



ITASCA COUNTY BOARD OF COMMISSIONERS

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

Tuesday, September 5, 2023

2:30 PM

Itasca County Boardroom

FINAL

WORK SESSION MINUTES

I. CALL TO ORDER

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

Attendee Name	Title	Status	Arrived
Cory Smith	District #1	Present	2:30 PM
Terry Snyder	District #2	Present	2:30 PM
John Johnson	District #3	Present	2:30 PM
Burl Ives	District #4	Present	2:30 PM
Casey Venema	District #5	Present	2:30 PM

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Add Item #6.11 (ARP Funding for the 2023-2024 Year to Itasca County Trail System / Grand Rapids Foundation), amend Item #5.2 (Recorder's Technology Fund Request) and approve the agenda, as amended.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner John Johnson
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

IV. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, August 22, 2023 County Board Regular Session.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

V. RECOMMENDED FOR CONSENT AGENDA

1. Adopt the Resolution Re: Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition, which approves Agreement #1054793 with the State of Minnesota for the North Taxilane Reconstruction Project (State Project #A3101-101) at the Grand Rapids/Itasca County Airport in the amount of \$111,668.43 and authorizes necessary signatures.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/12/2023 2:30 PM
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2. Approve purchase order for Replica Site Servers and Drives to secure our Data Recovery Protocols and approve the request to utilize the Recorder's Technology Fund for said purchase.
It was the consensus of the County Board to direct staff to acquire bids for the purchase of Replica Site Servers and Drives to secure Data Recovery Protocols.

3. Approve the lease agreement between the MN Timber Producers, Inc. and Itasca County for the 2023 North Star Expo event at the Itasca County Fairgrounds, and authorize necessary signatures.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/12/2023 2:30 PM
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VI. DISCUSSION / INFORMATIONAL

1. Citizen Input
No citizen input provided.
2. Lobbyist Contract
It was the consensus of the County Board to direct staff to contact Flaherty & Hood to negotiate a lobbyist services contract.
3. Grant Request for Bowstring Municipal Airport
County Administrator Brett Skyles provided information regarding the request to approve submission of a grant request to MnDOT Aeronautics for the Obstruction Removal Project at the Bowstring Municipal Airport in the amount of \$20,000 including a local match of \$1,000.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/12/2023 2:30 PM
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4. Appointments to Classification Committee
Human Resources Director Janet Borth provided information regarding the request to appoint two County Commissioners and two Department Heads to a Classification Committee for two-year terms as described in the Position Evaluation and Classification Policy approved by the Board on November 11, 2016.

It was the consensus of the County Board to recommend Commissioners Smith and Johnson for appointment to the Classification Committee.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/12/2023 2:30 PM
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5. 2022 Itasca SWCD Projects Report
Itasca County Soil & Water Conservation District (SWCD) District Manager & Water Plan Coordinator Andy Arens provided a 2022 Itasca Soil and Water Conservation District (SWCD) Projects Report.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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6. Highway Construction Project Update – September 2023
Transportation Engineer Rachel Metelak provided a Highway Construction Project Update for September 2023.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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7. Sale of Road & Bridge Equipment
Motion To: Approve the Disposition of Obsolete Road and Bridge Equipment through McLaughlin Auctioneers, Hansen Auction Group, and State of MN Admin Fleet and Surplus Services.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner John Johnson
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

8. Remaining Swan River CIP Funds
Highway Maintenance Director Kory Johnson provided information regarding the request to approve the remainder of the Swan River CIP funds allocated to the Transportation Department for the construction of a cold storage building to be used for replacement of fuel pumps at 4 garages.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/12/2023 2:30 PM
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9. Jail Facility Agreement

County Sheriff Joe Dasovich provided information regarding the request to consider entering into an inmate housing agreement with Cass County.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/12/2023 2:30 PM
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10. Project Change Order

County Sheriff Joe Dasovich provided information regarding the request to approve a Change Order to the Jail Project to move Dispatch and Emergency Operations Center (EOC) into the existing Jail Annex structure.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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11. ARP Funding for the 2023-2024 Year to Itasca County Trail System / Grand Rapids Foundation
Commissioner Snyder provided information regarding the request to approve \$50,000 of ARP Funding for the 2023-2024 year to Itasca County Trail System / Grand Rapids Foundation.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/12/2023 2:30 PM
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VII. COMMITTEE REPORTS

Commissioner Smith reported on his attendance at recent Budget Work Session meetings, as well as an upcoming Deer River Chamber meeting.

Commissioner Johnson reported on his attendance at recent Highway 169 Coalition and Legislative Luncheon meetings, as well as the Rapid Deploy Radius Conference.

Commissioner Snyder reported on his attendance at recent Legislative Luncheon, Intergovernmental Affairs Committee, Nursing Home Board, North Itasca Joint Powers Board (NIJPB), and Highway 38 Leadership Board meetings, as well as various township meetings, Bigfork Valley Hospital Board meetings, and a meeting with Casper Construction regarding the Fairgrounds Campground Project.

Commissioner Ives reported on his attendance at recent Nursing Home Board, Itasca Economic Development Corporation (IEDC), Intergovernmental Affairs Committee, and Legislative Luncheon meetings.

VIII. ADMINISTRATOR UPDATE

County Administrator Brett Skyles provided an Administrator Update, including information regarding the Canisteo Pit project and funding.

IX. COMMISSIONER COMMENTS

Commissioner Smith provided comment regarding recent storm damage in Commissioner District 1.

X. CLOSED SESSIONS**XI. ADJOURN**

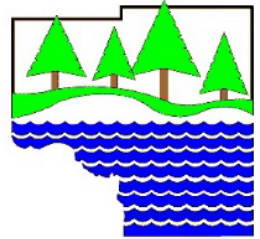
Chair Ives adjourned the meeting at 4:21 PM.

ATTEST

Burl Ives
Chair of the County Board



Brett Skyles
Clerk of the County Board



September 5, 2023

Chair:

PULL: None

ADDITIONS:

1. Item #6.11 (ARP Funding for the 2023-2024 Year to Itasca County Trail System / Grand Rapids Foundation

CHANGES:

1. Item #5.2 has been updated as follows:
Approve purchase order for Replica Site Servers and Drives to secure our Data Recovery Protocols and approve the request to utilize the Recorder's ~~Compliance~~ Technology Fund for said purchase.

INFORMATIONAL: None



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, August 22, 2023

2:30 PM

Itasca County Boardroom

DRAFT

REGULAR SESSION MINUTES

I. CALL TO ORDER

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

Attendee Name	Title	Status	Arrived
Cory Smith	District #1	Present	2:30 PM
Terry Snyder	District #2	Present	2:30 PM
John Johnson	District #3	Present	2:30 PM
Burl Ives	District #4	Present	2:30 PM
Casey Venema	District #5	Present	2:30 PM

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Approve the agenda, as presented.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

IV. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, August 15, 2023 County Board Special Session RE: Transportation and the minutes of the Tuesday, August 15, 2023 County Board Work Session.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner John Johnson
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

1. Approve the minutes of the Tuesday, August 15, 2023 County Board Special Session Re: Transportation.
2. Approve the minutes of the Tuesday, August 15, 2023 County Board Work Session.

V. CONSENT AGENDA

Motion To: Approve Consent Agenda as delineated below.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

1. Approve the Truancy Prevention Contract between ICHHS and Ross Resources, Ltd., for the period of September 1, 2023 through August 1, 2024.
2. Authorize the IMCare Director to sign the 3 year Metastar HEDIS auditing contract.
3. Authorize the IMCare Director to sign the 3 year Metastar Data Validation auditing contract.
4. Approve the application by Itasca Life Options (ILO) for a change to a program or service to move their employment services program to a larger space located at 502 SE 10th Street, Grand Rapids, MN.
5. Accept the Community Living Infrastructure FMAP Grant Addendum in the amount of \$500,000 for the 2023/2024 Fiscal year and authorize necessary signatures.
6. Approve final payment for Contract 59201 - Harris Township Sunny Beach Road and authorize the County Board Chairperson and Clerk to the County Board to sign the certificate of final payment.
7. Approve the reallocation of (1) Engineering Technician to (1) Civil Design Engineer in the Transportation Department.
8. Approve easement granted to the State of Minnesota, in trust for the taxing districts, for snowmobile use by the general public and ingress and egress for the purpose of timber management over and across that portion of the Northwest Quarter of the Northeast Quarter, lying West of Aspen Drive and the Northeast Quarter of the Northwest Quarter, Section 10, Township 54, Range 25.

VI. REGULAR AGENDA

1. Citizen Input
No citizen input provided.
2. Recognition of Country Employees
The following employees were recognized:

Welcome to new employee Katharine Johnson, Elections/Licensing Specialist with Auditor/Treasurer Department, effective August 21, 2023.

Farewell to Christina Rae whose last day as a Medical Claims Examiner with IMCare Division of the Health and Human Services Department will be August 18, 2023, after 7+ years of service.

Farewell to Kelly Chandler whose last day as Public Health Division Manager with Health and Human Services Department will be August 28, 2023, after 23 years of service.

Farewell to Shawn Riendeau whose last day as Custodian with the Health and Human Services Department will be August 18, 2023, after 2 + years of service.

Congratulations to Richard Herrick who will be transferring from Mechanic/Welder to

Purchasing/Inventory Clerk, with Transportation Department effective August 13, 2023.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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3. Commissioner Warrants

Motion To: Approve Commissioner Warrants with a check date of August 25, 2023, in the amount of \$4,396,312.49.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

4. ICHHS Warrants

Motion To: Approve the Itasca County Health and Human Services (ICHHS) Department Warrants for August 2023, in the amount of \$1,089,830.43.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner John Johnson
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

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

Sarah Anderson, Health Plan Division Mgr., provided a County Based Purchasing (IMCare) Division Update/Presentation.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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6. Staffing Challenges and Hiring Options

Motion To: Approve the creation of one(1) Assistant County Attorney position in the Attorney's Office and authorize filling of said position.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner John Johnson
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

7. Bus Depot Door Dedication Event

Lisa Randall, VFW 1720 Auxiliary presented information regarding the dedication event of the Bus Depot Door scheduled for September 23, 2023 at 2:00pm at the Coleraine Arena with a social hour following at Locker Room.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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VII. COMMISSIONER COMMENTS

Commissioner Venema commented on the Western Mine Planning Committee, the closing of Co Rd 336 in Balsam beginning next week until next year, and serving lunch to Seniors at the Itasca County Fair. Commissioner Smith commented on conversations regarding issues with

the Bowstring Airport and serving Seniors as the fair.

Commissioner Johnson commented on the Arrowhead Regional Development meeting and that Hwy 2 from Swan River to Hwy 200 will be under construction beginning next week.

Commissioner Snyder commented on serving Seniors at the Itasca County and the presentation to the Lignell family as the "Farm" family.

VIII. CLOSED SESSIONS

IX. ADJOURN

Chair Ives adjourned the meeting at 3:28PM.

ATTEST

Burl Ives
Chair of the County Board

Brett Skyles
Clerk of the County Board



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 5, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3247

DEPARTMENT: Administrative Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Matt Wegwerth

AGENDA ITEM:

Grant Agreement

BOARD ACTION REQUESTED:

Adopt the Resolution Re: Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition, which approves Agreement #1054793 with the State of Minnesota for the North Taxilane Reconstruction Project (State Project #A3101-101) at the Grand Rapids/Itasca County Airport in the amount of \$111,668.43 and authorizes necessary signatures.

BACKGROUND:

This project includes the reconstruction and extension of the north taxilane at the Grand Rapids / Itasca County Airport. The total project cost is \$598,117 and the FAA grant amount of \$425,095 will cover approximately 71% of the project cost. The State of Minnesota will cover \$111,668 (approximately 19%) and the local share is \$61,353 (approximately 10%). The local share is split with the County 50/50, which equals a City amount of \$30,676.

This is a budgeted project for 2023.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. GPZ-A3101-101-Agreement 1054793

09/05/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/12/2023 2:30 PM
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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 5, 2023

RESOLUTION

**RE: AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION**

BE IT RESOLVED by the County of Itasca as follows:

1. That the State of Minnesota Agreement No. 1054793, "Grant Agreement for Airport Improvement Excluding Land Acquisition," for State Project No. A3101-101 at the Grand Rapids/Itasca County Airport - Gordon Newstrom Field Airport is accepted.
2. That the County Board Chair and Clerk of the County Board are authorized to execute this Agreement and any amendments on behalf of the County of Itasca.

**STATE OF MINNESOTA
STATE AIRPORTS FUND
GRANT AGREEMENT**

This agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), **and the City of Grand Rapids and County of Itasca, 420 North Pokegama Ave, Grand Rapids, MN 55744** ("Grantee").

RECITALS

1. Minnesota Statutes Chapter 360 authorizes State to provide financial assistance to eligible airport sponsors for the acquisition, construction, improvement, marketing, maintenance, or operation of airports and other air navigation facilities.
2. Grantee owns, operates, controls, or desires to own an airport ("Airport") in the state system, and Grantee desires financial assistance from the State for an airport improvement project ("Project").
3. Grantee represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State. Pursuant to Minn.Stat. §16B.98, Subd.1, Grantee agrees to minimize administrative costs as a condition of this agreement.

AGREEMENT TERMS

1 Term of Agreement, Survival of Terms, and Incorporation of Exhibits

- 1.1 **Effective Date.** This agreement will be effective on the date the State obtains all required signatures under Minn. Stat. §16B.98, Subd. 5. As required by Minn.Stat. §16B.98 Subd. 7, no payments will be made to Grantee until this agreement is fully executed. Grantee must not begin work under this agreement until this agreement is fully executed and Grantee has been notified by the State's Authorized Representative to begin the work.
- 1.2 **Expiration Date.** This agreement will expire on **December 31, 2027**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this agreement, including, without limitation, the following clauses: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 11. Workers Compensation; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.
- 1.4 **Plans, Specifications, Descriptions.** Grantee has provided the State with the plans, specifications, and a detailed description of the Project **SP A3101-101**, which are on file with the State's Office of Aeronautics and are incorporated into this Agreement by reference.
- 1.5 **Exhibits:** Exhibit 'A' - Credit Application

2 Grantee's Duties

- 2.1 Grantee will complete the Project in accordance with the plans, specifications, and detailed description of the Project, which are on file with the State's Office of Aeronautics. Any changes to the plans or specifications of the Project after the date of this Agreement will be valid only if made by written change order signed by the Grantee and the State. Subject to the availability of funds, the State may prepare an amendment to this Agreement to reimburse the Grantee for the allowable costs of qualifying change orders.
- 2.2 If the Project involves construction, Grantee will designate a registered engineer to oversee the Project work. If, with the State's approval, the Grantee elects not to have such services performed by a registered engineer, then the Grantee will designate another responsible person to oversee such work.
- 2.3 Grantee will notify State's Authorized Representative in advance of any meetings taking place relating to the Project.
- 2.4 Grantee will comply with all required grants management policies and procedures set forth through Minn.Stat. §16B.97, Subd. 4 (a) (1).
- 2.5 **Asset Monitoring.** If Grantee uses funds obtained by this agreement to acquire a capital asset, the Grantee is required to use that asset for a public aeronautical purpose for the normal useful life of the asset. Grantee may not sell or change the purpose of use for the capital asset(s) obtained with grant funds under this agreement without the prior written consent of the State and an agreement executed and approved by the same parties who executed and approved this agreement, or their successors in office.

2.6 Airport Operations, Maintenance, and Conveyance. Pursuant to Minnesota Statutes Section 360.305, subdivision 4 (d) (1), the Grantee will operate the Airport as a licensed, municipally-owned public airport at all times of the year for a period of 20 years from the date the Grantee receives final reimbursement under this Agreement. The Airport must be maintained in a safe, serviceable manner for public aeronautical purposes only. Without prior written approval from the State, Grantee will not transfer, convey, encumber, assign, or abandon its interest in the airport or in any real or personal property that is purchased or improved with State funds. If the State approves such a transfer or change in use, the Grantee must comply with such conditions and restrictions as the State may place on such approval. The obligations imposed by this clause survive the expiration or termination of this Agreement.

3 Time

3.1 Grantee must comply with all the time requirements described in this agreement. In the performance of this grant agreement, time is of the essence.

4 Cost and Payment

4.1 **Cost Participation.** Costs for the Project will be proportionate and allocated as follows:

<u>Item Description</u>	<u>Federal Share</u>	<u>State Share</u>	<u>Grantee Share</u>
AIG-North Building Area Taxilane Rehab	71.07%	18.67%	10.26%
Federal Committed:	<u>\$425,095.00</u>		
State:	<u>\$ 111,668.43</u>		
Grantee:	<u>\$ 61,353.12</u>		

The federal multiyear amount is an estimate only. These funds are not committed and are only available after being made so by the U.S. Government. Federal funds for the Project will be received and disbursed by the State. In the event federal reimbursement becomes available or is increased for the Project, the State will be entitled to recover from such federal funds an amount not to exceed the state funds advanced for this Project. No more than 95% of the amount due under this Agreement will be paid by the State until the State determines that the Grantee has complied with all terms of this Agreement and furnished all necessary records.

4.2 **Travel Expenses.** No travel expenses are authorized for this project. The Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state at the current Minnesota Department of Transportation Reimbursement Rates for Travel Expenses.

4.3 **Sufficiency of Funds.** Pursuant to Minnesota Rules 8800.2500, the Grantee certifies that (1) it presently has available sufficient unencumbered funds to pay its share of the Project; (2) the Project will be completed without undue delay; and (3) the Grantee has the legal authority to engage in the Project as proposed.

4.4 **Total Obligation.** The total obligation of the State for all compensation and reimbursements to Grantee under this agreement will not exceed **\$111,668.43**.

4.5 Payment

4.5.1 Invoices

Grantee will submit invoices for payment by Credit Application, Exhibit 'A', which is attached and incorporated into this agreement and can be found at <http://www.dot.state.mn.us/aero/airportdevelopment/documents/creditappinteractive.pdf>, is the form Grantee will use to submit invoices. The State's Authorized Representative, as named in this agreement, will review each invoice against the approved grant budget and grant expenditures to-date before approving payment. The State will promptly pay Grantee after Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices will be submitted timely and according to the following schedule: **Upon completion of Services.**

4.5.2 **All Invoices Subject to Audit.** All invoices are subject to audit, at State's discretion.

4.5.3 **State's Payment Requirements.** State will promptly pay all valid obligations under this agreement as

required by Minnesota Statutes §16A.124. State will make undisputed payments no later than 30 days after receiving Grantee's invoices for services performed. If an invoice is incorrect, defective, or otherwise improper, State will notify Grantee within ten days of discovering the error. After State receives the corrected invoice, State will pay Grantee within 30 days of receipt of such invoice.

4.5.4 Grantee Payment Requirements. Grantee must pay all contractors under this agreement promptly. Grantee will make undisputed payments no later than 30 days after receiving an invoice. If an invoice is incorrect, defective, or otherwise improper, Grantee will notify the contractor within ten days of discovering the error. After Grantee receives the corrected invoice, Grantee will pay the contractor within 30 days of receipt of such invoice.

4.5.5 Grant Monitoring Visit and Financial Reconciliation. During the period of performance, the State will make at least annual monitoring visits and conduct annual financial reconciliations of Grantee's expenditures.

4.5.5.1 The State's Authorized Representative will notify Grantee's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which State employees and/or contractors will participate, and which Grantee staff members should be present. Grantee will be provided notice prior to any monitoring visit or financial reconciliation.

4.5.5.2 Following a monitoring visit or financial reconciliation, Grantee will take timely and appropriate action on all deficiencies identified by State.

4.5.5.3 At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Grantee.

4.5.6 Closeout. The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.

4.5.7 Closeout Deliverables. At the close of the Project, the Grantee must provide the following deliverables to the State before the final payment due under this Agreement will be released by the State: (1) Electronic files of construction plans as a PDF and in a MicroStation compatible format; and (2) Electronic files of as-builts as a PDF and in a MicroStation compatible format. (3) Electronic files of planning documents (Airport Layout Plans – ALP) and Airport Zoning as a PDF and in a MicroStation compatible format and in GIS.

4.6 Contracting and Bidding Requirements. Prior to publication, Grantee will submit to State all solicitations for work to be funded by this Agreement. Prior to execution, Grantee will submit to State all contracts and subcontracts funded by this agreement between Grantee and third parties. State's Authorized Representative has the sole right to approve, disapprove, or modify any solicitation, contract, or subcontract submitted by Grantee. All contracts and subcontracts between Grantee and third parties must contain all applicable provisions of this Agreement. State's Authorized Representative will respond to a solicitation, contract, or subcontract submitted by Grantee within ten business days.

5 Conditions of Payment

All services provided by Grantee under this agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law. In addition, Grantee will not receive payment for Airport's failure to pass periodic inspections by a representative of the State's Office of Aeronautics.

6 Authorized Representatives

6.1 The State's Authorized Representative Are:

Matt Lebens, North Region Airports Engineer; (matthew.lebens@state.mn.us) (612) 422-4171 and/or **Jessica McBroom**, Grant Specialist; (jessica.mcBroom@state.mn.us) (612) 283-1328, or her successor.

State's Authorized Representative has the responsibility to monitor Grantee's performance and the authority to accept the services provided under this agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2 Grantee's Authorized Representative is:

Matt Wegwerth, Director of Public Works/City Engineer

Phone: 218-326-7625

Email: mwegwerth@ci.grand-rapids.mn.us

City of Grand Rapids

420 North Pokegama Ave

Grand Rapids, MN 55744

If Grantee's Authorized Representative changes at any time during this agreement, Grantee will immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Agreement Complete

7.1 Assignment. The Grantee may neither assign nor transfer any rights or obligations under this agreement without the prior written consent of the State and a fully executed Assignment Agreement, executed, and approved by the same parties who executed and approved this agreement, or their successors in office.

Amendments. Any amendments to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office. Notwithstanding the foregoing, when FAA issues a Letter Amendment on a federal grant agreement that results in an increase in federal funds beyond the total amount in this grant agreement (i.e., federal amendment), MnDOT's receipt of the Letter Amendment from FAA has the effect of amending the total amount in this grant agreement.

7.2 Waiver. If the State fails to enforce any provision of this agreement, that failure does not waive the provision or the State's right to subsequently enforce it.

7.3 Grant Agreement Complete. This grant agreement contains all negotiations and agreements between the State and Grantee. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

7.4 Electronic Records and Signatures. The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.

7.5 Certification. By signing this Agreement, the Grantee certifies that it is not suspended or debarred from receiving federal or state awards.

8 Liability

In the performance of this agreement, and to the extent permitted by law, Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this agreement by Grantee or Grantee's agents or employees. This clause will not be construed to bar any legal remedies Grantee may have for the State's failure to fulfill its obligations under this agreement.

9 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of Grantee, or other party relevant to this grant agreement or transaction, are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. Grantee will take timely and appropriate action on all deficiencies identified by an audit.

10 Government Data Practices and Intellectual Property Rights

10.1 Government Data Practices. Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either Grantee or the State. If Grantee receives a request to release the data referred to in this section 10.1, Grantee must immediately notify the State. The State will give Grantee instructions concerning the release of the data to the requesting party before the data is released. Grantee's response to the request shall comply with applicable law.

10.2 Intellectual Property Rights.

10.2.1 Intellectual Property Rights. State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the Works and Documents created and paid for under this agreement. “Works” means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created, or originated by Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this agreement. Works includes Documents. “Documents” are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by Grantee, its employees, agents, or subcontractors, in the performance of this agreement. The Documents will be the exclusive property of State, and Grantee upon completion or cancellation of this agreement must immediately return all such Documents to State. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be “works made for hire.” Grantee assigns all right, title, and interest it may have in the Works and the Documents to State. Grantee must, at the request of State, execute all papers and perform all other acts necessary to transfer or record the State’s ownership interest in the Works and Documents.

10.2.2 Obligations

10.2.2.1 Notification. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by Grantee, including its employees and subcontractors, in the performance of this agreement, Grantee will immediately give State’s Authorized Representative written notice thereof and must promptly furnish State’s Authorized Representative with complete information and/or disclosure thereon.

10.2.2.2 Representation. Grantee must perform all acts and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of State and that neither Grantee nor its employees, agents or subcontractors retain any interest in and to the Works and Documents. Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless State, at Grantee’s expense, from any action or claim brought against State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in Grantee’s or State’s opinion is likely to arise, Grantee must, at State’s discretion, either procure for State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of State will be in addition to and not exclusive of other remedies provided by law.

11 Workers Compensation

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers’ compensation insurance coverage. The Grantee’s employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers’ Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State’s obligation or responsibility.

12 Publicity and Endorsement

12.1 Publicity. Any publicity regarding the subject matter of this agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State’s Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the Grantee’s website when practicable.

12.2 Endorsement. The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this agreement. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination; Suspension

- 14.1 **Termination by the State.** The State may terminate this agreement at any time, with or without cause, upon written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 14.2 **Termination for Cause.** The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Grantee has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- 14.3 **Termination for Insufficient Funding.** The State may immediately terminate this agreement if:
- 14.3.1 It does not obtain funding from the Minnesota Legislature; or
- 14.3.2 If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.
- 14.4 **Suspension.** The State may immediately suspend this agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Grantee during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

15 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

- 16 **Fund Use Prohibited.** The Grantee will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Grantee from utilizing these funds to pay any party who might be disqualified or debarred after the Grantee's contract award on this Project. For a list of disqualified or debarred vendors, see www.mmd.admin.state.mn.us/debarredreport.asp.

- 17 **Discrimination Prohibited by Minnesota Statutes §181.59.** Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any

subsequent violation of the terms or conditions of this Agreement.

- 18 **Limitation.** Under this Agreement, the State is only responsible for receiving and disbursing funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Grantee, however, the Grantee will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. The Grantee's consultants and contractors are not intended to be third party beneficiaries of this Agreement.
- 19 **Telecommunications Certification.** By signing this agreement, Contractor certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), and 2 CFR 200.216, Contractor will not use funding covered by this agreement to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Contractor will include this certification as a flow down clause in any contract related to this agreement.
- 20 **Title VI/Non-discrimination Assurances.** Grantee agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. Grantee will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Grantee's compliance with this provision. The Grantee must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Grantee staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.
- 21 **Additional Provisions**
[Intentionally left blank.]

[The remainder of this page has intentionally been left blank.]

STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15 and § 16C.05.

Signed:_____

Date:_____

SWIFT Contract/PO No(s)._____

GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By:_____

Title:_____

Date:_____

By:_____

Title:_____

Date:_____

By:_____

Title:_____

Date:_____

By:_____

Title:_____

Date:_____

DEPARTMENT OF TRANSPORTATION

By:_____
(with delegated authority)

Title:_____

Date:_____

**DEPARTMENT OF TRANSPORTATION
CONTRACT MANAGEMENT**

By:_____

Date:_____

RESOLUTION

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION

It is resolved by the County of Itasca as follows:

1. That the state of Minnesota Agreement No. 1054793,
"Grant Agreement for Airport Improvement Excluding Land Acquisition," for
State Project No. A3101-101 at the Grand Rapids/Itasca County Airport-Gordon
Newstrom Field Airport is accepted.
2. That the _____ and _____ are
(Title) (Title)
authorized to execute this Agreement and any amendments on behalf of the
County of Itasca.

CERTIFICATION

STATE OF MINNESOTA

COUNTY OF _____

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the

(Name of the Recipient)

at an authorized meeting held on the _____ day of _____, 20____

as shown by the minutes of the meeting in my possession.

Signature: _____
(Clerk or Equivalent)

CORPORATE SEAL

/OR/

NOTARY PUBLIC

My Commission Expires: _____

RESOLUTION

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION

It is resolved by the **City of Grand Rapids** as follows:

1. That the state of Minnesota Agreement No. **1054793**,
"Grant Agreement for Airport Improvement Excluding Land Acquisition," for
State Project No. **A3101-101** at the **Grand Rapids/Itasca County Airport-Gordon
Newstrom Field Airport** is accepted.
2. That the _____ and _____ are
(Title) (Title)
authorized to execute this Agreement and any amendments on behalf of the
City of Grand Rapids.

CERTIFICATION

STATE OF MINNESOTA

COUNTY OF _____

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the

(Name of the Recipient)

at an authorized meeting held on the _____ day of _____, 20____

as shown by the minutes of the meeting in my possession.

Signature: _____
(Clerk or Equivalent)

CORPORATE SEAL

/OR/

NOTARY PUBLIC

My Commission Expires: _____

Airport Name _____

State Project No. _____

Federal Project No. _____

Mn/DOT Agreement No. _____

airportdevelopment@state.mn.us

CREDIT APPLICATION

Itemized statement of cash expenditures for which credit is claimed:

For period beginning _____, 20____; ending _____, 20____.

Warrant Number	Date Issued	Name or Description	Unit	Rate	Total Time or Quantity	Amount
Total Expenditures						

***FINAL/PARTIAL (CIRCLE ONE)**

Municipality _____

By _____

Title

*FOR ALL ITEMS INCLUDED IN THIS AGREEMENT

(Complete Form On Reverse Side)

STATE OF _____

COUNTY OF _____

_____, being first duly sworn, deposes and says that he/she is the _____ of the Municipality of _____, in the County of _____, State of Minnesota; that he/she has prepared the foregoing Credit Application, knows the contents thereof, that the same is a true and accurate record of disbursements made, and that the same is true of his/her own knowledge; and that this application is made by authority of the municipal council (or board) of said Municipality.

Signature

Subscribed and sworn to before me
this _____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires:_____



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 5, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3249

DEPARTMENT: Administrative Services
PRESENTER: Brett Skyles, Justin Whirley

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:
Recorder's Technology Fund Request

BOARD ACTION REQUESTED:

Approve purchase order for Replica Site Servers and Drives to secure our Data Recovery Protocols and approve the request to utilize the Recorder's Technology Fund for said purchase.

BACKGROUND:

Recent Disaster Recovery utilization revealed risks in our current recovery network. While a planned upgrade to an aging system was in a longer-range plan, efforts required on the latest system failure show a more rapid replacement is needed.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Quotation #0226382791 - ITASCA COUNTY
2. Itasca County HPE DR Build 6-20-23

09/05/2023

It was the consensus of the County Board to direct staff to acquire bids for the purchase of Replica Site Servers and Drives to secure Data Recovery Protocols.

SOLD-TO PARTY 10010238

ITASCA COUNTY
123 NE 4TH ST
GRAND RAPIDS MN 55744-2659

SHIP-TO

ITASCA COUNTY
123 NE 4TH ST
GRAND RAPIDS MN 55744-2659

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Insight Assigned Carrier/Ground
Terms of Delivery: : FOB DESTINATION
Currency : USD

Quotation

Quotation Number : [0226382791](#)
Document Date : 16-JUN-2023
PO Number :
PO release: :
Sales Rep : Shawn Wood
Email : SHAWN.WOOD@INSIGHT.COM
Telephone : 6515236161
Sales Rep 2 : Britney Shouppe
Email : BRITNEY.SHOUPPE@INSIGHT.COM
Telephone : +17276418984

Material	Material Description	Quantity	Unit Price	Extended Price
P52534-B21	HPE ProLiant DL380 Gen11 Network Choice - rack-mountable - no CPU - 0 GB - no HDD OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 5144.99 Discount: 67.803%	2	1,656.53	3,313.06
P52534-B21#ABA	HPE DL380 Gen11 8SFF NC CTO Server OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 5144.99 Discount: 100.000%	2	0.00	0.00
P49598-B21	INT XEON-G 6426Y CPU FOR HPE OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 3974.99 Discount: 47.173%	4	2,099.86	8,399.44
P48814-B21	HPE 8SFF U.3 Premium Drive Cage Kit - storage drive cage OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 461.99 Discount: 17.723%	4	380.11	1,520.44
P48803-B21	HPE DL380 Gen11 2U 3X16 Prim Riser Kit OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 290.99 Discount: 50.768%	2	143.26	286.52
804398-B21	HPE Smart Array E208e-p SR Gen10 - storage controller (RAID) - SATA 6Gb/s / SAS 12Gb/s - PCIe 3.0 x8 OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03)	4	998.49	3,993.96

Material	Material Description	Quantity	Unit Price	Extended Price
	List Price: 2072.99 Discount: 51.833%			
P26262-B21	Broadcom BCM57414 - network adapter - PCIe 3.0 x8 - Gigabit Ethernet / 10Gb Ethernet / 25Gb Ethernet SFP28 x 2 OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 909.99 Discount: 52.447%	2	432.73	865.46
P51083-B21	HPE Secondary Riser Kit - riser card OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 337.99 Discount: 42.646%	2	193.85	387.70
P10115-B21	Broadcom BCM57414 - network adapter - OCP 3.0 - Gigabit Ethernet / 10Gb Ethernet / 25Gb Ethernet SFP28 x 2 OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 941.99 Discount: 43.242%	2	534.65	1,069.30
P48825-B21	HPE ProLiant DL380 Gen11 8SFF CPU1/2 NVMe Cable Kit OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 2431.99 Discount: 58.116%	2	1,018.62	2,037.24
P48820-B21	HPE High Performance Fan Kit - system fan kit - 2U OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 1103.99 Discount: 67.821%	2	355.25	710.50
P22020-B21	HPE Cable Management Arm - cable management arm - 2U OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 79.99 Discount: 50.831%	2	39.33	78.66
P48183-B21	HPE NS204i-u Gen11 - storage controller (RAID) - NVMe PCIe - PCIe 3.0 OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 1510.99 Discount: 51.769%	2	728.76	1,457.52
P48818-B21	HPE High Performance Heatsink Kit - heatsink - 2U OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 264.99 Discount: 67.863%	4	85.16	340.64
P52152-B21	HPE DL380 G11 NS204I-U Internal Cable Kit	2	95.85	191.70

Material	Material Description	Quantity	Unit Price	Extended Price
	OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 276.99 Discount: 65.396%			
P52341-B21	HPE Easy Install Rail 3 Kit - rack rail kit OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 186.99 Discount: 38.975%	2	114.11	228.22
P53634-B21	HPE DL380 Gen11 16NVME Bal Fio Kit OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 1.99 Discount: 76.884%	2	0.46	0.92
881779-K21	HPE Midline - hard drive - 12 TB - SAS 12Gb/s OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 1580.99 Discount: 64.015%	36	568.92	20,481.12
E5Y35AAE	HPE OneView with iLO Advanced Flexible License - license + 3 Years 24x7 Support - 1 license Coverage Dates: 16-JUN-2023 - 16-JUN-2026 OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 982.99 Discount: 25.712%	2	730.24	1,460.48
716197-B21	HPE SAS external cable - 6.6 ft OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 229.99 Discount: 64.846%	4	80.85	323.40
HU4A7A5#SVN	HPE Pointnext Tech Care Essential Service with Defective Media Retention - technical support - for HPE OneView - 5 years Coverage Dates: 16-JUN-2023 - 16-JUN-2024 OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 214.99 Discount: 28.936%	2	152.78	305.56
HU4A7A5#14C	HPE Pointnext Tech Care Essential Service with Defective Media Retention - extended service agreement - 5 years - on-site OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 5155.99 Discount: 35.442%	3	3,328.62	9,985.86
HU4A7A500DK	HPE DL380 GEN11 SUPPORT OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 11761.99 Discount: 37.040%	2	7,405.40	14,810.80

Material	Material Description	Quantity	Unit Price	Extended Price
HU4A7A5	HPE Pointnext Tech Care Essential Service with Defective Media Retention - extended service agreement - 5 years - on-site OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 0.99 Discount: 100.000%	1	0.00	0.00
P38995-B21-ITAS	HPE Flex Slot Platinum - power supply - hot-plug - 800 Watt OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 211.99 Discount: 1.500%	4	208.81	835.24
Q1J09A-ITAS	HPE D3610 - storage enclosure OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 3911.99 Discount: 18.706%	3	3,180.20	9,540.60
P43331-B21-ITAS2	ITASCA COUNTY - HPE 64GB 2RX4 PC5-4800B-R SMART KIT OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 1926.99 Discount: 12.686%	48	1,682.53	80,761.44
			Product Subtotal	138,589.12
			Services Subtotal	24,796.66
			TAX	0.00
			Total	163,385.78

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Shawn Wood
6515236161
SHAWN.WOOD@INSIGHT.COM
Fax 4807609899

Britney Shouppe
+17276418984
BRITNEY.SHOUPE@INSIGHT.COM

To purchase under this contract, your agency must be registered with OMNIA Partners Public Sector.

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you have a separate purchase agreement signed by you and Insight, in which case, that separate agreement will govern. Insight's online Terms of Sale can be found at the "terms-and-policies" link below.

SOFTWARE AND CLOUD SERVICES PURCHASES: If your purchase contains any software or cloud computing offerings ("Software and Cloud Offerings"), each offering will be subject to the applicable supplier's end user license and use terms ("Supplier Terms") made available by the supplier or which can be found at the "terms-and-policies" link below. By ordering, paying for, receiving or using Software and Cloud Offerings, you agree to be bound by and accept the Supplier Terms unless you and the applicable supplier have a separate agreement which governs.

<https://www.insight.com/terms-and-policies>



6/20/2023
Insight Quote
226382791

Itasca County HPE Server Quote - Replica Site Servers & Drives

Material	Description	Qty	Price	Ext Price
DL380 Gen11 2x 6426Y Procs 1.5TB Memory 60mo Warranty				
P52534-B21	HPE ProLiant DL380 Gen11 Network Choice - rack-mountable - no CPU - 0 GB - no HDD	2	\$ 1,656.53	\$3,313.06
P52534-B21#ABA	HPE DL380 Gen11 8SFF NC CTO Server	2	\$ -	\$0.00
P49598-B21	INT XEON-G 6426Y CPU FOR HPE	4	\$ 2,099.86	\$8,399.44
P43331-B21-ITAS2	ITASCA COUNTY - HPE 64GB 2RX4 PC5-4800B-R SMART KIT	48	\$ 1,682.53	\$80,761.44
P48814-B21	HPE 8SFF U.3 Premium Drive Cage Kit - storage drive cage	4	\$ 380.11	\$1,520.44
P48803-B21	HPE DL380 Gen11 2U 3X16 Prim Riser Kit	2	\$ 143.26	\$286.52
804398-B21	HPE Smart Array E208e-p SR Gen10 - storage controller (RAID) - SATA 6Gb/s / SAS 12Gb/s - PCIe 3.0 x8	4	\$ 998.49	\$3,993.96
P26262-B21	Broadcom BCM57414 - network adapter - PCIe 3.0 x8 - Gigabit Ethernet / 10Gb Ethernet / 25Gb Ethernet SFP28 x 2	2	\$ 432.73	\$865.46
P51083-B21	HPE Secondary Riser Kit - riser card	2	\$ 193.85	\$387.70
P10115-B21	Broadcom BCM57414 - network adapter - OCP 3.0 - Gigabit Ethernet / 10Gb Ethernet / 25Gb Ethernet SFP28 x 2	2	\$ 534.65	\$1,069.30
P48825-B21	HPE ProLiant DL380 Gen11 8SFF CPU1/2 NVMe Cable Kit	2	\$ 1,018.62	\$2,037.24
P48820-B21	HPE High Performance Fan Kit - system fan kit - 2U	2	\$ 355.25	\$710.50
P22020-B21	HPE Cable Management Arm - cable management arm - 2U	2	\$ 39.33	\$78.66
P48183-B21	HPE NS204i-u Gen11 - storage controller (RAID) - NVMe PCIe - PCIe 3.0	2	\$ 728.76	\$1,457.52
P48818-B21	HPE High Performance Heatsink Kit - heatsink - 2U	4	\$ 85.16	\$340.64
P52152-B21	HPE DL380 G11 NS204I-U Internal Cable Kit	2	\$ 95.85	\$191.70
P52341-B21	HPE Easy Install Rail 3 Kit - rack rail kit	2	\$ 114.11	\$228.22
P53634-B21	HPE DL380 Gen11 16NVME Bal Fio Kit	2	\$ 0.46	\$0.92
P38995-B21-ITAS	HPE Flex Slot Platinum - power supply - hot-plug - 800 Watt	4	\$ 208.81	\$835.24
HU4A7A500DK	HPE DL380 GEN11 SUPPORT	2	\$ 7,405.40	\$14,810.80
E5Y35AAE	HPE OneView with iLO Advanced Flexible License - license + 3 Years 24x7 Support - 1 license	2	\$ 730.24	\$1,460.48
HU4A7A5#SVN	HPE Pointnext Tech Care Essential Service with Defective Media Retention - technical support - for HPE OneView - 5 years	2	\$ 152.78	\$305.56
D3610 Direct Attach Enclosure 36x12TB 12GB 7.2k Drives 60mo Warranty w/DMR				
Q1J09A-ITAS	HPE D3610 - storage enclosure	3	\$ 3,180.20	\$9,540.60
881779-K21	HPE Midline - hard drive - 12 TB - SAS 12Gb/s	36	\$ 568.92	\$20,481.12
716197-B21	HPE SAS external cable - 6.6 ft	4	\$ 80.85	\$323.40
HU4A7A5	HPE Pointnext Tech Care Essential Service with Defective Media Retention - extended service agreement - 5 years - on-site	1	\$ -	\$0.00
HU4A7A5#14C	HPE Pointnext Tech Care Essential Service with Defective Media Retention - extended service agreement - 5 years - on-site	3	\$ 3,328.62	\$9,985.86
			Total	163,385.78

OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644)



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 5, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3246

DEPARTMENT: Land Department

TIME REQUESTED: < 5 Minutes

PRESENTER: Kory Cease

AGENDA ITEM:

2023 North Star Expo Agreement

BOARD ACTION REQUESTED:

Approve the lease agreement between the MN Timber Producers, Inc. and Itasca County for the 2023 North Star Expo event at the Itasca County Fairgrounds, and authorize necessary signatures.

BACKGROUND:

The event contract layout and language used in this lease agreement was developed with the County Attorney's office (Re: CRT-4171). Proceeds will be sent to the Itasca Agricultural Association to be placed in the Fairgrounds Maintenance Fund. The security deposit will be held by Itasca County.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. 2023 TPA Event Lease Agreement

09/05/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/12/2023 2:30 PM
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County of Itasca, Minnesota

Event Lease Agreement

This Agreement is made effective this _____ day of _____, **2023**, by and between **Itasca County ("Lessor")**; and **MN Timber Producers Association, ("Lessee")**. For good and valuable consideration, the receipt and sufficiency of which the parties hereby acknowledge the parties agree as follows:

- 1. Authority.** This Agreement is granted pursuant to the provisions of Minnesota Statutes Section 373.01, Subdivision(1)(a)(4) and Minnesota Statutes Section 398.32, Subdivision 3.
- 2. Premises.** Lessor in consideration of the terms, conditions and contracts contained herein, and subject to such special conditions as are set forth in the Special Conditions attached hereto and made a part hereof and marked as **Exhibit A**, **Exhibit B** attached hereto and made a part hereof, and the payment of the Lease Agreement Fee to be paid by Lessee, Lessor hereby leases to the Lessee, subject at all times to sale, contract and use for other purposes, the non-exclusive rights in the described Premises as set forth below:

- | | |
|---|--|
| ☐ A - Cattle barn | ☐ B - Horse barn |
| ☐ C - Beef Barn | ☐ D – Poultry |
| ☐ F – Grumpy’ s | ☐ H - New Moose Club |
| ☐ I - Corn Palace | ☐ J – Bixby’s |
| ☐ K - Bingo Hall | ☐ L – Eagles |
| ☐ M - All Purpose | ☐ N - Announcement Booth |
| ☐ O - Children’s barn | ☒ P – Restroom |
| ☒ Q - 4H Food Booth | ☒ T – Fine Arts Building |
| ☒ V - Agriculture/Horticulture Building | ☒ W - 4H Exhibit |
| ☒ X - Commercial Exhibit | ☐ Y - Committee on Aging |
| ☒ Z – Master Gardener’s | ☐ AA – Gazebo |
| ☐ CC – Sheriff’s | ☐ DD - Conservation Building |
| ☐ EE - Grand Stand | ☒ HH - Trailhead |
| ☒ Midway | ☒ West Parking Lot |
| ☒ General Grounds | ☒ North Parking Lot |
| ☐ Race Track | ☒ Horse Arena |

2.1 Personal Property/Fixtures: Personal Property or fixtures within the Premises shall not be deemed leased under this Agreement, unless otherwise authorized in writing.

3. Warranties. Lessor does not warrant its title to the premises nor undertake to defend the Lessee in the peaceable possession or use thereof. No covenant of quiet enjoyment is made. Lessee shall indemnify and hold Lessor harmless from any and all claims for damages against Lessor by third parties as a result of this Agreement.

4. Exhibits. This Lease Agreement is subject to such special conditions as are set forth in the Special Conditions Supplement attached hereto and made a part hereof and marked as **Exhibit A**. This Lease Agreement is subject to such terms as are set forth in **Exhibit B** as to insurance and indemnification.

5. Term. The term of this Agreement shall commence on **September 14, 2023** and shall end at 12:00 a.m. on **September 18, 2023**. The term of this Agreement is subject to termination pursuant to the default provisions in paragraph 10 herein. The Agreement may be extended or modified if provided for in the Special Conditions marked as **Exhibit A**.

6. Lease Agreement-Fee. Lessee shall pay to Lessor a non-refundable Lease Agreement Fee of **\$ 2,500.00** for the non-exclusive rights to the Premises as set forth above or as set forth in the Special Conditions marked as **Exhibit A**.

7. Security Deposit. Simultaneously with the execution of this Lease, Lessee shall deposit with Lessor the sum of **One Thousand Dollars (\$ 1,000.00)** as a security deposit, with \$500.00 as a general security deposit and \$500.00 as a security deposit for the horse arena. Such security deposit shall be considered as security for the payment and performance by Lessee of all of Lessee's obligations, covenants, conditions and agreements under this Lease. Upon the expiration of the term hereof, Lessor shall, provided that Lessee is not in default under the terms hereof, return and pay back such security deposit to Lessee as set forth below. In the event of any default by Lessee hereunder, Lessor shall have the right, but shall not be obligated, to apply all or any portion of the security deposit to cure such default, in which event Lessee shall be obligated to promptly deposit with Lessor the amount necessary to restore the security deposit to its original amount.

7.1 The Security Deposit may be applied to offset any damages that may occur during the event from the Lessee or the Lessee's invitees. Review of all Premises will be conducted prior to and following the term of this Agreement. Deposits will be returnable up to two weeks after the termination of this Agreement and only if no damage has occurred. In the event of damages exceeding the amount as set forth above the Lessee will be liable for the balance of the damages.

7.2 The Security Deposit may be applied to offset any cleanup that has not been completed during or after the event. Review of all Premises will be conducted prior to and following the Term of this Agreement. Deposits will be returnable up to two weeks after the termination of this Agreement and only if no cleanup is needed. In the event of the cost of cleanup exceeds the amount as set forth above the Lessee will be liable for the balance of the cost.

8. Encumbrance. This Agreement is subject to all existing easements, rights-of-way, licenses, contracts, commingling contracts and other encumbrances upon the Premises and Lessor shall not be liable to Lessee for any damages resulting from any action taken by a holder of an interest pursuant to the rights of that holder thereunder.

9. Maintenance. Lessee shall maintain the Premises in good repair, keeping them safe and clean, removing all refuses and debris that may accumulate, to the extent consistent with sound and customary practices. Lessee shall comply with all laws affecting the Premises, including Federal, state or local statute, law, rule, regulation or ordinance, unless otherwise exempt.

10. Termination. The Lessor has the right to cancel this Agreement for nonpayment of any amount due under this Agreement or other violation of the terms and conditions of this Agreement. Termination of this Agreement does not relieve the Lessee from any liability for payment or other liability incurred under this Agreement.

10.1 This Agreement may be cancelled by the Lessor, if the Lessee has failed to secure all permits/licenses and approvals if any are necessary for the Lessee's approved activity as stated on the Special Conditions marked as **Exhibit A**.

10.2 Lessee shall, on the termination date, or earlier as provided for in this Agreement, peaceably and quietly surrender the Premises to the Lessor in a condition satisfactory to the Lessor. If the Lessee fails to surrender the Premises on the termination of this Agreement, the Lessor may obtain a court order as permitted by law to eject or remove the Lessee from the Premises and Lessee shall indemnify the Lessor for all expenses incurred by the Lessor.

10.3 Lessee shall remove all of Lessee's personal property at Lessee's expense, from the Premises prior to or at the termination date and time per this Agreement. Any personal property remaining shall be considered abandoned and shall be disposed of by the Lessor according to law. If this Agreement is terminated prior to its termination date, the Lessee shall not be relieved of any obligation incurred prior to termination.

10.4 Lessee acquires no additional rights by holding the Premises after termination and shall be subject to legal action for removal.

10.5 If Lessee defaults in compliance with its obligations under this Agreement, Lessor shall have the right in its exclusive discretion to permit Lessee to cure, and Lessor shall have the right upon Lessee's failure to cure such default within 10 days after receipt of written notice specifying such default, to seek such remedies or combination of remedies as may be available at law or in equity, including without limitation specific performance, damages, or termination of this Agreement. Lessor's remedies shall expressly include the right to evict Lessee and take possession of the Premises.

10.6 Lessee may terminate this Agreement for good cause, which will be at the discretion of the Lessor. In the event that this Agreement is terminated for good cause at the discretion of the Lessor, the lease-fee shall not be refundable, and the security deposit shall be handled in accordance with numbers 7, 7.1, and 7.2 above.

11. Right of Entry. Lessor, or its agents, contractors, or employees shall have the right to enter upon and into said Premises at any time to inspect the same. Such inspection shall not unreasonably hinder or interrupt the operations of the Lessee, except in cases where emergency entry is necessary to preserve the Premises and other property.

12. Liability. This Agreement shall not be construed as imposing any liability on the Lessor for injury or damage to the person or property of the Lessee, or to any other persons or property, arising out of any use of the Premises, or under any other easement, right-of-way, license, lease or other encumbrance now in effect.

12.1 Indemnification. Lessee agrees to defend, indemnify and hold harmless Lessor, its elected officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorney fees resulting directly or indirectly from any act or omission of Lessee, anyone directly or indirectly employed by them and/or anyone for whose acts and/or omissions they may be liable in the performance of the services required by this Agreement and against all loss by reason of failure of said Lessee to perform fully, in any respect, all obligations under this Agreement. See **Exhibit B**.

12.2 Insurance. Lessee agrees at all times during the term of this Agreement to have and keep in force insurance, either under a self-insurance program or separate insurance policy, as indicated and shown in attached **Exhibit B** and/or the Special Conditions marked as **Exhibit A**.

12.3 The Lessor reserves the right to terminate, suspend or rescind any Agreement not in compliance with these requirements and retains all rights thereafter to pursue any legal remedies against Lessee. All insurance policies shall be open to inspection by the Lessor, and copies of policies shall be submitted to the Lessor upon written request.

13. Banned Substances. Lessee agrees that no tobacco products, cannabis products, drugs, or illegal substances of any kind shall be sold or distributed on the premises under any circumstances. Alcohol may be served or sold if Lessee is properly licensed/permitted by the appropriate licensing/permitting authority and as authorized in the Special Conditions marked as **Exhibit A**. Lessee understands that any violation of this paragraph shall give the Lessor the rights to terminate this Agreement without penalty to the Lessor, and permanently bar Lessee, or any member or guest of lessee, from the Premises.

14. Lost Property. The Lessor assumes no responsibility whatsoever, for any property placed on the Premises, and the Lessor is hereby expressly released and discharged from any and all liabilities for any loss of property and discharged from any and all liabilities for any loss of property that may be sustained by the use of said Premises under this Agreement.

15. Right to Control. It is understood that the Lessor hereby reserves the right to control and manage the Premises and to enforce all necessary and proper rules for the management and operation of the Premises and for the Lessor employees or other authorized representatives to enter and exercise their authority at the Premises at any time. The Lessor also reserves the right, but not the duty, through its employees and representatives, to eject any objectionable person or persons from the Premises and Lessee hereby waives any and all claims for damages against the

Lessor or any of its representatives resulting from the exercise of this authority.

16. Recovery of Expenses. If it is necessary for the Lessor to incur expenses by court action or otherwise for the ejectment of Lessee or Lessee's invitees, or the removal from the leased premises of the Lessee's or Lessee's invitee's personal property, or recovery of the amount due under this Agreement, or for any other remedy of the Lessor under this lease, and the Lessor prevails in the court action or otherwise, then the Lessee shall pay to the Lessor all expenses, including attorney's fees, thus incurred by the Lessor.

17. Severability. If any clause or provision of this Agreement is or becomes illegal, invalid or unenforceable because of present or future laws or any rule or regulation or ordinance, unless exempt, the intentions of the Lessor and Lessee here is that the remaining parts of this Agreement shall not be affected thereby.

18. Governing Law. The laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the parties herein and performance under it. The appropriate venue and jurisdiction for any litigation hereunder will be those courts located within the County of Itasca, State of Minnesota. Litigation, however, in the federal courts involving the parties herein will be in the appropriate federal court within the State of Minnesota. Any claim, controversy or dispute arising out of this Agreement may upon mutual agreement of the parties be referred to non-binding or binding arbitration in accordance with the commercial rules of the American Arbitration Association. If any provisions of this Agreement are held invalid, illegal or unenforceable, the remaining provisions will not be affected.

19. Modifications/Amendment. Any alterations, variations, modifications, amendments or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by authorized representative of the Lessor and Lessee.

20. Notification. Any notice given under this Contract shall be in writing and served upon the other party either personally or by depositing such notice in the United States mail with proper address and sent by certified mail, return receipt requested. Service shall be effective on the earlier of receipt or five days after the depositing of the notice in the United States mail. The proper mailing addresses for Lessor and Lessee for the purposes of serving notice are as follows:

Lessor

Itasca Land Department
c/o Land Commissioner
1177 LaPrairie Avenue
Grand Rapids, Minnesota 55744

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

Lessee

MN Timber Producers Association
c/o Ray Higgins
324 West Superior Street Suite 903
Duluth, MN 55802

21. Compliance with Laws. Lessee shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations, unless exempt, now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs and staff for which Lessee is responsible.

22. Records Audition and Retention. Lessee's books, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Agreement are subject to the examination, duplication, transcription and audit by the County and either the legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, subd. 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Agreement. Lessee agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made or longer if any audit in progress required a longer retention period.

23. Waiver. Any waiver by either party of any provision of this Contract shall not imply a subsequent waiver of that or any other provision.

24. Assignment. Lessee shall not encumber or assign this Agreement or sublet the Premises or any part thereof without prior written consent of Lessor. No action of Lessor in collecting payment from any sublessee, assignee, or occupant shall constitute a waiver hereof.

25. Final Agreement. This Agreement is the final expression of the agreement of the parties and the complete and exclusive statement of the terms agreed upon, and shall supersede all prior negotiations, understandings or agreements. There are no representations, warranties, or stipulations, either oral or written, not herein contained.

25.1 If this Agreement conflicts with a Special Conditions, the Special Conditions shall control.

EXECUTION

IN WITNESS WHEREOF, the Lessor has caused this Agreement to be signed by its duly authorized officers and the Lessee has hereunto set its hand.

Dated this _____ day of _____, _____.

LESSEE: MN Timber Producers Association

LESSOR: County of Itasca

By: _____

By: _____

Its _____

Its: _____
Chair of the Board of Commissioners

By: _____

Its: _____
Clerk of the Board of Commissioners

APPROVED AS TO FORM & EXECUTION

By: _____
Itasca County Attorney

Exhibit A

Special Conditions Supplement

Event Lease Agreement

This document shall be considered the Special Conditions to the Event Lease Agreement between **Itasca County**, hereinafter referred to as “Lessor”, and **MN Timber Producers Association**, hereinafter referred to as “Lessee”. Both Lessor and Lessee mutually agree to the following in addition to the terms contained in the Event Lease Agreement for the 2023 North Star Timber Expo, occurring on September 14th through 17th, 2023 at the Itasca County Fairgrounds Park.

Please describe activities below (i.e. beer garden, vendors, food booths, activities requiring license/permit, detailed description of event, etc.):

MN Timber Producers will be putting on the 2023 North Star Expo to display heavy equipment and supplies used in the Logging Industry. They will be having food vendors and vendor displays throughout the grounds.

Both parties of this contract mutually agree to the following in addition to the terms contained in the Lease Agreement.

- A. Lessee will be responsible for providing garbage dumpsters and removal after event.
- B. Lessee will be responsible for providing and maintaining additional portable restrooms.
- C. Lessee will be responsible for all Parking Staff as needed.
- D. Licensed/Permitted Activity under Section 13. “Banned Substances” of the Lease Agreement, if applicable (i.e. beer garden, etc.):
 - a. **No Beer Garden will be Provided.**
- E. Lessee is allowed to use the following personal property or fixtures within the leased Premises, if applicable: **Electricity.**
- F. Movement and use of Picnic Tables: **Additional \$500.00 rental fee if requested**
- G. Extension of Term, if applicable: **No extension of Terms will be needed.**
- H. Insurance, if different than that contained in Exhibit B: **N/A**
- I. Sublease/subcontract, if applicable: **All Vendors**
- J. Use of the **Horse Arena** will be allowed provided tarps are laid down under both the machine and any demo area in the arena.: Lessee will be responsible for all cleanup of the arena. **Additional \$500.00 security deposit has been added to the contract.**
- K. Lessor and Lessee will jointly inspect the Horse Arena for debris and cleanup before releasing the security deposit.
- L. All visitor parking will be confined to the west parking lot, the Midway, and the grass area north and west of the Mesabi Trail entrance. Use west entrance gate.
- M. Mobile Food booths will be limited to **10** mobile food booths.

Exhibit B

Indemnification and Insurance

Event Lease Agreement

- A. LESSEE agrees to defend, indemnify and hold harmless COUNTY, its elected officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorney fees resulting directly or indirectly from any act or omission of LESSEE, anyone directly or indirectly employed by them and/or anyone for whose acts and/or omissions they may be liable in the performance of the services required by this contract and against all loss by reason of failure of said LESSEE to perform fully, in any respect, all obligations under this contract.
- B. LESSEE agrees at all times during the term of this Agreement to have and keep in force insurance, either under a self-insurance program or separate insurance policy, as follows:
- a. Commercial General Liability shall list Itasca County as an additional insured with the following insurance limits:

	<u>Limits</u>
General Aggregate	\$3,000,000
Products-Completed	
Operations Aggregate	\$3,000,000
Personal and Advertising Injury	\$1,500,000
Each Occurrence:	
Combined Bodily Injury and Property Damage	\$1,500,000

- b. Automobile Liability - Combined single limit each occurrence for bodily injury and property damage covering owned, non-owned and hired automobiles
- | | |
|--|---------------|
| | <u>Limits</u> |
| | \$1,500,000 |

- c. Workers' Compensation and Employer's Liability:
- If the LESSEE is based outside the State of Minnesota, coverage must apply to Minnesota Laws.
- | | |
|--|---------------------|
| | Statutory
Limits |
|--|---------------------|

- d. Employer's Liability
- | | |
|--------------------------|-----------|
| Bodily injury by: | |
| Accident - Each Accident | \$500,000 |
| Disease - Policy Limit | \$500,000 |
| Disease - Each Employee | \$500,000 |

An umbrella or excess policy over primary liability coverage is an acceptable method to provide the required aggregate insurance amounts.

The above establishes minimum insurance requirements. It is the sole responsibility of LESSEE to determine the need for and to procure additional coverage that may be needed in connection with this Agreement.

LESSEE shall not commence work on the Site, or otherwise occupy the Site, until it has obtained required insurance and filed an acceptable Certificate of Insurance with COUNTY to the attention of: Land Commissioner, 1177 LaPrairie Avenue Grand Rapids, MN 55744. The Certificate shall:

1. List Itasca County as Certificate holder and as an additional insured with respect to operations covered under the contract for all liability coverages except Workers' Compensation and Employer's Liability and Professional Liability, if applicable; and,
 2. Be amended to show that Itasca County will receive thirty (30) days written notice in the event of cancellation, non-renewal or material change in any described policies.
- C. LESSEE also agrees that any contract let by LESSEE for the performance of the work on the Site as provided herein shall include clauses that will: (1) require the LESSEE to defend, indemnify and hold harmless COUNTY, its elected officials, officers, agents and employees for any liability, claims, causes of action, losses, demands, damages, judgments, costs, interest, expenses (including, without limitation, reasonable attorney fees, witness fees and disbursements incurred in the defendant thereof) arising out of or by reason of the acts and/or omissions of said LESSEE, its subcontractors, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable for; and (2) require the LESSEE to provide and maintain insurance in accordance with the following:

a. Workers' Compensation: (Statutory Limits)

Employer's Liability Insurance:

	<u>Limits</u>
1. Bodily Injury by Accident, each accident	\$500,000
2. Bodily Injury by Disease, policy limit	\$500,000
3. Bodily Injury by Disease, each employee	\$500,000

Note: all states endorsement is required if LESSEE is domiciled outside the State of Minnesota.

b. Commercial General and Automobile Liability Insurance:

	<u>Limits</u>
1. Commercial General Liability:	
Combined Bodily Injury and Property Damage	
Each Occurrence Limit	\$1,500,000
General Aggregate Limit	\$3,000,000
Products - Completed Operations	
Aggregate Limit	\$3,000,000
Personal and Advertising Injury Limit	\$1,500,000

Coverages above shall also include:

Premises - Operations
Contractual Liability (including oral and written contracts)
Explosion, Collapse, Underground Property Damage (XCU)

2. Automobile Liability including Hired Car and Employers Non-Ownership Liability:	
Combined Bodily Injury and Property Damage:	
Each Occurrence Limit	\$1,500,000

The above subparagraphs establish minimum insurance requirements and it is the sole responsibility of LESSEE'S Subcontractor(s) to purchase additional insurance that may be necessary for the project.

- D. **LESSEE further agrees the minimum requirements set forth above shall at all times be in an amount at least equal to the maximum liability of the COUNTY under Minn. Stat. 466.04 now or as said statute is hereafter amended or as otherwise required by law, statute or rule.**
- E. In addition to any other rights contained herein the COUNTY reserves the right to terminate, suspend or rescind this contract if the LESSEE is not in compliance with the requirements contained herein and retains all rights its thereafter to pursue any legal remedies against LESSEE. All insurance policies shall be open to inspection by the COUNTY upon written request.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 5, 2023

REQUEST FOR BOARD ACTION: RBA-2023-2798

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: Chair

AGENDA ITEM:

Citizen Input

BOARD ACTION REQUESTED:

Receive Citizen Input

BACKGROUND:

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

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

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

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

Tuesday, September 5, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3239

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: Brett Skyles

AGENDA ITEM:

Lobbyist Contract

BOARD ACTION REQUESTED:

Discuss lobbyist contract and possible issuance of RFP or direct negotiations.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

09/05/2023

It was the consensus of the County Board to direct staff to contact Flaherty & Hood to negotiate a lobbyist services contract.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 5, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3248

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Brett Skyles

AGENDA ITEM:

Grant Request for Bowstring Municipal Airport

BOARD ACTION REQUESTED:

Approve submission of a grant request to MnDOT Aeronautics for the Obstruction Removal Project at the Bowstring Municipal Airport in the amount of \$20,000 including a local match of \$1,000.

BACKGROUND:

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. Bowstring Municipal Airport - Obstruction Removals Grant Request Letter
2. BD23-041 Bowstring Municipal Airport - Obstruction Removals Proposal Combined
3. 9Y0 - Cost Split-StateOnlyProject-Design_Bidding_ConstructionAdmin

09/05/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/12/2023 2:30 PM
----------------	--------------------------------	---------------------------------

September 5th, 2023

Mr. Dan Boerner, PE
Regional Airport Engineer
MnDOT Department of Aeronautics
395 John Ireland Blvd
Main Stop 410
St. Paul, Minnesota 55155-1800

Subject: **State Grant Request – Bowstring Municipal Airport
Obstruction Removals Project Phase I – Design, Bidding, Construction
Administration**

Dear Mr. Boerner,

On behalf of the Bowstring Municipal Airport, this request is being made for a State Grant for the above referenced project at the Bowstring Municipal Airport. The Grant request items are:

Grant Item	Total Amount	State Share	Local Share
Karvakko – Itasca County / Bowstring Municipal Airport Agreement (Design, Bid Administration, Construction Administration Services)	\$10,000.00	\$9,500.00	\$500.00
Obstruction Removals Project – Construction ESTIMATE	\$10,000.00	\$9,500.00	\$500.00
Total Project Estimate	\$20,000.00	\$19,000.00	\$1,000.00

The total amount of State dollars for Phase I being requested is \$10,000.00

The following items are attached to this grant request letter to assist in the processing of this application:

- Karvakko – Itasca County / Bowstring Municipal Airport Draft Agreement (Design, Bid Administration, & Construction Administration Services)

Once Phase I is complete and quotes are received, another grant request letter for the construction contract will be submitted.

Please contact me at (218) 327-7363 if you have any questions regarding this request.

Sincerely,

Brett Skyles, County Administrator
Itasca County

cc: Michael Karvakko, Karvakko Engineering, Inc.
 Jerry Bolin, Karvakko Engineering, Inc.
 Lisa Randall, CEDA



9/5/2023

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

RE: Bowstring Municipal Airport – Obstruction Removals Project BD23-041

Mr. Brett Skyles & Bowstring Municipal Airport Commission:

Thank you for the opportunity to submit a proposal to provide design, bid administrative, and construction administration services necessary for the removal of obstructions located off of Runway 7/25 at the Bowstring Municipal Airport, as directed by MnDOT Aeronautics.

Attached you will find a short form agreement with the proposed scope of services we discussed. If you have any questions regarding this proposal, or need to discuss scope, fees and/or scheduling, please do not hesitate to contact me at jerry.bolin@karvakko.com, or by phone at (218) 444-8004 .

If you accept this proposal, please review, sign and date the attached agreement prior to any work commencing.

Thank you again for the opportunity to submit this proposal.

Sincerely,
Karvakko Engineering, Inc.

Jerry R. Bolin, P.E.
Civil Engineer

An Agreement for the Provision of Limited Professional Services

Firm: Karvakko Engineering, Inc.
210 24th Street NW
Suite 100
Bemidji, MN 56601

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

Date: September 5, 2023

Project No.: BD23-041

Project Name: Bowstring Municipal Airport – 2023 Obstruction Removals
Project Location: Bowstring Municipal Airport

Scope/Intent and Extent of Services:

Karvakko Engineering, Inc. agrees to provide all services necessary for design, bid administration, and construction administration in order to remove obstructions off both ends of the runway, as directed by MnDOT Aeronautics. Specific deliverables shall include:

- Locate, survey, and flag obstructions.
- Prepare 50% construction plan set and specifications.
- Prepare final construction plan set and specifications.
- Solicit quotes for removing the obstructions.
- Prepare a letter of recommendation to award the contract for obstruction removals.
- Prepare and coordinate contract execution between the successful contractor and Sponsor.
- Provide periodic construction administration to ensure all obstructions are removed per plan.
- Prepare and coordinate payment applications between the successful contractor and Sponsor.
- Conduct as-built survey and prepare as-built plan set as required by MnDOT Aeronautics.
- Prepare and coordinate credit applications on behalf of the Sponsor.

Fee Arrangement: \$10,000.00

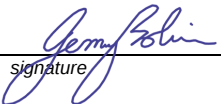
Additional work shall be in accordance with our 2023 Schedule of Rates. Additional work to be authorized by client in writing.

Special Conditions: Karvakko Engineering, Inc. will not proceed until 1) this agreement is signed and 2) notice is given in writing to proceed with each task (email acceptable). Client may give notice to proceed with one task at a time, if desired. If written notice is not given for a task, Karvakko Engineering, Inc. will not proceed with the task.

Prepared By: Jerry R. Bolin, P.E., Civil Engineer
printed name and title

Limitation of Liability: In recognition of the relative risks, rewards and benefits of the project to both the Client and the Firm, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Firm's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed the Design Professional's fee. Such causes include, but are not limited to, the Firm's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Offered By:


signature
9/5/2023
date
Jerry R. Bolin, P.E., Civil Engineer

Accepted By:

signature date

printed name and title

Karvakko Engineering, Inc.

printed name and title

Additional Terms and Conditions are a part of this Agreement

Terms and Conditions

The Firm shall perform the services outlined in this agreement for the stated fee arrangement

Access to Site: Unless otherwise stated, the Firm will have access to the site for activities necessary for the performance of the services. The Firm will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage.

Dispute Resolution: Any claims or disputes made during design, construction or post-construction between the Client and Firm shall be submitted to non-binding mediation. Client and Firm agree to include a similar mediation agreement with all contractors, subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties.

Billings/Payments: Invoices for the Firm's services shall be submitted, at the Firm's opinion, either upon completion of such services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, the Firm may, without waving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Retainers shall be credited on the final invoice.

Indemnification: The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Firm, his or her officers, directors, employees, agents and subconsultants from and against all damage, liability and cost, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance by any of the parties above named of the services under this agreement, excepting only those damages, liabilities or costs attributable to the sole willful misconduct of the Firm.

Certifications: Guarantees and Warranties: The Firm shall not be required to execute any document that would result in its certifying, guaranteeing or warranting the existence of conditions whose existence the Firm cannot ascertain.

Termination of Services: This agreement may be terminated by the Client or the Firm should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay the Firm for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

Ownership of Documents: All documents produced by the Firm under this agreement shall remain the property of the Firm and may not be used by the Client for any other endeavor without the written consent of the Firm.

Airport: Bowstring Municipal Airport

Ident: 9Y0

Sponsor: Itasca County

State Project:

State Agreement #:

Description: Bowstring Municipal Airport - Obstruction Removals Project 2023 - Desgin, Bid Administration, Construction Administration

Version Date: 8/28/2023

Construction	Description	Total	State Funding Rate	State	Local
		\$ -	0%	\$ -	\$ -
		\$ -	0%	\$ -	\$ -
		\$ -	0%	\$ -	\$ -
CONSTRUCTION SUBTOTAL		\$ -		\$ -	\$ -
Engineering	Description	Total		State	Local
	Karvakko Engineering, Inc. - Design, Bid Administration, Construction Administration Agreement	\$ 10,000.00	95%	\$ 9,500.00	\$ 500.00
		\$ -	0%	\$ -	\$ -
		\$ -	0%	\$ -	\$ -
ENGINEERING SUBTOTAL		\$ 10,000.00		\$ 9,500.00	\$ 500.00
Administration	Description	Total		State	Local
		\$ -	0%	\$ -	\$ -
		\$ -	0%	\$ -	\$ -
		\$ -	70%	\$ -	\$ -
ADMINISTRATION SUBTOTAL		\$ -		\$ -	\$ -
Grant Amounts		\$ 10,000.00		\$ 9,500.00	\$ 500.00
Grant Percentages		100.00%		95.00%	5.00%



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 5, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3242

DEPARTMENT: Human Resources

TIME REQUESTED: < 5 Minutes

PRESENTER: Janet Borth

AGENDA ITEM:

Appointments to Classification Committee

BOARD ACTION REQUESTED:

Appoint two County Commissioners and two Department Heads to a Classification Committee for two-year terms as described in the Position Evaluation and Classification Policy approved by the Board on November 11, 2016.

BACKGROUND:

The current Position Evaluation and Classification Policy is intended to ensure the County's internal equity of positions in compliance with State pay equity requirements, and states that a Classification Committee is to be appointed by the Board of Commissioners. The role of the Committee is to review requests by Department Heads for new positions or reorganizations and to determine whether changes to a position description warrant a classification review by the County's outside review agency. The Human Resources Director is a member of the Committee by virtue of position as well as two County Commissioners and two Department Heads, each serving a two-year term. There are currently no appointed members of this Committee.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Position Evaluation and Classification Policy

09/05/2023

It was the consensus of the County Board to recommend Commissioners Smith and Johnson for appointment to the Classification Committee.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/12/2023 2:30 PM
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ITASCA COUNTY POLICIES & PROCEDURES	EFFECTIVE DATE: 11/01/2016	POLICY #:
	RBA #: RBA-2016-351	BOARD APPROVAL DATE: 11/01/2016 Format Updates:
	HUMAN RESOURCES REFERENCES:	
SUBJECT: POSITION EVALUATION AND CLASSIFICATION POLICY		

I. POLICY STATEMENT

The Human Resources Director is responsible for a classification plan for all positions within the County. The County is required to maintain job evaluations and job descriptions whereby each County position shall be evaluated and placed in a specific classification to ensure compliance with pay equity requirements. The Position Evaluation process shall assign a point value and classification to each job within the County.

It is an inherent managerial right and duty to design, redesign, restructure and create new jobs to meet the objectives and changing needs of the County. Classification is not grievable under the collective bargaining contracts.

II. CLASSIFICATIONS

Classification of a position is based on the content of the job description. Each Board approved position shall be defined by a job description including specific job duties, qualifications, and requirements. Department Heads, in coordination with Human Resources, shall develop and maintain current job descriptions for positions in their departments.

III. CLASSIFICATION COMMITTEE

The Classification Committee shall be appointed by the County Board. It shall be composed of two County Commissioners, two Department Heads and the Human Resources Director with each serving a minimum of a two year term. After the initial appointments are made, only one of the Commissioners and one of the Department Heads shall be appointed in each two year cycle.

IV. BIENNIAL REVIEW PROCESS

- A. Biennial Reviews will be performed the first two years of a seven-year cycle to ensure classifications are evaluated regularly as changes may occur. Human Resources will develop a systematic process for reviewing the classifications.
- B. Human Resources shall notify Department Heads of the positions in their department scheduled for the regular review. Department Heads shall review and ensure accuracy of the job description. Department Heads or their designees shall inform Human Resources of any revisions necessary in the job descriptions. They shall also recommend which jobs have changed substantially since the last review to be re-evaluated for appropriate classification ratings.
- C. Human Resources shall revise the job descriptions on file, document the date of any change, review the recommendations for re-evaluation, and forward the positions to the Classification Committee with a recommendation. The Classification Committee will determine whether a position will be sent to the outside review agency.

V. NEW POSITION/REORGANIZATION REVIEW PROCESS

- A. New Positions/Reorganization Reviews ensure classifications are maintained when a structural or functional change is planned. Reorganization Reviews are initiated by the County Administrator or a Department Head. This review may include the evaluation of the structure of an organizational unit and/or the functions contained in one or more classifications. These classifications may exist in one or more organizational units within the County and may be filled or vacant.

New Positions/Reorganization Reviews are reviewed by Human Resources; however, allocation of additional headcount must be approved by the County Board. Requests for new position/reorganization review of evaluation will be forwarded to the Classification Committee. As necessary, job descriptions of new/reorganized positions will be forwarded to an outside review agency to ensure classification consistency is maintained. The Department Head and the job incumbent(s) will be informed of the results of the review.

VI. REQUEST FOR REVIEW AND RECONSIDERATION

- A. The County Administrator and Department Head may request a review and reconsideration of a job evaluation determination. These requests may only be made in a year when the Biennial review process is not taking place for that classification. Only one request for review and reconsideration opportunity will be provided per job evaluation determination regardless of how many employees are in the classification.

The review and reconsideration should precisely identify the changes to the job description. There should be considerable change to warrant the review. The request for review and reconsideration will determine whether a job evaluation is a **reallocation** (that is reclassification resulting from significant changes over a period of time in the duties and responsibilities) or a **change in allocation** (that is a reclassification resulting from abrupt, management imposed changes in duties and responsibilities). A reallocation generally requires that the incumbent has been performing duties and responsibilities for greater than 1 year; this does not initiate the posting process. A change in allocation does initiate the posting process.

A final recommendation on each request for review and reconsideration submitted will be made by the Classification Committee.

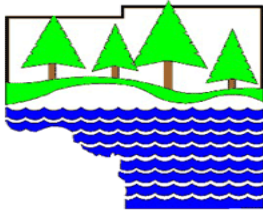
VII. IMPLEMENTATION OF CHANGES TO JOB CLASSIFICATIONS

- A. Unless addressed in a collective bargaining agreement, implementation of a change to a job classification shall be as follows:
1. If a position is evaluated at a higher grade, the employee will receive a salary increase to either the minimum for the new grade, or the step within the new grade which is equal to or higher than their current pay.
 2. If a position is evaluated at a lower grade, the employee's salary is moved to a rate within the new grade to the step equal to or closest to their current pay but not above the pay range for the position. If the current salary is above the new range, the salary shall be frozen until the new range exceeds the pay rate, at which time the employee will again be eligible for pay increases.

Classification and salary grade changes that result from Biennial Reviews completed in the first half of the year will be effective the first full payroll period in June; Classification

and salary grade changes that result from Biennial Reviews completed in the second half of the year will be effective the first full payroll period in December. Changes in classification will be applied only to current employees actively working within the classification.

Classification and salary grade changes that result from New Position/Reorganization Reviews or request for review and reconsideration are effective with the first full payroll following the change in classification.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

November 1, 2016
Work Session

REQUEST FOR BOARD ACTION RBA-2016-351

DEPARTMENT: Administrative Services

PRESENTER: Irene C. Koski

TIME REQUIRED: 5 minutes

AGENDA ITEM:

Position Evaluation and Classification Policy

BOARD ACTION REQUESTED:

Approve the Position Evaluation and Classification Policy dated November, 2016.

BACKGROUND:

Implementation of this policy will help to ensure the County's internal equity of positions in compliance with State pay equity requirements.

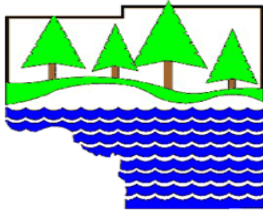
ITEM HISTORY:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

- Evaluation and Classification Policy October 1025 DH (PDF)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Mark Mandich, Commissioner
SECONDER:	Davin Tinquist, District #1
AYES:	Davin Tinquist, Leo Trunt, Rusty Eichorn, Mark Mandich
ABSENT:	Terry Snyder



**ITASCA COUNTY
BOARD OF COMMISSIONERS**
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

November 22, 2016
Regular Meeting

REQUEST FOR BOARD ACTION RBA-2016-382

DEPARTMENT: Human Resources

PRESENTER: Lynn Hart

TIME REQUIRED: < 5 minutes

AGENDA ITEM:

Classification & Compensation Plan Policy

BOARD ACTION REQUESTED:

Abolish the old Classification and Compensation Plan Policy that has now been replaced by the recently approved Position Evaluation and Classification Policy.

BACKGROUND:

The Position Evaluation and Classification Policy was approved at the November 1st County Board meeting. It was intended to replace the Classification & Compensation Plan Policy but the language abolishing the old policy and replacing it with the new policy was left out of the RBA.

ITEM HISTORY:

History:

11/15/16 COUNTY BOARD
NEXT: 11/22/16

RECOMMENDED FOR CONSENT

COUNTY ATTORNEY REVIEW: No

SUPPORTING DOCUMENTATION:

RESULT:	ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Leo Trunt, District #3
SECONDER:	Mark Mandich, Commissioner
AYES:	Tinquist, Snyder, Trunt, Eichorn, Mandich



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 5, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3245

DEPARTMENT: Environmental Services

TIME REQUESTED: 20 Minutes

PRESENTER: Andy Arens

AGENDA ITEM:

2022 Itasca SWCD Projects Report

BOARD ACTION REQUESTED:

Receive the 2022 Itasca Soil and Water Conservation District (SWCD) Projects Report.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. 2022 Itasca Co SWCD Accomplishments Report
2. 2022 SWCD Accomplishments Presentation

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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2022 Project Highlights

State funded County programs, administered by the SWCD:

- **Aquatic Invasive Species program**
 - 27,327 watercraft AIS inspections at 34 accesses on 18 water bodies.
 - Surveyed 76 lakes and rivers, for the presence of AIS.
 - Removal/treatment of AIS in multiple water bodies; hand pulling, herbicide, and the use of beetles.
 - o 35 settling plates deployed in 33 lakes, to survey for the presence of adult zebra mussels.
 - o 6 lakes sampled for zebra mussel veligers and analyzed (microscopic juveniles).
 - o 43,000 purple loosestrife beetles collected and released at 36 new sites.
 - 504 hot water decontaminations performed by 4 mobil and 2 stationary units.
 - \$35,385 in AIS control and prevention grants awarded to 8 organizations; organizations provided 50% match.
 - Numerous community engagement events such as County fair, Youth Water Summit, Childrens First, Tall Timber Days, etc.
 - 6 new AIS detections, and response plans coordinated. Canisteo zebra mussels, King Lk curly leaf pondweed, and new purple loosestrife populations on Jessie, Trout (Coleraine), Upper Balsam, and Rice (Cohasset) Lakes.
 - 2 full-time and 31 seasonal staff employed.
- **Mn Wetland Conservation Act Enforcement (WCA)**
 - 240 wetland related landowner contacts (230 in 2021 and 200 in 2020).
 - 173 site visits.
 - 41 Wetland Conservation Act permits processed (28 in 2021 and 15 in 2020).
 - o Boundary or type: 14 (16 in 2021)
 - o No-Loss: 13 (5 2021)
 - o De minimis Exemption: 4 (3)
 - o Replacement plans (fully processed): 12 (3), totaling 35 acres of wetland.
 - * 2 applications withdrawn.
 - o 6 public road permits:
 - 5 with the Itasca County Highway Department; CR70 bridge, CSAH 52 road, splithand creek bridge, Crooked Lake Twin Bridges, and the Sucker Creek culvert.
 - State Hwy 1 MnDOT application.
 - o Potential violation sites investigated: 5 (11)
 - o Enforcement actions taken: 2 landowners; neither resulted in a court trial.
 - o Formal decision appeals by landowners: 0
- **Mn Buffer law enforcement**
 - Annual Buffer Law compliance review of one third of the County (entire County ever 3 years is required) via aerial photography, follow-up ground truthing and landowner assistance provided where needed. No non-compliance in 2022.

- **Local Water Management**

- One Watershed One Plan: Implementation began in the Mississippi Headwaters (UMHW), pre-planning began for the Mississippi Grand Rapids (UMGR), and minimal involvement in the St Louis River and Red Lake watershed planning efforts.
- Comprehensive local water management plan (CLWMP) administration.
 - o Water Plan Implementation Committee (WPIC) administration.
 - o Extension of the CLWMP from 3-31-22 to 3-31-27.
 - o Initial planning began for the writing of the Upper Mississippi Grand Rapids (UMGR) one watershed one plan (1W1P) comprehensive plan.

SWCD Direct State Programs:

Mn Board of Water and Soil Resources Funded Programs (BWSR):

- John Carney cost share project on an Island of Turtle Lake: 105 lineal feet of shoreline restored with coir logs, 210 plantings of wildflowers, grasses, sedges, and rushes, and 35 shrubs; all species were native to Minnesota and northern climate hardy. The project will prevent wave erosion of the bank and will filter stormwater before entering the lake.
- Upper Mississippi Headwaters one watershed one plan implementation:
 - A stormwater retrofit analysis study was completed in the Cities of Deer River and Cohasset, to identify any need and location of stormwater management improvements.
 - Coordinated a half day smart salting workshop presented by the MPCA, attended by 70 Itasca County Highway Department staff.
- Inspection of 11 (10 in 2021) existing Reinvest in Minnesota (RIM) Reserve easements; all were compliant.
- No new easements completed in 2022.

Mn DNR Programs:

- Rain Gage program:
Coordination of 180 rain gauge readings throughout the County. Monthly summary sheets of daily precipitation totals from 19 summer volunteers and 7 winter volunteers. Summary sheets were sent to the DNR monthly for entry and use in monitoring Itasca County drought levels.

Minnesota Pollution Control Agency Funded Programs (MPCA):

- Watershed Pollutant Load Monitoring Network – WPLMN:
April through October water quality data collected at two Highway 6 bridges over the Bigfork River, at County 14 and Craigsville. Data is collected during rising and falling water levels, to be used to determine pollutant input implications of fluctuating water levels.
 - All sampling data was reported to the State for permanent submission in their database, for use in future management decisions.

- **Watershed Restoration and Protection Strategy (WRAPS) Grants:**
The ten-year WRAPS cycle consists of analyzing existing data available, acquiring additional needed information, summarizing watershed health, and recommending any needed improvement items. These WRAPS documents are then used in watershed planning and project implementation efforts, such as the 1W1P process.

Big Fork River Watershed:

- Sampled Island Lake (Northome) tributaries May through October to capture sediment and phosphorus levels, among other data, to help ID possible areas of pollutants entering the lake. Data collected did not identify any significantly elevated levels that would need further study.
- “What is a Watershed” interactive activity with Bigfork Elementary 4th graders in April, and at the Koochiching County Fair.
- Desktop analysis and then ground truthing to locate three groundwater springs at the soil surface. These areas with groundwater near the soil surface are of special concern due to the increased risk of pollutants being able to enter the ground water supply.

Little Fork River Watershed:

- Spring through fall, collected sediment and data from passive sediment samplers at 8 sites on the Little Fork River, to identify nutrient inputs to the river and fluctuations in input amounts during different weather events and patterns.

County and SWCD Programs:

- 107 Shoreland Alteration Permit on-site reviews with Environmental Services; typically by SWCD WCA staff member.
- 74 (49) site visits to provide landowners technical assistance on shoreland stabilization, stormwater management, and forest management (mostly voluntary and some per planning Board condition).
 - Assistance provided to numerous additional landowners via phone, e-mail, and office.
- Spring native tree and plant sale:
 - Over 120 residents served; 118 pre orders, plus walk-ins.
 - 7,800 (6,200) Minnesota native, northern Minnesota hardy trees, fruiting shrubs, wildflowers, and grass plugs planted; 5,700 trees, 180 fruiting shrubs, 1,600 wildflower plugs and 360 grass plugs; plus 20 pounds of wildflower and grass seed.
- May 12 2022 Adopt-a-River clean-up, coordinated with the Itasca County Trails Task Force, “Visit Grand Rapids”, City of Grand Rapids maintenance staff, and KAXE. Cleaned the Mississippi River from grand rapids to the Prairie River inlet. Two miles of river, four miles of shoreline, and 400 pounds removed; it’s working, it’s been as high as a ton in previous years.
- Maintained a spring through fall drop off location at the Itasca SWCD office for surface water sample pick-up and analysis by RMB Laboratories.
- Collected a Siseebakwet (Sugar) lake sample, had it analyzed, and provided results for the Timberman Triathlon, to verify e-coli levels were safe to hold the event.
- Numerous public engagement and education events.

Itasca County Soil and Water Conservation District (SWCD)

2022 Accomplishments Report

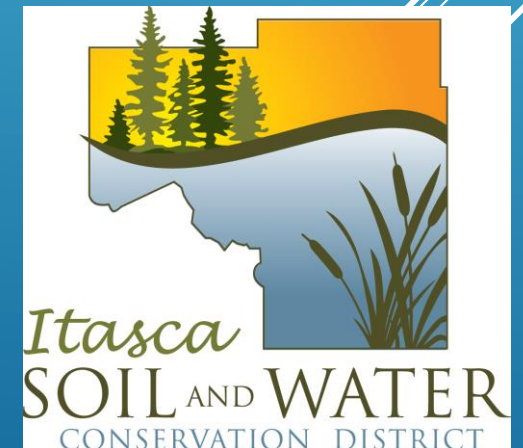
What is a “Soil and Water Conservation District” (SWCD) 101:

The Severe Dust Bowl years of 1930 to 1936 resulted in Federal ruling giving states the power to establish soil conservation districts.

The Minnesota legislature established SWCDs in 1937, as a 103c Political Subdivision of the State, and SWCDs are active today in all 87 Counties. Structure and names vary State to State, but Conservation District remain active in most Counties Nation wide.

The Mission of the Itasca County Soil and Water Conservation District (SWCD) is to provide a local organization through which landowners and operators, local units of government and state and federal agencies can cooperate to improve, develop and conserve soil, water, wildlife and recreational resources.

Although the Itasca SWCD is independent, we receive most of our funding from the County, most of which is pass through from the State for the administration of State mandates to the County.



Current Elected Board of Supervisors



Chris Reed, District 1, Reporter



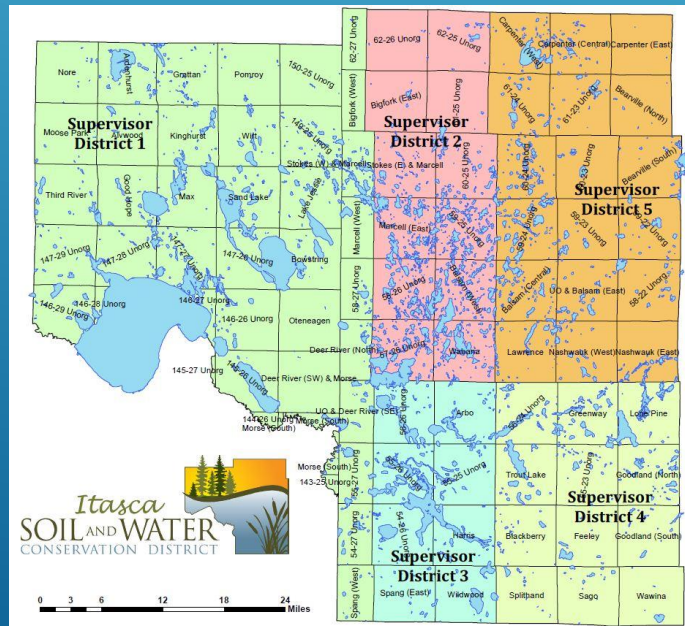
Tom Nelson, District 2, Vice Chair



Cal Saari, District 5, Chair



Paul Rustad, District 3, Treasurer



Mike Oja, District 4, Board Secretary

Staff

Pictured left to right:

- **Kathy Cone**
– Administrative Assistant
- **Austin Steere**
– Projects Coordinator
- **Matt Gutzmann**
– Water Resources Specialist
- **Waylon Glienke**
– Wetland Specialist
- **Bill Grantges**
– AIS Program Manager
- **Chris Evans**
– AIS Monitoring & Control Specialist
- **Andy Arens**
– District Manager & Water Plan Coord.





FOUR STATE PROGRAMS MANDATED TO ITASCA COUNTY, DELEGATED TO THE SWCD FOR ADMINISTRATION

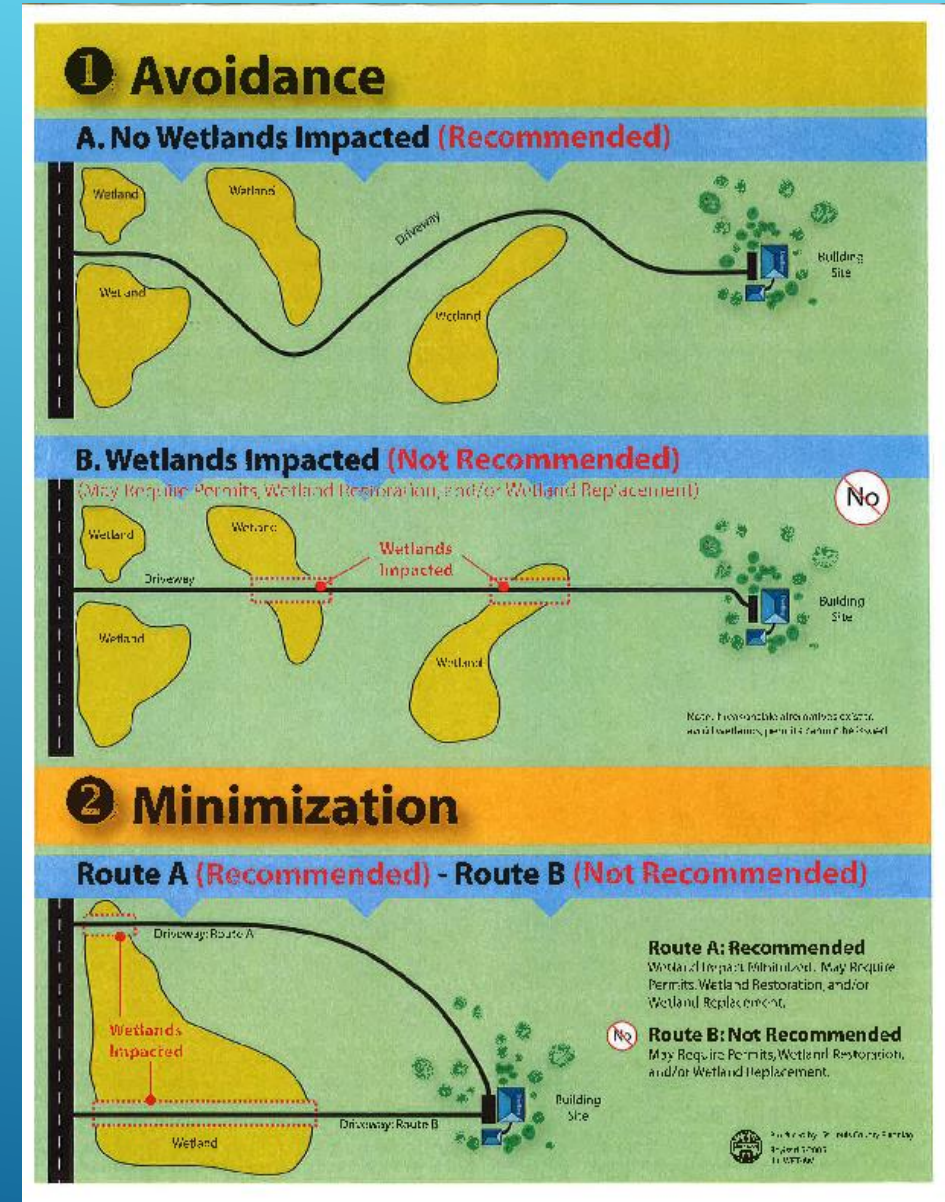
1. Mn DNR Aquatic Invasive Species program (AIS)

- ▶ 27,327 watercraft AIS inspections at public water accesses.
- ▶ 504 hot water decontaminations performed by 4 mobil and 2 stationary units.
- ▶ Numerous public outreach events.
- ▶ Surveyed 76 lakes and rivers, for the presence of AIS.
- ▶ Removal/treatment of AIS on 59 water bodies via hand pulling, herbicide, and the use of beetles.
- ▶ 6 new AIS detections, and response plans coordinated.



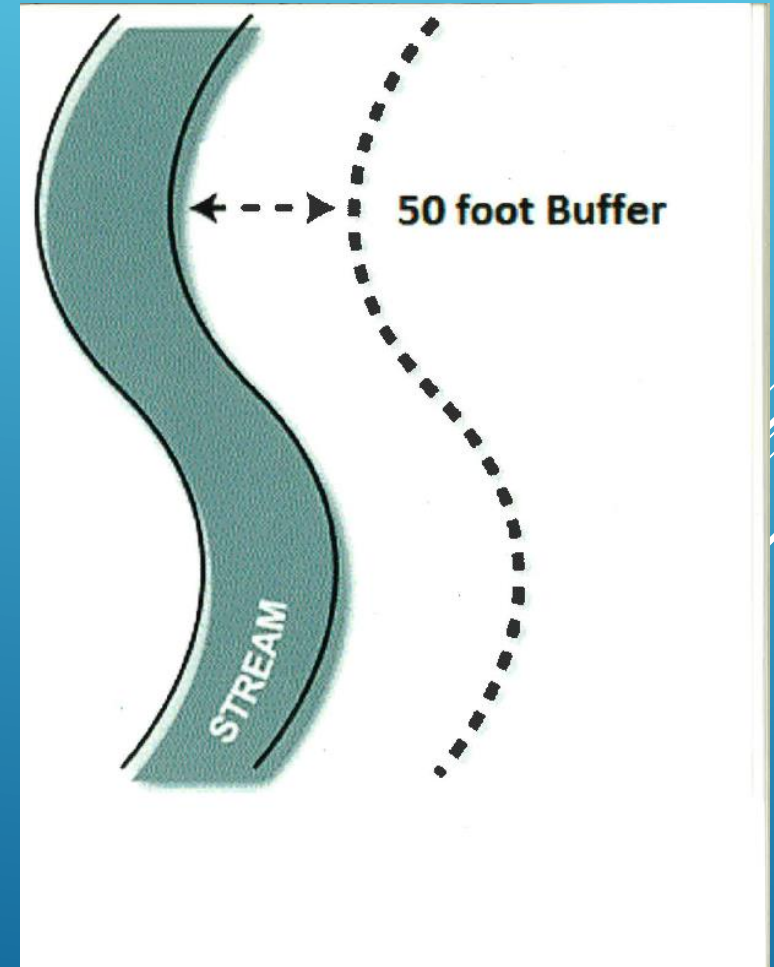
2. Mn Wetland Conservation Act (WCA) Administration:

- Mn Board of Water and Soil Resource (BWSR) administered.
- 240 wetland related landowner contacts.
- 173 Site visits.
- 41 Wetland Conservation Act permits processed.
 - * 6 public road applications, 1 with Mn DOT and 5 with the Itasca County Highway Department.



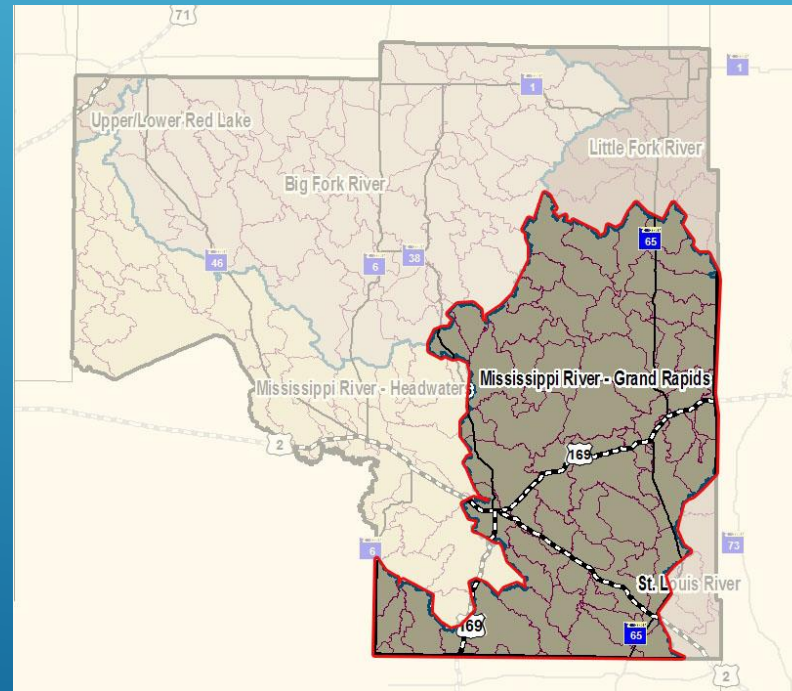
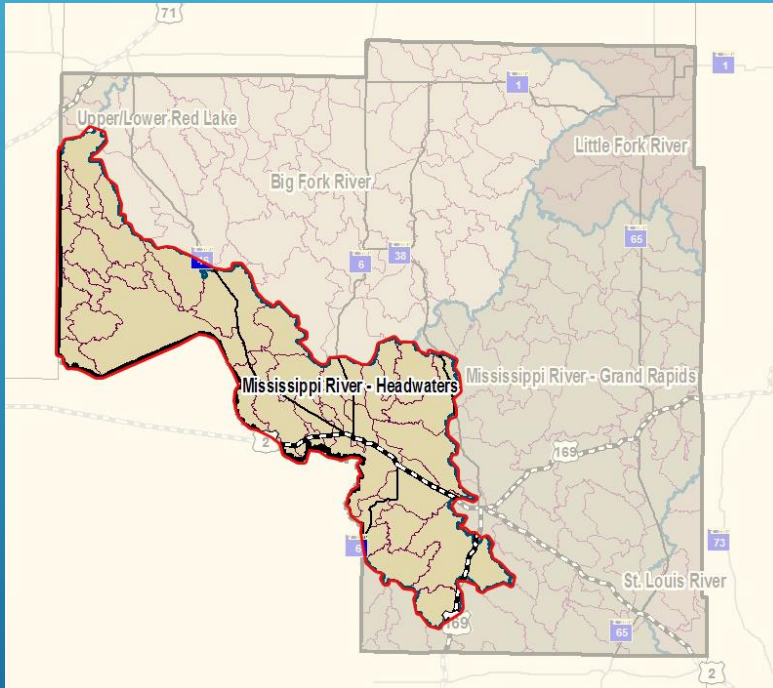
3. BWSR Administered Mn Buffer law Enforcement:

- Requires a minimum 50' width of perennial vegetation adjacent public waters.
- Annually we review one third of the County for compliance (entire County review every 3 years is required).
- Review starts with aerial photography review, with follow-up ground truthing where needed.
- Landowners addressed any violations and all matters were brought back into compliance.



4. Comprehensive local water management plan administration:

- Water plan implementation committee (WPIC) coordination; 4 meetings in 2022.
- Implementation began in the Mississippi Headwaters (UMHW), pre-planning began for the Mississippi Grand Rapids (UMGR).
- Extension of the CLWMP from 3-31-22 to 3-31-27.



ITASCA COUNTY LOCAL WATER MANAGEMENT PLAN

Effective 3-31-2022 to 3-31-2027

Amendment extension adopted March 22, 2022

1-29-19 to 3-31-22 amendment to the Executive Summary, Goals, Objective, and Action Items, adopted January 29, 2019

First revision adopted May 2012

Original adopted April 2007



Prepared by:

Itasca County Soil and Water Conservation District
And

SWCD DIRECT GRANT PROGRAMS:

MN BOARD OF WATER AND SOIL RESOURCES (BWSR) GRANTS:

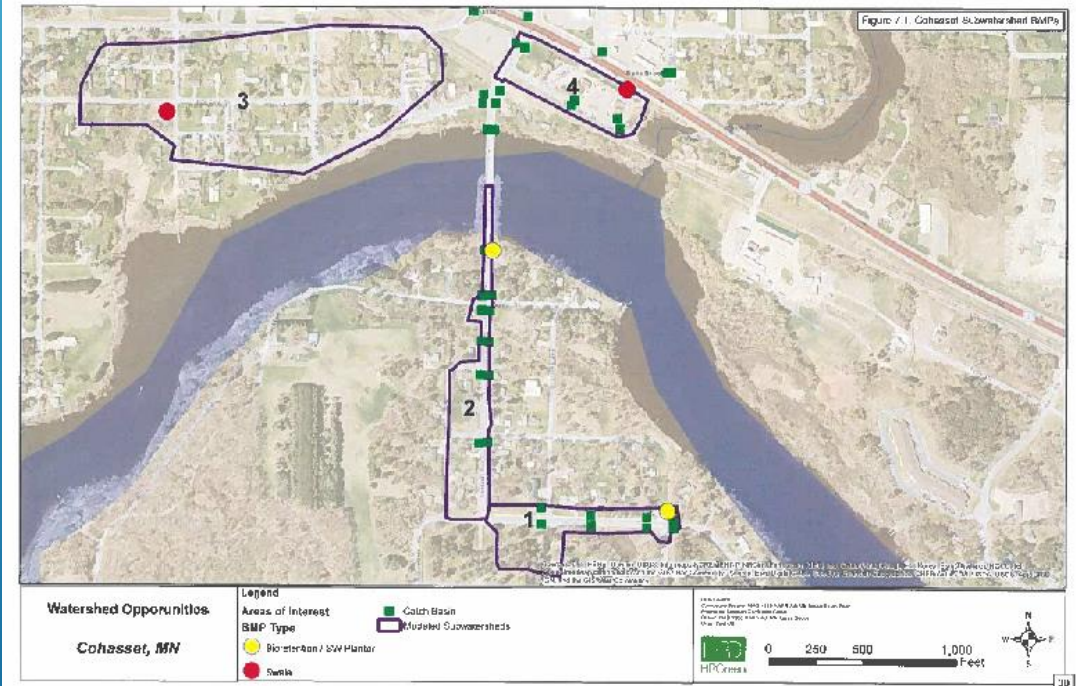
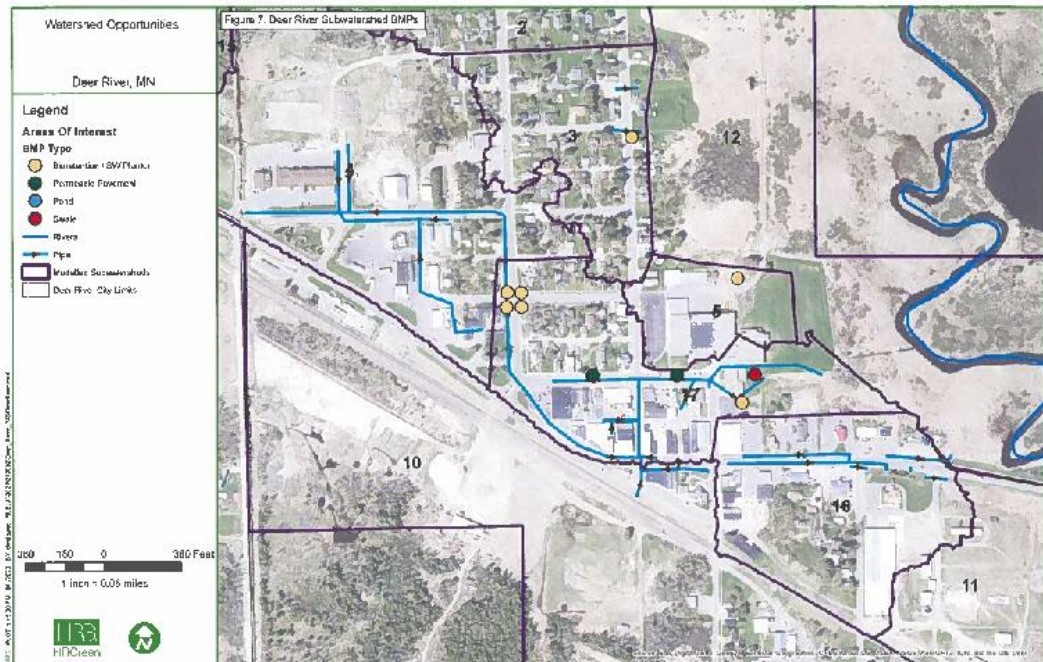
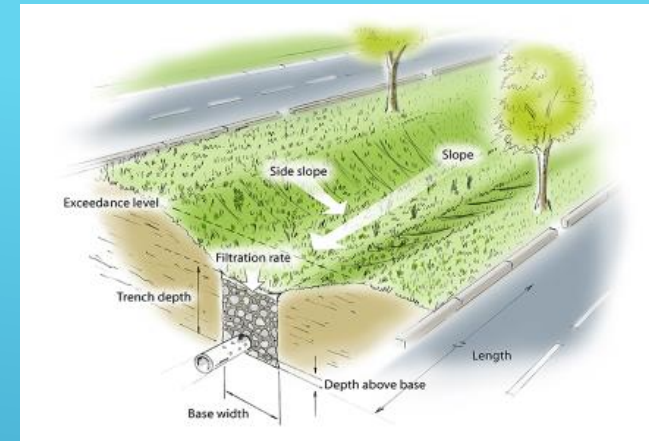


1 lb. of Phosphorus can support 500 lbs. of algae growth



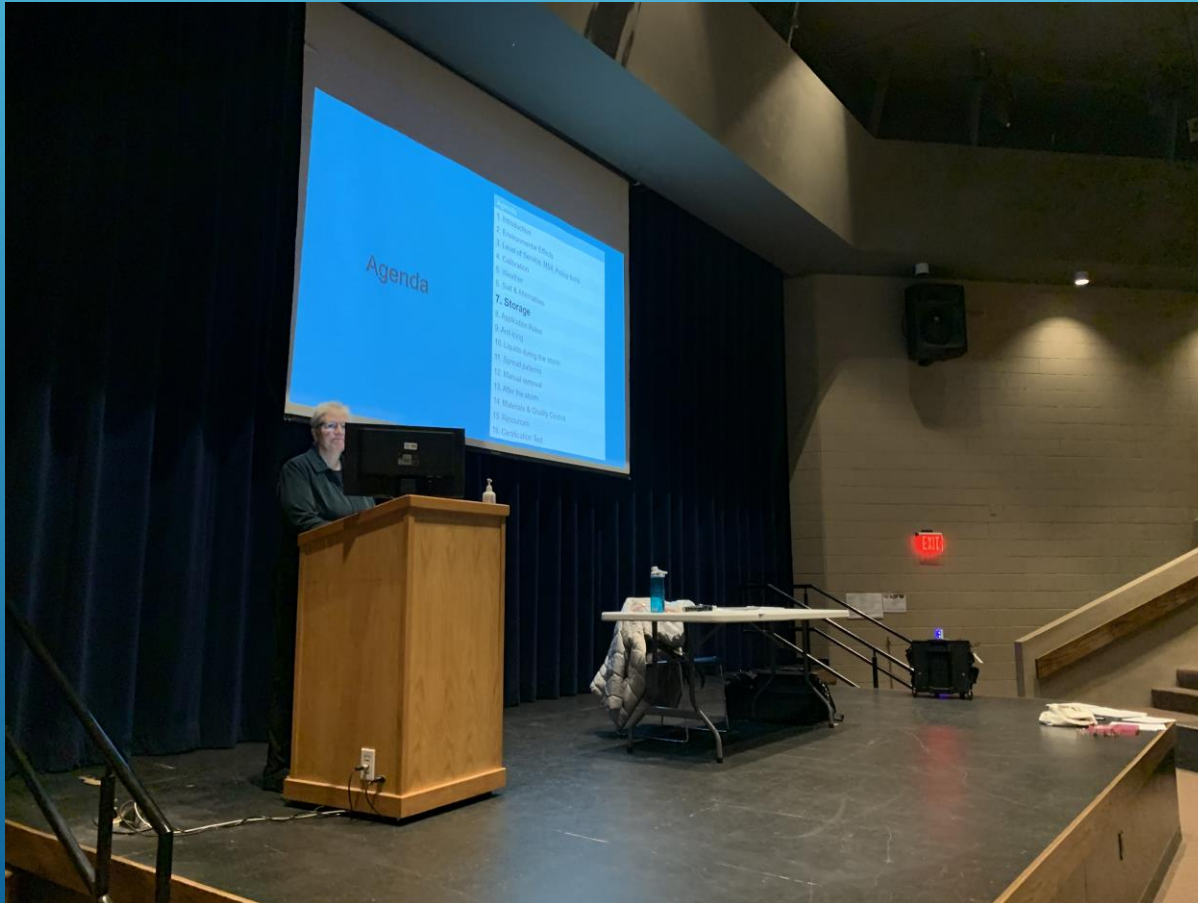
1 Watershed 1 Plan Implementation Funding, for the Upper Mississippi River Headwaters:

- Deer River and Cohasset Stormwater Retrofit Analysis Study Completed:
Two high ranking stormwater management “Swale” projects have been identified in Cohasset, and one in Deer River. SWCD staff are beginning to work with City staff and officials. These three swales are currently included in the 2024 / 2025 watershed budget, for 75% cost share funding.



1 Watershed 1 Plan – *Continued*:

- Coordinated a half day smart salting workshop with the County Highway Department, presented by the MPCA, and attended by 70 Itasca County Highway Department staff. Currently in the process of providing \$30,000.00 to the County for plow truck road temperature gauges on 14 existing trucks, and brine application equipment on 2 new trucks.



Cost share program:

- 105' bank stabilization project on an island of Turtle Lake; restored with coir logs, 210 plantings of wildflowers, grasses, sedges, and rushes, and 35 shrubs.
- \$18,000.00 project, cost shared 50%.

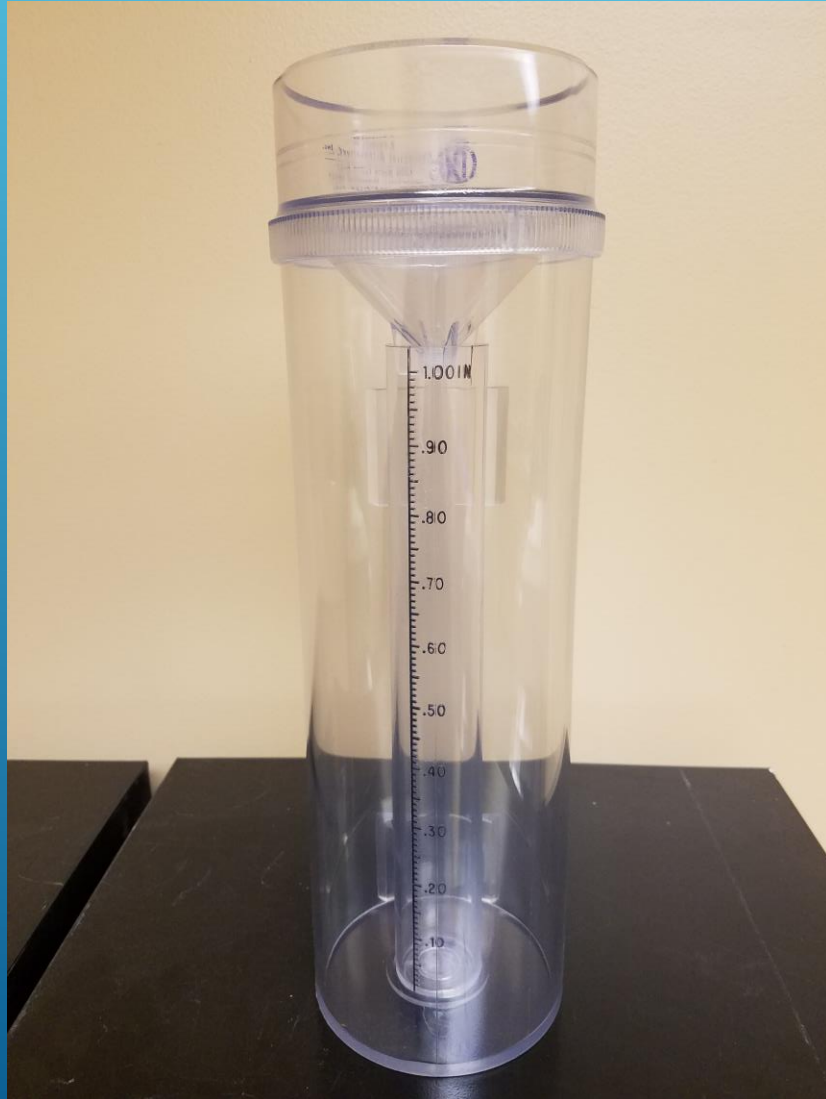


Easement programs:

- Inspection of 11 existing RIM Reserve easements; all were compliant.
- No new easements finalized in 2022.



- **Coordinate 16 volunteer readers, 9 of which also read in through the winter.**
- **Summary sheets sent to the DNR monthly for entry and use in monitoring Itasca County drought levels.**



NA-02732-07

Minnesota Board of Water and Soil Resources
Soil and Water Conservation Districts

MINNESOTA CLIMATOLOGICAL NETWORK

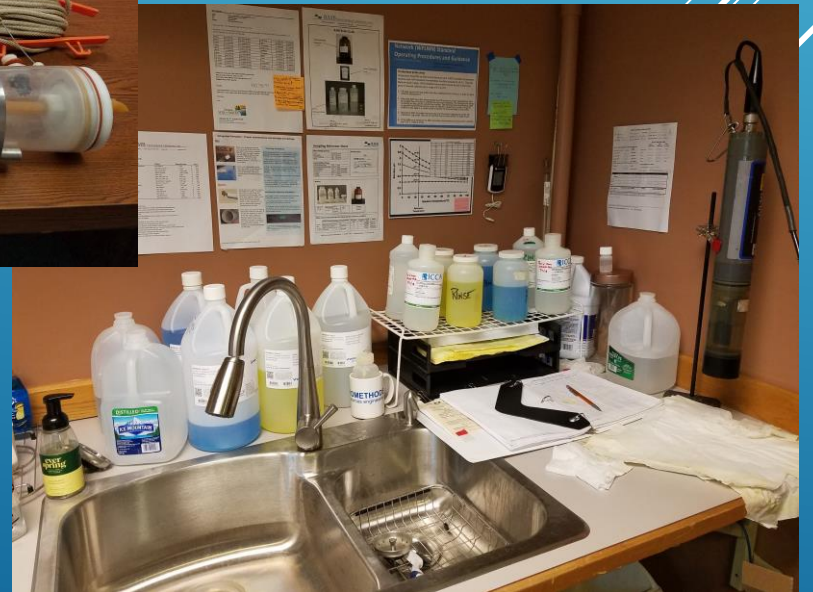
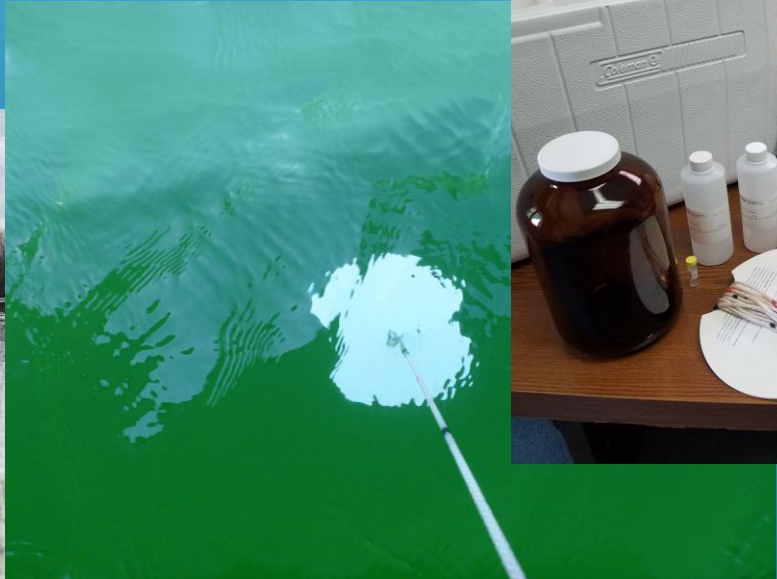
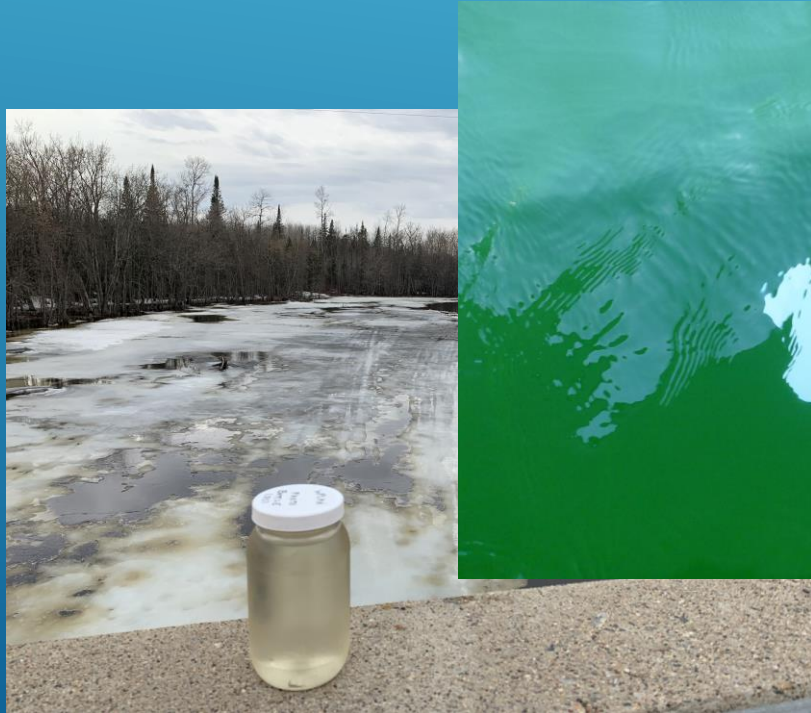
				a.m.						7
Year	Month	Day	Time	County	Township	Range	Section			

Name _____			County name _____								
Address _____			Township _____								
email _____			Telephone No. () _____								
24-HOUR AMOUNTS			REMARKS:			Gauge type (Check One)			canon covering diameter(s) (inches); maximum catch depth (inches); barograph pressure used for same ____yes____ no__		
Rain, Melts Snow, Ice, Hail, S. Hailstone?	Snow falling & melting?	snow or crystal thickness	Give facts and comments about events. Temperature and Phenology Items are very useful;			Gylinette	Lipkin bucket				
						test tube	walshing				
						weight	Other				
			01								
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TOTALS			State Climatology Office, 439 Boring Hall, 1991 Upper Buford Circle, St. Paul, MN 55108-6026								

MN POLLUTION CONTROL AGENCY (MPCA) GRANT ACTIVITIES

Bigfork Watershed:

- Island Lake (Northome) is being further studied to identify any sources of elevated nutrient levels. Tributaries were sampled May through October to capture sediment and phosphorus levels. Data collected did not identify any significantly elevated levels that would need further study.
- Spring through fall open water sampling of the Big Fork River at the Hwy 6 County 14 and Craigsville bridges.
 - Sampling occurs after rain events, to determine sediment runoff levels.



MN POLLUTION CONTROL AGENCY (MPCA) GRANT ACTIVITIES - CONTINUED

Bigfork Watershed - Continued:

- Desktop aerial review and ground truthing to locate three groundwater springs at the soil surface. These areas are of special concern due to the increased risk of pollutants entering the ground water supply.

Littlefork Watershed:

- Collected sediment and data from passive samplers at 8 sites on the Little Fork River, to study sediment input levels and sources during varying weather events. This was a collaborative effort between the U.S. Geological Survey (USGS), MPCA, N St. Louis SWCD, and Itasca SWCD. Largest scale study of this type by USGS nation wide.



COUNTY AND SWCD PROGRAMS:

- 107 Shoreland Alteration Permit on-site reviews with Environmental Services.
- 74 (49) landowners provided on-site technical assistance on shoreland stabilization, stormwater management, and forest management.
- Over 120 residents served through the SWCD spring native tree and plant sale.
7,800 Minnesota native, northern Minnesota hardy trees, fruiting shrubs, wildflowers, and grass plugs planted;
5,700 trees, 180 fruiting shrubs, 1,600 wildflower plugs and 360 grass plugs; plus 20 pounds of wildflower and grass seed.



- Adopt-a-River clean-up May 12 2022. Cleaned Mississippi River from grand rapids to Prairie River inlet. Coordinated event with Itasca County Trails Task Force, “Visit Grand Rapids”, City of Grand Rapids maintenance staff, and KAXE. Two miles of river and four miles of shoreline cleaned.



- Maintained a spring through fall drop off location at the Itasca SWCD office for surface water sample pick-up and analysis by RMB Laboratories.
- Numerous public engagement and education events.



THANK YOU FOR YOUR CONTINUED SUPPORT!





**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 5, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3241

DEPARTMENT: Transportation

TIME REQUESTED: < 5 Minutes

PRESENTER: Rachel Metelak

AGENDA ITEM:

Highway Construction Project Update - September 2023

BOARD ACTION REQUESTED:

Receive September 2023 Construction Update

BACKGROUND:

The Transportation Department would like to update the Board on the 2023 construction season. This is informational only.

COUNTY ATTORNEY REVIEW: NA

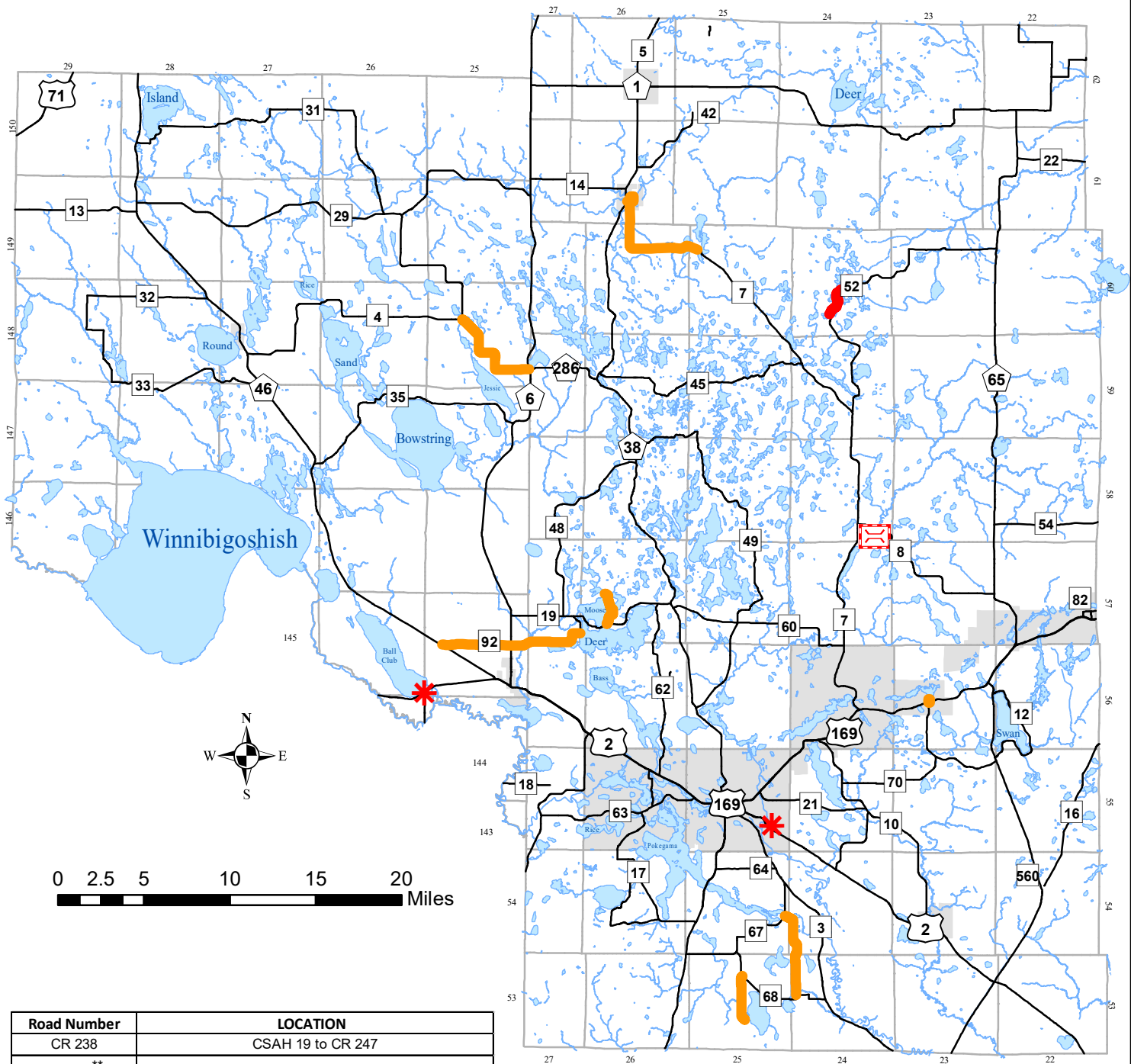
SUPPORTING DOCUMENTATION:

1. 2023 Map
2. Construction Update 2023

RESULT:

INFORMATIONAL - NO ACTION TAKEN

ITASCA COUNTY CONSTRUCTION PROJECTS 2023



Road Number	LOCATION
CR 238	CSAH 19 to CR 247
CR 336	Bridge 7108 & 93290 over the Prairie River
CR 407	Rail Road Crossing
CR 427	CSAH 67 to CSAH 68
CR 432	CSAH 68 to 2.67 miles south
CSAH 4	CSAH 29 to TH 6
CSAH 7	TH 38 to Scenic Estates Drive
CSAH 7	Scenic Estates Drive to CSAH 75
CSAH 18	Rail Road Crossing
CSAH 52	CR 340 to CR 342
CSAH 78	CSAH 7 to CR 77
CSAH 92	(CR 142) CSAH 44 to 0.15 miles E. of CR 256
CSAH 84	City of Calumet - TH 169 to TH 169
**	clearing in 2023 - reconstruction work in 2024

2023 Construction Projects

-  Bridge Replacement
-  Railroad Crossing
-  Bituminous
-  Reconstruction

AUGUST HIGHWAY CONSTRUCTION UPDATE 2023

Road Number	LOCATION (FROM - TO)	Length	Type of Work	Status
CR 407	Rail Road Crossing	—	Crossing Surface Replacement	BNSF will complete this work, timeframe currently unknown
CR 427	CSAH 67 to CSAH 68	5.0	Bituminous Overlay	Complete
CR 432	CSAH 68 to 2.67 miles south	2.7	Bituminous Overlay	overlay complete, mailbox supports still to replace
CSAH 3	TH 169 to City Limits		Bituminous Rehab & ADA	roundabout complete
CSAH 4	CSAH 29 to TH 6	6.2	Bituminous Overlay	overlay complete, mailbox supports & striping still to replace
CSAH 7	TH 169 to 1.3 miles north			Addressing road failure area and final wear course in September
CSAH 7	TH 38 to Scenic Estates Drive	0.3	Sidewalk & Bit Overlay	continue placing sidewalk
CSAH 7	Scenic Estates Drive to CSAH 75	6.8	Bituminous Rehabilitation	scheduled to begin work mid-September
CSAH 52 ^{**}	CR 340 to CR 342	2.8	Reconstruction	Tree clearing and utility relocation complete, will bid reconstruction work this fall for 2024 completion
CSAH 60	CR 329 to Willow Creek Tr		Reconstruction	Complete
CSAH 78	CSAH 7 to CR 77	0.7	Bituminous Overlay/Rehab	scheduled to begin work mid-September
CSAH 92	(CR 142) CSAH 44 to 0.15 miles E. of CR 256	8.5	Bituminous Rehabilitation	overlay complete, mailbox supports & striping still to replace
CR 336 ^{**}	Bridge 7108 & 93290 over the Prairie River	—	Bridge Replacement	Construction has started, removing old bridge
CR 238	CSAH 19 to CR 247	2.3	Base & Bituminous/Overlay	scheduled to begin work mid-September
CSAH 18	Rail Road Crossing	—	Crossing Surface Replacement	Complete
^{**} clearing in 2023 - reconstruction work in 2024				



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 5, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3243

DEPARTMENT: Transportation

TIME REQUESTED: 5 Minutes

PRESENTER: Kory Johnson

AGENDA ITEM:

Sale of Road & Bridge Equipment

BOARD ACTION REQUESTED:

Approve the Disposition of Obsolete Road and Bridge Equipment through McLaughlin Auctioneers, Hansen Auction Group, and State of MN Admin Fleet and Surplus Services.

BACKGROUND:

The attached document lists equipment to be sold at auction. This equipment has been replaced with newer models, making this equipment obsolete. The Road and Bridge department has previously sold equipment through McLaughlin Auctioneers and Hansen Auction Group. The Hansen-Pike Auction will occur September 13-18, 2023. The McLaughlin Auction will take place online on their website, expected near the end of September. The State of MN Admin auction is ongoing and our equipment will be posted as soon as practical, approximately within 1 week.

COUNTY ATTORNEY REVIEW: No

SUPPORTING DOCUMENTATION:

1. Disposition of Itasca County Equipment

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner John Johnson
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

Disposition of Itasca County Equipment

Date: 8/31/2023
 Department: Transportation
 Employee: _____

Vendor Sold to: _____
 Address: _____

List one item on each line

Qty	Item Description	Serial * Number	Asset #*	Miles / Hrs	Auction	Est. Price/ Unit **
1	2018 Silverado 2500 4X4	1GC2KUEGXJZ332525	1196	174,893	McLaughlin	15,000
1	2016 Sierra 2500HD 4X4	1GT22REG7GZ366072	1175	147,841	McLaughlin	13,000
1	2013 F150 4X2	1FTEX1CM3DFB76971	1178	120,885	McLaughlin	7,000
1	2015 Silverado 2500HD 4X4	1GC2KUEG7FZ536481	1162	176,299	McLaughlin	10,000
1	2012 Silverado 2500 4X4	1GC2KVCG1DZ115085	1130	162,626	McLaughlin	6,000
1	2013 F150 4X2	1FTEX1CM9DFC21413	1189	91,049	McLaughlin	6,000
1	2012 Silverado 2500HD 4X4	1GC2KVCG9DZ114928	1131	172,746	McLaughlin	5,000
1	2014 F150 4X2	1FTEX1CM9EKG35334	1205	84,155	McLaughlin	7,000
1	2015 Silverado 2500HD 4X4	1GC2KUEGXFZ130226	1151	113,909	McLaughlin	11,000
1	2015 Silverado 2500HD 4X4	1GC2KUEG7FZ130314	1153	132,593	McLaughlin	14,000
1	2014 F150 4X2	1FTEX1CM6EKG35340	1211	71,684	McLaughlin	5,000
1	2014 Sierra 1500 4X4	3GTU2TEC6EG394381	1145	134,231	McLaughlin	12,000
1	2004 Sterling LT9500	2FZHAZAS14AM15247	1027	8847	State of MN	20,000
1	2004 Sterling LT9500	2FZHAZAS34AM15248	1028	10,757	Hansen-Pike	10,000
1	2011 CAT 277C Skid Steer	0JWF02480	1119	2853	Hansen-Pike	30,000
1	1979 JD310A Backhoe	318830T	626	857	Hansen-Pike	5,500
					Total	176,500

The sale of equipment must be approved by the department head (signature required below).

**If applicable, ** If item was scrapped or donated, please list price at \$-0-.*

Checks must be made payable to: Itasca County. A receipt for the sale must accompany check.

Kory Johnson 8/31/2023
 Department Head Date

_____/_____
 Vendor Representative Date



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 5, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3244

DEPARTMENT: Transportation

TIME REQUESTED: 5 Minutes

PRESENTER: Kory Johnson

AGENDA ITEM:

Remaining Swan River CIP Funds

BOARD ACTION REQUESTED:

Approve the remainder of the Swan River CIP funds allocated to the Transportation Department for the construction of a cold storage building to be used for replacement of fuel pumps at 4 garages.

BACKGROUND:

The County Board approved \$53,367.32 for use in constructing a cold storage building for housing grader/tandem truck cutting edges. The purpose of the building was to improve safety, handling the cutting edges, and security of the materials. The total project cost was \$35,408.10, leaving \$17,959.22 remaining of the Swan River CIP Funds. We are requesting to use the remaining \$17,959.22 for replacement of fuel tracking systems at the Nashwauk, Balsam, Cohasset, and Togo garages. Between these remaining funds and some funds from the 05-330-6600 Building Improvements & Construction Budget, we could finish outfitting the new fuel tracking systems at all the County Garages. We began updating the fuel pump tracking systems with the Deer River Garage in 2018. The old fuel tracking system has been retired by the manufacturer and parts are no longer available. Since 2018, the following garages have been updated: Deer River, Swan River, Arbo, Max, & Bigfork.

COUNTY ATTORNEY REVIEW: No

SUPPORTING DOCUMENTATION: None

09/05/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/05/2023 2:30 PM
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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 5, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3237

DEPARTMENT: Sheriff

TIME REQUESTED: 10 Minutes

PRESENTER: Joe Dasovich

AGENDA ITEM:

Jail Facility Agreement

BOARD ACTION REQUESTED:

Consider entering into an inmate housing agreement with Cass County.

BACKGROUND:

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. Itasca - Cass Jail Facility Agreement
2. Itasca County Final Housing Agreement with Cass County

09/05/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/12/2023 2:30 PM
----------------	--------------------------------	---------------------------------

JAIL FACILITY AGREEMENT

The below agreement is entered into between Cass County and Itasca County on this the 1st day of July 2024.

Whereas, Cass County and Itasca County executed an agreement dated July 1, 2024, that continued a contractual relationship to house Cass County inmates at the Itasca County Jail through July 31, 2027.

NOW THEREFORE, it is hereby stipulated and agreed that:

A. Term

The term of this agreement shall be for a period of three (3) years. Said term shall commence on July 01, 2024, and end July 31, 2027.

Discussion of any possible continuation or extension of the three (3) year term of this agreement shall commence in January of the third year of the above term. A decision concerning continuation or extension of the term must be made by May 31st of said third year to allow for sufficient time for the parties to plan for future inmate bed requirements.

If the three-year (3) year term is extended, it shall be on such terms and conditions as set forth in a new written agreement document.

B. Cancellation/Early Out

Either party may cancel this agreement before the stated expiration date, with or without cause, upon serving a written notice of intent to terminate on the other party at least 60 days prior to the termination date.

C. Jail Operation

1. Itasca County guarantees that jail bed space will be available for 40 Cass County inmates every day of the year. Warrant pickups will not affect the 40-bed jail count.
2. Cass County inmates housed at Itasca County are under the care and supervision of Itasca County.
3. Itasca County shall house and provide related jail services for Cass County inmates assigned to Itasca County by the Cass County Sheriff. Jail services include, but are not limited to:
 - a. room and board.
 - b. jail programming.
 - c. records as required by the MN DOC Rules (Chapter 2911).
 - d. other services available to similarly situated Itasca County inmates.

4. Cass County may determine which inmates will be sent to Itasca County; however, the daily operations will be determined by each agency's jail administrators or designee.
5. Cass County shall compensate Itasca County for the actual additional cost of providing jail services to Cass County. The 2023 estimated per diem costs for the capacity requested by Cass County is (40 inmates times \$56.55 per day times 365 days). Cass County will pay for a minimum of 40 inmates regardless of the number of its inmates housed in Itasca County, except any vacant beds because of Itasca County's rejection of a Cass County inmate. If more than 40 Cass County inmates are housed, Itasca County agrees to charge \$65 a day amount to Cass County. These costs may be adjusted annually by Itasca County based upon actual operating costs. Cass County further understands that the daily per diem will be adjusted annually to reflect direct costs only. Direct costs shall be established by using criteria identified in Attachment "A" unless otherwise agreed to by the parties. If of any increase in daily per diem will be given not later than August 15th each year to assist in budgets. Said per diems shall be paid monthly.
6. Mental Health waiting holds will be charged at \$80 a day until the hold is completed. Cass County would be required to perform the screening/ intake/ DHS coordination for the bed space at the appropriate facility.
7. Cass County will be responsible for all medical costs (including dental and eyes) for its inmates. Cass County inmates that require emergency medical attention will be funded by Cass County. If an Itasca County officer must provide security at the hospital or clinic for longer than 24 hours, Cass County agrees to pay all that expense to Itasca County. Cass County will cover any time past 24 hours with their staff. Cass County will be notified of any inmate requiring hospitalization as soon as possible. Any inmate transferred to a hospital outside of Itasca County will default to Cass County providing Security until discharged.
8. Cass County will be responsible for all costs related to transportation of inmates to and from the Itasca County Jail facility except as provided by standard jail services.
9. Cass County is responsible for determining the legality of the hold order under which the inmate is being detained.
10. Cass County will provide copies of court orders and court paperwork as a requirement to detain inmates in a timely manner and as requested by Itasca.
11. Inmates scheduled for release or transfer will be returned to Cass County unless other arrangements are mutually agreed upon by both counties.

D. Huber and Sentence to Serve

1. Cass County inmates will be eligible for Huber. Cass County court shall authorize. If they are Hubering from Itasca County, they shall follow all Huber rules as set for by Itasca County and any Huber payments shall be made to Itasca County.
2. Cass County inmates may work on STS program in accordance with the rules and regulations of Itasca County. Work credit shall be agreed upon by Cass and Itasca County jail administrators.

E. Discipline

1. Disciplining actions against Cass County inmates which affect the rights and privileges of Cass County inmates while serving at Itasca County Jail will be determined by Itasca County authorities. Cass County will receive documentation of any disciplinary actions.
2. Disciplining actions affecting length of sentence and duration of stay will be determined by Itasca County authorities. A good time reduction shall be determined by Itasca or Cass may take the inmate in violation back to Cass for the remainder of the sentence.
3. If a new criminal offense is committed by a Cass County inmate in the Itasca County Jail, it will be handled by jurisdiction pursuant to law.
4. Cass County inmates housed in Itasca County shall follow all rules and regulations of the Itasca County Jail.

F. Insurance

Both Itasca County and Cass County agree, always pertinent hereto, that each of them shall self-insure for liability in the amount of \$1,500,000.00 or the amount of liability exposure provided in Minnesota Statute 466.04 Subd. 1(6), or similar statute, whichever is greater.

Itasca County, as the owner of the facility shall insure the facility and its contents, during the term of this agreement for loss of the fire or any of the casualties covered by the standard language document provided by the Minnesota Counties Insurance Trust.

Cass County agrees and shall be responsible for its own equipment and property used in connection with, or associated with this agreement and shall maintain insurance coverage as provided in the standard language document provided by Minnesota Counties Insurance Trust.

Cass County shall be responsible for all loss, claims and causes of action arising out of, or connected to; its transporting of prisoners/inmates and shall maintain no fault insurance coverage as provided in the standard coverage document provided by the Minnesota Counties during the term of this agreement.

G. Indemnification/Hold Harmless

Itasca County and Cass County agree that they are, and will be, responsible for all actions and conduct, or lack thereof, of their respective employees, contractors, agents, and volunteers. Consequently, Itasca County and Cass County agree to indemnify and hold each other harmless against all claims, demands and damages arising from the conduct or management of the activities, or lack thereof, conducted here under.

H. Contract amendments

This document represents and includes the entire agreement by and between Itasca County and Cass County and supersedes all prior agreements between the parties on this subject matter. This agreement cannot be altered or amended except in writing as mutually agreed upon and authorized by the official action of both Itasca County and Cass County Board of Commissioners.

IN WITNESS WHEREOF, the undersigned governmental units, by action of their governing bodies, have caused this agreement to be executed.

COUNTY OF CASS

By: _____
Board Chair

Date: _____

By: _____
Attest, County Administrator

Approved as to form:

By: _____
Cass County Sheriff

By: _____
Cass County Attorney

COUNTY OF ITASCA

By: _____
Board Chair

Date: _____

By: _____
Attest, County Administrator

Approved as to form:

By: _____
Itasca County Sheriff

By: _____
Itasca County Attorney

Appendix A
2023 ESTIMATES
Daily Per Diem Costs of Fourth Housing Unit

Direct Positions	Yearly Cost	Daily Cost	# of FTE
4th Housing Unit Position	358,570.00	18.37	5
Rover Position	215,142.00	9.82	3
Subtotal	573,712.00	28.19	
Indirect Positions			
Program Staff	19,265.00	0.88	1
Booking Officer Position	15,921.00	0.73	1
Shift Supervisor Position	20,055.00	0.92	1
Medical Services	114,898.00	5.25	2
Admin Sec/Receptionist	17,279.00	0.79	1.5
Operations Lt	23,223.00	1.06	1
Master Control Position	79,603.00	3.63	5
Training Officer	21,471.00	0.98	1
Uniforms for Staff	11,289.00	0.52	
Maintenance Position	15,894.00	0.73	
Subtotal	338,898.00	15.49	
Operational Costs			
Equipment Ser Contracts	13,577.00	0.62	
Building Maintenance	6,660.00	0.30	
Telephone Services	1,687.00	0.08	
Cable TV	661.00	0.03	
Utilities @ 22.2%	57,325.00	2.62	
Inmate Meals	119,113.00	5.54	
Jail Inmate Supplies; Landry;	25,197.00	1.15	
Clothing	366.00	0.02	
Inmate Postage	639.00	0.03	
Sanitation	2,042.00	0.09	
Furniture/Radios/Equipment	3,108.00	0.14	
Office Supplies	16,650.00	0.76	
Building Maintenance Supplies	6,216.00	0.28	
Computer Equipment	6,660.00	0.30	
Office Training Budget	19,929.00	0.91	
Miscellaneous	279,830.00	12.87	
These figures are based on estimated costs	Total \$1,192,440.00	\$56.55	

JAIL FACILITY AGREEMENT

The below agreement is entered into between Cass County and Itasca County on this the 1st day of July 2024.

Whereas, Cass County and Itasca County executed an agreement dated July 1, 2024, that continued a contractual relationship to house Cass County inmates at the Itasca County Jail through July 31, 2027.

NOW THEREFORE, it is hereby stipulated and agreed that:

A. Term

The term of this agreement shall be for a period of three (3) years. Said term shall commence on July 01, 2024, and end July 31, 2027.

Discussion of any possible continuation or extension of the three (3) year term of this agreement shall commence in January of the third year of the above term. A decision concerning continuation or extension of the term must be made by May 31st of said third year to allow for sufficient time for the parties to plan for future inmate bed requirements.

If the three-year (3) year term is extended, the parties shall execute an addendum setting forth the terms and conditions.

B. Cancellation/Early Out

Either party may cancel this agreement before the stated expiration date, with or without cause, upon serving a written notice of intent to terminate on the other party at least 60 days prior to the termination date.

C. Jail Operation

1. Itasca County guarantees that jail bed space will be available for 40 Cass County inmates every day of the year. Warrant pickups will not affect the 40-bed jail count.
2. Itasca County shall provide care and supervision of Cass County inmates housed within the Itasca County Jail in accordance with Itasca County Policies.
3. Itasca County shall house and provide related jail services for Cass County inmates assigned to Itasca County by the Cass County Sheriff. Jail services include, but are not limited to:
 - a. room and board;
 - b. jail programming;
 - c. records as required by the MN DOC Rules (Chapter 2911); and
 - d. other services available to similarly situated Itasca County inmates.

4. Cass County may determine which inmates will be sent to Itasca County.
5. Cass County is responsible for determining the legality of the hold order under which the inmate is being detained.
6. Cass County will provide copies of court orders and court paperwork as a requirement to detain inmates in a timely manner and as requested by Itasca.
7. Inmates scheduled for release or transfer will be returned to Cass County unless other arrangements are mutually agreed upon by both counties.

D. Huber and Sentence to Serve

1. Cass County inmates will be eligible for Huber when authorized by Cass County District Court. Cass County inmates housed in Itasca County Jail will be subject to Huber rules as set forth by Itasca County and any Huber payments shall be made to Itasca County.
2. Cass County inmates may work on STS program in accordance with the rules and regulations of Itasca County. Work credit shall be agreed upon by Cass and Itasca County jail administrators.

E. Discipline

1. Itasca County authorities shall determine any disciplinary actions against Cass County inmates which may affect the rights and privileges of Cass County inmates while housed at the Itasca County Jail. Cass County will receive documentation of any disciplinary actions as soon as reasonably possible.
2. Itasca County authorities shall determine any disciplinary actions affecting length of sentence and duration of stay for any Cass County inmates housed at the Itasca County Jail.. In the event that Cass County disagrees with a good time reduction of sentence made by Itasca County, Cass County may elect to return that inmate to the Cass County Jail at its own expense.
3. If a new criminal offense is committed by a Cass County inmate in the Itasca County Jail, it will be handled by jurisdiction pursuant to law.
4. Cass County inmates housed in Itasca County shall follow all rules and regulations of the Itasca County Jail.

F. Insurance

Both Itasca County and Cass County agree, always pertinent hereto, that each of them shall self-insure for liability in the amount of \$1,500,000.00 or the amount of liability exposure provided in Minnesota Statute 466.04 Subd. 1(6), or similar statute, whichever is greater.

Itasca County, as the owner of the facility shall insure the facility and its contents, during the term of this agreement for loss of the fire or any of the casualties covered by the standard language document provided by the Minnesota Counties Insurance Trust.

Cass County agrees and shall be responsible for its own equipment and property used in connection with, or associated with this agreement and shall maintain insurance coverage as provided in the standard language document provided by Minnesota Counties Insurance Trust.

Cass County shall be responsible for all loss, claims and causes of action arising out of, or connected to; its transporting of prisoners/inmates and shall maintain no fault insurance coverage as provided in the standard coverage document provided by the Minnesota Counties during the term of this agreement.

Liability of both counties shall be governed by the provisions of the Municipal Tort Claims Act, Minn. Stat. Ch. 466, and other applicable laws.

G. Indemnification/Hold Harmless

Itasca County and Cass County agree that they are, and will be, responsible for all actions and conduct, or lack thereof, of their respective employees, contractors, agents, and volunteers. Consequently, Itasca County and Cass County agree to indemnify and hold each other harmless against all claims, demands and damages arising from the conduct or management of the activities, or lack thereof, conducted here under. This agreement to indemnify and hold harmless does not constitute a waiver by any member of limitations on liability provided by Minnesota Statutes, Chapter 466.

H. Payment for Services

1. Cass County shall pay Itasca County for a minimum of 40 jail bed spaces at a rate of the actual daily cost of providing jail services. The 2023 per diem cost is \$56.55.
2. Daily per diem costs will be adjusted annually to reflect direct costs as established by the criteria set forth in Attachment A, unless otherwise agreed to by the parties. Any increase in daily per diem cost shall be provided to Cass County not later than August 15th each year. Payment under this Agreement shall be made monthly.
3. If Cass County requests to house inmates in excess of 40, and Itasca County accepts those inmates, Cass County shall pay \$65 per day per inmate. These costs may be adjusted annually with increased cost provided to Cass County not later than August 15th each year.
4. Cass County shall pay an additional \$80 daily fee for any inmate who is in custody on Mental Health Waiting Holds until the hold is completed and the inmate is transferred out of the Itasca County Jail. Cass County shall perform the screening/ intake/ DHS coordination and any associated services for the bed space at the appropriate facility.
5. Cass County shall be responsible for all medical costs (including dental and vision) for its inmates including any and all costs for emergency medical services provided to Cass County inmates.

6. If a Cass County inmate is transported to a medical facility within Itasca County that requires security services by a licensed police officer at the facility, Itasca County shall provide security services for up to 24 hours. Cass County shall reimburse for any security services provided by Itasca County. Cass County shall provide, at its own cost, any security services that are required after the initial 24 hour period. Cass County will be notified of any inmate requiring hospitalization as soon as possible. Cass County will be solely responsible for providing security services for any Cass County inmate transferred to a medical facility outside of Itasca County.
7. Cass County shall be responsible for all costs related to transportation of inmates to and from the Itasca County Jail facility except as set forth above.

I. Contract amendments

This document represents and includes the entire agreement by and between Itasca County and Cass County and supersedes all prior agreements between the parties on this subject matter. This agreement cannot be altered or amended except in writing as mutually agreed upon and authorized by the official action of both Itasca County and Cass County Board of Commissioners.

IN WITNESS WHEREOF, the undersigned governmental units, by action of their governing bodies, have caused this agreement to be executed.

COUNTY OF CASS

By: _____
Board Chair

Date: _____

By: _____
Attest, County Administrator

Approved as to form:

By: _____
Cass County Sheriff

By: _____
Cass County Attorney

COUNTY OF ITASCA

By: _____
Board Chair

Date: _____

By: _____
Attest, County Administrator

Approved as to form:

By: _____
Itasca County Sheriff

By: _____
Itasca County Attorney

Appendix A
2023 ESTIMATES
Daily Per Diem Costs of Fourth Housing Unit



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 5, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3238

DEPARTMENT: Sheriff

TIME REQUESTED: 10 Minutes

PRESENTER: Joe Dasovich

AGENDA ITEM:

Project Change Order

BOARD ACTION REQUESTED:

Approve a Change Order to the Jail Project to move Dispatch and Emergency Operations Center (EOC) into the existing Jail Annex structure.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Dispatch Estimate - Option 2 8-23-23
2. Dispatch - EOC - Child Forensic at LEC First Floor

RESULT:

INFORMATIONAL - NO ACTION TAKEN

ITASCA COUNTY

Dispatch Renovation

Concept Estimate: 8-21-23 - OPTION TWO



contegritygroup

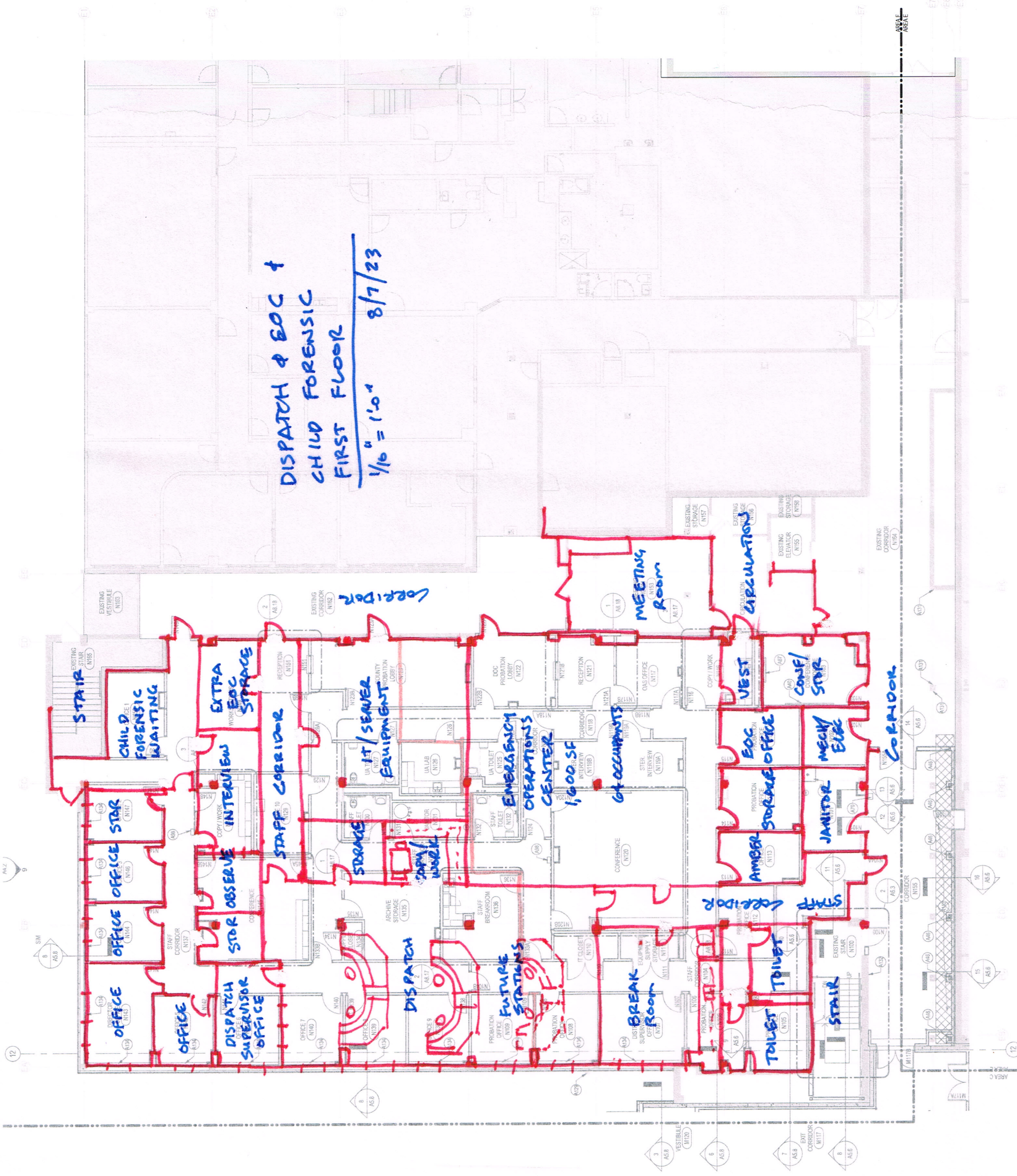
| Construction Management

DIVISIONS OF WORK	TOTALS	Cost / SF (9,600)
Division 02 - Existing Conditions	25,000.00	2.60
Division 03 - Concrete	0.00	0.00
Division 04 - Masonry	15,000.00	1.56
Division 05 - Metals	15,000.00	1.56
Division 06 - Woods, Plastics and Composites	15,000.00	1.56
Division 07 - Thermal & Moisture Protection	15,000.00	1.56
Division 08 - Openings	7,500.00	0.78
Division 09 - Finishes	0.00	0.00
Division 10 - Specialties	2,500.00	0.26
Division 11 - Equipment	0.00	0.00
Division 12 - Furnishings	5,000.00	0.52
Division 13 - Special Construction	0.00	0.00
Division 14 - Conveying Equipment	0.00	0.00
Division 21 - Fire Suppression	20,000.00	2.08
Division 22 - Mech/Plumbing	100,000.00	10.42
Division 23 - Heating, Ventilating & Air Conditioning	125,000.00	13.02
Division 24 - Test and Balancing	3,500.00	0.36
Division 25 - Temperature Controls	20,000.00	2.08
Division 26 - Electrical	100,000.00	10.42
Division 27 - Communication	15,000.00	1.56
Division 28 - Electronic Safety and Security	15,000.00	1.56
Division 31 - Earthwork	0.00	0.00
Division 32 - Exterior Improvements	0.00	0.00
Division 33 - Utilities	0.00	0.00
Sub Total Construction	498,500.00	51.93
** General Requirements (Allowance)	49,850.00	
Building Permitting / Plan Review	30,000.00	
Design / Bid Contingency (Allowance of 15% Carried)	74,775.00	
Construction Cost	653,125.00	
Construction Management Fee	52,000.00	
Architect / Engineering Fee	250,000.00	
Architect Reimbursables - Estimated	15,000.00	
Commissioning Agent Allowance	5,000.00	
Construction Contingency (Allowance of 15% Carried)	97,968.75	
Sub Total	1,073,093.75	
OWNER ITEMS		
Dispatch Consoles	135,000.00	
FFE	TBD	
Dispatch Relocation/Technology/Equipment/Tower, Etc.	TBD	
Other	TBD	
TOTAL PROJECT COST	1,208,093.75	

Notes

Estimate is based on this work being issued via a formal proposal request and the work to take place within the same time period scheduled for this area.

Since the work scope for this area is already under the contract, the estimated amounts above indicate the anticipated increase to the current scope of work.



DISPATCH & EOC +
CHILD FORENSIC
FIRST FLOOR
1/10" = 1'-0" 8/7/23

Corridor

EMERGENCY
OPERATIONS
CENTER
1,000 SF

GT OCCUPANTS

MEETING
Room

VEST

EOC

STORAGE OFFICE

AMBER

STAIR

MECH
ELEC

JANITOR

STAIR

STAIR

STAIR

STAIR

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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 5, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3252

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Terry Snyder

AGENDA ITEM:

ARP funding for the 2023-2024 year to Itasca County Trail System/Grand Rapids Foundation

BOARD ACTION REQUESTED:

Approve \$50,000 of ARP funding for the 2023-2024 year to Itasca County Trail System/Grand Rapids Foundation.

BACKGROUND:

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION: None

09/05/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 09/12/2023 2:30 PM
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