



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 19, 2023

12:00 PM

Itasca County Boardroom

FINAL

SPECIAL SESSION MINUTES

I. CALL TO ORDER

Chair Ives called the meeting to order at 12:05 PM.

Attendee Name	Title	Status	Arrived
Cory Smith	District #1	Present	12:05 PM
Terry Snyder	District #2	Present	12:05 PM
John Johnson	District #3	Present	12:05 PM
Burl Ives	District #4	Present	12:05 PM
Casey Venema	District #5	Present	12:05 PM

II. REGULAR AGENDA

1. CEDA Goals/Objectives

Ron Zeigler, Cris Gastner, Sarah Carling, and Lisa Randall provided a Community and Economic Development Associates (CEDA) update.

Discussion took place regarding CEDA goals and objectives. By consensus of the County Board, the following items were mentioned as initial considerations:

- Nashwauk Trailhead
- Continued Community Outreach
- Squaw Lake Ped/Rec Bridge - Phase 3
- Designation of Coleraine as a Recreational Hub
- Updated Studies on Housing and Tourism
- Trails and Recreation
- Twice a year updates to County Board

Further discussion will take at a future meeting to determine final goals and objectives.

RESULT: INFORMATIONAL - NO ACTION TAKEN

III. ADJOURN

Chair Ives adjourned the meeting at 1:14 PM.

ATTEST


John Johnson
Chair of the County Board


Brett Skyles
Clerk of the County Board



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

Tuesday, December 19, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3353

DEPARTMENT: Administrative Services

TIME REQUESTED: 30 Minutes

PRESENTER: Chair

AGENDA ITEM:

CEDA Goals/Objectives

BOARD ACTION REQUESTED:

Discuss goals and objectives for CEDA.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. 12.18.23 CEDA Goals Objectives

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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COMMUNITY AND ECONOMIC DEVELOPMENT ASSOCIATES (CEDA)

Helping Communities and Businesses Grow

Itasca County Board Update

PRESENTED & PREPARED BY:

Ron Zeigler, Cris Gastner, & Sarah Carling



Committees

- Avenue of the Pines
- Bovey Park Expansion Committee (Ph.2)
- Trails Task Force
- IREA(Iron Range Economic Alliance)
- Deer River MN Housing Partners
- Western Itasca Co Trails & Projects
- Northern MN Historical Mine Tour
- Itasca Co. Parks & Recreation Commission
- Community Networking
- Itasca Area Attractions & Events
- Nashwauk Bike Trail Committee
- Itasca Co. Housing Summit

List of Communities

34/41

District 1	District 2	District 3	District 4	District 5
Deer River S.Lake S.Lake LIC Winnie Dam LIC Ball Club LIC Inger LIC Kinghurst Twp Ardenhurst Twp Bowstring Airport Wirt Township (10)	Bigfork Marcell Twp Wabana (3)	Coleraine Trout Lake Twp LaPrairie Goodland Twp/Fire Feely Twp Warba Warba Legion (6/8)	Blackberry Twp Harris Twp Spang Twp Tractor Club (3/4)	Keewatin/Fire Nashwauk/Fire Nashwauk Twp Buck Lake Imp. Calumet Marble Bovey Greenway Twp Balsam Twp Lawrence Lake Twp Effie Taconite/Fire Pengilly (12/16)



Current Community Projects Stats

○ 34 Communities Supported (32)

○ 397 Projects identified and growing (235)

○ To date 67 projects completed (47)

○ 103 Projects are currently in progress (78)

- [Keewatin Welcome Sign](#)
- Deer River MHP
- Nashwauk Signs
- [Ave of the Pines Trail Study](#)
- Wabana Park Project
- Harris Township Boat Landings
- Nashwauk Trail Head

- Marble Water Tower
- Coleraine Cotton Park
- Greenway Rec Enhancements
- Bovey Phase 2
- Calumet Pocket Park
- Keewatin Fire Hall
- S.Lake Ped/Rec Bridge

Area	Identified		in process	Completed
County Wide	18		5	0
dist 1	73		19	10
dist 2	23		2	2
dist 3	76		22	13
dist 4	31		11	7
dist 5	153		38	30
Sp. Projects	23		6	5
Itasca County Projects	397	0	103	67
Non-Itasca County	50		12	7
All Projects	447		115	74



Lisa's Reasonability's

- Mondays in Coleraine
- Tuesdays in Hill City
- Wednesdays in Northome
- Thursday & Friday:
 - Special Projects
 - Bowstring airport
 - Warba Legion
 - Bus Depot Door
 - Meetings
 - Grant writing
 - Project research





Current Grant Request/Awards 2023

-
- Local/Private = \$79,500 in Requests (12 Grants)
 - County= \$50,000 in Requests
 - State=\$418,875 in Requests (5 Grants)

 - **Current Grant Request total for 2023 thus far is: \$507,375!**
 - **Currently awarded: \$366,812**
 - The 256,375 DNR grant was not awarded for Wabana
 - This will continue to rise as additional grants become available throughout the year.
 - Several grants pending or currently in the works to be submitted



Blandin Grants

- \$1,533,000 Awarded to 14 rural communities!
- 10 communities in Itasca Co received a total of \$983,000.
- 4 communities outside of Itasca County totaled \$550,000.
- CEDA supported 12 communities in grant writing and budget planning for a total grant impact of \$1,283,000.



2024 Contract & Focus Areas



Contract Highlights / Understanding

- From the spring board presentation our understanding is CEDAs contract will be held under the County and report directly to the Board and Brett.
- Possible Needs:
 - Printing access/wifi
 - A small work space to land between meetings if necessary or we can use open spaces when available



Contract Year	Dates	# mnths	Staffing Cost	Travel Exp.	Total Cost	# of comm.	Cost per Comm	Notes
2019	4/19-2/20	10	\$ 70,255.00	\$9,745.00	\$ 80,000.00	10	\$ 8,000	7 initially became 10 in 1st 3 months (\$11,428 per 7 comm)
2020	3/20-12/20	10	\$ 70,255.00	\$4,745.00	\$ 75,000.00	16	\$ 4,687	
2021	1/21-12/21	12	\$ 84,306.00	\$4,953.15	\$ 89,259.15	23	\$ 3,880	Expenses were funded through remainder of contract #1 &2
2022	1/22-12/22	12	\$ 86,835.00	\$7,500.00	\$ 94,335.00	25	\$ 3,773	This was discussed with every Commissioner and administrator ahead of budget meetings. It wasn't discovered until later that this was not approved.
Approved 2022 Contract		12	\$ 84,306.00	\$ -	\$ 84,306.00	25	\$ 3,372	Difference of \$2,529 of staffing services and \$7,500 of expenses. A difference of \$10,029 from what was understood to be acceptable and approved and signed by IEDC.
2023 Contract	1/23-12/23	12	\$ 91,176.00	\$ 7,875.00	\$ 99,051.00	30+	\$ 3,301	
2024 Proposed	1/24-12/24	12	\$ 95,735.00	\$8,268.00	\$104,003.00	34/41	\$ 3,058	34 communities/41 with special projects(cost per community is based on 34 comm)

Month	hrs worked week 1	hrs worked week 2	hrs worked week 3	hrs worked week 4	hrs worked week 5	hrs worked week 6	Total hr /month	# Working days in mnth	avg hrs worked/day	# of extra hrs (40+)	# of sick	# of Hoiday	# of VK /funeral hr	
January	47.5	46	43	48.5	19.5		204.5	22	9.3	28.5	0	0	0	
Feb	33.5	48	26.5	51	25		184	18	10.2	40	0	0	16	
March	29	51	46	59	51.5		236.5	23	10.3	52.5	0	0	0	
April	35.5	51.5	48	36.5			171.5	19	9.0	19.5	0	0	11.5	
May	66.5	57	49.5	47	23		243	23	10.6	60	0	8	0	
June	19	50	53	72	49		243	22	11.0	67	0	0	0	
July	0	26	64.5	55	44	9.5	199	20	9.95	47.5	0	0	16	
August														
Sept														
Oct														
Nov														
Dec														
													43.5	
total ex hrs										315	lisa's time:	86	total hours	401
ex hrs in weeks(40hrs)										7.9				10.0
Ex hrs in days (8hrs)										39.4				50.1

- Jan-July we have worked approx: (note Lisa's time started mid Feb)
 - 2.5 months of surplus time
 - Or 10 weeks of surplus time (approx 7.9 weeks by Sarah and 2.1 weeks for Lisa)
 - Or 50 days of surplus time
 - Or 401 hours of surplus time



Moving Forward

- Please see 2024 rate sheet
- Any additional hours you would like would be under the current rate you receive from 2019 (example: 1 additional full time staff would cost \$95,735 w/o travel)
- If we stay at same contract rate we will need to sit down with members of the CEDA management team and County staff to determine a prioritized work plan for 2024 that will adjust capacity to our contract level.



2024 Focus Areas

- Grant Database (Plan, Tracker, Master List)
- Community Project Budget Planning
- Baseball Field Inventory (Assist Communities with Identifying their opportunities)
- Senior Resources Meetings
- Western Itasca County Group
- Continue Assisting in Project Identification for Communities
- Continue with Project & Budget Management



A Few of the Ongoing Projects

- Nashwauk Trail Head
- Deer River MHP Cohort
- Harris Township Boat landings and Parks
- Warba Legion Campground
- Phase 2 Bovey
- Greenway Rec
- Cotton Park
- Wabana Park Project
- Phase 3 S.Lake



Thank You!
Any Questions?