



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Thursday, November 10, 2022

2:30 PM

Itasca County Boardroom

FINAL

REGULAR SESSION MINUTES

I. CALL TO ORDER

Chair Snyder 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: Approve the agenda, as presented.

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

IV. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, November 1, 2022 County Board Work Session.

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

V. CONSENT AGENDA

Motion To: Approve the Consent Agenda, as delineated below.

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

1. Adopt the Resolution Re: Authorizing Internal Loan in Connection with the County's General Obligation Jail Bonds, Series 2020B.

2. Approve a change in allocation of IMCare Data Project Coordinator position to Lead Medical Support Specialist Position.
3. Approve a change in allocation of an Eligibility Specialist Position to create 4 Lead Eligibility Specialist Workers in the Financial Assistance Unit.
4. Approve final payment for Contract 90011, a Safe Routes to School Trail project for the City of Deer River, and authorize the County Board Chairperson and Clerk to the County Board to sign the necessary documents.
5. Adopt the Resolution Re: Repurchase of Lot 14 and East 1/2 Lot 15, BLK 5, Spina Addition to Keewatin by Kenneth Brantner on behalf of the Gerald Ricio estate.

VI. REGULAR AGENDA

1. Citizen Input

Chris Jenkins and Dale Adams provided citizen input regarding Item #6.4 (North Homes 2023 Budget Request).

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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2. Recognition of County Employees

The following employees were recognized:

Congratulations to Eva Moore who has accepted a job transfer from Assistant Accountant, Auditor/Treasurer Dept. to Administrative Assistant, Land Department, effective November 13, 2022.

Congratulations to Roberta Hansen who has accepted a job transfer from Managed Care Nurse, IMCare, to Public Health Nurse, Public Health, effective October 30, 2022.

Farewell to Roxann Stewart whose last day as Administrative Support in Probation Dept. will be November 2, 2022 after 10 months of service.

Farewell to Terry Swedeen whose last day as Payroll Accountant, Auditor/Treasurer Dept., will be January 7, 2023 (last day in office will be Nov. 3, 2022) after 17 years of service.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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3. Commissioner Warrants

Motion To: Approve Commissioner Warrants with a check date of November 11, 2022, in the amount of \$827,719.58.

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

4. North Homes 2023 Budget Request

North Homes representatives Jim Christmas and Connie Ross provided information regarding the North Homes budget request for 2023 in the estimated amount of \$50,114.

Motion To: Appoint Commissioners Trunt and Ives to serve on a sub-committee, along with Health and Human Services (HHS) Director Eric Villeneuve, for the purpose of reviewing provider requests in order to bring a recommendation to a future Board meeting.

RESULT:	APPROVED (3 TO 1)
MOVER:	Commissioner Leo Trunt
SECONDER:	Commissioner Burl Ives
AYES:	Terry Snyder, Leo Trunt, Burl Ives
NAYS:	Ben DeNucci
ABSENT:	Davin Tinquist

5. Title VI Plan for MnDOT FHWA Subrecipient

Motion To: Adopt the Title VI Plan and authorize the County Engineer to sign the Title VI assurances.

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. December 8, 2022 Oral Auction of Timber – Time Change

Motion To: Modify the starting time of the Oral Auction of Timber on December 8, 2022 from 10:00 AM to 1:00 PM at Cohasset Community Center.

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

VII. COMMISSIONER COMMENTS

Commissioner Snyder provided comment regarding Veteran's Day events and congratulated all re-elected and newly elected County officials.

VIII. CLOSED SESSIONS

IX. ADJOURN

Chair Snyder adjourned the meeting at 3:23 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

Thursday, November 10, 2022

RESOLUTION 2022-66

**RE: AUTHORIZING INTERNAL LOAN IN CONNECTION WITH THE COUNTY'S GENERAL
OBLIGATION JAIL BONDS, SERIES 2020B**

WHEREAS, Itasca County, Minnesota (the "County"), issued its General Obligation Jail Bonds, Series 2020B (the "Bonds"), dated October 29, 2020, in the original aggregate principal amount of \$50,000,000, for the purpose of financing the acquisition of land and the construction and equipping of a County jail; and

WHEREAS, due to the fact that the sales tax has not yet been instituted, the County plans to borrow from internal funds to pay the February 1, 2023 and August 1, 2023 payments on the Bonds (the "Bond Debt Service Payment"); and

WHEREAS, the County intends to advance funds from its Human Services Fund, or any other fund designated by the County (collectively, the "County Funds"), in the amount of up to \$2,500,000 in order to pay the Bond Debt Service Payment, and the County proposes to designate such advance as an interfund loan in accordance with the terms of this resolution; and

WHEREAS, the County intends to repay such interfund loan with proceeds of the proposed sales and use tax or other available funds of the County authorized to be used to repay such interfund loan; and

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Itasca County, Minnesota as follows:

1. The County shall borrow up to \$2,500,000 from the County Funds (the "Interfund Loan") to pay the Bond Debt Service Payment.
2. The Interfund Loan shall bear interest at the County's then current internal rate of return on the principal amount advanced, accruing from the date of disbursement of the Interfund Loan; provided, however that the maximum rate of interest permitted to be charged is limited to the greater of the rates specified under Minnesota Statutes, Section 270C.40 and Section 549.09 as of the date the loan or advance is authorized, unless a written agreement states that the maximum interest rate will fluctuate as the interest rates specified under Minnesota Statutes, Section 270C.40 or Section 549.09 are from time to time adjusted. The interest rate shall be 4% and will not fluctuate.
3. Payments of principal of and interest (the "Payments") on the Interfund Loan shall be paid semiannually on each February 1 and August 1 (each a "Payment Date"), commencing on February 1, 2024, and continuing until the principal of and interest on the Interfund Loan is paid in full.
4. Payments on the Interfund Loan shall be applied first to accrued interest, and then to unpaid

principal.

5. The principal sum and all accrued interest payable under the Interfund Loan is prepayable in whole or in part at any time by the County without premium or penalty.

6. The County may amend the terms of the Interfund Loan at any time by resolution of the Board of Commissioners of the County, to the extent permissible under law.

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

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 10th day of November 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 10th day of November A.D. 2022.



Administrator



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Thursday, November 10, 2022

RESOLUTION 2022-67

RE: REPURCHASE OF LOT 14 & E 1/2 LOT 15, BLK 5, SPINA ADDN TO 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, Kenneth Brantner on behalf of the Gerald Ricio estate, has applied to repurchase State of Minnesota land held in trust for the taxing districts legally described as: Lot 14 & E 1/2 Lot 15, Blk 5, Spina Addn to Kewatin 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 Kenneth Brantner on behalf of the Gerald Ricio estate, subject to payment including taxes, penalties and interest of \$3,558.32; deed tax \$11.74; deed fee \$25.00; recording fee \$46.00; repurchase application fee \$300.00, and service fees \$150.00 for a total of \$4,091.06.

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

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 10th day of November 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 10th day of November A.D. 2022.

Administrator



ITASCA COUNTY BOARD OF COMMISSIONERS

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

Tuesday, November 1, 2022

2:30 PM

Itasca County Boardroom

DRAFT

WORK SESSION MINUTES

I. CALL TO ORDER

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

Attendee Name	Title	Status	Arrived
Davin Tinquist	District #1	Present	2:30 PM
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 #6.6 (Title IV Plan for MnDOT FHWA Subrecipient), add Items #6.10 (Gambling Permit) and #6.11 (Election Ballot Testing) and approve the agenda, as amended.

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Davin Tinquist
SECONDER: Commissioner Burl Ives
AYES: Davin Tinquist, Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci

IV. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, October 25, 2022 County Board Regular Session.

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Leo Trunt
SECONDER: Commissioner Burl Ives
AYES: Davin Tinquist, Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci

V. RECOMMENDED FOR CONSENT AGENDA

1. Adopt the Resolution Re: Authorizing Internal Loan in Connection with the County's General Obligation Jail Bonds, Series 2020B.

RESULT: RECOMMENDED FOR CONSENT **NEXT: 11/10/2022 2:30 PM**

2. Approve final payment for Contract 90011, a Safe Routes to School Trail project for the City of Deer River, and authorize the County Board Chairperson and Clerk to the County Board to sign the necessary documents.

RESULT: RECOMMENDED FOR CONSENT **NEXT: 11/10/2022 2:30 PM**

3. Adopt the Resolution Re: Repurchase of Lot 14 and East 1/2 Lot 15, BLK 5, Spina Addition to Keewatin by Kenneth Brantner on behalf of the Gerald Ricio estate.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 11/10/2022 2:30 PM
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VI. DISCUSSION / INFORMATIONAL

1. Citizen Input

No citizen input provided.

2. IMCare Position Allocation

Health Plan Division Manager Sarah Anderson provided information regarding the request to approve a change in allocation of an IMCare Data Project Coordinator position to a Lead Medical Support Specialist Position.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 11/10/2022 2:30 PM
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3. Change in Allocation of Eligibility Specialist Position

Financial Assistance Supervisor Jason Johnson provided information regarding the request to approve a change in allocation of an Eligibility Specialist Position to create four (4) Lead Eligibility Specialist Workers in the Financial Assistance Unit.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 11/10/2022 2:30 PM
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4. North Homes 2023 Budget Request

Health and Human Services (HHS) Director Eric Villeneuve and North Homes representative Connie Ross provided information regarding the North Homes budget request for 2023 in the estimated amount of \$50,114.

RESULT:	RECOMMENDED FOR REGULAR	NEXT: 11/10/2022 2:30 PM
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5. Veterans Day and Operation Green Light Information

Veteran Services Officer (VSO) Luke St. Germain provided information regarding Veterans Day events throughout Itasca County, as well as Operation Green Light.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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7. Approval of Canisteo Pumping Lease & Water Appropriation Permit

Motion To: Approve the Canisteo Water Appropriation Permit and Pumping Lease Agreement, including the Unsafe Ice Plan with the State of Minnesota, and authorize necessary signatures.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Burl Ives
SECONDER:	Commissioner Ben DeNucci
AYES:	Davin Tinquist, Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci

8. Highway 169 Cross Range Expressway Update

Flaherty & Hood representative Shane Zahrt provided an update on the Highway 169 Cross Range Expressway.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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9. Representation Letter

County Administrator Brett Skyles provided information regarding the request to consider a Representation Letter to be part of the external Grand Village financial audit conducted by CliftonLarsonAllen LLP.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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10. Gambling Permit

Motion To: Approve a LG214 Premises Permit Application for gambling, as requested by the Hill City Firemen's Relief Organization, to conduct lawful gambling at Pickled Loon located at 20814 US Hwy 169, Grand Rapids, MN.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Davin Tinquist
SECONDER:	Commissioner Burl Ives
AYES:	Davin Tinquist, Terry Snyder, Leo Trunt, Burl Ives, Ben DeNucci

11. Election Ballot Testing

County Auditor/Treasurer Jeff Walker provided information regarding Elections and the upcoming public accuracy tests of the election equipment.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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VII. COMMITTEE REPORTS

Commissioner DeNucci reported on his attendance at recent Arrowhead Economic Opportunity Agency (AEOA) Board of Directors and Highway 169 Cross Range Expressway Coalition Committee meetings.

Commissioner Tinquist reported on his attendance at recent Grand Village, Blackduck Joint Powers Board, and Mississippi Headwaters Board (MHB) meetings.

Commissioner Trunt reported on his attendance at recent Arrowhead Counties Association (ACA) and Arrowhead Regional Development Commission (ARDC) meetings, as well as the Association of Minnesota Counties (AMC) District 2 meeting.

Commissioner Snyder reported on his attendance at recent Huber Project Work Group, Itasca Economic Development Corporation (IEDC), Grand Village, and Intergovernmental Affairs meetings, as well as meetings with RAPP Strategies and Blandin Foundation.

VIII. ADMINISTRATOR UPDATE**IX. COMMISSIONER COMMENTS**

Commissioner Snyder provided comment regarding 2023 Legislative Priorities and reminded the public that the Tuesday, November 8, 2022 County Board Regular Session was rescheduled to Thursday, November 10, 2022 at 2:30 PM in the Itasca County Boardroom due to elections.

Commissioner Ives provided comment regarding Veterans Day events happening in Itasca County.

X. CLOSED SESSIONS**XI. ADJOURN**

Chair Snyder adjourned the meeting at 3:48 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

Thursday, November 10, 2022

REQUEST FOR BOARD ACTION: RBA-2022-2623

DEPARTMENT: Auditor / Treasurer

TIME REQUESTED: 5 Minutes

PRESENTER: Jeff Walker

AGENDA ITEM:

Interfund Loan Resolution

BOARD ACTION REQUESTED:

Adopt the Resolution Re: Authorizing Internal Loan in Connection with the County's General Obligation Jail Bonds, Series 2020B.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

11/01/2022

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 11/10/2022 2:30 PM
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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



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Thursday, November 10, 2022

RESOLUTION 2022-66

**RE: AUTHORIZING INTERNAL LOAN IN CONNECTION WITH THE COUNTY'S GENERAL
OBLIGATION JAIL BONDS, SERIES 2020B**

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WHEREAS, due to the fact that the sales tax has not yet been instituted, the County plans to borrow from internal funds to pay the February 1, 2023 and August 1, 2023 payments on the Bonds (the "Bond Debt Service Payment"); and

WHEREAS, the County intends to advance funds from its Human Services Fund, or any other fund designated by the County (collectively, the "County Funds"), in the amount of up to \$2,500,000 in order to pay the Bond Debt Service Payment, and the County proposes to designate such advance as an interfund loan in accordance with the terms of this resolution; and

WHEREAS, the County intends to repay such interfund loan with proceeds of the proposed sales and use tax or other available funds of the County authorized to be used to repay such interfund loan; and

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Itasca County, Minnesota as follows:

1. The County shall borrow up to \$2,500,000 from the County Funds (the "Interfund Loan") to pay the Bond Debt Service Payment.
2. The Interfund Loan shall bear interest at the County's then current internal rate of return on the principal amount advanced, accruing from the date of disbursement of the Interfund Loan; provided, however that the maximum rate of interest permitted to be charged is limited to the greater of the rates specified under Minnesota Statutes, Section 270C.40 and Section 549.09 as of the date the loan or advance is authorized, unless a written agreement states that the maximum interest rate will fluctuate as the interest rates specified under Minnesota Statutes, Section 270C.40 or Section 549.09 are from time to time adjusted. The interest rate shall be 4% and will not fluctuate.
3. Payments of principal of and interest (the "Payments") on the Interfund Loan shall be paid semiannually on each February 1 and August 1 (each a "Payment Date"), commencing on February 1, 2024, and continuing until the principal of and interest on the Interfund Loan is paid in full.
4. Payments on the Interfund Loan shall be applied first to accrued interest, and then to unpaid

principal.

5. The principal sum and all accrued interest payable under the Interfund Loan is prepayable in whole or in part at any time by the County without premium or penalty.

6. The County may amend the terms of the Interfund Loan at any time by resolution of the Board of Commissioners of the County, to the extent permissible under law.

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

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 10th day of November 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 10th day of November A.D. 2022.



Administrator



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Thursday, November 10, 2022

REQUEST FOR BOARD ACTION: RBA-2022-2618

DEPARTMENT: Health & Human Services

TIME REQUESTED: 10 Minutes

PRESENTER: Sarah Anderson

AGENDA ITEM:

IMCare Position Allocation

BOARD ACTION REQUESTED:

Approve a change in allocation of IMCare Data Project Coordinator position to Lead Medical Support Specialist Position.

BACKGROUND:

IMCare has been unable to fill the Data/Project Coordinator position. To better meet IMCare business needs and provide an opportunity for someone with a Medical Support background to grow and take on additional responsibility, I am requesting a change in position allocation. Going from a Grade 9 Data /Project Coordinator position to a Grade 8 Lead Medical Support Specialist position. This will result in a savings of appx. \$2662.40-\$3598.40 per year.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

11/01/2022

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 11/10/2022 2:30 PM
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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



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Thursday, November 10, 2022

REQUEST FOR BOARD ACTION: RBA-2022-2626

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Jason Johnson

AGENDA ITEM:

Change in Allocation of Eligibility Specialist Position

BOARD ACTION REQUESTED:

Approve a change in allocation of an Eligibility Specialist Position to create 4 Lead Eligibility Specialist Workers in the Financial Assistance Unit.

BACKGROUND:

As discussed during budget sessions, the Financial Assistance Unit would like to create four Lead Workers within the unit to help with workflow efficiencies and create advancement opportunities for current staff. By using a vacant position to fund the four lead workers, this will create a savings on the county budget of just over \$37,712.24.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. FAU Unit

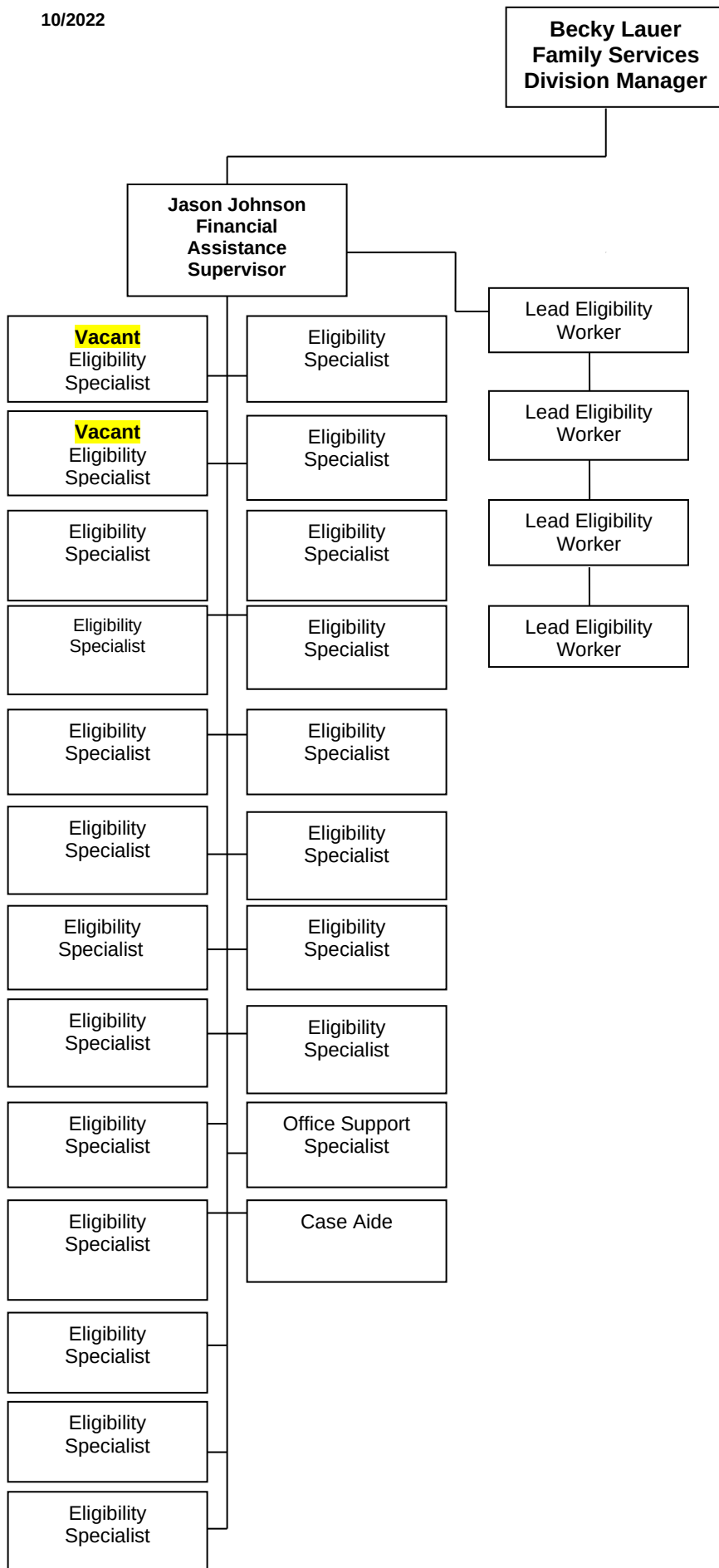
11/01/2022

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 11/10/2022 2:30 PM
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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

Family Services Division

10/2022





**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Thursday, November 10, 2022

REQUEST FOR BOARD ACTION: RBA-2022-2622

DEPARTMENT: Transportation

TIME REQUESTED: < 5 Minutes

PRESENTER: Rachel Metelak

AGENDA ITEM:

Contract 90011 - Deer River Safe Routes to School Trail - Final Payment Request

BOARD ACTION REQUESTED:

Approve final payment for Contract 90011, a Safe Routes to School Trail project for the City of Deer River, and authorize the County Board Chairperson and Clerk to the County Board to sign the necessary documents.

BACKGROUND:

TNT Construction Group, LLC has completed the trail construction project for the City of Deer River SRTS project and it is recommended that final payment be processed.

Bid Amount: \$457,827.00

Final Amount: \$467,851.53

Costs beyond grant amounts associated with this contract are the City of Deer River's. Itasca County was only the fiscal agent for the project.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Closeout Packet for Board Approval

11/01/2022

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 11/10/2022 2:30 PM
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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

Contract Number: 90011
 Pay Request Number: 6

Project Number	Project Description
031-090-011	Deer River - Safe Routes to School Trail

Contractor: TNT Construction Group LLC 40 County Road 63 Grand Rapids, MN 55744	Vendor Number: Up To Date: 07/20/2022
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Contract Amount		Funds Encumbered	
Original Contract	\$457,827.00	Original	\$457,827.00
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$457,827.00	Total	\$457,827.00

Work Certified To Date	
Base Bid Items	\$467,851.53
Contract Changes	\$
Material On Hand	\$0.00
Total	\$467,851.53

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$537.50	\$467,851.53	\$0.00	\$443,948.33	\$23,903.20	\$467,851.53
Percent: Retained: 0%			Percent Complete: 102.19%		

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By

Rachel Metelak

County/City/Project Engineer

07/27/22

Date

Approved By TNT Construction Group LLC

Shane Haas

Contractor

7/27/22

Date

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2021-09-17	\$127,637.97	\$6,381.90	\$121,256.07
2	2021-10-01	\$44,849.00	\$2,242.45	\$42,606.55
3	2021-10-18	\$142,421.05	\$7,121.05	\$135,300.00
4	2021-11-15	\$76,525.53	\$3,826.28	\$72,699.25
5	2022-06-22	\$75,880.48	\$3,794.02	\$72,086.46
6	2022-07-20	\$537.50	(\$23,365.70)	\$23,903.20

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
Trail		\$467,851.53	\$0.00	\$443,948.33	\$23,903.20	\$467,851.53

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
1	Federal	\$15,000.00	\$300,000.00	\$300,000.00	\$300,000.00
2	MNDOT	\$3,250.00	\$65,000.00	\$65,000.00	\$65,000.00
3	Local	\$5,653.20	\$92,827.00	\$92,827.00	\$102,851.53

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	2011.601	CONSTRUCTION SURVEYING	LS	\$10,500.00	1	0	\$0.00	1	\$10,500.00
Base Bid	2	2021.501	MOBILIZATION	LS	\$46,782.63	1	0	\$0.00	1	\$46,782.63
Base Bid	3	2101.501	CLEARING & GRUBBING	LS	\$750.00	1	0	\$0.00	1	\$750.00
Base Bid	4	2101.505	GRUBBING	ACRE	\$18,000.00	0.05	0	\$0.00	0.05	\$900.00
Base Bid	5	2101.524	GRUBBING	TREE	\$100.00	2	0	\$0.00	5	\$500.00
Base Bid	6	2104.502	SALVAGE SIGN PANEL TYPE SPECIAL	EACH	\$50.00	2	0	\$0.00	2	\$100.00
Base Bid	7	2104.502	SALVAGE SIGN PANEL TYPE C	EACH	\$50.00	7	0	\$0.00	6	\$300.00
Base Bid	8	2104.502	SALVAGE STRUCTURE	EACH	\$250.00	1	0	\$0.00	1	\$250.00
Base Bid	9	2104.502	REMOVE CASTING	EACH	\$75.00	5	0	\$0.00	7	\$525.00
Base Bid	10	2104.502	REMOVE MAIL BOX SUPPORT	EACH	\$50.00	5	0	\$0.00	5	\$250.00
Base Bid	11	2104.502	SALVAGE HYDRANT & VALVE	EACH	\$750.00	2	0	\$0.00	2	\$1,500.00
Base Bid	12	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$2.50	739	0	\$0.00	802	\$2,005.00

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	13	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$4.00	75	0	\$0.00	30	\$120.00
Base Bid	14	2104.503	REMOVE CURB & GUTTER	L F	\$9.00	459	0	\$0.00	449	\$4,041.00
Base Bid	15	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$6.00	136	0	\$0.00	108	\$648.00
Base Bid	16	2104.504	REMOVE CONCRETE PAVEMENT	S Y	\$15.00	61	0	\$0.00	61	\$915.00
Base Bid	17	2105.507	COMMON EXCAVATION (P)	C Y	\$27.00	1461	0	\$0.00	1461	\$39,447.00
Base Bid	18	2105.507	SUBGRADE EXCAVATION	C Y	\$9.00	267	0	\$0.00	267	\$2,403.00
Base Bid	19	2105.507	SELECT GRANULAR BORROW (CV)	C Y	\$22.00	267	0	\$0.00	678	\$14,916.00
Base Bid	20	2112.519	SUBGRADE PREPARATION	RDST	\$500.00	26	0	\$0.00	26	\$13,000.00
Base Bid	21	2118.507	AGGREGATE SURFACING (CV) CLASS 5	C Y	\$55.00	15	0	\$0.00	0	\$0.00
Base Bid	22	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$75.00	460	0	\$0.00	510	\$38,250.00
Base Bid	23	2231.604	BITUMINOUS PATCH SPECIAL 1	SQ YD	\$63.00	111	0	\$0.00	125	\$7,875.00
Base Bid	24	2231.604	BITUMINOUS PATCH SPECIAL 2	SQ YD	\$86.00	119	0	\$0.00	128.2	\$11,025.20
Base Bid	25	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2;B)	TON	\$111.00	200	0	\$0.00	196	\$21,756.00
Base Bid	26	2451.607	CRUSHED ROCK (CV)	C Y	\$0.01	25	0	\$0.00	0	\$0.00
Base Bid	27	2501.502	12" GS PIPE APRON	EACH	\$250.00	6	0	\$0.00	6	\$1,500.00
Base Bid	28	2501.502	15" GS PIPE APRON	EACH	\$275.00	7	0	\$0.00	7	\$1,925.00
Base Bid	29	2501.502	18" GS PIPE APRON	EACH	\$340.00	4	0	\$0.00	4	\$1,360.00
Base Bid	30	2501.503	12" CS PIPE CULVERT	L F	\$45.00	87	0	\$0.00	87	\$3,915.00
Base Bid	31	2501.503	15" CS PIPE CULVERT	L F	\$47.00	118	0	\$0.00	118	\$5,546.00
Base Bid	32	2501.503	18" CS PIPE CULVERT	L F	\$59.00	83	0	\$0.00	83	\$4,897.00
Base Bid	33	2502.602	CONNECT TO EXISTING PIPE DRAIN	EACH	\$850.00	1	0	\$0.00	1	\$850.00
Base Bid	34	2503.602	ADJUST SANITARY SEWER CLEAN-OUT	EACH	\$100.00	2	0	\$0.00	3	\$300.00

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	35	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	\$1,700.00	2	0	\$0.00	2	\$3,400.00
Base Bid	36	2504.602	INSTALL HYDRANT & VALVE	EACH	\$1,900.00	2	0	\$0.00	2	\$3,800.00
Base Bid	37	2504.602	ADJUST CURB BOX	EACH	\$100.00	6	0	\$0.00	6	\$600.00
Base Bid	38	2504.602	ADJUST VALVE BOX	EACH	\$300.00	8	0	\$0.00	6	\$1,800.00
Base Bid	39	2504.603	6" WATERMAIN DUCTILE IRON CL 52	L F	\$300.00	18	0	\$0.00	23	\$6,900.00
Base Bid	40	2504.603	HYDRANT RISER	L F	\$1,350.00	0.5	0	\$0.00	0	\$0.00
Base Bid	41	2504.608	WATERMAIN FITTINGS	LB	\$30.00	72	0	\$0.00	0	\$0.00
Base Bid	42	2506.502	CASTING ASSEMBLY	EACH	\$1,225.00	5	0	\$0.00	7	\$8,575.00
Base Bid	43	2506.602	INSTALL STRUCTURE	EACH	\$1,000.00	1	0	\$0.00	1	\$1,000.00
Base Bid	44	2506.602	ADJUST FRAME & RING CASTING	EACH	\$625.00	1	0	\$0.00	1	\$625.00
Base Bid	45	2506.602	CASTING ASSEMBLY SPECIAL	EACH	\$325.00	6	0	\$0.00	6	\$1,950.00
Base Bid	46	2511.504	GEOTEXTILE FILTER TYPE 4	S Y	\$5.00	27	0	\$0.00	20	\$100.00
Base Bid	47	2511.507	RANDOM RIPRAP CLASS III	C Y	\$100.00	7	0	\$0.00	7	\$700.00
Base Bid	48	2521.518	4" CONCRETE WALK	S F	\$5.25	7690	0	\$0.00	8579	\$45,039.75
Base Bid	49	2521.518	6" CONCRETE WALK	S F	\$13.00	2009	0	\$0.00	1473	\$19,149.00
Base Bid	50	2521.518	8" CONCRETE WALK	S F	\$14.15	297	0	\$0.00	297	\$4,202.55
Base Bid	51	2531.503	CONCRETE CURB & GUTTER DESIGN B624	L F	\$30.00	466	0	\$0.00	189.9	\$5,697.00
Base Bid	52	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$59.00	290	0	\$0.00	247.6	\$14,608.40
Base Bid	53	2531.618	TRUNCATED DOMES	S F	\$52.00	281	0	\$0.00	287.6	\$14,955.20
Base Bid	54	2540.602	MAIL BOX SUPPORT	EACH	\$110.00	5	0	\$0.00	5	\$550.00
Base Bid	55	2563.601	TRAFFIC CONTROL	LS	\$20,000.00	1	0	\$0.00	1	\$20,000.00
Base Bid	56	2564.502	INSTALL SIGN PANEL TYPE C	EACH	\$240.00	6	1	\$240.00	7	\$1,680.00
Base Bid	57	2564.502	INSTALL SIGN PANEL TYPE SPECIAL	EACH	\$285.00	2	0	\$0.00	2	\$570.00
Base Bid	58	2564.518	SIGN PANELS TYPE C	S F	\$85.00	113	3.5	\$297.50	104.5	\$8,882.50

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	59	2571.524	CONIFEROUS TREE 5' HT B&B	TREE	\$675.00	2	0	\$0.00	2	\$1,350.00
Base Bid	60	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$500.00	1	0	\$0.00	0	\$0.00
Base Bid	61	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$125.00	25	0	\$0.00	7	\$875.00
Base Bid	62	2573.503	SILT FENCE; TYPE MS	L F	\$3.50	1254	0	\$0.00	1237	\$4,329.50
Base Bid	63	2574.505	SOIL BED PREPARATION	ACRE	\$2,500.00	0.44	0	\$0.00	0.44	\$1,100.00
Base Bid	64	2574.507	COMMON TOPSOIL BORROW	C Y	\$0.01	177	0	\$0.00	0	\$0.00
Base Bid	65	2574.508	FERTILIZER TYPE 3	LB	\$6.00	109	0	\$0.00	109	\$654.00
Base Bid	66	2575.504	SODDING TYPE LAWN	S Y	\$10.00	616	0	\$0.00	1245	\$12,450.00
Base Bid	67	2575.505	SEEDING	ACRE	\$3,000.00	0.31	0	\$0.00	0.31	\$930.00
Base Bid	68	2575.505	WEED SPRAYING	ACRE	\$3,000.00	0.16	0	\$0.00	0	\$0.00
Base Bid	69	2575.505	MOWING	ACRE	\$1,000.00	0.88	0	\$0.00	0	\$0.00
Base Bid	70	2575.506	WEED SPRAY MIXTURE	GAL	\$300.00	0.1	0	\$0.00	0	\$0.00
Base Bid	71	2575.508	HYDRAULIC REINFORCED FIBER MATRIX	LB	\$3.00	1198	0	\$0.00	1198	\$3,594.00
Base Bid	72	2575.508	SEED MIXTURE 25-151	LB	\$6.00	37	0	\$0.00	37	\$222.00
Base Bid	73	2575.601	EROSION CONTROL	LS	\$1,500.00	1	0	\$0.00	1	\$1,500.00
Base Bid	74	2575.604	ROLLED EROSION PREVENTION CATEGORY 25	SQ YD	\$4.50	1044	0	\$0.00	1044	\$4,698.00
Base Bid	75	2582.503	6" SOLID LINE PAINT (WR)	L F	\$4.80	206	0	\$0.00	206	\$988.80
Base Bid	76	2582.618	CROSSWALK MARKING-PAINT (WR)	S F	\$6.20	360	0	\$0.00	360	\$2,232.00
Alternate 1	77	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$2.50	384	0	\$0.00	384	\$960.00
Alternate 1	78	2104.503	REMOVE CURB & GUTTER	L F	\$6.00	384	0	\$0.00	384	\$2,304.00
Alternate 1	79	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$6.00	83	0	\$0.00	83	\$498.00
Alternate 1	80	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$70.00	30	0	\$0.00	30	\$2,100.00

Contract Item Status

Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Alternate 1	81	2231.604	BITUMINOUS PATCH SPECIAL 2	SQ YD	\$85.00	83	0	\$0.00	83	\$7,055.00
Alternate 1	82	2531.503	CONCRETE CURB & GUTTER DESIGN B624	L F	(\$30.00)	288	0	\$0.00	0	\$0.00
Alternate 1	83	2531.503	CONCRETE CURB & GUTTER DESIGN B424	L F	\$25.00	672	0	\$0.00	647	\$16,175.00
Alternate 1	84	2506.602	ADJUST FRAME & RING CASTING	EACH	\$375.00	2	0	\$0.00	0	\$0.00
Base Bid Totals:								\$537.50		\$467,851.53

Project Category Totals

Project	Category	Amount This Request	Amount To Date
031-090-011		\$537.50	\$467,851.53

Contract Change Item Status

Project	CC	CC#	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Contract Change Totals:										\$		\$

Contract Total**\$467,851.53****Contract Change Totals**

Number	Description	Amount This Request	Amount To Date

Material On Hand Additions

Line	Item	Description	Date	Added	Comments

Material On Hand Balance

Line	Item	Description	Date	Added	Used	Remaining

CERTIFICATE OF PERFORMANCE FORM

County of Itasca

Project No.: SP 031-090-011
Deer River Safe Routes to School - Trail

Name of Contractor: TNT Construction Group, LLC

Contract No.: 90011, Minn. Proj. No. TA 3121 (228)

Total Value of Work: \$467,851.53

I HEREBY CERTIFY to the Board of commissioners of the above named County, that I have been in charge of the work required by the above described contract; that all of such work has been done and performed as measured by and in accordance with and pursuant to the terms of said contract.

9-13-2022
Date

Karin Grandia
County Highway Engineer
Karin Grandia, P.E.

cc County Auditor
State Aid Engineer
County Highway Engineer

** Required for all State Aid and Federal Aid Projects

CERTIFICATE FOR FINAL PAYMENT

State of Minnesota

Project No.: SP 031-090-011

County of Itasca

Contract No: 90011

Minn. Proj. No.: TA 3121 (228)

The County Board of Itasca County hereby recognizes that the work done by TNT Construction Group, LLC. of Grand Rapids, MN, under contract with Itasca County, made and entered into on, August 17, 2021, relating to the furnishing of materials, and/or, the construction of the above named project has been completed.

We hereby approve of the Engineer's Final Estimate hereto attached, including variations from the original plans, and hereby find the Contractor entitled to total compensation for said work according to said estimate.

Dated: _____, 2022

Signed:

Chairman, Itasca County Board

Clerk to the County Board



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Thursday, November 10, 2022

REQUEST FOR BOARD ACTION: RBA-2022-2625

DEPARTMENT: Land Department

TIME REQUESTED: < 5 Minutes

PRESENTER: Michael Gibbons

AGENDA ITEM:

Application for Repurchase of Tax-Forfeited Parcel by Kenneth Brantner

BOARD ACTION REQUESTED:

Adopt the Resolution Re: Repurchase of Lot 14 and East 1/2 Lot 15, BLK 5, Spina Addition to Keewatin by Kenneth Brantner on behalf of the Gerald Ricio estate.

BACKGROUND:

This property forfeited on October 31, 2017 for non-payment of property taxes. Itasca County has received payment for all delinquent taxes, penalty, interest and associated costs.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Application to Repurchase
2. Map

11/01/2022

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 11/10/2022 2:30 PM
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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



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Thursday, November 10, 2022

RESOLUTION 2022-67

RE: REPURCHASE OF LOT 14 & E 1/2 LOT 15, BLK 5, SPINA ADDN TO 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, Kenneth Brantner on behalf of the Gerald Ricio estate, has applied to repurchase State of Minnesota land held in trust for the taxing districts legally described as: Lot 14 & E 1/2 Lot 15, Blk 5, Spina Addn to Kewatin 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 Kenneth Brantner on behalf of the Gerald Ricio estate, subject to payment including taxes, penalties and interest of \$3,558.32; deed tax \$11.74; deed fee \$25.00; recording fee \$46.00; repurchase application fee \$300.00, and service fees \$150.00 for a total of \$4,091.06.

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

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 10th day of November 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 10th day of November A.D. 2022.

Administrator

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 **Estate of Gerald Riccio** 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:

**All of Lot Fourteen (14) and the East Half of Lot Fifteen (15), Block Five (5), SPINA
ADDITION TO KEEWATIN**

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 heirs of the owners and taxpayers.

That said land forfeited to the State on the 31st day of October, 2017

That such taxes became delinquent 2013 and remained delinquent

and unpaid for the subsequent years of 2014 thru 2022

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 Four Thousand ninety-one and 06/100th Dollars (\$4,091.06), which includes (taxes, penalties & interest \$3,558.32; plus deed tax \$11.74; deed issuance fee \$25.00; recording fee \$46.00; application fee \$300.00, Service fee \$150.00)

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

Because of family home and
need a place to live

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 OCT 26, 2022

[Signature]
Applicant

Applicant

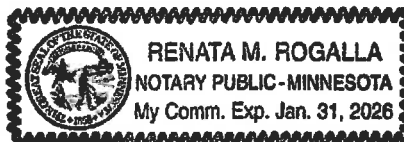
**State of Minnesota, }ss.
County of Itasca**

Estate of Gerald Riccio, 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

26 day of October, 2022

[Signature]



**Application to Repurcahase of 92-460-0540
Lot 14 & E 1/2 Lot 15 BLK 5, Spina Addn to Keewatin**



This information is a compilation of data from different sources with varying degrees of accuracy and requires a qualified field survey to verify.

Itasca Geographic Information System

"Decision support through automation"

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or in any form without written permission.

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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Thursday, November 10, 2022

REQUEST FOR BOARD ACTION: RBA-2022-2200

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:

1. Citizen Input

RESULT:

INFORMATIONAL - NO ACTION TAKEN



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Thursday, November 10, 2022

REQUEST FOR BOARD ACTION: RBA-2022-2634

DEPARTMENT: Human Resources

TIME REQUESTED: < 5 Minutes

PRESENTER: Brett Skyles

AGENDA ITEM:

Recognition of County Employees

BOARD ACTION REQUESTED:

To recognize those employees who have either experienced a job change, given notice of leaving employment, received commendation or to welcome any new employees.

BACKGROUND:

- Congratulations to Eva Moore who has accepted a job transfer from Assistant Accountant, Auditor/Treasurer Dept. to Administrative Assistant, Land Department, effective November 13, 2022.
- Congratulations to Roberta Hansen who has accepted a job transfer from Managed Care Nurse, IMCare, to Public Health Nurse, Public Health, effective October 30, 2022.
- Farewell to Roxann Stewart whose last day as Administrative Support in Probation Dept. will be November 2, 2022 after 10 months of service.
- Farewell to Terry Swedeen whose last day as Payroll Accountant, Auditor/Treasurer Dept., will be January 7, 2023 (last day in office will be Nov. 3, 2022) after 17 years of service.

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

Thursday, November 10, 2022

REQUEST FOR BOARD ACTION: RBA-2022-2157

DEPARTMENT: Auditor / Treasurer

PRESENTER: Gail Guck

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:

Commissioner Warrants

BOARD ACTION REQUESTED:

Approve Commissioner Warrants with a check date of November 11, 2022, in the amount of \$827,719.58.

BACKGROUND:

N/A

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

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



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Thursday, November 10, 2022

REQUEST FOR BOARD ACTION: RBA-2022-2627

DEPARTMENT: Health & Human Services

TIME REQUESTED: 10 Minutes

PRESENTER: Eric Villeneuve, Connie Ross

AGENDA ITEM:

North Homes 2023 Budget Request

BOARD ACTION REQUESTED:

Board Consideration of a 2023 Budget Request for North Homes

BACKGROUND:

North Homes did not have their 2023 Budget Request submitted for Board Consideration during the budget meetings. ICHHS has met with North Homes to determine the 2023 Budget Impact of their request. The estimated cost increase for 2023 would be \$50,114. If a budget increase is approved, the funding source would be ARPA Funds for the 2023 increase in cost.

COUNTY ATTORNEY REVIEW: N/A

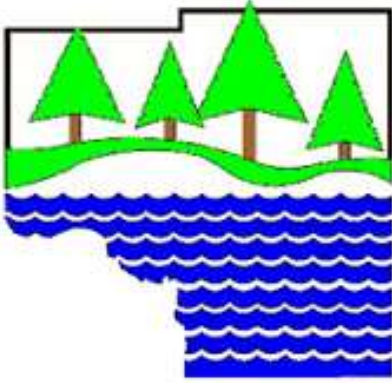
SUPPORTING DOCUMENTATION: None

11/01/2022

RESULT:	RECOMMENDED FOR REGULAR	NEXT: 11/10/2022 2:30 PM
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Motion To: Appoint Commissioners Trunt and Ives to serve on a sub-committee, along with Health and Human Services (HHS) Director Eric Villeneuve, for the purpose of reviewing provider requests in order to bring a recommendation to a future Board meeting.

RESULT:	APPROVED (3 TO 1)
MOVER:	Commissioner Leo Trunt
SECONDER:	Commissioner Burl Ives
AYES:	Terry Snyder, Leo Trunt, Burl Ives
NAYS:	Ben DeNucci
ABSENT:	Davin Tinquist



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Thursday, November 10, 2022

REQUEST FOR BOARD ACTION: RBA-2022-2624

DEPARTMENT: Transportation

TIME REQUESTED: 10 Minutes

PRESENTER: Karin Grandia

AGENDA ITEM:

Title VI Plan for MnDOT FHWA Subrecipient

BOARD ACTION REQUESTED:

Adopt the Title VI Plan and authorize the County Engineer to sign the Title VI assurances.

BACKGROUND:

The Transportation Department receives federal aid from the Federal Highway Administration for some of our construction projects. Agencies receiving federal aid are referred to as "subrecipients" and must comply with regulatory requirements enacted to ensure compliance with Title VI of the Civil Rights Act of 1964 (see [42 U.S.C. 2000d \(PDF\)](#)) and related legal authorities.

MnDOT Civil Rights office is responsible for ensuring that local agencies are compliant with this federal regulation. They developed a template for use to assist local agencies with developing a Title VI plan.

The plan explains how Itasca County Transportation Department incorporates the requirements of Title VI and related legal authorities into its operations. The plan will be used as a reference for the Itasca County Transportation Department and an informational resource for the public. The plan will be updated approximately every five years to reflect changes in Title VI compliance operations.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

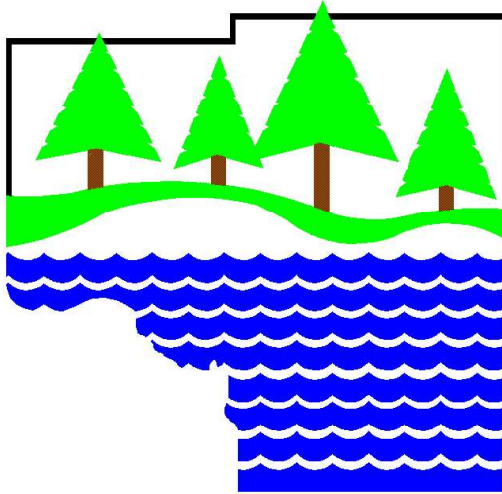
1. Itasca County Title VI Plan

11/01/2022

RESULT:	PULLED FROM AGENDA
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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



Itasca County Transportation Department

Title VI Plan for MnDOT FHWA Subrecipient

November 10, 2022

Prepared by: Karin Grandia, Itasca County Engineer

Title VI Plan Revision Log

Date Month/day/year	Section Revised	Summary of Revisions
November 10, 2022	Plan established and approved	

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I. Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance. Several other federal legal authorities supplement Title VI by extending protections based on age, sex, disability, limited English proficiency, and low-income status. In addition, the Civil Rights Restoration Act of 1987 clarified Title VI enforcement by mandating that Title VI requirements apply to *all* programs and activities of federal-aid recipients regardless of whether any particular program or activity involves federal funds. Taken together, these laws require recipients and subrecipients of federal funds to ensure all programs and services are delivered to the public without discrimination.

Itasca County Transportation Department, as a recipient of federal financial assistance, will ensure full compliance with Title VI of the Civil Rights Act of 1964; 49 C.F.R. Part 21 (Department of Transportation Regulations for the Implementation of Title VI of the Civil Rights Act of 1964); 49 C.F.R. Part 21; and related statutes and regulations. Itasca County Transportation Department acknowledges it is subject to and will comply with Federal Highway Administration Title VI Assurances.

This plan explains the how Itasca County Transportation Department incorporates the requirements of Title VI and related legal authorities into its operations. The plan will be used as a reference for the Itasca County Transportation Department and an informational resource for the public. The plan will be updated approximately every five years to reflect changes in Title VI compliance operations.

II. Legal Authorities

Itasca County Transportation Department Title VI compliance program is governed by many legal authorities, including, but not limited to, the list below.

Legal Authority	Summary
<u>Title VI of the Civil Rights Act of 1964</u> , 42 U.S.C. § 2000d <i>et seq.</i>	Prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.
<u>Federal-Aid Highway Act of 1973</u> , 23 U.S.C. § 324.	Prohibits discrimination on the basis of sex in programs and activities receiving federal financial assistance.
<u>Age Discrimination Act of 1975</u> , 42 U.S.C. § 6101 <i>et seq.</i>	Prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance.
<u>Section 504 of the Rehabilitation Act of 1973</u> , 29 U.S.C. § 794.	Prohibits discrimination on the basis of disability in programs and activities receiving federal financial assistance.
<u>Uniform Relocation Act of 1970</u> , 42 U.S.C. § 4601 <i>et seq.</i>	Requires fair treatment of persons displaced by federal-aid programs and projects.
<u>Environmental Justice Executive Order (Exec. Order No. 12898, 59 Fed. Reg. 7629 (Feb. 11, 1994).)</u>	Requires federal agencies and federal-aid recipients to identify and address “disproportionately high and adverse human health or environmental effects of its programs, policies and activities on minority populations and low-income populations.”
<u>Limited English Proficiency Executive Order (Exec. Order No. 13166, 65 Fed. Reg. 50121 (Aug. 11, 2000).)</u>	Recipients of federal financial assistance must provide meaningful access to limited English proficiency (LEP) applicants and beneficiaries.
<u>49 C.F.R. Part 21</u>	Nondiscrimination in Federally-Assisted Programs of the Department of Transportation.
<u>23 C.F.R. Part 200</u>	Title VI Program and Related Statutes - Implementation and Review Procedures.

III. Title VI and Non-Discrimination Policy Statement

It is the policy of the Itasca County Transportation Department that no person shall on the grounds of race, color, national origin, sex, disability, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of the Itasca County Transportation Department as provided by Title VI of the Civil Rights Act of 1964 and related statutes.

In addition, Executive Order No. 12898, 59 Fed. Reg. 7629 (Feb. 11, 1994) requires the Itasca County Transportation Department to ensure fair treatment and meaningful involvement of low income populations in all programs and activities, and Executive Order No. 13166, 65 Fed. Reg. 50121 (Aug. 11, 2000) requires agency programs to incorporate access for people with limited English proficiency.

This policy applies to all operations of the Itasca County Transportation Department, including its contractors and anyone who acts on behalf of the Itasca County Transportation Department. This policy also applies to the operations of any department or agency to which the Itasca County Transportation Department extends federal financial assistance. Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance.

The Minnesota Human Rights Act prohibits discrimination in the provision of public services on the basis of race, color, creed, religion, national origin, sex, marital status, disability, gender identity, sexual orientation, and status with regard to public assistance. Public services are defined to include any department or agency managed by any city or county in Minnesota.

Prohibited discrimination may be intentional or unintentional. Seemingly neutral acts that have disparate impacts on individuals of a protected group and lack a substantial legitimate justification are a form of prohibited discrimination. Harassment and retaliation are also prohibited forms of discrimination.

Examples of prohibited types of discrimination based on race, color, national origin, sex, disability, or age include: Denial to an individual any service, financial aid, or other benefit; Distinctions in the quality, quantity, or manner in which a benefit is provided; Segregation or separate treatment; Restriction in the enjoyment of any advantages, privileges, or other benefits provided; and Discrimination in any activities related to highway and infrastructure or facility built or repaired.

Title VI compliance is a condition of receipt of federal funds. The Title VI Coordinator is authorized to ensure compliance with this policy, Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d *et seq.* and related statutes, and the requirements of 23 C.F.R. Part 200 and 49 C.F.R. Part 21.

Karin Grandia
Itasca County Engineer

Date

IV. Title VI Assurances

The U.S. DOT requires that federal financial assistance be provided on the condition that the recipient provides an assurance that its programs and activities will be conducted in compliance with Title VI of the Civil Rights Act of 1964. The requirement is located at 49 CFR 21.7(a). To support the implementation of this requirement, the U.S. DOT provided an assurances agreement in U.S. DOT Order 1050.2A that federal fund recipients and subrecipients must sign as a condition of receiving federal financial assistance.

The assurances agreement provides specific non-discrimination language the Itasca County Transportation Department is required to include in bid solicitations or requests for proposal, contracts, and real estate agreements. The Itasca County Transportation Department is committed to ensuring the necessary language is used as prescribed in the assurance's agreement.

In accordance with this requirement, the Itasca County Transportation Department has signed the U.S. DOT Standard Title VI/Non-Discrimination Assurances. The document is attached as **Appendix A.**

V. Organization, Staffing, and Structure

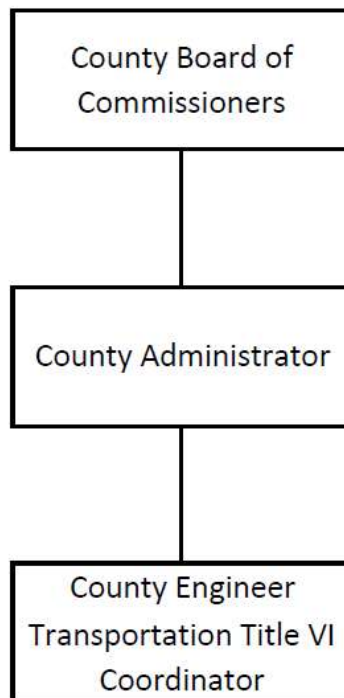
The Itasca County Administrator is ultimately responsible for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and has directed that non-discrimination is required of all agency employees, contractors, and agents pursuant to 23 C.F.R. Part 200 and 49 C.F.R. Part 21.

Itasca County has assigned the Itasca County Engineer, to perform the duties of the Title VI Coordinator and ensure implementation of the agency's Title VI program. The position of Itasca County Engineer is located within Transportation Department.

The Title VI Coordinator is responsible for:

- Maintaining and updating the Title VI plan on the agency's behalf;
- Ensuring relevant agency staff receive necessary Title VI training;
- Ensuring prompt processing of Title VI complaints and referral to Minnesota Department of Transportation;
- Developing procedures for the collection and analysis of statistical data;
- Developing a program to conduct Title VI reviews of program areas; and
- Developing Title VI information for dissemination internally and externally;

Title VI Organizational Chart



VI. Training

The Itasca County Transportation Department will ensure that its staff understand Title VI of the Civil Rights Act of 1964 and how it may apply to their work. The following options are available for providing training:

- Review of the Itasca County Transportation Department Title VI Plan
- Attendance at any available Title VI trainings provided by the Minnesota Department of Transportation, U.S. Department of Transportation or its applicable operating administrations, or the U.S. Department of Justice.
- Viewing the video [Understanding and Abiding by Title VI of the Civil Rights Act of 1964](#) produced by the U.S. Department of Justice

The Itasca County Transportation Department will maintain records indicating that staff have received sufficient training on a periodic basis.

VII. Primary Program Area Descriptions & Review Procedures

The Itasca County Transportation Department engages in the following program areas:

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
Right of way	Issues public right of way permits for utilities, driveways and other activities. Acquires right of way for public purposes. Coordinates relocation of residents as necessary in right of way acquisitions.	Public right of way permits, and relocations should not create unfair burdens for environmental justice communities. Ensuring property owners impacted By right of way activities are made aware of their right to be free from discrimination on the basis of race, color, or national origin under Title VI of the Civil Rights Act of 1964. Provide language access as needed.	Reviewing permits and relocations to ensure nondiscrimination. Ensure Title VI notice is consistently provided to property owners impacted by right of way activities. Document language access requests.
Planning	Planning of County Road and Bridge construction projects related to reconstruction and new construction (versus preservation projects).	County Road and Bridge construction activities should provide for public participation in project development and not create unfair burdens for environmental justice communities. Collect data from public engagement activities regarding demographics of public participants. Provide language access as needed.	Review project development disclosure through an equity lens to ensure non-discrimination. Review public participation activities periodically to determine whether engagement opportunities were offered to all communities. Document language access request.

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
Maintenance	Plan, coordinate, and accomplish maintenance activities on road system, including but not limited to: • Grading • Signing • Snow and Ice Removal • Repair • Drainage	Ensuring no communities are subject to a disparate lack of maintenance services based on a protected class.	Reviewing resources provided to the community and determining whether any protected classes have disproportionately benefited or been harmed by the delivery of maintenance services.
Construction and Maintenance Contracts	Construction and maintenance contracts as developed for road system.	Maintaining an open and fair bidding process for all contracts. Ensure Title VI assurances appendices are included in contracts as specified within the assurances document.	Reviewing contracts for necessary Title VI language. Reviewing bidding procedures, advertisement, and contract language to ensure non-discrimination and equal opportunity.

VIII. Data Collection

The primary source of data collection for Itasca County Transportation Department will be the use of U.S. Census data under State of Minnesota Demographer data and estimates on populations potentially impacted by Itasca County Transportation Department projects.

Program Area	Type of Data Collected & Process for Collecting	Intended Outcome of Data Analysis (i.e. Title VI Purpose for Collecting the Data)
Right of Way	Itasca County will use the U.S. Census and other credible sources to determine populations potentially impacted by right of way activities.	Ensuring right of way activities do not disproportionately affect individuals or groups based on a protected class status.
Planning	Reviewing data from the U.S. Census Bureau and other credible sources to determine demographic make-up of the local community.	Ensuring project impacts do not disproportionately impact any individuals or groups based on a protected class status.
Maintenance	Reviewing maintenance activities by geography and demographic makeup of communities receiving the maintenance services	Ensuring no communities are subject to a disparate lack of maintenance services based on a protected class.
Construction and Maintenance Contracts	Identifying contractors who are a: - Disadvantaged Business Enterprise (DBE) by the Minnesota Unified Certification Program - Targeted Group Business (TGB) by the Minnesota Department of Administration - Veteran-Owned/Service-Disabled Business by the United States Department of Veterans Affairs	Ensuring equal opportunity in contracting to all individuals and groups.

IX. Title VI Complaint Procedures

Scope of Title VI Complaints

No person or groups of persons shall, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the Itasca County Transportation Department, and its contractors on the grounds of **race, color, national origin, sex, age, disability, low-income status, creed, religion, marital status, sexual orientation, gender identity, or status with regard to public assistance.**

The scope of Title VI covers all internal and external activities of the Itasca County Transportation Department.

The following types of actions are prohibited under Title VI protections (See [49 C.F.R. 21.5](#)):

- Excluding individuals or groups from participation in programs or activities
- Denying program services or benefits to individuals or groups
- Providing a different service or benefit or providing them in a manner different from what is provided to others
- Denying an opportunity to participate as a member of a planning, advisory or similar body that is an integral part of the program
- Retaliation for making a complaint or otherwise participating in any manner in an investigation or proceeding related to Title VI of the Civil Rights Act of 1964

The complaint procedure below is available from the Minnesota Department of Transportation (MnDOT) in [Spanish](#), [Somali](#), and [Hmong](#).

How to File a Formal Title VI Complaint

Any person(s) or organization(s) believing they have been discriminated against on the basis of the protected classes state above by Itasca County Transportation Department or its contractors may file a Title VI complaint.

Discrimination complaints **must be received no more than 180 days after the alleged incident** unless the time for filing is extended by the processing agency.

Complaints should be in writing and signed and may be filed by mail, fax, in person, or e-mail. A complaint should contain the following information:

- A written explanation of the alleged discriminatory actions;
- The complainant's contact information, including, if available: full name, postal address, phone number, and email address;
- The basis of the complaint (e.g., race, color, national origin, etc.);

- The names of specific persons and respondents (e.g., agencies/organizations) alleged to have discriminated;
- Sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives Federal financial assistance; and
- The date(s) of the alleged discriminatory act(s) and whether the alleged discrimination is on-going.

Complainants are encouraged to submit complaints directly to Minnesota Department of Transportation (MnDOT) via its online complaint form available here:

<https://www.dot.state.mn.us/civilrights/nondiscrimination-complaint-form.html>.

Complaints can also be filed by completing and submitting Itasca County Transportation Department's Title VI Complaint Form available at Appendix B or by sending an email or letter with the necessary information to:

Itasca County Transportation Department
 Attn: County Engineer
 123 NE 4th Street
 Grand Rapids, MN 55744
Phone: 218-327-2853
Email: Karin.grandia@co.itasca.mn.us

The complaint form is also available in hard copy at the Itasca County Transportation Department located at 123 NE 4th Street, Grand Rapids, MN 55744. Language assistance is available for limited English proficient individuals. MnDOT has hard copy complaint forms available in [Spanish](#), [Somali](#), and [Hmong](#). Other languages can be accommodated as needed.

If necessary, the complainant may the phone number above and provide the allegations by telephone. The Title VI Coordinator will transcribe the allegations of the complaint as provided over the telephone and send a written complaint to the complainant for correction and signature.

Complaints can also be filed directly with the following agencies:

Federal Highway Administration
 U.S. Department of Transportation Office of Civil Rights
 1200 New Jersey Avenue, SE
 8th Floor E81-105
 Washington, DC 20590
Email: CivilRights.FHWA@dot.gov
Fax: 202-366-1599
Phone: 202-366-0693

Minnesota Department of Transportation
Office of Civil Rights
385 John Ireland Boulevard, Mail Stop 170
St. Paul, MN 55105
Online: [Complaint Form](#)
Fax: 651-366-3129
Phone: 651-366-3073

After submitting a complaint, the complainant will receive a correspondence informing them of the status of the complaint within ten (10) business days of the Itasca County Transportation Department or other agency receiving the complaint.

Complaints received by the Itasca County Transportation Department's Title VI Coordinator are forwarded to the MnDOT Office of Civil Rights (OCR). MnDOT OCR will forward the complaint to the FHWA Minnesota Division Office, along with a preliminary processing recommendation. The FHWA Minnesota Division Office will forward the complaint to FHWA Headquarters Office of Civil Rights (HCR).

FHWA HCR is responsible for all determinations regarding whether to accept, dismiss, or transfer Title VI complaints. There are four potential outcomes for processing complaints:

- **Accept:** if a complaint is timely filed, contains sufficient information to support a claim under Title VI, and concerns matters under the FHWA's jurisdiction, then HCR will send to the complainant, the respondent agency, and the FHWA Minnesota Division Office a written notice that it has accepted the complaint for investigation.
- **Preliminary review:** if it is unclear whether the complaint allegations are sufficient to support a claim under Title VI, then HCR may (1) dismiss it or (2) engage in a preliminary review to acquire additional information from the complainant and/or respondent before deciding whether to accept, dismiss, or refer the complaint.
- **Procedural Dismissal:** if a complaint is not timely filed, is not in writing and signed, or features other procedural/practical defects, then HCR will send the complainant, respondent, and FHWA Minnesota Division Office a written notice that it is dismissing the complaint.
- **Referral\Dismissal:** if the complaint is procedurally sufficient but FHWA (1) lacks jurisdiction over the subject matter or (2) lacks jurisdiction over the respondent entity, then HCR will either dismiss the complaint or refer it to another agency that does have jurisdiction. If HCR dismisses the complaint, it will send the complainant, respondent, and FHWA Division Office a copy of the written dismissal notice. For referrals, FHWA will send a written referral notice with a copy of the complaint to the proper Federal agency and a copy to the USDOT Departmental Office of Civil Rights.

Complaints are not investigated by the Itasca County Transportation Department. FHWA HCR is responsible for investigating all complaints. FHWA HCR may also delegate the investigation to MnDOT OCR, who would then conduct all data requests, interviews, and analysis and create a Report of Investigation (ROI). MnDOT OCR will have sixty (60) business days from the date the investigation is delegated to prepare the ROI and send it to HCR. HCR will review the ROI and compose a Letter of Finding based on the ROI.

For further information about the FHWA investigation process and potential complaint outcomes, please visit the [Questions and Answers for Complaints Alleging Violations of Title VI of the Civil Rights Act of 1964](#).

X. Environmental Justice

Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, requires federal agencies to make achieving environmental justice a part of its mission by identifying and addressing disproportionately high and adverse human health and environmental effects of their programs, policies, and activities on minority and low-income populations. The requirements are to be carried out to the greatest extent practicable and permitted by law.

In May 2012, USDOT issued an update to DOT Order 5610.2(a), DOT Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which was originally published in April 1997. The revised Order continues to be a key component of DOT's environmental justice strategy. It updates and clarifies certain aspects of the original Order while maintaining its general framework and procedures and DOT's commitment to promote the principles of environmental justice in all DOT programs, policies, and activities.

Similarly, the Itasca County Transportation Department will institutionalize the same key components of DOT's environmental justice strategy and commitment to promote the principles of environmental justice in all of Itasca County Transportation Department's programs, policies, and activities. These policies outline actions and factors to address environmental justice in order to identify and avoid discrimination and disproportionality high and adverse effects on minority and low-income populations:

1. Identify and evaluate environmental, public health, and interrelated social and economic effects of Itasca County Transportation Department's programs, policies, and activities;
2. Propose measures to avoid, minimize, and/or mitigate disproportionately high and adverse environmental and public health effects and interrelated social and economic effects, and provide offsetting benefits and opportunities to enhance communities, neighborhoods, and individuals affected by Itasca County Transportation Department's programs, policies, and activities, where permitted by law and consistent with Executive Order 12898;
3. Consider alternatives to proposed programs, policies, and activities where such alternatives would result in avoiding and/or minimizing disproportionately high and adverse human health or environmental impacts, consistent with Executive Order 12898; and
4. Elicit public involvement opportunities and consider the results thereof, including soliciting input from affected minority populations and low-income populations in considering alternatives.

The Itasca County Transportation Department supports environmental justice through every stage of the planning, construction and maintenance processes, consistent with the factors outlined above. This ensures the Itasca County Transportation Department gains input from the

community that will help shape how the Itasca County Transportation Department builds and maintains roads, bridges, and sidewalks.

Some ways in which the Itasca County Transportation Department accomplishes this include:

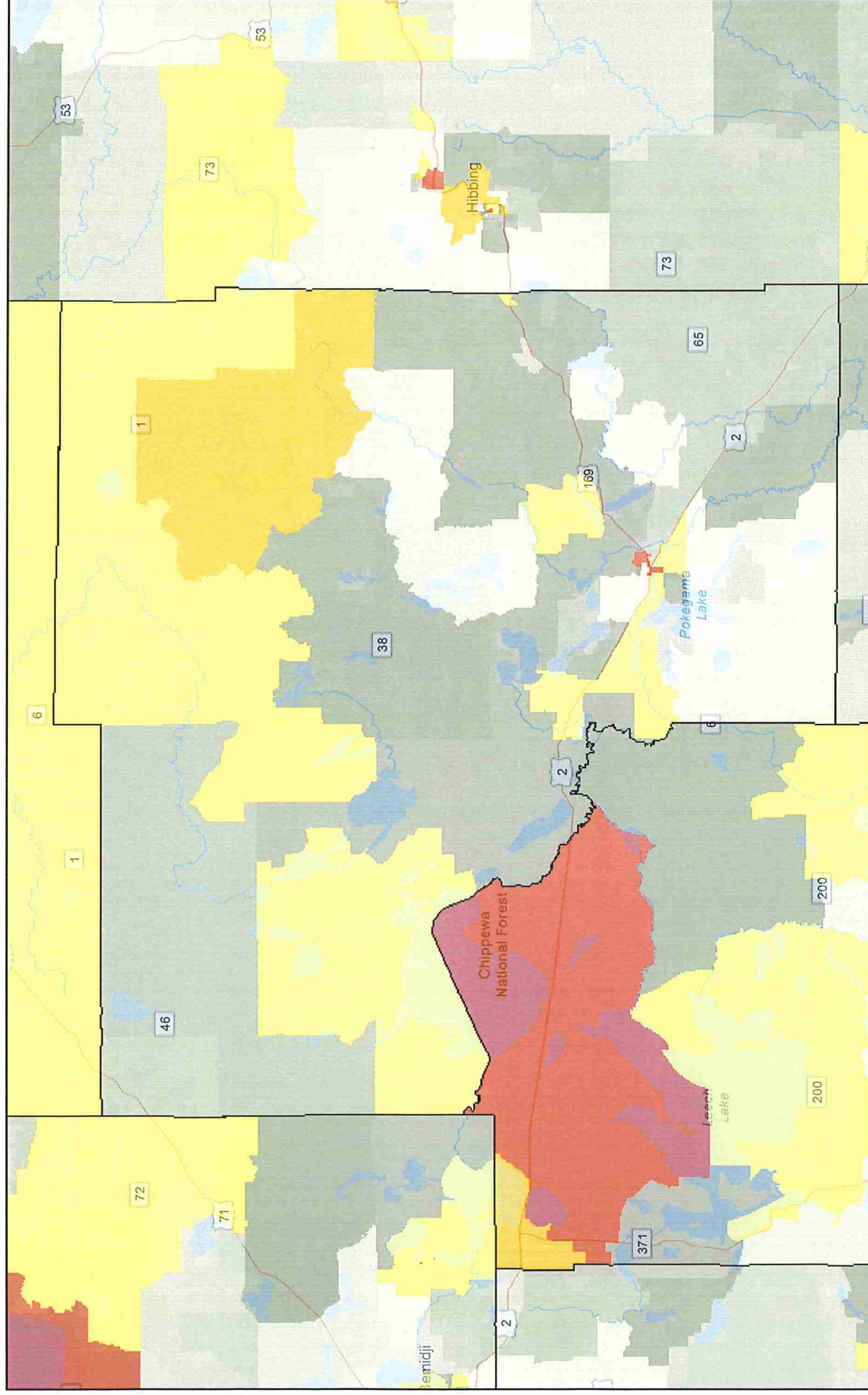
- Ensuring the full and fair participation by all potentially affected communities in the transportation decision-making process;
- Avoiding, minimizing or mitigating disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations;
- Providing timely information to area residents and businesses affected by transportation plans and projects;
- Performing periodic reviews of public involvement process to gauge effectiveness, making revisions as necessary; and
- Preventing the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

XI. Public Participation

Itasca County Transportation Department's public engagement is generally limited to soliciting input for future construction projects and providing information on current projects. Outreach is conducted through local newspapers, county website, County Board of Commissioner's meetings, public hearings and direct mailings to landowners. All public meetings and engagement opportunities are open to the public to participate, and all input received is taken into consideration. Surveys collecting the race, color, national origin, low-income status, disability, age, and sex of participants of Itasca County Transportation Department programs and activities will be collected when practical.

Itasca County has identified the following underserved communities of people of color and low-income populations using demographic data, as of October 17, 2022, from EJScreen.

Itasca County - Low Income Populations



10/26/2022

Counties

Low Income

(State Percentiles)

Less than 50 percentile

50 - 60 percentile

60 - 70 percentile

70 - 80 percentile

80 - 90 percentile

90 - 95 percentile

95 - 100 percentile

Data not available

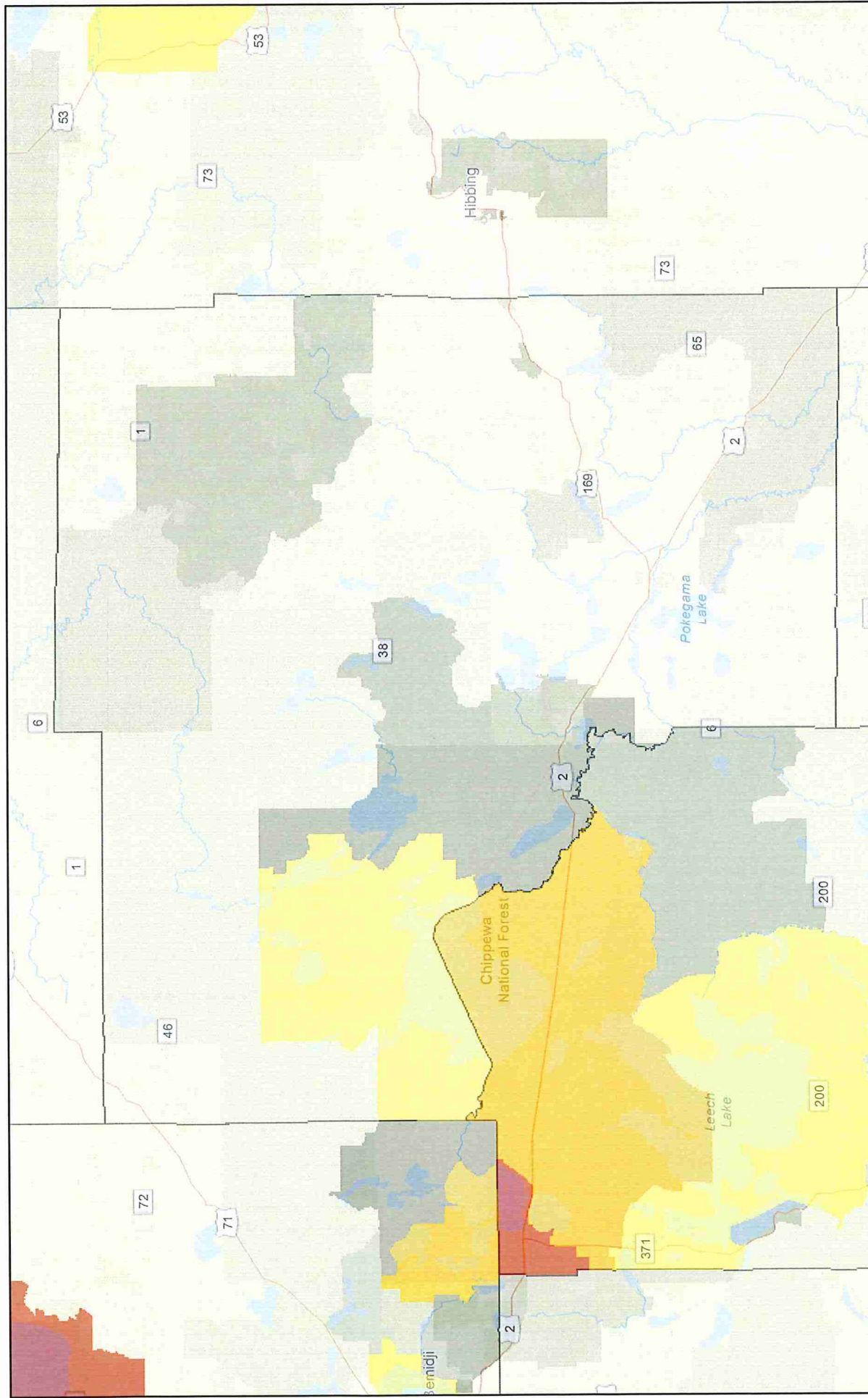
1:1,000,000

0 5 10 20 mi

0 5 10 20 km

Esri, HERE, Garmin, SafeGraph, FAO, METI/NASA, USGS, EPA, NPS, EPA
OEI

Itasca County - People of Color



10/26/2022

People of Color
(State Percentiles)

- 50 - 60 percentile
- 60 - 70 percentile
- 70 - 80 percentile
- 80 - 90 percentile
- 90 - 95 percentile
- 95 - 100 percentile

- Data not available
- Counties

1:1,000,000
0 5 10 20 mi
0 5 10 20 km

Esri, HERE, Garmin, SafeGraph, FAO, METI/NASA, USGS, EPA, NPS, EPA
OEI

XII. Limited English Proficiency (LEP) & Language Access

Legal Background

[Executive Order 13166](#), “Improving Access to Services for Persons with Limited English Proficiency,” reprinted at 65 FR 50121, August 16, 2000, directs each Federal agency to examine the services it provides and to develop and implement a system by which LEP individuals can meaningfully access those services. Federal agencies were instructed to publish guidance to assist states and local governments who receive federal funds with their obligations to LEP individuals under Title VI. The Executive Order states that federal fund recipients, like the Itasca County Transportation Department, must take reasonable steps to ensure meaningful access to their programs and activities for LEP individuals.

Section 601 of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d, provides that no person shall “on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Courts have interpreted Title VI’s prohibition of discrimination on the basis of national origin to include discrimination based on English proficiency. Under Title VI, recipients of federal financial assistance are required to provide LEP individuals with meaningful access to their programs and services.

The U.S. Department of Transportation (DOT) published [revised guidance](#) for its recipients on December 14, 2005. This document states that Title VI and its implementing regulations require that U.S. DOT recipients take reasonable steps to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for LEP individuals. Recipients use the DOT LEP Guidance to determine how best to comply with statutory and regulatory LEP obligations.

Identifying Limited English Proficient Populations (Four-Factor Analysis)

Title VI and its regulations require the Itasca County Transportation Department to take reasonable steps to ensure meaningful access to its information and services. What constitutes reasonable steps to ensure meaningful access is flexible, fact-dependent, and contingent on a four-factor analysis established by the U.S. Department of Justice. The four-factor analysis is an individualized assessment that should be applied to determine what reasonable steps must be taken to ensure meaningful access for LEP individuals. **The analysis below is updated at least once every five years.**

FACTOR #1: THE NUMBER OR PROPORTION OF LEP INDIVIDUALS ELIGIBLE TO BE SERVED OR LIKELY TO BE ENCOUNTERED

The greater the number or proportion of LEP individuals from a particular language group served or encountered in the eligible service population, the more likely language assistance services are necessary. Ordinarily, “individuals eligible to be served or likely to be encountered” by a program or activity are those who are in fact, served or encountered in the eligible service

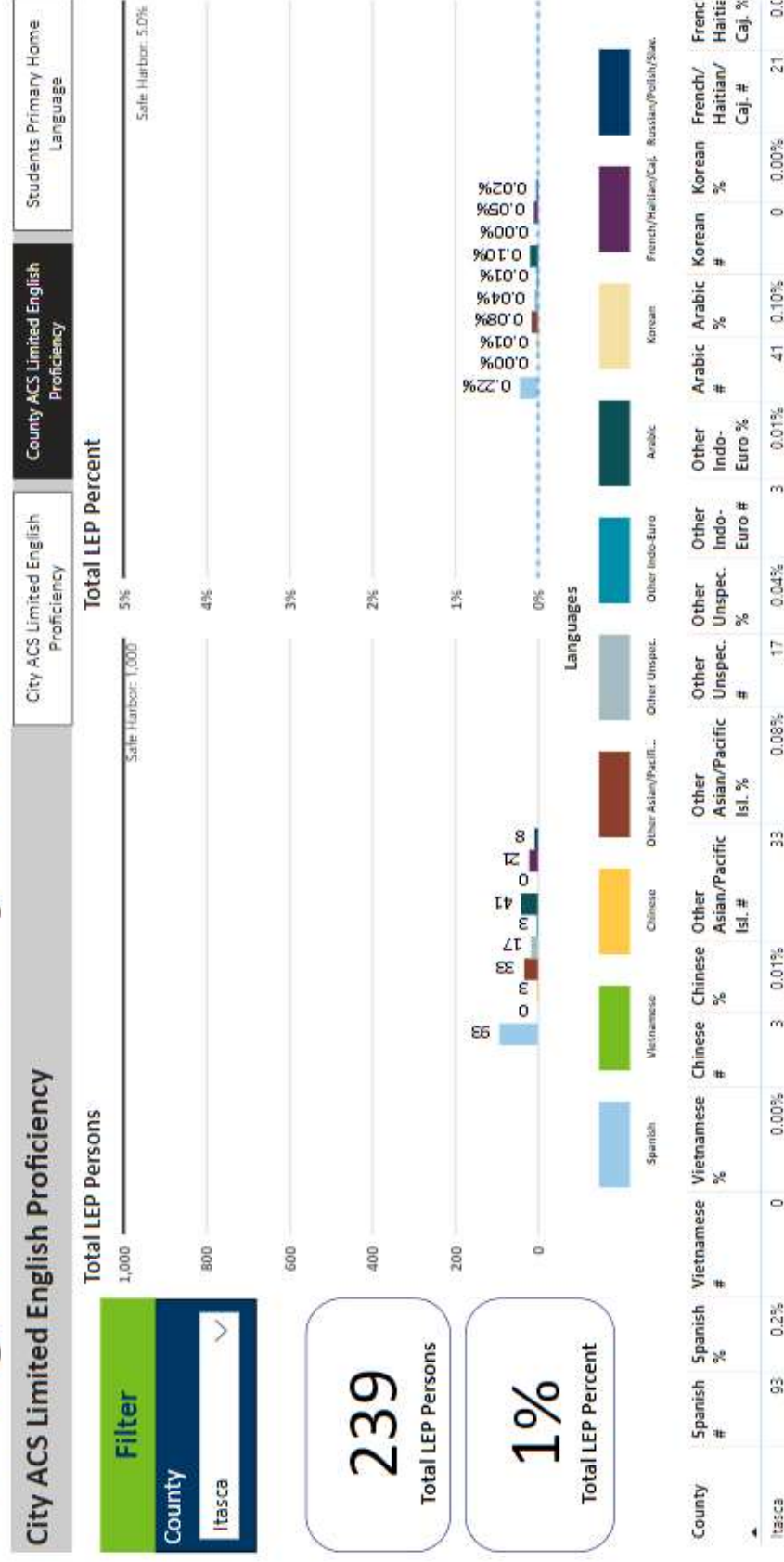
population. This population will be program-specific and includes people who are in the program's geographic area.

The Itasca County Transportation Department should first examine their prior experiences with LEP individuals and determine the breadth and scope of language assistance services needed. It is also important to include LEP populations that are eligible beneficiaries of programs, activities, or services but may be underserved because of existing language barriers.

Generally, the Itasca County Transportation Department will use reliable external data sources to determine the number or proportion of LEP individuals likely to be served or encountered.

The Itasca County Transportation Department relies on [MnDOT's LEP Data Tool](#) to provide the necessary data. **In the most recent analysis conducted in October of 2022, the findings on the next two pages were documented.**

Limited English Proficiency Data Tool



Limited English Proficiency Data Tool

Students Primary Home Language

City ACS Limited English Proficiency

County ACS Limited English Proficiency

Students Primary Home Language

Filter

County & School District

☐ Goodhue

☐ Grant

☐ Hennepin

☐ Houston

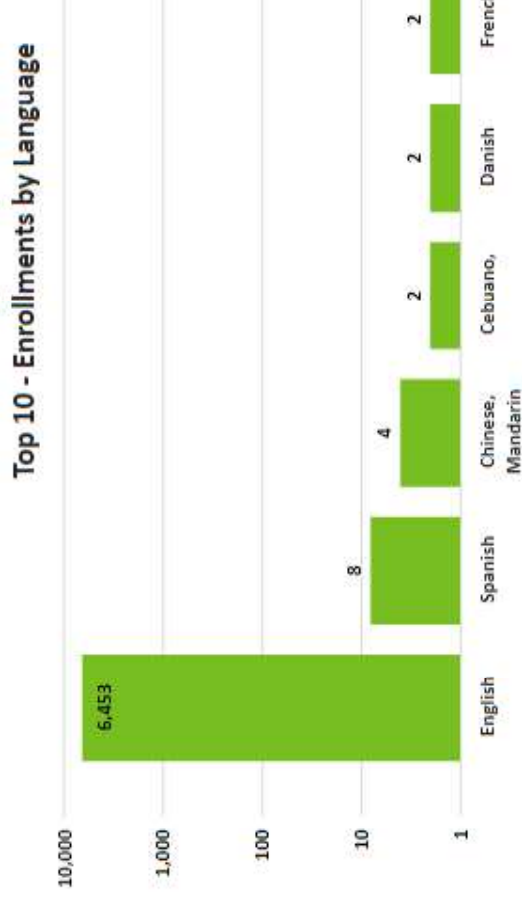
☐ Hubbard

☐ Isanti

☒ Itasca

☐ Jackson

☐ Kanabec



Safe Harbor Provision (Written Documents)

U.S. DOT LEP Guidance provides a “safe harbor” to help ensure greater clarity regarding whether the Itasca County Transportation Department is meeting its obligation to provide written translations. These safe harbor provisions only apply to the translation of written documents and do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language assistance services are needed and reasonable.

The following actions are considered strong evidence of compliance with the Department’s written-translation obligations:

- (a) Providing written translations of vital documents for **each eligible LEP language group that constitutes 5% or 1,000 people** of the population of individuals eligible to be served or likely to be affected or encountered. Translation of non-vital documents, if needed, can be provided orally; or
- (b) If there are fewer than 50 individuals in a language group that reaches the 5% trigger in (a), the vital written materials are not translated, but written notice of the right to receive free, competent oral interpretation of those vital written materials in the primary language of the LEP language group of is provided.

The above findings from the graphs on the preceding pages did not indicate any LEP language groups meet the safe harbor threshold. Therefore, the Itasca County Transportation Department will not proactively translate written documents at this time. However, efforts will be made to reasonably accommodate any language access requests that arise.

FACTOR #2: THE FREQUENCY WITH WHICH LEP INDIVIDUALS COME IN CONTACT WITH THE PROGRAM, ACTIVITY, OR SERVICE

The Itasca County Transportation Department should assess, as accurately as possible, the frequency with which they have or should have contact with LEP individuals from different language groups seeking assistance. If LEP individuals access a program or service on a regular, consistent basis, then that program or service provider has greater language access duties than a program or service whose contact with LEP individuals is unpredictable or infrequent.

However, even if there are infrequent or unpredictable interactions with LEP individuals, the Itasca County Transportation Department must be prepared to provide language assistance services to LEP individuals.

In applying this factor, the Itasca County Transportation Department should also consider whether outreach to LEP individuals could increase the frequency of contact with LEP language

groups and remain mindful of the data analysis conducted under Factor #1 to identify the proportion of LEP population present in the service area.

LEP persons may interact in several ways with the Itasca County Transportation Department, including but not limited to:

- Public meetings
- Community events
- Project-specific meetings, events, and discussions
- Online engagement
- Walk-in requests for information
- Phone communications
- Customer service interactions
- Surveys for information
- Requests for permits, licenses, or materials
- Real estate transactions (i.e., right of way)

In its most recent review conducted in October of 2022, the Itasca County Transportation Department noted it has not had interactions with the following LEP language groups in the past 3 years.

The Itasca County Transportation Department will assess, as accurately as possible over the next 5-year period, the frequency with which LEP persons from different language groups come into contact with Itasca County Transportation Department programs and activities.

FACTOR #3: THE NATURE AND IMPORTANCE OF THE PROGRAM, ACTIVITY, OR SERVICE TO PEOPLE'S LIVES

The more important the activity, information, service, or program, or the greater the possible consequences of the contact to the LEP individuals, the greater the need for language assistance services. The Itasca County Transportation Department must determine whether denial or delay of access to services or information could have serious implications for the LEP individual. Generally, programs providing information and services related to accessing benefits, opportunities, or rights are considered high importance.

Itasca County Transportation Department does not generally provide services that involve immediate or emergency assistance such as medical treatment or any programs that involve basic needs, such as food or shelter. Interactions with the public, such as right of way acquisition, notices, public hearings and permitting programs, all allow time in the process for a LEP individual to access these services without serious implications.

Vital Documents

As part of its analysis, a district, office, or program may determine that necessary language assistance measures include the translation of vital documents into the language of each LEP group that is frequently encountered, eligible to be served, or likely to be affected. Vital documents are paper or electronic written material containing information that is (1) critical for accessing programs, services, benefits, or activities, (2) directly and substantially related to public safety, or (3) required by law. Whether a document (or the information it solicits) is “vital” may depend upon the importance of the program, information, encounter, or service involved, and the consequence to the LEP person if the information in question is neither accurate nor timely.

Examples of vital documents in the U.S. DOT LEP Guidance include:

- Emergency transportation information
- Notices of public hearings regarding proposed transportation plans or projects
- Notices advising LEP individuals of free language assistance
- Applications or instructions on how to participate in a program or activity or receive benefits or services
- Consent forms

Sometimes a large document may include both vital and non-vital information. For these documents, vital information may include providing notice in the necessary non-English languages explaining where an LEP individual can obtain an interpretation or translation of the document.

Because no languages were identified as meeting the safe harbor threshold for translating vital written materials, the Itasca County Transportation Department is not at this time providing a list of documents considered vital. Should future analysis indicate an LEP group meeting the safe harbor threshold, the Itasca County Transportation Department will evaluate its vital documents and provide translations in accordance with the analysis and federal guidance.

FACTOR #4: THE RESOURCES AVAILABLE TO THE ITASCA COUNTY TRANSPORTATION DEPARTMENT AND THE COST OF LANGUAGE ASSISTANCE

The resources available to the Itasca County Transportation Department and the costs of providing language assistance services may impact the steps taken to provide meaningful access to LEP individuals. Additionally, reasonable steps may cease to be reasonable where the costs imposed substantially exceed the benefits. The Itasca County Transportation Department will determine on a case-by-case basis whether language assistance costs outweigh the benefits.

The four-factor analysis necessarily implicates a spectrum of language assistance measures. For instance, written translations can range from translation of an entire document to translation

of a short description of the document, and interpretation services may range from using telephone-based interpretation services to providing in-person interpretation at a public event. Language assistance measures should be based on what is necessary and reasonable after considering the four-factor analysis. The Itasca County Transportation Department will proactively identify how to provide language assistance services efficiently and cost-effectively while ensuring meaningful access to LEP individuals.

Language Services

There are two types of language services:

- *Translation* is the replacement of a word, phrase, or text in one language (source language) with an equivalent-meaning word, phrase, or text in another language (target language). This is written language assistance.
- *Interpretation* is the act of listening to a communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning. This is oral language assistance.

Currently, the Itasca County Transportation Department has the following language services available:

- Google Translate <https://translate.google.com>
- Language Line: Provides telephone-based, on-demand access to language interpreters 24 hours a day, 7 days a week, year-round. The service assists staff in communicating effectively with LEP individuals.

XIII. Notice of Rights

Your Rights Against Discrimination under Title VI of the Civil Rights Act of 1964

The Itasca County Transportation Department is committed to ensuring that no person is excluded from participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, national origin, sex, age, disability, limited English proficiency or low-income status in any and all programs, activities, or services administered by the department in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination legal authorities.

In addition, the Minnesota Human Rights Act prohibits discrimination in the provision of public services on the basis of race, color, creed, religion, national origin, sex, marital status, disability, gender identity, sexual orientation, and status with regard to public assistance.

If you believe you have been aggrieved by an unlawful discriminatory practice, or wish to request more information about the department's obligations under Title VI, please contact us at the following address and telephone number:

County Engineer
Itasca County Transportation Department
123 NE 4th Street
Grand Rapids, MN 55744

A Title VI complaint may also be submitted to MnDOT online at <https://www.dot.state.mn.us/civilrights/nondiscrimination-complaint-form.html> or using the contact information:

Minnesota Department of Transportation
Office of Civil Rights
395 John Ireland Blvd, Mail Stop 170
St. Paul, MN 55155
Phone: (651)-366-3073
Fax: (651)-366-3129

Appendix A

Signed Title VI Assurances form

The United States Department of Transportation (USDOT)

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The _____ Itasca County Transportation Department _____ (herein referred to as the “Recipient”), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the **Federal Highway Administration (FHWA)**, is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

Modal Operating Administration may include additional Statutory/Regulatory Authorities here.

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity,” for which the Recipient receives Federal financial assistance from DOT, including the FHWA.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Modal Operating Administration may include additional General Assurances in this section, or reference an addendum here.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted **FHWA Program**:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an “activity”) facilitated, or will be (with regard to a

“facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all **FHWA Programs** and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

“The _____ Itasca County Transportation Department _____, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

3. The Recipient will insert the clauses of **Appendix A and E** of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of **Appendix B** of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in **Appendix C and Appendix D** of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance

under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

Modal Operating Administration may include additional Specific Assurances in this section.

By signing this ASSURANCE, Itasca County Transportation Department also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the FHWA access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the FHWA. You must keep records, reports, and submit the material for review upon request to FHWA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

Itasca County Transportation Department gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the FHWA. This ASSURANCE is binding on Itasca County Transportation Department, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in its programs. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Itasca County Transportation Department

(Name of Recipient)

by

(Signature of Authorized Official)

DATED _____

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, **Federal Highway Administration (FHWA)**, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21. *[Include Modal Operating Administration specific program requirements.]*
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin. *[Include Modal Operating Administration specific program requirements.]*
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the **FHWA** to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the **FHWA**, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the **FHWA** may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the **FHWA** may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the Itasca County Transportation Department will accept title to the lands and maintain the project constructed thereon in accordance with the Regulations for the Administration of **Federal Highway Administration (FHWA)**, and the policies and procedures prescribed by the **FHWA** of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Itasca County Transportation Department all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto Itasca County Transportation Department and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the Itasca County Transportation Department, its successors and assigns.

The Itasca County Transportation Department, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the Itasca County Transportation Department will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the _____ Itasca County Transportation Department _____ pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, _____ Itasca County Transportation Department _____ will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the _____ Itasca County Transportation Department _____ will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the _____ Itasca County Transportation Department _____ and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by Itasca County Transportation Department pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, Itasca County Transportation Department will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, Itasca County Transportation Department will there upon revert to and vest in and become the absolute property of Itasca County Transportation Department and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

Appendix B

Title VI Complaint Form

MnDOT has fillable PDF complaint forms available at <https://www.dot.state.mn.us/civilrights/nondiscrimination-complaint.html>

Please complete this form to the best of your ability. If you need translation or other assistance, contact the Itasca County Transportation Department at 218-327-2853.

Name _____
 Address _____ City _____ Zip _____
 Phone: Home _____ Work _____ Mobile _____
 Email: _____

Basis of Complaint (circle all that apply):

- ☐ Race
 - ☐ National Origin
 - ☐ Age
 - ☐ Retaliation
 - ☐ Color
 - ☐ Sex
 - ☐ Disability
 - ☐ Low-Income
 - ☐ Creed
 - ☐ Religion
 - ☐ Marital Status
 - ☐ Sexual Orientation
 - ☐ Gender Identity
 - ☐ Public Assistance Status
 - ☐ Other

Who discriminated against you?

Name _____
 Name of Organization _____
 Address _____ City _____ Zip _____
 Telephone _____

How were you discriminated against? (Attach additional pages if more space is needed)

[illegible]

Where did the discrimination occur?

When did the discrimination occur?

Were there any other witnesses to the discrimination?

Name	Organization/Title	Work Telephone	Home Telephone

How would you like to see this situation resolved?

Have you filed your complaint, grievance, or lawsuit with any other agency or court?

Who _____ When _____
Status (pending, resolved, etc.) _____ Result, if known _____
Complaint or case number, if known _____

If you have an attorney in this matter, please provide their contact information:

Name _____ Phone _____
Address _____ City _____ Zip _____

Privacy notice: The Itasca County Transportation Department is asking you to provide information in this complaint form which includes private and/or confidential information under the Minnesota Government Data Practices Act. This private/confidential information is being requested so that all allegations of discrimination can be investigated and addressed properly. You are not legally required to provide this information. However, if you do not provide sufficient information, your complaint may not be able to be adequately investigated. The information you provide will be used by the Itasca County Transportation Department, Minnesota Department of Transportation and Federal Highway Administration employees whose job assignments reasonably require access to the information. The following also have a legal right to access the information: exclusive representative for any MnDOT or the Itasca County Transportation Department employee who becomes the subject of investigation in connection with your complaint; the arbitrator if discipline imposed on any such employee is appealed to arbitration; the MN Attorney General's Office; the MN Legislative Auditor's Office; law enforcement agencies and prosecutorial authorities; persons/entities named pursuant to court order; persons/entities whom you authorize; and any other person or entity authorized by state or federal law.

Signed _____ Date _____



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Thursday, November 10, 2022

REQUEST FOR BOARD ACTION: RBA-2022-2633

DEPARTMENT: Land Department

TIME REQUESTED: < 5 Minutes

PRESENTER: Michael Gibbons

AGENDA ITEM:

December 8, 2022 Oral Auction of Timber - Time Change

BOARD ACTION REQUESTED:

Modify the starting time of the Oral Auction of Timber on December 8, 2022 from 10:00 AM to 1:00 PM at Cohasset Community Center.

BACKGROUND:

In February 2022, an email was sent by the Land Department to MN DNR Timber Operations notifying them of our fall timber auction occurring at 10:00 AM, December 8, 2022. Since that time, MN DNR Forestry has scheduled an oral auction of timber at 9:00 AM, December 8, 2022 in Cook, MN. A county stumpage purchaser requested the Land Department help resolve the auction time conflict as modifying the auction start time benefits the logging/timber community to be able to attend both timber auctions. The Land Department is still able to modify the notice to bidders and the City of Cohasset is agreeable to the time change for the Community Center.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

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