



ITASCA COUNTY BOARD OF COMMISSIONERS

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

Tuesday, January 2, 2024

2:30 PM

Itasca County Boardroom

FINAL

WORK SESSION MINUTES

I. CALL TO ORDER

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

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

II. PLEDGE OF ALLEGIANCE

III. ELECTION OF OFFICERS

Chair Ives called for nominations for Chair of the County Board for the year 2024.

Motion To: Cast a unanimous ballot for Commissioner John Johnson as Chair of the County Board for the year 2024.

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

Chair Johnson called for nominations for Vice-Chair of the County Board for the year 2024.

Motion To: Cast a unanimous ballot for Commissioner Casey Venema as Vice-Chair of the County Board for the year 2024.

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

IV. APPROVAL OF AGENDA

Motion To: Add Item #7.10 (Citizen Input) and approve the agenda, as amended.

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

V. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, December 19, 2023 County Board Special Session Re: American Rescue Plan (ARP); the minutes of the Tuesday, December 19, 2023 County Board Special Session Re: CEDA Goals/Objectives; the minutes of the Tuesday, December 19, 2023 County Board Special Session Re: Transportation; and the minutes of the Tuesday, December 19, 2023 County Board Work Session.

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

VI. RECOMMENDED FOR CONSENT AGENDA

1. Authorize HHS Director to sign the Region 3 Amendment pertaining to the Electronic Document Management System, pending County Attorney Review.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 01/09/2024 2:30 PM
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2. Authorize IMCare Director to sign the contract between IMCare and CliftonLarsonAllen LLP to complete an annual external financial audit.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 01/09/2024 2:30 PM
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3. Approve Addendum to Canister Site Operation Contract.

RESULT:	RECOMMENDED FOR REGULAR	NEXT: 01/09/2024 2:30 PM
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4. Accept the 2024 State of Minnesota Federal Boating Safety Supplemental Equipment Grant Agreement between the State of Minnesota and Itasca County, in the amount of \$57,499.00, and authorize the signature of Sheriff Dasovich and County Board Chair to the agreement and conflict of interest disclosure.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 01/09/2024 2:30 PM
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5. Authorize out of state travel to St. Louis, MO for Ashley Mohler, newly hired Mental Health Practitioner, to attend the 2024 Spring Conference on Correctional Health Care.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 01/09/2024 2:30 PM
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VII. DISCUSSION / INFORMATIONAL

10. Citizen Input

Dan Butterfield provided citizen input regarding Item #7.6 (Reconsideration – Set 2024 Elective Official Salaries – County Attorney).

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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1. Bids for Legal Printing

Motion To: Award the Bids for Legal Publication for 2024, as follows: Scenic Range News - Official Proceedings (1st run), Delinquent Tax Notice, Financial Statements (2nd run); Grand Rapids Herald Review - Official Proceedings (2nd run), Financial Statements (1st run).

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

2. Annual Delegation for Electronic Funds Transfers

Motion To: Approve the 2024 Annual Delegation of Electronic Funds Transfers to the Auditor/Treasurer, Accounting Manager, or the officer's designee.

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

3. Appointments to Committees/Commissions/Boards

Motion To: Approve the appointments to various Itasca County Committees/Commissions/ Boards, per the complete Current List dated December 28, 2023, and authorize the Administrative Services Department to continue actively seeking applications for remaining vacancies.

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

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

Motion To: Appoint Commissioner Snyder to the Itasca Economic Development Corporation (IEDC) Board of Directors for a three-year term effective January 1, 2024 through December 31, 2026.

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

Motion To: Appoint Environmental Services Director Katie Benes to the Mississippi Headwaters Advisory Committee fulfilling the unexpired vacancy effective December 24, 2023 through December 31, 2024; appoint Randy Nash to the Park & Recreation Commission fulfilling the unexpired vacancy representing District #5 effective January 1, 2024 through December 31, 2026; appoint Environmental Services Director Katie Benes to the Planning Commission/Board of Adjustment (PC/BoA) fulfilling the unexpired Environmental Services/Ex-Officio vacancy effective December 24, 2023 through December 31, 2024; appoint Norley Hansen to the Water Plan Implementation Committee (WPIC) fulfilling an unexpired At-Large vacancy effective January 1, 2024 through December 31, 2027; and appoint Kenneth Lundgren to the Water Plan Implementation Committee (WPIC) fulfilling the unexpired vacancy representing District #1 effective January 1, 2024 through December 31, 2026.

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

5. Approve the 2024 Legislative Priorities.

Motion To: Add Trails & Tourism Relative to Insurance and approve the 2024 Legislative Priorities, as amended.

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

6. Reconsideration – Set 2024 Elective Official Salaries – County Attorney

Motion To: Reconsider the vote at the December 19, 2023 County Board Work Session regarding setting the 2024 salary for the Elected Itasca County Attorney.

RESULT:	APPROVED (3 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, John Johnson, Casey Venema
ABSTAIN:	Terry Snyder, Burl Ives

The motion returned to the table is as follows: Commissioner Smith moved to adopt the Resolution Re: Year 2024 Salary for Elected Itasca County Attorney, setting the salary at \$154,277. Commissioner Snyder seconded the motion.

Motion To: Amend the reconsidered motion by striking \$154,277 and inserting \$160,000, which is an \$18,223 raise over 2023.

RESULT:	APPROVED (3 TO 2)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, John Johnson, Casey Venema
NAYS:	Terry Snyder, Burl Ives

7. Approval of New Sick Leave Policy

Motion To: Adopt the Resolution Re: Adoption and Implementation of Sick Leave Policy.

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

8. Reallocation – Sheriff's Department

Motion To: Approve reallocation of two (2) Records Deputy (Grade 7) positions to newly-created Records Deputy II (Grade 8) positions, and approved signature of the County Board Chair and Administrator Skyles to execute the Letter of Agreement between the County and AFSCME 1626 relevant to the reallocated positions.

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

9. Performance Evaluation Summary

Commissioners provided a summary of the performance evaluation of County Administrator Brett Skyles held at the Tuesday, December 19, 2023 County Board Work Session, including information that the evaluation included ratings of satisfactory performance over the last review period and that goals/objectives discussed during that meeting need to be identified and adopted.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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VIII. COMMITTEE REPORTS

Commissioner Ives reported on his continued follow-up regarding the ongoing snowmobile club trail liability insurance issue.

Commissioner Snyder reported on his attendance at Blandin Advisory Group and Wabana Township meetings, as well as his continued follow-up regarding the ongoing snowmobile club trail liability insurance issue.

IX. ADMINISTRATOR UPDATE

X. COMMISSIONER COMMENTS

Commissioners Ives, Snyder, and Venema provided comment regarding tourism, the ongoing snowmobile club trail liability insurance issue, and how it may affect ATV trails.

Commissioner Johnson provided comment to urge everybody to use more caution than would normally be exercised when considering going on any ice this year.

XI. CLOSED SESSIONS

XII. ADJOURN

Chair Johnson adjourned the meeting at 3:50 PM.

ATTEST



John Johnson
Chair of the County Board



Brett Skyles
Clerk of the County Board



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, January 2, 2024

RESOLUTION 2024-1

RE: ADOPTION AND IMPLEMENTATION OF SICK LEAVE POLICY

WHEREAS, a new Earned Sick and Safe Time (ESST) paid leave law was passed during the 2023 legislative session, effective January 1, 2024, which requires employers to provide paid leave under specific circumstances to employees who work in the state of Minnesota; and

WHEREAS, for purposes of satisfying ESST, the County has previously negotiated (or provided to unrepresented employees via a fringe benefit agreement) paid sick leave which meets or exceeds ESST minimum requirements under the law.

THEREFORE, BE IT RESOLVED, that the Itasca County Board approves the new Itasca County Sick Leave Policy which incorporates ESST effective January 1, 2024.

RESOLVED FURTHER, the Board hereby directs the Human Resources Department to provide notice of the County's Sick Leave policy by: 1) supplying employees, who have a County email, with an electronic copy of the policy; 2) posting the policy to the County's website; 3) posting a copy of the required ESST notice to County worksite locations; and 4) by incorporating the policy into new hire communications.

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

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

I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 2nd day of January A.D. 2024 and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Grand Rapids, Minnesota, this 2nd day of January A.D. 2024.

Administrator



January 2, 2024

Chair:

PULL: None

ADDITIONS:

1. Citizen Input (Item #7.10)

CHANGES: None

INFORMATIONAL: None



ITASCA COUNTY BOARD OF COMMISSIONERS

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

Tuesday, December 19, 2023

11:00 AM

Itasca County Boardroom

DRAFT

SPECIAL SESSION MINUTES

I. CALL TO ORDER

Chair Ives called the meeting to order at 11:00 AM.

Attendee Name	Title	Status	Arrived
Cory Smith	District #1	Present	11:00 AM
Terry Snyder	District #2	Present	11:00 AM
John Johnson	District #3	Present	11:00 AM
Burl Ives	District #4	Present	11:00 AM
Casey Venema	District #5	Present	11:00 AM

II. REGULAR AGENDA

1. American Rescue Plan (ARP) Fund Update

County Administrator Brett Skyles and Accounting Manager Gail Guck provided information regarding the American Rescue Plan (ARP) fund. The Board has already paid or encumbered \$6,306,653.08 of the \$8,765,973.00 in Coronavirus State and Local Fiscal Recovery Funds provided to Itasca County for use in response to the COVID-19 emergency through 2024, which leaves \$2,459,319.92 unallocated.

Motion To: Direct staff to notify the cities of Warba, Bigfork, Taconite, and Bovey as recipients with unpaid funds to inform them to communicate progress by June 1, 2024 or risk losing funding.

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

Motion To: Authorize each Commissioner District to receive the authority to grant appropriately \$450,000 to each district (\$2,250,000 total) pending approval by the full Board utilizing approved/modified grantee application process.

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

The remaining unallocated amount is \$209,319.92.

III. ADJOURN

Chair Ives adjourned the meeting at 11:55 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
(218) 327-2847

Tuesday, December 19, 2023

12:00 PM

Itasca County Boardroom

DRAFT

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
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III. ADJOURN

Chair Ives adjourned the meeting at 1:14 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
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(218) 327-2847

Tuesday, December 19, 2023

2:00 PM

Itasca County Boardroom

DRAFT

SPECIAL SESSION MINUTES

I. CALL TO ORDER

Chair Ives called the meeting to order at 2:00 PM.

Attendee Name	Title	Status	Arrived
Cory Smith	District #1	Present	2:00 PM
Terry Snyder	District #2	Present	2:00 PM
John Johnson	District #3	Present	2:00 PM
Burl Ives	District #4	Present	2:00 PM
Casey Venema	District #5	Present	2:00 PM

II. REGULAR AGENDA

1. Snowplow Dashboard

Highway Maintenance Director Kory Johnson provided information regarding the Snowplow Dashboard.

RESULT: INFORMATIONAL - NO ACTION TAKEN
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2. 2024 Meetings

It was the consensus of the County Board to direct the County Engineer to provide Transportation Updates on a quarterly basis at a Work Session on upcoming seasonal topics.

RESULT: INFORMATIONAL - NO ACTION TAKEN
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III. ADJOURN

Chair Ives adjourned the meeting at 2:15 PM.

ATTEST

Burl Ives
Chair of the County Board

Brett Skyles
Clerk of the County Board



ITASCA COUNTY BOARD OF COMMISSIONERS

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Tuesday, December 19, 2023

2:30 PM

Itasca County Boardroom

DRAFT

WORK SESSION MINUTES

I. CALL TO ORDER

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

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

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Add Item #6.18 (IEDC/CEDA Contracts) and approve the agenda, as amended.

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

IV. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, December 12, 2023 County Board Special Session Re: IEDC Goals/Objectives and the minutes of the Tuesday, December 12, 2023 County Board Regular Session.

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

V. RECOMMENDED FOR CONSENT AGENDA

No Recommended for Consent Agenda items were presented.

VI. DISCUSSION / INFORMATIONAL

1. Citizen Input

Itasca County Lobbyist Loren Solberg provided citizen input regarding his time serving as Itasca County Lobbyist.

2. Employee Expense Report Approval

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

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

3. Court Appointed Attorney Contracts

Motion To: Approve Court Appointed Attorney Contracts between Itasca County and Bill Thompson, Paul Schaffer, and Rachel Weiss effective January 1, 2024 through December 31, 2026 and authorize necessary signatures.

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

4. Flaherty & Hood Legislative Services Agreement

Motion To: Approve the Legislative Services Agreement between Itasca County and Flaherty & Hood, P.A. for the provision of state government relations and lobbying services during the 2024 legislative session, and authorize necessary signatures.

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

5. 2024 Legislative Priorities

Commissioners discussed legislative priorities.

It was the consensus of the County Board to direct staff to draft the 2024 Legislative Priorities based on the discussion and to draft a Request for Board Action (RBA) for approval at the County Board's January 2, 2024 Organizational/Work Session.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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6. Re-appoint County Surveyor

Motion To: Reappoint Guy Carlson as County Surveyor effective December 31, 2023 for a four-year term expiring December 31, 2027, pursuant to M.S. 389.011, Subd. 2.

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

7. Self Haul Fee Increase

Motion To: Approve fee increases for Self Haul materials.

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

8. Approve Amended Mesabi Metallica Leases

Motion To: Approve the Short-Term Lease Agreement with Mesabi Metallica as amended during the December 12, 2023 Regular Session and direct staff to take action necessary to finalize lease.

RESULT:	APPROVED (4 TO 1)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, Burl Ives, Casey Venema
NAYS:	John Johnson

9. 2022 Land Department Annual Report

Land Commissioner Kory Cease provided the 2022 Land Department Annual Report.

Motion To: Accept the Itasca County 2022 Land Department Annual Report.

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

It was the consensus of the County Board to add Hennepin vs. Tyler Resolution to the 2024 Legislative Priorities draft.

10. Request for Letter of Support

Motion To: Approve a Letter of Support for the M.N. Technology cannabis cultivation operation in Cohasset and authorize County Board Chair to sign said letter.

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

It was the consensus of the County Board to direct the County Attorney's office to draft this letter of support.

11. Bowstring Municipal Airport – Airport Layout Plan Grant Request

Motion To: Approve submission of a grant request to MnDOT Aeronautics for the Airport Layout Plan and Narrative Report at the Bowstring Municipal Airport in the amount of \$70,000 including a local match of \$3,500.

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

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

Motion To: Authorize a 2.65% wage increase for 2024 salaries for appointed term County Assessor, County Engineer, County Surveyor, County Veteran Services Officer and appointed at-will County Administrator and Health & Human Services Director.

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

13. Set 2024 Elected Official Salaries – County Auditor/Treasurer

Motion To: Adopt the Resolution Re: Year 2024 Salary for Elected Itasca County Auditor/Treasurer, setting the salary at \$126,945.

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

14. Set 2024 Elected Official Salaries – County Recorder

Motion To: Adopt the Resolution Re: Year 2024 Salary for Elected Itasca County Recorder, setting the salary at \$102,720.

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

15. Set 2024 Elected Official Salaries – County Sheriff

Motion To: Adopt the Resolution Re: Year 2024 Salary for Elected Itasca County Sheriff, setting the salary at \$126,945.

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

16. Set 2024 Elected Official Salaries – County Attorney

Motion To: Adopt the Resolution Re: Year 2024 Salary for Elected Itasca County Attorney, setting the salary at \$154,277.

RESULT:	APPROVED (3 TO 2)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson
NAYS:	Burl Ives, Casey Venema

17. Set 2024 Elected Official Salaries – County Commissioners/Chair

Motion To: Adopt the Resolution Re: Year 2024 Salary for Itasca County Board of Commissioners and County Board Chair, setting the salary at \$36,122.11 plus \$1,200 for the Chair, which is a 2.65% increase over 2023.

RESULT:	FAILED (2 TO 3)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Casey Venema
AYES:	John Johnson, Casey Venema
NAYS:	Cory Smith, Terry Snyder, Burl Ives

Motion To: Adopt the Resolution Re: Year 2024 Salary for Itasca County Board of Commissioners and County Board Chair, setting the salary at \$35,189.59 plus \$1,200 for the Chair, which is a 0% increase over 2023.

RESULT:	APPROVED (3 TO 2)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, Burl Ives
NAYS:	John Johnson, Casey Venema

18. IEDC/CEDA Contracts

Motion To: Establish clear, concise, and measurable expectations for both Itasca Economic Development Corporation (IEDC) and Community and Economic Development Associates (CEDA) and that 2024 funding be held until contracts are appropriately concluded and signed.

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

VII. COMMITTEE REPORTS

Commissioner Venema reported on his attendance at the recent Range Association Municipalities and Schools (RAMS) Annual Dinner, as well as various city council meetings.

Commissioner Johnson reported on a follow-up meeting he had with Environmental Services Coordinator Greg Stoltz relative to his recent visit to DemCon, as well as a recent meeting with Eric Simonson from Flaherty & Hood regarding legislative priorities.

Commissioner Snyder reported on his attendance at a recent Trails Task Force meeting, as well as continued follow-up meetings regarding the ongoing snowmobile club trail liability insurance issue.

Commissioner Ives reported on his attendance at recent Trails Task Force and Itasca Economic Development Corporation (IEDC) meetings, as well as continued follow-up meetings regarding the ongoing snowmobile club trail liability insurance issue and an upcoming Northeast Minnesota Office of Job Training (NEMOJT) meeting.

VIII. ADMINISTRATOR UPDATE

County Administrator Brett Skyles provided an Administrator Update, including information regarding Fifth Street being mostly open as the Correctional Facility/Courts project continues.

IX. COMMISSIONER COMMENTS

Commissioner Smith provided comment to urge everybody on area lakes to be mindful of ice safety.

Commissioner Johnson provided comment regarding Grand Village surplus land.

Commissioner Ives provided comments of thankfulness to all that assisted him to serve as the 2023 County Board Chair.

RECESS

Chair Ives recessed the meeting at 4:23 PM.

RECONVENE

Chair Ives reconvened the meeting at 4:43 PM, with all members present.

X. CLOSED SESSIONS**1. Closed Litigation Session – Gau Tax Petition**

Motion To: Go into a Closed Session pursuant to Minn. Stat. §§ 13D.05, Subd. 3(b) and 13D.05, Subd. 1(d), based upon Attorney Client Privilege, Minn. Stat § 595.02, Subd. 1(b), to consult with its attorney in reference to Gau Tax Petition.

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

Others Present: County Attorney Matti Adam, County Assessor Amber Peratalo, County Auditor/Treasurer Austin Rohling, Assistant County Attorney Jonathan Tule, County Administrator Brett Skyles, and Deputy Clerk of the County Board Amanda Schultz.

Motion To: Go into Open 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

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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2. Closed Session Re: County Administrator Annual Performance Review

Motion To: Go into a Closed Session per MN Statutes 13D.05, Subd. 3, to conduct County Administrator Brett Skyles' Annual Performance Review.

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

Others Present: County Administrator Brett Skyles, and Deputy Clerk of the County Board Amanda Schultz.

Motion To: Go into Open Session.

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

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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XI. ADJOURN

Chair Ives adjourned the meeting at 6:17 PM.

ATTEST

Burl Ives
Chair of the County Board

Brett Skyles
Clerk of the County Board



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, January 2, 2024

REQUEST FOR BOARD ACTION: RBA-2023-3420

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Eric Villeneuve

AGENDA ITEM:

Region 3 Amendment EDMS

BOARD ACTION REQUESTED:

Authorize HHS Director to sign the Region 3 Amendment pertaining to the Electronic Document Management System, pending County Attorney Review.

BACKGROUND:

For the past decade, the NE Region has used an EDMS system called OnBase. St Louis County is moving away from this platform in 2024. This amendment allows a 60 day out to any of the Counties, but also guarantees that St Louis County will continue its IT Support through 2024. Itasca is working with its IT Department to see what platform we will be transitioning to. This will allow a full year to move systems.

COUNTY ATTORNEY REVIEW: CRT has been submitted to CA Office

SUPPORTING DOCUMENTATION:

1. Region 3 Amendment to EDMS Charter Agreement 2023-0598 v2

01/02/2024

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 01/09/2024 2:30 PM
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**AMENDMENT TO CHARTER AGREEMENT GOVERNING
PARTICIPATION IN A SEVEN-COUNTY REGION 3 HUMAN
SERVICE REDESIGN PROJECT FOR ELECTRONIC DOCUMENT
MANAGEMENT OF INCOME MAINTENANCE PROGRAMS**

This Amendment to the Charter Agreement Governing Participation in a Seven-County Region 3 Human Service Redesign Project for Electronic Document Management of Income Maintenance Programs is entered into by and among St. Louis County, Aitkin County, Carlton County, Cook County, Itasca County, Koochiching County, and Lake County as of the latest date shown on the signature pages below.

WHEREAS, in or around 2013–14, the parties entered into the Charter Agreement Governing Participation in a Seven-County Region 3 Human Service Redesign Project for Electronic Document Management of Income Maintenance Programs (the “Charter Agreement”).

WHEREAS, the parties have agreed to amend the Charter Agreement, as set forth in this Amendment.

NOW, THEREFORE, the parties agree as follows:

1. Section X of the Charter Agreement shall be amended and restated as follows:

Each party other than St. Louis County may terminate this Agreement as to that party by providing at least 60 days’ written notice of termination to all other parties. St. Louis County may terminate this Agreement as to one or more other parties or in its entirety by providing at least 60 days’ written notice of termination to all other parties; provided, however, that St. Louis County shall not terminate this Agreement as to one or more other parties or in its entirety before January 1, 2025. All parties understand that St. Louis County intends to terminate this Agreement in its entirety after it completes its transition to CaseWorks case-management software. St. Louis County will provide periodic updates to all other parties concerning the transition and the expected termination date. For the avoidance of doubt, under no circumstances will the termination date occur before January 1, 2025.

2. Each person executing this Amendment on behalf of a party represents that the person is authorized to execute this Amendment on behalf of the party.

ST. LOUIS COUNTY

Linnea Mirsch
Director of Public Health and Human
Services

Dated: _____

APPROVED AS TO FORM AND
EXECUTION:

Nick D. Campanario
Assistant County Attorney – Civil
Division Head

Dated: _____

No. 2023-0598

AITKIN COUNTY

By: _____

Its: _____

Dated: _____

CARLTON COUNTY

By: _____

Its: _____

Dated: _____

COOK COUNTY

By: _____

Its: _____

Dated: _____

ITASCA COUNTY

By: _____

Its: _____

Dated: _____

KOOCHICHING COUNTY

By: _____

Its: _____

Dated: _____

LAKE COUNTY

By: _____

Its: _____

Dated: _____



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, January 2, 2024

REQUEST FOR BOARD ACTION: RBA-2023-3410

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Sarah Anderson

AGENDA ITEM:

IMCare Contract with CliftonLarsonAllen LLP

BOARD ACTION REQUESTED:

Authorize IMCare Director to sign the contract between IMCare and CliftonLarsonAllen LLP to complete an annual external financial audit.

BACKGROUND:

IMCare is required to complete an external financial audit annually. CliftonLarsonAllen is the firm that IMCare has used for many years.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. 2023 Statement of Work - Audit Services (IMCare)

01/02/2024

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 01/09/2024 2:30 PM
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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, January 2, 2024

REQUEST FOR BOARD ACTION: RBA-2023-3406

DEPARTMENT: Environmental Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Greg Stoltz

AGENDA ITEM:

Addendum to Canister Site Operation Contract

BOARD ACTION REQUESTED:

Approve Addendum to Canister Site Operation Contract.

BACKGROUND:

Itasca County, through its Environmental Services Department (ESD), has a contract with DMC Inc. for the supervision of the Itasca County Outlying Canister Sites along with the Itasca County Demolition Landfill at the Itasca County Transfer Station.

This contract is effective from July 1, 2023 to June 31, 2028. Beginning January 1, 2024, all employers are required by State statute to begin accruing Earned Sick and Safe Time for their employees. (ESST)

When this contract with DMC Inc was signed, this new law was not yet in place, so it was not adjusted for in the bids. DMC Inc. is asking the Itasca County Board of Commissioners to approve an addendum to the contract that would adjust the contract amount to cover the added and unforeseen expense.

An addendum has been attached to this request and is supported by the County Administrator and ESD Director.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. 2024.01.02 Addendum ESST

01/02/2024

RESULT:	RECOMMENDED FOR REGULAR	NEXT: 01/09/2024 2:30 PM
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Special Conditions/Mutual Agreement of the Parties

Addendum To:

Canister Site Supervision Contract

Between Itasca County and DMC Inc.

Itasca County currently has a *Canister Site Supervision Contract* with DMC Inc., and effective July 1, 2023, to June 31, 2028, as an independent contractor to provide Supervision at the Itasca County outlying canister sites as well as the demolition landfill located at the Itasca County Transfer Station.

With the new Minnesota Earned Sick and Safe Time Law (MN Statute 181.032) going into effect January 1, 2024. The Contractor will be required to begin placing funds into an accrual account for each employee. This new law was not in place when the Contractor bid on the Contract and is now asking Itasca County to amend the Contract with this addendum to cover these unforeseen expenses. This Addendum increases the Contract amount by \$1,319.00 per month for the remaining life of the Contract.

Current Contract states; **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 Contractor”.*

Itasca County and DMC Inc. both agree to this Modification/Amendment.

Agreed this day January 9, 2024, by both parties:

Caleb Villeneuve, Contractor
DMC Inc.

Itasca County Board Chair



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, January 2, 2024

REQUEST FOR BOARD ACTION: RBA-2023-3415

DEPARTMENT: Sheriff
PRESENTER: Joe Dasovich

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:

2024 State of Minnesota Federal Boating Safety Supplemental Equipment Grant Agreement

BOARD ACTION REQUESTED:

Accept the 2024 State of Minnesota Federal Boating Safety Supplemental Equipment Grant Agreement between the State of Minnesota and Itasca County, in the amount of \$57,499.00, and authorize the signature of Sheriff Dasovich and County Board Chair to the agreement and conflict of interest disclosure.

BACKGROUND:

This is an annual grant agreement which provides extra monies for boat safety equipment. See grant contract for a list of equipment which was approved for purchase with this grant.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. 2024 Federal Equipment Grant Agreement
2. Conflict of Interest Disclosure Form

01/02/2024

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 01/09/2024 2:30 PM
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2024 STATE OF MINNESOTA
FEDERAL BOATING SAFETY SUPPLEMENTAL EQUIPMENT
GRANT CONTRACT AGREEMENT
ENCUMBRANCE WORKSHEET

Contract #: 240859

PO #: 3-245064

State Accounting Information

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2024	Source Type REIMB	Vendor Number 0000197296-001
Total Amount \$57,499.00	Project ID R29G70CBLA22	Billing Location R297000221	UEI NHLFNZ9GKFA8	

Accounting Distribution

Fund 3000	Fin. Dept. ID R2937715	Approp. ID R297227	Category 84101501	Account 441302	Amount \$52,404.00	Activity A7CG002
Fund 3000	Fin. Dept. ID R2937715	Approp. ID R297227	Category 84101501	Account 441302	Amount \$5,095.00	Activity A7CG004

Grant Begin Date October 25, 2023	Grant End Date August 1, 2024
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Grantee Name and Address:

Itasca County Sheriff's Office
440 NE First Avenue
Grand Rapids, MN 55744

Payment Address:
(where DNR sends the check)

Itasca Co. Treasurer
123 NE 4th St.
Grand Rapids, MN

**2024 STATE OF MINNESOTA
FEDERAL BOATING SAFETY SUPPLEMENTAL EQUIPMENT
GRANT CONTRACT AGREEMENT**

This grant contract agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Itasca County Sheriff's Office, 440 NE First Avenue, Grand Rapids, MN 55744 (DUNS NHLFNZ9GKFA8) ("Grantee"). The payment address for this grant agreement is Itasca Co. Treasurer, 123 NE 4th St., Grand Rapids, MN.

Recitals

1. Under Minnesota Statute [§84.026](#), [§86B.101](#) and Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FAS190127), (CFDA number 97.012) in U.S.C. 13101-13110 the State received a federal award of \$57,499.00 on October 25, 2023 for the Federal Boating Safety Supplemental Equipment Grant. This grant contract agreement is a non-research and non-developmental grant.
2. The State will make available supplementary funding in the amount noted in this grant contract agreement to cover the cost of the specific items for recreational boating safety.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to [Minn.Stat. §16B.98](#), Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant contract agreement.

Grant Contract Agreement

1 Term of Grant Contract Agreement

- 1.1 **Effective date:** January 1, 2024, Per [Minn. Stat. §16B.98](#), Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per [Minn.Stat. §16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Reimbursements will only be made for expenditures made according to the terms of this grant contract agreement.
- 1.2 **Expiration date:** August 1, 2024, or until all obligations have been satisfactorily fulfilled, whichever occurs first. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant contract agreement as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State Audits; 10. Government Data Practices; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will comply with required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1). Grantee will be reimbursed, as specified in Exhibit A which is attached and incorporated into this grant contract agreement, for the purchase of the items noted there. The Grantee will submit to the State the required documents noted in Exhibit A which is attached and incorporated into this grant contract agreement. The State will make available supplementary funding in the amount noted in this grant contract agreement to cover the cost of the specific items for recreational boating safety noted in Exhibit A which is attached and incorporated into this grant contract agreement. See Exhibit A which is attached and incorporated into this grant contract agreement for life jacket wear policy requirement and allowable expenditures specific to this grant. See Exhibit B which is attached and incorporated into this grant contract agreement for specific federal requirements that affect this grant contract agreement. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract agreement. The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.

Reporting Requirements: The Grantee is bound to financial and performance requirements as noted in this grant contract agreement and Exhibit A which is attached and incorporated into this grant contract agreement.

3 Time

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

4 Consideration and Payment

- 4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant contract agreement as follows:
 - (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant contract agreement up to Fifty seven thousand four hundred ninety nine.
 - (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed Fifty seven thousand four hundred ninety nine.
- 4.2 **Payment**
 - (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices shall be submitted timely in a form prescribed by the State within the dates previously noted in "Term of Grant Contract Agreement" in this grant contract agreement. Invoice procedures are specified in Exhibit A which is attached and incorporated into this grant contract agreement.

- (b) **Federal funds.** Payments under this grant contract agreement will be made from federal funds obtained by the State through the U.S. Coast Guard, Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FAS190127), (CFDA number 97.012) in U.S.C. 13101-13110. See Exhibit B which is attached and incorporated into this grant contract agreement for specific federal requirements that affect this grant contract agreement. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

5 Conditions of Payment

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

6 Authorized Representative

The State's Authorized Representative is Adam Block, Boating Law Administrator, Enforcement Division, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, adam.block@state.mn.us, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Sheriff Joe Dasovich, Itasca County Sheriff's Office, 440 NE First Avenue, Grand Rapids, MN 55744 or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

7 Assignment, Amendments, Waiver, and Grant Contract Agreement Complete

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Contract Agreement Complete.** This grant contract agreement, including Exhibits A and B which are attached and incorporated into this grant contract agreement, contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract agreement, whether written or oral, may be used to bind either party.

8 Liability

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

9 Audits (State and Single)

Under Minn. Stat. §16B.98, Subd. 8 and 2 CFR 200.337, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

All state and local governments, colleges and universities, and non-profit organizations that expend \$750,000 or more of Federal awards in a fiscal year must have a single audit according to the OMB Uniform Guidance: Cost Principles, Audit, and Administrative Awards Requirements for Federal Awards. This is \$750,000 total Federal awards received from all sources. If an audit is completed, forward a copy of the report to both the State's Authorized Representative and the State Auditor.

10 Government Data Practices

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

11 American Disabilities Act

The Grantee is subject to complying with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines.

12 Non-Discrimination Requirements

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

- (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
- (c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.
- (e) Any other applicable non-discrimination law(s).

13 Workers Compensation

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

14 Publicity and Endorsement

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

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

15 Governing Law, Jurisdiction, and Venue

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

16 Termination

16.1 Termination by the State. The State may immediately terminate this grant contract agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

16.2 Termination for Cause. The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

16.3 Termination for Insufficient Funding. The State may immediately terminate this grant contract agreement if:

(a) Funding for grant from U.S. Coast Guard, Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FAS190127), (CFDA number 97.012) in U.S.C. 13101-13110 is withdrawn.

(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant contract agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

- 17 **Data Disclosure**
Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.
- 18 **Invasive Species Prevention**
The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.
- If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.
- The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.
- 19 **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions**
19.1 The prospective lower tier participant certifies, by submission of this agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
19.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this agreement.
- 20 **Whistleblower Protection Rights**
41 USC §4712, Enhancement of Recipient and Subrecipient Employee Whistleblower Protection
(a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239).
(b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712.
(c) The recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award.
- 21 **Indirect Cost Rate**
The federal indirect cost rate for the State's federal award is _____. The Grantee's indirect cost rate is _____% for this sub-award agreement.
- 22 **Subcontractors, Contracting, and Bidding Requirements**
(a) The Grantee agrees that if it subcontracts any portion of this project to another entity, the agreement with the subcontractor will contain all provisions of the agreement with the State. The Grantee also agrees to comply with [Title 2 Code of Federal Regulations \(CFR\) 200.317](#) and [200.322](#) (if applicable-both apply to state entities only) as well as 2 CFR 200.318-321, and 2 CFR 200.323-326.
(b) Per [Minnesota Statute 471.345](#), grantees that are municipalities as defined in Subd. 1 must follow that Uniform Municipal Contracting Law if contraction funds from this grant contract agreement.
(c) The grantee must not contract with vendors who are suspended or debarred in MN: [Link to Suspend/Debarred Vendor Report \(https://mn.gov/admin/osp/government/suspended-debarred/index2.jsp\)](#)

Attachments:

- _____ A. Federal Grant Agreement
_____ B. Exhibit A
_____ C. Exhibit B
_____ D. Conflict of Interest Disclosure

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Statutes 16A.15 and 16B.98.

Pamela D.

Digitally signed by Pamela D.
Brisson
Date: 2023.12.19 09:54:06
+06'00'

Signed: **Brisson**

Date: 12/19/2023

SWIFT Contract # 240859

Purchase Order # 3-245064

2. GRANTEE

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

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY: NATURAL RESOURCES

By: _____
(With delegated authority)

Title: Director, Enforcement Division – Central Office

Date: _____

Distribution:

Agency

Grantee

State's Authorized Representative

**2024 STATE OF MINNESOTA FEDERAL BOATING SAFETY
SUPPLEMENTAL EQUIPMENT GRANT CONTRACT AGREEMENT
(CFDA #97.012)**

1. The purpose of this grant is to provide supplementary funding to the Grantee, not exceeding the amount specified in Clause 4 of the grant contract agreement, to purchase the following specific equipment or other items that will be used for recreational boating safety activities:
 - + Garmin 106 SV w/Live Scope
 - + 2024 Lund 1875 Lund Tyee, 2024 Mercury 200 XLI, 2024 Shorelandr LUX 40
 - + Channel Marker Red x5, 9" Hazard Buoy White w/wrapper x10, 9" No Wake Buoy White w/wrapper x10, Shipping

** means trade-in or cost share by county*
*** means 25% county dive equipment cost share requirement*
2. The program shall begin on October 25, 2023 or date grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. The purchase, delivery and payment of approved items must be completed by August 1, 2024. An extension beyond that date for purchase, delivery and payment may be granted, if requested by the Grantee in writing to the State's representative. If approved by the State's representative, an amendment form is created which requires signatures by Grantee and State's representative. Requests submitted after August 1, 2024, that have not been granted an extension from the State, are not eligible for reimbursement and will become the Grantee's sole responsibility. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant.
3. The Grantee must first purchase the item as specified in this grant, follow any specific county purchasing procedures and pay for it from the Grantee's funds. The Grantee must then submit the following for reimbursement by the deadline noted in #2 above:
 - a. An invoice from the Grantee, dated no earlier than October 25, 2023 or date grant is fully executed and not later than August 1, 2024, with a description of all the item(s) being requested for reimbursement. The purchase/invoice deadline may be modified if an extension, as noted in clause #2 above, is granted and approved by the State's representative.
 - b. A copy of the invoice(s) from the vendor(s) showing the amount the Grantee actually paid, including shipping, sales tax and any setup costs.
 - c. If the item is valued over \$5,000, the Grantee's asset number(s) & equipment serial number(s) must also be included on the invoice.
 - d. All reimbursement requests must be sent to: kelly.affeldt@state.mn.us
4. County life jacket wear policy required for personnel working in boat and water. Policy must be submitted to State before DNR grant contract agreement approval.
5. Aids to navigation purchased through this grant must comply with the requirements in Minnesota Rule 6110.1500. Watercraft purchased through this grant must be registered with the State and display registration numbers and validation decals as noted in Minnesota Rule 6110.0100 - .0900.
6. The Grantee agrees that, when requested by the State, they will promptly complete an inventory on items purchased at a cost of more than \$5,000 and forward it to the State's representative.
7. The State will supply a special label that will need to be applied to each item of equipment that exceeds \$5,000. This label indicates that federal boating safety funds were used for all or a portion of the purchase.

8. Items purchased under this grant may not be sold, traded or disposed of without prior written permission and instructions from the State as to the disposition of the item(s), and any funds derived from their sale or trade. The Grantee must promptly notify the State's representative if any item over \$5,000 purchased through this grant is lost or stolen.
9. By accepting this grant, the Grantee agrees, when requested, to accurately & promptly complete and return to the state any reports required by the State or the cognizant federal agency regarding activities, expenditures or accomplishments for the recreational boating safety program.
10. In any reference to this grant, it should be referred to as: "A federal boating safety sub grant through the Minnesota Department of Natural Resources."

**2024 FEDERAL ASSURANCES
NON-CONSTRUCTION PROGRAMS**

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et. seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1et seq.).
14. Will comply with P.L. 93-248 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments and Non-Profit Organizations." *(see below).
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

**If the COUNTY (as defined on page 1 of this grant) expends more than \$500,000 in federal assistance per year, it agrees to have a program-specific or single audit made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133 – "Audits of States, Local Governments and Non-Profit Organizations." Copies of the audit report are required to be sent to the following: 1) Office of the State Auditor – Single Audit Division, Suite 500, 525 Park Street, St. Paul, MN 55103, 2) Minnesota Department of Natural Resources, Internal Audit Section – Office of Management & Budget Services 500 Lafayette Road, St. Paul, MN 55155 and 3) The Federal Single Audit Clearinghouse located at: Bureau of the Census, Data Preparation Division, 1201 East 10th Street, Jeffersonville, IN 47132.*

Conflict of Interest Disclosure Form for Grantees

Conflict of Interest

A conflict of interest occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper or illegal act results from it. There are several types of conflicts of interest.

Actual Conflict of Interest

An actual conflict of interest occurs when a person's decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict.

Potential Conflict of Interest

A potential conflict of interest may exist if a person has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests.

Individual Conflict of Interest

A conflict of interest that may benefit an individual employee *or a grant reviewer* is any situation in which *their* judgment, actions or non-action could be interpreted to be influenced by something that would benefit them directly or through indirect gain to *an immediate family member*, business, or organization with which they are involved.

Organizational Conflict of Interest

A conflict of interest can also occur with an organization that is a grant applicant in a competitive grant process or grantee of a state agency.

Organizational conflicts of interest occur when:

- A grantee's objectivity in carrying out the grant is impaired or compromised due to competing duties or loyalties
- A grantee, potential grantee or grant applicant has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

This section to be completed by Grantee's Authorized Representative

I certify that we will maintain an adequate Conflict of Interest Policy, and throughout the term of our agreement will report any actual or potential conflicts of interests by individual employees or our organization as a whole to the State's Authorized Representative.

Organization Name:

Project Name: 2024 MN DNR FEDERAL BOATING SAFETY SUPPLEMENTAL EQUIPMENT GRANT

Legal Citation: Under Minnesota Statute [§84.026](#), [§86B.101](#) and Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FAS190127), (CFDA number 97.012) in U.S.C. 13101-13110 the State is empowered to enter into this grant contract agreement.

Authorized Representative Printed Name:

Authorized Representative Signature/Date:



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, January 2, 2024

REQUEST FOR BOARD ACTION: RBA-2023-3419

DEPARTMENT: Sheriff

TIME REQUESTED: < 5 Minutes

PRESENTER: Joe Dasovich, Lucas Thompson

AGENDA ITEM:

Outstate Travel Request

BOARD ACTION REQUESTED:

Authorize out of state travel to St. Louis, MO for Ashley Mohler, newly hired Mental Health Practitioner, to attend the 2024 Spring Conference on Correctional Health Care.

BACKGROUND:

The Spring Conference on Correctional Health Care will provide opportunities for education, professional development and networking.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Travel Verification Form 2024 Spring Correctional Health Care Conf

01/02/2024

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 01/09/2024 2:30 PM
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ITASCA COUNTY
TRAVEL VERIFICATION FORM

Note: Pursuant to Itasca County Reimbursement Of Expense policy permission must be secured from the County Board before an employee travels outside of the State of Minnesota on County business; the Travel Verification Form Worksheet (complete this form first) must be attached.

NAME: Ashley Mohler, Mental Health Practitioner DATE: December 28, 2023

DESTINATION:

St. Louis MO

DEPARTURE

DATE: April 26, 2024

RETURN

DATE: May 1, 2024

ACTUAL MEETING

DATE: April 27-30, 2024

MODE OF TRAVEL: Air

REASON FOR TRAVEL:

Attend Spring Conference on Correctional Health Care for education, professional dvelopment, and
networking

ESTIMATED COST: (These figures are transferred from the attached Verification Form Worksheet)

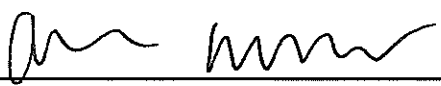
Transportation \$ 600.00

Lodging \$ 1400.00

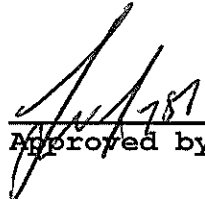
Meals \$ 250.00

Registration \$ 540.00 Estimated Total \$ 2790.00

ON WHAT DATE WILL YOUR REPORT BE READY FOR THE COUNTY BOARD?



Employee Signature

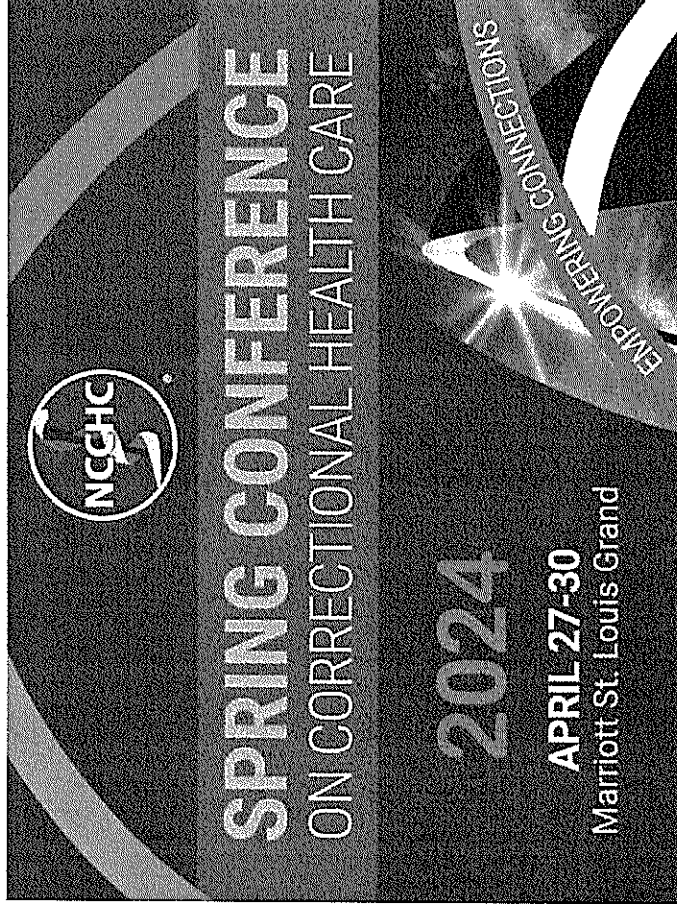

Approved by Supervisor/Date

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Spring Conference on Correctional Health Care

April 27, 2024 @ 8:00 am - April 30, 2024 @ 5:00 pm



Marriott St. Louis Grand Hotel

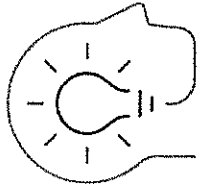
Schedule of Events:

Saturday, April 27 – Preconference seminars

Sunday, April 28 – Preconference seminars, CCHP exams, Exhibit hall opening reception

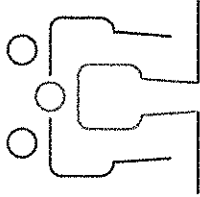
Spring Conference on Correctional Health Care April 27-30 | St. Louis

**Four Days of Education + Three Days of
Vendor Solutions and Ideas Adds Up to One of
North America's Biggest Events for
Correctional Health Care**



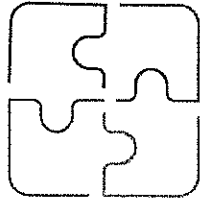
New concepts

Learn how to do your job better, safer, and more effectively



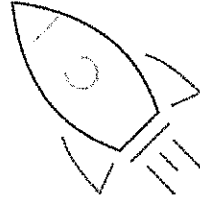
New people

Build your network and connect with peers facing the same challenges



New solutions

Connect with vendors who can help you in ways you haven't thought of yet



New energy

Get energized and excited about making a difference in patient care

Learn With Peers and Leaders

Whether you're new to the field or a correctional health care veteran, you'll find valuable connections, inspiration and ideas!

The Spring Conference delivers unparalleled education and professional development opportunities for:

Administrators | Counselors | Custody staff | Dentists | Legal professionals | Nurses | Nurse practitioners | PAs | Pharmacists | Physicians | Psychiatrists | Psychologists | Social workers | All correctional health professionals

Up to 26 Hours of CE

Catch up on best practices and new ideas on a wide variety of topics. Sessions will cover:

Administration | Chronic Disease | Compassion Fatigue | Infectious Disease | Juvenile Care | Legal | Medication-Assisted Treatment | Mental Health | Nursing | Occupational Stress | Quality Improvement | Reentry | Serious Mental Illness | Special Populations | Standards | Substance Use Disorders | Suicide Prevention | Technology | Transgender Care | Women's Health



**Inspiration and motivation
to help you thrive**

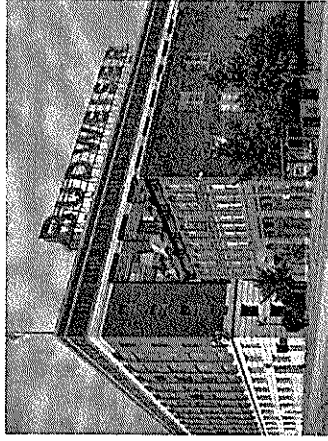
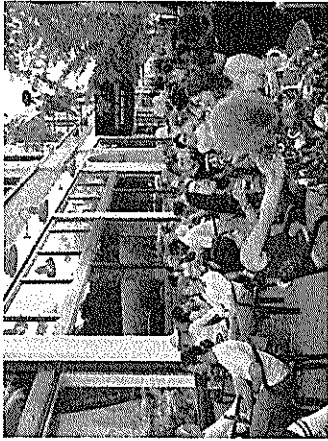


**Focused information you
need to do your job**



**Outstanding educational
experience across
disciplines**

St. Louis: A Warm Midwestern Welcome with a Pinch of Southern Hospitality



CONFERENCE SESSIONS

Conference registration includes admission to the sessions listed below. Sessions take place between Monday at 8 am and Tuesday at 5 pm. More details will be available by early January.

- 101 EKG Interpretation Basics*
- 102 Nursing Management of Psychiatric Emergencies
- 103 Cluster B Personality Disorders: Diagnosis, Management, and Treatment*
- 104 340B Drug Pricing Program: Navigating Compliance, Maximizing Savings*
- 105 Applying Motivational Interviewing Principles With Youth*
- 106 Tackling Systemic Racism in Corrections: An Open Forum*
- 107 Lessons Learned From the Medicaid Waiver, Reentry, and Patient Care(1)*
- 107 Understanding Traumatic Justice, Freedom Management, and the INVEST Difference(1)*
- 108 Diagnosis and Treatment of Anemia*
- 109 RSV: Not Just a Childhood Disease
- 110 Suicide and Nonsuicidal Self-Injury: Dynamics, Treatment, and Management*
- 111 Ace Your Deposition: Insider Tips from a Plaintiff's Attorney and a Defense Attorney*
- 112 Infection Prevention and Control Quality Improvement
- 113 Validation Strategies as a Tool for Managing Conflict*
- 114 From Awareness to Action: Women's Experiences With Gender Microaggressions*
- 115 Tuberculosis Identification, Treatment, and Prevention*

- 116 Managing Withdrawal and Complex Opioid Use Disorder(1)*
- 116 Recognizing and Responding to Intoxication and Withdrawal(1)*
- 117 Trauma Informed De-Escalation(1)*
- 117 Treating Serious Mental Illness With Innovative Trauma-Informed Care Techniques(1)*
- 118 Mock Trial: How Poor Deposition Performance Haunts You at Trial*
- 119 The Accreditation Lifestyle: It's a Process, Not an Event*
- 120 Strategies for Preventing In-Custody Suicides*
- 121 Developing Proper Sample Size Methodologies for CQI(1)*
- 121 Improving Medical Service Delivery Through Relational Coordination(1)*
- 122 Impact of Correctional Health on Population Health*
- 123 Workplace Bullying: More Common Than You Think*
- 124 Psychotropic Medication Noncompliance: Mitigating Barriers to Treatment*
- 125 Confidentiality, Mortality Reviews, and the Patient Safety and Quality Improvement Act*
- 126 Expanding Substance Use Disorder Treatment in the Juvenile Setting*
- 127 Managing Dietary Restrictions and Food Allergies*
- 128 Required Care and Accommodations for Disabilities: Your EHR Can Help*
- 129 Preventive Medicine 2024*
- 130 Management of Diabetes Within a State Prison System
- 131 Improve Behavior With a 10-Session Anger Management Program*
- 132 The Dos and Don'ts of Documentation: A Legal Defense Perspective*
- 133 Better Breathing Through Proper Inhaler Use*

- 134 Developing an Effecting Staffing Plan*
- 135 An In-Depth Review of SAMHSA OTP Certification*
- 136 Medication Misadventures: Managing the Slippery Slope*
- 137 Skin Assessment Challenges in Dark Complexions
- 138 Best Practices for Premenstrual Dysphoric Disorder*
- 139 Why Some Cases Settle and Others Go to Trial*
- 140 Mastering Leadership: Strategies and Tactics for Success*
- 141 Optimizing SUD, Medical, and Mental Health Care Though MOUD Treatment*
- 142 Optimizing Care for Patients With Prosthetics
- 143 Implementing the First Step Act: Engaging Patients in Their Diabetes Care(1)*
- 143 Tips to Implementing the National Diabetes Prevention Program Lifestyle Change Program(1)*
- 144 Identifying and Managing Chronic Wounds
- 145 Personality Impairment: Working With Challenging Individuals*
- 146 Curbside Consults: Might Your State Have a Creative Solution?*
- 147 Training Peer Support Workers in Palliative and End-of-Life Care*
- 148 Routinizing Infection Control and Pandemic Preparedness*
- 149 Coping With Occupational Stress*
- 150 Diagnostic and Treatment Strategies for Chronic Conditions*
- 151 An Online In-Service Module to Enhance Understanding of Moral Distress Dynamics in Prison Nurses
- 152 Using Peer Companions to Support Suicide Watch(1)*
- 152 Using Peer Engagement Techniques to Reduce Substance Use Postrelease(1)*

- 153 Legal Issues With Transgender Patients*
- 154 Effective Onboarding: Prioritizing New Employees' Needs*
- 155 Documentation: Lessons Learned From Legal Cases to Minimize Liability*
- 156 Lessons Learned: Five Years of Methadone in a Rural Jail*
- 157 Completing the Picture: Optimizing Your Nurse Protocol Encounter
- 158 The Intensive Mental Health Unit: Focusing on Overall Wellness*
- 159 Risks and Costs of Desensitization: How to Prevent It*
- 160 Fiscal Prudence: Striking a Balance Between Budget and Care*
- 161 Benefits of Implementing Point-of-Care Ultrasound

*Approved for APA Credit (1) Double session: two sessions in one time slot



(<https://www.facebook.com/NCCHC>)

(https://instagram.com/ncchc_social)



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National Commission on Correctional Health Care
1145 W. Diversey, Chicago IL 60614

info@ncchc.org (<mailto:info@ncchc.org>?Subject=) 773-880-1460

HOTEL

All Programs Take Place at the Marriott St. Louis Grant

Marriott St. Louis Grant

800 Washington Avenue, St. Louis MO

Discount rate \$199

314-621-9600

Discount rate is available through April 3 or until the room block sells out.

BOOK EARLY!

(<https://book.passkey.com/e/50345459>)

Travel and Hotel Information

Marriott St. Louis Grant is located in downtown St. Louis, MO, 0.2 miles from Metrolink Light Rail and 15 miles from St. Louis Lambert International Airport (STL). Attractions near the hotel include Ballpark Village, the Gateway Arch and Busch Stadium.

Map of downtown (<https://assets.swoogo.com/uploads/3254931-6557c49d2a36c.pdf>) (.pdf)

Local restaurants within walking distance (<https://assets.swoogo.com/uploads/3254934-6557c4c133d00.pdf>) (.pdf)

Options for ground transportation (light rail, taxi, ride share) (<https://www.flystl.com/parking-and-transport/transportation>)

MetroLink Light Rail: Take the Red Line to Shiloh Scott for \$4. Approximately 35 minutes and a 3 minute walk from the station.

Taxi, Uber/Lyft: Cost is \$35 - \$50 and takes about 20 minutes.

Driving: There's no need to rent a car. If you drive to the meeting, self-parking is \$35/day. Conference attendees receive a 15% discount.

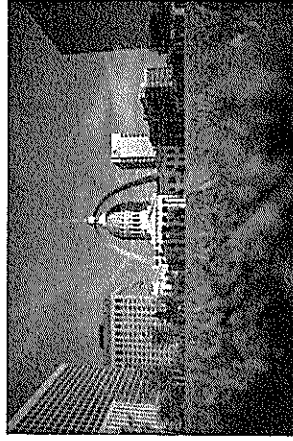
St. Louis: Unforgettable Southern Hospitality in the Heart of the Midwest

How many major cities have a national park in their downtown neighborhood? Just one, and you guessed it!

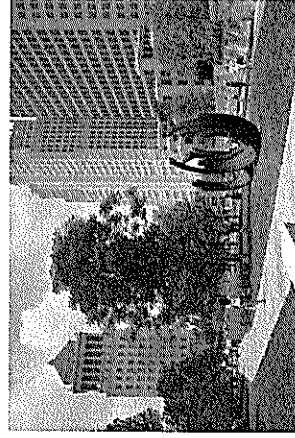
Starting at the banks of the Mississippi River, you'll find Gateway Arch National Park. Downtown St. Louis encompasses architectural wonders, world-class attractions, all-day entertainment, public art and more.

The diverse – and delicious – food-and–drink scene in St. Louis comes to life downtown. From toasted ravioli to St. Louis-style pizza to craft beer, you'll find something great... for every budget.

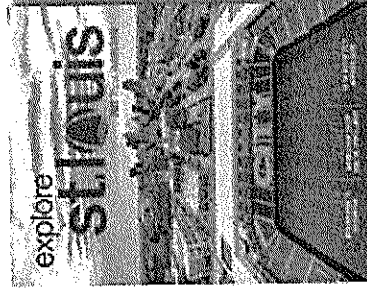
St. Louis is easy to get to and even easier to get around. And with world-class attractions – many of them free – and classic Midwest warmth and hospitality, St. Louis is an ideal location for this NCCHC meeting.



25 Things to Do in St. Louis
(<https://explorestlouis.com/see-and-do/25-things-to-do-in-st-louis/>)



Highlights for Every Interest
(<https://explorestlouis.com/plan-your-trip/guides/>)



Visitors Guide
(<https://explorestlouis.com/plan-your-trip/visitors-guide/>)



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National Commission on Correctional Health Care
1145 W. Diversey, Chicago IL 60614
info@ncchc.org (<mailto:info@ncchc.org>?Subject=) 773-880-1460

↔ Round trip

1

Economy

Hibbing

↔

St. Louis STL

All filters

Stops

Airlines

Bags

Price

Times

Emissions

Connecting airports

Duration

📅

Fri, Apr 26

<

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Wed, May 1

<

>

📈 Track prices

📅 Apr 26 – May 1, 2024

📊 Date grid

📈 Price graph

Prices are currently typical

Departing flights

Prices include required taxes + fees for 1 adult. Optional charges and bag fees may apply. [Passenger assistance info.](#)

Sort by: ⬆️

7:14 PM – 11:08 PM Delta · Operated by Skywest DBA Delta Connec...	3 hr 54 min	1 stop	152 kg CO ₂ +22% emissions ⓘ	\$491 round trip
11:00 AM – 4:51 PM Delta · Operated by Skywest DBA Delta Connec...	5 hr 51 min	1 stop	174 kg CO ₂ +39% emissions ⓘ	\$531 round trip



11:00 AM – 2:32 PM

Delta · Operated by Skywest DBA Delta Connec...

3 hr 32 min

HIB – STL

1 stop

53 min MSP

174 kg CO₂

+39% emissions ⓘ

\$597

round trip



5 more flights



Language · English (United States)



Location · United States



Currency · USD

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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, January 2, 2024

REQUEST FOR BOARD ACTION: RBA-2023-3412

DEPARTMENT: Auditor / Treasurer

TIME REQUESTED: < 5 Minutes

PRESENTER: Austin Rohling

AGENDA ITEM:

Bids for Legal Printing

BOARD ACTION REQUESTED:

Award the Bids for Legal Publication for 2024: Official Proceedings, Financial Statements and Delinquent Tax Notice

BACKGROUND: Bids were accepted and informally opened at 10:00am on December 21, 2023. The bids are as follows:

	Scenic Range News Forum	Grand Rapids Herald Review
Official Proceedings	\$3.50 per SAU	\$4.20 per SAU
Financial Statements	\$3.75 per SAU	\$4.20 per SAU
Delinquent Tax Notice and List	\$3.75 per SAU	\$4.20 per SAU

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

Motion To: Award the Bids for Legal Publication for 2024, as follows: Scenic Range News - Official Proceedings (1st run), Delinquent Tax Notice, Financial Statements (2nd run); Grand Rapids Herald Review - Official Proceedings (2nd run), Financial Statements (1st run).

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



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, January 2, 2024

REQUEST FOR BOARD ACTION: RBA-2023-3413

DEPARTMENT: Auditor / Treasurer

TIME REQUESTED: < 5 Minutes

PRESENTER: Austin Rohling

AGENDA ITEM:

Annual Delegation for Electronic Funds Transfers

BOARD ACTION REQUESTED:

Approve the 2024 Annual Delegation of Electronic Funds Transfers to the Auditor Treasurer, Accounting Manager, or the officer's designee.

BACKGROUND:

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

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

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

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

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

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



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, January 2, 2024

REQUEST FOR BOARD ACTION: RBA-2023-3416

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Chair, Amanda Schultz

AGENDA ITEM:

Appointments to Committees/Commissions/Boards

BOARD ACTION REQUESTED:

Approve the appointments to various Itasca County Committees/Commissions/Boards, per the complete Current List dated December 28, 2023, and authorize the Administrative Services Department to continue actively seeking applications for remaining vacancies.

BACKGROUND:

The appointments on the attached list include tentative appointments agreed to at the 12/12/2023 Regular Session.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Current Listing 2023-12-28

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

Committees/Commissions/Boards - Current Listing

Thursday, December 28, 2023

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
AEOA Board of Directors								
		Casey	Venema			Five-Year	1 /1 /2023	Elected Term 12/31/2026
AMC District II Environment & Natural Resources Policy Committee								
		Terry	Snyder			Indefinite, as long as elected	1 /1 /2017	Elected Term 12/31/2024
AMC District II General Government Policy Committee								
		Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
AMC District II Health & Human Services Policy Committee								
		Burl	Ives			Indefinite, as long as elected	1 /1 /2017	Elected Term 12/31/2024
AMC District II Public Safety Policy Committee								
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
AMC District II Transportation Policy Committee								
		Casey	Venema			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Americans with Disabilities Act Coordinator								
County Administrator		Brett	Skyles			Indefinite	9 /22/1992	Indefinite
ARDC - Full Commission								
		John	Johnson			Three-Year	1 /1 /2023	12/31/2025
Arrowhead Counties Association (ACA)								
Alternate		Burl	Ives			One-Year	1 /1 /2024	12/31/2024
Full Board		John	Johnson			One-Year	1 /1 /2024	12/31/2024

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Arrowhead Library Board								
		Dennis	Jerome			Three-Year	1 /1 /2024	12/31/2026
Association of Minnesota Counties (AMC)								
	Full Board	Burl	Ives			One-Year	1 /1 /2024	12/31/2024
	Full Board	John	Johnson			One-Year	1 /1 /2024	12/31/2024
	Auditor/Treasurer	Austin	Rohling			One-Year	1 /1 /2024	12/31/2024
	County Administrator	Brett	Skyles			One-Year	1 /1 /2024	12/31/2024
	Full Board	Cory	Smith			One-Year	1 /1 /2024	12/31/2024
	Full Board	Terry	Snyder			One-Year	1 /1 /2024	12/31/2024
	Full Board	Casey	Venema			One-Year	1 /1 /2024	12/31/2024
	Health & Human Services Director	Eric	Villeneuve			One-Year	1 /1 /2024	12/31/2024
Bigfork Airport Zoning Board (Joint)								
		Michael	Bellomy			Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2024
		Dan	Swenson			Indefinite, but Reaffirm Yearly	1 /1 /2023	12/31/2023
Bigfork River Board								
		Ted	Lovdahl			Indefinite, but Reaffirm Yearly	3 /26/2002	12/31/2024
		Cory	Smith	#1		Indefinite	1 /1 /2023	Eligible Term 12/31/2026
		Terry	Snyder	#2		Indefinite	1 /1 /2017	Eligible Term 12/31/2024
Blackduck EMS Special Taxing District Board of Directors								
	#1 Commissioner	Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	#2 Commissioner	Terry	Snyder			Indefinite, as long as elected	1 /1 /2013	Elected Term 12/31/2024

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Board Parliamentarian								
	County Administrator	Brett	Skyles			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
Bowstring Airport Commission								
		Mark	Mathisen			Three-Year	1 /1 /2023	12/31/2025
		Greg	Miller			Three-Year	1 /1 /2024	12/31/2026
		Kenneth	Reichert			Three-Year	1 /1 /2022	12/31/2024
		Christine	Schultz			Three-Year	4 /12/2022	12/31/2024
			Vacant			Three-Year	1 /1 /2022	12/31/2024 (Vacant)
Children's Justice Initiative (CJI)								
	Chair					One-Year	1 /1 /2024	12/31/2024
Classification Committee - Ownership Management of Lands								
	Land Commissioner	Kory	Cease			Indefinite; Ex-Officio	9 /24/2002	Indefinite; Ex-Officio
	Full Board	Burl	Ives			Indefinite, as long as elected	1 /1 /2017	Elected Term 12/31/2024
	Full Board	John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	Full Board	Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	Full Board	Terry	Snyder			Indefinite, as long as elected	1 /1 /2013	Elected Term 12/31/2024
	Full Board	Casey	Venema			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Contract Negotiation Team								
		Burl	Ives			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2024

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Emergency Food and Shelter Program Board								
	Chair					One-Year	1 /1 /2024	12/31/2024
Emergency Management Director								
	Sheriff	Joe	Dasovich			Indefinite	1 /1 /2023	Elected Term 12/31/2026
Emergency Management Director - Deputy								
	Chair					One-Year	1 /1 /2024	12/31/2024
Executive ATV Permit Committee								
		Cory	Smith			One-Year	5 /23/2023	12/31/2024
		Terry	Snyder			One-Year	5 /23/2023	12/31/2024
Extension Committee								
		Mike	Aultman			Three-Year	1 /1 /2024	12/31/2026
		David	Hayes			Three-Year	1 /1 /2023	12/31/2025
		Conley	Janssen			Three-Year	1 /1 /2022	12/31/2024
		R.D. (Doug)	Learmont			Three-Year	1 /1 /2023	12/31/2025
		Jill	Ortloff			Three-Year	1 /1 /2023	12/31/2024
	Auditor/Treasurer	Austin	Rohling			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
		Cory	Smith			One-Year	1 /1 /2024	12/31/2024
	Chair or his/her delegate	Terry	Snyder			One-Year	1 /1 /2024	12/31/2024
			Vacant			Three-Year	1 /1 /2024	12/31/2026 (Vacant)

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Fairgrounds Park Committee								
	Land Commissioner/Park & Recreation Director or her/her designee	Kory	Cease			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
	County Administrator	Brett	Skyles			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
		Terry	Snyder			Indefinite	2 /24/2015	Eligible Term 12/31/2024
		Casey	Venema			Indefinite	1 /1 /2023	Eligible Term 12/31/2026
Grand Rapids/Itasca County Cooperating Committee								
	Alternate	Burl	Ives			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2024
	#3 Commissioner	John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	County Administrator	Brett	Skyles			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
	#2 Commissioner	Terry	Snyder			Indefinite, as long as elected	1 /1 /2013	Elected Term 12/31/2024
Highway 169 Completion Coalition								
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
		Casey	Venema			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Highway 169 Cross Range Study Advisory Committee (SAC)								
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
		Casey	Venema			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Housing & Redevelopment Authority								
		Kathleen	Blake	Based on Geographical Area	Residents of Public Housing	Five-Year	1 /1 /2021	12/31/2025
		Patrick	Casey	Based on Geographical Area		Five-Year	1 /1 /2020	12/31/2024
		Leah	Griffin	Based on Geographical Area		Five-Year	5 /10/2022	12/31/2025
		Tim	Johnson	Based on Geographical Area		Five-Year	1 /1 /2023	12/31/2027
		Barbara	Sanderson	Based on Geographical Area		Five-Year	1 /1 /2022	12/31/2026
		Leo	Trunt	Based on Geographical Area		Five-Year	1 /1 /2024	12/31/2028
			Vacant	Based on Geographical Area		Five-Year	1 /1 /2020	12/31/2024 (Vacant)
IMCare Subcommittee								
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
		Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Indian Affairs Task Force (IATF)								
	Vice-Chair					One-Year	1 /1 /2024	12/31/2024
	Chair					One-Year	1 /1 /2024	12/31/2024
	Alternate/District #1 Commissioner	Cory	Smith	#1		One-Year	1 /1 /2024	12/31/2024

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Intergovernmental Affairs Committee								
		Burl	Ives			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2024
		Terry	Snyder			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2024
Itasca Community College General Advisory Committee								
		Janet	Borth			Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2024
Itasca Economic Development Corporation (IEDC) Board of Directors								
		Burl	Ives			Three-Year	1 /1 /2021	12/31/2023
Itasca Waters								
		Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Joint School/Public Library (Nashwauk)								
			Vacant			Indefinite, but Reaffirm Yearly	1 /1 /2023	12/31/2024 (Vacant)
	#5 Commissioner	Casey	Venema		Commissioners/Unorganized Township in ISD #319	Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Laurentian RC&D Council								
	Alternate/Vice-Chair					One-Year	1 /1 /2024	12/31/2024
		Casey	Venema			One-Year	1 /1 /2024	12/31/2024
Law Library Board								
	Chair					One-Year	1 /1 /2024	12/31/2024
Mine/Safety Inspector								
	Emergency Management Director	Joe	Dasovich			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Minnesota Counties Intergovernmental Trust (MCIT)								
	Chair					One-Year	1 /1 /2024	12/31/2024
	Auditor/Treasurer (Alternate)	Austin	Rohling			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Minnesota Forest Resources Partnership (MFRP)								
	Land Commissioner or his/her designee	Kory	Cease			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
		Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Mississippi Headwaters Advisory Committee								
		Dan	Swenson			Two-Year	1 /1 /2023	12/31/2024
Mississippi Headwaters Board								
	2nd Alternate	Burl	Ives			Two-Year	1 /1 /2023	12/31/2024
		Cory	Smith			Two-Year	1 /1 /2023	12/31/2024
	1st Alternate	Terry	Snyder			Two-Year	1 /1 /2023	12/31/2024
Mississippi River - Grand Rapids Comprehensive Watershed Planning One Watershed/OnePlan (1W/1P) Planning Committee								
	Secondary	Cory	Smith			Indefinite, as long as elected	1 /3 /2023	Elected Term 12/31/2026
		Terry	Snyder			Infefinite, as long as elected	1 /3 /2023	Elected Term 12/31/2024
MN Counties Information System Board								
	County Assessor	Amber	Peratalo			Two-Year	1 /3 /2023	12/31/2024
	Auditor/Treasurer (Alternate)	Austin	Rohling			Two-Year	1 /3 /2023	12/31/2024
NE MN Office of Job Training								
		Burl	Ives			One-Year	1 /1 /2024	12/31/2024
	Alternate	Casey	Venema			One-Year	1 /1 /2024	12/31/2024

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Northeast Minnesota Area Transportation Partnership (NEMNATP)								
		Terry	Snyder			Indefinite, but Reaffirm Yearly	1 /1 /2023	12/31/2024
	Alternate	Casey	Venema			Indefinite, but Reaffirm Yearly	1 /1 /2023	12/31/2024
Northeast Minnesota Emergency Communications Board (ECB)								
	1st Alternate/Sheriff	Joe	Dasovich			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Northeast Minnesota Emergency Communications Board Regional Advisory Committee (RAC)								
	Alternate	Marnie	Chupurdia			Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2024
		Jeremy	Hanson			Indefinite, but Reaffirm Yearly	1 /1 /2023	12/31/2024
Northeast Minnesota HOME Consortium Joint Powers Board								
	KOOTASCA Housing & Energy Director					Indefinite	1 /28/1992	Indefinite
		Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Northern Counties Land Use Coordinating Board (NCLUCB)								
	Chair or his/her delegate					One-Year	1 /1 /2024	12/31/2024
	Alternate	Terry	Snyder			One-Year	1 /1 /2024	12/31/2024
Noxious Weed Appeal Committee								
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
			Vacant			Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2024 (Vacant)

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Nursing Home Board								
	Full Board	Burl	Ives			Eligible Term	1 /1 /2021	Eligible Term 12/31/2024
	Full Board	John	Johnson			Eligible Term	1 /1 /2023	Eligible Term 12/31/2026
		Austin	Rohling			Two-Year	1 /1 /2024	12/31/2025
	Full Board	Cory	Smith			Eligible Term	1 /1 /2023	Eligible Term 12/31/2026
	Full Board	Terry	Snyder			Eligible Term	1 /1 /2021	Eligible Term 12/31/2024
		Leo	Trunt			Two-Year	1 /1 /2023	12/31/2024
	Full Board	Casey	Venema			Eligible Term	1 /1 /2023	Eligible Term 12/31/2026
Park & Recreation Commission								
		Sarah	Carling	At-Large		Three-Year	4 /12/2022	12/31/2024
		Brian	Carlson	At-Large		Three-Year	1 /1 /2024	12/31/2026
	Land Commissioner or his/her designee	Kory	Cease			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
		Thomas	Nelson	#2		Three-Year	1 /1 /2023	12/31/2025
		Les	Ollila	At-Large		Three-Year	1 /1 /2023	12/31/2025
		Sherrie	Porth	At-Large		Three-Year	1 /1 /2023	12/31/2025
		Vacant		#3		Three-Year	1 /1 /2022	12/31/2024 (Vacant)
		Vacant		#4		Three-Year	1 /1 /2023	12/31/2025 (Vacant)
		Vacant		#5		Three-Year	1 /1 /2024	12/31/2026 (Vacant)
		Vacant		#1		Three-Year	1 /1 /2024	12/31/2026 (Vacant)
		Vacant			U.S. Forest Service (USFS)	Ex-Officio	1 /1 /2023	Ex-Officio
		Vacant			Minnesota Department of Natural Resources (DNR)	Ex-Officio	1 /1 /2021	Ex-Officio

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Personnel Board of Appeals								
		Malissa	Bahr			Three-Year	1 /1 /2022	12/31/2024
		Pat	Schwartz			Three-Year	7 /25/2023	12/31/2025
			Vacant			Three-Year	1 /1 /2024	12/31/2026 (Vacant)
Planning Commission/Board of Adjustment (PC/BoA)								
Attorney/Ex-Officio		Matti	Adam			Indefinite, as long as elected	1 /1 /2019	Elected Term 12/31/2026
Advisory		Andy	Arens		Soil & Water Conservation District (SWCD)	Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
Advisory		Kyle	Asplund		Natural Resource Conservation Service	Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2024
		Michael	Bellomy	#2		Three-Year	1 /1 /2022	12/31/2024
		Daniel	Butterfield	#4		Three-Year	1 /1 /2024	12/31/2026
Surveyor/Ex-Officio		Guy	Carlson			Indefinite, but Reaffirm Yearly	8 /9 /2016	12/31/2024
Highway Engineer/Ex-Officio		Karin	Grandia			Indefinite, as long as appointed	5 /23/1995	Appointed Term 05/15/2026
		Richard	Kortekaas	#1		Three-Year	1 /1 /2022	12/31/2024
		Lisa	Maasch	#3		Three-Year	1 /1 /2024	12/31/2026
		Mike	Oja	#5		Three-Year	1 /1 /2023	12/31/2025
Advisory		Rian	Reed		Minnesota Department of Natural Resources (DNR)	Indefinite, but Reaffirm Yearly	1 /1 /2019	12/31/2024
Environmental Services Administrator/Ex-Officio		Dan	Swenson			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2023
Advisory			Vacant		U.S. Forest Service (USFS)	Indefinite, but Reaffirm Yearly	1 /1 /2022	12/31/2024 (Vacant)

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Regional Railroad Authority								
	Full Board	Burl	Ives			One-Year	1 /1 /2024	12/31/2024
	Full Board	John	Johnson			One-Year	1 /1 /2024	12/31/2024
	Full Board	Cory	Smith			One-Year	1 /1 /2024	12/31/2024
	Full Board	Terry	Snyder			One-Year	1 /1 /2024	12/31/2024
	Full Board	Casey	Venema			One-Year	1 /1 /2024	12/31/2024
Regional Solid Waste Task Force (NEWAC)								
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
		Casey	Venema			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Risk Management Commission								
	Nursing Home Administrator					Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2024
	Attorney	Matti	Adam			Indefinite, as long as elected	1 /1 /2019	Elected Term 12/31/2026
	Human Resources Director	Janet	Borth			Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2024
	Land Commissioner	Kory	Cease			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
	County Sheriff	Joe	Dasovich			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	Risk/Safety Manager	Duane	Dockter			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
	County Engineer	Karin	Grandia			Indefinite, as long as appointed	6 /10/2003	Appointed Term 05/15/2026
	Alternate	Burl	Ives			Indefinite, as long as elected	1 /1 /2017	Elected Term 12/31/2024

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	Auditor/Treasurer	Austin	Rohling			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	County Administrator	Brett	Skyles			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
	Health & Human Services Director	Eric	Villeneuve			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
	Facilities Maintenance Manager	Randy	Washburn			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
Sheriff Civil Service Commission								
		Edward	Bolf			Three-Year	1 /1 /2022	12/31/2024
		Conley	Janssen			Three-Year	1 /1 /2024	12/31/2026
		John	Rubesh			Three-Year	3 /7 /2023	12/31/2025
Step 3 Grievance Committee								
		John	Johnson		Commissioner	Eligible Term	1 /1 /2023	Eligible Term 12/31/2026
	County Administrator	Brett	Skyles			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
		Cory	Smith		Commissioner	Eligible Term	1 /1 /2023	Eligible Term 12/31/2026
Tri-County Community Health Board								
	Alternate	Burl	Ives			Three-Year	1 /1 /2022	12/31/2024
		Elizabeth (Betsy)	Johnson			Three-Year	1 /1 /2023	12/31/2025
		Lester	Kachinske			Three-Year	1 /1 /2023	12/31/2025
		Cory	Smith			Three-Year	1 /1 /2023	12/31/2025
Upper Mississippi Headwaters One Watershed/One Plan (UMHW 1W/1P)								
	Alternate	John	Johnson			Indefinite, as long as elected	1 /1 /2023	Eligible Term 12/31/2026

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
	Delegate	Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Eligible Term 12/31/2026
Wastewater Management District								
	Full Board	Burl	Ives			Indefinite, as long as elected	1 /1 /2017	Elected Term 12/31/2024
	Full Board	John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	Full Board	Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	Full Board	Terry	Snyder			Indefinite, as long as elected	1 /1 /2013	Elected Term 12/31/2024
	Full Board	Casey	Venema			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Water Plan Implementation Committee (WPIC)								
		Daniel	Butterfield		Planning Commission/Board of Adjustment (PC/BoA)	Three-Year	1 /1 /2024	12/31/2026
		Harold	Goetzman		Itasca Lakes Coalition	Four-Year	1 /1 /2023	12/31/2026
		Lester	Kachinske	#4		Four-Year	1 /1 /2022	12/31/2025
		Richard	Lacher		Township Association	Four-Year	1 /1 /2024	12/31/2027
		Perry	Loegeving		Conservation Groups	Four-Year	1 /1 /2024	12/31/2027
		Mike	Oja	#5		Four-Year	1 /1 /2022	12/31/2025
		Calvin	Saari		Soil & Water Conservation District (SWCD)	Four-Year	1 /1 /2022	12/31/2025
		Vacant		#1		Four-Year	1 /1 /2023	12/31/2026 (Vacant)
		Vacant		#2		Four-Year	1 /1 /2024	12/31/2027 (Vacant)
		Vacant		At-Large		Four-Year	1 /1 /2024	12/31/2027 (Vacant)
		Vacant		At-Large		Four-Year	1 /1 /2024	12/31/2027 (Vacant)

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
			Vacant	#3		Four-Year	1 /1 /2024	12/31/2027 (Vacant)
Western Mesabi Mine Planning Board (WMMPB)								
	Land Commissioner or his/her designee	Kory	Cease			Eligible Term	3 /13/2018	Eligible Term 12/31/2024
		Casey	Venema			Eligible Term	1 /1 /2023	Eligible Term 12/31/2026
Wetland Appeals Board								
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
		Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Wetland Evaluation Panel								
	Highway Engineer	Karin	Grandia			Indefinite, as long as appointed	6 /8 /1993	Appointed Term 05/15/2026



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, January 2, 2024

REQUEST FOR BOARD ACTION: RBA-2023-3417

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: Chair, Amanda Schultz

AGENDA ITEM:

Additional Appointments or Changes to Committees/Commissions/Boards

BOARD ACTION REQUESTED:

Appoint a Commissioner to the Itasca Economic Development Corporation (IEDC) Board of Directors for a three-year term effective January 1, 2024 through December 31, 2026.

Appoint Environmental Services Director Katie Benes to the Mississippi Headwaters Advisory Committee fulfilling the unexpired vacancy effective December 24, 2023 through December 31, 2024.

Appoint Randy Nash to the Park & Recreation Commission fulfilling the unexpired vacancy representing District #5 effective January 1, 2024 through December 31, 2026.

Appoint Environmental Services Director Katie Benes to the Planning Commission/Board of Adjustment (PC/BoA) fulfilling the unexpired Environmental Services/Ex-Officio vacancy effective December 24, 2023 through December 31, 2024.

Appoint Norley Hansen to the Water Plan Implementation Committee (WPIC) fulfilling an unexpired At-Large vacancy effective January 1, 2024 through December 31, 2027.

Appoint Kenneth Lundgren to the Water Plan Implementation Committee (WPIC) fulfilling the unexpired vacancy representing District #1 effective January 1, 2024 through December 31, 2026.

BACKGROUND:

COUNTY ATTORNEY REVIEW:

SUPPORTING DOCUMENTATION:

1. Park & Recreation Commission - Application - R Nash
2. Water Plan Implementation Committee - Application - N Hansen
3. Water Plan Implementation Committee - Application - K Lundgren

Motion To: Appoint Commissioner Snyder to the Itasca Economic Development Corporation (IEDC) Board of Directors for a three-year term effective January 1, 2024 through December 31, 2026.

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

Motion To: Appoint Environmental Services Director Katie Benes to the Mississippi Headwaters Advisory Committee fulfilling the unexpired vacancy effective December 24, 2023 through December 31, 2024; appoint Randy Nash to the Park & Recreation Commission fulfilling the unexpired vacancy representing District #5 effective January 1, 2024 through December 31, 2026; appoint Environmental Services Director Katie Benes to the Planning Commission/Board of Adjustment (PC/BoA) fulfilling the unexpired Environmental Services/Ex-Officio vacancy effective December 24, 2023 through December 31, 2024; appoint Norley Hansen to the Water Plan Implementation Committee (WPIC) fulfilling an unexpired At-Large vacancy effective January 1, 2024 through December 31, 2027; and appoint Kenneth Lundgren to the Water Plan Implementation Committee (WPIC) fulfilling the unexpired vacancy representing District #1 effective January 1, 2024 through December 31, 2026.

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



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, January 2, 2024

REQUEST FOR BOARD ACTION: RBA-2023-3421

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Brett Skyles

AGENDA ITEM:

2024 Legislative Priorities

BOARD ACTION REQUESTED:

Approve the 2024 Legislative Priorities.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

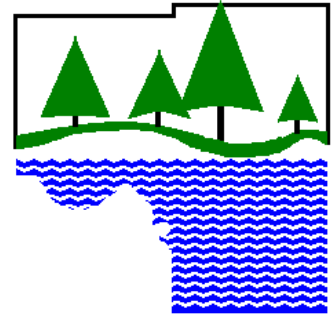
1. 2024 Legislative Priorities DRAFT

Motion To: Add Trails & Tourism Relative to Insurance and approve the 2024 Legislative Priorities, as amended.

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

ITASCA COUNTY

Courthouse
Administrative Services
123 NE 4th Street
Grand Rapids, MN 55744-2600
Office (218) 327-7363 Fax (218) 327-2848



Itasca County 2024 Legislative Priorities DRAFT

- Canisteo Mine Pit – Dewatering efforts.
- Hwy 169 – Support efforts for double lane completion.
- Increased PILT reimbursement.
- Increased County Program Aid – direct reduction to property tax.
- Property Valuation Caps – Pass legislation that limits year over year property valuation increases.
- Anoka Regional Treatment Center cost shift to Counties – placements cost County's over \$40,000 per month with little or no input from the County.
- Appropriate reimbursement on ICWA funding based on costs and utilization.
- Tort Law Updates
- EMS Funding
- Discussions with State/DNR Re: Wolf Issue
- Harvest Tax for moving resources from one county to another
- Sunset of Coal Generation Electricity
- Hennepin vs Tyler Resolution



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, January 2, 2024

REQUEST FOR BOARD ACTION: RBA-2023-3422

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Cory Smith

AGENDA ITEM:

Reconsideration - Set 2024 Elective Official Salaries - County Attorney

BOARD ACTION REQUESTED:

Reconsider the action taken at the December 19, 2023 County Board Work Session regarding setting the 2024 salary for the Elected Itasca County Attorney.

BACKGROUND:

Attached are the December 19, 2023 RBA and Resolution.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. 12-19-2023 RBA - Attorney Salary

RESULT:	APPROVED (3 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, John Johnson, Casey Venema
ABSTAIN:	Terry Snyder, Burl Ives

The motion returned to the table is as follows: Commissioner Smith moved to adopt the Resolution Re: Year 2024 Salary for Elected Itasca County Attorney, setting the salary at \$154,277. Commissioner Snyder seconded the motion.

Motion To: Amend the reconsidered motion by striking \$154,277 and inserting \$160,000, which is an \$18,223 raise over 2023.

RESULT:	APPROVED (3 TO 2)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, John Johnson, Casey Venema
NAYS:	Terry Snyder, Burl Ives



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 19, 2023

REQUEST FOR BOARD ACTION: RBA-2023-3392

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Chair

AGENDA ITEM:

Set 2024 Elected Official Salaries - County Attorney

BOARD ACTION REQUESTED:

Adopt the Resolution Re: Year 2024 Salary for Elected Itasca County Attorney.

BACKGROUND:

The 2023 Salary for the Elected Itasca County Attorney was set at \$141,777.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

Motion To: Adopt the Resolution Re: Year 2024 Salary for Elected Itasca County Attorney, setting the salary at \$154,277.

RESULT:	APPROVED (3 TO 2)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson
NAYS:	Burl Ives, Casey Venema



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 19, 2023

RESOLUTION 2023-60

RE: YEAR 2024 SALARY FOR ELECTED ITASCA COUNTY ATTORNEY

WHEREAS, Minnesota Statutes 388.18 provides for the establishment of compensation for services rendered by the County Attorney.

NOW THEREFORE BE IT RESOLVED, that effective January 1, 2024, the salary for this elected position be \$154,277.

RESULT:	APPROVED (3 TO 2)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson
NAYS:	Burl Ives, Casey Venema

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

I, **BRETT SKYLES**, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 19th day of December A.D. 2023 and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Grand Rapids, Minnesota, this 19th day of December A.D. 2023.

Administrator



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, January 2, 2024

REQUEST FOR BOARD ACTION: RBA-2023-3414

DEPARTMENT: Human Resources

TIME REQUESTED: < 5 Minutes

PRESENTER: Janet Borth

AGENDA ITEM:

Approval of New Sick Leave Policy

BOARD ACTION REQUESTED:

Adopt the Resolution Re: Adoption and Implementation of Sick Leave Policy.

BACKGROUND:

Approval of a new Sick Leave Policy is being requested at this meeting which will address the new requirements for Earned Sick and Safe Time (ESST) passed during the 2023 legislative session. Effective date of the policy is requested to be January 1, 2024. The new law requires employers to provide paid leave under specific circumstances to employees who work in the State of Minnesota. Developing and adopting a Sick Leave Policy has been recommended by legal counsel to demonstrate Itasca County's intent and to ensure compliance with the provisions of Minn. Stat. §§ 181.9445-181.9448. Meetings with labor groups to discuss/clarify impact of this policy may follow Board approval. (ESST will be administered in tandem with the County's "Sick Time" already provided through labor agreements and employment/fringe benefit agreements.)

The law requires that eligible employees accrue one hour of ESST for every 30 hours worked up to a maximum of 48 hours of ESST in a year. The law further provides the total amount of accrued, but unused ESST for an employee to not exceed 80 hours of time including carryover. Under the law, ESST can be used for reasons that are more broad than the County's "Sick Time" allows (as defined in labor contracts). Any employees working over 80 hours in a calendar year are eligible for ESST.

For purposes of satisfying ESST, the County has previously negotiated (or provided to unrepresented employees via a fringe benefit agreement) paid sick leave which meets or exceeds ESST minimum accrual requirements under the law. The policy proposes that "Sick Time" as defined in labor contracts and ESST be administered in tandem. Any time taken as ESST will also reduce the "Sick Time" balance and will not result in an increase in sick leave available to employees.

Since any ESST time taken by an employee will run concurrently with Sick Time provided in labor contracts, there will not be additional benefit costs to the County.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. ESST Policy Draft for Board approval

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



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, January 2, 2024

RESOLUTION 2024-1

RE: ADOPTION AND IMPLEMENTATION OF SICK LEAVE POLICY

WHEREAS, a new Earned Sick and Safe Time (ESST) paid leave law was passed during the 2023 legislative session, effective January 1, 2024, which requires employers to provide paid leave under specific circumstances to employees who work in the state of Minnesota; and

WHEREAS, for purposes of satisfying ESST, the County has previously negotiated (or provided to unrepresented employees via a fringe benefit agreement) paid sick leave which meets or exceeds ESST minimum requirements under the law.

THEREFORE, BE IT RESOLVED, that the Itasca County Board approves the new Itasca County Sick Leave Policy which incorporates ESST effective January 1, 2024.

RESOLVED FURTHER, the Board hereby directs the Human Resources Department to provide notice of the County's Sick Leave policy by: 1) supplying employees, who have a County email, with an electronic copy of the policy; 2) posting the policy to the County's website; 3) posting a copy of the required ESST notice to County worksite locations; and 4) by incorporating the policy into new hire communications.

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

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

I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 2nd day of January A.D. 2024 and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Grand Rapids, Minnesota, this 2nd day of January A.D. 2024.

Administrator

ITASCA COUNTY HUMAN RESOURCES	EFFECTIVE DATE: 01/01/2024	POLICY #:
	RBA #: RBA Dated 01/02/2024	BOARD APPROVAL DATE:
	REFERENCES: Minn. Stat. §§ 181.9445-181.9448	
SUBJECT: Sick Leave Policy		

I. POLICY STATEMENT

- A. Sick leave is paid leave provided by the employer when employees must be absent from work for reasons related to illness or injury to themselves or their family members as defined in labor agreements or employment/fringe benefit agreements. For employees who work over 80 hours in a calendar year, the County's sick leave policy will also incorporate the Earned Sick and Safe Time (also called ESSL or ESST) required by state law effective January 1, 2024, and any subsequent updates to that law. This policy does not apply to volunteers, independent contractors, or elected officials.
- B. For the purposes of satisfying ESST, the County has previously negotiated (or provided to unrepresented employees via an employment/fringe benefit agreement) paid sick time which meets or exceeds ESST minimum requirements under the law. **Sick leave benefits for benefit earning employees shall consist of two benefits running in tandem with each other; "Earned Sick and Safe Time" and "Sick Time,"** which is defined in labor contracts or employment/fringe benefit agreements. The total balance of hours between these two benefits shall not exceed the maximum number of hours as defined in the applicable labor contract or employment/fringe benefit agreement. If the balance exceeds the maximum number of hours, hours shall be reduced from the "Sick Time" balance to bring the total back to maximum accrual amount. ESST accruals will not exceed 48 hours per calendar year and are subject to an 80-hour maximum due to carry over from year to year.

(Depending on the employee's situation, more than one form of leave may apply during the same period of time as sick leave (e.g., the Family and Medical Leave Act may apply). An employee will need to meet the requirements of each form of leave separately. Eligibility for leaves will be evaluated on a case-by-case basis.)

II. EARNED SICK AND SAFE TIME

"Earned Sick and Safe Time" is paid time off required by law and earned at one hour of Earned Sick and Safe Time for every 30 hours worked by a full-time, part-time or seasonal employee, up to a maximum of 48 hours of sick and safe time per year. Employees begin accruing ESST from their first day of employment. Accrual of ESST is based on **actual hours worked**, and shall not include vacation, sick leave, floating holidays, compensatory time, workers' compensation and unpaid leaves of absence in the calculation of hours worked. This ESST is subject to an 80-hour maximum due to carryover from year to year. The year for purposes of ESST shall be defined as the calendar year running from January 1 to December 31. The hourly rate of ESST is the same hourly rate an employee earns from employment with the County.

For employees covered by a collective bargaining agreement or employment/fringe benefit agreement, the sick time benefit provided by the collective bargaining agreement or agreement exceeds the statutory requirement for an ESST bank. As a result, **no additional time is created by this ESST bank** –

rather it is part, or a subset, of the existing sick leave bank. Exceptions would include situations wherein: 1) employees who work hours but are not credited sick time earnings for a period pursuant to a collective bargaining agreement provision; or 2) employees who have a part-time pro-rated status that results in less than 1 hour for 30 hours worked. In each of these exceptions, the employee will have the actual hours worked credited to their ESST banks at the 1 hour for 30 hour worked calculation.

Employees can choose to designate sick leave as ESST up to their current ESST accrued balance. Any leave designated as ESST will concurrently reduce the “Sick Time” accrual balance. Sick leave that would exceed the eligible uses of “Sick Time” as defined in the labor contract or employment/fringe benefit agreements, must be designated as ESST on the employee’s timesheet. Any sick leave time after ESST time has been exhausted will be considered “Sick Time” and eligibility will be as outlined in the existing collective bargaining or employment/fringe benefit agreement. ESST cannot be used on an employee’s scheduled day off.

During an employee’s use of ESST, an employee will continue to receive the County’s employer insurance contribution as if they were working, and the employee is responsible for the employee’s share of insurance premiums.

Employees who are transferred to a different job classification for the same employer will retain their accrued and unused ESST.

Earned Sick and Safe Time Use

ESST may be used as it is accrued in any amount for the following circumstances:

- Mental or physical illness, injury or other health condition
- Medical diagnosis, care or treatment, of a mental or physical illness, injury or health condition
- Preventative medical or health care
- Care of a family member with mental or physical illness, injury, or health condition
- Care of a family member who needs medical diagnosis care or treatment.
- Care of a family member who needs preventative medical health care.
- Absence due to domestic abuse, sexual assault, or stalking of the employee or the employee’s family member provided the absence is to:
 - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
- Closure of the County due to weather or other public emergency or to care for a family member whose school or place of business has been closed for the same reason.
- Employees inability to telework because employee is:
 - Prohibited from working by employer due to health concerns related to transmission of a communicable illness related to a public emergency; or
 - Seeing or awaiting the results of diagnosis of communicable disease related to public health emergency.

- Absence when it has been determined by health authorities with jurisdiction that presence of employee, or family member of employee, in the community would jeopardize health of others because of exposure of employee or their family member to a communicable disease.

For ESST purposes, family member includes an employee's:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

Notice for use of Earned Sick and Safe Time

If the need for ESST is foreseeable, provide advance notice to your immediate supervisor via email, telephone or UKG time-off request function. However, if the need is unforeseeable, employees must provide notice of the need for ESST as soon as practicable. (Check with Supervisor for preferred communication method.) When an employee uses ESST for more than three consecutive days, the County may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Earned Sick and Safe Time for a qualifying purpose. The County will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the County will not require an employee using ESST to find a replacement worker to cover the hours the employee will be absent.

Retaliation Prohibited

The County shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting ESST rights, requesting an ESST absence, or pursuing remedies. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under ESST.

Return to Work after Separation

Accrued and unused ESST time is not paid out upon the employee's resignation, retirement, layoff, or termination, except in accordance with the "Sick Time" severance pay out amounts specified in accordance with applicable bargaining or employment/fringe benefit contracts. When there is a separation from employment and the employee is rehired within 180 days of separation, previously accrued and unused ESST will be reinstated unless previously paid out pursuant to a collective bargaining agreement. An employee is entitled to use and accrue ESST at the commencement of reemployment.

Complaint Procedure

ESST disputes are not subject to collective bargaining grievance procedures. An employee injured by a violation of this policy pursuant to §§181.9445-181.9448 may bring a civil action to recover any and all damages recoverable by law, together with costs and disbursements, including reasonable attorney's fees, and may receive injunctive and other relief as determined by a district court in Itasca County.

Questions regarding ESST or this County policy should be directed to the Human Resources Department.

III. STANDARD "SICK TIME"

"Sick Time" is an authorized absence from work with pay. For employees covered by a collective bargaining agreement or employment/fringe benefit agreement, "Sick Time" accrual and use will continue to be as outlined in the collective bargaining agreement or employment/fringe benefit agreement with one exception. In order to comply with state statute, the more limited notice and documentation provisions associated with accrued Earned Sick and Safe Time use as outlined in this policy will prevail over conflicting provisions in the collective bargaining agreement when the leave is concurrently designated as ESST.

All accrued and unused paid "Sick Time" must be used before requesting unpaid medical leave.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, January 2, 2024

REQUEST FOR BOARD ACTION: RBA-2023-3418

DEPARTMENT: Sheriff

TIME REQUESTED: 5 Minutes

PRESENTER: Joe Dasovich

AGENDA ITEM:

Reallocation - Sheriff's Department

BOARD ACTION REQUESTED:

Approve reallocation of two (2) Records Deputy (Grade 7) positions to newly-created Records Deputy II (Grade 8) positions, and approve signatures of the County Board Chair and Administrator Skyles to execute the Letter of Agreement between the County and AFSCME 1626 relevant to the reallocated positions.

BACKGROUND:

The new position description for the Records Deputy II was reviewed by the Classification Committee at the request of Sheriff Dasovich, and the Committee authorized sending them for a classification review, which resulted in the positions being classified as a Grade 8.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Letter of Agreement
2. Records Deputy II JDA

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

LETTER OF AGREEMENT

BETWEEN THE COUNTY OF ITASCA AND THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO, LOCAL UNION #1626

(New Classification of Records Deputy II)

The purpose of the Letter of Agreement (hereinafter referred to as the Agreement) between the County of Itasca (hereinafter referred to as the County or the Employer) and the American Federation of State, County and Municipal Employees, AFL-CIO, Local #1626 (hereinafter referred to as AFSCME or the Union) is to establish terms for the County to implement an agreed upon wage grade to the new classification of Records Deputy II . The County and Union will collectively be referred to as the parties.

To implement the Records Deputy II Classification, the parties agree as follows:

1. The County will recognize the Records Deputy II classification and the assigned duties as within the community of interest of the AFSCME Local 1626 bargaining unit.
2. The compensation of the Records Deputy II will be assigned to Grade 8.
3. All applicable Articles, Sections, and Provisions of the AFSCME Council 65 Local 1626 Itasca County Courthouse Unit Collective Bargaining Agreement covering rates of pay, hours of work, and all other conditions of employment shall observed between the parties.
4. This Letter of Agreement will take effect on January 1, 2024.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed this _____ day of _____, 2024.

FOR:
ITASCA COUNTY

FOR:
THE AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES,
AFL-CIO, LOCAL UNION #1626

**ITASCA COUNTY
JOB DESCRIPTION**

(This job description is not intended to be an all-encompassing list of responsibilities, skills, efforts or working conditions, nor does it limit the assignment of related duties to this classification)

Job Title: Records Deputy II

Department: Sheriff

Classification: Grade 8 1626

FLSA Status: Non-Exempt

Position Description: (AS/OC) Performs a wide variety of administrative support duties in accordance with Federal, State and local ordinances. This position is the first point of contact responsible for providing customer service by phone or in person. Provides advanced confidential administrative support directly to the Sheriff, Chief Deputy Sheriff and Civil Process Sergeant as assigned.

Direct Supervisor: Deputy Sheriff/Lieutenant

Indirect Supervisor: Chief Deputy Sheriff

Total # positions that report directly to this job: 0

Total # positions that report indirectly to this job: 0

Machines or equipment used regularly in this job: Computer, printer, telephone, multi-function device (copy, fax, scan, email), paper shredder, letter folder, dictating/transcription equipment, calculator, typewriter, postage machine, ITV system, recorder, teleconference phone

Job qualifications including education, experience, license, certificates, etc.:

Minimum Qualifications (Pass/Fail):

- Two year's post-secondary education in administrative/clerical course work)(**must attach transcript**) AND 3 year's work experience in an executive administrative assistant, human resources assistant, or civil process/law enforcement administrative role.
- OR
- Equivalent combination of education and experience to equate to five years.
- One year experience in a Records Deputy position.
- One year education (**must attach transcript**) and/or work experience with Microsoft Word and Excel
- Valid driver's license and reliable means of transportation
- Eligible to become a Notary Public in the State of MN
- Eligible for certification as a Criminal Justice Information System (CJIS)/National Crime Information Center (NCIC) operator by the Bureau of Criminal Apprehension (BCA)
- Successfully pass a 40wpm typing exam, which will be administered after the closing date and time of the position.
- Successfully pass a clerical exam which will be administered after the closing date and time of the position.
- Successfully pass a pre-placement screen (as determined appropriate for the job), contingent upon a job offer. successfully pass comprehensive pre-employment background check and psychological testing, all contingent upon a job offer.

Job Title: Records Deputy II**Date:** 11/09/2023**Knowledge, Skills & Abilities:**

Knowledge: Internal and external systems/processes affecting law enforcement and local government in general; The National Crime Information Codes, Minnesota Criminal Justice Reporting System, Minnesota Offense Codes and Uniform Offense Codes; civil and criminal law; MN BCA requirements in regard to law enforcement reporting requirements; Human Resource Administration or Civil Process Administration laws and regulations.

Skills:

interpersonal and team relations skills; written communication skills including grammar, formatting and editing skills; sound judgment and decision-making skills; accurate keyboarding skills; good steward to the tax-payer

Ability to:

plan work according to predicted and/or current needs of the office; effectively prioritize work, exercise effective time management and multitask in a high volume, time sensitive environment; work independently and maintain confidentiality; read and process various legal documents; deal with the public, including hostile, volatile, irate, distressed, and emotionally unstable citizens and channel them to appropriate resources; comply with all rules and policies in order to maintain a safe work environment; work well with others; ability and willingness to follow rules and procedures and willingness to follow directives from supervisors; provide quality customer service to County employees and the public.

Preferred Qualifications:

- Work experience in accounts receivable, accounts payable, payroll, statistics and report building, receptionist/customer service, data bases, social media, transcription
- Work experience in Criminal Justice or closely related role
- Work experience in human resource administration, preferably government/public sector;
- Work experience in civil process administration

Duties and Responsibilities:

Percentage of Time (100%): Time spent performing the duty and responsibility

Essential Function (E): The basic job duties that an employee must be able to perform, with or without reasonable accommodations. If the position exists to perform that duty, it is an essential function.

Non-essential Function (NE): Marginal duties that have limited or no consequences should the duties not be performed by the particular position.

% E or NE	Duties and Responsibilities
100%	Administrative Support • Review, interpret and validate complex data which may include determining what data needs to be collected. Recognizing and correcting data errors to ensure compliance with Federal, State, and local laws, regulations, codes, and/or standards to effect mandated and time sensitive services, notices and/or enforcement by Sheriff's Office and other public safety entities. • Provides technical assistance to internal and external departments, and act as technical project leader for assigned program area; provide standards and training on various platforms. Monitors and maintains data systems to ensure safety of data;

Job Title: Records Deputy II**Date:** 11/09/2023

		adds or removes users from various systems per request or account cancellations. • Reviews and processes financial reports, worksheets, general ledger entries, and related documents; identifies, researches, and initiates corrections and submissions. • Monitors and maintains materials, supplies, equipment, evidence and/or other applicable inventory in assigned area of responsibility; initiates replacement and or disposal of such items. • Coordinates vendor efforts and acts as contract subject matter expert (SME) to ensure compliance of Federal, State, and local laws, regulations, codes, and/or standards. • Provides high level and confidential administrative support to Sheriff, Chief Deputy Sheriff, Civil Service Commission in areas of personnel (i.e., recruitment, hiring, investigations, onboarding) or takes work direction from the Civil Process Sergeant for civil process administration as assigned. • Ensures adherence to relevant legal and statutory requirements, data practices, confidentiality and records management and retention.
	E	Regular attendance on the job.
	NE	Perform other duties as delegated.

Annual Budget Data:

Identify the average annual dollar amount this job impacts:

Capital budget:

\$0 Description:

Operating budget:

\$0 Description:

Payroll budget:

\$0 Description:

Other Financial Measures (i.e. transfer payments, collections, reimbursements):

\$0 Description:

Working Conditions:Critical Demand: Definitions of the Critical Demand are below.

Frequency Key (Total cumulative amount of time during a day completing the job function. i.e. bending to open a file drawer can take only seconds of time so the total cumulative during a day may amount to R or possibly O):

(N) Never	NA
(R) Rarely	1-5% of the day = < ½ hr.
(O) Occasionally	6-33% of the day = ½ hr. to 2 hrs.
(F) Frequently	34-66% of the day = 2-5 hrs.
(C) Continuously	67%+ of the day = > 5 hrs.

Job Title: Records Deputy II**Date:** 11/09/2023

Description: List the job function(s) that describes the work being performed in the Critical Demand.
i.e., Lift Low-Level under 10 lbs. – place an R in the Frequency column as the cumulative amount of time a day spent doing these job function(s). Then list those job function(s) in the description line – lifting file folders.
i.e., Lift Mid-Range 25 – 50 lbs. – place an R in the Frequency column as the cumulative amount of time a day spent doing these job function(s). Then list those job function(s) in the description line – box of paper from cart to countertop.

Critical Demand		Frequency	Description
Lift			
Low-level			
	Under 10 lbs.	R	Files and office supplies
	10-25 lbs.	R	Boxes of paper and/or office materials
	26-50 lbs.	N	
	50+ lbs.	N	
Mid-Range			
	Under 10 lbs.	R	Files and office supplies
	10-25 lbs.	R	Boxes of paper and/or office materials
	26-50 lbs.	R	Boxes of paper and/or office materials
	50+ lbs.	N	
Overhead			
	Under 10 lbs.	R	File folders, binders
	10-25 lbs.	R	Boxed office materials
	26-50 lbs.	N	
	50+ lbs.	N	
Positional			
	Under 10 lbs.	R	Files and office supplies
	10-25 lbs.	R	Boxes of paper and/or office materials
	26-50 lbs.	R	Boxes of paper and/or office materials
	50+ lbs.	N	
Carry			
	Under 10 lbs.	R	Office materials
	10-25 lbs.	R	Boxed office materials
	26-50 lbs.	R	Boxes of paper/office materials
	50+ lbs.	N	
Push / Pull			
	Under 10 lbs.	R	Office equipment/supplies
	10-25 lbs.	R	Boxes of paper/office materials
	26-50 lbs.	N	
	50+ lbs.	N	
Reach		C	File folders, office equipment, supplies
Forward Bend Standing		R	File folders, office equipment, supplies
Forward Bend Sitting		R	File folders, office equipment, supplies

Job Title: Records Deputy IIDate: 11/09/2023

Critical Demand		Frequency	Description
Rotation		R	File folders, office equipment, supplies
Standing		R	Perform essential functions of the job.
Standing Work		F	Perform essential functions of the job.
Sitting		C	Perform essential functions of the job.
Squatting		R	Maintain office equipment
Low Work			
Crouch		R	Maintain office equipment
Kneel – ½ Kneel		R	Maintain office equipment
Crawl		N	
Balance		R	Ladder use to obtain file boxes
Walking		O	Perform essential functions of the job.
Stair Climb		R	Transfer documents to other departments
Ladder Climb		R	Obtain archived file boxes
Climb		N	
Use of Hands:			
Grip		R	Open/close drawers and doors, handling files
Pinch		R	Handling files and documents
Finger		C	Type, written documentation
Handle		R	Open/close drawers
Driving			
		R	Meetings, conferences
Sensory:			
Vision		C	Perform essential functions of the job.
Hearing		C	Perform essential functions of the job.
Talk/Speak		C	Perform essential functions of the job.
Taste/Smell		N	

Physical Environment: Using the Critical Demand definitions, place an “X” if the position has the Physical Environment described. If not, leave blank. List the job function(s) performed in

Job Title: Records Deputy IIDate: 11/09/2023

the Physical Environment.

X	Critical Demand	List:
	Exposure to Weather	
	Extreme Heat (not weather related)	
	Extreme Cold (not weather related)	
	Extreme Wet/Humid (not weather related)	
	Extreme Noise	
	Vibration	
	Mechanical Hazards	
	Electrical Hazards	
	Burns	
	Confined Spaces	
	Explosives	
	Radiant Energy	
	Unprotected Heights	
	Atmospheric Conditions	
	Elevated Surfaces	
	Chemicals (Caustic or Toxic	
	Blood-borne Pathogen &/or	
	Biomedical/Microorganisms	
	Slippery Surfaces	
	Moving Objects	
	Traffic	
	Other	

Place an "X" if the position has the working condition described. If not, leave blank.

X	Works Alone
X	Works with Others
X	Customer/Public Contact
X	Clients with Behavioral Challenges

	Shift Work
	Extended Day
X	Indoors
	Outdoors

Mental Demands:

X	Frequent Contact with People
	Irregular Work Schedule
	Supervisory Skills
X	Detailed Work
X	Frequent Interruptions

X	Decision Making Skills
X	Concentration
X	Ability to Work Independently
X	Multiple Concurrent Tasks
X	Frequent Deadlines

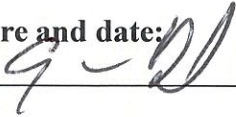
Job Title: Records Deputy II**Date:** 11/09/2023

☒	Organizational Skills
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Personal Protective Equipment:

☐	Hearing Protection
☐	Eye Protection
☐	Face Shield
☐	Steel toe shoes/boots
☐	Slip Resistant Footwear
☐	Gloves (heat, cold, sharp)
☐	Breathing Protection

☐	Bump Cap/Hard Hat
☐	Fall Protection
☐	Protective Overalls
☒	Company Uniform
☐	Street Clothes
☐	Other
List:	

Supervisor's signature and date:
 Signature:  Date: December 28, 2023

CRITICAL DEMANDS:**DEFINITIONS OF PHYSICAL, MOTOR, SENSORY DEMANDS AND ENVIRONMENTAL CONDITIONS:****MATERIAL HANDLING:**

LOW LIFT: Manually lift/lower a load between floor and 36" while standing. Item is moved <3ft horizontally.

MID-RANGE LIFT: Manually lift/lower a load with the entire lift between 36" and 55" while standing. Item moved <3ft horizontally.

HIGH LIFT: Manually lift/lower a load beginning 36" or higher and exceeding 55" while standing. Item moved <3ft horizontally.

POSITIONAL LIFT: Lifting performed within the confines of a static position combined and occurring simultaneously (not sequentially) such that the nature of the combination functionally creates stressors that may not be understood if the items are identified separately. (Example: baggage handlers working in a kneeling position.)

CARRY: Transport a load over a distance of 3ft or more via walking and use of the upper extremities (includes lifting/lowering to achieve carry angle and appropriate walk mechanics).

PUSH: After making hand contact with the load, force is generated away from the body upon an object, so that the object generally moves away from the force in either a horizontal or vertical direction.

PULL: After making hand contact with the load, force is generated toward the body upon an object, so that the object generally moves toward the force in either a horizontal or vertical direction, not lifting or removing load from resting surface.

POSITIONAL ACTIVITIES:

REACH: Moving the arm(s) away from the body >15 degrees (related to neutral sitting) with <5# for Forward Reaching. Lateral Reaching involves motions beyond 30 degrees of horizontal abduction. Overhead reaching involves motions above 90 degrees of shoulder flexion.

FORWARD BEND – STANDING: In a standing position, bending or movement of the trunk forward (relative to vertical) >15 degrees with a load <5#.

FORWARD BEND – SITTING: In a sitting position, bending or movement of the trunk forward (relative to vertical) >15 degrees with a load <5#.

ROTATION: In a seated or standing position, rotating the trunk more than 15 degrees with a load of <5#.

STANDING: Maintaining an upright posture while weight bearing on both feet and working with loads <5#.

STANDING WORK: This may include performance of a variety of activities with the primary requirement of standing and/or short distance movement <10ft in the immediate work area.

SITTING: Maintaining a seated position with trunk flexion and rotation less than 15 degrees and loads <5#.

SQUATTING: Bending the hips and knees to lower the body. Load must be <5# and not sustained.

LOW WORK: Working low to the ground in positions such as crouch/kneel/1/2-kneel sitting on heels, where options vary and may change. May be accompanied by forward flexion due to the height of the work. May include forward bending, or be accompanied by reaching and rotating.

CROUCH: Assuming or working in a position low to the ground where both knees are fully flexed for more than 5 seconds with loads <5#. This assumes hip and knee flexion of 90 degrees or greater and may include forward flexion.

KNEEL – ½ KNEEL: Assuming or working in a position low to the ground where one or both knees are in contact with the ground. This may include forward flexion, sitting on heels or working with loads <5#.

CRAWL: Moving across a surface on hands and knees. May include working from crawl position.

BALANCE: Adaptive postural control and stability, generally consistent with controlled activity performance. Activities involving high degree of balance requirements should be operationally defined.

AMBULATION AND CLIMBING:

WALKING: Walk/move on foot = 10ft or greater distance with load <5#.

STAIR CLIMB: Ascend or descend fixed or portable stairs.

LADDER CLIMB: Ascend or descend rungs on various types of ladders (stationary or portable) where help of the upper extremities is necessary.

CLIMB: Ascend or descend ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms.

HAND:

GRIP: Generating force >10# while grasping to move, hold, or stabilize an object within the span of the hand. (Not related to tasks that are parts of other critical demands. Example: Gripping a wrench while reaching would be considered separate physical demands, while gripping during a lift is captured in the performance of the lift and would not be listed as a separate physical demand.)

PINCH: Squeeze and generate force of >5# between fingers to move, hold or stabilize an object within the span of the fingers/thumb.

FINGER: Pick, pinch or otherwise working primarily with fingers rather than with the whole hand or arms as in handling.

HANDLE: Seize, hold, grasp, turn, or otherwise working with hand or hands. Moving and using the hands or fingers to perform fine motor activities, manipulation or handling of objects, and/or operation of controls.

SENSORY:

VISION:

COLOR VISION: Ability to identify and distinguish colors.

DEPTH PERCEPTION: Three dimensional vision. Ability to judge distances and relationships so as to see objects where and as they actually are.

FAR VISION: Clarity of vision at 20 ft or more.

NEAR VISION: Clarity of vision at 20 inches or less.

FIELD OF VISION: Observe an area that can be seen up and down or right to left while eyes are fixed on a given point (peripheral).

VISUAL ACCOMMODATION: Adjustment of lens of eye to bring an object into sharp focus. Especially important when doing near-point work at varying distances from eye.

HEAR: perceive the nature of sounds.

TALK/SPEAK: Express or exchange ideas by means of the spoken word.

TASTE/SMELL: Distinguish, with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors, or recognize particular flavors and/or odors, using tongue and/or nose.

ENVIRONMENTAL CONDITIONS:

EXPOSURE TO WEATHER: Hot, cold, wet, humid, or windy conditions, caused by the weather, which results in marked bodily discomfort.

EXTREME HEAT: Non-weather related temperatures that are sufficiently high to cause marked bodily discomfort.

EXTREME COLD: Non-weather related temperatures that are sufficiently low to cause marked bodily discomfort.

WET AND/OR HUMID: Contact with water or other liquids; or exposure to non-weather related conditions where humidity is sufficiently high to cause marked bodily discomfort.

EXTREME NOISE: Constant or intermittent sounds of a pitch or level sufficient to cause a worker to have difficulty hearing the voice of a person three or four feet away unless voice is raised above normal conversational level.

VIBRATION: Shaking objects or surfaces that cause a strain on the body or extremities.

MECHANICAL HAZARDS: Danger to fingers or limbs due to feeding or operating either portable or stationary power driven equipment.

ELECTRICAL HAZARDS: Exposure to electric wires, transformers, or uninsulated electrical parts.

BURNS: Potential of burns from hot material, fire, or chemical agents (identify which factor is present).

CONFINED SPACES: Areas where dangerous air contamination or oxygen deficiencies may exist or develop; or, where an emergency removal of a suddenly disabled employee is difficult due to the location or size of the opening the worker entered through.

EXPLOSIVES: Materials which undergo rapid chemical or nuclear reaction with the production of noise, heat, and violent expansion of gases.

RADIANT ENERGY: Exposure to radiant energy such as x-rays, radioactive material, ultraviolet, or infrared rays.

UNPROTECTED HEIGHTS: Exposure to working in high, exposed places.

ATMOSPHERIC CONDITIONS: Exposure to conditions that affect the respiratory system or the skin, such as fumes, noxious odors, dusts, mists, gases, and poor ventilation (identify which factor is present).

ELEVATED SURFACES: Work occurs in places elevated above the ground such as catwalks, scaffolds, ladders and roofs.

CHEMICALS (CAUSTIC OR TOXIC): Substances or compounds which may cause illness or injury.

BLOOD-BORNE PATHOGENS &/OR BIOMEDICAL/MICROORGANISMS: Pathogenic microorganisms that are present in human blood and cause disease in humans. These pathogens include, but are not limited to Hepatitis B virus (HBV) and human immunodeficiency virus (HIV) &/or chicken pox, infectious disease.

SLIPPERY SURFACES: Walking surface of work site is necessarily wet, muddy, greasy, oily, or highly polished surfaces which may cause employees to slip or lose footing.

MOVING OBJECTS: Moving equipment and objects in the immediate work area such as cranes, heavily laden carts, gurneys and forklifts.

TRAFFIC: Physical exposure to vehicular traffic.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, January 2, 2024

REQUEST FOR BOARD ACTION: RBA-2023-3423

DEPARTMENT: Human Resources

TIME REQUESTED: < 5 Minutes

PRESENTER: Chair

AGENDA ITEM:

Performance Evaluation Summary

BOARD ACTION REQUESTED:

Provide summary of the Performance Evaluation of County Administrator Brett Skyles.

BACKGROUND:

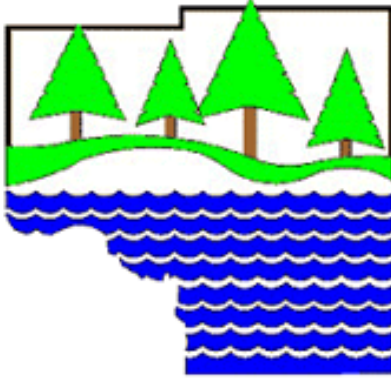
Performance evaluation occurred at the 12/19/2023 County Board Work Session.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

Commissioners provided a summary of the performance evaluation of County Administrator Brett Skyles held at the Tuesday, December 19, 2023 County Board Work Session, including information that the evaluation included ratings of satisfactory performance over the last review period and that goals/objectives discussed during that meeting need to be identified and adopted.

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

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

Tuesday, January 2, 2024

REQUEST FOR BOARD ACTION: RBA-2024-2

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: Chair

AGENDA ITEM:

Citizen Input

BOARD ACTION REQUESTED:

Receive Citizen Input

BACKGROUND:

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

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. 01-02-2024 Citizen Input

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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