



ITASCA COUNTY BOARD OF COMMISSIONERS

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

Tuesday, April 2, 2024

2:30 PM

Itasca County Boardroom

FINAL

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: Approve the agenda, as presented.

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

IV. MINUTES APPROVAL

Motion To: Approve the minutes, as delineated below.

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

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

V. RECOMMENDED FOR CONSENT AGENDA

1. Accept the resignation of Pat Schwartz from the Personnel Board of Appeals, effective March 21, 2024.

RESULT: RECOMMENDED FOR CONSENT NEXT: 04/09/2024 2:30 PM

2. Accept the resignation of Pat Schwartz from the Housing & Redevelopment Authority (HRA), effective March 21, 2024.

RESULT: RECOMMENDED FOR CONSENT NEXT: 04/09/2024 2:30 PM

3. Accept the minutes of the March 14, 2024 HHS Advisory Committee Meeting.

RESULT: RECOMMENDED FOR CONSENT NEXT: 04/09/2024 2:30 PM

4. Approve final payment for Contract 60413 - 2023 Bituminous Projects and authorize the County Board Chairperson and Clerk to the County Board to sign the Certificate of Final Payment.

RESULT: RECOMMENDED FOR CONSENT NEXT: 04/09/2024 2:30 PM

5. Approve final payment for Contract 202303 - County Road 238 bituminous project and authorize the County Board Chairperson and Clerk to the County Board to sign the Certificate of Final Payment.

RESULT: RECOMMENDED FOR CONSENT NEXT: 04/09/2024 2:30 PM

6. Authorize the Itasca County Transportation Department to acquire Highway Easement across State Lands for State Aid Project #031-652-006.

RESULT: RECOMMENDED FOR CONSENT NEXT: 04/09/2024 2:30 PM

7. Authorize the Itasca County Transportation Department to acquire Highway Easement across Tax Forfeit Lands for State Aid Project #031-652-006.

RESULT: RECOMMENDED FOR CONSENT NEXT: 04/09/2024 2:30 PM

8. Award bids for Propane, Diesel Fuel, and Gasoline for a one (1) year period from May 1, 2024 through April 30, 2025 to the lowest responsible bidders, as follows, and authorize the county engineer to sign the service agreement: Propane: Edwards Oil Inc. - Arbo, Balsam, Balsam (Old Garage), Deer River, Max, Nashwauk, Swan River, Togo; Diesel Fuel: Davis Oil Inc. - Arbo, Balsam, Bigfork, Cohasset, Max, Nashwauk, Togo; Diesel Fuel: Edwards Oil Inc. - Deer River, Swan River; Gasoline: Davis Oil Inc. - Balsam, Bigfork, Cohasset, Nashwauk; Gasoline: Edwards Oil Inc. - Deer River, Swan River; and Gasoline: Petroleum Traders Corporation - Courthouse.

RESULT: RECOMMENDED FOR CONSENT NEXT: 04/09/2024 2:30 PM

9. Award County Project 2024-01 for Calcium Chloride and Magnesium Chloride to the lowest responsible bidder, Edwards Oil Inc dba Trimark Industrial and authorize the necessary signatures to execute the contract documents.

RESULT: RECOMMENDED FOR CONSENT NEXT: 04/09/2024 2:30 PM

10. Award County Project 2024-02 for 2024 Pavement Markings to the lowest responsible bidder, Sir Lines-A-Lot, LLC, in the amount of \$275,938.08 and authorize the necessary signatures to execute the contract documents.

RESULT: RECOMMENDED FOR CONSENT NEXT: 04/09/2024 2:30 PM

VI. DISCUSSION / INFORMATIONAL

1. Citizen Input

No citizen input provided.

2. Legislative Conference Call

A Legislative Conference Call was provided by Representative Roger Skraba and Itasca County Lobbyist Shane Zahrt.

RESULT: INFORMATIONAL - NO ACTION TAKEN

3. Public Hearing Re: Adoption of a Short-Term Rental Ordinance

Motion To: Open the Public Hearing Re: Adoption of a Short-Term Rental Ordinance.

RESULT: APPROVED (5 TO 0)

MOVER: Commissioner Terry Snyder

SECONDER: Commissioner Cory Smith

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

Motion To: Close the above Public Hearing.

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

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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RECESS

Chair Johnson recessed the meeting at 3:22 PM.

RECONVENE

Chair Johnson reconvened the meeting at 3:33 PM, with all members present.

4. Public Hearing Re: Adoption of a Local Housing Trust Fund Ordinance

Motion To: Open the Public Hearing Re: Adoption of an Ordinance Creating the Itasca County Housing Trust Fund pursuant to MN Statute 462C.16.

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

Motion To: Close the above Public Hearing.

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

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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5. National County Government Month

Motion To: Adopt the Resolution Re: National County Government Month – April 2024.

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

6. Public Health Division Update/Presentation

Public Health Division Manager Naesa Myers provided a Public Health Division presentation.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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7. IMCare Quality Program Document Review and Approval

Motion To: Approve the IMCare Quality Program Document.

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

8. Itasca SWCD AIS Program Budget for SFY 2025

Itasca County Aquatic Invasive Species (AIS) Coordinator Bill Grantges provided information regarding the request to approve the State Fiscal Year (SFY) 2025 Itasca County Soil & Water Conservation District (SWCD) Aquatic Invasive Species (AIS) Program Budget Proposal.

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 04/09/2024 2:30 PM
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9. American Rescue Plan (ARP) Request – City of Bovey

Motion To: Approve the American Rescue Plan (ARP) request, in the amount of \$50,000, from the City of Bovey.

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

10. American Rescue Plan (ARP) Request – City of Effie

Motion To: Approve the American Rescue Plan (ARP) request, in the amount of \$60,000, from the City of Effie.

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

11. American Rescue Plan (ARP) Request – City of Keewatin

Motion To: Approve the American Rescue Plan (ARP) request, in the amount of \$75,000, from the City of Keewatin.

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

12. American Rescue Plan (ARP) Request – City of Marble

Motion To: Approve the American Rescue Plan (ARP) request, in the amount of \$25,000, from the City of Marble.

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

13. Ambulance Service Discussion

Health and Human Services (HHS) Director Eric Villeneuve and Commissioner Casey Venema provided information regarding ambulance service financial needs.

Commissioners confirmed Commissioner Venema's continued attendance as the County's delegate at the Ambulance Service meetings.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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VII. COMMITTEE REPORTS

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

Commissioner Snyder reported on his attendance at recent Land Classification Committee, Intergovernmental Affairs Committee, Mt. Itasca Brainstorming Session, Government Affairs Committee, and Highway 38 Leadership Board meetings, as well as the Grand Village 127 Year Celebration and a Transportation meeting regarding maintenance routes.

Commissioner Smith reported on his attendance at the recent Land Classification Committee meeting.

Commissioner Johnson reported on his attendance at a recent Association of Minnesota Counties (AMC) Conference.

VIII. ADMINISTRATOR UPDATE

County Administrator Brett Skyles provided an Administrator update, including information regarding the current status of the Tyler v. Hennepin case.

IX. COMMISSIONER COMMENTS

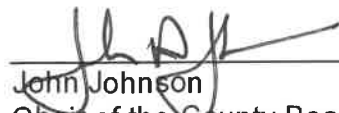
Commissioners Smith, Venema, and Johnson provided comment regarding the Tyler v. Hennepin case and the effects it has on the County's ability to sell tax-forfeited lands.

X. CLOSED SESSIONS

XI. ADJOURN

Chair Johnson adjourned the meeting at 4:55 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, April 2, 2024

RESOLUTION 2024-18

RE: NATIONAL COUNTY GOVERNMENT MONTH - APRIL 2024

WHEREAS, the nation's 3,069 counties serving more than 330 million Americans provide essential services to create healthy, safe and vibrant communities; and

WHEREAS, counties fulfill a vast range of responsibilities and deliver services that touch nearly every aspect of our residents' lives; and

WHEREAS, Itasca County and all counties take pride in our responsibility to protect and enhance the health, wellbeing and safety of our residents in efficient and cost-effective ways; and

WHEREAS, under the leadership of National Association of Counties President Mary Jo McGuire, NACo is highlighting county leadership through the lens ForwardTogether, celebrating the role of county governments in connecting, inspiring and leading as intergovernmental partners; and

WHEREAS, that role includes a responsibility to inspire county residents to engage with their communities, and to lead by highlighting our strength as intergovernmental partners; and

WHEREAS, each year since 1991 the National Association of Counties has encouraged counties across the country to elevate awareness of county responsibilities, programs and services.

NOW THEREFORE BE IT RESOLVED that the Itasca County Board of Commissioners does hereby proclaim April 2024 as National County Government Month and encourages all county officials, employees, schools and residents to participate in county government activities.

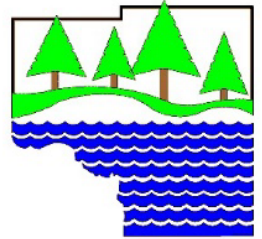
RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Burl Ives, Casey Venema

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

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

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

Administrator



April 2, 2024

Chair:

PULL: None

ADDITIONS: None

CHANGES: None

INFORMATIONAL:

1. Item #6.3 – Additional Information
2. Item #6.4 – Additional Information



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

DRAFT

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
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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
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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
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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
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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 Contegriy 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
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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, April 2, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3569

DEPARTMENT: Administrative Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Amanda Schultz

AGENDA ITEM:

Resignation of Appointment

BOARD ACTION REQUESTED:

Accept the resignation of Pat Schwartz from the Personnel Board of Appeals, effective March 21, 2024.

BACKGROUND:

Resignation was given to Human Resources Director Janet Borth and Deputy Clerk of the County Board Amanda Schultz on March 20, 2024.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Personnel Board of Appeals - Resignation - P Schwartz

04/02/2024

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 04/09/2024 2:30 PM
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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 2, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3570

DEPARTMENT: Administrative Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Amanda Schultz

AGENDA ITEM:

Resignation of Appointment

BOARD ACTION REQUESTED:

Accept the resignation of Pat Schwartz from the Housing & Redevelopment Authority (HRA), effective March 21, 2024.

BACKGROUND:

Resignation was given to Deputy Clerk of the County Board Amanda Schultz on March 20, 2024 and shared with HRA Executive Director Diane Larson on March 25, 2024.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Housing & Redevelopment Authority - Resignation - P Schwartz

04/02/2024

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 04/09/2024 2:30 PM
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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 2, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3572

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Eric Villeneuve

AGENDA ITEM:

HHS Advisory Committee Meeting Minutes

BOARD ACTION REQUESTED:

Accept the minutes of the March 14, 2024 HHS Advisory Committee Meeting.

BACKGROUND:

Informational

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. ICHHSAC Meeting Minutes 03-14-2024

04/02/2024

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 04/09/2024 2:30 PM
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MINUTES
HEALTH & HUMAN SERVICES ADVISORY COMMITTEE (HHSAC)
Thursday, March 14, 2024
Virtual Teams Meeting / Itasca Resource Center / Room 122

Members Present:	Lester Kachinske	Angie Baratto
	Lloyd Adams	Dave Holmbeck
	Daniel Miesle	Renee Bymark
	Cheryl Lemler	

Members Absent:	Brandi Worrath	Chris Jenkins
	Hailey Cortese	Kevin Glass – E
	Roxan Hawkins	Sarah Anderson

Others Present:	Eric Villeneuve	Naesa Myers
	Brenda Oberg	

Call to Order:

The meeting was called to order by Chair Lester Kachinske at 12:15 pm.

Election of Officers:

Eric called for nominations for Chair and Co-Chair of the Advisory Committee for 2024. Lester stated he could hold Chair and Lloyd stated he would be willing to hold Co-Chair and work together to facilitate the meetings. There being no other nominations, Cheryl Lemler made a motion and seconded by Angie Baratto to approve Lester Kachinske for Chair and Lloyd Adams for Co-Chair. The group cast a unanimous ballot. Motion carried.

Approval of November 9, 2023, Minutes:

A motion was made by Dave Holmbeck and seconded by Angie Baratto to approve the November 9, 2023, minutes. Motion carried.

Additions/Corrections to Agenda:

There were no additions or corrections to the agenda.

Eric Villeneuve, Director:

Listing of Current ICHHS Advisory Committee Members:

The current list of ICHHS Advisory members was reviewed, please email Brenda or Eric with any changes/corrections. Informational.

Page Two
HHS Advisory Committee Minutes
March 14, 2024

Resignation

Dan Seward submitted his resignation but the committee will hold off on accepting his resignation until our next meeting. Craig Pierce w/Itasca County is working with Dan to make a plan for the AMHAC and determining who will be leading this committee.

Public Health Update: Naesa Myers, Public Health Division Manager, provided an update on SHIP(State Health Improvement Plan): Farm to School-Early Childhood. Meeting with nutrition service directors and discussing what SHIP could provide for kitchen equipment. GR Invest Early/ head start wants to implement farm to early childcare when their kitchen space is fully remodeled. They moved into the old Murphy school building. We are also discussing a school garden for the future. Naesa is in the process of collaborating with the GR Farmers' Market Hub and Itasca Co WIC, to support purchasing of locally grown produce while introducing WIC participants to the farmers market- to include education about using their SNAP benefits at the farmers market (if they receive them).

MN Moves work- SHIP supported the 318 &319 Safe Routes To School coordinator to apply for MnDOT grants (coordinator grant & a boost grant) to continue safe routes to school work in Itasca County, extending SRTS work to ISD #316 and #317.

MN Commercial Tobacco Free Living- Public Health is going to start the MDH Counter Tools audit which will conclude June 14th. We will have a report to share- all about target marketing to youth.

MN Mental Wellbeing-Working with ISD#318 wellness committee- applied for grants through Essentia Health & Education MN. These funds will help support staff driven interventions to address staff's mental wellbeing.

Towards Zero Death (TZD) -There will be a mock crash May 2nd at the DRHS, with May 16th being the alternate date.

There is a detailed overview of the Legionella outbreak on the Grand Rapids Public Utilities website. You can visit their site at cityofgrandrapidsmn.com/utilities .

IMCare Update:

No update provided.

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March 14, 2024

Legislative Update:

Eric reviewed the Association of Minnesota Counties (AMC) 2024 Legislative updates stating this past week was an extremely busy week in human services committees. AMC was active on several bills, with Stearns County Commissioner Tarryl Clark testifying on HF4366, which is a bill reflecting recommendations from the Priority Admissions Task Force, and Steele County Commissioner Greg Krueger testifying with Matt Freeman in favor of HF3533, which directs the Department of Human Services to develop a county-administered rural medical assistance model. The House author of the modernization bill is working with Dakota County to host a demonstration of the limited technological capacity of human services systems. This will be a strong opportunity to show legislators in real-time the limitations of this system. The Senate Counsel was provided suggested principles for targeted case management legislation, hoping to see a bill drafted early next week. Angie Thies (AMC, MACSSA) testified with concerns on HF3689 that would require counties to provide an out-of-home placement plan summary to parents/guardians before signing off on the summary, citing technology challenges. Patty Harrelson (MN Prairie County Alliance/MACSSA) testified alongside the Department of Human Services and White Earth Nation on the challenges with SSIS and vision for updating the system. There was bipartisan support for investing in the SSIS updates this session, which are estimated to cost the state \$40-50 million (plus federal match). Anne Broskoff (Brown County) testified on SF3614 requiring that children in the foster care system age 13 or older or their next kin/guardian be informed if they are eligible for any federal benefits. Broskoff expressed concern about the potential impact on the workforce without remedying the underlying technology infrastructure of SSIS. MACSSA has been actively engaged in discussions with the hospitals on how their proposal around MnCHOICES' expedited timelines might affect counties and individuals being served. Jill Pooler, social services manager from Wright County, testified with concerns on plausibility of the timelines included in the amendment to SF3989, which modify Medical Assistance, MnCHOICES assessments, and other assessment timeliness for health care and waived services eligibility. Behavior Health, HF 4366 which is a bill for an act relating to behavioral health; modifying civil commitment priority admission requirements. Despite the task force voting together for the recommendations, significant disagreement remains on central items to the legislation, very much the result of a rushed process facilitated in the taskforce. Counties continue to advocate for the need for the firm requirement that the legislature invest in added capacity Direct Care and Treatment (DCT) and that, only tied to that, can changes be made to the priority criteria. There also remains disagreement about whether the 48-hour rule or some other timelines need to exist that DCT must follow for admitting those who are committed to the Commissioner or who are waiting to be admitted to DCT from a new priority admissions wait list. AMC, MACSSA, Minnesota Sheriffs Association, and Minnesota County Attorneys Association continue to be in close communication and collaboration about counties' needs on this top priority. Lastly,

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HF3533 which directs the Department of Human Services to develop a county-administered rural medical assistance model.

HHSAC Subcommittee Reports:

AMHAC: Eric stated Craig Pierce will be providing us updates in the future on the Mental Health Advisory Counsel. As of today, there is no update to share with the committee.

ICCOA:

Lloyd stated Committee on Aging continues to meet monthly, January through November on the 2nd Wednesday of the month at 10:00am. Grand Itasca came to the last meeting to talk about Type I and Type II diabetes and Search and Rescue gave a presentation with their canine.

Tax Aid is going strong, there is about one month left, and to date they have processed around 360 returns. They did outreach to the Deer River area this year and that has brought in new clients. Property tax rebates will continue after April 15th. Tax Aid location is at the United Methodist Church, Mon, Wed, Fri from 12-5pm. Reach out to ElderCircle if you have any questions.

Provider Updates:

Northland Counseling – Angie stated last October Northland Counseling Center became a CCBHC. As of July 1, residential treatment centers will have to staff licensed alcohol and drug counselors 7 days a week, including holidays. This may create an issue as these positions are hard to fill when it includes weekends and holidays. I'Falls opened a crisis stabilization unit for adults who are in crisis. For the last 6 months, NCC has been working with a consultation group to help improve getting people in quickly and have revamped their open access policy and are now getting people in the same day.

Elder Circle – Renee is the interim director as of March 4th, and ElderCicle is actively trying to recruit a new Executive Director. The virtual dementia tour is back from before Covid, it gives you an opportunity to experience what it is like for someone living with dementia. They are looking at an age friendly designation for Itasca County. Also working on extending their evidence-based classes.

First Call for Help – No update provided.

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Other:

The next meeting is May 9, 2024.

Adjournment:

There being no further business to come before the Advisory Committee, a motion was made by Lloyd Adams seconded by Cheryl Lemler to adjourn the meeting at 12:50 pm. Motion passed.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 2, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3497

DEPARTMENT: Transportation
PRESENTER: Ryan Sutherland

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:

Contract 60413 Final Payment - 2023 Bituminous Projects

BOARD ACTION REQUESTED:

Approve final payment for Contract 60413 - 2023 Bituminous Projects and authorize the County Board Chairperson and Clerk to the County Board to sign the Certificate of Final Payment.

BACKGROUND:

Hawkinson Construction has completed the contract and it is recommended that final payment be processed. Contract 60413 included bituminous projects on CSAH 4, CSAH 92, County Road 427 and County Road 432.

Bid Amount: \$3,129,023.33

Final Amount: \$3,184,916.52

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. FINAL PAYMENT DOCUMENTS CONTRACT 60413

04/02/2024

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 04/09/2024 2:30 PM
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CERTIFICATE FOR FINAL PAYMENT

State Of Minnesota

Project No.: SAP 031-604-013, SAP 031-692-002
CP 2023-04 & CP 2023-05

County of Itasca

Contract No.: 60413

The County Board of Itasca County hereby recognizes that the work done by Hawkinson Construction, Inc. of Grand Rapids, MN, under contract with Itasca County, made and entered into on February 28, 2023, relating to the furnishing of materials, and/or, the construction of the above named project has been completed.

We hereby approve of the Engineer's Final Estimate hereto attached, including variations from the original plans, and hereby find the Contractor entitled to total compensation for said work according to said estimate.

Dated: _____, 2024

Signed:

Chairman, Itasca County Board

Clerk to the County Board

CERTIFICATE OF PERFORMANCE FORM

County of Itasca

Project No.: SAP 031-604-013, SAP 031-692-002, CP 2023-04 & CP 2023-05

Name of Contractor: Hawkinson Construction, Inc.

Contract No.: 60413

Total Value of Work: \$ 3,184,916.52

I HEREBY CERTIFY to the Board of commissioners of the above named County, that I have been in charge of the work required by the above described contract; that all of such work has been done and performed as measured by and in accordance with and pursuant to the terms of said contract.

3/25/2024
Date

Karin Grandia Digitally signed by Karin Grandia
Date: 2024.03.25 08:47:50 -05'00'

County Highway Engineer
Karin Grandia

*** CERTIFICATE of FINAL ACCEPTANCE ***

CONTRACT NUMBER 60413 CONTRACTOR HAWKINSON CONSTRUCTION, INC.
DATE CERTIFIED _____
PAYMENT NUMBER 8

THE UNDERSIGNED CONTRACTOR DOES HEREBY CERTIFY THAT HE HAS PERFORMED AND COMPLETED ALL THE WORK DESCRIBED HEREIN IN ACCORDANCE WITH AND PURSUANT TO THE TERMS OF HIS CONTRACT, AND DOES HEREBY ACCEPT THIS FINAL VOUCHER AS BEING CORRECT, FULL AND COMPLETE AND DOES MAKE CLAIM FOR FINAL PAYMENT ON THIS CONTRACT IN ACCORDANCE WITH THE FINAL VOUCHER.

CONTRACTOR:

STATE OF MINNESOTA
COUNTY OF ITASCA

BY

AND

AND

**** INDIVIDUAL ACKNOWLEDGMENT ****

ON THIS _____ DAY OF _____, 20____, BEFORE ME PERSONALLY
APPEARED _____ TO ME KNOWN TO BE THE PERSON WHO
EXECUTED THE FOREGOING ACCEPTANCE AND ACKNOWLEDGED THAT HE EXECUTED THE
SAME AS (HIS / THEIR) FREE ACT AND DEED.

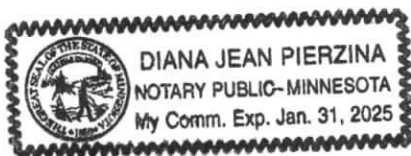
**** CORPORATE ACKNOWLEDGMENT ****

Brian Anderson AND Chris Francisco, TO ME PERSONALLY
KNOWN, WHO, BEING EACH BY ME PERSONALLY SWORN, EACH DID SAY THAT THEY ARE
RESPECTIVELY THE Project Manager AND
Vice President OF THE Hawkinson Construction Co Inc
CORPORATION NAMED IN THE FOREGOING INSTRUMENT, AND THAT THE SEAL AFFIXED TO
SAID INSTRUMENT IS THE CORPORATE SEAL OF SAID CORPORATION AND THE SAID
INSTRUMENT WAS SIGNED AND SEALED IN BEHALF OF SAID CORPORATION BY AUTHORITY
OF ITS Board of Directors, AND SAID Project Manager AND
Vice President ACKNOWLEDGED SAID INSTRUMENT TO BE THE FREE ACT
AND DEED OF SAID CORPORATION.

NOTARIAL MY COMMISSION AS NOTARY PUBLIC IN ITASCA COUNTY
SEAL EXPIRES Jan 31, 2025

Diana Pierzina

SIGNATURE



Contract Number: 60413
Pay Request Number: 8

Project Number	Project Description
CP 2023-05	CR 432 BITUMINOUS OVERLAY
CR 2023-04	CR 427 Bituminous Overlay
SAP 031-604-013	CSAH 4 BITUMINOUS REHABILITATION AND AGGREGATE SHOULDERING
SAP 031-692-002	BITUMINOUS REHABILITATION AND AGGREGATE SHOULDERING

Contractor: Hawkinson Construction Co., Inc. 501 W Co Rd 63 Grand Rapids, MN 55744	Vendor Number: 3050 Up To Date: 03/22/2024
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Contract Amount		Funds Encumbered	
Original Contract	\$3,129,023.33	Original	\$3,129,023.33
Contract Changes	(\$2,261.85)	Additional	N/A
Revised Contract	\$3,126,761.48	Total	\$3,129,023.33

Work Certified To Date	
Base Bid Items	\$3,187,178.37
Contract Changes	(\$2,261.85)
Material On Hand	\$0.00
Total	\$3,184,916.52

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
(\$2,261.85)	\$3,184,916.52	\$0.00	\$3,027,819.45	\$157,097.07	\$3,184,916.52
Percent: Retained: 0%			Percent Complete: 101.86%		

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By

Approved By Hawkinson Construction Co., Inc.

County/City/Project Engineer

Contractor



Date

Date

3/22/24

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2023-06-06	\$907,997.44	\$45,399.87	\$862,597.57
2	2023-06-23	\$94,837.87	\$4,741.90	\$90,095.97
3	2023-07-27	\$1,026,805.89	\$51,340.29	\$975,465.60
4	2023-08-14	\$985,562.49	\$49,278.12	\$936,284.37
5	2023-09-05	\$79,437.17	\$3,971.86	\$75,465.31
6	2023-09-26	\$27,426.60	\$1,371.33	\$26,055.27
7	2023-11-20	\$65,110.91	\$3,255.55	\$61,855.36
8	2024-03-22	(\$2,261.85)	(\$159,358.92)	\$157,097.07

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
CR 427	1	\$650,889.17	\$0.00	\$619,911.51	\$30,977.66	\$650,889.17
CR432	1	\$369,695.34	\$0.00	\$348,468.67	\$21,226.67	\$369,695.34
CSAH 4	2	\$1,000,147.53	\$0.00	\$948,258.96	\$51,888.57	\$1,000,147.53
CSAH 92	2	\$1,164,184.48	\$0.00	\$1,111,180.31	\$53,004.17	\$1,164,184.48

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
1	Local	\$52,204.33	\$999,267.10	\$998,030.14	\$1,020,584.51
2	Regular (CSAH)	\$104,892.74	\$2,127,494.38	\$2,130,993.19	\$2,164,332.01

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	2021.501	MOBILIZATION	LS	\$11,310.23	1	0	\$0.00	1	\$11,310.23
Base Bid	2	2118.509	AGGREGATE SURFACING CLASS 1	TON	\$25.80	1931	0	\$0.00	1761.18	\$45,438.44
Base Bid	3	2231.509	BITUMINOUS PATCHING MIXTURE	TON	\$83.57	446	0	\$0.00	566.91	\$47,376.67
Base Bid	4	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	\$71.76	3645	0	\$0.00	3521.33	\$252,690.64
Base Bid	5	2540.602	MAIL BOX SUPPORT	EACH	\$160.00	1	0	\$0.00	0	\$0.00
Base Bid	6	2540.602	RELOCATE MAIL BOX SUPPORT	EACH	\$135.00	14	0	\$0.00	0	\$0.00
Base Bid	7	2563.601	TRAFFIC CONTROL	LS	\$2,675.00	1	0	\$0.00	1	\$2,675.00
Base Bid	8	2580.503	INTERIM PAVEMENT MARKING	L F	\$0.18	17189	0	\$0.00	13763	\$2,477.34
Base Bid	9	2582.503	4" SOLID LINE PAINT	L F	\$0.12	33136	0	\$0.00	32874	\$3,944.88
Base Bid	10	2582.503	4" BROKEN LINE PAINT	L F	\$0.12	2303	0	\$0.00	2314	\$277.68
Base Bid	11	2582.503	4" DOUBLE SOLID LINE PAINT	L F	\$0.24	2591	0	\$0.00	2576	\$618.24

Contract Item Status

Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	2021.501	MOBILIZATION	LS	\$15,945.43	1	0	\$0.00	1	\$15,945.43
Base Bid	2	2118.509	AGGREGATE SURFACING CLASS 1	TON	\$23.09	2582	0	\$0.00	2656.92	\$61,348.28
Base Bid	3	2231.509	BITUMINOUS PATCHING MIXTURE	TON	\$82.93	1021	0	\$0.00	1319.49	\$109,425.31
Base Bid	4	2232.504	MILL BITUMINOUS SURFACE (1.5")	S Y	\$11.27	694	0	\$0.00	790	\$8,903.30
Base Bid	5	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	\$67.35	6451	0	\$0.00	6444.32	\$434,024.95
Base Bid	7	2563.601	TRAFFIC CONTROL	LS	\$3,875.00	1	0	\$0.00	1	\$3,875.00
Base Bid	8	2580.503	INTERIM PAVEMENT MARKING	L F	\$0.18	40943	0	\$0.00	40804	\$7,344.72
Base Bid	9	2582.503	4" SOLID LINE PAINT	L F	\$0.12	61080	0	\$0.00	59307	\$7,116.84
Base Bid	10	2582.503	4" BROKEN LINE PAINT	L F	\$0.12	2237	0	\$0.00	1967	\$236.04
Base Bid	11	2582.503	4" DOUBLE SOLID LINE PAINT	L F	\$0.24	16645	0	\$0.00	17994	\$4,318.56
Base Bid	1	2021.501	MOBILIZATION	LS	\$22,174.29	1	0	\$0.00	1	\$22,174.29
Base Bid	2	2118.509	AGGREGATE SURFACING CLASS 1	TON	\$24.27	2491	0	\$0.00	4791.76	\$116,296.02
Base Bid	3	2211.509	AGGREGATE BASE CLASS 5	TON	\$35.79	198	0	\$0.00	0	\$0.00
Base Bid	4	2215.504	FULL DEPTH RECLAMATION	S Y	\$3.65	3773	0	\$0.00	3773	\$13,771.45
Base Bid	5	2231.509	BITUMINOUS PATCHING MIXTURE	TON	\$84.71	1462	0	\$0.00	1477.03	\$125,119.21
Base Bid	6	2232.504	MILL BITUMINOUS SURFACE (1.5")	S Y	\$9.17	740	0	\$0.00	740	\$6,785.80
Base Bid	7	2232.602	MILLED RUMBLE STRIPS	EACH	\$1,339.63	5	0	\$0.00	0	\$0.00
Base Bid	8	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	\$71.23	9332	0	\$0.00	9108.2	\$648,777.09
Base Bid	10	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	TON	\$75.72	514	0	\$0.00	531.69	\$40,259.57
Base Bid	11	2540.602	MAIL BOX SUPPORT	EACH	\$160.00	5	0	\$0.00	7	\$1,120.00
Base Bid	12	2540.602	RELOCATE MAIL BOX SUPPORT	EACH	\$135.00	26	0	\$0.00	23	\$3,105.00
Base Bid	13	2563.601	TRAFFIC CONTROL	LS	\$4,075.00	1	0	\$0.00	1	\$4,075.00

Contract Item Status

Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	14	2580.503	INTERIM PAVEMENT MARKING	L F	\$0.18	41996	0	\$0.00	28361	\$5,104.98
Base Bid	15	2582.503	4" SOLID LINE PAINT	L F	\$0.12	74638	0	\$0.00	77081	\$9,249.72
Base Bid	16	2582.503	4" BROKEN LINE PAINT	L F	\$0.12	4706	0	\$0.00	4400	\$528.00
Base Bid	17	2582.503	4" DOUBLE SOLID LINE PAINT	L F	\$0.24	8199	0	\$0.00	7505	\$1,801.20
Base Bid	1	2021.501/00010	MOBILIZATION	LS	\$18,021.70	1	0	\$0.00	1	\$18,021.70
Base Bid	2	2118.509/00010	AGGREGATE SURFACING CLASS 1	TON	\$24.27	6437	0	\$0.00	5615.1	\$136,278.48
Base Bid	3	2211.509/00070	AGGREGATE BASE CLASS 5	TON	\$35.79	100	0	\$0.00	0	\$0.00
Base Bid	4	2215.504/00010	FULL DEPTH RECLAMATION	S Y	\$12.65	809	0	\$0.00	0	\$0.00
Base Bid	5	2231.509/00010	BITUMINOUS PATCHING MIXTURE	TON	\$80.34	1693	0	\$0.00	2522.58	\$202,664.08
Base Bid	6	2232.504	MILL BITUMINOUS SURFACE	S Y	\$3.19	1133	0	\$0.00	1479.1	\$4,718.33
Base Bid	7	2232.504/00040	MILL BITUMINOUS SURFACE (1.5")	S Y	\$5.63	578	0	\$0.00	711.1	\$4,003.49
Base Bid	8	2232.504/00060	MILL BITUMINOUS SURFACE (2.0")	S Y	\$3.45	4764	0	\$0.00	4769.8	\$16,455.81
Base Bid	9	2360.509/12200	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	\$67.01	10952	0	\$0.00	10581.86	\$709,090.44
Base Bid	10	2360.509/22205	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	TON	\$71.28	602	0	\$0.00	611.81	\$43,609.82
Base Bid	11	2540.602/000150	MAIL BOX SUPPORT	EACH	\$160.00	37	0	\$0.00	36	\$5,760.00
Base Bid	12	2563.601/00010	TRAFFIC CONTROL	LS	\$5,575.00	1	0	\$0.00	1	\$5,575.00
Base Bid	13	2580.503/00010	INTERIM PAVEMENT MARKING	L F	\$0.18	42684	0	\$0.00	42437	\$7,638.66
Base Bid	14	2582.503/104104	4" SOLID LINE PAINT	L F	\$0.12	104841	0	\$0.00	105218	\$12,626.16
Base Bid	15	2582.503/104204	4" BROKEN LINE PAINT	L F	\$0.12	6949	0	\$0.00	7098	\$851.76
Base Bid	16	2582.503/104404	4" DOUBLE SOLID LINE PAINT	L F	\$0.24	9689	0	\$0.00	9874	\$2,369.76
Base Bid Totals:								\$0.00		\$3,187,178.37

Project Category Totals

Project	Category	Amount This Request	Amount To Date
SAP 031-604-013	PARTICIPATING	\$0.00	\$998,167.33
SAP 031-692-002	PARTICIPATING	\$0.00	\$1,169,663.49
CR 2023-04	PARTICIPATING	\$0.00	\$652,538.43
CP 2023-05	PARTICIPATING	\$0.00	\$366,809.12

Contract Change Item Status

Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
CP 2023-05	BK1	12	2360 Bituminous Density Disincentive (LS)	(\$1,649.26)	1	(\$1,649.26)	ITM	\$1.00	(\$1,649.26)	1	(\$1,649.26)
CR 2023-04	BK1	12	2360 Bituminous Density Incentive (LS)	\$2,886.22	1	\$2,886.22	ITM	\$1.00	\$2,886.22	1	\$2,886.22
SAP 031-604-013	BK1	18	2360 Bituminous Density Incentive (LS)	\$1,980.20	1	\$1,980.20	ITM	\$1.00	\$1,980.20	1	\$1,980.20
SAP 031-692-002	BK1	17	2360 Bituminous Density Disincentive (LS)	(\$5,479.01)	1	(\$5,479.01)	ITM	\$1.00	(\$5,479.01)	1	(\$5,479.01)
Contract Change Totals:									(\$2,261.85)		(\$2,261.85)

Contract Change Totals

Number	Description	Effective Date	Amount
1	Bituminous Density	11/10/2023	\$1,980.20
1	Bituminous Density	11/10/2023	(\$5,479.01)
1	Bituminous Density	11/10/2023	\$2,886.22
1	Bituminous Density	11/10/2023	(\$1,649.26)

Material On Hand Additions

Line	Item	Description	Date	Added	Comments

Material On Hand Balance

Line	Item	Description	Date	Added	Used	Remaining

Contract Total	\$3,184,916.52
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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 2, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3542

DEPARTMENT: Transportation
PRESENTER: Ryan Sutherland

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:

Contract 202303 Final Payment - County Road 238 Bituminous Project

BOARD ACTION REQUESTED:

Approve final payment for Contract 202303 - County Road 238 bituminous project and authorize the County Board Chairperson and Clerk to the County Board to sign the Certificate of Final Payment.

BACKGROUND:

Hawkinson Construction has completed the contract on County Road 238 and it is recommended that final payment be processed.

Bid Amount: \$666,666.66
Final Amount: \$623,275.24

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. FINAL PAYMENT DOCUMENTS CONTRACT 202303

04/02/2024

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 04/09/2024 2:30 PM
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CERTIFICATE FOR FINAL PAYMENT

State Of Minnesota
County of Itasca

Project No.: CP 2023-03

Contract No.: 202303

The County Board of Itasca County hereby recognizes that the work done by Hawkinson Construction, Inc. of Grand Rapids, MN, under contract with Itasca County, made and entered into on July 25, 2023, relating to the furnishing of materials, and/or, the construction of the above named project has been completed.

We hereby approve of the Engineer's Final Estimate hereto attached, including variations from the original plans, and hereby find the Contractor entitled to total compensation for said work according to said estimate.

Dated: _____, 2024

Signed: _____
Chairman, Itasca County Board

Clerk to the County Board

CERTIFICATE OF PERFORMANCE FORM

County of Itasca

Project No.: CP 2023-03 County Road 238 Bituminous Project

Name of Contractor: Hawkinson Construction, Inc.

Contract No.: 202303

Total Value of Work: \$ 623,275.24

I HEREBY CERTIFY to the Board of commissioners of the above named County, that I have been in charge of the work required by the above described contract; that all of such work has been done and performed as measured by and in accordance with and pursuant to the terms of said contract.

3/22/2024
Date

Karin Grandia
County Highway Engineer
Karin Grandia

Digitally signed by Karin Grandia
Date: 2024.03.22 07:35:20 -05'00'

*** CERTIFICATE of FINAL ACCEPTANCE ***

CONTRACT NUMBER 202303 CONTRACTOR HAWKINSON CONSTRUCTION, INC.
DATE CERTIFIED 3/21/24
PAYMENT NUMBER 3

THE UNDERSIGNED CONTRACTOR DOES HEREBY CERTIFY THAT HE HAS PERFORMED AND COMPLETED ALL THE WORK DESCRIBED HEREIN IN ACCORDANCE WITH AND PURSUANT TO THE TERMS OF HIS CONTRACT, AND DOES HEREBY ACCEPT THIS FINAL VOUCHER AS BEING CORRECT, FULL AND COMPLETE AND DOES MAKE CLAIM FOR FINAL PAYMENT ON THIS CONTRACT IN ACCORDANCE WITH THE FINAL VOUCHER.

CONTRACTOR:

STATE OF MINNESOTA
COUNTY OF ITASCA

BY Chris Francisco V.P.
AND Brian Anderson
AND _____

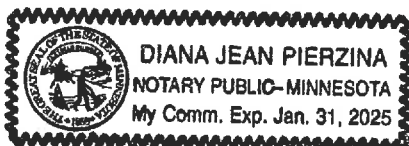
**** INDIVIDUAL ACKNOWLEDGMENT ****

ON THIS _____ DAY OF _____, 20____, BEFORE ME PERSONALLY
APPEARED _____ TO ME KNOWN TO BE THE PERSON WHO
EXECUTED THE FOREGOING ACCEPTANCE AND ACKNOWLEDGED THAT HE EXECUTED THE
SAME AS (HIS / THEIR) FREE ACT AND DEED.

**** CORPORATE ACKNOWLEDGMENT ****

Chris Francisco AND Brian Anderson, TO ME PERSONALLY
KNOWN, WHO, BEING EACH BY ME PERSONALLY SWORN, EACH DID SAY THAT THEY ARE
RESPECTIVELY THE Vice President AND
Project Manager OF THE Hawkinson Construction Co Inc
CORPORATION NAMED IN THE FOREGOING INSTRUMENT, AND THAT THE SEAL AFFIXED TO
SAID INSTRUMENT IS THE CORPORATE SEAL OF SAID CORPORATION AND THE SAID
INSTRUMENT WAS SIGNED AND SEALED IN BEHALF OF SAID CORPORATION BY AUTHORITY
OF ITS Board of Directors, AND SAID Vice President AND
Project Manager ACKNOWLEDGED SAID INSTRUMENT TO BE THE FREE ACT
AND DEED OF SAID CORPORATION.

NOTARIAL MY COMMISSION AS NOTARY PUBLIC IN ITASCA COUNTY
SEAL EXPIRES 1/31, 2025



Diana Pierzina
SIGNATURE

Contract Number: 2023-03
Pay Request Number: 3

Project Number	Project Description
2023-03	CR 238 BITUMINOUS REHABILITATION, CULVERT REPLACEMENT AND BASE & PAVING

Contractor: Hawkinson Construction Co., Inc. 501 W Co Rd 63 Grand Rapids, MN 55744	Vendor Number: 3050 Up To Date: 03/20/2024
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Contract Amount		Funds Encumbered	
Original Contract	\$666,666.66	Original	\$666,666.66
Contract Changes	\$1,577.68	Additional	N/A
Revised Contract	\$668,244.34	Total	\$666,666.66

Work Certified To Date	
Base Bid Items	\$621,697.56
Contract Changes	\$1,577.68
Material On Hand	\$0.00
Total	\$623,275.24

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$1,577.68	\$623,275.24	\$0.00	\$590,612.68	\$32,662.56	\$623,275.24
Percent: Retained: 0%			Percent Complete: 93.27%		

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By

Approved By Hawkinson Construction Co., Inc.

County/City/Project Engineer

Contractor

Date

Date


3/21/24

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2023-10-17	\$567,251.06	\$28,362.55	\$538,888.51
2	2023-12-31	\$54,446.50	\$2,722.33	\$51,724.17
3	2024-03-20	\$1,577.68	(\$31,084.88)	\$32,662.56

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
2023-03		\$623,275.24	\$0.00	\$590,612.68	\$32,662.56	\$623,275.24

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
2023-03	Unorganized Township B	\$32,662.56	\$668,244.34	\$666,666.66	\$623,275.24

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	2021.501	MOBILIZATION	LS	\$31,998.73	1	0	\$0.00	1	\$31,998.73
Base Bid	2	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$20.00	10	0	\$0.00	15	\$300.00
Base Bid	3	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	L F	\$5.00	341	0	\$0.00	292.5	\$1,462.50
Base Bid	4	2104.503	REMOVE CONCRETE CULVERT	L F	\$159.00	72	0	\$0.00	72	\$11,448.00
Base Bid	5	2104.503	REMOVE CONCRETE CURB	L F	\$57.00	30	0	\$0.00	43	\$2,451.00
Base Bid	6	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$5.50	3854	0	\$0.00	3715	\$20,432.50
Base Bid	7	2112.519	SUBGRADE PREPARATION	RDST	\$235.00	19.1	0	\$0.00	18	\$4,230.00
Base Bid	8	2118.509	AGGREGATE SURFACING CLASS 1	TON	\$30.00	1212	0	\$0.00	1445.79	\$43,373.70
Base Bid	9	2211.509	AGGREGATE BASE CLASS 5	TON	\$29.50	3818	0	\$0.00	2814.92	\$83,040.14
Base Bid	10	2231.509	BITUMINOUS PATCHING MIXTURE	TON	\$66.00	362	0	\$0.00	385.32	\$25,431.12
Base Bid	11	2231.604	BITUMINOUS PATCH SPECIAL	S Y	\$43.65	38	0	\$0.00	38	\$1,658.70
Base Bid	12	2232.504	MILL BITUMINOUS SURFACE (1.5")	S Y	\$4.50	2041	0	\$0.00	2167	\$9,751.50
Base Bid	13	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	\$67.25	4057	0	\$0.00	3921.02	\$263,688.60

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	14	2360.509	TYPE SP 19.0 NON WEARING COURSE MIXTURE (2,B)	TON	\$67.00	1021	0	\$0.00	845.51	\$56,649.17
Base Bid	15	2451.507	COARSE AGGREGATE BEDDING (CV)	C Y	\$56.00	40	0	\$0.00	16	\$896.00
Base Bid	16	2501.502	24" GS PIPE APRON	EACH	\$1,820.00	2	0	\$0.00	2	\$3,640.00
Base Bid	17	2501.503	24" CP PIPE CULVERT	L F	\$220.00	75	0	\$0.00	80	\$17,600.00
Base Bid	18	2531.503	CONCRETE CURB AND GUTTER DESIGN D418	L F	\$75.00	30	0	\$0.00	43	\$3,225.00
Base Bid	19	2531.604	8" CONCRETE VALLEY GUTTER	S Y	\$250.00	26	0	\$0.00	20.88	\$5,220.00
Base Bid	20	2540.602	MAIL BOX SUPPORT	EACH	\$110.00	9	0	\$0.00	14	\$1,540.00
Base Bid	21	2540.602	RELOCATE MAIL BOX SUPPORT	EACH	\$100.00	20	0	\$0.00	5	\$500.00
Base Bid	22	2563.601	TRAFFIC CONTROL	LS	\$8,200.00	1	0	\$0.00	1	\$8,200.00
Base Bid	23	2573.503	SILT FENCE, TYPE HI	L F	\$3.89	3182	0	\$0.00	2720	\$10,580.80
Base Bid	24	2575.501	TURF ESTABLISHMENT	LS	\$3,750.00	1	0	\$0.00	1	\$3,750.00
Base Bid	25	2580.503	INTERIM PAVEMENT MARKING	L F	\$0.15	19100	0	\$0.00	19934	\$2,990.10
Base Bid	26	2582.503	4" SOLID LINE PAINT	L F	\$0.20	19100	0	\$0.00	19100	\$3,820.00
Base Bid	27	2582.503	4" DOUBLE SOLID LINE PAINT	L F	\$0.40	9550	0	\$0.00	9550	\$3,820.00
Base Bid Totals:								\$0.00		\$621,697.56

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
2023-03	P-2023-03	\$0.00	\$621,697.56

Contract Change Item Status											
Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
2023-03	BK1	28	2360 Bituminous Density Incentive (LS)	\$1,577.68	1	\$1,577.68	ITM	\$1.00	\$1,577.68	1	\$1,577.68
Contract Change Totals:									\$1,577.68		\$1,577.68

Contract Change Totals			
Number	Description	Effective Date	Amount
1	Bituminous Density Incentive	10/23/2023	\$1,577.68

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

Contract Total				\$623,275.24
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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 2, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3545

DEPARTMENT: Transportation

TIME REQUESTED: < 5 Minutes

PRESENTER: Joshua Falck

AGENDA ITEM:

CSAH 52: Authorize Acquisition of Highway Easement Across State Lands for State Aid Project #031-652-006

BOARD ACTION REQUESTED:

Authorize the Itasca County Transportation Department to acquire Highway Easement across State Lands for State Aid Project #031-652-006.

BACKGROUND:

The Itasca County Transportation Department is planning to reconstruct part of CSAH 52 from CR 342 to Horsehead Lake Trail. Authorization is required from the Board of Commissioners to work with the Minnesota DNR to acquire the necessary easements across the State owned parcels identified on the attached Exhibit.

COUNTY ATTORNEY REVIEW: N/A

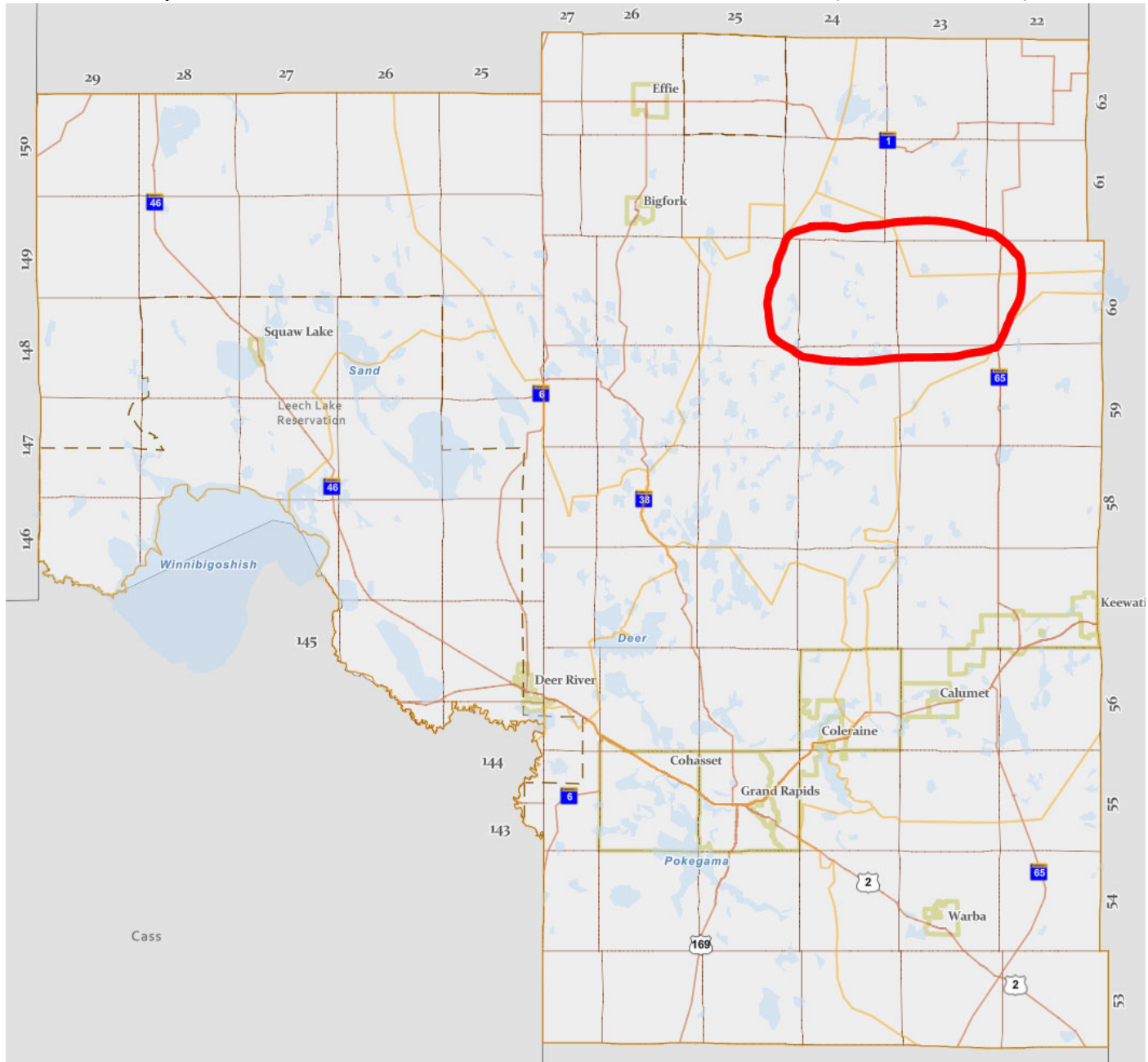
SUPPORTING DOCUMENTATION:

1. RBA_EX_STAT_031-652-006_R0

04/02/2024

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 04/09/2024 2:30 PM
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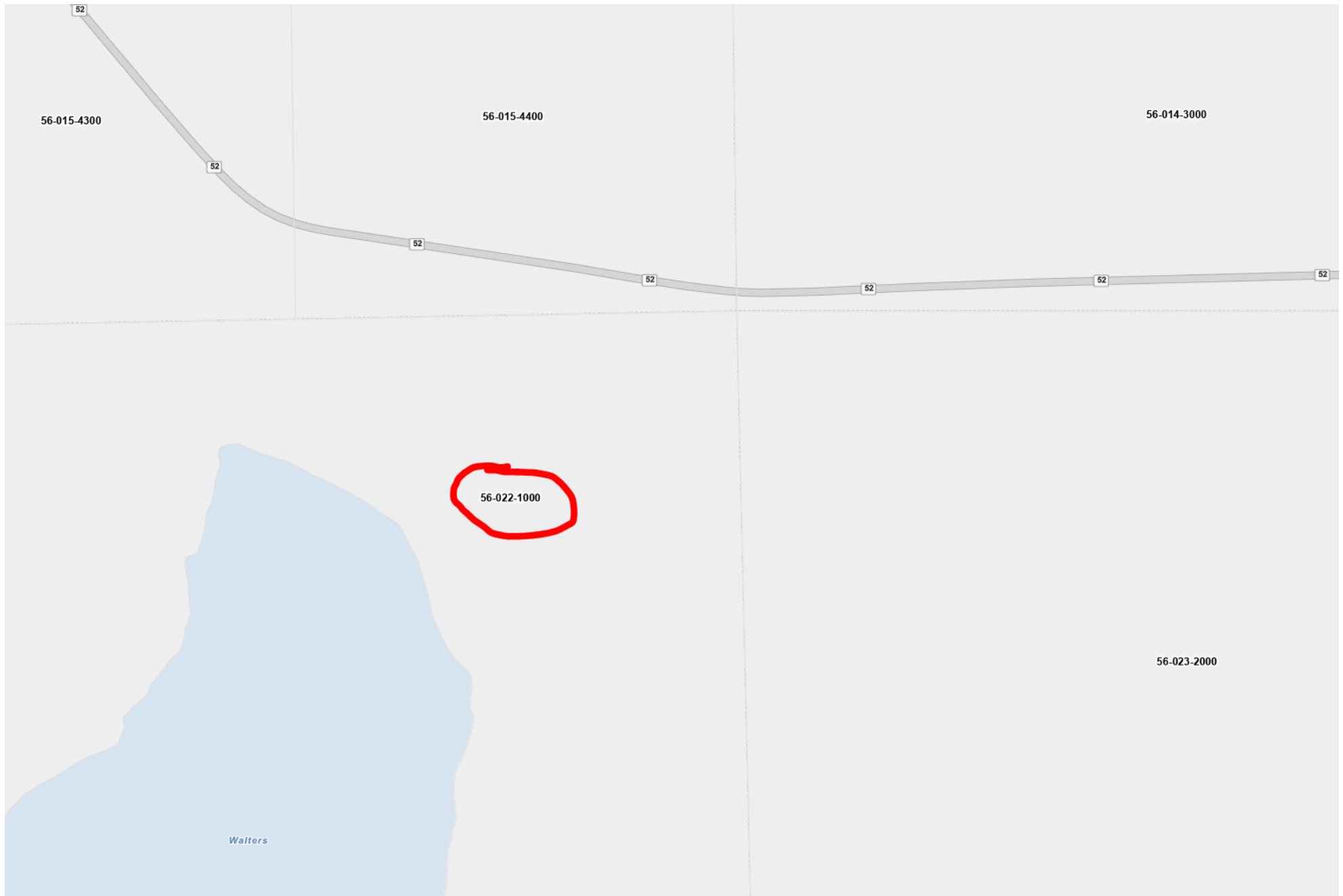
- RBA EXHIBIT -
Acquire Easement Across State Lands for CSAH 52 (031-652-006)



- RBA EXHIBIT -
Acquire Easement Across State Lands for CSAH 52 (031-652-006)

TAX PARCEL	DESCRIPTION	SETION, TOWNSHIP – RANGE
SEE PAGE 3 OF 5		
Tax Parcel #56-022-1000	NE 1/4	Section 22, T60N-R24W
SEE PAGE 4 OF 5		
Tax Parcel #56-014-1000	NE 1/4	Section 14, T60N-R24W
Tax Parcel #56-014-4300	SW 1/4 – SE 1/4	Section 14, T60N-R24W
Tax Parcel #56-014-4200	NW 1/4 – SE 1/4	Section 14, T60N-R24W
Tax Parcel #56-014-4100	NE 1/4 – SE 1/4	Section 14, T60N-R24W
Tax Parcel #56-014-4400	SE 1/4 – SE 1/4	Section 14, T60N-R24W
SEE PAGE 5 OF 5		
Tax Parcel #53-013-2300	SW 1/4 – NW 1/4	Section 13, T60N-R24W
Tax Parcel #53-013-4100	NE 1/4 – SE 1/4	Section 13, T60N-R24W

- RBA EXHIBIT -
Acquire Easement Across State Lands for CSAH 52 (031-652-006)



- RBA EXHIBIT -
Acquire Easement Across State Lands for CSAH 52 (031-652-006)



- RBA EXHIBIT -
Acquire Easement Across State Lands for CSAH 52 (031-652-006)





**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 2, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3550

DEPARTMENT: Transportation

TIME REQUESTED: < 5 Minutes

PRESENTER: Joshua Falck

AGENDA ITEM:

CSAH 52: Authorize Acquisition of Highway Easement Across Tax Forfeit Lands for State Aid Project #031-652-006

BOARD ACTION REQUESTED:

Authorize the Itasca County Transportation Department to acquire Highway Easement across Tax Forfeit Lands for State Aid Project #031-652-006.

BACKGROUND:

The Itasca County Transportation Department is planning to reconstruct part of CSAH 52 from CR 342 to Horsehead Lake Trail. Authorization is required from the Board of Commissioners to work with the Land Department to acquire the necessary easements across the Tax Forfeit parcels identified on the attached Exhibit.

COUNTY ATTORNEY REVIEW: N/A

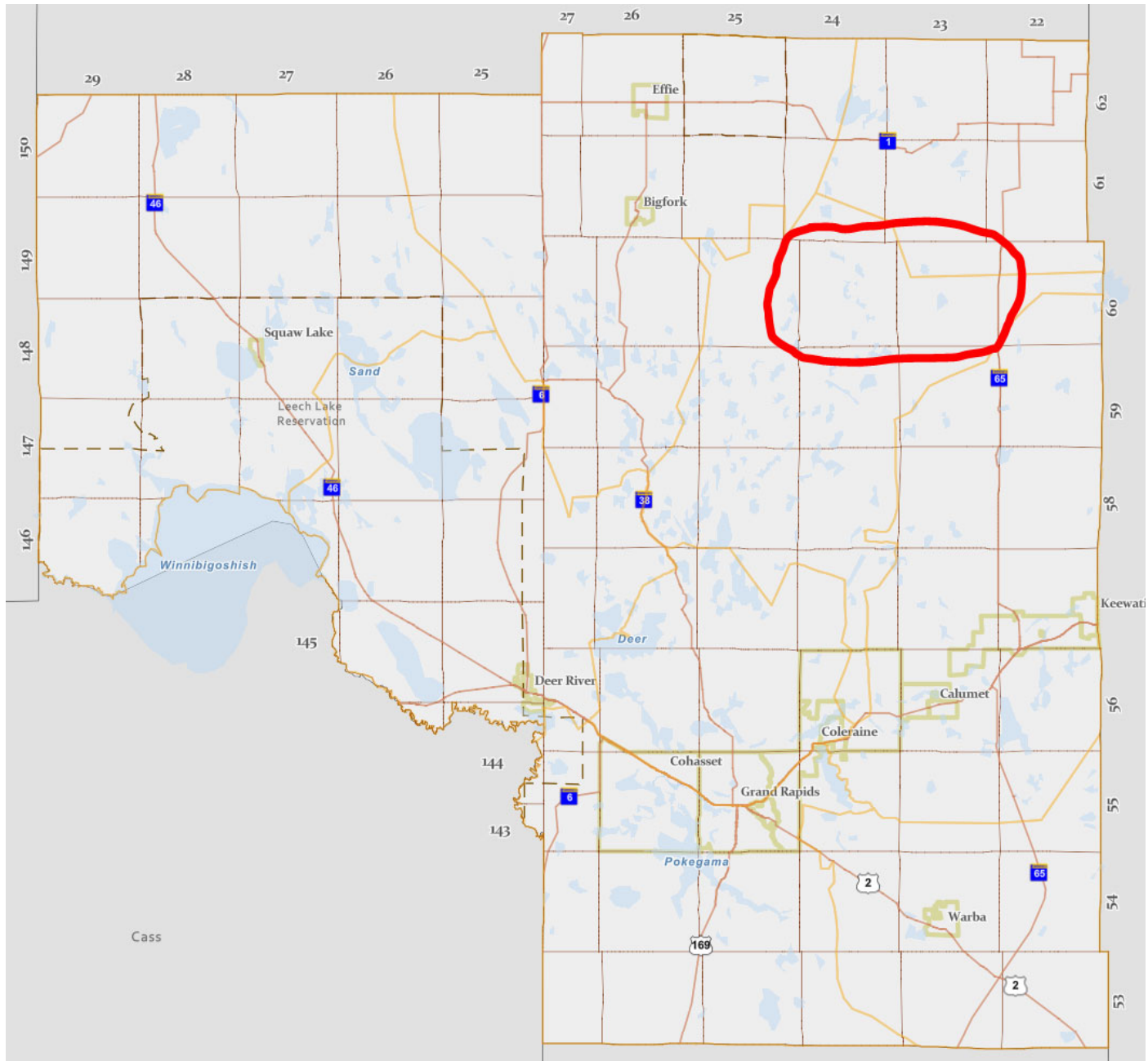
SUPPORTING DOCUMENTATION:

1. RBA_EX_TAXF_031-652-006_R0

04/02/2024

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 04/09/2024 2:30 PM
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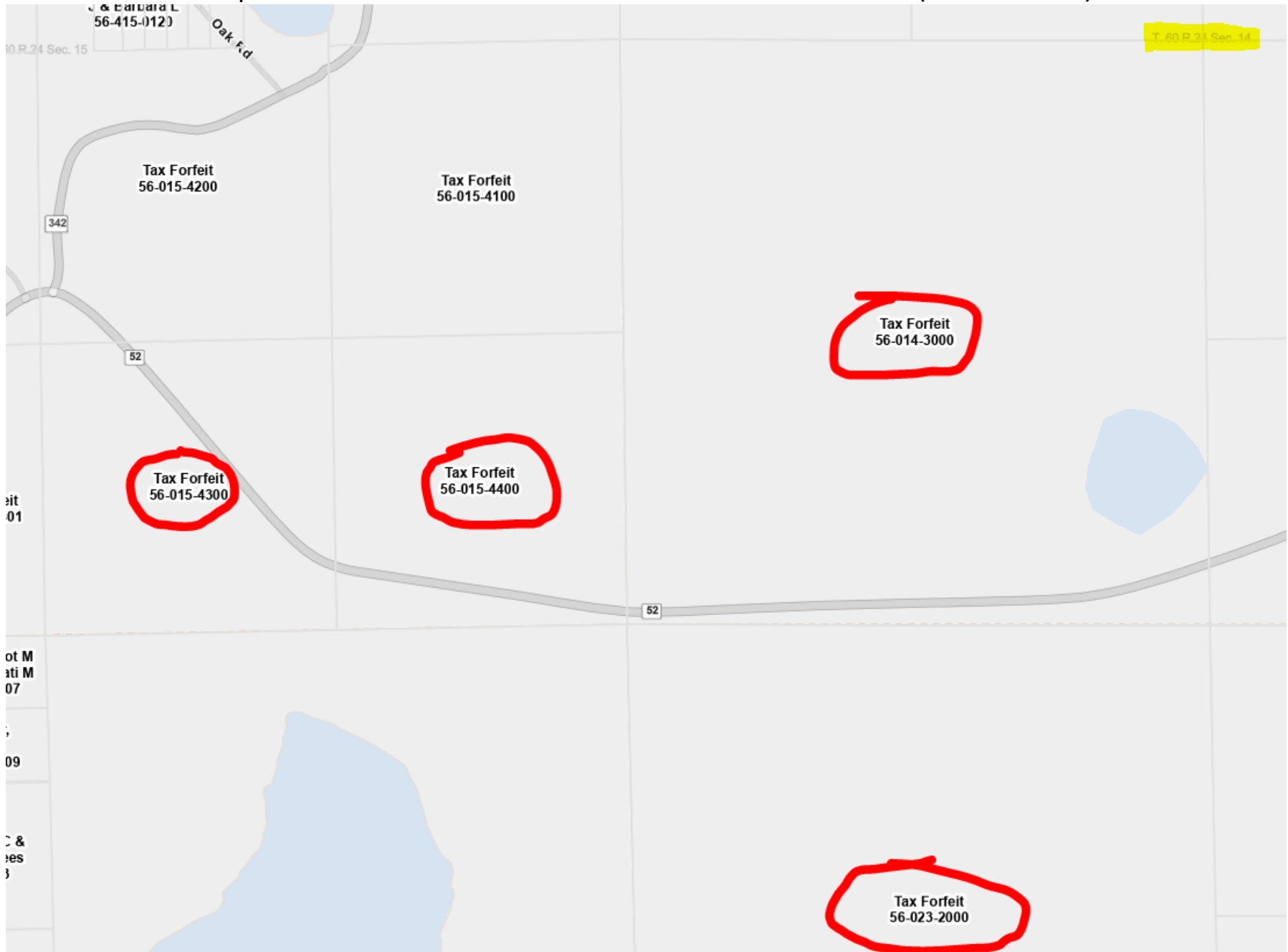
- RBA EXHIBIT -
Acquire Easement Across TAX FORFEIT Lands for CSAH 52 (031-652-006)



- RBA EXHIBIT -
Acquire Easement Across TAX FORFEIT Lands for CSAH 52 (031-652-006)

TAX PARCEL	DESCRIPTION	SETION, TOWNSHIP – RANGE
SEE PAGE 3 OF 5		
Tax Parcel #56-015-4300	SW 1/4 – SE 1/4	Section 15, T60N-R24W
Tax Parcel #56-015-4400	SE 1/4 – SE 1/4	Section 15, T60N-R24W
Tax Parcel #56-014-3000	SW 1/4	Section 14, T60N-R24W
Tax Parcel #56-023-2000	NW 1/4	Section 23, T60N-R24W
SEE PAGE 4 OF 5		
Tax Parcel #56-013-3200	NW 1/4 – SW 1/4	Section 13, T60N-R24W
Tax Parcel #56-013-2400	SE 1/4 – NW 1/4	Section 13, T60N-R24W
Tax Parcel #56-013-3100	NE 1/4 – SW 1/4	Section 13, T60N-R24W
Tax Parcel #56-013-4200	NW 1/4 – SE 1/4	Section 13, T60N-R24W
SEE PAGE 5 OF 5		
Tax Parcel #53-018-2300	Government Lot 4	Section 18, T60N-R23W
Tax Parcel #53-018-2400	SE 1/4 – NW 1/4	Section 18, T60N-R23W
Tax Parcel #53-018-3000	SW 1/4	Section 18, T60N-R23W
Tax Parcel #53-018-1300	SW 1/4 – NE 1/4	Section 18, T60N-R23W
Tax Parcel #53-018-1400	SE 1/4 – NE 1/4	Section 18, T60N-R23W

Acquire Easement Across TAX FORFEIT Lands for CSAH 52 (031-652-006)

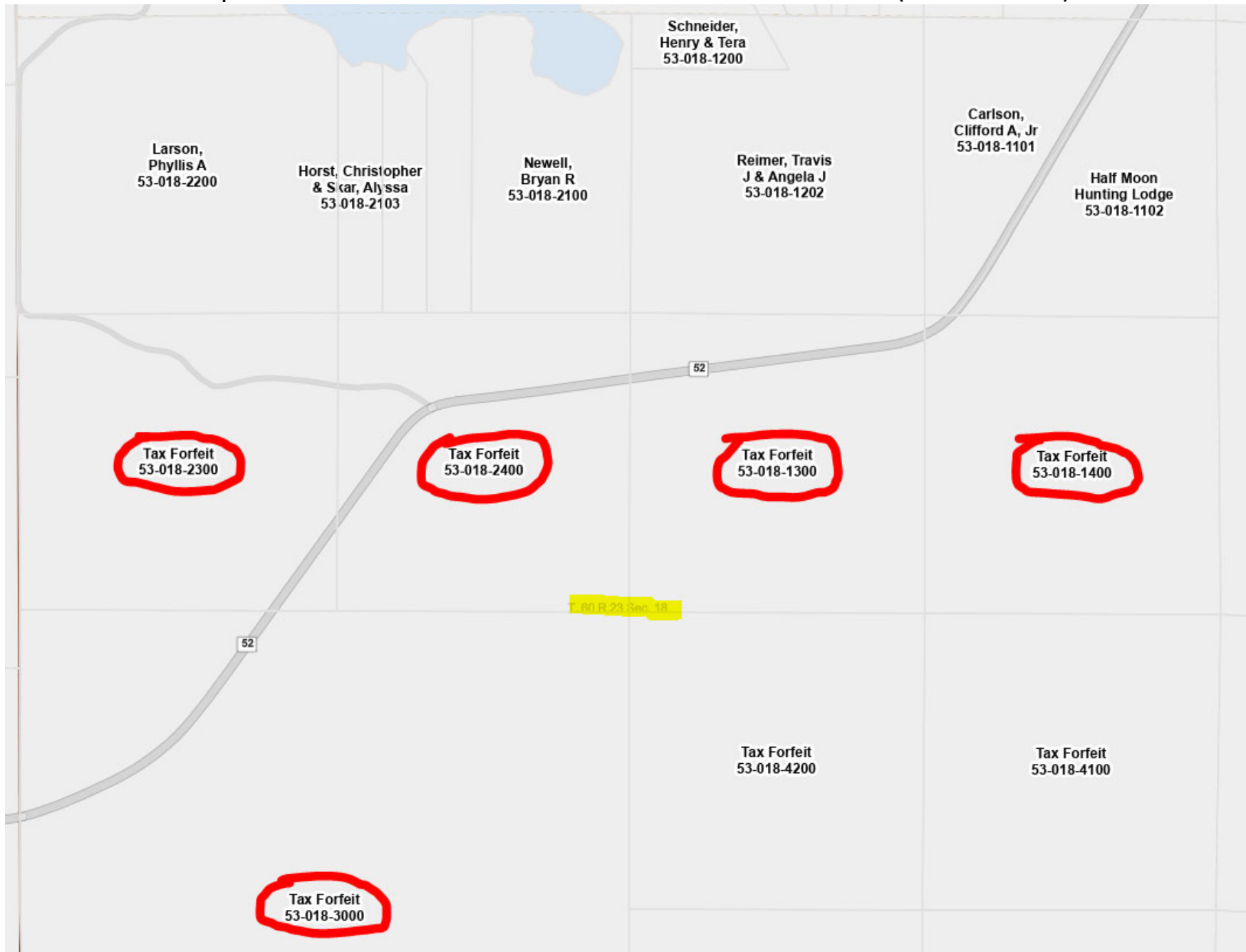


- RBA EXHIBIT -
Acquire Easement Across TAX FORFEIT Lands for CSAH 52 (031-652-006)



- RBA EXHIBIT -

Acquire Easement Across TAX FORFEIT Lands for CSAH 52 (031-652-006)





**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 2, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3574

DEPARTMENT: Transportation

TIME REQUESTED: < 5 Minutes

PRESENTER: Kory Johnson

AGENDA ITEM:

Propane, Diesel Fuel, and Gasoline for County Garages and Gasoline for Courthouse

BOARD ACTION REQUESTED:

Award bids for Propane, Diesel Fuel, and Gasoline for a one (1) year period from May 1, 2024 through April 30, 2025 to the lowest responsible bidders, as follows, and authorize the county engineer to sign the service agreement: Propane: Edwards Oil Inc. - Arbo, Balsam, Balsam (Old Garage), Deer River, Max, Nashwauk, Swan River, Togo; Diesel Fuel: Davis Oil Inc. - Arbo, Balsam, Bigfork, Cohasset, Max, Nashwauk, Togo; Diesel Fuel: Edwards Oil Inc. - Deer River, Swan River; Gasoline: Davis Oil Inc. - Balsam, Bigfork, Cohasset, Nashwauk; Gasoline: Edwards Oil Inc. - Deer River, Swan River; and Gasoline: Petroleum Traders Corporation - Courthouse.

BACKGROUND:

Bids were opened March 26, 2024.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION: None

04/02/2024

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 04/09/2024 2:30 PM
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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 2, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3575

DEPARTMENT: Transportation

TIME REQUESTED: 5 Minutes

PRESENTER: Kory Johnson

AGENDA ITEM:

2024-01 Calcium and Magnesium Chloride Contract

BOARD ACTION REQUESTED:

Award County Project 2024-01 for Calcium Chloride and Magnesium Chloride to the lowest responsible bidder, Edwards Oil Inc dba Trimark Industrial and authorize the necessary signatures to execute the contract documents.

BACKGROUND:

Bids were opened March 27, 2024.

CALCIUM CHLORIDE

Knife River Corporation - \$342,581.40

EnviroTech Services Inc - \$369,516.00

Edwards Oil Inc dba Trimark Industrial - \$316,092.00

MAGNESIUM CHLORIDE

Knife River Corporation - No Bid

EnviroTech Services Inc - No Bid

Edwards Oil Inc dba Trimark Industrial - \$293,180.00

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION: None

04/02/2024

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 04/09/2024 2:30 PM
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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 2, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3576

DEPARTMENT: Transportation

TIME REQUESTED: < 5 Minutes

PRESENTER: Kory Johnson

AGENDA ITEM:

2024 Pavement Markings

BOARD ACTION REQUESTED:

Award County Project 2024-02 for 2024 Pavement Markings to the lowest responsible bidder, Sir Lines-A-Lot, LLC, in the amount of \$275,938.08 and authorize the necessary signatures to execute the contract documents.

BACKGROUND:

Bids were opened for the 2024 Pavement Marking Services on March 28, 2024. One bid was received.

Sir Lines-A-Lot, LLC - \$275,938.08

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION: None

04/02/2024

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 04/09/2024 2:30 PM
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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 2, 2024

REQUEST FOR BOARD ACTION: RBA-2024-78

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: Chair

AGENDA ITEM:

Citizen Input

BOARD ACTION REQUESTED:

Receive Citizen Input

BACKGROUND:

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

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

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

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

Tuesday, April 2, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3484

DEPARTMENT: Administrative Services

TIME REQUESTED: 15 Minutes

PRESENTER: Shane Zahrt

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

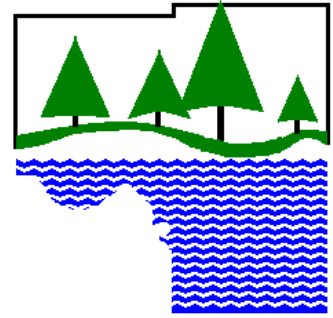
SUPPORTING DOCUMENTATION:

1. 2024 Legislative Priorities FINAL

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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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, April 2, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3444

DEPARTMENT: Environmental Services

TIME REQUESTED: 30 Minutes

PRESENTER: Katie Benes

AGENDA ITEM:

Public Hearing Re: Adoption of a Short-Term Rental Ordinance

BOARD ACTION REQUESTED:

Hold a Public Hearing Re: Adoption of a Short-Term Rental Ordinance for the purpose of receiving public comment on the adoption of the proposed Short-term Rental Ordinance.

BACKGROUND:

In approximately 2019, Itasca County Environmental Services began work on the creation of a short-term rental ordinance. After great consideration, the proposed ordinance is ready for public comment and board review.

Public notice has been published in the Grand Rapids Herald Review (3/20/2024; Affidavit of Publication attached) and Scenic Range News Forum (3/21/2024; Affidavit of Publication not yet received).

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. GRHR Affidavit of Publication - Short Term Rental Ordinance
2. DRAFT Short Term Rental Application
3. DRAFT Short Term Rental Ordinance (1/17/2024)
4. STR Ordinance Input - R Peterson
5. STR Ordinance Input - B George
6. STR Ordinance Input - T Basting
7. STR Ordinance Input - J Chandler
8. STR Ordinance Input - D Lieffring
9. STR Ordinance Input - D Kooda
10. SRNF Affidavit of Publication - Short Term Rental Ordinance
11. STR Ordinance Input - T Nelson
12. STR Ordinance Input - T Nelson2
13. STR Ordinance Input - J Jones
14. STR Ordinance Input - P Lussenhop
15. STR Ordinance Input - M Duxbury

16. STR Ordinance Input - T Brown
17. STR Ordinance Input - E Dorn
18. STR Ordinance Input - A Teal
19. STR Ordinance Input - S Brown
20. STR Ordinance Input - W Brown
21. STR Ordinance Input - P Landin - T Mangni
22. STR Ordinance Input - L Huebscher

RESULT:

INFORMATIONAL - NO ACTION TAKEN



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 2, 2024

RESOLUTION

RE: ADOPTION OF ITASCA COUNTY SHORT-TERM RENTAL ORDINANCE (EFFECTIVE TBD)

WHEREAS, the Itasca County Short-term Rental Ordinance was introduced to achieve the following purposes:

To establish standards for the maintenance and operation of short-term rental units within Itasca County.

To coordinate enforcement of short-term rental unit standards with the Minnesota Department of Health, which licenses short-term rental units rented for periods of 6 days or less, according to M.S. 4625 and M.S. 327.

To mitigate possible adverse impacts on the health, safety, welfare, and quality of life of surrounding property owners.

To protect water resources within Itasca County by requiring short-term rental units to comply with the sizing requirements for subsurface sewage treatment systems established in M.S. 7080-7083.

WHEREAS, a Notice of Intent to Adopt Ordinance was published in the Grand Rapids Herald Review on March 20, 2024, and in the Scenic Range News Forum on March 21, 2024; and

WHEREAS, Pursuant to M.S. 375.51, a public hearing on the ordinance was held at the Itasca County Courthouse Boardroom located at 123 NE 4th Street, Grand Rapids, MN 55744, on Tuesday, April 2, 2024, at 2:30pm;

NOW THEREFORE BE IT RESOLVED, the Itasca County Board of Commissioners hereby enacts, ordains, and adopts the Itasca County Short-term Rental Ordinance.

BE IT FURTHER RESOLVED, that the Ordinance shall be published at least one time as part of the proceedings of the meeting at which the ordinance was enacted, together with notice of the following: A printed copy of this Ordinance, marked as the official copy, shall be filed with, and is available for inspection and use by any person during regular office hours at the Office of the Itasca County Auditor.

BE IT FURTHER RESOLVED, that this Ordinance shall take effect on TBD.

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)

) ss.

COUNTY OF ITASCA)

Brett Holum, being first duly sworn, on oath states as follows:

1. I am the Publisher of the Grand Rapids Herald Review, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.

2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.

3. The dates of the month and the year and day of the week upon which the public notice attached/copies below was published in the

Wednesday March 20th 2024

4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows: \$2.00 per 1-col line.

5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Itasca County. The newspaper complies with the conditions described in §580.033, sub d. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

FURTHER YOUR AFFIANT SAITH NOT.



[Signature]

Subscribed and sworn to before me on this

25th day of March 2024



Notary Public

NOTICE OF INTENT AND PUBLIC HEARING

ITASCA COUNTY

Pursuant to Minnesota Statute Chapter 375.51, notice is hereby given that the Board of Itasca County (the "Board") will meet in the Boardroom of the County Courthouse, 123 NE 4th Street, in the City of Grand Rapids, Minnesota at approximately 2:30 p.m., or shortly thereafter, on Tuesday, April 2, 2024, to conduct a public hearing for the purpose of receiving public comment on the adoption of a Short-Term Rental Ordinance.

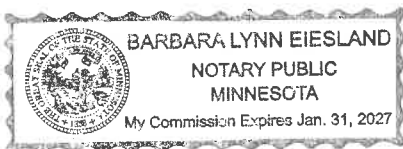
All interested persons may appear and be heard at the time and place set forth above, or may file written comments prior to the date of the hearing set forth above. For further information regarding said hearing, please contact the Itasca County Environmental Services Department, Itasca County Courthouse, 123 NE 4th St., Grand Rapids, Minnesota 55744; (218) 327-2857.

Dated: February 29, 2024

ITASCA COUNTY BOARD,
MINNESOTA

/s/ Brett Skyles
Clerk of the County Board
Itasca County Board, Minnesota

HR March 20, 2024.....155541





Short-Term Rental License Application

Thank you for complying with Itasca County's Short-Term Rental ordinance by registering your rental with us. This application is for a three-year license. License renewals shall be submitted by January 1, or prior to any rental activity. A separate application is required for each rental unit. The following materials must be submitted as part of the Short-Term Rental License Application:

- Completed application.
- Copy of a valid Certificate of SSTS Compliance.
- Copy of water test results from an accredited lab which meet the requirements of MDH's Health, Food & Lodging requirements.
- Site plan including property lines, property dimensions, structures to be licensed, parking areas, shoreland recreational areas, and SSTS.
- \$450 Fee

Property Information

Physical Address: _____
City: _____ State: _____ Zip: _____
Parcel No.: _____

Property Owner Information

Owner Name: _____
DBA: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Owner's Authorized Agent Information

The Owner's Authorized Agent shall be available 24 hours a day, 7 days a week, whenever the property is being rented. The Owner or the Owner's Authorized Agent shall respond to any issue or complaint.

Authorized Agent's Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

How many bedrooms are in this short-term rental unit? _____

What is the advertised occupancy of this short-term rental unit? _____

Have you notified adjacent property owners of the name, address,
and phone number of the Owner's Authorized Agent? _____

Have you notified the local tax authority of the intended use? _____

Is this rental connected to a compliant septic system? _____

Does this rental unit have a holding tank? _____

If a holding tank, does the owner of this unit have an agreement with a
licensed septic pumper? _____

Does this rental unit have working fire alarms, carbon monoxide detectors, and
fire extinguishers that would meet or exceed any applicable state standards? _____

Do you have a plan for garbage disposal? _____

Does this rental unit have the following items prominently displayed for its renters?

- | | | |
|---|---|---|
| Y | N | Emergency contact information, including police, fire, hospital, and septic pumper? |
| Y | N | Unit occupancy? |
| Y | N | Property rules, including but not limited to noise and parking standards? |
| Y | N | Information relating to aquatic invasive species and territorial invasive species? |

I hereby certify that the above statements are true and correct to the best of my knowledge. Furthermore, I have read the local short-term rental ordinance and agree to comply with applicable local requirements.

Signature: _____ Date: _____

NOTE: Any pool or spa open to the public must be licensed by the MN Department of Health. The use of a pool or spa is not covered by a short-term rental license.

Itasca County Short-Term Rental Ordinance - DRAFT LANGUAGE

Section 1 PURPOSE, SCOPE, & OBJECTIVES

1.1 Purpose

It is the purpose and intent of this ordinance to identify and regulate short-term rental units within Itasca County. To continue the allowed use of short-term rental units, but also to mitigate possible adverse impacts to the health, safety, welfare, and quality of life to surrounding properties, as well as water and environmental quality. Itasca County establishes this licensing program for the review and approval of short-term rental unit operations.

It is the intent of this ordinance that short-term rental units rented for 6 days or less at a time shall be licensed under the Minnesota Department of Health (MDH) and are exempt from County licensing requirements.

1.2 Scope

- A. This ordinance is adopted pursuant to Minnesota Statute Sections 145A.05 and 375.51.
- B. This ordinance adopts by reference the provisions of Minnesota Statutes, Chapters 145A, 157, 327 and Sections 375.51-375.55, 7080-7083, and Minnesota Rules 4625.0100 – 4635.2300 relating to lodging establishments, including all subsequent amendments thereto.

1.3 Objectives

To provide and enforce standards for the maintenance of short-term rental units and to provide local governance to promote the health, safety, and wellness of Itasca County citizens and users of short-term rental units.

Section 2 DEFINITIONS

2.1 Definitions

Unless specifically defined below, words or phrases used in this Ordinance shall be interpreted to give them the same meaning they have in common usage and to give this Ordinance its most reasonable application.

- A. “Owner” means the property owner of record of the real estate located in Itasca County.
- B. “Owner’s Authorized Agent” means a person who has written designation to act on behalf of the Owner and is available 24 hours a day, seven days a week, whenever the property is rented for short-term rental purposes.
- C. “Parcel” means a unit of real property that has been given an identification number maintained by Itasca County.

Itasca County Short-Term Rental Ordinance - DRAFT LANGUAGE

- D. “Short-term Rental Unit” means any home, cabin, condominium, or similar building that is advertised as, or held out to be, a place where sleeping quarters are furnished to the public on a nightly, weekly, or for less than a 30-day period, and is not a bed-and-breakfast, resort, hotel, or motel.
- E. “SSTS” means “subsurface sewage treatment system” and is either an individual subsurface sewage treatment system as defined in subpart 41 of Rule 7080.1100 or a mid-sized subsurface sewage treatment as defined in subpart 4 of Rule 7081.0020, as applicable.
- F. “Bedroom” as defined by Minnesota Rule 7080.1100, subpart 4.

Section 3 LICENSE REQUIRED

- 3.1 No short-term rental unit may be operated without a valid license issued pursuant to this Ordinance.
- 3.2 All existing short-term rental unit operations as of the enactment date of this Ordinance shall obtain a license from the County prior to January 1, 2025. New short-term rental unit operations as of the enactment date of this Ordinance shall obtain a license prior to commencing operations.
- 3.3 A separate short-term rental unit license is required for each unit on a parcel that operates as a short-term rental unit.
- 3.4 The short-term rental unit license is valid for three years from date of issuance.
- 3.5 The short-term rental license shall not be transferrable upon any change in ownership of the licensed property, or any other circumstances.

Section 4 GENERAL PROVISIONS

- 4.1 Severability. If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.
- 4.2 Jurisdiction. The provisions of this Ordinance apply to all areas within the boundaries of Itasca County.
- 4.3 Short-term rental units are a permitted use within all zoning districts provided an approved application meeting the following standards are met.
- 4.4 A short-term rental unit shall meet the requirements of the Itasca County Zoning

Itasca County Short-Term Rental Ordinance - DRAFT LANGUAGE

Ordinance and successor ordinances.

Section 5 LICENSE APPLICATION REQUIREMENTS

- 5.1 An application shall be submitted on the approved Environmental Services Department application form providing the following:
- A. A current SSTS compliance inspection with design flows that are in accordance with the performance standards of the Itasca County Sanitation Ordinance and Minnesota Rules, Chapter 7080-7083.
 - i. Short-term rentals in operation as of the date of this ordinance, with existing septic systems that do not meet the above standard, may receive a temporary license providing a permit for SSTS upgrade has been obtained from Itasca County Environmental Services at the time of application. A temporary license shall be valid for a maximum of 14 months from the date of issuance. Applicants are not eligible for additional temporary licensure on the same property.
 - ii. Short-term rentals are not eligible for temporary licensure if SSTS is determined to be an imminent health threat.
 - B. A site plan including property line locations, dimensions of the property, structures to be licensed, parking areas, shoreland recreational areas, and SSTS.
 - C. Emergency contact information including but not limited to: police, fire, hospital, and septic pumper.
 - D. A water test from an accredited laboratory with test results in accordance with the Minnesota Department of Health Food and Lodging requirements.
 - E. A plan for garbage disposal.
 - F. Proof that the appropriate safety measures are in place (e.g., fire alarms, smoke detectors, carbon monoxide detectors, fire extinguishers) and in working order. These safety measures shall meet or exceed any applicable state standards.
 - G. Proof that the short-term rental unit has been registered with the applicable local, state, and other jurisdiction taxing authorities.
 - H. The name, mailing address, email address, and telephone number of the owner of the short-term rental unit for which the license is to be issued.
 - I. The name, address, telephone number, and email address of the Owner's Authorized Agent.
 - J. Physical address and parcel identification number

Itasca County Short-Term Rental Ordinance - DRAFT LANGUAGE

- 5.2.1 No application for initial or renewal license will be approved if there are past-due property taxes on the property described in the license application.
- 5.2.2 The Owner shall keep a report, detailing use of the home by recording the full name, address, and dates of stay for all guests using the property. Records must be retained for a period of one year. A report may be requested by the County at any time.

Section 6 APPLICATION PROCESS

- 6.1 Applications for short-term rental operations licenses may be completed on the Itasca County website. Once a complete application is received, along with supplemental information and payment of fee, Itasca County will issue or deny the license in accordance with the timelines established under Minnesota Statutes, Section 15.99 (60 days), during which time the County may contact the Owner or Owner's Authorized Agent for additional information. If the license is denied, a letter will accompany the denial explaining the reasons for the denial and the Owner or Owner's Authorized Agent may reapply once the conditions surrounding the application denial are corrected.

Section 7 PERFORMANCE STANDARDS

- 7.1 The following performance standards shall be adhered to:
 - A. The Owner shall provide adjacent property owners with the name, address, and phone number for the Owner's Authorized Agent.
 - B. The Owner of the short-term rental unit shall ensure that the noise standards of Minnesota Rules, Chapter 7030; or successor rules, are met.
 - C. No illegal fireworks.
 - E. On-site parking shall be contained within property boundaries.
 - F. The Owner shall disclose in writing the following information to renters:
 - 1. The name, address, and phone number of the Owner's Authorized Agent, who is available 24 hours a day, seven days a week, whenever the property is rented for short-term rental purposes.
 - 2. Emergency contact information prominently displayed including but not limited to police, fire, hospital, and septic pumper.
 - 3. Property rules related to special features (e.g., property lines, safety concerns) of the property including but not limited to noise rules.

Itasca County Short-Term Rental Ordinance - DRAFT LANGUAGE

4. Prominently displayed information relating to aquatic invasive species and territorial invasive species to prevent the introduction and spread. Print materials are available at the Minnesota Department of Natural Resources website.
5. A county license number, or MDH license number if not licensed by county, shall accompany the advertising for each short-term rental unit. This shall include all print literature and all online marketing.

G. Occupancy Standards:

1. The overnight occupancy of a short-term rental shall be limited to no more than two (2) persons per bedroom plus two (2) additional persons per principal building, or no more than the subsurface sewage treatment system is designed to handle. The maximum occupancy allowed by license shall be conspicuously displayed within the short-term rental unit.
2. Use of recreational vehicles (RVs), tents, accessory structures, fish houses, or other structures is prohibited. Use of said vehicles or structures for overnight or sleeping accommodations is prohibited.
3. Licensee shall not advertise the property as containing any more than the number of bedrooms and maximum occupancy on the license.

Section 8 ENFORCEMENT

- 8.1 Itasca County Environmental Services Department will investigate all alleged violations of this Ordinance. The County will notify the Owner or Owner's Authorized Agent and the reporter within a reasonable time. The Owner or Owner's Authorized Agent shall address substantiated violations as directed by the County. If compliance is not obtained within the period specified, or if repeat or multiple violations occur, then the license shall be subject to revocation as determined by the County.
- 8.2 The intentional false reporting of a violation of this ordinance shall be a violation of this ordinance. The penalty for intentional false reporting of a violation will be \$250.00 for the first offense, \$500.00 for the second offense, and \$1,000.00 for the third or any subsequent offense.
- 8.3 Any license revoked under this section will not be re-instated for a period of not less than one year from the date of revocation. Short-term rental operations may resume only after a new license application is submitted to the County and approved.
- 8.4 The Owner or Owner's Authorized Agent shall, upon request of the Itasca County Environmental Service Department, permit access to the property and all permitted units at any reasonable time for the purpose of inspection upon the request of Itasca County.

Itasca County Short-Term Rental Ordinance - DRAFT LANGUAGE

Section 9 APPEALS

- 9.1 Administrative Appeal. Appeals from any order, requirement, decision, or determination made by Itasca County shall first be made in writing to the County Administrator within 30 days of the determination.
- 9.2 Appeals from the County Administrator's determination shall be brought in the District Court of Itasca County within 30 days of receipt of notice of the County Administrator's determination.

Section 10 FEES

- 10.1 Short-term rental unit license fees must be paid in full at the time of application. Fees are set according to a fee schedule that may be updated from time to time. Current fees can be found by visiting the Itasca County website.

Amanda Schultz

From: Brett Skyles
Sent: Tuesday, February 13, 2024 7:52 AM
To: Shelley Kebart; Amanda Schultz
Subject: FW: Short Term Rental Ordinance

Good Morning,

Please have this printed for me to read during the public hearing on STR's.

Thanks!
Brett

From: Randy Peterson <pirateking987@gmail.com>
Sent: Monday, February 12, 2024 2:28 PM
To: Brett Skyles <brett.skyles@co.itasca.mn.us>
Cc: Katie Benes <katie.benes@co.itasca.mn.us>; Tim Lefebvre <tim@5starlawnsmn.com>
Subject: Short Term Rental Ordinance

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Hi Brett, I reached out to Katie Benes and she let me know that the Short term rental ordinance is being set up for public hearing at the Itasca County Board meeting on 2/27/24 somewhere on the agenda with the meeting starting at 2:30 PM. I will not be able to attend personally so she let me know I could get comments to you directly for inclusion at the hearing/record.

As an introduction, I live in Cohasset on Little Bass Lake and have had a VRBO since 2015 (rent my lodge in mainly summers by the week). Also, I was on the planning commission in Cohasset for several years as well as in Rochester, MN on the Zoning Board of Appeals.

I had given Dan Swensen quite a bit of input pre-pandemic when this ordinance last came up and I am happy to see that the current version has been updated and includes the addressing of some of the input I gave at that time. I am actually in favor of this ordinance in general as I know not everyone out there is doing things the right way. That gives us all a bad name.

That being said I do have some additional input on the current revision of the ordinance:

Section 5.2.2 - Be aware that via VRBO, we are not told our customers home addresses - only emails and phone numbers and only once a reservation has been booked. I believe there are data privacy concerns involved. We can ask for their address but if they refuse our only recourse could be to cancel the booking which we get penalized for by VRBO which affects our place in the searches for properties in their search algorithm. We can certainly provide names, emails, and phone numbers.

Section 7.1.G Occupancy Standards - I like that this is tied to the septic system capacity. My typical customer is a Grandma/Grandpa who often pay for the vacation for a couple married with adult children and then their grandkids as well. So the standards here need to allow for fitting in the kids or many will pass a place by. Kids can be accommodated in bunk beds and or couches. So I would advocate for at least the 2 per bedroom plus 3 additional rather than just 2 additional. So with a 4 bedroom place the max would be 11. This seems reasonable.

Also, I assume someone will provide us with the 'Invasive Species' notice that it is being requested that we provide our guests.

Again, in general I support this ordinance but would appreciate some consideration for the above. Thanks for the opportunity to provide input.

Randy Peterson
Owner Peterson Bay Properties, LLC (Registered at State of MN Revenue Dept)
34882 Peterson Bay Road (PO Box 141 for mailing)
Cohasset, MN 55721

Cell: 5072504840

From: Beth George <georgepirates@gmail.com>
Sent: Thursday, February 15, 2024 9:52 AM
To: Brett Skyles <brett.skyles@co.itasca.mn.us>
Subject: Comment on short-term rental ordinance

Just a few thoughts on the ordinance

Performance Standards G. 2.

Perhaps reword it so that use of an RV (maybe a size like less than 20 feet) or tent brought to a site could be used if the total number of people does not exceed the number allowed in the sleeping structure. Thought behind this is if a family of four rents a cabin and their kids want to sleep in a tent instead of the house, and the property owner allows it, then it's ok. It would put no more stress on the septic and vehicles could be restricted to established parking areas so neighbors don't see rvs on lawns.

Section 5.2.2 "A report may be requested by the County at any time." That seems like overreach. The County should not have the right to know who the renters are whenever they want it. Visitor privacy should be maintained. If there is a problem with law enforcement then the subpoena process should be used to get renters' information. A report on the number of renters in a season and dates of stay is a reasonable ask.

5.2.2 Also has a typo in the last line "period of one year."

Amanda Schultz

From: Shelley Kebart
Sent: Monday, February 26, 2024 1:50 PM
To: Brett Skyles; Terry Snyder
Cc: Amanda Schultz
Subject: FW: Comment to Short-term Rental Ordinance

Mr. Basting asked that I give this information to our Administrator and his Commissioner regarding STR. He would like this to be read as part of Citizen Input on the day the meeting is held as he is unsure of being able to attend. I did give him the link for ICTV.

He has concerns so wanted you to have the information right away incase you would like any communication with him ahead of time.

Brett-this is the gentleman that I told you about that I spoke to on the phone a week ago that is an attorney.

Shelley

From: Basting, Thomas Jr. <TBasting@Taftlaw.com>
Sent: Monday, February 26, 2024 1:30 PM
To: Shelley Kebart <shelley.kebart@co.itasca.mn.us>
Subject: Comment to Short-term Rental Ordinance

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Shelley,

Thank you for the information concerning the hearing on the proposed short-term rental ordinance.

My wife and I have owned a home at 36323 Christmas Point Trail on Deer lake in District 2 since 2019 when we purchased it from my wife's grandparents who built it in 1976. I have reviewed the proposed ordinance and support the Board's efforts in passing it, but am concerned that excepting out rentals of less than 7 days from County licensing requirements creates a glaring loop hole which may unintentionally have the effect of defeating the purpose of the proposed ordinance.

The tremendous increase in short-term rentals since the advent of Airbnb and VBRO has created problems with noise, parking, partying, invasive species, garbage control, and most importantly septic overload and decreasing water quality – all of which the ordinance addresses, but the MDH rules do not. The number one issue with decreasing water quality on Deer lake and the surrounding area is failed, failing, and overloaded septic systems. The septic inspection, certification, and limitations on overloading septic systems are a tremendous step forward in preserving water quality in the area which should not be undermined by excepting out rentals of less than 7 days.

We've notice over the years that the problems cited above, partying, invasive species, overloaded garbage, noise, and overloaded septic systems are often worse with rentals of less than 7 days as irresponsible renters will rent for a weekend, party, and then disappear. Although many renters are not problematic, weekend party rentals that overload

homes and septic systems are an outsized problem. Owners, including those who run their properties as businesses, could simply avoid the County licensing requirements by listing their property(ies) for 6-day terms at most week over week over week, thus increasing, not decreasing, the potential for problems associated with one off weekend rentals.

I don't believe that there is sufficient justification for excepting out rentals of less than 7 days from the proposed ordinance. Nonetheless, if the intent of the exception is to allow owners to occasionally rent their property without having to obtain a County license, then the exception should be limited to rentals of "6 days or less per year . . ." Without an annual limit on the number of times a property can be rented for less than 6 days, the exception will likely make the situation with problem renters worse, not better, by incentivizing all owners to limit rentals to durations of no more than 6 days in order to avoid the County short-term rental ordinance.

Our Commissioner is Terry Snyder, please share this email with Commissioner Snyder and submit to the Board for consideration.

Regards,

Tom Basting



Basting, Thomas Jr.

Partner

TBasting@Taftlaw.com

Dir: 612.977.8406

Tel: 612.977.8400 | Fax: 612.977.8650

2200 IDS Center

80 South 8th Street

Minneapolis, MN 55402-2157

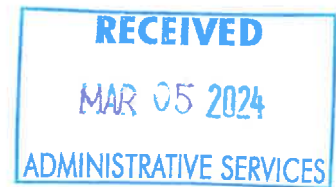
Taft Bio

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3/1/2024



Dear Itasca County Board of Commissioners,

As the hearing for the Short-term Rental Ordinance was changed, I will not be able to attend the next meeting, however I would like my thoughts added to the record.

This ordinance is an example of the ever-growing reach of government into private enterprise. There is no need for the county to engage in micro-managing the ability of a local property owner to use their property as they see fit. Adding regulations and fees and increasing the county payroll to deal with an issue that is not a problem that anyone I have ever heard of talking about is a giant waste of taxpayer time and money.

Any private citizen that wants to rent their property to another consenting party, most likely from out of the area, can be held responsible for the conditions of that property by existing avenues such as small claims courts or private lawsuits. This ordinance will discourage tourism and lower travel to our county which will in turn increase the burden of property taxes on we local residents.

If there is some lobby asking you to pass this ordinance, in order to protect their interests/ wallets, I ask you to wholeheartedly reject this. Your job is to help manage the county for the benefit of all its taxpayers, not just a select few.

This proposed ordinance is as unfavorable as locating the jail in the heart of Grand Rapids and will be remembered as such when voting occurs judging the competency of your tenure on the board.

Vote no.

A handwritten signature in black ink that reads "Joe Chandler". The signature is fluid and cursive, with a large, stylized "J" and "C".

Joe Chandler

Private citizen, business owner, voter

CHANDLER & KUSCHEL INSURANCE
322 NE 5th Street
Grand Rapids, MN 55744

3/5/2024
36264 Christmas Point Trail
Grand Rapids, MN 55744

Katie Benes | Director
Itasca County Environmental Services
katie.benes@co.itasca.mn.us
direct: (218) 327-7430 | main: (218) 327-2857

Dear Commissioners,

I am very pleased you are taking steps to create a county ordinance for short-term rentals. I support your work and hope the ordinance will pass. You are acknowledging the families who have a home here and the value of the natural world around us.

Please consider these comments as additions/updates to the draft version.

- In **Section 1, subsection 1.1 Purpose**: Should the period just before the last sentence in the first paragraph be replaced with a **comma** to make the middle sentence a complete sentence?
- Second paragraph of **Section 1, subsection 1.1 Purpose**: This sentence, to exempt 6-day or less rentals, defeats the purpose defined in the first paragraph of intention, and it could in fact motivate short-rentals to rent *only* for 6 days or less to avoid licensing. Six-day or less renting invites more turnover, more wear and tear. It invites more chaos since it inherently offers less time for renters to make the most of a vacation. This is the timeframe the ordinance should be written FOR. Is the MDH license less stringent than what this ordinance contains? Can you provide the MDH licensing requirements? I got lost several time trying to find the MDH license or rules. What is in the Itasca 3-year licensing requirement that would be a burden to 6-day or less short-term rental properties? **I request this sentence be stricken** unless the same or stricter rules apply by using MDH.
- To **Section 5, subsection 5.1** list of requirements add these requirements:

K. A certified septic inspection showing proper septic function.

(**Comment:** Since the ordinance specifies a 3 year license, this implies septic would be inspected every 3 years as well. **This is a good and needed thing.**)

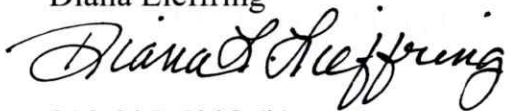
L. If access to the rental requires traversing a private road, proof the Owner of the rental is assisting the families with the maintenance of that road.

(**Comment:** We have this situation on Christmas Point Trail, which has 1/2 mile of private dirt road starting at the county maintained part to the point. The rental is at the very end of the private road. It is unfair to the homeowners on road to spend their time, effort, and money to upkeep the road for rental traffic. **One way to address this issue is if the county allows a rental business on a private, residential road, the county will necessarily maintain the road that hosts the rental business.** That seems fair.)

- To **Section 7 PERFORMANCE STANDARDS, subsection 7.1, item F, sub-item 3. Property Rules**, please add to the list of 'disclosed in writing' things to inform renters about, even though some of them may be covered by MN statutes or county rules (I'm not sure renters will look them up to see what they can and cannot do):

- Required inspection/washing of personal boats/PWCs at the lake access prior to launching (for Deer Lake),
- Trash handling,
- How to recycle cans and plastics (if available),
- Bathing in the lake,
- Defecating in the lake,
- Fish guts handling,
- Leashing of dogs,
- Campfire rules,
- No shooting of firearms on the rental property.

Sincerely,
Diana Lieffring



218-327-5332 (h)

651-216-0075 (c)

lieffrdl@paulbunyan.net

From: [Brett Skyles](#)
To: [Amanda Schultz](#); [Shelley Kebart](#); [Katie Benes](#)
Subject: FW: Short term rental ordinance
Date: Monday, March 18, 2024 3:47:14 PM

Hey -

Another one to be included as part of the record for the public hearing.

Thanks,
Brett

-----Original Message-----

From: David Kooda <davidkooda@gmail.com>
Sent: Monday, March 18, 2024 9:50 AM
To: Brett Skyles <brett.skyles@co.itasca.mn.us>
Subject: Short term rental ordinance

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Hello Mr. Skyles,

I am writing regarding the proposed short term rental ordinance for Itasca county. The section in particular is 7.1 G 2 which disallows the use of RVs, tents, fish houses and "other structures" for sleeping accommodations. I could make some guesses as to why this section was included, but there are several reasons I believe it should just be removed from the ordinance and perhaps replaced with some specific limitations related to how these units can be used.

The winner of the 2023 HipCamp "best site" in Minnesota was "Balsam Ridge Retreat". This is a property near Duluth that offers lodging in buildings such as a former chicken coop and some yurt-like tents. I offer this only as an example of the consumer interest in such types of lodging. HipCamp is one of the largest international sites for renting a camping space, sometimes called the "Airbnb of camping".

The Itasca county economy relies quite heavily on tourism. This portion of the proposed ordinance will limit options for people to stay, visit and experience Itasca county, especially those not interested in staying in a hotel or resort.

Much of the aging population of Itasca County relies on fixed sources of income, but often might own a parcel of land. Allowing them to rent a tent space or RV for weekends might give them just enough supplemental income to stay in their home.

The distinction between an RV and permanent dwelling seems somewhat arbitrary. A fifth wheel camper with wheels on is often a much better dwelling than a 30 year old trailer house and might often be a much safer place to sleep than some of the poorly maintained cabins in our county.

During deer season there are hundreds if not thousands of RVs pulled into various places throughout the county. Most of these will either violate this ordinance or the existing zoning restrictions on travel trailers, 3.17.7. I'd suggest the ordinances be modified to continue to allow these situations but keep them safe.

The short-term rental market is interesting. There are several sites where individuals can rent sleeping arrangements, individual camping sites or even short term use of an RV. Any short term rental ordinance should be mindful of all of these types of scenarios and not be overly limiting, but protect our land and water.

Regards,
Dave Kooda

Sent from my iPad

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)

) ss.

COUNTY OF ITASCA)

Tony Fragnito or Kristina Loch, being first duly sworn, on oath states as follows:

1. I am the publisher of the Scenic Range News Forum, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and day of the week upon which the public notice attached/copied was published in the newspaper are as follows: 3/21/24
4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows: \$10.00 per column inch.
5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Itasca County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

NOTICE OF INTENT AND PUBLIC HEARING ITASCA COUNTY

Pursuant to Minnesota Statute Chapter 375.51, notice is hereby given that the Board of Itasca County (the "Board") will meet in the Boardroom of the County Courthouse, 123 NE 4th Street, in the City of Grand Rapids, Minnesota at approximately 2:30 p.m., or shortly thereafter, on Tuesday, April 2, 2024, to conduct a public hearing for the purpose of receiving public comment on the adoption of a Short-Term Rental Ordinance.

All interested persons may appear and be heard at the time and place set forth above, or may file written comments prior to the date of the hearing set forth above. For further information regarding said hearing, please contact the Itasca County Environmental Services Department, Itasca County Courthouse, 123 NE 4th St., Grand Rapids, Minnesota 55744; (218) 327-2857.

Dated: February 29, 2024

ITASCA COUNTY BOARD,
MINNESOTA

/s/ Brett Skyles
Clerk of the County Board
Itasca County Board, Minnesota

Published 3/21

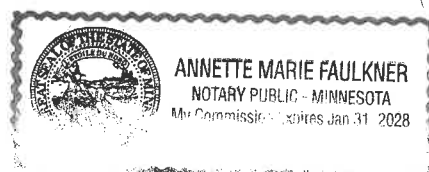
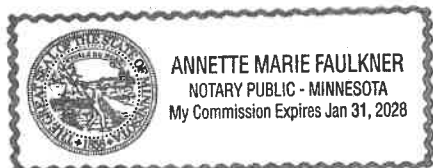
Kristina Loch

Tony Fragnito, Publisher
Kristina Loch

Subscribed and sworn to before me by Tony Fragnito or
Kristina Loch on this

28th Day of March, 2024.

Annette M. Faulkner
(Notary Public)



To: Itasca County Board of Commissioners

From: Tom Nelson

Re: Comment on proposed draft for Short-Term Rental Ordinance (STRO)

Relevant Findings:

- **Definitions**

- According to the Minnesota Department of Health (MDH), the definition of “short-term rental” includes all rental units that are held out to the public for a “**period of less than a week.**” This definition is established by [Minnesota Statutes, section 157.15](https://www.health.state.mn.us/communities/environment/recreation/lodging/index.html), published on the MDH website page, titled Lodging in Minnesota:
<https://www.health.state.mn.us/communities/environment/recreation/lodging/index.html>
- This definition is adapted by reference into the Itasca STRO draft.
- The General Category covering those operations renting “**period of less than a week**” is the Hotel or Motel.
- Among the other examples of operations that qualify under this definition of “**period of less than a week**” are Vacation Home Rentals. (See links to Statute above)
 - Vacation Home Rentals include online reservation platforms such as VRBO, AirB&B and many other similar exchanges. A VHR can also be limited to a single unit, privately arranged.
 - Vacation Home Rental is specifically defined in in State Statute as distinct from other types of units such as Bed and Breakfast, Resort, Hotel or Motel.
- The upper limit of duration for rentals considered under the Hotel category such as VHRs, for a “**period of less than a week**” (apparently) do not have a specified upper limit (such as 30 days), but common practice for Hotels and their analogous examples has been to allow for periods to extend for greater than one week. What is important to the Hotel STR classification (including the VHR) is that the operation can rent a unit for 1 day or more.
- Rentals for periods of **one week or more** are considered a Lodging Establishment, with examples including Boarding Houses and Medical lodging for patient and family.
- **The Exemption** found in the Itasca STRO draft at Section 1.1 Purpose, in an unnumbered separate paragraph, establishing the Intent of the ordinances reads: ***“It is the intent of this ordinance that short-term rental units rented for 6 days or less at a time shall be licensed under the Minnesota Department of Health (MDH) and are exempt from County licensing requirements.”***
 - The State MDH licensing and regulations are already required for all Lodging and Food Establishments, no matter if the county also has its own SRTTO licensing.
 - **The MDH regulations are focused almost exclusively on Sanitation and safety issues “inside” of structures**, such as bedding, toilets, hand-washing, cleanliness, fire protection, building and space, etc. The entire list of requirement is found in Rules 4625.
<https://www.health.state.mn.us/communities/environment/recreation/lodging/rule.html>
 - **Not included in MDH regulations are “outside” issues like lot boundary demarcation, parking, noise, tents and RVs not allowed on the lawn, fireworks, owner/agent contact information, septic compliance certificate, and importantly, occupancy limits based on septic capacity.**
 - It is not clear if the MDH license itself requires that it must be reported and registered by the County, but most counties do require this information within their STROs.
 - Otter Tail County has a special agreement with the MDH to delegate licensing, inspection, reporting and enforcement. STR operations still must register with the County Administrative Ordinance and the OTC Health Authority.
- This exemption applies to ALL Vacation Home Rentals as well as Resorts, which can also rent for 6 days or less, both of which by definition rent for “**period of less than a week.**”

- **There is no other comparable Northland Short-Term Ordinance that includes an exemption this far reaching as to eliminate the licensing and regulation of all Vacation Home Rentals and Resorts.**
 - Counties surveyed were Hubbard, Beltrami, Otter Tail, Crow Wing, Becker, Aitkin, Stearns, St. Louis, Lake, and Cook. Some have separate Ordinances, others include regulation of Vacation Home Rentals as part of Zoning or Shoreland Ordinances.
- The STRO would thereby become a cynical **Sham Ordinance**, completely missing its otherwise purported operations, and instead burdening the unintended category of Boarding as affordable housing.
- **Comparison of Resorts and Vacation Home Rentals:**
 - Resorts may also rent rooms for periods of less than a week, but are considered a separate category from Vacation Home Rentals (VHR). Both types are able to rent for periods of one day, one week, or longer,
 - Resorts are distinguished from VHRs by inclusion of a campus of recreational amenities, often including a lodge, restaurant, gift shop, boat rental, guide services and offering a multiple of units clustered together, while the VHR is a single residential unit.
 - Resorts will have its owner or employees on site at all times, while the VHR has only contracted housekeeping between rentals, with no on-site supervision; only a phone number to call together with a few pamphlets and house rules.
 - New Resorts are permitted only in zoning districts such as the Recreation Commercial District (and other less restrictive districts) and are not permitted in Shoreland Overlay with Natural Environmental classed lakes. The Vacation Home Rental has no such restrictions and will be found almost exclusively in residential neighborhoods.
 - Resorts that are already established in the Rural and Farm Residential Districts are allowed to expand only with regulations found in an extensive section in the Itasca County Zoning Ordinance. Vacation Home Rentals have no zoning restrictions at all, except for the fact that are not on the list of permitted or conditional uses.
 - Both the Resort and VHR are commercial operations, holding out their facilities to the general public.
- **The Category of Lodging Establishment** is not exempted from licensing by the STRO is, because it has minimum stay of one week or more.
 - This inappropriate burden on such operations as Boarding Houses only exacerbates the viability and availability of affordable housing in Itasca County.
- **Zoning Issues and role the Itasca County Planning Commission**
- Section 4.3 of the STRO attempts to override the Itasca County Zoning Ordinance by permitting STR units as a permitted use in all zoning districts.
 - This override points up the fact that STR permitting is actually a Zoning issue.
 - Many other County STR regulations are contained as a section within their Zoning or Shoreland Ordinances
 - Article X of the Itasca County Planning Commission Bylaws, Authority and Duty, prescribe it to hold public hearings regarding amendments to the Zoning Ordinance, in addition to Conditional Uses, subdivisions of land, while in combination with the Board of Adjustment, make decisions on Variances.
 - The Planning Commission is not authorized to hold hearings on other Ordinances
 - Nevertheless, the PC was authorized to develop a STRO draft several years ago; the draft produced at that time remains the core of the present draft.

- The present version of the STRO draft is offered as a separate Ordinance from the ZO, thus the PC can be, and was eliminated from further participation in the draft, despite the fact that the STRO is a zoning issue.
- An undisclosed private committee of invited participants was engaged to consult and provide input into the established draft; this is where the Exemption of all short-term rentals of 6 days or less was added.
- While the PC/BoA is expected to treat items before them publically and with judicial disinterest, the private committee had no such restrictions or vetting of conflicts of interest.
- Nor has there been made any public record of the committee member identity or proceedings.
- The ultimate intention of the Exemption is not clear: was it to subvert the entire STRO without considering the consequences for the un-exempted Lodging Establishments such as boarding houses?
- Section 8 **Enforcement** has a subsection 8.2 that describes the penalty for the “intentional false reporting of a violation of this ordinance.”
 - How could this possibly be enforced?
 - Who would prove “intentionality?”
 - What evidence would a neighbor need to present the violation?
 - State Statute 375.54 gives to the County Attorney the duty to prosecute violations.
 - It seems clear that this section is meant to intimidate neighbors for complaining.
 - From the many Northland County STROs surveyed here, only Crow Wing County has this intentional false reporting section, with the exact text as Itasca.
 - Beltrami County’s STRO includes the same schedule of penalties but applies then to violations of the Ordinance by the VHR itself.

Recommendations:

1. **Process:** transparency and open government principles should prevail.
 - a. The draft of the Short-term Rental Ordinance should be given back to the Itasca Planning Commission.
 - b. The Planning Commission was authorized years ago to work on the SRT draft because it is essentially a zoning issue.
 - c. The Planning Commission should hold public round-table style meetings, open to the public at large, including the resorts and vacation home rental operators, to discuss and exchange ideas in a working session, without time limits on speakers, or the formality of a hearing; PC members should sit at the table with the public. There should be at least one such meeting with the option for a second if necessary.
 - d. SRT Ordinances from other counties should be made available for review at these meetings.
 - e. Once the Planning Commission has gathered ideas and information from the public working sessions, they should within their own deliberations decide by vote on the specific contents of the draft.
 - f. The Planning Commission should then submit their final draft and recommendations to the County Board of Commissioners for a formal Hearing leading to approval, rejection, or further work by the PC.
2. **Resorts Exempted**
 - a. Resorts and vacation home rentals are very different (see above findings)

- b. Resorts have sufficient regulations both in the Itasca Zoning Ordinance and by the MDH.
- c. There should be No Exemption in the STRO for vacation home rentals, as is now the case in the current draft. VHRs should be licensed and regulated in all their aspects that would affect the neighborhood in which they operate. Other northland county ordinances should be reviewed for more ideas and better text.
- d. The MDH regulations alone are inadequate (see findings above)
- e. Consideration should be made for Exempting Boarding and Medical housing in the Lodging Establishment category of Lodging Establishment.

3. Enforcement

- a. The intentional false reporting, Section 8.2 should be deleted.
- b. The tactic of “Swatting” (calling in the swat-team by false reporting) is already illegal with much greater penalties.

4. Fees

- a. The fees charged should be aligned with work required by the county to process the application; only if site inspection is required could a higher fee can be justified.
- b. The application requirements and text should also be reviewed along with the Ordinance.

To: The Itasca County Board of Commissioners

From: Tom Nelson

Re: Supplemental comments on the Short-Term Rental Ordinance

Dear Commissioners,

1) Exemption for those renting 6 days or less: I reiterate the observation that the exemption now in the Itasca STRO does indeed exempt **all** the vacation home rental operations, by definition of the MDH. It matters not that they can also rent for longer periods; that they can (as most do) rent homes for longer matters not.

Minnesota Statutes, section 157.15, subd. 7

If you rent rooms for periods of less than one week, your establishment will be licensed as a hotel or motel. In addition to traditional hotels and motels, some common examples include:

- Bed and breakfast
- Vacation home rental
- Bunkhouses
- Camper cabins

There should be no confusion on the term “vacation home rental” as defining and including those operations such as VRBO, AirB&B and many similar platforms, including private arrangements. These are all VHRs located in residential zoning/neighborhoods.

2) No exemption for those renting for a week or more: The Vacation Home Rentals that are the object of this STRO are not part of this week-or-more classification. These operations are called “Lodging Establishments” and involve operations that differ considerably from VHRs. As seen in the MDH and State Statute, they are not intended for recreation, but rather Boarding Houses and special Medical-oriented housing. If indeed they are located in residential neighborhoods, in which these rental units may well be, they should have some regulation, but perhaps not the same as recreational-oriented VHRs.

Lodging establishment

Minnesota Statutes, section 157.15, subd. 8

If you rent sleeping accommodations for periods of one week or more, and have five or more beds, your establishment will be licensed as a lodging establishment.

If you furnish sleeping accommodations exclusively to patients, their families, and caregivers while the patient is receiving or waiting to receive health care treatments or procedures for periods of one week or more, your establishment will be licensed as a lodging establishment.

Subd. 8. **Lodging establishment.** "Lodging establishment" means: (1) a building, structure, enclosure, or any part thereof used as, maintained as, advertised as, or held out to be a place where sleeping accommodations are furnished to the public as regular roomers, for periods of one week or more, and having five or more beds to let to the public; or (2) a building, structure, or enclosure or any part thereof located within ten miles distance from a hospital or medical center and maintained as, advertised as, or held out to be a place where sleeping accommodations are furnished exclusively to patients, their families, and caregivers while the patient is receiving or waiting to receive health care treatments or procedures for periods of one week or more, and where no supportive services, as defined under section [157.17, subdivision 1](#), paragraph (a), or health supervision services, as defined under section [157.17, subdivision 1](#), paragraph (b), or home care services, as defined under section [144A.471, subdivisions 6](#) and 7, are provided.

It would seem to me that the Itasca STRO gets this exactly backwards: the Ordinance exempts those to which it should apply, while requiring inappropriate regulations to those which are not the intention of an Ordinance. The Ordinance should be about Vacation Home Rentals in Residential districts, not boarding houses.

3) Resorts: Resorts should be exempted from the STRO so long as as their entire operation is contiguous (as is the rule), and that they are in Commercial zoning district, even if in the midst of a residential neighborhood (as most are). The Ordinance should make it clear that, a) if a resort has further properties that are not contiguous to the resort itself, and b), those holdings are in a residential zoning district (Farm or Rural), that they register those properties as a vacation home rental with the County STR Ordinance. It may often be the case that the resort will handle the rental details without use of one of the many VRBO-type platforms.

4) Overlap of MDH standards and the Itasca STRO: It was maintained that there is a “gap” the STRO needs to fill regarding the week or more Lodging Establishments, because they are not covered by the MDH licensing and regulations. In truth, these operations are even more regulated by MDH (and other agencies) than a VHR would ever be. For the screenshots below, see:

<https://www.health.state.mn.us/communities/environment/recreation/lodging/blss.html>

Boarding and Lodging with Special Services

MDH requirements

If offering Special Services in a boarding and lodging establishment in Minnesota, you will be required to obtain both:

1. *A Lodging Establishment with Special Services Registration* provided by the MDH Health Regulation Division, which registers your establishment for providing nursing special services; see:
 - [Boarding and Lodging Establishments or Lodging Establishments Providing Special Services Registration](#)AND
2. *A Food, Beverage and Lodging Establishments License(s)* provided by the Food, Pools and Lodging Services Section of the Environmental Health Division at MDH, which licenses your establishment to provide food and lodging when you are registered as a Lodging Establishment with Special Services as described above, see:
 - [Licensing: Food, Beverage, and Lodging \(FBL\)](#)

Important:

Please note that the Registration (#1 above) and the License (#2 above) are two separate items and will require you to work with two separate programs at MDH. You may be required to obtain more than one license for #2 above if you are providing both food service and lodging.

Other licensing requirements

Depending on the special services that you provide, you may also be required to obtain other licenses from the Minnesota Department of Human Services (DHS). That information can be found at the link below:

- [DHS: Licensed Programs](#)

Special services definitions

- [Chapter 157, Section 17 Additional Registration Required for Boarding and Lodging Establishments or Lodging Establishments; Special Services](#)
- [Chapter 245A. Human Services Licensing](#)
- [Chapter 144D.01 Definitions, Subd. 4. Housing with Services Establishment or Establishment](#)

There is some overlap between the MDH license for the 1-day or more Vacation Home Rentals, and those contained in the Itasca STRO. These include proof of septic compliance. But MDH focuses its regulations regarding sanitation and safety for the residents **inside the structure**. This is because the primary operation modeled is the Hotel/Motel, located in commercial zoning along the highway. Items like parking are covered by other regulatory agencies. (As is obvious, the State of Minnesota has not thought through the special situation of VHRs in residential neighborhoods: that seems to be up to the local county or municipality).

MDH lacks several important provisions regarding VHR operations that do affect a residential neighborhood, outside of the living quarters. The primary item is, of course, the occupancy based on septic size, which has a dual purpose of protecting the environment from excess sewage, as well as a cap on numbers of guests for the sake of a peaceful neighborhood. To disregard and exempt the many other provisions in the STRO draft for VHR operations, which include such items such as parking, noise, fireworks, tents, etc., because they are covered by other regulations in various contexts, seems piecemeal and obscure. Who do you call for relief? Those provisions for VHRs in other counties are needed in the Itasca STRO as well. There is no county in the Northland that attempts to regulate only half of the Short-Term world in such an odd and confusing manner, resulting in no regulation at all for VHRs: they are ALL EXEMPTED.

5) Licensing and registration: It is not clear if the county will be provided a current list of all the VHR operations from the MDH if they remain the only license, because they “are exempt from all County licensing requirements.” Otter Tail seems to have a close relationship with MDH, but still makes sure the VHRs are registered with the county. Itasca County residents and taxpayers need to be able to count on the county to have contact information available for the owner and/or agent. This will become even more crucial as the VRBO-type operations become larger and multiple, owned by corporations and hedge-funds. This is not just “Ma and Pa” renting their home, but a growth industry often disrupting our neighborhoods and lakes with little or no regard for our Itasca citizenry.

From: [Brett Skyles](#)
To: [Shelley Kebart](#); [Amanda Schultz](#); [Katie Benes](#)
Subject: FW: Itasca County Short-Term Rental Ordinance
Date: Monday, April 1, 2024 2:26:03 PM

Hey,

Another one for the public record.

Thanks,
Brett

From: Jones, Jack <JonesJ@missouri.edu>
Sent: Monday, April 1, 2024 2:13 PM
To: Brett Skyles <brett.skyles@co.itasca.mn.us>
Subject: Fw: Itasca County Short-Term Rental Ordinance

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Please add these comments to the public record.

From: Jones, Jack
Sent: Monday, April 1, 2024 1:15 PM
To: katie.benes@co.itasca.mn.us <katie.benes@co.itasca.mn.us>; Cory.Smith@co.itasca.mn.us <Cory.Smith@co.itasca.mn.us>; Terry.Snyder@co.itasca.mn.us <Terry.Snyder@co.itasca.mn.us>; John.Johnson@co.itasca.mn.us <John.Johnson@co.itasca.mn.us>; Burl.Ives@co.itasca.mn.us <Burl.Ives@co.itasca.mn.us>; Casey.Venema@co.itasca.mn.us <Casey.Venema@co.itasca.mn.us>
Subject: Itasca County Short-Term Rental Ordinance

I am writing to oppose the proposed new Itasca County Short-Term Rental Ordinance. My concern with the ordinance is the language in section 1.1 that seems to exempt short-term rentals from local regulation and instead suggests regulation from the Minnesota Department of Health. Itasca County's lakes belong to Itasca County and should be regulated accordingly. There is no reason that the rules in place from a state agency whose primary role is regulating public health in commercial facilities should govern local rentals. These rentals are a part of Itasca County and should be governed according to Itasca county ordinances. In addition, the Department of Health does not have rules to regulated septic systems. Unregulated septic systems (perhaps

by occupancy exceeding the design limit) would be a potential source of nutrients and pathogens to the lakes of Itasca County.

Sincerely,

John R. Jones, Limnologist

Curators' Professor Emeritus, University of Missouri

Adjunct Faculty, University of Minnesota-Duluth

Summer resident of Itasca County

From: [Brett Skyles](#)
To: [Shelley Kebart](#); [Amanda Schultz](#)
Subject: FW: Short term rental ordinance, Board Working session 4-2-24
Date: Monday, April 1, 2024 2:27:38 PM

From: Katie Benes <katie.benes@co.itasca.mn.us>
Sent: Monday, April 1, 2024 1:52 PM
To: PAUL and JOAN LUSSENHOP <lussenhop@msn.com>; Brett Skyles <Brett.Skyles@CO.ITASCA.mn.us>
Cc: Cory Smith <Cory.Smith@co.itasca.mn.us>
Subject: RE: Short term rental ordinance, Board Working session 4-2-24

Upon request, I am forwarding Paul's comments in advance of the public hearing tomorrow.

Katie Benes | *Director*
Itasca County Environmental Services
katie.benes@co.itasca.mn.us
direct: (218) 327-7430 | main: (218) 327-2857

From: PAUL and JOAN LUSSENHOP <lussenhop@msn.com>
Sent: Friday, March 29, 2024 12:36 PM
To: Katie Benes <katie.benes@co.itasca.mn.us>
Cc: Cory Smith <Cory.Smith@co.itasca.mn.us>
Subject: Short term rental ordinance, Board Working session 4-2-24

You don't often get email from lussenhop@msn.com. [Learn why this is important](#)

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While I am happy to see the Board take action to regulate short term rentals in the County, I do have some concerns regarding the proposed ordinance. My concerns are:

- Why is there an exclusion for rentals of 6 days or less? Doesn't this simply allow rental owners to skirt the ordinance altogether? By renting for periods of 6 days or less they may avoid the County regulations and be licensed by the MDH which will undoubtedly exercise little oversight of these.
- Section 8.2 provides penalties for false reporting of violations. Why is this necessary and how could this possibly be administered? Who will make this determination of the legitimacy of the complaint? This seems to be a means of preventing complaints altogether since any concerned homeowner will naturally be wary of the penalties for making a complaint and the fairness of the determination.

I think that short term rentals are a valuable resource and support tourism. I have used them many times myself, but I also realize that they can become a problem if not managed and regulated well. I think that neighbors and other property owners do have a legitimate interest in how the county regulates them.

Thank you for your consideration,

Paul Lussenhop
33853 Bonnie Point Road
612-310-0096

From: [Brett Skyles](#)
To: [Margaret Duxbury](#); [Katie Benes](#)
Cc: [Amanda Schultz](#)
Subject: RE: Public comment on Itasca Cty Short Term Rental Ordinance
Date: Monday, April 1, 2024 7:53:34 PM

Ms. Duxbury,

Thank you for your comments, they will be added to the public record.

Respectfully,
Brett Skyles

From: Margaret Duxbury <mduxbury1@yahoo.com>
Sent: Monday, April 1, 2024 7:08 PM
To: Katie Benes <katie.benes@co.itasca.mn.us>; Brett Skyles <brett.skyles@co.itasca.mn.us>
Subject: Public comment on Itasca Cty Short Term Rental Ordinance

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To the Itasca County Board of Commissioners,

I am writing to oppose the proposed new Itasca County Short-Term Rental Ordinance. My concern with the ordinance is two fold.

The language in section 1.1 seems to exempt short-term rentals from local regulation and instead suggests regulation from the Minnesota Department of Health.

1. Itasca County's lakes belong to Itasca County and should be regulated accordingly. There is no reason that the rules in place from a state agency whose primary role is regulating public health in commercial facilities should govern local rentals. These rentals are a part of Itasca County and should be governed according to Itasca county ordinances.

2. The Department of Health has no rules regarding local septic systems and this ordinance, if adopted, would allow for unregulated septic systems that could leak sewage into our lakes. I have personal experience of a vacation rental home near our property hosting up to 19-20 people with a septic system designed for 6 people. This happens repeatedly throughout the year. Our lakes are what make Itasca County great. We ought to make preserving them our first priority and this proposed ordinance fails that test.

Sincerely yours,

Margaret Duxbury

Be kind, for everyone you meet is fighting a great battle. Philo

Forgiveness means giving up hope for a different past. Heidi Priebe

From: [Brett Skyles](#)
To: [Bsfc](#)
Cc: [Amanda Schultz](#); [Katie Benes](#)
Subject: RE: Your consideration of a short term rental ordinance
Date: Monday, April 1, 2024 8:01:56 PM

Mr. Brown,

Thank you for your comments, they will be included as part of the public record.

Respectfully,
Brett Skyles

From: Bsfc <bsfc@aol.com>
Sent: Monday, April 1, 2024 5:42 PM
To: Cory Smith <Cory.Smith@co.itasca.mn.us>; Terry Snyder <Terry.Snyder@co.itasca.mn.us>; John Johnson <John.Johnson@co.itasca.mn.us>; Burl Ives <Burl.Ives@co.itasca.mn.us>; Casey Venema <Casey.Venema@co.itasca.mn.us>; Brett Skyles <brett.skyles@co.itasca.mn.us>
Subject: Your consideration of a short term rental ordinance

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Gentleman,

I know that you will have received a lot of input as you approach the subject of a short term rental ordinance. I have had the opportunity to read your proposal and it seems fought with ambiguous language and a apparent lack of understanding of it's intention.

This is an ordinance that demands public input and participation prior to implementation. Without that it seems like just some sort of money grab by the county on low hanging fruit. If one of the intended outcomes of this ordinance is to better monitor lake quality in Itasca County, I would strongly suggest a stronger enforcement of current environmental standards. Inspections and the required compliance of existing standards to resorts and homeowners who's septics are non-compliant would be a great place to start.

Please table your discussions on the proposed ordinance until such time it can be written with a clear intent and processes for implementation and follow through.

Tom W. Brown
34910 Deerpath Drive

Deer River, MN 56636
and
1318 Chorro St.
San Luis Obispo, CA 93401

From: [Brett Skyles](#)
To: [Lisa Dorn](#)
Cc: [Amanda Schultz](#); [Katie Benes](#)
Subject: RE: Short Term Rental Ordinance: Work Session 2 April 2024
Date: Monday, April 1, 2024 8:05:34 PM

Ms. Dorn,

Thank you for your comments, they will be included as part of the public record.

Respectfully,
Brett Skyles

From: Lisa Dorn <lisadorn61@gmail.com>
Sent: Monday, April 1, 2024 5:12 PM
To: Brett Skyles <brett.skyles@co.itasca.mn.us>
Subject: Short Term Rental Ordinance: Work Session 2 April 2024

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I am writing to oppose the proposed Itasca County Short-Term Rental Ordinance as drafted.

Please consider revising the ordinance to address the following items:

- 1) **The Objective 1.3** is a good objective for the county:

To provide and enforce standards for the maintenance of short-term rental units and to provide local governance to promote the health, safety, and wellness of Itasca County citizens and users of short-term rental units.

“Short-term Rental Unit” means any home, cabin, condominium, or similar building that is advertised as, or held out to be, a place where sleeping quarters are furnished to the public on a nightly, weekly, or for less than a 30-day period, and is not a bed-and-breakfast, resort, hotel, or motel.

This conflicts with the exemption in item 1.1

It is the intent of this ordinance that short-term rental units rented for 6 days or less at a time shall be licensed under the Minnesota Department of Health (MDH) and are **exempt from County licensing requirements.**

- **Resolve this by removing Exemption 1.1**

2) Section 7 Performance Standards:

- a. Address the use of private roads for access to the short term rental.
Suggest that any access to short term rentals accessed by private roads have to have approval of all private road parties. All private road parties shall also be advised of the Owner's Authorized Agent.
- b. Add definition to "Tent" in item G 2.
- c. Add "boats" to item G 2 as overnight or sleeping accommodations that are prohibited.

Thank you for considering these comments during your review.

E J Dorn

From: [Brett Skyles](#)
To: [Alison Teal](#)
Cc: [Katie Benes](#); [Amanda Schultz](#)
Subject: RE: Please enter this into the record
Date: Monday, April 1, 2024 8:13:32 PM

Ms. Teal,

Thank you for your comments, they will be added to the public record.

Respectfully,
Brett Skyles

From: Alison Teal <alisonvteal@mac.com>
Sent: Monday, April 1, 2024 4:50 PM
To: Brett Skyles <brett.skyles@co.itasca.mn.us>
Subject: Please enter this into the record

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To the Itasca County Board of Commissioners,

I am writing to oppose the proposed new Itasca County Short-Term Rental Ordinance. My concern with the ordinance is the language in section 1.1 that seems to exempt short-term rentals from local regulation and instead suggests regulation from the Minnesota Department of Health. Itasca County's lakes belong to Itasca County and should be regulated accordingly. There is no reason that the rules in place from a state agency whose primary role is regulating public health in commercial facilities should govern local rentals. These rentals are a part of Itasca County and should be governed according to Itasca county ordinances. Sincerely,

Alison Teal
alisonvteal@mac.com
38229 Oklahoma Hill Road
202-271-9200

From: [Brett Skyles](#)
To: [SAM BROWN](#)
Cc: [Amanda Schultz](#); [Katie Benes](#)
Subject: RE: Message to commissioners
Date: Monday, April 1, 2024 8:20:51 PM

Mr. Brown,

Thank you for your comments, they will be included in the public record.

Thank you,
Brett

From: SAM BROWN <samwbrown@mac.com>
Sent: Monday, April 1, 2024 4:45 PM
To: Brett Skyles <brett.skyles@co.itasca.mn.us>
Subject: Message to commissioners

You don't often get email from samwbrown@mac.com. [Learn why this is important](#)

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Dear Sir - I have sent the following message to all the Commissioners. I hope it will be read into the record tomorrow. Thanks. Sam

To the Itasca County Board of Commissioners,

I am writing to oppose the proposed new Itasca County Short-Term Rental Ordinance. My concern with the ordinance is the language in section 1.1 that seems to exempt short-term rentals from local regulation and instead suggests regulation from the Minnesota Department of Health. The Department of Health has no rules regarding local septic systems and this ordinance, if adopted, would allow for unregulated septic systems that could leak sewage into our lakes. Our lakes are what make Itasca County great. We ought to make preserving them our first priority and this proposed ordinance fails that test. Sincerely yours,

SAM BROWN
samwbrown@mac.com
202 468-4726
202 330-5292 (fax)

From: [Brett Skyles](#)
To: [Willa Hammitt Brown](#)
Cc: [Amanda Schultz](#); [Katie Benes](#)
Subject: RE: Short-term Rental Ordinance
Date: Tuesday, April 2, 2024 10:46:59 AM

Good Morning,

Thank you for your email. Yes, there is a meeting this afternoon, your comments will be added to the public record.

Respectfully,
Brett Skyles

From: Willa Hammitt Brown <willa.hammitt.brown@gmail.com>
Sent: Tuesday, April 2, 2024 10:43 AM
To: Brett Skyles <brett.skyles@co.itasca.mn.us>
Subject: Short-term Rental Ordinance

You don't often get email from willa.hammitt.brown@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.

Dear Mr. Sykes,

I'm writing today because my understanding is that there is a meeting, perhaps as soon as today, to consider the new short-term rental ordinance. I am writing in particular because of concerns about section 1.1 of the ordinance, which removes rentals of under a week from county oversight. My family has been invested in Deer Lake for the last 50 or so years, and in fact we are just building a new house where I hope my children and grandchildren will come. As more and more short-term rentals come up, I am eager to ensure that they meet the environmental standards that will ensure protection of the water and wildlife on the lake. It is my understanding that the Minnesota Department of Health only regulates the interiors of rentals, meaning there will be no strict governance of their septic systems, lake shore, or other vital features that affect the long-term health of the environment.

Our lakes are so important to Itasca, and as the county sees increasing revenue from tourism it is vital that we protect these resources and their vitality as a key part of the local economy.

I hope that public opposition to this language will be taken into account, and that all is well with you!

With thanks,

Willa

From: [Brett Skyles](#)
To: [Margaret Landin](#)
Cc: [Amanda Schultz](#); [Katie Benes](#)
Subject: RE: Short Term Rentals
Date: Tuesday, April 2, 2024 11:44:20 AM

Greetings,

Thank you for your comments, they made it in time to be part of the public record.

Respectfully,
Brett Skyles

From: Margaret Landin <peglandin@gmail.com>
Sent: Tuesday, April 2, 2024 11:38 AM
To: Brett Skyles <brett.skyles@co.itasca.mn.us>
Subject: Short Term Rentals

You don't often get email from peglandin@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.

Brett,

My husband and I own Buckhorn Resort on Caribou lake. We are unable to attend today's meeting as we are out of the area but we did attend the stakeholders meeting in February.

We appreciate the effort Itasca County has put into this although I'm not sure that there are many un-licensed short term rentals that meet this criteria.

By simply going onto Vrbo and Airbnb I identified over 100 short term rentals in Itasca county, all of which rented for a minimum two night stay, and not one that required a full week stay.

The county's plans is significant in that it address septic systems and impact on neighbors, but the number of vacation rentals it address is minimal if any at all. We understand that those renting for less than 6 days must go through the Minnesota Department of Health. But I'm afraid that by eliminating the first step through the Minnesota Department of Labor and Industry will skip the most important element of a rental on an Itasca County lake, which is Septic systems.

My husband and I purchased Buckhorn Resort the 27 years ago and have replaced all of the cabins. When we put up our first new cabin in 1999 we were not unaware of the hoops we had to jump through to get the cabin licensed. Once the cabin was completed we went to get licensed we were quickly told that we could not rent until we went through the following: The resort owner must first apply to the department of Labor and industry. They must submit a

detailed plans of the structure, proof of compliance for both the well and septic system and It must be signed off by a licensed plumber and of course a fee. Once this plan is accepted and a permit has been issued construction can proceed. For an existing building this same information must be submitted, approved and permit secured before the Minnesota Department of health will allow you to initiate their licensing process. From that point the MDH licensing is primarily meeting the health and safety standards for the actual dwelling as Tom Nelson mentioned in his letter of concern. Tom also brought up swimming pools. I'm not sure about pools but I do know the department of health will not license a hot tub unless it is emptied and sanitized between guests.

I've discussed these issue with Ryan, our local MDH licensing agent for the past two decades. My most recent understanding is MDH is proposing to let private cabin rentals skip the Department of Labor and Industry's permit, and hand that part of the process to counties. Thus, this county ordinance.

The permit required of resorts by the department of Labor and industry is a lengthy process but it is also necessary to assure a safe short term rental that does not threaten the environment. It is the one safeguard to identify faulty or non compliant septic systems, which are detrimental to our lakes.

I understand everyone's concerns about short term rentals and the impact it has on their home environment. My neighbors knew they were buying a place by a Resort and the consequences. We do all we can to be respectful neighbors but sometimes what our guests do is initially out of our control.

Bottom line is that all Itasca county would have to do is require that all private rentals follow the same procedure resorts and hotels follow. And submit this requirement to Vrbo and Airbnb administration. Then only licensed places could advertise, which is where the bulk of vacation rental bookings are filled.

I'm sorry to miss this meeting. But, I hope this adds some clarity of the full extent of what required to license a home or cabin for short term rentals.

Sincerely,
Peg Landin and Tim Mangni
Buckhorn on Caribou

From: [Brett Skyles](#)
To: [Amanda Schultz](#)
Subject: FW: Short Term Rental Ordinance
Date: Tuesday, April 2, 2024 1:06:59 PM

From: LANCE HUEBSCHER <lance.huebscher@outlook.com>

Sent: Monday, April 1, 2024 10:22 PM

To: Katie Benes <katie.benes@co.itasca.mn.us>; Cory Smith <Cory.Smith@co.itasca.mn.us>; Brett Skyles <brett.skyles@co.itasca.mn.us>

Subject: Short Term Rental Ordinance

Some people who received this message don't often get email from lance.huebscher@outlook.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.

Hi, my name is Lance Huebscher. I live at 37399 Loon Drive, Cohasset, MN.

The loud, obnoxious, rude VRBO next to me, at 37435 Loon Drive should be shut down. Take a look at the pictures (most vehicles bring 2-4 people each). See if you would like this commotion next to you.

Loon Lake should be a quiet, peaceful, calm place (IMG 6131); not chaos.

The VRBO owners are here four days per year. This is purely a rental property – a commercial operation – in a zoned residential neighborhood.

I object to these next-door practices (these are actual experiences):

- Large groups sitting on the deck, whooping it up all day long, making excessive noise. This goes on all summer long.
- Loud music (I should not have to hear their music at all. No one else in the neighborhood blasts loud music at their neighbors.)
- Speed boat with screaming kids in tow, back and forth for hours, essentially in my back yard and others' back yards.
- Campfires every night. The prevailing winds bring the smoke, almost invariably, to my house. I can't have my windows open in the evening. None of the other neighbors have camp fires every night.
- Unattended campfires on windy nights during extreme drought. These people went to bed and left their fire burning. I went over at 10:30 at night and got them back outside to douse their fire.
- Renters coming on my property picking my apples.

I couldn't find your present proposed ordinance. A previous edition said: "mitigate possible adverse impacts to the health, safety, welfare, and quality of life to surrounding properties".

In addition go mitigating excess sewage (Based on the pictures, how many people are putting load on the septic?), parking, fireworks, bedrooms, etc., there should be zoning requiring these "hotels/resorts/lodging" (whatever this thing next to me is) to be on General Development lakes only. This thing next to me should be shut down. Your ordinance should prevent the destruction of the quality of life for neighbors, and other lake property owners.

I pay a lot of taxes too; I shouldn't have to put up with this stuff.

Sincerely,

Lance Huebscher
37399 Loon Drive
Cohasset, MN 55721

218-256-5911
Lance.huebscher@outlook.com



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 2, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3573

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: Brett Skyles, Diane Larson

AGENDA ITEM:

Public Hearing Re: Adoption of a Local Housing Trust Fund Ordinance

BOARD ACTION REQUESTED:

Hold a Public Hearing Re: Adoption of an Ordinance Creating the Itasca County Housing Trust Fund pursuant to MN Statute 462C.16.

BACKGROUND:

Public notice has been published in the Grand Rapids Herald Review (3/20/2024; Affidavit of Publication attached) and Scenic Range News Forum (3/21/2024; Affidavit of Publication not yet received).

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. GRHR Affidavit of Publication - Local Housing Trust Fund
2. Itasca County Housing Trust Fund Ordinance. draft 2.1.2024
3. SRNF Affidavit of Publication - Local Housing Trust Fund

RESULT:

INFORMATIONAL - NO ACTION TAKEN

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)

) ss.

COUNTY OF ITASCA)

Brett Holum, being first duly sworn, on oath states as follows:

NOTICE OF INTENT AND PUBLIC HEARING

ITASCA COUNTY

Pursuant to Minnesota Statute Chapter 375.51, notice is hereby given that the Board of Itasca County (the "Board") will meet in the Boardroom of the County Courthouse, 123 NE 4th Street, in the City of Grand Rapids, Minnesota at approximately 2:30 p.m., or shortly thereafter, on Tuesday, April 2, 2024, to conduct a public hearing for the purpose of receiving public comment on the adoption of an Ordinance Creating the Itasca County Housing Trust Fund pursuant to MN Statute 462C.16.

All interested persons may appear and be heard at the time and place set forth above, or may file written comments prior to the date of the hearing set forth above. For further information regarding said hearing, please contact the Itasca County Administrative Services Department, Itasca County Courthouse, 123 NE 4th St., Grand Rapids, Minnesota 55744; (218) 327-7363.

Dated: March 14, 2024

**ITASCA COUNTY BOARD,
MINNESOTA**

/s/ Brett Skyles
Clerk of the County Board
Itasca County Board, Minnesota

HR March 20, 2024.....157151

1. I am the Publisher of the Grand Rapids Herald Review, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.

2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.

3. The dates of the month and the year and day of the week upon which the public notice attached/copies below was published in the

Wednesday March 20th 2024

4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows: \$2.00 per 1-col line.

5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Itasca County. The newspaper complies with the conditions described in §580.033, sub d. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

FURTHER YOUR AFFIANT SAITH NOT.



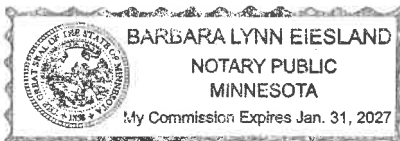
[Signature]

Subscribed and sworn to before me on this

25th day of March 2024



Notary Public



Ordinance #xxx

An ordinance creating the Itasca County Housing Trust Fund.

The county Board of the County of Itasca Ordains:

Section 1. General Provisions. Authority. This Ordinance is adopted pursuant to Minnesota Statutes, Section 462C.16.

Purpose. Pursuant to Minnesota Statutes, Section 462C.16, there is hereby created and established for the County of Itasca a fund to be known and denominated as the Itasca County Housing Trust Fund (the "Housing Trust Fund"). The Housing Trust Fund shall be a permanent source of funding and a continually renewable source of revenue to meet, in part, the housing needs of Moderate, Low Income and Very Low-Income households of the County. The Housing Trust Fund shall provide loans and grants to property owners, homeowners, local units of government, for-profit housing developers, and non-profit housing developers for the following purposes: (1) acquisition, capital and soft costs necessary for the creation of new Affordable and Workforce Housing (both rental and owner-occupied), (2) acquisition, rehabilitation, capital and soft costs necessary for the preservation of existing Affordable and Workforce Housing; (3) acquisition, capital and soft costs necessary for the creation of new Mixed Income Housing (both rental and owner-occupied); (4) the rehabilitation of the existing housing stock; and (5) other housing expenditures that are consistent with Minnesota Statutes, Section 462C.16 Subd. (3).

Section 2: Definitions. "Affordable" means a housing unit that has an Affordable Housing Cost.

"Affordable Housing Cost" means an amount satisfied by:

For owner-occupied housing, a housing payment inclusive of loan principal, loan interest, property taxes, property and mortgage insurance, and homeowner association dues which allows a moderate, low or very low-income household to purchase a home while paying no more than thirty percent (30%) of their gross household income.

For rental or cooperative housing, a housing payment, inclusive of a reasonable allowance for heating, which allows a moderate, low or very low-income household to rent a unit while paying no more than thirty percent (30%) of their gross household income.

"Area Median Income" means the income guidelines established and published annually by the U.S. Department of Housing and Urban Development.

"Assisted Unit" means a housing unit that is Affordable because of assistance from the Housing Trust Fund. "Grants Supervisor" means the Housing and Redevelopment Authority of Itasca County Executive Director, or his or her designee. "Housing Trust Fund" means the Itasca County Housing Trust Fund. "HRA" means the Housing and Redevelopment Authority in and for the County of Itasca.

"Low Income" means gross household income that is at or below eighty percent (80%) of Area Median Income, but more than fifty percent (50%) of Area Median Income. "Mixed Income Housing" means a residential structure that comprises differing levels of affordability, with some units at market rate and others available to low- and moderate-income households at below-market rates.

"Moderate Income" means gross household income that is at or below 115 percent (115%) of Area Median Income, but more than eighty percent (80%) of Area Median Income.

"Permanent Source of Funding" means once funds are allocated to the Housing Trust those funds can only be expended for purposes outlined in section (4) of this document.

"Project" may mean a single-family house (attached or detached) or a multifamily property, either as owner-occupied property or rental property. "Recipient" means any homeowner, for-profit, non-

profit or local unit of government housing developer that receives funds in the form of a loan or a grant from the Housing Trust Fund Account. A Recipient may be an individual, partnership, local unit of government, joint venture limited liability company or partnership, association or corporation. "Very Low Income" means gross household income that is at or below fifty percent (50%) of Area Median Income.

"Workforce Housing " means owner-occupied or rental housing units that are provided to households with at least one member per unit who is gainfully employed at the time of entry into the unit.

Section 3: Housing Trust Fund Account; Source of Trust Funds.

There is also hereby established an Itasca County Housing Trust Fund Account, to be maintained by the HRA. All funds received by the HRA on behalf of the Trust Fund shall be deposited in the Trust Fund Account. Principal and interest from loan repayments, and all other income from Trust Fund activities, shall be deposited in the Trust Fund Account. All interest earnings from the Trust Fund Account shall be reinvested and dedicated to the Trust Fund Account. The Trust Fund shall consist of funds derived from the following, but not limited to: Private cash contributions designated for the Housing Trust Fund.

Payments in lieu of participation in current or future Affordable housing programs.

Grants or loans from the federal or state government.

Principal and interest from Trust Fund loan repayments and all other income from Trust Fund activities. Budgeted payments made by the HRA's tax levy fund. Employer based funds and matches. Other sources to be considered include contributions made by local or regional utility companies, specific county departments, specific county program funds, cities and/or townships, and non-profit organizations. Application Fees - Projects applying for funds.

The Trust Fund may consist of funds derived from any other source, including but not limited to the following: Tax Increment returned to the County after decertification of a TIF district.

Any other appropriations as determined from time to time by action of the HRA or County Board.

Section 4: Trust Fund Distributions.

The Housing Trust Fund is to function as a resource to fund loans and grants in strict accordance with this Section. The HRA shall review and adopt a policy to establish the process and other administrative parameters of the loans and grants permitted by the Housing Trust Fund. The Housing Trust Fund shall be administered by the Grants Supervisor of the HRA. No disbursements over \$50,000 may be made from the Housing Trust Fund Account without the prior approval of the HRA's Board of Commissioners. Disbursements from the Housing Trust Fund Account shall be made as loans or grants to assist Recipients in the creation of Assisted Units and administrative fees not to exceed 10 percent.

Recipients may use the funds to pay for: capital costs, including but not limited to the actual costs of rehabilitating or constructing Assisted Units; preserving Affordable units demolishing or converting existing non-residential buildings to create new Assisted Units; real property acquisition cost; down payment assistance; rental assistance; home buyer counseling services; and professional service costs, including but not limited to, those costs incurred for architectural, engineering, planning and legal services which are attributable to the creation of Assisted Units. All projects exceeding \$50,000 considered for funding will be reviewed by the HRA staff, and the Executive Director shall submit staff comments and recommendations to the HRA's Board of Commissioners, prior to HRA action. The HRA shall, within thirty (30) days following the close of each fiscal year, prepare and submit an annual report to the County on the activities undertaken with funds from the Housing Trust Fund. The report shall specify the number and types of units assisted; the amount loaned or granted per Assisted Unit; the amount of state, federal and private funds leveraged; the geographic distribution of Assisted Units; and a summary of statistical data relative to the incomes of assisted households, including their monthly rent or mortgage payments, and the sales prices of owner-occupied Assisted Units. In so far as practicable, projects funded by the Housing Trust Fund shall be dispersed throughout the County.

Section 5: Term of Affordability.

The HRA shall give preference to those projects that ensure that the Assisted Units remain Affordable for the longest period possible. Affordability period requirements

for Housing Trust Fund programs may be determined by a policy adopted by the HRA Board of Commissioners. Assisted Units shall be deed-restricted to ensure long-term affordability.

The HRA will enter into loan and grant agreements with the Recipients of the Housing Trust Fund monies. Each agreement will clearly state the conditions and requirements for the Recipient's use of Housing Trust Fund monies, including the term of compliance, transfer or sale requirements and other requirements as specified. In those cases where an Assisted Unit is sold or transferred prior to the expiration of the agreed-upon term, or where an Assisted Unit is no longer Affordable, the initial Recipient of assistance from the Trust Fund shall be obligated to repay to the Trust Fund the original amount of the loan or grant.

The HRA shall enforce all debt and lien instruments to the fullest extent of the law. The HRA may recommend debt settlement offers, if it is determined to be in the best interest of the Housing Trust Fund.

Section 6: Severability.

If any provision of this Ordinance or the application thereof is held invalid, said invalidity does not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application and for this purpose, the provisions of the Ordinance are severable.

Section 7: Effective Date.

This Ordinance shall be in effect on the Month/Date/Year {to be inserted}.

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)

) ss.

COUNTY OF ITASCA)

Tony Fragnito or Kristina Loch, being first duly sworn, on oath states as follows:

1. I am the publisher of the Scenic Range News Forum, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and day of the week upon which the public notice attached/copied was published in the newspaper are as follows: 3/21/24
4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows: \$10.00 per column inch.
5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Itasca County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

NOTICE OF INTENT AND PUBLIC HEARING ITASCA COUNTY

Pursuant to Minnesota Statute Chapter 375.51, notice is hereby given that the Board of Itasca County (the "Board") will meet in the Boardroom of the County Courthouse, 123 NE 4th Street, in the City of Grand Rapids, Minnesota at approximately 2:30 p.m., or shortly thereafter, on Tuesday, April 2, 2024, to conduct a public hearing for the purpose of receiving public comment on the adoption of an Ordinance Creating the Itasca County Housing Trust Fund pursuant to MN Statute 462C.16.

All interested persons may appear and be

Clerk of the County Board
Itasca County Board, Minnesota

Published 3/21

Kristina Loch

Tony Fragnito, Publisher

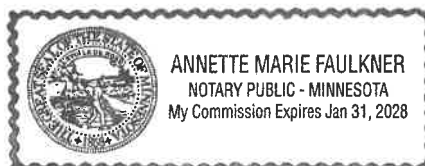
Kristina Loch

Subscribed and sworn to before me by Tony Fragnito or Kristina Loch on this

28th Day of March, 2024.

Annette M. Faulkner

(Notary Public)





**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 2, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3502

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Brett Skyles

AGENDA ITEM:

National County Government Month

BOARD ACTION REQUESTED:

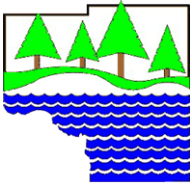
Adopt the Resolution Re: National County Government Month - April 2024.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

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
BOARD OF COMMISSIONERS**

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

Tuesday, April 2, 2024

RESOLUTION 2024-18

RE: NATIONAL COUNTY GOVERNMENT MONTH - APRIL 2024

WHEREAS, the nation's 3,069 counties serving more than 330 million Americans provide essential services to create healthy, safe and vibrant communities; and

WHEREAS, counties fulfill a vast range of responsibilities and deliver services that touch nearly every aspect of our residents' lives; and

WHEREAS, Itasca County and all counties take pride in our responsibility to protect and enhance the health, wellbeing and safety of our residents in efficient and cost-effective ways; and

WHEREAS, under the leadership of National Association of Counties President Mary Jo McGuire, NACo is highlighting county leadership through the lens ForwardTogether, celebrating the role of county governments in connecting, inspiring and leading as intergovernmental partners; and

WHEREAS, that role includes a responsibility to inspire county residents to engage with their communities, and to lead by highlighting our strength as intergovernmental partners; and

WHEREAS, each year since 1991 the National Association of Counties has encouraged counties across the country to elevate awareness of county responsibilities, programs and services.

NOW THEREFORE BE IT RESOLVED that the Itasca County Board of Commissioners does hereby proclaim April 2024 as National County Government Month and encourages all county officials, employees, schools and residents to participate in county government activities.

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

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

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

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

Administrator



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 2, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3518

DEPARTMENT: Health & Human Services

TIME REQUESTED: 5 Minutes

PRESENTER: Naesa Myers

AGENDA ITEM:

Public Health Division Update/Presentation

BOARD ACTION REQUESTED:

Receive Public Health Division Update/Presentation.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Public Health Board Presentation_Itasca 2023

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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Itasca County Public Health



Public Health
Prevent. Promote. Protect.

What is Public Health?

- “Public Health is what we, as a society, do collectively to assure the conditions in which people can be healthy.”



UPSTREAM & DOWNSTREAM: FOCUS ON ILLNESS



- Public Health is grounded in the importance of upstream prevention.

“An ounce of prevention is worth a pound of cure”

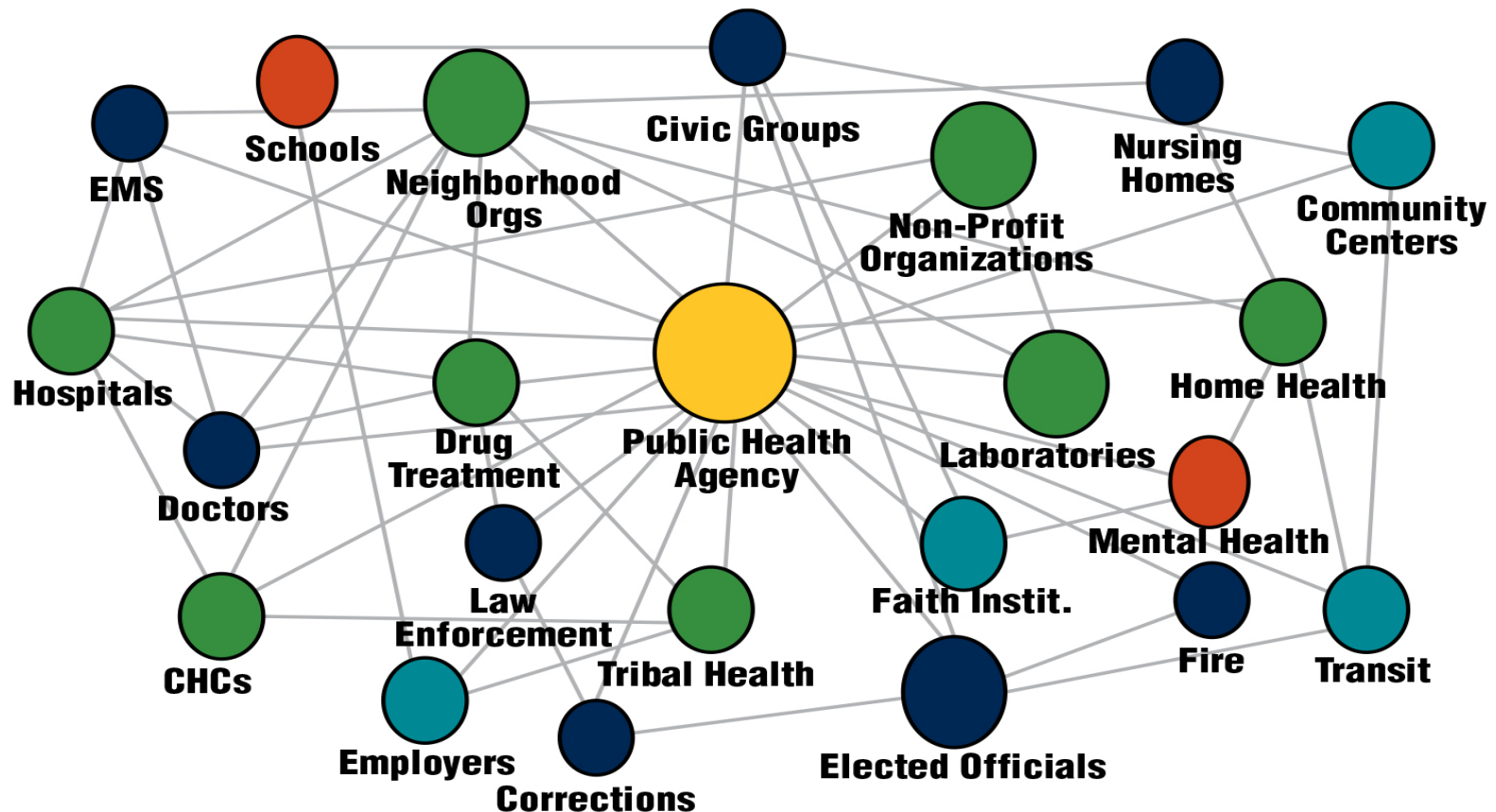
~Benjamin Franklin

Return on Investment

- Local Interventions
 - \$1 invested in local Public Health, \$4 return
- National Interventions
 - \$1 invested in national Public Health, \$27 return

~The Network for Public Health Law

Interconnected Work



Essential Public Health Services



Minnesota Statute 145A

- Assure an Adequate Public Health Infrastructure
- Promote Healthy Communities and Healthy Behaviors
- Prevent the Spread of Infectious Disease
- Protect Against Environmental Health Hazards
- Prepare for and Respond to Emergencies and Assist Communities in Recovery
- Assure the Quality and Accessibility of Health Services

Minnesota Statute 145A

- Assure an Adequate Public Health Infrastructure
 - Maintain well-functioning public health system
 - Maintain foundational capacities
 - Prevent the deterioration of the public health system

Minnesota Statute 145A

- Promote Healthy Communities and Healthy Behaviors
 - Population-Based
 - Promotion
 - Prevention

Minnesota Statute 145A

- Prevent the Spread of Infectious Disease
 - Detect
 - Report
 - Prevent
 - Control

Minnesota Statute 145A

- Protect Against Environmental Health Hazards
 - Identify
 - Monitor
 - Mitigate

Minnesota Statute 145A

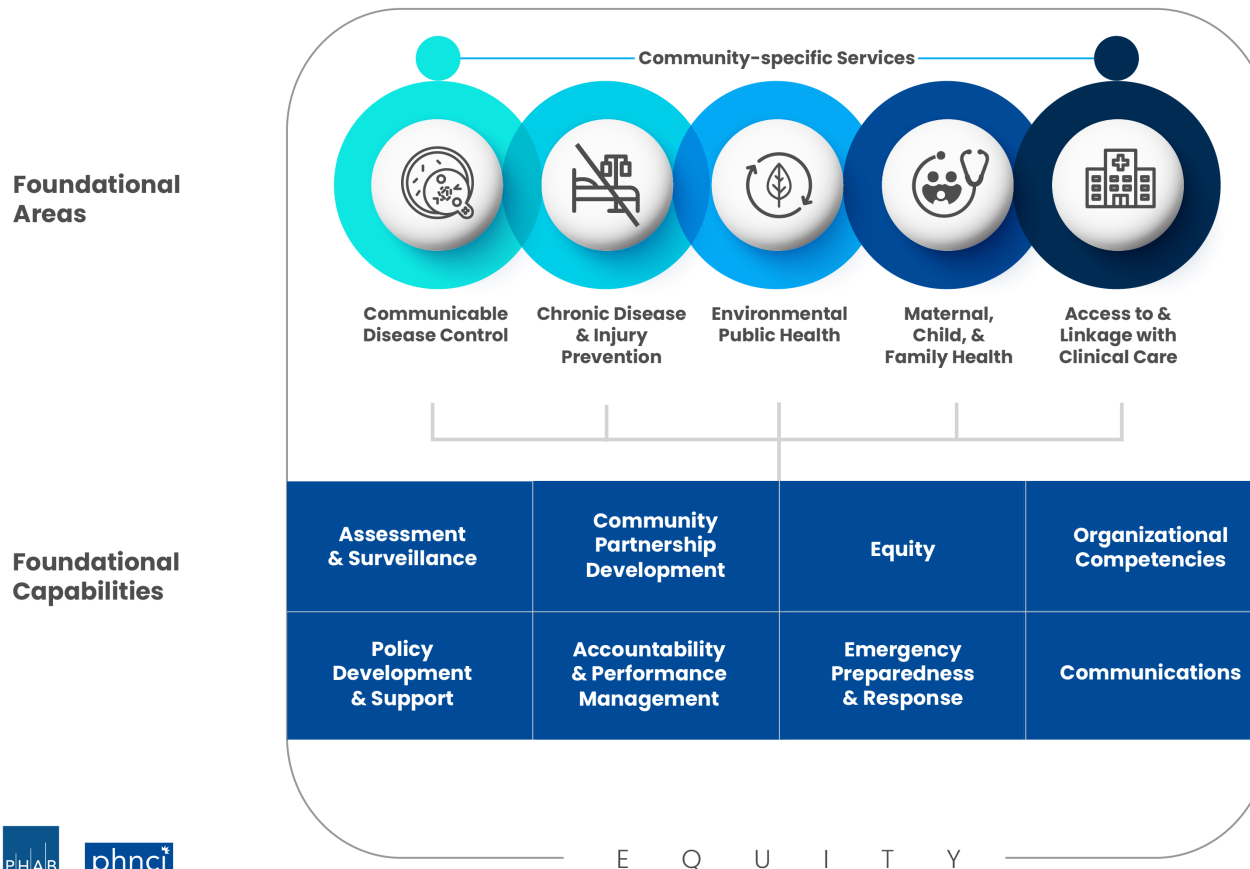
- Prepare for and Respond to Emergencies; Assist Communities in Recovery
 - Plan
 - Assist
 - Recover

Minnesota Statute 145A

- Assure the Quality and Accessibility of Health Services
 - Capacity
 - Access
 - Identification & Reduction of Barriers

Transforming the Public Health System in Minnesota

Foundational Public Health Services



The Work of Public Health

- <https://www.youtube.com/watch?v=tEJmNC8GZ48>

Thank You!



Public Health

Prevent. Promote. Protect.

Itasca County



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 2, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3571

DEPARTMENT: Health & Human Services

TIME REQUESTED: 5 Minutes

PRESENTER: Sarah Anderson

AGENDA ITEM:

IMCare Quality Program Document Review and Approval

BOARD ACTION REQUESTED:

Approve the IMCare Quality Program Document.

BACKGROUND:

Annually, IMCare is required to evaluate its Quality Program, identify opportunities for improvement and update the QI/UM Program Description to include initiatives for the current year and create a Work Plan to address interventions and ongoing activities.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. 2024 Quality Program Description
2. 2024 UM Program Description
3. Program Eval
4. A106013900_CMRPTS_QAWorkplan

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
BOARD OF COMMISSIONERS**

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

Tuesday, April 2, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3582

DEPARTMENT: Environmental Services

TIME REQUESTED: 10 Minutes

PRESENTER: Bill Grantges

AGENDA ITEM:

Itasca SWCD AIS Program Budget for SFY 2025

BOARD ACTION REQUESTED:

Approve the State Fiscal Year (SFY) 2025 Itasca County Soil & Water Conservation District (SWCD) Aquatic Invasive Species (AIS) Program Budget Proposal.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. State Fiscal Year 2025 - Itasca SWCD AIS Program Budget
2. SFY 2025 SWCD AIS Budget

04/02/2024

RESULT:	RECOMMENDED FOR CONSENT	NEXT: 04/09/2024 2:30 PM
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**Itasca County Soil and Water Conservation District
Aquatic Invasive Species (AIS) Program SFY 2025 Budget**

In 2014, Minnesota Statute 477A.19 was enacted to provide \$10 million to counties each year to prevent the introduction and limit the spread of aquatic invasive species (AIS). The funds are allocated based on each county's share of watercraft trailer launches (50%) and each county's share of watercraft trailer parking spaces (50%). It is up to individual counties to make decisions on how the funds are to be used while still abiding by all current laws and regulations. Itasca County through a cooperative agreement, allocates these funds received to the Itasca Soil and Water Conservation District. This budget shows how those AIS funds received from the county will be allocated. This draft of the SFY 2025 AIS Budget was drafted by Bill Grantges, Itasca SWCD AIS Program Manager, and Chris Evans, Itasca SWCD AIS Specialist, and assistant AIS Coordinator. On Tuesday, March 5, 2024, Andy Arens, Itasca SWCD District Manager, and the Itasca SWCD AIS Technical Advisory Committee reviewed this draft budget and recommended that it be forwarded to the SWCD Board of Supervisors for their review. The Itasca SWCD Board of Supervisors approved this budget on March 12, 2024.

The Itasca SWCD AIS Program has four "priority areas". The four Priority Areas, are:

Prevention: priorities include AIS watercraft inspection and decontamination program, enforcement, education, public landing infrastructure improvements, partnerships (anglers, fishing guides, bait shops, hunters, marine businesses, float plane operators and all other businesses)

Monitoring and Control: priorities include coordinating trained SWCD AIS field crew(s) for early detection, control, and monitoring of AIS in Itasca County lakes and rivers. Supplemental training and education will be provided for AIS professionals of Itasca County.

Community Action Projects: priorities include managing a small grants program that enables organizations, associations, or individuals to further AIS prevention locally by means of enhancing other AISP programs or innovative projects, matching funds required to leverage AIS prevention efforts.

Awareness and Training: priorities include managing public communications, mass media programs, AIS awareness at public events, printed materials, outreach to new partners or external AIS partners, AIS programs for youth, contributing website content and collateral support for other priority areas' communication needs. Public training on AIS as well as Citizen science training for the early detection of AIS and AIS identification will be offered to citizens of Itasca County.

This budget allocates funds to Itasca County, the four Priority Areas, Itasca SWCD AIS Administration, and SWCD AIS Personnel accounts.

Submitted by Bill Grantges, AIS Program Manager March 28, 2024



Po Box 990, 1895 W U.S. Hwy. 2 ~ Grand Rapids, MN 55744 ~ 218-326-5573 ~
www.itascaswcd.org

An Equal Opportunity Employer



State Fiscal Year 2025 Itasca SWCD AIS Program Budget

Highlights:

- State Aid down by \$2,500.
- 2024 Grants awarded to us in addition to State AIS AID:
 - USFS Recreation Resource Advisory Committee (RAC)
 - \$5,000 AIS Cleaning Tools Stations, October 2024
 - USFS General Fund Grant
 - \$30,000 AIS Control Projects in Chippewa National Forest (15K '24 & 15K '25)
 - USFS Bipartisan Infrastructure Law (BIL)
 - \$4,500 Kiosk Redesign Winni Plughat, and Cut Foot Sioux Mosomo Landings
 - \$42,000 AIS Control Projects in Chippewa National Forest
- Control & monitoring seasonal staffing same in 2024 as in 2023.
- Watercraft inspector seasonal staffing will be approximately the same in 2024 as in 2023.
- New Control & Monitoring truck to replace two 28 year old worn out trucks.

Itasca SWCD AIS Program

State Fiscal Year 2025 Budget

Proposal to Itasca County Board of Commissioners

	1st half 7/1/23 to 12/31/23	2nd Half 1/1/24 to 6/30/24	SFY 2024 Total	SFY 2025 Total	1st half 7/1/24 to 12/31/24	2nd Half 1/1/25 to 6/30/25
Income						
AIS State Funding Allocation To County	318,530	318,530	637,060	634,521	317,261	317,261
Itasca County Allocations						
County Admin	1,500	1,500	3,000	3,000	1,500	1,500
Itasca SWCD	317,030	317,030	634,060	631,521	315,761	315,761
Itasca SWCD Allocations						
Admin	-	7,500	7,500	-	-	-
Personnel	90,000	94,000	184,000	190,000	92,000	98,000
Priority Areas						
Prevention	192,000	159,600	351,600	393,022	206,261	186,761
Monitoring & Control	13,500	30,000	43,500	44,000	13,500	30,500
Community Action Projects	20,000	20,000	40,000	4,000	4,000	-
Awareness & Training	1,530	5,930	7,460	500	-	500
Total Itasca SWCD Allocations	317,030	317,030	634,060	631,522	315,761	315,761

Itasca SWCD AIS Program
State Fiscal Year 2025 Budget
Administrative Charges

	SFY 2024	SFY 2025
Allocation	7,500	-
Administrative Assistant hrs *	205	177
District Manager hrs *	88	68
Administrative Assistant Draw	7,165	10,129
District Manager Draw	12,431	4,211
Total Draw	19,596	14,340
<u>Billable Rates</u>		
Administrative Assistant	56.84	57.84
District Manager	60.24	63.25
* Hours are prior year's actual.		

Itasca SWCD AIS Program
State Fiscal Year 2025 Budget
Personnel Charges

	SFY 2024	SFY 2025
<u>Allocation</u>	184,000	190,000
<u>Draw</u>		
Assistant Program Mgr./AIS Specialist	89,827	95,826
Program Manager	95,087	95,384
<u>Billable Rates</u>		
Assistant Program Mgr./AIS Specialist	45.57	46.57
Program Manager	45.18	46.54

Itasca SWCD
State Fiscal Year 2025 Budget
CAP Grants

	SFY 2024	SFY 2025	<u>Notes</u>
	<u>Total</u>	<u>Total</u>	
Allocation	40,000	4,000	
<u>Inspection Grants</u>			
Deer Lake Association	15,000	21,000	
Swan Lake Association	1,000	2,000	
Wabana Chain of Lakes Association	5,000	5,000	
Wabana Chain of Lakes Decon Staffing	7,500	-	Decon moved to landing
Wabana Township	2,500	2,500	
Turtle Lake Association	-	8,000	
<u>AIS Infestation Treatment Grants</u>			
City of Grand Rapids	7,500	7,500	
Grennway Township	1,050	-	No treatment needed in '24
<u>Misc Grants</u>			
Greater Pokegama Lake Association	393	393	
Shallow Lake Association		600	
Acadia Lodge Pressure Washer	1,600	-	
Bowens Lodge Pressure Washer		3,000	
Prairie Lake Association Access Signs	800	-	
AIS Cleaning Tool Stations		5,000	\$5K USFS RAC Grant
All grants have 50% match unless stated otherwise			

2024 CAP Grants were awarded in October 2023

Itasca SWCD
State Fiscal Year 2025 Budget
Prevention

	SFY 2024 Total	SFY 2025 Total
Allocation	351,600	393,022
Seasonal Staffing	432,155	455,210
Personnel Dynamics Rate	34%	35%
L1 Inspector Starting Rate	15.00	16.00
L2 Inspector/Decontamination Operator Starting Rate	16.00	17.00
Full Time Equivalents (FTE)	24	24
New Truck	45,000	-
Deer Lake Decon Operating stipend	2,500	2,500
Wabana Decon Operating Stipend (Wabana NW Access)	500	1,500
CD-3 Operating Expenses \$1,200/year each	2,400	2,400
Repairs	4,300	4,500
Supplies	2,025	2,175
Fuel	4,225	5,425
Equipment	2,550	2,750
Expenses Total	495,655	476,460

Itasca SWCD
State Fiscal Year 2025 Budget
Control & Monitoring

	SFY 2024 Total	SFY 2025 Total
Allocation	43,500	44,000
U.S. Forest Service Grant	15,000	15,000
U.S. Forest Service BIL Grant	42,000	
Total Income	100,500	59,000
Seasonal Staffing	46,076	48,654
Personnel Dynamics Rate	34%	35%
New AIS Technition Starting Rate	15.00	16.50
Returning AIS Technition Starting Rate	16.50	17.00
New Truck	0	47,250
Repairs	2,500	1,250
Maintenance	2,000	990
Equipment	1,500	1,000
Supplies	1,500	1,050
ID Materials	500	500
Fuel	3,850	5,100
Licenses	50	520
Conferences/Training/Wkshp	300	300
Expenses Total	58,276	106,614

Itasca SWCD
State Fiscal Year 2025 Budget
Awareness & Training

	SFY 2024 Total	SFY 2025 Total
Allocation	7,460	-
Minnesota Traditions	5,000	5,000
Promotions	2,050	500
Publications & mailings	500	-
Conferences & meetings	300	400
Public events	1,330	900
Fuel	150	150
Expenses Total	9,330	6,950

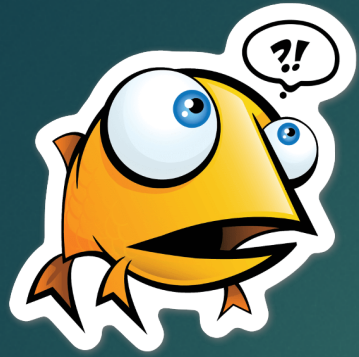
Itasca County Aquatic Invasive Species Program State Fiscal Year 2025 Budget



Funding

\$10,000,000 Annually distributed to
MN Counties for ALS use only

Total # of Launches X Value of Each Launch
+
Total # of Trailer Spaces X Value of Each



Funding

- * Trailer Launches with ramp X variable
- * Trailer spaces (12x46) X variable

What is the variable ?

Trailer Launches state-wide = \$5 Million

Trailer spaces state-wide = \$5 Million



Itasca County SFY 2025 Funding

192 Launches = \$425,721

913 Trailer spaces = \$208,800

\$634,521

Highlights

- ▶ USFS Recreation Resource Advisory Committee (RAC)
 - ▶ \$5,000 AIS Cleaning Tools Stations, October 2024
- ▶ USFS General Fund Grant
 - ▶ \$30,000 AIS Control Projects in Chippewa National Forest (15K '24 & 15K '25)
- ▶ USFS Bipartisan Infrastructure Law (BIL)
 - ▶ \$4,500 Kiosk Redesign Winni Plughat, and Cut Foot Sioux Mosomo Landings
 - ▶ \$42,000 AIS Control Projects in Chippewa National Forest



Highlights

- ▶ Control & monitoring seasonal staffing same in 2024 as in 2023. 3 Techs
- ▶ Watercraft inspector seasonal staffing will be approximately the same in 2024 as in 2023. 24 FTE = 30-32 inspectors
- ▶ New Control & Monitoring truck to replace two 28-year-old worn out trucks.
- ▶ AIS Cleaning Tool Stations



Itasca SWCD AIS Program

State Fiscal Year 2025 Budget

Proposal to Itasca County Board of Commissioners

	1st half 7/1/23 to 12/31/23	2nd Half 1/1/24 to 6/30/24	SFY 2024 Total	SFY 2025 Total	1st half 7/1/24 to 12/31/24	2nd Half 1/1/25 to 6/30/25
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AIS State Funding Allocation To County	318,530	318,530	637,060	634,521	317,261	317,261
<u>Itasca County Allocations</u>						
County Admin	1,500	1,500	3,000	3,000	1,500	1,500
Itasca SWCD	317,030	317,030	634,060	631,521	315,761	315,761
<u>Itasca SWCD Allocations</u>						
Admin	-	7,500	7,500	-	-	-
Personnel	90,000	94,000	184,000	190,000	92,000	98,000
Priority Areas						
Prevention	192,000	159,600	351,600	393,022	206,261	186,761
Monitoring & Control	13,500	30,000	43,500	44,000	13,500	30,500
Community Action Projects	20,000	20,000	40,000	4,000	4,000	-
Awareness & Training	1,530	5,930	7,460	500	-	500
Total Itasca SWCD Allocations	317,030	317,030	634,060	631,522	315,761	315,761

	1st half 7/1/23 to 12/31/23	2nd Half 1/1/24 to 6/30/24	SFY 2024 Total	SFY 2025 Total	1st half 7/1/24 to 12/31/24	2nd Half 1/1/25 to 6/30/25
<u>Income</u>						
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<u>Itasca County Allocations</u>						
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Itasca SWCD	317,030	317,030	634,060	631,521	315,761	315,761

Itasca SWCD AIS Program

State Fiscal Year 2025 Budget

Proposal to Itasca County Board of Commissioners

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<u>Itasca SWCD Allocations</u>						
Admin	-	7,500	7,500	-	-	-
Personnel	90,000	94,000	184,000	190,000	92,000	98,000
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Awareness & Training	1,530	5,930	7,460	500	-	500
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	<u>SFY 2024</u> <u>Total</u>	<u>SFY 2025</u> <u>Total</u>	<u>Notes</u>
Allocation	40,000	4,000	
<u>Inspection Grants</u>			-
Deer Lake Association	15,000	21,000	
Swan Lake Association	1,000	2,000	
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Wabana Chain of Lakes Decon Staffing	7,500	-	Decon moved to landing
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City of Grand Rapids	7,500	7,500	
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<u>Misc Grants</u>			
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Shallow Lake Association		600	
Acadia Lodge Pressure Washer	1,600	-	
Bowens Lodge Pressure Washer		3,000	
Prairie Lake Association Access Signs	800	-	
AIS Cleaning Tool Stations		5,000	\$5K USFS RAC Grant
All grants have 50% match unless stated otherwise			

2024 CAP Grants were awarded in October 2023

HELP WANTED

Work at the Lake

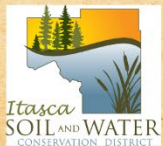


WATERCRAFT INSPECTOR

\$16.00/hr

Training provided

218-256-4243



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HELP WANTED

Work at the Lake

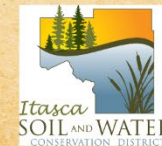


LEVEL 2 WATERCRAFT INSPECTOR

\$17.00/hr

Training provided

218-256-4243





www.ItascaAIS.Info

AIS INFORMATION HOTLINE:

218-256-4243



www.facebook.com

@ItascaAIS



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 2, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3577

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Casey Venema

AGENDA ITEM:

American Rescue Plan (ARP) Request - City of Bovey

BOARD ACTION REQUESTED:

Consider the American Rescue Plan (ARP) request, in the amount of \$50,000, from the City of Bovey.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. ARP Request - City of Bovey

Motion To: Approve the American Rescue Plan (ARP) request, in the amount of \$50,000, from the City of Bovey.

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

From: noreply@civicplus.com
To: [Brett Skyles](#); [Gail Guck](#); [Amanda Schultz](#); [Casey Venema](#)
Subject: Online Form Submittal: American Rescue Plan (ARP) Request Form
Date: Tuesday, March 26, 2024 11:08:06 AM

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:	City of Bovey
Name of Contact:	Jestine Casey
Address:	402 2nd st PoBox 399
City:	Bovey
State:	mn
Zip Code:	55709
Phone Number:	218-245-1633
E-mail Address:	jcasey@boveymn.gov
Commissioner District:	District 5 - Casey Venema
Project Name:	3rd Street Storm Sewer
Amount Requested:	\$50,000
Project Budget & Summary of Project:	The City of Bovey is requesting reallocation of the previously earmarked Red Rock Business Park funds of \$50,000 to be applied to a failing storm sewer that is causing property damage and could result in injury. This project is an immediate community need to ensure there is no further deterioration or loss of property in this vicinity. The project scope is to replace 135 feet of 36in concrete storm sewer pipe that has partially collapsed and causing sink holes in the boulevard. This pipe is the main storm sewer section which handles 80% of the storm sewer flow for the city of Bovey. Also included in this project is the reconstruction of the section of 3rd street where the storm sewer deterioration is located. The total cost to repair and replace this section of 3rd street is \$175,441. The Bid was awarded to Casper Construction in the amount of 160,060 during March 20th meeting. The

remaining \$15,381 was for engineering, design, and bidding. The City of Bovey appreciates your consideration and support.

Additional Information: *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 2, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3578

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Casey Venema

AGENDA ITEM:

American Rescue Plan (ARP) Request - City of Effie

BOARD ACTION REQUESTED:

Consider the American Rescue Plan (ARP) request, in the amount of \$75,000, from the City of Effie.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. ARP Request - City of Effie

Motion To: Approve the American Rescue Plan (ARP) request, in the amount of \$60,000, from the City of Effie.

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

From: noreply@civicplus.com
To: [Brett Skyles](#); [Gail Guck](#); [Amanda Schultz](#); [Casey Venema](#)
Subject: Online Form Submittal: American Rescue Plan (ARP) Request Form
Date: Sunday, March 3, 2024 3:38:08 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:	City of Effie
Name of Contact:	Carolyn Schmit
Address:	PO BOX 129
City:	Effie
State:	MN
Zip Code:	56639
Phone Number:	218-556-9578
E-mail Address:	cityofeffie@arvig.net
Commissioner District:	District 5 - Casey Venema
Project Name:	City of Effie: Old School and Site Redevelopment Project
Amount Requested:	\$75,000.00
Project Budget & Summary of Project:	Building Demolition: \$70,000.00 Disposal of materials, documentation: \$100,000.00 Site Restoration: \$30,000.00 Total Project Estimate: \$200,000.00

The City of Effie needs to demolish a building formerly known as the Effie School. This school was built in approximately 1910, with the gymnasium being added in the 1970's. The last year school was in session in this building was in 1989. All records of the building were destroyed in a fire at the ISD 318 administration building sometime after the school closed so we are relying on public information for historical information. Sometime after the school closed, the building was sold to the city. The building was partially rented by a water bottling

company and at one time housed a coffee shop. This building has now been empty for over 20 years, there has been extensive water damage and it contains mold, as well as asbestos materials in many areas. Despite attempts to board up and secure the building, there have been multiple instances of vandalism and trespassing. As stated, there are structural and hazardous material issues with the building and it is in dire need of being torn down and the site redeveloped.

The City would like to utilize this space to add to an existing project, a new city RV park, which is in process. The RV park will be a great option for visitors to our area. We are currently planning to construct 6 sites, these site have access to city sewer, and we would like to add water and electricity with this project. With the demolition of this building being completed, we could expand to more sites in the future, as well as add greenspace for visitors and residents to use.

We recently updated our playground and have a ballfield nearby, so adding a communal space would increase the options for recreational activities in our city. There will also be an interpretive display installed at the site that will talk about the history of the school.

The RV park will generate revenue for the City and the community. There will be approximately 12 construction jobs generated by this project.

The City of Effie has spent \$6,000.00 to date to hire professional services to develop a plan, recommendation, and cost estimates for the demolition and site restoration.

Sources of Funds:

Itasca County ARPA Funds: \$75,000.00

IRRRB and City of Effie Funding: \$125,000.00

Additional Information: *Field not completed.*

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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 2, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3579

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Casey Venema

AGENDA ITEM:

American Rescue Plan (ARP) Request - City of Keewatin

BOARD ACTION REQUESTED:

Consider the American Rescue Plan (ARP) request, in the amount of \$75,000, from the City of Keewatin.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. ARP Request - City of Keewatin

Motion To: Approve the American Rescue Plan (ARP) request, in the amount of \$75,000, from the City of Keewatin.

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

From: noreply@civicplus.com
To: [Brett Skyles](#); [Gail Guck](#); [Amanda Schultz](#); [Casey Venema](#)
Subject: Online Form Submittal: American Rescue Plan (ARP) Request Form
Date: Monday, March 18, 2024 9:12:07 AM

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American Rescue Plan (ARP) Request Form

AMERICAN RESCUE PLAN (ARP) REQUEST FORM

Entity Name:	City of Keewatin
Name of Contact:	Beth Ann Mackey
Address:	127 W 3rd Ave Box190
City:	Keewatin
State:	Minnesota
Zip Code:	55753
Phone Number:	2187786517
E-mail Address:	Clerk@keewatinmn.org
Commissioner District:	District 5 - Casey Venema
Project Name:	Keewatin Fire Department Roof
Amount Requested:	Seventy Five Thousand Dollars (\$75,000.00)
Project Budget & Summary of Project:	The Keewatin Fire Hall was built in 1992, the original Ballasted Roof has exceeded the expected 10 year life expectancy of that style roof. With the roof failing due to age, water has created interior damage, to insulation, and interior finishing. Included in this application is the Facility Assessment Summary, ICS, August 17, 2022, Kent Koerbitz. The proposed Solution is to replace roof with full adhered EPDM built up roof system. The budget estimates in 2022 for New Roof was \$250,000.00 The Keewatin Volunteer Fire Department, is a trained roster of 18-22 dedicated first responders in medical calls. They are often the first on the scene taking vitals, administering oxygen and other medical needs as required.. KFD is a significant participant in mutual aid with the Hibbing, Nashwauk, and other area cities/townships.

The City of Keewatin needs to replace the current roof on the Keewatin Fire Hall. Itasca County ARP funds would be a critical investment in sustaining an emergency facility on the east end of Itasca County. Thank you for your consideration and please contact me with any additional questions.

Additional Information: [Keewatin Fire Hall Assessment Summary - 8-22-22.pptx](#)

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A **LEGENCE** Company

Keewatin Fire Department: Facility Assessment Summary

August 17, 2022

Executive Summary

Existing Condition:

The 1992 Keewatin Fire hall is showing its age. Minimal investment and only necessary maintenance leaves the City with an asset that needs immediate repair and long-term investment.

The 20-year roof has exceeded its expected life by 10 years and has/is failing due to age. It can be temporarily repaired, but repairs will not prevent more failures and replacement is required.

The CMU (Cement Masonry Unit) walls have two major problems. The building has settled, and significant cracks and gaps are visible at all corners and on all walls, and the interior roof rain leaders have frozen and produced spalling of the exterior walls. It is recommended by the insurance professionals to rework the roof and have exterior rain leaders installed to eliminate future spalling. I agree with this guidance, and it needs to be done in conjunction with replacing the roof. All the CMU issues should be repaired at one time to minimize cost.

The interior of the building needs replacement of flooring, ceiling tiles, repainting and updated energy efficient lighting and occupancy sensors.

The functionality of the building is very good. Floor space, door sizes etc... are all adequate. Additional racks for more efficient storage would be useful. Storage of "antique" vehicles takes up valuable floor space. Remote door openers would improve building energy efficiency.

A "refresh" is typically needed every 25 years for a building. This building needs investment now or the building as a whole may be compromised and need replacement.

Keewatin Fire Hall



ASHRAE: LIFE EXPECTANCY CHART

- Median life expectancy

ASHRAE Equipment Life Expectancy chart

ASHRAE is the industry organization that sets the standards and guidelines for most all HVAC-R equipment.
For additional info about ASHRAE the website is www.ashrae.org.

Equipment Item	Median Years	Equipment Item	Median Years	Equipment Item	Median Years
Air conditioners		Air terminals		Air-cooled condensers	20
Window unit	10	Diffusers, grilles, and registers	27	Evaporative condensers	20
Residential single or Split Package	15	Induction and fan coil units	20	Insulation	
Commercial through-the wall	15	VAV and double-duct boxes	20	Molded Blanket	20 24
Water-cooled package	15	Air washers	17	Pumps	
Heat Pumps		Ductwork	30	Base-mounted	20
Residential air-to-air	15	Dampers	20	Pipe-mounted	10
Commercial air-to-air	15	Fans		Sump and well	10
Commercial water-to-air	19	Centrifugal	25	Condensate	15
Roof-top air conditioners		Axial	20	Reciprocating engines	20
Single-zone	15	Propeller	15	Steam turbines	30
Multi-zone	15	Ventilating roof-mounted	20	Electric motors	18
Boilers, hot water (steam)		Coils		Motor starters	17
Steel water-tube	24 (30)	DX, water, or steam	20	Electric transformers	30
Steel fire-tube	25 (25)	Electric	15	Controls	
Cast iron	35 (30)	Heat Exchangers		Pneumatic	20
Electric	15	Shell-and-tube	24	Electric	16
Burners	21	Reciprocating compressors	20	Electronic	15
Furnaces		Packaged chillers		Valve actuators	
Gas- or oil-fired	18	Reciprocating	20	Hydraulic	15
Unit heaters		Centrifugal	23	Pneumatic	20
Gas or electric	13	Absorption	23	Self-contained	10
Hot water or steam	20	Cooling towers			
Radiant Heaters		Galvanized metal	20		
Electric	10	Wood	20		
Hot water or steam	25	Ceramic	34		



Keewatin Fire Hall

~7,000 Square Feet*

Built in 1992

30 years old

** Approximate measurement via Google Earth*

Building Envelope

Existing Condition:

- Original Ballasted roof well beyond life expectancy (water damage to existing insulation?)
- Several areas of cracking and damaged CMU
- Deteriorated caulking
- See Forensic Engineering Report (by Nederveld, Inc.)

Proposed Solution:

- Replace roof with full adhered EPDM (20-year warranty). Consider 30-year+ built up roof system.
- Repair/replace damaged blocks
- Replace caulking
- Painting



Exterior – Aprons/Walks

Existing Condition:

- Majority are in fair to good condition
- Weed growth

Proposed Solution:

- Repair replace as needed (limit tripping hazards)
- Treat weeds



Interior Finishes

Existing Condition:

- Ceiling tiles, stains and warping
- Original VCT – poor condition
- Original Carpeting – poor condition

Proposed Solution:

- Replace ceilings tiles
- Replace VCT (epoxy an option)
- Replace Carpeting



Mechanical Equipment

Existing Condition:

- 2 – Natural Gas Furnaces (2011)
- 3 – Unit Heaters
- 1 – Make up air / exhaust system
- 1 – Domestic Water Heater (1992)

Proposed Solution:

- Domestic water heater is beyond life expectancy (replacement in near future)
- Programmable thermostat
- Carbon Monoxide Sensors



Interior – Electrical

Existing Condition:

- Older fluorescent technology lighting throughout
- Original fixtures



Proposed Solution:

- Upgrade lighting to LED
- Recommend going to new fixtures vs retrofits



Overhead Door Control

Existing Condition:

- Manual push button control of overhead doors
- Left open during emergency calls (every second counts)

Proposed Solution:

- Provide remote control to close doors from vehicle upon departure



Budget Estimates

Priorities

1. New Roof

- A) – Recommend 20-year EPDM
- B) - Go to external rain leaders
- C) - Replace roof insulation

$\$24/\text{ft}^2 \times 7000 \text{ ft}^2 = \$168,000$

2. CMU Repair/Replace

(Need quotes) est. \$250,000

3. Ceiling tile, LED Lighting and occupancy sensors, Interior Flooring (Halls, Locker area Restrooms, Training room, Kitchen and Office) Garage door openers.

\$ 75,000

Replace existing building

$\$325/\text{ft}^2 \times 7000 \text{ ft}^2 = \$2,275,000$



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 2, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3580

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Casey Venema

AGENDA ITEM:

American Rescue Plan (ARP) Request - City of Marble

BOARD ACTION REQUESTED:

Consider the American Rescue Plan (ARP) request, in the amount of \$25,000, from the City of Marble.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. ARP Request - City of Marble

Motion To: Approve the American Rescue Plan (ARP) request, in the amount of \$25,000, from the City of Marble.

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

From: noreply@civicplus.com
To: [Brett Skyles](#); [Gail Guck](#); [Amanda Schultz](#); [Casey Venema](#)
Subject: Online Form Submittal: American Rescue Plan (ARP) Request Form
Date: Monday, March 11, 2024 8:33:28 AM

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American Rescue Plan (ARP) Request Form

AMERICAN RESCUE PLAN (ARP) REQUEST FORM

Entity Name:	City of Marble
Name of Contact:	Sarah Litchke
Address:	302 Alice Ave. # 38
City:	Marble
State:	Mn
Zip Code:	55764
Phone Number:	218-247-7576
E-mail Address:	Sarah@marblemn.com
Commissioner District:	District 5 - Casey Venema
Project Name:	Water upgrades
Amount Requested:	25,000.00
Project Budget & Summary of Project:	City of marble has a high iron count in their water and is actively looking to resolve this issue by building a water treatment plant or help to supply each household with a individual filter system.. All monies would be used to resolve our water issues. We are building a new water tower this year, and a filtration plant or a filter system in each household would rectify our water issues. Any funds secured towards this million dollar project would be greatly appreciated. Thank you, Daidre Breen City of Marble Mayor
Additional Information:	<i>Field not completed.</i>

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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 2, 2024

REQUEST FOR BOARD ACTION: RBA-2024-3581

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: Casey Venema, Eric Villeneuve

AGENDA ITEM:

Ambulance Service Discussion

BOARD ACTION REQUESTED:

Discussion

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

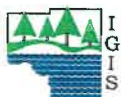
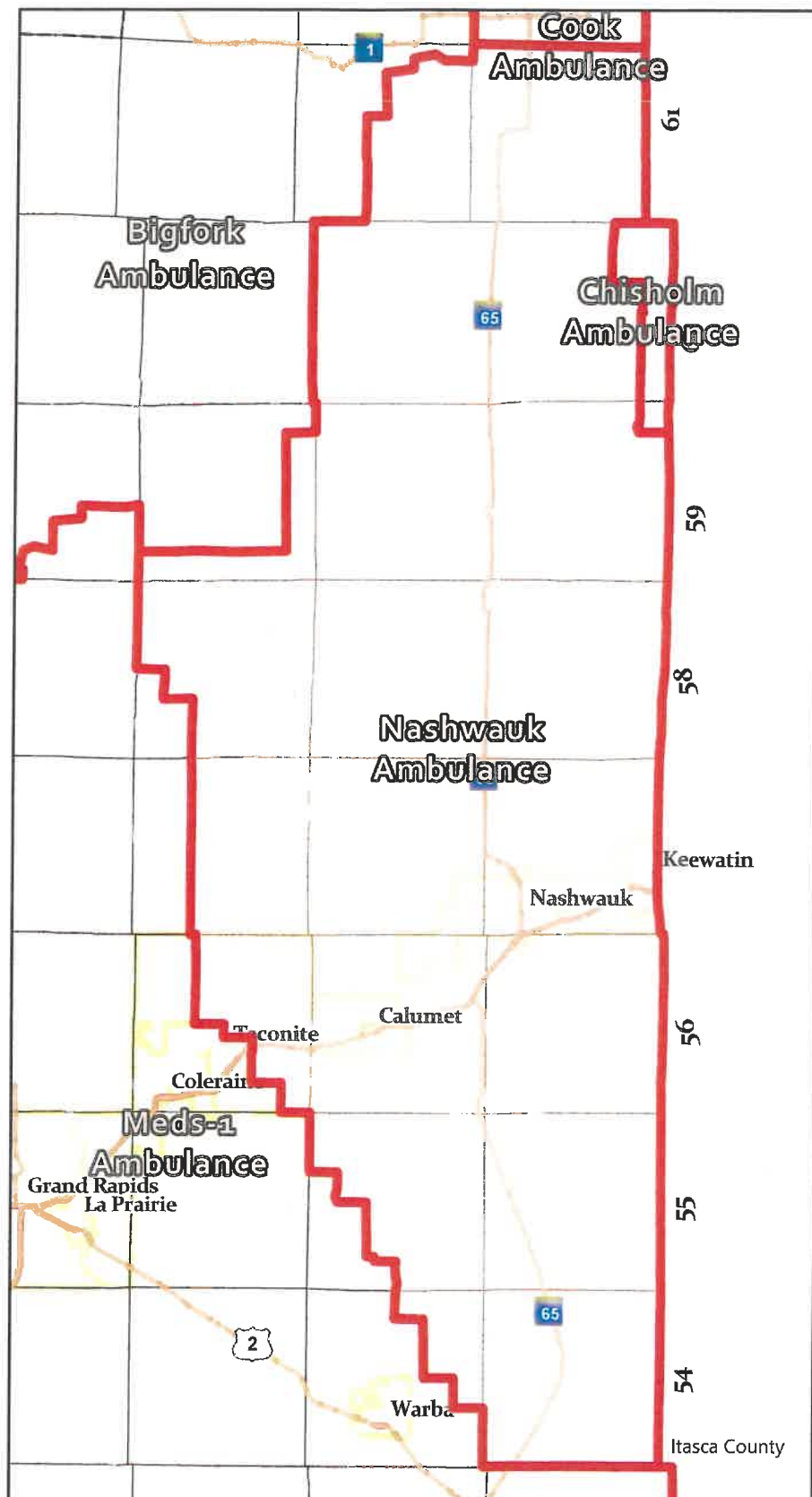
SUPPORTING DOCUMENTATION:

1. Ambulance Service handouts

Commissioners confirmed Commissioner Venema's continued attendance as the County's delegate at the Ambulance Service meetings.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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Nashwauk Ambulance Service Area



Itasca Geographic Information System
"decision support through automation"

This information is a compilation of data from different sources with varying degrees of accuracy and requires a qualified field survey to verify.



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Tax District	# Parcels	Estimated Market Value	
Unorganized	3,394	\$	321,370,300
BALSAM TWP	904	\$	134,343,100
BEARVILLE TWP	774	\$	56,522,700
CALUMET CITY	319	\$	19,728,300
FEELEY TWP	32	\$	3,095,600
GOODLAND TWP	1,286	\$	129,154,100
GREENWAY TWP	1,194	\$	119,770,000
KEEWATIN CITY	698	\$	51,057,700
LAWRENCE TWP	611	\$	82,462,800
LONE PINE TWP	999	\$	124,100,600
MARBLE CITY	455	\$	38,127,700
NASHWAUK CITY	1,089	\$	99,878,590
NASHWAUK TWP	1,054	\$	118,141,700
TACONITE CITY	878	\$	37,417,200
	13,687	\$	1,335,170,390