



ITASCA COUNTY BOARD OF COMMISSIONERS

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744
(218) 327-2847

Tuesday, January 4, 2022

2:30 PM

Itasca County Boardroom

FINAL

ORGANIZATIONAL/WORK SESSION MINUTES

I. CALL TO ORDER

Chair Ives called the meeting to order at 2:30 PM.

Attendee Name	Title	Status	Arrived
Davin Tinquist	District #1	Absent	
Terry Snyder	District #2	Present	2:30 PM
Leo Trunt	District #3	Present	2:30 PM
Burl Ives	District #4	Present	2:30 PM
Ben DeNucci	District #5	Present	2:30 PM

II. PLEDGE OF ALLEGIANCE

III. ELECTION OF OFFICERS

Chair Ives called for nominations for Chair of the County Board for the year 2022.

Commissioner Trunt nominated Commissioner Terry Snyder. Commissioner Snyder accepted the nomination.

After calling for more nominations, Chair Ives called for the question.

Motion To: Cast a unanimous ballot for Commissioner Terry Snyder as Chair of the County Board for the year 2022.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Leo Trunt
SECONDER:	Commissioner Ben Denucci
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben Denucci
ABSENT:	Davin Tinquist

Chair Snyder called for nominations for Vice-Chair of the County Board for the year 2022.

Commissioner DeNucci nominated Commissioner Leo Trunt. Commissioner Trunt accepted the nomination.

After calling for more nominations, Chair Snyder called for the question.

Motion To: Cast a unanimous ballot for Commissioner Leo Trunt as Vice-Chair of the County Board for the year 2022.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Ben DeNucci
SECONDER:	Commissioner Burl Ives
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben Denucci
ABSENT:	Davin Tinquist

IV. APPROVAL OF AGENDA

Motion To: Approve the agenda, as presented.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Leo Trunt
SECONDER:	Commissioner Burl Ives
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben Denucci
ABSENT:	Davin Tinquist

V. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, December 21, 2021 County Board Work Session.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Burl Ives
SECONDER:	Commissioner Ben Denucci
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben Denucci
ABSENT:	Davin Tinquist

VI. RECOMMENDED FOR CONSENT AGENDA

1. Approve and authorize necessary signatures for the 2022-2024 Labor Contract for Itasca County Confidential Employee Association (ICCEA) which represents Human Resources and the Accounting Manager.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 01/11/2022 2:30 PM
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2. Approve a Revocable License for Use of Property by and between Itasca County and the U.S. Department of Veterans Affairs and authorize necessary signatures.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 01/11/2022 2:30 PM
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3. Adopt the Resolution Re: Repurchase of Lot Six (6), Block Two (2), Keewatin, by Patrick Winkleblack.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 01/11/2022 2:30 PM
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4. Adopt the Resolution Re: Repurchase of the North One Thousand One Hundred Feet (N. 1100') of the East Four Hundred Feet (E. 400') of the Northwest Quarter of the Northeast Quarter (NW NE), Section Seventeen (17), Township One Hundred Forty-nine (149) North, Range Twenty-nine (29) West of the Fifth Principal Meridian by Rosita J. Tupper.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 01/11/2022 2:30 PM
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5. Adopt the Resolution Re: Northwest Quarter of the Southeast Quarter (NW SE) and the Southwest Quarter of the Southeast Quarter (SW SE), Less the South 214.5 feet of the West 214.5 feet thereof, Section Two (2), Township Sixty-two (62), Range Twenty-five (25) by Cary J. Rondeau

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 01/11/2022 2:30 PM
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6. Adopt the Resolution Re: Authorizing Execution of Agreement, which authorizes the Itasca County Attorney to execute agreements and amendments to the Crime Victim Services Grant.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 01/11/2022 2:30 PM
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VII. DISCUSSION / INFORMATIONAL

1. Citizen Input

No citizen input provided.

2. Bids for Legal Printing

Motion To: Award the Bids for Legal Publication for 2022, as follows: Scenic Range News - Official Proceedings (1st run), Delinquent Tax Notice, Financial Statements (2nd run); Grand Rapids Herald Review - Official Proceedings (2nd run), Financial Statements (1st run).

RESULT:	APPROVED (3 TO 0)
MOVER:	Commissioner Leo Trunt
SECONDER:	Commissioner Burl Ives
AYES:	Terry Snyder, Leo Trunt, Burl Ives
ABSTAIN:	Ben Denucci
ABSENT:	Davin Tinquist

3. Annual Delegation for Electronic Funds Transfers

Motion To: Approve the 2022 Annual Delegation of Electronic Funds Transfers to the Auditor/ Treasurer, Accounting Manager, or the officer's designee.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Ben Denucci
SECONDER:	Commissioner Burl Ives
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben Denucci
ABSENT:	Davin Tinquist

4. Minimum Salary for Elected Officials

Motion To: Adopt the Resolution Re: Minimum Salaries for Elected Officials, which establishes the minimum salary to be paid the: County Attorney as per M.S. 388.18, subd. 2; County Auditor/Treasurer as per M.S. 384.151, subd. 1(b) and M.S. 385.373, subd. 1(b); County Recorder as per M.S. 386.015, subd. 2(b); County Sheriff as per M.S. 387.20, subd. 2(b).

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Burl Ives
SECONDER:	Commissioner Leo Trunt
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben Denucci
ABSENT:	Davin Tinquist

5. Appointments to Committees/Commissions/Boards

Motion To: Approve the appointments to various Itasca County Committees/Commissions/ Boards, per the complete Current List dated December 30, 2021, and authorize the Administrative Services Department to continue actively seeking applications for remaining vacancies.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Leo Trunt
SECONDER:	Commissioner Ben Denucci
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben Denucci
ABSENT:	Davin Tinquist

6. Additional Appointments or Changes to Committees/Commissions/Boards

Motion To: Reappoint Barbara Sanderson to the Itasca County Housing and Redevelopment Authority (HRA) with an expiration date of December 31, 2026; remove MN Counties Computer

Cooperative Board from the Committee/Commission/Board listing; and declare the Advisory appointment of a U.S. Forest Service (USFS) representative on the Planning Commission/Board of Adjustment (PC/BoA) as vacant.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Burl Ives
SECONDER:	Commissioner Leo Trunt
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben Denucci
ABSENT:	Davin Tinquist

VIII. COMMITTEE REPORTS

Commissioner DeNucci reported on his attendance at a recent Grand Village Board meeting, as well as a report to the Iron Range Building Trades.

Commissioner Trunt reported on his attendance at a recent Grand Village Board meeting, as well as the Range Association of Municipalities and Schools (RAMS) Annual meeting.

Commissioner Ives reported on his attendance at recent labor negotiations.

Commissioner Snyder reported on his attendance at a recent Grand Village Board meeting, as well as various township meetings.

IX. ADMINISTRATOR UPDATE

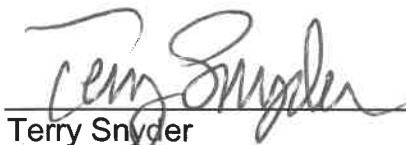
X. COMMISSIONER COMMENTS

XI. CLOSED SESSIONS

XII. ADJOURN

Chair Snyder adjourned the meeting at 2:49 PM.

ATTEST


Terry Snyder
Chair of the County Board
Brett Skyles
Clerk of the County Board



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, January 4, 2022

RESOLUTION 2022-1

RE: MINIMUM SALARIES FOR ELECTED OFFICIALS

WHEREAS, Minnesota Statute 388.18, subd. 2, provides in part for the establishment of the minimum salary to be paid the County Attorney for the term next following, and subd. 6 in part provides for an appeal process of the determination of the County Board in setting such salary being arbitrary, capricious, oppressive, or in unreasonable disregard for the responsibilities and duties of said office; and,

WHEREAS, Minnesota Statute 384.151, subd. 1(b) and 385.373, subd. 1(b), provides for the establishment of the minimum salary to be paid the County Auditor/ Treasurer for the term next following, and subd. 7 respectively in part provides for an appeal process of the determination of the County Board in setting such salary being arbitrary, capricious, oppressive, or in unreasonable disregard for the responsibilities and duties of said office; and,

WHEREAS, Minnesota Statute 386.015, subd. 2(b), provides for the establishment of the minimum salary to be paid the County Recorder for the term next following, and subd. 7 in part provides for an appeal process of the determination of the County Board in setting such salary being arbitrary, capricious, oppressive, or in unreasonable disregard for the responsibilities and duties of said office; and,

WHEREAS, Minnesota Statute 387.20, subd. 2(b), provides for the establishment of the minimum salary to be paid the County Sheriff for the term next following, and subd. 7 in part provides for an appeal process of the determination of the County Board in setting such salary being arbitrary, capricious, oppressive, or in unreasonable disregard for the responsibilities and duties of said office; and,

NOW THEREFORE BE IT RESOLVED, the Itasca County Board establishes the minimum salaries for Elected Officials as follows:

County Attorney	\$94,539.49
County Auditor/Treasurer	\$92,370.52
County Recorder	\$68,824.40
County Sheriff	\$92,370.52

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Burl Ives
SECONDER:	Commissioner Leo Trunt
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci
ABSENT:	Davin Tinquist

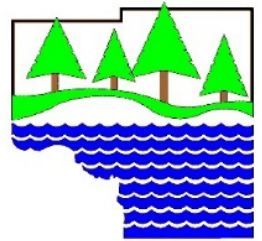
STATE OF MINNESOTA
Office of County Administrator
ss. County of Itasca

I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 4th day of January A.D. 2022 and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Grand Rapids, Minnesota, this 4th day of January A.D. 2022.



Administrator



January 4, 2022

Chair:

PULL: None

ADDITIONS: None

CHANGES: None

INFORMATIONAL:

1. Item #6.1 – Additional Information

Amanda



ITASCA COUNTY BOARD OF COMMISSIONERS

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744
(218) 327-2847

Tuesday, December 21, 2021

2:30 PM

Itasca County Boardroom

DRAFT

WORK SESSION MINUTES

I. CALL TO ORDER

Chair Ives called the meeting to order at 2:30 PM.

Attendee Name	Title	Status	Arrived
Davin Tinquist	District #1	Absent	
Terry Snyder	District #2	Present	2:30 PM
Leo Trunt	District #3	Present	2:30 PM
Burl Ives	District #4	Present	2:30 PM
Ben DeNucci	District #5	Present	2:30 PM

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Pull Item #6.14 (Project Labor Agreements for 2022 Highway Construction Projects), added Item #6.19 (2022-2024 Labor Contract - Itasca County Managers Association (ICMA)), amend Item #4.2 (Minutes of the Tuesday, December 14, 2021 County Board Regular Session), and approve the agenda, as amended.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Leo Trunt
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci
ABSENT:	Davin Tinquist

IV. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, November 30, 2021 County Board Special Session and the Tuesday, December 14, 2021 County Board Regular Session.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Ben DeNucci
SECONDER:	Commissioner Leo Trunt
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci
ABSENT:	Davin Tinquist

V. RECOMMENDED FOR CONSENT AGENDA

1. Approve the Cooperative Construction Agreement between Itasca County and the City of Taconite and authorize the County Board Chair and Clerk to sign the agreement.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 01/11/2021 2:30 PM
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VI. DISCUSSION / INFORMATIONAL

1. Citizen Input
No citizen input provided.

2. Professional Services Contract for 2022 Lobbyist Services

Motion To: Approve the Professional Services Contract for Lobbyist Services between Itasca County and Loren Solberg Consulting for the term of January 1, 2022 to December 31, 2022, waive the current statutory insurance limits, authorize use of the 2008 insurance limits with cost-share payment of this expense up to \$2,000, and authorize necessary signatures.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Leo Trunt
SECONDER:	Commissioner Terry Snyder
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci
ABSENT:	Davin Tinquist

3. 2022-2024 Labor Contract – Local 580 Health & Human Services Unit

Motion To: Approve and authorize necessary signatures for the 2022-2024 collective bargaining agreement for Local 580 Health & Human Services Unit.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Ben DeNucci
SECONDER:	Commissioner Terry Snyder
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci
ABSENT:	Davin Tinquist

4. 2022-2024 Labor Contract – Local 1626 Courthouse Unit

Motion To: Approve and authorize necessary signatures for the 2022-2024 collective bargaining agreement for Local 1626 Courthouse Unit.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Leo Trunt
SECONDER:	Commissioner Ben DeNucci
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci
ABSENT:	Davin Tinquist

5. Compensation – Appointed Term and Appointed At-Will Employees

Motion To: Authorize a 2% wage increase for 2022 salaries for appointed term County Assessor, County Engineer, County Surveyor, County Veteran Service Officer and appointed at-will County Administrator and Health & Human Services Director.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Leo Trunt
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci
ABSENT:	Davin Tinquist

6. Health Insurance MOU's

Motion To: Approve and authorize necessary signatures for the Health Insurance MOUs for the following labor groups: AFSCME Local 639, Teamsters 320, LELS 494, LELS 493, AEA, ICEA, ICCEA, and ICHHSSA.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Leo Trunt
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci
ABSENT:	Davin Tinquist

7. Local 1452 Health Insurance & Post Health Care Savings Plan MOU

Motion To: Approve and authorize necessary signatures for the Health Insurance and Post Health Care Savings Plan MOU for AFSCME Local 1452, which represents the Road & Bridge Unit.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Ben DeNucci
SECONDER:	Commissioner Leo Trunt
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci
ABSENT:	Davin Tinquist

8. Employee Expense Report Approval

Motion To: Approve employee expense reimbursement for expenses submitted over 60 days from when they were incurred.

RESULT:	APPROVED (3 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Ben DeNucci
AYES:	Terry Snyder, Leo Trunt, Ben DeNucci
ABSTAIN:	Burl Ives
ABSENT:	Davin Tinquist

9. Accept CMHS Service Agreement for 2022

Motion To: Accept and authorize the County Board Chair to sign the CMHS agreement for 2022.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Leo Trunt
SECONDER:	Commissioner Terry Snyder
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci
ABSENT:	Davin Tinquist

10. County Based Purchasing (IMCare) Division Update/Presentation

IMCare Claims Supervisor Celeste Tarbuck provided a County Based Purchasing (IMCare) Division Update/Presentation, including information regarding the number of claims processed and claims and interest payments made for the calendar year of 2021.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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11. Review of IMCare 2021 Q3 Compliance Program Report

Health Plan Division Manager Sarah Anderson provided a review of the IMCare 2021 Q3 Compliance Program Report.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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12. 2022-2024 MOA with University of Minnesota Extension

Motion To: Approve a three-year Memorandum of Agreement (MOA) between Itasca County and University of Minnesota Extension and authorize necessary signatures.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Ben DeNucci
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci
ABSENT:	Davin Tinquist

13. Safe Routes to School Grant Sponsorship for the City of Deer River

Motion To: Adopt the Resolution Re: Sponsorship of a Safe Routes to School Grant Application which indicates that Itasca County agrees to act as a sponsor/fiscal agent for an application for funding from the Safe Routes to School Grant Program, as requested by the City of Deer River, for the next segment of the Deer River Trail Project.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Leo Trunt
SECONDER:	Commissioner Ben DeNucci
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci
ABSENT:	Davin Tinquist

15. 2022 Fairgrounds Property Management Contract

Motion To: Approve a Service Contract between Itasca County and the Itasca County Agricultural Association for the 2022 property management services of the Fairgrounds Park in the amount of \$66,000.00 to be paid from Park System Account 12-610, and authorize necessary signatures.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Leo Trunt
SECONDER:	Commissioner Terry Snyder
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci
ABSENT:	Davin Tinquist

16. Northeast Minnesota Emergency Communications Board Regional Advisory Committee

Motion To: Authorize the County Board Chair to sign the Northeast Minnesota Emergency Communications Board Regional Advisory Committee Appointment for 2022.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Ben DeNucci
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci
ABSENT:	Davin Tinquist

17. Housing and Redevelopment Authority (HRA) Update

Itasca County Housing & Redevelopment Authority (HRA) Executive Director Diane Larson provided a 2021 HRA Update.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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18. Letter of Support

Motion To: Approve a Letter of Support for the recommendation to appoint Tamara Lowney, President of the Itasca Economic Development Corporation (IEDC), as Itasca County's Impacted Community Representative on the Energy Transition Advisory Committee and authorize signature of the County Board Chair.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Burl Ives
SECONDER:	Commissioner Terry Snyder
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci
ABSENT:	Davin Tinquist

19. 2022-2024 Labor Contract – Itasca County Managers Association (ICMA)

Motion To: Approve and authorize necessary signatures for the 2022-2024 collective

bargaining agreement for the Itasca County Managers Association (ICMA).

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Ben DeNucci
SECONDER:	Commissioner Terry Snyder
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci
ABSENT:	Davin Tinquist

VII. COMMITTEE REPORTS

Commissioner DeNucci reported on his attendance of the County Board's Budget & Levy Public Meeting, an Arrowhead Economic Opportunity Agency (AEOA) Board meeting, the Association of Minnesota Counties (AMC) Annual Conference, a Transportation Alliance Seminar, a meeting with Kootasca Community Action (KCA) and the Itasca County Housing and Redevelopment Authority (HRA), a meeting regarding State and Forest Roads, and a Local Construction Alliance meeting.

Commissioner Trunt reported on his attendance of the County Board's Budget & Levy Public Meeting, the Association of Minnesota Counties (AMC) Annual Conference, a Western Mesabi Mine Planning Board (WMMPB) meeting, an Itasca County Township Association (ICTA) meeting, an Arrowhead Counties Association (ACA) meeting, a Transportation Alliance Seminar, a Red River Management Project meeting, Canisteo Pit meetings, a visit to Bass Lake Park, and various Department meetings.

Commissioner Snyder reported on his attendance of the County Board's Budget & Levy Public Meeting, an Itasca County Township Association (ICTA) meeting, a Blandin Advisory Committee meeting, a meeting regarding State and Forest Roads, Canisteo Pit meetings, and a RAPP Strategies meeting.

Commissioner Ives reported on his attendance of the County Board's Budget & Levy Public Meeting and Labor Negotiations.

VIII. ADMINISTRATOR UPDATE

County Administrator Brett Skyles provided an Administrator Update, including information regarding the recent ruling on the federal mandate for employers of 100 or more employees.

IX. COMMISSIONER COMMENTS

Commissioner Ives thanked the Board for the opportunity to serve as County Board Chair for 2021.

X. CLOSED SESSIONS

XI. ADJOURN

Chair Ives adjourned the meeting at 3:54 PM.

ATTEST

Burl Ives
Chair of the County Board

Brett Skyles
Clerk of the County Board



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, January 4, 2022

REQUEST FOR BOARD ACTION: RBA-2021-1962

DEPARTMENT: Human Resources

TIME REQUESTED: < 5 Minutes

PRESENTER: Lynn Hart

AGENDA ITEM:

2022-2024 Labor Contract - ICCEA

BOARD ACTION REQUESTED:

Approve and authorize necessary signatures for the 2022-2024 Labor Contract for Itasca County Confidential Employee Association (ICCEA) which represents Human Resources and the Accounting Manager.

BACKGROUND:

The labor management committee has been negotiating the 2022-2024 collective bargaining agreement with ICCEA. This collective bargaining agreement has been voted on and approved by the ICCEA and the labor management committee recommends approval by the County Board.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. ICCEA 2022-2024 cba - final 1-4-22

01/04/2022

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 01/11/2022 2:30 PM
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AGREEMENT BETWEEN
ITASCA COUNTY CONFIDENTIAL EMPLOYEES' ASSOCIATION
and
THE COUNTY OF ITASCA

JANUARY 1, 2022 - DECEMBER 31, 2024

Table of Contents

ARTICLE I. PURPOSE OF AGREEMENT	1
ARTICLE 2. DEFINITIONS.....	1
ARTICLE 3. RECOGNITION	1
ARTICLE 4. RESPONSIBILITY OF PARTIES	2
ARTICLE 5. MANAGEMENT RIGHTS	2
ARTICLE 6. HOURS OF WORK.....	3
6.1. Normal Hours of Work	3
6.2 Overtime/Compensatory Time	4
ARTICLE 7. BENEFITS.....	4
7.1 Holidays	4
7.2 Floating Holiday	5
7.3 Vacations.....	5
7.4 Sick Leave.....	7
7.5 Severance Pay	8
7.6 Bereavement Leave.....	9
7.7 Life Insurance	9
7.8 Group Dental Insurance	10
7.9 Group Hospital-Medical Insurance.	10
7.10 Leaves of Absence	15
7.11 Workers' Compensation	17
7.12 Eligibility of Regular Part-Time Employees For Benefits	17
ARTICLE 8. SENIORITY	17
8.1 Seniority Standing:	17
8.2 Seniority standing for layoffs	17
8.3 Loss of seniority	17
8.4 Layoff	17
8.5 Promotional Policy	18
8.6 Transfers/Promotions/Demotions	18
8.7 Seniority lists	19
ARTICLE 9 PHYSICAL EXAMINATIONS	19
ARTICLE 10 DISCIPLINE.....	19
ARTICLE 11 GRIEVANCE PROCEDURE.....	20
ARTICLE 12 BULLETIN BOARD	22
ARTICLE 13 PAY PLAN AND ADMINISTRATIVE REQUIREMENTS.....	22
13.1 Pay Plan.	22
13.2 Administrative Requirements	23
13.3 Promotions, Demotions, and Comparable Worth Adjustments	24
ARTICLE 14 DRUG AND ALCOHOL TESTING POLICY	25

ARTICLE 15 ENTIRE AGREEMENT, WAIVER.....	26
ARTICLE 16 SAVINGS CLAUSE.....	26
ARTICLE 17 DURATION OF AGREEMENT	27
APPENDIX A-Language Interpreting Provisions in Agreement	28
APPENDIX B-Pay Plan	29
APPENDIX C-Exempt/Non-Exempt Positions	32
APPENDIX D-Updated MOU-Military Leave Pool	33

1
AGREEMENT

This Agreement is entered into between the County of Itasca, hereinafter referred to as the “Employer,” and the Itasca County Confidential Employees Association, hereinafter referred to as the “Association.”

ARTICLE I. PURPOSE OF AGREEMENT

1.1 It is the intent and purpose of the parties to set forth herein the basic Agreement covering rates of pay, hours of work, and all other conditions of employment to be observed between the parties.

1.2 The provisions of this Agreement constitute the sole procedure for the processing and settlement of any claims by an employee or the Association or a violation by the Employer of this Agreement. As the representative of the employees, the Association may process grievances through the grievance procedure, including arbitration, in accordance with this Agreement or adjust or settle the grievance.

ARTICLE 2. DEFINITIONS

2.1 The term "regular employee" as used in this Agreement, shall mean any employee who has been employed by the Employer or appointed to work for Itasca County by an authorized supervisor or department head and who works a minimum of 1040 consecutive hours of employment on an hourly basis or 6 months on a monthly basis.

A Regular Part-time employee must be regularly scheduled to work 20 hours or more per week.

2.2 The Employer is the Itasca County Board of Commissioners.

2.3 “Retiree” means an employee who leaves Itasca County service at a time when the employee has reached retirement age as defined in Minnesota Statutes, Chapter 353 (PERA) and has a minimum of 10 years of service with Itasca County.

ARTICLE 3. RECOGNITION

3.1 The Employer hereby recognizes the Itasca County Confidential Employees' Association as the exclusive representative for collective bargaining purposes as per certification by the Bureau of Mediation Services, State of Minnesota.

3.2 For the duration of this Agreement, the Employer will not enter into, establish or promulgate any Resolution, Agreement, or Contract with or affecting employees in this bargaining unit, either individually or collectively, which in any way conflicts with the terms and conditions of this Agreement or with the role of the Association as the exclusive collective bargaining agency for each Association employee.

ARTICLE 4. RESPONSIBILITY OF PARTIES

4.1 Each of the parties of this Agreement hereby acknowledges the rights and responsibilities of the other parties and agrees to discharge its responsibilities under this Agreement, as per PELRA Minnesota Statutes Chapter 179A as amended.

4.2 The Employer, including its department heads, managers, supervisors, and representatives at all levels, is firmly bound to observe the conditions of this Agreement.

4.3 The Association, including its officers and representatives, and all employees are firmly bound to observe the conditions of this Agreement.

4.4 In addition to the responsibilities that may be provided elsewhere in this Agreement, the following shall be observed:

A. The applicable procedures of this Agreement will be followed for the settlement of all grievances. All grievances shall be considered carefully and processed promptly in accordance with such procedures.

B. There shall be no interference with the rights of employees to become or continue as members of the Association.

4.5 Nondiscrimination: No discrimination shall be exercised against any employee because of Association membership or because of any protected class as defined in federal, state statute or rule

ARTICLE 5. MANAGEMENT RIGHTS

5.1 The Employer and Association recognize and agree that except as expressly modified in this Agreement, the Employer has and retains all rights and authority necessary for it to direct and administer the affairs of the Employer and to meet its obligations under federal, state and local law, such rights to include, but not be limited to, the rights specified in Minnesota Statutes, Section 179A.07, subd. 1; the right to direct the working forces; to plan, direct and control all the operations of the Employer; to determine methods, means, organization and number of personnel by which such operation and services are to be conducted; to contract for services so long as it is done in good faith, represents a reasonable business decision, and does not subvert the agreement between the parties; to assign and transfer employees; to schedule working hours and to assign overtime; to make and enforce reasonable rules and regulations; to change or eliminate existing methods of operation, equipment or facilities.

ARTICLE 6. HOURS OF WORK

6.1. Normal Hours of Work.

A. Exempt Employees: Exempt employees are expected to be at work during normal office hours and to fulfill the responsibilities of their position. Under normal circumstances an 8 hour day and 40 hour week is appropriate but it is understood that in certain circumstances responsibilities will warrant periodic deviations from the norm. The Department Head has discretion to schedule hours of work as deemed necessary by the Department Head.

B. Non-Exempt Employees: The normal hours of work for non-exempt employees shall be 8 hours per day and 40 hours per week during normal office hours, subject to the Department Head's discretion to schedule hours of work as deemed necessary by the Department Head.

C. Normal Hours of Work: Business hours for services provided to the public are 8:00 a.m. to 4:30 p.m., Monday – Friday (MN statute 373.052, as amended).

The normal hours of work shall be subject to the Department Head's discretion as deemed necessary by business need. The normal work week for full-time employees shall be 40 hours. The normal work week and work days for part-time employees shall be established by the immediate supervisor, with Department Head approval. Employees shall be scheduled to work on a regular work shift, except in cases of emergency, and each work shift shall have a regular start and end time.

Breaks – While ensuring that service needs are met, employees may take a fifteen minute break during each four-hour shift. Rest breaks may not be used to shorten the work day. Employees shall receive a 30 minute non-paid meal period taken during the middle of each shift.

6.2 Overtime/Compensatory Time

All overtime and compensatory time must be pre-approved by the immediate supervisor. The employee may opt to be paid for the overtime hours worked or may opt to take the hours worked as compensatory time. Employees may accrue a maximum of 80 hours of compensatory time.

Exempt employees: all hours worked in excess of 40 hours per week shall be calculated as overtime or compensatory hours at the normal hourly rate.

Non-exempt employees - all hours worked in excess of 40 hours per week shall be calculated as overtime or compensatory hours at the rate of time and one-half the normal hourly rate, as per the Fair Labor Standards Act.

Vacation, sick leave, holidays, compensatory time and other paid time off shall count as hours worked for the purposes of calculating overtime/compensatory time. In no case, will compensatory time earned and compensatory time taken occur in the same day.

Travel Time: Any employee who uses his/her private vehicle for transportation to a site, other than the normal place of work, and is authorized to do so by the supervisor shall be compensated for this cost per mile as authorized by the Employer.

ARTICLE 7. BENEFITS

7.1 Holidays

The following shall be paid holidays, provided employees perform work, are on vacation, sick leave, or are gone due to a death in the family or similar case, in the pay period in which the holiday occurs and work is scheduled or assigned both on their last scheduled work day prior to and on the first scheduled work day following the holiday:

New Year's Day
President's Day

Labor Day

Thanksgiving Day
 Day after Thanksgiving
 Memorial Day
 Christmas Day

Veterans Day
 Independence Day
 Christmas Eve Day
 4 Floating Holidays

Provided when the following holidays fall on a Sunday, the following day shall be a holiday. Provided when the following holidays fall on a Saturday, the preceding day shall be a holiday:

January 1 - New Year's Day
 November 11 -Veteran's Day
 July 4 - Independence Day
 December 24 –Christmas Eve Day
 December 25 -Christmas Day

When Christmas Eve Day is on a Friday and Christmas Day is on a Saturday, Thursday and Friday shall be the holidays. When Christmas Eve Day is on a Sunday and Christmas Day is on a Monday, Monday and Tuesday shall be the holidays.

Part-time employees who work at least 20 hours per week will receive pro-rated holiday pay based on the FTE status as approved in the organizational chart and County budget.

7.2 Floating Holiday

Four floating holidays (eight hours of paid absence from work at the employee's designation and immediate supervisor's approval) will be granted each calendar year. A floating holiday cannot be carried over into the following year or paid upon separation.

Part-time employees who work at least 20 hours per week will receive pro-rated floating holiday based on the FTE status as approved in the organizational chart and County budget.

Initial employment probationary employees will receive 1 floating holiday on their date of hire, 1 floating holiday April 1st, one floating holiday on July 1st, and 1 floating holiday on October 1st. Probationary employees can use floating holidays during the probationary period.

7.3 Vacations

A. Each employee who has received regular status shall receive an annual vacation with pay. Annual vacation is dependent on years of service and is posted on a bi-weekly accumulation basis. The following table outlines the rates:

<u>Completed months Of Service</u>	<u>Rate of Accumulation of Vacation Hours</u>
0-59 months	3.077 hours per pay period
60-119 months	4.616 hours per pay period
120-179 months	6.154 hours per pay period
180+ months	7.693 hours per pay period

2080 straight-time hours including earned time (vacation, sick leave, comp time) shall be used to determine a year of service and to determine when a benchmark year of service for increase in vacation occurs. This pro-ration formula is applicable to less than full-time employees, not to full-time employees. Employees classified as part-time will receive pro-rated vacation leave based on FTE status as approved in the organizational chart and County budget.

B. As vacation is earned, it shall be posted on a bi-weekly basis and may be used as it is earned. Should an employee leave Itasca County employment after the completion of the probationary period, s/he shall be allowed to take earned vacation time in payment or as time off prior to the established termination date provided, however, an employee who retires or resigns without giving the Employer at least 30 days' advance written notice of resignation shall forfeit all accumulated, unused vacation, unless the Department Head agrees to a shorter period of notice.

Per the payroll practice of Itasca County, incremental vacation credit will be credited for the pay period in which the service credit date appears.

C. In determining the vacation schedule, the wishes of the employees shall be respected as to the time of taking vacation, insofar as the needs of the service will permit, it being understood that the rights of the senior employees will prevail in the selection of vacation time when agreement cannot be reached among the employees.

D. In the event an employee has an accumulation of 248 hours on December 31 the employee shall have all hours in excess of 248 converted to a contribution to their HCSP. This contribution may not exceed 50 hours and all additional hours shall be lost.

Bonus vacation shall be earned per the following:

(a) 3.693 hours of sick leave per pay period shall be earned, only if the beginning balance is less than 125 days.

(b) 1.847 hours of bonus vacation shall be earned for each pay period the beginning balance is 600 hours or greater, except in any pay period in which sick leave is taken.

E. Employees terminating due to retirement may coordinate vacation use with their retirement date.

F. Heirs of a deceased employee are entitled to compensation for any earned and unused vacation and will receive it in a lump sum following federal & state regulations.

7.4 Sick Leave

A. Sick leave shall be earned at the rate of 3.693 hours per pay period, or prorated for regular part-time status, for each pay period of service in which employee works at least 40 hours, and unused sick leave may accumulate to a maximum of 1000 hours.

B. Employees begin accumulating sick leave as of the first date of employment and may use sick leave during the probationary period.

C. An employee may use sick leave for absences for such reasonable periods as the employee's attendance with the family member may be necessary, on the same terms the employee is able to use sick leave for the employee's own illness.

- Provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy or childbirth;
- Provide care for a family member as a result of medical, dental or optical examination or treatment.

Family member is defined as:

- Spouse, and parents, thereof,
- Children, including adopted and stepchildren, and spouses thereof,
- Parents, grandparents and grandchildren of the employee and/or the spouse,
- Brothers and sisters, and spouses thereof,

- Domestic partner or guardian.

D. Employees classified as part-time will receive pro-rated sick leave based on FTE status as approved in the organizational chart and County budget.

7.5 Severance Pay

A. Upon termination of employment prior to, on, or subsequent to the normal retirement date, an employee shall allocate as Severance Pay 70% of the employee's accumulated but unused sick leave from first date of County employment. An employee will not receive severance pay if:

- (a) The employee has less than 5 years of continuous service with Itasca County; or
- (b) The employee is terminated by the Employer for cause.

B. Such severance pay shall be excluded from PERA deductions and from any calculations in PERA retirement benefits, and shall be paid, at the employee's option, in one lump sum, or in a manner mutually agreeable to the employee and Employer over a period not to exceed 5 years from termination of employment. The employee shall take 70% of allowed sick leave as Severance Pay and apply the 30% balance to the employee's Post Health Care Savings Plan.

C. Any payment made upon termination due to death will be paid in accordance with federal and state regulations. In the event of an active employee's death, 100% of his/her sick leave shall be paid out to the surviving beneficiary or to the estate of the employee who passed away.

D. For employees newly hired to Itasca County after ratification of the 1994-96 contract (12/22/1995), the maximum County payment for the 70% dollar value of an employee's accumulated unused sick leave (severance pay) shall not exceed \$10,000 (That is, 70% of the employee's accumulated unused sick leave shall have a maximum value of \$10,000 at retirement for use for any purpose permitted by the contract.) This limit does not apply to other County payments for retirement group insurance premiums nor does it affect the other 30% dollar value of an employee's accumulated unused sick leave which is deposited into the employee's Post Health Care Savings Plan after all regular pay has been paid out.

E. Unless documentation of a previous agreement exists in the Human Resources Department personnel file, it is agreed that when an employee from another

bargaining unit that is NOT capped for purposes of severance and takes a position in ICCEA, the employee will continue as a NOT capped employee in ICCEA.

F. Unless documentation of a previous agreement exists in the Human Resources Department personnel file, it is agreed that when an employee from another bargaining unit that is capped with a higher cap for purposes of severance and takes a position in ICCEA, the employee will be allowed to keep the higher cap limit.

7.6 Bereavement Leave

Regular employees shall be allowed to use 24 hours of Bereavement leave time in case of death in the immediate family. 16 additional hours Bereavement leave time may be used in the event that travel is necessary to a point outside a radius of 150 miles from the employee's home or for other personal reasons related to the death such as for funeral arrangements. Immediate family is defined as:

- Spouse, and parents, thereof,
- Children, including adopted and stepchildren, and spouses thereof,
- Parents, grandparents and grandchildren of the employee and/or the spouse,
- Brothers and sisters, and spouses, thereof,
- Domestic partner or guardian

7.7 Life Insurance

A. Active Employees: The Employer will provide and pay the entire premium for the present group life insurance in the amount of \$25,000 for each eligible employee. Said insurance includes a double indemnity clause, Accidental Death and Dismemberment(AD&D) coverage in an amount equal to Basic Life insurance coverage. Active employees may opt to purchase additional Basic Life and AD&D coverage for themselves, their spouse and eligible dependents at their own expense. Both Basic Life and AD&D insurance coverage amounts reduce to 65% at age 65, 50% at age 70 and 35% for age 75 and over.

All employer provided insurance and employee elected additional insurance coverage will terminate upon the employee leaving employment.

7.8 Group Dental Insurance

A. Upon successful completion of the employee's probationary period and provided all necessary application forms have been completed, the Employer will provide dental insurance under Delta Dental Plan of Minnesota or its equivalent. Authorized sick leave, authorized vacation time, and authorized leave of absence of 30 days or less shall be counted as working time for such eligibility.

B. The Employer shall pay the full single premium and 80% of the dependents' cost of said insurance. The employee shall pay 20% of the dependents' cost of said insurance.

The maximum annual benefit is \$1,500 per person.

C. The employee shall have the option to enroll in the program within 30 days of completion of the required dental insurance probationary period, or during an open enrollment period.

D. Refer to insurance carrier contract for instances not mentioned or above-mentioned instances in conflict.

7.9 Group Hospital-Medical Insurance.

A. Active Employees

1. All regular employees shall be eligible for hospital/medical insurance. For purposes of health insurance eligibility, coverage shall commence at the beginning date of employment upon completion of the necessary application form.

2. Employees in regular positions, who have opted not to be covered by hospital/medical insurance, and later choose to be covered by same, may be covered by said insurance provided they are accepted by the insurance company.

3. Regular employees who are temporarily laid off for more than 30 days or who are on authorized unpaid leave of absence of more than 30 days (not FMLA covered), may continue their insurance coverage by paying the full amount of the premium themselves during the period of layoff or leave of absence. Upon return to work, an employee need not re-establish eligibility. Employees returning to work after authorized leave of

absence without pay shall be required to work at least 80 hours during the calendar month in which employees return to work in order to be eligible for Employer contribution for the succeeding month.

4. Employees who leave County employment must have worked at least 80 hours during the calendar month in which employment termination becomes effective in order to be eligible for Employer contributions for the succeeding calendar month. (However, life and dental insurance is cancelled at the end of the month in which the employee terminates employment.) Terminated employee(s) have the option to continue coverage with carrier as per the COBRA standards.

5. Employees who voluntarily terminate employment without due notice of 30 calendar days to the department head, unless such termination without notice is approved by the department head, shall forfeit all rights to Employer contributions. Employees who are discharged for cause shall forfeit all rights to Employer contributions.

6. High Deductible Plan (Option 1) \$1750/\$3500 (in 2022) Deductible or the High Deductible Plan (Option 2) \$3500/\$7000 (in 2022) Deductible both with a Health Savings Account (HSA) shall be the medical insurance. The Internal Revenue Code requires that the minimum statutory deductible for plans used with HSAs be indexed for inflation and the deductibles will automatically increase in future years in order to remain compliant with the Internal Revenue Service (IRS) guidelines for high deductible health insurance plans.

The Employer will pay 80% of the annual deductible via an HSA contribution on the single or family coverage and the Employee will pay 20% of the annual deductible on the single or family coverage while the employee is enrolled in the plan. The County portion of the annual deductible will be pro-rated by the number of months the employee is enrolled in the plan for employee's who enroll in the plan mid-year.

Employees enrolled in County sponsored health insurance plans who are ineligible for an HSA contribution shall have the option for the County portion of the annual deductible to be contributed to a VEBA (Voluntary Employee's Beneficiary Association).

The County portion of the annual deductible will be deposited to the HSA or VEBA accounts during the 1st payroll in January for employees who are enrolled in the health insurance plan for the year.

7. The employee shall have the option to elect either plan on an annual basis during the open enrollment period or when a qualified event occurs. The premium participation for said plans shall be 80% by Employer and 20% by employee.

8. In the event an employee qualifies for a total disability pension under the eligibility stipulations set by the Minnesota Public Retirement Association and/or Federal Social Security, upon approval and acceptance of an employee by either of said entities for a total disability annuity pension and upon an employee drawing said annuity, the Employer shall pay for the employee and his or her dependents' hospital medical insurance in full. Upon reaching age 65, the retiree is required to enroll in both Parts A & B of Medicare (if eligible). At that point the Employer and retiree will be responsible for their payment of health insurance premium as directed within the labor contract.

9. Employees enrolled in one plan may switch coverage during the open enrollment period or when a qualified event occurs.

10. In the event during the term of the Agreement, the County Board decides to change insurance carriers, equivalent coverage to the present hospital/ medical or dental insurance covering the employees under this Agreement, if such alternative should become available. It is understood that the employee's and Union's rights as provided by state and federal statutes relating to their health and welfare insurance provided by the Employer shall not be negated by the aforementioned language (Statutes such as M.S. Chapter 471, Minnesota Comprehensive Health Insurance Act 62 E 03, etc.).

11. Employee's portion of health insurance premiums shall be split between the first and second payroll of each month. This split shall be as close to even as possible.

B. Flexible Spending Account

The County may provide flexible spending account programs. Employees may elect to participate.

C. Retired Employees

1. Hospital and medical coverage provided for retirees shall be the High Deductible Plan (Option 1) \$1750/\$3500 (in 2022) Deductible or the High Deductible Plan (Option 2) \$3500/\$7000 (in 2022) Deductible both with a Health Saving Account (HSA) or its equivalent. The Internal Revenue Code requires that the minimum statutory deductible for plans used with HSAs be indexed for inflation and the deductibles will automatically increase in future years in order to remain compliant with the Internal Revenue Service (IRS) guidelines for high deductible health insurance plans. The Employer shall pay the full single premium and 50% of the dependency coverage cost, and the balance 50% of dependency cost shall come from the retiree until their health insurance cap is exhausted. The Employer shall pay 80% of the annual deductible via and HSA or VEBA contribution on the single or family coverage and the retiree shall pay 20 % of the annual deductible on single or family coverage while the retiree is enrolled in the plan, until their health insurance cap is exhausted. The retiree may choose either of the high deductible health plans with a VEBA or HSA contribution from the County. The retiree must designate which health plan option and deductible option (HSA or VEBA) upon retirement. The County portion of the deductible will be pro-rated by the number of months the retiree is enrolled in the plan for retirees who enroll in the plan mid-year. If the retiree's health insurance cap is exhausted, the retiree may continue to stay on the county-sponsored health insurance plan but will pay 100% of the premium and 100% of the deductible. When a retiree reaches age 65, the retiree will be transitioned from their current health plan to one of the Medicare Supplemental Plans offered by the County and the County shall pay the full single premium and 50% of the dependency coverage cost, and the balance 50% of dependency cost shall come from the retiree until their health insurance cap is exhausted. An employee must have a minimum of 10 years of service with Itasca County to be eligible for County payment toward hospital medical insurance upon retirement

2. For employees newly hired to Itasca County after ratification of the 1994-96 contract, the maximum County payment for retirement group insurance premiums shall not exceed \$10,000.

D. Employer Obligation Limited

The parties agree that any description of insurance benefits contained in this Article are intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy. It is further understood that the Employer's only obligation is to pay such amounts as agreed to herein and no claim shall be made against the Employer as a result of a denial of insurance benefits by an insurance carrier.

E. Retiree Health Insurance Caps

Unless documentation of a previous agreement exists in the Human Resources Department personnel file, when an employee from another bargaining unit that is NOT capped for purposes of retiree health insurance and takes a position in ICCEA, the employee will continue as a NOT capped employee in ICCEA.

Unless documentation of a previous agreement exists in the Human Resources Department personnel file, when an employee from another bargaining unit that is capped with a higher cap for purposes of retiree health insurance and takes a position in ICCEA, the employee will be allowed to keep the higher cap limit.

F. All employees classified as part-time will receive pro-rated insurance benefits based on the FTE status as approved in the organizational chart and County budgets.

G. Insurance Advisory Committee

An Insurance Advisory Committee shall be established to examine the County's current medical insurance plan. The Committee shall be composed of representatives from each of the groups participating in the County's program as follows:

Local 639	2 representatives
Local 639A	2 representatives
Local 639-3	1 representative
Local 1626	2 representatives
Local 1452	2 representatives
Local 580	2 representatives
Itasca Co. Non-Contract Employees	1 representative
Itasca Co. Elected Officials/Dept. Heads.	1 representative
Itasca Co. Attorney Employee's Assoc.	1 representative
Itasca County Employees Association	1 representative
Itasca Co. Confidential Employees' Assoc.	1 representative

The Committee may recommend changes in medical program to the County Board.

If the Committee recommendations call for changes in the structure of the medical plan, this contract shall be subject to reopening negotiations for medical benefits.

If the County Board deviates from the Committee recommendations, the agreement reopening negotiations for the medical plan is void.

H. Post Health Care Savings Plan

All employees shall be enrolled in the Post Health Care Savings Plan (HCSP), on their date of hire, or the very next pay period. Said employee shall contribute 1% of their regular wages* earned during the biweekly pay period into the HCSP via payroll deduction each pay period if that employee has 0-60 months of Itasca County Service Credit. Said employee shall contribute 2% of their regular wages* if that employee has 61-120 months of Itasca County Service Credit. Said employee shall contribute 3% of their regular wages* if that employee has 121 or more months of Itasca County Service Credit.

*Regular wages is defined as the hourly wage stated in the Union pay plan (regular wages excludes callout pay, on-call pay, shift differential, meals, severance pay, overtime)

The County shall not be responsible for a contribution to any costs associated with the Post Health Care Savings Plan mentioned above.

7.10 Leaves of Absence

A. Parenting Leave: Eligible employees shall be entitled to up to 12 weeks of parenting leave in accordance with State Statute and the Itasca County Personnel Policy.

Any leave taken under this section shall reduce the length of leave for which the employee and spouse are eligible under the Family and Medical Leave Act policy for birth or placement of a child and any unpaid leave taken under the Family and Medical Leave Act policy for birth or placement of a child shall reduce the length of leave for which the employee is eligible under this Section.

B. Family and Medical Leave Act: Family and Medical Leave Act leave shall be available to eligible employees in accordance with the Itasca County Family and Medical Leave Act policy as adopted by the Employer. FMLA Leave is available for use

before or after all earned leave has been exhausted and after all requirements have been met.

C. Extended Parenting or Medical Leave: After an employee has used all accumulated sick leave, vacation, and any available FMLA protected leave, the employee shall be granted a leave of absence without pay, with appropriate documentation from the healthcare provider, for a period not to exceed six months without having their name removed from the payroll. If the employee is in the process of seeking a disability determination, the time will be extended a total of up to 12 months. If the employee is certified disabled, employment shall cease.

D. General Leaves: Employees shall be entitled to leaves of absence without pay in accordance with the provisions of the Itasca County Personnel Policy Manual, as amended.

E. Sabbatical Leave: An employee who has completed 15 or more calendar years of service may be given the opportunity for a sabbatical leave of absence without pay upon mutual agreement of the Board and Department Head where such leave would be to the benefit of the County, subject to the following:

- (i) The length of the sabbatical leave may vary between 2 and 12 months and will be determined by mutual agreement between the employee and the Department Head, subject to the approval of the County Board.
- (ii) Requests for such leave shall be submitted in writing to the Department Head at least 2 months prior to the commencement of the leave. Such requests shall include the reason and length of the leave.
- (iii) Length of service and vacation benefits will not accrue during such leave, but will remain the same as at the commencement of the leave.
- (iv) The employee shall be returned to the first available vacancy in the classification after expiration of the leave. Provided, however, the Department Head and the employee may mutually agree prior to commencement of the leave that the employee's position will not be permanently filled during such leave, and that at the conclusion of the leave the employee shall be returned to their position without having to wait for a vacancy.

7.11 Workers' Compensation

An employee shall be allowed to utilize vacation or sick leave credits while receiving workers' compensation benefits only to the extent that the workers' compensation benefit plus allowable sick leave or vacation does not exceed the net pay which the employee would receive if the employee were not receiving workers' compensation benefits.

7.12 Eligibility of Regular Part-Time Employees For Benefits

To be eligible for pro-rated fringe benefits including insurance benefits, a regular part-time employee must be regularly scheduled to work 20 or more hours per week. The proration for insurance benefits, holidays, vacation and sick leave will be based on the FTE status as approved in the organizational chart and County budgets.

ARTICLE 8. SENIORITY

8.1 Seniority Standing:

Seniority standing shall be granted to all employees who have attained regular status by completing 6 months of a probationary period. The seniority date of employees attaining such regular status shall be the first day of employment with this Employer. During the probationary period the supervisor must provide feedback to the employee regarding performance. An employee's probation may be extended only for non-performance related reasons for a period greater than 10 days, not to exceed 3 months. During the probationary period, an employee may be discharged by the Employer without cause and without same being a breach of this Agreement or constituting a grievance hereunder.

8.2 Seniority standing for layoffs

Seniority standing for layoffs shall be the first day of employment in a position covered in this Agreement.

8.3 Loss of seniority

A regular employee shall lose their seniority standing in the following situations:

- a. Voluntary resignation;
- b. discharge for just cause;
- c. retirement;
- d. failure to accept recall from layoff;

8.4 Layoff

In the event of a layoff, a reduction of force, or the elimination of a position, a senior employee may exert seniority preference over a junior employee in any classification of

work of equal or lower pay grade in this bargaining unit in the employee's department, provided the employee has the necessary qualifications to perform the duties of the job involved. Employees who are laid off shall be rehired according to seniority in the inverse order of layoffs. Such employees shall be notified in writing regarding such layoffs, reduction of force or elimination of position, as well as rehiring, as the case may be. Such written notification shall be sent to such employees as soon as practicable by certified mail, with a copy of same submitted to the Association. Within 5 working days after receiving notice of layoff, an employee intending to exercise seniority preference shall advise the Human Resources Director of the specific position into which the employee intends to bump.

8.5 Promotional Policy

Position vacancies in County service shall be filled by promotion of present employees who meet the requirements established for the classification and provided that the promotion would be in the best interests of the County.

The Human Resources Director will post the position vacancy notice for a period of a minimum of 5 working days.

An employee interested in a posted promotional notification of vacancy must complete an application and submit it to the Human Resources Department prior to the closing date. The appointing authority shall make the determination as to whether or not the applicant possesses the necessary qualifications. A list of interested employees, whether eligible, for each posted promotional vacancy shall be maintained. An employee's current position will not be jeopardized by expressing interest in a vacant position.

Employees promoted and then rejected during a probationary period or by abolishment of the position promoted to, shall have the right to assume the position from which he/she was promoted, unless that position has been abolished or filled; in such case, he/she shall be placed on the appropriate layoff list for the same or lower class.

8.6 Transfers/Promotions/Demotions

Employees may be transferred/promoted/demoted from one department to another provided that the employee has the permission of both department heads and the Human Resources Director. All employees transferring/promoting/demoting shall give their present department head 2 weeks notice, unless this requirement is waived by the two department heads involved.

Employees transferring/promoting/demoting from a bargaining unit to a non-contract position or from one non-contract position to another may carry over accumulated service credit for application to fringe benefits.

An employee interested in a transfer/promotion/demotion to a vacant position must complete an application and submit it to the Human Resources Department prior to the closing date. The appointing authority shall make the determination as to whether or not the applicant possesses the necessary qualifications. A list of interested employees, whether eligible or ineligible, for each posted promotional vacancy shall be maintained. An employee's current position will not be jeopardized by expressing interest in a vacant position.

Employees transferred/promoted/demoted and who unsuccessfully complete the probationary period or the position transferred/promoted/demoted to is abolished, shall have the right to assume the position from which he/she was transferred/promoted/demoted, unless that position has been abolished or filled; in such case, he/she shall be placed on the appropriate layoff list for the same or lower class.

8.7 Seniority lists

Seniority lists shall be brought up to date on March 1 of each calendar year. Copies of seniority lists shall be sent to the President of the Association.

8.8 Nothing herein shall be construed to affect the status of war veterans in contravention of existing laws relating to war veterans' employment, discharge, or promotion.

ARTICLE 9 PHYSICAL EXAMINATIONS

The Employer shall pay for all physical examinations for all regular employees if such examinations are required by the Employer.

ARTICLE 10 DISCIPLINE

All disciplinary action shall be for just cause. It shall be the policy of the Employer to administer disciplinary penalties without discrimination of any nature.

ARTICLE 11 GRIEVANCE PROCEDURE

SECTION A: GRIEVANCE PROCEDURE

A GRIEVANCE, for the purpose of this ARTICLE, is defined as a dispute or disagreement as to the interpretation or application of any terms or conditions of this AGREEMENT.

Employees shall have the right to process GRIEVANCES through the procedures of this ARTICLE or through other procedures such as Veteran's Preference, Human Rights or other statutorily created procedures, provided that a GRIEVANCE may be processed through one procedure or the other, but not both. An employee who pursues a GRIEVANCE through a procedure other than the procedure provided in this section shall waive the rights of this ARTICLE of the AGREEMENT.

If a GRIEVANCE is not presented within the time limits set forth below, it shall be considered "waived." The time limit in each step may be extended by mutual agreement of the EMPLOYER and the UNION in each step.

Step 1. An employee claiming a violation concerning the interpretation or application of this AGREEMENT shall, within 21 calendar days after such alleged violation has occurred, place in writing, signed by the grieved employee and the grievance representative, setting forth the nature of the GRIEVANCE, the facts on which it is based, the provision or provisions of the AGREEMENT allegedly violated, and the remedy requested.

The matter shall be discussed with the employee's supervisor as designated by the EMPLOYER within 7 calendar days. The EMPLOYER'S response will be made in writing within 7 calendar days after the close of the discussion.

A GRIEVANCE not resolved in Step 1 and appealed to Step 2 shall be appealed to Step 2 within 7 calendar days after the supervisor's final Step 1 response.

Step 2. If appealed, the written GRIEVANCE shall be presented by the UNION and discussed with the Department Head in consultation with Human Resources within 14 calendar days. Human Resources shall give the UNION the EMPLOYER'S Step 2 response in writing within 14 calendar days after the close of the discussion. A GRIEVANCE not resolved in Step 2 may be appealed to Step 3 within 14 calendar days following Human Resources final Step 2 response.

Step 3. If appealed, the written GRIEVANCE shall be presented by the UNION and discussed with the County Board or its designee within 28 calendar days. The County Board or its designee shall give the UNION the EMPLOYER'S Step 3 response in writing within 14 calendar days. A GRIEVANCE not resolved in Step 3 may be appealed to Step 4 within 14 calendar days following the EMPLOYER-designated representative's final Step 3 response.

Step 4. Mediation of a GRIEVANCE: Upon completion of the previous Step and prior to requesting arbitration, the UNION and the EMPLOYER may, by mutual agreement, request mediation of the GRIEVANCE by the Bureau of Mediation Services or contracted services approved by the County Board for appointment of a mediator who will conduct meetings as deemed necessary in an attempt to resolve the GRIEVANCE. After the mediator or either party determines that further mediation would serve no purpose, a GRIEVANCE may be appealed to Step 5 within 30 calendar days.

Step 5. The GRIEVANCE appealed to arbitration shall be subject to the provisions of PELRA. The selection of an arbitrator shall be made in accordance with the Rules Governing the Arbitration of GRIEVANCES as established by the State Bureau of Mediation Services. Any unresolved GRIEVANCE not submitted for arbitration shall be considered settled on the basis of the EMPLOYER'S Step 3 response and/or Step 4.

Arbitrator's Authority:

A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this AGREEMENT. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue not so submitted.

B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within 30 days following close of the hearing or submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision shall be binding on both the EMPLOYER and the UNION and shall be based solely on the arbitrator's interpretation or application of the express terms of this AGREEMENT and to the facts of the GRIEVANCE presented.

C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION provided that each party shall be responsible for compensating its own representatives and witnesses. If either party

desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

Past Practices: The Association agrees that past practices of the employer shall not be the basis for grievances.

ARTICLE 12 BULLETIN BOARD

The Employer may erect and maintain a bulletin board of reasonable size to be placed in all locations that may be mutually agreed upon between the Association and Employer, which bulletin board shall be for the use of the Association to post any notice or document relating to Association affairs.

ARTICLE 13 PAY PLAN AND ADMINISTRATIVE REQUIREMENTS

13.1 Pay Plan.

A. The monthly salary set forth in APPENDIX B entitled "Itasca County Confidential Employee Association Pay Plan" is hereto and hereby made a part of this Agreement and shall apply during the duration of this Agreement except as otherwise indicated in this Agreement. Employees of this bargaining Agreement will receive effective 01/01/2022 a 2% increase; 01/01/2023 a 2% increase and 01/01/2024 a 2.65% increase.

B. New hires for non-department head positions may be placed at any step within the range with concurrence of the Human Resources Director. The Department Head must show sufficient cause for such advancement which will include educational background, previous work experience, market considerations, or other considerations as deemed appropriate by the Human Resources Director.

New-hires for department head positions may be placed at any step within the range by County Board decision as the hiring authority.

C. An entry level position with no experience credit will be placed on the first step of the grade. Upon successful completion of the six-month probationary period, a new employee or an employee who made promotion will receive a step increase effective upon the six-month date. For the employee starting on the first step, the steps shall be

viewed at 1st step-starting; 2nd step-6 months; 3rd step-12 months; 4th step-24 months and so on.

D. Probation and Anniversary increases, no matter where the employee is on the pay plan, will not be implemented until Performance Appraisals have been conducted and submitted to the office of the Human Resources Director. Department Heads must verify satisfactory performance. The anniversary increases will become effective on the classification date and upon successful review of the performance. The definition of a classification date shall be the date that an employee entered the job at its current classification.

E. The definition of an anniversary date shall be the first day of employment for any employee who has worked 1040 hours of continuous employment on an hourly wage basis or 6 months of continuous employment on a monthly salary basis.

F. Payroll

1. The pay period shall be a period of 2 consecutive calendar weeks commencing at 12:01 AM Sunday of the first day of such pay period and ending at 11:59 PM on Saturday of said 2 week period. Payment of wages is made on a bi-weekly basis, with the pay date being every other Friday for the employees paid through the Payroll Department.

2. There shall be pay days every other Friday, with the exception of when a pay day falls on a holiday. In such cases, the pay day shall be the day before the holiday.

13.2 Administrative Requirements

A. Changes in employment status: Changes in employment status of employees affecting pay or fringe benefits shall be submitted to the Human Resources department in writing by the respective department head not less than 10 working days before the end of the pay period for which such change becomes effective; otherwise reflection of such changes in employment status will be delayed until the next ensuing pay period. The Human Resources department should also be notified 30 days prior to the completion of an employee's probation period for purposes of those fringe benefits requiring completion of a probation period.

B. Time for filing payroll deduction authorization or discontinuance: Any requests for added payroll deductions or changes in payroll deductions must be submitted by the employee concerned not later than 7 regular working days before the end of the pay period for which such deduction or change in deduction is effective.

C. Jury Duty: When an employee is called for jury duty, they shall receive their hourly rate for their hours lost, up to the end of their assigned shift.. The compensation for jury duty shall be paid from the Fund from which the employee is paid. Employees are required to submit to the County Auditor's Office their daily stipend received for their jury duty service. However, mileage received from the Courts can be kept by the employee.

D. Working Out of Class: This Section covers an employee assigned to accomplish the duties and responsibilities of a higher class position within or outside the bargaining unit which is unoccupied for a temporary, short-term period. If an employee is expressly assigned in writing by the supervisor, or hiring authority, to perform the majority of the duties and responsibilities of a vacant, higher class position, for 15 or more consecutive days, then the employee shall be considered to be working "out-of-class" and shall be placed at Step 1 of the classification or on the step of the classification that is most closely equal to the employee's current salary, but not less than the employee's current salary plus one step. Compensation for work done "out-of-class" shall be retroactive to the first day the employee was assigned to work "out-of-class."

13.3 Promotions, Demotions, and Comparable Worth Adjustments

A. When an employee is promoted to a higher paid class within the bargaining unit, the employee shall be paid at the step in the higher class which is equal to or next higher than the employee's current pay, plus one step. When an employee voluntarily accepts a demotion to a lower grade, the employee will be placed at the same step as the employee's step in the higher grade prior to demotion. For example, if the employee was at Step 6 in the employee's pay grade prior to accepting a voluntary demotion, the employee would be placed at Step 6 in the class to which the employee demoted.

B. When an employee's position is reclassified as a result of a re-evaluation to a lower grade from the position the employee previously held, the employee's pay shall be frozen until such time that the new pay grade and step are equal to or greater than the employee's current salary. When an employee's position is reclassified as a result of a re-evaluation to a higher grade, the employee will be placed at the step in the higher grade which is equal to or next higher than the employee's current pay.

C. Disciplinary, probationary and voluntary demotions: Any employee may be demoted to a position of a lower grade for which an employee is qualified for any of the following reasons:

1. When an employee would be otherwise laid off because the employee's position is being abolished; employee's position is reclassified to a lower grade; because of lack of work, lack of funds, or the return to work from authorized leave of another employee to such a position in accordance with these rules.
2. When an employee does not possess the necessary qualifications to render satisfactory service in the position the employee holds, or when removed during probation.
3. When an employee voluntarily requests such demotion.

Any employee being demoted shall receive the reasons for such demotion in writing from the Human Resources Director.

When an employee is involuntary demoted, he/she shall be slotted on the step of the lower grade at the rate of compensation prior to the demotion. If the previous salary is beyond the new grade, there will be no increases as long as the employee remains in the demoted position or until such time that the salary may once again be within the range of the class of the demoted position.

When an employee accepts a voluntary demotion he/she shall be slotted on the step of the lower grade which is less than the previous rate of pay. The employee will receive the salary of where he/she is placed.

D. In the event of a lateral in-grade transfer the employee shall retain his/her same anniversary date for purposes of step increases and fringe benefits.

ARTICLE 14 DRUG AND ALCOHOL TESTING POLICY

The provisions of the Itasca County drug and alcohol testing policy as set forth in the Itasca County Personnel Policy are incorporated herein by reference the same as if fully set forth in this Article. However, any employee submitting to a urinalysis test shall have the right to have a portion of the sample sent to another lab at his/her own expense.

ARTICLE 15 ENTIRE AGREEMENT, WAIVER

This Agreement shall represent the complete Agreement between the Association and Employer.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make requests and proposals with respect to any subject matter not removed by law from the area of collective bargaining, and that the complete understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement, unless they mutually agreed to do so.

ARTICLE 16 SAVINGS CLAUSE

Any Article, Clause, or Statement herein contained that in any way violates the laws of the State of Minnesota shall be disregarded, and the laws of the State of Minnesota that are applicable hereto shall apply.

ARTICLE 17 DURATION OF AGREEMENT

This Agreement will be in effect from January 1, 2022, through December 31, 2024.

This contract remains in force in the event settlement for the ensuing contract period has not been reached at the time this contract expires. In witness thereof:

COUNTY OF ITASCA:

Terry Snyder
County Board Chair

Brett Skyles
County Administrator

Date

ITASCA COUNTY CONFIDENTIAL EMPLOYEES' ASSOCIATION:

Association President

Date

APPENDIX A-Language Interpreting Provisions in Agreement

The parties have agreed to place any agreed upon language interpreting the provisions in the Agreement relating to retirees into this Appendix.

APPENDIX B-Pay Plan

APPENDIX B										
01/01/2022 ICCEA ANNUAL PAY PLAN				2.00% on 2021 base						
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	
GRADE 1	\$18.37	\$18.95	\$19.54	\$20.16	\$20.81	\$21.48	\$22.25	\$23.05	\$23.85	GRADE 1
GRADE 2	\$18.78	\$19.33	\$19.94	\$20.59	\$21.14	\$21.93	\$22.71	\$23.52	\$24.37	GRADE 2
GRADE 3	\$19.22	\$19.82	\$20.45	\$21.10	\$21.78	\$22.49	\$23.30	\$24.13	\$24.98	GRADE 3
GRADE 4	\$19.80	\$20.43	\$21.06	\$21.76	\$22.47	\$23.21	\$24.04	\$24.90	\$25.80	GRADE 4
GRADE 5	\$20.41	\$21.04	\$21.72	\$22.43	\$23.16	\$23.94	\$24.79	\$25.69	\$26.62	GRADE 5
GRADE 6	\$21.04	\$21.74	\$22.43	\$23.16	\$23.95	\$24.75	\$25.63	\$26.57	\$27.51	GRADE 6
GRADE 7	\$21.93	\$22.66	\$23.41	\$24.18	\$24.98	\$25.83	\$26.73	\$27.72	\$28.72	GRADE 7
GRADE 8	\$23.02	\$23.77	\$24.54	\$25.36	\$26.22	\$27.10	\$28.08	\$29.12	\$30.18	GRADE 8
GRADE 9	\$24.26	\$25.02	\$25.86	\$26.71	\$27.63	\$28.58	\$29.60	\$30.70	\$31.84	GRADE 9
GRADE 10	\$26.71	\$27.63	\$28.58	\$29.55	\$30.58	\$31.63	\$32.80	\$34.01	\$35.26	GRADE 10
GRADE 11	\$29.33	\$30.33	\$31.40	\$32.49	\$33.62	\$34.79	\$36.08	\$37.42	\$38.82	GRADE 11
GRADE 12	\$32.21	\$33.34	\$34.53	\$35.74	\$37.01	\$38.32	\$39.76	\$41.24	\$42.79	GRADE 12
GRADE 13	\$35.45	\$36.71	\$38.02	\$39.36	\$40.78	\$42.26	\$43.85	\$45.50	\$47.21	GRADE 13
GRADE 14	\$38.88	\$40.29	\$41.73	\$43.24	\$44.81	\$46.44	\$48.22	\$50.02	\$51.92	GRADE 14
GRADE 15	\$41.16	\$42.65	\$44.19	\$45.80	\$47.46	\$49.18	\$51.06	\$52.99	\$55.01	GRADE 15
GRADE 16	\$43.10	\$44.67	\$46.28	\$47.97	\$49.73	\$51.55	\$53.52	\$55.57	\$57.68	GRADE 16
GRADE 17	\$45.04	\$46.69	\$48.39	\$50.15	\$52.01	\$53.93	\$56.00	\$58.12	\$60.34	GRADE 17
GRADE 18	\$47.09	\$48.82	\$50.61	\$52.47	\$54.41	\$56.41	\$58.57	\$60.81	\$63.15	GRADE 18
IN THE EVENT THERE IS A ROUNDING DIFFERENCE BETWEEN THIS APPENDIX AND PAYROLL, PAYROLL SHALL GOVERN.										

APPENDIX B										
01/01/2022 ICCEA ANNUAL PAY PLAN				2.00% on 2021 base						
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	
GRADE 1	\$38,209.60	\$39,416.00	\$40,643.20	\$41,932.80	\$43,284.80	\$44,678.40	\$46,280.00	\$47,944.00	\$49,608.00	GRADE 1
GRADE 2	\$39,062.40	\$40,206.40	\$41,475.20	\$42,827.20	\$43,971.20	\$45,614.40	\$47,236.80	\$48,921.60	\$50,689.60	GRADE 2
GRADE 3	\$39,977.60	\$41,225.60	\$42,536.00	\$43,888.00	\$45,302.40	\$46,779.20	\$48,464.00	\$50,190.40	\$51,958.40	GRADE 3
GRADE 4	\$41,184.00	\$42,494.40	\$43,804.80	\$45,260.80	\$46,737.60	\$48,276.80	\$50,003.20	\$51,792.00	\$53,664.00	GRADE 4
GRADE 5	\$42,452.80	\$43,763.20	\$45,177.60	\$46,654.40	\$48,172.80	\$49,795.20	\$51,563.20	\$53,435.20	\$55,369.60	GRADE 5
GRADE 6	\$43,763.20	\$45,219.20	\$46,654.40	\$48,172.80	\$49,816.00	\$51,480.00	\$53,310.40	\$55,265.60	\$57,220.80	GRADE 6
GRADE 7	\$45,614.40	\$47,132.80	\$48,692.80	\$50,294.40	\$51,958.40	\$53,726.40	\$55,598.40	\$57,657.60	\$59,737.60	GRADE 7
GRADE 8	\$47,881.60	\$49,441.60	\$51,043.20	\$52,748.80	\$54,537.60	\$56,368.00	\$58,406.40	\$60,569.60	\$62,774.40	GRADE 8
GRADE 9	\$50,460.80	\$52,041.60	\$53,788.80	\$55,556.80	\$57,470.40	\$59,446.40	\$61,568.00	\$63,856.00	\$66,227.20	GRADE 9
GRADE 10	\$55,556.80	\$57,470.40	\$59,446.40	\$61,464.00	\$63,606.40	\$65,790.40	\$68,224.00	\$70,740.80	\$73,340.80	GRADE 10
GRADE 11	\$61,006.40	\$63,086.40	\$65,312.00	\$67,579.20	\$69,929.60	\$72,363.20	\$75,046.40	\$77,833.60	\$80,745.60	GRADE 11
GRADE 12	\$66,996.80	\$69,347.20	\$71,822.40	\$74,339.20	\$76,980.80	\$79,705.60	\$82,700.80	\$85,779.20	\$89,003.20	GRADE 12
GRADE 13	\$73,736.00	\$76,356.80	\$79,081.60	\$81,868.80	\$84,822.40	\$87,900.80	\$91,208.00	\$94,640.00	\$98,196.80	GRADE 13
GRADE 14	\$80,870.40	\$83,803.20	\$86,798.40	\$89,939.20	\$93,204.80	\$96,595.20	\$100,297.60	\$104,041.60	\$107,993.60	GRADE 14
GRADE 15	\$85,612.80	\$88,712.00	\$91,915.20	\$95,264.00	\$98,716.80	\$102,294.40	\$106,204.80	\$110,219.20	\$114,420.80	GRADE 15
GRADE 16	\$89,648.00	\$92,913.60	\$96,262.40	\$99,777.60	\$103,438.40	\$107,224.00	\$111,321.60	\$115,585.60	\$119,974.40	GRADE 16
GRADE 17	\$93,683.20	\$97,115.20	\$100,651.20	\$104,312.00	\$108,180.80	\$112,174.40	\$116,480.00	\$120,889.60	\$125,507.20	GRADE 17
GRADE 18	\$97,947.20	\$101,545.60	\$105,268.80	\$109,137.60	\$113,172.80	\$117,332.80	\$121,825.60	\$126,484.80	\$131,352.00	GRADE 18
IN THE EVENT THERE IS A ROUNDING DIFFERENCE BETWEEN THIS APPENDIX AND PAYROLL, PAYROLL SHALL GOVERN.										

APPENDIX B										
01/01/2023 ICCEA ANNUAL PAY PLAN				2.00% on 2022 base						
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	
GRADE 1	\$18.74	\$19.33	\$19.93	\$20.56	\$21.23	\$21.91	\$22.70	\$23.51	\$24.33	GRADE 1
GRADE 2	\$19.16	\$19.72	\$20.34	\$21.00	\$21.56	\$22.37	\$23.16	\$23.99	\$24.86	GRADE 2
GRADE 3	\$19.60	\$20.22	\$20.86	\$21.52	\$22.22	\$22.94	\$23.77	\$24.61	\$25.48	GRADE 3
GRADE 4	\$20.20	\$20.84	\$21.48	\$22.20	\$22.92	\$23.67	\$24.52	\$25.40	\$26.32	GRADE 4
GRADE 5	\$20.82	\$21.46	\$22.15	\$22.88	\$23.62	\$24.42	\$25.29	\$26.20	\$27.15	GRADE 5
GRADE 6	\$21.46	\$22.17	\$22.88	\$23.62	\$24.43	\$25.25	\$26.14	\$27.10	\$28.06	GRADE 6
GRADE 7	\$22.37	\$23.11	\$23.88	\$24.66	\$25.48	\$26.35	\$27.26	\$28.27	\$29.29	GRADE 7
GRADE 8	\$23.48	\$24.25	\$25.03	\$25.87	\$26.74	\$27.64	\$28.64	\$29.70	\$30.78	GRADE 8
GRADE 9	\$24.75	\$25.52	\$26.38	\$27.24	\$28.18	\$29.15	\$30.19	\$31.31	\$32.48	GRADE 9
GRADE 10	\$27.24	\$28.18	\$29.15	\$30.14	\$31.19	\$32.26	\$33.46	\$34.69	\$35.97	GRADE 10
GRADE 11	\$29.92	\$30.94	\$32.03	\$33.14	\$34.29	\$35.49	\$36.80	\$38.17	\$39.60	GRADE 11
GRADE 12	\$32.85	\$34.01	\$35.22	\$36.45	\$37.75	\$39.09	\$40.56	\$42.06	\$43.65	GRADE 12
GRADE 13	\$36.16	\$37.44	\$38.78	\$40.15	\$41.60	\$43.11	\$44.73	\$46.41	\$48.15	GRADE 13
GRADE 14	\$39.66	\$41.10	\$42.56	\$44.10	\$45.71	\$47.37	\$49.18	\$51.02	\$52.96	GRADE 14
GRADE 15	\$41.98	\$43.50	\$45.07	\$46.72	\$48.41	\$50.16	\$52.08	\$54.05	\$56.11	GRADE 15
GRADE 16	\$43.96	\$45.56	\$47.21	\$48.93	\$50.72	\$52.58	\$54.59	\$56.68	\$58.83	GRADE 16
GRADE 17	\$45.94	\$47.62	\$49.36	\$51.15	\$53.05	\$55.01	\$57.12	\$59.28	\$61.55	GRADE 17
GRADE 18	\$48.03	\$49.80	\$51.62	\$53.52	\$55.50	\$57.54	\$59.74	\$62.03	\$64.41	GRADE 18
IN THE EVENT THERE IS A ROUNDING DIFFERENCE BETWEEN THIS APPENDIX AND PAYROLL, PAYROLL SHALL GOVERN.										

APPENDIX B										
01/01/2023 ICCEA ANNUAL PAY PLAN				2.00% on 2022 base						
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	
GRADE 1	\$38,979.20	\$40,206.40	\$41,454.40	\$42,764.80	\$44,158.40	\$45,572.80	\$47,216.00	\$48,900.80	\$50,606.40	GRADE 1
GRADE 2	\$39,852.80	\$41,017.60	\$42,307.20	\$43,680.00	\$44,844.80	\$46,529.60	\$48,172.80	\$49,899.20	\$51,708.80	GRADE 2
GRADE 3	\$40,768.00	\$42,057.60	\$43,388.80	\$44,761.60	\$46,217.60	\$47,715.20	\$49,441.60	\$51,188.80	\$52,998.40	GRADE 3
GRADE 4	\$42,016.00	\$43,347.20	\$44,678.40	\$46,176.00	\$47,673.60	\$49,233.60	\$51,001.60	\$52,832.00	\$54,745.60	GRADE 4
GRADE 5	\$43,305.60	\$44,636.80	\$46,072.00	\$47,590.40	\$49,129.60	\$50,793.60	\$52,603.20	\$54,496.00	\$56,472.00	GRADE 5
GRADE 6	\$44,636.80	\$46,113.60	\$47,590.40	\$49,129.60	\$50,814.40	\$52,520.00	\$54,371.20	\$56,368.00	\$58,364.80	GRADE 6
GRADE 7	\$46,529.60	\$48,068.80	\$49,670.40	\$51,292.80	\$52,998.40	\$54,808.00	\$56,700.80	\$58,801.60	\$60,923.20	GRADE 7
GRADE 8	\$48,838.40	\$50,440.00	\$52,062.40	\$53,809.60	\$55,619.20	\$57,491.20	\$59,571.20	\$61,776.00	\$64,022.40	GRADE 8
GRADE 9	\$51,480.00	\$53,081.60	\$54,870.40	\$56,659.20	\$58,614.40	\$60,632.00	\$62,795.20	\$65,124.80	\$67,558.40	GRADE 9
GRADE 10	\$56,659.20	\$58,614.40	\$60,632.00	\$62,691.20	\$64,875.20	\$67,100.80	\$69,596.80	\$72,155.20	\$74,817.60	GRADE 10
GRADE 11	\$62,233.60	\$64,355.20	\$66,622.40	\$68,931.20	\$71,323.20	\$73,819.20	\$76,544.00	\$79,393.60	\$82,368.00	GRADE 11
GRADE 12	\$68,328.00	\$70,740.80	\$73,257.60	\$75,816.00	\$78,520.00	\$81,307.20	\$84,364.80	\$87,484.80	\$90,792.00	GRADE 12
GRADE 13	\$75,212.80	\$77,875.20	\$80,662.40	\$83,512.00	\$86,528.00	\$89,668.80	\$93,038.40	\$96,532.80	\$100,152.00	GRADE 13
GRADE 14	\$82,492.80	\$85,488.00	\$88,524.80	\$91,728.00	\$95,076.80	\$98,529.60	\$102,294.40	\$106,121.60	\$110,156.80	GRADE 14
GRADE 15	\$87,318.40	\$90,480.00	\$93,745.60	\$97,177.60	\$100,692.80	\$104,332.80	\$108,326.40	\$112,424.00	\$116,708.80	GRADE 15
GRADE 16	\$91,436.80	\$94,764.80	\$98,196.80	\$101,774.40	\$105,497.60	\$109,366.40	\$113,547.20	\$117,894.40	\$122,366.40	GRADE 16
GRADE 17	\$95,555.20	\$99,049.60	\$102,668.80	\$106,392.00	\$110,344.00	\$114,420.80	\$118,809.60	\$123,302.40	\$128,024.00	GRADE 17
GRADE 18	\$99,902.40	\$103,584.00	\$107,369.60	\$111,321.60	\$115,440.00	\$119,683.20	\$124,259.20	\$129,022.40	\$133,972.80	GRADE 18
IN THE EVENT THERE IS A ROUNDING DIFFERENCE BETWEEN THIS APPENDIX AND PAYROLL, PAYROLL SHALL GOVERN.										

APPENDIX B										
01/01/2024 ICCEA ANNUAL PAY PLAN				2.65% on 2023 base						
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	
GRADE 1	\$19.24	\$19.84	\$20.46	\$21.10	\$21.79	\$22.49	\$23.30	\$24.13	\$24.97	GRADE 1
GRADE 2	\$19.67	\$20.24	\$20.88	\$21.56	\$22.13	\$22.96	\$23.77	\$24.63	\$25.52	GRADE 2
GRADE 3	\$20.12	\$20.76	\$21.41	\$22.09	\$22.81	\$23.55	\$24.40	\$25.26	\$26.16	GRADE 3
GRADE 4	\$20.74	\$21.39	\$22.05	\$22.79	\$23.53	\$24.30	\$25.17	\$26.07	\$27.02	GRADE 4
GRADE 5	\$21.37	\$22.03	\$22.74	\$23.49	\$24.25	\$25.07	\$25.96	\$26.89	\$27.87	GRADE 5
GRADE 6	\$22.03	\$22.76	\$23.49	\$24.25	\$25.08	\$25.92	\$26.83	\$27.82	\$28.80	GRADE 6
GRADE 7	\$22.96	\$23.72	\$24.51	\$25.31	\$26.16	\$27.05	\$27.98	\$29.02	\$30.07	GRADE 7
GRADE 8	\$24.10	\$24.89	\$25.69	\$26.56	\$27.45	\$28.37	\$29.40	\$30.49	\$31.60	GRADE 8
GRADE 9	\$25.41	\$26.20	\$27.08	\$27.96	\$28.93	\$29.92	\$30.99	\$32.14	\$33.34	GRADE 9
GRADE 10	\$27.96	\$28.93	\$29.92	\$30.94	\$32.02	\$33.11	\$34.35	\$35.61	\$36.92	GRADE 10
GRADE 11	\$30.71	\$31.76	\$32.88	\$34.02	\$35.20	\$36.43	\$37.78	\$39.18	\$40.65	GRADE 11
GRADE 12	\$33.72	\$34.91	\$36.15	\$37.42	\$38.75	\$40.13	\$41.63	\$43.17	\$44.81	GRADE 12
GRADE 13	\$37.12	\$38.43	\$39.81	\$41.21	\$42.70	\$44.25	\$45.92	\$47.64	\$49.43	GRADE 13
GRADE 14	\$40.71	\$42.19	\$43.69	\$45.27	\$46.92	\$48.63	\$50.48	\$52.37	\$54.36	GRADE 14
GRADE 15	\$43.09	\$44.65	\$46.26	\$47.96	\$49.69	\$51.49	\$53.46	\$55.48	\$57.60	GRADE 15
GRADE 16	\$45.12	\$46.77	\$48.46	\$50.23	\$52.06	\$53.97	\$56.04	\$58.18	\$60.39	GRADE 16
GRADE 17	\$47.16	\$48.88	\$50.67	\$52.51	\$54.46	\$56.47	\$58.63	\$60.85	\$63.18	GRADE 17
GRADE 18	\$49.30	\$51.12	\$52.99	\$54.94	\$56.97	\$59.06	\$61.32	\$63.67	\$66.12	GRADE 18
IN THE EVENT THERE IS A ROUNDING DIFFERENCE BETWEEN THIS APPENDIX AND PAYROLL, PAYROLL SHALL GOVERN.										

APPENDIX B										
01/01/2024 ICCEA ANNUAL PAY PLAN				2.65% on 2023 base						
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	
GRADE 1	\$40,019.20	\$41,267.20	\$42,556.80	\$43,888.00	\$45,323.20	\$46,779.20	\$48,464.00	\$50,190.40	\$51,937.60	GRADE 1
GRADE 2	\$40,913.60	\$42,099.20	\$43,430.40	\$44,844.80	\$46,030.40	\$47,756.80	\$49,441.60	\$51,230.40	\$53,081.60	GRADE 2
GRADE 3	\$41,849.60	\$43,180.80	\$44,532.80	\$45,947.20	\$47,444.80	\$48,984.00	\$50,752.00	\$52,540.80	\$54,412.80	GRADE 3
GRADE 4	\$43,139.20	\$44,491.20	\$45,864.00	\$47,403.20	\$48,942.40	\$50,544.00	\$52,353.60	\$54,225.60	\$56,201.60	GRADE 4
GRADE 5	\$44,449.60	\$45,822.40	\$47,299.20	\$48,859.20	\$50,440.00	\$52,145.60	\$53,996.80	\$55,931.20	\$57,969.60	GRADE 5
GRADE 6	\$45,822.40	\$47,340.80	\$48,859.20	\$50,440.00	\$52,166.40	\$53,913.60	\$55,806.40	\$57,865.60	\$59,904.00	GRADE 6
GRADE 7	\$47,756.80	\$49,337.60	\$50,980.80	\$52,644.80	\$54,412.80	\$56,264.00	\$58,198.40	\$60,361.60	\$62,545.60	GRADE 7
GRADE 8	\$50,128.00	\$51,771.20	\$53,435.20	\$55,244.80	\$57,096.00	\$59,009.60	\$61,152.00	\$63,419.20	\$65,728.00	GRADE 8
GRADE 9	\$52,852.80	\$54,496.00	\$56,326.40	\$58,156.80	\$60,174.40	\$62,233.60	\$64,459.20	\$66,851.20	\$69,347.20	GRADE 9
GRADE 10	\$58,156.80	\$60,174.40	\$62,233.60	\$64,355.20	\$66,601.60	\$68,868.80	\$71,448.00	\$74,068.80	\$76,793.60	GRADE 10
GRADE 11	\$63,876.80	\$66,060.80	\$68,390.40	\$70,761.60	\$73,216.00	\$75,774.40	\$78,582.40	\$81,494.40	\$84,552.00	GRADE 11
GRADE 12	\$70,137.60	\$72,612.80	\$75,192.00	\$77,833.60	\$80,600.00	\$83,470.40	\$86,590.40	\$89,793.60	\$93,204.80	GRADE 12
GRADE 13	\$77,209.60	\$79,934.40	\$82,804.80	\$85,716.80	\$88,816.00	\$92,040.00	\$95,513.60	\$99,091.20	\$102,814.40	GRADE 13
GRADE 14	\$84,676.80	\$87,755.20	\$90,875.20	\$94,161.60	\$97,593.60	\$101,150.40	\$104,998.40	\$108,929.60	\$113,068.80	GRADE 14
GRADE 15	\$89,627.20	\$92,872.00	\$96,220.80	\$99,756.80	\$103,355.20	\$107,099.20	\$111,196.80	\$115,398.40	\$119,808.00	GRADE 15
GRADE 16	\$93,849.60	\$97,281.60	\$100,796.80	\$104,478.40	\$108,284.80	\$112,257.60	\$116,563.20	\$121,014.40	\$125,611.20	GRADE 16
GRADE 17	\$98,092.80	\$101,670.40	\$105,393.60	\$109,220.80	\$113,276.80	\$117,457.60	\$121,950.40	\$126,568.00	\$131,414.40	GRADE 17
GRADE 18	\$102,544.00	\$106,329.60	\$110,219.20	\$114,275.20	\$118,497.60	\$122,844.80	\$127,545.60	\$132,433.60	\$137,529.60	GRADE 18
IN THE EVENT THERE IS A ROUNDING DIFFERENCE BETWEEN THIS APPENDIX AND PAYROLL, PAYROLL SHALL GOVERN.										

APPENDIX C-Exempt/Non-Exempt Positions

EXEMPT/NON-EXEMPT POSITIONS - CONFIDENTIAL UNIT

<u>Job Title</u>	<u>Exempt/ Non-Exempt</u>
Human Resources Assistant	Non-exempt
Human Resources Specialist	Non-exempt
Human Resources Director	Exempt
Accounting Manager	Exempt

APPENDIX D-Updated MOU-Military Leave Pool

02/26/2002 Updated Memorandum of Understanding, MOU re: Military Leave Pool

This MOU is being agreed to between Itasca County and Itasca County Confidential Employees' Association to institute a Military Leave Pool (MLP). The terms and conditions of the MLP are spelled out below.

Employees may voluntarily donate vacation, in one-half day increments (4 hours), to a Military Leave Pool.

Itasca County may pay to each employee who is an eligible member of the national guard or other reserve component of the armed forces of the United States an amount equal to the difference between the member's basic active duty military salary and the salary the member would be paid as an active County employee, including any adjustments the employee would have received if not on leave of absence.

Payment may be made only to a person whose basic active duty military salary is less than the salary the person would be paid as an active County employee. Reimbursement will be based on the employee's regular work week. ¹ Payments will be made at the intervals at which the employee received pay as a County employee. Back pay authorized by this policy may be paid in a lump sum.

Payment under this Policy must not exceed beyond four years from the date the employee was ordered to active service, plus any additional time the employee may be legally required to serve OR until the MLP is depleted--whichever occurs first. ²

¹ No reimbursement beyond the normal work week, i.e. employee normally works 43 hours/week, reimbursement will be based on 43 hours/week.

² The value of the pool will be established by actual count of hours donated and the actual value corresponding to those hours. I.e. If Employee A donates 4 hours of vacation and A's pay is \$50/hour and Employee B donates 8 hours of vacation and B's pay is \$100/hour then the value of the pool is 12 hours with a \$1000 value.

The rate paid out will be subtracted from the value of the pool. I.e. If Employee P receives \$1/hour difference (P makes \$9 in the military and \$10 at the County) and is gone for 25 work days or 200 work hours, then \$200 is taken from the MLP and the MLP new balance is \$800.

³ Per 11/07/2001 Steve Fecker letter "Lacking an express statutory grant of authority to provide supplemental pay or benefits to employees called up to active military duty, with the exception of the 15 day paid leave provided under MS 192.26, counties are without authority to provide supplemental pay or benefits."

Employee share of state, federal (including FICA) taxes and PERA will be paid from the Military Leave Pool.

Contributions to the Military Leave Pool must be submitted on January 1 or upon depletion of the Military Leave Pool to the Courthouse or Human Services Payroll Clerk and shall be recorded on the Employee Attendance Record during each year in January or during the occurring month of donation. To submit donated contribution, complete the Payroll form.⁴

One-time exception to the January 1st submission is granted to Payroll for purposes of organizing and activating the MLP.

This policy provides for retroactive payments to Itasca County employees called to unpaid military leave as of 09/11/2001.⁵

Employees on unpaid military leave who wish to receive contributions from the Military Leave Pool AND who have used all of their vacation and comp time balances⁶ must submit written request with documentation of current military salary to Courthouse or Human Services Payroll.⁷

Employees receiving contribution from the Military Leave Pool will NOT be eligible for County-paid insurance benefits.³

Employees on military leave with orders to serve military time in the local area (within Itasca County geographical boundaries) must fulfill 40 hours working for the military and/or the County in order to be eligible to draw from the MLP.⁸

⁴Payroll will create the necessary forms.

⁵Presumes the MLP is available for future military leaves even after Operating Enduring Freedom has concluded. If MLP was set up specifically for Operation Enduring Freedom, what does the Board and/or employees want to do with any fund balance after Operation Enduring Freedom concludes?

⁶This presumes the Board wants to mandate the use of vacation and comp time before giving Military Leave Pool donations.

⁷Does the Board want to accept a request from other “immediate family member”, how will that be defined? And what liability goes with that? I.e. estranged spouse submits request

⁸Language addresses those who may be on local duty with time available to work.

Employees on military leave with orders to serve military time outside of the local area (outside of Itasca County geographical boundaries) must serve 40 hours working for the military in order to be eligible to draw from the MLP.

This 02/26/2002 updated MOU supercedes any previously approved MOU by the County and employee group and the effective date of this updated MOU shall be retroactive to 09/11/2001.

Was signed by: County Board Chair Robert Frick, Coordinator Robert R. Olson, ICCEA President Terry Snyder.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, January 4, 2022

REQUEST FOR BOARD ACTION: RBA-2021-1957

DEPARTMENT: Veteran Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Luke St Germain

AGENDA ITEM:

Revocable License

BOARD ACTION REQUESTED:

Approve a Revocable License for Use of Property by and between Itasca County and the U.S. Department of Veterans Affairs and authorize necessary signatures.

BACKGROUND:

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. Form - Appendix A No-Cost License RCS DEC 2020
2. Attorney Memo

01/04/2022

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 01/11/2022 2:30 PM
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**REVOCABLE LICENSE FOR USE OF PROPERTY
GRANTED TO
U.S. DEPARTMENT OF VETERANS AFFAIRS
BY
Readjustment Counseling Service
Duluth Vet Center
429**

THIS LICENSE is entered by and between Itasca County Veteran Service Office ("Licensor") and the U.S. DEPARTMENT OF VETERANS AFFAIRS ("Licensee") to permit Licensee to use a portion of Licensor's property located at 410 2nd Ave NE, Grand Rapids, MN 55744 (the "Premises"), as more fully described in Paragraph 1 below. The Licensor and Licensee are collectively referred to in the License as "Parties" and severally, as a "Party."

1. Use. Licensor hereby grants to Licensee, a License to enter upon and use the Premises, and the right of ingress and egress to and from the Premises, subject to the terms and conditions herein, for the purpose of providing eligible Veterans and their families no cost readjustment counseling services and case management support, i.e. family counseling, substance abuse, housing assistance, employment referrals, etc. The Premises shall consist of space for ongoing individual counseling appointments with Veterans, every other Wednesday, 10am-3pm.

Licensor agrees to issue this license in an effort to implement its commitment to work with the Licensee to help eligible war veterans and their family members receive supportive readjustment counseling and benefits assistance, i.e. employment referrals, referrals for health care, etc.

Licensor agrees it is responsible for maintaining the Premises that the Licensee will use during the term of the License, as provided in Paragraph 2 below. During the term of the License, the Licensee shall not make any improvements or modifications to the Premises.

2. Term. This License shall commence on 9/1/2021 (the "Effective Date") and shall expire on 8/30/2023; no later than 24 month(s) from such Effective Date. This License may be revoked at will at any time by the Licensor upon advance notice within 30 calendar days, pursuant to the notification terms of Paragraph 10 of this License. Licensee may end its use of the Premises under this License at any time and notify the Licensor accordingly.

3. Costs and Fees. Licensee shall pay no costs or fees for its use of the Premises.

4. Conditions Applicable to License. This License is subject to all existing covenants, conditions, reservations, contracts, leases, licenses, easements, encumbrances, restrictions, and rights of way with respect to the Premises, whether or not of record. To the best of the Licensor's knowledge, Licensor is possessed of the right to grant this License and there currently exists no condition that would adversely affect the Licensee's ability to use the Premises for the purposes described herein. While on Licensor's property, Licensee shall comply with applicable Licensor policies and rules, including required health and safety measures and restrictions on smoking, alcohol, controlled substances, and weapons.

5. No Transfer or Assignment. Neither Party may assign its rights under this License to any other person or entity, except and to the extent the Parties in their respective sole discretion may otherwise agree in writing. Any attempt to transfer or assign this License shall be grounds for immediate revocation.

6. Permits and Regulations. Licensor shall be responsible for securing any required approvals, permits, and authorizations for the Premises from any federal, state or local agencies and shall comply with all applicable laws and regulations with respect to the physical condition of the Premises.

7. No Interference. During the term of the License, neither Party shall interfere with the other Party's normal operations and activities. Both Parties shall conduct their respective activities in a manner to minimize risk of injury or inconvenience to the other Party's employees, students, agents, and invitees, or damage to the Premises.

8. No Partnership or Joint Venture. This License does not create a partnership or joint venture between Licensor and Licensee, nor shall it be construed to mean that either Party agrees to assume liability for the acts or omission of the other Party. Nothing herein shall be construed to mean that any employee of Licensee is an agent or employee of Licensor.

9. Severability. If any provision of this License shall be held to be invalid or unenforceable for any reason, (i) the remaining provisions shall continue to be valid and enforceable; or (ii) if by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed and enforced as so limited.

10. Notice. All notices and communications given under this License shall be provided as follows:

If to Licensor:

Luke St. Germain, Itasca County Veterans Service Officer
218-327-2858
Luke.StGermain@co.itasca.mn.us

If to Licensee:

U.S. Department of Veterans Affairs, Readjustment Counseling Service
Clayton Notgrass, Duluth Vet Center Director
218-722-8654
Clayton.Notgrass@va.gov

11. Liability. The liability, if any, of the Licensee for property damage, or personal injury or death, arising from Licensee's use of the Premises, shall be governed exclusively by the provisions of the Federal Tort Claims Act (28 U.S.C. §§ 1346(b)(1), 2671-2680).

12. Insurance. The Parties recognize and agree that the Licensee is an entity of the United States Federal Government and is thereby a self-insured entity.

13. Valid License and Authorization to Enter into License. The Parties hereto represent and warrant that this License is validly entered, and that the persons signing below are authorized to enter in this License on behalf of the Party hereto represented by such person. No alteration or variation of this License shall be valid unless made in writing and signed by Licensor and Licensee.

14. Counterparts. This Agreement may be executed simultaneously in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument

IN WITNESS WHEREOF, the Parties have executed this License the day and year first above written.

LICENSOR:

By: Luke St. Germain

By (Sign) _____

Its: Itasca County Veteran Service Officer

LICENSEE:

U.S. Department of Veterans Affairs, Readjustment Counseling Service

By: Vet Center Director

By (Sign) _____

By: Deputy District Director

By (Sign) _____

CERTIFICATION OF AUTHORIZATION

I, Luke St. Germain, certify that I am the County Veteran Service Officer of Itasca County named as Licensor in the license and that I am duly authorized to sign for and on behalf of Itasca County by authority of its governing body, and am acting within the scope of its corporate powers.

BY:

Name: Luke St. Germain

Signature: _____

Title: Itasca County Veteran Service Officer

READJUSTMENT COUNSELING SERVICE
NO COST REVOCALBE LICENSE DATA TRACKING FORM

General	
VISN:	
District	
Zone	
Vet Center Number:	
Vet Center Name:	
Space	
Total Square Footage:	
Lease Terms/ Dates	
Revocable License Agreement Start Date/Award Date	
Hard Expiration/Termination Date	
Location	
Address	
Suite	
City	
State	
Zip	
County	
Cong Dist	
Licensors	
Licensors Business Name	
Address	
POC (Name/Number)	
Notes/Comments	



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, January 4, 2022

REQUEST FOR BOARD ACTION: RBA-2021-1951

DEPARTMENT: Land Department

PRESENTER: Cindy Shevich

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:

Application for Repurchase of Tax-Forfeited Parcel by Patrick Winkleblack

BOARD ACTION REQUESTED:

Adopt the Resolution Re: Repurchase of Lot Six (6), Block Two (2), Keewatin, by Patrick Winkleblack.

BACKGROUND:

This property forfeited on October 31, 2021 for non-payment of property taxes. Itasca County has received payment for all delinquent taxes, penalties, interest and associated costs.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Application Winkleblack
2. Location_Map 92-410-0225

01/04/2022

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 01/11/2022 2:30 PM
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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, January 4, 2022

RESOLUTION

RE: REPURCHASE OF LOT SIX (6), BLOCK TWO (2), KEEWATIN

WHEREAS, Minn. Stat. 282.241 provides that the State of Minnesota held in trust for the taxing districts may be repurchased by the owner at the time of forfeiture, or the owner's heir, devisee, or representative, or any person to whom the right to pay taxes was given by statute, mortgage, or other agreement, subject to adoption of a resolution by the County board and payment of the sum of all delinquent taxes, penalties, interest and associated costs, and

WHEREAS, the applicant, Patrick Winkleblack, has applied to repurchase State of Minnesota land held in trust for the taxing districts legally described as:
Lot Six (6), Block Two (2), Keewatin and

WHEREAS, the applicant is eligible to repurchase the property, and

WHEREAS, approving the repurchase will promote the use of lands that will best serve the public interest.

NOW THEREFORE BE IT RESOLVED, the Itasca County Board approves the repurchase application by Patrick Winkleblack, subject to payment including taxes, penalties and interest of \$2,795.68; deed tax \$1.65; deed fee \$25.00; recording fee \$46.00; repurchase application fee \$300.00 for a total of \$3,168.33.

APPLICATION FOR REPURCHASE OF FORFEITED LANDS

Pursuant to Minnesota, Statutes Section 282.241

To the Board of County Commissioners and the County Auditor of Itasca County, Minnesota:

The undersigned PATRICK WINKLEBLACK, hereby make application to repurchase from the State of Minnesota the following described land, pursuant to Minnesota Statutes, Section 282.241, Said land is situated in said Itasca County, Minnesota, and more particularly described as follows:

Lot Six (6), Block Two (2), KEEWATIN

Applicant states and shows that at the time of the forfeiture to the State of the said land for taxes hereinafter set out, he was the taxpayer. The owner of record is Paul N. Bowden and Carol J. Bowden, husband and wife as joint tenants.

That said land forfeited to the State on the 31ST day of October, 2021

That such taxes became delinquent in 2017 and remained delinquent and unpaid for the subsequent years of 2018 and 2019.

That the aggregate of all delinquent taxes and assessments, with penalties, costs and interest, exclusive of taxes and assessments to be reinstated as provided by Minnesota Statutes, Section 282.251, is the sum of \$ 3,168.33 (sum of application fee \$300.00; deed issuance fee \$25.00; taxes, penalties and interest \$2,795.68; deed tax \$1.65; recording fee \$ 46.00).

Applicant offers to pay aforementioned aggregate amount due in full.

That permission to repurchase said land is hereby requested for the reasons stated as follows:

Failed to pay taxes due to hardship

Dated 21 day of Dec, 2021

[Signature]
Applicant

Applicant

State of Minnesota, }ss.
County of Itasca

, being duly sworn, deposes and says: that he/she is the applicant and petitioner in the forgoing petition; that he/she has read said petition and knows the contents thereof; that the same is true of his/her own knowledge save as to the matters therein stated on information and belief and as to those matters he/she believes it to be true.

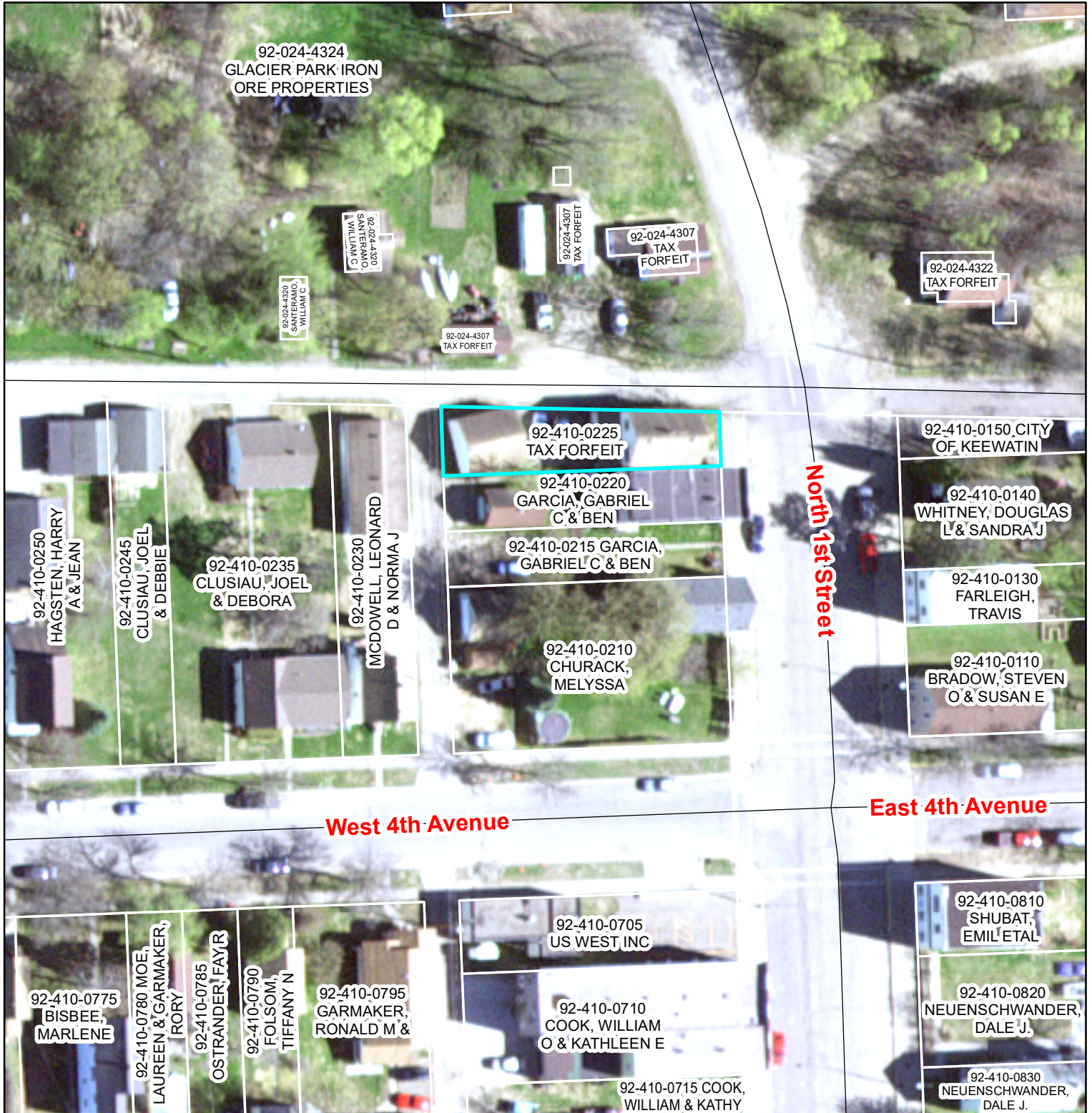
Subscribed and sworn to before me this 21 day of December, 2021.



Notary Seal

[Signature]
Notary Signature

92-410-0225 / .08 ACRES
PATRICK WINKLEBLACK - KEEWATIN



The Data is provided "as is" without warranty or any representation of accuracy, timeliness or completeness. The burden for determining accuracy, completeness, timeliness, merchantability and fitness for or the appropriateness for use rests solely on the requester. The County makes no warranties, express or implied, as to the use of the Data. There are no implied warranties of merchantability or fitness for a particular purpose. The requester acknowledges and accepts the limitations of the Data, including the fact that the Data is dynamic and is in a constant state of maintenance, correction and update.



0 25 50 100
Feet

411 N FIRST STREET
KEEWATIN, MN



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, January 4, 2022

REQUEST FOR BOARD ACTION: RBA-2021-1952

DEPARTMENT: Land Department

TIME REQUESTED: < 5 Minutes

PRESENTER: Cindy Shevich

AGENDA ITEM:

Application for Repurchase of Tax-Forfeited Parcel by Rosita J. Tupper

BOARD ACTION REQUESTED:

Adopt the Resolution Re: Repurchase of the North One Thousand One Hundred Feet (N. 1100') of the East Four Hundred Feet (E. 400') of the Northwest Quarter of the Northeast Quarter (NW NE), Section Seventeen (17), Township One Hundred Forty-nine (149) North, Range Twenty-nine (29) West of the Fifth Principal Meridian by Rosita J. Tupper.

BACKGROUND:

This property forfeited on October 31, 2021 for non-payment of property taxes. Itasca County has received payment for all delinquent taxes, penalties, interest and associated costs.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Application Tupper
2. Location_Map

01/04/2022

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 01/11/2022 2:30 PM
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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, January 4, 2022

RESOLUTION

RE: REPURCHASE OF THE NORTH ONE THOUSAND AND ONE HUNDRED FEET (N. 1100') OF THE EAST FOUR HUNDRED FEET (E. 400') OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER (NW NE), SECTION SEVENTEEN (17), TOWNSHIP ONE HUNDRED FORTY-NINE (149) NORTH, RANGE TWENTY-NINE (29) WEST OF THE FIFTH PRINCIPAL MERIDIAN.

WHEREAS, Minn. Stat. 282.241 provides that the State of Minnesota held in trust for the taxing districts may be repurchased by the owner at the time of forfeiture, or the owner's heir, devisee, or representative, or any person to whom the right to pay taxes was given by statute, mortgage, or other agreement, subject to adoption of a resolution by the County board and payment of the sum of all delinquent taxes, penalties, interest and associated costs, and

WHEREAS, the applicant, Rosita J. Tupper, has applied to repurchase State of Minnesota land held in trust for the taxing districts legally described as:

North One Thousand One Hundred Feet (N. 1100') of the East Four Hundred Feet (E. 400') of the Northwest Quarter of the Northeast Quarter (NW NE), Section Seventeen (17), Township One Hundred Forty-nine (149) North, Range Twenty-nine (29) West of the Fifth Principal Meridian and

WHEREAS, the applicant is eligible to repurchase the property, and

WHEREAS, approving the repurchase will promote the use of lands that will best serve the public interest.

NOW THEREFORE BE IT RESOLVED, the Itasca County Board approves the repurchase application by Rosita J. Tupper, subject to payment including taxes, penalties and interest of \$920.59; deed tax \$1.65; deed fee \$25.00; recording fee \$46.00; repurchase application fee \$300.00 for a total of \$1,293.24.

APPLICATION FOR REPURCHASE OF FORFEITED LANDS
Pursuant to Minnesota, Statutes Section 282.241

To the Board of County Commissioners and the County Auditor of Itasca County, Minnesota:

The undersigned Rosita J. Tupper, hereby make application to repurchase from the State of Minnesota the following described land, pursuant to Minnesota Statutes, Section 282.241, Said land is situated in said Itasca County, Minnesota, and more particularly described as follows:

The North One Thousand One Hundred Feet (N. 1100') of the East Four Hundred Feet (E. 400') of the Northwest Quarter of the Northeast Quarter (NW NE), Section Seventeen (17), Township One Hundred Forty-nine (149) North, Range Twenty-nine (29) West of the Fifth Principal Meridian.

Applicant states and shows that at the time of the forfeiture to the State of the said land for taxes hereinafter set out, she was the taxpayer and owner of record.

That said land forfeited to the State on the 31ST day of October, 2021.

That such taxes became delinquent in 2017 and unpaid for the year of 2021.

That the aggregate of all delinquent taxes and assessments, with penalties, costs and interest, exclusive of taxes and assessments to be reinstated as provided by Minnesota Statutes, Section 282.251, is the sum of \$1,293.24 (sum of application fee \$300.00; deed issuance fee \$25.00; taxes, penalties and interest \$920.59; deed tax \$1.65; recording fee \$ 46.00).

Applicant offers to pay aforementioned aggregate amount due in full.

That permission to repurchase said land is hereby requested for the reasons stated as follows:

Would like to repurchase.

Dated 17 day of December, 2021

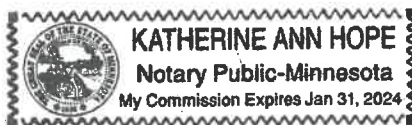
Rosita J. Tupper
Applicant

Applicant

**State of Minnesota, }ss.
County of Itasca**

Rosita J. Tupper, being duly sworn, deposes and says: that he/she is the applicant and petitioner in the forgoing petition; that he/she has read said petition and knows the contents thereof; that the same is true of his/her own knowledge save as to the matters therein stated on information and belief and as to those matters he/she believes it to be true.

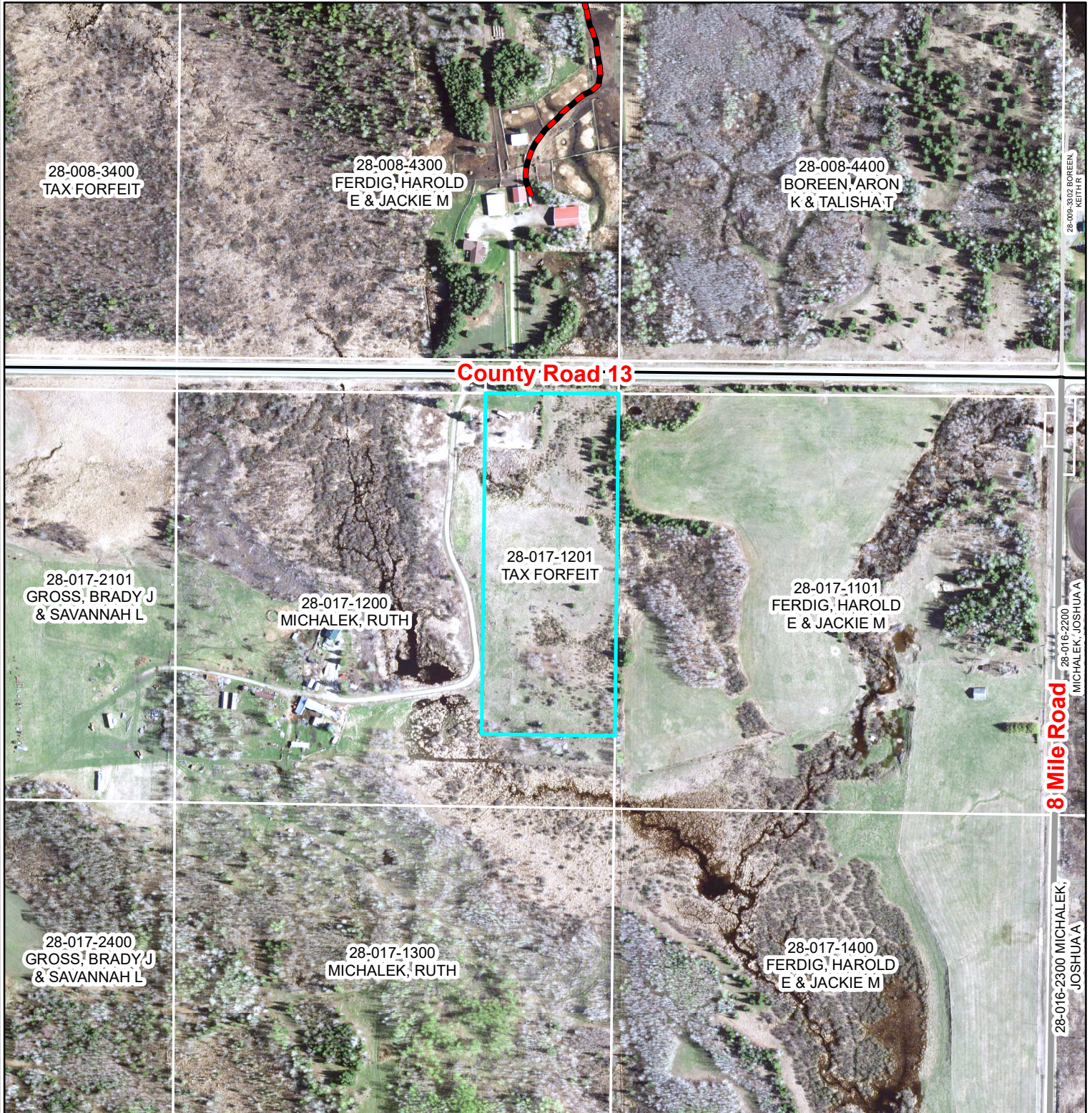
Subscribed and sworn to before me this 17th day of December, 2021.



Notary Seal

Katherine Ann Hope
Notary Signature

28-017-1201 / 10.10 ACRES
ROSITA TUPPER MOOSE PARK TWP



The Data is provided "as is" without warranty or any representation of accuracy, timeliness or completeness. The burden for determining accuracy, completeness, timeliness, merchantability and fitness for or the appropriateness for use rests solely on the requester. The County makes no warranties, express or implied, as to the use of the Data. There are no implied warranties of merchantability or fitness for a particular purpose. The requester acknowledges and accepts the limitations of the Data, including the fact that the Data is dynamic and is in a constant state of maintenance, correction and update.



County Road 13
Blackduck, MN 56630

25000
Feet



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, January 4, 2022

REQUEST FOR BOARD ACTION: RBA-2021-1958

DEPARTMENT: Land Department

TIME REQUESTED: < 5 Minutes

PRESENTER: Cindy Shevich

AGENDA ITEM:

Application for Repurchase of Tax-Forfeited Parcel by Cary J. Rondeau

BOARD ACTION REQUESTED:

Adopt the Resolution Re: Northwest Quarter of the Southeast Quarter (NW SE) and the Southwest Quarter of the Southeast Quarter (SW SE), Less the South 214.5 feet of the West 214.5 feet thereof, Section Two (2), Township Sixty-two (62), Range Twenty-five (25) by Cary J. Rondeau

BACKGROUND:

This property forfeited on October 31, 2021 for non-payment of property taxes. Itasca County has received payment for all delinquent taxes, penalties, interest and associated costs.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Application Rondeau.doc
2. Location_Map

01/04/2022

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 01/11/2022 2:30 PM
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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, January 4, 2022

RESOLUTION

**RE: REPURCHASE OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER (NW SE)
AND THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER (SW SE), LESS THE
SOUTH 214.5 FEET OF THE WEST 214.5 FEET THEREOF, SECTION TWO (2), TOWNSHIP
SIXTY-TWO (62), RANGE TWENTY-FIVE (25)**

WHEREAS, Minn. Stat. 282.241 provides that the State of Minnesota held in trust for the taxing districts may be repurchased by the owner at the time of forfeiture, or the owner's heir, devisee, or representative, or any person to whom the right to pay taxes was given by statute, mortgage, or other agreement, subject to adoption of a resolution by the County board and payment of the sum of all delinquent taxes, penalties, interest and associated costs, and

WHEREAS, the applicant, Cary J. Rondeau, has applied to repurchase State of Minnesota land held in trust for the taxing districts legally described as:

Northwest Quarter of the Southeast Quarter (NW SE) and the Southwest Quarter of the Southeast Quarter (SW SE), Less the South 214.5 feet of the West 214.5 feet thereof, Section Two (2), Township Sixty-two (62), Range Twenty-five (25) and

WHEREAS, the applicant is eligible to repurchase the property, and

WHEREAS, approving the repurchase will promote the use of lands that will best serve the public interest.

NOW THEREFORE BE IT RESOLVED, the Itasca County Board approves the repurchase application by Cary J. Rondeau, subject to payment including taxes, penalties and interest of \$7,469.36; deed tax \$24.64; deed fee \$25.00; recording fee \$46.00; repurchase application fee \$300.00 for a total of \$7,865.00.

APPLICATION FOR REPURCHASE OF FORFEITED LANDS

Pursuant to Minnesota, Statutes Section 282.241

To The Board of County Commissioners and The County Auditor of **Itasca** County, Minnesota:

The undersigned **Cary J. Rondeau** hereby makes application to repurchase from the State of Minnesota the following described land, pursuant to Minnesota Statutes, Section 282.241, Said land is situated in said **Itasca** County, Minnesota, and more particularly described as follows:

Northwest Quarter of the Southeast Quarter (NW SE) and the Southwest Quarter of the Southeast Quarter (SW SE), Less the South 214.5 feet of the West 214.5 feet thereof, Section Two (2), Township Sixty-two (62), Range Twenty-five (25)

Applicant states and shows that at the time of the forfeiture to the State of the said land for taxes hereinafter set out, they were the owners and taxpayers.

That said land forfeited to the State on the 31st day of October, 2020

That such taxes became delinquent 2015 and remained delinquent
and unpaid for the subsequent years of 2016-2021

That the aggregate of all delinquent taxes and assessments, with penalties, costs and interest, exclusive of taxes and assessments to be reinstated as provided by Minnesota Statutes, Section 282.

251, is the sum of Seven Thousand Eight Hundred Sixty-five and 01/100th Dollars (\$7,865.01), which includes (taxes, penalties & interest \$7469.37; plus deed tax \$24.64; deed issuance fee \$25.00; recording fee \$46.00; application fee \$300.00)

That permission to repurchase said land is hereby requested for the reasons stated as follows:

Land has been in family for over 30
years want to repurchase for the kids and
grand kids to enjoy

This applicant offers to pay upon such repurchase not less than one-tenth of the aggregate sum of said delinquent taxes and assessments together with penalties and costs, with interest at the rate fixed by law for the respective years computed to the date of repurchase from the time such taxes and assessments became delinquent, and also the sum of taxes and assessments with penalties and costs, with interest at the rate fixed by law for the respective years to the date of repurchase from the time such taxes and assessments would have been delinquent that would have been levied and assessed against such parcel between the date of forfeiture and the date of repurchase, all due and to be computed as set out in the Minnesota Statutes, Section 282.251, and to pay the remaining portion of repurchase price in ten equal annual installments, with the privilege of paying the unpaid balance in full at any time with interest at four percent per annum on the balance remaining unpaid each year.

Dated 12/29, 2021

Cary Rondeau
Applicant

Applicant

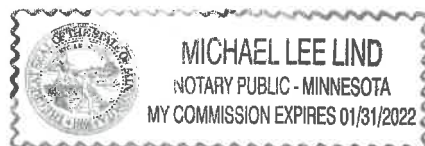
State of Minnesota, } ss.
County of Itasca

Carey Rondeau, being duly sworn, deposes and says: that they are the applicants and petitioners in the forgoing petition; that they have read said petition and knows the contents thereof; that the same is true of their own knowledge save as to the matters therein stated on information and belief and as to those matters they believe it to be true.

Subscribed and sworn to before me this

29 day of Dec, 2021

[Signature]



62-002-4200 & 62-002-4300 / 80.21 ACRES
CAREY RONDEAU - COUNTY RD 525, EFFIE



The Data is provided "as is" without warranty or any representation of accuracy, timeliness or completeness. The burden for determining accuracy, completeness, timeliness, merchantability and fitness for or the appropriateness for use rests solely on the requester. The County makes no warranties, express or implied, as to the use of the Data. There are no implied warranties of merchantability or fitness for a particular purpose. The requester acknowledges and accepts the limitations of the Data, including the fact that the Data is dynamic and is in a constant state of maintenance, correction and update.



0 500
Feet



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, January 4, 2022

REQUEST FOR BOARD ACTION: RBA-2021-1949

DEPARTMENT: Attorney
PRESENTER: Matti Adam

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:
Crime Victim Services Grant Agreement

BOARD ACTION REQUESTED:
Adopt the Resolution Re: Authorizing Execution of Agreement, which authorizes the Itasca County Attorney to execute agreements and amendments to the Crime Victim Services Grant.

BACKGROUND:

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION: None

01/04/2022

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 01/11/2022 2:30 PM
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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, January 4, 2022

RESOLUTION

RE: AUTHORIZING EXECUTION OF AGREEMENT

BE IT RESOLVED, that Itasca County will enter into a cooperative agreement with the Office of Justice Programs in the Minnesota Department of Public Safety; and

BE IF FURTHER RESOLVED, that the Itasca County Attorney is hereby authorized to execute such agreements and amendments, as are necessary to implement the project on behalf of Itasca County.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, January 4, 2022

REQUEST FOR BOARD ACTION: RBA-2021-1947

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: Chair

AGENDA ITEM:

Citizen Input

BOARD ACTION REQUESTED:

Receive Citizen Input

BACKGROUND:

The Itasca County Board of Commissioners encourages citizen input. Each citizen will be allowed to address the County Board one time for up to three (3) minutes in length. Comments should be directed to the Board as a body. When addressing the Board, please state your name and address for the record. The Board will take all information under advisement. As part of County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a County Board meeting. In addition, no political grandstanding, candidate endorsement, or other attempts to influence the outcome of an election shall be permitted. Any violation of the above statement shall result in the loss of your remaining time.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, January 4, 2022

REQUEST FOR BOARD ACTION: RBA-2021-1955

DEPARTMENT: Auditor / Treasurer

TIME REQUESTED: < 5 Minutes

PRESENTER: Jeff Walker

AGENDA ITEM:

Bids for Legal Printing

BOARD ACTION REQUESTED:

Award the Bids for Legal Publication for 2022: Official Proceedings, Financial Statements and Delinquent Tax Notice

BACKGROUND:

Bids were accepted and informally opened at 10:00am on December 16, 2021.

The bids are as follows:

Scenic Range at \$3.00 per SAU

Grand Rapids Herald Review at \$4.00 per SAU

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Scenic Range
2. Grand Rapids Herald

Motion To: Award the Bids for Legal Publication for 2022, as follows: Scenic Range News - Official Proceedings (1st run), Delinquent Tax Notice, Financial Statements (2nd run); Grand Rapids Herald Review - Official Proceedings (2nd run), Financial Statements (1st run).

RESULT:	APPROVED (3 TO 0)
MOVER:	Commissioner Leo Trunt
SECONDER:	Commissioner Burl Ives
AYES:	Terry Snyder, Leo Trunt, Burl Ives
ABSTAIN:	Ben DeNucci
ABSENT:	Davin Tinquist

Call For Bids for Publishing Itasca County Public Notices

Notice is given that the Itasca County Board of Commissioners hereby solicits sealed bids for the publication of its “delinquent tax notice and list”, “financial statements”, “official proceedings”, “summary budget statements”, and “notice of the expiration of the right to redeem” in accordance with the specifications and any addenda issued subsequently on file with the Itasca County Auditor/Treasurer. Those specifications and addenda are available upon request. Bids shall be submitted on the “bid form” which accompanies and is required by the specifications. **Bid Deadline:** Bids will be received by the Itasca County Auditor/Treasurer, Itasca County Courthouse, 123 NE Fourth Street, Grand Rapids, Minnesota, until the 16th day of December, 2021, at 10:00 a.m.. **Bid Opening:** Bids will be opened and read on the above date at 10:00 a.m. in the office of the Itasca County Auditor/Treasurer. **Award:** The contract award, if any, shall take place on the 4th day of January, 2022, at 2:45 p.m., in the Itasca County Boardroom at the Itasca County Courthouse, 123 NE Fourth Street, Grand Rapids, Minnesota. The County reserves the right to accept or reject any or all bids or any part of any bid and to waive any defects of technicalities or to advertise for new bids where the acceptance, rejection, waiving, or advertising of such would be in the best interests of the County. Furthermore, nothing in the specifications shall restrict the County’s right to reject any offer, if in its judgment, the public interests require, and to designate a newspaper without regard to any rejected offer, when that right is expressly provided for by law.

Dated this 18th day of November, 2021.

Attest: Jeffrey T. Walker, Itasca County Auditor/Treasurer, Itasca County Courthouse, 123 NE Fourth Street, Grand Rapids, MN 55744

BID SPECIFICATIONS FOR THE PUBLISHING OF ITASCA COUNTY'S "PUBLIC NOTICES"

I. **Solicitation of Bids.** Sealed bids on the bid form required by these specifications will be received at the office of the Itasca County Auditor/Treasurer, Itasca County Courthouse, 123 NE Fourth Street, Grand Rapids, Minnesota 55744, until: December 16th, 2021, at 10:00 a.m. for the purchase of services to publish Itasca County's "public notices" and to provide the County Auditor with proof thereof in accordance with these specifications and any addenda issued subsequently. **Bid opening:** Bids will be opened and read on the above date at 10:00 a.m. in the office of the Itasca County Auditor/Treasurer. **Award:** The contract award, if any, shall take place on January 4th, 2022, at approximately 2:45 p.m. in the Itasca County Boardroom at the Itasca County Courthouse, 123 NE Fourth Street, Grand Rapids, Minnesota.

II. **Bid Form is Mandatory.** All bids shall be submitted on the "bid form" that accompanies these specifications. The "bid form" must be filled in, in ink or typewritten, and the "bid form" must be fully completed and signed when submitted. All bids by corporations shall bear the official seal of the corporation, if applicable, along with the signature of a duly authorized officer of the corporation.

III. Definitions.

1. "Delinquent Tax Notice and List" means the "public notice(s)" required on the part of Itasca County under Minn. Stat. § 279.08.
2. "Financial Statements" means the "public notice(s)" required on the part of Itasca County under Minn. Stat. § 375.17.
3. "Known Office of Issue" has the meaning given under Minn. Stat. § 331A.01, subd. 2.
4. "Official Proceedings" means all of the following "public notice(s)":
 - A. Itasca County's official proceedings required under Minn. Stat. § 375.12;
 - B. Itasca County's summary budget statements required under Minn. Stat. § 375.169; and
 - C. Itasca County's notice of the expiration of the right to redeem required under Minn. Stat. § 281.23, and which notice under this section must be published twice.
5. "Proceedings" has the meaning given under Minn. Stat. § 331A.01, subd. 6.
6. "Public Notice(s)" is given the meaning provided under Minn. Stat. § 331A.01, subd. 7.
7. "Qualified Newspaper" has the meaning given under Minn. Stat. § 331A.01, subd. 8.
8. "Standard Advertising Unit" (SAU) means an area one inch by one inch with the first line printed as a boldface title or caption in a body-type no smaller than brevier or 8-point type, and with the remaining lines within that area printed in a typeface no smaller than 6-point with a lowercase alphabet of at least 90 points.

IV. **Mandatory Bidder Certifications.** Bidders shall answer each of the five certifications set forth in the "bid form" at Part III and attach its Published Statement of Ownership/Management and verified circulation as furnished to the United States Post Office.

V. **Bids:** Bidders may bid on one or more of the following "public notices". Bidders shall base their bids on a "standard advertising unit". Bidders' bids shall be set forth on the "bid form". The "public notices" are these:

1. Itasca County's "official proceedings" as defined above. Regular bi-monthly proceedings and special proceedings of the County Board are to be published on a bi-monthly basis, or as submitted. The County Administrator may require proof-reading before publication. Billing for payment requires an affidavit of publication. The county reserves the right to have use of the publisher's source material for use in securing printed pamphlets and binding into an annual book form, at no extra charge.
2. Itasca County's "financial statements" as defined above. The county is required to publish its "financial statements" in two different "qualified newspapers" with a "known office of issues" within the county. The County Auditor reserves the right to approve a proof prior to publication. One Hundred (100) copies of the published "financial statement" will be furnished to the auditor at no extra charge. The county reserves the right to use the publisher's source material for use in printing the "financial statement" in book form. Further, the publisher of the second publication of the "financial statement" shall have the right to make a copy of the publisher's first publication at no extra charge. Billing for payment requires an affidavit of publication. The second publication of the "financial statement" shall be placed in a duly qualified newspaper in a different municipality than its first publication. Layout and proof shall be identical to the first publication of that statement. Billing for payment requires an affidavit of publication.
3. Itasca County's "delinquent tax notice and list". The successful bidder shall publish this "public notice" on two separate occasions in the manner prescribed by law. All text material in this public notice shall run consecutively. Layout and proof are to be read and approved by the County Auditor prior to publication. Publication is to be made on or before March 20th 2014 for the first publication and not less than 2 weeks after the first publication for the second publication. The County Auditor shall be furnished One Hundred (100) copies of the newspaper containing this publication, at no extra charge. Billing for payment requires an affidavit of publication.

VI. Other Specifications.

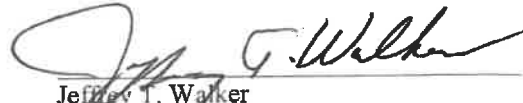
1. "Bid forms" shall be placed in a bid envelope, and shall be sealed. The bid envelope shall bear the inscription "Bid for Publishing Itasca County's Public Notices". The bid envelope shall also state the name and address of the bidder and the date and time of the bid opening. Once sealed, the bid envelopes shall be submitted to the office of the Itasca County Auditor/Treasurer at the address listed above, and within the time allowed.
2. Alterations or erasures must be crossed out and the corrections thereof printed in ink or typewritten adjacent thereto. The corrections must be initialed in ink by each person signing the "bid form".
3. Revisions or interpretations made by the county shall be by addendum issued prior to the date set for bid opening. Any explanation desired by bidders must be requested in writing from the county's authorized representative, namely the Itasca County Auditor/Treasurer. If an explanation is necessary, a reply will be made in the form of an addendum, and a copy of that addendum will be forwarded to each bidder who has received a set of these specifications.
4. Information from any person except the Itasca County Auditor shall not affect the risks or obligations assumed by the bidder, or relieve that bidder from fulfilling any of the conditions of the contract.
5. The bidder shall not be allowed to take advantage of any errors or omissions in the specifications. Where errors or omissions appear in the specifications, the bidder shall promptly notify the county of

such error or omission. Inconsistencies in the specifications are to be reported before bids are received, wherever found.

6. All bids shall comply with and not deviate from the provisions of the specifications and the "bid form". Any modification, insertion, deletion, or change, except as caused by a county addendum, made by any bidder to any material contained on the bid form may be cause for the rejection of the bid.
7. The county reserves the right to accept or reject any or all bids or any part of any bid, and to waive any defects of technicalities or to advertise for new bids where the acceptance, rejection, waiving, or advertising of such would be in the best interests of the county. Furthermore, nothing in the specifications shall restrict the County Board's right to reject any offer if, in its judgment, the public interests require, and to designate a newspaper without regard to any rejected offer, when that right is expressly provided for by law.
8. The evaluation of bids and the determination to award or reject the bids shall be the responsibility of the county and will be based upon information furnished by the bidder in the "bid form" as well as other information reasonably available to the county. The county may make such investigations as it deems necessary to determine the ability of the bidder to provide the services required in these specifications.
9. By submitting a bid, the bidder certifies that it is the only party interested in its bid, and that its bid is made and submitted without fraud or collusion with any other person, firm or corporation.
10. The county reserves the right to disqualify any bid, before or after opening, upon evidence of collusion with intent to defraud, or other illegal practices on the part of any bidder, or for noncompliance with these specifications or the "bid form".
11. Bids received prior to the time of opening will be securely kept unopened. The officer whose duty it is to open them will decide when the specified time has arrived, no bid received thereafter will be considered. Bids received after the time set for opening will be returned to the bidder unopened. No responsibility will attach to an officer for the premature opening of a bid not properly addressed and identified.
12. The county shall not physically release or return to the bidder any bid for the purpose of modification or withdrawal until after the bids are officially opened and acknowledged and an award has been made.
13. All bids shall be held firm until the award has been made by the Itasca County Board of Commissioners at the time and place set forth above.
14. The Itasca County Auditor/Treasurer shall send written notice of award to the successful bidder.
15. The successful bidder shall comply with all State laws applicable to the publication of "public notices" in "qualified newspapers".

VII. Addendum of Statutes. An Addendum of Statutes is attached for the convenience of bidders.

End of Specifications.

A handwritten signature in black ink, appearing to read "Jeffrey T. Walker", is written over a horizontal line.

Jeffrey T. Walker
Itasca County Auditor/Treasurer
Itasca County Courthouse
123 NE Fourth Street
Grand Rapids, MN 55744

BID FORM

I. Bidder Information.

Bidder Newspaper's Name: Scenic Range NewsForum
Address: 113 2nd Street, Nashwauk, MN 55769
Phone Number: 218-245-1422

Printed Name of Person Who Completed This Form: Tony Fragnito

II. Definitions.

1. "Delinquent Tax Notice and List" means the "public notice(s)" required on the part of Itasca County under Minn. Stat. § 279.08.
2. "Financial Statements" means the "public notice(s)" required on the part of Itasca County under Minn. Stat. § 375.17.
3. "Known Office of Issue" has the meaning given under Minn. Stat. § 331A.01, subd. 2.
4. "Official Proceedings" means all of the following "public notice(s)":
 - A. Itasca County's official proceedings required under Minn. Stat. § 375.12;
 - B. Itasca County's summary budget statements required under Minn. Stat. § 375.169; and
 - C. Itasca County's notice of the expiration of the right to redeem required under Minn. Stat. § 281.23, and which notice under this section must be published twice.
5. "Proceedings" has the meaning given under Minn. Stat. § 331A.01, subd. 6.
6. "Public Notice(s)" is given the meaning provided under Minn. Stat. § 331A.01, subd. 7.
7. "Qualified Newspaper" has the meaning given under Minn. Stat. § 331A.01, subd. 8.
8. "Standard Advertising Unit" (SAU) means an area one inch by one inch with the first line printed as a boldface title or caption in a body-type no smaller than brevier or 8-point type, and with the remaining lines within that area printed in a typeface no smaller than 6-point with a lowercase alphabet of at least 90 points.

III. Mandatory Bidder Certifications. (*Bidders shall answer each of the following:*)

1. The bidder certifies that its newspaper is a "qualified newspaper" for providing "public notices" within the County of Itasca and that its "known office of issue" is located in the County of Itasca.
Answer: Yes ☒ *No* ☐
2. The bidder certifies that its newspaper is published once ☒ twice ☐ each week, or as stated here: _____.
3. The bidder certifies that its current circulation for each publication is 1500 issues.
4. Attached is the bidder's Published Statement of Ownership/Management and verified circulation as furnished to the United States Post Office. (*Attachment is mandatory.*)

Answer: Yes x No

5. The bidder certifies that he/she has read the bid specifications, and will faithfully execute its services to publish "public notices" of the type or types listed in Part IV of this form and to provide the County Auditor proof thereof in accordance with those specifications, if its bid is accepted by the Itasca County Board of Commissioners.

Answer: Yes x No

IV. The Following Instructions Apply:

- Bidders may bid on one or more of the following "public notices"; and
- Bidders shall base their bid on a "standard advertising unit" (SAU) as defined above.

1. For publishing the "official proceedings", the bidder's bid is \$ \$3.00 per SAU.
2. For publishing one of the two "financial statements", the bidder's bid is \$ 3.00 per SAU.
3. For publishing the "delinquent tax notice and list", the bidder's bid is \$ 3.00 per SAU.

By my signature, I certify that the above information is correct, and that I am authorized to submit this bid for and on behalf of the bidder.

Dated: 12/1/21

 /s/ Tony Fragnito
Bidder/Bidder's Agent

BID FORM

I. Bidder Information.

Bidder Newspaper's Name: Grand Rapids Herald Review
Address: 21 NE 5th Street, Suite 101, Grand Rapids, MN 55744
Phone Number: 218-326-6623

Printed Name of Person Who Completed This Form: Brett G. Holum

II. Definitions.

1. "Delinquent Tax Notice and List" means the "public notice(s)" required on the part of Itasca County under Minn. Stat. § 279.08.
2. "Financial Statements" means the "public notice(s)" required on the part of Itasca County under Minn. Stat. § 375.17.
3. "Known Office of Issue" has the meaning given under Minn. Stat. § 331A.01, subd. 2.
4. "Official Proceedings" means all of the following "public notice(s)":
 - A. Itasca County's official proceedings required under Minn. Stat. § 375.12;
 - B. Itasca County's summary budget statements required under Minn. Stat. § 375.169; and
 - C. Itasca County's notice of the expiration of the right to redeem required under Minn. Stat. § 281.23, and which notice under this section must be published twice.
5. "Proceedings" has the meaning given under Minn. Stat. § 331A.01, subd. 6.
6. "Public Notice(s)" is given the meaning provided under Minn. Stat. § 331A.01, subd. 7.
7. "Qualified Newspaper" has the meaning given under Minn. Stat. § 331A.01, subd. 8.
8. "Standard Advertising Unit" (SAU) means an area one inch by one inch with the first line printed as a boldface title or caption in a body-type no smaller than brevier or 8-point type, and with the remaining lines within that area printed in a typeface no smaller than 6-point with a lowercase alphabet of at least 90 points.

III. Mandatory Bidder Certifications. (*Bidders shall answer each of the following.*)

1. The bidder certifies that its newspaper is a "qualified newspaper" for providing "public notices" within the County of Itasca and that its "known office of issue" is located in the County of Itasca.

Answer: Yes X No _____

2. The bidder certifies that its newspaper is published once _____ twice X each week, or as stated here: _____.
3. The bidder certifies that its current circulation for each publication is 5,276 issues.
4. Attached is the bidder's Published Statement of Ownership/Management and verified circulation as furnished to the United States Post Office. (*Attachment is mandatory.*)

Answer: Yes X No _____

5. The bidder certifies that he/she has read the bid specifications, and will faithfully execute its services to publish "public notices" of the type or types listed in Part IV of this form and to provide the County Auditor proof thereof in accordance with those specifications, if its bid is accepted by the Itasca County Board of Commissioners.

Answer: Yes X No _____

IV. The Following Instructions Apply:

- Bidders may bid on one or more of the following "public notices"; and
 - Bidders shall base their bid on a "standard advertising unit" (SAU) as defined above.
1. For publishing the "official proceedings", the bidder's bid is \$ 4.00 per SAU.
 2. For publishing one of the two "financial statements", the bidder's bid is \$ 4.00 per SAU.
 3. For publishing the "delinquent tax notice and list", the bidder's bid is \$ 4.00 per SAU.

By my signature, I certify that the above information is correct, and that I am authorized to submit this bid for and on behalf of the bidder.

Dated: 11/22/2021

Reed G. Holm
Bidder/Bidder's Agent

**UNITED STATES
POSTAL SERVICE®****Statement of Ownership, Management, and Circulation
(All Periodicals Publications Except Requester Publications)**

1. Publication Title Grand Rapids Herald Review	2. Publication Number 2 2 5 _ 7 2 0	3. Filing Date 09/30/2021
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		Telephone (Include area code) 218-326-6623

8. Complete Mailing Address of Headquarters or General Business Office of Publisher (Not printer)

P.O. Box 220, Grand Rapids, MN 55744

9. Full Names and Complete Mailing Addresses of Publisher, Editor, and Managing Editor (Do not leave blank)

Publisher (Name and complete mailing address)

Brett Holum, P.O. Box 220, Grand Rapids, MN 55744

Editor (Name and complete mailing address)

Britta Arendt, P.O. Box 220, Grand Rapids, MN 55744

Managing Editor (Name and complete mailing address)

10. Owner (Do not leave blank. If the publication is owned by a corporation, give the name and address of the corporation immediately followed by the names and addresses of all stockholders owning or holding 1 percent or more of the total amount of stock. If not owned by a corporation, give the names and addresses of the individual owners. If owned by a partnership or other unincorporated firm, give its name and address as well as those of each individual owner. If the publication is published by a nonprofit organization, give its name and address.)

Full Name	Complete Mailing Address
Adams Publishing Group, LLC	29088 Airpark Drive, Easton, MD 21061

11. Known Bondholders, Mortgagees, and Other Security Holders Owning or Holding 1 Percent or More of Total Amount of Bonds, Mortgages, or Other Securities. If none, check box ☒ None

Full Name	Complete Mailing Address
Wilmington Trust, NA	1100 North Market St. Wilmington DE 19890

12. Tax Status (For completion by nonprofit organizations authorized to mail at nonprofit rates) (Check one)

The purpose, function, and nonprofit status of this organization and the exempt status for federal income tax purposes:

☐ Has Not Changed During Preceding 12 Months☐ Has Changed During Preceding 12 Months (Publisher must submit explanation of change with this statement)

13. Publication Title
Grand Rapids Herald Review

14. Issue Date for Circulation Data Below

09/19/2021

15. Extent and Nature of Circulation

		Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Total Number of Copies (Net press run)		4958	5064
b. Paid Circulation (By Mail and Outside the Mail)	(1) Mailed Outside-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)	236	220
	(2) Mailed In-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)	144	146
	(3) Paid Distribution Outside the Mails Including Sales Through Dealers and Carriers, Street Vendors, Counter Sales, and Other Paid Distribution Outside USPS®	3799	4550
	(4) Paid Distribution by Other Classes of Mail Through the USPS (e.g., First-Class Mail®)	0	0
c. Total Paid Distribution (Sum of 15b (1), (2), (3), and (4)) ▶		4179	4916
d. Free or Nominal Rate Distribution (By Mail and Outside the Mail)	(1) Free or Nominal Rate Outside-County Copies included on PS Form 3541	17	15
	(2) Free or Nominal Rate In-County Copies Included on PS Form 3541	5	5
	(3) Free or Nominal Rate Copies Mailed at Other Classes Through the USPS (e.g., First-Class Mail)	0	0
	(4) Free or Nominal Rate Distribution Outside the Mail (Carriers or other means)	134	128
e. Total Free or Nominal Rate Distribution (Sum of 15d (1), (2), (3) and (4))		156	148
f. Total Distribution (Sum of 15c and 15e) ▶		4335	5064
g. Copies not Distributed (See Instructions to Publishers #4 (page #3)) ▶		623	0
h. Total (Sum of 15f and g)		4958	5064
i. Percent Paid (15c divided by 15f times 100) ▶		96.4	97.0

* If you are claiming electronic copies, go to line 16 on page 3. If you are not claiming electronic copies, skip to line 17 on page 3.



UNITED STATES
POSTAL SERVICE®

Statement of Ownership, Management, and Circulation
(All Periodicals Publications Except Requester Publications)

16. Electronic Copy Circulation	Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Paid Electronic Copies ▶	186	212
b. Total Paid Print Copies (Line 15c) + Paid Electronic Copies (Line 16a) ▶	4365	5128
c. Total Print Distribution (Line 15f) + Paid Electronic Copies (Line 16a) ▶	4521	5276
d. Percent Paid (Both Print & Electronic Copies) (16b divided by 16c × 100) ▶	96.5	97.1

☒ I certify that 50% of all my distributed copies (electronic and print) are paid above a nominal price.

17. Publication of Statement of Ownership

☒ If the publication is a general publication, publication of this statement is required. Will be printed

☐ Publication not required.

in the 10-3-2021 issue of this publication.

18. Signature and Title of Editor, Publisher, Business Manager, or Owner

Date

Ruth G. Holm

9-22-21

I certify that all information furnished on this form is true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including civil penalties).

Instructions to Publishers

1. Complete and file one copy of this form with your postmaster annually on or before October 1. Keep a copy of the completed form for your records.
2. In cases where the stockholder or security holder is a trustee in items 10 or 11, include the name of the person or corporation for whom the trustee is acting. Also include in item 10 the names and addresses of all stockholders owning or holding one (1) percent or more of the total amount of stock. If not owned by a corporation, give the name and address of each individual owner. If owned by a partnership or other unincorporated firm, give its name and address as well as the name and address of each individual owner. If the publication is published by a nonprofit organization, give its name and address and complete item 12. In item 11, include all bondholders, mortgagees, and other security holders owning or holding one (1) percent or more of the total amount of bonds, mortgages, or other securities. If none, check the box. Use blank sheets if more space is required.
3. Be sure to furnish all circulation information called for in item 15. Free Non-Requested circulation must be shown in item 15d.
4. Item 15g, Copies not Distributed, must include (1) newsstand copies returned to the publisher, (2) estimated returns from news agents, and (3), copies for office use, leftovers, spoiled, and all other copies not distributed.
5. If the publication had Periodicals authorization as a general publication, this Statement of Ownership, Management, and Circulation must be published, i.e., it must be printed in an issue that's primary mailed distribution is produced not later than October 10 for publications issued more frequently than weekly; or not later than October 31 for publications issued weekly or less frequently but more frequently than monthly; or in the first issue that's primary mailed distribution is produced after October 1 for all other publications.
6. In item 16, check the box if electronic copies are being included in your total distribution and complete line items 16a through d.
7. In item 17, report the date of the issue in which this Statement of Ownership will be published, if applicable.
8. Item 17 must be signed.

Failure to file or publish a statement of ownership may lead to suspension of periodicals authorization.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, January 4, 2022

REQUEST FOR BOARD ACTION: RBA-2021-1956

DEPARTMENT: Auditor / Treasurer

TIME REQUESTED: < 5 Minutes

PRESENTER: Jeff Walker

AGENDA ITEM:

Annual Delegation for Electronic Funds Transfers

BOARD ACTION REQUESTED:

Approve the 2022 Annual Delegation of Electronic Funds Transfers to the Auditor Treasurer, Accounting Manager, or the officer's designee.

BACKGROUND:

According to Statute 471.38 Subd 3a: local government shall annually delegate the authority to make electronic funds transfers.

A local government may make an electronic funds transfer for the following reasons:

- (1) for a claim for a payment from an imprest payroll bank account or investment of excess money;
- (2) for a payment of tax or aid anticipation certificates;
- (3) for a payment of contributions to pension or retirement fund;
- (4) for vendor payments; and
- (5) for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

After reviewing the Statute, Auditor/Treasurer Walker recommends delegating electronic funds transfers to the Auditor Treasurer, Accounting Manager, or to the officer's designee.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Ben DeNucci
SECONDER:	Commissioner Burl Ives
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci
ABSENT:	Davin Tinquist



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, January 4, 2022

REQUEST FOR BOARD ACTION: RBA-2021-1961

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Brett Skyles

AGENDA ITEM:

Minimum Salary for Elected Officials

BOARD ACTION REQUESTED:

Adopt the Resolution Re: Minimum Salaries for Elected Officials, which establishes the minimum salary to be paid the: County Attorney as per M.S. 388.18, subd. 2; County Auditor/Treasurer as per M.S. 384.151, subd. 1(b) and M.S. 385.373, subd. 1(b); County Recorder as per M.S. 386.015, subd. 2(b); County Sheriff as per M.S. 387.20, subd. 2(b).

BACKGROUND:

As per M.S., "At the January meeting prior to the first date on which applicants may file for the office of County Attorney, County Auditor/Treasurer, County Recorder, County Sheriff, the Board shall set by resolution the minimum salary to be paid the County Attorney, County Auditor/Treasurer, County Recorder, County Sheriff, for the term next following."

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Burl Ives
SECONDER:	Commissioner Leo Trunt
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci
ABSENT:	Davin Tinquist



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, January 4, 2022

RESOLUTION 2022-1

RE: MINIMUM SALARIES FOR ELECTED OFFICIALS

WHEREAS, Minnesota Statute 388.18, subd. 2, provides in part for the establishment of the minimum salary to be paid the County Attorney for the term next following, and subd. 6 in part provides for an appeal process of the determination of the County Board in setting such salary being arbitrary, capricious, oppressive, or in unreasonable disregard for the responsibilities and duties of said office; and,

WHEREAS, Minnesota Statute 384.151, subd. 1(b) and 385.373, subd. 1(b), provides for the establishment of the minimum salary to be paid the County Auditor/ Treasurer for the term next following, and subd. 7 respectively in part provides for an appeal process of the determination of the County Board in setting such salary being arbitrary, capricious, oppressive, or in unreasonable disregard for the responsibilities and duties of said office; and,

WHEREAS, Minnesota Statute 386.015, subd. 2(b), provides for the establishment of the minimum salary to be paid the County Recorder for the term next following, and subd. 7 in part provides for an appeal process of the determination of the County Board in setting such salary being arbitrary, capricious, oppressive, or in unreasonable disregard for the responsibilities and duties of said office; and,

WHEREAS, Minnesota Statute 387.20, subd. 2(b), provides for the establishment of the minimum salary to be paid the County Sheriff for the term next following, and subd. 7 in part provides for an appeal process of the determination of the County Board in setting such salary being arbitrary, capricious, oppressive, or in unreasonable disregard for the responsibilities and duties of said office; and,

NOW THEREFORE BE IT RESOLVED, the Itasca County Board establishes the minimum salaries for Elected Officials as follows:

County Attorney	\$94,539.49
County Auditor/Treasurer	\$92,370.52
County Recorder	\$68,824.40
County Sheriff	\$92,370.52

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Burl Ives
SECONDER:	Commissioner Leo Trunt
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci
ABSENT:	Davin Tinquist

STATE OF MINNESOTA
Office of County Administrator
ss. County of Itasca

I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 4th day of January A.D. 2022 and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Grand Rapids, Minnesota, this 4th day of January A.D. 2022.



Administrator



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, January 4, 2022

REQUEST FOR BOARD ACTION: RBA-2021-1959

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Chair, Amanda Schultz

AGENDA ITEM:

Appointments to Committees/Commissions/Boards

BOARD ACTION REQUESTED:

Approve the appointments to various Itasca County Committees/Commissions/Boards, per the complete Current List dated December 30, 2021, and authorize the Administrative Services Department to continue actively seeking applications for remaining vacancies.

BACKGROUND:

The appointments on the attached list include tentative appointments agreed to at the 12/14/2021 Regular Session.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Current Listing 12-30-2021

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Leo Trunt
SECONDER:	Commissioner Ben DeNucci
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci
ABSENT:	Davin Tinquist

Committees/Commissions/Boards - Current Listing

Thursday, December 30, 2021

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
AEOA Board of Directors								
		Ben	DeNucci			Five-Year	1 /1 /2019	Elected Term 12/31/2022
AMC District II Environment & Natural Resources Policy Committee								
		Terry	Snyder			Indefinite, as long as elected	1 /1 /2017	Elected Term 12/31/2024
AMC District II General Government Policy Committee								
		Leo	Trunt			Indefinite, as long as elected	1 /1 /2019	Elected Term 12/31/2022
AMC District II Health & Human Services Policy Committee								
		Burl	Ives			Indefinite, as long as elected	1 /1 /2017	Elected Term 12/31/2024
AMC District II Public Safety Policy Committee								
		Davin	Tinquist			Indefinite, as long as elected	1 /1 /2019	Elected Term 12/31/2022
AMC District II Transportation Policy Committee								
		Ben	DeNucci			Indefinite, as long as elected	1 /1 /2019	Elected Term 12/31/2022
Americans with Disabilities Act Coordinator								
County Administrator		Brett	Skyles			Indefinite	9 /22/1992	Indefinite
ARDC - Full Commission								
		Terry	Snyder			Three-Year	1 /1 /2022	12/31/2024
Arrowhead Counties Association (ACA)								
Alternate		Burl	Ives			One-Year	1 /1 /2022	12/31/2022
Full Board		Leo	Trunt			One-Year	1 /1 /2022	12/31/2022

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Arrowhead Library Board								
		Steven	Daigle			Three-Year	1 /1 /2021	12/31/2023
Association of Minnesota Counties (AMC)								
	Full Board	Ben	DeNucci			One-Year	1 /1 /2022	12/31/2022
	Full Board	Burl	Ives			One-Year	1 /1 /2022	12/31/2022
	County Administrator	Brett	Skyles			One-Year	1 /1 /2022	12/31/2022
	Full Board	Terry	Snyder			One-Year	1 /1 /2022	12/31/2022
	Full Board	Davin	Tinquist			One-Year	1 /1 /2022	12/31/2022
	Full Board	Leo	Trunt			One-Year	1 /1 /2022	12/31/2022
	Health & Human Services Director	Eric	Villeneuve			One-Year	1 /1 /2022	12/31/2022
	Auditor/Treasurer	Jeff	Walker			One-Year	1 /1 /2022	12/31/2022
Bigfork Airport Zoning Board (Joint)								
		Michael	Bellomy			Indefinite, but Reaffirm Yearly	1 /1 /2022	12/31/2022
		Dan	Swenson			Indefinite, but Reaffirm Yearly	1 /1 /2022	12/31/2022
Bigfork River Board								
		Ted	Lovdahl			Indefinite, but Reaffirm Yearly	3 /26/2002	12/31/2022
		Terry	Snyder	#2		Indefinite	1 /1 /2017	Eligible Term 12/31/2024
		Davin	Tinquist	#1		Indefinite	1 /1 /2015	Eligible Term 12/31/2022
Blackduck EMS Special Taxing District Board of Directors								
	#2 Commissioner	Terry	Snyder			Indefinite, as long as elected	1 /1 /2013	Elected Term 12/31/2024
	#1 Commissioner	Davin	Tinquist			Indefinite, as long as elected	1 /1 /2011	Elected Term 12/31/2022

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Board Parliamentarian								
	County Administrator	Brett	Skyles			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2022
Bowstring Airport Commission								
		Mark	Mathisen			Three-Year	1 /1 /2020	12/31/2022
		Greg	Miller			Three-Year	1 /1 /2021	12/31/2023
		Kenneth	Reichert			Three-Year	1 /1 /2022	12/31/2024
			Vacant			Three-Year	1 /1 /2022	12/31/2024 (Vacant)
			Vacant			Three-Year	1 /1 /2022	12/31/2024 (Vacant)
Children's Justice Initiative (CJI)								
	Chair					One-Year	1 /1 /2022	12/31/2022
Classification Committee - Ownership Management of Lands								
	Land Commissioner	Kory	Cease			Indefinite; Ex-Officio	9 /24/2002	Indefinite; Ex-Officio
	Full Board	Ben	DeNucci			Indefinite, as long as elected	9 /28/2004	Elected Term 12/31/2022
	Full Board	Burl	Ives			Indefinite, as long as elected	1 /1 /2017	Elected Term 12/31/2024
	Full Board	Terry	Snyder			Indefinite, as long as elected	1 /1 /2013	Elected Term 12/31/2024
	Full Board	Davin	Tinquist			Indefinite, as long as elected	1 /1 /2011	Elected Term 12/31/2022
	Full Board	Leo	Trunt			Indefinite, as long as elected	1 /1 /2011	Elected Term 12/31/2022
Coroner								
		Michael	Baich			Four-Year	1 /1 /2019	12/31/2022

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Emergency Food and Shelter Program Board								
	Chair					One-Year	1 /1 /2022	12/31/2022
Emergency Management Director								
	Sheriff	Victor (Vic)	Williams			Indefinite	1 /1 /2015	Elected Term 12/31/2022
Emergency Management Director - Deputy								
	Chair					One-Year	1 /1 /2022	12/31/2022
Extension Committee								
		Mike	Aultman			Three-Year	1 /1 /2021	12/31/2023
		David	Hayes			Three-Year	1 /1 /2020	12/31/2022
		Conley	Janssen			Three-Year	1 /1 /2022	12/31/2024
		R.D. (Doug)	Learmont			Three-Year	1 /1 /2020	12/31/2022
		Terry	Snyder			One-Year	1 /1 /2022	12/31/2022
	Chair or his/her delegate	Davin	Tinquist			One-Year	1 /1 /2022	12/31/2022
			Vacant			Three-Year	1 /1 /2022	12/31/2024 (Vacant)
	Auditor/Treasurer	Jeff	Walker			Indefinite, as long as elected		Elected Term 12/31/2022
		Karen	Wortman			Three-Year	1 /1 /2021	12/31/2023
Fairgrounds Park Committee								
	Land Commissioner/Park & Recreation Director or her/her designee	Kory	Cease			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2022
	County Administrator	Brett	Skyles			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2022
		Terry	Snyder	#2		Indefinite	2 /24/2015	Eligible Term 12/31/2024
		Leo	Trunt	#3		Indefinite	2 /24/2015	Eligible Term 12/31/2022

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Grand Rapids/Itasca County Cooperating Committee								
	County Administrator	Brett	Skyles			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2022
	#2 Commissioner	Terry	Snyder			Indefinite, as long as elected	1 /1 /2013	Elected Term 12/31/2024
	#3 Commissioner	Leo	Trunt			Indefinite, as long as elected	1 /1 /2013	Elected Term 12/31/2022
Highway 169 Completion Coalition								
		Ben	DeNucci			Indefinite, as long as elected	4 /28/2009	Elected Term 12/31/2022
		Leo	Trunt			Indefinite, as long as elected	1 /1 /2013	Elected Term 12/31/2022
Housing & Redevelopment Authority								
		Kathleen	Blake	Based on Geographical Area		Five-Year	1 /1 /2021	12/31/2025
		Amy	Blomquist	Based on Geographical Area	Residents of Public Housing	Five-Year	1 /5 /2021	12/31/2025
		Edward	Bolf	Based on Geographical Area		Five-Year	1 /1 /2020	12/31/2024
		Patrick	Casey	Based on Geographical Area		Five-Year	1 /1 /2020	12/31/2024
		Tim	Johnson	Based on Geographical Area		Five-Year	1 /1 /2018	12/31/2022
		Lee	Ringdahl	Based on Geographical Area		Five-Year	1 /1 /2019	12/31/2023

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
		Barbara	Sanderson	Based on Geographical Area		Five-Year	1 /1 /2017	12/31/2021
Indian Affairs Task Force (IATF)								
	Vice-Chair					One-Year	1 /1 /2022	12/31/2022
	Chair					One-Year	1 /1 /2022	12/31/2022
	Alternate/District #1 Commissioner	Davin	Tinquist	#1		One-Year	1 /1 /2022	12/31/2022
Itasca Community College General Advisory Committee								
		Lynn	Hart			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2022
Itasca Economic Development Corporation (IEDC) Board of Directors								
		Burl	Ives			Three-Year	1 /1 /2021	12/31/2023
Itasca Waters								
		Davin	Tinquist			Indefinite, as long as elected	1 /1 /2014	Elected Term 12/31/2022
Joint School/Public Library (Nashwauk)								
	#5 Commissioner	Ben	DeNucci		Commissioners/Unorganized Township in ISD #319	Indefinite, as long as elected	1 /1 /1999	Elected Term 12/31/2022
		Rochelle	Marty			Indefinite, but Reaffirm Yearly	4 /26/2016	12/31/2022
Laurentian RC&D Council								
		Ben	DeNucci			One-Year	1 /1 /2022	12/31/2022
	Alternate/Vice-Chair	Terry	Snyder			One-Year	1 /1 /2022	12/31/2022
Law Library Board								
	Chair					One-Year	1 /1 /2022	12/31/2022

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Mine/Safety Inspector								
	Emergency Management Director	Victor (Vic)	Williams			Indefinite, as long as elected	1 /1 /2014	Elected Term 12/31/2022
Minnesota Counties Intergovernmental Trust (MCIT)								
	Chair					One-Year	1 /1 /2022	12/31/2022
	Auditor/Treasurer (Alternate)	Jeff	Walker			Indefinite, as long as elected	1 /1 /2007	Elected Term 12/31/2022
Minnesota Forest Resources Partnership (MFRP)								
	Land Commissioner or his/her designee	Kory	Cease			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2022
		Davin	Tinquist			Indefinite, as long as elected	1 /1 /2011	Elected Term 12/31/2022
Mississippi Headwaters Advisory Committee								
		Dan	Swenson			Two-Year	1 /1 /2021	12/31/2022
Mississippi Headwaters Board								
	2nd Alternate	Burl	Ives			Two-Year	1 /1 /2021	12/31/2022
	1st Alternate	Terry	Snyder			Two-Year	1 /1 /2021	12/31/2022
		Davin	Tinquist			Two-Year	1 /1 /2021	12/31/2022
MN Counties Computer Cooperative Board								
		Matti	Adam			Indefinite, as long as elected	1 /1 /2019	Elected Term 12/31/2022
		Jason	Anderson			Indefinite, but Reaffirm Yearly	1 /1 /2019	12/31/2021
MN Counties Information System Board								
	County Assessor	Amber	Peratalo			Two-Year	1 /1 /2021	12/31/2022
	Auditor/Treasurer (Alternate)	Jeff	Walker			Two-Year	1 /1 /2021	12/31/2022

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
NE MN Office of Job Training								
	Alternate	Ben	DeNucci			One-Year	1 /1 /2022	12/31/2022
		Burl	Ives			One-Year	1 /1 /2022	12/31/2022
Northeast Minnesota Area Transportation Partnership (NEMNATP)								
	Alternate	Ben	DeNucci			Indefinite, but Reaffirm Yearly	1 /1 /2021	12/31/2022
		Davin	Tinquist			Indefinite, but Reaffirm Yearly	2 /13/2018	12/31/2022
Northeast Minnesota Emergency Communications Board								
		Davin	Tinquist			Indefinite, as long as elected	1 /1 /2011	Elected Term 12/31/2022
	1st Alternate/Sheriff	Victor (Vic)	Williams			Indefinite, as long as elected	1 /1 /2011	Elected Term 12/31/2022
Northeast Minnesota HOME Consortium Joint Powers Board								
	KOOTASCA Housing & Energy Director					Indefinite	1 /28/1992	Indefinite
		Ben	DeNucci			Indefinite, as long as elected	1 /26/1999	Elected Term 12/31/2022
Northern Counties Land Use Coordinating Board (NCLUCB)								
	Alternate	Ben	DeNucci			One-Year	1 /1 /2022	12/31/2022
	Chair or his/her delegate	Terry	Snyder			One-Year	1 /1 /2022	12/31/2022
Noxious Weed Appeal Committee								
		Leo	Trunt			Indefinite, as long as elected	1 /1 /2011	Elected Term 12/31/2022
			Vacant			Indefinite, but Reaffirm Yearly	1 /1 /2022	12/31/2022 (Vacant)
Nursing Home Board								
	Full Board	Ben	DeNucci			Eligible Term	10/28/1990	Eligible Term 12/31/2022

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
	Full Board	Burl	Ives			Eligible Term	1 /1 /2021	Eligible Term 12/31/2024
		Aimee	Johnson			Two-Year	2 /23/2021	12/31/2022
	Full Board	Terry	Snyder			Eligible Term	1 /1 /2021	Eligible Term 12/31/2024
	Full Board	Davin	Tinquist			Eligible Term	1 /1 /2011	Eligible Term 12/31/2022
	Full Board	Leo	Trunt			Eligible Term	1 /1 /2011	Eligible Term 12/31/2022
			Vacant			Two-Year	1 /1 /2022	12/31/2023 (Vacant)

Park & Recreation Commission

Land Commissioner or his/her designee	Kory	Cease				Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2022
	Deanna	Ensley	#4			Three-Year	1 /14/2020	12/31/2022
	Michelle	Heiker			U.S. Forest Service (USFS)	Ex-Officio	1 /1 /2004	Ex-Officio
	Lynn	Moratzka	At-Large			Three-Year	1 /1 /2021	12/31/2023
	Randy	Nash	#5			Three-Year	1 /1 /2021	12/31/2023
	Thomas	Nelson	#2			Three-Year	1 /1 /2020	12/31/2022
	Les	Ollila	At-Large			Three-Year	1 /1 /2020	12/31/2022
	Kacie	Stanek			Minnesota Department of Natural Resources (DNR)	Ex-Officio	1 /1 /2021	Ex-Officio
	Michelle	Toven	At-Large			Three-Year	1 /1 /2020	12/31/2022
		Vacant	#1			Three-Year	1 /1 /2021	12/31/2023 (Vacant)
		Vacant	#3			Three-Year	1 /1 /2022	12/31/2024 (Vacant)
		Vacant	At-Large			Three-Year	1 /1 /2022	12/31/2024 (Vacant)

Personnel Board of Appeals

	Joan	Hoeschen				Three-Year	1 /1 /2020	12/31/2022
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Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
		Karen	Wortman			Three-Year	1 /1 /2022	12/31/2024
		Ed	Zabinski			Three-Year	1 /1 /2021	12/31/2023
Planning Commission/Board of Adjustment (PC/BoA)								
	Attorney/Ex-Officio	Matti	Adam			Indefinite, as long as elected	1 /1 /2019	Elected Term 12/31/2022
	Advisory	Andy	Arens		Soil & Water Conservation District (SWCD)	Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2022
		Michael	Bellomy	#2		Three-Year	1 /1 /2022	12/31/2024
		Daniel	Butterfield	#4		Three-Year	1 /1 /2021	12/31/2023
	Surveyor/Ex-Officio	Guy	Carlson			Indefinite, but Reaffirm Yearly	8 /9 /2016	12/31/2022
	Advisory	Candi	Fuller		Natural Resource Conservation Service	Indefinite, but Reaffirm Yearly	1 /1 /2020	12/31/2022
	Highway Engineer/Ex-Officio	Karin	Grandia			Indefinite, as long as appointed	5 /23/1995	Appointed Term 05/15/2022
		Richard	Kortekaas	#1		Three-Year	1 /1 /2022	12/31/2024
		Lisa	Maasch	#3		Three-Year	1 /1 /2021	12/31/2023
		Mike	Oja	#5		Three-Year	1 /1 /2020	12/31/2022
	Advisory	Rian	Reed		Minnesota Department of Natural Resources (DNR)	Indefinite, but Reaffirm Yearly	1 /1 /2019	12/31/2022
	Advisory	Luke	Skarlupka		U.S. Forest Service (USFS)	Indefinite, but Reaffirm Yearly	1 /1 /2019	12/31/2021
	Environmental Services Administrator/Ex-Officio	Dan	Swenson			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2022
Regional Railroad Authority								
	Full Board	Ben	DeNucci			One-Year	1 /1 /2022	12/31/2022

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
	Full Board	Burl	Ives			One-Year	1 /1 /2022	12/31/2022
	Full Board	Terry	Snyder			One-Year	1 /1 /2022	12/31/2022
	Full Board	Davin	Tinquist			One-Year	1 /1 /2022	12/31/2022
	Full Board	Leo	Trunt			One-Year	1 /1 /2022	12/31/2022
Regional Solid Waste Task Force (NEWAC)								
		Ben	DeNucci			Indefinite, as long as elected	2 /22/2011	Elected Term 12/31/2022
		Leo	Trunt			Indefinite, as long as elected	2 /22/2011	Elected Term 12/31/2022
Risk Management Commission								
	Nursing Home Administrator					Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2022
	Attorney	Matti	Adam			Indefinite, as long as elected	1 /1 /2019	Elected Term 12/31/2022
	Land Commissioner	Kory	Cease			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2022
	Risk/Safety Manager	Duane	Dockter			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2022
	County Engineer	Karin	Grandia			Indefinite, as long as appointed	6 /10/2003	Appointed Term 05/15/2022
	Human Resources Director	Lynn	Hart			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2022
	Alternate	Burl	Ives			Indefinite, as long as elected	1 /1 /2017	Elected Term 12/31/2024
	County Administrator	Brett	Skyles			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2022
		Leo	Trunt			Indefinite, as long as elected	1 /1 /2021	Elected Term 12/31/2022

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
	Health & Human Services Director	Eric	Villeneuve			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2022
	Auditor/Treasurer	Jeff	Walker			Indefinite, as long as elected	1 /1 /1986	Elected Term 12/31/2022
	Facilities Maintenance Manager	Randy	Washburn			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2022
	County Sheriff	Victor (Vic)	Williams			Indefinite, as long as elected	8 /27/1996	Elected Term 12/31/2022
Sheriff Civil Service Commission								
		Edward	Bolf			Three-Year	1 /1 /2022	12/31/2024
		Conley	Janssen			Three-Year	1 /1 /2021	12/31/2023
		John	Johnson			Three-Year	1 /1 /2020	12/31/2022
Step 3 Grievance Committee								
		Ben	DeNucci		Commissioner	Eligible Term	1 /1 /2018	Eligible Term (12/31/2022)
	County Administrator	Brett	Skyles			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2022
		Davin	Tinquist		Commissioner	Eligible Term	8 /27/2013	Eligible Term (12/31/2022)
Tri-County Community Health Board								
	Alternate	Burl	Ives			Three-Year	1 /1 /2022	12/31/2024
		Elizabeth (Betsy)	Johnson			Three-Year	1 /1 /2020	12/31/2022
		Lester	Kachinske			Three-Year	1 /1 /2020	12/31/2022
		Leo	Trunt			Three-Year	1 /1 /2020	12/31/2022
Upper Mississippi Headwaters One Watershed/One Plan (UMHW 1W/1P)								
	Delegate	Davin	Tinquist			Indefinite, as long as elected	1 /1 /2019	Eligible Term 12/31/2022
	Alternate	Leo	Trunt			Indefinite, as long as elected	1 /1 /2019	Eligible Term 12/31/2022

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Wastewater Management District								
	Full Board	Ben	DeNucci			Indefinite, as long as elected	1 /1 /2018	Elected Term 12/31/2022
	Full Board	Burl	Ives			Indefinite, as long as elected	1 /1 /2017	Elected Term 12/31/2024
	Full Board	Terry	Snyder			Indefinite, as long as elected	1 /1 /2013	Elected Term 12/31/2024
	Full Board	Davin	Tinquist			Indefinite, as long as elected	1 /1 /2011	Elected Term 12/31/2022
	Full Board	Leo	Trunt			Indefinite, as long as elected	1 /1 /2011	Elected Term 12/31/2022
Water Plan Implementation Committee (WPIC)								
		Daniel	Butterfield		Planning Commission/Board of Adjustment (PC/BoA)	Three-Year	1 /1 /2017	12/31/2022
		Harold	Goetzman		Itasca Lakes Coalition	Four-Year	1 /1 /2019	12/31/2022
		Norley	Hansen	At-Large		Four-Year	1 /1 /2020	12/31/2023
		John	Johnson	#3		Four-Year	1 /1 /2020	12/31/2023
		Lester	Kachinske	#4		Four-Year	1 /1 /2022	12/31/2025
		Richard	Lacher		Township Association	Four-Year	1 /1 /2020	12/31/2023
		Robert	Lindahl	#2		Four-Year	1 /1 /2020	12/31/2023
		Perry	Loegering		Conservation Groups - Izaak Walton, Audobon, etc.	Four-Year	1 /1 /2020	12/31/2023
		Mike	Oja	#5		Four-Year	1 /1 /2022	12/31/2025
		Calvin	Saari		Soil & Water Conservation District (SWCD)	Four-Year	2 /27/2018	12/31/2022
			Vacant	#1		Four-Year	1 /1 /2019	12/31/2022 (Vacant)

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
			Vacant	At-Large	Recreation Oriented Business	Four-Year	1 /1 /2020	12/31/2023 (Vacant)
Western Mesabi Mine Planning Board (WMMPB)								
	Land Commissioner or his/her designee	Kory	Cease			Eligible Term	3 /13/2018	Eligible Term 12/31/2022
		Leo	Trunt			Eligible Term	1 /1 /2015	Eligible Term 12/31/2022
Wetland Appeals Board								
		Davin	Tinquist			Indefinite, as long as elected	1 /1 /2011	Elected Term 12/31/2022
		Leo	Trunt			Indefinite, as long as elected	1 /1 /2011	Elected Term 12/31/2022
Wetland Evaluation Panel								
	Highway Engineer	Karin	Grandia			Indefinite, as long as appointed	6 /8 /1993	Appointed Term 05/15/2022



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, January 4, 2022

REQUEST FOR BOARD ACTION: RBA-2021-1960

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: Chair, Amanda Schultz

AGENDA ITEM:

Additional Appointments or Changes to Committees/Commissions/Boards

BOARD ACTION REQUESTED:

Reappoint Barbara Sanderson to the Itasca County Housing and Redevelopment Authority (HRA) with an expiration date of December 31, 2026.

Discuss appointments to the MN Counties Computer Cooperative Board.

Discuss the Advisory appointment of a U.S. Forest Service (USFS) representative on the Planning Commission/Board of Adjustment (PC/BoA).

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Housing & Redevelopment Authority-Application-B Sanderson

Motion To: Reappoint Barbara Sanderson to the Itasca County Housing and Redevelopment Authority (HRA) with an expiration date of December 31, 2026; remove MN Counties Computer Cooperative Board from the Committee/Commission/Board listing; and declare the Advisory appointment of a U.S. Forest Service (USFS) representative on the Planning Commission/Board of Adjustment (PC/BoA) as vacant.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Burl Ives
SECONDER:	Commissioner Leo Trunt
AYES:	Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci
ABSENT:	Davin Tinquist