ITASCA COUNTY
BOARD OF COMMISSIONERS

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

Tuesday, March 26, 2024 | 2:30 PM | Itasca County Boardroom

FINAL

REGULAR SESSION MINUTES

I. CALL TO ORDER

Chair Johnson 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 #6.15 (Legionella Update) and approve the agenda, as amended.

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

IV. MINUTES APPROVAL

Motion To: Approve the minutes, as delineated below.

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

1. Approve the minutes of the Tuesday, March 19, 2024 County Board Work Session.

V. CONSENT AGENDA

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

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

1. Appoint Marjorie Sella to the Water Plan Implementation Committee (WPIC) fulfilling an unexpired At-Large vacancy effective March 26, 2024 through December 31, 2027.
2. Accept the Granicus proposal regarding data requests and authorize necessary signatures.
3. Approve new On-Sale, Sunday Liquor Licenses for Cut Foot Sioux Resort LLC dba Cut Foot Sioux Resort. located at 44394 State Highway 46, Deer River, MN 56636 for the period of April 1, 2024 to December 31, 2024.

4. Approve new On-Sale, Sunday Liquor Licenses for Veterans Ventures LLC dba Northstar Lake Resort located at 37948 Northstar Rd, Marcell, MN 56657 for the period of April 1, 2024 to December 31, 2024.
5. Approve the lease agreement between Itasca County and Itasca Medical Care for the period of 04/01/2024 - 03/31/2027 and authorize the County Board Chair to sign the lease agreement.
6. Approve the lease agreement between Itasca County and Northeast Minnesota Office of Job Training for the time period of 04/01/2024 - 03/31/2027 and authorize the County Board Chair to sign the lease agreement.
7. Approve the lease agreement between Itasca County and Itasca County Health & Human Services for the time period of 04/01/2024 - 03/31/2027 and authorize the County Board Chair to sign the lease agreement.
8. Authorize Land Commissioner to grant a one-year extension without charge on all Itasca County timber permits expiring in 2024.
9. Adopt the Resolution Re: Popple River Multi-Use Recreational Trail Bridge Local Trails Connection Program Grant Application, and authorize necessary signatures.

VI. REGULAR AGENDA

1. Citizen Input
   No citizen input provided.
2. Legislative Conference Call
   A Legislative Conference Call was provided by Representative Spencer Igo and Itasca County Lobbyist Shane Zahrt.

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

3. Recognition of County Employees
   The following employees were recognized:

   Farewell to Julie Shofner Patnaude whose last day as Lead Child Support Officer, with the Health & Human Services Department will be March 31, 2024, after 22+ years of service.

   Welcome to new employee, Kaden Kucza, Corrections Deputy with the Sheriff Department, effective March 18, 2024.

   Welcome to new employee, Michelle Jensen, Clerk Treasurer with the Auditor/Treasurer Department, effective March 18, 2024.

   Welcome to new employee, Katie Maurer, Eligibility Specialist with the Health & Human Services Department, effective March 25, 2024.

   Welcome to new employee, David Erickson-Robertshaw, Custodian with the Health & Human Services Department, effective March 18, 2024.

   Welcome to new employee, Makenzie Morse, Corrections Deputy with the Sheriff Department, effective March 19, 2024.

   Welcome to new employee, Wyatt Trombley, Sheriff Deputy/Road Deputy with the Sheriff Department, effective March 19, 2024.

   Welcome to new employee, Becky Holm, Eligibility Specialist with the Health & Human Services Department, effective March 26, 2024.

Farewell to John Kempe whose last day as Assistant County Attorney-Senior with the Attorney Department will be April 5, 2024, after 4 + years of service.

Welcome to new employee, Carrie Nelson, Assessor/Appraiser I, with the Assessor Department, effective March 25, 2024.

Welcome to new employee, Andrew Heintz, Assessor/Appraiser I, with the Assessor Department, effective March 26, 2024.

Congratulations to Leeha Gustason, Amber Kallaus and Jackson Purdie who accepted promotions from Records Deputy I to Records Deputy II effective March 17, 2024.

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

4. Commissioner Warrants

Motion To: Approve Commissioner Warrants with a check date of March 29, 2024, in the amount of $1,010,409.15.

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

5. ICHHS Warrants

Motion To: Approve the Itasca County Health and Human Services (ICHHS) Department Warrants for March 2024, in the amount of $1,472,539.37.

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

6. American Rescue Plan (ARP) Request – Marcell Family Center

Motion To: Approve the American Rescue Plan (ARP) request, in the amount of $17,850, from the Marcell Family Center.

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

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

QI/UM Director Amber Silliman provided a County Based Purchasing (IMCare) Division Update, including information regarding Model of Care.

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

8. Adopt the Five-Year Plan for Highway Improvement Projects

Motion To: Adopt the Five-Year Plan for Highway Improvement Projects.

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

9. Bass Lake Park Dump Station Design Services Contract

Motion To: Approve a professional services contract with MSA Professional Services, Inc. for design services on the Bass Lake Campground dump station project for $29,950.00, and authorize necessary signatures.

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

10. American Rescue Plan Request – Bass Lake Campground Public Facility Improvement Project

Motion To: Approve the American Rescue Plan (ARP) request, in the amount of $65,000, from the Itasca County Land Department for the Bass Lake Campground Public Facility Improvement Project to come from the remaining unallocated fund amount.

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

11. Resolution & Quit Claim Deed

Motion To: Adopt the Resolution Re: Consenting to a Purchase Agreement with the Grand Rapids Economic Development Authority Related to the L&M Supply Project and Authorizing the Execution of a Quit Claim Deed, contingent on the FAA release of the federal grant assurances.

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

12. National Telecommunicators Week - April 14-20, 2024

Motion To: Adopt the Resolution Re: National Telecommunicators Week - April 14-20, 2024, which recognizes April 14-20, 2024 as National Telecommunicators Week in Itasca County.

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

13. Outstate Travel Request

Motion To: Authorize out of state travel to Orlando, Florida for Mike Partlow and John Linder to attend the 2024 International DARE Conference from July 28, 2024 through August 3, 2024.

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

14. Reassign Attorney Employees

Motion To: Approve County Attorney's recommendation to reassign intermediate level attorney employee to open senior level attorney position and reassign entry level attorney employee to open intermediate level attorney position.

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

15. Legionella Update

Public Health Division Manager Naesa Myers provided a Legionella Update.

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

VII. COMMISSIONER COMMENTS

Commissioner Ives provided comment regarding recent meetings with various townships and Community Economic Development Associates (CEDA).

Commissioner Johnson provided comment regarding his attendance at the recent State of the Band Address and a recent jail tour, as well as the upcoming Land Classification Committee meeting and potential changes to criteria for Attorney/Client Privileged Closed Sessions.

RECESS

Chair Johnson recessed the meeting at 3:39 PM.

RECONVENE

Chair Johnson reconvened the meeting at 3:51 PM, with all members present.

VIII. CLOSED SESSIONS

1. Closed Session per MN Statutes 13D.05, Subd. 3(d) Re: Courthouse Security

Motion To: Go into Closed Session per MN Statutes 13D.05, Subd. 3(d) regarding Courthouse Security.

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

Others Present: County Attorney Matti Adam, County Sheriff Joe Dasovich, County Auditor/Treasurer Austin Rohling, County Administrator Brett Skyles, Deputy Clerk of the County Board Amanda Schultz, and Contegrity Group Construction Management representatives Michael Filippi and Mike Hieb.

Motion To: Go into Open Session.

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

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

IX. ADJOURN

Chair Johnson adjourned the meeting at 4:17 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, March 26, 2024

RESOLUTION 2024-15

RE: POPPLE RIVER MULTI-USE RECREATIONAL TRAIL BRIDGE

LOCAL TRAIL CONNECTIONS GRANT APPLICATION

WHEREAS, Itasca County recognizes the importance of recreational trails to the local economy and supports the grant application made to the Minnesota Department of Natural Resources for the Local Trail Connections Grant Program, and

WHEREAS, the grant-in-aid snowmobile and ATV trails, pedestrian traffic and State Highway #46 vehicle traffic all cross on the Popple River bridge in S. Lake, and

WHEREAS, Itasca County desires to work with the City of S. Lake, the S. Lake Local Indian Council (LIC), and trail clubs to provide safe travel for all users by constructing a separate multi-use recreational trail bridge next to the State Highway 46 Popple River bridge, and

WHEREAS, Itasca County recognizes the twenty-five (25) percent match requirements for the Local Trail Connections grant program, and is working to secure or has secured matching funds for the project, and

NOW, THEREFORE, BE IT RESOLVED, if Itasca County is awarded a grant by the Minnesota Department of Natural resources, Itasca County agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. Itasca County will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED, that the Itasca County Auditor, located at 123 NE 4th St. Grand Rapids, MN. 55744 be named as the fiscal agent for this project (or grant), and

BE IT FURTHER RESOLVED, Itasca County hereby assures the multi-use recreational trail bridge will be maintained for no less than twenty (20) years as required by the Local Trail Connections Grant Program.

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Terry Snyder
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 26th day of March 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 26th day of March A.D. 2024.

Administrator

ITASCA COUNTY
BOARD OF COMMISSIONERS

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

Tuesday, March 26, 2024

RESOLUTION 2024-16

RE: CONSENTING TO A PURCHASE AGREEMENT WITH THE GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY RELATED TO THE L & M SUPPLY PROJECT AND AUTHORIZING THE EXECUTION OF A QUIT CLAIM DEED

BE IT RESOLVED, by the Board of Commissioners (the "Board") of the Itasca County, Minnesota (the "County") as follows:

Section 1. Recitals.

1.01. The County, together with the City of Grand Rapids, Minnesota (the "City"), pursuant to a certain Airport Joint Powers Cooperative Agreement, dated October 12, 2023, between the City and the County (the "Joint Powers Agreement"), jointly own certain property legally described in Exhibit A attached hereto (the "Development Property"), which the Grand Rapids Economic Development Authority (the "Authority"), a body corporate and politic organized and existing under the laws of the State of Minnesota (the "State"), has proposed to purchase from the City and sell to SE 7th Ave Distribution LLC, a Minnesota limited liability company, or an affiliate thereof or an entity related thereto (the "Developer").

1.02. The Developer intends to construct, improve and equip on the Development Property and on adjacent property an approximately 210,000 square foot warehouse and distribution center (the "Project") to be owned by the Developer and operated by L & M Supply, Inc., a Minnesota corporation (the "Tenant"), in connection with the expansion of the Tenant's existing business.

1.03. Section 9 of the Joint Powers Agreement provides that the City shall not sell, transfer, encumber, gift or lease any real property which constitutes the airport facility as described in Exhibit 1 attached to the Joint Powers Agreement, which real property includes the Development Property, without the consent and approval of the County.

1.04. The City and Authority have negotiated a Purchase Agreement related to Development Property (the "Purchase Agreement") whereby the City will receive $64,780 (the "Sale Proceeds") from the Authority for the Development Property. After closing on the sale of the Development Property to the Authority, the City will transfer the Sale Proceeds to the Itasca County – Grand Rapids Airport Fund.

1.05. The County has been presented with a form of quit claim deed conveying its interest in the Development Property to the City (the "Deed").

1.06. The County finds that the conveyance of the Development Property will facilitate the economic development of the County by allowing the Authority to convey the Development Property to a private developer.

Section 2. Purchase Documents Approved.

2.01. The County hereby approves transfer of the Development Property to the City and consents to the Purchase Agreement substantially in accordance with the terms set forth in the form presented to the Board, together with any related documents necessary in connection therewith, including the Deed from the County to the City for the Development Property, and any documents required by the title company relating to the conveyance of the Development Property to the City, and without limitation all documents, exhibits, certifications or consents referenced in or attached to the Purchase Agreement (collectively, the "Purchase Documents"), and hereby authorizes the Chair of the Board and the County Administrator to negotiate the final terms thereof and, in their discretion and at such time as they may deem appropriate, to execute the Deed on behalf of the County, and to carry out, on behalf of the County, the County's obligations thereunder when all conditions precedent thereto have been satisfied.

2.02. The approval hereby given to the Purchase Documents includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by legal counsel to the County and by the officers authorized herein to execute said documents prior to their execution; and said officers are hereby authorized to approve said changes on behalf of the County. The execution of any instrument by the appropriate officers of the County herein authorized shall be conclusive evidence of the approval of such document in accordance with the terms hereof. In the event of absence or disability of the officers, any of the documents authorized by this Resolution to be executed may be executed without further act or authorization of the Board by any duly designated acting official, or by such other officer or officers of the Board as, in the opinion of the County Attorney, may act in their behalf.

2.03. Upon execution and delivery of the Purchase Documents, the officers and employees of the County are hereby authorized and directed to take or cause to be taken such actions as may be necessary on behalf of the County to implement the Purchase Documents and the conveyance of the Development Property to the City.

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Burl Ives
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 26th day of March 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 26th day of March A.D. 2024.



Administrator

EXHIBIT A

LEGAL DESCRIPTION OF PROPERTY

The property located in the City of Grand Rapids, Itasca County, Minnesota legally described as:

That part of the East 330.00 feet of the South Half of the Southeast Quarter of the Northeast Quarter of section 33, Township 55 North, Range 25 West, Itasca County, Minnesota, lying southwesterly of the following described line:

Commencing at the southeast corner of said Southeast Quarter of the Northeast Quarter; thence on an assigned bearing of North 01 degrees 20 minutes 08 seconds West, along the east line of said Southeast Quarter of the Northeast Quarter, a distance of 151.91 feet to the point of beginning of the line herein described; thence North 14 degrees 18 minutes 12 seconds West 523.41 feet to the north line of the South Half of the Southeast Quarter of the Northeast Quarter and said line terminating thereat.

ITASCA COUNTY
BOARD OF COMMISSIONERS

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

Tuesday, March 26, 2024

RESOLUTION 2024-17

RE: NATIONAL TELECOMMUNICATORS WEEK - APRIL 14-20, 2024

WHEREAS, emergencies can occur at any time that require law enforcement, fire, and emergency medical services; and

WHEREAS, when an emergency occurs, the prompt response of law enforcement officers, fire fighters, and emergency ambulance personnel is critical to the protection of life and preservation of property; and

WHEREAS, the safety of our law enforcement officers and emergency fire fighters and ambulance personnel is dependent upon the quality and accuracy of information obtained from citizens who telephone the Itasca County Sheriff's Office law enforcement communication center; and

WHEREAS, public safety dispatchers are the first and most critical contact our citizens have with emergency services; and

WHEREAS, public safety dispatchers are the single vital link for our law enforcement officers, fire fighters, and ambulance personnel by monitoring their activities by radio, providing them with information, and insuring their safety; and

WHEREAS, public safety dispatchers of the Itasca County Sheriff's Office have contributed substantially to the apprehension of criminals, suppression of fires, and treatment of patients; and

WHEREAS, each dispatcher has exhibited compassion, understanding, and professionalism during the performance of their job in the past year.

NOW THEREFORE BE IT RESOLVED, that the Itasca County Board of Commissioners declares the week of April 14-20, 2024, to be National Telecommunicators Week in Itasca County in honor of the men and women whose diligence and professionalism keep our County and citizens safe.

BE IT FURTHER RESOLVED, that the Itasca County Board of Commissioners hereby recognize the following Emergency Communication Specialists at the Itasca County Sheriff's Office, who honorably perform the above-mentioned duties: Communications Supervisor Marnie Chupurdia, Shannon Shelton, Steve Geving, Susan Nichols, Jeremy Hanson, Kyle Bonestell, Adam Kortekaas, Dylan McBride, Kathy Derickson, Cassidy Kampsula, Molly Rother, and Brian Olds.

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Terry Snyder
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 26th day of March 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 26th day of March A.D. 2024.



Administrator

March 26, 2024

Chair:

PULL: None

ADDITIONS:
1. Item #6.15 – Legionella Update

CHANGES: None

INFORMATIONAL: None

ITASCA COUNTY
BOARD OF COMMISSIONERS

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

Tuesday, March 19, 2024 | 2:30 PM | Itasca County Boardroom

DRAFT

WORK SESSION MINUTES

I. CALL TO ORDER

Chair Johnson 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: Pull Items #5.1 (Donation of Computer to Bowstring Airport) and #5.2 (Application for Repurchase of Tax-Forfeited Parcel by John Cline), add the items as Items #6.12 and #6.13 respectively, and approve the agenda, as amended.

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

IV. MINUTES APPROVAL

Motion To: Approve the minutes, as delineated below.

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

1. Approve the minutes of the Tuesday, February 27, 2024 County Board Regular Session.

V. RECOMMENDED FOR CONSENT AGENDA

3. Authorize Land Commissioner to grant a one-year extension without charge on all Itasca County timber permits expiring in 2024.

RESULT:	**RECOMMENDED FOR CONSENT**	**NEXT: 03/26/2024**	**2:30 PM**

4. Adopt the Resolution Re: Popple River Multi-Use Recreational Trail Bridge Local Trails Connection Program Grant Application, and authorize necessary signatures.

RESULT:	**RECOMMENDED FOR CONSENT**	**NEXT: 03/26/2024**	**2:30 PM**

VI. DISCUSSION / INFORMATIONAL

1. Citizen Input
   No citizen input provided.

2. Legislative Conference Call
   A Legislative Conference Call was provided by Senator Rob Farnsworth.

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

3. American Rescue Plan (ARP) Request – Wirt Township
   Motion To: Approve the American Rescue Plan (ARP) request, in the amount of $40,000.00, from Wirt Township.

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

4. Granicus Proposal
   Chair Johnson provided information regarding the request to review the Granicus proposal regarding data requests.

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

5. Lease Between Itasca County and Itasca Medical Care
   Health and Human Services (HHS) Director Eric Villeneuve provided information regarding the request to approve the lease agreement between Itasca County and Itasca Medical Care for the period of 04/01/2024 - 03/31/2027.

   It was the consensus of the County Board to update the rate per square foot as follows: $15.45 - 2024/2025; $15.45 - 2025/2026; and $15.75 - 2026/2027.

RESULT:	**RECOMMENDED FOR CONSENT**	**NEXT: 03/26/2024**	**2:30 PM**

6. Lease Between Itasca County and Northeast Minnesota Office of Job Training
   Health and Human Services (HHS) Director Eric Villeneuve provided information regarding the request to approve the lease agreement between Itasca County and Northeast Minnesota Office of Job Training for the time period of 04/01/2024 - 03/31/2027.

RESULT:	**RECOMMENDED FOR CONSENT**	**NEXT: 03/26/2024**	**2:30 PM**

7. Lease Between Itasca County and Itasca County Health & Human Services
   Health and Human Services (HHS) Director Eric Villeneuve provided information regarding the request to approve the lease agreement between Itasca County and Itasca County Health & Human Services for the time period of 04/01/2024 - 03/31/2027.

RESULT:	**RECOMMENDED FOR CONSENT**	**NEXT: 03/26/2024**	**2:30 PM**

8. Electronic Filing System Discussion
   Financial Assistance Supervisor Jason Johnson provided information regarding an upcoming change in the Electronic Data Management System (EDMS) used in the Financial Assistance Unit of the Health and Human Services Department.

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

9. Letter of Support – General Waste and Recycling Certificate of Need Request
   Motion To: Approve letter of support for the General Waste and Recycling - Certificate of Need Request.

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

10. 2023 Itasca County AIS Program Report

Itasca County Aquatic Invasive Species (AIS) Coordinator Bill Grantges provided a 2023 AIS Program Report.

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

11. Reallocation of One Records Deputy I to a Road Deputy

Motion To: Approve reallocation of one (1) Records Deputy I (Grade 7) position to one (1) Road Deputy (Grade 10) position.

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

12. Donation of Computer to Bowstring Airport

Motion To: Approve the donation of end of life equipment to Bowstring Airport.

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

13. Application for Repurchase of Tax-Forfeited Parcel by John Cline

Assistant Land Commissioner Michael Gibbons provided information regarding the request to adopt a Resolution Re: Repurchase of Lots Twenty (20) and Twenty-one (21), Second Addition to Swan Lake.

It was the consensus of the County Board to refer this item for further discussion at the upcoming 2024 Land Classification Committee meeting scheduled for April 2, 2024.

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

VII. COMMITTEE REPORTS

Commissioner Ives reported on his attendance at various recent township meetings.

Commissioner Snyder reported on his attendance at recent Chippewa National Forest Resource Assessment Committee, Intergovernmental Affairs Committee, Grand Village, Itasca Economic Development Corporation (IEDC), Fairgrounds Task Force, Upper Mississippi Headwaters One Watershed/One Plan (UMHW 1W/1P) Committee, and various township meetings, as well as visits to Road & Bridge garages.

Commissioner Smith reported on his attendance at various recent city and township meetings.

Commissioner Venema reported on his attendance at various recent township meetings.

Commissioner Johnson reported on his attendance at the recent Western Mesabi Mine Planning Board (WMMPB) meeting, as well as the Goodland Steak Feed.

VIII. ADMINISTRATOR UPDATE

IX. COMMISSIONER COMMENTS

X. CLOSED SESSIONS

XI. ADJOURN

Chair Johnson adjourned the meeting at 4:14 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, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3532

DEPARTMENT: Administrative Services
TIME REQUESTED: < 5 Minutes
PRESENTER: Amanda Schultz

AGENDA ITEM:
Appointment - Water Plan Implementation Committee (WPIC)

BOARD ACTION REQUESTED:
Appoint Marjorie Sella to the Water Plan Implementation Committee (WPIC) fulfilling an unexpired At-Large vacancy effective March 26, 2024 through December 31, 2027.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:
1. Water Plan Implementation Committee - Application - M Sella
2. APPT Water Plan Implementation Committee - M Sella

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Terry Snyder
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, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3544

DEPARTMENT: Administrative Services
TIME REQUESTED: 5 Minutes
PRESENTER: Brett Skyles

AGENDA ITEM:
Granicus Proposal

BOARD ACTION REQUESTED:
Accept the Granicus proposal regarding data requests and authorize necessary signatures.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:
1. Itasca County, MN - Essentials 3 Proposal

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

Granicus Proposal for Itasca County MN

ORDER DETAILS

Prepared By:	Meg Marshall
Phone:	
Email:	meg.marshall@granicus.com
Order #:	Q-333466
Prepared On:	14 Mar 2024
Expires On:	26 Apr 2024

ORDER TERMS

Currency:	USD
Payment Terms:	Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance:	The term of the Agreement will commence on the date this document is signed and will continue for 36 months.

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	**Billing Frequency**	**Quantity/Unit**	**One-Time Fee**
Essentials Package 3 Setup and Configuration	Up Front	1 Each	$0.00
GovQA - Online Training	Up Front	1 Each	$0.00
Online Training – Users	Up Front	1 Each	$0.00
Payment Setup and Configuration	Up Front	1 Each	$0.00
Additional Storage Setup and Configuration	Up Front	1 Each	$0.00
Invoicing Setup and Configuration	Up Front	1 Each	$0.00
FOIA Platform Setup and Configuration	Up Front	1 Each	$0.00
Redaction Setup and Configuration	Up Front	3 Each	$0.00
ADFS Setup and Configuration	Up Front	1 Each	$0.00
Advanced Email Tracking Setup and Configuration	Up Front	1 Each	$0.00
Additional Services Setup and Configuration	Up Front	1 Each	$0.00
		SUBTOTAL:	**$0.00**

New Subscription Fees			
Solution	**Billing Frequency**	**Quantity/Unit**	**Annual Fee**
Essentials Package 3	Annual	1 Each	$10,500.00
Payments Module	Annual	1 Each	$0.00
Hosted Data Storage (TB)	Annual	1 Each	$0.00
Invoicing Module	Annual	1 Each	$0.00
FOIA Module Non Enterprise	Annual	1 Each	$0.00
Redaction License (per named user)	Annual	3 Each	$0.00
ADFS/Single Sign-on Module	Annual	1 Each	$0.00
Advanced Email Tracking	Annual	1 Each	$0.00
Additional Essentials Admin Seats 2 Pack	Annual	1 Each	$500.00
		SUBTOTAL:	**$11,000.00**

- *Once purchased data storage has been exceeded, data storage is billed in increments of 1TB over the purchased data storage amounts herein and will be assessed an additional annual fee of $1,200.00 and billed in arrears. Storage is reviewed annually and is adjusted at the next annual renewal. Throughout the term of the contract Itasca County MN is able to contact Granicus for a report on how much storage has been used.*

FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	Year 2	Year 3
Essentials Package 3	$11,235.00	$12,021.45
Payments Module	$0.00	$0.00
Hosted Data Storage (TB)	$0.00	$0.00
Invoicing Module	$0.00	$0.00
FOIA Module Non Enterprise	$0.00	$0.00
Redaction License (per named user)	$0.00	$0.00
ADFS/Single Sign-on Module	$0.00	$0.00
Advanced Email Tracking	$0.00	$0.00
Additional Essentials Admin Seats 2 Pack	$535.00	$572.45
SUBTOTAL:	**$11,770.00**	**$12,593.90**

PRODUCT DESCRIPTIONS

Solution	Description
Essentials Package 3	Essentials Package 3
Payments Module	Payments Module
Hosted Data Storage (TB)	Hosted Data Storage (TB)
Invoicing Module	Invoicing Module
FOIA Module Non Enterprise	FOIA Module Non Enterprise
Redaction License (per named user)	Redaction License (per named user)
GovQA - Online Training	GovQA - Online Training
Online Training – Users	Online Training – Users
ADFS/Single Sign-on Module	ADFS/Single Sign-on Module
Advanced Email Tracking	Advanced Email Tracking
FOIA Platform Setup and Configuration	FOIA Platform Setup and Configuration
Additional Essentials Admin Seats 2 Pack	Additional Essentials Admin Seats 2 Pack

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at https://granicus.com/legal/licensing, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-333466 dated 14 Mar 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Itasca County MN to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

BILLING INFORMATION

Billing Contact:		**Purchase Order Required?**	[ ] - No [ ] - Yes
Billing Address:		**PO Number:** *If PO required*	
Billing Email:		**Billing Phone:**	

If submitting a Purchase Order, please include the following language:
The pricing, terms, and conditions of quote Q-333466 dated 14 Mar 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Itasca County MN	
Signature:	
Name:	
Title:	
Date:	

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

Tuesday, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3536

DEPARTMENT: Auditor / Treasurer
TIME REQUESTED: < 5 Minutes
PRESENTER: Austin Rohling

AGENDA ITEM:
New On-Sale, Sunday Liquor Licenses

BOARD ACTION REQUESTED:
Approve new On-Sale, Sunday Liquor Licenses for Cut Foot Sioux Resort LLC dba Cut Foot Sioux Resort. located at 44394 State Highway 46, Deer River, MN 56636 for the period of April 1, 2024 to December 31, 2024.

BACKGROUND:
Cut Foot Sioux Resort LLC dba Cut Foot Sioux Resort located at 44394 State Highway 46, Deer River, MN 56636 is owned by Jake and Amanda Perrington. Cut Foot Sioux Resort currently has 2024 3.2 beer and wine licenses. They would like to switch to On-Sale and Sunday sales licenses.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Terry Snyder
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, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3537

DEPARTMENT: Auditor / Treasurer
TIME REQUESTED: < 5 Minutes
PRESENTER: Austin Rohling

AGENDA ITEM:
New On-Sale, Sunday Liquor Licenses

BOARD ACTION REQUESTED:
Approve new On-Sale, Sunday Liquor Licenses for Veterans Ventures LLC dba Northstar Lake Resort located at 37948 Northstar Rd, Marcell, MN 56657 for the period of April 1, 2024 to December 31, 2024.

BACKGROUND:
Veterans Ventures LLC dba Northstar Lake Resort owned by Michael and Rachael Felske is located at 37948 Northstar Rd, Marcell, MN 56657.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Terry Snyder
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, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3521

DEPARTMENT: Health & Human Services
TIME REQUESTED: < 5 Minutes
PRESENTER: Eric Villeneuve

AGENDA ITEM:
Lease Between Itasca County and Itasca Medical Care

BOARD ACTION REQUESTED:
Approve the lease agreement between Itasca County and Itasca Medical Care for the period of 04/01/2024 - 03/31/2027 and authorize the County Board Chair to sign the lease agreement.

BACKGROUND:
Itasca Medical Care will be leasing 4,700 total square feet of space within the Itasca Resource Center. They will pay $15.45 a square foot for 2024/2025, $15.45 for 2025/2026, and $15.75 for 2026/2027. The lease dollars will go to the IRC Building Fund. ICHHS recommends approval.

The County Attorney's Office recently reviewed the lease format in 2023 when Itasca County entered into a lease agreement with a new tenant.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:
1. Itasca County Lease-IMCARE 2024 Updated

03/19/2024
It was the consensus of the County Board to update the rate per square foot as follows: $15.45 - 2024/2025; $15.45 - 2025/2026; and $15.75 - 2026/2027.

RESULT:	**RECOMMENDED FOR CONSENT NEXT: 03/26/2024 2:30 PM**

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

Lease Between Itasca County and Itasca Medical Care

SYNOPSIS

This Lease Agreement is made by and between Itasca County hereinafter referred to as LESSOR; and Itasca Medical Care (IMCare), hereinafter referred to as LESSEE.

LESSOR: Itasca County is a political subdivision of the State of Minnesota. As such, Itasca County is empowered to carry out the governmental program of providing services under Minnesota Statute 373.01 subdivision 1 (4).

Itasca County is empowered to purchase, lease, rent, and maintain as a political subdivision of the State of Minnesota under Minnesota Statute 373.01.

Witnesseth: LESSOR and LESSEE, in consideration of the rents, covenants and considerations hereinafter specified, do hereby agree with the other as follows:

1. LEASED PREMISES

LESSOR grants and LESSEE accepts the lease of the following described Leased Premises located in the City of Grand Rapids, County of Itasca, Minnesota, to-wit:

Up to 4,700 total square feet in the building known as Itasca Resource Center located at 1209 SE 2nd Avenue, Grand Rapids, Minnesota.

2. USE

LESSEE shall use and occupy the Leased Premises for its programs and services and for no other purpose.

3. TERM

The term of the lease shall be three (3) years from the 1st of April, 2024 through the 31st of March, 2027, subject to termination by LESSOR during the term thereof upon six (6) month written notice to LESSEE.

4. RENTS

4.01 The consideration for this Lease Agreement shall be the mutual benefit to both parties of this Lease Agreement in so far as the collaborative is committed to improving access, delivery, and programming services to young children and families and individuals on a “one-stop” basis through collaboration and cooperation of the agencies involved in order to serve area residents in a more efficient and feasible manner.

4.02 LESSOR represents and warrants that it is solely entitled to all of the rents payable under the terms of this Lease Agreement and that it is a solvent organization. A complete auditor's report is available upon request.

4.03 In consideration for the use of said premises, LESSEE shall pay the LESSOR for 4,700 square feet of space at the rate of $15.45 per square foot the sum of $6,051.25 per month for the time frame of April 1st, 2024, through March 31st, 2025, to be billed quarterly following established IMCare billing protocol. Effective April 1st, 2025, through March 31st, 2026, the LESSEE shall pay the LESSOR for 4,700 square feet of space at the rate of $15.45 per square foot the sum of $6,051.25 per month to be billed quarterly following established IMCare billing protocol. Effective April 1st, 2026, through March 31st, 2027, the LESSEE shall pay the LESSOR for 4,700 square feet of space at the rate of $15.75 per square foot the sum of $6,168.75 per month to be billed quarterly following established IMCare billing protocol.

4.04 The building base operation costs will be reviewed on an annual basis with annual rents adjusted based on actual costs. Building base operating costs are those costs necessary and incidental to operating and maintaining the IRC building and related premises and shall include, but not be limited to, maintenance, cleaning, utilities, heating, cooling ventilation, lighting, restrooms, janitorial service, trash removal, recycling, snow removal, maintenance supplies, insurance and reserves.

LESSEE shall have the quiet enjoyment of the Leased Premises during the full term of this Lease Agreement and any extension of renewal thereof.

5. TERMINATION

5.01 In the event that LESSEE shall fail to fulfill its obligations as set forth in this lease, LESSOR shall notify LESSEE in writing setting forth the specific lease term in default. LESSEE shall then be allowed thirty (30) days to cure such default. In the event that such default is not corrected within such thirty (30) day period, LESSOR may, at LESSOR's option, declare this lease terminated.

5.02 LESSEE covenants that upon the termination of this Lease Agreement by lapse of time or otherwise, it shall remove its personal property and vacate and surrender possession of the Leased Premises to LESSOR in as good a condition as when LESSEE took possession, ordinary wear and damage by the elements expected. Any equipment, trade fixtures or furniture installed by LESSEE shall remain the property of the LESSEE. LESSEE shall have the right to remove owned equipment at the expiration or termination of this Lease Agreement or any extension thereof.

5.03 This lease may further be terminated by the LESSOR or the LESSEE with or without cause by providing 60 days advance notice of intent to terminate.

5.04 If LESSEE defaults, improvements to building will be forfeited as well as grant monies.

6. DUTIES OF LESSOR

6.01 **Utilities:** LESSOR shall bear the cost of heat, electricity, air-conditioning, gas, sewer and water.

6.02 **Common Areas:** LESSOR shall provide sufficient light, heat and maintenance to the common areas and public access areas to the Leased Premises, so that such areas shall be safe and reasonably comfortable.

6.03 **Snow Removal:** LESSOR shall keep the public sidewalks adjacent to the building and any sidewalks leading from the public sidewalks to the building free from snow, ice and debris.

6.04 **Maintenance:** LESSOR shall maintain in working condition all appurtenances within the scope of this Lease Agreement, including the maintenance of proper plumbing, wiring, heating and cooling devices and ductwork.

6.05 **Repairs:** LESSOR shall make such necessary repairs so as to continue to provide all such services appurtenances as are required by this Lease Agreement provided, however, that LESSOR shall not be responsible for repairs upon implements or articles which are the personal property of the LESSEE, nor shall LESSOR bear the expense of repairs to the Lease Premises necessitated by damage caused by LESSEE beyond normal wear and tear.

6.06 **Janitorial and Trash Removal:** LESSOR shall provide janitorial services and trash removal at LESSOR'S expense. LESSEE shall be responsible for the day-to-day maintenance of storage facilities and surface areas at its expense.

6.07 **Accessibility:**

a. LESSOR agrees to provide and maintain the Leased Premises and building of which the Leased Premises are a part with accessibility and facilities meeting code requirements for handicapped persons, pursuant to all applicable laws, rules, ordinances and regulations as issued by

any federal, state or local political subdivisions having jurisdiction and authority in connection with the property.

b. In the event of LESSOR'S failure to take steps to so comply within sixty (60) days following its receipt of notice of any such noncompliance, LESSEE, as its sole remedy, shall have this option to terminate this Lease Agreement within sixty (60) days prior to written notice to LESSOR.

7. DUTIES OF LESSEE

7.01 LESSEE shall allow access to the Leased Premises by LESSOR or its authorized representatives at any reasonable time during the life of this Lease Agreement for any purpose within the scope of this Lease Agreement.

7.02 LESSEE shall not use the Leased Premises at any time for any purpose forbidden by law or contrary to the requirements of the Minnesota Commissioner of Finance relative to the Leased Premises.

7.03 LESSEE shall not assign, sublet or otherwise transfer its interest in this Lease Agreement without the prior written consent of LESSOR.

7.04 LESSEE shall make no alterations, additions, or changes in the Leased Premises without the advance written consent of LESSOR. All alterations, additions, improvements and fixtures, which may be made or installed by LESSOR upon the Leased Premises and which in any manner are attached to the floors, walls, or ceilings, at the termination of this lease shall remain the property of LESSOR.

7.05 LESSEE shall be responsible for the payment of all costs associated with its telephone service to the Leased Premises.

7.06 On an annual basis, LESSEE shall furnish to LESSOR an initial program evaluation report and an annual budget including projected revenue and expenditure forecast.

8. DESTRUCTION OF PREMISES

In the event the Leased Premises are damaged or destroyed by fire or other casualty, LESSOR shall with reasonable diligence, repair such damage and restore the Leased Premises to substantially, its condition at the time LESSEE took possession at the commencement of the term thereof, subject to delays which may arise by reason of adjustment of loss under insurance policies and delays beyond the reasonable control of LESSOR; and to the extent the Leased Premises are rendered untenantable, the

rent shall abate proportionately except that there shall be no abatement of rent in the event such damage was caused by or contributed by the act, fault or neglect of LESSEE, its employees or agents; if it is impractical to restore the Leased Premises, LESSOR may terminate this Lease Agreement and the rent shall be adjusted to the date of damage. LESSOR must notify LESSEE of its intentions within thirty (30) days of the damage and, if the intent is to restore, must start restoration within sixty (60) days of the damage and complete restoration within ninety (90) days thereafter or LESSEE reserves the right to terminate this Lease Agreement.

9. INSURANCE LIABILITY

9.01 It shall be the duty of the LESSOR to insure the building against damage from fire, wind, or any cause whatsoever. It is expressly understood that LESSEE assumes by this Lease Agreement no liability for such damages, except as provided in this Lease Agreement.

9.02 **Mutual Indemnification**

a. Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this Contract.

b. It is understood and agreed that the County's liability shall be limited by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law.

c. Insurance: The LESSEE further agrees, in order to protect itself and the LESSOR under the indemnity provisions set forth above, to at all times during the term of this Agreement, have and keep in force a professional/commercial liability insurance policy in the amount of **$1,500,000.00** for total injuries or damages arising from any one incident and **$1,500,000.00** general aggregate. Worker's Compensation shall be provided per Minnesota statutory limits and Employer's Liability shall be in the amount of Bodily Injury by Accident: **$500,000.00** each Accident, Bodily Injury by Disease: **$500,000.00** each employee, Bodily Injury by Disease: **$500,000.00** policy limit. When transportation is provided by the LESSEE, said LESSEE shall have and keep in force automobile liability in the amount of **$1,500,000.00** for bodily injury and property damage

covering owned, non-owned and hired automobiles. Itasca County must be named additional insured.

9.03 LESSEE agrees that LESSOR assumes by the Lease Agreement no liability for loss of LESSEE'S personal property resulting from fire, tornado, civil disorder, theft or any cause whatsoever, except as may be attributed to LESSOR's negligence, acts or omissions as determined by a court of law.

9.04 LESSEE shall be responsible to insure its personal property from loss, damage or destruction and to carry renter's insurance.

10. BUILDING ACCESS

LESSOR shall provide LESSEE with access to the Leased Premises during the term of this Lease.

11. NOTICES

All notices, or communications between LESSOR and LESSEE shall be deemed sufficiently given or rendered in writing and delivered to either party personally or sent by registered or certified mail addressed as follows:

LESSOR: Itasca County Health and Human Services
1209 SE 2nd Ave
Grand Rapids, MN 55744

LESSEE: Itasca Medical Care (IMCare)
1219 SE 2nd Ave
Grand Rapids, MN 55744

12. SIGNS

LESSEE agrees to obtain LESSOR'S prior written approval of all signs including lettering and other advertising media upon the exterior of the Leased Premises.

13. ACCESS TO PREMISES

LESSOR shall have the right to enter upon the Leased Premises at reasonable hours for the purpose of inspecting the same or making repairs, additions, or alterations thereof or to the building in which the same are located. LESSOR further reserves the right to enter the Leased Premises at any time in the event of any emergency.

14. TAXES

In the event this Lease is taxable, it will be the responsibility of LESSEE to pay property taxes.

15. ARBITRATION

All claims, counterclaims, disputes and other matters in question between the parties arising out of or relating to this Agreement or the breach thereof will be decided by arbitration. Notice of demand for arbitration must be filed in writing with the other parties to this Agreement.

LESSOR	**LESSEE**
Itasca County	Itasca Medical Care (IMCare)
By:_____	By:_____
Title:_____	Title:_____
Date:_____	Date:_____

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

Tuesday, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3522

DEPARTMENT: Health & Human Services
TIME REQUESTED: < 5 Minutes
PRESENTER: Eric Villeneuve

AGENDA ITEM:
Lease Between Itasca County and Northeast Minnesota Office of Job Training

BOARD ACTION REQUESTED:
Approve the lease agreement between Itasca County and Northeast Minnesota Office of Job Training for the time period of 04/01/2024 - 03/31/2027 and authorize the County Board Chair to sign the lease agreement.

BACKGROUND:
Northeast Minnesota Office of Job Training will be leasing 2,003 total square feet of space within the Itasca Resource Center. They will pay $15.45 a square foot for 2024/2025, $15.45 for 2025/2026, and $15.75 for 2026/2027. The lease dollars will go into the IRC Building Fund. ICHHS recommends approval.

The County Attorney's Office recently reviewed the lease format in 2023 when Itasca County entered into a lease agreement with a new tenant.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:
1. 2024 Lease Between Itasca County and Northeast Minnesota Office of Job Training

03/19/2024

RESULT:	**RECOMMENDED FOR CONSENT NEXT: 03/26/2024 2:30 PM**

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

Lease Between Itasca County and Northeast Minnesota Office of Job Training

SYNOPSIS

This Lease Agreement is made by and between Itasca County hereinafter referred to as LESSOR; and Northeast Minnesota Office of Job Training, hereinafter referred to as LESSEE.

LESSEE: Northeast Minnesota Office of Job Training, an agency subject to a joint powers agreement of seven counties, including Itasca County, is a public entity under Minnesota Statute 466.01.

LESSOR: Itasca County is a political subdivision of the State of Minnesota. As such, Itasca County is empowered to carry out the governmental program of providing services under Minnesota Statute 373.01 subdivision 1 (4).

Itasca County is empowered to purchase, lease, rent, and maintain as a political subdivision of the State of Minnesota under Minnesota Statute 373.01.

Witnesseth: LESSOR and LESSEE, in consideration of the rents, covenants and considerations hereinafter specified, do hereby agree with the other as follows:

1. **LEASED PREMISES**

   LESSOR grants and LESSEE accepts the lease of the following described Leased Premises located in the City of Grand Rapids, County of Itasca, Minnesota, to-wit:

   Up to 2,003 total square feet in the building known as Itasca Resource Center located at 1209 SE 2nd Avenue, Grand Rapids, Minnesota.

2. **USE**

   LESSEE shall use and occupy the Leased Premises for its programs and services and for no other purpose.

3. **TERM**

   The term of the lease shall be three (3) years from the 1st of April, 2024 through the 31st of March, 2027, subject to termination by LESSOR during the term thereof upon six (6) month written notice to LESSEE.

4. RENTS

4.01 The consideration for this Lease Agreement shall be the mutual benefit to both parties of this Lease Agreement in so far as the collaborative is committed to improving access, delivery, and programming services to young children and families and individuals on a "one-stop" basis through collaboration and cooperation of the agencies involved in order to serve area residents in a more efficient and feasible manner.

4.02 LESSOR represents and warrants that it is solely entitled to all of the rents payable under the terms of this Lease Agreement and that it is a solvent organization. A complete auditor's report is available upon request.

4.03 In consideration for the use of said premises, LESSEE shall pay the LESSOR for 2,003 square feet of space at the rate of $15.45 per square foot the sum of $2,578.86 per month, payable on the 5th day of each month for the time period of April 1, 2024, through March 31st, 2025. Effective April 1st, 2025, through March 31st, 2026, the LESSEE shall pay the LESSOR for 2,003 square feet of space at the rate of $15.45 per square foot the sum of $2,578.86, payable on the 5th day of each month. Effective April 1st, 2026, through March 31st, 2027, the LESSEE shall pay the LESSOR for 2,003 square feet of space at the rate of $15.75 per square foot the sum of $2628.94 per month, payable on the 5th day of each month.

4.04 The building base operation costs will be reviewed on an annual basis with annual rents adjusted based on actual costs. Building base operating costs are those costs necessary and incidental to operating and maintaining the IRC building and related premises and shall include, but not be limited to, maintenance, cleaning, utilities, heating, cooling ventilation, lighting, restrooms, janitorial service, trash removal, recycling, snow removal, maintenance supplies, insurance and reserves.

LESSEE shall have the quiet enjoyment of the Leased Premises during the full term of this Lease Agreement and any extension of renewal thereof.

5. TERMINATION

5.01 In the event that LESSEE shall fail to fulfill its obligations as set forth in this lease, LESSOR shall notify LESSEE in writing setting forth the specific lease term in default. LESSEE shall then be allowed thirty (30) days to cure such default. In the event that such default is not corrected within such thirty (30) day period, LESSOR may, at LESSOR's option, declare this lease terminated.

5.02 LESSEE covenants that upon the termination of this Lease Agreement by lapse of time or otherwise, it shall remove its personal property and vacate and surrender possession of the Leased Premises to LESSOR in as good a condition as when LESSEE took possession, ordinary wear and damage by the elements expected. Any equipment, trade fixtures or furniture installed by LESSEE shall remain the property of the LESSEE. LESSEE shall have the right to remove owned equipment at the expiration or termination of this Lease Agreement or any extension thereof.

5.03 This lease may further be terminated by the LESSOR or the LESSEE with or without cause by providing 60 days advance notice of intent to terminate.

5.04 If LESSEE defaults, improvements to building will be forfeited as well as grant monies.

6. DUTIES OF LESSOR

6.01 **Utilities:** LESSOR shall bear the cost of heat, electricity, air-conditioning, gas, sewer and water.

6.02 **Common Areas:** LESSOR shall provide sufficient light, heat and maintenance to the common areas and public access areas to the Leased Premises, so that such areas shall be safe and reasonably comfortable.

6.03 **Snow Removal:** LESSOR shall keep the public sidewalks adjacent to the building and any sidewalks leading from the public sidewalks to the building free from snow, ice and debris.

6.04 **Maintenance:** LESSOR shall maintain in working condition all appurtenances within the scope of this Lease Agreement, including the maintenance of proper plumbing, wiring, heating and cooling devices and ductwork.

6.05 **Repairs:** LESSOR shall make such necessary repairs so as to continue to provide all such services appurtenances as are required by this Lease Agreement provided, however, that LESSOR shall not be responsible for repairs upon implements or articles which are the personal property of the LESSEE, nor shall LESSOR bear the expense of repairs to the Lease Premises necessitated by damage caused by LESSEE beyond normal wear and tear.

6.06 **Janitorial and Trash Removal:** LESSOR shall provide janitorial services and trash removal at LESSOR'S expense. LESSEE shall be responsible for the day-to-day maintenance of storage facilities and surface areas at its expense.

6.07 **Accessibility:**

a. LESSOR agrees to provide and maintain the Leased Premises and building of which the Leased Premises are a part with accessibility and facilities meeting code requirements for handicapped persons, pursuant to all applicable laws, rules, ordinances and regulations as issued by any federal, state or local political subdivisions having jurisdiction and authority in connection with the property.

b. In the event of LESSOR'S failure to take steps to so comply within sixty (60) days following its receipt of notice of any such noncompliance, LESSEE, as its sole remedy, shall have this option to terminate this Lease Agreement within sixty (60) days prior to written notice to LESSOR.

7. DUTIES OF LESSEE

7.01 LESSEE shall allow access to the Leased Premises by LESSOR or its authorized representatives at any reasonable time during the life of this Lease Agreement for any purpose within the scope of this Lease Agreement.

7.02 LESSEE shall not use the Leased Premises at any time for any purpose forbidden by law or contrary to the requirements of the Minnesota Commissioner of Finance relative to the Leased Premises.

7.03 LESSEE shall not assign, sublet or otherwise transfer its interest in this Lease Agreement without the prior written consent of LESSOR. LESSEE for the benefit of the LESSOR shall require that any sublease, lease, contract or subcontract contain a provision that the Sub-Lessee or contracting party comply with Section 9 and the general terms of this Lease Agreement and that the sub-lessee or contracting party shall provide a certificate of insurance as proof of insurance as required herein for the benefit of the Parties to this agreement. Any agreement under this provision shall be subject to the review of the Itasca County Attorney's Office.

7.04 LESSEE shall make no alterations, additions, or changes in the Leased Premises without the advance written consent of LESSOR. All alterations, additions, improvements and fixtures, which may be made or installed by LESSOR upon the Leased Premises and which in any manner are attached to the floors, walls, or ceilings, at the termination of this lease shall remain the property of LESSOR.

7.05 LESSEE shall be responsible for the payment of all costs associated with its telephone service to the Leased Premises.

7.06 On an annual basis, LESSEE shall furnish to LESSOR an initial program evaluation report and an annual budget including projected revenue and expenditure forecast.

8. DESTRUCTION OF PREMISES

In the event the Leased Premises are damaged or destroyed by fire or other casualty, LESSOR shall with reasonable diligence, repair such damage and restore the Leased Premises to substantially, its condition at the time LESSEE took possession at the commencement of the term thereof, subject to delays which may arise by reason of adjustment of loss under insurance policies and delays beyond the reasonable control of LESSOR; and to the extent the Leased Premises are rendered untenantable, the rent shall abate proportionately except that there shall be no abatement of rent in the event such damage was caused by or contributed by the act, fault or neglect of LESSEE, its employees or agents; if it is impractical to restore the Leased Premises, LESSOR may terminate this Lease Agreement and the rent shall be adjusted to the date of damage. LESSOR must notify LESSEE of its intentions within thirty (30) days of the damage and, if the intent is to restore, must start restoration within sixty (60) days of the damage and complete restoration within ninety (90) days thereafter or LESSEE reserves the right to terminate this Lease Agreement.

9. INSURANCE LIABILITY

9.01 MUTUAL INDEMNIFICATION

a. Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants or employees, in the

execution, performance, or failure to adequately perform its obligations pursuant to this Contract.

b. It is understood and agreed that the County's liability shall be limited by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law.

9.02 LESSEE agrees at all times during the term of this Agreement to have and keep in force insurance, either under a self-insurance program or separate insurance policy, as follows:

a. Commercial General Liability shall list Itasca County as an additional insured with the following insurance limits:

	Limits
General Aggregate	$1,500,000
Products-Completed Operations Aggregate	$1,500,000
Personal and Advertising Injury	$1,500,000
Each Occurrence: Combined Bodily Injury and Property Damage	$1,500,000

b. Automobile Liability - Combined single limit each occurrence for bodily injury and property damage covering owned, non-owned and hired automobiles $1,500,000

c. Workers' Compensation and Employer's Liability: Statutory Limits

d. Employer's Liability

Bodily injury by:	
Accident - Each Accident	$500,000
Disease - Policy Limit	$500,000
Disease - Each Employee	$500,000

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

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

LESSEE, its agents, or contractors of Lessee, shall not commence work on the Site, or otherwise occupy the Site, until it has obtained required insurance and filed an acceptable Certificate of

Insurance with LESSOR to the attention of the Risk Manager/Safety Officer. The Certificate shall:

a. List Itasca County as Certificate holder and as an additional insured with respect to operations covered under the Exhibit for all liability coverage except Workers' Compensation and Employer's Liability and Professional Liability, if applicable; and,

b. Be amended to show that Itasca County will receive thirty (30) days written notice in the event of cancellation, non-renewal or material change in any described policies.

9.03 Any public entity Sub-Lessee must provide the same indemnification and insurance requirements hereinabove set forth. Any private entity Sub-Lessee must provide the same indemnification and insurance requirements hereinabove set forth except that the general aggregate limit shall be increased to $3,000,000. Any sub-lease must be approved according to Section 7.03.

9.04 LESSEE further agrees the minimum requirements set forth above shall at all times be in an amount at least equal to the maximum liability of the LESSOR under Minn. Stat. 466.04 now or as said statute is hereafter amended or as otherwise required by law, statute or rule.

10. <u>BUILDING ACCESS</u>

LESSOR shall provide LESSEE with access to the Leased Premises during the term of this Lease.

11. <u>NOTICES</u>

All notices, or communications between LESSOR and LESSEE shall be deemed sufficiently given or rendered in writing and delivered to either party personally or sent by registered or certified mail addressed as follows:

LESSOR: Itasca County Health and Human Services
1209 SE 2nd Ave
Grand Rapids, MN 55744

LESSEE: Northeast Minnesota Office of Job Training
820 N 9th St.
P.O. Box 1028
Virginia, MN 55792

12. SIGNS

LESSEE agrees to obtain LESSOR'S prior written approval of all signs including lettering and other advertising media upon the exterior of the Leased Premises

13. ACCESS TO PREMISES

LESSOR shall have the right to enter upon the Leased Premises at reasonable hours for the purpose of inspecting the same or making repairs, additions, or alterations thereof or to the building in which the same are located. LESSOR further reserves the right to enter the Leased Premises at any time in the event of any emergency.

14. ARBITRATION

All claims, counterclaims, disputes and other matters in question between the parties arising out of or relating to this Agreement or the breach thereof will be decided by arbitration. Notice of demand for arbitration must be filed in writing with the other parties to this Agreement.

LESSOR	**LESSEE**
Itasca County	Northeast Minnesota Office of Job Training
By:_____	By:_____
Title:_____	Title:_____
Date:_____	Date:_____

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

Tuesday, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3523

DEPARTMENT: Health & Human Services
TIME REQUESTED: < 5 Minutes
PRESENTER: Eric Villeneuve

AGENDA ITEM:
Lease Between Itasca County and Itasca County Health & Human Services

BOARD ACTION REQUESTED:
Approve the lease agreement between Itasca County and Itasca County Health & Human Services for the time period of 04/01/2024 - 03/31/2027 and authorize the County Board Chair to sign the lease agreement.

BACKGROUND:
Itasca County Health & Human Services will be leasing 19,008 total square feet of space within the Itasca Resource Center. They will pay $13.00 a square foot for 2024/2025, $13.45 for 2025/2026, and $13.75 for 2026/2027. The lease dollars will go to the IRC Building Fund. ICHHS recommends approval.

The County Attorney's Office recently reviewed the lease format in 2023 when Itasca County entered into a lease agreement with a new tenant.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:
1. 2024 Lease Between Itasca County and ICHHS

03/19/2024

RESULT:	**RECOMMENDED FOR CONSENT NEXT: 03/26/2024 2:30 PM**

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

Lease Between Itasca County and Itasca County Health & Human Services

SYNOPSIS

This Lease Agreement is made by and between Itasca County hereinafter referred to as LESSOR; and Itasca County Health & Human Services, hereinafter referred to as LESSEE.

LESSEE: Itasca County Health and Human Services is dedicated to providing Health & Human Services to Itasca County.

LESSOR: Itasca County is a political subdivision of the State of Minnesota. As such, Itasca County is empowered to carry out the governmental program of providing services under Minnesota Statute 373.01 subdivision 1 (4).

Itasca County is empowered to purchase, lease, rent, and maintain as a political subdivision of the State of Minnesota under Minnesota Statute 373.01.

Witnesseth: LESSOR and LESSEE, in consideration of the rents, covenants and considerations hereinafter specified, do hereby agree with the other as follows:

1. **LEASED PREMISES**

   LESSOR grants and LESSEE accepts the lease of the following described Leased Premises located in the City of Grand Rapids, County of Itasca, Minnesota, to-wit:

   Up to 19,008 total square feet in the building known as Itasca Resource Center located at 1209 SE 2nd Avenue, Grand Rapids, Minnesota.

2. **USE**

   LESSEE shall use and occupy the Leased Premises for its programs and services and for no other purpose.

3. **TERM**

   The term of the lease shall be three (3) years from the 1st of April, 2024 through the 31st of March, 2027, subject to termination by LESSOR during the term thereof upon six (6) month written notice to LESSEE.

4. **RENTS**

   4.01 The consideration for this Lease Agreement shall be the mutual benefit to

both parties of this Lease Agreement in so far as the collaborative is committed to improving access, delivery, and programming services to young children and families and individuals on a "one-stop" basis through collaboration and cooperation of the agencies involved in order to serve area residents in a more efficient and feasible manner.

4.02 LESSOR represents and warrants that it is solely entitled to all of the rents payable under the terms of this Lease Agreement and that it is a solvent organization. A complete auditor's report is available upon request.

4.03 In consideration for the use of said premises, LESSEE shall pay the LESSOR for 19,008 square feet of space at the rate of $13.00 per square foot the sum of $20,592.00 payable monthly or $247,104.00 payable annually for the time frame of April 1st, 2024, through March 31st, 2025. Effective April 1st, 2025, through March 31st, 2026, the LESSEE shall pay the LESSOR for 19,008 square feet of space at the rate of $13.45 per square foot the sum of $21,304.80, payable monthly or $255,657.60 payable annually. Effective April 1st, 2026, through March 31st, 2027, the LESSEE shall pay the LESSOR for 19,008 square feet of space at the rate of $13.75 per square foot the sum of $21,780.00 payable monthly or $261,360.00 payable annually.

4.04 The building base operation costs will be reviewed on an annual basis with annual rents adjusted based on actual costs. Building base operating costs are those costs necessary and incidental to operating and maintaining the IRC building and related premises and shall include, but not be limited to, maintenance, cleaning, utilities, heating, cooling ventilation, lighting, restrooms, janitorial service, trash removal, recycling, snow removal, maintenance supplies, insurance and reserves.

LESSEE shall have the quiet enjoyment of the Leased Premises during the full term of this Lease Agreement and any extension of renewal thereof.

5. TERMINATION

5.01 In the event that LESSEE shall fail to fulfill its obligations as set forth in this lease, LESSOR shall notify LESSEE in writing setting forth the specific lease term in default. LESSEE shall then be allowed thirty (30) days to cure such default. In the event that such default is not corrected within such thirty (30) day period, LESSOR may, at LESSOR's option, declare this lease terminated.

5.02 LESSEE covenants that upon the termination of this Lease Agreement by lapse of time or otherwise, it shall remove its personal property and vacate and surrender possession of the Leased Premises to LESSOR in as good a condition as when LESSEE took possession, ordinary wear and damage by the elements expected. Any equipment, trade fixtures or furniture installed by LESSEE shall remain the property of the LESSEE. LESSEE shall have the right to remove owned equipment at the expiration or termination of this Lease Agreement or any extension thereof.

5.03 This lease may further be terminated by the LESSOR or the LESSEE with or without cause by providing 60 days advance notice of intent to terminate.

5.04 If LESSEE defaults, improvements to building will be forfeited as well as grant monies.

6. DUTIES OF LESSOR

6.01 **Utilities:** LESSOR shall bear the cost of heat, electricity, air-conditioning, gas, sewer and water.

6.02 **Common Areas:** LESSOR shall provide sufficient light, heat and maintenance to the common areas and public access areas to the Leased Premises, so that such areas shall be safe and reasonably comfortable.

6.03 **Snow Removal:** LESSOR shall keep the public sidewalks adjacent to the building and any sidewalks leading from the public sidewalks to the building free from snow, ice and debris.

6.04 **Maintenance:** LESSOR shall maintain in working condition all appurtenances within the scope of this Lease Agreement, including the maintenance of proper plumbing, wiring, heating and cooling devices and ductwork.

6.05 **Repairs:** LESSOR shall make such necessary repairs so as to continue to provide all such services appurtenances as are required by this Lease Agreement provided, however, that LESSOR shall not be responsible for repairs upon implements or articles which are the personal property of the LESSEE, nor shall LESSOR bear the expense of repairs to the Lease Premises necessitated by damage caused by LESSEE beyond normal wear and tear.

6.06 **Janitorial and Trash Removal:** LESSOR shall provide janitorial services and trash removal at LESSOR'S expense. LESSEE will allow janitorial staff in to begin cleaning daily at 3:00 PM, unless an exception is previously arranged with the LESSOR. LESSEE shall be responsible for the day-to-day maintenance of storage facilities and surface areas at its expense.

6.07 **Accessibility:**

a. LESSOR agrees to provide and maintain the Leased Premises and building of which the Leased Premises are a part with accessibility and facilities meeting code requirements for handicapped persons, pursuant to all applicable laws, rules, ordinances and regulations as issued by any federal, state or local political subdivisions having jurisdiction and authority in connection with the property.

b. In the event of LESSOR'S failure to take steps to so comply within sixty (60) days following its receipt of notice of any such noncompliance, LESSEE, as its sole remedy, shall have this option to terminate this Lease Agreement within sixty (60) days prior to written notice to LESSOR.

7. DUTIES OF LESSEE

7.01 LESSEE shall allow access to the Leased Premises by LESSOR or its authorized representatives at any reasonable time during the life of this Lease Agreement for any purpose within the scope of this Lease Agreement.

7.02 LESSEE shall not use the Leased Premises at any time for any purpose forbidden by law or contrary to the requirements of the Minnesota Commissioner of Finance relative to the Leased Premises.

7.03 LESSEE shall not assign, sublet or otherwise transfer its interest in this Lease Agreement without the prior written consent of LESSOR. LESSEE for the benefit of the LESSOR shall require that any sublease, lease, contract or subcontract contain a provision that the Sub-Lessee or contracting party comply with Section 9 and the general terms of this Lease Agreement and that the sub-lessee or contracting party shall provide a certificate of insurance as proof of insurance as required herein for the benefit of the Parties to this agreement. Any agreement under

this provision shall be subject to the review of the Itasca County Attorney's Office.

7.04 LESSEE shall make no alterations, additions, or changes in the Leased Premises without the advance written consent of LESSOR. All alterations, additions, improvements and fixtures, which may be made or installed by LESSOR upon the Leased Premises and which in any manner are attached to the floors, walls, or ceilings, at the termination of this lease shall remain the property of LESSOR.

7.05 LESSEE shall be responsible for the payment of all costs associated with its telephone service to the Leased Premises.

7.06 On an annual basis, LESSEE shall furnish to LESSOR an initial program evaluation report and an annual budget including projected revenue and expenditure forecast.

8. DESTRUCTION OF PREMISES

In the event the Leased Premises are damaged or destroyed by fire or other casualty, LESSOR shall with reasonable diligence, repair such damage and restore the Leased Premises to substantially, its condition at the time LESSEE took possession at the commencement of the term thereof, subject to delays which may arise by reason of adjustment of loss under insurance policies and delays beyond the reasonable control of LESSOR; and to the extent the Leased Premises are rendered untenantable, the rent shall abate proportionately except that there shall be no abatement of rent in the event such damage was caused by or contributed by the act, fault or neglect of LESSEE, its employees or agents; if it is impractical to restore the Leased Premises, LESSOR may terminate this Lease Agreement and the rent shall be adjusted to the date of damage. LESSOR must notify LESSEE of its intentions within thirty (30) days of the damage and, if the intent is to restore, must start restoration within sixty (60) days of the damage and complete restoration within ninety (90) days thereafter or LESSEE reserves the right to terminate this Lease Agreement.

9. INSURANCE LIABILITY

9.01 MUTUAL INDEMNIFICATION

a. Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter

sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this Contract.

b. It is understood and agreed that the County's liability shall be limited by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law.

9.02 LESSEE agrees at all times during the term of this Agreement to have and keep in force insurance, either under a self-insurance program or separate insurance policy, as follows:

a. Commercial General Liability shall list Itasca County as an additional insured with the following insurance limits:

	Limits
General Aggregate	$1,500,000
Products-Completed Operations Aggregate	$1,500,000
Personal and Advertising Injury	$1,500,000
Each Occurrence: Combined Bodily Injury and Property Damage	$1,500,000

b. Automobile Liability - Combined single limit each occurrence for bodily injury and property damage covering owned, non-owned and hired automobiles $1,500,000

c. Workers' Compensation and Employer's Liability: Statutory Limits

d. Employer's Liability

Bodily injury by:	
Accident - Each Accident	$500,000
Disease - Policy Limit	$500,000
Disease - Each Employee	$500,000

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

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

LESSEE, its agents, or Lessee's contractors, shall not commence work on the Site, or otherwise occupy the Site, until it has obtained required insurance and filed an acceptable Certificate of Insurance with LESSOR to the attention of the Risk Manager/Safety Officer. The Certificate shall:

a. List Itasca County as Certificate holder and as an additional insured with respect to operations covered under the Exhibit for all liability coverage except Workers' Compensation and Employer's Liability and Professional Liability, if applicable; and,

b. Be amended to show that Itasca County will receive thirty (30) days written notice in the event of cancellation, non-renewal or material change in any described policies.

9.03 Any public entity Sub-Lessee must provide the same indemnification and insurance requirements hereinabove set forth. Any private entity Sub-Lessee must provide the same indemnification and insurance requirements hereinabove set forth except that the general aggregate limit shall be increased to $3,000,000. Any sub-lease must be approved according to Section 7.03.

9.04 LESSEE further agrees the minimum requirements set forth above shall at all times be in an amount at least equal to the maximum liability of the LESSOR under Minn. Stat. 466.04 now or as said statute is hereafter amended or as otherwise required by law, statute or rule.

10. BUILDING ACCESS

LESSOR shall provide LESSEE with access to the Leased Premises during the term of this Lease.

11. NOTICES

All notices, or communications between LESSOR and LESSEE shall be deemed sufficiently given or rendered in writing and delivered to either party personally or sent by registered or certified mail addressed as follows:

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

LESSEE: Itasca County Health and Human Services
1209 SE 2nd Ave
Grand Rapids, MN 55744

SIGNS

LESSEE agrees to obtain LESSOR'S prior written approval of all signs including lettering and other advertising media upon the exterior of the Leased Premises

12. ACCESS TO PREMISES

LESSOR shall have the right to enter upon the Leased Premises at reasonable hours for the purpose of inspecting the same or making repairs, additions, or alterations thereof or to the building in which the same are located. LESSOR further reserves the right to enter the Leased Premises at any time in the event of any emergency.

13. ARBITRATION

All claims, counterclaims, disputes and other matters in question between the parties arising out of or relating to this Agreement or the breach thereof will be decided by arbitration. Notice of demand for arbitration must be filed in writing with the other parties to this Agreement.

LESSOR	**LESSEE**
Itasca County	Itasca County Health & Human Services
By:_____	By:_____
Title:_____	Title:_____
Date:_____	Date:_____

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

Tuesday, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3516

DEPARTMENT: Land Department
PRESENTER: Michael Gibbons

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:
One-Year Extensions on Expiring Timber Permits

BOARD ACTION REQUESTED:
Authorize Land Commissioner to grant a one-year extension without charge on all Itasca County timber permits expiring in 2024.

BACKGROUND:
The winter of 2023-2024 is one of the warmest on record and has created significant hardships for local timber producers. The Land Department has policies in place to grant hardship extensions to expiring permits for adverse surface conditions. The department is seeking County Board support to grant one-year extensions on all expiring timber permits at no additional charge. Extending expiring timber permits helps ensure that the affected permits are harvested in a timely manner and that the stumpage remains available for local timber markets.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:
1. The Lost Winter of 2023-24 _ Minnesota DNR

03/19/2024

RESULT:	**RECOMMENDED FOR CONSENT NEXT: 03/26/2024 2:30 PM**

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

DEPARTMENT OF NATURAL RESOURCES

The Lost Winter of 2023-24

This is an ongoing story.

Where on Earth did Minnesota's winter go? The State Climatology Office has been looking for proof of this iconic season's existence since early December 2023, but was only able to find are some traces of it that were left on the ground during mid-January, before melting away during yet another heatwave. A brief resurgence in mid- February brought snow and hope to southern Minnesota (https://www.dnr.state.mn.us/climate/journal/feb-14-2024-snow.html), but vanished within days, and a late-month flourish lasted 36 hours before being chased away by yet another warm spell.



(https://images.dnr.state.mn.us/natural_resources/climate/j24)
Where's the winter? Bare ground and trees with the long shadows of early February.
Image credit: Minnesota State Climatology Office.

The winter season can be defined meteorologically (December through February), astronomically (December 21 to March 21), or based on when we actually experience winter-like conditions, meaning cold and snow. By that latter definition, a typical winter lasts from November into March or even April, but this year, we've had only a total of about two weeks of it, and some of that was around Halloween!

Instead, the winter has been dominated by warmth and snowlessness, with the December-through-February meteorological winter becoming the the warmest on record at almost all stations. Winter heatwaves in December (https://www.dnr.state.mn.us/climate/journal/warm-humid-wet-xmas-2023.html), January, (https://www.dnr.state.mn.us/climate/journal/heat-wave-january-21-2024.html) and February (https://www.dnr.state.mn.us/climate/journal/record-heat-february-26.html) produced record high temperatures, record high *minimum* temperatures, all-time monthly high temperatures, and some "firsts" for winter warmth too. International Falls recorded its first January 50 F temperature in its history, and the Twin Cities broke its record for number of 50 F days for the season by early February, racking up 18 by the end of the month. St. Cloud and the Twin Cities both observed their longest January Thaw on record (https://www.dnr.state.mn.us/climate/journal/record-january-thaw-2024.html). Rochester and the Twin Cities both observed their warmest February day in recorded history.

Most areas in the state had received less than 50% of their normal snowfall through the end of February, and had observed 30-70 days since December 1 with no snow on the ground.

The warm conditions and the lack of snow reinforced each other. Snow cover reflects incoming sunlight, which prevents the ground from heating up and warming the air above it. Snow therefore prevents warming and promotes cooling of the local air mass, with stronger effects as the snow deepens. Bare ground, on the other hand, allows much more sunlight to reach the earth, which promotes warming of the air.

The differences in air temperature between bare and snow-covered can be significant. Looking at all winters since 1994, Milan in western Minnesota averaged nearly 23 degrees F when there was no measurable snow on the ground, versus 12 degrees F with 10+ inches of snow cover, and about 4.5 degrees F when snow depth was at least 20 inches. The lack of snow in 2023-24 definitely contributed to the many extremes of warmth observed in Minnesota.

The warm conditions during the early winter delayed ice formation on area lakes, with some recording their latest ice-in dates on record (though Minnesota has far fewer lakes with high-quality ice-in records than it has for ice***-out*** dates). When lake ice did form, it was of inconsistent quality, leading to widespread unsafe conditions, even during the middle and end of January. The US Pond Hockey Championships at Lake Nokomis in Minneapolis had to cancel its final weekend, outdoor ice rinks came down early and after little use across the state, and many other major events were shortened, postponed or altered significantly. Lake ice came off early too, with the earliest ice out on record set at Clear Lake in Waseca County on March 1st, 2024. The previous earliest date was March 6th, and the lake has mostly consistent records into the1870s.

The following table summarizes temperature statistics for the December through February meteorological winter.

December-through-February 2023-24 seasonal statistics for Minnesota's first-order climate stations. "Normal" refers to 1991-2020 averages. All values preliminary until February is complete.

Statistic	**Duluth**	**International Falls**	**Rochester**	**St. Cloud**	**Twin Cities**
Avg Temp (F)	24.7	21.2	27.8	27.2	29.9
Normal Avg Temp (F)	14.6	8.8	18.1	18.6	19.6
Avg Temp Rank	2nd Warmest*	Warmest	Warmest	Warmest	Warmest
Highest (F)	54	53	69	58	65
Highest Low (F)	41	36	44	38	45
# Highs 50+ F	3	3	16	8	18
# Record highs	3	6	8	7	7
# Record-high **lows**	6	12	6	10	*7*

** In Duluth, the winter of 1877-78 still stands as the warmest on record, with a temperature of 28.1 F. At that time, however, the Duluth station was on Superior Street, within about 1000 feet of Lake Superior. The lake has a large warming effect during winter (and a cooling effect during summer), making some comparisons between the historical and current stations difficult. We do not know what the temperature of 1877-78 would have been near the airport, nor what the temperature of this winter was at the original location.*

Updated February 29, 2024

Questions?

Call 651-296-6157 or 888-646-6367

Email us: info.dnr@state.mn.us

Sign up for email updates

Email address Subscribe

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

Tuesday, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3524

DEPARTMENT: Land Department
PRESENTER: Sara Thompson

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:
Local Trail Connections Program Grant Approval and Acceptance

BOARD ACTION REQUESTED:
Adopt the Resolution Re: Popple River Multi-Use Recreational Trail Bridge Local Trails Connection Program Grant Application, and authorize necessary signatures.

BACKGROUND:
The Western Itasca Trails Committee has identified projects along the Avenue of Pines Corridor. Collaborators on the committee include but not limited to the Itasca County Land Department, CEDA, other government agencies, and local communities. With the expansion of the multi-use paved trail within the S. Lake Community, the Popple River multi-use recreational trail bridge project has been a goal of the S. Lake Community and the S. Lake Local Indian Council (LIC) since 2016. This will provide residents and visitors a much safer crossing than utilizing the existing bridge on State Highway 46 where the speed of travel ranges from 50+ mph in a 40 mph speed zone. The bridge will be multi-use providing an opportunity for walkers, bikers, ATV riders, and snowmobilers to cross safely.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

03/19/2024

RESULT:	**RECOMMENDED FOR CONSENT NEXT: 03/26/2024 2:30 PM**

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Terry Snyder
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, March 26, 2024

RESOLUTION 2024-15

RE: POPPLE RIVER MULTI-USE RECREATIONAL TRAIL BRIDGE

LOCAL TRAIL CONNECTIONS GRANT APPLICATION

WHEREAS, Itasca County recognizes the importance of recreational trails to the local economy and supports the grant application made to the Minnesota Department of Natural Resources for the Local Trail Connections Grant Program, and

WHEREAS, the grant-in-aid snowmobile and ATV trails, pedestrian traffic and State Highway #46 vehicle traffic all cross on the Popple River bridge in S. Lake, and

WHEREAS, Itasca County desires to work with the City of S. Lake, the S. Lake Local Indian Council (LIC), and trail clubs to provide safe travel for all users by constructing a separate multi-use recreational trail bridge next to the State Highway 46 Popple River bridge, and

WHEREAS, Itasca County recognizes the twenty-five (25) percent match requirements for the Local Trail Connections grant program, and is working to secure or has secured matching funds for the project, and

NOW, THEREFORE, BE IT RESOLVED, if Itasca County is awarded a grant by the Minnesota Department of Natural resources, Itasca County agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. Itasca County will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED, that the Itasca County Auditor, located at 123 NE 4th St. Grand Rapids, MN. 55744 be named as the fiscal agent for this project (or grant), and

BE IT FURTHER RESOLVED, Itasca County hereby assures the multi-use recreational trail bridge will be maintained for no less than twenty (20) years as required by the Local Trail Connections Grant Program.

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Terry Snyder
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 26th day of March 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 26th day of March A.D. 2024.

Administrator

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

Tuesday, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-77

DEPARTMENT: Administrative Services
TIME REQUESTED: 10 Minutes
PRESENTER: Chair

AGENDA ITEM:
Citizen Input

BOARD ACTION REQUESTED:
Receive Citizen Input

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

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

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

Tuesday, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3483

DEPARTMENT: Administrative Services **TIME REQUESTED:** 15 Minutes
PRESENTER: Shane Zahrt, Representative Spencer Igo

AGENDA ITEM:
Legislative Conference Call

BOARD ACTION REQUESTED:
Hold a Legislative Conference Call with Itasca County delegation and Lobbyist Shane Zahrt.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:
1. 2024 Legislative Priorities FINAL

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

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
FINAL

- 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
- Trails & Tourism Relative to Insurance

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

Tuesday, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3527

DEPARTMENT: Human Resources
PRESENTER: Brett Skyles

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:
Recognition of County Employees

BOARD ACTION REQUESTED:
To recognize those employees who have either experienced a job change, given notice of leaving employment, received commendation, or to welcome any new employees.

BACKGROUND:
Farewell to Julie Shofner Patnaude whose last day as Lead Child Support Officer, with the Health & Human Services Department will be March 31, 2024, after 22+ years of service.

Welcome to new employee, Kaden Kucza, Corrections Deputy with the Sheriff Department, effective March 18, 2024.

Welcome to new employee, Michelle Jensen, Clerk Treasurer with the Auditor/Treasurer Department, effective March 18, 2024.

Welcome to new employee, Katie Maurer, Eligibility Specialist with the Health & Human Services Department, effective March 25, 2024.

Welcome to new employee, David Erickson-Robertshaw, Custodian with the Health & Human Services Department, effective March 18, 2024.

Welcome to new employee, Makenzie Morse, Corrections Deputy with the Sheriff Department, effective March 19, 2024.

Welcome to new employee, Wyatt Trombley, Sheriff Deputy/Road Deputy with the Sheriff Department, effective March 19, 2024.

Welcome to new employee, Becky Holm, Eligibility Specialist with the Health & Human Services Department, effective March 26, 2024.

Farewell to John Kempe whose last day as Assistant County Attorney-Senior with the Attorney Department will be April 5, 2024, after 4 + years of service.

Welcome to new employee, Carrie Nelson, Assessor/Appraiser I, with the Assessor Department, effective March 25, 2024.

Welcome to new employee, Andrew Heintz, Assessor/Appraiser I, with the Assessor Department, effective March 26, 2024.

Congratulations to Leeha Gustason, Amber Kallaus and Jackson Purdie who accepted promotions from Records Deputy I to Records Deputy II effective March 17, 2024.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

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

Tuesday, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-113

DEPARTMENT: Auditor / Treasurer
TIME REQUESTED: < 5 Minutes
PRESENTER: Gail Guck

AGENDA ITEM:
Commissioner Warrants

BOARD ACTION REQUESTED:
Approve Commissioner Warrants with a check date of March 29, 2024, in the amount of $1,010,409.15.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

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

Tuesday, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-132

DEPARTMENT: Health & Human Services
TIME REQUESTED: < 5 Minutes
PRESENTER: Christine Krebs

AGENDA ITEM:
ICHHS Warrants

BOARD ACTION REQUESTED:
Approve the Itasca County Health and Human Services (ICHHS) Department Warrants for March 2024, in the amount of $1,472,539.37.

BACKGROUND:
N/A

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:
1. March 2024 Board Report

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

ITASCA COUNTY HEALTH AND HUMAN SERVICES

ITASCA RESOURCE CENTER

1209 SE 2nd Avenue, Grand Rapids, MN 55744

Hearing Impaired Number TDD: 218-327-5549

218-327-2941

Visit us at : www.co.itasca.mn.us

March 2024

Income Maint/Admin Payments	$	443,816.21
Social Services - Waivers	$	7,120.50
Social Services - Non-Waivers	$	97,443.27
Foster Care/Out of Home/FamilySupport	$	406,513.25
Relative Custody/Preventive Placement Costs/Incidentals	$	57,519.01
Public Health	$	32,306.37
Community Health Board	$	427,820.76
Total	$	1,472,539.37

Note : The above is a general description of payments made during the month indicated and is not intended to be a detailed itemization. The Community Health Board does not affect the Health & Human Services budget or levy.

March 2024
Out of Home Placement Breakdown

Foster Care/Out-of-Home/Family Support Comparison

	Actual 2024	Actual 2023	Actual 2022	Actual 2021 (COVID Yr)	Actual 2020
January	358,655.03	481,711.66	433,150.76	375,450.87	459,792.92
February	392,553.96	553,117.21	348,631.48	276,036.33	591,619.05
March	406,513.25	549,963.91	390,198.68	470,336.10	503,054.15
April		519,051.04	552,814.60	327,746.28	447,083.94
May		438,535.58	487,698.28	435,540.15	533,038.47
June		563,762.89	585,853.92	453,742.31	382,221.73
July		429,881.33	400,212.87	295,647.79	361,553.69
August		482,732.73	484,467.08	406,809.83	324,126.58
September		397,517.32	499,454.00	351,501.34	388,223.65
October		445,148.34	596,946.77	253,884.89	482,584.01
November		510,070.44	361,433.79	424,163.31	397,425.90
December		383,715.02	510,726.16	280,089.95	351,799.88
Total	1,157,722.24	5,755,207.47	5,651,588.39	4,350,949.15	5,222,523.97

Child Protection Statistics

	Maltreatment Reports	Opened for Assessment	% Opened	Children Placed	% Placed of Open
January	49	24	49%	8	33%
February	35	17	49%	11	65%
March	38	14	37%	0	0%
April			#DIV/0!		#DIV/0!
May			#DIV/0!		#DIV/0!
June			#DIV/0!		#DIV/0!
July			#DIV/0!		#DIV/0!
August			#DIV/0!		#DIV/0!
September			#DIV/0!		#DIV/0!
October			#DIV/0!		#DIV/0!
November			#DIV/0!		#DIV/0!
December			#DIV/0!		#DIV/0!
	122	55	45%	19	35%
			average		average
2023	510	275	56%	84	32%
2022	605	300	50%	96	33%
2021 (COVID Yr)	522	343	67%	95	28%
2020	573	326	56%	97	33%

March 2024

Out of Home Placement Payments by Vendor

		Rate		Invoices Paid
Northwestern MN Juvenile	-	$260-$372/day		$ 83,399
The Bridge Residential Facility	-	$250/day		$ 66,045
North Homes	-	$175 - $365/day		$ 44,897
Anoka County Juvenile Center	-	$226 - $282/day		$ 37,288
Snyders/Foundation for Life	-	$122/day		$ 23,576
Mille Lacs Academy	-	$525/day		$ 23,161
New Trails Group Home	-	$242/day		$ 18,722
Northstar	-	$128/day		$ 11,600
Little Sand Group Home	-	$366/day		$ 10,619
Lighthouse	-	$128/day		$ 5,800
Lutheran Social Services	-	$148-$194/day		$ 5,675
Arrowhead Juvenile Center	-	$250/day		$ -
Crow Wing Community Serv	-	$295/day		$ -
Dakota County Juvenile Serv	-	$325 - $340/day		$ -
Evergreen Shelter	-			$ -
Go Forward Group Home	-	$245/day		$ -
Heartland Girls Ranch	-	$249 - $316/day		$ -
Kidspeace Corp	-	$266/day		$ -
Kindred Family Focus	-			$ -
MCF - Redwing	-	$260/day		$ -
MN Dept of Corrections	-	$269/day		$ -
Northwood	-	$294-$331/day		$ -
Pathfinders Children Treat	-	$106/day		$ -
Peace House	-	$115/day		$ -
Port Group Homes	-	$269/day		$ -
Prairie Lakes Youth Program	-	$209 - $239/day		$ -
Serenity Christian Homes	-	$256.69/day		$ -
St Cloud Children's Home	-	$221/day		$ -
Village Ranch	-	$175 - $231/day		$ -
Volunteers of America	-			$ -
West Central Juvenile Center	-	$334/day		$ -
Woodland Hills	-	$152 - $331/day		$ -
Individuals*	-	$21 - $121/day		$ 154,373
Total				**$ 485,156**

*Individuals : Includes Foster Care & Family Support Programs

March 2024
North Homes & Northwestern Placement Breakdown

North Homes

	Assessment Evaluation	Shelter	Hawkins Home	Boys & Girls Programs	Cottage	Foster	Total
Jan	7,263.05	410.02	10,147.20	23,958.48	16,943.96	5,869.85	64,592.56
Feb	-	6,396.26	10,485.44	19,965.40	-	6,478.07	43,325.17
Mar	12,082.25	3,280.16	-	855.66	20,692.67	7,986.16	44,896.90
Apr							-
May							-
Jun							-
Jul							-
Aug							-
Sep							-
Oct							-
Nov							-
Dec							-
	19,345.30	10,086.44	20,632.64	44,779.54	37,636.63	20,334.08	152,814.63

Northwestern

		Residential	Non-Secure Detention	Secure Detention	Satellite Homes		Total
Jan		32,457.27	9,570.00	17,100.00	6,939.57		66,066.84
Feb		31,820.43	20,860.00	9,240.00	19,431.57		81,352.00
Mar		27,851.25	18,774.00	16,016.00	20,757.78		83,399.03
Apr							-
May							-
Jun							-
Jul							-
Aug							-
Sep							-
Oct							-
Nov							-
Dec							-
	-	92,128.95	49,204.00	42,356.00	47,128.92	-	230,817.87

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

Tuesday, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3546

DEPARTMENT: Administrative Services
TIME REQUESTED: 5 Minutes
PRESENTER: Terry Snyder, Tim Johnson

AGENDA ITEM:
American Rescue Plan (ARP) Request - Marcell Family Center

BOARD ACTION REQUESTED:
Consider the American Rescue Plan (ARP) request, in the amount of $17,850, from the Marcell Family Center.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:
1. ARP Request - Marcell Family Center
2. Marcell Family Center handout

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

From: noreply@civicplus.com
To: Brett Skyles; Gail Guck; Amanda Schultz; Terry Snyder
Subject: Online Form Submittal: American Rescue Plan (ARP) Request Form
Date: Sunday, March 3, 2024 3:48:48 PM

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

American Rescue Plan (ARP) Request Form

AMERICAN RESCUE PLAN (ARP) REQUEST FORM

Entity Name:	Marcell Family Center
Name of Contact:	Dan Meyer or Tim Johnson
Address:	49023 State Highway 38, PO BOX 74
City:	Marcell
State:	MN
Zip Code:	56657
Phone Number:	218-832-3444
E-mail Address:	marcellfc@bigfork.net
Commissioner District:	District 2 - Terry Snyder
Project Name:	Marcell Family Center Enhancement Project
Amount Requested:	$17,850.00
Project Budget & Summary of Project:	AED: $1,850.00 Fitness Center Commercial Treadmill: $6,750.00 New main furnace/AC/Air Source Heat Pump: $12,500.00 Total Project Cost:$21,100.00 Thank you for this opportunity, as a 501 (c) (3) non-profit that operates very efficiently, we would not be able to complete these much needed projects without the proposed APRA funding from Itasca County. If approved, we will match the ARPA funds with some smaller grants and some of our own funding. • The mechanical upgrades are needed as our current system is over 20 years old, is experiencing issues, and isn't as energy efficient as new systems. We will be using a much more efficient

heating and cooling air source heat pump system. This will also help reduce operating expenses allowing us to utilize funds for community programming priorities.

• The fitness center needs a new treadmill, current treadmills are old and are not functioning properly and are not worth repairing. This project contributes to the health and wellness of Marcell and the surrounding area.

• The Marcell Family Center needs a new AED. This project contributes to the health and wellness of Marcell and the surrounding area.

The Marcell Family Center is submitting a funding proposal that is intended to enrich our rural community in a variety of ways. We believe that the Marcell Family Center is, and will continue to be a success story for enhancing lives in Marcell Township and the other Edge of the Wilderness communities. The Marcell Family Center provides a venue for recreation activities, education programs, public hearings, public information seminars, youth programs, local meetings, family gatherings, social gatherings, non-profit fundraisers and much, much more. The Marcell Family Center provides a safe and comfortable venue for area residents and visitors to enjoy a variety of opportunities. These life-enhancing opportunities would not be available in the immediate area if the Center did not exist. The Marcell Family Center also makes a positive impact on the local economy by providing paid positions, hosting events that draw people from the community and beyond, obtaining grants and other funding that is spent primarily in the local community and more.

The Marcell Family Center is a 15,000 sq. ft. facility designed to be suitable, in both form and function, to meet a wide variety of social, educational, and recreational needs for residents and visitors. Functional space incorporated into the facility includes a gymnasium, a multi-purpose hall, a commons area, class/meeting room, fitness center, book exchange, archery range, public computer, and a food preparation/meeting area.

Additional Information:	*Field not completed.*

Email not displaying correctly? View it in your browser.

Marcell Family Center

Itasca County ARPA Request
Updated Budget
March 26, 2024

Item	ARPA Amount	Estimated Total Cost
HVAC – energy efficiency upgrade: main furnace/AC/air source heat pump	$12,250.00	$14,593.00
Commercial Treadmill for fitness center	$5,000.00	$7,398.00
AED	$600.00	$748.00
Total	$17,850.00	$22,739.00

True 400 Treadmill: Superior Running Experience

ness.com/products/true-400-treadmill

Design Center

Search

Sale Treadmills Ellipticals Exercise Bikes Climbers & Steppers Lateral Trainers Rowers Strength Flexibility Accessories Gift Cards Financing

Products > Commercial Grade Treadmills For Sale | Top Fitness > True > True 400 Treadmill





True

True 400 Treadmill

Special order

$7,199.00

Interest-free. $200/mo with 36-month financing. Learn how

Protect your product with Extended Warranty from CPS

Select A Warranty

Console

Emerge II Console

1

ADD TO CART

Checkout

SEtS/shipping



True 400 Treadmill
Emerge II Console

$7,199.00

Discount code or gift card

Apply

Subtotal	$7,199.00
Shipping	$199.00
Total	USD **$7,398.00**

Cozy Air Heating And Plumbing
44413 Co Road 162
Deer River, MN 56636
218-256-7316
cozyairhp@gmail.com

Estimate

ADDRESS
Tim Johnson
Marcell Family Center
PO Box 74
Marcell, Mn 56657

SHIP TO
Tim Johnson
Marcell Family Center
PO Box 74
Marcell, Mn 56657

ESTIMATE #	DATE	EXPIRATION DATE
1984	03/26/2024	05/26/2024

P.O. NUMBER
Kitchen AC / Heat Options

SALES REP
Josh

DATE	ACTIVITY	QTY	RATE	AMOUNT
03/26/2024	**Bid** (GOOD MODEL)To remove the 22 year old furnace and replace it with a new Armstrong Air Model A961E, 96% eff, single stage furnace, materials and labor included.	1	5,433.00	5,433.00
03/26/2024	**Bid** (GOOD MODEL) To remove old damaged, 3.5 Ton AC unit, and install a New Armstrong Air 4SCU16LE, 3.5 Ton, 16 seer, AC unit with new line set, matching cased A coil for furnace, materials and Labor included.	1	6,460.00	6,460.00
03/26/2024	**Bid** (GOOD MODEL) To upgrade the 16 seer AC to a 17seer Heat Pump Add this much to the total.	1	2,700.00	2,700.00
	Multi Purpose Room. (Updated 3/27/24)			0.00
	NOTE: AC units need a lot of attention, old freon hard to get and expensive, bent up and out of balance not really worth sticking money into them, Also furnace is old and should be updated at the same time.			0.00
	NOTE: Brochures and info @ www.armstrongair.com			0.00
	NOTE: if you wanna stay in the budget you can erase the heat pump and just go with the AC, the government changed the models so now instead of a 13seer min it is a 16seer min, and the furnace is a 96% min, that is why the increase is changed so much.			0.00

Circle All Options you want, sign/Date and send back for work to be scheduled.

TOTAL **$14,593.00**

Accepted By

Accepted Date

No Electrical Included / No underground Plumbing After Oct. 15th

Please circle options / Sign / Date And Send Back For Work Order To Be Produced.

Lic. #PR100000

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

Tuesday, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-142

DEPARTMENT: Health & Human Services
TIME REQUESTED: 5 Minutes
PRESENTER: Sarah Anderson

AGENDA ITEM:
County Based Purchasing (IMCare) Division Update/Presentation

BOARD ACTION REQUESTED:
Receive County Based Purchasing (IMCare) Division Update/Presentation.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:
1. 2024 H2417_Dual_MOC

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

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

Tuesday, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3533

DEPARTMENT: Transportation
PRESENTER: Karin Grandia

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:
Adopt the 2024 Five Year Plan for Highway Improvement Projects

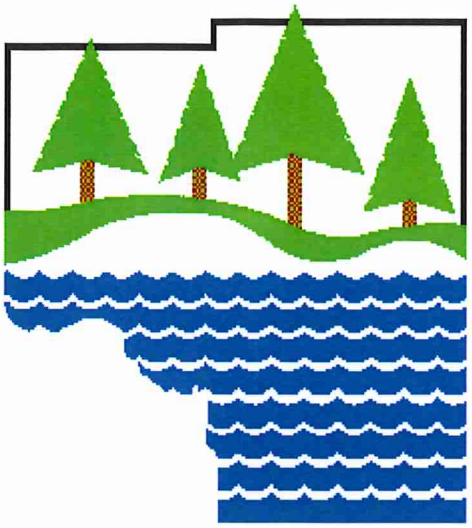
BOARD ACTION REQUESTED:
Adopt the Five-Year Plan for Highway Improvement Projects.

BACKGROUND:
An opportunity for public input concerning the Itasca County Five-Year Plan for Highway Improvement Projects was provided after the February 13, 2024, county board meeting. The opportunity for written comment was extended to February 29, 2024. Two comments were recieved and are included at the end of the plan.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:
1. 2024 5 Year Plan

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

2024

5-Year Plan
For
Highway Improvement Projects

Itasca County Engineer
Karin Grandia
327-2853

March 26, 2024

Introduction

Itasca County annually reviews and updates the Five-Year Plan for Highway Improvement Projects. The annual review process allows the County Board and staff the opportunity to reassess the Highway Improvement Plan and to make adjustments due to changes in financial restrictions, highway conditions, public input, and goals and priorities.

The 2024 Five Year Plan is a flexible five-year action plan for bridge and highway projects. Only construction projects listed during the current year are funded.

- Notice -
Itasca County 5 Year Plan for Road and Bridge Construction Projects

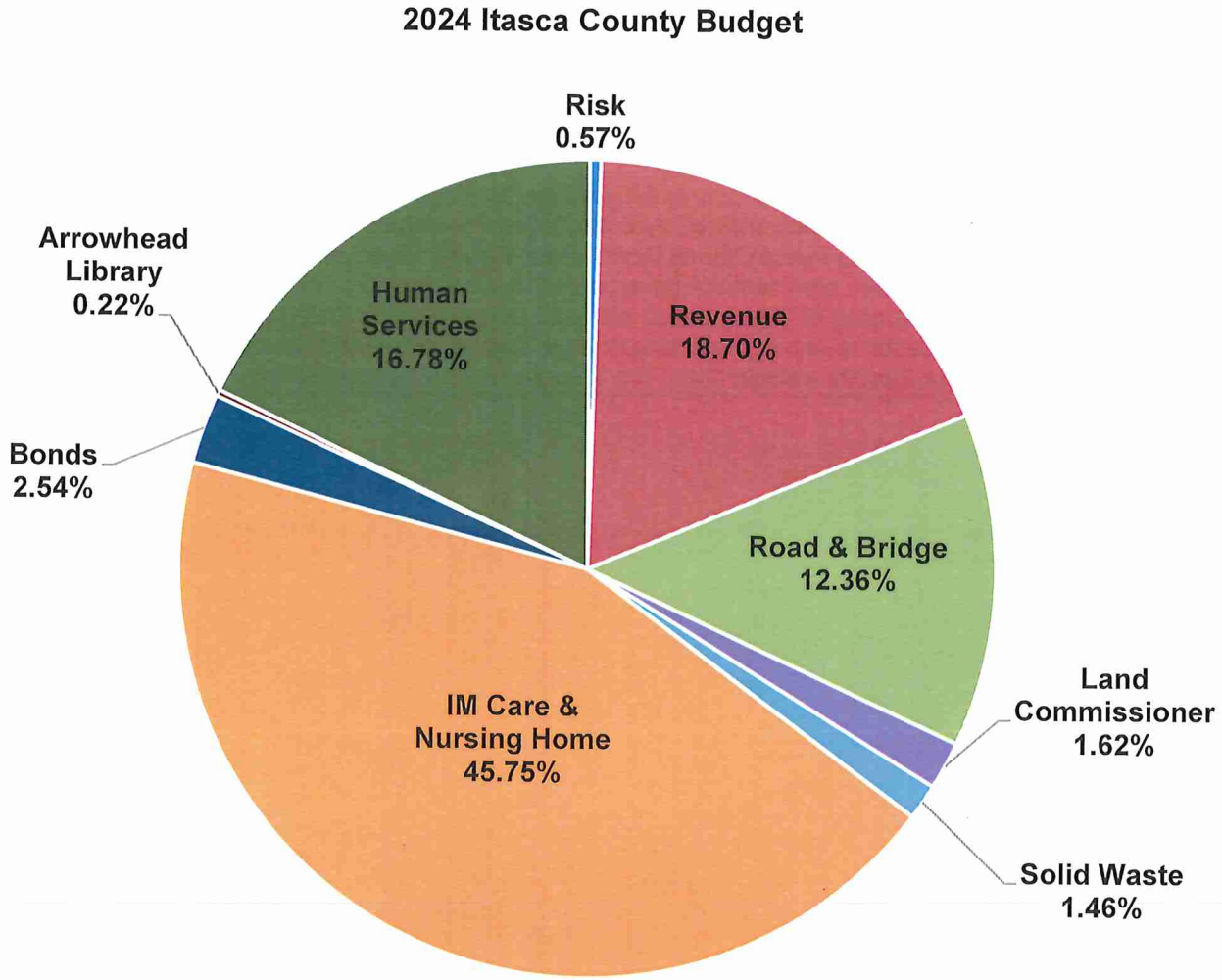
Public input concerning the Itasca County 5 Year Plan for Road and Bridge projects will be accepted at the regularly scheduled County Board Work Session on February 13, 2024, in the County Board Room of the Itasca County Courthouse. County Board members will be available to hear verbal input. Written comment will be accepted at the Transportation Department until February 29, 2024. A copy of the proposed plan and maps showing the projects and their locations is available for review at the Transportation Department in the County Courthouse and online on the Itasca County website under the Transportation Department tab.

Itasca County Transportation Department Overview

The County Transportation Department is responsible for maintaining approximately 1340 miles of roadway and 137 bridges. The department also can be directly or indirectly involved with the maintenance of roadways under the jurisdiction of the 16 cities, 39 organized townships, and the 38 unorganized townships in the county.

The County Engineer, through the staff, is responsible for the administration of both the highway maintenance division and the highway construction division. The maintenance division consists of approximately 72 employees divided between 4 maintenance districts and central purchasing and repair. These employees are responsible for graveling, grading, drainage, signing, snow removal, ice control, equipment repair and minor road improvements. The construction division consists of approximately 12 employees and is responsible for the design and construction administration of all contracted road and bridge improvement projects.

As is shown below, the Transportation Department accounts for approximately 13.16% of the proposed $161,632,982 - 2024 Itasca County Budget. In addition to the $21,275,502 administered by the Transportation Department as part of the Itasca County Budget, the construction division administers on average an additional $1,000,000 per year in federal construction dollars spent in Itasca County.



Road Jurisdiction

In Itasca County, there are generally three levels of road jurisdiction:

State - Consisting of Trunk Highways - Examples include TH 169, TH 2, TH 1 etc. These roads are generally higher volume highways, which provide primary transportation routes between cities and regions within the state.

County - Consisting of;

- County State Aid Highways (CSAH) - Examples include CSAH 7, CSAH 19, and CSAH 3 etc. These roads are generally roads which serve as local transportation routes between cities and regions within the county.
- County Municipal State Aid Highways - Consisting of Municipal State Aid Highways located within cities with populations less than 5000. Examples include CSAH 61 in Coleraine and CSAH 81 in Deer River
- County Roads - Examples include County Road 449, County Road 128, and County Road 539. These roads are generally lesser traveled and serve as access to local population areas. All county roads have 3-digit numbers.
- Unorganized Township Roads - These are generally local gravel roads located within an unorganized township. By state statute, the county is required to provide maintenance on these roads. These roads have 3-digit county road numbers.

Local - Consisting of:

- Municipal State Aid Streets - Consisting of Municipal State Aid Streets located within cities with populations greater than 5000.
- Local Municipal Streets - These are generally local streets serving municipal subdivisions.
- Organized Township Roads - These are local roads within organized townships. Examples include Southwood Road in Harris Township or Walker Road in Spang Township.
- Federal Forest Service Roads - These are local recreational or logging roads having forest service jurisdiction.
- Department of Natural Resources Roads – These are local recreational or logging roads having DNR jurisdiction.
- County Forest Access Roads - These roads are under the jurisdiction of the County Land Commissioner (Land Department). They are generally used for timber access and recreational uses. They may be gated or receive little or no maintenance.

Funding Sources

Funding Sources for Itasca County consist of a combination of Federal, State and Local Funds.

Federal Funds

- Federal Funds spent on road projects within Itasca County are originally allocated by Congress as part of a nationwide transportation bill. The source of the money is based on the federal portion of the gas tax. The majority of these funds which make it to Minnesota are spent on state administered trunk highway projects.

- Itasca County can and does receive federal funds. The county has historically used federal funds to supplement local funding for bridge projects, road projects or railroad crossing projects. In addition, since the Chippewa National Forest is located within the county, the county periodically receives a portion of the Federal Forest Highway Fund. These funds can only be spent on roads within the forest boundary. The projects are prioritized by the forest service and the county, and the projects are administrated by the county.

- Federal funds can only be spent on qualifying projects and generally require a substantial increase in project administration costs due to the increase in required federal documentation. The funds also generally require a minimum of 20% local match.

State Aid Funds

- The county receives a yearly allotment from the state to be spent on county state aid and municipal aid routes. The source of this allotment is primarily the state gas tax. These funds can only be spent on qualifying state aid routes and have historically been used for construction and maintenance. This allotment is approximately 50% of the funding for the transportation department.

Bridge Bonding

- Bridge Bonding funds are allocated by the Minnesota legislature every other year. The county can and does receive bridge bonding funds. These funds can be used on any eligible bridge in Itasca County on either a CSAH, a county road or a township bridge. State Bridge Bonding funds are allocated to the county as grants (no repayment by the county).

County Funds

- The County Board allocates a portion of its yearly budget to the transportation department for construction and maintenance of county roads. The funding primarily comes from local property taxes. These funds are generally spent on local road and maintenance projects. The amount available each year can vary greatly based on overall county budget needs.

- In 2014, the County Board implemented a wheelage tax on vehicles registered in Itasca County. This tax is estimated to generate approximately $430,000 per year. These funds are used to supplement the maintenance and construction on roads not qualifying for state aid funding.

Unorganized Township Funds

- The unorganized township fund receives monies from the road and bridge levy in each unorganized township. These funds are generally spent on local road and maintenance projects in unorganized township areas.

Typical Funding Amounts

Construction Funding

It is difficult to provide a 'Typical' funding year due to the variability of different funding sources. The following data is based on historical data and does not indicate future funding amounts.

Federal Funds

- On average, Itasca County receives over $1,000,000 per year in federal funds for road and bridge projects.

State Aid Funds

- Each year Itasca County receives approximately $12,400,000 of State Aid Funds. Of that amount, $10,875,000 is regular state aid and $1,525,000 is municipal state aid.
- The funding is split 60/40 so that approximately $6,525,000 is allocated for State Aid construction and $4,350,000 for maintenance.
- Approximately $915,000 is allocated for Municipal County State Aid construction and $610,000 is allocated for Municipal Maintenance.

Bridge Bonding

- State Bridge Bonding is a major source of funding for bridge construction projects and is allocated by the State Legislature. Over the past 5 years approximately $900,000 per year has been available for bridge and railroad crossing construction projects. These funds vary from year to year.

County Funds

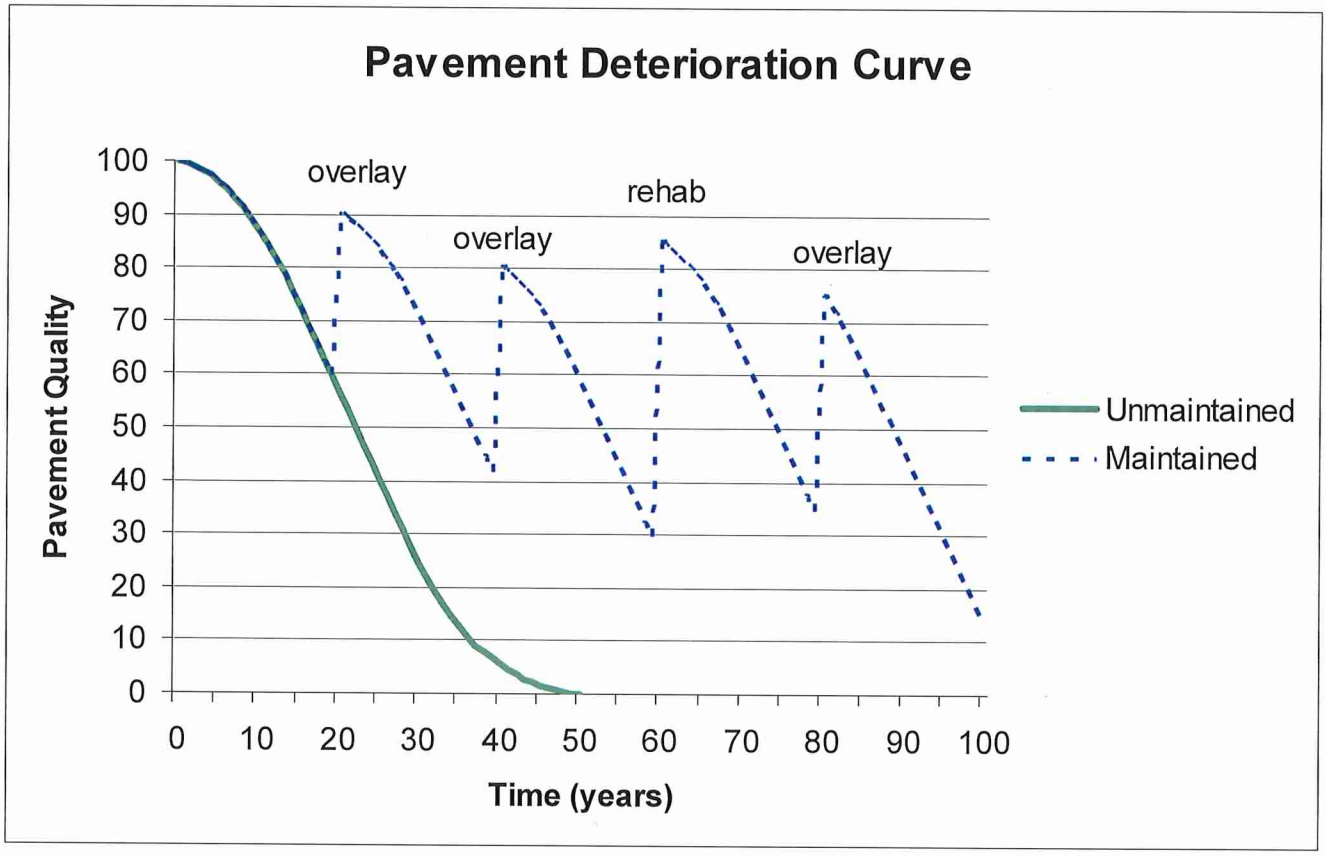
- County Construction funds are typically utilized to upgrade existing gravel County Roads to a bituminous surfaced road. These funds have not been available for many years due to budgeting constraints.
- County Preservation funds have remained at $680,000 over the past 5 years and are supplemented with the monies collected from the wheelage tax, providing a total of $1,100,000 for preservation. These funds are typically used on existing paved roads for contracted projects such as bituminous overlays, regrading and surfacing.
- The County averages $310,000 per year for gravel production which is used to surface existing County gravel roads.

Other Funding

- Itasca County has received funding for projects from other sources including Unorganized Township Funding, Town Bridge and Town Road accounts.

Protecting our Pavement Investment

Pavements tend to deteriorate over time due to traffic loads and environmental effects. A graph of the life cycle of a typical bituminous road is shown below where the pavement rating is a relative evaluation of the condition of the road.



The solid line indicates how a pavement would perform with no maintenance. The road is graded and paved at year 0 and is at its best condition (Pavement Quality Index, PQI =100). The pavement will deteriorate over time and after about 30 to 35 years the pavement would deteriorate to the point where vehicle travel would be dangerous at best (PQI = 20).

The dashed line indicates the maintenance strategy of most transportation departments. Periodic overlays and rehabilitation projects are performed to increase the PQI on an interval which attempts to maximize the pavement's ride quality. Every 50 years a rehabilitation project is performed, which replaces culverts and addresses minor grade or subgrade issues. Approximately every 100 years, the road will require a major regrade project.

How much does a paved road Cost?

This County will review construction standards and consider:

- Reconstruct the grade of the road every 100 years.
- Rehabilitate the road every 50 years.
- Perform surface treatment every 20 years.

The following costs are used for budgeting road improvement projects:

1. $ 1,150,000 per mile to reconstruct a road and surface with bituminous pavement.
2. $ 325,000 per mile to rehabilitate an existing bituminous road.
3. $ 130,000 per mile for surface treatment of an existing bituminous road.

The Cost cycle of 1 mile of road:

Year 1	Construct	@	$ 1,150,000
Year 20	Surface Treatment	@	$ 130,000
Year 40	Surface Treatment	@	$ 130,000
Year 60	Rehabilitation	@	$ 325,000
Year 80	Surface Treatment	@	$ 130,000
Total			$ 1,865,000

This equates to approximately **$18,650 per mile per year** to maintain a bituminous road.

There are:

1. 603 total miles of paved roads (County Jurisdiction)
2. 506 of paved CSAH mileage
3. 97 of paved County funded road mileage (3-digit roads)

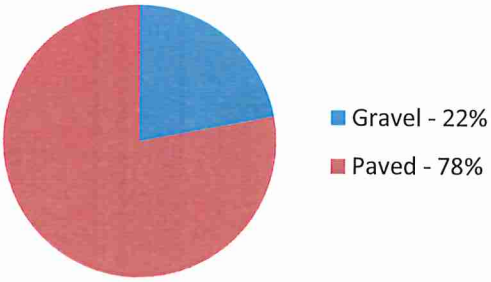
Therefore, to maintain our existing bituminous county roads we require the following yearly budget:

506 CSAH miles - $ 9.4 million (current allocation at $6.79 million)
97 County miles - $1.8 million (current allocation at $1.1 million)

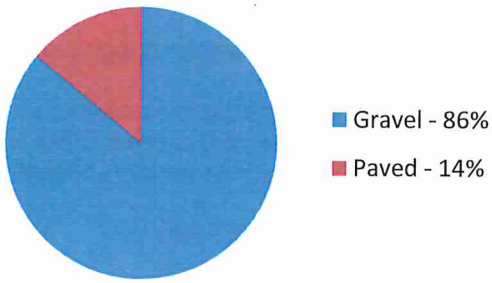
These figures do not include bridge projects, snow plowing, minor surface repairs or other incidental maintenance costs

Gravel vs. Paved

CSAH SYSTEM (649 MILES - TOTAL)



COUNTY SYSTEM (691 MILES - TOTAL)



Of the approximately 1340 miles of roads under Itasca County jurisdiction, approximately 48% are designated CSAH and 52% are designated County. In addition, approximately 45% of Itasca County Road miles are paved.

The average annual cost to maintain a bituminous road is approximately $18,650 per mile based on construction and surface resurfacing costs over the expected life of the road.

The annual cost to maintain a gravel road surface can vary greatly and is usually directly related to the traffic volume on the road. The following table indicates an estimate of the road surface maintenance costs required for gravel roads with three traffic volume levels.

Road ADT	100	200	300
Surface Maintenance Costs (Grader time)			
Grader minutes per mile	60 minutes @ $120.00/hr per mile	60 minutes @ $120.00/hr per mile	60 minutes @ $120.00/hr per mile
Number of grading passes per week	0.5	1	2
Grading weeks per year	26	26	26
Grading Cost per mile per year	$ 1,560	$ 6,240	$ 9,360
Resurfacing Costs (Gravel)			
Re-gravel interval	20 years	10 years	6 years
Cost per mile per year	$ 1,420	$ 2,840	$ 4,730
Chloride Costs			
Chloride Cost per mile per year	---	$2,200	$2,200
Total yearly cost per mile	**$ 3,144**	**$ 8,488**	**$ 13,720**

As can be seen, the maintenance costs rise with the increase in daily traffic volume. The surface costs for a gravel road begin to justify paving at an ADT level of around 300 vehicles per day, from a maintenance perspective.

The following table lists the number of miles of gravel and bituminous surfaced roads under county jurisdiction. As can be seen, the majority of roads over 300 ADT have bituminous surface

NOTES:

- ADT means the Average Annual Daily Traffic count which is an estimate of the number of vehicles per day, calculated on an annual average.
- The State Aid Funding rules discourage the use of State Aid funds for paving roads under an ADT of 150 vehicles per day.

SURFACE TYPE - CATEGORIZED BY TRAFFIC COUNT						
	Surface type	0-100 ADT	100 -200 ADT	200 - 300 ADT	OVER 300 ADT	Total
CSAH SYSTEM	Paved (miles)	3	77	82	342	504
	Gravel (miles)	85	57	1	2	145
COUNTY ROAD SYSTEM	Paved (miles)	22	27	40	26	99
	Gravel (miles)	495	86	6	3	592
	Total	**636**	**223**	**92**	**384**	**1,340**

System Preservation Priorities

The County Transportation Department uses a variety of indicators to prioritize construction and rehabilitation projects. Some of these are:

- Safety
- Preservation of existing pavement
- Availability of funding
- Traffic count
- Cost participation by others
- Project grouping
- Maintenance costs
- Pavement Quality Index
- Economic Development
- Public request

These factors are evaluated on potential projects to arrive with the County 5-year Plan which is reviewed and updated on a yearly basis.

System Evaluation

Every two years Itasca County receives data from MnDOT on pavement quality. This data provides a relative ride and pavement condition rating to all paved State Aid and County Roads. This process provides a basis for potential future construction projects based on the condition of the existing road independent of other factors. The department then evaluates the individual projects as to a recommended type of construction project required to bring the roadway to an acceptable ride.

2024 - 5 Year Plan for Construction Projects

The following worksheets and maps detail the proposed 2024 - 5-year plan. It should be noted that this plan is subject to change based on available funding, project conflicts and engineering workload. Project cost and allotment estimates are preliminary and are used for planning purposes only. The detail sheets contain the following sections:

- 2024 through 2028 Highway Construction Project lists
- 2024 through 2028 Highway Construction Project Maps

Public Involvement

Public input concerning the Itasca County 5 Year Plan for Road and Bridge projects will be accepted at the regularly scheduled County Board Work Session on February 13, 2024, in the County Board Room of the Itasca County Courthouse. County Board members will be available to hear verbal input. Written comment will be accepted at the Transportation Department until February 29, 2024. A copy of the proposed plan and maps showing the projects and their locations is available for review at the Transportation Department in the County Courthouse and online at the Itasca County website under the Transportation Department tab.

Questions or comments can be addressed to:

Karin Grandia
Itasca County Engineer
123 4th Street NE
Grand Rapids, MN 55744
218-327-2853

Itasca County

2024 - 2028

Proposed Project Schedule for Highway Improvement Projects

Itasca County 5-year Plan

REVISED: 1/30/2024

		CONSTRUCTION PROJECTS FOR		2024						
Road Number	LOCATION (FROM - TO)	Length	Type of Work	Estimated Cost	State Aid Funding	Municpal State Aid Funding	County Preservation Funding	Other Funding	Other Funding Source	Plat Page
CSAH 61	Bridge 31513 over Prairie River	—	Bridge Replacement	$2,150,000	$350,000			$1,800,000	Federal Aid	30
CSAH 52	CR 340 to CR 342	2.8	Reconstruction	$2,600,000	$2,600,000					71
CR 560	TH 65 to TH 65 (Goodland)	2.7	Bituminous Overlay	$375,000			$375,000			20
CSAH 81	TH 2 to TH 6 (Deer River)	0.9	Bituminous Overlay	$250,000		$250,000				35
CSAH 62	CSAH 63 to TH 2	2.4	Bituminous Overlay/Rehab	$650,000		$650,000				22
CSAH 84	City of Calumet - TH 169 to TH 169	0.2	Bituminous Rehabilitation	$450,000		$450,000				32
CSAH 35	TH 46 to CR 175	10.3	Bituminous Overlay & Rehab	$2,100,000	$2,100,000					54, 55
	Countywide	—	Pavement Striping	$200,000	$200,000					
	Various Roads		Rountine Maintenance: Crack Sealing & Pavement Patches	$200,000			$200,000			
TOTAL				$8,975,000	$5,250,000	$1,350,000	$575,000	$1,800,000		

PROJECTED STATE AID BALANCE

State Aid Balance End of 2023	$2,200,000
State Aid Allotment for Year 2024	$6,000,000
Transfer from Municipal Construction	
Engineering	$650,000
State Aid Construction for Year 2024	$5,250,000
State Aid Balance End of 2024	$2,300,000

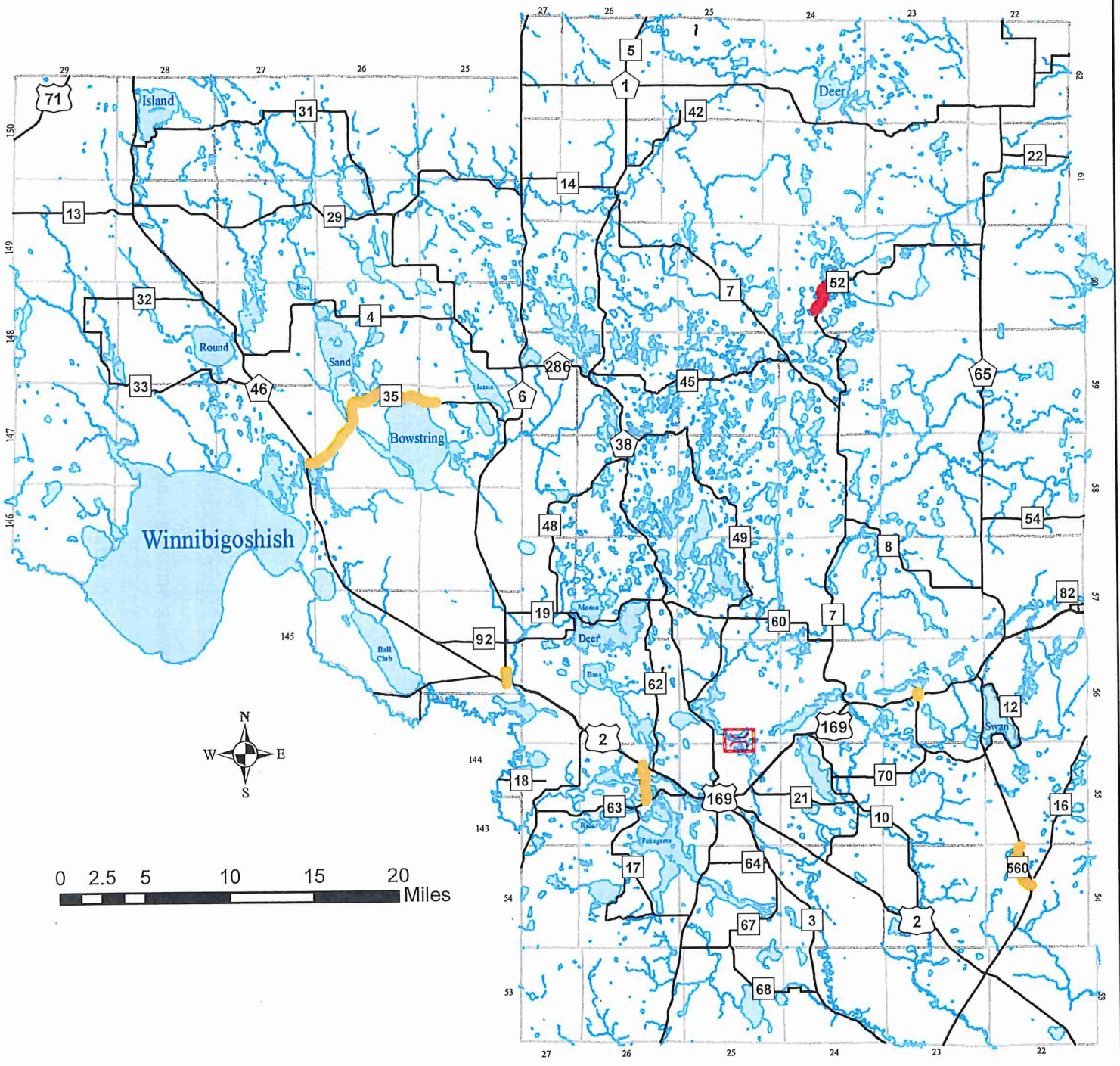
PROJECTED COUNTY PRESERVATION BALANCE

County Preservation Balance End of 2023	-$400,000
County Preservation Allotment for Year 2024	$680,000
Wheelage Tax	$430,000
County Preservation Construction for Year 2024	$575,000
County Preservation Balance End of 2024	$135,000

PROJECTED MUNICIPAL STATE AID BALANCE

Municipal State Aid Balance End of 2023	$820,000
Municipal State Aid Allotment for Year 2024	$800,000
Transfer from Mun. Const. to State Aid Const.	
Municipal State Aid Construction for Year 2024	$1,350,000
Municipal State Aid Balance End of 2024	$270,000

ITASCA COUNTY CONSTRUCTION PROJECTS 2024



ROAD NUMBER	LOCATION
CSAH 61	Bridge 31513 over Prairie River
CSAH 52	CR 340 to CR 342
CR 560	TH 65 to TH 65 (Goodland)
CSAH 81	TH 2 to TH 6 (Deer River)
CSAH 62	CSAH 63 to TH 2
CSAH 84	City of Calumet - TH 169 to TH 169
CSAH 35	TH 46 to CR 175

2024 Construction Projects

- Bridge Replacement
- Bituminous
- Reconstruction

Itasca County 5-year Plan

REVISED: 1/30/2024

		CONSTRUCTION PROJECTS FOR		2025						
Road Number	LOCATION (FROM - TO)	Length	Type of Work	Estimated Cost	State Aid Funding	Municpal State Aid Funding	County Preservation Funding	Other Funding	Other Funding Source	Plat Page
CSAH 70	Bridge 7109 over Swan River	–	Bridge Replacement	$900,000	$300,000			$600,000	Federal Aid	24
CSAH 70	Bridge 7110 over Swan River	–	Bridge Replacement	$1,375,000	$1,125,000			$250,000	Bridge Bonding	24
CSAH 7	CSAH 59 to CSAH 8	4.3	Reconstruction & Paving	$6,000,000	$6,000,000					39, 49
CR 149	Bridge 88201 to TH 46	0.7	Bituminous Overlay	$85,000			$85,000			65
CR 239	CSAH 17 to CSAH 17	4.6	Bituminous Overlay	$600,000			$600,000			16
CSAH 29	TH 46 to Dora Lake Bridge	10.8	Bituminous Overlay	$1,750,000	$375,000			$1,375,000	Federal	75, 76
CSAH 32	TH 46 to End of Pavement	2.2	Bituminous Overlay	$300,000	$300,000					64
CSAH 52	CR 342 to Horsehead Lake Trail	4.3	Clear & Grub	$150,000	$150,000					71, 72
CSAH 24	TH 46 to End of Pavement	4.75	Bit Overlay & Culvert Repair	$750,000	$750,000					86
CSAH 61	Coleraine City Limits to TH 169	1.6	Bituminous Overlay/Rehab	$400,000		$400,000				31
CSAH 61	5th Ave to TH 169	1.6	Bituminous Overlay/Rehab	$320,000		$320,000				31
CSAH 61	TH 169 to 2nd Ave	0.4	Bituminous Overlay/Rehab	$80,000		$80,000				31
	Various Roads		Sealing, Striping & Pavement	$400,000	$200,000		$200,000			
TOTAL				$13,110,000	$9,200,000	$800,000	$885,000	$2,225,000		

PROJECTED STATE AID BALANCE

State Aid Balance End of 2024	$2,300,000
State Aid Allotment for Year 2025	$6,000,000
Transfer from Municipal Construction	
Engineering	$500,000
State Aid Construction for Year 2025	$9,200,000
State Aid Balance End of 2025	-$1,400,000

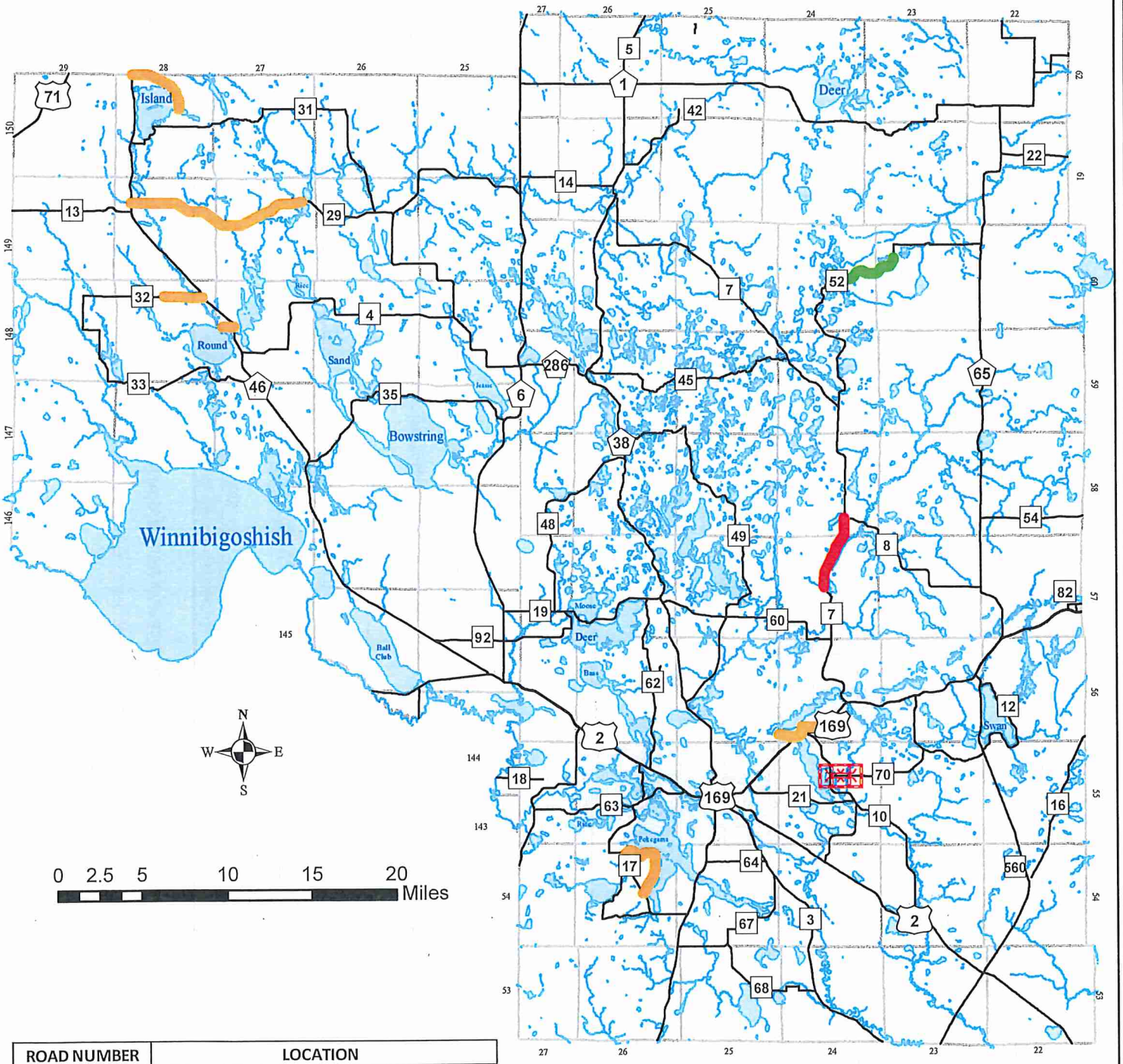
PROJECTED COUNTY PRESERVATION BALANCE

County Preservation Balance End of 2024	$135,000
County Preservation Allotment for Year 2025	$680,000
Wheelage Tax	$430,000
County Preservation Construction for Year 2025	$885,000
County Preservation Balance End of 2025	$360,000

PROJECTED MUNICIPAL STATE AID BALANCE

Municipal State Aid Balance End of 2024	$270,000
Municipal State Aid Allotment for Year 2025	$800,000
Transfer from Mun. Const. to State Aid Const.	
Municipal State Aid Construction for Year 2025	$800,000
Municipal State Aid Balance End of 2025	$270,000

ITASCA COUNTY CONSTRUCTION PROJECTS 2025



ROAD NUMBER	LOCATION
CSAH 70	Bridge 7109 over Swan River
CSAH 70	Bridge 7110 over Swan River
CSAH 7	CSAH 59 to CSAH 8
CR 149	Bridge 88201 to TH 46
CR 239	CSAH 17 to CSAH 17
CSAH 29	TH 46 to Dora Lake Bridge
CSAH 32	TH 46 to End of Pavement
CSAH 52	CR 342 to Horsehead Lake Trail
CSAH 24	TH 46 to End of Pavement
CSAH 61	Coleraine City Limits to Hwy 169
CSAH 61	5th Ave to TH 169
CSAH 61	TH 169 to 2nd Ave

2025 Construction Projects

- Bridge Replacement
- Reconstruction
- Bituminous
- Clearing

Itasca County 5-year Plan

REVISED: 1/30/2024

		CONSTRUCTION PROJECTS FOR		2026						
Road Number	LOCATION (FROM - TO)	Length	Type of Work	Estimated Cost	State Aid Funding	Municpal State Aid Funding	County Preservation Funding	Other Funding	Other Funding Source	Plat Page
CR 439	Bridge 7026 over Split Hand Creek	—	Bridge Replacement	$700,000			$75,000	$625,000	Bridge Bonding	12
CSAH 68	Bridge 7027 over Split Hand Creek	—	Bridge Replacement	$725,000	$400,000			$325,000	Bridge Bonding	12
CSAH 43	TH 38 to Jaynes School Road	1.2	Bituminous Overlay	$175,000	$175,000					68, 69
CSAH 43	Jaynes School Road to Daley Larson Road	1.1	Base & Bituminous	$250,000	$250,000					68, 69
CSAH 86	TH 65 to Alley East of 4th St	0.2	Bituminous Rehab & ADA	$150,000		$150,000				41
CSAH 75	CSAH 7 to park	1.5	Bituminous Overlay	$200,000	$200,000					70
CR 560	TH 65 to TH 65 West Shore	2.0	Bituminous Rehabilitation	$625,000			$625,000			32, 33
CSAH 79	CSAH 42 - TH 1	1.5	Bituminous Overlay	$200,000	$200,000					81, 92
CSAH 42	TH 38 - CSAH 79	5.2	Bituminous Overlay	$675,000	$675,000					80, 81, 92
CSAH 59	CSAH 49 to CSAH 7	4.5	Bituminous Overlay	$600,000	$600,000					38, 39
CSAH 8	TH 65 to E Crooked Lake Road	6.5	Bituminous Overlay	$850,000	$850,000					40
HSIP	County Wide Locations	-	Intersection Lighting	$353,300	$32,000			$321,300	HSIP	
HSIP	County Wide Locations	-	Intersection Signing	$199,080	$18,000			$181,080	HSIP	
CR 599	CSAH 12 to CSAH 12	0.2	Bituminous Rehab	$50,000			$50,000			26
CR 600	CSAH 12 to CSAH 12	0.2	Bituminous Rehab	$50,000			$50,000			26
	Various Roads		Rountine Maintenance: Crack Sealing, Striping, Seal Coats & Pavement Patches	$500,000	$300,000		$200,000			
TOTAL				$6,302,380	$3,700,000	$150,000	$1,000,000	$1,452,380		

PROJECTED STATE AID BALANCE

State Aid Balance End of 2025	-$1,400,000
State Aid Allotment for Year 2026	$6,000,000
Transfer from Municipal Construction	
Engineering	$250,000
State Aid Construction for Year 2026	$3,700,000
State Aid Balance End of 2026	$650,000

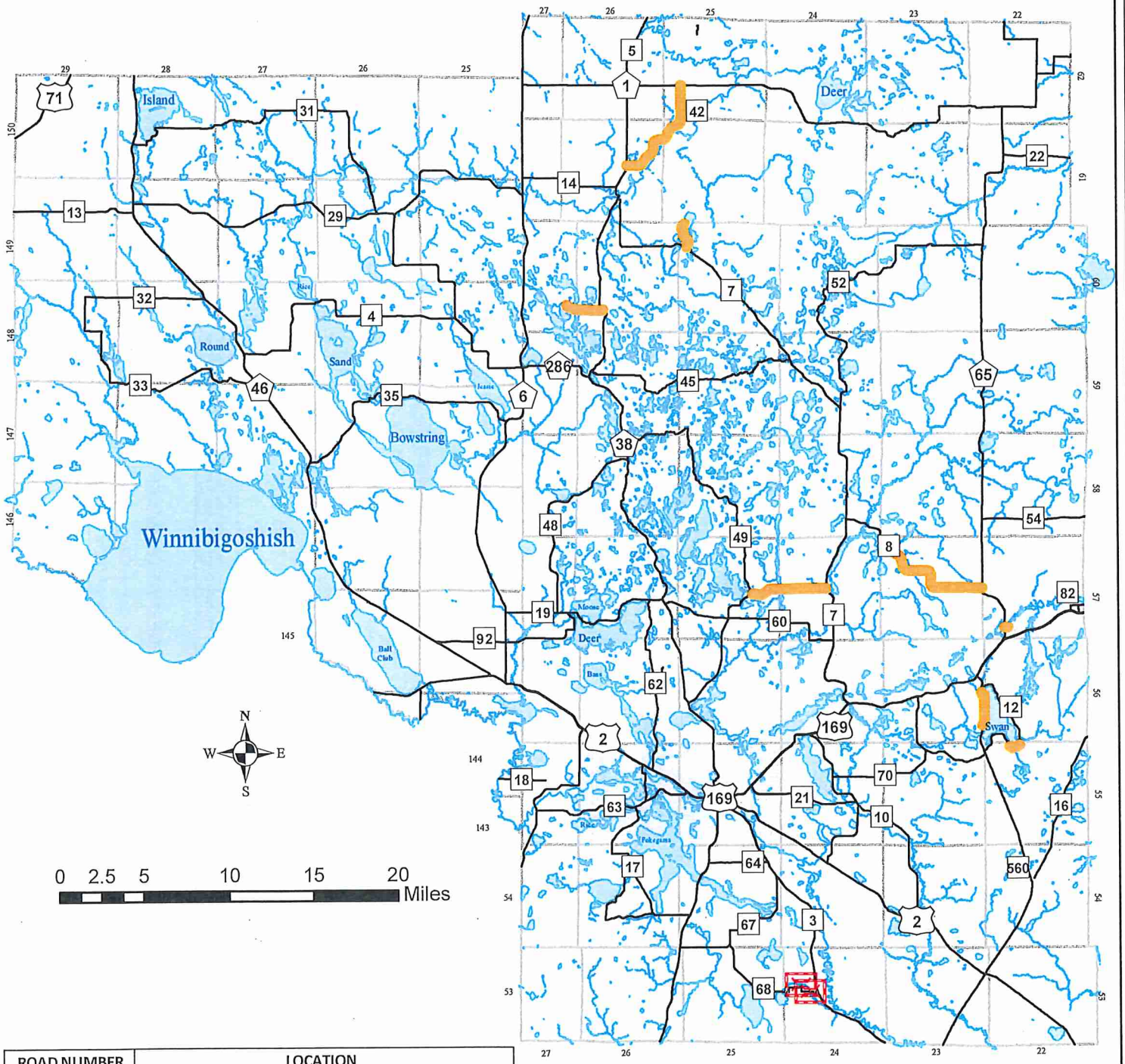
PROJECTED COUNTY PRESERVATION BALANCE

County Preservation Balance End of 2025	$360,000
County Preservation Allotment for Year 2026	$680,000
Wheelage Tax	$430,000
County Preservation Construction for Year 2026	$1,000,000
County Preservation Balance End of 2026	$470,000

PROJECTED MUNICIPAL STATE AID BALANCE

Municipal State Aid Balance End of 2025	$270,000
Municipal State Aid Allotment for Year 2026	$900,000
Transfer from Mun. Const. to State Aid Const.	
Municipal State Aid Construction for Year 2026	$150,000
Municipal State Aid Balance End of 2026	$1,020,000

ITASCA COUNTY CONSTRUCTION PROJECTS 2026



ROAD NUMBER	LOCATION
CR 439	Bridge 7026 over Split Hand Creek
CSAH 68	Bridge 7027 over Split Hand Creek
CSAH 43	TH 38 to Jaynes School Road
CSAH 43	Jaynes School Road to Daley Larson Road
CSAH 86	TH 65 to Alley East of 4th St
CSAH 75	CSAH 7 to park
CR 560	TH 65 to TH 65 West Shore
CSAH 79	CSAH 42 - TH 1
CSAH 42	TH 38 - CSAH 79
CSAH 59	CSAH 49 to CSAH 7
CSAH 8	TH 65 to E Crooked Lake Road
CR 509	CSAH 12 to CSAH 12
CR 600	CSAH 12 to CSAH 12

2026 Construction Projects

- Bridge Replacement
- Bituminous
- Reconstruction

Itasca County 5-year Plan

REVISED: 1/30/2024

		CONSTRUCTION PROJECTS FOR		2027						
Road Number	LOCATION (FROM - TO)	Length	Type of Work	Estimated Cost	State Aid Funding	Municpal State Aid Funding	County Preservation Funding	Other Funding	Other Funding Source	Plat Page
CR 533	Bridge No. 92970	-	Bridge Replacement	$400,000			$200,000	$200,000	Bridge Bonding	93
CSAH 17	Bridge 7146	–	Bridge Replacement	$800,000	$400,000			$400,000	Bridge Bonding	16
CSAH 52	CR 342 to Horsehead Lake Trail	4.3	Reconstruction	$3,225,000	$3,225,000					71, 72
CSAH 63	CR 257 (east) to TH 2	5.2	Bituminous Overlay	$900,000	$180,000			$720,000	Federal	22, 23
CSAH 7	Diamond Lake Road to CSAH 59	7.5	Bituminous Overlay	$800,000	$170,000			$630,000	Federal	31, 39
CSAH 67	CSAH 66 to CSAH 3	3.4	Bituminous Overlay	$450,000	$450,000					17
CSAH 68	CSAH 67 to CR 427	5.4	Bituminous Overlay	$700,000	$700,000					11, 12, 17
CSAH 28	Cass Co Line to TH 6	0.6	Bituminous Overlay	$75,000	$75,000					21
CSAH 23	TH 169 - Woodland Drive	3.3	Bituminous Overlay	$650,000	$650,000					22, 23
CSAH 76	CSAH 23 to CSAH 63	1.9	Bituminous Overlay	$250,000	$250,000					22, 23
CSAH 15	TH 169 to end	0.95	Bituminous Rehabilitation & ADA Updgrades	$400,000		$400,000				31
CSAH 96	(CR 457) Grand Rapids City Limits to CSAH 64	1.25	Bituminous Rehabilitation	$400,000	$400,000					17, 23
CSAH 19	TH 6 to Bridge 31569	3.85	Bituminous Overlay	$500,000	$500,000					35, 36
	Various Roads		Rountine Maintenance: Crack Sealing, Striping & Pavement Patches	$400,000	$200,000		$200,000			
TOTAL				$9,950,000	$7,200,000	$400,000	$400,000	$1,950,000		

PROJECTED STATE AID BALANCE

State Aid Balance End of 2026	$650,000
State Aid Allotment for Year 2027	$6,400,000
Transfer from Municipal Construction	
Engineering	$250,000
State Aid Construction for Year 2027	$7,200,000
State Aid Balance End of 2027	-$400,000

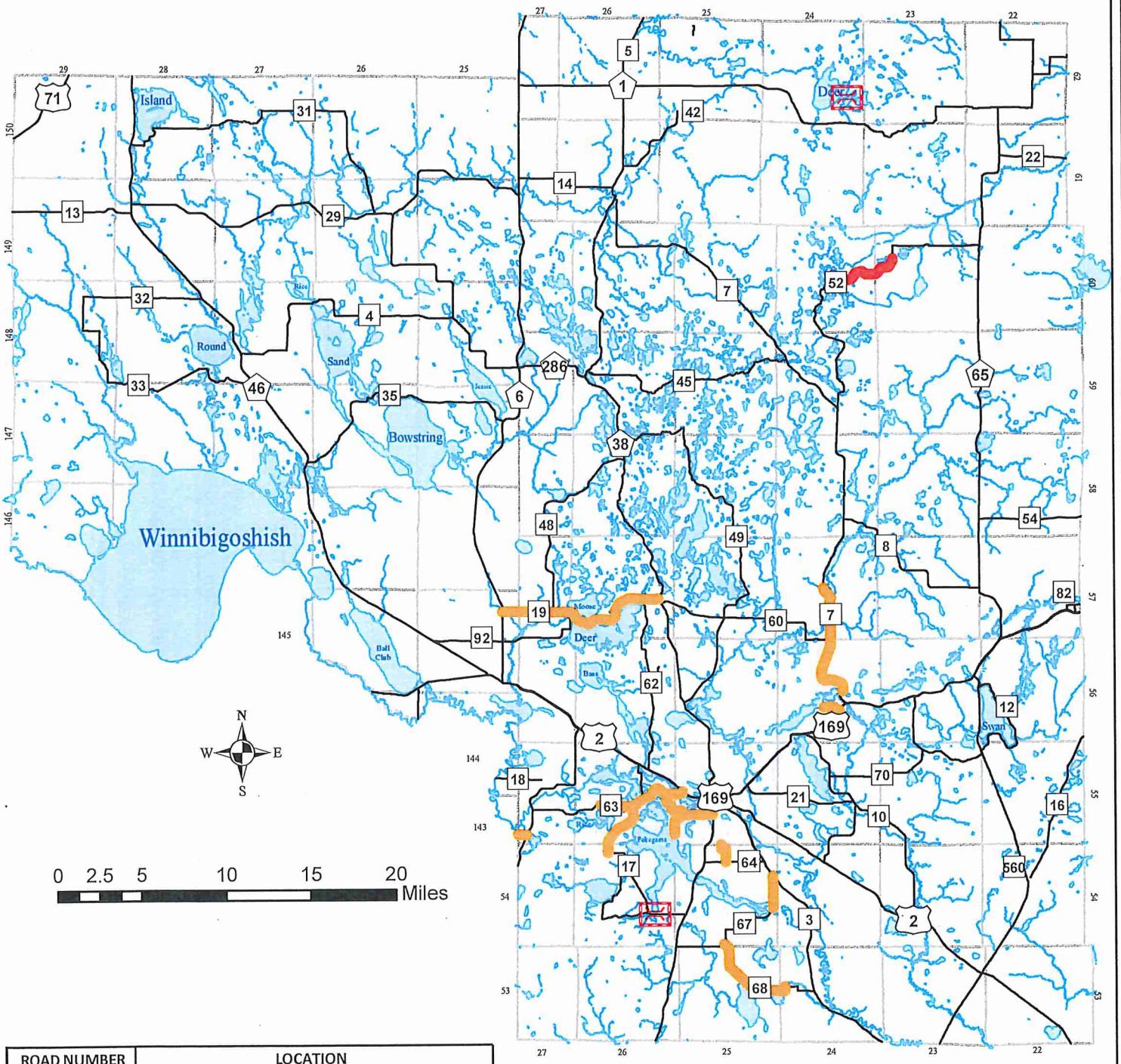
PROJECTED COUNTY PRESERVATION BALANCE

County Preservation Balance End of 2026	$470,000
County Preservation Allotment for Year 2027	$680,000
Wheelage Tax	$430,000
County Preservation Construction for Year 2027	$400,000
County Preservation Balance End of 2027	$1,180,000

PROJECTED MUNICIPAL STATE AID BALANCE

Municipal State Aid Balance End of 2026	$1,020,000
Municipal State Aid Allotment for Year 2027	$900,000
Transfer from Mun. Const. to State Aid Const.	
Municipal State Aid Construction for Year 2027	$400,000
Municipal State Aid Balance End of 2027	$1,520,000

ITASCA COUNTY CONSTRUCTION PROJECTS 2027



ROAD NUMBER	LOCATION
CR 533	Bridge No. 92970
CSAH 17	Bridge 7146
CSAH 52	CR 342 to Horsehead Lake Trail
CSAH 63	CR 257 (east) to TH 2
CSAH 7	Diamond Lake Road to CSAH 59
CSAH 67	CR 427 to CSAH 3
CSAH 68	CSAH 67 to CR 427
CSAH 28	Cass Co Line to TH 6
CSAH 23	TH 169 - Woodland Drive
CSAH 76	CSAH 23 to CSAH 63
CSAH 15	TH 169 to end
CSAH 96	(CR 457) Grand Rapids City Limits to CSAH 64
CSAH 19	TH 6 to Bridge 31569

2027 Construction Projects

- Bridge Replacement
- Bituminous
- Reconstruction

Itasca County 5-year Plan

REVISED: 1/30/2024

		CONSTRUCTION PROJECTS FOR		2028						
Road Number	LOCATION (FROM - TO)	Length	Type of Work	Estimated Cost	State Aid Funding	Municpal State Aid Funding	County Preservation Funding	Other Funding	Other Funding Source	Plat Page
CSAH 71	Bridge 31507 over Swan River	–	Bridge	$800,000	$400,000			$400,000	Bridge Bonding	24
CSAH 80	Bridge 88246	–	Bridge Replacement	$1,000,000		$500,000		$500,000	Bridge Bonding	32
CR 540	TH 65 to End	1.1	Reconstruction	$500,000			$500,000			50, 51
CSAH 52	CR 340 to TH 65	13.0	Base & Bituminous	$3,900,000	$3,900,000					71, 72
CSAH 52	CSAH 7 to CR 340	7.3	Bituminous Overlay	$1,000,000	$1,000,000					60, 71
CSAH 4	TH 46 - CSAH 29	16.1	Bituminous Rehabilitation	$4,100,000	$2,375,000			$1,725,000	Federal	65, 66, 67
CR 533	TH 1 to end of pavement	2.2	Bituminous Overlay	$300,000			$300,000			93
CR 340	CSAH 52 to end of pavement	0.35	Bituminous Overlay	$50,000			$50,000			71
CR 551	TH 65 to end of pavement	3.3	Bituminous Overlay	$500,000			$500,000			83, 84
CR 532	TH 65 to end of pavement	3.2	Bituminous Overlay	$500,000			$500,000			50
	Various Roads		Rountine Maintenance: Crack Sealing, Striping, Seal Coats & Pavement Patches	$500,000	$300,000		$200,000			
TOTAL				$13,150,000	$7,975,000	$500,000	$2,050,000	$2,625,000		

PROJECTED STATE AID BALANCE

State Aid Balance End of 2027	-$400,000
State Aid Allotment for Year 2028	$6,400,000
Transfer from Municipal Construction	$0
Engineering	$250,000
State Aid Construction for Year 2028	$7,975,000
State Aid Balance End of 2028	-$2,225,000

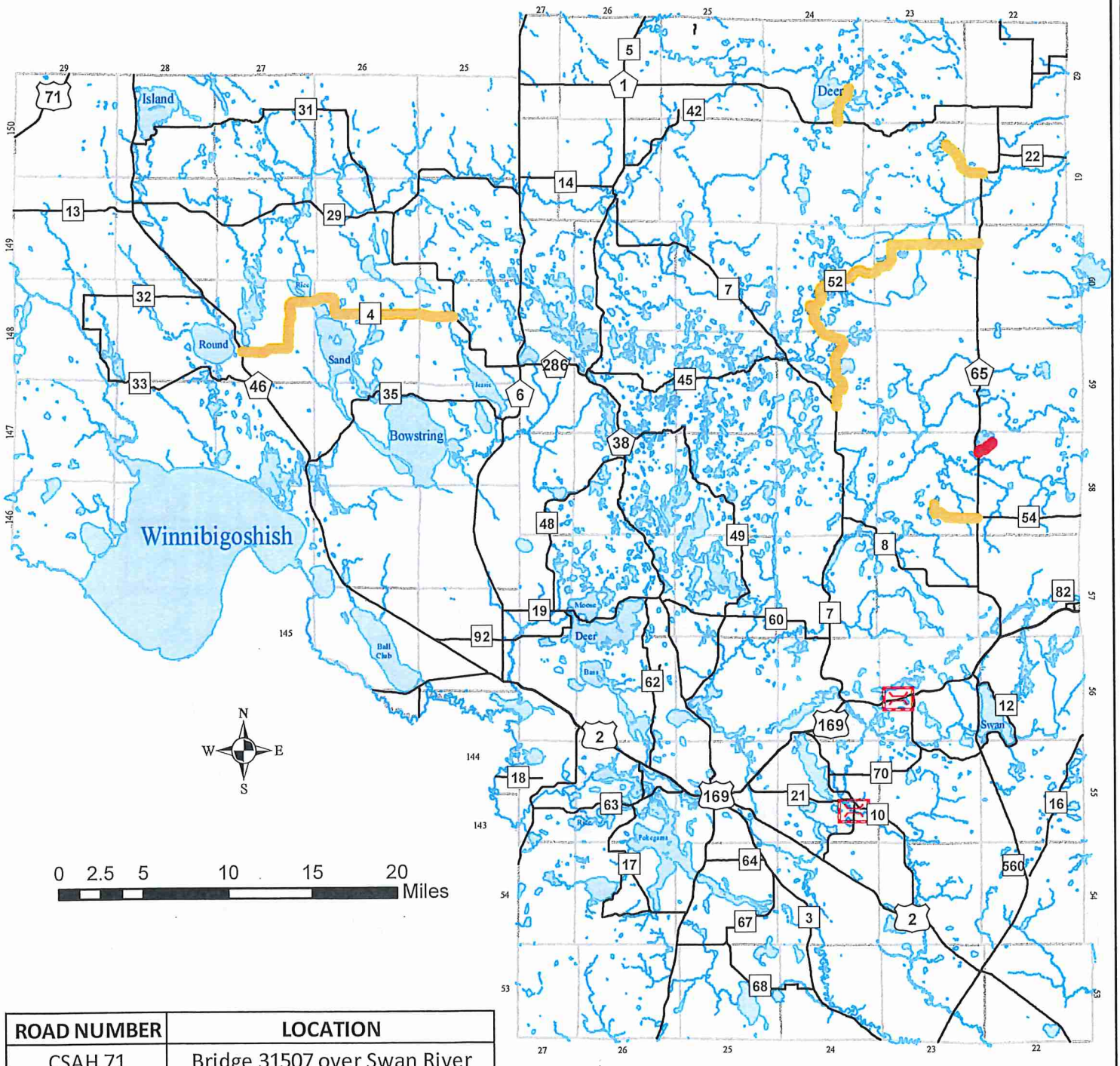
PROJECTED COUNTY PRESERVATION BALANCE

County Preservation Balance End of 2027	$1,180,000
County Preservation Allotment for Year 2028	$680,000
Wheelage Tax	$430,000
County Preservation Construction for Year 2028	$2,050,000
County Preservation Balance End of 2028	$240,000

PROJECTED MUNICIPAL STATE AID BALANCE

Municipal State Aid Balance End of 2027	$1,520,000
Municipal State Aid Allotment for Year 2028	$900,000
Transfer from Mun. Const. to State Aid Const.	
Municipal State Aid Construction for Year 2028	$500,000
Municipal State Aid Balance End of 2028	$1,920,000

ITASCA COUNTY CONSTRUCTION PROJECTS 2028

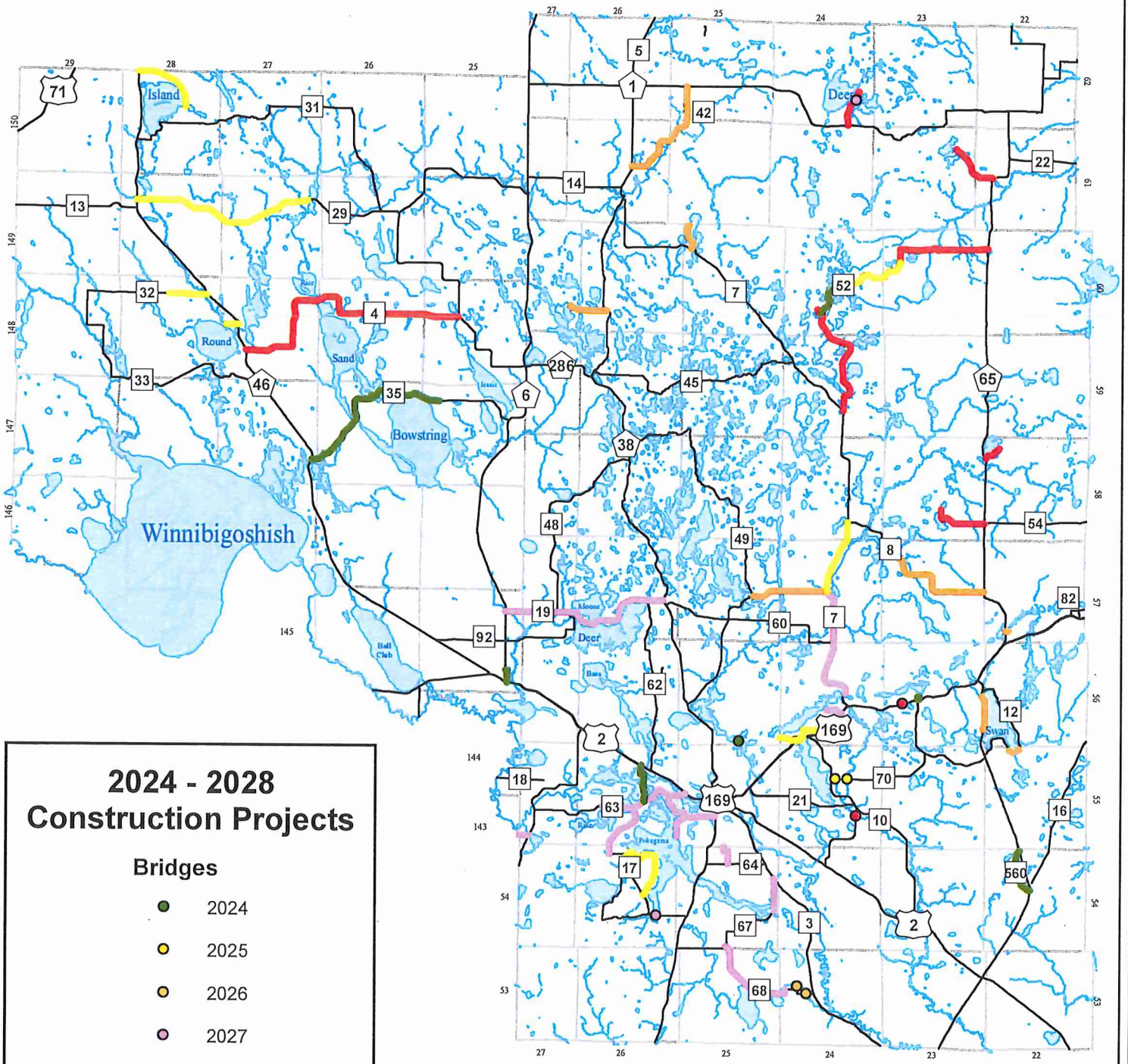


ROAD NUMBER	LOCATION
CSAH 71	Bridge 31507 over Swan River
CSAH 80	Bridge No. 88246
CR 540	TH 65 to End
CSAH 52	CR 340 to TH 65
CSAH 52	CSAH 7 to CR 340
CSAH 4	TH 46 to CSAH 29
CR 533	TH 1 to End of Pavement
CR 340	CSAH 52 to End of Pavement
CR 551	TH 65 to End of Pavement
CR 532	TH 65 to End of Pavement

2028 Construction Projects

- Bridge Replacement
- Reconstruction
- Bituminous

ITASCA COUNTY CONSTRUCTION PROJECTS 2024 - 2028



2024 - 2028 Construction Projects

Bridges

- 2024
- 2025
- 2026
- 2027
- 2028

Roads

- 2024
- 2025
- 2026
- 2027
- 2028

N
W E
S

0 2.5 5 10 15 20 Miles

Comments

Karin Grandia

From: Frank W Allen <fwallen2323@gmail.com>
Sent: Thursday, February 15, 2024 2:22 PM
To: Karin Grandia
Subject: Fwd: 5 year Plan

You don't often get email from fwallen2323@gmail.com. Learn why this is important

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

Subject: 5 year Plan

Hello, Attached is a letter I send to Commissioner Ives and the others in 2022. Since then I've had an opportunity to speak with many neighbors and we concur that Sherry's Arm Road is Lake Pokegama's forgotten Class Five Road with most other Pokegama lake roads paved.

Almost all the people I spoke with are responsible seniors, some with second homes. All are very easy on the costs of the county and school district. In return we are living on an old road that has now damaged 2 of my cars. The last was a freshly repainted ($1900) car that suffered lower valance damage on a rutted road. I don't have a remedy other than to bring this road into this century. Please consider these comments.

Open my shared document:


Blank 16
Pages

Frank W Allen

Frank W Allen
18658 Sherry's Arm Rd
Grand Rapids MN 55744
August 6, 2022

Dear Commissioner Ives

I am writing to ask the County Board to review the policies regarding Sherrys Arm Road. Many modern vehicles have a low profile, and run flat tires that can't be repaired. They also have lower front ends compared to older vehicles. A Class 5 road that has frozen and thawed in winter, or is just rough between gradings can severely damage a car.

We owned homes and a business in Grand Rapids, and we've been at this address for Fall, Winter and Spring. In winter I encountered big icy bumps on our road where my car was damaged and required replacement of two front tires and realignment. This cost over $1000. In addition, the front of the car was damaged. I'm sure the repair will be costly.

Another problem with the road is that our driveway is downhill. Two spring rain storms have resulted in hundreds of pounds of sand and gravel rushing down our paved drive, some of it deposited on the drive on the way down, with more ending up on the grass. It's a chore for seniors to sweep the drive, rake the grass and then shovel. In addition the rural mail person has to deal with sand in front of the box, resulting in spinning wheels and ruts.

The homes on Sherrys Arm Road are both seasonal and full time, but all pay taxes, and the demands on the county for services are low. I've also talked with several owners who have had similar issues. Can't the county do better?

I have two requests:

First is to have staff consider drainage on hilly sections of our road to determine how to remedy the drainage situation. The current grading has the road canted toward the lakeside homes, which is a problem. This should not be a major expense, and could be done immediately.

Second is to look at blacktop . I'm sure this will need further study and planning to determine costs and look at funding. This will require hard decisions, but I have to ask why should residents be forced to pay for damage to their vehicles, and constant mess and expense.

Thank you,

Frank W Allen
18658 Sherrys Arm Road
Grand Rapids MN 55744

cc: Itasca County Administrator Skyles
Itasca County Commissioners, Tinquist, DeNucci, Trunt and Snyder.

5/25/2023 Kory and I met with Frank. We agreed to review and consider installing an entrance pipe at his driveway which would help us control drainage. He agreed to let us remove trees.

ITASCA COUNTY

Transportation Department
123 NE 4th Street, Courthouse
Grand Rapids, MN 55744-2600
Office (218) 327-2853 Fax (218) 327-0688

February 20, 2024

Frank Allen
18658 Sherrys Arm Road
Grand Rapids, MN 55744

RE: Itasca County Five-Year Plan

Dear Mr. Allen:

Thank you for taking the time to provide the County with your concerns relating to County Road 454. You outlined concerns related to drainage and the desire to see this road be upgraded to pavement, like most other Pokegama Lake roads. Let me address each of these issues:

I understand from Kory Johnson, the Transportation Department Maintenance Director, that he is planning some work on this road for the summer of 2024. That will likely include the installation of a culvert under your driveway to try to keep some of the water in the ditch instead of running down your driveway. However, it should be noted that water naturally flows to the lake as the road is over 40' higher in elevation than the lake. While a more extensive reconstruction project that included ditching on both sides of the road would be ideal, there is simply not enough funding. As to your concerns with the surface conditions you have encountered in the past, I will pass them on to our maintenance foreman and assure you we will do our best to keep the road in good condition throughout.

To explain why this section of roadway is not in our plan for paving, let me give you some more information about the Itasca County system of roads and the funding we receive.

Itasca County maintains approximately 1,335 miles of roadways. Of those miles, approximately 45% are paved. Currently to maintain the existing paved roads in our system, Itasca County needs about 11.2 million dollars per year. Unfortunately, Itasca County does not have adequate funding to maintain the approximately 600 miles of paved roads at an optimum level which requires us to make choices.

Due to the current funding shortfall, it is unusual for Itasca County to upgrade gravel roads to paved roads. In looking at gravel roads and considering the need to upgrade to a paved road, we evaluate the amount of money it takes to keep the gravel road maintained at an acceptable level of service for the travelling public. Our experience has shown that the costs of maintaining a gravel road begin to justify paving when the road has traffic

Karin Grandia

From: Kim Tyler <kim@cherished1.co>
Sent: Thursday, February 22, 2024 4:35 PM
To: Karin Grandia
Subject: County Road 52

You don't often get email from kim@cherished1.co. Learn why this is important

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

Dear Karin,
We live on Little Bear Lake on County Road 52. We along with many families live here year round. County Road 52 was supposed to be paved years ago. We pay HUGE property taxes. We have no other County/City amenities out here. We were promised that the road would be paved in 2021. I called your office repeatedly since then and most recently I was told the paving was to be moved until this year. Now I hear that won't be done again.

People out here are ready to take action. Our cars and trailers are riddled with rust because of all of the Chlorides used to keep the dust down and all of the rocks etc that are pounding them. The dust and chlorides are bad for us to breathe and kill some vegetation.

I know you've changed your plans many times, but WE ARE TIRED OF BEING LEFT IN THE DUST literally. I am hoping that you are going to give me good news about County Road 52 and it will be paved this year.

Please advise.
Kim Tyler

Karin Grandia

From: Karin Grandia
Sent: Wednesday, February 28, 2024 7:38 AM
To: Kim Tyler
Subject: RE: County Road 52

Kim:

I understand your disappointment in the paving work on CSAH 52 getting pushed farther out in the 5 year plan. To explain why the paving on this roadway continues to get pushed farther out in the plan, let me give you some more information about the Itasca County system of roads and the funding we receive.

Itasca County maintains approximately 1,335 miles of roadways. Of those miles, approximately 45% are paved. Currently to maintain the existing paved roads in our system, Itasca County needs about 11.2 million dollars per year. Unfortunately, Itasca County does not have adequate funding to maintain the approximately 600 miles of paved roads at an optimum level which requires us to make choices.

Due to the current funding shortfall, it is unusual for Itasca County to upgrade gravel roads to paved roads. In looking at gravel roads and considering the need to upgrade to a paved road, we evaluate numerous factors. Some of those are:

- The amount of money it takes to keep the gravel road maintained at an acceptable level of service for the travelling public.
- The amount of money it takes to upgrade the road before paving
- The paved network of roads throughout the County.

Our experience has shown that the costs of maintaining a gravel road begin to justify paving when the road has traffic levels of around 300 cars per day. CSAH 52 does not get that level of traffic, but it was added to the plan for upgrading and paving due to ist location. As you surely know, there are not many paved routes that run east/west through that portion of the County and this route will make a nice addition to the paved transportation network.

Construction costs have increased sharply over the last couple of years and our funding dropped during COVID. Those factors have caused more changes to the 5 year plan that we would like but adjustments had to be made to account for the lack of funding. Currently the plan is to reconstruct from CR 340 to CR 344 this summer, reconstruct the last piece in 2027 and then pave the entire route in 2028. Waiting to pave the entire route at the same time will help with pricing as a Contractor will only have to mobilize to the area one time and it will be a large project which should help with competition.

We will make every effort to keep the schedule as outlined above, but please understand changes occur due to a variety of factors that are often outside our control. Let me know if you have further questions.

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

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

Tuesday, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3538

DEPARTMENT: Land Department
PRESENTER: Sara Thompson

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:
Bass Lake Park Dump Station Design Services Contract

BOARD ACTION REQUESTED:
Approve a professional services contract with MSA Professional Services, Inc. for design services on the Bass Lake Campground dump station project for $29,950.00, and authorize necessary signatures.

BACKGROUND:
Two project scopes were received from MSA Professional Services, Inc. and Bolten and Menk, Inc. MSA Professional Services, Inc came in at $29,950 and Bolten and Menk, Inc. came in at $43,400. MSA Professional Services, Inc has worked on a similar project within Itasca County proving design and construction management services for the dump station facility at Scenic State Park. For this project they will provide design for the water system (excluding well system), dump station design, electrical design for the well house, site lighting & tank alarm. Coordination with appropriate regulatory agencies (i.e. MN Department of Labor and Industry) as required for design approval of applicable plumbing/ electrical components of the dump station.

COUNTY ATTORNEY REVIEW: Pending

SUPPORTING DOCUMENTATION:
1. Purchase of Services with Special Conditions - MSA

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

County of Itasca, Minnesota
Service Contract

A.1 DATES AND PARTIES

A.1.1 THIS CONTRACT, made this _____, by and between the County of Itasca, herein called the "County," and MSA Professional Services, Inc., a corporation organized and existing under the laws of the State of Minnesota, located at 332 W Superior Street, Suite 600 Duluth, MN 55802, herein called the "Vendor."

B.1 AGREEMENT

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

C.1 TERM OF CONTRACT

C.1.1 The term of this Contract is from **March 26th to July 31st, 2024, inclusive.** The Contract may be extended if provided for in the Special Conditions.

D.1 SPECIAL CONDITIONS

D.1.1 This Contract is subject to such special conditions as are set forth in the Special Conditions Supplement attached hereto and made a part hereof and marked Exhibit(s): **A**.

E.1 CONTRACT AMOUNT

E.1.1 This Agreement, when fully completed and fulfilled on the part of said Vendor to the satisfaction of the County or its duly authorized agent, is **not to exceed $29,950.00** for the current term.

F.1 INCREASE

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

G.1 PAYMENT

G.1.1 The County does hereby agree, to pay said Vendor as services are performed to the satisfaction of the County, or its duly authorized agent. Payments to VENDOR will be made based on invoices submitted monthly, or as indicated in the Special Conditions. Payment terms of this Contract are Net 30.

H.1 STANDARD OF CARE

H.1.1 In providing services under this Agreement, the Vendor shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and similar locality.

I.1 BOND

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

J.1 INSURANCE

J.1.1 The following insurance must be maintained for the duration of this Contract. A Certificate of Insurance for each policy which lists Itasca County as a certificate holder and as an additional insured must be on file with the Itasca County Risk Management Department within 10 days of execution of this Contract and prior to commencement of any work under this Contract. Each certificate must include a 30-day notice of cancellation, nonrenewal, or material change to all named and additional insureds.

J.1.2 The County reserves the right to terminate, suspend or rescind any contract not in compliance with these requirements and retains all rights thereafter to pursue any legal remedies against Vendor. All insurance policies shall be open to inspection by the County, and copies of policies shall be submitted to the County upon written request. All sub-Contractors shall provide evidence of similar coverage.

J.1.3 <u>General Liability Insurance</u>

J.1.3.1

	<u>Limit</u>
General Aggregate	$3,000,000
Products-Completed	

Operations Aggregate	$3,000,000
Personal and Advertising Injury	$1,500,000
Each Occurrence:	
Combined Bodily Injury and Property Damage	$1,500,000

J.1.3.2 Policy shall Vendors and sub-Contractors, and contractual liability.

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

J.1.4 Automobile Liability Insurance

J.1.4.1

	Limit
Automobile Liability - Combined single limit each occurrence for bodily injury and property damage covering owned, non-owned and hired automobiles	$1,500,000

J.1.4.2 Must cover owned, non-owned and hired vehicles.

J.1.5 Workers' Compensation Per Statutory Requirements

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

J.1.6 Employer's Liability

	Limit
J.1.6.1 Bodily injury by:	
Accident - Each Accident	$500,000
Disease - Policy Limit	$500,000
Disease - Each Employee	$500,000

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

J.1.7.1 Provider shall maintain at its sole expense a valid policy of insurance covering professional liability, arising from the acts or omissions of Provider, its agent and employees in the amount of not less than $500,000 per claim and $3,000,000 annual aggregate, (These suggested limits should be reviewed on a case-by-case basis)

J.1.8 Indemnification Clause

J.1.8.1 Except as may be caused by the sole negligence of the County or its employees, Vendor shall indemnify and save harmless Itasca County, its employees, and its agents from all claims, actions,

demands, and judgments of any kind arising in whole or in part from any act or omission of Vendor, is sub-contractors and their agents, servants, or employees, incidental to the performance of the Contract and from all expenses in connection with such claims, actions, demands and judgments, and shall assume, without expense to the County, the defense of any such claims, actions, demands and judgments.

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

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

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

Vendor further agrees the minimum requirements set forth above shall at all times be in an amount at least equal to the maximum liability of the County under Minn. Stat. 466.04 now or as said statute is hereafter amended or as otherwise required by law, statute or rule.

K.1 UNAVOIDABLE CIRCUMSTANCES

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

L.1 RIGHT TO TERMINATE

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

M.1 ASSIGNMENT

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

N.1 COMPLIANCE WITH LAWS

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

O.1 RECORDS AUDITING AND RETENTION

O.1.1 Vendor's books, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Contract are subject to the examination, duplication, transcription and audit by the County and either the legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, subd. 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. Vendor agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made or longer if any audit in progress required a longer retention period.

P.1 WAIVER

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

Q.1 MODIFICATIONS/AMENDMENT

Q 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 an authorized representative of the County and Vendor.

R.1 SEVERABILITY

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

S.1 FINAL AGREEMENT

S.1.1 This Contract is the final expression of the agreement of the parties and the complete and exclusive statement of the terms agreed upon, and shall supersede all prior negotiations, understandings or agreements. There are no representations, warranties, or stipulations, either oral or written, not herein contained.

T.1 EXECUTION

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

Dated this _____ day of _____, _____.

MSA PROFESSIONAL SERVICES, INC.

By: _____

Its _____

COUNTY OF ITASCA, MINNESOTA

By: _____

Its_____

By: _____

Its_____

APPROVED AS TO FORM &EXECUTION

By: _____
Itasca County Attorney

Special Conditions

March 20th, 2024

Itasca County (COUNTY) is requesting engineering and land surveying services from MSA Professional Services, Inc. (VENDOR) to provide professional design services related to the Bass Lake Park and Campground Dump Station project in Effie, Minnesota.

TERM OF AGREEMENT:

A. Effective Date: March 26th, 2024, or date of "Notice to Proceed"

B. Expiration Date: July 31st, 2024

I. SCOPE OF PROJECT

A. This project consists of professional design services of site layout, water utility and electrical design for the dump station project. They will provide design for the water system (well by others), dump station design, electrical design for the well house, site lighting & tank alarm. Coordination with appropriate regulatory agencies (i.e. MN Department of Labor and Industry) as required for design approval of applicable plumbing/ electrical components of the dump station.

II. PROJECT COORDINATION, MEETINGS AND QA/QC

A. It is important to closely coordinate MSA's project phases and schedules, both internally as well as with the CLIENT and their agents, for the most effective creation of a quality engineered product. This phase takes into account project progress updates, correspondence throughout the project, budget and scope deviation tracking. Quality assurance and control of submittals, plan sets, engineering operations, etc. are also included in this phase.

B. A project representative from MSA will attend project meetings with Itasca County to assist with the completion of the anticipated tasks for this project. Revisions associated with meetings are also included with this task. They assume the project will kick-off in March with a tight turnaround for design completion by May (2 months). Project meetings will include:

1. Attend one (1) kick-off meeting internally with the project team (Remote).
2. Attend one (1) initial scoping and planning meeting with the Owner and other stakeholders, as necessary, to continue moving forward on the project (Onsite).
3. Attend one (1) final design review meeting (Remote).
4. Weekly update emails & calls as necessary.

III. DESIGN

A. MSA will complete the site layout, water utility and electrical design. They will provide plan sheets, details, and technical specifications to include in the bid documents. MSA will provide design for the water system (well by others), dump station design, electrical design for the well house, site lighting & tank alarm. The septic tank and roadway design will be completed by others. They also anticipate that a residential 100-amp service will be required to power the site and any further coordination will be performed by the contractor.

The preliminary civil & electrical drawings prepared as part of this task will include the following:

- Dump station plan & section details
- Utility plan & profile sheet
- Water system details
- Plumbing well house plan
- Electrical abbreviations & symbols sheet
- Electrical site plan sheet
- Electrical well house plan
- Electrical one-line diagram sheet
- Electrical panel schedule sheet
- Electrical details sheet

By others:

- Title sheet
- Existing conditions
- Removals plan
- Septic tank design & drawings
- Erosion & sediment control
- Roadway grading plan
- Drainage & culverts drawings
- Stormwater Pollution Prevention Plan (SWPPP) – If Applicable
- Statement of Estimated Quantities (SEQ)

Deliverables:

- One (1) site concept design exhibit
- One (1) 90% development design plan sheets
- One (1) Final set of plan sheets

Assumptions:

- This task does not include geotechnical, archaeological, or historical investigations, retaining wall/structural design, storm sewer design, wetland delineation, photometric design, landscape design or traffic studies and/or analysis.
- Bedrock will not be encountered at the site (note: no geotechnical data provided).
- Cut/fill quantities will be provided by others.
- An engineer's opinion of cost is not required.

- The Owner will provide traffic projections for roadway pavement thicknesses.
- The AutoCAD file of the existing topography provided by the Client will include accurate:
  - Benchmark/control point information
  - One-foot contours
  - Utility locations (electric lines/poles, cable, telephone, gas, and fiber-optic)
  - Vegetation
  - CSM and property information
- Permits to be completed and submitted by the owner.
- The plans will be revised one (1) time based on Owner comments.

IV. SPECIFICATIONS

A. MSA will prepare technical specifications for the work associated with the design/plan sheets noted above and provide those specifications to the owner in our standard CSI format. The project manual, sanitary, roadway, grading & seeding specifications will be the responsibility of others. Individual quantity take-offs, bidding documents, contractor bidding questions, bid tabulations, bid opening, etc. will not be completed as part of this proposal.

V. CONSTRUCTION ADMINISTRATION

A. The proposal provided does not include construction administration costs. Construction administration work may include the following:

1. Contractor bidding services
2. Bid award and contract preparation
3. Shop drawing review
4. Preconstruction meetings / project startup
5. Construction staking
6. Project progress meetings and contractor scheduling
7. Construction observation and daily diary documentation
8. Utility inspection (water main, sanitary sewer, storm sewer)
9. Compaction testing
10. Concrete materials testing
11. Change order/progress payment verification
12. Punch list & start-up
13. As-built drawings and survey
14. Reimbursement summaries

VI. TERMS OF PAYMENT:

A. Retainage: Payments to VENDOR will be made based on invoices submitted monthly with no retainage being held. Payment will be made within 30 days of receipt of the invoice.

B. VENDOR will submit to COUNTY a monthly progress report with VENDOR'S invoice summarizing work completed to date.

C. Definition of "hourly not to exceed":

1. VENDOR shall be paid for every hour that employees of the VENDOR work on the project plus expenses. The hourly rates for all employees shall be identified under Cost section of the scope as provided by the VENDOR.
2. VENDOR shall be reimbursed for actual expenses incurred for materials, travel expenses, equipment rental, permits, licenses etc. as set forth in figure II of the agreement. The entire above are subject to the "not to exceed" amount of $29,950.00.

VII. VENDOR PERSONNEL:

A. VENDOR'S key personnel, will include:

1. Name: Lucas Jones, PE
   Title: Project Manager
   Address: 5368 266th Street
   Wyoming, MN 55092
   Phone: (612) 548-3126
   Email: ljones@msa-ps.com

VIII. COUNTY'S AUTHORIZED AGENT AND PROJECT MANAGER

A. COUNTY'S Authorized Agent, or his/her successor, will be:

1. Name: Kory Cease
   Title: Itasca County Land Commissioner
   Address: 1177 LaPrarie Ave.
   Grand Rapids, MN 55744
   Phone: 218-327-7392
   Fax: 218-327-4160
   Email: kory.cease@co.itasca.mn.us

B. COUNTY'S Authorized Agent will have final authority to accept or reject VENDOR'S services and/or goods. If such services and/or goods are acceptable and satisfactory, COUNTY'S Authorized Agent will certify each invoice submitted by VENDOR.

C. COUNTY'S Project Manager, or his/her successor, for this Agreement will be:

1. Title: Park Operations Coordinator and Land Department Staff
   Address: 1177 LaPrarie Ave.

Grand Rapids, MN 55744
Phone: 218-327-2855
Fax: 218-327-4160
Email: sara.thompson@co.itasca.mn.us
matt.becker@co.itasca.mn.us

D. COUNTY'S Project Manager will sign progress reports, review billing statements, make recommendations to the COUNTY'S Authorized Agent for acceptance or rejection of VENDOR'S goods or services and make recommendations to the COUNTY'S Authorized Agent for certifications for payment of each invoice submitted by VENDOR.

Exhibit A

332 W Superior Street
Suite 600
Duluth, MN 55802

P (218) 722-3915
TF (800) 777-7380
F (218) 722-4548

www.msa-ps.com

February 8, 2024

Sara Thompson, Forest Recreation Specialist
Itasca County Land Department
1177 LaPrairie Ave.
Grand Rapids, Minnesota 55744

Re: Bass Lake Campground - RV Dump Station Design

Dear Ms. Thompson,

Selecting the best consultant for a project requires thoughtful consideration. You know what qualifications and qualities you and your colleagues are looking for, but how do you convey every detail of your expectations to interested firms, weigh all the pros and cons of their responses, and select a team who will truly and effectively act as an extension of your staff? We believe that this proposal will demonstrate MSA Professional Services, Inc. (MSA) is best suited to help the Itasca County complete the Bass Lake campground RV dump station project, with a design team consisting of civil, plumbing & electrical engineers to complete this project.

PROJECT COORDINATION, MEETINGS AND QA/QC

It is important to closely coordinate MSA's project phases and schedules, both internally as well as with the CLIENT and their agents, for the most effective creation of a quality engineered product. This phase takes into account project progress updates, correspondence throughout the project, budget and scope deviation tracking. Quality assurance and control of submittals, plan sets, engineering operations, etc. are also included in this phase.

A project representative from MSA will attend project meetings with Itasca County to assist with the completion of the anticipated tasks for this project. Revisions associated with meetings are also included with this task. We assume the project will kick-off in March with a tight turnaround for design completion by May (2 months). Project meetings will include:

- Attend one (1) kick-off meeting internally with the project team (Remote).
- Attend one (1) initial scoping and planning meeting with the Owner and other stakeholders, as necessary, to continue moving forward on the project (Onsite).
- Attend one (1) final design review meeting (Remote).
- Weekly update emails & calls as necessary.

DESIGN

MSA will complete the site layout, water utility and electrical design. We will provide plan sheets, details, and technical specifications to include in the bid documents. MSA will provide design for the water system (well by others), dump station design, electrical design for the well house, site lighting & tank alarm. The septic tank and roadway design will be completed by others. We also anticipate that a residential 100-amp service will be required to power the site and any further coordination will be performed by the contractor.

The preliminary civil & electrical drawings prepared as part of this task will include the following:

- Dump station plan & section details
- Utility plan & profile sheet
- Water system details
- Plumbing well house plan
- Electrical abbreviations & symbols sheet
- Electrical site plan sheet

- Electrical well house plan
- Electrical one-line diagram sheet
- Electrical panel schedule sheet
- Electrical details sheet
- By others:
    - Title sheet
    - Existing conditions
    - Removals plan
    - Septic tank design & drawings
    - Erosion & sediment control
    - Roadway grading plan
    - Drainage & culverts drawings
    - Stormwater Pollution Prevention Plan (SWPPP) – If Applicable
    - Statement of Estimated Quantities (SEQ)

Deliverables:

- One (1) site concept design exhibit
- One (1) 90% development design plan sheets
- One (1) Final set of plan sheets

Assumptions:

- This task does not include geotechnical, archaeological, or historical investigations, retaining wall/structural design, storm sewer design, wetland delineation, photometric design, landscape design or traffic studies and/or analysis.
- Bedrock will not be encountered at the site (note: no geotechnical data provided).
- Cut/fill quantities will be provided by others.
- An engineer's opinion of cost is not required.
- The Owner will provide traffic projections for roadway pavement thicknesses.
- The AutoCAD file of the existing topography provided by the Client will include accurate:
    - Benchmark/control point information
    - One-foot contours
    - Utility locations (electric lines/poles, cable, telephone, gas, and fiber-optic)
    - Vegetation
    - CSM and property information
- Permits to be completed and submitted by the owner.
- The plans will be revised one (1) time based on Owner comments.

SPECIFICATIONS

MSA will prepare technical specifications for the work associated with the design/plan sheets noted above,.and provide those specifications to the owner in our standard CSI format. The project manual, sanitary, roadway, grading & seeding specifications will be the responsibility of others. Individual quantity take-offs, bidding documents, contractor bidding questions, bid tabulations, bid opening, etc. will not be completed as part of this proposal.

CONSTRUCTION ADMINISTRATION

The proposal provided does not include construction administration costs. Construction administration work may include the following:

- Contractor bidding services
- Bid award and contract preparation
- Shop drawing review
- Preconstruction meetings / project startup

- Construction staking
- Project progress meetings and contractor scheduling
- Construction observation and daily diary documentation
- Utility inspection (water main, sanitary sewer, storm sewer)
- Compaction testing
- Concrete materials testing
- Change order/progress payment verification
- Punch list & start-up
- As-built drawings and survey
- Reimbursement summaries

Upon completion of the design phase, MSA can provide you a cost to complete all or some of the construction administration services listed above, if desired.

COST

MSA will perform the tasks described above for a lump sum.

ITEM	HRS	COST
Project Coordination, Meetings & QA/QC	40	$6,450.00
RV Dump Station Design	50	$7,250.00
Well House Utility Design	50	$7,550.00
Electrical Design	54	$8,700.00
Total	**194**	**$29,950.00**

We look forward to working with you to complete this project, and we welcome the opportunity to further discuss your requirements, scope of work and our approach. Please do not hesitate to contact me directly via phone – (218) 722-3915 – or email – ljones@msa-ps.com – with your questions or comments. Thank you for your consideration.

Sincerely,
MSA Professional Services, Inc.

Lucas Jones, PE
Project Manager

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

Tuesday, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3539

DEPARTMENT: Land Department
TIME REQUESTED: < 5 Minutes
PRESENTER: Casey Venema, Sara Thompson

AGENDA ITEM:
American Rescue Plan Request - Bass Lake Campground Public Facility Improvement Project

BOARD ACTION REQUESTED:
Consider the American Rescue Plan request, in the amount of $65,000 from the Itasca County Land Department for the Bass Lake Campground Public Facility Improvement Project.

BACKGROUND:

COUNTY ATTORNEY REVIEW: No

SUPPORTING DOCUMENTATION:
1. Bass Lake Park and Campground ARP request application
2. Bass Lake Park and Campground Narrative
3. Bass Lake Park and Campground Public Facility Budget

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

American Rescue Plan (ARP) Request Form

AMERICAN RESCUE PLAN (ARP) REQUEST FORM

Entity Name:*

Itasca County Land Department

Name of Contact:*

Sara Thompson

Address:*

1177 LaPrairie Avenue

City:* Grand Rapids

State:* MN

Zip Code:* 55744

Phone Number:* 218-327-7393

E-mail Address:* sara.thompson@co.itasca.mn.us

Commissioner District:*

- ☐ District 1 - Cory Smith
- ☐ District 2 - Terry Snyder
- ☐ District 3 - John Johnson
- ☐ District 4 - Burl Ives
- ☑ District 5 - Casey Venema

Project Name:*

Bass Lake Park & Campground Public Facility Improvement Project

Amount Requested:*

65,000

Project Budget & Summary of Project:*

In spring of 2023, the County was directed by the Minnesota Department of Health (MDH) that a sanitary dump station is required in the campground. Under Minnesota Rule 4630.0900, we must have a full installation of a dump station with pressurized non-potable (washdown) and potable water supplied at the site. Without implementation of this public facility, Bass Lake Campground is in jeopardy of being closed. Full installation must be completed by November 30th, 2024. Phase II of this project will include installation of a dump station to complete the requirement directed by MDH to keep the park open. Aside from the two hand pump water systems in the park, visitors would then also have access to pressurized water from the installed potable water system. Additionally, Phase II will continue to expand facilities within the park. The Park System will be decommissioning an out-of-date single unit culvert privy located on the east end of the campground. It will be replaced with a fully upgraded ADA accessible dual-use pre-cast vault toilet system. The location will provide better access for septic trucks for pumping and to the campers on the far end of the campground. Solar lights will also be placed on the exterior and interior of all the vault privies, no lighting currently exists. The north picnic area within the park provides a large open space for visitors of Bass Lake Park and nearby Larson Lake State Forest Campground. To maximize the full potential use of the picnic area, Phase II will construct a picnic shelter with 4 picnic tables (2 ADA picnic tables), and new picnic grills. Not only will this additional amenity create a more robust offering for recreation use (picnics, birthday parties, family reunions, community events, etc.), but will also provide an additional option for shade or area to escape from the unexpected elements. The county is also partnering with the Minnesota DNR to install an ADA accessible public fishing pier adjacent to the picnic area.

Project Budget attached

U.S. DEPARTMENT OF THE TREASURY

Example Uses of Funds

Support Public Health Response

- **Services to contain and mitigate the spread of COVID-19,** including vaccination, medical expenses, testing, contact tracing, quarantine costs, capacity enhancements, and many related activities
- **Behavioral healthcare services**, including mental health or substance misuse treatment, crisis intervention, and related services
- **Payroll and covered benefits** for public health, healthcare, human services, and public safety staff to the extent that they work on the COVID-19 response

Replace Public Sector Revenue Loss

- **Ensure continuity of vital government services** by filling budget shortfalls
- **Revenue loss is calculated** relative to the expected trend, beginning with the last full fiscal year pre-pandemic and adjusted annually for growth
- **Recipients may re-calculate revenue loss** at multiple points during the program, supporting those entities that experience revenue loss with a lag

Water & Sewer Infrastructure

- **Includes improvements to infrastructure**, such as building or upgrading facilities and transmission, distribution, and storage systems
- **Eligible uses aligned to Environmental Protection Agency project categories** for the Clean Water State Revolving Fund and Drinking Water State Revolving Fund

Equity-Focused Services

- **Additional flexibility for the hardest-hit communities and families** to address health disparities, invest in housing, address educational disparities, and promote healthy childhood environments
- **Broadly applicable** to Qualified Census Tracts, other disproportionately impacted areas, and when provided by Tribal governments

Address Negative Economic Impacts

- **Deliver assistance to workers and families**, including support for unemployed workers, aid to households, and survivor's benefits for families of COVID-19 victims
- **Support small businesses** with loans, grants, in-kind assistance, and counseling programs
- **Speed the recovery of impacted industries**, including the tourism, travel, and hospitality sectors
- **Rebuild public sector capacity** by rehiring staff, replenishing state unemployment insurance funds, and implementing economic relief programs

Premium Pay for Essential Workers

- **Provide premium pay to essential workers**, both directly and through grants to third-party employers
- **Prioritize low- and moderate-income workers**, who face the greatest mismatch between employment-related health risks and compensation
- **Key sectors include** healthcare, grocery and food services, education, childcare, sanitation, and transit
- **Must be fully additive** to a worker's wages

Broadband Infrastructure

- **Focus on households and businesses** without access to broadband and those with connections that do not provide minimally acceptable speeds
- **Fund projects that deliver reliable service** with minimum 100 Mbps download / 100 Mbps upload speeds unless impracticable
- **Complement broadband investments** made through the Capital Projects Fund

Ineligible Uses

- **Changes that reduce net tax revenue** must not be offset with American Rescue Plan funds
- **Extraordinary payments into a pension fund** are a prohibited use of this funding
- **Other restrictions apply** to eligible uses

Additional Information:

Bass Lake Park and Campground Public Facility Improvement Project Budget.pdf

Please attach any additional information you wish the County Board to have.



Bass Lake Park & Campground Public Facility Improvement Project

Photo Credit: Greg Krueger – Bass Lake Park Visitor

Introduction

Bass Lake County Park and Campground is a 691-acre county park consisting of mixed red and white pine, spruce, aspen and cedar forests surrounding Bass, Sucker and Erskine lakes. The campground and surrounding lands were purchased by Itasca County in 1984 from Boise Cascade Corporation through the Land and Water Conservation Fund and LCCMR funds. Located off Minnesota State Aid Highway 1, eleven miles east of Effie and west of Togo, Minnesota, this secluded campground currently has 37 RV/camper sites and 6 tenting-only sites. It features a picnic area, a boat launch, and an upgraded swimming beach. Adjacent Duck, Erskine, and Sucker lakes all have carry-in and/or boat accesses and offer good fishing for northern pike, trout, and panfish. Hunting is allowed in the park during the appropriate season and in areas beyond four hundred yards of the campsites. There are trails for hiking, wildlife observation, cross country skiing, snowshoeing, snowmobiling, and OHV use.

Community Impact

In the last two years, the Itasca County Park System has been developing plans to improve the campground in ways that will increase the overall function and usability of the facilities. The park and campground received heavy public use during COVID in 2020. This initiated the county to allocate $199,780 in July 2021 to Bass Lake Park from American Rescue Program Act funds. With the funds provided, the Park System was able to examine new opportunities and upgrade facilities in the park. Phase 1 of this project involved an expansion of the camping opportunities within the park by creating 14 new RV campsites, installing full electrical hookup in 16 RV sites, repairing the park road system, and upgrading the swimming beach by creating a safer retaining wall and beach area for its users.

In spring of 2023, the county was directed by the Minnesota Department of Health (MDH) that a sanitary dump station is required in the campground. Under Minnesota Rule 4630.0900, we must have a full installation of a dump station with pressurized non-potable (washdown) and potable water supplied at the site. Without implementation of this public facility, Bass Lake Campground is in jeopardy of being closed. Full installation must be completed by November 30th, 2024. Phase II of this project will include installation of a dump station to complete the requirement directed by MDH to keep the park open. Aside from the two hand pump water systems in the park, visitors would then also have access to pressurized water from the installed potable water system. Additionally, Phase II will continue to expand facilities within the park. The Park System will be decommissioning an out-of-date single unit culvert privy located on the east end of the campground. It will be replaced with a fully upgraded ADA accessible dual-use pre-cast vault toilet system. The location will provide better access for septic trucks for pumping and to the campers on the far end of the campground. Solar lights will also be placed on the exterior and interior of all the vault privies, no lighting currently exists. The north picnic area within the park provides a large open space for visitors of Bass Lake Park and nearby Larson Lake State Forest Campground. To maximize the full potential use of the picnic area, Phase II will construct a picnic shelter with 4 picnic tables (2 ADA picnic tables), and new picnic grills. Not only will this additional amenity create a more robust offering for recreation use (picnics, birthday parties, family reunions, community events, etc.), but

will also provide an additional option for shade or area to escape from the unexpected elements. The county is also partnering with the Minnesota DNR to install an ADA accessible public fishing pier adjacent to the picnic area.

Community resourcefulness

Bass Lake Park and Campground is a highly used facility near Effie and the surrounding communities. It is a popular destination for tourists interested in getting off the beaten path and enjoying a more rustic camping experience. Local surrounding communities offer several events during May through September. These events are known to attract hundreds to thousands of participants. Due to the location of these communities/ events many people opt to camp at Bass Lake as there are limited options that would support the demands of the local hospitality industry. Specific annual events attracting campers include but are not limited to:

Fishing Season

Bigfork Wilderness Days [19.5 miles away]

North Star Stampede (Effie Rodeo) [16 miles away]

Northern Minnesota Swap Meet & Car Show – Grand Rapids [59.2 miles away]

Itasca County Fair [59.2 miles away]

Small Game Hunting Seasons (grouse, woodcock and waterfowl hunters)

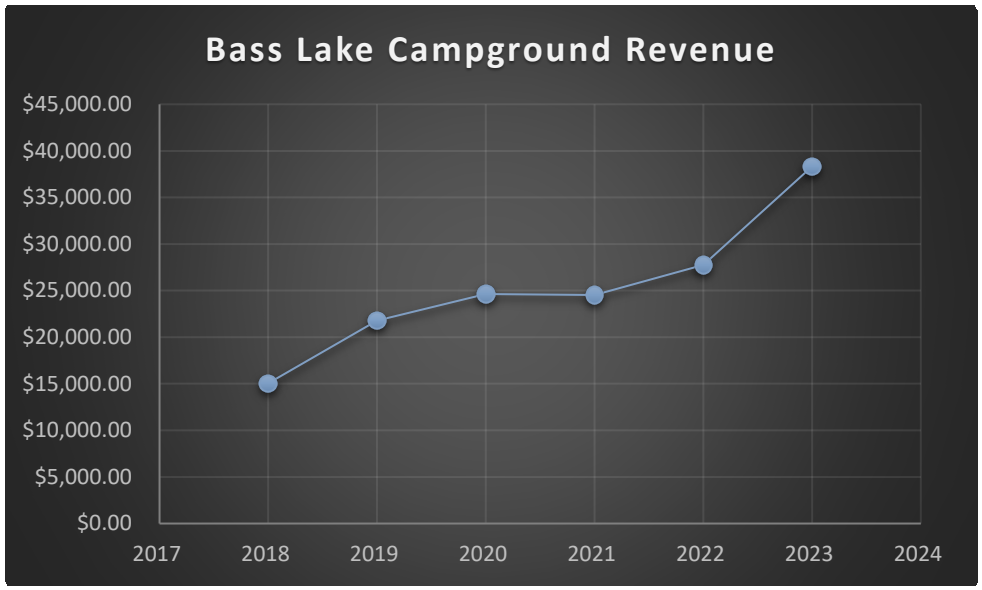
Bargains are Great on Highway 38: 47 miles of Garage Sales along Scenic Byway

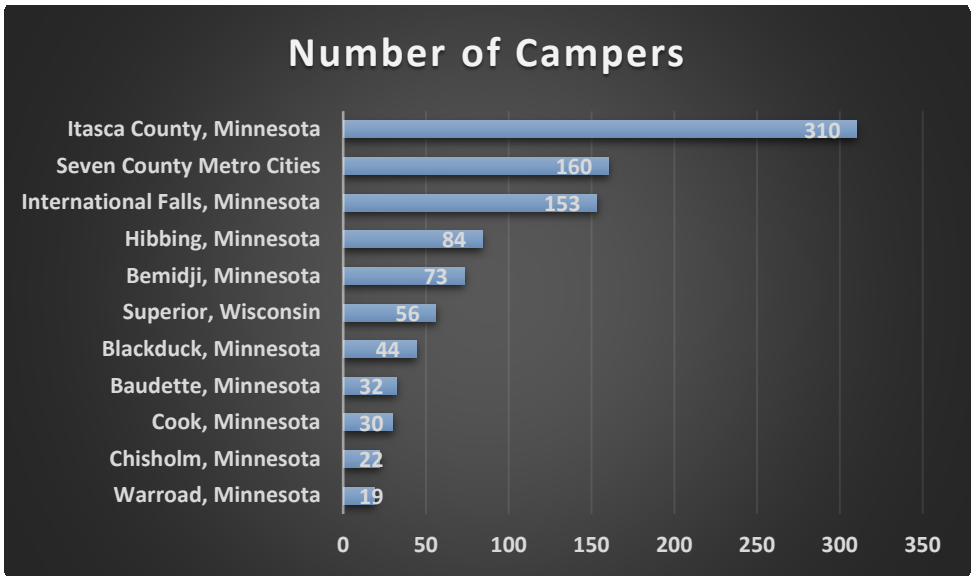
Fall Color Tour

Large Game Hunting Seasons (bear and deer hunters)

During the 2023 season, the Campground brought in over 1400 visitors, generating a total of nearly $39,000 in revenue. Over the last 5 years, our revenue has increased by 39% (shown on the next page). This is reflected from our fee increase by installing the 16 RV full electrical hookup sites. Based on this use and a calculation of 80% capacity, we anticipate the campground will have increased revenue over the next 5 years. This is a conservative estimate and primarily based on the notion that the significant improvements will lead to more people visiting the Park. Our visitor profile (shown on the next page) indicates the top 11 communities that supported Bass Lake Park in the 2023 season. Out of the 1419 total campers, 20% came from within Itasca County. The remaining 80% of our visitors traveled from as far as Washington State and southern Florida with the majority of outside Itasca County residents traveling from the Seven County Metro, and International Falls, MN (Full Visitor Profile shown as Appendix A). Previous years are difficult to track as we don't have records on file prior to 2023. With the expansion of the park and the upgraded amenities, we have determined the need to implement a reservation system. This will help the Park System fulfill the demographic information gap season by season to better serve future grant opportunities and future management of the park. This system will be implemented in Spring of 2024.

Year	Park Revenue
2018	$15,057.00
2019	$21,793.77
2020	$24,640.00
2021	$24,534.00
2022	$27,749.10
2023	$38,328.71





The overall project is estimated to be $ $424,843.12. The total estimated cost for the proposed phase 2 project is $ $249,680.92. If the $100,000 request from the Community Infrastructure Program is approved, 75% of the needed funds will have been secured. The planned funding sources are as follows.

Itasca County	2021 ARPA Funds	$24,217	Secured
Yamaha Corporation	Outdoor Access Initiative Grant	$30,000	Secured
Itasca County	Park System	$32,948	Secured
IRRR	Community Infrastructure	$100,000	To be approved
Other Grants	2024 ARPA funds	$65,000	In Process

The Itasca County Land Department has not received funding through the Community Infrastructure grant program in the past two fiscal years including the current fiscal year.

Job creation and retention

Currently, operation of Bass Lake Park and Campground requires full management under our Itasca County Park System. With increased use of an upgraded park, it will enable the County to retain the current Park Operations Manager position, a Park Maintenance employee, and seasonal park workers. The park requires one full-time campground host from May to October which has historically been a volunteer position. However, compensation will be presented to the recurring host due to added responsibilities (camper reservation monitoring, additional bathroom cleaning, etc.) to the position. While the project will not directly create any new jobs it will include a new paid contract position and provide additional work through construction contracts with local companies for the proposed park upgrades.

Numbers to substantiate the overall economic impact of the campground to the communities are currently not available, but data shows the popularity and traditional use of the park by the reoccurring campers who attend area events during the summer and fall. Increased community activity will also support local workers and commercial businesses with increased traffic. The primary economic drivers within the area are timber, mining, and tourism. Atv's and Side x Sides are one of Itasca County's largest economic drivers to our tourism industry. Bass Lake Park is 1 of 2 campgrounds in the County that allows ATVs to camp. Unlike most State Forest Campgrounds, campers do not have to trailer in and out their ATV's/UTV's each time. There are nearby trails and connections to local businesses like Deer Lake Charlies and Antler Lodge, and local businesses in the City of Bigfork. Overall, the Bass Lake is an asset to the Effie community and other pass-through communities to help retain operation of the local businesses and contribute to the local area economy.

Diversity, Equity, and Inclusion

Itasca County is predominantly rural, and at 2667.5 square miles, is the third-largest county in the state. According to the U.S. Census Bureau, the estimated population of Itasca County in 2020 was 45,014. Bass Lake Park lies within Independent School District 318. That encompasses Grand Rapids, Cohasset, Bigfork, Effie, Marcell, Warba, portions of Bois Forte and Leech Lake Reservations, and many smaller towns and townships over a 2,200 square mile area.

The communities served by the park are within the "at least 35% of people reported income less than 200% of the federal poverty level" and serve the Bois Forte Tribal reservation. The following data was drawn from the U.S. Census Bureau. The area pulled is the Zip Code Tabulation Area (ZCTA) 56639 which encompasses Effie, portions of Koochiching County, a small portion of the Bois Forte Reservation, and Deer Lake communities with that zip code. According to the American Community Survey (ACS), Zip Code Tabulation Area 56639 population was estimated at 423 for 2020. Forty-seven residents are of Native American, African American, Asian, and Hispanic ethnicity. Additionally, 14.8% are veterans and 37% are 65 years of age and older. The median household income is $32,500 and approximately 12 percent of residents live in poverty as compared to Minnesota with a median household income is $82,338 and 9.6 percent of people live in poverty.

Bass Lake Park and Campground serves campers from communities characterized as economically disadvantaged. These communities served are very rural and economically

distressed, with an overall lack of recreational and community amenities. The proposed park upgrades will help address the lack of amenities and create a more attractive community for both current and future residents as well as visitors. Itasca County welcomes residents and visitors of all backgrounds and identities to utilize its community facilities and the park to its fullest. All improvements made to the campground will be designed and completed in accordance with the standards for accessible design and outdoor developed areas as determined by the Americans with Disabilities Act (ADA). Specifically, the roadways and pathways will greatly improve accessibility within the campground area. Additionally, all signage will be designed and constructed according to ADA guidelines.

Environmental Impact

- Installation or transition to renewable energy sources like wind and solar power.
    - Solar powered lights are to be installed on the interior and exterior of the bathrooms.

- Project is located within an environmental justice community or population.
    - The census tract that includes the communities served by the park are within the "at least 35% of people reported income less than 200% of the federal poverty level" and serve the Bois Forte Tribal reservation.

- Supports clean energy, improves air quality or reduction of emissions or pollution.
    - The project will be incorporating high-efficiency LED lighting with the lighting of the dump station

"Love It! We come every year!" Jennifer from Effie, MN
"Great Campground!" Theresa from Bemidji, MN
"We've been coming here for 45 years." The Church's from Bovey, MN

2023 Bass Lake Park Visitor Profile

City, State	Total # of People	City, State	Total # of People
Aitkin, Minnesota	11	Iron Junction, Minnesota	2
Angora, Minnesota	2	Isanti, Minnesota	1
Arden Hills, Minnesota	20	Jordan, Minnesota	4
Aurora, Minnesota	14	Keewatin, Minnesota	4
Avon, South Dakota	2	Kelliher, Minnesota	3
Backus, Minnesota	5	Kennewick, Washington	2
Bagley, Minnesota	2	Lakeville, Minnesota	4
Balsam Township, Itasca County	4	Le Center, Minnesota	2
Baudette, Minnesota	32	Lino Lakes, Minnesota	3
Bemidji, Minnesota	73	Lisbon, Minnesota	1
Bethel, Minnesota	8	Little Falls, Minnesota	5
Big Falls, Minnesota	5	Littlefork, Minnesota	10
Big Lake, Minnesota	10	Loves Park, Illinois	2
Bigfork, Minnesota	52	Maple Grove, Minnesota	4
Bismarck, North Dakota	3	McGregor, Minnesota	8
Blackduck, Minnesota	44	Merrifield, Minnesota	6
Blaine, Minnesota	22	Miltona, Minnesota	2
Bloomington, Minnesota	4	Minneapolis, Minnesota	22
Bovey, Minnesota	22	Mizpah, Minnesota	5
Braham, Minnesota	4	Monticello, Minnesota	2
Brainerd, Minnesota	10	Mosinee, Wisconsin	3
Buxton, North Dakota	3	Motley, Minnesota	2
Cambridge, Minnesota	9	Mounds View, Minnesota	10
Carlton, Minnesota	4	Nashwauk, Minnesota	36
Cedar Rapids, Iowa	6	Nevis, Minnesota	2
Chisholm, Minnesota	22	Nisswa, Minnesota	3
Cohasset, Minnesota	14	Northfield, Minnesota	6
Coleraine, Minnesota	3	Northome, Minnesota	10
Cook, Minnesota	30	Nowthen, Minnesota	4
Coon Rapids, Minnesota	2	Oak Grove, Minnesota	7
Crestview, Florida	3	Otsego, Minnesota	4
Crosslake, Minnesota	2	Park Rapids, Minnesota	2
Deer River, Minnesota	26	Pengilly, Minnesota	7
Deerwood, Minnesota	7	Pierz, Minnesota	17
Delano, Minnesota	2	Pine City, Minnesota	2
Duluth, Minnesota	8	Plummer, Minnesota	17
Effie, Minnesota	54	Plymouth, Minnesota	7
Elk River, Minnesota	5	Point of Rocks, Wyoming	2
Embarrass, Minnesota	10	Randall, Minnesota	2
Eveleth, Minnesota	1	Roscoe, Illinois	6
Fargo, North Dakota	2	Saint Paul, Minnesota	9
Glencoe, Minnesota	1	Satellite Beach, Florida	4

Goodhue, Minnesota	2
Goodland, Minnesota	4
Grand Rapids, Minnesota	61
Grantsburg, Wisconsin	11
Green Bay, Wisconsin	2
Ham Lake, Minnesota	3
Hancock, Minnesota	2
Harris, Minnesota	6
Hibbing, Minnesota	84
Hillman, Minnesota	4
Hinckley, Minnesota	2
Hines, Minnesota	5
Holy Cross, Iowa	2
Howard Lake, Minnesota	2
International Falls, Minnesota	153
Inver Grove Heights, Minnesota	9
Shakopee, Minnesota	8
Side Lake, Minnesota	4
St. Ansgar, Iowa	2
St. Cloud, Minnesota	3
Stanchfield, Minnesota	9
Superior, Wisconsin	56
Talmoon, Minnesota	4
Tamarack, Minnesota	6
Thief River Falls, Minnesota	4
Togo, Minnesota	19
Virginia, Minnesota	8
Wabasha, Minnesota	2
Walker, Minnesota	6
Warroad, Minnesota	19
White Bear Lake, Minnesota	1
Zimmerman, Minnesota	6
Total	**1326**

Blank env filled w/ Total # of People only	Total # of People
blank	2
blank	1
blank	2
blank	2
blank	2
blank	2
Congdon	2
kenny	1
kenny	1
blank	2
blank	3
blank	4
Ronald	2
Ronald	3
Pat	5
blank	1
blank	4
blank	2
blank	2
blank	4
Total Envelopes filled w/ total # of People	**47**

Number of people: filled out	1373
Completely Blank Envelopes 23 env x 2 camper average	46
Grand Total	**1419**

Filled out env.	**444**
Total blank env.	**43**
Envelopes	**487**

PHASE 1 BASS LAKE PARK IMPROVEMENT PROJECT

	ARP FUNDING	**$ 199,780.00**
12-610-6285	Bass Lake - Campsites	$ 30,702.60
12-610-6285	Bass Lake - campsites Class 5 crushing - Tower Pit	$ 13,734.00
12-610-6285	Bass Lake - campsites main electric	$ 10,269.52
12-610-6285	Bass Lake - campsites project	$ 63,800.00
12-610-6285	Bass Lake - campsites project	$ 1,948.00
12-610-6285	Bass Lake - campsites tree removal	$ 7,050.00
12-610-6285	Bass Lake - Picnic tables & Fire rings	$ 13,038.00
	Campsite Construction subtotal	**$ 140,542.12**
12-610-6285	Bass Lake - Road repair - grading/class 5	**$ 12,062.80**
12-610-6285	Bass Lake Beach Removal	$ 93.81
12-610-6285	Bass Lake Beach Renovation	$ 288.29
12-610-6285	Bass Lake Beach Renovation	$ 2,991.43
12-610-6285	Bass Lake Beach Renovation	$ 33.75
12-610-6285	Bass Lake Beach Renovation - Retaining Wall	$ 15,120.00
12-610-6285	Bass Lake Beach Renovation - Retaining Wall	$ 3,780.00
12-610-6285	Bass Lake County Park	$ 250.00
	Beach renovation subtotal	**$ 22,557.28**
	Total Bass Lake	**$ 175,162.20**

PHASE 2 BASS LAKE PARK IMPROVEMENT PROJECT

2024 Estimated Budget

Dump Station		
1	Plumbing, Utility, and Dump Station design	$ 29,950.00
2	Permits cost for project	$ 500.00
3	Sanitary station design	$ 1,000.00
4	Road Grubbing and Construction	$ 15,000.00
5	Containment, Materials, and Labor	$ 18,000.00
6	Well Drilling	$ 18,000.00
7	Electrical bore, line, and wiring	$ 8,000.00
8	Concrete curb and containment apron	$ 15,000.00
9	Well house with Bladder tank, infiltration	$ 5,000.00
10	Light pole, wiring installation, concrete pad	$ 4,500.00
11	Paybox with concrete pad	$ 2,000.00
12	Waterline and hookup	$ 15,000.00
	Sub Total	**$ 131,950.00**
	10% contingency	$ 13,195.00
	Total	**$ 145,145.00**
Picnic Area	Picnic Shelter 18 x 18 - Minnesota Pergolas (quote for shelter, material delivery, labor to construct, travel) with 10% contingency.	$ 52,000.00
	Concrete pad installation, labor, etc.	$ 10,000.00
	Total	**$ 62,000.00**

Privy - B Loop

GOLDENEYE VAULT TOILET		$ 26,050.00
Delivery		$ 3,150.00
Crane Rental, can be provided by contractor		$ 5,000.00
Installation and material backfill		$ 8,000.00
Battery Doctor Solar Charged Led Industrial Utility Light 8 x 41.99 each		$ 335.92
	Total	**$ 42,535.92**
Grand Total		**$ 249,680.92**
2021 ARP Funding Remaining - secured		$ 24,617.80
Parks budget - secured		$ 32,948.00
Yamaha funding - secured		$ 30,000.00
IRRR request		$ 100,000.00
		$ 187,565.80
GAP - In Progress		
2024 ARP funds		**$ 62,115.12**
Whole Project		**$ 424,843.12**

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

Tuesday, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3549

DEPARTMENT: Land Department
PRESENTER: Rob Mattei

TIME REQUESTED: 10 Minutes

AGENDA ITEM:
Resolution & Quit Claim Deed

BOARD ACTION REQUESTED:
Adopt the Resolution Re: Consenting to a Purchase Agreement with the Grand Rapids Economic Development Authority Related to the L&M Supply Project and Authorizing the Execution of a Quit Claim Deed, contingent on the FAA release of the federal grant assurances.

BACKGROUND:
This involves a 4.31 acre portion of a 4.99 acre parcel purchased for the Airport with FAA grant dollars. This property is no longer needed for airport purposes, because a change was made many years ago and the cross-wind runway was built to the north of this area. The City is in the final stages of securing a release from the FAA grant assurances, which will permit the City to sell the property to the Grand Rapids Economic Development Authority (GREDA) at the FAA approved appraised value. Before the City can convey the property to GREDA, the County will need to quit claim their share to the City as required by the Joint Powers Agreement. Pursuant to the Development Assistance Agreement with 7th Ave. SE Distribution (L&M Supply affiliate), GREDA will then simultaneously convey the parcel to SE 7th Ave. Distribution. As is stated in the resolution, the proceeds of the City sale of the property to GREDA will be transferred to the Airport account.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:
1. #940502-v1-Exhibit A
2. Location map
3. #940584-v1-Quit Claim Deed County to City - Parcel 2

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Burl Ives
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, March 26, 2024

RESOLUTION 2024-16

RE: CONSENTING TO A PURCHASE AGREEMENT WITH THE GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY RELATED TO THE L & M SUPPLY PROJECT AND AUTHORIZING THE EXECUTION OF A QUIT CLAIM DEED

BE IT RESOLVED, by the Board of Commissioners (the "Board") of the Itasca County, Minnesota (the "County") as follows:

Section 1. Recitals.

1.01. The County, together with the City of Grand Rapids, Minnesota (the "City"), pursuant to a certain Airport Joint Powers Cooperative Agreement, dated October 12, 2023, between the City and the County (the "Joint Powers Agreement"), jointly own certain property legally described in Exhibit A attached hereto (the "Development Property"), which the Grand Rapids Economic Development Authority (the "Authority"), a body corporate and politic organized and existing under the laws of the State of Minnesota (the "State"), has proposed to purchase from the City and sell to SE 7th Ave Distribution LLC, a Minnesota limited liability company, or an affiliate thereof or an entity related thereto (the "Developer").

1.02. The Developer intends to construct, improve and equip on the Development Property and on adjacent property an approximately 210,000 square foot warehouse and distribution center (the "Project") to be owned by the Developer and operated by L & M Supply, Inc., a Minnesota corporation (the "Tenant"), in connection with the expansion of the Tenant's existing business.

1.03. Section 9 of the Joint Powers Agreement provides that the City shall not sell, transfer, encumber, gift or lease any real property which constitutes the airport facility as described in Exhibit 1 attached to the Joint Powers Agreement, which real property includes the Development Property, without the consent and approval of the County.

1.04. The City and Authority have negotiated a Purchase Agreement related to Development Property (the "Purchase Agreement") whereby the City will receive $64,780 (the "Sale Proceeds") from the Authority for the Development Property. After closing on the sale of the Development Property to the Authority, the City will transfer the Sale Proceeds to the Itasca County – Grand Rapids Airport Fund.

1.05. The County has been presented with a form of quit claim deed conveying its interest in the Development Property to the City (the "Deed").

1.06. The County finds that the conveyance of the Development Property will facilitate the economic development of the County by allowing the Authority to convey the Development Property to a private developer.

Section 2. Purchase Documents Approved.

2.01. The County hereby approves transfer of the Development Property to the City and consents to the Purchase Agreement substantially in accordance with the terms set forth in the form presented to the Board, together with any related documents necessary in connection therewith, including the Deed from the County to the City for the Development Property, and any documents required by the title company relating to the conveyance of the Development Property to the City, and without limitation all documents, exhibits, certifications or consents referenced in or attached to the Purchase Agreement (collectively, the "Purchase Documents"), and hereby authorizes the Chair of the Board and the County Administrator to negotiate the final terms thereof and, in their discretion and at such time as they may deem appropriate, to execute the Deed on behalf of the County, and to carry out, on behalf of the County, the County's obligations thereunder when all conditions precedent thereto have been satisfied.

2.02. The approval hereby given to the Purchase Documents includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by legal counsel to the County and by the officers authorized herein to execute said documents prior to their execution; and said officers are hereby authorized to approve said changes on behalf of the County. The execution of any instrument by the appropriate officers of the County herein authorized shall be conclusive evidence of the approval of such document in accordance with the terms hereof. In the event of absence or disability of the officers, any of the documents authorized by this Resolution to be executed may be executed without further act or authorization of the Board by any duly designated acting official, or by such other officer or officers of the Board as, in the opinion of the County Attorney, may act in their behalf.

2.03. Upon execution and delivery of the Purchase Documents, the officers and employees of the County are hereby authorized and directed to take or cause to be taken such actions as may be necessary on behalf of the County to implement the Purchase Documents and the conveyance of the Development Property to the City.

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Burl Ives
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 26th day of March 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 26th day of March A.D. 2024.



Administrator

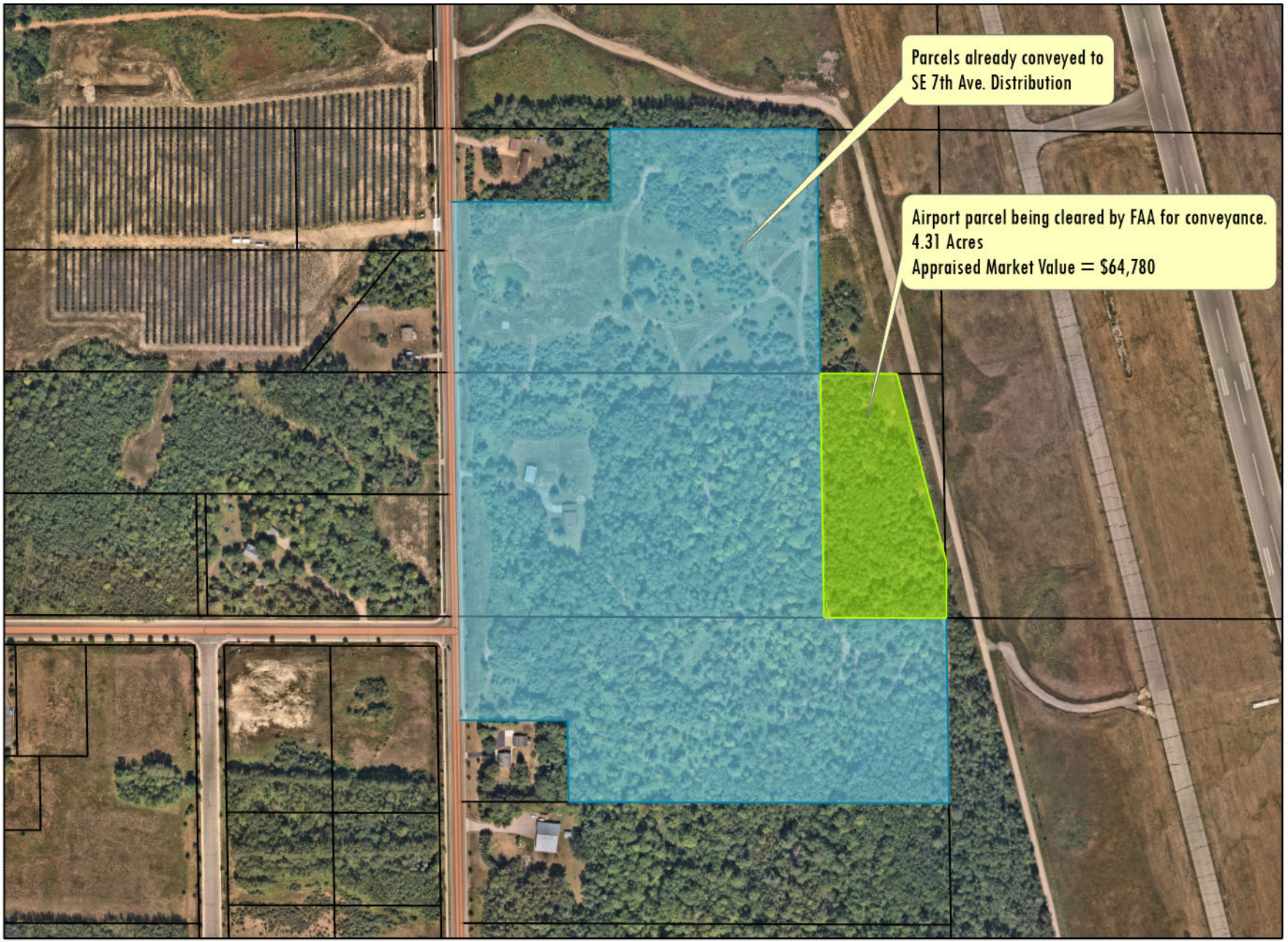
EXHIBIT A

LEGAL DESCRIPTION OF PROPERTY

The property located in the City of Grand Rapids, Itasca County, Minnesota legally described as:

That part of the East 330.00 feet of the South Half of the Southeast Quarter of the Northeast Quarter of section 33, Township 55 North, Range 25 West, Itasca County, Minnesota, lying southwesterly of the following described line:

Commencing at the southeast corner of said Southeast Quarter of the Northeast Quarter; thence on an assigned bearing of North 01 degrees 20 minutes 08 seconds West, along the east line of said Southeast Quarter of the Northeast Quarter, a distance of 151.91 feet to the point of beginning of the line herein described; thence North 14 degrees 18 minutes 12 seconds West 523.41 feet to the north line of the South Half of the Southeast Quarter of the Northeast Quarter and said line terminating thereat.


Parcels already conveyed to
SE 7th Ave. Distribution
Airport parcel being cleared by FAA for conveyance.
4.31 Acres
Appraised Market Value = $64,780
N
0 115 230 460 690 920
Feet

(Top 3 inches reserved for recording data)

QUIT CLAIM DEED

DEED TAX DUE: $_____ DATE: _____, 2024

ECRV: _____
(month/day/year)

FOR VALUABLE CONSIDERATION,

(insert name of Grantor)

Itasca County, Minnesota

a body politic and corporate under the laws of Minnesota,

("Grantor"),hereby conveys and quitclaims to City of Grand Rapids, Minnesota

(insert name of Grantee)

a municipal corporation and political subdivision under the laws of Minnesota, ("Grantee"), real property in Itasca County, Minnesota, legally described as follows:

That part of the East 330.00 feet of the South Half of the Southeast Quarter of the Northeast Quarter of section 33, Township 55 North, Range 25 West, Itasca County, Minnesota, lying southwesterly of the following described line:

Commencing at the southeast corner of said Southeast Quarter of the Northeast Quarter; thence on an assigned bearing of North 01 degrees 20 minutes 08 seconds West, along the east line of said Southeast Quarter of the Northeast Quarter, a distance of 151.91 feet to the point of beginning of the line herein described; thence North 14 degrees 18 minutes 12 seconds West 523.41 feet to the north line of the South Half of the Southeast Quarter of the Northeast Quarter and said line terminating thereat.

Subject to easements, restrictions, or reservations of record, if any.

Check here if all or part of the described real property is Registered (Torrens) □

together with all hereditaments and appurtenances.

Check applicable box:

X The Seller certifies that the Seller does not know of any wells on the described property.

☐ A well disclosure certificate accompanies this document (If electronically filed, insert WDC number: _____).

☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

ITASCA COUNTY, MINNESOTA

By: _____

Its: Chair

By: _____

Its: County Administrator

State of Minnesota, County of ITASCA

This instrument was acknowledged before me on _____, 2024 by _____ and _____, as the Chair of the Board of Commissioners and the County Administrator, respectively, of the Itasca County, Minnesota, a body corporate and politic organized and existing under the laws of the State of Minnesota, on behalf of the body corporate and politic.

_____

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
(insert name and address)

Kennedy & Graven, Chartered
150 South Fifth Street, Suite 700
Minneapolis, MN 55402

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:
(insert name and address of Grantee to whom tax statements should be sent)

CITY OF GRAND RAPIDS, MINNESOTA
420 North Pokegama Avenue
Grand Rapids, MN 55744

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

Tuesday, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3517

DEPARTMENT: Sheriff
TIME REQUESTED: 5 Minutes
PRESENTER: Joe Dasovich

AGENDA ITEM:
National Telecommunicators Week - April 14-20, 2024

BOARD ACTION REQUESTED:
Adopt the Resolution Re: National Telecommunicators Week - April 14-20, 2024, which recognizes April 14-20, 2024 as National Telecommunicators Week in Itasca County.

BACKGROUND:
Every year during the second week of April, the telecommunications personnel in the public safety community are honored. National Public Safety Telecommunicators Week celebrates and thanks those who dedicate their lives to serving the public. It is a week that should be set aside so everyone can be made aware of their hard work and dedication.
Every day and night all across the country, public safety telecommunicators answer emergency and non-emergency calls. They connect callers to emergency care and provide valuable resources to those in need.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Cory Smith
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, March 26, 2024

RESOLUTION 2024-17

RE: NATIONAL TELECOMMUNICATORS WEEK - APRIL 14-20, 2024

WHEREAS, emergencies can occur at any time that require law enforcement, fire, and emergency medical services; and

WHEREAS, when an emergency occurs, the prompt response of law enforcement officers, fire fighters, and emergency ambulance personnel is critical to the protection of life and preservation of property; and

WHEREAS, the safety of our law enforcement officers and emergency fire fighters and ambulance personnel is dependent upon the quality and accuracy of information obtained from citizens who telephone the Itasca County Sheriff's Office law enforcement communication center; and

WHEREAS, public safety dispatchers are the first and most critical contact our citizens have with emergency services; and

WHEREAS, public safety dispatchers are the single vital link for our law enforcement officers, fire fighters, and ambulance personnel by monitoring their activities by radio, providing them with information, and insuring their safety; and

WHEREAS, public safety dispatchers of the Itasca County Sheriff's Office have contributed substantially to the apprehension of criminals, suppression of fires, and treatment of patients; and

WHEREAS, each dispatcher has exhibited compassion, understanding, and professionalism during the performance of their job in the past year.

NOW THEREFORE BE IT RESOLVED, that the Itasca County Board of Commissioners declares the week of April 14-20, 2024, to be National Telecommunicators Week in Itasca County in honor of the men and women whose diligence and professionalism keep our County and citizens safe.

BE IT FURTHER RESOLVED, that the Itasca County Board of Commissioners hereby recognize the following Emergency Communication Specialists at the Itasca County Sheriff's Office, who honorably perform the above-mentioned duties: Communications Supervisor Marnie Chupurdia, Shannon Shelton, Steve Geving, Susan Nichols, Jeremy Hanson, Kyle Bonestell, Adam Kortekaas, Dylan McBride, Kathy Derickson, Cassidy Kampsula, Molly Rother, and Brian Olds.

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Terry Snyder
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 26th day of March 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 26th day of March A.D. 2024.



Administrator

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

Tuesday, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3540

DEPARTMENT: Sheriff
TIME REQUESTED: < 5 Minutes
PRESENTER: Joe Dasovich

AGENDA ITEM:
Outstate Travel Request

BOARD ACTION REQUESTED:
Authorize out of state travel to Orlando, Florida for Mike Partlow and John Linder to attend the 2024 International DARE Conference from July 28, 2024 through August 3, 2024.

BACKGROUND:
The International DARE Training Conference is the largest and most comprehensive conference focused on all aspects of school safety and security.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:
1. Travel Verification Form - John Linder
2. Travel Verification Form - Mike Partlow

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

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: John Linder DATE: 03/20/24

DESTINATION: Orlando, Florida

DEPARTURE DATE: 07/28/24 RETURN DATE: 08/03/24 ACTUAL MEETING DATE: 07/29/24 - 08/02/24

MODE OF TRAVEL: ATR

REASON FOR TRAVEL: International DARE Conference

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

Transportation	$ 709
Lodging	$ 1200
Meals	$ 378
Registration	$ 500

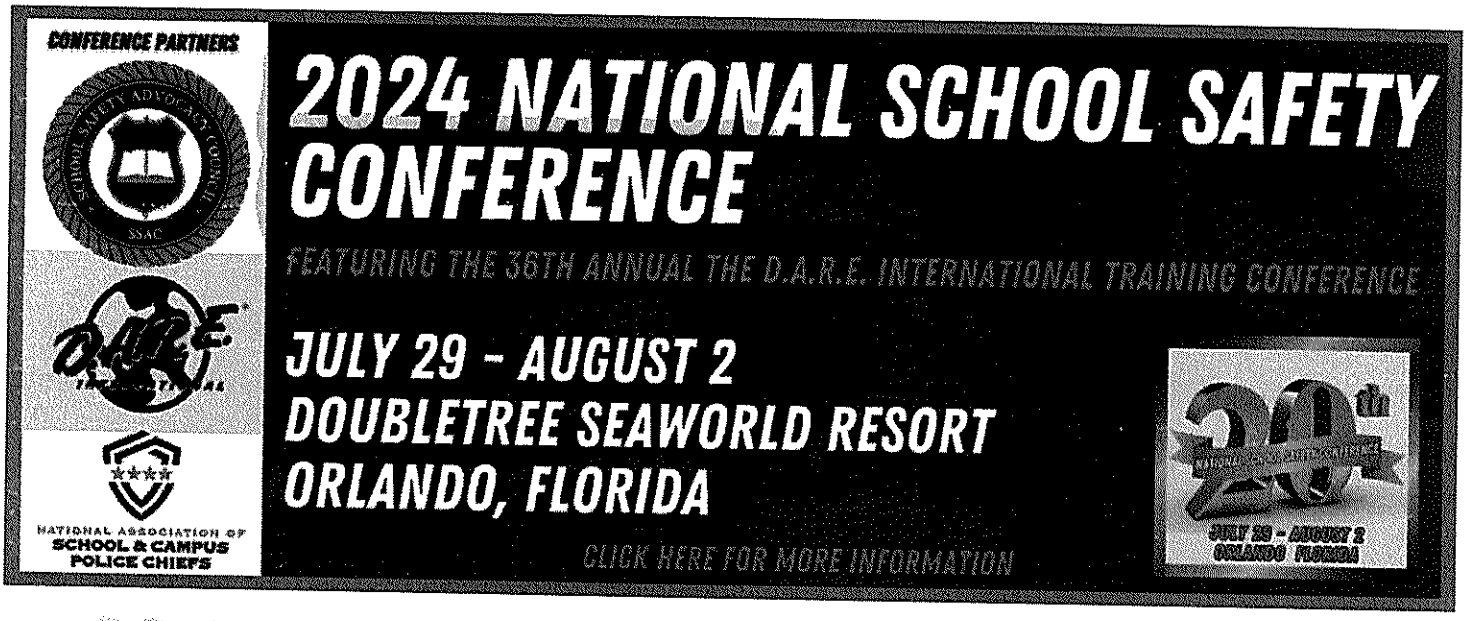
Estimated Total $ 2787

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

JL
Employee Signature

TJZ 03/20/2024
Approved by Supervisor/Date

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20th Annual National School Safety Conference

Attendee Registration Information

Early Discounted Registration–Prior to 4/1/24

ATTENDEE.....$550

MULTI-ATTENDEE.....$500
MORE THAN 5 FROM SAME AGENCY

Regular Registration–After 4/1/24

ATTENDEE.....$650

MULTI-ATTENDEE.....$600
MORE THAN 5 FROM SAME AGENCY

Cancellation Fee: Any attendee or exhibitor cancellations prior to 4/1/24 will receive 50% of their registration fee. Cancellations after 4/1/24 will not receive a refund but allowed to substitute attendees without a fee. A $25 administrative fee is assessed to all cancellations.

Stronger Together: Uniting to make our schools safer

Discover **the latest innovations and best practices in securing our schools and universities**

Engage **with educational leaders, and school safety professionals at our world class networking events and educational sessions**

Succeed **by implementing the information and techniques you bring back to your schools to improve their safety and preparedness**

The 20th Annual 2024 National School Safety Conference featuring the 36th Annual DARE International Training Conference is the largest and most comprehensive conference focused on all aspects of school safety and security. Centered on national best practices and proven methods and programs, this conference brings together the most knowledgeable and internationally renowned keynote presenters into a single forum to provide the highest quality professional development possible in one conference. In addition to our unmatched keynote presenters, you will be able to take advantage of a choice of two complimentary pre-conference sessions as well as almost 50 breakout sessions by current professionals in the fields of education, law enforcement, and school safety.

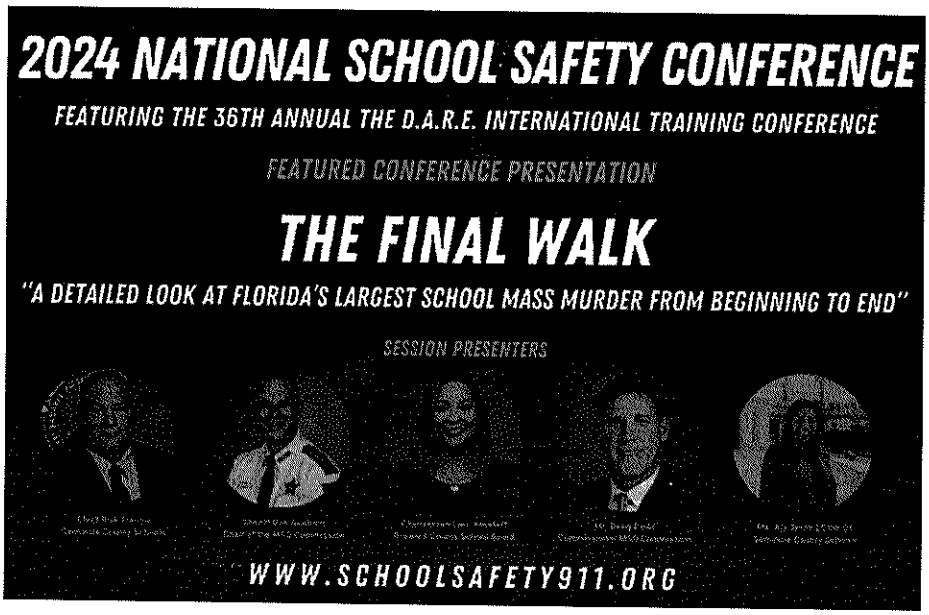
Click Here for Conference Attendee Registration

Click Here For Conference Schedule & Approved Breakout Sessions

Who Should Attend This Conference

- School Administrators
- Law Enforcement Executives
- School Security Directors
- Emergency Managers
- School Safety Officers
- School Resource Officers
- DARE Officers
- School Crisis Team Members
- Educators
- Community Leaders
- Parents & Students
- Industry Solution Providers

Keynote Presentations



On February 14th, 2018 a 19-year old opened fire on students and staff at Marjory Stoneman Douglass High School in Broward County, Florida killing 17 people and injuring 17 others. Since that dreadful day, there have been numerous investigations, TV reports and Trials into this horrific tradgedy. Those that lost loved ones, or had family members impacted by this, continue to demand answers to what went wrong, and what has been done to assure this would never happen again. In the summer and fall of 2023, just before the county began efforts to demolish the building when this happened, numerous community leaders, elected officials and school safety experts had the opportunity to tour the scene of this massacre. 5-years later, this final walk left a chilling impact on many that had walked this crime scene. This session will bring together some of those individuals who made the final walk and have them share the impact of that walk as well as opportunities to hear the lessons learned.



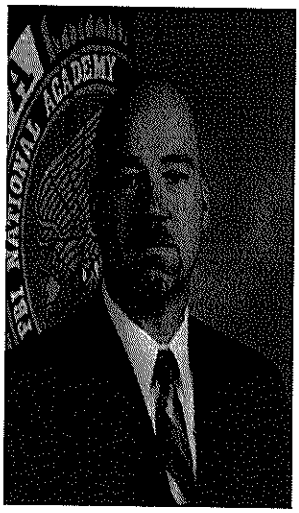
"Travelin" Davlin – Motivational Speaker, Author & Guinness World Record Holder

Over 25 years ago, Dave Davlin began bringing smiles to faces with a form of entertainment he developed as a young boy. From NBA and major college arenas across America to the Summer Olympic Games in Seoul, South Korea — and even to the world-famous Branson Strip— "Travelin"

Davlin has entertained people of every age and background. His amazing ability with basketballs even landed his name and picture in the 1990 Guinness Book of World Records.

Success can be defined in its simplest form as making life better for someone else. Whether it comes in creating a better product, helping to relieve someone's stress or pain, bringing someone laughter or joy or helping someone get more out of their life, success is always about serving.

This presentation is an hour of interaction, humor, audience participation mixed with a powerful message. It is a roller coaster ride of emotion that will find the audience engaged in hilarious laughter one moment and brought to tears the next. The audience will be challenged to make the most of every moment in order to develop themselves personally and professionally while creating value and making a difference in the lives of others.



Securing Our Schools: *The steps every school must take to protect their students and staff*

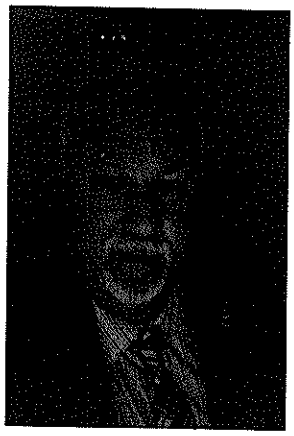
Lt. Sean Burke(ret), President School Safety Advocacy Council

Sean is a recently retired Lieutenant from an urban Police Department with 34 years of law enforcement experience, with over twenty-seven of those years directly related to school safety. He began his school safety career when he was the law enforcement officer assigned to a high school during an active shooter event where he placed the shooter in custody and recovered the firearm and ammunition without a student being injured. Sean holds a Bachelor of Arts in Human Services from Springfield College, a Master of Science in Administration of Criminal Justice from Western New England University and is a graduate of the prestigious FBI National Academy-Session 239. He served as the first Director of Public Safety for the Lawrence Public School's Police/Safety Department

where he established all aspects of the department and managed all safety efforts, including the creation of their comprehensive school crisis plan and completion of a district wide assessment.

Sean Burke is considered one of the foremost experts in school safety and youth violent behavior. He has traveled extensively and spoken before police officers and school personnel from the United States, Europe, Japan, Iceland, Canada, and the Caribbean. Sean has authored numerous articles and research papers and been quoted as an expert source in media journals from across the nation. Sean continues to serve as an on-air expert for numerous media outlets including CBS National News and was honored to be chosen for the cover of Time Magazine's Guns in America edition for his work in school safety

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Planning for Your Extracurricular & Athletic Event Security and Emergency Management

Curtis Lavarello, Executive Director School Safety Advocacy Council

Curtis Lavarello served as a 25+ year law enforcement veteran in South Florida. During his tenure in Law Enforcement, Curt has held assignments in Patrol, Detective, Youth Investigations and as both a School Resource Officer (SRO) and SRO Supervisor. Curt sat on the committee that was responsible for developing the first SRO program in Broward County, Florida (Ft. Lauderdale) and was named South Florida's law enforcement officer of the year in 1987. In 1994, Curt developed the first teen court program for the Palm Beach County School District in Florida. That program went on to be recognized nationally as one of the largest teen diversion programs in the nation. Curt was a Founder, Vice-president, President, and Executive Director of the National Association of School Resource Officers (NASRO) from 1991 until 2005. In 2005, Curt founded the School Safety Advocacy Council, which has since become the largest organization focusing on school safety in the nation.

Curt has traveled extensively throughout the United States and Canada speaking about school violence, school-based police programs and school related mass shootings. He has been the focus of numerous articles and has been featured on ABC's "Eye on Crime", CBS Evening News, NBC Nightly News, CNN, Fox News "Dayside" and World News with Peter Jennings. Curt has also been featured as the guest on several National Talk Radio shows, including national public radio (NPR). Curt has authored numerous articles on the topic of school related shootings and school-based law enforcement and was responsible for developing the curriculum now in use to train school-based police officers throughout the United States and Canada.

Advanced SRO Certification

The National School Safety Conference will again offer the opportunity for School Resource Officers to receive their Advanced School Resource Officer Certification during the conference. The certification will not require you to attend a separate class but only to attend specific courses during the conference to receive your certification. There is no additional fee once you are registered and anyone wishing to receive their certification should mark the appropriate box on their online registration form.

Conference Host Hotel and Travel

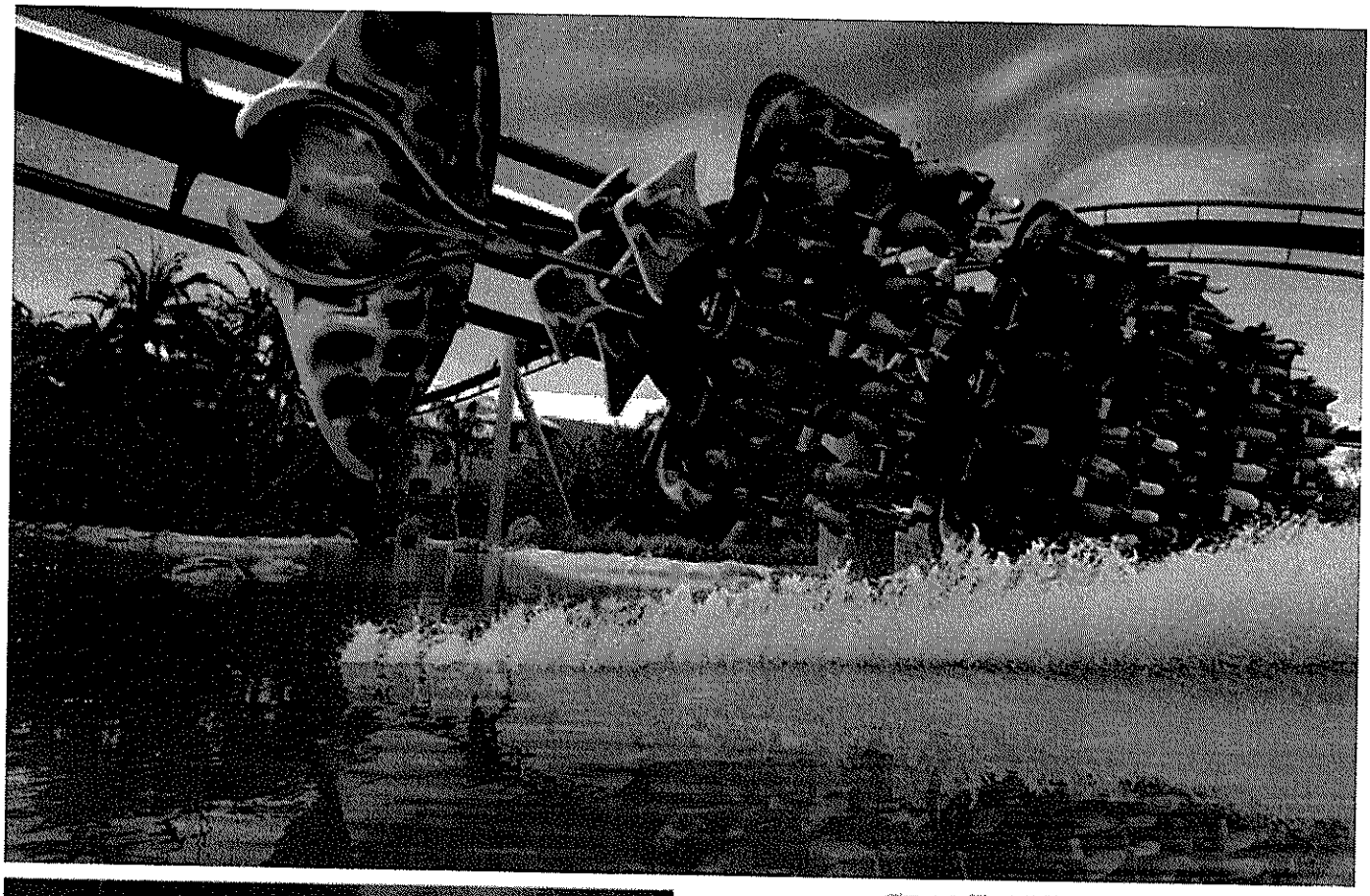


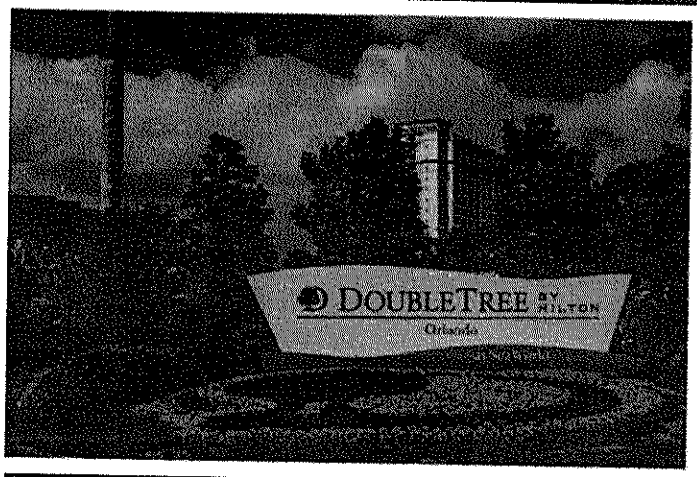
Click Above to Book Discounted Flight

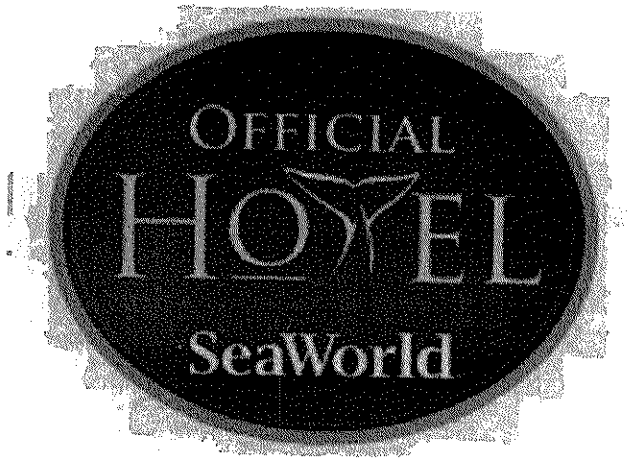
Discounted Conference Airline

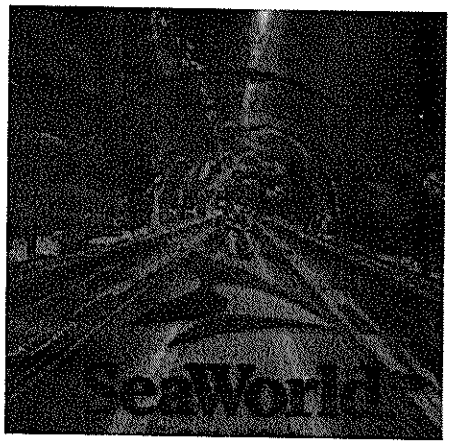
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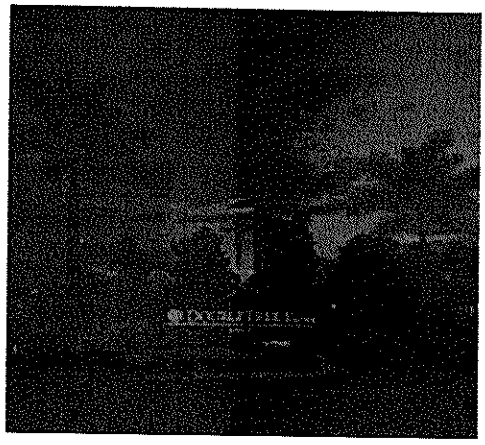
Please note there is not a service fee for reservations booked and ticketed via our reservation 800 number.

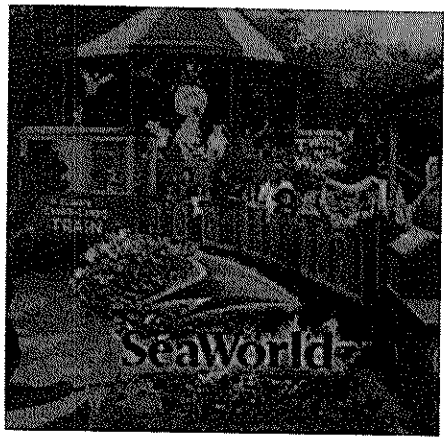












DoubleTree by Hilton Orlando at SeaWorld

Located in the heart of Orlando's theme park and entertainment district, this beautiful 28-acre resort provides everything you'll need for a comfortable and convenient family vacation or weekend getaway. Resort rooms are clustered together between beautifully landscaped walkways, bursting with tropical flowers; while rooms inside the 17-story tower offer spectacular panoramic views of SeaWorld Parks and Downtown Orlando.

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You'll also appreciate the special touches, like warm chocolate chip cookies at check-in, spacious guest rooms, and beautiful grounds. Join them and experience Orlando in DoubleTree style.

Discounted Conference Rate:

$169 per night

(Includes Resort Fee & Self Parking)

Click Here For Hotel Reservations

Conference Sponsors

Outbound HIB · MCO

Sat, Jul 27, 2024

Compare Experiences

Prices displayed in the Main Cabin column are the lowest available fare. There may be additional Main fares available after clicking in the flight cell. Fares are round-trip per passenger, including taxes and fees. Additional baggage fees may apply. Delta flights may be listed first. Services and amenities may vary or change.

MAIN	COMFORT+®	FIRST

LOWEST FARE FASTEST

DL4229 [1], DL2225

5h 32m

10:34am ✈ 5:06pm

HIB — MSP 1h 8m — MCO

[1] DL 4229 is operated by SkyWest DBA Delta Connection.

Main (V)

From $709

Round Trip

Event Code Applied

Details | **Seats**

DL4229 [1], DL1048, DL1497

7h 1m

10:34am ✈ 6:35pm

HIB — MSP 1h 8m — ATL 42m — MCO

[1] DL 4229 is operated by SkyWest DBA Delta Connection.

Jul 27-Aug 3 MODIFY

SIGN UP

Round Trip

Event Code Applied

Details | **Seats**

DL4229[1], DL1048, DL2035

8h 17m

10:34am ✈ 7:51pm

HIB — MSP 1h 8m — ATL 1h 55m — MCO

[1] DL 4229 is operated by SkyWest DBA Delta Connection.

Main (T, Q, K)

From $1,240

Round Trip

Event Code Applied

Details | **Seats**

DL4229[1], DL2756, DL2561

9h 23m

10:34am ✈ 8:57pm

HIB — MSP 1h 22m — LGA 1h 15m — MCO

[1] DL 4229 is operated by SkyWest DBA Delta Connection.

Main (T, K)

From $1,086

Round Trip

Event Code Applied

Details | **Seats**

DL4229[1], DL1519, DL1652

8h 54m

SIGN UP

Jul 27-Aug 3 MODIFY

SIGN UP

HIB — MSP 1h 8m — DTW 2h 25m — MCO

[1] DL 4229 is operated by SkyWest DBA Delta Connection.

Main (T, H, K)

From $1,186

Round Trip

Event Code Applied

Details | **Seats**

DL4229 [1], DL1048, DL2881

9h 17m

10:34am ✈ 8:51pm

HIB — MSP 1h 8m — ATL 3h — MCO

[1] DL 4229 is operated by SkyWest DBA Delta Connection.

Main (T, H, K)

From $1,300

Round Trip

Event Code Applied

Details | **Seats**

DL4229 [1], DL1048, DL1735

10h 19m

10:34am ✈ 9:53pm

HIB — MSP 1h 8m — ATL 4h — MCO

[1] DL 4229 is operated by SkyWest DBA Delta Connection.

Main (T, K)

From $1,190

Round Trip

SIGN UP

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: Mike Partlow DATE: 03/20/24

DESTINATION: Orlando, Florida

DEPARTURE DATE: 07/28/24 RETURN DATE: 08/03/24 ACTUAL MEETING DATE: 07/29/24-08/02/24

MODE OF TRAVEL: Air

REASON FOR TRAVEL:

International DARE Conference

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

Transportation $ 709

Lodging $ 1200

Meals $ 378

Registration $ 500 Estimated Total $ 2787

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

Employee Signature

Approved by Supervisor/Date 03/20/2024

I:\USERS\CHR\wpdata\Itcopol new\reimbur.doc

Jul 27-Aug 3 MODIFY

SIGN UP LOG IN

Outbound HIB · MCO

Sat, Jul 27, 2024

Compare Experiences

Prices displayed in the Main Cabin column are the lowest available fare. There may be additional Main fares available after clicking in the flight cell. Fares are round-trip per passenger, including taxes and fees. Additional baggage fees may apply. Delta flights may be listed first. Services and amenities may vary or change.

MAIN	COMFORT+®	FIRST

LOWEST FARE FASTEST

DL4229 [1], DL2225

5h 32m

10:34am → 5:06pm

HIB — MSP 1h 8m — MCO

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Main (V)

From $709

Round Trip

Event Code Applied

Details | Seats

DL4229 [1], DL1048, DL1497

7h 1m

10:34am → 6:35pm

HIB — MSP 1h 8m — ATL 42m — MCO

[1] DL 4229 is operated by SkyWest DBA Delta Connection.

SIGN UP

Jul 27-Aug 3 MODIFY

SIGN UP

Round Trip

Event Code Applied

Details | **Seats**

DL4229[1], DL1048, DL2035

8h 17m

10:34am ✈ 7:51pm

HIB — MSP 1h 8m — ATL 1h 55m — MCO

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Main (T, Q, K)

From $1,240

Round Trip

Event Code Applied

Details | **Seats**

DL4229[1], DL2756, DL2561

9h 23m

10:34am ✈ 8:57pm

HIB — MSP 1h 22m — LGA 1h 15m — MCO

[1] DL 4229 is operated by SkyWest DBA Delta Connection.

Main (T, K)

From $1,086

Round Trip

Event Code Applied

Details | **Seats**

DL4229[1], DL1519, DL1652

8h 54m

SIGN UP

Jul 27-Aug 3 MODIFY

SIGN UP

Details | Seats

DL4229 [1], DL1036, DL1735

10h 19m

10:34am → 9:53pm

HIB — MSP 3h 38m — ATL 1h 30m — MCO

[1] DL 4229 is operated by SkyWest DBA Delta Connection.

Main (T, Q, K)

From $1,240

Round Trip

Event Code Applied

Details | Seats

DL4229 [1], DL2756, DL2540

11h 25m

10:34am → 10:59pm

HIB — MSP 1h 22m — LGA 3h 15m — MCO

[1] DL 4229 is operated by SkyWest DBA Delta Connection.

Main (T, K)

From $1,086

Round Trip

Event Code Applied

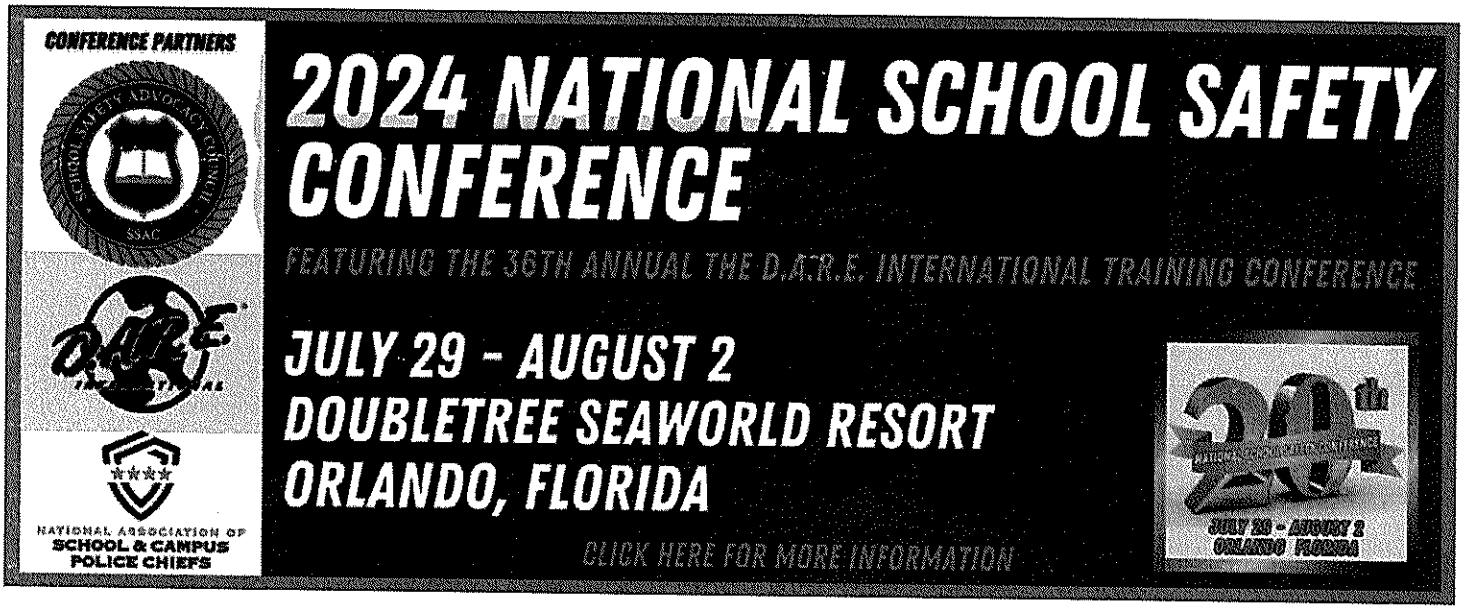
Details | Seats

DL4229 [1], DL2732, DL2540

11h 25m

10:34am → 10:59pm

SIGN UP



20th Annual National School Safety Conference

Attendee Registration Information

Early Discounted Registration-Prior to 4/1/24

ATTENDEE.....$550

MULTI-ATTENDEE.....$500
MORE THAN 5 FROM SAME AGENCY

Regular Registration-After 4/1/24

ATTENDEE.....$650

MULTI-ATTENDEE.....$600
MORE THAN 5 FROM SAME AGENCY

Cancellation Fee: Any attendee or exhibitor cancellations prior to 4/1/24 will receive 50% of their registration fee. Cancellations after 4/1/24 will not receive a refund but allowed to substitute attendees without a fee. A $25 administrative fee is assessed to all cancellations.

Stronger Together: Uniting to make our schools safer

Discover **the latest innovations and best practices in securing our schools and universities**

Engage **with educational leaders, and school safety professionals at our world class networking events and educational sessions**

Succeed **by implementing the information and techniques you bring back to your schools to improve their safety and preparedness**

The 20th Annual 2024 National School Safety Conference featuring the 36th Annual DARE International Training Conference is the largest and most comprehensive conference focused on all aspects of school safety and security. Centered on national best practices and proven methods and programs, this conference brings together the most knowledgeable and internationally renowned keynote presenters into a single forum to provide the highest quality professional development possible in one conference. In addition to our unmatched keynote presenters, you will be able to take advantage of a choice of two complimentary pre-conference sessions as well as almost 50 breakout sessions by current professionals in the fields of education, law enforcement, and school safety.

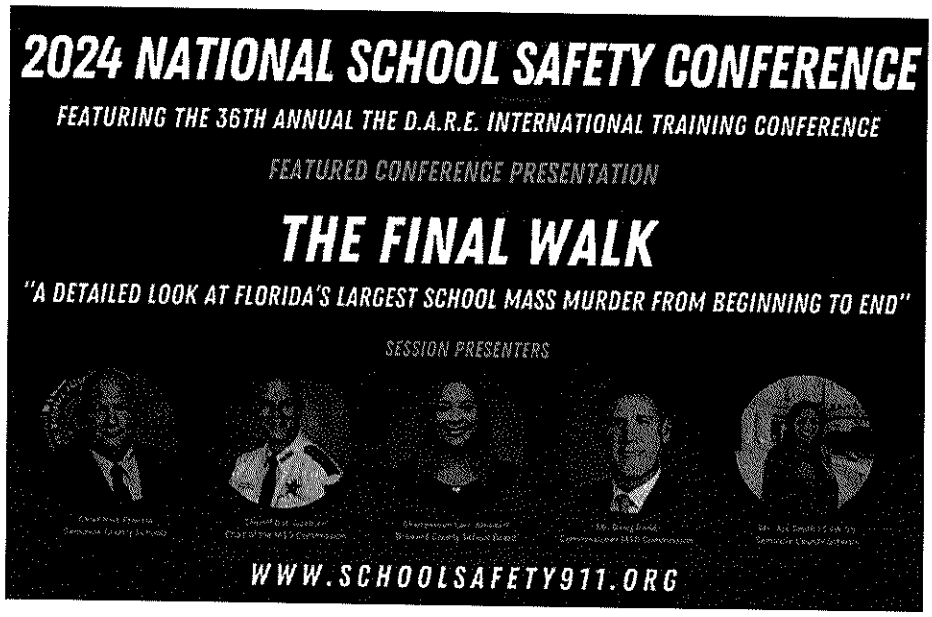
Click Here for Conference Attendee Registration

Click Here For Conference Schedule & Approved Breakout Sessions

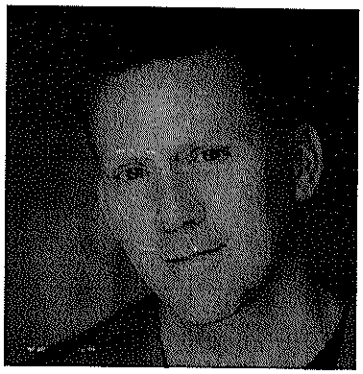
Who Should Attend This Conference

- School Administrators
- Law Enforcement Executives
- School Security Directors
- Emergency Managers
- School Safety Officers
- School Resource Officers
- DARE Officers
- School Crisis Team Members
- Educators
- Community Leaders
- Parents & Students
- Industry Solution Providers

Keynote Presentations



On February 14th, 2018 a 19-year old opened fire on students and staff at Marjory Stoneman Douglass High School in Broward County, Florida killing 17 people and injuring 17 others. Since that dreadful day, there have been numerous investigations, TV reports and Trials into this horrific tradgedy. Those that lost loved ones, or had family members impacted by this, continue to demand answers to what went wrong, and what has been done to assure this would never happen again. In the summer and fall of 2023, just before the county began efforts to demolish the building when this happened, numerous community leaders, elected officials and school safety experts had the opportunity to tour the scene of this massacre. 5-years later, this final walk left a chilling impact on many that had walked this crime scene. This session will bring together some of those individuals who made the final walk and have them share the impact of that walk as well as opportunities to hear the lessons learned.



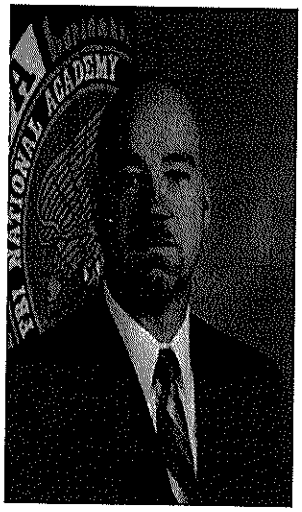
"Travelin" Davlin – Motivational Speaker, Author & Guinness World Record Holder

Over 25 years ago, Dave Davlin began bringing smiles to faces with a form of entertainment he developed as a young boy. From NBA and major college arenas across America to the Summer Olympic Games in Seoul, South Korea — and even to the world-famous Branson Strip— "Travelin"

Davlin has entertained people of every age and background. His amazing ability with basketballs even landed his name and picture in the 1990 Guinness Book of World Records.

Success can be defined in its simplest form as making life better for someone else. Whether it comes in creating a better product, helping to relieve someone's stress or pain, bringing someone laughter or joy or helping someone get more out of their life, success is always about serving.

This presentation is an hour of interaction, humor, audience participation mixed with a powerful message. It is a roller coaster ride of emotion that will find the audience engaged in hilarious laughter one moment and brought to tears the next. The audience will be challenged to make the most of every moment in order to develop themselves personally and professionally while creating value and making a difference in the lives of others.



Securing Our Schools: *The steps every school must take to protect their students and staff*

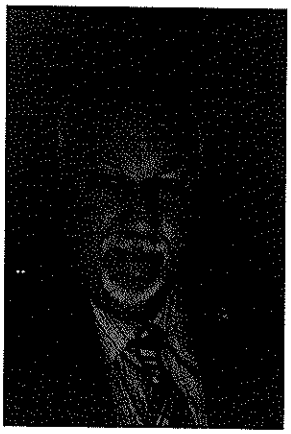
Lt. Sean Burke(ret), President School Safety Advocacy Council

Sean is a recently retired Lieutenant from an urban Police Department with 34 years of law enforcement experience, with over twenty-seven of those years directly related to school safety. He began his school safety career when he was the law enforcement officer assigned to a high school during an active shooter event where he placed the shooter in custody and recovered the firearm and ammunition without a student being injured. Sean holds a Bachelor of Arts in Human Services from Springfield College, a Master of Science in Administration of Criminal Justice from Western New England University and is a graduate of the prestigious FBI National Academy–Session 239. He served as the first Director of Public Safety for the Lawrence Public School's Police/Safety Department

where he established all aspects of the department and managed all safety efforts, including the creation of their comprehensive school crisis plan and completion of a district wide assessment.

Sean Burke is considered one of the foremost experts in school safety and youth violent behavior. He has traveled extensively and spoken before police officers and school personnel from the United States, Europe, Japan, Iceland, Canada, and the Caribbean. Sean has authored numerous articles and research papers and been quoted as an expert source in media journals from across the nation. Sean continues to serve as an on-air expert for numerous media outlets including CBS National News and was honored to be chosen for the cover of Time Magazine's Guns in America edition for his work in school safety

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Planning for Your Extracurricular & Athletic Event Security and Emergency Management

Curtis Lavarello, Executive Director School Safety Advocacy Council

Curtis Lavarello served as a 25+ year law enforcement veteran in South Florida. During his tenure in Law Enforcement, Curt has held assignments in Patrol, Detective, Youth Investigations and as both a School Resource Officer (SRO) and SRO Supervisor. Curt sat on the committee that was responsible for developing the first SRO program in Broward County, Florida (Ft. Lauderdale) and was named South Florida's law enforcement officer of the year in 1987. In 1994, Curt developed the first teen court program for the Palm Beach County School District in Florida. That program went on to be recognized nationally as one of the largest teen diversion programs in the nation. Curt was a Founder, Vice-president, President, and Executive Director of the National Association of School Resource Officers (NASRO) from 1991 until 2005. In 2005, Curt founded the School Safety Advocacy Council, which has since become the largest organization focusing on school safety in the nation.

Curt has traveled extensively throughout the United States and Canada speaking about school violence, school-based police programs and school related mass shootings. He has been the focus of numerous articles and has been featured on ABC's "Eye on Crime", CBS Evening News, NBC Nightly News, CNN, Fox News "Dayside" and World News with Peter Jennings. Curt has also been featured as the guest on several National Talk Radio shows, including national public radio (NPR). Curt has authored numerous articles on the topic of school related shootings and school-based law enforcement and was responsible for developing the curriculum now in use to train school-based police officers throughout the United States and Canada.

Advanced SRO Certification

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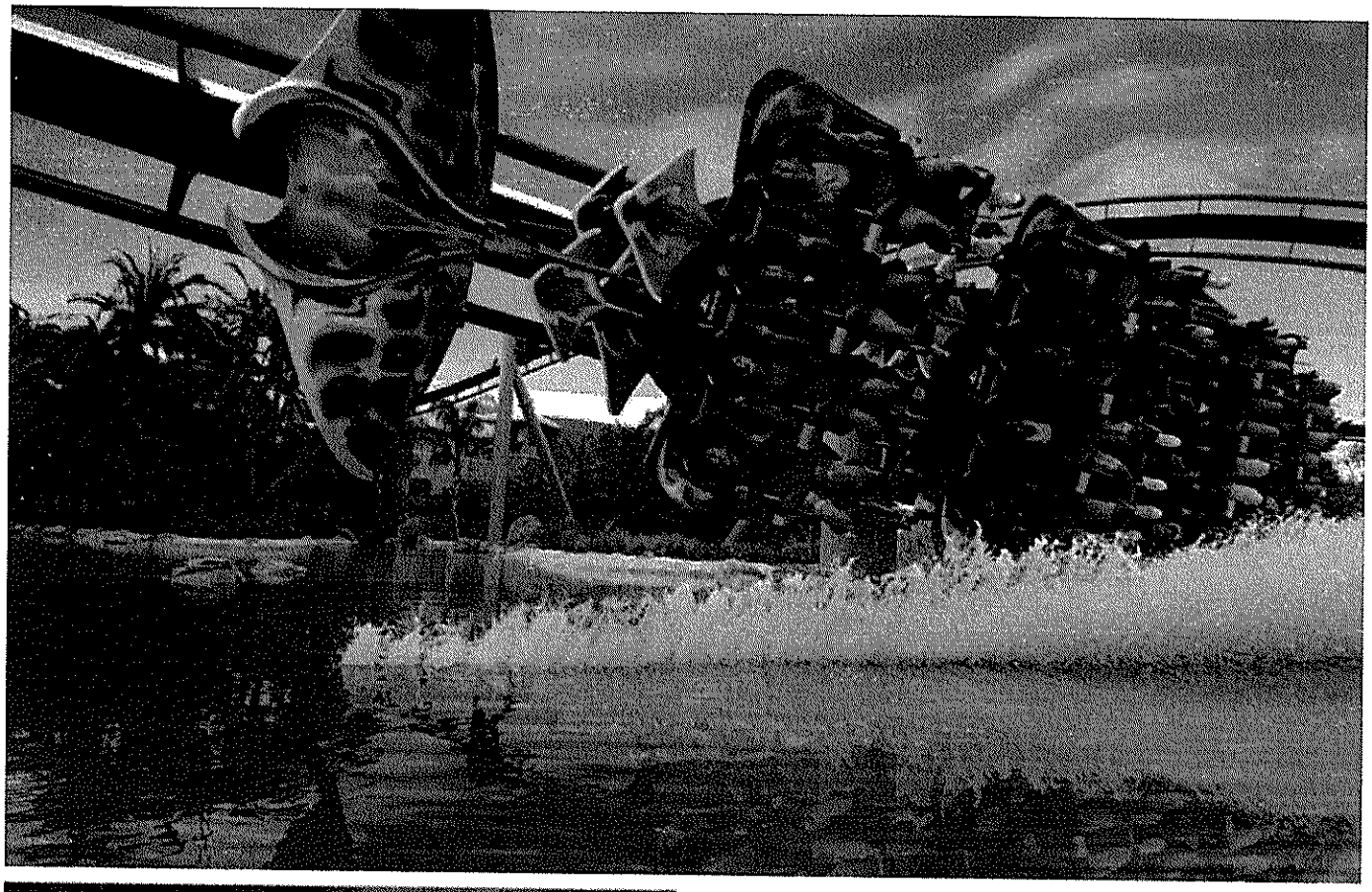


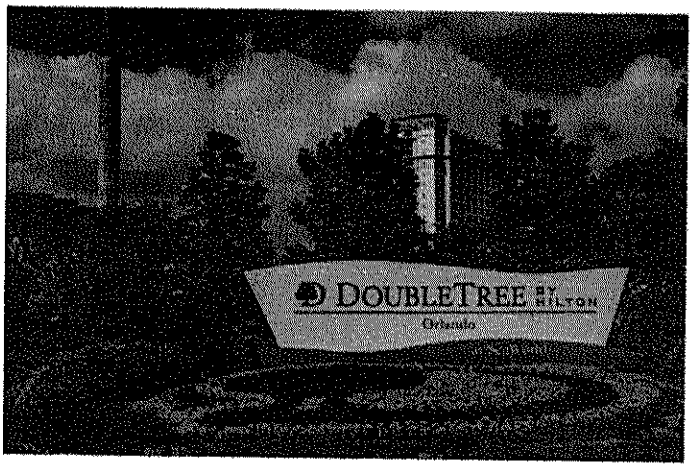
Click Above to Book Discounted Flight

Discounted Conference Airline

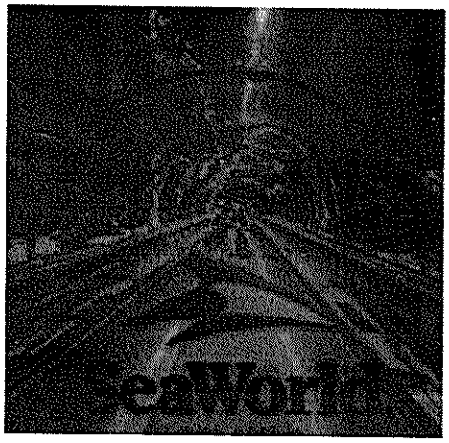
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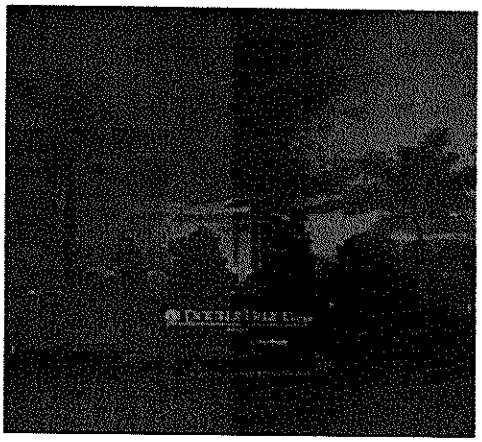
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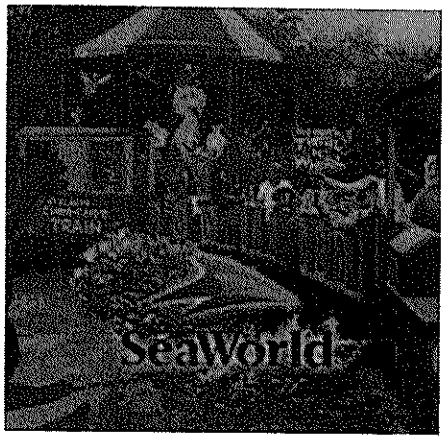












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Discounted Conference Rate:

$169 per night

(Includes Resort Fee & Self Parking)

Click Here For Hotel Reservations

Conference Sponsors

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

Tuesday, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3534

DEPARTMENT: Attorney
PRESENTER: Matti Adam

TIME REQUESTED: 15 Minutes

AGENDA ITEM:
Reassign Attorney Employees

BOARD ACTION REQUESTED:
Approve County Attorney's recommendation to reassign intermediate level attorney to open senior level attorney position and reassign entry level attorney employee to open intermediate level attorney position.

BACKGROUND:
Itasca County Attorney's Office continues to experience challenges in recruiting and retaining attorneys due to market conditions and an existing prosecutor shortage in Minnesota. Currently, two open attorney positions allow for a candidate to be placed at entry, intermediate, or senior level attorney, based upon qualifications and job performance. On April 5, 2024, an additional opening will occur with the departure of a senior-level attorney. Existing caseloads, volume of court hearings, complexity of the nature of the matters presented to the Itasca County Attorney's Office, and the need to respond to significant and emergent matters, particularly those that relate to an individual's liberty interest and related constitutional issues require that existing staff absorb the work of the vacant positions. Two attorney employees within the office have demonstrated exceptional efforts in learning new areas of the law, volunteering and accepting assignment of additional cases beyond a reasonable caseload, and are performing work of a more complex nature and higher volume than their current classifications. Based upon these individuals' demonstrated work performance and the demands of the workload, and because there are existing open and vacant positions at a higher classification, I am requesting that the County Board direct that these employees be immediately reassigned into the open, vacant positions and further direct that hiring efforts through Human Resources continue.

This recommendation is made based upon the increase in scope of duties and responsibilities stemming from attorney resignations:

Unbudgeted Senior Attorney (Position vacated December 15, 2024)
Entry/Intermediate Attorney (Position vacated January 12, 2024)
Intermediate Attorney (Position vacated March 15, 2024)
Senior Attorney (Position to be vacated April 5, 2024)

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	**APPROVED (5 TO 0)**
MOVER:	Commissioner Casey Venema
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, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3568

DEPARTMENT: Health & Human Services
TIME REQUESTED: 5 Minutes
PRESENTER: Naesa Myers

AGENDA ITEM:
Legionella Update

BOARD ACTION REQUESTED:
Receive Legionella Update

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

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

Tuesday, March 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3543

DEPARTMENT: Administrative Services
TIME REQUESTED: 15 Minutes
PRESENTER: Joe Dasovich

AGENDA ITEM:
Closed Session per MN Statutes 13D.05, Subd. 3(d) Re: Courthouse Security

BOARD ACTION REQUESTED:
Hold a Closed Session per MN Statutes 13D.05, Subd. 3(d) regarding Courthouse Security.

BACKGROUND:
13D.05 Subd. 3. What meetings may be closed.

(d) Meetings may be closed to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures and to discuss security deficiencies in or recommendations regarding public services, infrastructure and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting. Before closing a meeting under this paragraph, the public body, in describing the subject to be discussed, must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting. A closed meeting must be tape recorded at the expense of the governing body, and the recording must be preserved for at least four years.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION: None

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**