



ITASCA COUNTY BOARD OF COMMISSIONERS

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

Tuesday, October 17, 2023

2:30 PM

Itasca County Boardroom

FINAL

WORK SESSION MINUTES

I. CALL TO ORDER

Chair Ives called the meeting to order at 2:31 PM.

Attendee Name	Title	Status	Arrived
Cory Smith	District #1	Present	2:31 PM
Terry Snyder	District #2	Present	2:31 PM
John Johnson	District #3	Present	2:31 PM
Burl Ives	District #4	Present	2:31 PM
Casey Venema	District #5	Present	2:31 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 Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

IV. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, October 10, 2023 County Board Regular 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

V. RECOMMENDED FOR CONSENT AGENDA

1. Approve and accept submission of the 2024-2025 Itasca County MFIP Biennial Agreement Application to the Department of Human Services.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 10/24/2023 2:30 PM
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2. Authorize IMCare Director and County Board Chair to sign the contract between IMCare and Compass North for Substance Use Disorder (SUD) services.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 10/24/2023 2:30 PM
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3. Authorize the notice of intermediate and regular oral bid auction of timber to be given by publication in the official newspaper of the County as provided by law, and that Land Commissioner offers such tracts of timber in order in which they appear in said notice for sale, and that sale shall commence at 10:30 AM on Thursday December 14, 2023 at Cohasset Community Center.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 10/24/2023 2:30 PM
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4. Award the 2025 Containerized Seedling Contract to PRT USA, Inc. in the amount of \$54,755.00 to be paid from the Forest Resources Fund 12 and authorize necessary signatures.

RESULT: RECOMMENDED FOR CONSENT NEXT: 10/24/2023 2:30 PM

VI. DISCUSSION / INFORMATIONAL

1. Citizen Input

No citizen input provided.

2. Greater Minnesota Partnership (GMNP) Membership

Commissioner Johnson provided information regarding the request to consider acquiring membership with the Greater Minnesota Partnership (GMNP).

RESULT: RECOMMENDED FOR CONSENT NEXT: 10/24/2023 2:30 PM

3. Schedule of Fees Increase

Environmental Services Coordinator Greg Stoltz and Administrative Support Katie Benes provided information regarding the request to alter and/or amend the schedule of fees in the Environmental Services Department.

RESULT: RECOMMENDED FOR DISCUSSION NEXT: 11/08/2023 2:30 PM

4. Public Hearing Re: Conditional Use Permit Submitted by Breanna Church

Motion To: Open the Public Hearing Re: Conditional Use Permit (CUP) submitted by Breanna Church to establish a wedding chapel and barn to be used for wedding receptions and events.

RESULT: APPROVED (5 TO 0)

MOVER: Commissioner Terry Snyder

SECONDER: Commissioner Casey Venema

AYES: Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

Motion To: Close the above public hearing.

RESULT: APPROVED (5 TO 0)

MOVER: Commissioner Casey Venema

SECONDER: Commissioner Cory Smith

AYES: Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

Motion To: Approve the Conditional Use Permit (CUP) Application submitted by Breanna Church to establish a wedding chapel and barn to be used for wedding receptions and events, as approved by the Planning Commission at their regular meeting on October 11, 2023 per attached Findings of Fact, Conclusions of Law, Order and Resolution.

RESULT: APPROVED (5 TO 0)

MOVER: Commissioner Cory Smith

SECONDER: Commissioner Casey Venema

AYES: Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

5. Presentation of the Sixberry Landing Public Water Access

Minnesota Department of Natural Resources (MN DNR) Representatives Kacie Stanek and Shelby Kok provided a presentation regarding acquisition of the Sixberry Landing Public Water Access.

RESULT: RECOMMENDED FOR CONSENT NEXT: 10/24/2023 2:30 PM

Sheriff Joe Dasovich presented a Life Saving Award to Lily Evangeline Ervin Dittmer for heroic acts in 2023.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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VII. COMMITTEE REPORTS

Commissioner Venema reported on his attendance at a recent Grand Rapids/Greenway Boys and Girls Club meeting.

Commissioner Smith reported on his attendance at a recent Classification Committee meeting, as well as the Iron Range Resources & Rehabilitation Board (IRRRB) Special Meeting.

Commissioner Johnson reported on his attendance at a recent Classification Committee meeting.

Commissioner Snyder reported on his attendance at recent Trails Task Force and West Itasca Trails meetings.

Commissioner Ives reported on his attendance at recent Itasca County Township Association (ICTA) and Trails Task Force meetings, as well as the Iron Range Resources & Rehabilitation (IRRRB) Special Meeting.

VIII. ADMINISTRATOR UPDATE

IX. COMMISSIONER COMMENTS

Commissioner Snyder provided comment regarding the need to discuss 2024 Legislative Priorities.

Commissioner Johnson provided comment regarding Itasca County's diverse ambulance service structure and his interest in looking at how the various services exist, operate, and how they are supported by the County.

Commissioner Ives provided comment regarding the upcoming Public Meeting Re: Keewatin Trail Runner's New ATV Trail Proposal on Thursday, October 19, 2023 beginning at 5:30 PM at the Hibbing City Hall, Second Floor Conference Room, 401 E 21st St, Hibbing, MN 55746.

X. CLOSED SESSIONS

XI. ADJOURN

Chair Ives adjourned the meeting at 3:28 PM.

ATTEST



Burl Ives
Chair of the County Board



Brett Skyles
Clerk of the County Board



October 17, 2023

Chair:

PULL: None

ADDITIONS:

CHANGES: None

INFORMATIONAL:

1. Item #6.3 – Additional Information



ITASCA COUNTY BOARD OF COMMISSIONERS

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

Tuesday, October 10, 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	Absent	
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: Pull Item #5.11 (Easement for Recreational Trail Use), added Item #6.7 (Letter of Support) and #6.8 (Item #5.11 - Easement for Recreational Trail Use), and approve the agenda, as amended.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner John Johnson
AYES:	Cory Smith, John Johnson, Burl Ives, Casey Venema
ABSENT:	Terry Snyder

IV. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, October 3, 2023 County Board Work Session.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, John Johnson, Burl Ives, Casey Venema
ABSENT:	Terry Snyder

V. CONSENT AGENDA

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

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner John Johnson
AYES:	Cory Smith, John Johnson, Burl Ives, Casey Venema
ABSENT:	Terry Snyder

1. Approve the Grand Rapids/Itasca County Airport Joint Powers Cooperative Agreement and authorize necessary signatures.
2. Authorize IMCare Director and County Board Chair to sign the contract between IMCare and Chrysalis Wellness PLC, a behavioral health provider.
3. Authorize IMCare Director and County Board Chair to sign the contract between IMCare and CS West Dental dba Deer River Dental, a dental provider.
4. Authorize IMCare Director and County Board Chair to sign the contract between IMCare and Partners in Recovery, LLC dba Partners in Behavioral Healthcare, a behavioral health and substance use disorder provider.
5. Accept the Minutes of the September 14, 2023 HHS Advisory Committee Meeting.
6. Review and approve the 2024 Families and Children and Seniors contracts between IMCare and DHS and authorize necessary signatures.
7. Accept low bid of \$92,690.90 from Insight for Replica Site Servers and Drives to secure our Data Recovery Protocols; and approve the utilization of the Recorders Technology Fund for stated purchase.
8. Approve the Cooperative Maintenance Agreement with the City of Keewatin and provide the necessary signatures.
9. Approve the transfer of funds in the amount of \$1,500,000 from the Unorganized Township road and bridge accounts to the County Road and Bridge fund for road maintenance costs in Unorganized Townships.
10. Adopt the Resolution Re: Resolution of Support from Sponsoring Agency, which indicates that Itasca County agrees to act as the sponsor/fiscal agent for an application for funding from the Local Road Improvement Program (LRIP), as requested by Feeley Township.
12. Approve the Recreational Trail License Agreement by and between L&M LaPrairie Holdings, LLC and Itasca County for the Driftskippers Grant-in-Aid Snowmobile Trail and authorize necessary signatures.
13. Approve purchase agreement for acquisition of approximately 1148.93 acres of forest land legally described as the North half of the Northeast Quarter, Southwest Quarter of the Northeast Quarter, Northwest Quarter and the Northwest Quarter of the Southwest Quarter, Section 4, Township 149, Range 29; all of Section 33, Township 150, Range 29; and the Northeast Quarter and the Northwest Quarter of the Northwest Quarter, Section 34, Township 150, Range 29 at a cost of \$890,420.75 to be paid out of Land Replacement Trust Fund and authorize necessary signatures.

VI. REGULAR AGENDA

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

Farewell to Amy Erickson whose last day as Records Deputy with the Sheriff Department will be October 20, 2023, after 5+ years of service.

Welcome to new employee Jonathan Tule, Assistant County Attorney with the Attorney Department, effective October 2, 2023.

Farewell to Juli McNeil whose last day as Medical Support Specialist, IMCare Division with the Health & Human Services Department will be October 13, 2023, after 35+ years of service.

Welcome to new employee James Folio, Highway Maintenance Worker with the Transportation Department, effective October 2, 2023.

Welcome to new employee Mark Piekkola, Highway Maintenance Worker with the Transportation Department, effective October 3, 2023.

Farewell to Kari Camara whose last day as Social Worker, Family Services Division with the Health & Human Services Department will be October 20, 2023, after 4+ years of service.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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6. Grand Village Management Services Agreement

Motion To: Approve agreement between Itasca County and Ebenezer for management services provided at Grand Village, subject to County Attorney approval, and authorize necessary signatures.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, John Johnson, Burl Ives, Casey Venema
ABSENT:	Terry Snyder

3. Commissioner Warrants

Motion To: Approve Commissioner Warrants with a check date of October 13, 2023, in the amount of \$1,607,480.21.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, John Johnson, Burl Ives, Casey Venema
ABSENT:	Terry Snyder

4. Lights On After School Proclamation

Motion To: Adopt the Resolution Re: Keeping the Lights On After School: A Proclamation, which proclaims October 26, 2023 as Lights on Afterschool in Itasca County, in cooperation with the national celebration of promoting the importance of quality afterschool programs for our children, families, and communities.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner John Johnson
AYES:	Cory Smith, John Johnson, Burl Ives, Casey Venema
ABSENT:	Terry Snyder

5. Change MN Choice Positions

Motion To: Change MN Choice Positions to Home and Community Based Social Worker (HCBS-SW) positions.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner John Johnson
AYES:	Cory Smith, John Johnson, Burl Ives, Casey Venema
ABSENT:	Terry Snyder

7. Letter of Support

Motion To: Approve a Letter of Support for the Hwy35 LLC agricultural project at the old Ainsworth site and authorize County Board Chair to sign said letter, pending County Attorney approval.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, John Johnson, Burl Ives, Casey Venema
ABSENT:	Terry Snyder

8. Easement for Recreational Trail Use

Motion To: Approve easement granted to the County of Itasca, for the purposes of allowing, construction, maintenance and unobstructed passage by the general public using the Trail for recreational uses, over and across that part of Township 150, Range 29, as described in the Easement.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, John Johnson, Burl Ives, Casey Venema
ABSENT:	Terry Snyder

VII. COMMISSIONER COMMENTS

Commissioner Ives provided comment regarding his desire to schedule meetings related to Elected Officials, Mining, and Short-Term Rentals. Commissioner Ives also reported on his attendance at a recent Itasca County Township Association (ICTA) and plans to attend an upcoming Iron Range Resources and Rehabilitation Board (IRRRB) meeting.

Commissioner Venema reported on his attendance at the recent Grand Rapids Chamber Dinner and provided comment regarding the County Road 336 bridge project and Scenic Highway project.

Commissioner Smith reported on his attendance at recent interviews for the IT Director position.

Commissioner Johnson reported on his attendance at a recent Classification Committee meeting, as well as Mediation Training and Second Harvest Food Bank Open House event.

VIII. CLOSED SESSIONS

IX. ADJOURN

Chair Ives adjourned the meeting at 3:10 PM.

ATTEST

Burl Ives
Chair of the County Board

Brett Skyles
Clerk of the County Board



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, October 17, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3311

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Jason Johnson

AGENDA ITEM:

2024-2025 Itasca County MFIP Biennial Agreement

BOARD ACTION REQUESTED:

Approve and accept submission of the 2024-2025 Itasca County MFIP Biennial Agreement Application to the Department of Human Services.

BACKGROUND:

The MFIP Biennial Agreement is required by DHS, and outlines the County's plan for administering MFIP-ES services as well as anticipated expenditures and services that the County will bill through the MFIP Consolidated Grant.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. DRAFT MFIP Biennial Service Agreement 2024-2025

10/17/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 10/24/2023 2:30 PM
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Enter the county or tribal nation's unique ID number

31ITA459

*Required field

Contact Information

COUNTY/CONSORTIUM NAME

Itasca

PLAN YEAR

2024-2025

* CONTACT PERSON

Jason Johnson

* TITLE

Financial Assistance Supervisor

* ADDRESS

1209 SE 2nd Ave

* CITY

Grand Rapids

* STATE

MN

* ZIP CODE

55744

* PHONE NUMBER

218-327-2941

* EMAIL ADDRESS (where correspondence related to this form will be sent)

jason.johnson@co.itasca.mn.us

* CONFIRM EMAIL ADDRESS

Note: Please review Bulletin #23-11-02: 2024-2025 Minnesota Family Investment Program (MFIP) Biennial Service Agreement (BSA) Guidelines for more details before you complete this document.

A. Needs Statement

1. Identify challenges in financial assistance that are prohibiting you from properly serving MFIP/DWP families in your community.

Programs, policy, and computer systems are very complicated. A single MFIP household can require staff to know program policy for several different programs. Programs do not coincide, and each program can have a different set of rules - even for basic things like income and assets. Eligibility workers can have to spend hours looking up policy in the various manuals when working cases.

Itasca County continues to have a large FSS population, and it can be very difficult to find work activities for this population. Clients designated FSS need a very unique approach to employment services. A model in Itasca County would be our Northern Opportunity Works (NOW) program. This program provides vocational rehabilitation services to persons with mental health issues.

The orientation and overview process for DWP can be difficult when DWP applicants present with potential FSS (MFIP) issues, but have no Medical Opinion Form (MOF) to support FSS. Policy requires a referral to DWP in very tight timeframe. Often securing a MOF prior to referral to DWP Employment Services is unlikely. This causes the potential of a referral to the wrong program as we often will have to transition them to MFIP once the MOF is received. This causes a lot of extra work for the applicant, ES provider, and the financial worker.

8688 characters remaining

2. * Identify challenges in employment services that are prohibiting you from properly serving MFIP/DWP families in your community.

Childcare - Itasca County has a lack of affordable, flexible childcare near the place of employment or home of our clients. We have many clients who are either struggling to find childcare, have it patched together from multiple sources (friends and family), or have given up all together and are resigned to waiting until the children are school-aged and will try to find employment then.

Transportation - Reliable transportation is a huge barrier to overcome for our clients. Itasca county is a large and mostly rural county. While there is some public transportation in Grand Rapids there are very limited opportunities to get a ride to work for those outside of Grand Rapids.

Seasonality of Service Employment - Itasca County has a strong tourism business sector, and is working to promote itself as such. However, the jobs that support that sector are usually low wage variable hour jobs. The flexibility is an advantage to our participants, especially in light of the childcare challenges noted above, but while it is great to have a resort or other employer that is flexible, eventually they will close for the season and then that participant will need to look elsewhere for either a mirrored seasonal job, or start over again at the bottom of the employment ladder. Often with an even lower paying job.

Generational Poverty - We have numerous generational poverty households where the support and modeling of work has not been established.

8548 characters remaining

3. * Identify the strengths in your community that you are most proud of that benefit MFIP/DWP families.

Itasca County is fortunate to have an abundance of services and non-profit agencies that provide a safety net for our MFIP clients. We currently have a PIP to improve our self-support index that includes a continued, and strengthened relationship with our business community. We have a strong and collaborative working relationship with our three ES providers. This includes monthly case reviews, and quarterly ES provider meetings with HHS staff.

Our Financial Assistance Unit is located in the same building as our county's Public Health unit, Social Services, Child Support unit, and Workforce (Career) Center. Our unit goals include, "To be more involved with community and other agencies to help us provide better services to our clients."

Itasca County continues to have an active community partner in both the Blandin Foundation and the Community Foundation. They provide leadership and dialogue about poverty and the community needs/responsibilities concerning issues of poverty like housing, transportation, and crisis prevention. They also can provide some initial and ongoing support to various non-profit efforts.

8873 characters remaining

A. Needs Statement (continued)**4. What strengths and resources do you have available to address the needs of your participants?**

Please **check all** the resources available to participants in your service area and check whether the resource is available within MFIP financial or employment services "in-house" or from a partner organization (County/Tribal Nation resources with developed connections to MFIP), and/or an external community resource or both. If you lack the resources in your service area, check the Resource Gaps column. Add any "other" resources that you consider necessary.

MFIP Resources	Partner Resources	Community Resources	Resource Gaps	
☐	☒	☒	☐	ABE/GED
☒	☒	☒	☐	Adult/elder services
☐	☒	☒	☐	Career planning
☒	☒	☒	☐	Childcare funds
☒	☒	☒	☐	Chemical health services
☐	☒	☒	☐	Computer lab access
☐	☐	☐	☒	Credit counseling/financial literacy
☐	☒	☒	☐	English Language Learner (ELL)
☐	☐	☒	☐	Food shelf
☒	☒	☒	☐	Housing assistance
☐	☒	☒	☐	Job club
☐	☒	☒	☐	Job development
☐	☒	☒	☐	Job placement
☐	☒	☒	☐	Job retention
☐	☒	☒	☐	Job search workshops
☒	☒	☒	☐	Mental health services
☐	☒	☒	☐	On-the-job training program
☐	☒	☒	☐	Post-secondary education planning
☐	☒	☒	☐	Re-entry support
☐	☒	☒	☐	Short-term training
☒	☒	☒	☐	Supported work / paid work experience
☒	☒	☒	☐	Transportation assistance (gas cards, bus cards)
☒	☒	☐	☐	Vehicle repair funds
☒	☐	☒	☐	Veteran Services Support
☐	☒	☒	☐	Volunteer opportunities
☐	☒	☒	☐	Youth program
☐	☐	☐	☐	Other

5. County/Tribal Nation Program Contact Information

Please name contacts for the following programs if different from the contact on the cover page.
You only need to give a person's phone and email once.

* MFIP EMPLOYMENT SERVICES STAFF CONTACT NAME	* PHONE NUMBER	* EMAIL ADDRESS
* DWP STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
* FINANCIAL ASSISTANCE SERVICES STAFF CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS

A. Needs Statement (continued)

6. Employment Services Provider(s) Information

MN Statute 256J.50, Subdivision 8: Each county, or group of counties working cooperatively, must make available to participants the choice of at least two employment and training service providers as defined under MN Statute 256J.49, Subdivision 4, except in counties contracting with workforce centers that use multiple employment and training services or that offer multiple services options under a collaborative effort and can document that participants have choice among employment and training services designed to meet specialized needs.

List your current employment services provider(s) and check the respective box to indicate which population served. If a Workforce Center is the only employment services provider, list the multiple employment and training services among which participants can choose. Section I of this form addresses provider choice.

NAME	ADDRESS	
Advanced MN - MN North Colleges	1851 Hwy 169 E Grand Rapids, MN 55744	
CONTACT PERSON	PHONE NUMBER	EMAIL
Gail Anderson	218-262-7267	gail.anderson@advancedmn.org
Population Served ☒ MFIP ES ☒ DWP ES ☒ FSS ☐ Teen Parents ☒ 200% FPG ☐ Other		

NAME	ADDRESS	
JET	PO Box 1028 Virginia, MN 55792	
CONTACT PERSON	PHONE NUMBER	EMAIL
Jennifer Frimanslund	218-322-6080	jennifer.frimanslund@nemojt.org
Population Served ☒ MFIP ES ☒ DWP ES ☒ FSS ☒ Teen Parents ☒ 200% FPG ☐ Other		

NAME	ADDRESS	
AEOA	712 S 3rd Ave Virginia, MN 55792	
CONTACT PERSON	PHONE NUMBER	EMAIL
Jan Francisco	218-327-6760	jan.francisco@aeoa.org
Population Served ☒ MFIP ES ☒ DWP ES ☒ FSS ☐ Teen Parents ☒ 200% FPG ☐ Other		

B. Service Models

Minnesota Family Investment Program (MFIP) and the Diversionary Work Program (DWP)

1. *What strategies do you use for hard-to-engage participants? Check all that apply.

- ☒ Home visits
 ☒ Sanction outreach services
☒ Off-site meeting opportunities
 ☒ Incentives – specify:
☐ Virtual appointments
 ☐ Workforce One Connect app
☒ Other – specify:

2. *What types of job development do you do? Check all that apply.

- ☐ Sector job development
 ☒ Individual job development
☐ Other – specify:

3. * Do you have an ongoing job development partnership or sector based job development with community employers to help participants with employment?

- ☒ No
 ☐ Yes – check all activities employer provides:
☐ Interview opportunities
 ☐ Job skills training
 ☐ Job placement
 ☐ Job shadowing
☐ On-site job training
 ☐ Work experience
 ☐ Helps plan training programs
☐ Other – specify:

4. * Do you provide the following services to prepare participants for work?

- ☐ No
 ☒ Yes – check all that apply:
☐ Transportation
 ☐ Soft skills training
 ☐ Financial planning
 ☒ Mentoring
☐ Other – specify:

5. * Do you provide job retention services to employed participants while they are receiving MFIP?

- ☐ No
 ☒ Yes – check all that apply and answer the follow up question below:
☒ Available to assist with issues that develop on the job
 ☐ Financial planning
☒ Soft skills training
 ☒ Mentoring
 ☒ Transportation
☒ Personal contact with the employee
 HOW OFTEN?
☐ Other – specify:

If yes, how long do you provide job retention services?

- ☐ Less than 3 months
 ☐ 3-6 months
 ☐ 7-12 months
 ☒ More than one year

6. * Do you provide job advancement services to employed participants?

- ☐ No
 ☒ Yes – check all that apply:
☒ Career laddering
 ☒ Networking
 ☒ Coaching/mentoring
 ☒ Ongoing job search
 ☒ Education/training
☐ Other – specify:

7. * Do you utilize any career pathways programs or skill assessment and credentialing programs for your participants?

- ☒ No
 ☐ Yes – check all that apply:
☐ Pathways to Prosperity (P2P)
 ☐ Work Keys
 ☐ National Career Readiness Certificate (NCRC)
☐ Other – specify:

B. Service Models (continued)**Family Stabilization Services (FSS)**

1. * Do you have qualified professionals available to assist with FSS cases in your service area who meet the licensure and accreditation requirements below?

☐ No ☒ Yes – check all that apply:

- | | | |
|---|--|--|
| ☒ Licensed physician | ☒ Physician assistant | ☒ Advanced practice registered nurse |
| ☒ Physical therapist | ☒ Occupational therapist | ☒ Licensed social worker |
| ☒ Licensed psychologist | ☐ Certified school psychologist | ☒ Mental health professional |
| ☐ Certified psychometrist | ☐ Other – specify: <input type="text"/> | |

2. * Do you make referrals for children of FSS participants?

☐ No ☒ Yes – check all that apply:

- | | | |
|---|--|--|
| ☒ Children's Mental Health Services | ☒ Public Health Nurse home visiting services | ☒ Child Wellness Check-ups |
| ☒ Women, Infants and Children Program (WIC) | ☐ Follow Along Program | |
| ☐ Other – specify: <input type="text"/> | | |

3. * Are any of these services for children offered to non-FSS families?

☐ No ☒ Yes

Services for families under 200% of Federal Poverty Guideline (FPG)

1. * Do you serve families not receiving MFIP/DWP that are under 200% of the Federal Poverty Guideline (FPG)?

☐ No ☒ Yes

DESCRIBE

2. * Do you provide services to families who have exited MFIP/DWP or families at risk of receiving MFIP or the Diversionary Work Program (DWP), but are under 200% of the Federal Poverty Guideline (FPG)?

☐ No ☒ Yes – check all the services that apply:

- | | | | |
|--|--|--|---|
| ☒ Child care | ☒ Job retention services | ☒ GED | ☒ ABE/ELL classes |
| ☒ Job postings | ☒ Computer lab access | ☒ Support services | ☒ Transportation/vehicle repair |
| ☒ Other – specify: <input type="text" value="Crisis/Employment need funding for employed individuals."/> | | | |

If yes, how long do you provide these services?

☐ Up to 3 months ☐ 6 months ☐ 12 months ☒ Other – specify:

3. * Do you provide services to Non-Custodial Parents (NCPs) that are under 200% of the Federal Poverty Guideline (FPG)?

☐ No ☒ Yes

Describe below, including how many NCPs you are currently serving:

4. * Describe the process you have in place to verify income below 200% FPG for participants that are not on MFIP or DWP.

B. Service Models (continued)**Minnesota Family Investment Program (MFIP) Services for Teen Parents**

1. * Are there specialized workers who work primarily with teens?

☐ No ☒ Yes – check all that apply for each age group:

Minors (under age 18)	Age 18/19	
☐	☐	Financial worker
☒	☐	Employment service worker
☒	☐	Social worker
☒	☐	Public health nurse
☐	☐	Child care worker
☐	☐	Child protection worker
☐	☐	Other job role – specify:

2. * Is there a single point of contact for teens, that is, one staff with primary responsibility for keeping in contact with the teen, working with the teen, and making connections to other services? Respond for each age group separately. If yes for an age group, check the one position that serves this function within that age group.

☐ No ☒ Yes**Minors (under age 18)**

☐ Financial worker
☐ Employment service worker
☒ Social worker (Social Services)
☐ Public health nurse
☐ Child care worker
☐ Child protection worker
☐ Other job role

Age 18/19

☐ Financial worker
☐ Employment service worker
☐ Social worker (Social Services)
☐ Public health nurse
☐ Child care worker
☐ Child protection worker
☐ Other job role

3. *Does your County/Tribal Nation have an active partnership with the local public health agency to get teen parents enrolled and engaged in public health nurse home visiting services? Check one for each age group.

Minors (under age 18)

☒ Yes, mandatory
☐ Yes, voluntary
☐ No

Age 18/19

☐ Yes, mandatory
☒ Yes, voluntary
☐ No

C. Addressing Equity

1. * Describe how you are ensuring your services are inclusive and accessible for all.

We follow all state guidelines and statutes to ensure that services are accessible for all. No one is ever discouraged from applying for services. Not everyone will be eligible based on state set guidelines, but we check eligibility for everyone.

2. * How are you working to advance equity in service delivery in your county/Tribal Nation?

Itasca County does not have any specific interventions in place currently to address equity in service delivery. That is because right now we do not view that there is an issue with this here. Time and resources are very limited right now, and to invest into something that does not appear to be a problem for us seems like a poor use of tax payer dollars.

3. * Do you provide equity and diversity training for workers?

- ☒ No
☐ Yes, voluntary
☐ Yes, mandatory

4. * Do you have culturally specific employment services for different racial/ethnic groups?

☐ No ☒ Yes – check all that apply:

- | | | | |
|--|--|---|---|
| ☐ African American | ☐ African immigrant | ☒ American Indian | ☐ Asian American |
| ☐ Asian immigrant | ☐ Hispanic/Latino | ☐ Newly arrived immigrant | |
| ☐ Other – specify: <input type="text"/> | | | |

D. Collaboration and Communication with Others**Workforce One**

1. * How many Financial Workers have access to Workforce One?

2. * How many Child Care assistance workers have access to Workforce One?

3. * How many support staff have access to Workforce One?

Workforce One Connect App

1. * Does your county/Tribal Nation have the Workforce One Connect app available to participants?



No – explain:



Yes – indicate which of the following groups are utilizing the app features in Workforce One:



Employment services



Financial workers



Child care workers



Other – specify:

This has been made available, but clients are not utilizing it.

MAXIS

1. * How many employment services staff have MAXIS access?

2. * How many managers/supervisors have MAXIS access?

3. * Describe the process your service area uses to identify and resolve discrepancies between MAXIS and WF1 data in areas such as Family Stabilization Services coding, employment/hours, sanction status, etc.

Itasca County HHS and all ES providers complete monthly case reviews of all MFIP and DWP cases. We feel confident that continuing with our monthly case reviews, as well as continuing our outstanding working relationship with our ES providers, will ensure that we are handling any discrepancies quickly and accurately.

7683 characters remaining

D. Collaboration and Communication with Others (continued)**Child Care Assistance Program**

1. *What strategies does your agency use that involve MFIP and/or Employment Services staff to support timely and consistent receipt of child care assistance through the Child Care Assistance Program? *Check all that apply.*

- ☐ Shared electronic document management system
- ☒ Regular case consultation meetings
- ☐ Workers with dual MFIP and CCAP role
- ☐ Workers with dual Employment Services and CCAP role
- ☐ Specific CCAP workers process MFIP child care cases
- ☐ MFIP and/or Employment Services workers receive training related to CCAP
- ☒ Communication with CCAP worker via phone, email or fax
- ☐ Use of agency-developed forms or documents
- ☒ MFIP and/or Employment Services workers assist families with completing CCAP paperwork (for example, the CCAP application)
- ☒ MFIP and/or Employment Services workers have MEC2 Inquiry access
- ☐ Other – specify:

2. * What barriers prevent timeliness?

Itasca County has historically done very well timeliness. We don't see any barriers in continuing to have this success.

7880 characters remaining

E. Emergency Services

1. * Does your County/Tribal Nation provide emergency or crisis services from your Consolidated Fund?

☒ No ☐ Yes

2. *Submit a copy of your Emergency Assistance policy as an attachment.

Describe any major changes you've made to this policy below.

8000 characters remaining

F. Measures

Performance Measures

Performance-based funding is determined by a service area's annualized Self-Support Index value. Review the information and report links in this section to see the effect of performance on funding and reporting, based on [MN Statute 256J.626, Subdivision 7](#).

Each year a bonus to a service area's Consolidated Fund allocation will be based on its performance on the Self-Support Index in the previous April to March year.

The three-year Self-Support Index (S-SI): This measure starts with all adults receiving MFIP or DWP cash assistance in a quarter and tracks what percentage of them, three years later, are no longer receiving family cash assistance or are working an average of 30 hours a week if still receiving cash assistance. Those who left MFIP after reaching 60 counted months and those who left due to 100 percent sanction are only counted as a success if they worked an average of 30 hours per week in their last month of eligibility or if they began receiving Supplemental Security Income (SSI) after family cash assistance ended. To provide fair comparisons across service areas, DHS calculates a "Range of Expected Performance" for the S-SI that is based on local caseload characteristics and economic conditions. The service area's Self-Support Index value is whether the service area was above, within, or below its expected Range.

The S-SI and Range are annualized for the four quarters in the April through March year ending in the reporting year before the funding year. See the annualized report on the MFIP Reports page on the DHS website for 2023: [Minnesota Family Investment Program 2023 Annualized Self-Support Index \(state.mn.us\)](#). A service area with an annualized S-SI above its customized Range of Expected Performance for 2023 will receive a 2.5 percent bonus added to its Consolidated Fund allocation for calendar year 2024.

If your service area is receiving a bonus, congratulations! Please share a success strategy here:

9999 characters remaining

If your service area performed "above" or "within," you can go to Section G.

If your service area performed "below" for two consecutive years, you will have to **negotiate a multi-year improvement plan** with DHS. If no improvement is shown by the end of the multi-year plan, the next year's allocation must be decreased by 2.5 percent, to remain in effect until the service area performs within or above its Range of Expected Performance.

F. Measures (continued)**Racial/Ethnic Disparities**

A racial/ethnic disparity is defined as a one-year Self Support Index that is five or more percentage points lower for a non-white racial/ethnic group than for the white group of MFIP/DWP-eligible adults in the County/Tribal Nation or consortium. The report "Annualized MFIP Performance Measures by Racial/Ethnic or Immigrant Group and by County, County Consortium, and Tribal Provider" is now available at <https://public.tableau.com/app/profile/tyler.borgmann/viz/AnnualizedS-SISuccessRatebyRacialEthnicorImmigrantGroup/SSISuccessRateDashboard-intro>

To view your agency's measurement, click on the "S-SI Success Rate by Agency" button. This will bring you to the statewide data for 2022. From the first drop down you can select your county, county consortium or Tribal Nation. If you note any groups that are below the line (indicated by a green bar) your county, county consortium or Tribal Nation will answer the next question below:

What strategies and action steps for each of the groups below the disparities reference line do you plan to implement for the coming biennium to reduce these disparities?

9999 characters remaining

G. Program Monitoring and Compliance

1. *What procedures do you have in place to ensure that program funds are being used appropriately as directed in law? *Check all that apply.*

- ☒ Budget control procedures for approving expenditures
- ☒ Cash management procedures for ensuring program income is used for permitted activities
- ☒ Internal policies around use of funds (i.e. participant support services)
- ☐ Other – specify:

2. *What procedures do you have in place to ensure program policies are followed and applied accurately? *Check all that apply.*

- ☒ Case consultation
- ☐ Sample case review by supervisors
- ☒ Sample case review by lead worker/mentor
- ☐ Sample case reviews by peers
- ☒ Other – specify: Monthly meetings all state/federal MFIP cases are reviewed.

3. Effective August 1st, 2023, counties and Tribal Nations are no longer required to administer random drug tests to MFIP participants who are convicted drug felons but may do so at the county or Tribal Nation's option. If applicable, what procedures/policies do you have in place for administering random drug tests to MFIP participants who are convicted drug felons as allowed by MN Statute 256J.26, Subdivision 1? **Select one.**

- ☐ Written policy within the MFIP unit
- ☐ Coordination with Corrections
- ☐ Currently establishing new policy/procedure(s)
- ☐ Other – specify:

Submit a copy of your written policy as an attachment.

H. Administrative Cap Waiver

Minnesota Family Investment Program (MFIP) allows counties to request a waiver of the MFIP administrative cap (currently at 7.5%) for providing supported employment, uncompensated work, or a community work experience program for a major segment of the county's MFIP population. Counties that are operating such a program may request up to 15% administrative costs per MN Statute 256J.626, Subdivision 2.

If your County/Tribal Nation is interested in applying for the waiver for the coming biennium, please complete the following four questions.

1. Describe the activity(s) you will provide.

4000 characters remaining

2. Explain the reasons for the increased administrative cost.

4000 characters remaining

3. Describe the target population and number of people expected to be served.

4000 characters remaining

4. Describe how the unpaid work experience is designed to impart skills and what steps are taken to help participants move from unpaid work to paid work.

4000 characters remaining

If your County/Tribal Nation is providing unpaid work experience activities for MFIP participants and you don't already have an Injury Protection Plan (IPP) in place, please click on [eDocs](#) to fill out the IPP form. Email the completed form to: Jonathan.Hausman@state.mn.us.

I. Provider Choice

MFIP provisions require counties to provide a choice of at least two employment service providers available to participants unless a workforce center is being utilized (MN Statute 256J.50, Subdivision 8). Counties may request an exception if meeting this requirement results in a financial hardship (MN Statute 256J.50, Subdivision 9).

Does your County/Tribal Nation:

- ☒ Have at least two employment and training services providers. Go to Section J.
- ☐ Have a CareerForce center that provides multiple employment and training services, offers multiple services options under a collaborative effort and can document that participants have choice among employment and training services designed to meet specialized needs. Go to Section J.
- ☐ Intend to submit a financial hardship request.

I. Provider Choice (continued)**Financial Hardship Request**

A financial hardship is defined as a county's inability to provide the minimum level of service for all programs if a disproportionate amount of the MFIP consolidated fund must be used to cover the costs of purchasing employment services from two providers or the cost of contracting with a workforce center.

To request approval of a financial hardship exception from the choice of provider requirement, please provide the following information.

1. If the County/Tribal Nation had a choice of providers in calendar year 2023, describe:
 - factors that have changed which indicate a financial hardship,
 - why the hardship is expected to continue, and
 - the magnitude of the hardship, which makes limiting delivery of employment services the best financial option for the County/Tribal Nation.

2000 characters remaining

2. Summarize options explored by the county, including use of other partners in a workforce center or other community agencies, such as a Community Action Program or a technical college. The summary should also include:
 - major factors which prevent the County/Tribal Nation from utilizing these options and include a cost analysis of each option considered; and
 - the process used to determine the cost of other options (RFP or other County/Tribal Nation process).

2000 characters remaining

3. If the County/Tribal Nation proposes to directly deliver MFIP employment services, provide a budget and staffing plan that clearly indicates consolidated funds will not be used to supplant County/Tribal Nation funds. The description should include information about what steps will be taken to ensure that staff have the experience and skills to deliver employment services.

2000 characters remaining

Financial Hardship requests will be reviewed by the Department of Human Services (DHS) and the Department of Employment and Economic (DEED) leadership. DHS and DEED will also look at the amount budgeted by the County/Tribal Nation for employment and training during calendar year 2023 and use this amount as a guide to determine whether the amount budgeted by the County/Tribal Nation for calendar year 2024 is reasonable.

If a financial hardship is approved, DHS and DEED will closely monitor County/Tribal Nation programs to ensure outcomes are achieved and services are being delivered consistent with state law. For additional information or if you have questions, please email Pamela McCauley at Pamela.McCauley@state.mn.us.

J. Budget

Click on the link below to review your service area's 2024 MFIP allocation and Federal Funding Sources:

[MFIP Consolidated Fund \(PDF\)](#)

In the budget table below, indicate the amount and percentage for each item listed for the budget line items for calendar years 2024-2025. Also note:

- Refer to the 2024-25 Minnesota Family Investment Program (MFIP) Biennial Service Agreement (BSA) Guidelines Bulletin section, "Allowable Services under MFIP Consolidated Fund."
- Total percent must equal 100.
- Income maintenance administration is reasonable in comparison to the whole budget.
- Ensure the Emergency Assistance/Crisis Services plan is included if funds are allocated.
- All services must be an allowable expenditure under the MFIP Consolidated Fund.
- Allocation amounts must be spent by the end of calendar year, remaining amounts does not roll over into the following year.
- Medical expenditures are NOT allowable.

2024 Budget

Email Arina Preston at Arina.Preston@state.mn.us, if you need assistance or have questions with the budget section.

Budgeted Amount	Percent	Line Items
30,000.00	3.87%	Employment Services (DWP)
387,145.50	50.00%	Employment Services (MFIP)
20,000.00	2.58%	Emergency Services/Crisis Fund
58,071.83	7.50%	Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)
157,073.67	20.29%	Income Maintenance Administration
25,000.00	3.23%	Incentives (Include the total amount of funds budgeted for participant incentives but don't include support services here)
	0.00%	Under 200% Services
	0.00%	Capital Expenditures
97,000.00	12.53%	Other: NOW (\$45000) Supported Services (\$7000) Supported Works (\$45000)
\$774,291.00	100.00%	Total

2025 Budget

Budgeted Amount	Percent	Line Items
30,000.00	3.87%	Employment Services (DWP)
387,145.50	50.00%	Employment Services (MFIP)
20,000.00	2.58%	Emergency Services/Crisis Fund
58,071.83	7.50%	Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)
157,073.67	20.29%	Income Maintenance Administration
25,000.00	3.23%	Incentives (Include the total amount of funds budgeted for participant incentives but don't include support services here)
	0.00%	Under 200% Services
	0.00%	Capital Expenditures
97,000.00	12.53%	Other: NOW (\$45000) Supported Services (\$7000) Supported Works (\$45000)
\$774,291.00	100.00%	Total

K. Certifications and Assurances

Public Input

* Prior to submission, did the County/Tribal Nation solicit public input for at least 30 days on the contents of the agreement?

☐ No ☒ Yes

Was public input received?

☒ No ☐ Yes

If received but not used, please explain.

4000 characters remaining

K. Certifications and Assurances

Assurances

It is understood and agreed by the County/Tribal Nation board that funds granted pursuant to this service agreement will be expended for the purposes outlined in Minnesota Statutes, section 256J; that the commissioner of the Minnesota Department of Human Services (hereafter department) has the authority to review and monitor compliance with the service agreement, that documentation of compliance will be available for audit; that the County/Tribal Nation make reasonable efforts to comply with all MFIP requirements, including efforts to identify and apply for available state and federal funding for services within the limits of available funding; and that the County/Tribal Nation agrees to operate MFIP in accordance with state law and federal law and guidance from the department.

Counties and Tribal Nations may use the funds for any allowable expenditures under subdivision 2, including case management outlined in Minnesota Statutes, section 256J.

This allocation is funded with 8% state funds and 92% federal TANF funds and paid quarterly.

Federal funds. Payments are to be made from federal funds. If at any time such funds become unavailable, this CONTRACT shall be terminated immediately upon written notice of such fact by STATE to County/Tribal Nation. In the event of such termination, County/Tribal Nation shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed. An amendment must be executed any time any of the data elements listed in 2 CFR 200.332 and this clause, including the Assistance Listing number, are changed, such as additional funds from the same federal award or additional funds from a different federal award. STATE has determined that County/Tribal Nation is a "contractor" and not a "subrecipient" pursuant to 2 C.F.R section 200.331.

Pass-through requirements. County/Tribal Nation acknowledges that, if it is a subrecipient of federal funds under this CONTRACT, County/Tribal Nation may be subject to certain compliance obligations. County/Tribal Nation can view a table of these obligations in the Health and Human Services Grants Policy Statement,^[1] Exhibit 3 on page II-3, in addition to specific public policy requirements related to the federal funds here. To the degree federal funds are used in this contract, STATE and County/Tribal

County/Tribal Nation:
Name: Itasca

200.332 (Requirements for pass-through entities) and 2 CFR §§ 200.501-521 (Subpart F – Audit Requirements).^[2]

2. County/Tribal Nation Unique Entity Identifier (EUI):

31ITA459

Effective April 4, 2022, the Unique Entity Identifier is the 12 character alphanumeric identifier established and assigned at SAM.gov to uniquely identify business entities and must match County/Tribal Nation name.

3. Federal Award Identification Number (FAIN): 2201MNTANF and 2301MNTANF

4. Federal Award Date: October 1, 2022 (projected) (The date of the award to the MN Dept. of Human Services.)

5. Period of Performance: January 1, 2024 – December 31, 2025

6. Budget period start and end date: January 1, 2024 – December 31, 2025

7. *Amount of federal funds:

A. Total Amount Awarded to DHS for this project: \$103,290,000 (projected)

B. Total Amount Awarded by DHS for this project to County/Tribal Nation named above: \$ 774,291.00

8. Federal Award Project description: Temporary Assistance for Needy Families (TANF)

9. Name:

A. Federal Awarding Agency: Administration for Children and Families

B. MN Dept. of Human Services (DHS)

C. Contact information of DHS's awarding official: Jovon Perry, Jovon.perry@state.mn.us

10. *Assistance Listings Number & Name (formerly known as CFDA No.):

Payments are to be made from federal funds obtained by STATE through Catalog of Federal Domestic Assistance (CFDA) No.:

NUMBER: 93.558

NAME: Temporary Assistance for Needy Families (TANF)

Total amount made available at time of disbursement: \$

11. * Is this federal award related to research and development? ☒ No ☐ Yes

12. Indirect Cost Rate for this federal award is: up to 15% (including if the de minimis rate is charged)

Service Agreement Certification

- ☐ Checking this box certifies that this 2024 - 2025 MFIP Biennial Service Agreement has been prepared as required and approved by the County/Tribal Nation board(s) under the provisions of Minnesota Statutes, section 256J. In the box below, state the name of the chair of the County/Tribal Nation board of commissioners or authorized designee, their mailing address and the name of the county.

*** DATE OF CERTIFICATION***** NAME (CHAIR OR DESIGNEE)***** COUNTY/TRIBE***** MAILING ADDRESS***** CITY***** STATE***** ZIP CODE**

If your county/tribal agency is unable to complete your BSA by October 15th, 2023, you will need to request an extension by emailing Jonathan.Hausman@state.mn.us. Please provide additional information about why you were not able to complete this form.

Save or Submit

To save your work, click the 'Save Form for Later' button. Your information will be saved, and you may finish the form later.

To submit your information to DHS, click the 'Submit Final Form' button.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, October 17, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3313

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Sarah Anderson

AGENDA ITEM:

IMCare Provider Participation Agreement with Compass North

BOARD ACTION REQUESTED:

Authorize IMCare Director and County Board Chair to sign the contract between IMCare and Compass North for Substance Use Disorder (SUD) services.

BACKGROUND:

There is also a contract in place currently for Behavioral Health services.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. signed PPA-Compass North
2. Provider Participation Agreement 2020 - 10.01.17

10/17/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 10/24/2023 2:30 PM
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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, October 17, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3306

DEPARTMENT: Land Department

TIME REQUESTED: < 5 Minutes

PRESENTER: Michael Gibbons

AGENDA ITEM:

Notice of Oral Auction of Timber

BOARD ACTION REQUESTED:

Authorize the notice of intermediate and regular oral bid auction of timber to be given by publication in the official newspaper of the County as provided by law, and that Land Commissioner offers such tracts of timber in order in which they appear in said notice for sale, and that sale shall commence at 10:30 AM on Thursday Decemeber 14, 2023 at Cohasset Community Center.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Timber Auction Notice- Dec 2023

10/17/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 10/24/2023 2:30 PM
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NOTICE OF INTERMEDIATE AND REGULAR TIMBER AUCTION SALE

Itasca County Forest Lands are FSC Certified by
NEPCo, NC-FM/COC-001709; FSC 100%

Pursuant to the October 24, 2023, official action of the Itasca County Board of Commissioners and under the provisions of Minnesota Statute 282.04, as amended, timber on tax-forfeited land within Itasca County will be offered for sale WITHOUT the sale of land at an Intermediate and Regular Auction at **10:30 A.M. on Thursday, December 14, 2023, at the Cohasset Community Center, Cohasset, MN.** Timber will be sold to the highest bidder at not less than the appraised value listed in the Timber Report. Bidding shall be by ORAL BID ONLY. Bid up shall be by two (or even numbered) percent increments, the percent bid up to be added to the appraised price. Itasca County reserves the right to accept or reject any or all bids. **Prior to being able to bid on county timber auctions, eligible bidders must sign a one-time affidavit of compliance and the bidder must be listed on the Minnesota DNR Qualified Purchasers list, in good standing, as provided for in Minnesota statute 90.145.** All bidders who have not previously registered (i.e. signed Affidavit of Compliance) must register prior to 4:30 p.m. on Wednesday, December 13, 2023. Interested bidders are responsible to know and comply with all permit regulations and eligibility limits. Bidders must be 18 years and older and in good standing with Itasca County. No bidder can act in any capacity on behalf of a non-qualifying operation for the purpose of procuring rights to timber from Itasca County. No bid will be accepted from any bidder having a delinquent or uncollectible timber permit account or a pending timber trespass with a county, state, or federal agency. Violation of eligibility limits will result in loss of down payment and/or loss of privilege to purchase stumpage from Itasca County.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, October 17, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3310

DEPARTMENT: Land Department

TIME REQUESTED: < 5 Minutes

PRESENTER: Michael Gibbons, Jesse Lehner

AGENDA ITEM:

Contract Award - 2025 Containerized Seedlings

BOARD ACTION REQUESTED:

Award the 2025 Containerized Seedling Contract to PRT USA, Inc. in the amount of \$54,755.00 to be paid from the Forest Resources Fund 12 and authorize necessary signatures.

BACKGROUND:

Quotes have been solicited for the supply of containerized seedlings to be planted on tax-forfeited trust land in 2025. According to specifications, contactors are to supply 185,000 red pine, 22,000 jack pine and 12,000 white spruce.

One quote was received: PRT USA Inc. \$54,755.00

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. PRT - Itasca Spring 2025 Seedling Quote - signed
2. Service Contract Seedlings 2025

10/17/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 10/24/2023 2:30 PM
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ATTACHMENT B 2025 SEEDLINGS

PROJECT FORM FOR SUPPLY OF CONTAINERIZED SEEDLINGS

Supply and delivery of seedlings to the Itasca County Land Department according to the specifications set in Attachment A. Seedlings will be awarded by item. Items 1 through 4 are for the spring of 2025.

- ITEM 1:** **185,000 red pine** containerized seedlings at a cost of
\$ 235.00 per thousand, for a total of \$ \$43,475.00
- ITEM 2:** **22,000 improved jack pine** containerized seedlings at a cost of
\$ 220.00 per thousand, for a total of \$ \$4,840.00
- ITEM 3:** **12,000 improved white spruce** containerized seedlings at a cost of
\$ 270.00 per thousand, for a total of \$ \$3,240.00
- ITEM 4:** Delivery to a designated drop site in the Grand Rapids vicinity.
\$ \$3,200.00

Total project cost for this contract: \$ \$54,755.00

PRT USA Inc.

Company

Sylvain Montpellier

Contractor Name



Signature

4653 Bishop Lake Rd, Howell, MI 48843

Address

807-371-0126

Telephone

sylvain.montpellier@prt.com

Email

County of Itasca, Minnesota

Service Contract

A.1 DATES AND PARTIES

A.1.1 THIS CONTRACT, made this ____ day of _____, 2023, by and between the County of Itasca, herein called the “County,” and _____, a corporation organized and existing under the laws of the State of _____, or a partnership consisting of _____, or an individual trading as _____, located at _____, herein called the “Vendor.”

B.1 AGREEMENT

B.1.1 NOW, THEREFORE, it is mutually agreed that, in consideration of the payments to be made to said Vendor, subject to the conditions, hereinafter set forth, the County shall purchase **tree seedling growing** services from said Vendor, upon terms and at the agreed price(s), and the Vendor shall perform said services all in accordance with the specifications of County as set forth in the Special Conditions of this Agreement.

C.1 TERM OF CONTRACT

C.1.1 The term of this Contract is from **January 2024** through **May 2025**, inclusive. The Contract may be extended if provided for in the Special Conditions. **Specific project dates are defined in Attachment A.**

D.1 SPECIAL CONDITIONS

D.1.1 This Contract is subject to such special conditions as are set forth in the Special Conditions Supplements attached hereto and made a part hereof and marked **Attachment A** and **Attachment B**.

E.1 CONTRACT AMOUNT

E.1.1 This Agreement when fully completed and fulfilled on the part of said Vendor to the satisfaction of the County or its duly authorized agent, is estimated to be \$_____ for the current term.

F.1 INCREASE

F.1.1 No increases to the above said Contract amount will be allowed to the Vendor during the term of this Contract unless provided for in the Special Conditions or mutual agreement of the parties.

G.1 PAYMENT

- G.1.1 The County does hereby agree, to pay said Vendor as services are performed to the satisfaction of the County, or its duly authorized agent, _____ payments of \$ _____ each, or as indicated in the Special Conditions. Payment terms of this Contract are Net 30.

H.1 GUARANTEE

- H.1.1 The Vendor further agrees to guarantee all materials and parts supplied under this Contract against inferiority as to specifications, such guarantee to be unconditional. Failure or neglect of the County or its designated representative to require compliance with any term or condition of this Contract or the specifications shall not be deemed a waiver of such term or condition.

I.1 BOND

- I.1.1 Minnesota Statute 574.26 requires the vendor to furnish a Performance Bond and a Labor & Materials Payment Bond in the full amount, for any contract over \$75,000, in favor of the County, to protect the County against any breach of contract. The surety company providing the bond(s) must be registered to do business in the State of Minnesota and be satisfactory to the County.

J.1 INSURANCE

- J.1.1 The following insurance must be maintained for the duration of this Contract. A Certificate of Insurance for each policy which lists Itasca County as a certificate holder and as an additional insured must be on file with the Itasca County Risk Management Department within 10 days of execution of this Contract and prior to commencement of any work under this Contract. Each certificate must include a 30-day notice of cancellation, nonrenewal, or material change to all named and additional insureds.
- J.1.2 The County reserves the right to terminate, suspend or rescind any contract not in compliance with these requirements and retains all rights thereafter to pursue any legal remedies against Contractor. All insurance policies shall be open to inspection by the County, and copies of policies shall be submitted to the County upon written request. All subcontractors shall provide evidence of similar coverage.

J.1.3 General Liability Insurance

The limits listed below reflect the Itasca County Board of Commissioners reduction in insurance requirements as per Request for Board Action (RBA) February 2, 2011.

J.1.3.1

	<u>Limit</u>
General Aggregate	\$2,000,000
Products-Completed	
Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence:	
Combined Bodily Injury and Property Damage	\$1,000,000

J.1.3.2 Policy shall contractors and subcontractors, and contractual liability.

J.1.3.3 Itasca County **must be named as certificate holder and an additional insured.**

J.1.4 Automobile Liability Insurance

J.1.4.1

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

J.1.4.2 Must cover owned, nonowned and hired vehicles.

J.1.5 Workers' Compensation Per Statutory Requirements

J.1.5.1 Vendor must maintain statutory limits. Itasca County reserves the right to rescind any contract not in compliance with these requirements and retains all rights thereafter to pursue any legal remedies against bidder. If the Contractor is based outside the State of Minnesota, coverage must apply to Minnesota laws.

J.1.6 Employer's Liability

	<u>Limit</u>
J.1.6.1 Bodily injury by:	
Accident - Each Accident	\$500,000
Disease - Policy Limit	\$500,000

Disease - Each Employee

\$500,000

J.1.7 Professional Liability Insurance [For Professional Services Contracts Only]

J.1.6.1 Provider shall maintain at its sole expense a valid policy of insurance covering professional liability, arising from the acts or omissions of Provider, its agent and employees in the amount of not less than \$500,000 per claim and \$3,000,000 annual aggregate. (These suggested limits should be reviewed on a cases by case basis)

J.1.8 Indemnification Clause

J.1.8.1 Except as may be caused by the sole negligence of the County or its employees, Contractor shall indemnify and save harmless Itasca County, its employees, and its agents from all claims, actions, demands, and judgments of any kind arising in whole or in part from any act or omission of Contractor, its subcontractors, and their agents, servants, or employees, incidental to the performance of the Contract and from all expenses in connection with such claims, actions, demands and judgments, and shall assume, without expense to the County, the defense of any such claims, actions, demands and judgments, irrespective of whether it is alleged, claimed, or proved in connection with such act or omission that negligence of the County or its representatives caused or contributed thereto.

J.1.8.2 Contractor agrees, that in order to protect itself and the County under the indemnity provisions set forth above, it will at all times during the term of this Agreement keep in force policies of insurances indicated in paragraph entitled, "INSURANCE."

J.1.8.3 This provision is not intended to create any cause of action in favor of any third party against the Contractor or the County or to enlarge in any way the Contractor's liability, but it is intended solely to provide for indemnification of the County from liability for damages or injuries to third persons or property arising from

the Contractor's or the Contractor's agents' performance hereunder.

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

Vendor 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.

K.1 UNAVOIDABLE CIRCUMSTANCES

K.1.1 The Vendor shall not be held responsible for damages caused by delay or failure to perform hereunder, when such delay or failure is due to fires, strikes, acts of God, legal acts of the public authorities, or delays or defaults caused by public carriers, or acts or demands of the Government in time of war or national emergency.

L.1 RIGHT TO TERMINATE

L.1.1 County reserves the right to terminate this Contract immediately, at any time during the contract period for failure of Vendor to perform as specified in the Special Conditions, or to the reasonable satisfaction of County, upon notification to Vendor.

M.1 ASSIGNMENT

M.1.1 Vendor shall not enter into any subcontract for performance of any services contemplated under this Contract, nor assign any part of this Contract, without the prior written approval of the County and subject to such conditions and provisions as the County may deem necessary. The Vendor shall be responsible for the performance of all subcontractors.

N.1 INDEMNIFICATION

N.1.1 Vendor shall indemnify, hold harmless and defend the County, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the County, its officers or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of Vendor, its agents, servants

or employees, in the execution, performance, or failure to adequately perform Vendor's obligations pursuant to this Contract.

O.1 COMPLIANCE WITH LAWS

- O.1.1 Vendor shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs and staff for which Vendor is responsible.

P.1 RECORDS AUDITING AND RETENTION

- P.1.1 Vendor's books, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Contract 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 Contract. Vendor 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.

Q.1 WAIVER

- Q.1.1 Any waiver by either party of any provision of this Contract shall not imply a subsequent waiver of that or any other provision.

R.1 MODIFICATIONS/AMENDMENT

- R.1.1 Any alterations, variations, modifications, amendments or waivers of the provisions of this Contract shall only be valid when they have been reduced to writing, and signed by authorized representative of the County and Vendor.

S.1 SEVERABILITY

- S.1.1 The provision of this Contract shall be deemed severable. If any part of this Contract is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Contract unless the part or parts which are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Contract with respect to either party.

T.1 FINAL AGREEMENT

T.1.1 This Contract 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.

U.1 EXECUTION

U.1.1 IN WITNESS WHEREOF, the County has caused this Contract to be signed by its duly authorized officers and the Vendor has hereunto set its hand.

Dated this _____ day of _____, _____.

(Vendor Name) COUNTY OF ITASCA, MINNESOTA

By: _____
Its _____

By: _____
Its _____

By: _____
Its _____

APPROVED AS TO FORM & EXECUTION

By: _____
Itasca County Attorney



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, October 17, 2023

REQUEST FOR BOARD ACTION: RBA-2023-2804

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, October 17, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3308

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: John Johnson

AGENDA ITEM:

Greater Minnesota Partnership (GMNP) Membership

BOARD ACTION REQUESTED:

Consider acquiring a membership with the Greater Minnesota Partnership (GMNP).

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Greater MN Partnership

10/17/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 10/24/2023 2:30 PM
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GROWING PROSPERITY IN GREATER MINNESOTA

WHO WE ARE ◀◀

We are a nonprofit made up of more than 80 businesses, EDAs, chambers of commerce, higher education institutions, nonprofits, and local governments advocating for public policies and investments that stimulate prosperity throughout Greater Minnesota.

WHY WE MATTER ◀◀

We are the only advocacy organization that is solely devoted to ensuring that state policies and funds foster economic growth all across Greater Minnesota.

WE FOCUS ON ISSUES THAT
MATTER TO YOUR BUSINESS
& COMMUNITY:

CHILD CARE
WORKFORCE DEVELOPMENT
HOUSING
INFRASTRUCTURE
BROADBAND
BUSINESS PROPERTY TAXES
RURAL HEALTH CARE



Abdi Daisane
Director, Blooming Kids Child Care Center
MN House Wednesday, February 15, 2023



House File 1180
Greater Minnesota care facility program funding provided,
and money appropriated.
MN House Wednesday, February 15, 2023

WE NEED YOU! ◀◀

Greater Minnesota needs a strong voice at the State Capitol, and the GMNP is a place for your voice to be heard. Join your fellow business and community leaders by becoming a member of the GMNP today!

Scott McMahon
Executive Director
scott@gmnp.org
(651) 259 - 1908



FAQ GMNP BASICS



WHAT IS THE GMNP?

The GMNP is a nonprofit advocacy organization focused on securing state investments and public policies that stimulate prosperity throughout Greater Minnesota. We work closely with stakeholders, industry experts, and community leaders to bring attention to critical issues affecting our communities, and to inform policymakers about economic growth opportunities throughout Greater Minnesota.

HOW & WHEN WAS THE GMNP ESTABLISHED?

The GMNP originated as a task force of the Coalition of Greater Minnesota Cities in 2012. Due to a growing interest in its programs and the desire to branch out to additional stakeholders, the GMNP was established as a separate nonprofit corporation in 2013. Today, the GMNP has more than 80 members and is one of the leading advocates for businesses and economic growth in Greater Minnesota.

HOW DOES THE GMNP DECIDE WHICH ISSUES TO WORK ON?

Our legislative advocacy work focuses on six key areas: economic and workforce development, housing, child care, broadband, rural healthcare, and state-based business property taxes. Within these areas and their subtopics, we craft public policy and public investment positions based on input we solicit from our membership and expertise from advocates.



LEGISLATIVE ADVOCACY



GRASSROOTS ENGAGEMENT



COALITION DEVELOPMENT



PUBLIC POLICY EXPERTISE

WHO IS THE GMNP?

The GMNP is a membership organization representing employers, chambers of commerce, local governments, nonprofits, higher education institutions, and regional economic development organizations from Greater Minnesota's 80-county region. We are governed by a board of directors made up of members from all sectors of our membership and all regions of Greater Minnesota.





GREATER MINNESOTA PARTNERSHIP

The leading advocate for economic development in Greater Minnesota since 2013.

With your help, we can achieve even more!

CHILD CARE

- GMNP works closely with other stakeholders to bring attention to Greater Minnesota's child care crisis & its impact on economic development.
- In 2023, GMNP helped secure **\$6 million** in new funding for the 6 Initiative Foundations to expand their child care programs, as well as **\$13 million** for DEED child care grants, of which at least 50% must go toward projects in Greater Minnesota.



BROADBAND

- GMNP was instrumental in the creation of the Border-to-Border Broadband Development Grant Program, which helps bring high-quality, high-speed broadband to businesses & households in Greater Minnesota.
- In 2022 and 2023, GMNP helped secure a combined total of **\$335 million** in new funding for the Border-to-Border grant program to help ensure all Minnesotans have access to broadband connections.



HOUSING

- GMNP leads the push for funding for programs that address the housing shortage that hampers economic growth throughout Greater Minnesota.
- In 2023, GMNP helped bring in **\$39 million** for the Greater Minnesota Workforce Housing Development fund, the most the program has ever received in a single biennium.
- GMNP assisted in the creation of the Greater Minnesota Housing Public Infrastructure Grant program in 2023, which received **\$8 million** for grants to help cities build the infrastructure needed to support new housing.



WORKFORCE & ECONOMIC DEVELOPMENT

- GMNP advocated for the creation of the Job Training Incentive program (JTIP), which provides grants to help Greater Minnesota businesses train workers quickly to fill open positions.
- JTIP has received **\$10 million** in state funding since it was established in 2015.
- In 2019, GMNP stopped an attempt by some legislators to change the program from Greater Minnesota-only to a statewide program.



INFRASTRUCTURE

- GMNP is a key advocate for the Greater Minnesota Business Development Public Infrastructure (BDPI) Grant Program, which helps cities provide the infrastructure needed to accommodate business growth.
- The BDPI program has received **\$61 million** in funding since the GMNP was formed in 2013. \$14.5 million is from the 2023 session alone.



BUSINESS PROPERTY TAXES

- GMNP fights to reduce property taxes for Greater Minnesota businesses and residents through tax exemptions and Local Government Aid.
- In 2021, the GMNP successfully advocated for an exemption of up to the first \$150,000 in commercial/industrial property value for Main Street businesses.



GREATER MINNESOTA PARTNERSHIP

MEMBERSHIP LEVELS | 2023-2024



BUSINESS

(dues based on annual sales)

- Under \$1.5 million: \$250
- \$1.5M — \$5M: \$500
- \$5M — \$10M: \$750
- \$10M — \$50M: \$1,000
- \$50M — \$250M: \$1,500
- \$250M — \$500M: \$2,000
- \$500M — \$750M: \$2,500
- \$750M — \$1 billion: \$3,000
- More than \$1B: \$4,000



LOCAL GOVERNMENT: EDAs, CITIES, COUNTIES

(dues based on population served)

- Under 4,999: \$500
- 5,000 — 9,999: \$1,000
- 10,000 — 19,999: \$1,500
- More than 20,000: \$2,500

NON-PROFIT & CHAMBER OF COMMERCE

(dues based on operating budget)

- Under \$500,000: \$100
- \$500,001 — \$1 million: \$250
- \$1M — \$4M: \$750
- More than \$4M: \$1,000



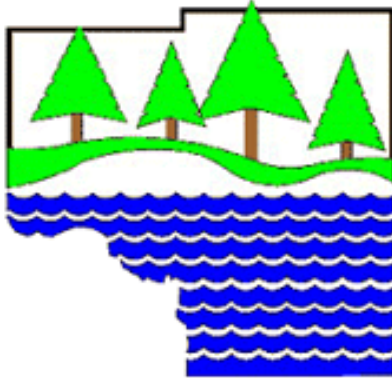
HIGHER ED

- 2-year institutions: \$1,000
- 4-year institutions: \$2,500

Send completed form to: Greater Minnesota Partnership, 525 Park Street, Suite 470, St. Paul, MN 55103 or to emma@gmnp.org.
Questions? Contact GMNP Executive Director Scott McMahon at scott@gmnp.org or 651-259-1908.

THANK YOU FOR YOUR MEMBERSHIP

www.gmnp.org



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, October 17, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3312

DEPARTMENT: Environmental Services

TIME REQUESTED: 10 Minutes

PRESENTER: Greg Stoltz, Katie Benes

AGENDA ITEM:

Schedule of Fees Increase

BOARD ACTION REQUESTED:

Discussion to Alter and/or Amend Schedule of Fees

BACKGROUND:

Itasca County Zoning Ordinance; Article 22 "FEES" Section 22.1 "Schedule of Fees"

The County Board shall establish by resolution a schedule of fees applicable to all permit applications, petitions, certificates of compliance and appeals. The fee schedule resolution shall be attached to all copies of this Ordinance that are distributed to the public. The schedule of fees may be altered or amended by County Board resolution.

The Itasca County Board of Commissioners has not altered or amended the schedule of fees since 2005. The Environmental Services Department (ESD) would like the Itasca County Board of Commissioners to review the proposed fee increases and comment on the best path forward. Once completed and if approved, the fee increase would go into effect in March 2024.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

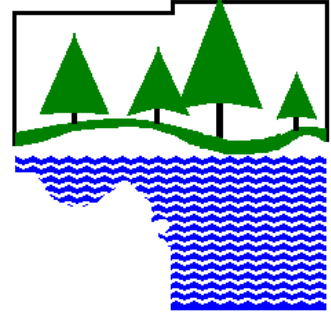
1. 9.28.2023 Environmental Services Fee Comparison
2. Price Increase Memo
3. Price Comparison for Increase
4. Environmental Services Fee Comparison

10/17/2023

RESULT:	RECOMMENDED FOR DISCUSSION	NEXT: 11/08/2023 2:30 PM
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Memorandum

October 17, 2023



To: Itasca County Board of Commissioners
From: Itasca County Department of Environmental Services
Re: Proposed Increase to Zoning Fee Schedule

Itasca County Environmental Services has not amended permit fees in over 10 years. When considering the increased costs to conduct site inspections for septic systems and structures within the shoreland overlay district, as well as the notice process for Planning Commission actions, a review of these fees is overdue. Furthermore, we have investigated what our neighboring counties are charging for permitting, and Itasca County's fees are comparatively low. We submit the attached price fee increase proposal for your review.

Environmental Services has averaged \$149,653 in zoning receipts over the last three years. If amended, we anticipate the following:

- Proposed Average Annual Revenue \$206,000-288,613*
- Average Annual Increase in Receipts \$79,303-161,764*
- Percent Increase in Revenue 38-93%*

(*NOTE: The proposed fee schedule assesses a fee based on structure size, which is not currently part of our price model. This is the reason for the variability in these figures.)

Environmental Services Price Comparison: Current vs. Proposed											
Type of Permit	2020	2021	2022	2023*	Total Permits	Current Pricing	Total Revenue Current Pricing	Proposed Pricing	Total Revenue Proposed Pricing	Difference	Average Revenue Per Year
Accessory/Other	19	13	17	17	66	\$60	\$3,960	\$75-225	\$4,950-14,850	\$900-10,890	\$248-2,722
Barn	1	1	2	4	8	\$60	\$480	\$75-225	\$600-1,800	\$120-1,320	\$30-330
Boathouse	23	22	18	20	83	\$60	\$4,980	\$150	\$12,450	\$7,470	\$1,868
Bunkhouse	3	11	7	4	25	\$60	\$1,500	\$75-225	\$1,875-5,625	\$375-4,125	\$94-1,032
Cabin Addition	9	1	21	11	42	\$65	\$2,730	\$150-400	\$6,300-16,800	\$3,570-14,070	\$892-3,518
Cabin/Deck	10	7	37	33	87	\$127	\$11,049	\$150-400	\$13,050-34,800	\$2,000-23,751	\$500-5,938
Cabin/Deck/Garage/SSTS	9	1	1	1	12	\$275	\$3,300	\$500-900	\$6,000-10,800	\$2,700-7,500	\$675-1,875
Carport	4	4	4	9	21	\$60	\$1,260	\$75-225	\$1,575-4,725	\$315-3,465	\$79-866
Change in Use	2	1	7	5	15	\$60	\$900				
Comm Tower			1	0	1	\$500	\$500	\$650	\$650	\$150	\$38
Commercial Additons	4		2	2	8	\$150	\$1,200	\$500-900	\$4,000-7,200	\$2,800-6,000	\$700-1,500
Commercial Bldg/SSTS	2		0	1	3	\$400	\$1,200	\$775-1,175	\$2,325-3,525	\$1,125-2,325	\$281-581
Commercial Building	1	4	6	9	20	\$250	\$5,000	\$500-900	\$10,000-18,000	\$5,000-13,000	\$1,250-3,250
Deck	33	12	34	24	103	\$50	\$5,150	\$75	\$7,725	\$2,575	\$644
Dwelling & Deck	10	10	17	23	60	\$127	\$7,620	\$150-400	\$9,000-24,000	\$1,380-16,380	\$345-4,095
Dwelling Addition	44	21	29	37	131	\$65	\$8,515	\$150-400	\$19,650-52,400	\$11,135-43,885	\$2,784-10,971
Dwelling/Deck/Garage	16	4	8	12	40	\$187	\$7,480	225-625	\$9,000-25,000	\$1,520-17,520	\$380-4,380
Dwelling/Deck/Garage/SSTS	47	24	18	46	135	\$275	\$37,125	\$500-900	\$67,500-121,500	\$30,375-84,375	\$7,594-21,094
Garage	99	33	100	103	335	\$60	\$20,100	\$75-225	\$25,125-75,375	\$5,025-55,275	\$1,256-13,819
Garage Addition	11	7	9	15	42	\$60	\$2,520	\$75-225	\$3,150-9,450	\$630-6,930	\$158-1,733
Gazebo	2	2	5	2	11	\$60	\$660	\$75	\$825	\$165	\$165
Greenhouse	1	2	1	2	6	\$60	\$360	\$75-225	\$450-1,350	\$90-990	\$23-248
HO II	1	1	1	1	4	\$50	\$200	\$100	\$400	\$200	\$50
Lean-to	8	10	11	8	37	\$60	\$2,220	\$75-225	\$2,775-8,325	\$555-6,105	\$139-1,526
Manuf Home Addition	0	0	2	1	3	\$65	\$195	\$150-400	\$450-1,200	\$255-1,005	\$64-251
Manuf Home/Deck/Garage/SSTS	2	4	1	5	12	\$275	\$3,300	\$500-900	\$6,000-10,800	\$2,700-7,500	\$675-1,875
Manufactured Home & Deck	2	1	11	6	20	\$127	\$2,540	\$150-400	\$3,000-8,000	\$460-5,460	\$115-1,365
Patio Platform	5	3	4	3	15	\$60	\$900	\$75	\$1,125	\$225	\$56
Pole Building	48	66	45	41	200	\$60	\$12,000	\$75-225	\$15,000-45,000	\$3,000-33,000	\$750-8,250
Porch	1	5	7	2	15	\$60	\$900	\$75	\$1,125	\$225	\$56
Sauna	9	7	4	14	34	\$60	\$2,040	\$150	\$5,100	\$3,060	\$765
Screenhouse	2	1	2	0	5	\$60	\$300	\$75-225	\$375-1,125	\$75-825	\$19-206
Shelter	3	2	1	1	7	\$60	\$420	\$75-225	\$525-1,575	\$105-1,155	\$26-289
Shop	4	4	2	3	13	\$60	\$780	\$75-225	\$975-2,925	\$195-2,145	\$49-536
Shower House	2	1	2	0	5	\$60	\$300	\$75-225	\$375-1,125	\$75-825	\$19-206
Storage Shed	51	51	48	72	222	\$60	\$13,320	\$75-225	\$16,650-49,950	\$3,330-36,630	\$833-9,158
Wood Shed	5	6	7	4	22	\$60	\$1,320	\$75-225	\$1,650-4,950	\$330-3,630	\$83-908
Shoreland Alterations	99	110	99	92	400	\$80	\$32,000	\$200	\$80,000	\$48,000	\$12,000
SSTS	382	407	357	373	1519	\$175	\$265,825	\$275	\$417,725	\$151,900	\$37,975
Variances	16	8	11	9	44	\$475	\$20,900	\$750	\$33,000	\$12,100	\$2,406
ADA/Disability Permits	4	0	1	2	7	\$225	\$1,575	\$500	\$3,500	\$1,925	\$481
Conditional Use Permits	8	3	13	6	30	\$475	\$14,250	\$750	\$22,500	\$8,250	\$2,063
Subdivision (Minor)	0	3	0	1	4	\$300	\$1,200	\$600	\$2,400	\$1,200	\$300
Rezone	0	2	2	1	5	\$450	\$2,250	\$750	\$3,750	\$1,500	\$375
*Please note, 2023 is not yet completed; numbers are current as of Friday, Oct 13, 2023.											

	Current Itasca	Proposed Itasca	Altkin	Beltrami	Cass	Crow Wing	Koochiching	St. Louis	Comments
Single-family Dwelling/Deck/Garage/SSTS	\$275	N/A					\$75-100		These fees will be charged separately, rather than bundled
New Dwelling & Deck/Dwelling Addition <500 sq ft	\$127	\$150	\$300	\$.38/sq ft (\$125 min)	\$.30/sq ft (\$150 min)	\$250-500	\$50	\$160	"Hunting Shack"
New Dwelling & Deck/Dwelling Addition 501-1250 sq ft	\$127	\$200	\$400	\$.38/sq ft	\$.30/sq ft	\$250-500	\$50	\$160	"Modest Home"
New Dwelling & Deck/Dwelling Addition 1251-2500 sq ft	\$127	\$300	\$550	\$.38/sq ft	\$.30/sq ft	\$750-1000	\$50	\$315	"Nice Home"
New Dwelling & Deck/Dwelling Addition >2500 sq ft		\$400							"Grand Home"
Dwelling Addition	\$65	N/A		\$.38/sq ft	\$.40/sq ft (\$100 min)	\$25-500	\$50	\$80	Fee would be based on square footage of addition
New Deck or Patio/Deck or Patio Replacement	\$50	\$75	\$100-150	\$75	\$100		\$50	\$80	
E911	\$100	\$100	\$70	\$100	\$80	\$100			
SSTS	\$175	\$275	\$300-350	\$200	\$300	\$250	\$50-75	\$300-520	Most SSTS require 2 inspections during install
Additional Tank Fee		\$100							Per tank fee would be charged when system necessitates additional tanks
Advanced SSTS		\$750							Fee to advanced inspector is currently \$450
Holding Tank	\$150	\$200	\$200	\$250	\$50 annual		\$50	\$250	Requires site visit
Privy	\$60	\$100	\$150	\$50	\$150			\$100	Requires site visit
Commercial Establishment <500 sq ft	\$250	\$500	\$300	\$.38/sq ft (\$125 min)	\$300	\$400	\$50	\$160	
Commercial Establishment 501-1500 sq ft	\$250	\$600	\$400	\$.38/sq ft	\$325	\$400-500	\$50	\$160	
Commercial Establishment 1501-2500 sq ft	\$250	\$800	\$400	\$.38/sq ft	\$460	\$500-750	\$50	\$315	
Commercial Establishment >2500 sq ft	\$250	\$900	\$600	\$.38/sq ft	\$545	\$750-1250	\$50	\$315	
Commercial Establishment w/ SSTS	\$400	N/A		\$.38/sq ft			\$50		SSTS will be charged separately
Commerical Addition	\$150	N/A		\$.38/sq ft	\$300-1000		\$50		Fee would be based on square footage of addition
Accessory Structure <250 sq ft	\$60	\$75	\$50	\$.27/sq ft (\$125 min)	\$100	\$25-100	\$30	\$160	
Accessory Structure 251-1000 sq ft	\$60	\$150	\$200	\$.27/sq ft (\$125 min)	\$.25/sq ft (\$100 min)	\$125-250	\$30	\$160	
Accessory Structure <1000 sq ft	\$60	\$225	\$300	\$.27/sq ft	\$.25/sq ft	\$300-500	\$30	\$315	
Accessory Addition	\$60	N/A		\$.27/sq ft (\$125 min)		\$25-500	\$30	\$80	Fee would be based on square footage of addition
Water-Oriented Accessory Structure/Dry Sauna		\$150							Requires site visit
Variance	\$475	\$750	\$650	\$550	\$1,000	\$500	\$100	\$630	Per diem cost for PCBOA is \$500 + Site Visit + Public Notices + Permit Fee
Conditional Use/Amendment	\$475	\$750	\$650	\$550	\$1,000	\$500	\$100	\$630	Per diem cost for PCBOA is \$500 + Public Notices + Site Visit
After-the-fact Variance/CUP		\$1,000		\$550x2	\$2,000				Per diem cost for PCBOA is \$500 + Public Notices + Site Visit + Permit Fee + Should discourage development w/o consideration
Rezone	\$450	\$750	\$650		\$496		\$150		Per diem cost for PCBOA is \$500 + Public Notices + County Board
Administrative Subdivision (review before approval)			\$100					\$80	Consideration needed. How could we charge for this? Can recorders office help with this? Do they charge?
Major Subdivision	450+	\$750	\$650	\$450	\$1000+	\$1000+	\$200+	\$1,260	
Plus Per Parcel	\$50	\$50							
Road Name Sign & Post (each)	\$150	\$250							
Minor Subdivision	300+	\$600	\$650	\$450	\$1000+	\$1000+	\$200+	\$630	
Road Name Sign & Post (each)	\$150	\$250							
1-6 Unit Resort Expansion	\$225	\$275	\$300		\$100/site				
Conservation Development	\$450	\$700	\$650						
Per Unit Fee (as they are constructed)	\$127	*See Dwelling Fees							
Resort	\$450	\$550	\$650						
Shore Alteration/Land Alteration	\$80	\$200	\$200	\$125	\$150	\$150	\$25	\$370	Consider "rebranding" this as Land Alteration in order to dispel confusion. Requires a site review, scheduling
Restoration Order	\$300	\$200 x2							2x Shore Alteration fee
Change In Use	*Depends on Use	*Depends on Use						\$80	
Home Occupation II	\$50	\$100						\$370	
Handicap Permit	\$225	\$500							Investigating process for licensing county staff
Temporary Borrow Area	\$200	\$300						\$370	
Extractive Use	\$400	\$500				\$500		\$370	
Certificate of Occupancy	\$115	\$150							
Zoning Ordinance Copy	\$30	\$30	\$25					\$16	
SSTS/Sanitation/Subdivision Ordinance Copy	\$20	\$20	\$10						
Comprehensive Management Plan	\$10	\$10							
Amendment to Comprehensive Management Plan	\$500	\$500							
Communications Tower	\$500	\$650	\$650		\$830	\$400-500		\$370	
Site Planning Visit		\$150	\$100		\$150				
After-the-fact Permit		2x fee	5x fee	Fee + \$60/hour admin fee	3x fee		3x fee	2x fee	Should discourage development w/o consideration
Site Visit for Riparian Lot Permit		\$50							Structures on riparian lots requiring a site visit would be charged this fee in addition to permit fee



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, October 17, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3307

DEPARTMENT: Environmental Services

TIME REQUESTED: 10 Minutes

PRESENTER: Greg Stoltz, Katie Benes

AGENDA ITEM:

Public Hearing Re: Conditional Use Permit Submitted by Breanna Church

BOARD ACTION REQUESTED:

Hold a Public Hearing for the Conditional Use Permit (CUP) submitted by Breanna Church to establish a wedding chapel and barn to be used for weddings, receptions and events as approved by the Planning Commission at their regular meeting on October 11, 2023.

BACKGROUND:

On October 11, 2023, the Itasca County Planning Commission/Board of Adjustment (PCBOA) reviewed a Conditional Use Permit (CUP) submitted by Breanna Church to establish a wedding chapel and barn to be used for weddings, receptions and events. It is the PCBOA recommendation to the Itasca County Board of Commissioners that this CUP be approved according to the PCBOA Findings of Fact, Conclusions of Law, Order and Resolution that sets forth the CUP background and processing information. Per Section 2.5 of the Itasca County Zoning Ordinance, a CUP that is of a commercial nature in a Farm Residential zone that is not listed as a permitted or conditional use must be approved by the County Board.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Church CUP Packet
2. Church CUP Criteria

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

DATE Sept. 8, 2023 PHONE # _____

PERMIT # _____

ITASCA COUNTY CONDITIONAL USE APPLICATION
USES NOT PROVIDED FOR WITHIN ZONING DISTRICTS

APPLICANT/ADDRESS: BREANNA CHURCH, PO BOX 143, COHASSET, MN 55721

AGENT/ADDRESS _____

PROPERTY ADDRESS: 31122 MALBAY ROAD, COHASSET, MN 55721

PROPERTY DESCRIPTION/PARCEL #: SE SE, LESS E 330' Parcel # 64-018-4400. Hwy 2 to Cty Rd 88, N on 88 to Pincherry Rd, E on Pincherry to Cty Rd 240/Malbay Rd; N on Malbay/ Cty Rd 240 to driveway on right. Unorganized Township. (a portion of the parcels are located within

ZONE DISTRICT FR LAKE NAME/CLASS N/A (use will not be within 1000') EX. USE: FARM RESIDENTIAL
Bass Lake (RD2) and Stevens (NE2) RES

DESCRIPTION OF PROPOSED USE: TO ESTABLISH A WEDDING CHAPEL AND BARN USED FOR WEDDINGS/RECEPTIONS AND EVENTS.

ATTACH A MAP SHOWING PROPERTY LOCATION, EXISTING CONDITIONS, PROPOSED DEVELOPMENT, AND NEARYBY USES, INCLUDING ANY OTHER INFORMATION THAT IS PERTINENT TO THIS REQUEST.

MANDATORY LAKESHORE MITIGATION PRACTICES: (To be included with the C/U application)

- A. Septic System: Certified: EXISTING SEPTIC SYSTEM IS COMPLIANT PER BRIAN WILLIAMS.
Certification of New Septic System by: TENTATIVE SEPTIC DESIGN ATTACHED PER BRIAN WILLIAMS.
- B. Erosion control, storm water management, and mitigation plan. This plan shall describe erosion control during/after construction, storm water management/runoff control and mitigation/buffer screening. The mitigation plan shall require a shoreline buffer which shall be in the shore impact zone and consist of trees, shrubs and ground cover of native plants and understory to effectively screen structure(s) as viewed from the waters. This may be accomplished by working with Itasca SWCD or other sources but said plan must be reviewed by Itasca SWCD. The required buffer shall be as follows:

Lake Class	Buffer (Distance from OHWL landward)
GD	10'
RD	15'
NE & PSL	50'

Plant materials for native vegetation buffers shall be as prescribed according to the landscape position, water table, soil type and exposure of the project site. For every 5,000 square feet of buffer are, there shall be a variety of types of native trees, shrubs, forbs, and grasses planted to achieve full coverage. The survival of planting materials must be maintained for a minimum of five years, so that the approved coverage plan is adhered to.

SITE INSPECTION. The applicant acknowledges that no one can be prohibited from coming onto the property when the site is inspected by the Planning Commission or County Board. Photographs may be taken at the site inspection and displayed at the public hearing for use in the decision-making process.

Unless otherwise stipulated, a conditional use permit shall remain in effect for so long as all conditions agreed upon are observed. Legal action may result if the provisions and conditions are not complied with as set forth in the application. Upon approval of this conditional use, it shall be the responsibility of the applicant to notify the Environmental Services Department, upon completion of the project, including any conditions. The property may be inspected at any time to assure and affirm all conditions and terms of the permit are in compliance.

SIGNATURE/DATE: _____

Breanna Church

Sept. 8, 2023

PCBA 01
C:PCBA

On 9/11/23, the Environmental Services Department received the completed application, accompanying information and the fee is paid in full. A copy of the information handout has been given to the applicant/agent.

THE APPLICANT HAS THE BURDEN OF DEMONSTRATING A RIGHT TO A CONDITIONAL USE BY SHOWING [DETAILED EXPLANATION] THAT ALL OF THE FOLLOWING STANDARDS AND CRITERIA WILL BE SATISFIED.

1. Describe how the proposed use conforms to the comprehensive plan of the County: PLEASE SEE ATTACHED EXPLANATION.

2. Describe how the use is compatible with the existing neighborhood: PLEASE SEE ATTACHED EXPLANATION.

3. Describe how the use shall not materially adversely impact air quality, water quality or cause soil disturbance. PLEASE SEE ATTACHED EXPLANATION.

4. Describe how the site has sufficient access for ingress and egress and is adequate for water supply and sewage treatment. PLEASE SEE ATTACHED EXPLANATION.

5. Describe how the use shall not cause unsafe or unhealthy conditions. PLEASE SEE ATTACHED EXPLANATION.

PERMIT APPROVAL: In accordance with MS#15.99, Itasca County must approve or deny the variance application within 60 days of submission of the completed application/fee. If said application is denied, the reason/s must be stated in writing at the time of denial. This time line may be extended by Itasca County for another 60 days provided the applicant/s receive written notice with reasons for the extension. The extension may not exceed 60 days unless approved by the applicant. The 60 days will end on: 11/10/23.

On _____ Planning Commission/BoA authorized an extension for the following reasons with an expiration date of:

Authorizing Signature and Date: _____

On _____ the applicants hereby waive the time frame requirements set forth in MS#15.99:

Signatures

Witness:

PCBA O/A
C: PCBA

RECOMMENDATIONS

TOWN BOARD OF _____
OR
UNORGANIZED TOWNSHIP

APPROVAL
AMEND
REJECTION

CHAIR _____
DATE _____
COMMISSIONER _____

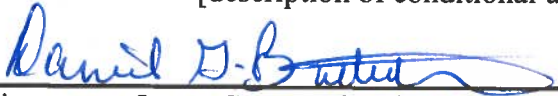
REASONS: _____

When a land use in any zoning district is not specifically listed as a Permitted Use or Conditional Use, the land use may be considered as a Conditional Use. The applicant shall make a showing that the proposed use is similar to a Permitted Use or Conditional Use, consistent with the purpose of the zoning district in which the proposed use will be located, compatible with surrounding uses, and conforms to the Comprehensive Land Use Plan. The Zoning Administrator shall determine if the Conditional Use Permit Application is complete and then submit the Application for consideration by the Planning Commission. If the use is of a commercial nature and proposed for a residential zoning district (Rural Residential or Farm Residential), the Planning Commission shall hold a public hearing, evaluate the Application under the criteria in Article 21, and submit a report of its finding and recommendations to the County Board. The County Board shall hold a public hearing, evaluate the Application under the criteria in Article 21, consider the Planning Commission's report, and act on the Application.

On 10/11/2023 the Planning Commission/Board of Adjustment, unanimously majority vote

APPROVED AMENDED DENIED a Conditional Use for: a wedding chapel and barn to
be used for weddings/receptions and events

[description of conditional use and conditions or reasons for denial]



Chairperson – Itasca County Planning Commission/Board of Adjustment

DECISION

On _____ the County Board of Commissioners, unanimously/ majority vote

APPROVED AMENDED DENIED a Conditional Use for: _____

[description of conditional use and conditions or reasons for denial]

Chairperson – Itasca County Board of Commissioners

Approval includes the findings of fact and compliance with all County, State and Federal Rules, Regulations and Statutes as required by law. In accordance with Section 18.4.1 of the Zoning Ordinance, any aggrieved person may obtain judicial review by obtaining a writ of certiorari from Court of Appeals within 60 days after receipt of due notice of the proceeding and decision sought to be reviewed and by serving said writ upon the Itasca County Auditor and any other adverse party within such period of 60 days.

PCBA 016
CS PCBA

Conditional Use Permit - Additional Notes for Application

Applicant: Breanna Church

Property Parcel #: 64-018-4400 & 64-018-4300 & ~~64-018-4100~~

Maximum number of people: Under 200

More details regarding the septic: We have consulted with a septic designer (Brian Williams) to ensure our current septic system is compliant. During his visit to the property, he stated that the existing septic system was overbuilt for the existing house and is large enough for a 6-to-7-bedroom home. The current home is 5 bedrooms. It is important to note that the additional guests who will be on the grounds for the day of the event only, will not be utilizing the sanitation facilities within the home.

At this current time, we feel that the portable restrooms are our best option to meet the needs of our guests. If we need more permanent structures, we will have further discussions with the county. We had the opportunity to speak with Jeff Peterson from Jeff's Restroom Trailer Rentals. He stated that a three stall plus 1 ADA stall would be the correct option for a 200-person wedding.

More details on the current barn: The current barn will be available for those guests or events that would have less than 100 people. In the event our guests are requesting more than 100 people, we would utilize a third-party vendor to supply a temporary tent to host these requested number of guests.

More details on parking: Our plan for the parking area is to have them park in the well-maintained grassy section of our pasture. The proposed parking areas would be approximately 100 spaces that are 9'x18' for a total of 16,200 square feet.

PCBA Old
C: PCBA

We believe our proposed use of a wedding and event venue conforms to the comprehensive plan of Itasca County. We will be improving the property, which currently consists of a family farm on 80 acres located between two well-established commercial resorts on Bass Lake in Cohasset, Minnesota. We will preserve the natural beauty of the land by adding our venue to the current barn, which is not visible from the road. We plan to maintain the existing pastures and tree lines that are visible from the road. Our project aligns with the county's desire for new economic development.

As the demand for weddings in and around the greater Grand Rapids/Cohasset continues to grow, our venue will provide additional unique outdoor experiences for our guests and visitors. The large rural 80-acre property will also ensure the elimination of potential problems with noise or traffic.

We plan to collaborate with local businesses to provide services for our wedding couples, such as catering, floristry, photography, videography, music, lodging, etc. The weddings will bring hundreds of new visitors to our area who will require additional services like food, gas, and lodging. Many other businesses will benefit as these visitors explore and shop within the area. We believe that bringing new visitors to our beautiful area will have a positive long-term impact on the economy and tourism, as more people experience the natural beauty of our community. Our wedding venue will bring new customers to our local economy.

Our proposed use of the property for a wedding venue is an established idea. Currently, there are at least three wedding barns operating in Itasca County, and many more across the state: Luney Berry Farm in Cohasset, Barn in the Woods in Bovey, and Wilderness Wedding Barn in Bigfork. These business owners have successfully received approval from the county board by demonstrating that their use permits have no negative impact on the county and have a very positive effect on economic growth and development.

The area surrounding our site is rural, sparsely populated, and situated directly between two well-established resorts on Bass Lake: Hidden Haven Resort and Pincherry Resort. The resort traffic for Hidden Haven Resort on County Road 240 has not caused any problems for neighboring property owners. We believe our business will similarly not create any issues and will benefit nearby businesses.

Our site is located 12 miles from Grand Rapids, which, along with Deer River, hosts many resorts and hotel options. We anticipate that these establishments will benefit from our venue due to the number of guests attending events that will require lodging.

Our location will provide the necessary space for parking, weddings, and other events. The parking area will not be visible from the road, being neatly tucked behind the tree line. All music will be played inside the wedding barn, ensuring no noise disturbance to our neighbors. Therefore, we firmly believe that our proposed use will only have a positive impact on the neighborhood.

PCBA o/e
C: PCBA

Our proposed use will not produce any exhaust, fumes, or waste that would adversely impact the quality of the air, water, or soil. All setbacks from the lake will be adhered to, and there will be no shoreline development. We have consulted with an advanced septic designer (Brian Williams) to ensure compliance with all State and Local requirements. It's important to note that we will not have a kitchen on site.

Our proposed use is solely for a wedding/event venue. We will not have a kitchen on-site, mitigating the risk of foodborne illnesses resulting from food preparation. The septic system will be advanced to meet all requirements and codes. We discussed proposed plans with MPCA who reviewed our plans and determined a Stormwater pollution prevention plan (SWPPP) was not wanted because of our use of existing structures on the farm for the venue. The structures will be handicapped accessible and comply with all MN Dept. of Health requirements, ensuring no unsafe or unhealthy conditions. The building, grounds, and driveway will be consistently well-maintained. We have also spoken with local fire officials who have reviewed the plan and deemed appropriate with safety precautions, including egress and lighting.

Lastly, we have communicated directly with neighbors, and many are in support of our proposed venue.

Thank you for considering our plans.

Respectfully,

A handwritten signature in cursive script that reads "Breanna Church". The signature is written in dark ink and is positioned above the printed name.

Breanna Church

INTERPRETATION:

The proposed use of the property will be for a wedding chapel and barn to be used for weddings, receptions and events. The parcel is zoned Farm Residential.

ZONING ORDINANCE (Effective 5/1/2018):**Section 2.5 Uses Not Provided for Within Zoning Districts**

When a land use in any zoning district is not specifically listed as a Permitted Use or Conditional Use, the land use may be considered as a Conditional Use. The applicant shall make a showing that the proposed use is similar to a Permitted Use or Conditional Use, consistent with the purpose of the zoning district in which the proposed use will be located, compatible with surrounding uses, and conforms to the Comprehensive Land Use Plan. The Zoning Administrator shall determine if the Conditional Use Permit application is complete and then submit the application for consideration by the Planning Commission. The application shall be accompanied by the appropriate fee for a Conditional Use Permit. If the use is of a commercial nature and proposed for a residential zoning district (Rural Residential or Farm Residential), the Planning Commission shall hold a public hearing, evaluate the application under the criteria in Article 21, and submit a report of its finding and recommendations to the County Board. The County Board shall hold a public hearing, evaluate the application under the criteria in Article 21, consider the Planning Commission's report, and act on the application. A notice of extension of the 60-day time deadline requirement of Minn. Stat. 15.99 shall be provided if necessary.

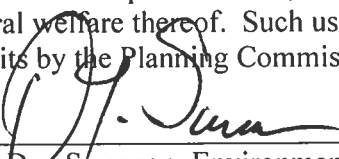
REQUEST OF APPLICANT FOR INTERPRETATION:

Attachment: Conditional Use Permit (CUP) application submitted on 9/11/2023 by Breanna Church for the SE SE Less E 330' and part of the SW SE, Section 18, Unorganized Township 56-26, PIN 64-018-4400, 64-018-4300.

Based on the Conditional Use Permit application and the following my determination is that the proposed wedding chapel/reception barn would be appropriate for conditional use.

- Similar requests for Conditional Use Permits have been granted by the County Board and Planning Commission; and
- Conditional Use Permits are intended for uses that would not be appropriate generally or without restrictions through the zoning district, but which are controlled as to number, area, location with the neighborhood, and other pertinent considerations would not be injurious to the public health, safety, welfare, morals order, appearance, prosperity, or general welfare thereof. Such uses may be granted by issuance of Conditional Use Permits by the Planning Commission.

Signed:


Dan Swenson, Environmental Services Director

9-27-2023

Date

NOTE: This document shall be attached to the Conditional Use application.

COPY: File, Church, PC/BoA

PCBA OIF
C: PCBA

In Re:

FINDINGS OF FACT/CONCLUSIONS OF LAW
RESOLUTION AND ORDER

The Conditional Use Permit (CUP) submitted by: Breanna Church, PO Box 143, Cohasset, MN 55721

Location of Property: 31122 Malbay Rd., Cohasset, MN 55721

That part of the SW ¼ of the SE ¼ lying South of the following described line: Commencing at the NW corner of the SW SE; thence South 00 degrees 00 minutes 00 seconds East, assigned bearing, along the West line of the SW SE, a distance of 330.15 feet to the point of beginning of the line to be herein described; thence South 88 degrees 14 minutes 46 seconds East, 1319.03 feet, to the East line of the SW SE and said line there terminating; AND the SE ¼ of the SE ¼ less the East 330', all in Section 18, Township 56, Range 26 (PID 64-018-4300; 64-018-4400)

This matter came before the Itasca County Planning Commission/Board of Adjustment (PC/BoA), for public hearing, at their regular meeting on 10/11/2023 with Breanna & Lee Church and Dan Benham present. In addition to Board Members Butterfield, Maasch, Bellomy, Kortekaas and Oja, also present were Greg Stolz, Environmental Services Coordinator and Katie Benes, Administrative Staff. Upon the records, files and proceedings herein, the Board makes the following:

FINDINGS OF FACT

1. The parcels are:
 - 30.4 acres (64-018-4400) and 32.1 acres (64-018-4300 in area;
 - Accessed by Malbay Rd.;
 - Use will not be located within any shoreland overlay district (use will be located >1000'); SEE #19
 - Zoned Farm Residential;
 - Located in Unorganized Township T56-R26, Commissioner District #1.
2. On 9/11/2023, Breanna Church submitted a CUP application to establish a wedding chapel and barn to be used for weddings/receptions and events for up to 200 people. There is an existing barn on the property for events for less than 100 people and, if more than 100 people, a temporary tent will be utilized. They will use portable restroom trailers for sanitation.
3. A wedding chapel and barn is a CU as per Section 2.5 (or Section), Uses not provided for within zoning districts, and the applicant must show that the proposed use is:
 - similar to a permitted use or CU consistent with the purpose of the zoning district in which the proposed use will be located,
 - compatible with the surrounding uses and
 - conforms to the comprehensive land use plan.If the CU is of a commercial nature and proposed for a residential zoning district (Rural Residential or Farm Residential), the Planning Commission shall hold a public hearing, evaluate the Application under the criteria in Article 21, and submit a report of its finding and recommendations to the County Board. The County Board shall hold a public hearing, evaluate the Application under the criteria in Article 21, consider the Planning Commission's report, and act on the Application.
4. The proposed use is consistent with the existing neighborhood, and the purpose statement of the Farm Residential Zoning District per Section 6.1 which is to implement the following goals including those contained in the Itasca County Comprehensive Land Use Plan:
Section 6.1 Purpose
The purposes of the Farm Residential Zoning District are to implement the following goals, including those contained in the Itasca County Comprehensive Land Use Plan:

- 6.1.1 To protect and promote the continuation of rural living, farming, and forestry in areas of Itasca County that have historically contained these uses and, therefore, have developed compatible residential patterns and transportation infrastructure;
 - 6.1.2 To permit primarily agriculture and forestry land uses and activities;
 - 6.1.3 To separate agricultural and forestry land uses and activities from incompatible residential, commercial, industrial development, and public facilities;
 - 6.1.4 To achieve the goals of growth management, natural resource protection, and economic diversity as stated in the Itasca County Comprehensive Land Use Plan; and
 - 6.1.5 To maintain agricultural and forest land in sufficient size tracts for economic operations.
5. Per Section 21.3.2, a Conditional Use Permit may be granted only upon finding all of the following:
 - A. The use conforms to the Comprehensive Land Use Plan of the County;
 - B. The use is compatible with the existing neighborhood;
 - C. The use shall not materially adversely impact air quality and water quality;
 - D. The use shall not cause soil disturbance;
 - E. The site has sufficient access for ingress and egress;
 - F. The site is adequate for water supply and sewage treatment; and
 - G. The use shall not cause unsafe or unhealthy conditions.
 6. Per the Comprehensive Land Use Plan, the Commercial/Industrial Goal /Economic Development Objective encourages the retention and expansion of existing businesses and industries and the development of new businesses and industries.
 7. Mitigation practices on the CUP application do not apply as the use will not be located within the shoreland overlay district (within 1000' of a lake).
 8. The MPCA requirement to obtain a General Storm Water Permit prior to construction activity (clearing, grading and excavation activities) that results in the disturbance of one acre or more is the applicants' responsibility.
 9. *Septic.* The existing septic system is compliant (inspected 8/22/2022). On 10/2/2023, it was evaluated by Brian Williams, septic contractor, who determined it is well-equipped to support short-term rental hosting for up to 20 people (PCBA 08).
 10. The project shall not cause unsafe or unhealthy conditions as it will meet all county zoning and state requirements. A handicap permit will be required (\$225.00 fee).
 11. On 9/26/2023, Itasca County Engineer Karin Grandia emailed comments which included that if the County were to discontinue its chloride program she would likely talk with the owners about the possibility of the wedding venue owners paying for chloride on the short section of CR 240 and also would like them to keep in contact with the Transportation Dept. so they can provide timely maintenance if large events are planned.
 12. On 10/5/2023, Anthony Gerster emailed comments in opposition to the application with concerns regarding traffic and noise.
 13. As required in Article 18, notice of the 10/11/2023 PC/BoA hearing and 10/17/2023 County Board hearing was sent to property owners within ¼ mile of the affected properties, SWCD, DNR (Rian Reed), DNR Forestry (Deer River), Itasca County Engineer and Commissioner Smith for their information and comment.
 14. Notice of the 10/9/2023 site inspection and the 10/11/2023 public hearing was published in the 9/27/2023 issue of the *Grand Rapids Herald Review* and the 9/28/2023 issue of the *Scenic Range NewsForum*. Notice of the 10/17/2023 County Board meeting was published in the 10/1/2023 issue of the *Grand Rapids Herald Review* and the 10/5/2023 issue of the *Scenic Range NewsForum*.
 15. Per Minnesota Statute 15.99, the 60-day timeline shall expire on 11/10/2023.

16. No recommendation has been received from Commissioner Smith.
17. The site was viewed by the Planning Commission/BOA on 10/9/2023 by Members Butterfield & Oja; Kortekaas & Maasch completed the site inspection at another time (on their own) and Member Bellomy did not visit the site.
18. If said conditional use is approved, it shall be the responsibility of the applicant to notify the Environmental Services Department upon completion of the project including any conditions. The property may be inspected at any time to ensure and affirm all conditions and terms of the permit are in compliance.
19. At the 10/11/2023 hearing:
 - It was noted that a portion of Parcel 64-018-4300 is located within 1000' (the shoreland overlay district) of Stevens Lake and a portion of 64-018-4400 located within 1000' of Bass Lake but the use would not be located within 1000' of either lake (would be prohibited);
 - PCBA 10 – MN 7030 excerpt was added to the record (regarding noise regulations);
 - Applicants noted the farmhouse will be utilized as a short-term rental.
20. The record consists of:
 - PCBA 01- Conditional Use Application submitted 9/11/2023, interpretation (8 pgs.);
 - PCBA 02- Site plan/maps (6 pgs.);
 - PCBA 03- Notice dated 9/22/2023 to property owners;
 - PCBA 04- Notice dated 9/22/2023 to Commissioner Smith;
 - PCBA 05- Notice dated 9/22/2023 to affected property owners; list of affected property owners; parcel map; plat book map (5 pgs.);
 - PCBA 06- Conditional Use Order;
 - PCBA 07- Email dated 9/26/2023 from Itasca County Engineer Karin Grandia;
 - PCBA 08- Correspondence dated 10/2/2023 from Brian Williams, septic contractor;
 - PCBA 09- Email dated 10/5/2023 from Anthony Gerster;
 - PCBA 10- MN 7030 excerpt (noise standards);
 - PCBA 11- Staff report dated 10/6/2023 (3 pgs.);
 - PCBA 12- Criteria forms completed by PCBA members (5 pgs.).

FROM THE FOREGOING FINDINGS OF FACT, the Board makes the following:
CONCLUSIONS OF LAW

The conditional use application should be approved pursuant to Sections 21.3 of the Zoning Ordinance because:

- A. The use conforms to the comprehensive plan of the County as the CLUP allows and encourages new businesses and tourism; there are several nearby resorts; use will provide a service to the surrounding area;
- B. The use is compatible with the existing neighborhood as there are no nearby neighbors; site is very remote and very well screened; there are several resorts in the area;
- C. The proposed use will not materially adversely impact air quality, water quality or cause soil disturbance as the use shall comply with all county and state regulations; there will be minimal soil disturbance; there will be no construction initially and minimal future construction (for a chapel);
- D. There is sufficient access for ingress and egress and there is adequate water supply and sewage treatment—some improvement may be needed that applicants are aware of and planning for; portable restrooms will be utilized for sanitation; there are good sight lines for ingress and egress; the existing septic system is compliant; existing well is adequate; there is a plan for emergency vehicles and widening narrow areas of driveway.
- E. The use will not cause unsafe or unhealthy conditions as there is a good well and septic; food services will be catered; portable restrooms will be utilized.

RESOLUTION

NOW THEREFORE, Oja/Kortekaas motioned to recommend (to the County Board) approval of the CUP application submitted by Breanna Church to establish a wedding chapel and barn to be used for weddings/receptions and events as set forth in the 10/6/2023 staff report. Motion carried unanimously.

Condition/s: 1) Comply with Best Management Practices during construction;

ITASCA COUNTY PLANNING COMMISSION/BOARD OF ADJUSTMENT:


Dan Butterfield, Chairperson

10/11/2023
Date

ATTEST:


Greg Stoltz, Environmental Services Coordinator

10-11-2023
Date



ITASCA COUNTY
PLANNING COMMISSION/BOARD OF ADJUSTMENT
123 NE 4th St
Grand Rapids, MN 55744
(218) 327-2857

Wednesday, 10/11/2023

9:00 A.M.

Itasca County Boardroom

The regular meeting of the Itasca County Planning Commission/Board of Adjustment (PC/BoA) was held on Wednesday, 10/11/2023, at 9:00 a.m. in the County Board Room of the Courthouse with the following in attendance:

MEMBERS PRESENT: Dan Butterfield, Lisa Maasch, Richard Kortekaas, Mike Bellomy, Mike Oja;
ABSENT: None;
EX OFFICIO: Greg Stoltz, Environmental Services Coordinator; Katie Benes, Administrative Staff;
GUESTS: Breanna Church, Lee Church, Dan Benham, Doug Small, Thomas & Doborah Johnston.

Chair Butterfield called the Planning Commission/Board of Adjustment meeting to order, opening with the Pledge of Allegiance. Copies of the agenda and opening statement were available for the audience.

Agenda. There were no additions or modifications.

Minutes. Upon the motion of Maasch/Oja, which carried unanimously, the minutes of the 9/13/2023 hearing were approved as distributed.

Breanna Church/CUP—(SE SE Less E 330' and part of SW SE, Section 18, Unorganized Township 56-26, Parcels 64-018-4300, 64-018-4400)—submitted a conditional use application to establish a wedding chapel and barn to be used for weddings/receptions and events. PCBA 10 - an excerpt from MN 7030 (Noise Standards) regarding noise regulations was added to the record. It was noted that a portion of Parcel 64-018-4300 is located within 1000' (the shoreland overlay district) of Stevens Lake and a portion of 64-018-4400 located within 1000' of Bass Lake but the use would not be located within 1000' of either lake (would be prohibited). Chair Butterfield questioned if Member Bellomy should vote since he had not visited the sites and there were no objections from other members. Lee Church was present and discussed their proposed conditional use permit application for a wedding chapel and barn to be used for weddings/receptions and events. His comments included that they have checked with the local fire dept. regarding ingress/egress and the MPCA (there will be minimal soil disturbance), portable restrooms will be utilized, there will be no commercial kitchen and events would be catered. They also plan to utilize the farmhouse as a short-term rental and have contacted Ryan Trenberth, with the MN Dept of Health, who has inspected the site and have also contacted the MN Dept of Labor & Industry. Member Maasch commented that the parking area may need to be increased for 200 people (applicant noted there are other open areas that could be utilized for parking that may only require mowing) and there are also handicap requirements. The aerial photo was reviewed by members on the overhead screen. It was noted that the person who submitted comments/concerns lived north of the proposed use and there was no development between the proposed wedding barn and the blacktop (Pincherry Rd.). Additional comments from the applicants were that music will be indoors only and future plans include the construction of a chapel. Kortekaas/Maasch motioned to close the public portion of the meeting which carried unanimously.

Motion: Oja/Kortekaas to recommend (to the County Board) approval of the CUP application submitted by Breanna Church to establish a wedding chapel and barn to be used for weddings/receptions and events as set forth in the 10/6/2023 staff report. Motion carried unanimously.

Condition/s: 1) Comply with Best Management Practices during construction;

As per Section 2.5 of the Zoning Ordinance, since this CUP is of a commercial nature and proposed for a residential zoning district, the Planning Commission will make their recommendation to the County Board who will act on the application after holding a public hearing scheduled for 10/17/2023.





Malbay Rd 1700ft

Barn

Barn is 100ft from neighbors property line

Nearest Neighbor 890ft

Nearest Road
Christie Ln 1080

Nearest
Lakeshore
1850ft



PCBA 02d
C-PCBA

Updated Site Plan

Diane Nelson

From: Karin Grandia
Sent: Tuesday, September 26, 2023 12:32 PM
To: Diane Nelson
Cc: Ryan Sutherland
Subject: CUP PID#64-018-4300 &64-018-4400

Diane:

CR 240 currently gets about 170 cars per day so the addition of traffic for the wedding venue will be substantial. Currently Itasca County does apply chloride on that road which helps keep the fine particles in place which reduces dust and our maintenance needs. If the County for any reason discontinues its chloride program (there is no current plan or talk about doing that), the road may not hold up well with that volume of traffic. In that case, I would likely talk with the owners about the possibility of having the wedding venue pay for chloride on the that short section of the road. Currently costs for chloride are about \$2,200/mile.

Additionally, I would like to request that the owners keep in touch with the Transportation Department once the venue opens so we can provide timely maintenance if large events are planned.

I did provide all the same information to Lee & Brenda Church on September 11, 2023 so they are aware of my concerns.

Karin Grandia, P.E.
Itasca County Engineer
123 NE 4th Street
Grand Rapids, MN 55744
218-327-7389 office
218-244-2313 cell
Karin.grandia@co.itasca.mn.us

Conditional Use Permit - Additional Notes for Application
Applicant: Breanna Church

To: Itasca County Department of Environmental Services
From: Brian Williams
Date: October 2, 2023
Re: Septic System Evaluation for 31122 Malbay Road, Cohasset, MN 55721

Dear Itasca County Department of Environmental Services,

I am writing on behalf of Williams Septic and Electric to provide an evaluation of the septic system at 31122 Malbay Road. After a thorough assessment, we have concluded that the existing septic system is well-equipped to support short-term rental hosting for up to 20 people.

Our evaluation considered several critical factors, including the system's capacity, condition, and overall functionality. We found that the septic system at the property meets the necessary requirements to ensure proper wastewater management during short-term rental periods.

The septic system has been properly maintained, and there are no signs of issues that would hinder its performance. The tank's capacity and drainage field are adequately sized to accommodate the anticipated usage associated with short-term rentals hosting up to 20 individuals.

In light of our assessment, we recommend that Itasca County consider approving the property at 31122 Malbay Road for short-term rental hosting up to 20 people. We believe that the existing septic system is more than capable of handling the expected load without adverse environmental or health impacts.

Please feel free to contact us if you require any additional information or have any questions regarding our evaluation. We are committed to ensuring that the property maintains compliance with all relevant regulations and standards.

Thank you for your attention to this matter, and we look forward to your response.

Sincerely,



Brian Williams
Williams Septic and Electric

Diane Nelson

From: Anthony Gerster <acgerster@yahoo.com>
Sent: Thursday, October 5, 2023 11:50 AM
To: Diane Nelson
Subject: Proposed Conditional Use Permit for (PID 64-018-4300,4400)

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the Itasca County email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

It is my understanding that Breanna Church has made application for a (CUP) that would allow for the establishment of a wedding chapel & barn to be used for various events on the property identified as 64-018-4300, 4400 on Malbay Road.

As a nearby property owner I am compelled to express my strong opposition to said application & use of this particular property. Malbay Road is a dead end road already very heavily traveled by residential property owners, as well as a whole host of non-resident guests vacationing at the nearby Hidden Haven Resort. A wedding or other large event where large numbers of cars may leave at the same or similar time could very well create a bottleneck at the junction of Malbay and Pincherry Roads potentially making it difficult for actual residents to travel freely.

Additionally, there are already significant issues concerning personal vehicles with mechanical modifications made to create 'raceway' sound. And, uncontrolled dogs that bark incessantly also contribute greatly to a general lack of quiet enjoyment of our own property. Adding more of this type of traffic as well as live or loud music or other celebratory activities will only degrade our quality of life further.

For the purpose of brevity I have only mentioned the most obvious reasons for opposing the granting of this application. It is my hope that voices of reason, and plain old consideration for others will be enough to convince Ms Church to consider another location.

Sincerely,
Anthony Gerster
Sent from my iPhone

PcBA 09

2: PcBA

CRITERIA NECESSARY FOR THE GRANTING OF A CONDITIONAL USE PERMIT (CUP)

RE: Applicant: Breanna Church

Proposed Use: Establish a wedding chapel and barn for weddings, receptions, and events.

Township/Range: P/O the SW ¼ SE ¼ AND SE ¼ SE ¼ less E 330', S. 18, 56-26

(PID 64-018-4300; 64-018-4400)

A CUP MAY BE GRANTED ONLY UPON FINDING ALL OF THE FOLLOWING:

1. The use conforms to the comprehensive plan of the County.

yes New business, Resorts close by.

2. The use is compatible with the existing neighborhood.

yes. Very well screened

3. The use shall not materially adversely impact air quality, water quality or cause soil disturbance.

shall not. must meet, county & state regulations

4. The site has sufficient access for ingress and egress and is adequate for water supply and sewage treatment.

yes. may need some improvement, but they're aware of it & planning.

5. The use shall not cause unsafe or unhealthy conditions.

shall not, good well & septic

yes
10/11/2023
BDB

■ When in the opinion of the Planning Commission/BoA (PC/BoA), a CUP may result in a material adverse effect on the environment, the applicant may be requested by the PC/BoA to demonstrate the nature and extent of the effect and to demonstrate methods for mitigating or minimizing the adverse effects.

PCBA 12

CRITERIA NECESSARY FOR THE GRANTING OF A CONDITIONAL USE PERMIT (CUP)

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Township/Range: P/O the SW ¼ SE ¼ AND SE ¼ SE ¼ less E 330', S. 18, 56-26

(PID 64-018-4300; 64-018-4400)

A CUP MAY BE GRANTED ONLY UPON FINDING ALL OF THE FOLLOWING:

1. The use conforms to the comprehensive plan of the County.

YES, New business is allowed & encouraged

2. The use is compatible with the existing neighborhood.

YES, no nearby neighbors AREA is wooded & well screened

3. The use shall not materially adversely impact air quality, water quality or cause soil disturbance.

~~YES~~ SHALL NOT

4. The site has sufficient access for ingress and egress and is adequate for water supply and sewage treatment.

*YES, good sight lines for ingress & egress. Will use Portables
UNITS for sanitation*

5. The use shall not cause unsafe or unhealthy conditions.

SHALL NOT

■ When in the opinion of the Planning Commission/BoA (PC/BoA), a CUP may result in a material adverse effect on the environment, the applicant may be requested by the PC/BoA to demonstrate the nature and extent of the effect and to demonstrate methods for mitigating or minimizing the adverse effects.

Mike Bellomy

10-11-23

CRITERIA NECESSARY FOR THE GRANTING OF A CONDITIONAL USE PERMIT (CUP)

RE: Applicant: Breanna Church

Proposed Use: Establish a wedding chapel and barn for weddings, receptions, and events.

Township/Range: P/O the SW ¼ SE ¼ AND SE ¼ SE ¼ less E 330', S. 18, 56-26

(PID 64-018-4300; 64-018-4400)

A CUP MAY BE GRANTED ONLY UPON FINDING ALL OF THE FOLLOWING:

1. The use conforms to the comprehensive plan of the County.

yes new business - provide a ~~same~~ service to the surrounding area - resorts on both sides

2. The use is compatible with the existing neighborhood.

yes it will blend in and has good screening

3. The use shall not materially adversely impact air quality, water quality or cause soil disturbance.

it will not and only a little soil disturbance

4. The site has sufficient access for ingress and egress and is adequate for water supply and sewage treatment.

yes - septic will be updated to trailers

5. The use shall not cause unsafe or unhealthy conditions.

no it will not

■ When in the opinion of the Planning Commission/BoA (PC/BoA), a CUP may result in a material adverse effect on the environment, the applicant may be requested by the PC/BoA to demonstrate the nature and extent of the effect and to demonstrate methods for mitigating or minimizing the adverse effects.

Rubene Kortekaas

10/11/23

Q

CRITERIA NECESSARY FOR THE GRANTING OF A CONDITIONAL USE PERMIT (CUP)

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Proposed Use: Establish a wedding chapel and barn for weddings, receptions, and events.

Township/Range: P/O the SW ¼ SE ¼ AND SE ¼ SE ¼ less E 330', S. 18, 56-26

(PID 64-018-4300; 64-018-4400)

A CUP MAY BE GRANTED ONLY UPON FINDING ALL OF THE FOLLOWING:

1. The use conforms to the comprehensive plan of the County.

yes, comp plan promotes business expansion
of Tourism.

2. The use is compatible with the existing neighborhood.

yes site is very remote, 4WD resorts
close on Boss Lake - within a mile.

3. The use shall not materially adversely impact air quality, water quality or cause soil disturbance.

shall NOT, topography is level, it
little or no chance for soil erosion.

4. The site has sufficient access for ingress and egress and is adequate for water supply and sewage treatment.

NO ISSUES w ingress/egress.
Sewage complete existing well - adequate.

5. The use shall not cause unsafe or unhealthy conditions.

shall NOT. All catered food services.
Portable ~~to~~ ~~and have~~ used temporarily.
bathrooms.

■ When in the opinion of the Planning Commission/BoA (PC/BoA), a CUP may result in a material adverse effect on the environment, the applicant may be requested by the PC/BoA to demonstrate the nature and extent of the effect and to demonstrate methods for mitigating or minimizing the adverse effects.

10/11/2023 [Signature]

CRITERIA NECESSARY FOR THE GRANTING OF A CONDITIONAL USE PERMIT (CUP)

RE: Applicant: Breanna Church

Proposed Use: Establish a wedding chapel and barn for weddings, receptions, and events.

Township/Range: P/O the SW ¼ SE ¼ AND SE ¼ SE ¼ less E 330', S. 18, 56-26

(PID 64-018-4300; 64-018-4400)

A CUP MAY BE GRANTED ONLY UPON FINDING ALL OF THE FOLLOWING:

1. The use conforms to the comprehensive plan of the County. *yes. It supports growth of new businesses.*
2. The use is compatible with the existing neighborhood. *yes - there are several resorts in the area.*
3. The use shall not materially adversely impact air quality, water quality or cause soil disturbance. *no → construction required at this time but may be little down the road for a chapel.*
4. The site has sufficient access for ingress and egress and is adequate for water supply and sewage treatment. *there will be an area made for parking → porta bathrooms will be used. Have a plan for emergency vehicles and widening narrow areas of driveway.*
5. The use shall not cause unsafe or unhealthy conditions. *no there will not*

■ When in the opinion of the Planning Commission/BoA (PC/BoA), a CUP may result in a material adverse effect on the environment, the applicant may be requested by the PC/BoA to demonstrate the nature and extent of the effect and to demonstrate methods for mitigating or minimizing the adverse effects.

Lisa Marsch

CRITERIA NECESSARY FOR THE GRANTING OF A CONDITIONAL USE PERMIT (CUP)

RE: Applicant: Breanna Church

Proposed Use: Establish a wedding chapel and barn for weddings, receptions, and events.

Township/Range: P/O the SW ¼ SE ¼ AND SE ¼ SE ¼ less E 330', S. 18, 56-26

(PID 64-018-4300; 64-018-4400)

A CUP MAY BE GRANTED ONLY UPON FINDING ALL OF THE FOLLOWING:

1. The use conforms to the comprehensive plan of the County.
2. The use is compatible with the existing neighborhood.
3. The use shall not materially adversely impact air quality, water quality or cause soil disturbance.
4. The site has sufficient access for ingress and egress and is adequate for water supply and sewage treatment.
5. The use shall not cause unsafe or unhealthy conditions.

■ When in the opinion of the Planning Commission/BoA (PC/BoA), a CUP may result in a material adverse effect on the environment, the applicant may be requested by the PC/BoA to demonstrate the nature and extent of the effect and to demonstrate methods for mitigating or minimizing the adverse effects.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, October 17, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3236

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: Shelly Patten, DNR NE Regional Director and DNR Parks & Trails employees

AGENDA ITEM:

Presentation of the Sixberry Landing Public Water Access

BOARD ACTION REQUESTED:

Receive presentation of the Sixberry Landing public water access.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

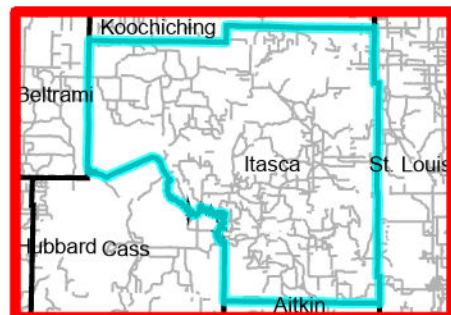
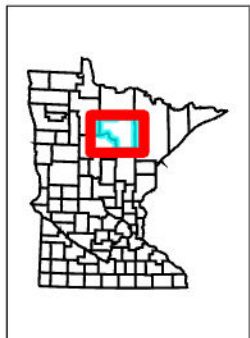
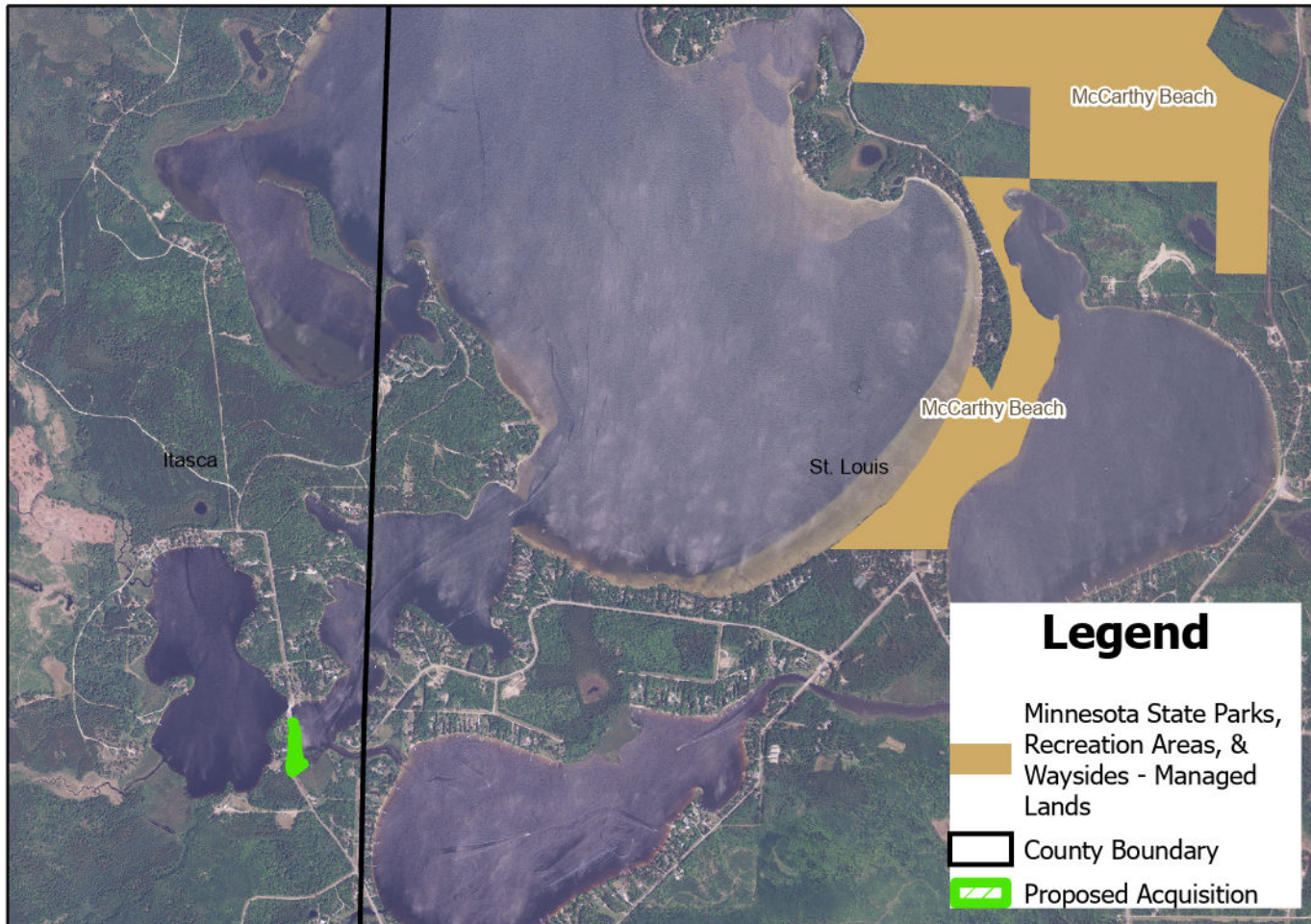
SUPPORTING DOCUMENTATION:

1. Map_SturgeonLake_SixberryACQ
2. Sixberry Landing handouts

10/17/2023

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 10/24/2023 2:30 PM
----------------	--------------------------------	---------------------------------

Public Water Access Site - Proposed Acquisition



Parcel Information

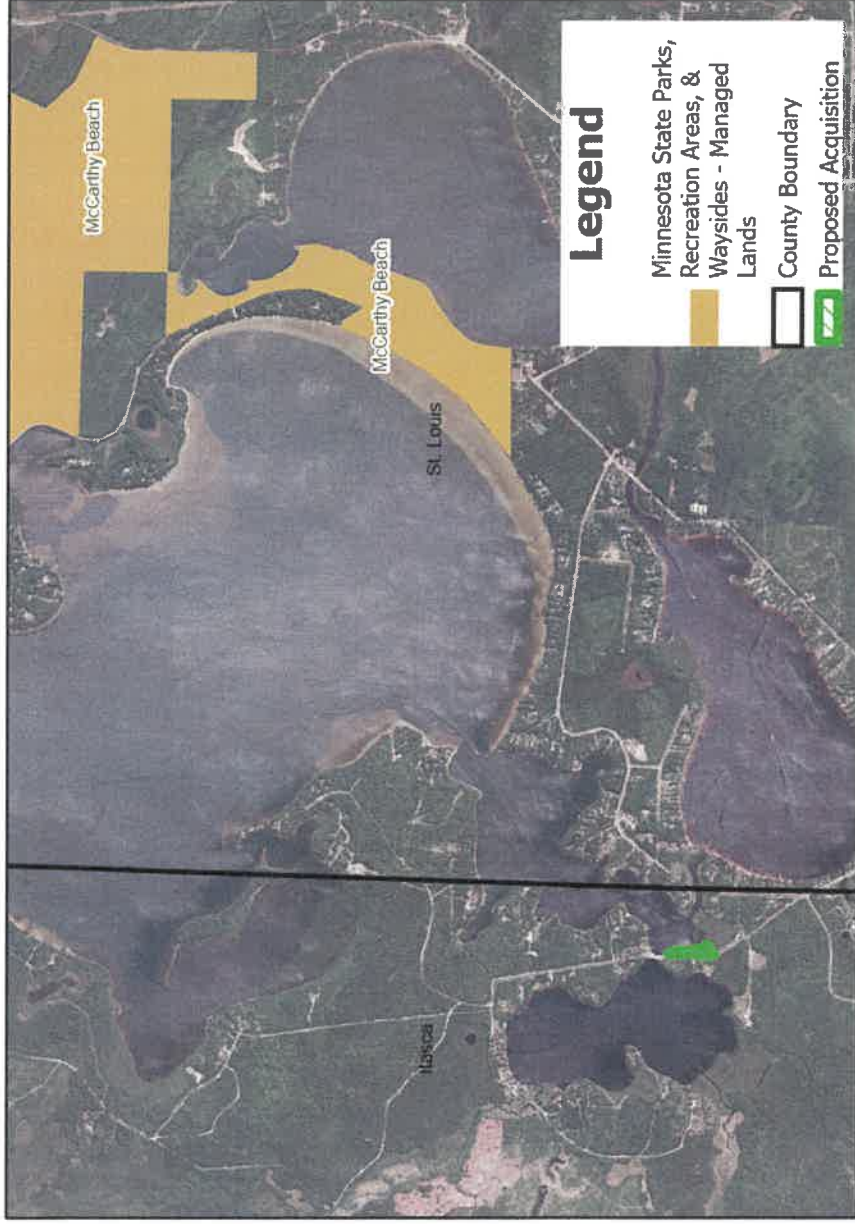
Owner: Sixberry

Acres: 1.3

Government Lot 3, Section 25, Township 60 North, Range 25 West

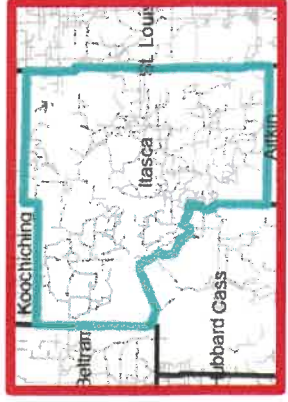
Landowner is looking to sell to the Department of Natural Resources, Division of Parks and Trails 1.3 acres that contains a public water access.

Public Water Access Site - Proposed Acquisition



Parcel Information
 Owner: Sixberry
 Acres: 1.3
 Government Lot 3, Section 25, Township 60 North, Range 25 West

Landowner is looking to sell to the Department of Natural Resources, Division of Parks and Trails 1.3 acres that contains a public water access.



Map and geographic data should not be interpreted as establishing or describing legal boundaries or legal access and should not be used for navigational purposes. Map and geographic data should be used for reference only. Users of the data are responsible for verifying public land or water boundaries by observing boundary signs and markers, consulting official surveys and maps, and contacting local MNDNR offices.

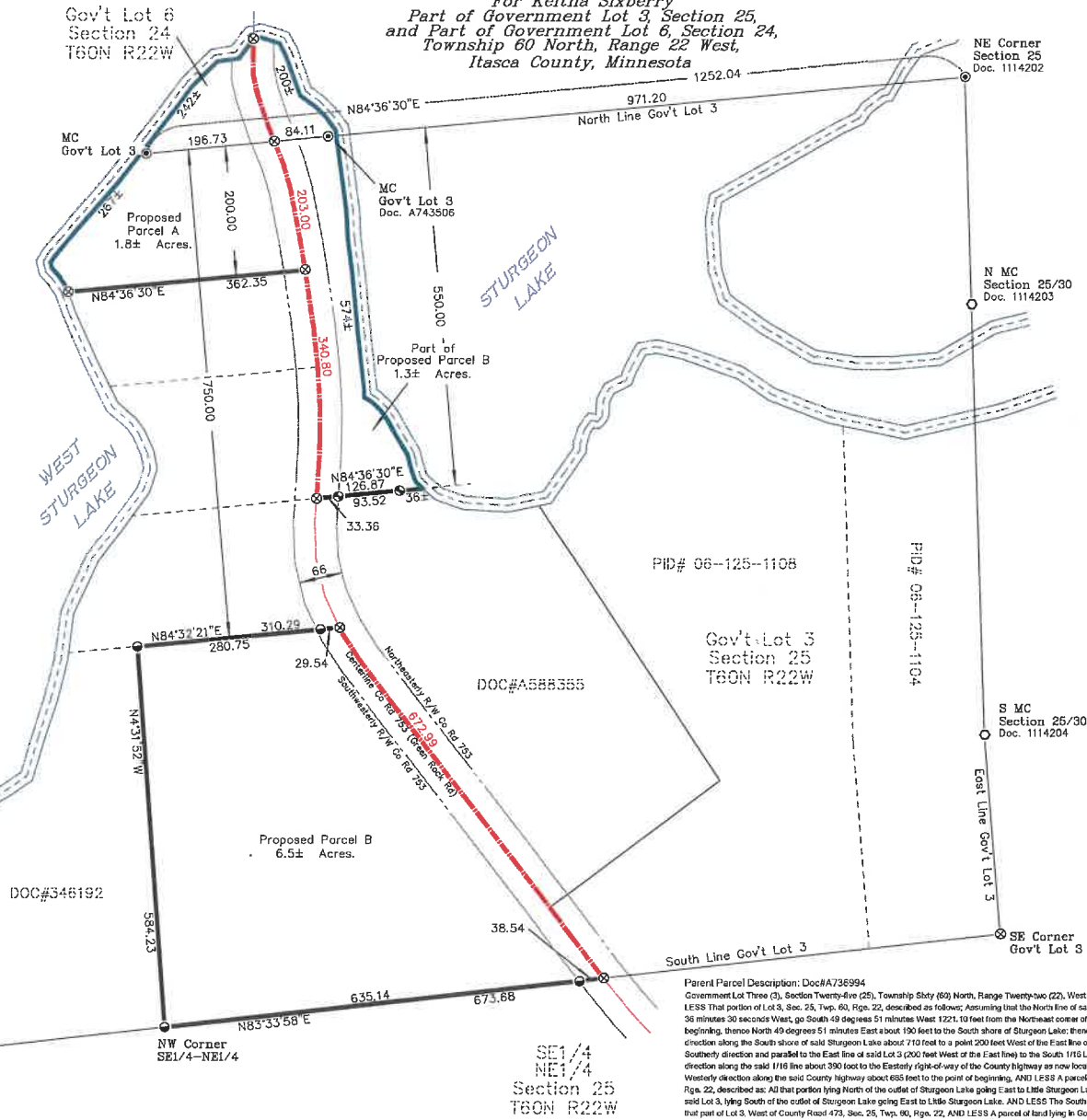


mn DEPARTMENT OF
NATURAL RESOURCES

Date Saved: 10/11/2023 11:31 AM

PARCEL DESCRIPTION EXHIBIT

For Keitha Sixberry
Part of Government Lot 3, Section 25,
and Part of Government Lot 6, Section 24,
Township 60 North, Range 22 West,
Itasca County, Minnesota



DOC#346192

PID# 06-125-1108

Gov't Lot 3
Section 25
T60N R22W

DOC#A588355

PID# 06-125-1104

NE Corner
Section 25
Doc. 1114202

N MC
Section 25/30
Doc. 1114203

S MC
Section 25/30
Doc. 1114204

East Line Gov't Lot 3
SE Corner
Gov't Lot 3

Parent Parcel Description: Doc#A736994

Government Lot Three (3), Section Twenty-five (25), Township Sixty (60) North, Range Twenty-two (22), West of the Fourth Principal Meridian, LESS That portion of Lot 3, Sec. 25, Twp. 60, Rge. 22, described as follows: Assuming that the North line of said Lot 3 to be South 84 degrees 36 minutes 30 seconds West, go South 49 degrees 51 minutes West 121.10 feet from the Northeast corner of said Lot 3, to the point of beginning, thence North 49 degrees 51 minutes East about 190 feet to the South shore of Sturgeon Lake; thence in a Northerly and Easterly direction along the South shore of said Sturgeon Lake about 710 feet to a point 200 feet West of the East line of said Lot 3, thence in a Southerly direction and parallel to the East line of said Lot 3 (200 feet West of the East line) to the South 116 Line; thence in a Westerly direction along the said 116 line about 390 feet to the Easterly right-of-way of the County Highway as now located; thence in a North and Westerly direction along the said County Highway about 665 feet to the point of beginning, AND LESS A parcel of Gov't Lot 3, Sec. 25, Twp. 60, Rge. 22, described as: All that portion lying North of the outlet of Sturgeon Lake going East to Little Sturgeon Lake, Also the East 200 feet of said Lot 3, lying South of the outlet of Sturgeon Lake going East to Little Sturgeon Lake, AND LESS The South 400 feet of the North 750 feet of that part of Lot 3, West of County Road 473, Sec. 25, Twp. 60, Rge. 22, AND LESS A parcel of land lying in Gov't Lot 2 and Gov't Lot 3, Sec. 25, Twp. 60, Rge. 22, more particularly described as follows: Assuming the East boundary line of the SE 1/4 NE 1/4 of the above described Section to run North 00 degrees 02 minutes 08 seconds West and commencing at the Northeast corner of said forty, which is 1312.66 feet North of the Southeast corner of said forty, thence run South 87 degrees 21 minutes 18 seconds West along the North boundary line of said forty for a distance of 1307.60 feet to the Northwest corner of said forty which is the point of beginning of the parcel about to be described, thence run South 00 degrees 40 minutes East for a distance of 130.12 feet, thence South 89 degrees 56 minutes 30 seconds West for a distance of 625.53 feet, thence due North for a distance of 387 feet to the South shore of West Sturgeon Lake, thence Northerly along the shoreline for 1050 feet more or less to a point which lies North 00 degrees 40 minutes West of the point of beginning, thence South 00 degrees 40 minutes East for a distance of 585 feet to the point of beginning AND Government Lot Six (6), Section Twenty-four (24), Township Sixty (60) North, Range Twenty-two (22), West of the Fourth Principal Meridian.

Proposed Parcel A Description:

The North 200.00 feet of Government Lot 3, Section 25, Township 60 North, Range 22 West of the Fourth Principal Meridian, Itasca County, Minnesota lying westerly of the centerline of County Road No. 753, formerly referred to as County Road Number 473.

AND

That part of Government Lot Six (6), Section Twenty-four (24), Township Sixty (60) North, Range Twenty-two (22), West of the Fourth Principal Meridian, Itasca County, Minnesota lying westerly of the centerline of County Road No. 753, formerly referred to as County Road Number 473.

AND

The North 550.00 feet of Government Lot 3, Section 25, Township 60 North, Range 22 West of the Fourth Principal Meridian, Itasca County, Minnesota lying easterly of the centerline of County Road No. 753, formerly referred to as County Road Number 473, and westerly of the shoreline of Sturgeon Lake.

AND

Government Lot 3, EXCEPT the North 750.00 feet, Section 25, Township 60 North, Range 22 West of the Fourth Principal Meridian, Itasca County, Minnesota lying westerly of the centerline of County Road No. 753, formerly referred to as County Road Number 473.

EXCEPT (DOC# 346192)

A parcel of land lying in Government Lot 2 and Government Lot 3 in Section 25, Township 60 North, Range 22 West of the Fourth Principal Meridian according to the United States Government Survey more particularly described as follows:

Assuming the East Boundary Line of the Southwest one-quarter of the Northeast one-quarter (SE 1/4 of the NE 1/4) of the above described Section to run N 00° 02' 00" W and commencing at the Northeast corner of said forty, which is 1312.66 feet North of the Southeast corner of said forty, thence run S 87° 21' 18" W along the North boundary line of said forty for a distance of 1307.60 feet to the Northwest corner of said forty which is the point of beginning of the parcel about to be described, thence run S 00° 40' E for a distance of 130.12 feet, thence S 89° 56' 30" W for a distance of 625.53 feet, thence due North for a distance of 387 feet to the South shore of West Sturgeon Lake, thence Northerly along the shoreline for 1050 feet more or less to a point which lies N 00° 40' West of the point of beginning, thence S 00° 40' E for a distance of 585 feet to the point of beginning.

LEGEND

- Capped Rebar set, marked PLS #51766
- Found Capped Monument, marked PLS #18069
- Found County Monument
- ⊗ Calculated Position
- Monument of Record

Bearings are based on
The North Line of Gov't Lot 3
Bearing N84°36'30"E



PREPARED FOR
Keitha Sixberry

SECTION - 25
TOWNSHIP - 60 NORTH
RANGE - 22 WEST
COUNTY - Itasca
DATE - 10-1-2022
DRAWN BY - AT
JOB NO. - 020202-013
DRAWING NO. - 2022-013

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Chris Mattila
Date: _____ License No. 61766

SCALE IN FEET
0 60 120 240



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, October 17, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3315

DEPARTMENT: Sheriff

TIME REQUESTED: 5 Minutes

PRESENTER: Joe Dasovich

AGENDA ITEM:

Lifesaving Award and Recognition

BOARD ACTION REQUESTED:

Presentation of lifesaving awards for heroic acts.

BACKGROUND:

See attached documentation.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Lifesaving Award & Recognition - Dittmer

RESULT:	INFORMATIONAL - NO ACTION TAKEN
----------------	--



Itasca County Sheriff's Office

JOE DASOVICH, SHERIFF

LIFESAVING AWARD & RECOGNITION

RECIPIENTS: George Raymond Simmens
Jerry Lee Rutherford
Lily Evangeline Ervin Dittmer

VICTIM: Autumn Rachel Champlin

INCIDENT:

LOCATION: Intersection of CR 63 and Lake Street, Cohasset MN
DATE/TIME: June 15, 2023; 11:56 pm
NOMINATED BY: Sheriff Joe Dasovich

ACTION TAKEN BY PERSON(S) BEING RECOGNIZED

On June 15, 2023, at approximately 11:56 pm, Deputy Jared Morse responded to a call of a vehicle accident at the intersection of CR 63 and Lake Street, Cohasset MN. Upon arrival Deputy Morse observed a vehicle lying on the passenger side near the wood line that was fully engulfed in flames. Driver Autumn Rachel Champlin, of Bovey, was lying face down about 30-40 yards from the burning vehicle being tended to by Lily Evangeline Ervin Dittmer and 2 other individuals, who had been driving by when the accident occurred. Dittmer, first on the scene, helped kick in the sunroof of the vehicle, crawled in, cut the seat belt, and pushed Champlin out and away from the vehicle just as it became fully engulfed in flames.

Due to the acts of these good Samaritans, Champlin survived and made a full recovery.