



ITASCA COUNTY BOARD OF COMMISSIONERS

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

Tuesday, April 2, 2024

2:30 PM

Itasca County Boardroom

ITASCA COUNTY MISSION: Itasca County government strives to preserve and enhance the quality of life, the environment, and economic well-being within the community.

DRAFT

WORK SESSION AGENDA

A work session is a meeting of the County Board designed to provide an opportunity for in-depth review and discussion of topics that may come before the Board at a Regular Session for official action. They are also an opportunity for trainings, presentations, and informational updates. Work Sessions are scheduled on the first and third Tuesday of each month beginning at 2:30 p.m. and are open to the public.

2:30 PM I. CALL TO ORDER

2:31 PM II. PLEDGE OF ALLEGIANCE

2:32 PM III. APPROVAL OF AGENDA

2:33 PM IV. MINUTES APPROVAL

1. Approve the minutes of the Tuesday, March 26, 2024 County Board Regular Session.

2:34 PM V. RECOMMENDED FOR CONSENT AGENDA

1. Accept the resignation of Pat Schwartz from the Personnel Board of Appeals, effective March 21, 2024.
2. Accept the resignation of Pat Schwartz from the Housing & Redevelopment Authority (HRA), effective March 21, 2024.
3. Accept the minutes of the March 14, 2024 HHS Advisory Committee Meeting.
4. Approve final payment for Contract 60413 - 2023 Bituminous Projects and authorize the County Board Chairperson and Clerk to the County Board to sign the Certificate of Final Payment.
5. Approve final payment for Contract 202303 - County Road 238 bituminous project and authorize the County Board Chairperson and Clerk to the County Board to sign the Certificate of Final Payment.
6. Authorize the Itasca County Transportation Department to acquire Highway Easement across State Lands for State Aid Project #031-652-006.
7. Authorize the Itasca County Transportation Department to acquire Highway Easement across Tax Forfeit Lands for State Aid Project #031-652-006.
8. Award bids for Propane, Diesel Fuel, and Gasoline for a one (1) year period from May 1, 2024 through April 30, 2025 to the lowest responsible bidders, as follows, and authorize the county engineer to sign the service agreement: Propane: Edwards Oil Inc. - Arbo, Balsam, Balsam (Old Garage), Deer River, Max, Nashwauk, Swan River, Togo; Diesel Fuel: Davis Oil Inc. - Arbo, Balsam, Bigfork, Cohasset, Max, Nashwauk, Togo; Diesel Fuel: Edwards Oil Inc. - Deer River, Swan

River; Gasoline: Davis Oil Inc. - Balsam, Bigfork, Cohasset, Nashwauk; Gasoline: Edwards Oil Inc. - Deer River, Swan River; and Gasoline: Petroleum Traders Corporation - Courthouse.

9. Award County Project 2024-01 for Calcium Chloride and Magnesium Chloride to the lowest responsible bidder, Edwards Oil Inc dba Trimark Industrial and authorize the necessary signatures to execute the contract documents.
10. Award County Project 2024-02 for 2024 Pavement Markings to the lowest responsible bidder, Sir Lines-A-Lot, LLC, in the amount of \$275,938.08 and authorize the necessary signatures to execute the contract documents.

VI. DISCUSSION / INFORMATIONAL

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| 2:35 PM | 1. Citizen Input, Chair |
| 2:45 PM | 2. Legislative Conference Call, Shane Zahrt |
| 3:00 PM | 3. Public Hearing Re: Adoption of a Short-Term Rental Ordinance, Katie Benes |
| 3:30 PM | 4. Public Hearing Re: Adoption of a Local Housing Trust Fund Ordinance, Brett Skyles, Diane Larson |
| 3:40 PM | 5. National County Government Month, Brett Skyles |
| 3:45 PM | 6. Public Health Division Update/Presentation, Naesa Myers |
| 3:50 PM | 7. IMCare Quality Program Document Review and Approval, Sarah Anderson |
| 3:55 PM | 8. Itasca SWCD AIS Program Budget for SFY 2025, Bill Grantges |
| 4:05 PM | 9. American Rescue Plan (ARP) Request - City of Bovey, Casey Venema |
| 4:10 PM | 10. American Rescue Plan (ARP) Request - City of Effie, Casey Venema |
| 4:15 PM | 11. American Rescue Plan (ARP) Request - City of Keewatin, Casey Venema |
| 4:20 PM | 12. American Rescue Plan (ARP) Request - City of Marble, Casey Venema |
| 4:25 PM | 13. Ambulance Service Discussion, Casey Venema, Eric Villeneuve |

4:35 PM VII. COMMITTEE REPORTS

4:40 PM VIII. ADMINISTRATOR UPDATE

4:45 PM IX. COMMISSIONER COMMENTS

X. CLOSED SESSIONS**4:50 PM XI. ADJOURN****OTHER MEETINGS**

Tuesday, April 2, 2024 beginning at 10 a.m. – The Itasca County Board of Commissioners has scheduled a 2024 Land Classification Meeting to be held in the Boardroom of the Itasca County Courthouse. (Posted 12/15/2023; Updated 1/24/2024)

Monday, April 8, 2024 beginning at 7 p.m. – The Itasca County Board of Commissioners has been invited to attend the Itasca County Township Association (ICTA) meeting to be held at Harris Town Hall, 21998 Airport Road, Grand Rapids, MN 55744. (Posted 12/1/2024)

Tuesday, April 9, 2024 beginning at 2:30 p.m. – The Itasca County Board of Commissioners will meet in a Regular Session in the Boardroom of the Itasca County Courthouse. (Posted 11/27/2023)

Note: This time schedule is approximate!! Individuals with appointments should be available 10 minutes ahead of their appointment time.

Portions of this meeting may be closed to the public, if data classified as private or confidential is discussed.

If you require an accommodation to participate in this event, please contact the Administrative Services Department at (218) 327-7363 as soon as possible so necessary arrangements may be made.