	Non-Ag/Non-Rural Non-Homestead	Residential Non-Homestead 4+ Units NTC	16,991
04-0200-9999-99	Blackduck	382	Non-Ag/Non-Rural Non-Homestead	Real Property EMV: Net New Improvements - Residential Non-Homestead 4+ Units	0
04-0200-9999-99	Blackduck	415	Non-Ag/Non-Rural Non-Homestead	Low Income Rental Housing NTC - Tier 1	35,607
04-0200-9999-99	Blackduck	420	Non-Ag/Non-Rural Non-Homestead	Low Income Rental Housing NTC - Tier 2	0
04-0200-9999-99	Blackduck	422	Non-Ag/Non-Rural Non-Homestead	Real Property EMV: Net New Improvements - Low Income Rental Housing	0
04-0200-9999-99	Blackduck	426	Non-Ag/Non-Rural Non-Homestead	Post-Secondary Student Housing NTC	0
04-0200-9999-99	Blackduck	430	Non-Ag/Non-Rural Non-Homestead	Manufactured Home Park NTC: Other	2,401
04-0200-9999-99	Blackduck	431	Non-Ag/Non-Rural Non-Homestead	Manufactured Home Park NTC: Cooperative - Over 50% Shareholder Occupied	0
04-0200-9999-99	Blackduck	432	Non-Ag/Non-Rural Non-Homestead	Manufactured Home Park NTC: Cooperative - 50% or Less Shareholder Occupied	0
04-0200-9999-99	Blackduck	433	Non-Ag/Non-Rural Non-Homestead	Manufactured Home Park NTC: Class One	0
04-0200-9999-99	Blackduck	434	Non-Commercial SRR	Cabin (Noncommercial Seasonal Recreational Residential) NTC: Tier 1	23
04-0200-9999-99	Blackduck	436	Non-Commercial SRR	Cabin (Noncommercial Seasonal Recreational Residential) NTC: Tier 2	0
04-0200-9999-99	Blackduck	438	Non-Commercial SRR	Cabin (Noncommercial Seasonal Recreational Residential) NTC: Tier 3	0
04-0200-9999-99	Blackduck	440	Commercial SRR	Homestead Resort: Tier 1	0
04-0200-9999-99	Blackduck	441	Commercial SRR	Homestead Resort: Tier 2	0
04-0200-9999-99	Blackduck	442	Commercial SRR	Homestead Resort: Tier 3	0
04-0200-9999-99	Blackduck	460	Commercial SRR	Resort (Commercial Seasonal Recreational Residential) NTC: Tier 1	0



Beltrami County

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PRISM Submission 2 - Adjusted Assessment
Assessment Year 2022

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04-0200-9999-99	Blackduck	462	Commercial SRR	Resort (Commercial Seasonal Recreational Residential) NTC: Tier 2	0
04-0200-9999-99	Blackduck	464	Commercial SRR	Bed and Breakfast NTC	0
04-0200-9999-99	Blackduck	470	Commercial SRR	Golf Course NTC: Open to the Public	0
04-0200-9999-99	Blackduck	480	Commercial SRR	Metropolitan Indoor Recreational	0
04-0200-9999-99	Blackduck	483	Commercial SRR	Qualifying Commercial Use - Congressionally Chartered Veterans	0
04-0200-9999-99	Blackduck	484	Commercial SRR	Qualifying Commercial Use - Congressionally Chartered Veterans	0
04-0200-9999-99	Blackduck	485	Commercial SRR	Non-Profit Community Service Organization NTC - Non-Revenue	0
04-0200-9999-99	Blackduck	486	Commercial SRR	Non-Profit Community Service Organization NTC - Donation	1,198
04-0200-9999-99	Blackduck	487	Commercial SRR	Seasonal Restaurant on a Lake NTC	0
04-0200-9999-99	Blackduck	488	Commercial SRR	Qualifying Marinas NTC - 1st Tier	0
04-0200-9999-99	Blackduck	489	Commercial SRR	Qualifying Marinas NTC - 2nd Tier	0
04-0200-9999-99	Blackduck	490	Count	Commercial Preferential Count	72
04-0200-9999-99	Blackduck	500	Fully Taxable Commercial	Commercial NTC - Fully Taxable portion of 1st Tier	65,987
04-0200-9999-99	Blackduck	520	Fully Taxable Commercial	Commercial NTC - Fully Taxable portion of 2nd Tier	41,676
04-0200-9999-99	Blackduck	611	JOBZ Commercial	Commercial NTC - JOBZ portion of 1st Tier	
04-0200-9999-99	Blackduck	612	JOBZ Commercial	Commercial NTC - JOBZ portion of 2nd Tier	
04-0200-9999-99	Blackduck	620	Count	Industrial Preferential Count	2
04-0200-9999-99	Blackduck	630	Fully Taxable Industrial	Industrial NTC - Fully Taxable portion of 1st Tier	2,675
04-0200-9999-99	Blackduck	650	Fully Taxable Industrial	Industrial NTC - Fully Taxable portion of 2nd Tier	23,356
04-0200-9999-99	Blackduck	741	JOBZ Industrial	Industrial NTC - JOBZ portion of 1st Tier	
04-0200-9999-99	Blackduck	742	JOBZ Industrial	Industrial NTC - JOBZ portion of 2nd Tier	
04-0200-9999-99	Blackduck	750	Public Utility	Public Utility NTC: Land & Buildings - 1st Tier	0
04-0200-9999-99	Blackduck	755	Public Utility	Public Utility NTC: Land & Buildings - 2nd Tier	0
04-0200-9999-99	Blackduck	765	Public Utility	Public Utility NTC: Electric Generating Machinery	0
04-0200-9999-99	Blackduck	770	Public Utility	Public Utility NTC: Other Machinery	0
04-0200-9999-99	Blackduck	780	Railroad	Railroad Operating NTC - 1st Tier	0
04-0200-9999-99	Blackduck	790	Railroad	Railroad Operating NTC - 2nd Tier	0
04-0200-9999-99	Blackduck	795	Non-Commercial Aircraft Hangar	Non-Commercial Aircraft Hangar NTC: Private Land	0
04-0200-9999-99	Blackduck	800	Mineral	Mineral NTC	0
04-0200-9999-99	Blackduck	810	Other	All Other Real Property NTC	0
04-0200-9999-99	Blackduck	820	Non-Ag/Non-Rural Totals	Non-Agricultural/Non-Rural in Character NTC - Fully Taxable	
04-0200-9999-99	Blackduck	825	Non-Ag/Non-Rural Totals	Non-Agricultural/Non-Rural in Character NTC - JOBZ	
04-0200-9999-99	Blackduck	827	Non-Ag/Non-Rural Totals	Non-Agricultural/Non-Rural in Character NTC - Fully Taxable and JOBZ	390,874
04-0200-9999-99	Blackduck	830	Real Property Totals	Total Fully Taxable Net Tax Capacity of Real Property	

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04-0200-9999-99	Blackduck	835	Real Property Totals	Total Fully Taxable & JOBZ Net Tax Capacity of Real Property	394,477
04-0200-9999-99	Blackduck	860	Personal Property	Personal Property: Total Fully Taxable Taxable Market Value of Personal	695,900
04-0200-9999-99	Blackduck	868	Personal Property	Personal Property: Total JOBZ Taxable Market Value of Personal	
04-0200-9999-99	Blackduck	870	Personal Property	Personal Property: Personal Tools, Equipment & Machinery NTC	0
04-0200-9999-99	Blackduck	890	Personal Property	Personal Property: Item 33 NTC (Agricultural/Rural Vacant Land Exempt	0
04-0200-9999-99	Blackduck	891	Personal Property	Personal Property: NonCommercial Seasonal Recreational Residential	0
04-0200-9999-99	Blackduck	892	Personal Property	Personal Property: NonCommercial Seasonal Recreational Residential	0
04-0200-9999-99	Blackduck	893	Personal Property	Personal Property: NonCommercial Seasonal Recreational Residential	0
04-0200-9999-99	Blackduck	895	Personal Property	Personal Property: Commercial/Industrial NTC - Fully Taxable	1,019
04-0200-9999-99	Blackduck	896	Personal Property	Personal Property: Commercial/Industrial NTC - JOBZ	
04-0200-9999-99	Blackduck	980	Personal Property	Personal Property: Public Utility NTC - Electric and High Voltage	0
04-0200-9999-99	Blackduck	985	Personal Property	Personal Property: Public Utility NTC - Electric Distribution Lines taxed at	11,810
04-0200-9999-99	Blackduck	990	Personal Property	Personal Property: Public Utility NTC - Gas lines	0
04-0200-9999-99	Blackduck	1000	Personal Property	Personal Property: Public Utility NTC - Water lines	0
04-0200-9999-99	Blackduck	1012	Personal Property	Personal Property: All Other Taxable Personal Property NTC	0
04-0200-9999-99	Blackduck	1020	Personal Property Totals	Total Fully Taxable Net Tax Capacity of Personal Property	
04-0200-9999-99	Blackduck	1025	Personal Property Totals	Total JOBZ Net Tax Capacity of Personal Property	
04-0200-9999-99	Blackduck	1027	Personal Property Totals	Total Fully Taxable & JOBZ Net Tax Capacity of Personal Property	12,829
04-0200-9999-99	Blackduck	1029	Real and Personal Property Totals	Total Fully Taxable Net Tax Capacity of Real and Personal Property	
04-0200-9999-99	Blackduck	1030	Real and Personal Property Totals	Total JOBZ Net Tax Capacity of Real and Personal Property	
04-0200-9999-99	Blackduck	1031	Real and Personal Property Totals	Total Fully Taxable & JOBZ Net Tax Capacity of Real and Personal Property	407,306
04-0200-9999-99	Blackduck	1032	Real and Personal Property Totals	State General Tax Base NTC - Seasonal Residential Recreational	1,207
04-0200-9999-99	Blackduck	1033	Real and Personal Property Totals	State General Tax Base NTC - Commercial/Industrial	74,592
04-0200-9999-99	Blackduck	1034	Market Values and Referendum Market Values	Total Fully Taxable Taxable Market Value of Real and Personal Property	
04-0200-9999-99	Blackduck	1035	Market Values and Referendum Market Values	Total JOBZ Taxable Market Value of Real and Personal Property	
04-0200-9999-99	Blackduck	1036	Market Values and Referendum Market Values	Total Fully Taxable & JOBZ Taxable Market Value of Real and Personal Property	35,340,589
04-0200-9999-99	Blackduck	1037	Market Values and Referendum Market Values	Total Fully Taxable Referendum Market Value of Real and Personal Property	
04-0200-9999-99	Blackduck	1038	Market Values and Referendum Market Values	Total JOBZ Referendum Market Value of Real and Personal Property	

NTC

TMV



Beltrami County

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04-0200-9999-99	Blackduck	1039	Market Values and Referendum Market Values	Total Fully Taxable & JOBZ Referendum Market Value of Real and Personal Property	37,541,901	RMV
04-0200-9999-99	Blackduck	1040	Market Values and Referendum Market Values	Tax Increment Financing Retained Captured Value NTC	0	
04-0200-9999-99	Blackduck	1050	Market Values and Referendum Market Values	Power Line Contribution Value (10% of the High Voltage Transmission Lines 200kV and Larger) NTC	0	
04-0200-9999-99	Blackduck	1060	Market Values and Referendum Market Values	Fiscal Disparities Final Contribution Value NTC	0	
04-0200-9999-99	Blackduck	1070	Market Values and Referendum Market Values	Fiscal Disparities Final Distribution Value NTC	0	
04-0200-9999-99	Blackduck	1072	Market Values and Referendum Market Values	Veterans with a Disability Homestead Exclusion: Residential Homestead - Fully Disabled	679,000	
04-0200-9999-99	Blackduck	1073	Market Values and Referendum Market Values	Veterans with a Disability Homestead Exclusion: Residential Homestead - Partially Disabled	114,200	
04-0200-9999-99	Blackduck	1075	Market Values and Referendum Market Values	Veterans with a Disability Homestead Exclusion: Agricultural Homestead - Fully Disabled	0	
04-0200-9999-99	Blackduck	1076	Market Values and Referendum Market Values	Veterans with a Disability Homestead Exclusion: Agricultural Homestead - Partially Disabled	0	
04-0200-9999-99	Blackduck	1078	Market Values and Referendum Market Values	Veterans with a Disability Homestead Exclusion	793,200	
04-0200-9999-99	Blackduck	1080	Market Values and Referendum Market Values	This Old House Exclusion Valuation Modifier: Residential Homestead	0	
04-0200-9999-99	Blackduck	1090	Market Values and Referendum Market Values	This Old House Exclusion Valuation Modifier: Agricultural Homestead	0	
04-0200-9999-99	Blackduck	1100	Market Values and Referendum Market Values	This Old House Exclusion Valuation Modifier	0	
04-0200-9999-99	Blackduck	1102	Market Values and Referendum Market Values	This Old Business Exclusion Valuation Modifier	0	
04-0200-9999-99	Blackduck	1105	Market Values and Referendum Market Values	This Old House Exclusion Returning EMV: Residential Homestead	0	
04-0200-9999-99	Blackduck	1106	Market Values and Referendum Market Values	This Old House Exclusion Returning EMV: Agricultural Homestead	0	
04-0200-9999-99	Blackduck	1107	Market Values and Referendum Market Values	Mold Valuation Exclusion Modifier	0	
04-0200-9999-99	Blackduck	1108	Market Values and Referendum Market Values	Residential Homestead Market Value Exclusion Valuation Modifier: HGA - Homestead of Persons who are Blind or Disabled	0	
04-0200-9999-99	Blackduck	1109	Market Values and Referendum Market Values	Residential Homestead Market Value Exclusion Valuation Modifier: HGA - Agricultural Homestead	27,997	
04-0200-9999-99	Blackduck	1110	Market Values and Referendum Market Values	Residential Homestead Market Value Exclusion Valuation Modifier: Residential - Homestead of Persons who are Blind or Disabled	93,181	
04-0200-9999-99	Blackduck	1111	Market Values and Referendum Market Values	Residential Homestead Market Value Exclusion Valuation Modifier: Residential - Residential Homestead	3,752,433	



Beltrami County

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04-0200-9999-99	Blackduck	1112	Market Values and Referendum Market Values	Residential Homestead Market Value Exclusion EMV: Before Exclusion is Applied	18,277,450
04-0200-9999-99	Blackduck	1113	Market Values and Referendum Market Values	Residential Homestead Market Value Exclusion EMV: After Exclusion is Applied	14,403,839
04-0200-9999-99	Blackduck	1130	Contamination Values	Contamination Exclusion Valuation Modifier: Agricultural/Rural in	0
04-0200-9999-99	Blackduck	1140	Contamination Values	Contamination Exclusion Valuation Modifier: Residential	0
04-0200-9999-99	Blackduck	1150	Contamination Values	Contamination Exclusion Valuation Modifier: Residential Non-	0
04-0200-9999-99	Blackduck	1155	Contamination Values	Contamination Exclusion Valuation Modifier: NonCommercial Seasonal	0
04-0200-9999-99	Blackduck	1160	Contamination Values	Contamination Exclusion Valuation Modifier: Commercial Seasonal	0
04-0200-9999-99	Blackduck	1170	Contamination Values	Contamination Exclusion Valuation Modifier: Commercial	0
04-0200-9999-99	Blackduck	1180	Contamination Values	Contamination Exclusion Valuation Modifier: Industrial	0
04-0200-9999-99	Blackduck	1190	Contamination Values	Contamination Exclusion Valuation Modifier: Public Utilities	0
04-0200-9999-99	Blackduck	1200	Contamination Values	Contamination Exclusion Valuation Modifier: Mineral	0
04-0200-9999-99	Blackduck	1210	Contamination Values	Contamination Exclusion Valuation Modifier: Railroad Operating	0
04-0200-9999-99	Blackduck	1220	Contamination Values	Contamination Exclusion Valuation Modifier	0
04-0200-9999-99	Blackduck	1230	Contamination Values	Contamination Exclusion NTC	0
04-0200-9999-99	Blackduck	1240	Contamination Values	Contamination Exclusion Parcel EMV	0
04-0200-9999-99	Blackduck	1250	Contamination Values	Contamination Exclusion Parcel TMV	0
04-0200-9999-99	Blackduck	1300	Parcel Counts	Real Property Parcel Count	449
04-0200-9999-99	Blackduck	1310	Parcel Counts	Personal Property Parcel Count	3
04-0200-9999-99	Blackduck	1320	Parcel Counts	Total Parcel Count	452



BELTRAMI COUNTY

WORK MEETING AGENDA

Beltrami County Board of Commissioners
September 20, 2022
3:00 p.m.

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

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

1. Call to Order – 3:00 p.m.
2. **CLOSED SESSION: Legal Updates – 3:00 p.m.**
3. Introduction of New Employees
4. Identify Future Work Meeting Topics
5. FY23 Preliminary Budget and Levy Discussion – 4:10 p.m.
6. Administrator's Update – 4:40 p.m.
7. Other Business Items – 4:45 p.m.
8. Review Agenda for the September 20, 2022 Regular Board Meeting – 4:50 p.m.
9. Adjourn



Date: September 20, 2022
Beltrami County Commission
Work Meeting Agenda

WORK MEETING AGENDA BILL

SUBJECT: FY 2023 Preliminary Budget & Property Tax Levy

RECOMMENDATIONS: Discuss the Proposed FY 2023 Preliminary Budget and Levy and
Determine the KRLS Funding Level

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

DATE SUBMITTED: September 14, 2022

Attachment: FY 2023 Preliminary Budget Book

SUMMARY STATEMENT:

County Commissioners were presented the Preliminary Budget Book for FY 2023 as recommended by the Budget Committee on September 6th. The Budget Committee was comprised of County Commissioners Tim Sumner and Craig Gaasvig, County Auditor-Treasurer JoDee Treat, Finance Director Samantha Rux, Chief Deputy Jarrett Walton, Health and Human Services Director Becky Secore, CVSO Shane Gustafson, MIS Director Kevin Warne and Administrator Tom Barry. The FY23 Preliminary Budget has been established at \$99,968,590 with a Property Tax Levy increase of 6.82%. The Levy includes funding KRLS at FY22 levels (\$408,681). If changes to the KRLS funding level are desired, a discussion and recommendation should be developed during the budget discussion.



2023 County Budget

Beltrami County, Minnesota
701 Minnesota Ave NW
Bemidji, MN 56601-3178
www.co.beltrami.mn.us



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2023 Budget

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County Administrator's Budget Message

September 1, 2022

Beltrami County Board of Commissioners
Beltrami County Administration Building
701 Minnesota Avenue NW
Bemidji, MN 56601

RE: 2023 Budget Transmittal Letter

Honorable Members of the Beltrami County Board of Commissioners:

Please accept this FY 2023 Budget for Beltrami County. Minnesota State Statute 375A.06 requires the County Administrator to “prepare and submit to the County Board a proposed annual budget and long-range capital expenditure program for such period as the County Board may direct, each of which shall include detailed estimates of revenue and expenditures and enforce the provisions of the budget when adopted by the County Board.” This proposed budget and capital improvement plan is presented in compliance with state law.

The Budget Process

Each year a Budget Committee is appointed and assigned the duty of assisting the County Administrator in developing a Proposed Budget and Property Tax Levy. The Budget Committee meets with every department in the County and conducts any necessary follow-up meetings. This year's Committee was made up of County Commissioners Tim Sumner and Craig Gaasvig, County Auditor-Treasurer JoDee Treat, Finance Director Samantha Rux, Chief Deputy Jarrett Walton, Health and Human Services Director Becky Secore, CVSO Shane Gustafson, MIS Director Kevin Warne and Administrator Tom Barry.

Effects to the County from General Economy

The County continues to grow in value, but growth in building infrastructure is largely static despite demand. About 70% of our land base is tax exempt because much of our land is owned by the State or is tax forfeited or tax exempt (churches, schools, government, etc.). This places a large burden on a small tax base. Levy increases over the past several years have been greater than inflation. This is because County needs have been great and many cost factors are out of our control. Inflation has hit historic records, eroding away the County's purchasing power. The County's reserve fund is still under-funded and attention must remain on rebuilding the reserve fund balance. While the list of financial challenges is daunting, the Budget Committee believes that it has developed a budget that is financially sound.

Budget Development Considerations

The County continues to face many fiscal challenges and as we head into development of the FY 2023 Budget it is worth noting some of the impacts and drivers that have influenced how the FY 2023 Budget was developed. For example:

- Economic and Inflationary Climate: There remains great uncertainty in the economy. At over 8%, inflation has reached a 42-year high, something that most in the workforce have not experienced. This will drive up the County's cost for services, labor, equipment, materials, supplies and ultimately capital improvements and investments. This will make it very difficult to cap costs as so many of the County's expenses are uncontrollable. This has and will continue to drive upward pressure on County costs and strain budgets.
- County Union Negotiations: The County operates with 8 Bargaining Units. All 8 labor contracts expire at the end of the 2022 calendar year. New contracts have recently been negotiated with all 8 Unions. Those negotiations have resulted in some costly concessions required to settle the negotiations. As was predicted, uncertainties in the economic and inflationary climate, have necessitated the elevation of wages and benefits, which are costly aspects of the County's operation. Flexibility in worker schedules, health and other benefit costs to workers and growing competition from the public and private sector will all have profound impacts on the County's labor costs and operating budget going forward.
- Cost of Living Adjustments: The County's cost of living adjustment (COLA) effective January 1, 2023 will add upward pressure to elevate County operating revenues. Each 1% increase in COLA expenses, requires roughly \$310,000 of new and sustained revenue.
- COVID-19 Impacts: While it may seem that the COVID Pandemic is largely passed, the County is still being impacted by its effects. Staff and their families across the organization continue to contract the disease. Work schedules, operational

service levels, access, effective workplace coverage and associated County expenses required to cover COVID-related exposures and quarantines mount. It is highly likely that COVID-related impacts and expenses will remain for the foreseeable short-term and require some level of County funding to continue to combat. We expect that future revenues will be impacted both adversely and positively.

- Sales Tax: Sales tax revenues, on the whole, were largely preserved through the pandemic (2020 and 2021) with some months reaching new record highs. However, reductions in sales tax revenues are expected in 2022 and perhaps 2023 as inflation drives up prices and curbs demand for goods.
- ARPA Money: The recently approved \$1.9 trillion American Rescue Plan Act (ARPA) COVID-19 Relief package brought \$9.15M to the County in direct payments. Approximately 1/3 of the new revenue has been expended or encumbered in FY2022. An additional \$3M has been encumbered by the Board with the remaining balance yet to be appropriated by the Board. Greater flexibility in the Treasury's rules will afford the County to cover routine expenses not previously allowed under the old rule. Regardless, there remains more than \$10M in Countywide unfunded needs from the FY2022 ARPA Requests with only about \$3M available remaining.
- County Operating Reserve: The County's Operating Reserve remains below the self-imposed 6-month target. To meet this target, the Board will need to identify and set aside an additional \$10M to replenish the Operating Reserve. This will be a significant undertaking requiring much patience and time. Additionally, a review of the Operating Reserve Target may be prudent.
- Enbridge Tax Appeals: The State Department of Revenue (DOR) values property for utility companies, railroads, and like infrastructure in the State. Enbridge has contested the valuation of its infrastructure in the State back to 2012 and won its cases in Court. Enbridge ranks as the number one and number two taxpayer in Beltrami County. Collectively they account for approximately \$1.5M of the County-only portion of the \$26M levy (or approximately 6%).
 - Property Tax Overpayment and Refund: Enbridge has 6 transmission lines running through the County which are grouped into two categories: 1) the Main Lines and 2) the Southern Lights Lines.
 - Main Lines: The full local property tax refund, with interest, due Enbridge amounts to \$2.24M for all local jurisdictions (excludes State allocation). The County-only refund, with interest, for the contested periods alone amounts to \$1.25M. Fortunately, the State, through legislative action, refunded Beltrami County and all Beltrami local jurisdictions \$2.23M to cover the overpayments calculated by the State. This will leave the County with a minimal exposure of about \$11,000 if it covers the local jurisdictions refund obligations.
 - Southern Lights Lines: The full property tax refund (with interest) for the Southern Lights Lines amounts to about \$130,000 which includes all local jurisdictions and the State's allocations. This refund has not yet

been paid by the County and was not included in the State's refund legislation. As such, it remains a financial liability for the County.

- New Line 3 Revenue: The new Line 3 Project was re-routed around our County due to conflicts. As such, unlike most other impacted counties, Beltrami County will not be able to count on future new Line 3 revenues to offset value and tax revenue reductions.
 - Other Utility Impacts: The top 6 property tax payers in Beltrami County are utility companies which represent 20% of the County's property tax base. Continued tax reduction efforts by large tax paying companies will likely lead to tax spreading and an increase in property taxes for citizens and/or a reduction in services.
- Red Lake Nation Initiative: The Legislature passed funding for the Red Lake Initiative in 2021. Red Lake Nation assumed financial responsibility for their Out of Home placements in January of 2021. The impact of the transfer has been significant and has provided the County with the ability to begin rebuilding the Health and Human Services reserves. This will remain a central priority in HHS and is a long-term commitment requiring patience and diligence.
- Hospital Level of Care Expenses: The County has seen a significant increase in the costs associated with citizens who are committed and not meeting hospital level of care. These expenses are varied and uncontrollable and dependent upon community trends and needs. In one case, a 4-month hold for one individual resulted in a \$200,000 unexpected expense to the County. On average, these expenses are on the rise and the County expects annual additional expenses in the range of \$300,000 to \$500,000 per year.
- County Jail: The County Jail is experiencing several challenges that will likely influence FY23 Budget development.
- Staff Turnover: Retaining staff at the Jail remains a difficult task. Currently, the Jail is running at about 65% staffing. This has required Jail Administration to reduce the jail population by transporting inmates outside of the County for housing, significantly raising costs for inmate transport and housing (\$45,000 to \$65,000/month). Additionally, a recent internal study found that it costs the County about \$28,000 to rehire/retrain a new Correctional Officer. More than 27 positions have turned over since August of 2020 costing the County about \$756,000 in turnover-related expenses.
 - Food and Medical Costs: The Jail relies on contracted service providers for food and medical services. Increases in both contracts recently equate to nearly a \$166,000 increase in Jail-related operational costs.
 - Facility Improvements: The Beltrami County Jail requires updating and expansion. This project will span multiple budget years and has been estimated between \$65M and \$115M depending upon scope. There is a high likelihood that the County will need to issue debt in order to finance this project. Therefore, future debt payments will need to be factored in to future budgets.

Property Tax Levy

A driving goal for the development of the 2023 Budget was to hold the Property Tax Levy growth to as low of level as possible, despite extraordinary inflationary and economic pressures. The majority of growth in the Levy is attributable to increases in Jail Operating expenses (medical and food contracts, out of county housing and transport costs), rising hospital level of care expenses, and personnel cost escalators. Labor contracts, which were recently negotiated prescribed a 4% cost of living adjustment (COLA) for FY 2023 and a \$100 additional per month allocation for medical insurance. Some growth in Levy was attributable to Debt Service and miscellaneous insurance premium increases (about \$75,000). The various issues add up to most of the needed increase in levy of about \$1.85M. This dollar amount accounts for the entire increase in levy of 6.82%. One unsettled issue includes the Kitchigami Regional Library System funding. In evaluating ways to reduce the tax burden to citizens during a time of extraordinary rising costs and inflation, the Budget Committee evaluated the budget contribution request of KRLS as well as the County's statutory requirement for library services. There is a notable discrepancy between the two. Beltrami County's state-certified 2023 minimum level of financial support for operating expenses for public library services pursuant to MS 134.34 is \$265,162 but KRLS has made a request of the County to fund \$420,889 for FY 2023 despite holding a 26-month reserve according to KRLS's audited financial statements from FY2020. The difference (\$155,727) represents about .5% Levy impact. The Board will need to determine what level of funding it wishes to provide to KRLS for 2023. Currently, the FY 2023 budget includes County funding for KRLS at the 2022 level (\$408,687).

As required by the State of Minnesota, Beltrami County mails "parcel-specific" tax statements that show each tax payer the amount their taxes will change as a result of decisions made by the respective city/township, school district, special tax districts, as well as any tax increase or decrease resulting from decisions made by the County. Most of these local governments are required to hold special budget public hearings prior to finalizing the budget and property tax levy. Statutes refer to these hearings as Truth in Taxation Hearings. Beltrami County's budget hearing (Truth in Taxation Hearing) will be held on December 13th at 6:00 pm in the County Board Room. Citizens interested in commenting on budget spending priorities are invited to attend the public hearing.

2023 Proposed Levy

	2022	2023	\$ Change	% Change
Regular Levies (Operations)				
Revenue Fund	\$13,868,860	\$16,316,263	\$2,447,403	17.65%
Human Services	\$8,938,367	\$8,267,531	-\$670,836	-7.51%
Road & Bridge	\$2,907,600	\$2,954,761	\$47,161	1.62%
	\$25,714,827	\$27,538,555	\$1,823,728	7.09%
Debt Service Levies:				
Jail Debt Service	\$394,000	\$387,350	-\$6,650	-1.69%
LEC Debt Service	\$296,000	\$325,000	\$29,000	9.80%
Judicial Center Debt Service	\$682,000	\$684,200	\$2,200	0.32%
	\$1,372,000	\$1,396,550	\$24,550	1.79%
	\$27,086,827	\$28,935,105	\$1,848,278	6.82%

American Rescue Plan Act (ARPA) Funding

- The infusion of ARPA Funds from the Federal Government has helped considerably to reduce demands on the County's budget. Just over \$2.3M in FY 2023 recommended ARPA Funding requests has reduced demands for local resources to finance critical infrastructure, equipment, or other program purchases. However, the ARPA Funding is temporary, one-time funding which should not be used for ongoing operational costs.

Acknowledgements

The development of the Annual County Budget is a team effort. Policy direction and input from the Beltrami County Board of Commissioners is essential and appreciated. The 2023 Budget Committee also provided valuable insight and contributions during budget development. It is also imperative to recognize the significant and important contributions of the Beltrami County Management Team. They helped produce a budget

that addressed the needs of the County while remaining mindful of the impacts of our budget to our residents. Our residents should be proud of the leadership that is demonstrated daily by these outstanding managers. Finally, I cannot forget the critical contributions made by county accounting and support staff, specifically JoDee Treat, Samantha Rux and Diane Moe, to the development of this budget document. I am grateful for their professionalism, attention to detail and contributions. From pandemic response impacts to jail staffing shortages to changes to out of county placements, the list of financial challenges has been daunting. However, through good leadership and thoughtful consideration, we have constructed a budget that is responsive to citizens and financially sound.

Respectfully submitted, Thomas H. Barry, Beltrami County Administrator



Budget Summary

2023 Budget

Overview – Fund Structure

A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

Beltrami County has a financial structure that includes seven major governmental funds. Additionally, seven nonmajor governmental funds, special revenue funds. The Beltrami County Board of Commissioners budgets and appropriates resources for the major and nonmajor governmental funds. Appropriated means that an authorization has been made by the Board of Commissioners which permits county officials to make expenditures of county resources. Accounting activity related to Internal Service Fund, Investment Trust Fund and Agency Funds are part of the annual financial audit but budgets are not legally adopted for these funds.

The following describes county's governmental funds and how they are used as part of the county's annual operating budget:

The **General Revenue Fund** accounts for the revenues and expenditures related to normal governmental activities which are not accounted for in other funds. The following departments are accounted for in the General Revenue Fund: Board of County Commissioners, County Administrator, County Attorney, Judicial Services, County Auditor-Treasurer, License Center, County Assessor, Human Resource Management, Management Information Services, County Recorder, GIS/Mapping, Facilities Management, Veteran Services, Environmental Services, County Sheriff, County Jail, Extension Service and Community Programs.

The **Road & Bridge Fund** is a Special Revenue Fund that is responsible for the maintenance, development and long range planning of the county transportation system. Projects are completed by Highway Department staff and equipment when possible and by letting bids for major construction.

The **Health & Human Services Fund** is a Special Revenue Funds that account for the cost of services provided to persons receiving public health, public assistance and social services, which flow through local county bank accounts. The activities of the Health & Human Services Department are included in this fund.

The **Forfeited Tax Sale Fund** is a Special Revenue Fund that accounts for the proceeds from the sale of, rental of or activities upon land forfeited to the State of Minnesota and administered by Beltrami County. The Forfeited Tax Fund includes the activities of the Natural Resource Management Department.

The **Solid Waste Management Fund** is a Special Revenue Fund that accounts for contracts to manage the day to day operation of the County's Solid Waste Management Program.

The **Debt Service Fund** accounts for the retirement of bonds issued for the construction of the Community Services Center, Jail, County Administration Building, Law Enforcement Center and the Judicial Center.

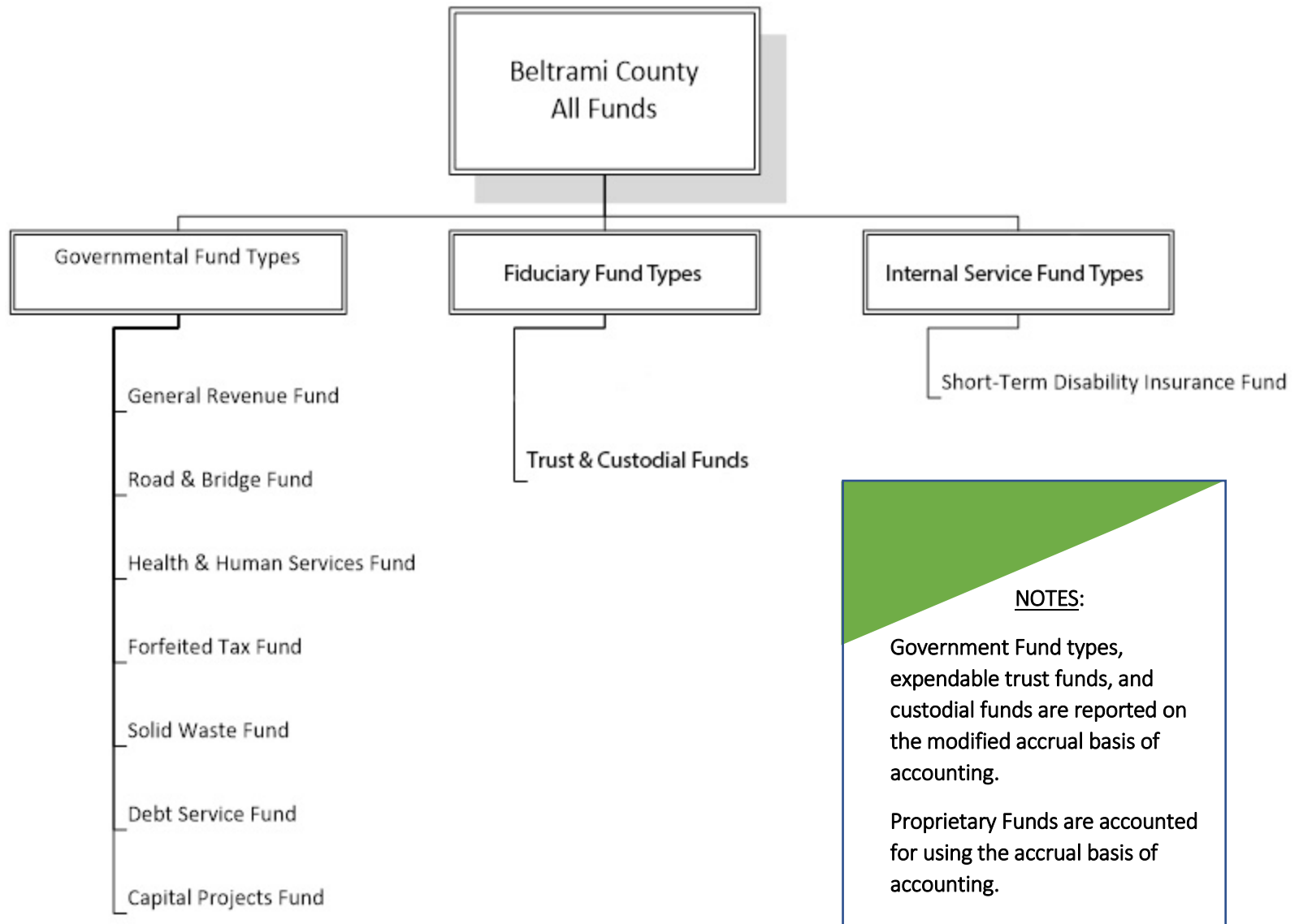
The **Capital Projects Fund** is a Special Revenue Fund that accounts for financial transactions of the county for general capital improvements to county property and equipment.

The **Non-Major Government Funds** for Beltrami County are:

- The **Ditch Special Revenue Fund** is used to account for the construction, repair and maintenance of the drainage ditches under the jurisdiction, or within the shared jurisdiction, of Beltrami County.
- The **Technology Special Revenue Fund** is used to account for the financial transactions of the county for computer-related activities.
- The **Unorganized Townships Special Revenue Fund** is used to account for the activities of the eight unorganized townships located in Beltrami County.
- The **Consolidated Conservation Special Revenue Fund** is used to account for the promotion of tourism, agriculture, industrial development and natural resource rehabilitation and development. Financing is provided by an apportionment of timber and mineral proceeds from consolidated conservation land and a portion of the payment-in-lieu-of-taxes from consolidated conservation lands.

- The **Law Library Special Revenue Fund** is used to account for the activities of the law library that is located in the Beltrami County Judicial Center.
- The **Development Special Revenue Fund** is used to account for the promotion of tourism, agriculture, industrial development, not to exceed five dollars per capita per year. Financing is provided by an apportionment of timber and mineral proceeds from tax-forfeited land.

Fund Structure Chart



Budget Summary for Government Funds

The tables on the following page express the budget and appropriations summary for major and non-major government funds for 2023:

Budget Summary for Government Funds									
Year Ending December 31, 2023									
	General	Road and Bridge	Health and Human Services	Forfeited Tax	Solid Waste	Debt Service	Capital Projects	Other Governmental Funds	Total Governmental Funds
Revenues									
Taxes	17,381,263	7,554,761	8,267,531	290,000	-	1,396,550	-	-	34,890,105
Special Assessments	-	205,000	-	-	2,850,000	-	-	38,685	3,093,685
License & Permits	224,775	30,000	-	-	700	-	-	-	255,475
Intergovernmental	7,131,342	14,535,000	20,073,722	156,600	135,883	207,225	280,000	478,725	42,998,497
Charges for Services	3,153,971	851,750	2,321,302	1,178,900	2,296,754	-	-	21,600	9,824,277
Fines & Forfeits	75,650	-	-	-	-	-	-	50,000	125,650
Gifts & Contributions	6,700	-	-	-	-	-	-	-	6,700
Interest on Investments	237,630	-	-	500	-	-	-	-	238,130
Miscellaneous	1,647,833	-	897,350	-	396,930	-	-	-	2,942,113
Other Financing Sources	3,696,970	186,057	878,051	229,342	144,835	278,063	-	180,640	5,593,958
Total Revenues	33,556,134	23,362,568	32,437,956	1,855,342	5,825,102	1,881,838	280,000	769,650	99,968,590
Expenditures									
General Government	17,236,428	-	-	-	-	-	-	166,600	17,403,028
Public Safety	15,472,143	213,000	-	-	-	-	-	-	15,685,143
Highway & Streets	-	23,149,568	-	-	-	-	-	83,725	23,233,293
Sanitation	-	-	-	-	5,825,102	-	-	-	5,825,102
Human Services	-	-	30,607,760	-	-	-	-	-	30,607,760
Health	-	-	1,830,196	-	-	-	-	-	1,830,196
Culture & Recreation	847,563	-	-	178,149	-	-	-	-	1,025,712
Conservation	-	-	-	1,677,193	-	-	-	135,237	1,812,430
Economic Development	-	-	-	-	-	-	-	384,088	384,088
Capital Outlay	-	-	-	-	-	-	280,000	-	280,000
Debt Service	-	-	-	-	-	1,881,838	-	-	1,881,838
Total Expenditures	33,556,134	23,362,568	32,437,956	1,855,342	5,825,102	1,881,838	280,000	769,650	99,968,590
Revenues Over (Under)									
Expenditures	-	-	-	-	-	-	-	-	-
Fund Balance - Beginning	25,351,229	11,436,665	2,041,117	1,457,218	442,497	354,045	865,514	2,389,354	44,337,639
Fund Balance - Ending	25,351,229	11,436,665	2,041,117	1,457,218	442,497	354,045	865,514	2,389,354	44,337,639

Budget Revenues

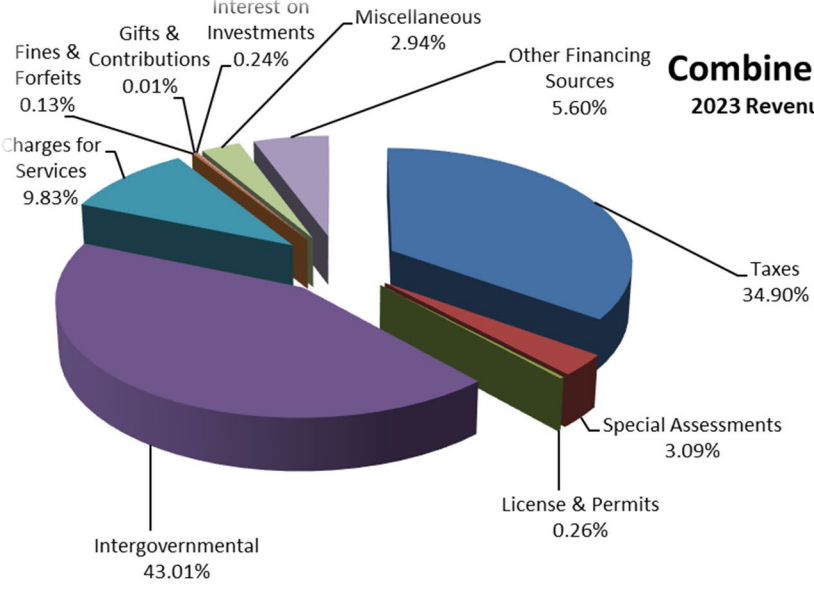
Budget revenue estimates are primarily based on an examination of historic trend data. The analysis of trends is completed in-house by County department and financial staff. Also, in some cases, county intergovernmental revenues are based on estimates provided by the State of Minnesota Department of Revenue. However, obtaining timely revenue data from the State of Minnesota is frequently a problem. County officials are conservative in estimating future budget revenues so as to avoid revenue shortfalls during the budget year. The 2023 revenue budget of \$99,968,590 represents an increase of \$ 8,617,832 (+9.4%) from the adopted 2022 revenue budget of \$ 91,350,758. The increase in revenues includes the property tax levy increase of \$1,848,278.

Charges for Services

Charges for Services includes fees collected by the County Recorder, County Treasurer, Solid Waste, County Sheriff and many other departments for services provided. For the 2023 Budget, Charges for Services represent 9.83 percent of all county revenue.

Other Revenue Sources

Intergovernmental, Property Taxes, and Charges for Services comprise 87.74 percent of the 2023 revenue budget. Other, smaller, revenue sources include Special Assessments, Other Taxes, Licenses & Permits, Gifts & Contributions, Fines & Forfeitures, Interest on Investments and Miscellaneous.

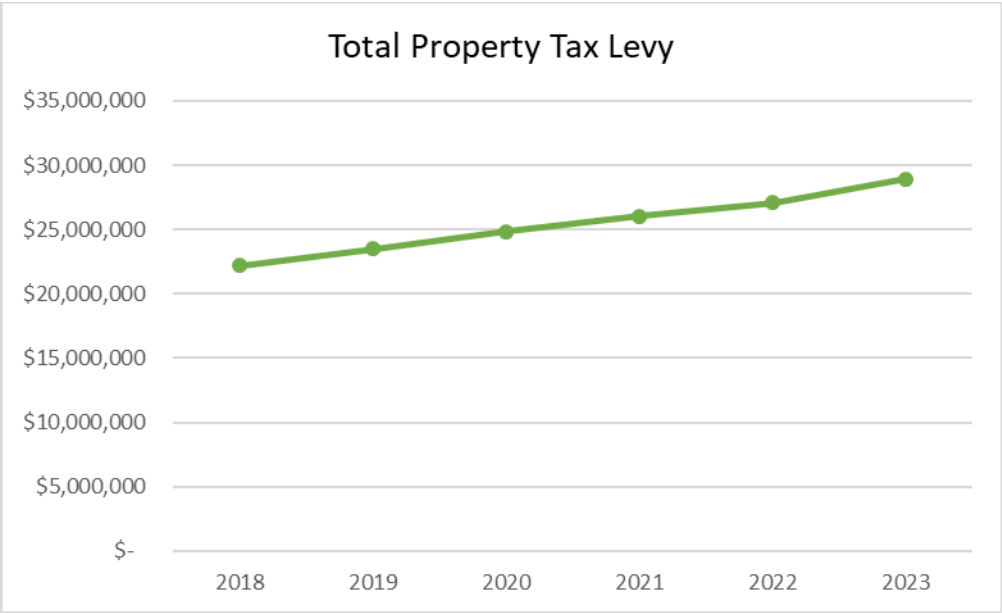


The 2023 Budget includes tables and charts in order to quickly view the impacts of revenue source on county funds and departmental budgets.

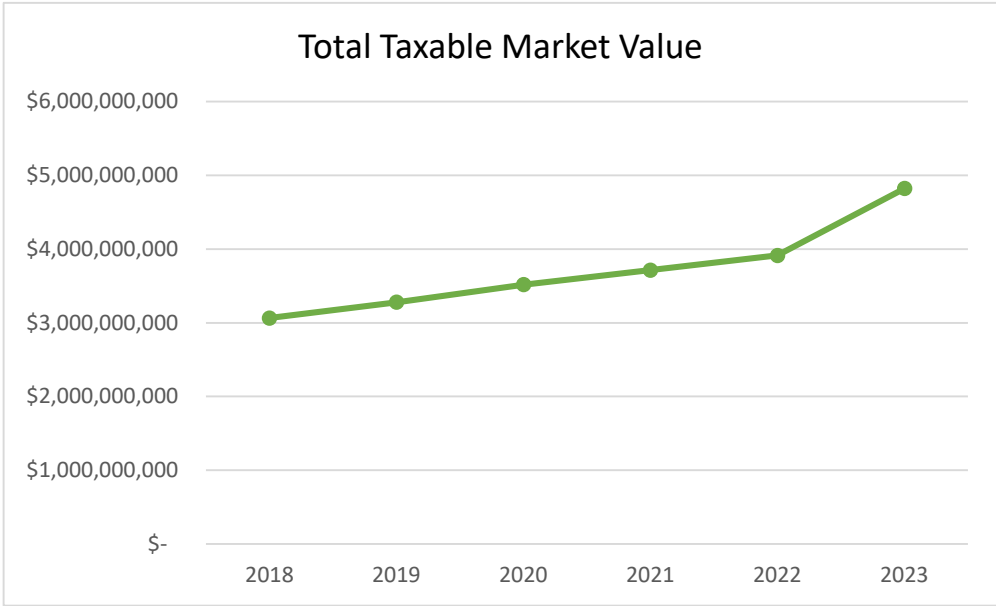
	2021	2022	2023
	Actual	Budget	Budget
Revenues			
Taxes	33,382,435	35,966,827	34,890,105
Special Assessments	3,140,548	3,045,008	3,093,685
License & Permits	288,206	197,900	255,475
Intergovernmental	40,473,825	39,347,068	42,998,497
Charges for Services	9,288,691	8,852,099	9,824,277
Fines & Forfeits	139,702	152,000	125,650
Gifts & Contributions	115,362	13,700	6,700
Interest on Investments	123,357	238,130	238,130
Miscellaneous	2,515,185	2,883,618	2,942,113
Other Financing Sources	600,417	654,408	5,593,958
Total Revenues	90,067,728	91,350,758	99,968,590

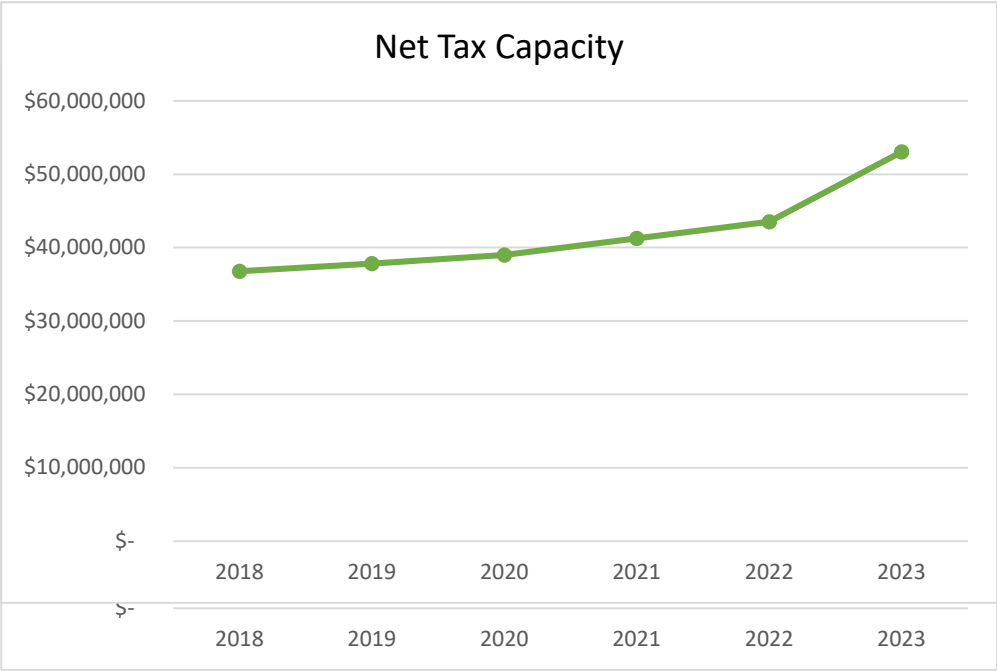
Taxes

In evaluating the property tax burden imposed on properties in the county, tax payers should monitor trends and relationships between the total property tax levy, taxable market value, property tax rates, and property classification/classification rates. The **Property Tax Levy** is the imposition of a tax against eligible property located in the county. Property taxes account for about 35% percent of total revenues. For the Budget, the total property tax levy goes up 6.82% from 2022.



The **Taxable Market Value** is an assessor’s estimate of what property would be worth if it were sold. From 2018 to 2022, the Total Taxable Market Value of Beltrami County had increased by an average of 5.5% per year. From 2022 to 2023 the Total Taxable Market Value increased approximately 23%.

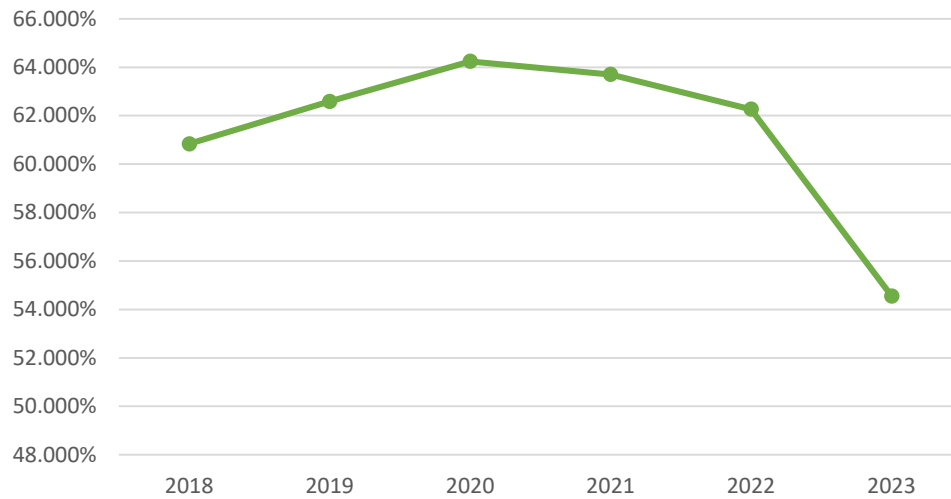




The taxes payable in 2023 will be based on a total tax capacity of approximately \$53 million, up 22% from payable 2022 taxes.

The **Tax Capacity** is the valuation of property based on market value and class rates, on which property taxes are determined. As the Net Tax Capacity grows in a county, it requires less tax effort (lower tax rates) to collect the desired amount of property tax revenue. As a general rule, counties with higher tax capacity have lower tax rates and are thought to impose a lower tax burden on property tax payers. On average, from 2018-2023 the total tax capacity for Beltrami increased at about 9% per year.

Tax Rate

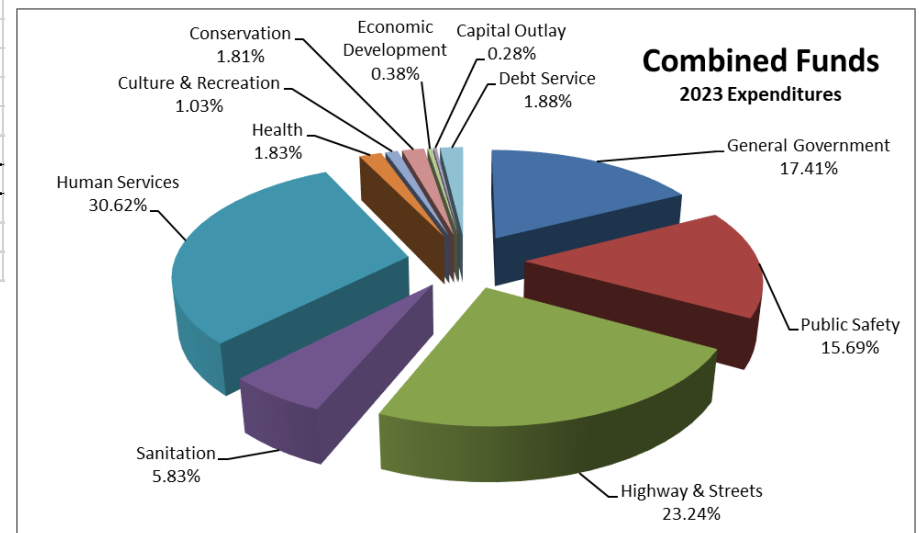


The **Tax Rate** is expressed as a percentage of tax capacity and is used to determine the property tax due on a property. The tax calculation formula is decided completely by the legislature. Recent growth in value has resulted in an overall reduction in tax rate (on the average). The preliminary tax rate for 2023 continues its downward trend from 2022 as market values continue to increase.

Budget Expenditures

The 2023 expenditure budget of \$99,968,590 represents an increase of \$8,617,832 (+9.4%) from the adopted 2022 budget of \$91,350,758. The following schedule presents a summary of actual expenditures made in 2021, and expenditures budgeted for 2022 and 2023. Note, the \$91,230,758 in expenditures is balanced with the \$99,968,590 in revenues.

	2021 Actual	2022 Budget	2023 Budget
Expenditures			
General Government	16,597,241	17,492,990	17,403,028
Public Safety	13,570,167	13,950,311	15,685,143
Highway & Streets	12,082,596	22,360,025	23,233,293
Sanitation	5,037,430	4,904,278	5,825,102
Human Services	26,024,647	25,928,903	30,607,760
Health	2,327,980	1,514,521	1,830,196
Culture & Recreation	1,161,562	1,051,766	1,025,712
Conservation	1,712,493	1,589,483	1,812,430
Economic Development	666,128	416,848	384,088
Capital Outlay	31,606	280,000	280,000
Debt Service	1,828,750	1,861,633	1,881,838
Total Expenditures	81,040,600	91,350,758	99,968,590
Revenues Over (Under)			
Expenditures	9,027,128	-	-



Health & Human Services

Expenditures for Health & Human Services remain the largest county expenditure area. For the 2023 Budget, 32.45 percent of all County expenditures will be directed to Health & Human Services activities. Nearly all of the health or human services programs provided by the County are mandated by the state or federal government. As changes occur in client eligibility, local government match requirements or reimbursement rates, expenditures for health and human services can fluctuate rather dramatically from year to year. For example, funding for the health needs of poor families remains one of the most controversial policy issues facing the Minnesota State Legislature and counties. Future legislative decisions related to Medicaid enrollment and General Assistance Medical Care (GAMC) and Foster Care have a dramatic impact on the County Budget and future county obligations. More recently, medical health holds are also highly variable and costly and are adversely impacting County expenditures.

General Government

General Government expenditures include county government activities related to administration, auditor/treasurer, recorder, assessor, technology, personnel, facilities management and similar functions. The 2023 Budget expenditures for these services comprise 17.41 of all county spending, a 2% reduction from FY2022.

Highway & Streets

Spending on Highways & Streets fluctuates from year to year based on the timing of state and/or federal reimbursements for new construction activity. The 2023 Budget the County has incorporated the projects that will be covered by State and Federal Aids as well as the ½ of 1 percent sales tax that was adopted by the County Board. The sales tax first started generating revenue in 2014 and must be dedicated entirely to improving our county road system. It is expected that 2023 will again be another very active year for road projects.

Public Safety

Public Safety expenditures make up 15.69 percent of total County expenditures, but nearly half of the levy. This high share of the total county levy is the best evidence of the fact that law enforcement and incarceration are left almost entirely to county citizens to pay for, with no help from the state. Funding that maintains staffing levels of patrol deputies and investigations remains a high priority for the county. Rising jail operations costs are a significant concern and it is expected that county officials will continue to work with Judges from the Ninth Judicial District to adopt policies and procedures allowing for greater use of proven alternative sentencing options, reducing jail costs to county tax payers.

Beltrami County has some very significant decisions that will be need to made in regards to our jail. The Minnesota Department of Corrections is the agency that monitors jails to be sure that they are complying with the state statutes. A recent DOC inspection pointed to multiple issues with our jail and Beltrami County is taking those findings seriously. Repairs were made in many areas of the jail in order to continue assuring the quality and safety to our inmates and employees. In addition to addressing the immediate needs, the DOC findings have prompted the County to do some serious study on how to proceed. A recent Needs Assessment and Feasibility Study outlined seven alternatives for the County to consider – each with its own advantages and disadvantages and costs implications. At the time of this writing, the County Board had yet to determine which option it will pursue.

An important factor in determining the right course of action will be in knowing how each of the options impact our staffing of the jail. The design of a jail has a huge impact on how many Correctional Officers are needed, and how those employees can work in the most effective way. It is clear that our current jail does not do a good job of accommodating the rules that have been passed in the last thirty years and that we could have a positive impact of the operational costs if we had a different facility. It is often said that bricks and mortar are the affordable part of a project. The on-going staffing and operational needs are the biggest ongoing expense.

Other Expenditures

Health & Human Services, General Government, Highway & Streets, General Government and Public Safety comprise about 89 percent of all proposed county spending for 2023.

Capital Improvement Plan

The Beltrami County Capital Improvements Plan (CIP) is created in accordance with the guidelines of Minnesota Statutes, Section 373.40. The CIP covers all public improvement and building projects, with a useful life of five years or greater, currently anticipated to be undertaken by the county during the next five years. While cost estimates and proposed funding sources are identified for each general improvement area, the CIP is not intended to provide a detailed or complete financing plan for each project. As the County prepares to undertake individual projects, the County Board will consider a specific finance program.

The CIP is revised and updated on an annual basis during the annual budget cycle. Changes to the priorities established in the plan should be expected. Changes can be caused by reductions in funding levels, opportunities for grants or other aids, delays in obtaining construction permits or necessary approvals, emergency needs or simply changes in community preferences.

Most CIP regular projects are repair/replacement and maintenance projects. These projects should help improve operating efficiencies and offset increased costs for operations and repairs. By continuing an ongoing equipment replacement schedule, departmental operating budgets

will not need to fund replacement of this equipment. Replacing equipment on a scheduled basis also results in reduced maintenance costs of the old equipment and can provide enhanced performance due to new equipment technology. Completion of scheduled building maintenance improvements will extend the lives of the buildings. Providing funds for building improvements annually will enable capital improvements to be scheduled as needed, over time, rather than waiting for an emergency situation which will cost more to correct.



List of Principal Officials

Board of County Commissioners

1 st District:	Craig Gaasvig <i>Term ends: Jan. 2023</i>
2 nd District:	Reed Olson <i>Term ends: Jan. 2023</i>
3 rd District:	Richard Anderson <i>Term ends: Jan. 2023</i>
4 th District:	Tim Sumner <i>Term ends: Jan. 2023</i>
5 th District:	Jim Lucachick <i>Term ends: Jan. 2023</i>

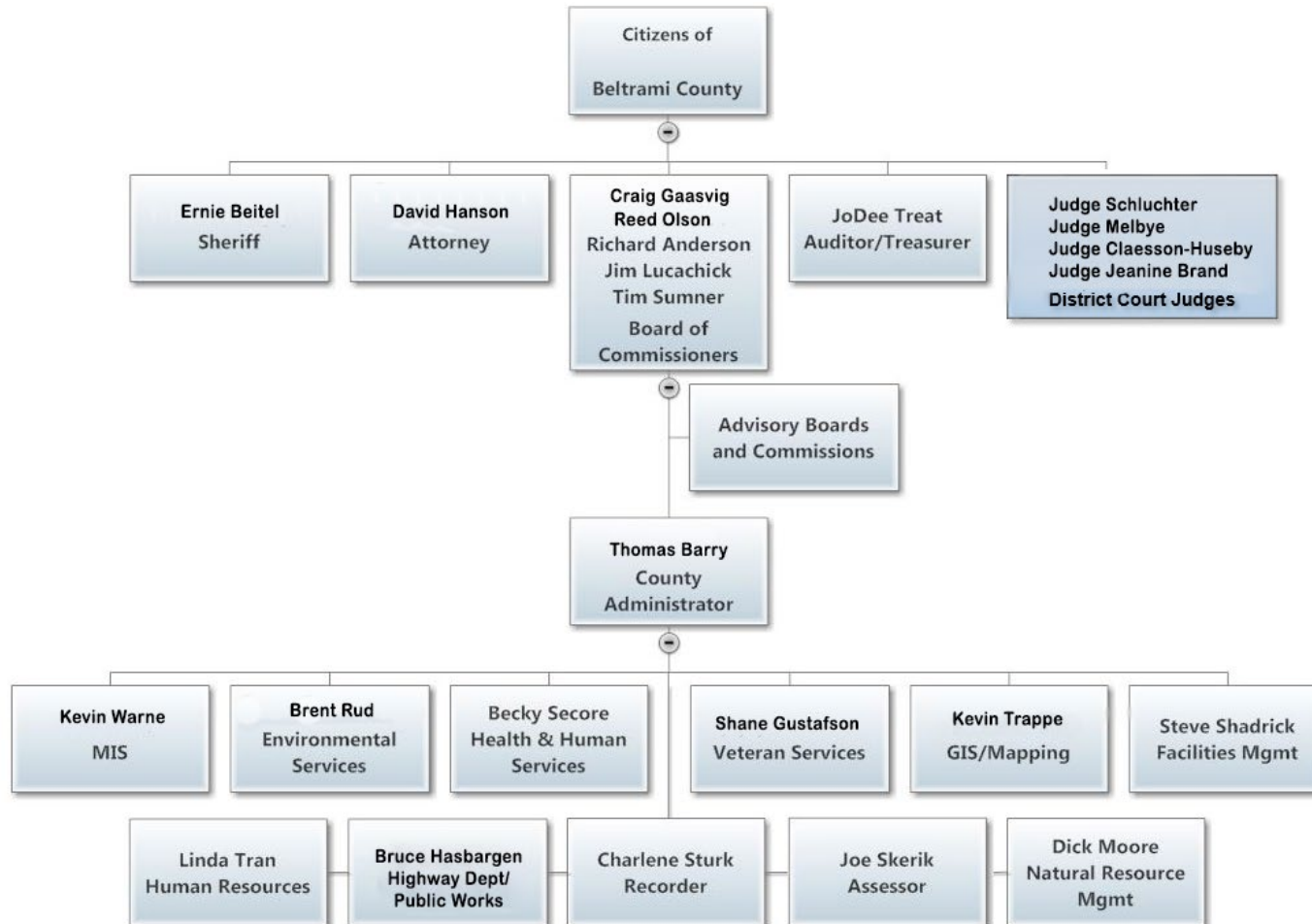
Appointed County Officers

County Administrator:	Tom Barry
County Assessor:	Joe Skerik <i>Term ends: December 2024</i>
County Engineer:	Bruce Hasbargen <i>Term ends: April 2026</i>
Veterans Services:	Shane Gustafson <i>Term ends: April 2026</i>

NOTE: 2022 Countywide Redistricting results require that all County Commissioner seats will be open for election in November of 2022. Terms will remain staggered on the same schedule as previously determined by District.

Elected County Officials

County Attorney:	David Hanson <i>Term ends: Jan. 2023</i>
County Sheriff:	Ernie Beitel <i>Term ends: Jan. 2023</i>
Auditor/Treasurer:	JoDee Treat <i>Term ends: Jan. 2023</i>
District Court Judge:	Judge John G. Melby <i>Term ends: Jan. 2025</i>
District Court Judge:	Judge Shari R. Schluchter <i>Term ends: Jan. 2025</i>
District Court Judge:	Annie Claesson-Huseby <i>Term ends: 2025</i>
District Court Judge:	Jeanine R. Brand <i>Term ends: 2023</i>





Authorized Staffing Levels

Beltrami County employees are the greatest asset of county government. County officials strive to establish and to maintain the delicate balance of salary and benefits that allows the county to recruit and to retain talented employees who deliver services and outcomes expected by county residents, within budget constraints.

Personnel costs represent a significant percentage of all county expenditures. For some county departments, personnel costs may represent as much as 90 percent of departmental expenditures. As an example, over 90 percent of the 2023 Assessor's Department budget is personal services. Many county staffing positions are funded in part or entirely from state or federal grants or reimbursements. To illustrate, personnel costs related to Eligibility Specialists in the Human Services Department are reimbursed by state/federal TANF funds at approximately 50%. In other cases, staffing levels are mandated by other governmental units (ex. jail staffing levels must be approved by the Minnesota Department of Corrections).

Beltrami County currently has labor agreements with eight unions that represent a majority of county employees. Each of the eight labor agreements have just recently been renegotiated, all with three-year terms ending 12/31/2025.

Due to such a high percentage of county expenditures attributed to personnel costs, careful monitoring of approved county staffing levels and salary/benefit levels will continue to be needed in order to control the growth of county budgets.

2023 Staffing Requests

One of the major cost drivers in county government is staffing. With the exception of the cost of building and improving roads, our departmental expenses are predominately budgeted for wages and benefits. For this reason, the County takes a very careful and conservative approach to adding or replacing staff. The FY 2023 Budget being recommended includes some shifts in staff movement but minimal staff increases (3.44 FTEs). Two of the new FTEs are within the HHS Department (a Truancy Officer which is budget neutral and a Long-Term Care Specialist which is reimbursed 50% by the State). One of the FTEs is within the Sheriff's Office and results from splitting a joint position by adding a 0.5 increase in the Emergency Manager position and a 0.5 increase in the Communications Supervisor. The remaining modifications are slight increases in part-time hours in positions in the NRM Department and Sheriff's Office.

Authorized Staffing Levels

County Department	2016	2017	2018	2019	2020	2021	2022	2023
Assessor	8	8	8	8	8	8	8	8
Attorney	14	14	14	16	16	17	17	16.56
Auditor-Treasurer/Elections	9.5	10	10	10	10	11	11	10
County Administration	2	2	2	2	2	2	2	2
Environmental Services	6	8	7	7	9	9	9	9
Extension Service	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7
Facilities Management	13.75	14.46	14.46	14.46	15.46	16.68	16.68	16.68
GIS/Mapping	2.5	2.5	2.5	2.5	2.5	2.5	2.7	2.7
Health & Human Services	146.68	157.38	149.5	157.5	161.5	164.5	164.5	166.5 *
Highway Department	36.2	36.2	37.06	36.64	37.64	37.64	37.64	37.64
Human Resource Management	2	2	2	2	2	3	3	3
Jail & Bailiff	42.15	41.95	42	44.5	45.5	51.24	51.24	49.44
License Center	7.15	7.15	7.15	7.02	7.19	6.76	6.76	7.4
Management Information Services (MIS)	6	7	7	7	7	7	7	7
Natural Resource Management	7	7.26	7.26	8	7	6.75	6.75	6.85 *
Recorder	2.5	2	2	2	2	2	2	2
Sheriff's	51.34	50.81	52.5	53.5	55.55	59.22	57.45	60.81 *
Solid Waste				2	14	15	15	15
Veterans Services	2	2	2	2	2	1	1.44	2
Total Full-Time Equivalents	359.47	373.41	367.13	382.82	405.04	420.99	419.86	423.28

*includes positions recommended for approval in 2023



Mission, Vision and Values

County Government as a Provider of Services

The traditional role of county government in Minnesota has been to serve as an administrative arm of state government. Counties carry out state mandated activities and administer those services and programs established by state law. Minnesota residents look to counties as the primary access point for the delivery of most state and federal programs.

As the administrative arm of state government in the provision of state-mandated programs and services, counties rely on the State of Minnesota, and to some extent the federal government, to adequately fund the programs created by the State. Unfortunately, State government has gradually and consistently withdrawn financial support for many of the mandates that counties must provide. The deterioration of the historic state/county partnership has strained relationships and has put many good programs in serious jeopardy.

Vision, Mission, Values & Priority Focus

The County will continue to be governed by priorities and values set by the County Board. The Mission & Values statement for county government helps to describe *why* the county government exists.

Mission & Values. *Beltrami County will be the catalyst to firmly establish a community that promotes healthy families, environmental quality, expanding economic opportunity, and a quality of life second to none. The County will accomplish this through innovation, commitment, hard work, collaboration, leadership, and customer responsiveness.*

The Vision statement for Beltrami County helps to describe *who* we want to become. It provides a target, a vision, which can be used as one of the tools to periodically evaluate success.

Vision. *Beltrami County will be a model of excellence that others seek to emulate. It will lead the way through collaboration and perseverance, successfully resolving the County's toughest problems and taking advantage of its greatest opportunities. It will create a legacy and tradition of success that expands opportunity for all of its citizens.*



General Revenue Fund

Description

The General Revenue Fund accounts for the revenue and expenditures pertaining to normal government activities which are not accounted for in other funds. The General Revenue Fund includes budgets for county services such as public safety, property tax services and environmental services.

Revenue Trends

The General Revenue Fund collects revenue from many individual sources including property tax, investment income from fund reserves, state general purpose aid, and charges for county services. The most significant portion of this increase is due to the infusion of ARPA dollars, growth in taxes, and charges for services.

Property Tax

Minnesota counties are becoming more reliant on county property tax levies to fund general purpose activities. Stagnation in state general purpose aid, lower interest rates yielding lower investment income and reductions in development related permits or charges for services have shifted a greater revenue burden on property tax levies.

Intergovernmental

Included in Intergovernmental Revenues, the State of Minnesota certifies a County Program Aid payment (CPA) each county annually. With the State Revenues increasing as the economy rebounds, the State will likely look at the state aids that have not risen as the cost of providing services increases.

Charges for Services

Typical charges for services collected by Beltrami County include license renewal charges, fees for recording documents, permit to carry fees, civil operations fees and MIS contract services. Revenue collections from Charge for Services have modestly but steadily increased over time.

Interest on Investments

The County Auditor-Treasurer actively manages a portfolio of investments, in compliance with state regulations. Interest on Investments contributes about 1.5% of total revenues for the General Revenue Fund. During the economic downturn and continuing into 2023, interest rates on investments have remained very low and have limited the ability of the County to realize elevated returns on investments. The reducing fund balance, caused by the high cost of medical care placements, has factored into the inability to receive much interest revenue.

Expenditure Trends

General Government

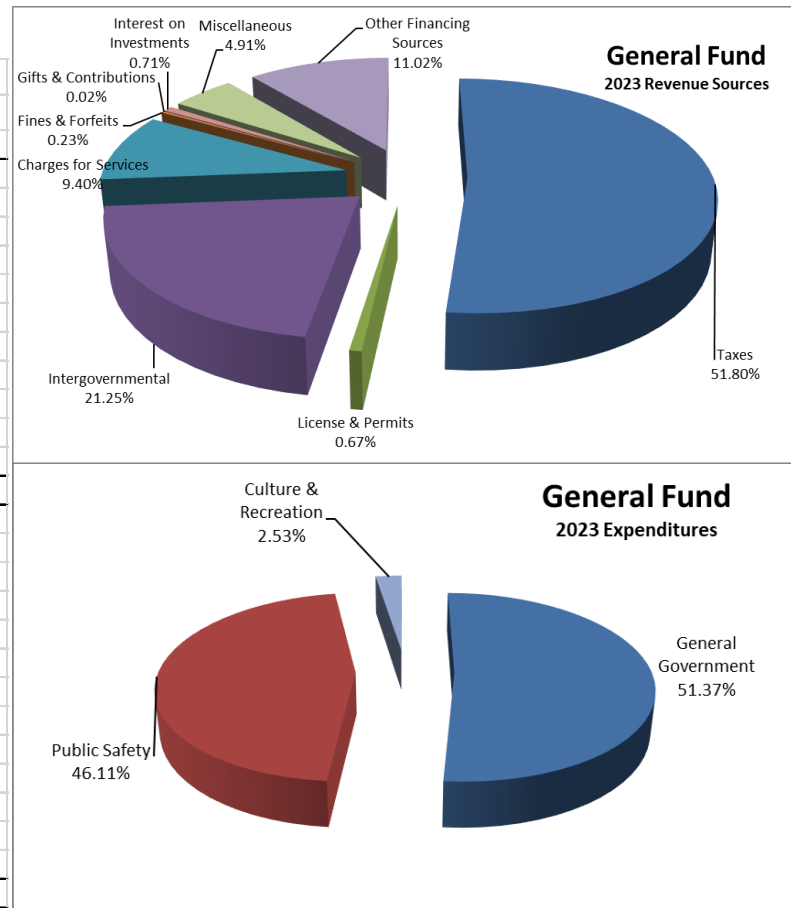
General Government functions include activities related property assessment services, elections, personnel, environmental services, facilities management, technology services, and other similar functions.

Public Safety

Public Safety costs account for over 46 percent of all General Fund spending for 2023. The 2023 Budget increases in public safety spending are largely related to the rising costs of operating the County Jail. Recent increases in food and medical contracts have elevated costs by about \$300,000 annually. The housing of inmates outside of the County Jail at other facilities continues to rise and add significant costs to the budget. Just a few years ago the County budgeted about \$200,000 for out-of-County housing. The FY23 Budget predicts expenditures of \$900,000 for out-of-County housing and transportation-related costs. Finding ways to reduce the number of incarcerations and/or the duration of incarcerations is key to addressing this steeply rising expense.

General Fund Statement

General Revenue				
	2021	2022	2023	
	Actual	Budget	Budget	
Revenues				
Taxes	15,242,588	14,933,860	17,381,263	
Special Assessments				
License & Permits	287,756	197,400	224,775	
Intergovernmental	10,863,590	11,502,548	7,131,342	
Charges for Services	3,059,190	3,007,604	3,153,971	
Fines & Forfeits	96,460	102,000	75,650	
Gifts & Contributions	114,339	13,700	6,700	
Interest on Investments	123,357	237,630	237,630	
Miscellaneous	1,165,370	1,606,418	1,647,833	
Other Financing Sources	3,240,664	278,152	3,696,970	
Total Revenues	34,193,314	31,879,312	33,556,134	
Expenditures				
General Government	16,430,478	17,276,990	17,236,428	
Public Safety	13,329,013	13,744,311	15,472,143	
Highway & Streets				
Sanitation				
Human Services				
Health				
Culture & Recreation	965,739	858,011	847,563	
Conservation				
Economic Development				
Capital Outlay				
Debt Service	19,502			
Total Expenditures	30,744,732	31,879,312	33,556,134	



Fund Balance Analysis

In accordance with guidelines established by the Minnesota State Auditor's Office and county policy, Beltrami County has historically maintained adequate General Fund reserves to meet cash flow and emergency needs. Audited county financial statements establish the 2021 total unassigned fund balance for the General Revenue Fund to be about 4.5 months of cash flow. The 2023 County Budget is a balanced budget that will not generate a further reduction in fund balance. However, the County should remain focused on rebuilding and maintaining fund balance reserves in alignment with County fiscal policy.



Board of County Commissioners

General Revenue Fund

District One: Craig Gaasvig

District Two: Reed Olson

District Three: Richard Anderson

District Four: Tim Sumner

District Five: Jim Lucachick

Purpose Statement

The Beltrami County Board of Commissioners is the governing body of Beltrami County. The County Board's authority, duties, and privileges are described in Minnesota Statutes, Chapter 373. The Beltrami County Board of Commissioners is comprised of five elected members, each representing separate districts within Beltrami County.

The County Board is responsible for establishing the overall goals and the future direction for the county. The Board sets the budget for each county department, approves contracts, appoints officials to carry out resolutions and policies, and appoints citizen commissions and committees. In addition, Commissioners represent Beltrami County on numerous local, regional and state committees and commissions.

The County Board also approves purchases and expenditures, sets the property tax levy and develops a multi-year Capital Improvement Plan (CIP) that addresses the anticipated needs of Beltrami County. The Board makes policy decisions related to county facilities, land acquisition, equipment and vehicles. The Board establishes priorities for the construction and repair of county roads and highways and approves plans for the development and use of county lands.

The County Board budget is: 01-004 Board of Commissioners.

2023 Initiatives

The Board of County Commissioners will provide policy direction to all county activities and hold county employees accountable for efforts to accomplish strategic objectives. Specifically, the County Board will work with key staff and community partners to advance the following priority strategic initiatives during 2023:

- County Jail: Beltrami County has been notified by the MN Department of Corrections that we will need to either address some significant deficiencies in our current jail, or will need to make plans to build a new jail. The county is in the process of determining the path that makes the most sense. Many variables will come into play, considering the complexity and high cost of a jail. The process will be a multi-year endeavor. The role of the administrator will be to assure that the county establishes a process for reviewing and analyzing options, provides good communication and information to the public, finds a funding source that is the most reasonable, and remains compliant with correctional laws and rules. This project will be high priority.
- Northern Minnesota Veterans Home: Beltrami County has been at the forefront of bringing a Veterans Home to northern Minnesota. The 2018 Legislature awarded \$12.4 million to go toward a Veterans Home to be built in Beltrami County. The County has pledged \$1 million dollars toward the project as well. Sanford Health of Northern Minnesota has donated about 15 acres for the home, with the land valued at approximately \$750,000. The local fundraising conducted by Beltrami County included \$1,000,000 from our County, \$250,000 from the Neilson Foundation, \$250,000 from the City of Bemidji, plus numerous other counties, townships, veteran service organizations, banks and private citizens. The fundraising brought an additional \$2.3 Million. That fundraising alone has leveraged an additional \$1,500,000 from the Federal Government with their 65% match. At this writing, the Bemidji Veterans Home is under construction. This 72-bed, \$46M project, which will bring about 120 jobs to our community, continues to require enormous coordination and collaboration between a variety of stakeholders and the community. With the grand opening anticipated in mid-2023, this project is on track and remains a high priority.
- Mental Health Crisis Facility: A \$3.7 million state grant was awarded to Beltrami County for the purpose of building a Mental Health Crisis facility. The building will be owned by Beltrami County and leased to and operated by Sanford Health. The project is another product of the community Behavioral Health Collaboration that was convened in 2015. The facility will house an Empath room that will provide an ideal space for de-escalation of crisis for the patient. The facility will also have residential beds for patients. The new facility, scheduled to open in early 2023, will be a good compliment to the Prime West / Sanford facility that was also created on State Bonding dollars and is owned by Beltrami County. Beltrami County Administrator has played a key role in coordinating partnerships and creating energy around these services that had not ever been provided anywhere near Beltrami County. The project recently was modified with an infusion of about \$1.4M from Sanford to expand the scope and services of the facility. This project will remain a high priority.
- Out of Home Placement Costs: The County Board is dedicated to providing for the safety of children, which often requires the need for Foster Home placements. Beltrami County has successfully raised awareness to the issue of foster care payments and the impact this service has to the County Levy and Fund Balance. Red Lake has successfully been designated and funded to take over all facets of child protection placements, including financial responsibility in January, 2021. Beltrami County will continue to work toward a higher level of

state responsibility in covering the cost of out-of-home placements, and will also take measures to assure Red Lake's success in their initiative. Both issues remain a high priority. The County will continue to lobby for the state to play a larger role in covering the cost of placements. (Minnesota is 49th out of 50 states in ranking the proportion of placements that are covered by the state – and counties are left filling that gap). The cost remains a very significant driver to the property tax levy.

- Hospital Level of Care Expenses: The County has seen a significant increase in the costs associated with citizens who are committed and not meeting hospital level of care. These expenses are varied and uncontrollable and dependent upon community trends and needs. In one case, a 4-month hold for one individual resulted in a \$200,000 unexpected expense to the County. On average, these expenses are on the rise and the County expects annual additional expenses in the range of \$300,000 to \$500,000 per year.
- Restoration of Fund Balance: After years of having to backfill funding shortages with Reserve Funds (largely driven by increasing out-of-home placement costs), adopted legislation recently has positioned the County to begin focusing on restoring the County's Reserve to the healthy six-month operating needs that has been adopted by the County Board. The Board will have to remain steadfast about rebuilding those reserves to ensure the County to preserve its 6-month operating reserve goal and ensure it is well positioned for future bond initiatives.
- Economic and Inflationary Climate: There remains great uncertainty in the economy. At 8.6%, inflation has reached a 40-year high, something that most in the workforce have not experienced. This will drive up the County's cost for services, labor, equipment, materials, supplies and ultimately capital improvements and investments. This will make it very difficult to cap costs as so many of the County's expenses are uncontrollable. According to the Bureau of Labor Statistics, inflation is the highest it has been since 1981. This has and will continue to drive upward pressure on County costs and strain budgets.
- County Union Negotiations: The County operates with 8 Bargaining Units. All 8 labor contracts expire at the end of the 2022 calendar year. New contracts will need to be negotiated with all 8 Unions. Those negotiations are uncertain as are the concessions the County may need to consider in settling the negotiations. It is likely, because of the economic and inflationary climate, that wages and benefits, which are costly aspects of the County's operation, will be front and center in negotiations. Also at play is the Great Resignation, a period of mass movement in the labor force. That, compounded by the significant demand for workers nationally, regionally and locally, is creating enormous upward pressure on wages. Flexibility in worker schedules, health and other benefit costs to workers and growing competition from the public and private sector will all have profound impacts on the County's labor costs and operating budget.

- Solid Waste Transfer Station. Beltrami County has partnered with several counties for many years in having Polk County provide for the disposal of waste and recyclable products. With the strong partnership that has been created, each county acknowledges that what is good for one county is good for all, and what is good for Polk County is good for all when it comes to Solid Waste management. After receiving state bond funding that allowed for the purchase and remodel of the Bemidji and Blackduck Transfer Stations, commencing January 1, 2020 Beltrami County ended a contract for managing the Transfer Stations. Beltrami County now manages all solid waste facilities internally. The County Board is convinced that services will be improved and cost savings will occur that can be reinvested into the program. The advent of COVID-19 brought significant changes to Polk County, driving tipping costs up for partner counties. Beltrami is one of several counties that has been forced to budget for the higher rates beginning with the 2021 budget. Recent revenue declines associated with the COVID-19 Pandemic have also challenged the financial position of the Solid Waste Fund. Continued work will need to ensure a sustainable path forward for the Department.
- Moving Highway Projects Forward: Beltrami County was very forward thinking in adopting the one half of one percent sales tax that became effective in 2014. The new revenue to Beltrami County put the County in a position to significantly accelerate the repair of county roads. The Board will work to combine the use of sales tax funds and other potential funding streams to advance this priority. The County Board is frequently confronted with changes in needs for county roads, requiring them to adjust the five year road plan, and long range road plans.
- Legislative Priorities. The Beltrami County Board will seek to advance needed policies and appropriations through the Minnesota State Legislature and the U.S. Congress. Prior to the 2024 Session of the Minnesota State Legislature, the Board will establish legislative priorities and communicate those priorities to area legislators. In past years, Beltrami County has appeared before several House and Senate Committees and have seen very good results from these in-person presentations. Beltrami County is resolute in continuing the practice of going to the Capital, particularly in the area of Out of Home Placements and the Indian Child Welfare Act as it impacts our budgets, and securing adequate funding for roads and our jail. Also, the County Board will establish county priorities for action by Congress. The County Board will meet with congressional staff and members of Congress to communicate issues of concern.
- Intergovernmental Relations. Members of the County Board will meet periodically with officials from cities, townships, school districts, tribal, SWCD and other state, joint powers or quasi-governmental representatives to maintain open communications and to seek alignment around priority shared outcomes.

- Annual Budget and Annual Audit. Through the development of the annual budget, the County Board establishes policy priorities and allocates funds to fulfill those priorities. The annual audit also provides an opportunity for an independent accounting of how those funds are managed.
- Quarterly Newsletter. Perhaps the most important responsibility of county government is to inform citizens on the work being done as well as seek out and to respond to those priorities expressed by county residents. The continuation of the County Newsletter has been a solid way to reach the households of every zip code in Beltrami County at a very reasonable cost.

Revenue & Expenditure Summary Commissioners

	Actual 2021	Budget 2022	Budget 2023
Revenue Summary			
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental	931,202		
Charges for Services			
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions			
Miscellaneous			
Total Revenues	931,202	-	-
	Actual 2021	Budget 2022	Budget 2023
Expenditure Summary			
Personal Services	235,960	249,369	279,814
Services & Charges	30,306	38,225	91,525
Supplies & Materials	29	1,600	1,600
Capital Assets			
Other	931,202		
Total Expenditures	1,197,497	289,194	372,939



Office of the County Administrator

General Revenue Fund

County Administrator Tom Barry

Tom.barry@co.beltrami.mn.us

218-333-4109

Purpose Statement

The County Administrator is the Chief Executive Officer for the county and is responsible for the overall administration of the county. The Administrator reports directly to the County Board of Commissioners and acts as a liaison between the Board and county departments. By statute, the Administrator prepares and submits to the County Board a proposed annual budget and long-range capital expenditure program. The County Administrator also makes recommendations to the County Board on policy development and the provision of county services. The Administrator implements board decisions, policies, ordinances and resolutions in the most efficient, effective and fair manner possible.

The County Administrator budget is: 01-031 Central Administration. The County continues to face many fiscal challenges. The County continues to grow in value, but growth in building infrastructure is largely static despite demand. About 70% of our land base is tax exempt. This places a large burden on a small tax base. Levy increases over the past several years have been greater than inflation. This is because County needs have been great and many cost factors are out of our control. The County's reserve fund is still under-funded and attention must remain on rebuilding the reserve fund balance.

2023 Strategic Initiatives

The County Administrators Office will seek to purposefully align departmental activities and resources with the key objectives established by the County. Specifically, the County Administrator will work with the County Board and strategic partners to advance the following priority initiatives during 2023:

- County Jail: Beltrami County has been notified by the MN Department of Corrections that we will need to either address some significant deficiencies in our current jail, or will need to make plans to build a new jail. The county is in the process of determining the path that makes the most sense. Many variables will come into play, considering the complexity and high cost of a jail. The process will be a multi-year endeavor. The role of the administrator will be to assure that the county establishes a process for reviewing and analyzing options, provides good communication and information to the public, finds a funding source that is the most reasonable, and remains compliant with correctional laws and rules. This project will be high priority.

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- Restoration of Fund Balance: After years of having to backfill funding shortages with Reserve Funds (largely driven by increasing out-of-home placement costs), adopted legislation recently has positioned the County to begin focusing on restoring the County's Reserve to the healthy six-month operating needs that has been adopted by the County Board. The Board will have to remain steadfast about rebuilding those reserves to ensure the County to preserve its 6-month operating reserve goal and ensure it is well positioned for future bond initiatives.
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- County Union Negotiations: The County operates with 8 Bargaining Units. All 8 labor contracts expire at the end of the 2022 calendar year. New contracts will need to be negotiated with all 8 Unions. Those negotiations are uncertain as are the concessions the County may need to consider in settling the negotiations. It is likely, because of the economic and inflationary climate, that wages and benefits, which are costly aspects of the County's operation, will be front and center in negotiations. Also at play is the Great Resignation, a period of mass movement in the labor force. That, compounded by the significant demand for workers nationally, regionally and locally, is creating enormous upward pressure on wages. Flexibility in worker schedules, health and other benefit costs to workers and growing competition from the public and private sector will all have profound impacts on the County's labor costs and operating budget.
- Solid Waste Transfer Station. Beltrami County has partnered with several counties for many years in having Polk County provide for the disposal of waste and recyclable products. With the strong partnership that has been created, each county acknowledges that what is good for one county is good for all, and what is good for Polk County is good for all when it comes to Solid Waste management. After receiving state bond funding that allowed for the purchase and remodel of the Bemidji and Blackduck Transfer Stations, commencing January 1, 2020 Beltrami County ended a contract for managing the Transfer Stations. Beltrami County now manages all solid waste facilities internally. The

County Board is convinced that services will be improved and cost savings will occur that can be reinvested into the program. The advent of COVID-19 brought significant changes to Polk County, driving tipping costs up for partner counties. Beltrami is one of several counties that has been forced to budget for the higher rates beginning with the 2021 budget. Recent revenue declines associated with the COVID-19 Pandemic have also challenged the financial position of the Solid Waste Fund. Continued work will need to ensure a sustainable path forward for the Department.

- Annual Budget and Annual Audit. Through the development of the annual budget, the County Board establishes policy priorities and allocates funds to fulfill those priorities. The annual audit also provides an opportunity for an independent accounting of how those funds are managed.
- Regional Wellness Facility. The Administrator sits on the Regional Advisory Committee and has, and will continue, to represent the County on the project. This public-private partnership will be the largest single investment in the City's and County's history. The facility, which is still undergoing a feasibility assessment, will include a comprehensive wellness facility, mixed use retail and commercial opportunities, new residential housing offerings and outdoor park amenities. This complex could bring over 100 new jobs to the region.
- Expanding Opportunities. Our region has a strong history of business and government interests partnering to accomplish worthwhile projects. However, the region's business and government partners really struggle to partner at a "strategic" level. The Administrator will capitalize on opportunities for partnerships and relationship building as well as opportunities to provide economic or political leverage. The County can play a strong role in job creation as well as growing market value by collaborating, seeking funding and at times injecting county funds.
- Organizational Optimization: As the Budget Committee approaches another extremely difficult year, it becomes apparent that the county will need to be resilient and flexible in how we cover the priority services within the limited growth in revenue. Where appropriate, the Administrator will continue to seek ways to evaluate the services we provide, reorganize departments when justified, measure County Board support for services, and find ways to shift financial support if needed.
- Advancing Technology: With many emerging programs and applications, the county is continually challenged to have the best technology that can be afforded through our limited finances. Supporting the technology needs of departments has allowed many functions to grow or improve without the need to increase the size of the workforce. In many cases, staffing has been reduced by the combined use of retirement attrition and better technology. The Administrator uses a high level view of the impact versus cost on technology purchases.

- Legislative Priorities. The Beltrami County Board will seek to advance needed policies and appropriations through the Minnesota State Legislature and the U.S. Congress. Prior to the 2023 Session of the Minnesota State Legislature, the Board will establish legislative priorities and communicate those priorities to area legislators. In past years, Beltrami County has appeared before several House and Senate Committees and have seen very good results from these in-person presentations. Beltrami County is resolute in continuing the practice of going to the Capital, particularly in the area of Out of Home Placements and the Indian Child Welfare Act as it impacts our budgets, and securing adequate funding for roads and our jail. Also, the Administrator will establish county priorities for action by Congress. The County Board will meet with congressional staff and members of Congress to communicate issues of concern.
- Intergovernmental Relations. The relationship that has been built with the Red Lake Nation will have significant implications to Beltrami County. As we support the work that Red Lake does in self-governance, we gain mutual strength in the process. The Administrator will continue to build relationships with local tribes, trust and support the work not only of Red Lake, but of Leech Lake and White Earth as well. Additionally, the Administrator will expand opportunities to coordinate and collaborate with regional partners including Sanford, Bemidji State University, Greater Bemidji and others.
- Local Government Relations. The Administrator will coordinate services, communications and meetings with the City of Bemidji, all other cities, township governments, tribal governments, other counties, or agencies as needed that will allow for improved relationships and cooperative efforts.
- Community Leadership: The County Administrator is made aware of a multitude of community needs during the many involvements that come with the position. An important role is to serve as a convener of people and groups that can talk about whether and how best to address issues. The Administrator is also in a good position to have a huge bank of contacts and connections, and should always be working on nurturing those relationships.

Revenue & Expenditure Summary

County Administrator

	Actual	Budget	Budget
Revenue Summary	2021	2022	2023
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental			
Charges for Services			
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions	10,675		
Miscellaneous	6,000	6,000	6,500
Total Revenues	16,675	6,000	6,500
	Actual	Budget	Budget
Expenditure Summary	2021	2022	2023
Personal Services	259,787	268,933	295,472
Services & Charges	7,204	6,000	6,950
Supplies & Materials	778	1,700	1,650
Capital Assets			
Other			
Total Expenditures	267,769	276,633	304,072



County Attorney General Revenue Fund

County Attorney David L. Hanson
david.hanson@co.beltrami.mn.us
218-333-4219

Purpose Statement

The Beltrami County Attorney is an elected official with specific obligations set forth in Minnesota Statute Section 388.051. The County Attorney is the chief prosecutor for all adult felony crimes committed in the county, and all misdemeanor and gross misdemeanor offenses occurring in the unincorporated areas of the county. In Beltrami County, the Beltrami County Attorney's Office also prosecutes all misdemeanor offenses that occur in Blackduck and Kelliher, as well as the other smaller cities located throughout the county. The County Attorney is also responsible for the prosecution of all Juvenile offenders and responsible for all matters relating to the abuse and neglect of children.

Other County Attorney duties include the following:

- Prosecution of all levels of crimes committed by juveniles.
- Initiating legal actions to protect abused or neglected children.
- Serving as legal advisor to the County Board, department heads and other elected county officials.
- Filing commitment petitions to provide necessary treatment to individuals who are mentally ill or chemically dependent and dangerous.
- Filing commitment petitions for persons who are classified as Sexually Psychopathic Personalities or as Sexually Dangerous Persons.
- Providing support and assistance to crime victims, including advocacy services and seeking restitution for financial losses.
- Filing actions to establish paternity of children, to establish and enforce child support obligations and obtain reimbursement of public funds.
- Handling guardianship/conservatorship cases involving vulnerable adults.
- Income Maintenance Appeals/Licensing Actions.
- Attend before the grand jury, give the grand jury legal advice, and examine witnesses in their presence.
- Briefing and Arguing cases appealed to the Minnesota Court of Appeals or Minnesota Supreme Court.
- Commencing actions to obtain and collect money judgments against individuals indebted to Beltrami County.
- Providing assistance and guidance to smaller governmental agencies, non-profits and citizens on a wide variety of legal subjects.

The County Attorney administers the department budgets for 01-091 (County Attorney) and 01-275 (Victim Assistance Program)

2023 Initiatives

The County Attorney's Office seeks to align departmental activities and resources with the responsibilities and objectives of other county departments and non-county entities that serve the citizens of Beltrami County. Specifically, the County Attorney's Office will work with the County Board, key staff and partners to continue to advance the following initiatives during 2023:

- Drug Court

Goal: Address the growing drug problem in our community by engaging individuals in treatment long enough to experience the benefits of treatment in order to end the cycle of recidivism and successfully treat their substance use and mental health disorders that brought them into the criminal justice system.

From the Minnesota District Court: "Treatment courts stop the vicious cycle of relapse and recidivism by treating substance use and mental health disorders for individuals involved in the criminal justice system. Treatment Court promote recovery through a coordinated, team approach including cooperation and collaboration of judges, prosecutors, defense counsel, probation authorities, coordinators, treatment providers, law enforcement, evaluators, and other ancillary service providers. Evidence-based practices are used in treatment courts to tailor individualized, appropriate services for participants in the program." After years in the making, Drug Court started taking cases in the beginning of 2020. In early 2022 the Drug Court had its first graduate!

Responsible Persons: David Hanson, Chief Assistant County Attorney David Frank, Assistant County Attorney Sara Westrum.

- Truancy Program

Goal: To ensure that children are given every opportunity to access the education they deserve.

The Beltrami County Attorney's Office works closely with the School District, BCHHS, and Children's Mental Health to determine whether truant children should be referred to Alternative Response Case Management, social services, or truancy court. The group works together to ensure that the child obtains the education they need, while recognizing that each child is unique and therefore one systematic approach will not necessarily work for all. The multi-disciplinary team reviews each potential truancy case in order to determine if Alternative Response Case Management will effectively correct the issue (absence from school), without the need for District Court intervention. The Beltrami County Attorney's Office is also a part of the PASS-K-12 meetings regarding local truancy initiatives.

Responsible Persons: David Hanson, and Assistant Beltrami County Attorney Sara Westrum.

- Juvenile Diversion Program and Dually Involved Youth Program

Goal: Reduce Juvenile recidivism and integrate services for youth with both delinquency and child protection cases.

The Beltrami County Attorney's Office has played an integral role in creating and implementing the Dually Involved Youth Program. The Beltrami County Attorney's Office has worked closely with Red Lake Children and Family Services, Leech Lake Child Welfare, Beltrami County Health and Human Services and Beltrami County Juvenile Probation to ensure that children involved in both the Child Protection System and the Juvenile Justice System obtain the services and support they need without over programming them. The Dually Involved Youth Program has led to the creation of more alternative response programs. Alternative response programs help juveniles understand the impact that their criminal acts have on their community without placing them into the juvenile justice court system.

Responsible Person: Assistant County Attorney Robert Enger.

- Adult Protection Team.

Goal: Protect vulnerable adults in our community.

The Beltrami County Attorney's Office was crucial in creating an Adult Protection Team. The Adult Protection Team is made up of an Assistant Beltrami County Attorney, Beltrami County Health and Human Services personnel, and key service providers. The Adult Protection team meets monthly to coordinate and communicate about the protection and services that vulnerable adults in our community need. The Adult Protection team has been responsible for training agencies that work with vulnerable adults in order to help ensure that vulnerable adults are protected. The Adult Protection Team recognizes that the number of civil commitments filed in Beltrami County each year is on the rise.

Responsible Persons: David Hanson and Assistant Beltrami County Attorney Taylor Tisdell.

- Domestic Violence Court.

Goal: To enhance the safety of all Beltrami County citizens by reducing occurrences of Domestic Violence in our community.

Beltrami County created and opened a Domestic Violence Court in September of 2014. The Domestic Violence Court sets aside a portion of the court calendar for domestic violence related cases. These cases are fast tracked through the system, and reviewed more frequently than other cases. The Beltrami County Attorney's Office has been instrumental in the creation and staffing of this specialty court. The County Attorney's Office is a part of the Domestic Violence Court Advisory Team, and sends attorneys to trainings to ensure compliance with best practices within our Domestic Violence Court.

Responsible Persons: Assistant County Attorney Michael Mahlen, along with Chief Assistant County Attorney David Frank and Assistant County Attorneys Ashley Nelson, Symon Schindler-Syme, and Wesley Van Ert.

- Child Protection Team.

Goal: To protect and provide services to children in need.

Beltrami County has had a Child Protection Team since the mid-1970s. The child protection team meets on the 2nd and 4th Tuesday of every month. The Child Protection Team is made up of representatives from the Beltrami County Attorney's Office, Beltrami County Health and Human Services, the Bemidji School District, the Bemidji Police Department, the Beltrami County Sheriff's Department, the mental health community, the Department of Corrections, Red Lake Children and Family Services and Leech Lake Family Services. The child protection team reviews current cases in order to ensure that all service providers are working together to provide necessary services. In addition, the child protection team works together to find solutions to systemic problems. Lastly, the child protection team provides education and outreach to the community. The child protection team has hosted a successful local training opportunity each spring for the last few years.

Responsible Persons: David Hanson and Assistant Beltrami County Attorneys Robert Enger, and Sara Westrum.

- DWI Court

Goal: To enhance the safety of all Beltrami County citizens by reducing the number of drunk drivers on the roadways.

The Beltrami County Attorney's Office continues to play a crucial role in the success of our DWI Court. The Beltrami County Attorney's Office determines eligibility for DWI Court, attends DWI Court every other week, is a part of the DWI Court steering committee, and attends necessary drug court trainings to ensure compliance with best practices. The DWI court has an impressive record of cost savings and reduction in recidivism.

Responsible Person: Assistant County Attorney Sara Westrum

- Increased Victim Contact

Goal: To ensure victim knowledge and awareness, and increase victim contact.

The Beltrami County Attorney's Office is working diligently to ensure victim contact early and often in every victim crime. Each attorney is attempting victim contact on the day the case is charged out, or declined. This helps ensure we have accurate contact information, and gives each victim a direct contact for their case. We are working to ensure that victims are aware of their rights from the very beginning of the case, and helping them with any questions, concerns or forms.

Responsible Person: Riley Irish, Victim Coordinator, along with all staff

- Switch to Paperless Office

Goal: To use CARES Act funding to switch to an entirely paperless office.

The Beltrami County Attorney's office successfully sought and received CARES Act funding to purchase a new case management system, thereby allowing it to operate completely paperless. Prior to implementation the case management system was a hybrid of electronic files

and old paper files. Implementation started in June of 2021 with the start of the new case management system, as well as with the digitization of old files.

Responsible Persons: David Hanson and Office Manager Karen Gebhardt.

Revenue & Expenditure Summary

County Attorney

	Actual	Budget	Budget
Revenue Summary	2021	2022	2023
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental			
Charges for Services	513,343	573,000	631,550
Fines & Forfeitures	18,086	27,500	22,500
Investment Earnings			
Gifts & Contributions			
Miscellaneous	4,398	5,000	
Total Revenues	535,827	605,500	654,050
	Actual	Budget	Budget
Expenditure Summary	2021	2022	2023
Personal Services	1,467,984	1,621,251	1,768,844
Services & Charges	75,073	89,400	110,200
Supplies & Materials	10,409	9,500	10,000
Capital Assets		2,000	
Other			
Total Expenditures	1,553,466	1,722,151	1,889,044

Revenue & Expenditure Summary

Victim Witness

	Actual	Budget	Budget
Revenue Summary	2021	2022	2023
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental	61,952	70,000	70,000
Charges for Services			
Fines & Forfeitures	391		
Investment Earnings			
Gifts & Contributions			
Miscellaneous			
Total Revenues	62,343	70,000	70,000
	Actual	Budget	Budget
Expenditure Summary	2021	2022	2023
Personal Services	74,210	70,217	74,988
Services & Charges	9,089	12,120	12,120
Supplies & Materials	940	1,200	1,200
Capital Assets			
Other			
Total Expenditures	84,239	83,537	88,308



Judicial Services General Revenue Fund

District Court Judge Shari R. Schluchter

District Court Judge John G. Melby

District Court Judge Annie Claesson-Huseby

District Court Judge Jeanine R. Brand

Ninth Judicial District Administrator Kayla Littler

Purpose Statement

State funding of the Minnesota trial courts was initiated in 1990 when the operating costs of the court administration offices in the thirteen counties of the Eighth Judicial District, as well as the total budget of the district's administrative office, were taken over by the state. The state funding of the Eighth Judicial District was considered a pilot project.

Prompted by the sunset of the Eighth Judicial District pilot project in 1999, state funding of all ten judicial districts was once again explored in 1998. The Judicial Planning Committee, Supreme Court Task Force on Financing of the Trial Courts, and the Association of Minnesota Counties recognized state funding as a better alternative to the current system of eighty-eight separate and independent funding sources.

In late 1999, the Fifth, Seventh, and Ninth Judicial Districts opted to join the Eighth Judicial District and became state funded on July 1, 2000. Beltrami County is included in the Ninth Judicial District. As a result, the Minnesota Legislature has formalized the arrangement by legislating the assumption of all trial court and guardian ad litem related costs in the Fifth, Seventh, Eighth, and Ninth Judicial Districts.

Court related revenues and expenditures for Beltrami County are included in the following department budgets: 01-011 Courts System, 01-012 Public Defender, 01-013 Law Clerk, 01-016 Court Reporter, and 01-018 County Court.

2023 Initiatives

Beltrami County will work with key judicial representatives and community partners to advance the following priority strategic initiatives:

- Specialty Courts. The Beltrami County DWI Court has proven to be very effective at helping to reduce recidivism and helping citizens overcome the destructive behaviors of chemical dependency. Despite the success, the state has not established a stable funding source for specialty

courts. A stable source of funding must be found for DWI Court. Domestic Violence Court was started in September 2013. The County also added a Drug Court, responding to the overwhelming number of cases heard by judges that trace back to drugs. The County supports this specialty court and believes that a stable funding source needs to be found for this service. Up until now, we have not been successful in seeking grants for this court. The County will continue to look for ways to reduce the recidivism rate, address the social trends that consume law enforcement and court time, and drive the use of limited funds.

- Public Defender. Beltrami County currently contracts with four attorneys to provide the Public Defender Services that counties are responsible for providing, up from three attorneys in 2017. With the addition of a 4th Judge and Courtroom for 2018, along with the large number of child protection cases the need to add additional public defender capacity was evident. The County did add another Public Defender in 2018 which enabled the contract attorneys to have a lower case load, but at significant cost to the taxpayers. The County will continue to monitor this caseload. The number of cases per Public Defender will determine whether the county continues to contract with four attorneys.
- Alternative Sentencing. The County will continue to push for effective use of electronic home monitoring for non-violent offenders. During the course of 2020, amid the COVID-19 pandemic, the use of electronic home monitoring increased significantly. The alternative sentencing should help offenders to retain employment, continue family relationships and reduce the number of inmates in our jail.
- Video Appearances. The costs to county tax payers to transport inmates from outside of Beltrami County for court appearances remains a concern. State rules are becoming more accommodating toward the use of technology for court appearances. Significant potential savings could be found in the cost of transport, not the least of which is the staff time it requires. This staff time could be put to far more effective use. The use of video appearances has been promoted by Beltrami County for many years, with the goal being that the Judges, Public Defenders and the judicial system find ways to use it as a solution to the many costs incurred by local governments.

Revenue & Expenditure Summary

Judicial Services

	Actual	Budget	Budget
Revenue Summary	2021	2022	2023
Taxes	-	-	-
Special Assessments	-	-	-
Licenses & Permits	-	-	-
Intergovernmental	91,930.00	93,493.00	94,200.00
Charges for Services	352.00	1,240.00	520.00
Fines & Forfeitures	3,500.00	4,000.00	3,000.00
Investment Earnings	-	-	-
Gifts & Contributions	-	-	-
Miscellaneous	1,240.00	2,000.00	1,525.00
Total Revenues	97,022	100,733	99,245
Expenditure Summary	Actual	Budget	Budget
	2021	2022	2023
Personal Services	91,493.00	93,493.00	94,200.00
Services & Charges	282,907.00	329,300.00	329,325.00
Supplies & Materials	-	-	-
Capital Assets	-	-	-
Other	-	-	-
Total Expenditures	374,400	422,793	423,525



County Auditor-Treasurer

General Revenue Fund

County Auditor-Treasurer JoDee Treat

Jodee.treat@co.beltrami.mn.us

218-333-4175

Purpose Statement

The Beltrami County Auditor and County Treasurer are positions with specific duties set forth in Minnesota Statutes. The Auditor-Treasurer in Beltrami County remains a combined, elected position. The County Auditor-Treasurer manages the property tax system after values have been computed. County financial reporting and accounting, the License Center, as well as running elections. Numerous miscellaneous functions fall to the office, primarily due to the fact that the department's work overlaps every department and fund.

Other County Auditor-Treasurer duties include the following:

- Accounting for all money that flows into and out of the county.
- Banking and cash management.
- Investment management.
- Coordination of the annual audit.
- Liquor, beer, tobacco and misc. licensing
- License Center Oversight
- Payroll for all funds, including fiduciary funds, for a total of approximately 500 payroll checks bi-weekly.
- Calculation of tax rates for the county as well as all townships, cities, school districts and other taxing entities in the county.
- Billing and collection of all property taxes. Distribution to all levy jurisdictions.
- Fiscal agent duties to the NW Juvenile Center and Beltrami Soil and Water District along with other smaller organizations.
- Election coordination for all federal, state and local elections involving all 61 precincts located in Beltrami County. This includes ballot orders, election tabulation and voter assistance machine programming, testing of all program chips, processing and tabulation of 30 mail ballot precincts, training of all election judges from all precincts, distribution of supplies and election materials, publication and public awareness, absentee ballot issuance and tabulation, and myriad other issues.
- Deed processing for tax system maintenance, collection of deed tax and mortgage registration tax.
- Forfeiture of property for delinquent taxes.

2023 Initiatives

Election Administration

The Auditor-Treasurer's Office is charged with administering National, State and County elections. These duties include the maintenance of the Minnesota Voter Registration System, candidate filing, training of election judges, ordering ballots and supplies, providing oversight on polling place issues, tabulating results on election night for the 61 precincts in Beltrami County.

2019 is a non-election year. To keep a consistent budget from year to year, election administration is budgeted on a two year cycle.

The Auditor's Office will strive to administer an efficient election and allow voters easy access to absentee ballots, through requests online, the postal service, and in person.

Responsible Person: County Auditor-Treasurer JoDee Treat and Director of Taxpayer Services Leala Roth

Financial Administration

The Financial Division of the Office provides for the timely and accurate reporting of financial information that is provided to many internal and external users. The State of Minnesota requires all counties to have an annual financial audit. Since 2003, Beltrami County has contracted with a private CPA firm for the audit of financial statements that are prepared in our office. A complete copy of the audited financial statements can be found on the County's website. www.co.beltrami.mn.us

Responsible Person: County Auditor-Treasurer JoDee Treat and Finance Director Samantha Rux

Property Tax Administration

Approximately 35% of the County's total revenue is billed out through our Property Tax System in the form of Property Taxes and Special Assessments. The Minnesota Department of Revenue modernized statewide property tax systems. The new system allows for increased administrative consistency of all counties in the State of Minnesota by offering a centralized data base. Beltrami County has started the process of updating tax software systems, with the new system becoming operational for 2022 Property Tax Statements. This will allow for better transparency and compliance with the State's requirements.

Responsible Person: County Auditor-Treasurer JoDee Treat and Tax Specialist Leah Ophus

Investment Portfolio

The County Auditor-Treasurer is the designated Investment Officer and is responsible for the investment decisions and activities. The objectives are preservation of principal, maintaining liquidity and earning the optimum rate of return. With rates now starting to rise, Investment Revenue will again be a significant revenue source in the future.

Responsible Person: County Auditor-Treasurer JoDee Treat

COVID Relief and Recovery Funding

Federal recovery funding of the ARP Act will focus on recovery in the areas of water & sewer infrastructure, broad band and mental health, among others. Beltrami County received approximately 4.5 million in May 2021 and approximately 4.5 million in May 2022. This infusion of ARPA Funds from the Federal Government will help considerably to reduce the demands on the County's budget. ARPA Funding is temporary and must be spent by December 31, 2026. The expected 2022 revenue and expenditures were reflected in the 2022 Budget.

Revenue & Expenditure Summary

County Auditor/Treasurer

	Actual	Budget	Budget
Revenue Summary	2021	2022	2023
Taxes	15,669,220	15,083,860	17,531,263
Special Assessments	-	-	-
Licenses & Permits	69,422	67,400	67,275
Intergovernmental	9,480,419	9,100,358	4,551,000
Charges for Services	129,821	134,350	139,000
Fines & Forfeitures	25	500	150
Investment Earnings	154,762	237,500	237,500
Gifts & Contributions	-	-	-
Miscellaneous	3,173,241	766,505	3,906,607
Total Revenues	28,676,910	25,390,473	26,432,795
Expenditure Summary	Actual	Budget	Budget
	2021	2022	2023
Personal Services	802,480	1,001,002	1,138,320
Services & Charges	490,153	497,200	531,750
Supplies & Materials	39,963	71,150	73,800
Capital Assets	245	40,000	40,000
Other	2,602,790	5,387,858	4,189,059
Total Expenditures	3,935,631	6,997,210	5,972,929

Equipment over \$5,000

County Auditor/Treasurer Department							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2023	2024	2025	2026	2027
Postage Meter Contingency		01-041-000-0000-6607	5,000	5,000	5,000	5,000	5,000
Copy Machine Contingency		01-041-000-0000-6607	5,000	5,000	5,000	5,000	5,000
Motor Pool		01-041-000-0000-6608	30,000	30,000	30,000	30,000	30,000
Total			40,000	40,000	40,000	40,000	40,000



License Center

General Revenue Fund

County Auditor-Treasurer JoDee Treat
Jodee.treat@co.beltrami.mn.us
218-333-4175

Purpose Statement

The License Center is responsible for serving the public in the areas of motor vehicle, driver's licensing, DNR, passports and vital statistics. We are committed to providing courteous, fair, accurate, secure and timely service through effective service options. Our guiding principles are commitment to continuous improvement, innovative use of technology, empowerment of employees, collaboration through teamwork, and cultivation of a work environment built on trust, respect, support and recognition.

2023 Initiatives

The License Center will seek to purposefully align departmental activities, goals and resources established by the County Board, key staff, county departments and partners to advance the following priority initiatives during 2023:

- Citizen Expectations

The License Center will respond to the priorities expressed by county citizens in regards to License Center services. A renewed dedication to the highest quality of customer service delivered with knowledge and efficiency.

Responsible Persons: County Auditor-Treasurer JoDee Treat and Director of Taxpayer Services Leala Roth

- Verify Imaged Birth & Death Documents

Verify birth and death documents to guarantee these images are the true and accurate document. After verification these images will be made available to License Center employees and the public.

Responsible Persons: County Auditor-Treasurer JoDee Treat and Director of Taxpayer Services Leala Roth

- Collaborate with Real Estate & Tax Service and Recorder's Offices.

To be in compliance with Passport Service's requirements of passport processing, a collaboration between the License Center, Recorder's Office and Real Estate and Tax Services was created. Segregation of the duties of Head of Facility, Program Manager and Acceptance Agents as appropriate between the three offices.

Responsible Persons: County Auditor-Treasurer JoDee Treat, Director of Taxpayer Services Leala Roth and County Recorder Charlene Sturk

Revenue & Expenditure Summary

License Center

	Actual	Budget	Budget
Revenue Summary	2021	2022	2023
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental			
Charges for Services	9,066,286	625,000	599,000
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions			
Miscellaneous	2,866	2,000	2,300
Total Revenues	9,069,152	627,000	601,300
Expenditure Summary	Actual	Budget	Budget
	2021	2022	2023
Personal Services	451,567	529,752	510,525
Services & Charges	6,914	6,625	6,550
Supplies & Materials	7,955	8,100	8,050
Capital Assets	134		
Other	8,581,507	80,000	91,000
Total Expenditures	9,048,077	624,477	616,125



County Assessor General Revenue Fund

County Assessor Joe Skerik
Joe.skerik@co.beltrami.mn.us
218-333-4146

Purpose Statement

The County Assessor's Office is responsible for the administration of the property tax base for Beltrami County. Minnesota has a (Ad Valorem) market value-based property tax system that is used to distribute the tax burden to all taxpayers equally. This ensuring each taxpayer is paying their fair share based on value and classification. Assessors must view and estimate the market value of each tract or parcel of real estate. That requires us to value the land and buildings at an estimated market value. The office also establishes the tax classification of all property in Beltrami County based on property use. All taxable property must be viewed at least once every 5 years by statutory requirement. Our office will continue to view at least 20% of the parcels in each township and city each year. We are still being cautious due to Covid 19 and viewing the inside of homes is only done if both the taxpayer and appraiser are comfortable doing so.

The County Assessor administers the department budget for 01-105 (County Assessor).

2023 Initiatives

Beltrami County has an assessment system in place that employs seven full-time county assessment personnel and one shared half time real estate and tax tech. Joe Skerik, the Beltrami County Assessor, is licensed as a Senior Accredited Minnesota Assessor (SAMA). The appraisal staff consist of: three (AMA) Accredited Minnesota Assessors, one (CMA) Certified Minnesota Assessors and one assessor trainee. Support staff are one Assessment Specialist position and one Real Estate and Tax Services position. All appraisers will be required to become Accredited Minnesota Assessors before their 5 years as an appraiser determined by the Department of Revenue.

The county has 37,246 total parcels of property, 29,962 taxable parcels, (includes 1,087 personal property and mobile home parcels) and 7,284 exempt parcels. The county appraisal staff assesses 45 districts plus unorganized areas with 25,584 taxable parcels, and two local assessors do the assessment work in the 14 districts with 4,313 taxable parcels.

Our current vender Tyler Technologies provides software for the (CAMA) computer assisted mass appraisal system and our Tax systems. These systems were updated in 2022, changing from the as400 AVENU system to Tyler Technologies. The final step in our conversion is getting field mobile devices set up for the appraisers use in the field.

The County Assessor's Office will seek to purposefully align departmental activities and resources with the key objectives established by the county. Specifically, the County Assessor's Office will work with the County Board, key staff and strategic partners to advance the following priority initiatives during 2023.

Assessment Measures

- Work with the Minnesota Dept. of Revenue to ensure desired assessment levels for all property types are met.
- Continue to maintain a median sales ratio between 90%-105% on all property types. That measures the ratio of assessed value to the sale price. If ratios fall outside the allowed range, values are increased or decreased to obtain the proper level of assessment. The Department of Revenue makes sure these changes occur and are the checks and balances of the property tax system.
- The equity of the assessment ratios is measured by the Coefficient of Dispersion (COD). Farm, residential, and seasonal properties should statistically measure at 15 or less with commercial/industrial and apartment property at 20 or less. These numbers are extremely important because they measure how fairly and equitably we treat the taxpayers on their assessment on an annual basis. Typically to correct this deficiency a reassessment of the area may be warranted.
- For consistency and accuracy, the Price Related Differential (PRD) is measured. Ranges from 98 to 103 are acceptable. This measures the accuracy of the high valued properties verses the low valued properties to statistically ensure the same level of assessment throughout stratified levels of value. To obtain compliance in this area values would be adjusted in either lower valued homes or higher valued homes but not an overall increase or decrease.
- Continue to prepare and submit the required PRISM abstracts to the Department of Revenue based on the assessment calendar due dates. This is to ensure compliance in valuation adjustments based on assessment level changes that may be needed.
- Gale Zimmerman from the Department of Revenue is the Property Tax Compliance Officer for Beltrami County. We will continue to work closely with the Department of Revenue and maintain a good working relationship.
- Tax Programs: Continue to administer all property tax programs such as Homestead Exclusions, Green Acres, Rural Preserve, Veterans Exclusion, Special Ag, Managed Forest, TIF, and Exempt applications according to state statute.

Revenue & Expenditure Summary

County Assessor

	Actual	Budget	Budget
Revenue Summary	2021	2022	2023
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental	292,063	327,913	350,860
Charges for Services	1,920		
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions			
Miscellaneous	1		13,600
Total Revenues	293,984	327,913	364,460
	Actual	Budget	Budget
Expenditure Summary	2021	2022	2023
Personal Services	661,179	693,718	737,616
Services & Charges	14,035	23,345	17,520
Supplies & Materials	15,626	8,350	17,250
Capital Assets			13,600
Other	25		
Total Expenditures	690,865	725,413	785,986



Human Resource Management

General Revenue Fund

Director of Human Resources Linda Tran

linda.tran@co.beltrami.mn.us

218-333-4155

Purpose Statement

The Human Resource (Personnel) Department is responsible for employee and labor relations functions including: recruitment/screening; merit system administration; labor contract negotiations and administration; compensation and benefits administration; employee orientation and training; worker's compensation administration; grievance and discipline administration; internal investigations; affirmative action; and records management.

The Human Resource Director administers the 01-061 Human Resources and the 01-081 Risk Management budgets.

2023 Initiatives

The Human Resource Management Department will seek to purposefully align departmental activities and resources with the key objectives established by the County Board. Specifically, Human Resources will work with the County Board, key staff and strategic partners to advance the following priority initiatives during 2023:

- Collective Bargaining. The labor agreements for all eight employee bargaining units expire at the end of 2022. We are currently in negotiations with all eight groups and will work towards a smooth transition into new contracts.
- Employee Health Insurance. Beltrami County is a member of the Prime Health Employee Health Insurance Plan. We implemented new benefit enrollment software utilizing Benefits Connect in 2022 and it is working great. We will continue to monitor the Insurance industry to offer competitive benefits for all of our employees.
- Recruitment and Hiring Process. Refine the recruitment and hiring process to ensure the hiring of smart, hardworking, honest employees who will fit the culture of Beltrami County with exceptional interpersonal skills and will provide exceptional service to our customers. We continue to use the NeoGov on-line application program and have been able to take advantage of updates and enhancements. This program has streamlined the recruitment process for the applicant, Human Resources and supervisors. In 2021 Beltrami County posted 139

job openings, processed 1156 applications, hired 81 new employees, promoted 19 internal candidates and processed 89 retirement/terminations.

- Update Personnel Rules. Due to law updates we are always making changes to the Beltrami County Personnel Rules to ensure we are compliant with current law, rules and regulations.
- Human Resource Information System (HRIS). Human Resources continues to use the new HRIS system and is currently working on the onboarding module to streamline our process for all new employees.

Revenue & Expenditure Summary

Human Resources

	Actual 2021	Budget 2022	Budget 2023
Revenue Summary			
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental			
Charges for Services	84,559	119,547	125,720
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions			
Miscellaneous	22,728	22,908	22,908
Total Revenues	107,287	142,455	148,628
	Actual 2021	Budget 2022	Budget 2023
Expenditure Summary			
Personal Services	245,985	293,940	310,005
Services & Charges	3,747	61,910	64,936
Supplies & Materials	1,084	3,150	2,600
Capital Assets	21,150		
Other			
Total Expenditures	271,966	359,000	377,541

Revenue & Expenditure Summary

Risk Management

	Actual	Budget	Budget
Revenue Summary	2021	2022	2023
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental			
Charges for Services			
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions			
Miscellaneous	329,774	329,718	348,725
Total Revenues	329,774	329,718	348,725
	Actual	Budget	Budget
Expenditure Summary	2021	2022	2023
Personal Services			
Services & Charges	712,474	832,770	850,505
Supplies & Materials			
Capital Assets			
Other			
Total Expenditures	712,474	832,770	850,505



Management Information Services

General Revenue Fund

MIS Director Kevin Warne

kevin.warne@co.beltrami.mn.us

218-333-4108

Purpose Statement

The Management Information Services (MIS) Department provides consulting, planning, purchasing, systems implementation and technical support services for all county departments and non-county agencies that use the county information systems network. This includes all computer desktop systems, laptops, network servers, networking infrastructure, telephone, and voice mail systems. The primary corporate goal of the MIS Department is to work with the various entities to provide more efficient public service through the responsible and cost-effective use of technology. The MIS Director administers the 01-062 MIS department budget and the 014-066 Technology Fund budget.

2023 Initiatives

Some of the ways MIS is helping to develop technology in County Government.

- Imaging and Transfer of Documents: Improve electronic record keeping process to eliminate the need for paper & file storage in HHS and throughout county. (Onbase, RVI)
- Develop Systems for Field Data Entry: Develop and implement the use of laptops, tablets, and phones in the field for data input and reference.
- Develop and Enhance Web Sites: Develop and implement the use of Web Pages for enhanced data, communication and record keeping of theme team initiatives. (Tax Portal, Sharepoint)
- Create Opportunities for Collaboration: Develop and implement shared collaboration between County, City and Non-Profits.
- Create a Training Environment for Employees and Collaborative: Help train employees and partners to better utilize computer equipment.
- Create Safe and Secure Employee & Customer Environment: Secure building by means of door and security camera controls as well as electronic transfers, payments and secure Web access.
- Create an Environment of Secure Smart Phone Usage and Body Cam Video for Law Enforcement: Work with Federal\State BCA for proper security in squad vehicles, Law Enforcement, & emergency personnel creating a safe environment for Officers. Secure cell phones and email in case lost or stolen.

- Convert the On-premises Email and Microsoft Office Systems to the 365 Cloud: By migrating the current system to cloud, all office documents and email will be available from any internet connected device.
- Upgrade the County Wireless Network: Enable better speeds and access throughout the County.

Revenue & Expenditure Summary

Management Information Services (MIS)

	Actual	Budget	Budget
Revenue Summary	2021	2022	2023
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental	309,623	185,915	200,265
Charges for Services	19,466	17,375	17,375
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions			
Miscellaneous	133,221	138,060	178,030
Total Revenues	462,310	341,350	395,670
Expenditure Summary	Actual	Budget	Budget
	2021	2022	2023
Personal Services	660,623	716,857	733,869
Services & Charges	349,600	610,838	563,732
Supplies & Materials	41,962	15,450	28,400
Capital Assets	53,646	54,000	62,000
Other	140,000	140,000	95,000
Total Expenditures	1,245,831	1,537,145	1,483,001

Equipment over \$5,000

MIS/Technology Fund							
Item Description	(R) Replace (A) Addition	complete Line Item #	2023	2024	2025	2026	2027
AS/400	R		-	-	-	-	
Server Storage Unit	A		10,000	10,000	50,000	50,000	10,000
Firewall	R		-	20,000	25,000	10,000	
Furniture	R		100	100	100	100	100
Computers	R		2,400	2,400	2,400	2,400	2,400
Laser Printer	R		2,400	2,400	2,400	2,400	
Router	R		500	500		2,000	2,000
Desktop Security	A		2,000	2,000	2,000	2,000	
Network Security	A		5,000	3,000	5,000	5,000	5,000
Server	R		-	-	-	30,000	
Switches	R		15,000	1,000	2,500	2,500	1,000
PC Based Optical	R		20,000		-	-	
Building Security	A		2,000	2,000	2,000	2,000	2,000
Wireless Network Routers	A		25,000	3,000	5,000	5,000	5,000
UPS	R		5,000	5,000	5,000	5,000	5,000
Total			89,400	51,400	101,400	118,400	32,500



County Recorder General Revenue Fund

County Recorder Charlene Sturk
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218-333-8345

Purpose Statement

The mission of the Office of County Recorder/Registrar of Titles is to serve the public with the highest quality of customer service we can offer while protecting, preserving and recording/filing of all documents in a manner that is both timely and cost effective.

The County Recorder administers the 01-101 County Recorder department budget.

2023 Initiatives

The County Recorder's Office will seek to purposefully align activities, goals and resources established by the County Board, key staff and other county departments to advance the following priority initiatives during 2023:

- Utilize the land records solutions Fidlar offers: Our land records management software, AVID, allows us to process each document, whether paper or electronic, in the same manner. AVID has the module iNSPECT which is assisted-indexing technology that promotes precise and accurate data and the ANCHOR & IRIS modules which ensure the data being entered is accurate and follows our indexing standards. PROPERTY FRAUD ALERT is a community outreach service that alerts subscribers against the possibility of fraudulent activity being committed against their property. This service is free for our taxpayers and to date we have 228 subscribers.
- Laredo & Tapestry Subscriptions: We moved the recorded documents search engine to Fidlar's Laredo software. Laredo is remote access for the everyday searcher. (Ex: Title Companies, Real Estate Attorneys, Banks, Realtors, etc.). We have signed agreements with 22 Laredo users which will bring in additional revenue. Tapestry will continue to be available via the internet for the occasional searcher. 2021 Tapestry revenue was \$9,928.

- Monarch Subscription: We have utilized the Monarch software since 2019. Monarch allows for watermarks on images that are requested by 3 title plants (Corelogic, BlackKnight & Zillow). We are charging a rate of \$.20/per image of which \$.03 goes to the software vendor and \$.17 comes to the county – Monarch revenue for 2021 was \$25,362. Sathre Title has signed up for Monarch beginning March 2022 which will bring in additional revenue.
- Verification and Uploading of Imaged Documents. Continued verification of every document that was converted from microfilm to images to guarantee these images are the true and accurate document for archival purposes for years 1965 through 2001. As we are verifying the images from 2001 back to July 1, 1987 we are importing them into our recording software so they become viewable to the public. We started uploading images in February 2022 whenever we had any available time. To date we have uploaded 16,250 documents which covers 4/2000 thru 12/2001. The Laredo & Tapestry subscribers pay to have access to these images.
- Maintain and Promote the Discharge Access Database System (DADS). Recorders are the custodians of the Military Discharge Records. These records are classified. We upload new DD214's as they are recorded. When a written request is submitted we either upload or certify the DD214 for the veteran or CVSO.. This statewide system is valuable in assisting CVSO's in supporting veterans obtain their earned benefits. Only CVSO's & their designated staff can search this database and request the military discharge records from the county.
- Certificate of Compliance per MN Statute 357.182, Subd. 6. For year 2021 the Beltrami County Recorder was 100% in compliance. Unallocated funds collected for year 2021 was \$101,992. These unallocated funds are utilized to help pay for the remonumentation project.
- Electronic delivery of Division Requests. Continue to expedite division paperwork and utilize technology to streamline the division process through the GIS Mapping, Environmental Services, Auditor/Treasurer, Recorder and Assessor Offices. We are emailing our customers their approvals which speeds up time constraints and allows them to forward these approvals to the necessary title company, attorney, realtor or bank to expedite closings. To date we have processed 47 division requests for 2022.
- Continue the Organization and Imaging of Plat History Files. Organize and Image plat history files of all plats recorded in Beltrami County for easier access and archival purposes for minimum of 50 plats. I have had no opportunity to archive any plat history files in the past 5 years but I am hoping to start this project again. This scanning has allowed Brent Rud to access these historical files whenever any questions about previous plats has come up.

- Collaborate with Real Estate and Tax Services for passport services. Annually certify Deputy Recorder & County Recorder as Passport Acceptance Agents to allow us to process new applications at the counter, answer questions about passports in person and via telephone. Review passport applications, complete transmittals and mail with applications daily to Passport Services. Paula is the Passport Program Manager who oversees the Passport Acceptance Agents, communicates with Passport Services to set up training for new agents and annual training for current agents; adds new agents and removes agents no longer working with Passports and assists agents with accepting applications. She distributes e-mails and news letters from Passport Services to the agents and verifies we have the most current applications and forms available to the public. The daily transmittals are data private and must be disposed of properly after their 24-month retention period which Paula does monthly by shredding. She has to track the passport packages thru the US Postal Service confirming delivery to Passport Services within 7 days.
- Continue the promotion of electronic distribution of documents and information. Information requests by both internal and external customers will be delivered electronically to expedite requests for faster more efficient service while also conserving paper & ink cartridges and postage. We now have credit card machines to accept credit/debit card payments for even faster expediting of information.
- Complete Scanning of Historical Deed, Mortgage & Miscellaneous Books. When time has allowed we started back scanning the old books. We have completed approximately 84 books to date and have 204 left. We have been unable to scan any of these because uploading the images we have now take priority. We need to come up with other options to complete this project. We will also want to scan the Grantor/Grantee and Numerical Register Books which would add another 66 books. These books have been microfilmed but the microfilm copies are not very legible. We have no other copies and if there was a catastrophic event we could potentially lose these documents.
- Collaborate with GIS, Environmental Services and Natural Resource Management for continued funding of Aerial Photos. Working together to come up with creative and innovative funding ways to allow for the purchase of Aerial Photos on a regular basis as well as continued support for the remonumentation project.

Revenue & Expenditure Summary

County Recorder

	Actual	Budget	Budget
Revenue Summary	2021	2022	2023
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental			
Charges for Services	272,410	271,000	288,000
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions			
Miscellaneous	195		
Total Revenues	272,605	271,000	288,000
	Actual	Budget	Budget
Expenditure Summary	2021	2022	2023
Personal Services	177,000	183,697	202,478
Services & Charges	50,524	71,050	75,510
Supplies & Materials	2,293	12,150	4,150
Capital Assets		15,000	10,000
Other			
Total Expenditures	229,817	281,897	292,138



Geographic Information Systems (GIS)

General Revenue Fund

GIS Director Kevin Trappe

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218-333-8457

Purpose Statement

GIS is a widely used technology tool that supports the work of nearly every county department as well as our businesses and land owners.

The GIS Department has the following responsibilities and provides the following services:

- Administers the county's enterprise geographic information system which consists of desktop, server, and web-based technology, data, and databases
- Administers the 911 locatable addressing process, assigning new physical addresses to properties in Beltrami County and maintaining data that is critical for mapping and locating addresses in emergency response situations
- Provides technical and project support to staff in other county departments that utilize GIS software and apps in the performance of their duties, both in the office and in the field
- Integrates information from other county departments and databases with GIS applications to give county employees, residents, and businesses the information and tools they need to make informed, data-driven decisions
- Maintains GIS datasets in the enterprise system, conducts data audits and data security assessments, and works to make data as accurate and reliable as possible for those who use it
- Prepares maps and plat books
- Coordinates the acquisition of remote sensing data such as aerial imagery and lidar
- Responds to a variety of questions related to property parcels and the local government information that is associated with them
- Coordinates the county's public land survey system (PLSS) corner remonumentation project, including compiling historical records and preparing new Certificates of Location of Government Corners (COLOGC)
- Scans, archives, and preserves survey documents
- Provides county staff and the public with electronic access to surveys and PLSS corner documents

The GIS Director administers the 01-104 GIS budget.

2023 Strategic Initiatives

The GIS Department will strategically align departmental activities and resources with key objectives established by the County. Specifically, the GIS Department will work with other departments, external partners and stakeholders, and the County Board to advance the following priority initiatives during 2023:

- **Ongoing GIS Governance and Strategic Planning**

GIS governance refers to all of the processes and actions that are required to manage the planning, design, implementation, and ongoing maintenance of GIS technology. Governance is integrated throughout all of the components of GIS. GIS governance is the management of an integrated solution that serves an entire organization by offering levels of geospatial functionality, uniform standards, good management, reliable digital data and databases, workflow procedures, training, education and knowledge transfer, and a backbone for architecture and infrastructure.

-David Holdstock, *Strategic GIS Planning and Management in Local Government*

- GIS is about more than making maps. It's about the science of spatial information, location intelligence, and geospatial technology. Multiple conversations with department leaders and administration in 2021 indicated that a vision, strategy, road map, and action plan for GIS technology at Beltrami County will be a key step toward addressing unmet needs and capitalizing on opportunities for efficiency. In 2022, the GIS Department began to develop a vision and strategy, including documenting strengths and weaknesses of current GIS usage and data management practices in other departments, researching and engaging in conversations with consultants and other counties regarding best practices and strategies, and identifying training and skills development needs. This work will be ongoing and will carry into 2023.

- **Continued support of other departments' GIS needs**

- The GIS Department will provide training, recommendations, analysis, map production, data management, solutions development, and other types of support to any and all county departments as time and resources allow.

- **Coordinate acquisition of new spring leaf-off orthoimagery**

- Aerial imagery is an essential tool that should be updated regularly to capture temporal changes to both our built and natural landscapes. It is required for public safety, disaster planning and response, natural resource management, planning, zoning, and land use, property appraisal, road construction and maintenance, infrastructure and asset monitoring, etc. In addition to being an essential

component of county service delivery, it also augments and enhances decision-making and operations in countless scenarios in almost every department. It is therefore a necessary technology that allows the entire county to operate as efficiently and effectively as possible. It also directly benefits our businesses, utility companies, property owners, and many other stakeholders who use aerial imagery every day and have developed an expectation that it will be easily-accessible public data for a variety of purposes.

- The GIS Department will seek to strategically fund this project using a combination of various county funds and cost-sharing partnerships with external stakeholders.
- A long-term strategy will be sought which will provide dedicated funds each year to be set aside for regular aerial imagery updates preferably on a three- to five-year rotation.
- **Coordination with the State on the next steps for Next Generation 9-1-1 (NG911)**
 - GIS data standardization for NG911 should be nearing completion and the GIS Department will continue to coordinate with the Minnesota Geospatial Information Office (MnGeo) on the next steps for implementation. GIS data will be a critical component of the NG911 system and will have a direct impact on emergency response and public safety.
- **Continued implementation of GIS-based viewer for survey records, plats, and right-of-way maps**
 - The GIS Department will continue improving access to public survey records. All surveys and plats can be tied a specific location on a map, which makes it easy to determine what if any surveys are on file for a specific property. Currently, if a property owner wants to find out if the county has a record of a survey for their property, it's a matter of sifting through a list of every survey that is indexed to a particular section within a township and opening each document to see if it is the correct property or not. There are often dozens of surveys to comb through for each request.
- **Remonumentation of PLSS corners**
 - Public Land Survey System (PLSS) corner evidence originally set in the late 1800's and early 1900's is deteriorating and in some cases can no longer be located. The county's efforts in setting new permanent monuments and establishing new reference ties at these corner locations has been proven to reduce the cost of private land surveys for Beltrami County land owners, provide staff in certain county departments with better information for doing their jobs, and also benefit our business community and our economy by providing access to up-to-date, reliable survey information. It is essential to reestablish and preserve these monuments for future generations because it is the foundation upon which all property boundaries are derived.
 - In the fall of 2022, the county will begin a new contract for remonumentation of PLSS corners in Battle, Quiring, and Cormant townships.

- The GIS Department is responsible for preparing the historical documents the contractor needs in order to complete the remonumentation field work, reviewing field worksheets from the contractor, and preparing Certificate of Location of Government Corner (COLOGC) documents.
- The following townships will still need to be remonumented: Taylor, Birch, Sugar Bush, and Moose Lake (Commissioner District 1). After that, all townships from Waskish southward will have been remonumented. Additional townships in the northwestern part of the county near Fourtown may be considered if necessary.
- A long-term PLSS corner maintenance plan will need to be implemented in the future.

Revenue & Expenditure Summary

GIS/Mapping and Land Records

	Actual	Budget	Budget
Revenue Summary	2021	2022	2023
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental	18,000	18,000	20,250
Charges for Services	121,241	115,800	107,300
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions			
Miscellaneous	4,743	16,850	90,550
Total Revenues	143,984	150,650	218,100
Expenditure Summary	Actual	Budget	Budget
	2021	2022	2023
Personal Services	140,701	171,496	188,238
Services & Charges	108,507	152,319	218,694
Supplies & Materials	2,848	5,950	5,800
Capital Assets			
Other			
Total Expenditures	252,056	329,765	412,732

Equipment over \$5,000

GIS/Mapping Department							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2023	2024	2025	2026	2027
Plat Book Production	R	01-104-193-0000-6451			6,500		
Hwy Map Production	R	01-104-194-0000-6451		4,000			
Aerial Imagery	R	01-104-000-0000-6278	76,000	20,000	20,000	20,000	20,000
GIS Software	R	01-104-000-0000-6267					
GPS Equipment	R	01-104-000-0000-6607					
Multi Function Plotter/Scanner	R	01-104-000-0000-6607		7,000			
Total			76,000	31,000	26,500	20,000	20,000



Facilities Management/Safety

General Revenue Fund

Facilities Manager Steve Shadrick

steve.shadrick@co.beltrami.mn.us

218-333-8475

Purpose Statement

Facilities Management Department strives to provide a safe, clean and comfortable working environment for all employees, tenants and customers. The department provides building maintenance, cleaning and repair functions for all of the county campus and some remote facilities. Grounds care, snow removal, project management, and building energy management are the responsibilities of this department. Compliance with local, state, and federal regulations for building operations is managed by this department.

Safety management within the county is provided by this department. Employee training, safety audits, coordination of safety committee functions, policy management, safety drills such as tornado and fire drills, and assistance to Human Resources department with regard to accident investigations and reporting. Safety budget is: 01-064.

Building and Grounds includes the following budgets: 01-110 CSC Grounds, 01-111 Courthouse Grounds, 01-112 Administration Grounds, 01-115 Jail Grounds, 01-116 LEC Grounds, 01-119 Judicial Center Grounds, and 01-120 Old Fairgrounds/Impound Lot.

2023 Initiatives

- Energy Management

Continue efforts to increase building efficiencies.

- Conduct research to identify cost effective solutions to reduce natural gas, electrical, and water consumption within county buildings while continuing to provide comfortable and safe working environments.
- Implement new equipment control strategies and lighting upgrades per the 2020 Energy Audit conducted by Michael's Energy.

- OSHA Compliance

Continue efforts to ensure compliance with OSHA regulations

- Conduct safety audits
- Correct any and all deficiencies found

- Building and Grounds

Continue efforts to properly maintain buildings and grounds

- Conduct campus assessments to identify areas of improvement and future needs
- Transition from existing preventive maintenance program to new program with more functions and tracking/trending capabilities.
- Upgrade HVAC software devices for better control and efficiency.
- Complete general maintenance to maintain aesthetics of campus.
- Complete building projects to meet needs of county departments.

2023 Projects

- Campus Exterior Building Repairs

Tuckpointing/Sealing/Brick Replacement. Cost of \$77,000

- HCH Annex Roof Replacement

The existing roof is scheduled for replacement. Cost of \$180,000.

- Annex Cooling Tower Replacement

Replace existing tower and controls. Cost of \$75,000.

- Parking Lot Repairs

Crack fill, Repair holes, Re-stripe lots. Cost of \$5,000

- Sidewalk and Paver Updates

Sidewalk and Paver Replacement throughout campus. Cost of \$5,000

- Community Services Center Data Cooling System Replacement

Replace existing data cooling systems. Cost of \$37,000

NEW ITEMS TO EXPECT IN 2024 & 2025

- 2024 Administration Building High Efficiency Boiler Replacement \$25,000
- 2024 Community Services Center Fire Alarm System Replacement \$50,000
- 2024 Annex Restroom Remodel \$38,000
- 2024 Judicial Center (new addition) High Efficiency Boiler \$50,000
- 2024 Law Enforcement Center Flooring Replacement \$10,000

- 2024 Campus HVAC DDC (direct digital control) Upgrade \$15,000
- 2025 Community Services Center Rooftop Unit Replacement \$165,000

Revenue & Expenditure Summary

Facilities Management

	Actual	Budget	Budget
Revenue Summary	2021	2022	2023
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental	105,306	105,930	105,930
Charges for Services	8,000	8,000	8,100
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions			
Miscellaneous	630,660	793,805	1,035,307
Total Revenues	743,966	907,735	1,149,337
	Actual	Budget	Budget
Expenditure Summary	2021	2022	2023
Personal Services	985,010	1,064,620	1,209,472
Services & Charges	711,750	760,400	794,200
Supplies & Materials	109,027	117,535	125,725
Capital Assets	132,599	10,000	227,700
Other	4,772	7,250	6,300
Total Expenditures	1,943,158	1,959,805	2,363,397

Revenue & Expenditure Summary

Safety

	Actual	Budget	Budget
Revenue Summary	2021	2022	2023
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental			
Charges for Services			
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions			
Miscellaneous	10,000	10,000	10,000
Total Revenues	10,000	10,000	10,000
Expenditure Summary	Actual	Budget	Budget
	2021	2022	2023
Personal Services			
Services & Charges	6,566	7,200	7,600
Supplies & Materials		800	500
Capital Assets			
Other			
Total Expenditures	6,566	8,000	8,100

Equipment over \$5,000

Facility Management Department						
Item Description	(R) Replace. (A) Addition	complete Line Item #	2023	2024	2025	2026 2027
CSC Rooftop Unit #2	R				85,000	
CSC Roof Top unit #1	R				80,000	
LEC Ext Repairs	R	01-116-6605	15,000			
Admin Carpet	R					40,000
Admin Ext Repairs	R	01-112-6605	10,000	10,000		
Admin Boiler	R			25,000		
Annex Cooling Tower/Controls	R	01-111-6605	75,000			
Old Fairgrounds Roof Repair	R					50,000
Annex Restroom Repairs	R			38,000		
CSC Fire Alarm	R			50,000		
Annex Ext Repairs	R	01-111-6605	17,000			
CSC Data Room Cooling	R	01-110-6605	37,000			
HCH Annex Roof Repairs	R					
CSC Roof Replacement	R		-			75,000
CSC Carpet	R					10,000
Admin Floor scrubber	R	01-112-6605	6,000			
Judicial Center Boiler	A			50,000		
Annex Upgrades	R					
LEC Painting	R					
LEC Flooring	R			10,000		
LEC Hot water heater	R					8,000
LEC Roof top unit 1 & 2	R					180,000
HCH Tuckpointing/Brick Repair	R	01-111-6605	25,000			
CSC Ext Repair	R	01-110-6605	10,000			
Parking Lot Repairs		01-112-6605	5,000			
Sidewalk & Paver Replacement		01-112-6605	5,000			
Jail Projects: shower doors, bed modification, control room flooring, basement demo		01-115-6605	15,000			
Campus DDL Upgrade (112)	R			15,000		15,000
Total			220,000	198,000	165,000	198,000 180,000



Veteran Services

General Revenue Fund

Veteran Service Officer Shane Gustafson
shane.r.gustafson@co.beltrami.mn.us
218-333-4178

Purpose Statement

The mission of Beltrami County Veteran Services, in partnership with the Veterans Administration and other Veteran support agencies, is to provide benefits and services to Veterans and their families in a responsive, timely, and compassionate manner in recognition of their service to the nation. The Veteran Services budget is 01-121 Veterans Service.

2023 Initiatives

The Veterans Service Office will align departmental activities/resources to ensure that Veterans are taken care of throughout this region. Specifically, Veteran Services will work with the County Board, key staff, and other partners to advance the following priority initiatives:

- Complete the job of getting a Veterans Home in Beltrami County. Continue to complete activities as required to build a Veterans Home in Bemidji. The office will assist Veterans and families with the resident admissions application process.
Responsible Person: Chairman Jim Lucachick, Veterans Service Officer Shane Gustafson, Assistant Veteran Service Officer Luke Wilkowski, and other members of the Northern Minnesota Veterans Home Task Force.
- Help Veterans apply for the POST-9/11 Veteran Service Bonus
The office will assist Veterans and families complete the application process for the POST-9/11 Service Bonus. This will be accomplished by following MN Statute 197.79 Veteran Service Bonus and Minnesota Department of Veteran Affairs guidelines.
Responsible Person: Veterans Service Officer Shane Gustafson, Assistant Veteran Service Officer Luke Wilkowski, in cooperation with the VA Medical Centers.
- Enrollment of Veterans into the VA Health Care System. This office will continue working with the local Bemidji VA Community Based Outpatient Clinic to establish eligibility and enrollment into the Veterans Administration Health Care System.

Responsible Person: Veterans Service Officer Shane Gustafson, Assistant Veteran Service Officer Luke Wilkowski, in cooperation with the VA Medical Centers.

- County Outreach. Continue a robust Veterans Outreach Program throughout the county. Ensure all County Veterans have access to the “Veterans Support Network.”

Responsible Person: Veterans Service Officer Shane Gustafson, Assistant Veteran Service Officer Luke Wilkowski

Revenue & Expenditure Summary

Veteran Services

	Actual 2021	Budget 2022	Budget 2023
Revenue Summary			
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental	10,000	10,000	10,000
Charges for Services			
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions			
Miscellaneous			
Total Revenues	10,000	10,000	10,000
	Actual 2021	Budget 2022	Budget 2023
Expenditure Summary			
Personal Services	155,873	135,255	183,075
Services & Charges	12,616	6,100	7,250
Supplies & Materials	2,236	350	2,450
Capital Assets	1,518		
Other			
Total Expenditures	172,243	141,705	192,775



Environmental Services

General Revenue Fund

Environmental Services Director Brent Rud
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218-333-4159

Purpose Statement

The Beltrami County Environmental Services Department is charged by the County Board of Commissioners with the administration and enforcement of the following services:

- Aquatic Invasive Species Water Craft Inspection Program
- Citizen Lake Monitoring Program
- Shoreland Management
- Subdivision Controls
- Public Health inspections
- Issuance of building and sewer permits
- Maintenance and monitoring plans for commercial sewer systems
- Investigate and mitigate environmental health complaints
- Perform the planning for land use
- Writing and Implementation of the Local Water Management Plan
- Subsurface Sewage Treatment Systems Ordinance
- Telecommunications Tower Ordinance
- Solid Waste Ordinance
- Adult Entertainment Ordinance
- Wetland Conservation Act
- County Designee for the Noxious Weed Program
- Public Gathering Ordinance
- Implementation of SWCD Conservation Initiatives
- Minnesota Buffer Law Implementation

- Short-Term Rental Ordinance

The Environmental Services budget is 01-107 Environmental Services

2023 Initiatives

The Environmental Services Department will seek to purposefully align departmental activities and resources with the key objectives established by the County. Specifically, Environmental Services will work with the County Board, key staff and strategic partners to advance the following priority initiatives:

- Soil & Water Conservation District Board Cooperative Agreement –The SWCD and the County have been working as dependent partners since 2010 in implementing the Comprehensive Local Water Management Plan and other SWCD conservation priorities and grant programs. The County Environmental Services Staff provides administrative and technical support to the SWCD Board and fulfills all of the SWCD obligations and priorities as identified annually. Examples of SWCD programs and grants include Cost-Share, Tree Program, Rain-Gauge Monitors, Buffer Program, Private Forest Management, and providing technical assistance to landowners for conservation practices.
- Shoreland Management Ordinance Update – The current Beltrami County Shoreland management Ordinance was initially adopted in 1992 and updated four times. In order to be proactive in protecting and preserving the waters of Beltrami County for its citizens, we are planning to adopt a revised Shoreland Management Ordinance. Implementation of this new Ordinance will include education for landowners, contractors, real estate professionals, and other interested parties.
- Comprehensive Local Water Management Plan Implementation – Work with landowners, lake associations, municipalities, townships, neighboring counties, watershed districts, state agencies, and other key partners to effectively implement Local Water Management Plans in each watershed.
- Permit Database Upgrade to Online Permitting - The Environmental Services Department’s existing Permit Data Base is over 20 years of age. The system will improve permitting options, reporting, and also provide for private landowners to obtain their building and sewer permits online.
- 1W1P – One Watershed One Plan Implementation– The Environmental Services Department will coordinate with 6 counties, 4 cities, and the Leech Lake Band of Ojibwe to implement the watershed management plan for the Upper Mississippi River Headwaters. The Thief River 1W1P is in the implementation phase of water quality improvement projects within the watershed and we will be assisting landowners with water quality projects as they request them.

- 1W1P – One Watershed One Plan – The Environmental Services Department will coordinate with Beltrami SWCD, Red Lake Nation, Koochiching County, and Koochiching SWCD to begin the watershed planning process for the Upper and Lower Red Lake Watershed. The grant application was submitted in late Spring 2022 and if approved, the planning process will begin in early 2023.

Revenue & Expenditure Summary

Environmental Services

	Actual 2021	Budget 2022	Budget 2023
Revenue Summary			
Taxes			
Special Assessments			
Licenses & Permits	123,933	71,000	92,500
Intergovernmental	399,958	363,927	371,015
Charges for Services	208,092	209,446	209,446
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions	20,064	3,500	6,500
Miscellaneous	11,314	10,000	10,000
Total Revenues	763,361	657,873	689,461
	Actual 2021	Budget 2022	Budget 2023
Expenditure Summary			
Personal Services	627,768	653,440	720,447
Services & Charges	179,596	199,504	207,934
Supplies & Materials	4,468	10,150	10,900
Capital Assets	5,000		
Other	1,190	34,198	33,698
Total Expenditures	818,022	897,292	972,979

Equipment over \$5000

Environmental Services							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2023	2024	2025	2026	2027
Storage Bldg (shared w/NRM)	A	6601	-	-	125,000		
Total					125,000	-	



County Sheriff's Office

General Revenue Fund

County Sheriff Ernie Beitel
ernie.beitel@co.beltrami.mn.us
218-333-4136

Purpose Statement

The Sheriff's Office Mission is to protect the lives, rights, privileges and property of the citizens of Beltrami County.

- Full Service Law Enforcement and Emergency Management Agency.
- Professional enforcement and administration of all federal, state and local laws and ordinances.
- Staffed by field patrol deputies, criminal investigators, civil process officers, communications officers, court deputies, bailiffs, corrections officers, records technicians, boat & water, ATV/OHV and snowmobile patrol deputies, administrative, crime analyst's, and emergency management staff.
- Partners with the community through involvement with non-profits such as the Sexual Assault Program, Northwoods Coalition for Family Safety, Family Advocacy Center, Suicide Prevention Program, Sanford Behavioral Health (Civilian Mental Health Transport program), Hope House, Adult Day Services and other civic groups. Also by capitalizing on the use of volunteer members of the Sheriff's Posse, First Responders, Paul Bunyan Amateur Radio, Civil Air Patrol, and the Lakes Area Dive Team.

The Beltrami County Sheriff is responsible for the administration of the following department budgets: 01-200 Coroner, 01-201 Sheriff Contingency, 01-202 Sheriff Administration, 01-203 Boat & Water, 01-204 LEC, 01-205 County Park Patrol, 01-206 Chippewa Nat. Forest, 01-209 MN Snowmobile Safety Grant, 01-211 Communications, 01-212 Civil/Warrants, 01-213 Investigations, 01-214 Field Operations, 01-215 North Beltrami Deputy-Con Con, 01-219 Total Zero Death Grant, 01-224 DWI Grant, 01-226 MN Off Highway Vehicle safety Grant, 01-229 Safe Trails OJP Grant, 01-230 Headwaters SWAT, 01-281 Emergency Management, 01-288 E-911 Grant and 01-254 Bailiffs.

The Beltrami County Sheriff is also responsible for the Beltrami County Jail- the budget for which is contained elsewhere in this document.

2023 Initiatives

The Beltrami County Sheriff's Office will seek to purposefully align activities and resources with the key objectives established by the county. Specifically, the Sheriff's Office will work with the County Board, key staff and strategic partners to advance the following priority initiatives during 2023:

- **Purchase and implement Records Management-Computer Aided Dispatch/ Mobile-Field Reporting**

The Beltrami County Sheriff's Office has had its current records management system, LETG, since 2011. The LETG program has been sold twice in the last four years. The program is not the "go forward" program for the company that purchased it. Thus the support and development of the software has drastically declined.

In 2020 the Sheriff's Office and Bemidji Police Department researched other Records Management System. We decided to defer purchasing a new Record Management System. We will continually evaluate other Record Management Systems and the timing to implement a new Records Management System.

In 2022 the Beltrami County Sheriff's Office and Bemidji Police Department are researching new Records Management, CAD, Mobile, and Mapping systems. In 2023 we will choose to implement a new system.

Performance Indicator: Vast improvement in law enforcement, efficiencies, communications and reporting.

Responsible Person: Sheriff Ernie Beitel, Chief Deputy Jarrett Walton, Communications Supervisor/Emergency Management Director Chris Muller, Records Division Supervisor Kay Swanson

- **Interoperable Communications Systems and Encryption** – Beltrami County Successfully transitioned all emergency responders in the county to the ARMER (Allied Radio Matrix for Emergency Response) System in 2021. Additional enhancement needs are being identified which include modification to paging practices for fire and emergency medical services. We have successfully demonstrated interoperable communications between law enforcement, fire department, ambulance and first responders. With anticipated replacement of our Computer Aided Dispatch system, technology updates will need to be coordinated with the emergency responders in the county. ARMER transition Phase 1 was completed, which encompassed an update of all Law Enforcement sworn officers (County, City of Bemidji and City of Blackduck) to the ARMER system with the purchase of portable and mobile radios by each entity. In 2016 a remodeling and installation of ARMER/VHF consoles was completed, enabling a fully-functional five station 911 Center radio communications system (capable of communicating with both our VHF partners (fire, EMS and non-ARMER). Late in 2016 all Law Enforcement sworn officers transitioned to full

ARMER. Phase 2, was completed in 2021. There should be no need for additional expenditures for this ARMER technology in our PSAP for approximately three years. In 2017 we received a 50% match grant from the Northwest Regional Radio Board to install a BDA (Bi-Directional Amplifier) that increased the efficiency of the ARMER radio system in the Law Enforcement Center. The BDA was a required due to the Law Enforcement Center being surrounded by larger buildings and a lack of in-building coverage. In 2018 a needs assessment was completed indicating the need for a BDA to be installed in the Beltrami County Jail and basement of the Judicial Center. Beltrami County again successfully applied for a 50% matching grant from the radio board for the purchase and installation of this equipment. In 2018 we procured used radio equipment to outfit all of our Corrections Officers, Court Deputies and Bailiffs with ARMER radios, a cost savings of tens of thousands of dollars. In 2020 the Beltrami County Sheriff's Office acquired used ARMER radios from other agencies. These radios were repurposed and given to First Responders to help facilitate their transition to the ARMER system. This will allow the Sheriff's Office to discontinue the use and maintenance of redundant VHF sites, allowing not only greater interoperability and efficiency, but a cost savings to the taxpayer. *Performance Indicator:* Successfully vacate all VHF tower leases and enable an adequate and reliable paging solution. In 2021, the FBI provided directives to law enforcement agencies that would require radio transmissions to be broadcast at AES-256 level encryption. The Sheriff's Office currently does not meet this encryption requirement. The remaining ARMER users in Beltrami County likely face the same encryption requirement as this is likely to become state standard for all subscribers. A committee made up of representation from across the state are developing purchasing guides and recommendations that Beltrami County will follow in procuring new equipment.

Responsible Person: Communications Supervisor/Emergency Management Director Chris Muller, Sheriff Ernie Beitel, Chief Deputy Jarrett Walton

- **NextGen 911 Update** – A statewide project for updated Geospatial Information System (GIS) information and integrating enhanced mapping is currently under development. All counties in Minnesota are required to contribute. The Beltrami County PSAP (Public Safety Answering Point) continues to work with the Beltrami County GIS Department to provide the state with the necessary information to accomplish this project. This will enable any PSAP to have the ability to map and determine appropriate responders for any 911 call from anywhere in the State of Minnesota. With the deployment of Text-to-911 in 2017, Beltrami County had all components of NextGen 911 available at the time. Beltrami County initially provided Text-to-911 service for 14 jurisdictions in northwest Minnesota. As many of our neighboring PSAPs continue to migrate to NG911 we continue to provide assistance to several counties. We continue to assist as they transition to being capable of processing their own Text-to-911. Establishing these agreements furthers Beltrami County's foundation to be considered a regional dispatch center if consolidation is considered in the future. Cybersecurity continues to be a concern and initiatives through the state continue to advance to allow firewalls be installed at each PSAP.

Performance Indicator: Provide the most recent technology to our 911 operators in order to assure critical response to citizen's emergency needs as well as staging Beltrami County as a regional dispatch center. NextGen 911 is fluid and an always moving benchmark as technologies change. With the exception of the statewide GIS project, there are no anticipated equipment needs for the next three years.

Responsible Person: Communications Supervisor/Emergency Management Director Chris Muller

- **Emergency Notification System** - We continue to use CodeRED by Onsolve as our Emergency Notification System. CodeRED has been successfully deployed in Beltrami County since 2013 and used for both emergency and non-emergency daily functions. The functionality of the system has enabled the Sheriff's Office to discontinue assigning pagers to deputies and other county staff. This has saved thousands of dollars in equipment and subscription costs. The Integrated Public Alert and Warning System (IPAWS) was added in 2015, initially purchased through grant funds. IPAWS is accessed through CodeRED at an additional expense. There are other vendors who provide comparable emergency notification systems. Beltrami County will evaluate the service we are being provided by Onsolve and compare other products to ensure we are getting the most robust notification system for the cost. CodeRED is very well known in the community and has been used in emergency situations numerous times and is easily sustainable for many years to come.

Performance indicator: Provide the most recent technology to our citizens, 911 operators and Officers and Deputies in the field to insure that critical response to the citizen's emergencies are being met.

Responsible Person: Communications Supervisor/Emergency Management Director Chris Muller

- **Upgrade Squad Video Cameras and Computers-** In-car computers and video systems annually reach "end of life" and require upgrading. A replacement schedule of this costly equipment has been implemented when the budget for new cars is created; as new cars are built to go into the field the new equipment will be purchased and installed in new vehicles to replace "end of life" equipment. We began replacing the Digital Ally in-car camera system in 2013, and continued to do so. In 2014 we upgraded to a new version of the records management system that will integrate with a body worn camera system but units still need replacement in order to be fully implemented. In 2016 the Minnesota Legislature enacted laws regarding the data that is created by the use of squad video and body camera's by law enforcement personnel which was again addressed by the legislature in 2017. The implementation costs associated with this new emerging source of data still remain very high. New, larger storage server software must be obtained in order for body camera's implementation. Other costs associated with the implementation of body camera's will require the Sheriff's Office to hire additional personnel to process this data to be compliant with State Statute.

Performance Indicator: Provide upgraded technology to field deputies in order to be meet expectations of public to provide emergency services.

Responsible Person: Chief Deputy Jarrett Walton

- **Integration of Body Worn Cameras.** The public and the courts continue to demand more efficiency in the prosecution of criminal cases. First it was the integration and use of a squad video systems. The continued demand to aide criminal prosecution is growing. Technology was created that allows Deputies to record the contacts they have with potential criminals and witnesses in the field when they were away

from their squad car video system but in 2016 the Minnesota legislature passed legislation that law enforcement needed to properly maintain and disseminate the data created by body worn cameras. In 2016 and 2017 the Minnesota Legislature again addressed this need and passed legislation to guide the use, data storage, and release of data.

Body Camera's were purchased in July 2019. The cameras will be issued to Beltrami County Field Operations and Bailiff staff. The Sheriff's Office will implement new Body Camera/Redaction Software in 2022.

Performance indicator: Provide technology to the field deputies in order to meet the expectations of the public and the judicial system.

Responsible Person: Chief Deputy Jarrett Walton

- **Community Involvement Initiative:** Field Operations (Patrol) has been operating at a minimum staff capacity for decades. On any given shift we have approximately 3 to 4 people covering over 3000 square miles of Beltrami County. Those personnel numbers reflect vacation, mandatory training and sick time. Field operations staff are covering calls for service and doing some proactive policing efforts. More so now than ever we need more people to fulfill the roles of community-based policing. This will build trust within the community. We would like to dedicate personnel to attend community meetings and events on a regular basis. To do this we would like to add 2 additional deputies to augment shifts to provide staff which will allow personnel to attend these events and meetings and not pull staff that are assigned to calls for service.
- **Law Enforcement Squad Room update:** In 2005 the Beltrami County Sheriff's Office moved into the LEC. The deputies squad room was furnished with cubicles and originally desk telephones, file cabinets. Currently due to the upgrade in technology in the patrol vehicle these cubicles are no longer utilized. This space would be better utilized as a briefing and work room. We would like to remove the cubicles and replace them with a couple of larger tables. We would maintain the current computer stations and set up a viewing television for search warrant briefings and trainings. We would like to update storage for each deputy within the squad room. The City of Bemidji just renovated their squad room last year. It is estimated to cost \$20,000 to renovate.
- **Implementation of Automatic License Plate Reader Technology-** Digital Camera Technology that is mounted in a squad car that automatically reads vehicle license plates day or night from all 50 states and some foreign countries. The proprietary technology reads up to 1800 license plates per minute of parked and moving vehicles and notifies the officers if the license plate contains wanted information. This information is provided to the Offices within milliseconds, comparing it to multiple databases looking for stolen vehicles, unlicensed-suspended or revoked drivers, fugitives from justice, AMBER alerts. It translates a digital image of the vehicle and plate that it recognizes from the database back to the Officer. It can also be used for witness identification, placing a suspect at a scene, terrorist and criminal interdiction. Law enforcement agencies around Minnesota are still looking for direction and guidance from the Minnesota Legislature to aid in the implementation, use, maintenance and dissemination of the data that is created by the use of Automatic License Plate Readers.

Performance Indicator: Provide technology to improve the ability to locate people and solve crimes.

Responsible person: Sheriff Ernie Beitel, Chief Deputy Jarrett Walton

- **Speed Monitoring Awareness Radar Trailer**-Mobile Radar trailers increase speed awareness and reduce traffic problems in areas of concern. Using the technology to give speed violators a visual warning of their speed, with a flashing signal to those that are violating the speed set in that zone. This project was tabled for 2016, to hopefully reemerge in the 2017 during the budget process. It was once again tabled to reemerge in the 2019 budget process but was again withdrawn in order to prioritize other needs within the Sheriff's Office. This project still remains a goal for the Sheriff's Office.

Performance Indicator: Using technology to give a visual warning to potential violators of their speed, to reduce the number of speed related accidents on our roadways.

Responsible Person: Sheriff Ernie Beitel, Chief Deputy Jarrett Walton

- **Court Transport**-the Beltrami County Sheriff's Office is collaboratively working with the Minnesota Sheriff's Association and the remaining 86 Minnesota Counties in the design and implementation of a software and data base system to ease the burden and costs associated with the transportation of prisoners and the mentally ill. This system will aid the burden placed upon Sheriff's Office budgets by sharing costs and generating revenue. The project is in beta testing with a planned implementation in 2018. The Beltrami County Sheriff's Office continues to be an advocate for the program and has committed to becoming a regional transportation hub.

Performance Indicator: Future cost reductions and potential revenue.

Responsible Person: Sheriff Ernie Beitel, Chief Deputy Jarrett Walton, Court Security and Transport Patricia Grimsley

- **Beltrami County Backup PSAP** – All Public Safety Answering Points (PSAP) are required to have a Continuity of Operations Plan (COOP) to ensure the public are able to contact emergency services in the event of loss or evacuation of the primary PSAP. Beltrami County is a five seat PSAP with up to five Communications Officers dispatching simultaneously. Beltrami County has a regional city, Bemidji, which presents a tremendous tax on PSAP resources. The majority of PSAP COOPs identify relocating to a neighboring PSAP, transferring 911 calls to another center or utilizing a backup PSAP built at an alternative location. Due to Beltrami County's PSAP size, call volume and geographic limitations, there is no feasible PSAP that can accommodate our relocation if needed. Beltrami County also processes Text-to-911 for several counties in NW Minnesota that would only be able to be transferred to a PSAP that supports Text-to-911, which not all PSAPs do. Beltrami County needs to invest in a suitable backup PSAP that is capable of providing all emergency communications services to the responders, visitors and residents of Beltrami County. There are several options that should be considered to include: construction of a new PSAP and maintaining our current PSAP; investment in technologies that enable remote access to the communication resources essential to perform dispatching services that would allow relocation; pursuing grant opportunities for construction of a regional communications training center in the Bemidji area that can serve a secondary role as a backup PSAP. Civil unrest in 2020 posed a direct threat to the PSAP that identified physical vulnerability. The COVID-19 Pandemic also identified our inability to physically diversify the PSAP work environment.
- Performance Indicator:* Successful COOP that enables the efficient relocation and provides redundancy of the PSAP.

Responsible Person: Communications Supervisor /Emergency Management Director Chris Muller

- **Remodel Bailiff's Office in Beltrami County Courthouse.** Currently they are allotted 14 staff members. They share a room the serves as their office and breakroom. Expand into another room and make use of other space in the Beltrami County Courthouse

Responsible Persons: Courthouse Supervisor Patricia Grimsley, Chief Deputy Jarrett Walton, and Facilities Manager/Safety Coordinator Steve Shadrick

- **Expand Officer Wellness program** – In 2019 the Beltrami County Sheriff's Office created an Officer Wellness program. The program offers peer support, wellness materials, and a yearly "Check-up from the Neck Up" (Visit with a mental health professional). In 2022 the Beltrami County Sheriff's Office transferred \$60,000 of budget savings to expand the program. Law Enforcement has a greater risk of cardiovascular issues. The Beltrami County Sheriffs Office offers preventative Cardiovascular screenings for employees. The Sheriff's Office will offer Officer Wellness seminars and trainings to employees and their families.

The Beltrami County Sheriff's Office offers preventative cardiovascular screenings for employees. The Sheriff's Office will offer Officer Wellness seminars and trainings to employees and their families. With the staggering statistics of choosing law enforcement/corrections the average age of a common heart attack is 49 as opposed to the age of 65 if that person is a civilian. Coronary disease is the leading cause of death in law enforcement officers. Law enforcement officers live 22 years less than the general population. The Sheriff's Office has teamed up with Bemidji Medical Center to offer all law enforcement personnel a heart and vascular screen at a low cost to help curb our staff of being another statistic.

Strategic Theme Area: Results Oriented Adult Correction Facility and Sheriff's Office

Performance Indicator: Retention of quality Employees and maintaining high standards of officer wellness programs

Responsible Person: Sheriff Ernie Beitel, Chief Deputy Jarrett Walton

- **Court/Transport-** The Court and Transport Department maintains 14 staff; one Sergeant, 5 Licensed staff and 8 non-licensed. In the last 5 years, our slower 2020 COVID year included, we averaged 976 transports a year, driving roughly 100,000 miles a year and using an average of 247 hours of overtime, just on transports. The Transport Division consistently arranges their transports to be cost effective by meeting with other agencies to reduce mileage and time on the road. Having inmates housed out of county has doubled our transports over the last 2 years. In 2019, we provided 65 housing runs, driving 5,201 miles. In 2021 we provided 119 housing runs, driving 21,846 miles. For the first 6 months of 2022, we have drove 13,525 miles for housing on 78 housing runs, predicting that this year will be more than last year for miles. This is the number just for housing. This does not include the numbers for the 7 other kinds of transports we provide; Warrants, Medicals, Writ Pick ups and returns, Prison Commitments, Civil Commitments, Court ordered Mental health, and Juveniles. Which bring us to the 5

year average listed above. Our Court Security division has roughly 38,000 patrons come through the front door in an average year and escorts 8,470 inmates, juveniles, and arrestees between the jail and the courthouse. The case loads of Beltrami County double that of Ottertail Tail County, over triple of Douglas County's case load, and is roughly an average of 1000 over Crow Wing County a year. This information was given by Court Administration. These counties do not have the same structure as we do for staffing, most having licensed deputies and corrections officers running courts and transports, or simply road deputies doing transports and CO's doing court. Both divisions within this department are very busy. The Court Security Officers also provide camera watch for the county, alarm checks, and campus patrols. There is a plan in place to remodel the Bailiff's Office in the Beltrami County Courthouse. They share a room that serves as their office and breakroom. They would expand into another room and make use of other space in the Beltrami County Courthouse and are requesting a locker room area to separate personal from work areas, provide more storage space, and help gain room in their office area. They also are seeking a remodel of the front desk security area to provide better access and flow to the public when going through security.

Performance Indicator: Future cost increases with out of county housing. Better flow for the public in the building, more space for employees.

Responsible Person: Sheriff Ernie Beitel, Chief Deputy Jarrett Walton, Court Security and Transport Sergeant Trish Grimsley, Facilities Manager/Safety Coordinator Steve Shadrick

Revenue & Expenditure Summary

County Sheriff

	Actual	Budget	Budget
Revenue Summary	2021	2022	2023
Taxes			
Special Assessments			
Licenses & Permits	94,400	59,000	65,000
Intergovernmental	925,812	814,325	945,135
Charges for Services	307,343	52,188	44,500
Fines & Forfeitures	43,954	42,000	22,000
Investment Earnings	134	130	130
Gifts & Contributions		200	200
Miscellaneous	506,378	460,642	430,221
Total Revenues	1,878,021	1,428,485	1,507,186
	Actual	Budget	Budget
Expenditure Summary	2021	2022	2023
Personal Services	6,426,547	6,744,233	7,565,576
Services & Charges	615,020	950,681	737,875
Supplies & Materials	288,946	322,042	350,997
Capital Assets	438,831	532,136	446,400
Other	19,922	6,100	182,389
Total Expenditures	7,789,266	8,555,192	9,283,237

Equipment over \$5,000

Sheriff's Office							
202 Sheriff Administration							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2023	2024	2025	2026	2027
Squad Car	R	6608					
Record Mgmt System (Zuercher)	R	6267	85,000	85,000	85,000		
Body Worn Camera	R				2,500		
Total			85,000	85,000	87,500	0	0
203 Boat & Water							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2023	2024	2025	2026	2027
Squads	R	6608				70,000	
Body worn camera	A	6607	-		2,500		
Total			0	0	2,500	70,000	0
204 Law Enforcement Ctr							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2023	2024	2025	2026	2027
Dispatch copier	R	6607					
2nd floor copier		6607					
1st floor copier		6607	8,000				
LETG/CAD/RMS/Mobile	R						
Projectors-Replace EOC		6607					
Total			8,000	0	0	0	0

211 Communications Division							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2023	2024	2025	2026	2027
Dispatch recording system	R	6267		100,000			
Dispatch furniture-chairs	R	6607	1,800	1,800	1,800	1,800	1,800
Court security mobile radio's	R						
Back up PSAP		6607				100,000	
Total			1,800	101,800	1,800	101,800	1,800

212 Civil/Warrants							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	20023	2024	2025	2026	2027
Squad	R	6608				70,000	
Body worn camera		6607			1,000		
Pistol							
Total			0	0	1,000	70,000	0

213 Investigations							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2023	2024	2025	2026	2027
Squads		6608		60,000			
Body Cameras		6607			5,000		
Pistol	R						
Total			0	60,000	5,000	0	0

214 Field Operations							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2023	2024	2025	2026	2027
Squads	R	6608	420,000	420,000	420,000	420,000	420,000
Radar Trailer	A						
body worn camera	A	6607			45,000		
Pistol	R						
Mobile squad computers	R		-	-			
Gas masks	A		-	-			
K9 acquisition/training fund	A		6,000	6,000	6,000	6,000	
Total			426,000	426,000	471,000	426,000	420,000

215 North Beltrami Deputy							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2023	2024	2025	2026	2027
Squad		6608					
body worn camera	A	6607					
Pistol	R				2,500		
Total			0	0	2,500	0	0

254 Bailiffs							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2023	2024	2025	2026	2027
Transport Vehicle	R	6608	50,000	50,000	50,000	50,000	
Office Furniture	R						3,000
Pistol	R	6453	-				
single point entry screening equipment		6607					30,000
Armer Portable Radios	R	6607		6,000	6,000	6,000	6,000
Mobile Transport Computers	A	6481		2,100	2,100	2,100	2,100
Fingerprint Card Copier	A	6607					2,500
Judicial Camera Replacement	R	6413		3,000	3,000	3,000	
Taser	R	6607		1,100	1,100	1,100	
Body Worn Cameras	A	6607			16,800		
Total			50,000	62,200	79,000	62,200	43,600

Misc (identify department)							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2023	2024	2025	2026	2027
Safe Trails Task Force squad (229)	A		-	-			
Emergency Management (281) laptop	R	6607					
Total			0	0			
Sheriff's Office Total			617,500	776,700	694,500	845,700	509,600



County Jail General Revenue Fund

Jail Administrator Calandra Allen
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218-333-8357

Purpose Statement

The purpose of the Beltrami County Adult Correction Center is to safely and securely detain pre-trial arrests and hold those convicted of crimes. The Correction Center houses both male and female inmates.

The department budgets for the Adult Correction Center related services are: 01-250 Jail Canteen, 01-251 County Jail.

UPCOMING 2023 ENHANCEMENTS to look for: Upgraded programing for inmates, Upgraded staffing for jail staff to be able to take breaks daily on a 12 hour shift, Upgraded retention strategies for staff, Upgraded cameras to provide added security, Upgraded progressive training for Correction staff to become confident in locating and identifying drugs, detox and overdose offenders and future NEW Jail projects for the betterment of the facility's procedures

2023 Strategic Initiative

The Beltrami County Adult Corrections Center will seek to purposefully align departmental activities and resources with the key objectives established by the county through Strategy Aligned Management. Specifically, the Correction Center will work with the County Board, key staff and strategic partners to advance the following priority initiatives during 2023:

- **Rebranding the Beltrami County Jail to Beltrami County Adult Correction Center-** The current facility far surpasses merely a jail. To be transparent to the community this title will fully explain what we provide to our community. The current facility supplies all of the following to inmates, but not limited to: inmate accounting software, inmate records software, recreation (with games), library, court (in person and remote hearings), mental health (with a full clinic), medical (with a full clinic), programs (GED, Life Skills, Indigenous classes, Men/Women BAPR, Fathering, Minister one on one, Bible Study, Addictions Men/Women, New Beginnings, texting devices, remote visitation, inmate worker opportunities (allows inmates to work off fines and time while serving their sentences), RESET Coordinator opportunities (to include wrap-around services to include assisting the offender with services after they have been released into the community).

Strategic Theme Area: Results Oriented Adult Correction Facility

Performance Indicator: Communication to the Board of Commissioners, MN-DOC, and to the community/tax payers to show transparency of what the Beltrami County Adult Correction Center stands for and offers the people we serve.

Responsible Persons: Beltrami County Sheriff Ernie Beitel, Chief Deputy Jarrett Walton, Corrections Administrator Calandra Allen, Assistant Corrections Administrator Andrew Richards

- **Exploring and Expanding RESET program by adding Mental Health/Chemical Health services** – Not only will the RESET program assist inmates by preparing them for a healthy and positive re-entry back into the community, but also support and meet the needs of inmates while in custody with Mental and Chemical Health services. This program advancement would focus on Chemical Dependency assessments (Rule 25), Full Assessments (Diagnostic Assessment), full wrap around services to support the offenders while in the community to give them every opportunity for success.

Strategic Theme Area: Results Oriented Adult Correction Facility and Beltrami County Community

Performance Indicator: Reintegration of offenders to be successful upon their release from jail as well as keeping track of the recidivism rates.

Responsible Persons: Sheriff Ernie Beitel, Chief Deputy Jarrett Walton, Becky Secore, Jeff Lind, Corrections Administrator Calandra Allen

- **Expanding Officer Wellness** – In 2019 the Beltrami County Sheriff's Office created an Officer Wellness program. The program offers peer support, wellness materials, and a yearly "Check-up from the Neck Up" (Visit with a mental health professional). In 2022 the Beltrami County Sheriff's Office transferred \$60,000 of budget savings to expand the program. Law Enforcement has a great risk of cardiovascular issues. The Beltrami County Sheriff's Office offers preventative cardiovascular screenings for employees. The Sheriff's Office will offer Officer Wellness seminars and trainings to employees and their families. With the staggering statistics of choosing law enforcement/corrections the average age of a common heart attack is 49 as opposed to the age of 65 if that person is a civilian. Coronary disease is the leading cause of death in law enforcement officers. Law enforcement officers live 22 years less than the general population. The Sheriff's Office has teamed up with Bemidji Medical Center to offer all law enforcement personnel a heart and vascular screen at a low cost to help curb our staff of being another statistic.

Strategic Theme Area: Results Oriented Adult Correction Facility and Sheriff's Office

Performance Indicator: Retention of quality Correction Officers and maintaining high standards of officer wellness programs

Responsible Persons: Bemidji Medical Center, Sheriff Ernie Beitel, Chief Deputy Jarrett Walton, Corrections Administrator Calandra Allen

- **CONTINUE Commitment in seeking progressive and solid training for Correction Officers** – Continue to surpass minimum standards in researching, developing, and providing high quality local training for Correction Officers. Keeping the mandated Minnesota Rule 2911 at the forefront with maintaining quality standards with the core content focused on the safety and security of the inmates and staff who reside within the Beltrami County Adult Correction Facility.

Strategic Theme Area: Results Oriented Adult Correction Facility

Performance Indicator: Retention of quality Correction Officers and maintaining high standards of transparency and professionalism
Responsible Persons: Corrections Administrator Calandra Allen, Assistant Corrections Administrator Andrew Richards, Training Officer Daryl Wallin

- **Maintaining the Beltrami County Jail Strategic Planning Document-** Research in the development of an already great department to and even higher standard of staff and inmate safety and security. Working on developing the goals and direction to adhere to, all the while keeping on a dedicated course with continuously striving for advancement of our Adult Correction Facility. This includes incessant meetings with other Jail Administrators across the state, working with Minnesota Department of Corrections (MN-DOC), visiting other Minnesota Jails to obtain knowledge regarding their procedures and practices. Constantly working with the Correction Command staff to actively involve them in what and how to obtain the 2911 rules and continue full transparency with the county board for the five (5) year outlook of the Beltrami County Adult Correction Facility.
Strategic Theme Area: Results Oriented Adult Correction Facility
Performance Indicator: Communication through a public document that shows transparency to the Beltrami County Board of Commissioners, MN-DOC, and the community we serve
Responsible Persons: Beltrami County Sheriff Ernie Beitel, Chief Deputy Jarrett Walton, Corrections Administrator Calandra Allen, Assistant Corrections Administrator Andrew Richards
- **Research and Develop the NEW JAIL Project-** Research the expansion of the existing and/or new building for the jail. This includes meeting with local boards, National Institute of Corrections (NIC), visiting other Minnesota Jails to educate and obtain knowledge in building the most efficient, but sufficient Adult Correctional Facility.
Strategic Theme Area: Results Oriented Adult Detention Facility and the Beltrami County Community
Performance Indicator: Improve efficiency, safety, security, staff retention, inmate health and wellness, all the while focusing on reducing recidivism.
Responsible Persons: Beltrami County Board of Commissioners, Beltrami County Administrator Tom Barry, Beltrami County Sheriff Ernie Beitel, Chief Deputy Jarrett Walton, Jail Administrator Calandra Allen, Assistant Administrator Andrew Richards, National Institute of Corrections, Beltrami County Social Services, Beltrami County Citizens who are a part of the steering committee.
- **CONTINUE Hiring Campaign-** Dedicated to filling all vacancies at the Jail and maintain a healthier environment for staff. The Jail has many stressors and it takes a unique individual to be committed to the focus of the department. Our goal is to keep safety and security at the top of our priorities, all the while maintaining professional and well trained Correction Officers.
Strategic Theme Area: Results Oriented Adult Detention Facility
Performance Indicator: Improve efficiency, safety, security, and staff health and wellness.

Responsible Persons: Beltrami County Adult Corrections Administrator Calandra Allen, Assistant Corrections Administrator Andrew Richards, Corrections Training Officer Daryl Wallin, Human Resource Director Linda Tran, Human Resource Technicians Mara Gross and Sherry Wettschreck

Revenue & Expenditure Summary

County Jail

	Actual	Budget	Budget
Revenue Summary	2021	2022	2023
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental			
Charges for Services	67,950	90,000	64,750
Fines & Forfeitures	21,878	20,000	20,000
Investment Earnings			
Gifts & Contributions			
Miscellaneous	187,880	90,000	103,600
Total Revenues	277,708	200,000	188,350
	Actual	Budget	Budget
Expenditure Summary	2021	2022	2023
Personal Services	2,750,236	3,302,050	3,385,707
Services & Charges	660,485	692,100	739,750
Supplies & Materials	525,462	447,526	591,252
Capital Assets	57,287	36,200	36,200
Other	429,799	140,300	823,000
Total Expenditures	4,423,269	4,618,176	5,575,909

Equipment over \$5,000

County Jail							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2023	2024	2025	2026	2027
Domore Chairs	R	6607	3,000	3,000	3,000	3,000	3,000
Restraint Chair	A	6607	2,500		2,500		2,500
Cameras	R/A	6607	4,000	4,000	4,000	4,000	4,000
PBT	R	6607	1,000	1,000	1,000	1,000	1,000
Body Scanner (lease to own)	A	6610	20,000	20,000	20,000	20,000	20,000
Uniforms (vests)	A	6453	8,000	8,000	8,000	8,000	8,000
Radios	R/A						
Cardiac Defibrulator	R/A		2,500				
Guardian Spartan Device	A	6607	2,500	2,500	2,500	2,500	2,500
External Bldg Security Cameras (3)	A	6607	3,200	3,200	3,200	3,200	3,200
Copier	R	6607	-	-		5,000	
Archive System for security cam	A	6267				60000	
Property evidence packaging system	A	6607				9,000	
Total			46,700	41,700	44,200	115,700	44,200



Beltrami County Extension

In partnership with University of Minnesota

General Revenue Fund

Extension Regional Director, Lisa Loegering

loege005@umn.edu

218-281-8684

Purpose Statement

"Making a difference by connecting community needs and University resources to address critical issues in Minnesota" is the mission of University of Minnesota Extension. This mission is accomplished through the combined outreach efforts of local, regional and state Extension staff in leading and delivering educational programs and services in every county throughout Minnesota. Extension staff translates University research into practical, relevant and useful knowledge provided through community-based educational programs.

Extension staff and volunteers strive to develop community partnerships involving citizens to identify local needs and to deliver priority programs that address critical issues. Local citizens and the County Extension Committee work with the Extension staff in assessing local needs, planning programs and evaluating outcomes to ensure program relevancy and program support. Collectively, the unique program partnership with Beltrami County, University of Minnesota Extension and United States Department of Agriculture (USDA) provides programming, funding and staffing for Extension that serves adult and youth audiences in priority program areas.

Beltrami County Extension local program priorities with University of Minnesota Extension include SNAP-Ed, 4-H Youth Development, and the Master Gardener Program. These local priority programs and services are provided by Extension in partnership with Beltrami County. While each program area has specific goals and objectives within an annual work plan, it is the responsibility of the county Extension committee to encourage all individuals and organizations to make profitable use of Extension programs and offerings.

The department budget for Extension is: 01-603 Extension.

2023 Initiatives

- SNAP Ed (Supplemental Nutrition Assistance Program Education). Funded by the United States Department of Agriculture (USDA) as SNAP-Ed, University of Minnesota Extension employs regional Extension Educators to teach health and nutrition programs in collaboration with county, agency and community partners throughout Minnesota. Staff connect community needs with the educational resources of the University of Minnesota by emphasizing healthy lifestyle choices for children, pregnant and parenting teens, adults, and seniors living with limited incomes. The health & nutrition educator housed at Beltrami County Extension serves Beltrami County and Red Lake Reservation communities.
- 4-H Youth Development. 4-H is a learn-by-doing youth development program delivered throughout Minnesota. Minnesota 4-H youth development offers age-appropriate, hands-on learning via short-and long-term projects and activities. 4-H teaches youth decision making and leadership skills, strengthens youth and adult relationships in a positive learning environment, and develops collaborative partnerships with agencies and community-based organizations to connect community needs with the educational resources of the University of Minnesota and models collaboration and teamwork. There is one full-time County 4-H Extension educator housed at Beltrami County Extension who works directly with 4-H volunteers and youth. Currently, there are 308 youth enrolled in 4-H and 92 active 4-H volunteers supporting the program.
- Master Gardener Program. Trained Master Gardener volunteers throughout the county educate the public with research-based information in consumer horticulture, food production and environmental stewardship. Sustainable horticulture best practices are taught, thereby protecting the environment, positively affecting water quality, and helping people get information they need to be active gardeners gaining access to nutritional and healthy foods.
- Agriculture education. An ARPA proposal is included in this packet for an agriculture education project with Beltrami County residents. Statewide and regional Extension educators will offer educational resources in the way of 1:1 technical assistance (including on-farm visits, assessments and recommendations), workshops and efforts to county residents who are involved in farming or who want to start an agricultural endeavor.
- Increase in County Extension Assistant time. The County Extension Committee has assessed the cost of frequent vacancies and the high turnover rate in the County Extension Assistant position and is requesting an increase to 32 hours a week, pushing this position to be a benefits-eligible position. Historically, that position has been hired at 29 hours a week and it is documented that the position has turned

over at least 15 times in a 20-year period. It is estimated with the cost of hiring, including conducting an exit interview, processing paperwork, temp workers, posting, reviewing applications, interviewing, background check, drug screening, orientation & training, and unmeasurable amount of lost knowledge, has cost the county and the university a combined nearly \$15,000 upon each turnover. During times without a County Extension Assistant, Extension educators are then required to spend their time performing clerical duties and less time developing new programming.

For questions, contact regional director, Lisa Loegering, at loege005@umn.edu or 218.281-8684.

Revenue & Expenditure Summary

County Extension Service

	Actual 2021	Budget 2022	Budget 2023
Revenue Summary			
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental			
Charges for Services	3,000		
Fines & Forfeitures			
Investment Earnings			
Gifts & Contributions			
Miscellaneous	361		
Total Revenues	3,361	-	-
	Actual 2021	Budget 2022	Budget 2023
Expenditure Summary			
Personal Services	11,178	31,081	33,701
Services & Charges	84,813	82,949	84,881
Supplies & Materials	1,630	2,800	2,800
Capital Assets			
Other			
Total Expenditures	97,621	116,830	121,382



Probation & Parole

MN Dept. of Corrections District Supervisor- Trisha Hansen
trisha.hansen@state.mn.us
218-766-0250

Purpose Statement

The Beltrami County Probation Office is responsible for supervision and case management for adults placed on misdemeanor and gross misdemeanor supervision by the Court who reside within Beltrami County as well as all juveniles who reside within Beltrami County and are placed under supervision by the Court. The Beltrami County Probation Office is also responsible to provide Pre-Sentence and Pre-Dispositional reports to the Court and as of February 23, 2015 began doing Pre-Trial Bail Evaluations per statutory requirements.

The Beltrami County Probation Office operates through a contract between the MN Department of Corrections and Beltrami County. This office is staffed and supervised by the Minnesota Department of Corrections. The District Supervisor administers the department budget for 01-270 (Probation & Parole). It should be noted that per statute, Beltrami County is reimbursed by the State of Minnesota for a portion of the probation officer's salary/fringe. The amount to be reimbursed is determined annually by the Minnesota State Legislature.

2023 Strategic Initiatives

The County Probation Office seeks to hold clients accountable and offer opportunities for change while restoring justice for victims and contributing to a safer Minnesota. Specifically, the County Probation Office will work with the Judges, Court Administration, Law Enforcement, County Attorney's Office, Public Defender's Office, strategic partners and community stakeholders to continue advancing the following priority initiatives during 2023:

- Domestic Violence Court:

The County Probation Office will continue to collaborate with local treatment providers to offer Batterer Intervention Programs for men. Correction Agents will co-facilitate these programs and provide feedback to the Court. The County Probation Office will also continue to utilize our Domestic Violence Court Probation Officers to offer female specific programming around violence via the Pathways to Safer Families program. Both the men's and women's programs utilize the Duluth Model Curriculum as well as the River of Cruelty Curriculum.

Strategic Theme Area: Client Accountability, Opportunity for Change and Justice for Victims

Performance Indicator: Number of group sessions co-facilitated per year and Court/Stakeholder satisfaction with quality of the program

Responsible Persons: Probation Agents Alicia Senenfelder and Aeron Muckala

- Domestic Violence Pre-Trial Supervision/Support

The County Probation Office will continue to collaborate with the Courts, Law Enforcement and County Attorney's Office to offer pre-trial supervision services to those individuals charged with intimate partner violence and placed on pre-trial supervision by the Court. Probation Agents will continue to work collaboratively with law enforcement in making referrals for pre-trial surveillance in an effort to provide client accountability for Domestic Abuse No Contact Orders/Orders for Protection as well as to enhance victim safety. Probation Agents will also continue to reach out to the victims in these matters in an effort to offer further support and/or services.

Strategic Theme Area: Client Accountability, Opportunity for Change and Justice for Victims

Performance Indicator: Number of clients who appear for all future Court hearings and the re-arrest rate during the pre-trial period

Responsible Persons: Probation Agents Alicia Senenfelder, Aeron Muckala, Dusty Waller and Cassidy Cross

- Dually Involved Youth Project (Formerly the Youth Crossover Project):

The County Probation Office will continue to collaborate with Beltrami County Health and Human Services (BCHHS), County Attorney's Office, Beltrami Area Service Collaborative (BASC), The Red Lake Nation and Leech Lake Nation to improve upon a process by which youth cases are staffed, information is shared, and collaborative case planning occurs. Dually involved youth are those who are or could potentially be involved in both the child protection and delinquency systems.

Strategic Theme Area: Client Accountability and Opportunity for Change

Performance Indicator: The number of collaborative case plans that result, the number of collaborative case conferences held as well as the number of cases diverted from the Criminal Justice System.

Responsible Person: Agents Dusty Waller and Cassidy Cross in collaboration with BASC, BCHHS and the Red Lake and Leech Lake Nations.

- DWI Court:

The County Probation Office will continue to support DWI Court through grant funds from the Office of Traffic Safety. DWI Court operates using a team approach with membership from the County Attorney's Office, Law Enforcement, Judiciary, Probation, local treatment providers and the Beltrami County Jail. DWI Court is an intensive program for repeat DWI offenders focused on accountability as well as a strong holistic treatment component. It is a goal for DWI Court to develop and encourage stakeholders to expand opportunities for clients to access treatment in their home communities.

Strategic Theme Area: Client Accountability and Opportunity for Change

Performance Indicator: The number of clients who successfully complete the program and the overall recidivism rate for those that complete.

Responsible Person: Agent Robert Christie and the DWI Court Team.

Revenue & Expenditure Summary

Probation

	Actual	Budget	Budget
Revenue Summary	2021	2022	2023
Taxes			
Special Assessments			
Licenses & Permits			
Intergovernmental	102,861	112,687	112,687
Charges for Services			
Fines & Forfeitures	9,360	8,000	8,000
Investment Earnings			
Gifts & Contributions			
Miscellaneous	8		35,000
Total Revenues	112,229	120,687	155,687
	Actual	Budget	Budget
Expenditure Summary	2021	2022	2023
Personal Services			
Services & Charges	445,260	480,956	483,514
Supplies & Materials	1,614	4,800	4,525
Capital Assets	1,627	1,650	36,650
Other			
Total Expenditures	448,501	487,406	524,689

Equipment over \$5000

Probation						
Item Description	(R) Replace. (A) Addition	complete Line Item #	2023	2024	2025	2026
New AWD Vehicle	R		35,000	-		
Total			35,000	-	-	-



Community Programs

General Revenue Fund

County Administrator Tom Barry

Tom.barry@co.beltrami.mn.us

218-333-4109

Purpose Statement

Beltrami County provides financial support for a number of non-county services and programs, primarily in the areas of economic development, tourism and resource management. Also, accounting for risk management expenditures are recorded in the General Revenue Fund. For ease in presenting the budgets and contributions to these organizations and activities, these department budgets have been grouped under the general title - Community Programs.

Community Programs include department budgets for: 01-086 Employee Wellness, 01-502 Cultural Appropriations, 01-521 Snowmobile & Ski Trails, 01-524 Blackduck SJ Snowmobile Club, 01-525 North County Snowmobile, 01-526 Beltrami County Trails-Ski Club, 01-527 Lost River Trails, and 01-701 Economic Development (Joint Powers efforts such as Paul Bunyan Transit and HRA), and the Beltrami County Historical Society, 01-502.

2023 Initiatives

Every effort will be made to encourage Community Programs, who receive county funding or other supports, to purposefully align departmental activities and resources with the key objectives established by the County Board. Specifically, there will be an effort to advance the following priority initiatives during 2023:

- Economic Development and Employment Opportunities. Our region has a strong history of business and government interests partnering to accomplish worthwhile projects. Community and economic development is important and the County will continually strive to find new approaches and investments that will leverage non-profit and private investments in the community. The County provides annual funding to Greater Bemidji from our County Development Fund (not tax levy dollars). Greater Bemidji is made up of many area businesses as well as government, creating an effective response to the need for economic growth.
- Library Services: Beltrami County is a member of the Kitchigami Regional Library System (KRL), a five-county joint powers organization. While there are many benefits to being a member of a regional library system, there are occasionally tensions, challenges and obstacles

imposed by the system in meeting local service expectations and achieving funding fairness. More recent improvements to communication with the local library staff has yielded a better partnership in which the County's limited funding capabilities and the Bemidji and Blackduck library staffing needs are better understood by each entity. The County values the service brought to the area citizens by their public library, and is committed to providing the best service that can be afforded.

- Snowmobile, ATV and Ski Clubs: The county serves as the grant applicant for the dollars that come from the DNR for Trail Construction and Maintenance. Significant funds get awarded for maintenance of the many trail systems in Beltrami County. The County, as fiscal agent for the trail clubs, serves just as a "pass through" for these grant aid trail dollars. The County relies completely on the good work of the dedicated clubs to monitor and maintain the condition and the safety on the trail. The partnership has been an extremely valuable cultural and economic asset to the citizens of Beltrami County. The County is always willing to state that the clubs do a far better job than the County would be able to do for the users of the trails.
- Paul Bunyan Transit: Transit services are provided through Paul Bunyan Transit. The transit buses in Beltrami County are a combination of scheduled routes to rural areas and customer directed pick-up and delivery to specific addresses in the more urban area in and near Bemidji. Minnesota Department of Transportation provides for the biggest share of the transit costs, with a small balance divided by the City of Bemidji and Beltrami County. Lack of adequate transportation has been defined across many sectors as one of the most significant barriers/challenges for people without vehicles of their own. More work is needed to improve this reality.
- Beltrami County Historical Society: Beltrami County has a progressive Historical Society that is housed in a renovated Railroad Depot owned by the City of Bemidji. The good partnership provides space for a museum, meeting rooms, a gift shop and storage of the extensive collection of BHS. The Historical Society also owns and maintains the historic Saum School in Northern Beltrami County. The annual County appropriation to the Historical Society calculates to less than 25 cents per capita.
- Employee Wellness: The County has operated a Wellness Program for years. The Program has been funded in the past by incentives provided by the County's health insurance provider. A change in health insurance providers recently resulted in a loss of those incentive funds which destabilized the financial sustainability of the Program. Additionally, the COVID-19 Pandemic resulted in a suspension of the Program and exacerbated its loss of momentum. Recently, with the support of the Management Team, the Wellness Program has been rebooted. About 7 new members joined the team, which now numbers about 15. The focus of the Program has expanded into "Total Wellness" which includes a broader focus than just physical wellness. Included in the new Program will be social, mental health, financial, culinary and other health and wellbeing emphases. To ensure the program is successful, additional funds are needed to cover wellness

incentives and rewards, training, education, written materials and other costs. An additional funding request, financed by ARP dollars in FY 2022, has offered an infusion of funds to providing wholistic, healthy education and programming to promote staff safety, security, and total wellness.

Revenue & Expenditure Summary

Community Programs

	Actual 2021	Budget 2022	Budget 2023
Revenue Summary			
Taxes	-	-	-
Special Assessments	-	-	-
Licenses & Permits	-	-	-
Intergovernmental	468,616	300,000	300,000
Charges for Services	11,926	11,740	11,300
Fines & Forfeitures	-	-	-
Investment Earnings	-	-	-
Gifts & Contributions	83,600	10,000	-
Miscellaneous	-	-	2,340
Total Revenues	564,142	321,740	313,640
	Actual	Budget	Budget
Expenditure Summary	2021	2022	2023
Personal Services	-	-	-
Services & Charges	13,000	22,790	13,440
Supplies & Materials	246	450	400
Capital Assets	477,871	300,000	301,300
Other	399,629	429,681	424,681
Total Expenditures	890,746	752,921	739,821



Road & Bridge Fund

Description

The Road & Bridge Fund is a Special Revenue Fund that is responsible for the maintenance, development and long-range planning of the County transportation system. Projects are completed by Highway Department staff and equipment when possible and by letting bids for major construction.

Revenue Trends

Road & Bridge revenue is projected to increase in the 2023 Budget. A major portion of that increase is due to the planned projects in the Transportation Improvement Plan and the various funding sources for those projects. Each year, the County Highway Engineer prepares and submits to the Beltrami County Board of Commissioners a multi-year Transportation Improvement Plan (TIP). The TIP establishes priorities for road and bridge maintenance and improvement projects. The schedule of projects and the timing of project payments can result in significant fluctuations on road spending from year to year.

Intergovernmental

Beltrami County receives funding from the Highway Users Tax Distribution Fund (gas tax, vehicle sales tax, license tab fees) for road construction and maintenance for County State Aid Highways (2-digits). There are also project specific state and federal grants. The 2023 budget includes approximately \$9.3 million in County State Aid, State grants and Federal grants. County (3-digits) road construction projects are funded from monies from Payment in-Lieu-of Taxes (PILT) revenues.

Property Tax/Local Option Sales Tax

The 2023 property tax levy for Road & Bridge Fund purposes is \$2,954,761, an increase of \$47,161 from 2022. All County road maintenance is funded by the property tax levy. The local levy also funds capital expenditures and any costs not covered by the County State Aid allocation.

In 2014 and again in 2017, the Beltrami County Board adopted the local option sales tax of one-half percent to better address the rising need in road improvements. The local property tax and County State Aid funding were not enough to address the roads in poor condition. The revenue generated from the Local Transit Sales and Use Tax of one half of one percent continues to increase slightly and is nearly \$5 million per year.

Expenditure Trends

Road & Bridge Fund expenditures are budgeted to increase in the 2023 Budget. The increase is largely attributed to planned projects in the Transportation Improvement Plan. Additional increases are due to the increased cost in road maintenance materials, equipment maintenance and operation (gas/fuel), and overall increases due to inflation.

Road & Bridge Fund Statement

Road & Bridge				
		2021	2022	2023
		Actual	Budget	Budget
Revenues				
Taxes		7,782,877	10,407,600	7,554,761
Special Assessments		206,103	199,000	205,000
License & Permits				30,000
Intergovernmental		9,908,646	11,330,000	14,535,000
Charges for Services		536,902	542,500	851,750
Fines & Forfeits				
Gifts & Contributions				
Interest on Investments				
Miscellaneous				
Other Financing Sources		188,244		186,057
Total Revenues		18,622,772	22,479,100	23,362,568
Expenditures				
General Government				
Public Safety		235,275	206,000	213,000
Highway & Streets		12,051,241	22,273,100	23,149,568
Sanitation				
Human Services				
Health				
Culture & Recreation				
Conservation				
Economic Development				
Capital Outlay				
Debt Service				
Total Expenditures		12,286,516	22,479,100	23,362,568

Fund Balance Analysis

In accordance with guidelines established by the Minnesota State Auditor's Office and county policy, Beltrami County maintains adequate Road & Bridge Fund reserves to meet cash flow and emergency needs.



Highway Department

Road & Bridge Fund

County Highway Engineer Bruce Hasbargen

bruce.hasbargen@co.beltrami.mn.us

218-333-8180

Purpose Statement

The County Highway Department is principally responsible for the planning, construction, and maintenance of an efficient, safe county transportation system. In fulfilling those objectives, the department must promote and maintain a high degree of cooperation between the Board of Commissioners and local units of government, the State Department of Transportation, and the Federal Highway Administration. Included in this activity are road design, traffic studies, signaling and lighting designs, signing, road and bridge maintenance, snowplowing, construction, and contract administration.

The Highway Department includes department budgets for: 03-311 Road & Bridge Administration, 03-312 Highway Engineering, 03-313 Highway Maintenance, 03-314 E-911 Signage, 03-315 Work & Supply for Others and 03-319 Shop Equipment & Maintenance.

2023 Initiatives

The Highway Department will work with the County Board and strategic partners to advance the following priority initiatives during 2023:

- County 5-Year Transportation Improvement Plan. The Highway Department will work with the County Board to develop and implement the 5-year plan.
- Gravel Road Surfacing Improvement Program. The Highway Department will continue the County wide gravel resurfacing program to improve the condition of its gravel roads. Gravel roads with higher traffic will receive base stabilization and additional routes will be added to the dust control program. PILT and Unorganized Township funding will be utilized to fund this program.
- County Road Safety Plan. The Highway Department will implement the strategies and safety projects outlined in the new updated County Road Safety Plan, including applying for funds to help pay for the projects.
- Geographic Information System. The Highway Department will continue to implement, expand data collection and use of its GIS.
- Ditches. The Highway Department will work to update its Public Ditch inspection program. Ditch systems that have been inactive will be addressed, either by abandonment or resurrected with new assessments.

Equipment over \$5,000

Highway Department

Item Description	(R) Replace. (A) Addition	complete Line Item #	2023	2024	2025	2026	2027
Pickup	R	03-319-000-0000-6608	50,000	51,000	43,000	44,500	46,000
Pickup	R	03-319-000-0000-6608	50,000	51,000	43,000		46,000
Pickup	R	03-319-000-0000-6608		41,000	43,000		
Pickup	R	03-319-000-0000-6608		41,000			
Tractor Mower	R	03-319-000-0000-6607	190,000				
Tandem Truck with Plow	R	03-319-000-0000-6607		300,000	310,000	320,000	330,000
Tandem Truck with Plow	R	03-319-000-0000-6607				320,000	
Tandem Truck with Plow	R	03-319-000-0000-6607				320,000	
Grader (Motor Grader)	R	03-319-000-0000-6607	375,000		388,000		400,000
Backhoe	R	03-319-000-0000-6607			175,000		225,000
Computers	R	03-311-000-0000-6607	7,000	7,000	7,000	7,000	7,000
Excavator	A	03-319-000-0000-6607		335,000			
Dozer	R	03-319-000-0000-6607	260,000				
Snowblower (Lease)	A	03-313-000-0000-6341	35,000	120,000			
Misc.	R	03-319-000-0000-6607	50,000	50,000	50,000	50,000	50,000
Total			1,017,000	996,000	1,059,000	1,061,500	1,104,000



Health & Human Services Fund

Description

The Health & Human Services Fund is a Special Revenue Funds that accounts for the cost of services provided to persons receiving public health, public assistance and social services, which flow through local county bank accounts. Financing is provided by an annual property tax levy and intergovernmental revenues designated for designated purposes.

Revenue Trends

Property Tax

It should be noted that most of the Health & Human Services program costs, authorized/administered by the Beltrami County Health & Human Services Department, are not costs that are incurred directly by the taxpayers of Beltrami County. The budgeted 2023 Human Service Costs for Beltrami County equal \$32,437,956 with a County levy contribution of \$8,267,531 (25.5% of total revenues). Health & Human Services revenues that flow through County bank accounts are primarily related to state and federal program funds, property tax levy and charges for services. Total Fund revenues for 2023 are projected to remain steady from 2022 levels.

Intergovernmental

Intergovernmental Revenues have increased by approximately 32% in the 2023 budget. Revenues for the 2023 budget have increased slightly with additional Opioid settlement funding and funding for a Homelessness Prevention Allocation.

Charges for Services

Occasionally, Health & Human Services clients must pay a fee to access a variety of programs or services. Many of the fee schedules have a “sliding scale” formula that dictates client financial obligations to receive services. Revenue from Charges for Services is budgeted to remain flat from the 2022 level. Modifications in Charges for Services reflect changes in policy or programs imposed by the state or federal government as well as the increase in the caseload.

Expenditure Trends

Health & Human Services expenditures are budgeted to remain flat for the 2023 Budget when compared to 2022. Health and Human Services expenditures represent approximately 27.8% of total County Levy expenditures.

Health & Human Services Fund Statement

Health & Human Services				
		2021	2022	2023
		Actual	Budget	Budget
Revenues				
Taxes		8,555,182	8,938,367	8,267,531
Special Assessments				
License & Permits				
Intergovernmental		18,321,610	15,254,962	20,073,722
Charges for Services		2,133,539	2,317,895	2,321,302
Fines & Forfeits				
Gifts & Contributions				
Interest on Investments				
Miscellaneous		550,974	932,200	897,350
Other Financing Sources		(2,460,512)		878,051
Total Revenues		27,100,793	27,443,424	32,437,956
Expenditures				
General Government				
Public Safety				
Highway & Streets				
Sanitation				
Human Services		26,024,647	25,928,903	30,607,760
Health		2,327,980	1,514,521	1,830,196
Culture & Recreation				
Conservation				
Economic Development				
Capital Outlay				
Debt Service				
Total Expenditures		28,352,627	27,443,424	32,437,956



Health and Human Services

Health & Human Services Fund

Becky Secore, Director
Becky.secore@co.beltrami.mn.us
218-333-4195

Purpose Statement

Beltrami County Health and Human Services is dedicated to providing a broad array of benefits and services to individuals, families, and the community. We work cooperatively to empower and support Beltrami County citizens to ensure they enjoy healthy and safe lives.

Vision: Every child, adult, and family has the resources they need to be safe, healthy, and independent.

Mission: Promote community and family strength, and work to ensure the safety and well-being of all Beltrami County residents

Values: Collaboration, Personal Accountability, Excellence in providing quality services, fiscal responsibility, Respect, Embrace challenges and continuous change

Agency Celebrate

ICWA Audit correction and Passing the 2021 Audit - Related to the ICWA audit, last year we got a smaller sum than we expected. Health and Human Services staff reached out to the Minnesota Department of Human Services and challenged the allocation. We received a letter from the DHS Commissioner stating that they acknowledged the mistake. We received notice that we will get the settlement from that mistake in 2023 allocations, an additional \$501,959.00.

Crisis Center – Beltrami County Health and Human Services along with many other Beltrami County partners and local stakeholders broke ground on the Sanford Crisis Facility!

Collaborative Partnership – In 2022 Beltrami County Health and Human Services covered \$1.4 million dollars of expenses total for the County Attorney, MIS, Rent, HR, and payroll. Another \$120,000.00 was added to the general revenue fund based on HHS expenses calculated by ‘the state’.

COVID 19 - The COVID 19 pandemic provided challenges and opportunities over the past two years. Staff at HHS worked hard to maintain public health duties, communicate affectively our responsibilities and share with the public CDC and MDH recommendations. We continue to communicate with partners and offer some vaccinations. We received a public health grant of \$835,000.00 (This funding does have specific restrictions related to COVID).

Jail Mental Health – We are excited to partner with the Law Enforcement, Local Providers, County Attorney, and the Behavioral Health Collaborative to develop programs to support mental health services in the jail and collaboratively address the need for placement related to mental health crisis. This team has been developing programs and processes to better support people in a mental health crisis and prevent recidivism.

Red Lake Initiative – In 2021 Red Lake Nation became a tribal initiative, meaning they have full responsibility for children’s services within the boundaries of the Red Lake Nation. This year Beltrami County and Red Lake Nation will receive a NACO achievement award for their partnership and work on this project.

Trends Health and Human Services 2023

Social Service Division

Challenges on the Horizon:

Red Lake Initiative - In 2021 Red Lake Nation took full responsibility of child foster care for children living within the boundaries of the Red Lake Nation. The Red Lake initiative has many impacts on revenue, expenses, services, and relationships for Beltrami County. Beltrami County is no longer responsible for payment of these foster care costs but in turn we also no longer receive IVE reimbursement for the costs of care nor do we receive IVE administration funds. There are also several other revenues streams that were tied to the care of children living on the Red Lake Reservation that are no longer available to the county. Overall, the benefits of this change outweigh any costs to the county. However, it will likely take a few years to ascertain the full financial impact to the Health and Human Services budget.

Behavioral Health Placements – Over the past several years the number of people, both children and adults, experiencing behavioral health issues has increased, the severity of their symptoms has increased, and the number of available residential options has decreased. The increased numbers of people with behavioral health issues can be directly correlated with increased trauma and increased substance use. The number of programs able and willing to provide services to this population, especially those with extreme behaviors, has decreased as risks and liability increase and staffing shortages make providing services difficult. This perfect storm, or trend, has created the need for an increase in Mental

Health holds and commitments on the part of social services. This increase has in turn created an uncontrollable cost for the county. We are required to cover the costs of placements of individuals that do not meet medical necessity for people placed in our State Hospitals. This decision is based on an assessment completed by the facility and counties cannot appeal. Also, the state closed most state facilities and decreased bed capacity across the spectrum, making it difficult for our staff to locate placements outside of the state run facilities, thus increasing the costs to the county for these individuals. Second, and of greater concern, is the fact that recently some of our hospital partners are billing the county for those same people when they do not meet medical necessity. These bills are adding up and there is uncertainty as to who is responsible for payment of these bills. This is creating a great amount of uncertainty to our budget.

Truancy - Recently the Beltrami Area Service Collaborative has declined to continue providing contracted Truancy case management services to youth in Beltrami County, this is a mandated service that the county is required to provide. The responsibility for truancy case management will fall back to Beltrami County Social Services. We will be requesting an additional FTE to fill this position internally. Payment for this position will be outlined in the Budget Enhancement form. This is a required service, and beyond that a necessary service to help ensure students that are struggling with truancy have the best opportunity to continue with their education and eventually graduate with a high school diploma or GED.

Positives:

Child Placement - Over the past couple of years Beltrami County HHS child placement costs have trended down and with the advent of the Red Lake Tribal Initiative this trend has continued. Not only the costs for youth in placement but the number of kids in placement has been decreasing for the past year. Unfortunately we still have a large number of children in placement, and as with adults, locating placement options for youth with significant behavioral problems is extremely difficult. The state has not developed programing to address this problem and many children statewide are in placements that are not appropriate to their needs.

New Funding

Housing for Youth - The state has worked with the department of education to identify and plan for homelessness in our youth across the state. Beltrami County appears to be receiving nearly one million dollars per year for the next several years to address this issue locally. While this is a large sum of money it is unclear as to what it can be used for. In any case this new money will be a welcome addition to address our local housing shortage and assist families in locating affordable, safe and stable housing.

Economic Assistance Division

Challenges on the Horizon:

MA Transportation - Beltrami County currently has a MA Transportation Specialist who is the contact and coordinator for transportation services to all MA eligible individuals. PrimeWest Health has discussed taking this role on for their members in 2023 for transportation modes 2-4. If this were to occur, it would affect the HHS budget with a loss of approximately thirty five thousand administrative dollars. A county MA Transportation Specialist would still be necessary due to continued MA Transportation use by non-managed care members as well as coordination of mode 1 transportation for all eligible Beltrami County residents.

Medical Assistance Eligibility - Beltrami County continues to see increasing eligibility for medical assistance. Due to the federal pandemic state of emergency, very few health care cases have been allowed to close since April 2020. Beltrami County has 16,624 individuals active on Medical Assistance. This is a 10% increase in the last 2 years. It is anticipated that many of these cases will remain eligible for MA ongoing if they complete necessary paperwork following the ending of the federal state of emergency. Both the number of individuals receiving MA and the anticipated workload that will occur when the peacetime state of emergency ends results in an uncharted path ahead for health care program eligibility determination in Beltrami County and statewide.

Managed Care Procurement - The unknown impact of procurement around county-based purchased managed care options may affect the staffing needs in HHS Income Maintenance Unit (IMU). If more than one managed care company is available to Beltrami County MA recipients in 2023 it will increase the workload in the IMU. There are mandatory forms that are required to be sent out and acted upon when returned that do not require action when only one managed care company is contracted. Beltrami County would also have increased demand for the Managed Care Advocate. This role is required by the Dept. of Human Services. The primary roles of the Managed Care Advocate is to assist individuals in choosing a managed care company, switching managed care companies and advocating for individuals with managed care disputes. The IMU supervisor has historically held this role. That would need to change with an increase in those duties. If there is change, and more than one managed care company is contracted with Beltrami County, we will need additional resources to meet these requirements.

Long Term Care - Beltrami County has experienced a dramatic increase in the need for long-term care services. These services fund nursing homes, assisted living, group homes and supportive housing placements for elderly or disabled individuals. We have seen a 47% increase in individuals served in the last 6 years. We have not been able to match this increase in need with an increase in resources and are now at a point where we must invest in sufficiently staffing this area in order to serve the needs of this population (see Budget Enhancement Form LTC Eligibility Specialist).

SNAP - There are also expected increases to SNAP caseloads. There was a statutory change affecting SNAP passed this last legislative session that goes into effect 9/1/2022. The income limit for SNAP eligibility was increased to 200% of poverty. While the state of MN does not foresee a large

impact to county caseloads, it will result in an increase to SNAP applications, which must be processed by county staff and will be a demand on available staff resources.

Positives:

Organizational Changes - HHS has made two organizational changes, Centralized Intake and a restructure to the Economic Assistance organizational structure that has resulted in streamlined processes and an increase in efficiency. We are utilizing the staff and technology solutions available and are in the best position we can be, without the addition of staff, moving into 2023.

Public Health Division

Challenges on the Horizon:

Managed Care Procurement - The unknown impact of procurement around county-based purchased managed care options will have an impact on our Managed Care team. We expect this will initially cause significant confusion with our PrimeWest members and have a potential impact in our eligible member numbers. We do not expect this will have an immediate impact on our staff for our Managed Care team, as we are well over our case manager to member ratios.

Positives:

PHEP - Public Health will see an increase to our Public Health Emergency Preparedness grant amount for 2023. This will allow us to continue our work with healthcare, emergency management, and community partners to continue to respond to COVID and prepare for and respond to potential future events and incidents; and assist communities in recovery locally and across the region.

Levy - All of our public health programs are operated through state and federal grants and third party billing. We will continue to operate independently of any levy dollars in 2023.

Partnership - Working with other partners to create and maintain the conditions under which members of the community can be healthy is a primary public health activity. Beltrami County Public Health is working closely with Sanford Health Bemidji and many other organizations to prioritize needs and identify opportunities to address gaps in community services and resources. Through this process, we are building community coalitions to address mental health and substance abuse, as well as promoting healthy living for the entire population.

New Funding

As a result of the opioid settlement legislation signed into law, Beltrami County will be receiving opioid settlement dollars (in the amount of \$1,696,351.55) over the next 18 years. Local government will get 75% of these funds directly, although we are still waiting for direction on how exactly these funds will be distributed. Public Health will serve as the lead agency and chief strategist to identify, collaborate, and respond to local issues as we decide how to allocate these funds.

Revenue & Expenditure Summary

Health & Human Services

Health & Human Services			
	2021	2022	2023
	Actual	Budget	Budget
Revenues			
Taxes	8,555,182	8,938,367	8,267,531
Special Assessments			
License & Permits			
Intergovernmental	18,321,610	15,254,962	20,073,722
Charges for Services	2,133,539	2,317,895	2,321,302
Fines & Forfeits			
Gifts & Contributions			
Interest on Investments			
Miscellaneous	550,974	932,200	897,350
Other Financing Sources	(2,460,512)		878,051
Total Revenues	27,100,793	27,443,424	32,437,956
Expenditures			
General Government			
Public Safety			
Highway & Streets			
Sanitation			
Human Services	26,024,647	25,928,903	30,607,760
Health	2,327,980	1,514,521	1,830,196
Culture & Recreation			
Conservation			
Economic Development			
Capital Outlay			
Debt Service			
Total Expenditures	28,352,627	27,443,424	32,437,956

Equipment over \$5,000

Health & Human Services Department							
Item Description	(R) Replace.	complete	2023	2024	2025	2026	2027
	(A) Addition	Line Item #					
Office Furniture	R		5,000	5,000	5,000	5,000	5,000
Copiers	R						
Vehicle	R		40,000	45,000	45,000	45,000	4,500
Computer					90,000	90,000	90,000
Scanners/Printers/Monitors			5,000	5,000	5,000	5,000	5,000
Total			45,000	50,000	50,000	50,000	9,500



Forfeited Tax Fund

Description

The Forfeited Tax Fund is a Special Revenue Fund that accounts for the proceeds from the sale, lease, or rental of land forfeited to the State of Minnesota. The net proceeds, after deducting the expense of the county for managing the tax-forfeited land, are apportioned to various county funds and local taxing districts. Title to the tax-forfeited land remains with the State of Minnesota. Also, within the Forfeited Tax Fund, the county accounts for the following activities: timber development (reforestation), county parks, payment in lieu of taxes, and forest roads/access.

Revenue Trends

The primary revenue source for the Forfeited Tax Fund is the sale of timber stumpage on tax-forfeited - county managed land. Demand for county wood has fluctuated but Fund revenues are projected to increase slightly in 2023. The category "Taxes" is an accounting of the apportionment that is put back into timber development (reforestation).

Miscellaneous Revenue

The primary revenue source for the Forfeited Tax Fund is the sale of timber stumpage on tax-forfeited - county managed land. Demand for county wood has fluctuated but Fund revenues are projected to increase slightly in 2023. The category "Taxes" is an accounting of the apportionment that is put back into timber development (reforestation).

Intergovernmental

Beltrami County applies for, and occasionally receives, state and federal grants to improve recreation opportunities on county managed lands and county parks. For the 2023 Budget, the Forfeited Tax Fund is budgeting \$156,600 in grant revenues and payments from other department for recreation improvements and general inter departmental services.

Expenditure Trends

Forfeited Tax Fund expenditures are budgeted to increase by \$225,104 (14%) for the 2023 Budget. The increase is primarily attributed to inflation.

Strategic Initiative

Beltrami County NRM Department manages 150,000 acres of tax-forfeited and county owned land in a manner that best serves our citizens. Providing for the natural forested landscape that our citizens value, the county realizes that active forest management not only provides a significant revenue for the county, but is also a best practice in keeping a vibrant, healthy, and multi-generation forest across the county. Additionally, the county recognizes the economic value of the timber industry to our region.

Conservation

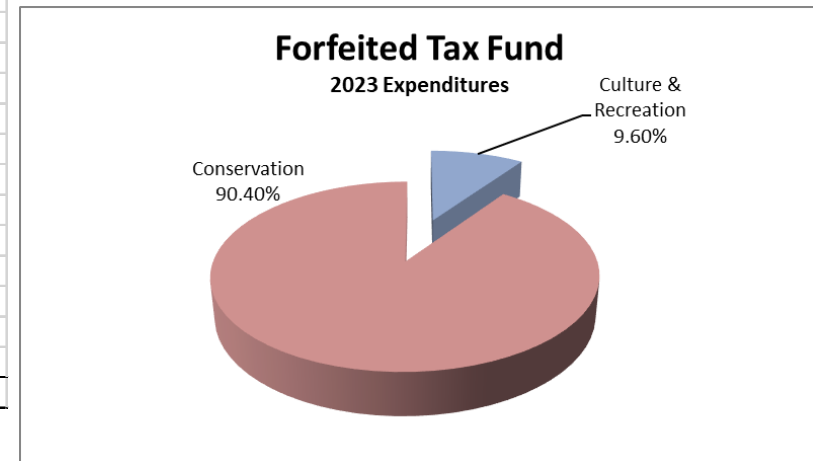
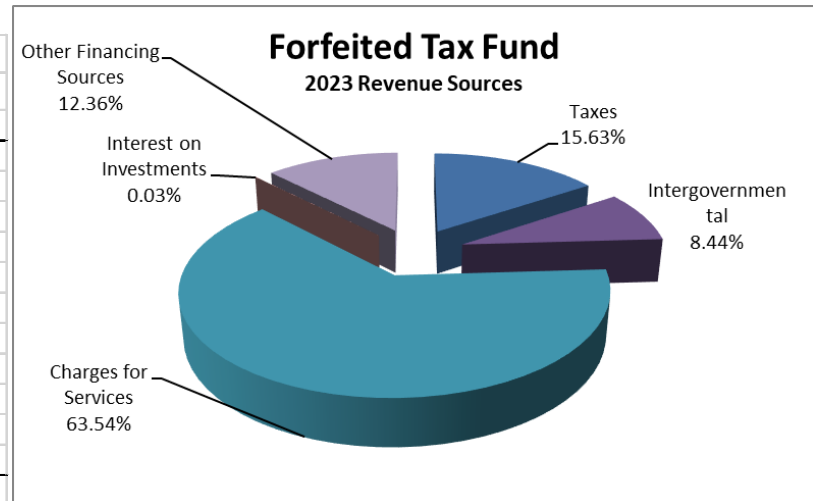
Conservation spending represents nearly all of the Forfeited Tax Fund expenditures. The 2023 Budget increases Conservation spending by \$240,710 (17%)..

Culture & Recreation

Spending on Culture & Recreation is projected to decrease by \$15,600 (-8%) in 2023. This number represents the parks budget as well as grant expenditures that flow through this fund. The Natural Resource Management Department has completed the main structure improvements to our park system that had been on-going grant projects.

Forfeited Tax Fund Statement

Forfeited Tax				
		2021	2022	2023
		Actual	Budget	Budget
Revenues				
Taxes		321,651	315,000	290,000
Special Assessments				
License & Permits				
Intergovernmental		171,355	158,000	156,600
Charges for Services		1,231,274	1,061,600	1,178,900
Fines & Forfeits				
Gifts & Contributions		1,023		
Interest on Investments			500	500
Miscellaneous				
Other Financing Sources		(124,843)	95,138	229,342
Total Revenues		1,600,460	1,630,238	1,855,342
Expenditures				
General Government				
Public Safety				
Highway & Streets				
Sanitation				
Human Services				
Health				
Culture & Recreation		195,823	193,755	178,149
Conservation		1,609,159	1,436,483	1,677,193
Economic Development				
Capital Outlay				
Debt Service				
Total Expenditures		1,804,982	1,630,238	1,855,342





Natural Resource Management

Forfeited Tax Fund

Land Commissioner Richard Moore
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218-333-4163

Purpose Statement

The Beltrami County Natural Resource Management (NRM) Department's mission is to responsibly manage approximately 150,000 acres of tax-forfeited and county owned land in Beltrami County in a sustainable manner that benefits the citizens of the County. The department is committed to a sustainable timber harvest and multiple use management of its lands and recognizes the impacts its activities can have on aesthetics, wildlife, riparian areas, cultural resources, soils, recreation, and water quality.

Natural Resource Management includes department budgets: 20-523 County Park, 20-611 Forfeited Tax Administration, 20-612 Forfeited Tax Pay-in-Lieu, 20-614 Timber Development, 20-616 Memorial Forest, 20-627 Forestry Access Road, 20-629 Environmental Trust Land, and 20-630 Wildlife Project.

2023 Initiatives

The Natural Resource Management Department will align activities and resources with the objectives, goals, and responsibilities established by the County Board through the 2006 Recreational Trails Plan, the 2008 Recreational Facilities Plan, the 2020 Land Asset Management Policy, the 2014 Aggregate Management Policy, and the 2018 Forest Management Plan. Specifically, NRM will work with the County Board to advance the following priority initiatives during 2023:

- Forest Management: Provide annual proposed harvest acreages to the public via the 2018 Forest Management Plan on the County web page.

Performance Indicator: Meet Annual Forest Harvest Guidelines - Maintain offering for sale the number of acres recommended in the 2018 Forest Management Plan.

Responsible Person: Land Commissioner, Richard Moore.

- Meet Harvest Guidelines. Assurance by the NRM foresters that the number of acres identified in the current Forest Management Plan is offered for sale through timber auctions.
Performance Indicator: Meet Annual Forest Harvest Guidelines - Maintain offering for sale the acres recommended in the 2018 Forest Management Plan.
Responsible Persons: Foresters: Corey Campbell, Garret DeChaine, Marshall Graham, Nick Ronning
- Conduct Ecological Classification. Provide training opportunities for foresters and implement the use of the Minnesota DNR Ecological Classification System (ECS) to assure proper forest management and appropriate tree species are regenerated on appropriate sites.
Performance Indicator: Successful Reforestation for Healthy and Diverse Forest - Conduct regeneration surveys on all harvested sites that have regenerated naturally or have been planted/reforested to determine survival of trees naturally regenerated or planted.
Responsible Persons: Foresters: Corey Campbell, Garret DeChaine, Marshall Graham, Nick Ronning, Richard Moore.
- Purchase Quality Seedlings. Purchase high quality containerized and bare root seedlings to assure the highest level of successful reforestation.
Performance Indicator: Successful Reforestation for Healthy and Diverse Forest - Conduct regeneration surveys on all sites that have been planted with containerized seedlings and bare root seedlings to determine survival rates and adequate stocking. If necessary, replant.
Responsible Persons: Foresters: Corey Campbell, Garret DeChaine, Marshall Graham, Nick Ronning, Richard Moore.
- Implement Seedling Protection. Implement existing seedling protection programs while researching opportunities for protecting seedlings from wildlife damage.
Performance Indicator: Successful Reforestation for Healthy and Diverse Forest – Protect seedlings from deer browsing by bud capping and/or applying Plantskydd. Conduct regeneration surveys on all sites that have been planted/reforested to determine survival rates.
Responsible Persons: Foresters: Corey Campbell, Garret DeChaine, Marshall Graham, Nick Ronning, Richard Moore.
- Update Forest Inventory. Update the forest inventory information.
Performance Indicator: Utilize NRM staff and a contracted forester to complete forest inventory on at least 5000 commercial acres per year.
Responsible Persons: Foresters: Corey Campbell, Garret DeChaine, Marshall Graham, Nick Ronning, Richard Moore.

- Conduct Marketing Effort. Promote awareness of forestry, County Parks and Trails through citizen contact and media such as the Bemidji Pioneer, County Newsletter, County web site, County Board Work Sessions, brochures, news briefs, video educational series, etc.
Performance Indicator: Park and Trail Input - Use online resources, visual counts, and visitor feedback to determine general use trends of county parks and trails.
Responsible Persons: Lori Clark, Stephanie Blumer, Richard Moore.
- Improve and Maintain Facilities and Trail Signing. Maintain and upgrade Parks and Trails infrastructure within budgetary limitations.
Performance Indicator: Park and Trail Input - Follow the current Beltrami County Recreational Facilities Plan, Recreational Trails Plan, County Board direction, and consider visitor feedback to determine maintenance and upgrades.
Responsible Person: Lori Clark, Recreation Resource Manager.
- Establish and Maintain Relationships with Natural Resource Management partners. Cost share and/or partner provided financial support of county Ruffed Grouse Management areas and Golden-winged warbler et al. wildlife habitat projects.
Performance Indicator: Forest and Wildlife habitat management projects with the Ruffed Grouse Society and the American Bird Conservancy.
Responsible Persons: Corey Campbell, Garret DeChaine, Marshall Graham, Nick Ronning, Richard Moore.

Equipment over \$5,000

Natural Resource Management Department							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2023	2024	2025	2026	2027
4x4 Pickup truck (611 100)	R	6608	-	-	40,000	40,000	
ATV/Snowmobile	R	6607	-	8,000			
Global Positioning System	R	6607					
Forest & Inventory System	A	6278	-				
Storage Bldg (shared w/ESD)	A	6601	-	-	125,000		
Total			0	8,000	165,000	40,000	0
Park and Trails Summary							
Recreation Areas			2023	2024	2025	2026	2027
Rognlien Park		6602					
Three Island Park		6602	15,000				35,000
Movil Maze (vault toilet)		6602			35,000		
Grant Creek Horse Camp		6602					
Mississippi High Banks		6602					
Wilton Hill Recreation Area		6602					
4x4 pickup		6608					
Total			15,000	0	35,000	0	35,000



Solid Waste Fund

*Solid Waste Division Director, Brian Olson
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218-333-8287*

Description

The Solid Waste Management Fund is a Special Revenue Fund that accounts for contracts to manage the day to day operation of the County's Solid Waste Management Program. Financing is provided by special assessment on all residential units and a commercial solid waste service fee on all commercial generators.

Revenue Trends

Special Assessments

In 1992, Beltrami County enacted a Solid Waste Service Fee charge on all residential structures (single-family homes, duplexes, apartments and mobile homes). A service fee also applies to all seasonal structures by charging seventy five percent of the adopted residential Solid Waste Service Fee. The Solid Waste Service Fee helps fund the operation of the: 2 transfer stations, 1 Demolition Landfill, 5 rural transfer sites, 3 recycling drop off sites, and disposal of municipal solid waste (MSW) delivered to the Polk County incinerator or Polk County Landfill.

The service fee increases approved in 2015 were for the years 2016-2020. In 2021 there was a 15% increase in the Residential Solid Waste special assessment, and a 5% increase for Commercial Waste, which was due to an increase of \$10.00 per ton to dispose of our waste.

Solid Waste Department seen a loss of revenue and increased expenses in 2020 due to COVID. Beltrami County seen a 2788.52 ton increase in residential waste, and a reduction of 2794.95 tons in commercial waste. Residential waste is a fixed cost, so we did more with less, spent on average \$36,843.33 per month more to process residential waste because instead of the waste being disposed at a business it was disposed of at home. Commercial volume was down in 2020 for most businesses so in 2021 the businesses who didn't get an abatement approved by the Solid Waste Committee, were more than likely put in a lesser tier which means less revenue in 2021. Even though our commercial revenue was down we limited our Capital Improvement items to the very minimum needed for sustaining operations in 2021 and ended up with a reserve balance of \$515,000. The past couple of years have been hard to predict and forecast a budget

due to all the variables and we have reduced spending as much as we can, yet continue to operate and continue to try and improve our operations at the same time.

Total 2020 and 2021 Effects on the Solid Waste Budget due to COVID:

Expense (More Residential Waste, Less Commercial Waste)

- 2020: \$368,433
- 2021: \$257,901

Lost Revenue: (Compared to 2019)

- 2020: \$342,131
- 2021: \$169,302

Cares Funding received in 2020 to help with the Extra Expense (\$75,539)

Total Increased Expense and Lack of Revenue minus the Cares Funding received: \$1,062,228

2022 we have seen an increase in some commercial revenue since businesses have opened back up, but I believe we will not be back the 2019 or prior years volumes and revenue due to the following: employee's working from home, lack of employees, businesses open less days/hours. If commercial revenue continues to be at a lesser rate the Solid Waste Committee will need to look at how we continue to pay the bills and recommend another rate increase to match the increased operating costs of this department. Since we have seen an increase in commercial waste, our revenue will not increase at the same rate because the commercial fee assessment is based on the previous year's volume.

2023 looks to be another challenging year, the department is going to ask for another increase in service fees by either 10 to 15 percent depending on union negotiations, and increased tipping fees. 2023 we are looking at increasing the Demolition Landfill tipping fees so we are not subsidizing it with money from other Solid Waste Revenue Sources, this means the Tip Fee for Demo debris would go up from 12 a cubic yard (CY) to \$17 CY.

Charges for Services

Fees are charged to all residents delivering demolition waste to the Beltrami County demolition landfill and to all commercial (nonresidential) waste into the Bemidji and Blackduck transfer stations by the way of a commercial solid waste service fee. All Non-Beltrami County Residents are also charged a solid waste fee for processing and disposing of their solid waste. 2021 there was a 15% increase for Residential Waste, and 5% for

Commercial Waste. Due to increased cost that the department incur in 2023, the department will be asking for another solid waste fee increase between 10 to 15% for both Residential and Commercial Waste in 2023.

Current and Proposed Residential Solid Waste Fee Amounts for 2023:

Solid Waste Fee (Special Assessment)	Permanent	Seasonal 75%	Low Income 50%
Current	\$152	\$114	\$76
5%	\$160	\$120	\$80
10%	\$167	\$125	\$84
12.5%	\$171	\$128	\$86
15%	\$175	\$131	\$88

Expenditure Trends

On 1 July 2017 Beltrami took ownership of 2 transfer stations, and 5 rural compactor sites which reduced the Waste Management Inc. contract through December 2019. Beltrami County took a 10-year Bond for \$2,500,000 in July 2017 to Purchase Waste Management Property and remodel both Transfer Stations, with an annual bond payment of \$300,000 per year.

Beltrami County paid \$1,359,600 plus all Scrap Metal Proceeds in 2018, and \$1,399,700 plus all Scrap Metal Proceeds in 2019 to Waste Management Inc. for the operation and maintenance of the Bemidji and Blackduck transfer stations, 5 Rural Transfer Sites, 4 Recycle Sites, and the demolition landfill until December 15, 2019.

Contracted hauling services in 2019 was \$321,483.17, with a base \$2.067 per mile charge. On January 1, 2020 a new three-year hauling contract went into effect with a base rate of \$2.21 for years 2020 and 2021, and a base rate of \$2.22 for year 2022 (6.5% increase). 2023 we are expecting a 10% increase in hauling because we need to submit a new Request for Proposal in 2022 for 2023-2025.

On December 16, 2019 Beltrami County took over all operations and maintenance of the Bemidji and Blackduck transfer stations, 5 Rural Transfer Sites, 4 Recycle Sites, Internal Roll-Off Hauling, and the demolition landfill, 15 days early. The County Department is projected to spend \$1,104,000 in 2020 for the same services that we contracted out in 2019, with a savings of \$295,700. With the 2.5% COLA increase in 2021 it is estimated that the solid waste department will pay \$22,000 more than 2020 for the same services listed above (\$1,126,000).

Demolition Landfill has had an increase in expenses over the past couple of years: 2019 in the amount of \$210,000 and 2020 approximately \$200,000 for professional services to design and build the final cover which is required by the MPCA Permit. In 2023 the MPCA is requesting that our landfill is tested for PFAS which will cost an estimated \$10,000 up to \$20,000 depending on how many wells they require to be tested.

Landfill Post closure cost of \$30,000 per year until landfill closes (estimated to have 11 years of capacity left) to cover the cost to maintain and monitor the landfill for a minimum of 20 years after completing closure, longer if the site requires remediation.

The Solid Waste Department had to borrow \$450,000 out of the general fund to balance 2020 Solid Waste Fund, in 2021 and 2022 the Solid Waste Department plans to pay the general fund back \$225,000 each year.

In 2021 we had an extra expense of \$257,901 that was not accounted for because of COVID . The Commercial Revenue is also down because of the 2020 assessments (10% of the businesses seen a reduction in there 2021 solid waste fee), and reduced volume. Inflation rates in 2021 rose to 4.2% and ended at 7.0%. 2021 inflation average was 4.7% prior to 2021 the 20-year average was at 2.59%. The past 3 years we have been increasing solid waste that we process:

Year	Total Waste Processed in Tons (MSW, Recycables & Special Waste)
2019	28178
2020	29418
2021	31648

In 2022 we have seen a 40 year high in inflation as of May the U.S. Labor Department published the rate at 8.5%, the transfer trailer we received in June was 22% more then the one we purchased in 2019. The Material Handler quote we received for a new machine in 2023 (\$450,000) went up 38% since 2018 (\$325,000), and if you want one, it takes at least 12 months to build. We received a notice that in July we will incur a 10% increase in special waste recycling/disposal. Operating costs: between fuel and parts we have seen a higher inflation rate than the 8.5%.

2023 the department needs \$799,000 in capital improvements. Polk County has also informed us that there tipping fees will be going up at least \$5.00 per ton which is approximately \$150,000 a year do to their increased costs, but will not now for sure until the middle of July 2022. We will advertise a Request for Proposal (RFP) for a new 3-year Hauling contract fall of 2022 and execute the contract on 1 Jan 2023. The current contract expires on 31 Dec 2022, and expect at least a 5% increase in the new contract due to inflation.

In 2027 we would like to request a \$3.5 Million (M) Bond to remodel the Solid Waste Offices/Recycling Facility/Maintenance Facility (Building A) located at 751 Industrial Park. This department will be in good position to handle this debt capacity because our current bond will be paid off in 2026.

Fund Balance Analysis

In accordance with guidelines established by the Minnesota State Auditor's Office and county policy, Beltrami County maintains adequate reserves in the Solid Waste Fund to meet cash flow and emergency needs. An estimated Post Closure/Emergency Contingency Cost Estimate for the Demolition Landfill is estimated to be \$350,000 in 2030. We should have a revolving fund balance (reserve) of at least 460,000 to have the ability to have funds available when capital is needed to be replaced.

Five Year Pro Forma(s) (with an estimated Service Fee increase in 2023 from 0% to 15% increase) depending on board approval.

- Includes 2023 Enhancement Requests, and 10% labor increase, \$5.00 Polk County Tip Fee, 10% Hauling Contract Increase, and Demo Landfill Tip Fee Increase
- This department recommends either a 10 to 15% increase at the present time with the current data that is available due to inflation and increase costs of our whole department.
- 2027 we are requesting a \$3.5 M Bond, for a CIP project, so we will not be going negative the whole amount, but incur a new Bond Payment
- We should maintain a fund balance of at least \$450,000 for emergencies, contingencies, and to have funds available for CIP

Pro Forma 0% Increase					
Year	2023	2024	2025	2026	2027
REVENUE .6% Increase New Residential Units Per Year	5,680,266.00	5,714,347.60	5,748,633.68	5,783,125.48	5,817,824.24
EXPENDITURES (5% Inflation)	(5,534,930.00)	(5,811,676.50)	(6,102,260.33)	(6,407,373.34)	(6,727,742.01)
NET	145,336.00	(97,328.90)	(353,626.64)	(624,247.86)	(909,917.77)
CIP (Request \$225,000 ARPA funds, if not increase this amount by \$225,000 for 2023)	(574,000.00)	(425,000.00)	(542,000.00)	(584,000.00)	(4,210,000.00)
Total EXP	(6,108,930.00)	(6,236,676.50)	(6,644,260.33)	(6,991,373.34)	(10,937,742.01)
NET	(428,664.00)	(522,328.90)	(895,626.64)	(1,208,247.86)	(5,119,917.77)
Last year Carry Over (2023 Carry Over if ARPA Fund Request is Approved) if not reduce by \$225,000)	688,784.00	260,120.00	(262,208.90)	(1,157,835.55)	(2,366,083.41)
NET	260,120.00	(262,208.90)	(1,157,835.55)	(2,366,083.41)	(7,486,001.18)

Pro Forma 5% Increase					
Year	2023	2024	2025	2026	2027
REVENUE .6% Increase New Residential Units Per Year	5,855,966.00	5,891,101.80	5,926,448.41	5,962,007.10	5,997,779.14
EXPENDITURES (5% Inflation)	(5,534,930.00)	(5,811,676.50)	(6,102,260.33)	(6,407,373.34)	(6,727,742.01)
NET	321,036.00	79,425.30	(175,811.92)	(445,366.24)	(729,962.87)
CIP (Request \$225,000 ARPA funds, if not increase this amount by \$225,000 for 2023)	(574,000.00)	(425,000.00)	(542,000.00)	(584,000.00)	(4,210,000.00)
Total EXP	(6,108,930.00)	(6,236,676.50)	(6,644,260.33)	(6,991,373.34)	(10,937,742.01)
NET	(252,964.00)	(345,574.70)	(717,811.92)	(1,029,366.24)	(4,939,962.87)
Last year Carry Over (2023 Carry Over if ARPA Fund Request is Approved) if not reduce by \$225,000)	688,784.00	435,820.00	90,245.30	(627,566.62)	(1,656,932.87)
NET	435,820.00	90,245.30	(627,566.62)	(1,656,932.87)	(6,596,895.73)

Pro Forma 10% Increase					
Year	2023	2024	2025	2026	2027
REVENUE .6% Increase New Residential Units Per Year	6,065,966.00	6,102,361.80	6,138,975.97	6,175,809.82	6,212,864.68
EXPENDITURES (5% Inflation)	(5,534,930.00)	(5,811,676.50)	(6,102,260.33)	(6,407,373.34)	(6,727,742.01)
NET	531,036.00	290,685.30	36,715.64	(231,563.52)	(514,877.33)
CIP (Request \$225,000 ARPA funds, if not increase this amount by \$225,000 for 2023)	(574,000.00)	(425,000.00)	(542,000.00)	(584,000.00)	(4,210,000.00)
Total EXP	(6,108,930.00)	(6,236,676.50)	(6,644,260.33)	(6,991,373.34)	(10,937,742.01)
NET	(42,964.00)	(134,314.70)	(505,284.36)	(815,563.52)	(4,724,877.33)
Last year Carry Over (2023 Carry Over if ARPA Fund Request is Approved) if not reduce by \$225,000)	688,784.00	645,820.00	511,505.30	6,220.94	(809,342.58)
NET	645,820.00	511,505.30	6,220.94	(809,342.58)	(5,534,219.91)

Pro Forma 12.5% Increase					
Year	2023	2024	2025	2026	2027
REVENUE .6% Increase New Residential Units Per Year	6,170,966.00	6,207,991.80	6,245,239.75	6,282,711.19	6,320,407.45
EXPENDITURES (5% Inflation)	(5,534,930.00)	(5,811,676.50)	(6,102,260.33)	(6,407,373.34)	(6,727,742.01)
NET	636,036.00	396,315.30	142,979.42	(124,662.16)	(407,334.56)
CIP (Request \$225,000 ARPA funds, if not increase this amount by \$225,000 for 2023)	(574,000.00)	(425,000.00)	(542,000.00)	(584,000.00)	(4,210,000.00)
Total EXP	(6,108,930.00)	(6,236,676.50)	(6,644,260.33)	(6,991,373.34)	(10,937,742.01)
NET	62,036.00	(28,684.70)	(399,020.58)	(708,662.16)	(4,617,334.56)
Last year Carry Over (2023 Carry Over if ARPA Fund Request is Approved) if not reduce by \$225,000)	688,784.00	750,820.00	722,135.30	323,114.72	(385,547.44)
NET	750,820.00	722,135.30	323,114.72	(385,547.44)	(5,002,881.99)

Pro Forma 15% Increase					
Year	2023	2024	2025	2026	2027
REVENUE .6% Increase New Residential Units Per Year	6,275,966.00	6,313,621.80	6,351,503.53	6,389,612.55	6,427,950.22
EXPENDITURES (5% Inflation)	(5,534,930.00)	(5,811,676.50)	(6,102,260.33)	(6,407,373.34)	(6,727,742.01)
NET	741,036.00	501,945.30	249,243.20	(17,760.79)	(299,791.79)
CIP (Request \$225,000 ARPA funds, if not increase this amount by \$225,000 for 2023)	(574,000.00)	(425,000.00)	(542,000.00)	(584,000.00)	(4,210,000.00)
Total EXP	(6,108,930.00)	(6,236,676.50)	(6,644,260.33)	(6,991,373.34)	(10,937,742.01)
NET	167,036.00	76,945.30	(292,756.80)	(601,760.79)	(4,509,791.79)
Last year Carry Over (2023 Carry Over if ARPA Fund Request is Approved) if not reduce by \$225,000)	688,784.00	855,820.00	932,765.30	640,008.50	38,247.70
NET	855,820.00	932,765.30	640,008.50	38,247.70	(4,471,544.08)

Purpose Statement

Beltrami County Solid Waste Management program's mission is to provide access to Beltrami County residents to an environmentally/economically sound Solid Waste Management Program.

The Solid Waste Management program budget include: 25-395 Solid Waste Administration and 25-396 Solid Waste Facilities.

2023 Strategic Initiatives

Provide the Administration to plan and manage the waste streams in Beltrami County for the purpose of promoting the health, welfare, and safety of the public and protecting resources of water, air, and land.

The County Solid Waste Management Plan, and Ordinance is administered by the Solid Waste Department, this is done by working with the Solid Waste Committee, County Board, and strategic partners to advance the following priority initiatives during 2023:

Manage, operate, maintain, and inspect all Solid Waste Sites per MPCA permit requirements.

Responsible Person(s): Solid Waste Director; County Board of Commissioner's; County Administrator; Public Works Director, County Attorney.

1. Continue to Improve Solid Waste: Education, Operations, and Services.
2. Look at efficiency measures to increase savings in the Solid Waste Department, while planning for the future.
3. Continue to look new opportunities to reduce, reuse and recycle.

Solid Waste Fund Statement

		2021	2022	2023
		Actual	Budget	Budget
Revenues				
Taxes				
Special Assessments		2,901,484	2,812,278	2,850,000
License & Permits		375	500	700
Intergovernmental		134,950	134,000	135,883
Charges for Services		2,276,220	1,896,500	2,296,754
Fines & Forfeits				
Gifts & Contributions				
Interest on Investments				
Miscellaneous		644,520	345,000	396,930
Other Financing Sources		(478,396)	(284,000)	144,835
Total Revenues		5,479,153	4,904,278	5,825,102
Expenditures				
General Government				
Public Safety				
Highway & Streets				
Sanitation		5,037,430	4,904,278	5,825,102
Human Services				
Health				
Culture & Recreation				
Conservation				
Economic Development				
Capital Outlay				
Debt Service				
Total Expenditures		5,037,430	4,904,278	5,825,102

Equipment over \$5,000

Solid Waste Fund							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2023	2024	2025	2026	2027
Roll Off/Dump Truck (Landfill)	R/A	25.395.000.0000.6608	225,000				
2008 Travis Walking Floor Transfer Trailer	R	25.395.000.0000.6608	100,000	110,000	110,000	110,000	110,000
Remote Site Compactors	R					160,000	120,000
Transfer Station Compactors	R						340,000
2006 Volvo EW160B Excavator	R	25.396.133.0000.6607	450,000				
Fork Lift	R			45,000			
Open Top roll-off Container	R	25.395.000.0000.6607	20,000	57,500	22,500	16,000	17,000
Skidsteer	R			80,000	80,000		
Receiver Box (s)	R	25.395.000.0000.6607	24,000	48,000	48,000	48,000	108,000
Copier	R				8,500		
Floor Scrubber	R				40,000		
New Remote Transfer Site	A				120,000		
Fense Sovde Site	R				50,000		
Office Furniture	R				6,000		
1/2 Ton Truck	R				45,000		
Scissor Lift	R				12,000		
Wheeled Ladder	R					250,000	
Remodel Office Bldg	A						3,500,000
Fair Grounds Compactor Upgrade	A			60,000			
Total			819,000	400,500	542,000	584,000	4,195,000



Debt Service

Special Revenue Fund

Description

The Debt Service Fund accounts for the retirement of bonds issued for the construction of the Jail, Law Enforcement Center, Judicial Center and Solid Waste Transfer Station. Financing is provided by annual property tax levies, special assessments, solid waste commercial revenue, lease revenues and the designation of fund reserves.

Debt Service Limits

The County's long-term debt and the level of annual debt service are regulated by Minnesota Statute 475.53 Subd 1. State law establishes maximum debt limits, which consist of a limit of three percent of taxable market value. As shown by the following information, the county's current debt and debt service are well below the state limits. It should be noted that the county does this calculation only to measure the statutory limit of what could be borrowed.

Legal Debt Limit – State of Minnesota General Obligation Debt

Total Taxable Market Value of property for taxes payable in 2022	\$3,913,592,809
Debt Limit	3%
Maximum debt applicable to debt limit	\$ 117,407,784
Current outstanding debt as of 12/31/2021	<u>\$ 7,310,000</u>
Available margin per Legal Debt Limits:	\$110,097,784

Bond Rating

Demonstrated strong financial management and impressive levels of county fund reserves were cited as justifications for Moody's Investors Service to award the County Bond Rating "A3" during 2013. The good financial position of the county was affirmed when local financing was secured in mid-2017 for the purchase and remodel of a solid waste transfer station at an exceptional rate.

Future Long-Term Debt

Beltrami County debt had last been issued in 2017 to finance the remodeling of the Solid Waste Transfer Station. Noteworthy with the last two financing issues is that Beltrami County worked directly with a local lender, First National Bank Bemidji, rather than going through the traditional method of issuing bonds through a Bonding Agency. For the jail, working with a local bank in 2016 resulted a projected savings of over \$50,000 in bond issuance costs. The county again used local financing for the Solid Waste Transfer Station purchase and remodel. Using a local bank is also an example of local government approaching their work with a whole new perspective. It is a win-win situation to work with a local business that pays taxes in the community and employs a large number of community members.

Jail Planning

Beltrami County is aware that a very significant addition and remodel will need to be done to the current jail or that the County may need to build a new jail. The inmate population is a driver in numerous costs for the County. It is apparent that the design of a jail will impact the operational budget significantly. Huge costs to our Jail operations, costs that could be contained if we had the proper design, include: Board of inmates with other counties, transport of inmates to other counties and within the jail or courts, staffing needs in the jail, prisoner medical expenditures, required programming for inmates, and numerous other cost and staff drivers. The county has been very intentional in providing information to our citizens that this project is on the horizon. Regardless of how the project progresses, it will undoubtedly be the most extensive and expensive bonding project the county has ever entered.

Debt Service Obligations

The chart below shows the principal payment strategies for county long-term debt obligations after payments are made in 2022.

BOND	MATURITY	2020 PRINCIPAL PAID	2021 PRINCIPAL PAID	2022 PRINCIPAL PAID	BALANCE AT 12/31/22
2011 Law Enforcement Center	2023	\$445,000	\$460,000	\$480,000	\$495,000
2013 Judicial Center	2025	\$600,000	\$615,000	\$625,000	\$1,960,000
2015 Jail	2027	\$300,000	\$300,000	\$350,000	\$1,900,000
2017 Solid Waste	2027	\$250,000	\$250,000	\$250,000	\$1,250,000

Revenue & Expenditure Summary

Debt Service Fund

		2021	2022	2023
		Actual	Budget	Budget
Revenues				
Taxes		1,285,817	1,372,000	1,396,550
Special Assessments				
License & Permits				
Intergovernmental		214,521	205,633	207,225
Charges for Services				
Fines & Forfeits				
Gifts & Contributions				
Interest on Investments				
Miscellaneous				
Other Financing Sources		288,268	284,000	278,063
Total Revenues		1,788,606	1,861,633	1,881,838
Expenditures				
General Government				
Public Safety				
Highway & Streets				
Sanitation				
Human Services				
Health				
Culture & Recreation				
Conservation				
Economic Development				
Capital Outlay				
Debt Service		1,803,915	1,861,633	1,881,838
Total Expenditures		1,803,915	1,861,633	1,881,838



Capital Projects Special Revenue Fund

*County Administrator Tom Barry
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218-333-4109*

Description

The Capital Projects Fund is a Special Revenue Fund that accounts for financial transactions of the county for general capital improvements to county property and equipment.

Revenue Trends

Historically, the Beltrami County Board has budgeted approximately \$280,000 each year from Payment in-Lieu-of Taxes (PILT) to meet planned and unexpected building needs. There is a concern that if the State of Minnesota cuts PILT payments to counties that it will become more difficult to maintain capital improvements in Beltrami County.

The County also puts a portion of rent that is received from building partners into the Capital Projects Fund. Since the costs to this fund are driven by the use/wear and tear of buildings, using rent proceeds to keep the Capital Improvement Fund in a health position has made good sense.

Expenditure Trends

As the County's facilities age, increased maintenance and associated costs rise. Replacements to building and grounds as well as internal operational upgrades must be maintained. Elevated maintenance requirements, compounded by increasing inflationary pressures, continue to strain the Capital Projects Special Revenue Fund. Replacement of the County Courthouse Annex roof and HVAC systems for example will cost over \$250,000. That project will likely proceed in 2023. Several remodels of the Judicial Center (Bailiff's Office) and the CSC building will also take place in 2023.

Revenue & Expenditure Summary

Capital Projects

		2021	2022	2023
		Actual	Budget	Budget
Revenues				
Taxes				
Special Assessments				
License & Permits				
Intergovernmental		280,000	280,000	280,000
Charges for Services				
Fines & Forfeits				
Gifts & Contributions				
Interest on Investments				
Miscellaneous				
Other Financing Sources		(19,488)		
Total Revenues		260,512	280,000	280,000
Expenditures				
General Government				
Public Safety				
Highway & Streets				
Sanitation				
Human Services				
Health				
Culture & Recreation				
Conservation				
Economic Development				
Capital Outlay		31,606	280,000	280,000
Debt Service				
Total Expenditures		31,606	280,000	280,000

Fund Balance Analysis

In accordance with guidelines established by the Minnesota State Auditor's Office and county policy, Beltrami County maintains adequate reserves in the Capital Projects Fund to meet cash flow and emergency needs. The County financial statements establish the 2021 total fund balance for the Capital Projects Fund at \$865,514.

The county is aware that we need to address the older buildings that make up our County Highway Department. This public works facility has been on the county horizon for more than a decade. Some of the needs to be addressed are a mechanics bay that can fit the large equipment that the county now owns. The equipment and truck bay area is very energy inefficient and is also inadequately sized.

Other potential and common uses of the Capital Improvement Fund are for large mechanical heating and cooling units, repairing and replacing roofing, purchasing of mainframe computer equipment and similar projects.



Trust and Custodial Funds

Description

Trust and Agency Funds represent accounting and investment services provided by the Beltrami County Auditor-Treasurer's Office for specific county enterprises or to other government entities. Beltrami County does not prepare formal budgets for Trust and Agency Funds. For purposes of public disclosure, the Trust and Agency Funds are listed with a short description:

Private Purpose Trust Fund

The Social Welfare Custodial Fund is used to account for the receipts and disbursements of the social welfare account.

Custodial Funds

The Other Custodial Fund is used to account for the collections and payments of employee medical and daycare reimbursement programs that is fully funded from employer contributions.

The Headwaters Regional Development Commission Custodial Fund is used to account for the collection and payment of taxes due to the Headwaters Regional Development Commission.

The Jail Custodial Fund is used to account for the receipts and disbursements of the county's jail inmates.

The Northwestern Minnesota Juvenile Center Custodial Fund is used to account for the receipts and disbursements of the Northwest Minnesota Juvenile Center.

The Red Lake Watershed District Custodial Fund is used to account for the collection and payment of taxes due to the Red Lake Watershed District.

The Roseau River Watershed District Custodial Fund is used to account for the collection and payment of funds due to the Roseau River Watershed District Agency Fund.

The School Districts Custodial Fund is used to account for the collection and payment of funds due to school districts.

The **State Revenue Custodial Fund** is used to account for the state's share of the severed mineral tax and assurance collections and payments to the State of Minnesota.

The **Emergency Services District Custodial Fund** is used to account for the collection and payment of Emergency Services Districts.

The **Townships and Cities Custodial Fund** is used to account for the receipts and disbursement of funds due to towns and cities.

The **Paul Bunyan Task Force Custodial Fund** is used to account for the receipts and disbursements of the Paul Bunyan Drug Task Force.

The **Beltrami Soil & Water Conservation District Custodial Fund** is used to account for the receipts and disbursements of the Beltrami Soil & Water Conservation District.

The **Bemidji Regional Airport Custodial Fund** is used to account for the tax levy collections and payments of the Bemidji-Beltrami Airport Commission.

The **Development District Custodial Fund** is used to account for the collection and payment of the funds due to the City of Bemidji for tax increment financing.

The **Medical Assistance Estate Recoveries** is used to account for the collection and payment of the State's share of medical assistance estate recoveries.



About Beltrami County

Community Profile

Beltrami County is located in the lakes and pines region of north central Minnesota. The population of the area has experienced consistent but controlled growth. The 1990 population of 34,384 grew to 39,650 in 2000, and to 44,442 in 2010. The 2021 Census estimate for Beltrami County has grown to 46,380. Beltrami County includes the majority of the Red Lake Indian Reservation and part of the Leech Lake Reservation. The county is geographically large, fourth largest in the State of Minnesota.

The beautiful natural environment is the primary draw for those who make Beltrami County their home, and for those who visit the area to recreate. Beltrami County boasts of 72 lakes of 150 acres or more. From Bemidji State Park located on the north shore of Lake Bemidji, to the Chippewa National Forest in southeast Beltrami County to the Big Bog State Park in the Kelliher-Waskish area, Beltrami County has plenty to offer outdoor enthusiasts. The City of Bemidji is the “First City on the Mississippi” and is located just 30 miles from Itasca State Park, home of Lake Itasca – source of the mighty Mississippi River. Hunting, fishing, canoeing, snowmobiling, skiing, biking, camping and hiking are activities enjoyed by people throughout the county.



Brief History of Beltrami County

The territory of Minnesota was organized by an Act of Congress passed on March 3, 1849. By this organic act the inhabitants of the new territory were accorded the same rights and privileges as had been previously given to the residents of the Territory of Wisconsin. The State Constitution was adopted on October 13, 1857. Minnesota was admitted to the Union as a State on May 11, 1858.

Beltrami County was named after the Italian Count Giacomo Costantino Beltrami, an early explorer of the area. In 1887 Beltrami County was part of one of the state's original nine counties, Becker County. The legislature authorized the creation of Beltrami County in 1893 with 137 townships.

Nineteen townships were given to Roseau County in 1895, reducing Beltrami County to 118 full and 37 fractional townships. On May 17, 1897, Beltrami County was fully organized with Bemidji as the county seat.



In 1902, Clearwater County was created by vote of the residents of Beltrami County. Twenty-eight full and two fractional townships went to the new county. On January 1, 1923, Lake of the Woods County was created. Beltrami County reached its present size of 1,604,695 acres.

Beltrami County has 16,887 acres of lakes and 459,851 acres of state forest lands. It is comprised of 86 townships and contains portions of two Indian reservations, Red Lake and Leech Lake. A total of 38,121 land parcels are located within the County as of September 2008.

Historical Sites Listed on the National Register of Historic Places

- Great Northern Depot (Beltrami County Historical Society)
- Beltrami County Courthouse: Beaux Arts-inspired, brick-and-stone courthouse with domed tower, designed by Kinney and Detweiler and built in 1902.
- Bemidji Carnegie Library: Classical Revival brick library with limestone trim, designed by Fargo architect W.D. Gillespie and built in 1909.
- Buena Vista Archaeological Historic District: Site of late 19th century logging town, remains of William Maher Sawmill, and standing 1898 schoolhouse.
- District No. 132 School: Classical Revival frame school designed by local contractors and built ca. 1915.
- Lake Bemidji State Park CCC/NYA/Rustic Style Historic Resources: Log recreational facilities constructed by 1937-39 by NYA workers.
- Nymore Bridge: Large barrel-vault, reinforced concrete bridge built in 1917 using patented reinforcing system.
- David and Wanda Park House: Modern style residence designed by Edward K. Mahlum and built in 1936.
- Paul Bunyan and Babe the Blue Ox: Colossal roadside statues of mythical giant lumberjack and companion, erected in 1937-38 to stimulate tourism.

- Rabideau CCC Camp: One of two surviving CCC camps in Minnesota, constructed in 1935-41.
- Saum Schools: One room log school (1903) and two story frame schoolhouse (1912) built as one of Minnesota's first consolidated schools.

Beltrami County Government

Beltrami County is governed by a five-member Board of Commissioners, elected to four year terms from districts. The Board of Commissioners holds their regularly scheduled work meetings and regular meetings on the first and third Tuesday of each month. Meeting schedules, agendas and minutes can be accessed through the county website: www.co.beltrami.mn.us.

The County Sheriff, County Auditor/Treasurer and County Attorney are also elected offices for four year terms.

The county employs a staff of about 430 employees. County departments include County Administration, Human Resources, MIS, Facilities Management, County Assessor, County Attorney, County Recorder, Sheriff's Office (including jail, bailiff, emergency management and dispatch), Auditor/Treasurer (including License Center), Health and Human Services, Environmental Services, Highway, Public Works, Natural Resource Management and Veteran Services.

Beltrami County Communities

Beltrami County's county seat is Bemidji, a city of about 15,279 people. This major regional center, intersected by U.S. Highways 2 and 71, is home to Bemidji State University, Sanford Health of Northern MN Hospital and Clinic, a thriving industrial, retail and tourism economy, and a unique blend of educational, cultural and recreational opportunities. Bemidji is home to the fourth busiest airport in Minnesota with about 25,000 travelers served annually. The city also hosts a 300 acre industrial park designed for manufacturing businesses and a 60 acre technology park designed to accommodate companies associated with communication and technology.



Blackduck is located 25 miles north of Bemidji at the juncture of U.S. Highways 71 and 72. Blackduck has a population of 857 persons and offers smaller town living combined with full municipal services. Blackduck has municipal sewer and water, and a variety of retail establishments located in an attractive downtown. The city also offers a variety of recreational opportunities in close proximity to the community including golf at an 18-hole course and outdoor activities at Pine Tree Park.

Kelliher is 20 miles northeast of Blackduck, located along U.S. Highway 72. Kelliher has a population of 267 persons in a more rural setting. Located close to Upper Red Lake, Kelliher offers world class fishing and outdoor recreation. The City of Kelliher is served by municipal infrastructure. The other incorporated cities in Beltrami County include Funkley, Solway, Wilton, Tenstrike and Turtle River.

Education and Health Care

There are five school districts serving Beltrami County residents. The Bemidji School District is the largest with a EC-K-12 enrollment of about 5,500 students. Blackduck, Kelliher, Red Lake and Grygla-Gatzke offer quality educational opportunities with lesser enrollments. Several private and charter schools also operate in the Bemidji area. Bemidji is home to Bemidji State University, Northwest Technical College, Oak Hills Christian College and Concordia Language Villages. Tribal Colleges are located in Red Lake and Cass Lake.



Sanford Health, with a service area of more than 70,000 people, provides quality health care for the entire region. Sanford Health includes Sanford Hospital, Sanford Nursing and Rehabilitation Center, Baker Park Congregate Housing, Sanford Home Care and Hospice and Bemidji Medical Equipment, a for-profit subsidiary corporation. Sanford is the largest employer in the Bemidji region. In addition to a number of major regional facilities located in Bemidji, there are a number of smaller clinics and hospital facilities located in Red Lake, Blackduck and Kelliher.

People Quickfacts

	County	State of MN
Population Estimates, July 1 2021, (V2021)	46,380	5,707,390
PEOPLE		
Population		
Population Estimates, July 1 2021, (V2021)	46,380	5,707,390
Population estimates base, April 1, 2020, (V2021)	46,228	5,706,494
Population, percent change - April 1, 2020 (estimates base) to July 1, 2021, (V2021)	0.3%	2
Population, Census, April 1, 2020	46,228	5,706,494
Population, Census, April 1, 2010	44,442	5,303,925
Age and Sex		
Persons under 5 years, percent	6.6%	5.9%
Persons under 18 years, percent	25.3%	23.1%
Persons 65 years and over, percent	16.8%	16.7%
Female persons, percent	49.8%	49.9%

(Most recent data available according to the US Census Bureau)

Beltrami County

Major Property Taxpayers

Enbridge Energy LP

Enbridge Pipelines So Lights

Ottertail Corporation

Minnkota Power Cooperative

Minnesota Energy Resources Corp
--

Great Lakes Gas Trans Ltd Ptrs

Sanford Health of Northern MN

S&J Development LLC

Vista North Townhomes LLC

Fankhanel LLC

Source: Beltrami County Auditor/Treasurer



Financial Management Policy

General Financial Policies

Beltrami County has adopted accounting, financial, capital improvement and budget policies to provide the framework for managing the county's financial resources. These policies are designed to:

- guide policy decisions which have significant fiscal impact.
- set forth operating principles which minimize the cost of government and reduce financial risk.
- employ balanced and fair revenue policies which provide adequate funding for desired programs.
- maintain appropriate financial capacity for present and future needs.
- promote sound financial management by providing accurate and timely information on financial conditions.
- protect and enhance the county's credit rating and prevent default on any debt.
- ensure the legal use of financial resources through an effective system of internal controls.
- promote cooperation and coordination with other governments and the private sector in the financing and delivery of services.

General Accounting Policies

Government Organization

Beltrami County was established February 28, 1866, and has the powers, duties, and privileges granted counties by state law, codified in Minn. Stat. Ch. 373. Beltrami County is governed by a five-member Board of Commissioners elected from districts within the county. The Board is

organized with a chair and vice-chair elected by the Board at the annual meeting in January of each year. A County Administrator appointed by the County Board serves as the clerk of the Board but has no vote.

Budgets or financial information for Related Organizations or Joint Ventures are not provided in this budget document because they are not controlled by or dependent on the county. Control or dependence is determined on the basis of financial interdependence, selection of governing authority, designation of management, ability to significantly influence operations, or accountability for fiscal matters.

The accounting policies of the county conform to generally accepted accounting principles and are in accordance with established State of Minnesota legal restrictions as promulgated by the Minnesota Department of Revenue. The following is a summary of the more significant policies:

Basis of Presentation – Fund Accounting

The accounts of the county are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate.

Government resources are allocated to and accounted for in individual funds on the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped, in the financial statements in this report, into seven generic fund types and three broad fund categories. A description of the fund types and account groups used by the County follows:

Governmental Funds

- The General Fund is the general operating fund of the county. It is used to account for all financial resources, except those required to be accounted for in another fund.
- Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are restricted to expenditures for specified purposes.
- Debt Service Funds are used to account for the accumulation of resources for, and the payment of, principle, interest, and related costs of general long-term debt.
- The Capital Projects Fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

Internal Services Funds

- The Internal Service Fund is used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the county or to other governments on a cost-reimbursement basis.

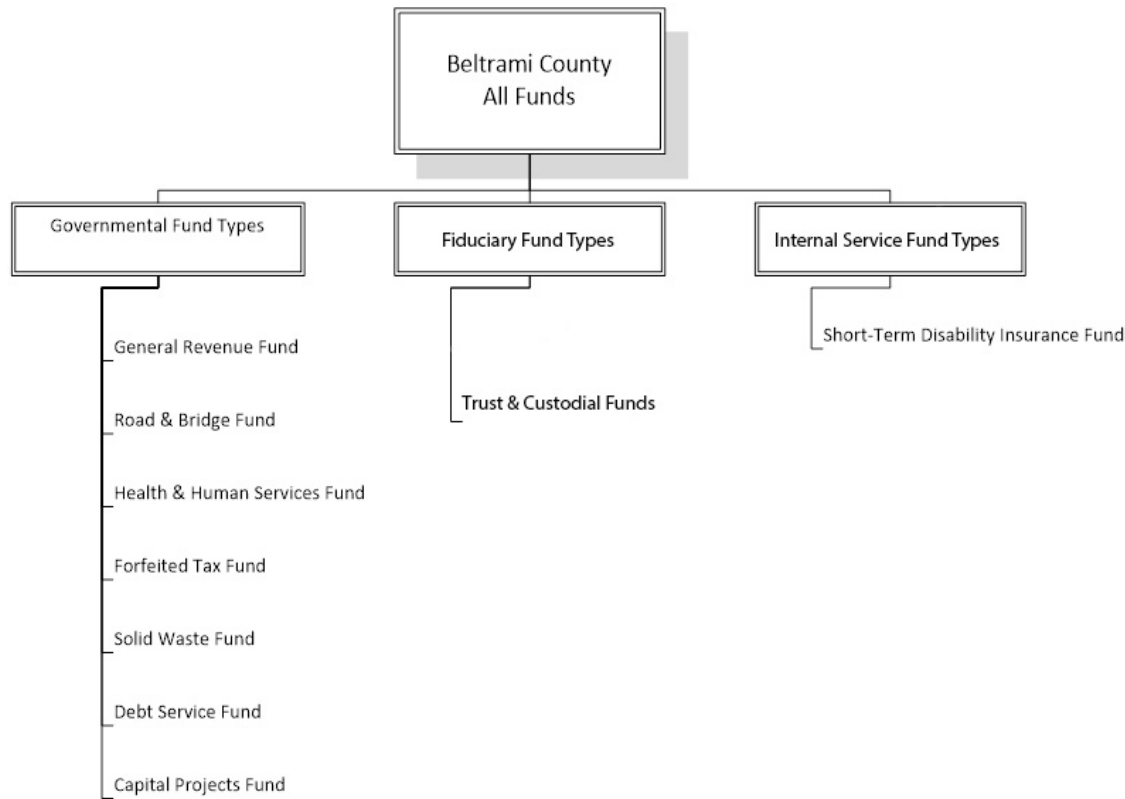
Fiduciary Funds

- Trust and Custodial Funds are used to account for assets held by the County as an agent for individuals, private organization, other governmental units, and other funds. These include expendable trust, investment trust, and agency funds. Expendable trust funds are accounted for in essentially the same manner as governmental funds. The investment trust fund accounts for specific investments held by the county for a legally separate entity not part of its financial reporting entity. Custodial funds are custodial in nature (assets equal liabilities) and do not involve measurements of results of operations.

Account Groups

- General Fixed Assets records the county's fixed assets used in governmental fund operations.
- General Long-Term Debt records the county's long-term debt liabilities, other than those accounted for in the proprietary funds.

Fund Structure Chart



Basis of Accounting

Governmental Fund types, expendable trust funds, and custodial funds are reported on the modified accrual basis of accounting, in which revenues are recognized when they become both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Revenue sources susceptible to accrual include property taxes, special assessments, intergovernmental revenue, charges for services, and investment earnings. Expenditures are recognized when the corresponding liabilities are incurred, except for principle and interest on general long-term debt, which are recognized when paid, and certain compensated absences, claims, and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

The fiduciary funds are accounted for using the accrual basis of accounting. Revenues are recognized when they are earned, and expenses are recognized when they the related liabilities are incurred.

Internal Service funds are reported on the full accrual basis of accounting, in which revenues and expenses are recognized in the period incurred, once measurable.

Fund Balances

A Fund Balance Resolution was adopted by the Beltrami County Board on July 16, 2013 and has been revisited during each budget cycle:

WHEREAS, fund balances reported on year-end financial statements are near their highest due to late year property tax payments, state aid payments including County Program Aid made in December; and

WHEREAS, fund balance allows for covering five months' cost of services until the first half property tax payments are receipted in May; and

WHEREAS, fund balance allows the county to absorb expenses that come from unforeseen circumstances; and

WHEREAS, fund balance allows the county to make one time investments and to pre-pay expenses at a time that may be advantageous over postponement of said expense; and

WHEREAS, the county fund balance is not required to exceed the needs as laid out hereon.

THEREFORE, BE IT RESOLVED that the Beltrami County Board of Commissioners hereby adopts a Fund Balance Policy that allows for six (6) months of currently budgeted expenditures to be set aside for total fund balance.

BE IT FURTHER RESOLVED, the Beltrami County Board of Commissioners hereby directs the Beltrami County Administrator to incorporate year end fund balance into capital improvement planning and long range financial planning.

State Law indicates a reasonable fund balance is permitted in the General Fund to be used for the following purposes:

- Provide sufficient working capital to avoid meeting daily cash needs by using tax anticipation notes.
- Provide a reserve to absorb emergency expenditures caused by a natural disaster such as fire, flood or tornado.
- Cover any unanticipated deficit resulting from a shortfall in actual revenues in a given budget year.

When the unappropriated fund balance of the General Fund exceeds the amount needed for the above purposes, monies may be transferred from the unappropriated fund balance by formally amending the county budget.

Revenue Policies

To the extent feasible, one-time revenue will be applied toward one-time expenditures; they will not be used to finance ongoing programs. Ongoing revenues should be equal to or exceed ongoing expenditures. The county strives to diversify its revenues in order to maintain needed services during periods of declining economic activity.

Property taxes. The county levies and collects property taxes and special assessments for all governmental units within the county. Property tax collections and remittances to other governmental units and county government funds are accounted for in the Taxes and Penalties Agency Fund. The county is required to distribute the collections to the various governmental units on a schedule prescribed in Minn. Stat. Ch. 276. Taxes and special assessments are billed to individual property owners within the county annually and, for the most part, are due and payable in January but may be paid in two equal installments on or before May 15 and October 15 without penalty. Property taxes and special assessments are recognized as revenue to the extent they are collected in the current period or soon enough thereafter to be used to pay liabilities of the current period. Portions paid by the state in the form of tax credits are included in intergovernmental revenues. The property taxes and special assessments received but not available are recorded as deferred revenues and will be recognized in the year that they become available.

Licenses, Permits and Fees. The county seeks to acquire revenues from federal, state and county sources. The county uses non-recurring federal, state and county revenues for time-limited services, capital projects, or equipment purchases. The county avoids using revenues from grants to fund maintenance and operation expenses, to increase programs or staffing levels because the county may not be in the financial position to support the activity or staff if the revenue ceases to exist. The county only projects the receipt of intergovernmental revenues during the period of time in which the federal, state or county authorization exists. Intergovernmental revenues are reported under the legal and contractual requirements of the individual programs. Generally, grant revenue is recognized when the corresponding expenditure is recorded. In certain programs, revenue is recognized when it is measurable and available. State-Aid Highway Allotments for highway maintenance and construction are recognized as revenue only after an expenditure has been recorded. The accounting for allotments is similar to grant accounting, in that revenues equal expenditures.

Federal, State and County Intergovernmental Revenues. The county charges a variety of licenses, permits and fees for services. In determining its fee structure, the county; (1) develops broad policies concerning funding of services; (2) periodically reviews all services to determine if a fee should be charged; (3) sets fees that recover the partial or full costs of providing that service; (4) sets fees that are comparable to other jurisdictions; and (5) periodically evaluates fee amounts. In some cases full cost recovery is not permitted because of statutory restrictions, and in other cases may not be desirable for health, safety and welfare reasons. Revenues, such as licenses and permits, fines and forfeits, and miscellaneous revenues are recognized when received in cash because they generally are not measurable until then. Investment income is recognized when earned.

Transportation Sales and Use Tax: Beginning in April, 2014, the Beltrami County Board adopted a Transportation Sales and Use Tax of ½ of one percent. The adoption of the tax was done after conducting public meetings in locations scattered around the county. The tax is directed by statute

to be used only toward highway construction projects that were specifically listed and submitted to the Department of Revenue. Those same projects were listed for the public hearing that was held before the tax was adopted. After another Public Hearing held in 2016, the County Board has amended the allowable construction list to cover all projects listed in the long range project plans. The revenues generated from the sales tax, exceeding \$3 million each year, have made a very significant impact to the number of projects that the county can do each year.

Deposits and Investments

Minn. Stat. §§ 118A.02 and 118A.04 authorize the County to designate a depository for public funds and to invest in certificates of deposit. Minnesota statutes require that all county deposits be covered by insurance, surety bond, or collateral.

Minn. Stat. §§ 118A.02 and 118A.04 generally authorize the following types of investments as available to the county:

- securities which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress, except mortgage-backed securities defined as “high risk” by Minn. Stat. § 118A.04, subd. 6;
- mutual funds through shares of registered investment companies provided the mutual fund receives certain ratings depending on its investments;
- general obligations of the State of Minnesota and its municipalities, and in certain state agency and local obligations of Minnesota and other states provided such obligations have specified bond ratings by a national bond rating service;
- bankers’ acceptances of United States banks;
- commercial paper issued by United States corporations or their Canadian subsidiaries that are rated in the highest quality category by two nationally recognized rating agencies and matures in 270 days or less; and
- with certain restrictions, in repurchase agreements, securities lending agreements, joint powers investment trusts, and guaranteed investment contracts.

Generally accepted accounting principles have determined three levels of custodial credit risk for investments:

- Insured or registered, or for which the securities are held by the county or its agent in the county’s name:

- uninsured and unregistered and held by the counterparty's trust department or agent in the county's name; and
- uninsured and unregistered and held by the counterparty, or by its trust department or agent, but not in the county's name., or for which the securities are held by the county or its agent in the county's name:

Long-Term Debt and Public Borrowing

Public borrowing through lease-purchase agreements, general obligation bonds or revenue bonds may be in the public interest. However, the County Board pursues policies that will not saddle the public with excessive public debt and scrutinizes any long-term proposal. Where public debt is considered appropriate by the governing body, it is limited to equipment purchases and major capital projects. The maturity date for any debt does not exceed the reasonably expected useful life of the equipment or improvement being financed. Generally the county will limit general obligation debt to a term not to exceed 20 years. The most recent projects include; a jail remodel in 2015 and transfer station remodel in 2017, were arranged through a local bank. This strategy is yet another way that establishes Beltrami County as a progressive entity in the Minnesota county debt financing arena.

Impacts of Capital Projects on Operating Budgets

The State of Minnesota occasionally imposes property tax levy limits on local government. For that reason, the county shall attempt to quantify any financial impacts on operating budgets prior to initiating any new capital projects and all capital equipment purchases. It is the objective of the county that new capital projects or capital equipment purchases will impose little or no negative impacts on operating budgets. Funding for capital improvements projects, capital equipment and various repair projects is provided within the existing levy, through special levies outside of levy limits for debt service relating to capital improvements included in the five-year capital improvements plan or through the planned use of fund reserves.

Most CIP regular projects are repair/replacement and maintenance projects. These projects should help improve operating efficiencies and offset increased costs for operations and repairs. By continuing an ongoing equipment replacement schedule, departmental operating budgets will not need to fund the emergency replacement of this equipment. Replacing equipment on a scheduled basis also results in reduced maintenance costs of the old equipment and can provide enhanced performance due to new equipment technology. Completion of scheduled building maintenance improvements will extend the lives of the buildings. Providing funds for building improvements annually will enable capital improvements to be scheduled as needed, over time, rather than waiting for an emergency situation which will cost more to correct.

Fixed Assets

All purchased fixed assets are valued at historical cost. Donated fixed assets are valued at their estimated fair value on the date donated.

General Fixed Assets. General fixed assets are recorded as expenditures in the governmental funds at the time of purchase. Public domain “infrastructure” general fixed assets, consisting of certain improvements other than buildings, are not capitalized. No depreciation has been provided on general fixed assets.

Fixed Assets of Proprietary Funds. Major renewals and improvements are recorded as additions to fixed assets while maintenance and repairs which do not improve or extend the life of a fixed asset are expensed. Depreciation of all fixed assets used by proprietary funds is charged as an expense against their operations. Accumulated depreciation is reported on proprietary fund balance sheets. Depreciation has been provided over the assets’ estimated useful lives using the straight-line method. The estimated useful lives are:

- Buildings, 50 years
- Building improvements, 20-25 years
- Public domain infrastructure, 50 years
- Furniture, equipment and vehicles, 3-15 years

Risk Management

The county is exposed to various risks of loss related to torts: theft of, damage to, or destruction of assets; errors or omissions; injuries to employees; employee health and dental coverage; or natural disasters. The county has entered into a joint powers agreement with other Minnesota counties to form the Minnesota Counties Insurance Trust (MCIT) to cover workers’ compensation and property and casual liabilities. The county self-insures for short-term disability. For all other risk, the County has purchased commercial insurance.

Pension and Retirement Plans

All full-time and certain part-time employees of Beltrami County are covered by defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). The PERA administers the Public Employees Retirement Fund, the Public Employees Police and Fire Fund, and the Local Government Correctional Service Retirement Fund, which are cost-sharing, multiple-employer retirement plans. These plans are established and administered in accordance with Minn. Stat. Chs. 353 and 356.

Public Employees Retirement Fund members belong to either the Coordinated Plan or the Basic Plan. Coordinated Plan members are covered by Social Security and Basic Plan members are not. All new members must participate in the Coordinated Plan. All police officers, fire fighters, and peace officers who qualify for membership by statute are covered by the Public Employees Police and Fire Fund. Members who are employed in a county correctional institution as a correctional guard or officer, a joint jailer/dispatcher, or as a supervisor for the direct security, custody , and control of the county correctional institution and its inmates, are members of the Local Government Correctional Service Retirement Fund. The local Government Correctional Service Retirement Fund was established July 1, 1999.

The PERA provides retirement benefits as well as disability benefits to members and benefits to survivors upon death of eligible members. Benefits are established by state statute and vest after three years of credited service. The defined retirement benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service.

Two methods are used to compute benefits for coordinated and Basic Plan members. The retiring member receives the higher of a step-rate benefit accrual formula (Method 1) or a level accrual formula (Method 2). Under Method 1, the annuity accrual rate for a Basic Plan member is 2.2 percent of average salary for each of the first ten years of service and 2.7 percent for the remaining years. For a Coordinated Plan member, the annuity accrual rate is 1.2 percent of average salary for each of the first ten years and 1.7 percent for each remaining year. Under Method 2, the annuity accrual rate is 2.7 percent of average salary for Basic Plan members and 1.7 percent for Coordinated Plan members for each year of service. For the Public Employees Police and Fire Fund members, the annuity accrual rate is 3 percent for each year of service. The annuity accrual rate is 1.9 percent for each year of service for the Local Government Correctional Service Retirement Fund members.

For all Public Employees Police and Fire Fund members, Local Government Correctional Service Retirement Fund members, and Public Employees Retirement Fund members whose annuity is calculated using Method 1, a full annuity is available when age plus years of service equal 90. A reduced retirement annuity is also available to eligible members seeking retirement.

There are different types of annuities available to members upon retirement. A normal annuity is a lifetime annuity that ceases upon the death of the retiree; no survivor annuity is payable. There are also various types of joint and survivor annuity options available which will reduce the monthly normal annuity amount because the annuity is payable over joint lives. Members may also leave their contributions in the fund upon termination of public service in order to qualify for a deferred annuity at retirement age. Refunds of contributions are available at any time to members who leave public service, but before retirement benefits begin.

The benefit provisions stated in the previous paragraphs of this section are current provisions and apply to active plan participants. Vested, terminated employees who are entitled to benefits but are not yet receiving them are bound by the provisions in effect at the time they last terminated public service.

The PERA issues a publicly available financial report that includes financial statements and required supplementary information for the Public Employees Retirement Fund, the Public Employees Police and Fire Fund, and the Local Government Correctional Service Retirement Fund. That report may be obtained by writing to PERA, 514 St. Peter Street, #200, Saint Paul, Minnesota 55102 or by calling (651) 296-7460 or 1-800-652-9026.

Minn. Stat. Ch. 353 sets the rates for employer and employee contributions. These statutes are established and amended by the state legislature. The county makes annual contributions to the pension plans equal to the amount required by state statutes.

Financial Reports

The County Auditor/Treasurer Department provides for the preparation of appropriate monthly financial reports reflecting the operations of individual funds for internal use of the County Board, County Administrator, department heads, interested parties and the general public. The county adheres to a policy of full and open public disclosure of all financial documents.

An independent audit of the county's financial statements is completed each year and submitted to the Office of the State Auditor. A copy of the annual audit report is submitted to the County Board and made available to the public.



Budget Management Policy

General Budget Policies

The budget is the single most important means of setting spending policies in the county. It constitutes approval of operating programs and provides resources to finance them. Expenditures must be kept within appropriations and revenues are to be estimated conservatively to avoid unexpected budget deficits. All budgets are balanced each year in accordance with the requirements of state law.

Highlights of Local Government Budget Law of Minnesota include:

- The budget year is January 1 through December 31.
- The annual goal is that the budget must be balanced. Expenditures cannot exceed total anticipated income or Fund Balance.
- The budget must be separated into identified funds.
- Expenditures must be identified by the department, division or agency that is authorized to spend the money. The expenditure data must show what money is spent on.
- Anticipated budget revenue must be identified.
- Revenue and expenditure data must be shown for the last completed fiscal year (using audited figures), the current year and the proposed budget year.
- The tax levy shall be prepared and submitted to the Board of County Commissioners by September-October of the current year.
- The document shall include a budget statement describing the important features of the proposed budget.
- Upon receipt of the proposed budget, the Board of County Commissioners shall publish a notice, one time, in a newspaper having general circulation with the County's boundaries. The notice must state (at a minimum):

- The proposed budget is open for inspection at a designated place.
- The proposed budget will be considered for adoption on the specified time and date.
- Any citizen may inspect the budget and file objections at any time prior to the final adoption of the budget.
- The Board of Commissioners shall review the proposed budget and revise, alter, increase or decrease the items as it deems necessary in view of anticipated revenues.
- The Board of County Commissioners shall adopt the budget before certifying levies to the County if it certifies a levy for property tax.
- The adoption of the budget must be formalized and made official by the Board of County Commissioners by a “Resolution to Adopt the Budget.”
- An appropriation Resolution must outline the expenditures proposed by the adopted budget, include an expenditure total no greater than the anticipated resources, and include every fund. The amount appropriated for the spending agencies cannot exceed the amounts fixed in the budget.
- The income of the County must be allocated according to the amounts and funds specified in the budget, in order to comply with expenditures authorized by the appropriation resolution.
- No fund (spending agency) may expend, or contract to expend, any money in excess of the amount appropriated in the appropriation resolution.
- The County must file a certified copy of its adopted budget with the State Commissioner of Revenue by December 31.
- The County may amend the budget during the course of the year through:
 - Budget Transfers: A transfer can consist of moving budgeted and appropriated moneys from one or more spending agencies in one fund to one or more spending agencies in another fund, and requires Board approval. Transfers of budgeted and appropriated moneys between spending agencies within one fund are allowed with the County Administrator’s discretion.
 - Budget Adjustments: Interfund Budget adjustments can be made during the year with County Board approval, or by the discretion of the County Administrator if adjustments are within the same fund.

- In the case of an emergency or unforeseen contingency, the Board may authorize the expenditure of additional funds after resolution adopted in a public meeting by two-thirds vote and publication immediately thereafter of the resolution.
- Records of expenditures must be maintained in the Office of the County Auditor-Treasurer. These records show budgeted funds as compared with actual expenditures and must also record any transfer of moneys from one fund to another as authorized and implemented by budgetary transfers. This record must also show the unexpended balance in each fund at any given time.

Budget Basis

The County Board adopts estimated revenue and expenditure budgets for all General and Special Revenue Funds. Budgets are adopted on the modified accrual basis. Under the modified accrual basis of accounting, revenues are recognized when they become both measurable and available. Measurable means when the amount of the transaction can be determined. Available means collectible within the current period or soon thereafter to be used to pay liabilities of the current period.

The Office of State Auditor, or designee, completes an annual audit of County finances and reports the status of the county's finances on the basis of Generally Accepted Accounting Principles (GAAP-uniform, minimum standards and guidelines for financial accounting and reporting which encompasses the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time). The basis of accounting used in preparing and administering the county budget is the same basis of accounting used to report the county's financial position on audited financial statements.

Recognition of revenues represented by non-current receivables is deferred until they become current receivables. Expenditures are recorded when the related fund liability is incurred.

Expenditures for insurance, memberships, and other services which extend over more than one accounting period are accounted for as expenditures of the period of acquisition.

Those revenues susceptible to accrual are property taxes, franchise fees, special assessments, interest revenue and charges for services. Fines, permits, fees, entitlements, and shared revenues are not susceptible to accrual because generally they are not measurable until received. Grant revenues are recognized as they are earned.

The accrual basis of accounting is utilized by fiduciary funds. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. The proprietary funds include a statement of cash flows showing cash and cash equivalents provided by and used in operating, financing and investing activities. The county considers all highly liquid investments, purchased with a maturity of three months or less, to be cash equivalents.

Budgetary Calendar

The following is a typical budget calendar utilized for the development of the annual county budget:

- County Administrator hosts a Budget Kick-Off meeting in late June
- Departments submit preliminary budget requests to the County Administrator by the middle of July
- County Administrator meets with departments to review budget requests during July and August
- County Board approves the proposed budget and certifies the proposed property tax levy during their meeting on the first or third Tuesday in September
- County Board or County Administrator conducts budget work sessions as needed to review the proposed budget during their October and November meetings
- County holds the state-mandated Truth in Taxation Hearing (Budget Hearing) during a regular meeting in December, as current law directs.
- County Board adopts the final budget and final property tax levy during their meeting on the third Tuesday in December
- County Auditor/Treasurer certifies the tax levy to the State by December 31

Citizen Involvement

The County Board receives requests and provides funding to support community activities by both governmental and non-profit organizations. Funding requests from these organizations are reviewed by the County Board during the detailed review of the budget.

The County Budget Book is posted to the County website by October 1 for citizens review.

The Beltrami County Board meets on the first and third Tuesday of every month (with deviation for holidays or for the annual AMC conference).. To facilitate citizen involvement, a citizen participation time is scheduled on every regular meeting agenda allowing persons to address the Board on any area interest. These regularly scheduled meetings are supplemented by public hearings on individual issues including ordinances, transportation improvement plans, comprehensive or strategic plans, or other major policy discussions.

Finally, the annual Truth and Taxation meeting, mandated by Minnesota statute, is held in December of every year. The Truth and Taxation hearing provides a forum for citizens to comment on the proposed budget for the coming year. Parcel specific notices are mailed to all property owners of Beltrami County prior to this meeting. The notices provide each taxpayer the anticipated real estate tax they can expect to pay if the proposed budget is adopted. The notices include tax information for the County and each participating taxing district they may live in including the School District, City or Township. Separate Truth and Taxation meetings are held discussing the proposed budget by each of these jurisdictions.



Long-Term Debt Policy

Policy Statement

Beltrami County issues debt based on the needs identified in a five-year capital improvement plan and in accordance with comprehensive long-term financial planning that minimizes fluctuations in annual levy committed to advance and maintain the infrastructure of the county.

Policy Guidelines

- Projects considered for public debt follow statutory requirements, including but not limited to public hearings, submission to state agencies, and consultations with other municipalities.
- The County may issue long-term debt for capital improvements or projects that cannot be financed from current revenues or resources.
- The County only uses long-term debt financing when all of the following conditions exist:
 - The project is a non-recurring capital improvement and is part of a long-term capital improvement plan;
 - Future citizens will receive a benefit from the improvement; and
 - Sound financial management of the affairs of the county makes it necessary and expedient.
- The County will not incur long-term debt to support current operations. The County only uses short-term bonding to finance operating needs in the case of an extreme financial emergency that is beyond the county's control or reasonable ability to forecast or to take advantage of a special economic condition related to the acquisition or construction of a project.
- Capital notes and leases may be used to finance equipment purchases if the total cost of the purchase exceeds \$100,000, and the useful life of the equipment is greater than three years.
- The County limits the amount of total general obligation debt as follows:
 - Limit net debt to less than 2% of the last certified market value by the Department of Revenue, in accordance with state statute; and
 - Limit amount of annual debt service tax levy to:

- Less than 12.5% of total general expenditures (for the purposes of this policy, includes the General Funds, Special Revenue Funds, and Debt Service Funds); and
 - Up to 15% of the total county gross levy.
- The County follows the following practices when issuing debt:
 - Issues bonds with terms no longer than the economic useful life of the project;
 - Schedules maturities not to exceed projected revenue streams for self-supporting bonds;
 - When possible, schedules debt payments to coincide with the county's levy collections to minimize the negative impacts on investments; and
 - Verifies project viability and adequacy of funding to complete the capital improvement or project.
- The County uses both levy and reserves from the Debt Service Fund to attain the 105% pledge limit required by state statute. Annually, the County Administrator recommends to the County Board the appropriate amounts.
- The cost of issuance of new bonds is considered part of the project cost and is deducted from the proceeds to determine the net bond proceeds available for the projects.
- The County may advance funds to a project at interest rates specified in state statute prior to the levy or its collection. Any dollars levied under this agreement are expected to be repaid to the county as revenue permits with interest established in the year of the levy in accordance with state statute.
- The County will consider the impact of the new bond issuances on its bond rating.
- In addition to any specific policy, the following guidelines will apply to any agency that requests use of the County's general obligation backing.
 - The agency will submit its proposal to the county at least 30 days prior to issuing the debt to allow the county sufficient time to complete a diligent review of the request and formulate a county position.
 - All proposals will be reviewed by the Administrator and Attorney, a professional financial advisor and/or bond counsel, as deemed appropriate for the particular bond issue.
 - The agency will provide monthly project-specific reports to the Financial Services director and annual updates to the County Board that include the agency's ability to cover its annual debt service obligations.
 - Any cost incurred during the review process will be charged to the entity or jurisdiction making the request. The charge may be waived by the County Board if the project has a countywide benefit.

Responsibility

- The County Administrator and Auditor review all issuance of debt and make recommendations to the County Board for final approval.
- The County Administrator ensures reporting to the appropriate state agencies to comply with state statutes.
- The County Administrator coordinates the bond issuance process, including the preparation of the financial package to obtain bond ratings.
- The County Board reviews and approves requests for a pledge of the county's general obligation backing.



Investment Policy

Policy Statement

It will be the policy of Beltrami County to invest non-committed cash in instruments authorized by Minnesota Statutes, Chapters 471.56, 475.66 and 118. The objectives, in order of priority, will be:

- Preservation of principal;
- Maintain liquidity; and
- Earn the optimum rate of return.

Investments shall be made with the exercise of that judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Investment Responsibility

The County Auditor-Treasurer is designated as Investment Officer and is responsible for investment decisions and activities. It is further the responsibility of the County Auditor-Treasurer to designate which financial institutions are used as depositories of funds, as stipulated in M.S. 118.005. In the event that the County Auditor-Treasurer is unable to carry out investment responsibilities, the duties shall be assumed by a qualified Deputy. The Treasurer shall designate the accountant as Investment Deputy and assure that the appointee is adequately trained and bonded.

Fund Investments

Investments made from a Department Cash Reserve, with interest to be receipted to that fund, will be made only upon approval of the County Board. (hereinafter referred to as a fund investment) Fund Investments will be made by the Treasurer in concurrence with the department head responsible for administering the particular fund. The County Treasurer will monitor all Beltrami County department funds to determine the availability of sufficient pledged collateral and deposit insurance coverage.

Reporting

The Beltrami County Treasurer shall prepare an annual investment report. In addition to the annual report, statistical summaries shall be prepared upon request of the County Board.

Investment Tools Allowed

Beltrami County will invest as the market justifies, in the following instruments: (M.S. 475.66)

- Certificates of Deposit.
- Government bonds, notes, bills, mortgages which are direct obligations or are guaranteed or insured issues of the United States, its agencies, instrumentalities or organizations created by an act of Congress.
- General obligations of the State of Minnesota or any of its municipalities.
- Banker Acceptance of the U.S. Banks eligible for purchase by the Federal Reserve system.
- Commercial Paper of U. S. Corporations that is of highest quality and matures in 270 days or less.
- Deposits in Joint Powers Investment Trusts, including their liquid asset funds. (M.A.G.I.C.)

Diversifications and Limitations

Maturity - Certificates of Deposit will be allowed with a maturity of up to ten (10) years. The Treasurer shall monitor maturities to ensure that cash flow demands are met.

It will be the policy of Beltrami County to make investments which shall suggest diversification to avoid risk and enhance return. In no case shall more than 50 percent be invested in any one type of security, with the exception of certificates of deposit. Long term investments shall be used as a vehicle to enhance yield, but will be held only at a level that does not jeopardize cash flow demands.

Only institutions with dealers located in the State of Minnesota shall be used for investing. Investment through certificates of deposit will be through Beltrami County financial institutions for at least 75 percent of the total certificates of deposit investments, provided the spread on rates between local institutions and others is less than 45 basis points.

Collateral/Custodial Credit Risk

Particular to Bank Deposits: Beltrami County will minimize deposit Custodial Credit Risk, which is the risk of loss of failure of the depository bank, by obtaining collateral or bond for all uninsured amounts on deposit, and obtaining necessary documentation to show compliance with state law and a perfected security interest under federal law. It shall be the duty of the County Treasurer to monitor deposits at each institution in relation to the collateral pledged to Beltrami County. Acceptable collateral shall be kept with a third party safekeeper, with receipts kept on file with the County Auditor-Treasurer. Said collateral shall be maintained at a level at least 10 percent more than the amount on deposit in excess of the insured portion. (M.S. 118.01)

Particular to Public Investments: Beltrami County will minimize investment Custodial Credit Risk by permitting brokers that obtained investments for Beltrami County to hold them only to the extent there is SIPC and excess SIPC coverage available. Securities purchased that exceed available SIPC coverage shall be transferred to Beltrami County's custodian.

Electronic Funds Transfers

The County Treasurer is authorized to use electronic funds transfers for investment purposes as allowed for in the policy adopted December 17, 1985 and amended June 3, 2008. (M.S. 385.071) The term "transfer for investment purposes" shall include the purchase of an investment, the redemption, the interest and coupon payments, and trade of investments. Transfers are allowed for remitting as well as receiving of monies in relation to county investments. Booking of investments and receipt of interest by wire shall be handled in the same way as they are handled when payment is made by check.



Capital Improvement Plan (CIP)

Capital Equipment Plan (by Department)

County Administration							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2023	2024	2025	2026	2027
None			-	-			
Total			-	-			
County Assessor's Department							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2023	2024	2025	2026	2027
None							
Total			-	-			
County Attorney's Office							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2023	2024	2025	2026	2027
None			-	-			
Total			-	-			

County Auditor/Treasurer Department

Item Description	(R) Replace.	complete	2023	2024	2025	2026	2027
	(A) Addition	Line Item #					
Postage Meter Contingency		01-041-000-0000-6607	5,000	5,000	5,000	5,000	5,000
Copy Machine Contingency		01-041-000-0000-6607	5,000	5,000	5,000	5,000	5,000
Motor Pool		01-041-000-0000-6608	30,000	30,000	30,000	30,000	30,000
Total			40,000	40,000	40,000	40,000	40,000

County Recorder Office

Item Description	(R) Replace.	complete	2023	2024	2025	2026	2027
	(A) Addition	Line Item #					
None			-	-			
Total							

Environmental Services

Item Description	(R) Replace.	complete	2023	2024	2025	2026	2027
	(A) Addition	Line Item #					
Storage Bldg (shared w/NRM)	A	6601	-	-	125,000		
Total					125,000	-	

Extension Service Office

Item Description	(R) Replace.	complete	2023	2024	2025	2026	2027
	(A) Addition	Line Item #					
None			-	-			
Total							

Facility Management Department

Item Description	(R) Replace. (A) Addition	complete Line Item #	2023	2024	2025	2026	2027
CSC Rooftop Unit #2	R				85,000		
CSC Roof Top unit #1	R				80,000		
LEC Ext Repairs	R	01-116-6605	15,000				
Admin Carpet	R					40,000	
Admin Ext Repairs	R	01-112-6605	10,000	10,000			
Admin Boiler	R			25,000			
Annex Cooling Tower/Controls	R	01-111-6605	75,000				
Old Fairgrounds Roof Repair	R					50,000	
Annex Restroom Repairs	R			38,000			
CSC Fire Alarm	R			50,000			
Annex Ext Repairs	R	01-111-6605	17,000				
CSC Data Room Cooling	R	01-110-6605	37,000				
HCH Annex Roof Repairs	R						
CSC Roof Replacement	R		-			75,000	
CSC Carpet	R					10,000	
Admin Floor scrubber	R	01-112-6605	6,000				
Judicial Center Boiler	A			50,000			
Annex Upgrades	R						
LEC Painting	R						
LEC Flooring	R			10,000			
LEC Hot water heater	R					8,000	
LEC Roof top unit 1 & 2	R						180,000
HCH Tuckpointing/Brick Repair	R	01-111-6605	25,000				
CSC Ext Repair	R	01-110-6605	10,000				
Parking Lot Repairs		01-112-6605	5,000				
Sidewalk & Paver Replacement		01-112-6605	5,000				
Jail Projects: shower doors, bed modification, control room flooring, basement demo		01-115-6605	15,000				
Campus DDL Upgrade (112)	R			15,000		15,000	
Total			220,000	198,000	165,000	198,000	180,000

GIS/Mapping Department

Item Description	(R) Replace. (A) Addition	complete Line Item #	2023	2024	2025	2026	2027
Plat Book Production	R	01-104-193-0000-6451			6,500		
Hwy Map Production	R	01-104-194-0000-6451		4,000			
Aerial Imagery	R	01-104-000-0000-6278	76,000	20,000	20,000	20,000	20,000
GIS Software	R	01-104-000-0000-6267					
GPS Equipment	R	01-104-000-0000-6607					
Multi Function Plotter/Scanner	R	01-104-000-0000-6607		7,000			
Total			76,000	31,000	26,500	20,000	20,000

Health & Human Services Department

Item Description	(R) Replace. (A) Addition	complete Line Item #	2023	2024	2025	2026	2027
Office Furniture	R		5,000	5,000	5,000	5,000	5,000
Copiers	R						
Vehicle	R		40,000	45,000	45,000	45,000	4,500
Computer					90,000	90,000	90,000
Scanners/Printers/Monitors			5,000	5,000	5,000	5,000	5,000
Total			45,000	50,000	50,000	50,000	9,500

Highway Department

Item Description	(R) Replace. (A) Addition	complete Line Item #	2023	2024	2025	2026	2027
Pickup	R	03-319-000-0000-6608	50,000	51,000	43,000	44,500	46,000
Pickup	R	03-319-000-0000-6608	50,000	51,000	43,000		46,000
Pickup	R	03-319-000-0000-6608		41,000	43,000		
Pickup	R	03-319-000-0000-6608		41,000			
Tractor Mower	R	03-319-000-0000-6607	190,000				
Tandem Truck with Plow	R	03-319-000-0000-6607		300,000	310,000	320,000	330,000
Tandem Truck with Plow	R	03-319-000-0000-6607				320,000	
Tandem Truck with Plow	R	03-319-000-0000-6607				320,000	
Grader (Motor Grader)	R	03-319-000-0000-6607	375,000		388,000		400,000
Backhoe	R	03-319-000-0000-6607			175,000		225,000
Computers	R	03-311-000-0000-6607	7,000	7,000	7,000	7,000	7,000
Excavator	A	03-319-000-0000-6607		335,000			
Dozer	R	03-319-000-0000-6607	260,000				
Snowblower (Lease)	A	03-313-000-0000-6341	35,000	120,000			
Misc.	R	03-319-000-0000-6607	50,000	50,000	50,000	50,000	50,000
Total			1,017,000	996,000	1,059,000	1,061,500	1,104,000

Human Resource Management

Item Description	(R) Replace. (A) Addition	complete Line Item #	2023	2024	2025	2026
None			-	-		
Total						

Judicial Services						
Item Description	(R) Replace. (A) Addition	complete Line Item #	2023	2024	2025	2026
None						
Total						

License Center						
Item Description	(R) Replace (A) Addition	complete Line Item #	2023	2024	2025	2026
None			-	-		
Total						

MIS/Technology Fund							
Item Description	(R) Replace (A) Addition	complete Line Item #	2023	2024	2025	2026	2027
AS/400	R		-	-	-	-	
Server Storage Unit	A		10,000	10,000	50,000	50,000	10,000
Firewall	R		-	20,000	25,000	10,000	
Furniture	R		100	100	100	100	100
Computers	R		2,400	2,400	2,400	2,400	2,400
Laser Printer	R		2,400	2,400	2,400	2,400	
Router	R		500	500		2,000	2,000
Desktop Security	A		2,000	2,000	2,000	2,000	
Network Security	A		5,000	3,000	5,000	5,000	5,000
Server	R		-	-	-	30,000	
Switches	R		15,000	1,000	2,500	2,500	1,000
PC Based Optical	R		20,000		-	-	
Building Security	A		2,000	2,000	2,000	2,000	2,000
Wireless Network Routers	A		25,000	3,000	5,000	5,000	5,000
UPS	R		5,000	5,000	5,000	5,000	5,000
Total			89,400	51,400	101,400	118,400	32,500

Natural Resource Management Department

Item Description	(R) Replace. (A) Addition	complete Line Item #	2023	2024	2025	2026	2027
4x4 Pickup truck (611 100)	R	6608	-	-	40,000	40,000	
ATV/Snowmobile	R	6607	-	8,000			
Global Positioning System	R	6607					
Forest & Inventory System	A	6278	-				
Storage Bldg (shared w/ESD)	A	6601	-	-	125,000		
Total			0	8,000	165,000	40,000	0

Park and Trails Summary

Recreation Areas		2023	2024	2025	2026	2027
Rognlien Park	6602					
Three Island Park	6602	15,000				35,000
Movil Maze (vault toilet)	6602			35,000		
Grant Creek Horse Camp	6602					
Mississippi High Banks	6602					
Wilton Hill Recreation Area	6602					
4x4 pickup	6608					
Total		15,000	0	35,000	0	35,000

Probation							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2023	2024	2025	2026	
New AWD Vehicle	R		35,000	-			
Total			35,000	-	-	-	-

Sheriff's Office							
202 Sheriff Administration							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2023	2024	2025	2026	2027
Squad Car	R	6608					
Record Mgmt System (Zuercher)	R	6267	85,000	85,000	85,000		
Body Worn Camera	R				2,500		
Total			85,000	85,000	87,500	0	0
203 Boat & Water							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2023	2024	2025	2026	2027
Squads	R	6608				70,000	
Body worn camera	A	6607	-		2,500		
Total			0	0	2,500	70,000	0

204 Law Enforcement Ctr							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2023	2024	2025	2026	2027
Dispatch copier	R	6607					
2nd floor copier		6607					
1st floor copier		6607	8,000				
LETG/CAD/RMS/Mobile	R						
Projectors-Replace EOC		6607					
Total			8,000	0	0	0	0
211 Communications Division							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2023	2024	2025	2026	2027
Dispatch recording system	R	6267		100,000			
Dispatch furniture-chairs	R	6607	1,800	1,800	1,800	1,800	1,800
Court security mobile radio's	R						
Back up PSAP		6607				100,000	
Total			1,800	101,800	1,800	101,800	1,800
212 Civil/Warrants							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2023	2024	2025	2026	2027
Squad	R	6608				70,000	
Body worn camera		6607			1,000		
Pistol							
Total			0	0	1,000	70,000	0

213 Investigations							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2023	2024	2025	2026	2027
Squads		6608		60,000			
Body Cameras		6607			5,000		
Pistol	R						
Total			0	60,000	5,000	0	0
214 Field Operations							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2023	2024	2025	2026	2027
Squads	R	6608	420,000	420,000	420,000	420,000	420,000
Radar Trailer	A						
body worn camera	A	6607			45,000		
Pistol	R						
Mobile squad computers	R		-	-			
Gas masks	A		-	-			
K9 acquisition/training fund	A		6,000	6,000	6,000	6,000	
Total			426,000	426,000	471,000	426,000	420,000
215 North Beltrami Deputy							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2023	2024	2025	2026	2027
Squad		6608					
body worn camera	A	6607					
Pistol	R				2,500		
Total			0	0	2,500	0	0

County Jail							
Item Description	(R) Replace. (A) Addition	complete Line Item #	2023	2024	2025	2026	2027
Domore Chairs	R	6607	3,000	3,000	3,000	3,000	3,000
Restraint Chair	A	6607	2,500		2,500		2,500
Cameras	R/A	6607	4,000	4,000	4,000	4,000	4,000
PBT	R	6607	1,000	1,000	1,000	1,000	1,000
Body Scanner (lease to own)	A	6610	20,000	20,000	20,000	20,000	20,000
Uniforms (vests)	A	6453	8,000	8,000	8,000	8,000	8,000
Radios	R/A						
Cardiac Defibrulator	R/A		2,500				
Guardian Spartan Device	A	6607	2,500	2,500	2,500	2,500	2,500
External Bldg Security Cameras (3)	A	6607	3,200	3,200	3,200	3,200	3,200
Copier	R	6607	-	-		5,000	
Archive System for security cam	A	6267				60000	
Property evidence packaging system	A	6607				9,000	
Total			46,700	41,700	44,200	115,700	44,200

254 Bailiffs							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2023	2024	2025	2026	2027
Transport Vehicle	R	6608	50,000	50,000	50,000	50,000	
Office Furniture	R						3,000
Pistol	R	6453	-				
single point entry screening equipment		6607					30,000
Armer Portable Radios	R	6607		6,000	6,000	6,000	6,000
Mobile Transport Computers	A	6481		2,100	2,100	2,100	2,100
Fingerprint Card Copier	A	6607					2,500
Judicial Camera Replacement	R	6413		3,000	3,000	3,000	
Taser	R	6607		1,100	1,100	1,100	
Body Worn Cameras	A	6607			16,800		
Total			50,000	62,200	79,000	62,200	43,600
Misc (identify department)							
	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2023	2024	2025	2026	2027
Safe Trails Task Force squad (229)	A		-	-			
Emergency Management (281) laptop	R	6607					
Total			0	0			
Sheriff's Office Total			617,500	776,700	694,500	845,700	509,600

Solid Waste Fund

	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2023	2024	2025	2026	2027
Roll Off/Dump Truck (Landfill)	R/A	25.395.000.0000.6608	225,000				
2008 Travis Walking Floor Transfer Trailer	R	25.395.000.0000.6608	100,000	110,000	110,000	110,000	110,000
Remote Site Compactors	R					160,000	120,000
Transfer Station Compactors	R						340,000
2006 Volvo EW160B Excavator	R	25.396.133.0000.6607	450,000				
Fork Lift	R			45,000			
Open Top roll-off Container	R	25.395.000.0000.6607	20,000	57,500	22,500	16,000	17,000
Skidsteer	R			80,000	80,000		
Receiver Box (s)	R	25.395.000.0000.6607	24,000	48,000	48,000	48,000	108,000
Copier	R				8,500		
Floor Scrubber	R				40,000		
New Remote Transfer Site	A				120,000		
Fense Sovde Site	R				50,000		
Office Furniture	R				6,000		
1/2 Ton Truck	R				45,000		
Scissor Lift	R				12,000		
Wheeled Ladder	R					250,000	
Remodel Office Bldg	A						3,500,000
Fair Grounds Compactor Upgrade	A			60,000			
Total			819,000	400,500	542,000	584,000	4,195,000

Veteran's Services Department

	(R) Replace.	complete					
Item Description	(A) Addition	Line Item #	2023	2024	2025	2026	2027
None			-				
Total			-	-			
GRAND TOTALS			2,973,900	2,551,600	3,003,400	2,957,600	6,125,600



Glossary of Terms

General Government Terms

Accounting System

A total set of records and procedures which are used to record, classify, and report information on the financial status and operations of an entity.

Accrual Basis of Accounting

The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at that time or not).

Activity

A cost center for recording charges for services delivered or functions performed.

Appropriation

An authorization made by the legislative body of a government which permits officials to incur obligations against and to make expenditures of government resources. Appropriations are usually made for fixed amounts and are typically granted for a one-year period.

Assets

Property owned by a government which has a monetary value.

Balanced Budget

A balanced budget occurs when the total sum of money a government collects in a year is equal to the amount it spends on goods, services, and debt interest.

Biennial Budget

An itemized plan of financial operation and capital outlays including an estimate of the proposed means of financing for the next two years.

Bond

A written promise to pay (debt) a specified sum of money (called principle or face value) at a specified future date (called the maturity date (s)) along with any periodic interest [paid at a specified percentage of the principal (interest rate)]. Bonds are typically used for long-term debt.

Bond Rating

An evaluation of the credit risk involved with the issuance of bonds.

Budget Summary

The official written statement prepared by the County Administrator and supporting staff which presents the proposed budget to the County Board.

Budget Message

A general discussion of the proposed budget presented in writing as a part of the budget document. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the County Administrator.

CAFR

Comprehensive Annual Financial Report – a report compiled annually which provides detailed information on an organization’s financial status.

COLA

Cost of Living Adjustment.

Capital Assets

Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

Capital Improvement Plan (CIP)

A plan for capital expenditures to be incurred each year over a fixed period of several years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount to be expended in each year and the method of financing those expenditures.

Capital Outlay

Costs associated with the acquisition of or addition to fixed assets such as land and land improvements, machinery/equipment, and vehicles.

Capital Projects

Projects which purchase or construct capital assets. Typically, a capital project encompasses a purchase of land and/or the construction of a building or facility.

Cash Basis

The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

Clean Water Act, Section 404

This federal act prohibits individuals from undertaking activities involving filling activity even on privately owned lands, if that land comes under the broad definition of “wetlands”, unless a U.S. Army Corps of Engineers permit issued.

CSAH

County State Aid Highway.

Current Taxes

Taxes levied and becoming due during the current year, from the time the amount the tax levy becomes due until a penalty for non-payment is attached.

D.A.R.E.

Drug Abuse Resistance Education.

Debt Service

Payment of interest and repayment of principal to holders of a government’s debt instruments.

Deficit

1) The excess of an entity’s liabilities over its assets (see Fund Balance). 2) The excess of expenditures or expenses over revenues during a single accounting period.

Department

An organizational unit for purposes of administration and cost accounting.

Depreciation

A noncash expense that reduces the value of an asset as a result of wear and tear, age, or obsolescence. Most assets lose their value over time (in other words, they depreciate), and must be replaced once the end of their useful life is reached.

Disbursement

Funds paid out for goods and services received, which results in a decrease in net financial resources; also referred to as an expenditure.

Disparity Reduction Rate

Tax rate reduction determined by dividing the disparity reduction aid for each taxing district within the unique taxing area by the net tax capacity of the unique taxing area.

Division

An organizational unit within a department for purposes of administration and cost accounting.

DNR

Minnesota Department of Natural Resources.

EDA

Economic Development Authority.

Expenditures

An outlay of funds which represent a decrease in net financial resources; also referred to as disbursements.

4-H

Four-H (Head, Heart, Hands & Health) a youth development program for adolescents aged nine to nineteen which focuses on teaching life skills.

Fees for Services

Revenue received for the services provided by various county departments such as recycling and human services.

Fixed Assets

Purchases of a long-term character which are to be held and used, such as land, building, machinery, furniture, and equipment.

FTE

Full Time Equivalents.

Full Faith and Credit

A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds).

Fund

An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

Fund Balance

The excess of funds assets over its liabilities. A negative fund balance is sometimes called a deficit.

Fiscal Year (FY)

The twelve-month period for which an organization plans the use of its funds; Beltrami County's fiscal year begins January 1st and ends December 31st.

GAAP

Generally Accepted Accounting Principles – guidelines to financial accounting and reporting which set uniform minimum standards for accepted accounting practices.

General Fund

Provides the residents with basic government services of administration, public safety, community development, courts, and general government. This fund accounts for all financial transactions not properly accounted for in another fund.

General Obligation Bonds

When a government pledges its full faith and credit to the repayment of the bonds it issues, then those bonds are general obligation (GO) bonds. Sometimes the term is also used to refer to bonds which are to be repaid from taxes and other general revenues.

General Obligation Debt

Indebtedness whereby the general taxing power of the jurisdiction is pledged to repay both the principal and interest associated with the debt.

GFOA

Government Finance Officers Association of the United States and Canada.

Governmental Fund

A fund category used to account for a government's governmental-type activities. This category includes the general fund and special revenue fund.

Grant

A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments for the state and federal governments. Grants are usually made for specified purposes.

HACA

Homestead and Agricultural Credit Aids. An intergovernmental revenue from the State General Fund. It is a reimbursement on homestead residential or homestead agricultural property.

Infrastructure

The basic facilities, equipment, and installations needed for the functioning of a system or organization (i.e. road, bridges, public buildings).

Intergovernmental Revenue

Revenue received from other governments in the form of grants or shared revenue.

Jurisdiction

The term used to identify the major taxing authorities within the county (i.e. township, city, county and school districts).

Levy Limitations

The maximum amount which is permitted to be levied by a taxing jurisdiction as established by Minnesota Statutes.

Licenses & Permits

Fees collected for the issuance of licenses and permits such as landfill license and feedlot and planning permits.

Local Government Aids

An intergovernmental revenue from the State to provide tax relief to local units of government.

MFIP-S

Minnesota Family Investment Program – Statewide.

Minnesota Environmental Policy Act (MEPA)

This state law was passed in 1973 to promote efforts to prevent or eliminate damage to the environment partly through the implementation of a State Environmental Review Program.

Modified Accrual Basis

The basis of accounting under which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred and revenues are recorded when received in cash except for material and/or available revenues, which should be accrued to reflect properly the taxes levied and revenue earned.

National Environmental Policy Act (NEPA)

This federal law passed in 1969 was intended to prevent damage to the environment, including wetlands, and to advance understanding of the ecological systems and natural resources of the United States.

Object of Expenditure

Expenditure classifications based upon the types of categories of goods and services purchased. Typical objects of expenditure include:

- Personal Services (salaries and wages)
- Supplies (materials, part and commodities)
- Other Services (insurance, utilities and communications)
- Contractual Services (rentals, maintenance and travel)
- Purchase of capital assets)
- Other disbursements (cost of goods sold)

Operating Budget

A plan of financial operation showing an estimate of proposed expenditures for the calendar year and the proposed means of financing them (revenue estimates).

Operating Transfer

Routine and/or recurring transfers of assets between funds.

Other Financial Sources

Non-operating such as proceeds from the sale of bonds and transfers between funds.

Personal Services

Costs associated with salaries, retirement and other fringe benefits for Beltrami County employees.

Program

A major unit of organization containing a number of related activities.

Residual Equity Transfer

A non-recurring or non-routine transfer of assets between funds.

Revenue

The term designates an increase to a fund's assets which:

- does not increase a liability (i.e. proceeds from a loan)
- does not represent a repayment of an expenditure already made
- does not represent a cancellation of certain liabilities
- does not represent an increase in contributed capital

Revenue Estimate

A formal estimate of how much will be earned from a specific revenue source for some future period; typically, a future fiscal year.

RTC

Regional Treatment Center.

Special Assessment

A compulsory levy made against certain properties to defray part or all of the cost of a special improvement or service deemed to primarily benefit those properties.

Special Revenue Fund

A government fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for a specific purpose.

SSIS

Social Service Information System.

State and Federal Revenue

Revenue received from other governments or local agencies.

Strategic Planning

Establishing and prioritizing goals and policy direction.

Tax Capacity

An amount resulting from the multiplication of the market value of a parcel of property by the appropriate tax capacity percentage.

Tax Capacity Percentages

A statutory classification percentage that is applied to market value of a parcel of property to calculate tax capacity.

Tax Capacity Rate

The tax rate determined by dividing a taxing district's property tax levy less homestead and agricultural aid (HACA) and less equalization aid amount, by the taxing district's total net tax capacity.

Tax Extension Rate

The rate applied to the net tax capacity of a parcel of property to arrive at its tax before any miscellaneous credits such as agricultural preserves and power line credits are deducted.

Tax Levy

The total amount to be raised by general property taxes for the purpose stated in the resolution certified to the County Auditor.

TH

Trunk Highway.

Unique Taxing Area

A geographic area subject to the same set of tax capacity rates. The area with a unique total tax capacity rate.

WIC

Women, Infants and Children Program.

Working Capital

Working capital is a financial metric which represents operating liquidity available to a business, organization or other entity, including governmental entity.

Taxation Terms

Apportionment

The share allocated to a group or unit of government as a result of a specific plan or law.

Categorical Aid

Aid given to a local unit of government to be used only for a specific purpose.

Circuit Breaker

See “Property Tax Refund.”

Class Notes

The percent of market value set by state law that establishes the property tax capacity subject to the property tax.

County Program Aid

Money (in the form of general distribution aid) provided to counties for property tax relief.

Disparity Reduction Aid

A general purpose aid program designed to assist in the equalization of local tax rates.

Education Aid

The total amount of state dollars paid for K-12 education. This aid is paid to school districts.

Education Homestead Credit

A state-paid credit to reduce the school district tax paid by homesteads. First available for taxes payable in 1998.

Excise Tax

A tax levied on the manufacture, distribution, sale or consumption of a commodity.

Fiscal Disparities

A seven-county metro aid program in which 40% of the commercial/industrial tax base of communities forms the pool of aid to metro communities without that tax base.

General Purpose Aid

Aid given to units of government to be used at their own discretion. Examples are County Program Aid (CPA) Local Government Aid (LGA) and HACA.

HACA

See “Homestead and Agricultural Credit.”

Highway Aid

The money the state distributes to counties, cities, and townships for highways and bridges.

Homestead

A residence occupied by the owner.

Homestead and Agricultural Credit Assistance

A state program that replaces the former homestead credit program and the agricultural credit program. It is a property tax relief program determined by formula and paid to the local government before taxes are levied.

Individual Income Tax

A state tax on the income of residents, and non-residents, with Minnesota sources of income.

Levy

The imposition of a tax, usually by a local unit of government.

Levy Limit

The amount a local unit of government is permitted to levy for specific services.

LGA

See “Local Government Aid.”

Local Government Aid

Money (in the form of general distribution aid) provided to cities for property tax relief.

Local Tax Rate

The tax rate usually expressed as a percentage of tax capacity, used to determine the property tax due on a property.

Market Value

An assessor's estimate of what property would be worth if it were sold.

Property Tax

A tax levied on any kind of property.

Property Tax Refund

A partial property tax refund program for those who have property taxes out of proportion with their income. This program is available to homeowners and renters.

Sales Tax

A tax levied on the sale of goods and services.

Tax Capacity

The valuation of property based on market value and class rates, on which property taxes are determined.

Health & Human Services Acronyms

AAA(s)

Area Agencies on Aging - an agency designated by the Minnesota Board on Aging to administer federal Older Americans Act programs in a multi-county area. There are 14 AAAs in Minnesota.

AASD

Adult and Aging Services Division - AASD administers state and federal programs that provide protective services, supportive assistance, and alternative housing arrangements for older persons and vulnerable adults. The division also provides staffing assistance to the MN Board on Aging in the administration of the federal Older Americans Act and state senior nutrition and volunteer programs.

AC

Alternative Care

ACG

Alternative Care Grants - ACG is a home and community care program to pay for health care services in the home of an elderly individuals who is at risk of requiring nursing facility care.

AD

Advanced Directives - Allow persons to determine in advance the kind of medical care they prefer. Includes care power of attorney, do not resuscitate (DNR) orders, and other types of legal documents.

ADA

Americans with Disabilities Act

ADL

Activities of Daily Living - Tasks essential to performance of routine self-care functions such as dressing, bathing and cooking.

AI

Aging Initiative - A DHS Division that administers state and some federal programs for adults and older people. A range of services, supports and programs are available, as well as nursing home services, adult foster care services and group residential housing.

AL

Assisted Living - AL services are defined as up to 24 hour supervision and oversight, supportive services, individualized home care aide tasks, and individualized home management tasks provided to residents of a residential center living in their units/apartments with a full kitchen and bathroom.

AMC

Association of Minnesota Counties

AMI

Alliance for the Mentally Ill of Minnesota

APD

Advance Planning Document

APEX

Alliance for Purchasing Excellence

APS

Alternative Payment System for Nursing Facility Services.

ARC

Association of Retarded Citizens

BBA

Federal Balanced Budget Act of 1997

BCBSM

Blue Cross/Blue Shield of Minnesota

BHCAG

Buyer's Health Care Action Group

BI

Brain Injured - Individual whose deficits in adaptive behavior or substantial functional limitations are caused by injury to the brain resulting in tissue damage and affecting functional abilities.

BIA

Bureau of Indian Affairs

BRU

Benefit Recovery Unit - DHS staff whose function involves recovery of third party payments for medical services covered by MA, GAMC, or Children's Health Plan.

CAC

Community Alternative Care - CAC is a home and community care program which pays for health care services in the home of an individual who requires the level of care of a hospital. This is a medical assistance program approved by the federal HCFA.

CAC

Citizens Advisory Council - Alcohol & Other Drug Advisory Committee

CADI

Community Alternatives for Disabled Individuals - CADI is a home and community care program which pays for health care services in the home of an individual who requires the level of care of a nursing facility. This is a medical assistance program approved by the federal HCFA.

CAF

Combined Application Form - Application form for public assistance which can be used to apply for the following programs: Minnesota Family Investment (MFIP); Medical Assistance (MA); General Assistance (GA); Minnesota Supplemental Aid (MSA), General Assistance Medical Care (GAMC); and Food Stamps. Applications for MA, GAMC, and MinnesotaCare can also be made using the HCAPP.

CBP

County-Based Purchasing.

CCDTF

Consolidated Chemical Dependency Treatment Fund - Combination of funds used for CD treatment. Combines General Assistance (GA), General Assistance Medical Care (GAMC), Medical Assistance (MA), Regional Treatment Center Chemical Dependency budget, and state and federal grants into one fund. The county assesses the client's need for CD treatment, places the eligible client in a treatment program and uses this consolidated fund to pay for the treatment.

CCE

Continuing Care for the Elderly Division - An administrative division at DHS that provides policy development and program administration of facility-based services for older Minnesotans. Oversight responsibilities include benefits, rate setting, care system development, public health interventions and administration of federal grants.

CCPD

Continuing Care for Persons with Disabilities

CCRC

Continuing Care Retirement Community

CD

Chemical Dependency

CD/MH

Chemical Dependency/Mental Health

CFR

Code of Federal Regulation

CHEPP

Catastrophic Health Expense Protection Program - A state program to pay catastrophic medical expenses incurred by Minnesota residents. The program has not been funded for several years.

CISN

Community Integrated Service Network

CMHC

Community Mental Health Center

COBRA

Consolidated Omnibus Budget Reconciliation Act of 1985 [Federal Public Law 99-272.]

COLA

Cost of Living Adjustment

CPI

Consumer Price Index

CS

Children's Services (formerly Children's Initiatives)

CSIS

Community Services Information System - A computerized social service tracking system designed to provide information on social service caseloads to assist social service agencies in program planning and administration.

CSMD

Community Supports for Minnesotans with Disabilities

CSSA

Community Social Services Act - Minnesota Statutes, Section 256E. This Act establishes a system of planning for and provision of community social services administered by boards of county commissioners in each county of the state under the supervision of the Commissioner of Human Services.

DD

Developmentally Disabled - Persons diagnosed with mental retardation or a related condition who have substantial functional limitations or deficits in adaptive behavior and who manifest these conditions before their 21st birthday.

DHS

Department of Human Services

DME

Durable medical equipment

DOC

Difficulty of Care

DPPD

Demonstration Project for People with Disabilities

DPW

Department of Public Welfare - Name of department prior to DHS

ED

Elderly/Disabled

EGA

Emergency General Assistance

EIS

Executive Information System - DHS data warehouse

EIS

Eligibility Information System - (HCFA term for the system used to determine Medicaid eligibility)

E-MA

Emergency Medical Assistance

E-GAMC

Emergency General Assistance Medical Care

EW

Elderly Waiver Program - DHS operates the EW program under a federal waiver to MN's Medicaid State Plan. The program funds home and community based services for people 65 and older who require the level of medical care provided in a nursing home but choose to reside in the community.

FBD

Federal Benefit Disregard

FBR

Federal benefit rate which equals the SSI payment rate.

FFP

Federal Financial Participation - Federal monies, matched by state and local monies, which are used to provide for maintenance service needs of eligible individuals. For example, federal monies available through Title XX of the Social Service Act to be used in payment for social services.

FFS

Fee For Service

FFY

Federal Fiscal Year - October 1 through September 30. Federal funding is appropriated based on these dates.

GA

General Assistance - State program which provides financial assistance to eligible people who are unable to provide for themselves and dependents. Individuals must meet established criteria of eligibility.

GA-EA

General Assistance-Emergency Assistance (also known as EGA) - Monies provided to eligible persons in crisis situations which receiving EGA will resolve, provided that the individual is unable to resolve the crisis situation on their own without EGA and that the situation will result in severe hardship for the individual if not resolved. Must be a bonafide emergency.

GAMC

General Assistance Medical Care - State-funded health care coverage program for individuals who are either General Assistance recipients or who do not meet the categorical requirements of medical assistance whose financial situation prevents them from affording necessary health care. Typically these are adults under age 65 who are not disabled and are not caring for children.

GRH

Group Residential Housing - State funded income supplement program that pays for room and board costs for low income persons who have been placed in a licensed or registered setting with which a county human service agency has negotiated a monthly rate.

HCAPP

Health care programs application for MA, GAMC, and MinnesotaCare.

HCBW

Home and Community Based Medicaid Waivers - Waivers to regular medical assistance program which are authorized by state law and approved by federal Health Care Financing Administration (HCFA) which allows reimbursement of services not usually covered by Medical Assistance(MA), but will help an individual get the services they need in the community and keep them out of an institution. Includes day program, habilitation services, supported employment program, respite care, SILS, and adaptive equipment. This program can serve a limited number of individuals.

HCCS

Health and Continuing Care Strategies

HCFA

Health Care Financing Administration - The federal umbrella agency for the Medicaid and Medicare programs, an agency of the U.S. Department of Health and Human Services.

HHS

U.S. Department of Health and Human Services

HIIF

Health Insurance Information Form (Benefit Recovery)

HMO

Health Maintenance Organization - An organization which provides an agreed upon set of basic and supplemental health maintenance and treatment services to an enrolled group of persons within a particular geographic area. The HMO is reimbursed for those services through a predetermined, fixed periodic prepayment made by or on behalf of each person or family unit enrolled in the HMO without regard to the amounts of actual services provided.

IADL

Instrumental Activities of Daily Living (meal preparation, managing money, etc.)

ICF/MR

Intermediate Care Facility for the Mentally Retarded - Facility certified by State Department of Health to provide health or rehabilitative services for mentally retarded individuals or persons with related conditions who require active treatment.

LTC

Long Term Care - Medical and social services supports needed by individuals who, through age or infirmity, need assistance to remain independent.

MA

Medical Assistance (also known as Medicaid or Title XIX of the Social Security Act)

MA-ED

Medical Assistance-Elderly Disabled

MACMHP

Minnesota Association of Community Mental Health Programs

MAHA

Minnesota Association of Homes for the Aged

MAMHRF

Minnesota Association of Mental Health Residential Facilities

MAXIS

A master computer system which determines public assistance to Minnesota Family Investment Program, Medical Assistance, General Assistance, Food Stamps, Minnesota Supplemental Aid, eligibility, and issues payments for cash and food assistance programs. Originating from the Department of Human Services, this is a statewide system. Not an acronym, but derived from Minnesota ACCESS (ACCESS is the SD system from which MAXIS evolved).

MBA

Minnesota Board of Aging - Established by state statute, composed of 25 Governor appointed members to administer and establish policy relating to the Older Americans Act.

MC

Managed Care

M+C

Medicare Plus Choice

MCCA

Medicare Catastrophic Coverage Act of 1988 [Federal Public Law 100-360.]

MCAMHA

Minnesota Comprehensive Adult Mental Health Act [Minnesota Statute 245.461 - 245.486.]

MCHA

Minnesota Comprehensive Health Association - A state operated insurance program for people who otherwise are unable to obtain insurance.

MACSSA

Minnesota Association of County Social Service Administrators (formerly referred to as County Directors Association)

MCO

Managed Care Organization

MDH

Minnesota Department of Health

MFIP

Minnesota Family Investment Program – Minnesota’s version of the federal TANF welfare reform program.

MHHA

Minnesota Health & Housing Alliance (formerly MAHA) - A trade association of primarily non-profit nursing homes and elderly housing providers.

MMIS

Medicaid Management Information System - Mechanized claims processing and information retrieval system used by the medical assistance program.

MNCARE

MinnesotaCare is a subsidized health care program for people who live in Minnesota and do not have access to health insurance.

MNSURE

A central health insurance marketplace for Minnesotans to find and compare health plans.

MR/RC

Mental Retardation or a Related Condition [See [DD](#).]

MSA

Minnesota Supplemental Aid - State program which provides financial assistance to elderly, disabled, and blind recipients or Supplemental Security Income (SSI).

MSHO

Minnesota Senior Health Options - A DHS program which combines Medicare and Medicaid financing and acute and long term care service delivery systems for persons over age 65 who are dually eligible for both Medicare and Medicaid. Formerly known as the Long Term Care Options Project.

NF

Nursing Facility - An institution, certified by the State Department of Health to provide skilled nursing care.

NIH

National Institutes of Health

NIMH

National Institute of Mental Health

OASDI

Old Age, Survivors and Disability Insurance (Social Security or RSDI.)

OBRA

Omnibus Budget Reconciliation Act of 1981 [Federal Laws: OBRA 1987 (Public Law 100-203), OBRA 1989 (Public Law 101-239), and OBRA 1990 (Public Law 101-5080) and OBRA 1993 (Public Law 103-66).]

PAS

Preadmission Screening - Program which screens an individual before entering a nursing facility - screening outcome recommends nursing facility care or home care if applicable.

PASARR

Preadmission Screening/Annual Resident Review

PBC

Performance Based Contracting

PCA

Personal Care Assistant/Attendant

PDN

Private Duty Nursing

PGAMC

Prepaid General Assistance Medical Care

PMAP

Prepaid Medical Assistance Program

PPS

Prospective Payment System - Payment system in which the payments are not retroactively settled but are paid under a fixed fee schedule.

QA

Quality Assurance

QMB

Qualified Medicare Beneficiary - An individual who is entitled to Medicare Part A, whose income is below 100% of the federal poverty guideline, and whose assets are below two times the SSI asset limit. This is a medical assistance (MA) category of eligibility which entitles the QMB to MA coverage of Medicare cost-sharing.

RSDI

Retirement, Survivors, Disability Insurance - Social Security or OASDI.

RTC

Regional Treatment Center - A state operated institutional facility providing 2-hour a day care and treatment for persons diagnosed as mentally retarded, mentally ill, or chemically dependent. Formerly known as state hospitals.

SAIL

Senior's Agency for Independent Living - SAIL is a 20-year state initiative, began in 1992, to create and support community infrastructures necessary for county social service and health organizations, AAAs and nonprofit and voluntary social services organizations. SAIL is intended to reduce fragmentation and duplication, increase efficiency, increase the capacity of regions to meet local housing and service needs and maximize federal and local resources.

SA-PSNF

State-wide Average Payment Rate for Nursing Facilities - Used in computing a MA penalty period for uncompensated transfers of assets.

SLMB

Specified Low-Income Medicare Beneficiary - SLMBs are Medicare beneficiaries with resources like qualified Medicare beneficiaries, yet with incomes that are higher but still less than 120% of the federal poverty level. For SLMBs, the Medicaid program only pays the Supplementary Medical Insurance (SMI) premiums.

SMHAC

State Mental Health Advisory Council - Established by state statute [M.S. 245.697]; composed of 30 members appointed by the Governor to advise the Governor, the Legislature, and the Department of Human Services on policies, programs and services to persons with mental illness.

SNF

Skilled Nursing Facility - Facility certified by the State Department of Health to provide on a daily, inpatient basis health-related services as defined by Medicare.

SOCS

State Operated Community Services - Community ICF's/MR facilities with fewer than 6 beds that are operated by the Department of Human Services.

SOS

State Operated Services

SOSS

State Operated Services Support

SSA

Social Security Administration

SSI

Supplemental Security Income - Federal program which provides a monthly grant to qualified aged, blind, and disabled individuals under Title XVI of the Social Security Act to help pay their living expenses.

TITLE I

OAA (Old Age Assistance)

TITLE III

Older Americans Act - Funds for community services for older people: congregate dining, home delivered meals, etc.

TITLE XVI

SSI (Supplemental Security Income) - the federal cash program for aged, blind and disabled persons.

TITLE XVIII

Medicare

TITLE XIX

Medicaid

TITLE XX

Federal Social Services Program