



ITASCA COUNTY BOARD OF COMMISSIONERS

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

Tuesday, December 17, 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
	District #4	Vacant	
Casey Venema	District #5	Present	2:30 PM

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Add Items #6.25 (American Rescue Plan Request – The Great Outdoors Bottle Shop and Bait), #6.26 (American Rescue Plan Request – Trailside Restaurant and Bar), #6.27 (American Rescue Plan Request – City of Coleraine), #6.28 (Schedule a Special Session), and #6.29 (American Rescue Plan Request - Bigfork Township), and approved the agenda, as amended.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

IV. MINUTES APPROVAL

Motion To: Approve the minutes, as delineated below.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

1. Approve the Draft 2 minutes of the Tuesday, December 12, 2024 County Board Regular Session.

V. RECOMMENDED FOR CONSENT AGENDA

VI. DISCUSSION / INFORMATIONAL

1. Citizen Input
Craig Nelson provided citizen input regarding compensation for appointed employees, government budget, and IMCare concerns.

2. Commissioner Warrants

Motion To: Approve Commissioner Warrants with a check date of December 18, 2024, in the amount of \$942,073.18.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

3. Commissioner Warrants

Motion To: Authorize the County Board Chair to approve and sign off of the County Commissioner Warrants with a check date of December 26, 2024 on behalf of the entire Board of Commissioners.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

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

Health Plan Division Manager Sarah Anderson provided a County Based Purchasing (IMCare) Division Update/Presentation, including information regarding the IMCare 2024 Q3 Compliance Program Report.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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5. 2025-2026 Crisis Contract

Motion To: Approve the 2025-2026 Crisis Contract with DHS and authorize signature of the County Board Chair.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

6. 2025-2026 CSP Contract

Family Services Division Manager Becky Lauer provided information regarding the 2025-2026 Community Support Program (CSP) contract with DHS.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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7. 2025 Medical Consultant Contract for Public Health

Motion To: Approve the Letter of Agreement between Itasca County Health and Human Services and Dr. Patricia Carlin-Janssen for the provision of Medical Consultant Services from January 1, 2025 through December 31, 2025, and authorize necessary signatures.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

8. Northwestern Minnesota Juvenile Cetner Joint Powers Agreement

Motion To: Approve the Joint Powers Agreement between Itasca County and the Northwestern Minnesota Juvenile Center and authorize necessary signatures.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

9. Flaherty & Hood Legislative Services Agreement

Motion To: Approve the Legislative Services Agreement between Itasca County and Flaherty & Hood, P.A. for the provision of state government relations and lobbying services during the 2025 legislative session, and authorize necessary signatures.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

10. U.S. Highway 169 Range Gateway Coalition Membership

Motion To: Adopt the Resolution Re: Membership in the U.S. Highway 169 Range Gateway Coalition.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

11. American Rescue Plan (ARP) Request – Various Entities

Motion To: Approve the American Rescue Plan (ARP) Request, in the amount of \$4,500, to cover the cost for the cities of Nashwauk, Keewatin, Calumet, Marble, Taconite, Bovey, and Coleraine as well as the townships of Greenway and Goodland to join the Highway 169 Coalition.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

12. American Rescue Plan (ARP) Request – Free Range Food Co-op

Motion To: Approve the American Rescue Plan (ARP) Request, in the amount of \$50,000, from Free Range Food Co-op for the Season of Giving Campaign and authorize the County Board Chair to sign a Letter of Support for the Free Range Food Co-op's capital campaign and plans.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

25. American Rescue Plan (ARP) Request – The Great Outdoors Bottle Shop and Bait

Motion To: Approve the American Rescue Plan (ARP) Request, in the amount of \$7,500, from The Great Outdoors Bottle Shop and Bait for a Pizza Shop Addition project.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

26. American Rescue Plan (ARP) Request – Trailside Restaurant and Bar

Motion To: Approve the American Rescue Plan (ARP) Request, in the amount of \$7,500, from Trailside Restaurant and Bar for a Restaurant Update project.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

27. American Rescue Plan (ARP) Request – City of Coleraine

Motion To: Approve the American Rescue Plan (ARP) Request, in the amount of \$8,940, from the City of Coleraine for a Coleraine Carnegie Library Roof Replacement project.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

29. American Rescue Plan (ARP) Request – Bigfork Township

Motion To: Approve the American Rescue Plan (ARP) Request, in the amount of \$10,000, from Bigfork Township for 2025 Infrastructure Projects.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

13. American Rescue Plan (ARP) Fund

Motion To: Authorize transfer of any remaining unencumbered American Rescue Plan (ARP) funds remaining as of December 30, 2024, as well as any remaining unpaid items that don't equate to the total previously encumbered, to the County's Revenue Fund (Fund 1 Dept 805) as lost revenue.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

14. Notice of Online Public Land Sale Auction of Tax-Forfeited Lands

Motion To: Authorize the notice of online Public Land Sale Auctions of tax-forfeited lands to be given on the county website and in newspaper publications.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

15. 2025 Fairgrounds Park Property Management Contract

Motion To: Approve a service contract between Itasca County and the Itasca County Agricultural Association for 2025 property management services at the Fairgrounds Park in the amount of \$66,000.00, to be paid from Park System Account 12-610, and authorize necessary signatures.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

16. Land Department Annual Report

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

Motion To: Accept the Itasca County 2023 Land Department Annual Report.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

17. Service Contract – Itasca Economic Development Corporation

Motion To: Approve a six-month extension to the Service Contract between Itasca County Administration and Itasca Economic Development Corporation (IEDC) for provision of consultant services in the amount of \$42,500, with addition of a three-month report.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

18. Tentative Appointments to Committees/Commissions/Boards

The Itasca County Board of Commissioners made tentative appointments to various Itasca County Committees/Commissions/Boards, per the following lists: Tentative 2025 Appointments to Itasca County Boards/Committees/Commissions - Advertised for these Vacancies Worksheet and Tentative 2025 Representative Appointments.

The Itasca County Board of Commissioners also made tentative in-house appointments to various Itasca County Committees/Commissions/Boards due to expected 2025 Chair and Vice-Chair changes, as follows: Children's Justice Initiative (CJI), Emergency Food and Shelter Program Board, Emergency Management Director - Deputy, Finance Committee, Indian Affairs Task Force (IATF), Law Library Board, Minnesota Counties Intergovernmental Trust (MCIT), and Northern Counties Land Use Coordinating Board (NCLUCB); due to employee changes, as follows: MN Counties Information System Board and Risk Management Commission; and others, as follows: Intergovernmental Affairs Committee.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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19. Set 2025 Elected Official Salaries – County Attorney

Commissioners discussed the request to adopt the Resolution Re: Year 2025 Salary for Elected Itasca County Attorney.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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20. Set 2025 Salary for Elected Official Salaries – County Auditor/Treasurer
Commissioners discussed the request to adopt the Resolution Re: Year 2025 Salary for Elected Itasca County Auditor/Treasurer.

RESULT: INFORMATIONAL - NO ACTION TAKEN

21. Set 2025 Salary for Elected Official Salaries – County Recorder
Commissioners discussed the request to adopt the Resolution Re: Year 2025 Salary for Elected Itasca County Recorder.

RESULT: INFORMATIONAL - NO ACTION TAKEN

22. Set 2025 Salary for Elected Official Salaries – County Sheriff
Commissioners discussed the request to adopt the Resolution Re: Year 2025 Salary for Elected Itasca County Sheriff.

RESULT: INFORMATIONAL - NO ACTION TAKEN

23. Set 2025 Salary for Elected Official Salaries – County Commissioners/Chair
Commissioners discussed the request to adopt the Resolution Re: Year 2025 Salary for Itasca County Board of Commissioners and County Board Chair.

RESULT: INFORMATIONAL - NO ACTION TAKEN

24. Compensation – Appointed Term and Appointed At-Will Employees
Commissioners discussed the request to authorize a 6% wage increase for 2025 salaries for appointed term County Assessor, County Engineer, County Surveyor, County Veteran Services Officer and appointed at-will County Administrator and Health & Human Services Director.

RESULT: INFORMATIONAL - NO ACTION TAKEN

28. Schedule a Special Session

Motion To: Schedule a Special Session Re: American Rescue Plan (ARP) Funding, 2025 Elected Official Salaries, Compensation – Appointed Term and At-Will Employees, and County Assessor Business Model on Thursday, December 26, 2024 beginning at 2:30 PM in the Boardroom of the Itasca County Courthouse.

RESULT: APPROVED (4 TO 0)
MOVER: Commissioner Casey Venema
SECONDER: Commissioner Cory Smith
AYES: Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT: District #4

VII. COMMITTEE REPORTS

VIII. ADMINISTRATOR UPDATE

IX. COMMISSIONER COMMENTS

RECESS

Chair Johnson recessed the meeting at 5:06 PM.

RECONVENE

Chair Johnson reconvened the meeting at 5:15 PM, with all members present except District #4 vacant.

X. CLOSED SESSIONS

1. Closed Session Re: Labor Negotiations.

Motion To: Go into Closed Session per MN Statutes 13D.03 Re: Labor Negotiations.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

Others Present: Human Resources Director Janet Borth, Labor Attorney Scott Lepak, and County Administrator Brett Skyles.

Motion To: Go into Open Session.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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XI. ADJOURN

Chair Johnson adjourned the meeting at 6:15 PM.

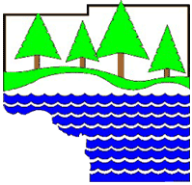
ATTEST



Casey Venema
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, December 17, 2024

RESOLUTION 2024-54

RE: MEMBERSHIP IN THE U.S. HIGHWAY 169 RANGE GATEWAY COALITION

WHEREAS, safety and freight movement along the U.S. Highway 169 Corridor in Northern Minnesota are vital to the health, well-being, and economic vitality of the region; and

WHEREAS, residents of Northern Minnesota have advocated for completion of the Cross Range Expressway, a four-lane highway to connect communities along Highway 169 between Grand Rapids and Virginia; and

WHEREAS, significant safety and freight movement challenges persist on Highway 169, including the area identified as the Cross Range Expressway and extending south into Aitkin County; and

WHEREAS, the 8-miles of Highway 169 between Taconite and Pengilly in Itasca County remain a two-lane undivided highway, and are the last 8-miles needed to connect all communities between Grand Rapids and Virginia with a four-lane highway; and

WHEREAS, Highway 169 investments will be best achieved through collaboration and coordination among multiple stakeholders, including local governments, businesses, and nonprofits who advocate together for the same goal; and

WHEREAS, the U.S. Highway 169 Range Gateway Coalition is a nonprofit advocacy organization whose mission is to promote safety along the U.S. Highway 169 Corridor throughout Northern Minnesota through legislative advocacy and public awareness; and

WHEREAS, Itasca County supports the mission of the U.S. Highway 169 Range Gateway Coalition to advocate for funding of projects to improve the Highway 169 corridor.

NOW THEREFORE BE IT RESOLVED, that the County of Itasca hereby agrees to join the U.S. Highway 169 Range Gateway Coalition.

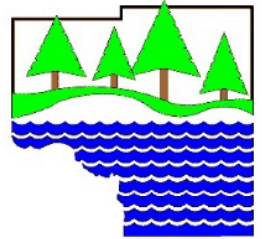
RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

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 17th day of December 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 17th day of December A.D. 2024.

Administrator



December 17, 2024

Chair:

PULL: None

ADDITIONS:

1. Item #6.25 Re: American Rescue Plan (ARP) Request – The Great Outdoors Bottle Shop and Bait
2. Item #6.26 Re: American Rescue Plan (ARP) Request – Trailside Restaurant and Bar
3. Item #6.27 Re: American Rescue Plan (ARP) Request – City of Coleraine
4. Item #6.28 Re: Schedule a Special Session
5. Item #6.29 Re: American Rescue Plan (ARP) Request – Bigfork Township

CHANGES: None

INFORMATIONAL:

1. Item #6.18 – Additional Information



ITASCA COUNTY BOARD OF COMMISSIONERS

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

Thursday, December 12, 2024

1:30 PM

Itasca County Boardroom

DRAFT

REGULAR SESSION MINUTES

I. CALL TO ORDER

Chair Johnson called the meeting to order at 1:30 PM.

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

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Add Item #6.12 (American Rescue Plan Request - Capital Analytics Associates) and approve the agenda, as amended.

RESULT: APPROVED (4 TO 0)
MOVER: Commissioner Cory Smith
SECONDER: Commissioner Casey Venema
AYES: Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT: District #4

IV. MINUTES APPROVAL

Motion To: Approve the minutes, as delineated below.

RESULT: APPROVED (4 TO 0)
MOVER: Commissioner Terry Snyder
SECONDER: Commissioner Casey Venema
AYES: Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT: District #4

1. Approve the minutes of the Tuesday, December 3, 2024 County Board Work Session.

V. CONSENT AGENDA

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

RESULT: APPROVED (4 TO 0)
MOVER: Commissioner Terry Snyder
SECONDER: Commissioner Casey Venema
AYES: Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT: District #4

1. Approve new 2025 tobacco license for Rocket's Liquor LLC, located at 45 E US Highway 2, Cohasset, MN 55721.

2. Approve Combination On-Sale/Off-Sale and Sunday Liquor Licenses renewal for Ruvy, Inc. dba Riley's Fine Food and Drink located at 46551 Riley Rd, Deer River, MN 56636-2456.
3. Approve Mail Ballot and Absentee Ballot election judges for the February 11th, 2025 Special Primary Election and April 8th, 2025 Special General Election as follows: Doug Braff, Ruth Ann Connolly, Karen Lucachick, Jeff Frazier, Ann Hauser, Marge Sutherland, Dwight Kessler, Sheila Hunter, Sammy Christensen, Emily Christensen, Kathy Krook, Gail Guck, Melissa Skoglund, Tony Fremont, Hollie Hornstra, Jenna Madoll, Michelle Jensen, Kristina Loch, Michael Loidolt, Carolyn Randall and trained alternates as needed.
4. Approve and accept the Itasca County Health and Human Services 2025 Purchase of Service Contracts and corresponding contract rates; and authorize County Board Chair and Health and Human Services Director to sign said contracts.
5. Authorize the IMCare Director to sign the 2024 Statement of Work.
6. Approve the reallocation of one (1) open Health Educator position to one (1) Public Health Nurse position.
7. Award contract 67009 for two CSAH 70 Bridge Replacements to the S & R Reinforcing, Inc. and authorize required signatures on the contract documents.
8. Award the 2026 Containerized Seedling Contract to PRT USA, Inc. in the amount of \$48,462.60 to be paid from the Forest Resources Fund 12 and authorize necessary signatures.

VI. REGULAR AGENDA

1. Citizen Input
No citizen input provided.
2. Recognition of County Employees
The following employees were recognized:

Congratulations to Terasa Anderson, who transferred from Medical Claims Examiner to Data Project Coordinator in the HHS Department, which was effective November 24, 2024.

Congratulations to Tami Elich, who transferred from Lead Eligibility Specialist to Child Support Officer with the HHS Department effective on December 9, 2024.

Congratulations to Renata Rogalla, who transferred from Administrative Specialist to Real Estate Specialist with the Land Department effective on November 24, 2024.

Welcome to new employee, Donald Snow, Jr., Highway Maintenance Worker with the Transportation Department, effective December 9, 2024.

Welcome to new employee, Bennett Nesheim, Mechanic/Welder with the Transportation Department, effective December 9, 2024.

Congratulations to Jayme Gabler, who transferred from Public Health Educator to Public Health Nurse with HHS effective on December 1, 2024.

Welcome to new employee, Jacque Chamberlain, Eligibility Specialist with the HHS Department which was effective on December 9, 2024.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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3. Commissioner Warrants

Motion To: Approve Commissioner Warrants with a check date of December 11, 2024, in the amount of \$953,789.50.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

4. American Rescue Plan (ARP) Request – Itasca County Transportation Department

Motion To: Approve the American Rescue Plan (ARP) Request, in the amount of \$70,000, from the Itasca County Transportation Department for Commissioner District #4 Unorganized Township Road Improvement projects.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

5. American Rescue Plan (ARP) Request – Kiesler Wellness Center

Motion To: Approve additional American Rescue Plan (ARP) Funds in the amount of \$623.73 to the Kiesler Wellness Center for a Suicide and the Impact Left Behind project.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

6. Service Contract – Itasca Economic Development Corporation

County Administrator Brett Skyles provided information regarding the request to approve a one-year extension to the Service Contract between Itasca County Administration and Itasca Economic Development Corporation (IEDC) for provision of consultant services in the amount of \$85,000.

RESULT:	RECOMMENDED FOR DISCUSSION/INFO NEXT: 12/17/2024 2:30 PM
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7. Service Contract – Community and Economic Development Associates

Motion To: Approve a one-year extension to the Service Contract between Itasca County Administration and Community and Economic Development Associates (CEDA) for provision of consultant services in the amount of \$108,129, with addition of quarterly updates and equal focus on business development as trail development.

RESULT:	APPROVED (3 TO 1)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, Casey Venema
NAYS:	John Johnson
VACANT:	District #4

8. 2022-2024 Collective Bargaining Agreement – LELS 494 Corrections Unit

Motion To: Adopt the Resolution Re: Approving the Arbitration Award Covering the Collective Bargaining Agreement Between the County of Itasca and Law Enforcement Labor Services, Inc. Representing the Corrections Unit, Local 494, for the Calendar Years 2022, 2023, and 2024, and authorize necessary signatures to execute the contract for the collective bargaining agreement between Itasca County and Law Enforcement Labor Services, Inc. for calendar years 2022, 2023, and 2024.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

9. Teams Conference Room Audio Video Equipment Purchase

Motion To: Approve the purchase of equipment for Teams Conferences and Presenting in Conference Rooms.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

10. Project Labor Agreements for 2025 Highway Construction Projects

Motion To: Approve the attachment of the CSAH 32 and CSAH 24 projects to the CSAH 29 project.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

Motion To: Approve the attachment of the CSAH 59 project to the CSAH 8 project and approve the requirement of a PLA on said project.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

Motion To: Approve the requirement of a PLA on the CSAH 7 project.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

Motion To: Authorize the County Transportation Department to not require PLA's on the list of projects entitled "2025 Transportation Department Projects - Project Labor Agreements Worksheet," as amended to remove the projects of CSAH 32, CSAH 24, CSAH 59, CSAH 8, and CSAH 7.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

11. MnDOT Limited Use Permit Resolution

Motion To: Adopt the Resolution Re: Authorizing Execution of Limited Use Permit between Itasca County and the Commissioner of Transportation, State of Minnesota.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

12. American Rescue Plan (ARP) Request – Capital Analytics Associates

Motion To: Approve the American Rescue Plan (ARP) Request, in the amount of \$5,000, from Capital Analytics Associates for a Digital Advertisement for Itasca County project.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

VII. COMMISSIONER COMMENTS

Commissioner Snyder provided comment on his attendance at recent Itasca County Township Association (ICTA), Trails Task Force, and Blandin Advisory Group meetings.

Commissioner Smith provided comment on his attendance at recent Western Trails Association and Avenue of the Pines meetings, as well as urging the public to exercise caution on area snowmobile trails particularly as it relates to waters that have not yet frozen.

Commissioner Venema provided comment on his attendance at the recent Association of Minnesota Counties (AMC) Annual Conference.

Commissioner Johnson provided comment to recognize December 11, 2024 as County, City, Tribal and State Health and Human Services Worker Day, as proclaimed by Governor Walz, and expressed gratitude for Congressman Stauber's recognition of late County Commissioner Burl Ives.

VIII. CLOSED SESSIONS**IX. ADJOURN**

Chair Johnson adjourned the meeting at 2:29 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, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-111

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, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-381

DEPARTMENT: Auditor / Treasurer

TIME REQUESTED: < 5 Minutes

PRESENTER: Gail Guck

AGENDA ITEM:

Commissioner Warrants

BOARD ACTION REQUESTED:

Approve Commissioner Warrants with a check date of December 18, 2024, in the amount of \$942,073.18.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-131

DEPARTMENT: Auditor / Treasurer

TIME REQUESTED: < 5 Minutes

PRESENTER: Gail Guck

AGENDA ITEM:

Commissioner Warrants

BOARD ACTION REQUESTED:

Authorize the County Board Chair to approve and sign off of the County Commissioner Warrants with a check date of December 26, 2024 on behalf of the entire Board of Commissioners.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-151

DEPARTMENT: Health & Human Services

TIME REQUESTED: 5 Minutes

PRESENTER: Sarah Anderson

AGENDA ITEM:

County Based Purchasing (IMCare) Division Update/Presentation

BOARD ACTION REQUESTED:

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

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Q3 2024 Compliance Program Report

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, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-492

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Becky Lauer

AGENDA ITEM:

2025-2026 Crisis Contract

BOARD ACTION REQUESTED:

Approve the 2025-2026 Crisis Contract with DHS and authorize signature of the County Board Chair.

BACKGROUND:

Ongoing contract with DHS to provide crisis services in Itasca County. This contract is for 2025-2026 and totals \$1,803,367. Funding supports the Crisis Response Team and is allocated at \$916,752 for 2025 and \$886,615 for 2026.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. 2025-2026 Crisis Contract

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

Instructions for filling out the Minnesota Department of Human Services Grant Contract with County Template (GK304)

Attached is the Department of Human Services (DHS) Grant Contract Template. This template contains all of the required language for State of Minnesota Grant Contracts and should be used by DHS divisions in developing their grant contracts with counties.

While this model should work for the majority of grant contracts with counties, due to the unique circumstances of a particular project, certain parts of this template may not apply or will need to be modified. (Please note that counties, Tribes, and the University of Minnesota have their own grant contract templates.) Please contact the [Contracts and Legal Compliance \(CLC\) Division](#) with any questions regarding this template.

Contract templates will be routinely updated as legislative and administrative requirements change, so divisions should always check the [Contract Manual website](#) to ensure that they are using the latest version before writing their grant contract.

1. **Comments** on the right side of the page (when in *All Markup* view) provide instruction guidance, examples, etc. Read them as you are completing your grant contract.
2. Fill in all blanks and blank sections.
3. If you delete an optional or non-required section, update numbering accordingly.
4. After you have completed writing your grant contract, and it has been approved by your program's assigned CLC attorney, delete the comments and accept the changes so that they do not appear on your final document. To accomplish this, do the following:
 - **Click** on the Review tab at the top of the MS WORD ribbon.
 - In the Review tab, **click** on "All Markup" view.
 - **Click** on the "Accept" button (notepad with blue checkmark) and select "**Accept All Changes**" from the drop down menu.
 - **Click** on the "Delete" button (folder with red X on the upper left corner) and select "**Delete All Comments in Document**" from the drop down menu.
 - From the File menu, select "Check for Issues" and then "Inspect Document" from the drop down menu.
 - i. A window will open with inspection options. Make sure all options are checked and choose the "Inspect" button.
 - ii. Select each "Remove All" button, select "Reinspect", then close.
5. Delete this instruction page so that it does not affect your page numbering.

Save your county grant contract.

State of Minnesota County Grant Contract Worksheet (Not Part of the Contract)

This worksheet contains private information and should not be reproduced or distributed externally without express written permission of the County. If you circulate this grant contract internally, only offices that require access to the tax identification number and all individuals/offices signing this grant contract should have access to this page.

Total Amount of Grant Contract \$1,803,367	
FinDeptID H5532654	amount for state fiscal year 2025: \$617,697
	amount for state fiscal year 2026 : \$590,845
FinDeptID H5534544	amount for state fiscal year 2025: \$299,055
	amount for state fiscal year 2026 : \$295,770

☒ State Funds Only

☐ Federal Funds Only

☐ Both State and Federal Funds

Starts in fiscal year:	Vendor ID: 0000197296
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SWIFT Grant# /Encumbrance #: GRK_____/_30000 _____

Number/Date/Initials:

Individual signing certifies that funds have been encumbered as required by Minnesota Statutes, section 16A.15.

Related RFP file number: **SP 9514 SSJ 2025 and 2026 Mobile Crisis Services**

COUNTY Name and Address:

Itasca County
1209 SE 2nd Ave
Grand Rapids, MN 55744

Soc. Sec. or Federal Employer I.D. No.:

Minnesota Tax I.D. No. (if applicable):



Minnesota Department of Human Services County Grant Contract

This Grant Contract, and all amendments and supplements to the contract ("CONTRACT"), is between the State of Minnesota, acting through its Department of Human Services, Behavioral Health Administration ("STATE") and Itasca County, an independent grantee, not an employee of the State of Minnesota, located at 1209 SE 2nd Ave, Grand Rapids, MN 55744 ("COUNTY").

RECITALS

STATE, pursuant to Minnesota Statutes, section 256.01, subdivision 2(a)(6) and 256B.0624, and Chapter 245I, has authority to enter into contracts for the following services: mental health mobile crisis response services.

COUNTY represents that it is duly qualified and willing to perform the services set forth in this CONTRACT to the satisfaction of STATE.

THEREFORE, the parties agree as follows:

CONTRACT

1. CONTRACT TERM AND SURVIVAL OF TERMS.

1.1. Effective date: This CONTRACT is effective on **January 1, 2025**, or the date that STATE obtains all required signatures under Minnesota Statutes, section 16B.98, subdivision 5, whichever is later.

1.2. Expiration date.

In the event this GRANT AGREEMENT is continued by way of an amendment or new agreement, the expiration date is as amended or the date the new agreement is fully executed, whichever is later. Notwithstanding the foregoing, in the event an amendment or new agreement is not fully executed within 60 calendar days of the original expiration date of **December 31, 2026**, this CONTRACT will expire on **March 1, 2027**.

1.3. No performance before notification by STATE. COUNTY may not begin work under this CONTRACT, nor will any payments or reimbursements be made, until all required signatures have been obtained per Minn. Stat. § 16B.98, subd. 7, and COUNTY is notified to begin work by STATE's Authorized Representative.

1.4. Survival of terms. COUNTY shall have a continuing obligation after the expiration of CONTRACT to comply with the following provisions of CONTRACT: Liability; Information Privacy and Security; Intellectual Property Rights; State audit; and Jurisdiction and Venue.

1.5. Time is of the essence. COUNTY will perform its duties within the time limits established in CONTRACT unless it receives written approval from STATE. In performance of CONTRACT, time is of the essence.

2. COUNTY'S DUTIES.

2.1 Duties. COUNTY shall perform Mental Health Mobile Crisis Response Services ("Crisis Services") by performing tasks and duties in accordance with **Attachment A**, Work Plan, which is attached and incorporated into this CONTRACT. In addition to **Attachment A**, COUNTY will:

A. Perform the following:

- a) Promote the safety and emotional stability of children and adults with emotional disturbances or mental health crises;
- b) Minimize further deterioration of the child or adult with emotional disturbance or mental health crisis;
- c) Help each child or adult with an emotional disturbance or mental health crisis to obtain ongoing care and treatment;
- d) Prevent placement in settings that are more intensive, costly, or restrictive than necessary, or inappropriate to meet the child's or adult's needs.
- e) Provide services that are:
 - i. Person centered: the individual or family defines the crisis.
 - ii. Recovery and Resiliency Oriented.
 - iii. In the least restrictive setting possible based upon an individual or family's needs.
 - iv. Promoting community stability or a quick return to the community.
 - v. Culturally responsive and respectful of individual and family beliefs, values, and traditions.
 - vi. Timely: the response results in a face-to-face contact within one hour or as quickly as call volume, traffic and road conditions allow.
 - vii. Community-based: response location is based on location of individual and their individual needs.
 - viii. Appropriately triaging individuals who are at high risk due to situation, location and level of support.
- f) Educate the community and potential users of service on what a mental health crisis involves, when to call for assistance, and what to expect from a response team.

B. Provide Crisis Services that will include the following services:

- a) **24 hour telephone screening and triage** for existence of a mental health crisis or emergency as required in the adult and children's Mental Health Acts. (Emergency Services in the Adult Mental Health Act (Minn. Stat. § 245.469) and Emergency Services in the Children's Mental Health Act (Minn. Stat. § 245.4879).

- b) **Dispatch of mobile crisis response teams** to individuals or families that are dealing with a mental health crisis or emergency.
- c) **Face-to-face crisis assessment** provided to individuals and families that are identified or identify themselves as experiencing a mental health crisis or emergency.
- d) **Face-to-face crisis intervention** services provided to individuals and families that have been assessed as experiencing a mental health crisis or emergency and needing face-to-face service.
- e) **Community Intervention Services (for adults)** as identified in the Minnesota Health Care Services Program Manual, while not identified in statute, is a Medicaid covered service that can be provided by certified crisis response teams.
- f) **Community Stabilization Services** to those individuals and families that remain at risk of another crisis and are in need of additional services to avoid future crises. These services and their requirements are defined in Minnesota Statutes section 256B.0624.
- g) **Pre-assessment** Face-to-face meeting with individuals that do not meet the time threshold for Medicaid billing (i.e. under 8 minutes) must meet the following criteria for a pre-assessment:
 - i. After a phone screening, an individual is determined to need face to face crisis assessment
 - ii. Responder is dispatched to the location to attempt to complete the face-to- face assessment.
 - iii. Responder is unable to complete the assessment because the interaction at the individual's location is less than 8 minutes.
 - iv. Individual's file must contain documentation of what the responder attempted to do and why the assessment could not be completed.
- h) **Infrastructure for face-to-face Crisis Services.** Grant funds may be used to provide this service. Infrastructure must include:
 - i. Hiring, training, and supervising staff who provide direct services to people experiencing a mental health crisis.
 - ii. Making staff available to respond to those in a crisis (on-call cost).
 - iii. Attendance at required State meetings and State funded trainings.
 - iv. Data gathering and analysis for program improvement and State reports.
 - v. Outreach to social services, schools and the general community.
 - vi. Educating the community about mental health and crisis services.
- i) **Additional Ancillary Services and Expenses.** If the MA approved face-to-face assessment and intervention services have been provided, grant funds may also be used for the following services listed under i through iii. These services are intended to be additional to the crisis services listed under Section 2 of this Contract, not to replace the services listed in Section 2 or be provided as stand-alone services.
 - i. **Rapid access to prescriber** is a practice of reserving a small number of prescriber appointments to allow individuals who are in crisis to be seen by a prescriber quickly. If the individual who uses the appointment has insurance that will pay for this service, the service is billed through the individual's insurance and grant funds are not used.

- ii. **Benefit and Healthcare Linkage** is assistance to the individual who experiences a crisis to access the financial and healthcare benefits that the individual is eligible for.
- iii. **Travel expenses** allow individuals in crisis or following a crisis to access hospital or other care as indicated in the individual's crisis treatment plan.
- j) **Third Party Billing.** COUNTY is required to bill third parties for Crisis Services.
 - i. Each crisis response program must be certified as a MA crisis provider. Crisis Response providers are expected to bill third party payers before accessing grants funds.
 - ii. COUNTY must be MA certified to access grant funds and bill as a crisis response provider for the population that COUNTY is serving. The only exception to this requirement is if COUNTY is a new mobile crisis program.
 - iii. If COUNTY is a new mobile crisis program, COUNTY may use grant funds to plan, hire and train for service provision. Submission of certification application must occur within three months of the grant award.
 - iv. Individuals and families being served should not be billed for Crisis Services until all other billing options have been exhausted. Mobile teams that bill individuals or families must obtain and document informed consent regarding billing practices prior to starting services.
- k) **Case Manager Coordination.** Crisis Programs are expected to coordinate services with children's or adult mental health case managers. Informed consent agreements and crisis plan sharing are critical elements of this expectation with case managers. **This item must be addressed in Attachment A, Work Plan.**
- l) **Crisis Services to Schools (for Crisis Providers who serve children).** Crisis Response Providers who serve children are expected to respond to crisis calls from schools. It is critical that Crisis Services establish good working relationships with the schools in their service area. Crisis programs should develop crisis protocols including informed consent statements developed with the school. These protocols assist students, school staff and parents when a mental health crisis occurs during school hours. **This item must be addressed in Attachment A, Work Plan.**
- m) **Law Enforcement & Probation Officers.** Crisis programs must work with their local law enforcement and probation offices. Data from current crisis programs show few referrals from law enforcement and probation officers. It is critical that these entities are aware of their local crisis program, have good working relationship with their local crisis program, and know how and when to access crisis services. **This item must be addressed in Attachment A, Work Plan.**
- n) **Outreach.** Crisis programs are expected to:
 - i. Engage in widespread community awareness, outreach and training to schools, law enforcement, libraries, emergency departments, hospitals, and other systems of care and service within its region to educate about Crisis Services, when, and how to access Crisis Services.
 - ii. Offer alternatives to costly and restrictive inpatient stays and emergency department visits.

- iii. Engage in outreach efforts to the public, and other communities, especially cultural and ethnic minority communities. **This item must be addressed in Attachment A, Work Plan.**
- o) Data Submission and Reporting.**
 - i. Reporting
 - a. COUNTY is responsible for reporting information regarding the services offered under this Contract.
 - b. The report deadlines are the last day of the month following the end of the quarter. For example, the first quarter in 2025 ends on March 31st. The reporting is expected by April 30th.
 - c. The Minnesota Health Information System (MHIS) reporting manual can be found on the DHS Adult Mental Health Website: <https://mn-its.dhs.state.mn.us/gatewayweb/login>
 - ii. Submission
 - a. A narrative report will be submitted on progress toward the goals and objectives identified in the Contract and a budget report of grant spending with the final version of the data sheet provided 30 days after the Contract expiration date.
 - b. The submissions should be emailed to dhs.cmhcrisis@state.mn.us.
 - c. COUNTY must also submit individual adult outcomes on the MHIS.
- p) State Meetings and Trainings.** COUNTY will send representatives to the STATE hosted grantee meetings and trainings. Please budget the cost of attending two face-to-face meetings and one video conference for calendar year (CY) 2025-2026. If these trainings move to a virtual format, these funds can be used for other training needs.
- q) Fiscal Management Responsibilities Supplanting.** The use of Mental Health Crisis Grant funds to replace tribal, county or other funds used to provide crisis response services is prohibited.
- r) Review of Financial Operations:**
 - i. COUNTY must inform STATE of their internal monitoring procedures for the grant funds.
 - a. Where Crisis Services is subcontracted, the fiscal host COUNTY is responsible for proper accounting and financial recordkeeping by the subcontractor.
 - ii. **Budget and Budget Review.** The budget summaries submitted in the grant application shall act as COUNTY's budget when approved by STATE.
 - a. The operating budget shall be in accordance with the STATE approved budget.
 - b. If the COUNTY subcontracts Crisis Services, COUNTY must ensure that the subcontractor follows the budget submitted to STATE. The budget should total the STATE awarded contract amount.
 - c. The detail of each subcontractor budget should be maintained on file by COUNTY.
 - d. Shifting of funds between budget line items does not require an amendment if the amount shifted does not exceed 10% of that budget year total and does not change the total obligation amount.
 - e. COUNTY must obtain written approval from the crisis response grant

manager before changing any part of the budget.

iii. **Audit Requirements.** COUNTY must have an up-to-date accounting procedures manual describing financial management functions.

- a. The crisis response grants must be accounted for under separate funding accounts identified within the accounting structure.
- b. The accounting system must adequately identify receipts and expenditures for the crisis response grant. COUNTY must provide copies of current end of year financial statement within 14 days if requested by STATE.

iv. **Reporting Irregularities.** COUNTY and their subcontractors are responsible for promptly notifying STATE of any illegal acts or irregularities and of proposed and actual illegal actions, if any. Illegal acts and irregularities include conflicts of interest, falsification of records or reports, and misappropriation of funds or other assets.

2.2 Grant Progress Reports.

COUNTY shall submit grant progress reports to the STATE on a quarterly basis. Grant progress reports shall summarize activities and outcomes for the given period, and may include, but are not limited to goals, objectives, activities, outcomes, challenges, lessons learned and financial information. COUNTY shall submit program reports to the STATE according to the following schedule and in a mutually agreed upon format:

Due Date:	For service period:
April 30	Prior quarter
July 31	Prior quarter
October 31	Prior quarter
January 31	Prior quarter

2.3 Accessibility. Any information systems, tools, content, and work products produced under this CONTRACT, including but not limited to software applications, web sites, video, learning modules, webinars, presentations, etc., whether commercial, off-the-shelf (COTS) or custom, purchased or developed, must comply with the [State of Minnesota Accessibility Standard](#), as updated on July 1, 2024. This standard requires, in part, compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 (Level AA) and Section 508 of the Rehabilitation Act of 1973.

Information technology deliverables and services offered must comply with the MN.IT Services Accessibility Standards and any documents, reports, communications, etc. contained in an electronic format that COUNTY delivers to or disseminates for the STATE must be accessible. (The relevant requirements are contained under the “Standards” tab at the link above.) Information technology deliverables or services that do not meet the required number of standards or the specific standards required may be rejected and STATE may withhold payment pursuant to clause 3.2(a) of CONTRACT.

3. CONSIDERATION AND TERMS OF PAYMENT.

3.1 Consideration. STATE will pay for all services satisfactorily provided by COUNTY under this CONTRACT.

a. Compensation.

1. COUNTY will be paid in accordance with **Attachment B**, Budget, which is attached and incorporated into this CONTRACT.
2. Budget Modification.
 - a. COUNTY must obtain STATE written approval before changing any part of the budget.
 - b. Notwithstanding Clause 17.1 of CONTRACT, shifting of funds between budget line items does not require an amendment if the amount shifted does not exceed 10% of that budget year total and does not change the total obligation amount.
 - c. If COUNTY's approved budget changes proceed without an amendment pursuant to this clause, COUNTY must record the budget change in EGMS or on a form provided by STATE.

b. Travel and subsistence expenses. Reimbursement for travel and subsistence expenses actually and necessarily incurred as a result of COUNTY's performance under this CONTRACT shall be no greater an amount than provided in the most current Commissioner's Plan (which is incorporated by reference), promulgated by the Commissioner of Minnesota Management and Budget as specified in the [Commissioner's Plan, page 69, Chapter 15](#).¹ COUNTY shall not be reimbursed for travel and subsistence expenses incurred outside the geographical boundaries of Minnesota unless it has received prior written approval from STATE. Minnesota shall be considered the home state for determining whether travel is out of state.

c. Total obligation. The total obligation of STATE for all compensation and reimbursements to COUNTY shall not exceed **one million eight hundred three thousand three hundred sixty seven dollars (\$1,803,367)**.

d. Withholding. For compensation payable under this CONTRACT, which is subject to withholding under state or federal law, appropriate amounts will be deducted and withheld by STATE as required.

3.2. Terms of payment

a. Invoices. Payments shall be made by STATE promptly after COUNTY submits an invoice for services performed and the services have been determined acceptable by STATE's authorized agent pursuant to Clause 4.1. Invoices shall be submitted in a form prescribed by STATE, if applicable, and according to the following schedule:

Service Period (annually)	Invoice Due Date (annually)
January 1 through March 31	April 15

¹ <https://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp>

April 1 through June 30	July 15
July 1 through September 30	October 15
October 1 through December 31	January 15

b. Federal Funds. N/A

4. CONDITIONS OF PAYMENT.

4.1. Satisfaction of STATE. All services provided by COUNTY pursuant to this CONTRACT shall be performed to the satisfaction of STATE, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. COUNTY shall not receive payment for work found by STATE to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation, or if COUNTY has failed to provide Grant Progress Reports pursuant to Clause 2.2, or if the Progress Reports are determined to be unsatisfactory.

4.2. Payments to subcontractors. (If applicable) As required by Minn. Stat. § 16A.1245, COUNTY must pay all subcontractors, within ten (10) calendar days of COUNTY's receipt of payment from STATE for undisputed services provided by the subcontractor(s) and must pay interest at the rate of 1-1/2 percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

4.3. Administrative costs and reimbursable expenses. Pursuant to Minn. Stat. § 16B.98, subd. 1, COUNTY agrees to minimize administrative costs as a condition of this grant. COUNTY shall ensure that costs claimed for reimbursement shall be actual costs, to be determined in accordance with 2 C.F.R. § 200.0 et seq., COUNTY shall not invoice STATE for services that are reimbursable via a public or private health insurance plan. If COUNTY receives funds from a source other than STATE in exchange for services, then COUNTY may not receive payment from STATE for those same services. COUNTY shall seek reimbursement from all sources before seeking reimbursement pursuant to CONTRACT.

4.4. Unexpended Funds.

COUNTY must promptly return to the STATE any unexpended funds that have not been accounted for annually in a financial report to the STATE due at grant closeout.

5. PAYMENT RECOUPMENT.

COUNTY must reimburse STATE upon demand or STATE may deduct from future payments under this CONTRACT or future CONTRACTS the following:

- a.** Any amounts received by COUNTY from the STATE for contract services that have been inaccurately reported or are found to be unsubstantiated;
- b.** Any amounts paid by COUNTY to a subcontractor not authorized in writing by STATE;

- c. Any amount paid by STATE for services which either duplicate services covered by other specific grants or contracts, or amounts determined by STATE as non-allowable under the line item budget, clause 3.1(a);
- d. Any amounts paid by STATE for which COUNTY'S books, records and other documents are not sufficient to clearly substantiate that those amounts were used by COUNTY to perform contract services, in accordance with clause 2, COUNTY'S Duties; and/or
- e. Any amount identified as a financial audit exception.

6. TERMINATION.

6.1. Termination by the State.

- a. **Without cause.** STATE may terminate this CONTRACT without cause, upon 30 days' written notice to COUNTY. Upon termination, COUNTY will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- b. **Termination for Cause.** STATE may immediately terminate this CONTRACT if the STATE finds that there has been a failure to comply with the provisions of the CONTRACT, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. STATE may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

6.2. Termination by the Commissioner of Administration.

In accord with Minn. Stat. § 16B.991, subd. 2, the Commissioner of Administration may unilaterally cancel this CONTRACT if further performance under the CONTRACT would not serve agency purposes or is not in the best interest of the STATE.

6.3. Insufficient funds. STATE may immediately terminate this CONTRACT if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination will be by written notice to COUNTY. STATE is not obligated to pay for any services that are provided after the effective date of termination. COUNTY will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. STATE will not be assessed any penalty if the CONTRACT is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. STATE must provide COUNTY notice of the lack of funding within a reasonable time of STATE'S receiving that notice.

6.4. Breach. Notwithstanding clause 6.1, upon STATE'S knowledge of a curable material breach of the CONTRACT by COUNTY, STATE shall provide COUNTY written notice of the breach and ten (10) days to cure the breach. If COUNTY does not cure the breach within the time allowed, COUNTY will be in default of this CONTRACT and STATE may cancel the CONTRACT immediately thereafter. If COUNTY has breached a material term of this CONTRACT and cure is not possible, STATE may immediately terminate this CONTRACT.

6.5. Conviction relating to a grant. In accordance with Minn. Stat. § 16B.991, subd. 1, this CONTRACT will immediately be terminated if the recipient is convicted of a criminal offense relating to a grant agreement.

7. AUTHORIZED REPRESENTATIVES, RESPONSIBLE AUTHORITY, and PROJECT MANAGER.

7.1. State. STATE's authorized representative for the purposes of administration of this CONTRACT is **Michael Derhaag** or successor. Phone and email: **(651) 431-5932, michael.derhaag@state.mn.us**. This representative shall have final authority for acceptance of COUNTY's services and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 3.2.

7.2. County. COUNTY's Authorized Representative is **Eric Villeneuve** or successor. Phone and email: **(218) 327-6117, eric.villeneuve@co.itasca.mn.us**. If COUNTY's Authorized Representative changes at any time during this CONTRACT, COUNTY must immediately notify STATE.

7.3. Information Privacy and Security. (If applicable) COUNTY's responsible authority for the purposes of complying with data privacy and security for this CONTRACT is **LaCretia Larson** or successor. Phone and email: **(218) 326-8565, clarson@firstcall211.net**.

8. INSURANCE REQUIREMENTS.

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

9. LIABILITY.

To the extent provided for in Minn. Stat. §§ 466.01-466.15, the COUNTY agrees to be responsible for any and all claims or causes of action arising from the performance of this grant contract by COUNTY or COUNTY'S agents or employees. This clause shall not be construed to bar any legal remedies COUNTY may have for the STATE'S failure to fulfill its obligations pursuant to this grant.

10. INFORMATION PRIVACY AND SECURITY.

- a. It is expressly agreed that STATE will not be disclosing or providing information protected under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (the "Data Practices Act") as "not public data" on individuals to COUNTY under this Contract. "Not public data" means any data that is classified as confidential, private, nonpublic, or protected nonpublic by statute, federal law or temporary classification. Minn. Stat. § 13.02, subd. 8a.
- b. It is expressly agreed that COUNTY will not create, receive, maintain, or transmit "protected health information", as defined in the Health Insurance Portability Accountability Act ("HIPAA"), 45 C.F.R. § 160.103, on behalf of STATE for a function or activity regulated by 45 C.F.R. 160 or

164. Accordingly, COUNTY is not a "business associate" of STATE, as defined in HIPAA, 45 C.F.R. § 160.103 as a result of, or in connection with, this CONTRACT. Therefore, COUNTY is not required to comply with the privacy provisions of HIPAA as a result of, or for purposes of, performing under this CONTRACT. If COUNTY has responsibilities to comply with the Data Practices Act or HIPAA for reasons other than this CONTRACT, COUNTY will be responsible for its own compliance.

11. INTELLECTUAL PROPERTY RIGHTS.

11.1. Definitions. Works means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by COUNTY, its employees, agents, and subcontractors, either individually or jointly with others in the performance of the CONTRACT. Works includes "Documents." Documents are the originals of any data bases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by COUNTY, its employees, agents, or subcontractors, in the performance of this CONTRACT.

11.2. Ownership. STATE owns all rights, title, and interest in all of the intellectual property, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this CONTRACT. The Works and Documents will be the exclusive property of STATE and all such Works and Documents must be immediately returned to STATE by COUNTY upon completion or cancellation of this CONTRACT. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." If using STATE data, COUNTY must cite the data, or make clear by referencing that STATE is the source.

11.3. Responsibilities.

- a. Notification.** Whenever any Works or Documents (whether or not patentable) are made or conceived for the first time or actually or constructively reduced to practice by COUNTY, including its employees and subcontractors, and are created and paid for under this CONTRACT, COUNTY will immediately give STATE's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon. COUNTY will assign all right, title, and interest it may have in the Works and the Documents to STATE.
- b. Filing and recording of ownership interests.** COUNTY must, at the request of STATE, execute all papers and perform all other acts necessary to transfer or record STATE's ownership interest in the Works and Documents created and paid for under this CONTRACT. COUNTY must perform all acts, and take all steps necessary to ensure that all intellectual property rights in these Works and Documents are the sole property of STATE, and that neither COUNTY nor its employees, agents, or subcontractors retain any interest in and to these Works and Documents.
- c. Duty not to infringe on intellectual property rights of others.** COUNTY represents and warrants that the Works and Documents created and paid for under this CONTRACT do not and

will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 9, COUNTY will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless STATE, at COUNTY's expense, from any action or claim brought against STATE to the extent that it is based on a claim that all or part of these Works or Documents infringe upon the intellectual property rights of others. COUNTY will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney's fees. If such a claim or action arises, or in COUNTY's or STATE's opinion is likely to arise, COUNTY must, at STATE's discretion, either procure for STATE the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of STATE will be in addition to and not exclusive of other remedies provided by law.

- d. Federal license granted.** If federal funds are used in the payment of this CONTRACT, pursuant to 45 C.F.R. § 75.322, the U.S. Department of Health and Human Services is granted a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

12. PUBLICITY.

12.1. General publicity. Any publicity regarding the subject matter of this CONTRACT must identify STATE as the sponsoring agency and must not be released without prior written approval from the STATE's authorized representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, websites, social media, and similar public notices prepared by or for the COUNTY individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this CONTRACT. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the COUNTY's website when practicable.

12.2. Endorsement. COUNTY must not claim that STATE endorses its products or services.

13. OWNERSHIP OF EQUIPMENT. The STATE shall have the right to require transfer of all equipment purchased with grant funds (including title) to STATE or to an eligible non-STATE party named by the STATE. If federal funds are granted by the STATE, then disposition of all equipment purchased under this grant contract shall be in accordance with OMB Uniform Grant Guidance, 2 C.F.R. § 200.313. For all equipment having a current per unit fair market value of \$5,000 or more, STATE shall have the right to require transfer of the equipment (including title) to the Federal Government. These rights will normally be exercised by STATE only if the project or program for which the equipment was acquired is transferred from one grantee to another.

14. AUDIT REQUIREMENTS AND COUNTY DEBARMENT INFORMATION.

14.1. State audit.

Under Minn. Stat. § 16B.98, subd. 8, the books, records, documents, and accounting procedures and practices of the COUNTY or other party that are relevant to the CONTRACT are subject to examination by STATE and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years from the CONTRACT end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

14.2. Independent audit. If COUNTY conducts or undergoes an independent audit during the term of this CONTRACT that is relevant to this CONTRACT, notice of the relevant audit must be provided to STATE within thirty (30) days of the audit's completion and a copy provided, if requested.

14.3. Federal audit requirements and COUNTY debarment information. COUNTY certifies it will comply with 2 C.F.R § 200.501 et seq., as applicable. To the extent federal funds are used for this CONTRACT, COUNTY acknowledges that COUNTY and STATE shall comply with the requirements of 2 C.F.R. § 200.331. Non-Federal entities receiving \$750,000 or more of federal funding in a fiscal year must obtain a single or program-specific audit conducted for that year in accordance with 2 C.F.R. § 200.501. Failure to comply with these requirements could result in forfeiture of federal funds.

14.4. Debarment by STATE, its departments, commissions, agencies or political subdivisions.

COUNTY certifies that neither it nor its principles are presently debarred or suspended by the State of Minnesota, or any of its departments, commissions, agencies, or political subdivisions:
<https://mn.gov/admin/osp/government/suspended-debarred/>. COUNTY's certification is a material representation upon which the CONTRACT award was based. COUNTY shall provide immediate written notice to STATE's authorized representative if at any time it learns that this certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

14.5. Certification regarding debarment, suspension, ineligibility, and voluntary exclusion – lower tier covered transactions.

COUNTY's certification is a material representation upon which CONTRACT award was based. Federal money will be used or may potentially be used to pay for all or part of the work under CONTRACT, therefore COUNTY must certify the following, as required by 2 C.F.R. § 180, or its regulatory equivalent.

a. Instructions for Certification

1. By signing and submitting this CONTRACT, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this CONTRACT is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549. You may contact the person to which this CONTRACT is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this CONTRACT that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

b. Lower Tier Covered Transactions.

1. The prospective lower tier participant certifies, by submission of this CONTRACT, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this CONTRACT.

15. JURISDICTION AND VENUE.

This CONTRACT, and amendments and supplements, are governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this CONTRACT, or breach of the CONTRACT, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

16. CLERICAL ERRORS AND NON-WAIVER.

16.1. Clerical error. Notwithstanding Clause 17.1, STATE reserves the right to unilaterally fix clerical errors contained in the CONTRACT without executing an amendment. COUNTY will be informed of errors that have been fixed pursuant to this paragraph.

16.2. Non-waiver. If STATE fails to enforce any provision of this CONTRACT, that failure does not waive the provision or STATE's right to enforce it.

17. AMENDMENT, ASSIGNMENT, SEVERABILITY, ENTIRE AGREEMENT, AND DRAFTING PARTY.

17.1. Amendments. Any amendments to this CONTRACT shall be in writing and shall be executed by the same parties who executed the original CONTRACT, or their successors in office.

17.2. Assignment. COUNTY shall neither assign nor transfer any rights or obligations under this CONTRACT without the prior written consent of STATE.

17.3. Entire Agreement.

- a. If any provision of this CONTRACT is held to be invalid or unenforceable in any respect, the validity and enforceability of the remaining terms and provisions of this CONTRACT shall not in any way be affected or impaired. The parties will attempt in good faith to agree upon a valid and enforceable provision that is a reasonable substitute, and will incorporate the substitute provision in this CONTRACT according to clause 17.1.
- b. This CONTRACT contains all negotiations and agreements between STATE and COUNTY. No other understanding regarding this CONTRACT, whether written or oral may be used to bind either party.

17.4. Drafting party. The parties agree that each party individually has had an opportunity to review with a legal representative, negotiate and draft this CONTRACT, and that, in the event of a dispute, the CONTRACT shall not be construed against either party.

18. PROCURING GOODS AND CONTRACTED SERVICES.

18.1. Contracting and bidding requirements. COUNTY certifies that it shall comply with Minn. Stat. § 471.345.

18.2. Prevailing wage. For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§ 177.41 through 177.44; consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. Vendors should submit a prevailing wage form along with their bids.

18.3 Debarred vendors. In the provision of goods or services under this CONTRACT, COUNTY must not contract with vendors who are suspended or debarred in Minnesota or under federal law. Before entering into a subcontract, COUNTY must check if vendors are suspended or debarred by referencing the Minnesota Department of Administration's [Suspended/Debarred Vendor Report](#). A link to vendors debarred by Federal agencies is provided at the bottom of the web page.

19. SUBCONTRACTS.

COUNTY, as an awardee organization, is legally and financially responsible for all aspects of this award that are subcontracted, including funds provided to sub-recipients and subcontractors, in accordance with 45 C.F.R. §§ 75.351-75.352. COUNTY shall ensure that the material obligations, borne by the COUNTY in this CONTRACT, apply as between COUNTY and subrecipients, in all subcontracts, to the same extent that the material obligations apply as between the STATE and COUNTY.

20. LEGAL COMPLIANCE.

20.1 General compliance. All performance under this CONTRACT must be in compliance with state and federal law and regulations, and local ordinances. Allegations that STATE deems reasonable, in its sole discretion, of violations of state or federal law or regulations, or of local ordinances, may result in CONTRACT cancellation or termination and/or reporting to local authorities by STATE.

20.2 Nondiscrimination. COUNTY will not discriminate against any person on the basis of the person's race, color, creed, religion, national origin, sex, marital status, gender identity or expression, disability, public assistance status, sexual orientation, age, familial status, membership or activity in a local commission, or status as a member of the uniformed services. COUNTY must refrain from such discrimination as a matter of its contract with STATE. "Person" includes, without limitation, a STATE employee, COUNTY's employee, a program participant, and a member of the public. "Discriminate" means, without limitation, to fail or refuse to hire, discharge, or otherwise discriminate against any person with respect to the compensation, terms, conditions, or privileges of employment, or; exclude from participation in, deny the benefits of, or subject to discrimination under any COUNTY program or activity.

COUNTY will ensure that all of its employees and agents comply with Minnesota Management and Budget Policy #[1329](#) (Sexual Harassment Prohibited) and #[1436](#) (Harassment and Discrimination Prohibited).

20.3 Grants management policies. COUNTY must comply with required [Grants Management Policies and procedures](#) as specified in Minn. Stat. § 16B.97, subd. 4(a)(1). Compliance under this paragraph includes, but is not limited to, participating in monitoring and financial reconciliation as required by Office of Grants Management (OGM) Policy 08-10.

20.4 Conflict of interest. COUNTY certifies that it does not have any conflicts of interest related to this CONTRACT, as defined by OGM Policy 08-01. COUNTY shall immediately notify STATE if a conflict of interest arises.

21. OTHER PROVISIONS

21.1. No Religious Based Counseling. COUNTY agrees that no religious based counseling shall take place under the auspices of this CONTRACT.

21.2. Contingency Planning. This section applies if COUNTY will be fulfilling Priority 1 or Priority 2 functions under this contract. A *Priority 1* function is a function that, for purposes of planning business continuity during an emergency or disaster, must continue 24 hours per day and 7 days per week, or be recovered within hours. A *Priority 2* function is a function that, for purposes of planning business continuity during an emergency or disaster, must be resumed within 25 hours to 5 days. Within 90 days of the execution of this CONTRACT, COUNTY and any subcontractor will have a contingency plan. The contingency plan shall:

- a. Ensure fulfillment of Priority 1 or Priority 2 obligations under this CONTRACT;
- b. Outline procedures for the activation of the contingency plan upon the occurrence of a governor or commissioner of the Minnesota Department of Health declared health emergency;
- c. Identify an individual as its Emergency Preparedness Response Coordinator (EPRC), the EPRC shall serve as the contact for STATE with regard to emergency preparedness and response issues, the EPRC shall provide updates to STATE as the health emergency unfolds;
- d. Outline roles, command structure, decision making processes, and emergency action procedures that will be implemented upon the occurrence of a health emergency;
- e. Provide alternative operating plans for Priority 1 or Priority 2 functions;
- f. Include a procedure for returning to normal operations; and
- g. Be available for inspection upon request.

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Signature Page Follows

By signing below, the parties agree to the terms and conditions contained in this CONTRACT.

APPROVED

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes, chapter 16A and section 16C.05 or Department of Administration Policy 21-01.

By: _____

Date: _____

Contract No: _____

2. COUNTY

Signatory certifies that County's articles of incorporation, by-laws, or corporate resolutions authorize Signatory both to sign on behalf of and bind the County to the terms of this Agreement. County and Signatory agree that the State Agency relies on the Signatory's certification herein.

By: _____

Title: _____

Date: _____

3. COUNTY

Signatory certifies that County's articles of incorporation, by-laws, or corporate resolutions authorize Signatory both to sign on behalf of and bind the County to the terms of this Agreement. County and Signatory agree that the State Agency relies on the Signatory's certification herein.

By: _____

Title: _____

Date: _____

4. STATE AGENCY

By (with delegated authority): _____

Title: _____

Date: _____

Distribution: (fully executed contract to each)

Contracts and Legal Compliance Division

County

State Authorized Representative



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-494

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Becky Lauer

AGENDA ITEM:

2025-2026 CSP Contract

BOARD ACTION REQUESTED:

Approve the 2025-2026 Community Support Program (CSP) contract with DHS and authorize signature of the County Board Chair.

BACKGROUND:

CSP (Community Support Program) funding from DHS allocated to counties to fund mental health activities. Itasca County will receive \$384,809 in 2025 and 2026, total 2-year funding is \$769,618. This is the same amount at the 2023-2024 contract. This funding is used to pay for case management, crisis services, flex funds and diagnostic assessments to allow citizens access to services.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. Itasca County_CSP_CY25-26 Contract

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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State of Minnesota County Grant Contract Worksheet (Not Part of the Contract)

This worksheet contains private information and should not be reproduced or distributed externally without express written permission of the County. If you circulate this grant contract internally, only offices that require access to the tax identification number and all individuals/offices signing this grant contract should have access to this page.

Total Amount of Grant Contract \$769,618.00	
FinDeptID H55 31304	amount for calendar year 25: \$384,809.00
	amount for calendar year 26: \$384,809.00
	amount for calendar year 27:

☒ State Funds Only

☐ Federal Funds Only

☐ Both State and Federal Funds

Starts in fiscal year: 2025	Vendor ID: 0000197296
-----------------------------	-----------------------

SWIFT Grant# /Encumbrance #: GRK_____/_30000 _____

Number/Date/Initials:

Individual signing certifies that funds have been encumbered as required by Minnesota Statutes, section 16A.15.

Related RFP file number: **GSS-County-9576**

COUNTY Name and Address:

Itasca County

1209 SE 2nd Ave Grand Rapids, MN 55744

Soc. Sec. or Federal Employer I.D. No.:

Minnesota Tax I.D. No. (if applicable):



Minnesota Department of Human Services County Grant Contract

This Grant Contract, and all amendments and supplements to the contract ("CONTRACT"), is between the State of Minnesota, acting through its Department of Human Services, Behavioral Health Administration ("STATE") and Itasca County, an independent grantee, not an employee of the State of Minnesota, located at 1209 SE 2nd Ave Grand Rapids, MN 55744 ("COUNTY").

RECITALS

STATE, pursuant to Minnesota Statutes, section 256.01, subdivision 2(a)(6) and 245.461 to 245.486 (the "Minnesota Comprehensive Adult Mental Health Act"), has authority to enter into contracts for the following services: Create and ensure a unified, accountable, and comprehensive adult mental health system with services administered under Adult Mental Health Initiative and/or Community Support Program funding.

STATE, in accordance with Minnesota Statutes, section 13.46, is permitted to share information with COUNTY.

COUNTY represents that it is duly qualified and willing to perform the services set forth in this CONTRACT to the satisfaction of STATE.

THEREFORE, the parties agree as follows:

CONTRACT

1. CONTRACT TERM AND SURVIVAL OF TERMS.

1.1. Effective date: This CONTRACT is effective on **January 1, 2025**, or the date that STATE obtains all required signatures under Minnesota Statutes, section 16B.98, subdivision 5, whichever is later.

1.2. Expiration date.

This CONTRACT is valid through **December 31, 2026**, or until all obligations set forth in this CONTRACT have been satisfactorily fulfilled, whichever occurs first.

1.3. No performance before notification by STATE. COUNTY may not begin work under this CONTRACT, nor will any payments or reimbursements be made, until all required signatures have been obtained per Minn. Stat. § 16B.98, subd. 7, and COUNTY is notified to begin work by STATE's Authorized Representative.

1.4. Survival of terms. COUNTY shall have a continuing obligation after the expiration of CONTRACT to comply with the following provisions of CONTRACT: Liability; Information Privacy and Security; Intellectual Property Rights; State audit; and Jurisdiction and Venue.

1.5. Time is of the essence. COUNTY will perform its duties within the time limits established in CONTRACT unless it receives written approval from STATE. In performance of CONTRACT, time is of the essence.

2. COUNTY'S DUTIES.

2.1 Duties. COUNTY shall perform duties in accordance with **Attachment A**, County Responsibilities, which is attached and incorporated into this CONTRACT.

2.2 Accessibility. Any information systems, tools, content, and work products produced under this CONTRACT, including but not limited to software applications, web sites, video, learning modules, webinars, presentations, etc., whether commercial, off-the-shelf (COTS) or custom, purchased or developed, must comply with the [State of Minnesota Accessibility Standard](#), as updated on July 1, 2024. This standard requires, in part, compliance with the Web Content Accessibility Guidelines (WCAG) 2.1 (Level AA) and Section 508 of the Rehabilitation Act of 1973.

Information technology deliverables and services offered must comply with the MN.IT Services Accessibility Standards and any documents, reports, communications, etc. contained in an electronic format that COUNTY delivers to or disseminates for the STATE must be accessible. (The relevant requirements are contained under the "Standards" tab at the link above.) Information technology deliverables or services that do not meet the required number of standards or the specific standards required may be rejected and STATE may withhold payment pursuant to clause 3.2(a) of CONTRACT.

3. CONSIDERATION AND TERMS OF PAYMENT.

3.1 Terms of payment

- a. Total obligation.** The total obligation of STATE for all compensation and reimbursements to COUNTY shall not exceed **seven hundred sixty-nine thousand six hundred eighteen dollars (\$769,618.00)**.
 1. The total obligation covers two full calendar years.
 2. In calendar year 2025, the COUNTY shall not invoice the STATE, and STATE shall not pay COUNTY more than half of the total obligation/total budget amount indicated in Attachment B.
 3. Underspending in calendar year 2025 is not available for use in future calendar years.
- b. Advance.** The COUNTY will receive an initial payment of \$96,202.00 which is granted pursuant to Minnesota Administrative Rule 9535.1740 at the start of each calendar year during the contract term.
- c. Reconciliation.** Any portion of the cash advances that are unspent must be returned to STATE at the end of each calendar year of the contract term.
- d. Invoices.** Payments shall be made by STATE promptly after COUNTY submits an invoice for services performed and the services have been determined acceptable by STATE's authorized

agent pursuant to Clause 4.1. Invoices shall be submitted via quarterly SEAGR report (DHS-2557) and on the BRASS-based Grant Fiscal Report (DHS-2895) specific to the grant and according to the following schedule: **following each March 31, June 30, September 30, and December 31.**

3.2 Consideration. STATE will pay for all services satisfactorily provided by COUNTY under this CONTRACT.

a. Compensation.

1. COUNTY will be paid in accordance with **Attachment B**, Budget, which is attached and incorporated into this CONTRACT.
2. Budget Modification.
 - a. COUNTY must submit a Budget Modification Form provided by STATE and obtain STATE written approval before changing any part of the budget.
 - b. Budget modifications are required when adding or removing a BRASS code from the budget, adding or removing a provider(s), or shifting funds between BRASS codes.
 - c. Notwithstanding Clause 17.1 of CONTRACT, shifting of funds between budget line items does not require an amendment if the amount shifted does not exceed 10% of that budget year total and does not change the total obligation amount.
 - d. If COUNTY's approved budget changes proceed without an amendment pursuant to this clause, COUNTY must record the budget change on the budget tab of the application provided by STATE.
3. All expenditures must be for services or items necessary for the delivery of those services. "Capital" purchases are prohibited. Capital purchases are defined as something which has a useful life of more than one year and a per-unit acquisition cost which exceeds \$5,000 and is 1) land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; or 2) additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, alterations, or repairs of the items listed above that materially increase their value or useful life.

b. Travel and subsistence expenses. Reimbursement for travel and subsistence expenses actually and necessarily incurred as a result of COUNTY's performance under this CONTRACT shall be no greater an amount than provided in the most current Commissioner's Plan (which is incorporated by reference), promulgated by the Commissioner of Minnesota Management and Budget as specified in the [Commissioner's Plan, page 69, Chapter 15](#).¹ COUNTY shall not be reimbursed for travel and subsistence expenses incurred outside the geographical boundaries of Minnesota unless it has received prior written approval from STATE. Minnesota shall be considered the home state for determining whether travel is out of state.

c. Withholding. For compensation payable under this CONTRACT, which is subject to withholding under state or federal law, appropriate amounts will be deducted and withheld by STATE as required.

4. CONDITIONS OF PAYMENT.

4.1. Satisfaction of STATE. All services provided by COUNTY pursuant to this CONTRACT shall be performed to the satisfaction of STATE, as determined at the sole discretion of its authorized representative, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. COUNTY shall not receive payment for work found by STATE to be unsatisfactory, or

performed in violation of federal, state or local law, ordinance, rule or regulation, or if COUNTY has failed to provide Grant Progress Reports pursuant to Clause 2.2, or if the Progress Reports are determined to be unsatisfactory.

4.2. Payments to subcontractors. (If applicable) As required by Minn. Stat. § 16A.1245, COUNTY must pay all subcontractors, within ten (10) calendar days of COUNTY's receipt of payment from STATE for undisputed services provided by the subcontractor(s) and must pay interest at the rate of 1-1/2 percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

4.3. Administrative costs and reimbursable expenses. Pursuant to Minn. Stat. § 16B.98, subd. 1, COUNTY agrees to minimize administrative costs as a condition of this grant. COUNTY shall ensure that costs claimed for reimbursement shall be actual costs, to be determined in accordance with 2 C.F.R. § 200.0 et seq., COUNTY shall not invoice STATE for services that are reimbursable via a public or private health insurance plan. If COUNTY receives funds from a source other than STATE in exchange for services, then COUNTY may not receive payment from STATE for those same services. COUNTY shall seek reimbursement from all sources before seeking reimbursement pursuant to CONTRACT.

4.4. Unexpended Funds.

COUNTY must promptly return to the STATE any unexpended funds that have not been accounted for annually in a financial report to the STATE due at grant closeout.

5. PAYMENT RECOUPMENT.

COUNTY must reimburse STATE upon demand or STATE may deduct from future payments under this CONTRACT or future CONTRACTS the following:

- a. Any amounts received by COUNTY from the STATE for contract services that have been inaccurately reported or are found to be unsubstantiated;
- b. Any amounts paid by COUNTY to a subcontractor not authorized in writing by STATE;
- c. Any amount paid by STATE for services which either duplicate services covered by other specific grants or contracts, or amounts determined by STATE as non-allowable under the line item budget, clause 3.1(a);
- d. Any amounts paid by STATE for which COUNTY'S books, records and other documents are not sufficient to clearly substantiate that those amounts were used by COUNTY to perform contract services, in accordance with clause 2, COUNTY'S Duties; and/or
- e. Any amount identified as a financial audit exception.

6. TERMINATION.

6.1. Termination by the State.

- a. **Without cause.** STATE may terminate this CONTRACT without cause, upon 30 days' written notice to COUNTY. Upon termination, COUNTY will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

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

6.2. Termination by the Commissioner of Administration.

In accord with Minn. Stat. § 16B.991, subd. 2, the Commissioner of Administration may unilaterally cancel this CONTRACT if further performance under the CONTRACT would not serve agency purposes or is not in the best interest of the STATE.

6.3. Insufficient funds. STATE may immediately terminate this CONTRACT if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination will be by written notice to COUNTY. STATE is not obligated to pay for any services that are provided after the effective date of termination. COUNTY will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. STATE will not be assessed any penalty if the CONTRACT is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. STATE must provide COUNTY notice of the lack of funding within a reasonable time of STATE's receiving that notice.

6.4. Breach. Notwithstanding clause 6.1, upon STATE's knowledge of a curable material breach of the CONTRACT by COUNTY, STATE shall provide COUNTY written notice of the breach and ten (10) days to cure the breach. If COUNTY does not cure the breach within the time allowed, COUNTY will be in default of this CONTRACT and STATE may cancel the CONTRACT immediately thereafter. If COUNTY has breached a material term of this CONTRACT and cure is not possible, STATE may immediately terminate this CONTRACT.

6.5. Conviction relating to a grant. In accordance with Minn. Stat. § 16B.991, subd. 1, this CONTRACT will immediately be terminated if the recipient is convicted of a criminal offense relating to a grant agreement.

7. AUTHORIZED REPRESENTATIVES, RESPONSIBLE AUTHORITY, and PROJECT MANAGER.

7.1. State. STATE's authorized representative for the purposes of administration of this CONTRACT is **Christian Ederer** or successor. Phone and email: **651-431-3605 christian.t.ederer@state.mn.us**. This representative shall have final authority for acceptance of COUNTY's services and if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 3.2.

7.2. County. COUNTY's Authorized Representative is **Eric Villeneuve** or successor. Phone and email: **218-327-6117, eric.villeneuve@co.itasca.mn.us**. If COUNTY's Authorized Representative changes at any time during this CONTRACT, COUNTY must immediately notify STATE.

7.3. Information Privacy and Security. (If applicable) COUNTY's responsible authority for the purposes of complying with data privacy and security for this CONTRACT is **Eric Villeneuve** or successor. Phone and email: **218-327-6117, eric.villeneuve@co.itasca.mn.us.**

8. INSURANCE REQUIREMENTS.

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

9. LIABILITY.

To the extent provided for in Minn. Stat. §§ 466.01-466.15, the COUNTY agrees to be responsible for any and all claims or causes of action arising from the performance of this grant contract by COUNTY or COUNTY'S agents or employees. This clause shall not be construed to bar any legal remedies COUNTY may have for the STATE'S failure to fulfill its obligations pursuant to this grant.

10. INFORMATION PRIVACY AND SECURITY.

Information privacy and security shall be governed by the Data Sharing Agreement and Business Associate Agreements entitled "Information Privacy and Security Agreement Between Minnesota Department of Human Services and County Human Services Agency" and "Business Associate Agreement Between Minnesota Department of Human Services and County Human Services Agency", respectively and executed by DHS and Itasca County on 4/20/2015 (hereafter "Data Sharing Agreement and Business Associate Agreement") which are incorporated into this CONTRACT by reference, except that the parties further agree to comply with any agreed-upon amendments to the Data Sharing Agreement and Business Associate Agreement.

11. INTELLECTUAL PROPERTY RIGHTS.

11.1. Definitions. Works means all inventions, improvements, discoveries (whether or not patentable or copyrightable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by COUNTY, its employees, agents, and subcontractors, either individually or jointly with others in the performance of the CONTRACT. Works includes "Documents." Documents are the originals of any data bases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by COUNTY, its employees, agents, or subcontractors, in the performance of this CONTRACT.

11.2. Ownership. STATE owns all rights, title, and interest in all of the intellectual property, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this CONTRACT. The Works and Documents will be the exclusive property of STATE and all such Works and Documents must be immediately returned to STATE by COUNTY upon completion or cancellation of this CONTRACT. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be “works made for hire.” If using STATE data, COUNTY must cite the data, or make clear by referencing that STATE is the source.

11.3. Responsibilities.

- a. Notification.** Whenever any Works or Documents (whether or not patentable) are made or conceived for the first time or actually or constructively reduced to practice by COUNTY, including its employees and subcontractors, and are created and paid for under this CONTRACT, COUNTY will immediately give STATE’s Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon. COUNTY will assign all right, title, and interest it may have in the Works and the Documents to STATE.
- b. Filing and recording of ownership interests.** COUNTY must, at the request of STATE, execute all papers and perform all other acts necessary to transfer or record STATE’s ownership interest in the Works and Documents created and paid for under this CONTRACT. COUNTY must perform all acts, and take all steps necessary to ensure that all intellectual property rights in these Works and Documents are the sole property of STATE, and that neither COUNTY nor its employees, agents, or subcontractors retain any interest in and to these Works and Documents.
- c. Duty not to infringe on intellectual property rights of others.** COUNTY represents and warrants that the Works and Documents created and paid for under this CONTRACT do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 9, COUNTY will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless STATE, at COUNTY’s expense, from any action or claim brought against STATE to the extent that it is based on a claim that all or part of these Works or Documents infringe upon the intellectual property rights of others. COUNTY will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney’s fees. If such a claim or action arises, or in COUNTY’s or STATE’s opinion is likely to arise, COUNTY must, at STATE’s discretion, either procure for STATE the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of STATE will be in addition to and not exclusive of other remedies provided by law.
- d. Federal license granted.** If federal funds are used in the payment of this CONTRACT, pursuant to 45 C.F.R. § 75.322, the U.S. Department of Health and Human Services is granted a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

12. PUBLICITY.

12.1. General publicity. Any publicity regarding the subject matter of this CONTRACT must identify STATE as the sponsoring agency and must not be released without prior written approval from the STATE's authorized representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, websites, social media, and similar public notices prepared by or for the COUNTY individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this CONTRACT. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the COUNTY's website when practicable.

12.2. Endorsement. COUNTY must not claim that STATE endorses its products or services.

13. OWNERSHIP OF EQUIPMENT. The STATE shall have the right to require transfer of all equipment purchased with grant funds (including title) to STATE or to an eligible non-STATE party named by the STATE. If federal funds are granted by the STATE, then disposition of all equipment purchased under this grant contract shall be in accordance with OMB Uniform Grant Guidance, 2 C.F.R. § 200.313. For all equipment having a current per unit fair market value of \$5,000 or more, STATE shall have the right to require transfer of the equipment (including title) to the Federal Government. These rights will normally be exercised by STATE only if the project or program for which the equipment was acquired is transferred from one grantee to another.

14. AUDIT REQUIREMENTS AND COUNTY DEBARMENT INFORMATION.

14.1. State audit.

Under Minn. Stat. § 16B.98, subd. 8, the books, records, documents, and accounting procedures and practices of the COUNTY or other party that are relevant to the CONTRACT are subject to examination by STATE and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years from the CONTRACT end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

14.2. Independent audit. If COUNTY conducts or undergoes an independent audit during the term of this CONTRACT that is relevant to this CONTRACT, notice of the relevant audit must be provided to STATE within thirty (30) days of the audit's completion and a copy provided, if requested.

14.3. Federal audit requirements and COUNTY debarment information. COUNTY certifies it will comply with 2 C.F.R § 200.501 et seq., as applicable. To the extent federal funds are used for this CONTRACT, COUNTY acknowledges that COUNTY and STATE shall comply with the requirements of 2 C.F.R. § 200.331. Non-Federal entities receiving \$750,000 or more of federal funding in a fiscal year must obtain a single or program-specific audit conducted for that year in accordance with 2 C.F.R. § 200.501. Failure to comply with these requirements could result in forfeiture of federal funds.

14.4. Debarment by STATE, its departments, commissions, agencies or political subdivisions.

COUNTY certifies that neither it nor its principles are presently debarred or suspended by the State of Minnesota, or any of its departments, commissions, agencies, or political subdivisions:

<https://mn.gov/admin/osp/government/suspended-debarred/>. COUNTY's certification is a material representation upon which the CONTRACT award was based. COUNTY shall provide immediate written notice to STATE's authorized representative if at any time it learns that this certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

14.5. Certification regarding debarment, suspension, ineligibility, and voluntary exclusion – lower tier covered transactions.

COUNTY's certification is a material representation upon which CONTRACT award was based. Federal money will be used or may potentially be used to pay for all or part of the work under CONTRACT, therefore COUNTY must certify the following, as required by 2 C.F.R. § 180, or its regulatory equivalent.

a. Instructions for Certification

1. By signing and submitting this CONTRACT, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this CONTRACT is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverages sections of rules implementing Executive Order 12549. You may contact the person to which this CONTRACT is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this CONTRACT that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

b. Lower Tier Covered Transactions.

1. The prospective lower tier participant certifies, by submission of this CONTRACT, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this CONTRACT.

15. JURISDICTION AND VENUE.

This CONTRACT, and amendments and supplements, are governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this CONTRACT, or breach of the CONTRACT, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

16. CLERICAL ERRORS AND NON-WAIVER.

16.1. Clerical error. Notwithstanding Clause 17.1, STATE reserves the right to unilaterally fix clerical errors contained in the CONTRACT without executing an amendment. COUNTY will be informed of errors that have been fixed pursuant to this paragraph.

16.2. Non-waiver. If STATE fails to enforce any provision of this CONTRACT, that failure does not waive the provision or STATE's right to enforce it.

17. AMENDMENT, ASSIGNMENT, SEVERABILITY, ENTIRE AGREEMENT, AND DRAFTING PARTY.

17.1. Amendments. Any amendments to this CONTRACT shall be in writing and shall be executed by the same parties who executed the original CONTRACT, or their successors in office.

17.2. Assignment. COUNTY shall neither assign nor transfer any rights or obligations under this CONTRACT without the prior written consent of STATE.

17.3. Entire Agreement.

- a. If any provision of this CONTRACT is held to be invalid or unenforceable in any respect, the validity and enforceability of the remaining terms and provisions of this CONTRACT shall not in any way be affected or impaired. The parties will attempt in good faith to agree upon a valid and enforceable provision that is a reasonable substitute, and will incorporate the substitute provision in this CONTRACT according to clause 17.1.
- b. This CONTRACT contains all negotiations and agreements between STATE and COUNTY. No other understanding regarding this CONTRACT, whether written or oral may be used to bind either party.

17.4. Drafting party. The parties agree that each party individually has had an opportunity to review with a legal representative, negotiate and draft this CONTRACT, and that, in the event of a dispute, the CONTRACT shall not be construed against either party.

18. PROCURING GOODS AND CONTRACTED SERVICES.

18.1. Contracting and bidding requirements. COUNTY certifies that it shall comply with Minn. Stat. § 471.345.

18.2. Prevailing wage. For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§ 177.41 through 177.44; consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. Vendors should submit a prevailing wage form along with their bids.

18.3 Debarred vendors. In the provision of goods or services under this CONTRACT, COUNTY must not contract with vendors who are suspended or debarred in Minnesota or under federal law. Before entering into a subcontract, COUNTY must check if vendors are suspended or debarred by referencing the Minnesota Department of Administration's [Suspended/Debarred Vendor Report](#). A link to vendors debarred by Federal agencies is provided at the bottom of the web page.

19. SUBCONTRACTS.

COUNTY, as an awardee organization, is legally and financially responsible for all aspects of this award that are subcontracted, including funds provided to sub-recipients and subcontractors, in accordance with 45 C.F.R. §§ 75.351-75.352. COUNTY shall ensure that the material obligations, borne by the COUNTY in this CONTRACT, apply as between COUNTY and subrecipients, in all subcontracts, to the same extent that the material obligations apply as between the STATE and COUNTY.

20. LEGAL COMPLIANCE.

20.1 General compliance. All performance under this CONTRACT must be in compliance with state and federal law and regulations, and local ordinances. Allegations that STATE deems reasonable, in its sole discretion, of violations of state or federal law or regulations, or of local ordinances, may result in CONTRACT cancellation or termination and/or reporting to local authorities by STATE.

20.2 Nondiscrimination. COUNTY will not discriminate against any person on the basis of the person's race, color, creed, religion, national origin, sex, marital status, gender identity or expression, disability, public assistance status, sexual orientation, age, familial status, membership or activity in a local commission, or status as a member of the uniformed services. COUNTY must refrain from such discrimination as a matter of its contract with STATE. "Person" includes, without limitation, a STATE employee, COUNTY's employee, a program participant, and a member of the public. "Discriminate" means, without limitation, to fail or refuse to hire, discharge, or otherwise discriminate against any person with respect to the compensation, terms, conditions, or privileges of employment, or; exclude from participation in, deny the benefits of, or subject to discrimination under any COUNTY program or activity.

COUNTY will ensure that all of its employees and agents comply with Minnesota Management and Budget Policy #[1329](#) (Sexual Harassment Prohibited) and #[1436](#) (Harassment and Discrimination Prohibited).

20.3 Grants management policies. COUNTY must comply with required [Grants Management Policies and procedures](#) as specified in Minn. Stat. § 16B.97, subd. 4(a)(1). Compliance under this paragraph includes, but is not limited to, participating in monitoring and financial reconciliation as required by Office of Grants Management (OGM) Policy 08-10.

20.4 Conflict of interest. COUNTY certifies that it does not have any conflicts of interest related to this CONTRACT, as defined by OGM Policy 08-01. COUNTY shall immediately notify STATE if a conflict of interest arises.

21. OTHER PROVISIONS

21.1. No Religious Based Counseling. COUNTY agrees that no religious based counseling shall take place under the auspices of this CONTRACT.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

Signature Page Follows

By signing below, the parties agree to the terms and conditions contained in this CONTRACT.

APPROVED:

Date: _____

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes, chapter 16A and section 16C.05 or Department of Administration Policy 21-01.

By: _____

Date: _____

Contract No: _____

3. STATE AGENCY

By (with delegated authority): _____

Title: _____

Date: _____

2. COUNTY

Signatory certifies that County's articles of incorporation, by-laws, or corporate resolutions authorize Signatory both to sign on behalf of and bind the County to the terms of this Agreement. County and Signatory agree that the State Agency relies on the Signatory's certification herein.

By: _____

Title: _____

Distribution: (fully executed contract to each)

Contracts and Legal Compliance Division

County

State Authorized Representative

Adult Mental Health Initiative Grant Contract Attachment A

County Responsibilities

The following items need to be reviewed and acknowledged (check the checkbox).
These items will be evaluated throughout the contract term via site visits and record requests.
By acknowledging, you are stating that you understand the listed program requirements and that related documents and information may be requested from DHS at any time throughout the contract period.

Applicable Grant(s)	Requirement	Description of Tasks & Deliverables	Acknowledge
AMHI	Must have written policy and procedures governing accounting and operational procedures	Documented agreement for multi-county initiatives (e.g., MOU, bylaws, joint powers agreement). Decision-making process document or description. Contingency planning. Nondiscrimination policies.	☐ Acknowledge
AMHI	Must include persons with mental illness, Tribal organizations of the county/region, and the Local Advisory Council in the development, implementation, and evaluation of all Adult Mental Health Plans	Demonstrate people with lived experience of mental health are involved in planning, implementing, and evaluating Adult Mental Health Plans. Demonstrate tribal organizations are involved in planning, implementing, and evaluating Adult Mental Health Plans. Demonstrate Local Advisory Councils are involved in planning, implementing, and evaluating Adult Mental Health Plans.	☐ Acknowledge
AMHI	Must ensure that Adult Mental Health Initiative projects are planned and administered according to Minn. Stat. 245.4661	Design, plan, and improve the mental health service delivery system for adults with serious and persistent mental illness (SPMI). Include program evaluation.	☐ Acknowledge
CSP	Must ensure that Community Support Plan services are planned and administered according to Minn. Stat. 245.4712	Assure sufficient community support services are available to meet the needs of adults with SPMI in the county such as: Competitive employment, Activities of daily living, Leisure activities, Housing, Benefit assistance and Day treatment services	☒ Acknowledge
AMHI & CSP	Must work to achieve the mission statement described in the Minnesota Comprehensive Adult Mental Health Act Minn. Stat. 245.461	Lived experience with mental illness guides the governance and services Bring together people with lived experience, providers, counties, tribes, MCOs and DHS to fully utilize all available resources to meet regional needs. Develop and provide an array of person centered services that builds on personal and cultural strengths. Utilize a data driven model to evaluate the impact of services on health outcomes. Assure access, early intervention, coordination, and application of resources through creative partnerships.	☒ Acknowledge
AMHI & CSP	Must ensure all revenue received by COUNTY and its contracted or subcontracted providers is managed according to Minnesota Rules chapter 9535.1740 subd.3	Submit quarterly fiscal reports/invoices to DHS for payment	☒ Acknowledge
AMHI & CSP	Must ensure that Adult Mental Health grant funding is payer of last resort.	County and contracted providers must bill all eligible insurance before accessing Adult Mental Health grant funding.	☒ Acknowledge
AMHI & CSP	Must have a transition plan that complies with Minnesota Statute 245.466 subd.3a	Transition plan for continuity of care in the event of contract termination with a community mental health center. Transition plan for continuity of care in the event of contract termination with a community support services provider.	☒ Acknowledge
AMHI & CSP	Must complete all required data reporting and ensure their contracted providers are completing all required data reporting	MHIS data reporting completed twice a year SSIS data reporting completed	☒ Acknowledge
AMHI & CSP	Must meet the policy requirements from the Office of Grants Management for all subcontracts that are over \$50,000	Grant monitoring plan for all subcontracts over \$50,000, including site visits and financial reconciliation. Conflict of interest assessed and documented.	☒ Acknowledge
AMHI & CSP	Must incorporate the National Culturally and Linguistically Appropriate Services (CLAS) Standards into County administered services and contracts/agreements with community service providers	Demonstrate effort to provide effective, equitable, understandable, and respectful quality care and services that are responsive to diverse cultural health beliefs and practices, preferred languages, health literacy, and other communication needs. The National CLAS Standards Implementation Framework's six areas for action: (1) Foster cultural competence; (2) Reflect and respect diversity; (3) Ensure language access; (4) Build Community partnerships; (5) Collect diversity data; and (6) Benchmark, plan, and evaluate.	☒ Acknowledge
AMHI & CSP	Must have written policy or procedure governing decisions around 418x Client Flex Funds		☒ Acknowledge
AMHI & CSP	Must include a needs assessment conducted by the LAC in its adult mental health plan/application	Needs assessment must include information about how the assessment was conducted. The county should use the LAC as a resource in the development of local plans, grant proposals and mental health services funding.	☒ Acknowledge
AMHI & CSP	Must meet requirements of Open Meeting Law	Meeting information posted where community members can find and access it. Meeting minutes and decisions are documented and publicly available.	☒ Acknowledge

CONTRACT TERM Community Support Program Grant Contract Attachment B

CSP Budget Summary

This page will automatically update based on selections on the previous tabs.
No entry needed. Review only to ensure difference is \$0.

Region or County	CSP Allocation	Amount budgeted	Difference
Itasca - CSP	\$769,618	\$ 769,618	\$ -

BUDGET SUMMARY #1		BUDGET SUMMARY #2		PROJECT TOTAL
BRASS Code	TOTAL BUDGET #1	BRASS Code	TOTAL BUDGET #2	
Fiscal host fee	\$ -	Fiscal host fee	\$ -	
402x - Community Education and Prevention	\$ -	402x - Community Education and Prevention	\$ -	
403x - Adult Client Outreach	\$ -	403x - Adult Client Outreach	\$ -	
408x - Adult Outpatient Diagnostic Assessment / Psychological Testing / Explanation of Findings	\$ -	408x - Adult Outpatient Diagnostic Assessment / Psychological Testing / Explanation of Findings	\$ -	
409x - Pre-petition Screening/Hearing	\$ -	409x - Pre-petition Screening/Hearing	\$ -	
416x - Transportation	\$ 40,000.00	416x - Transportation	\$ 40,000.00	
418x - Client Flex Funds	\$ 10,000.00	418x - Client Flex Funds	\$ 10,000.00	
419x - Court-related Services and Activities	\$ -	419x - Court-related Services and Activities	\$ -	
420x - Peer Support Services	\$ -	420x - Peer Support Services	\$ -	
431x - Adult Mobile Crisis Services	\$ -	431x - Adult Mobile Crisis Services	\$ -	
434x - Community Support Program Services	\$ -	434x - Community Support Program Services	\$ -	
436x - Adult Residential Crisis Stabilization	\$ 23,809.00	436x - Adult Residential Crisis Stabilization	\$ 23,809.00	
437x - Supported Employment / Individualized Placement and Support Services	\$ -	437x - Supported Employment / Individualized Placement and Support Services	\$ -	
438x - Assertive Community Treatment (ACT)	\$ -	438x - Assertive Community Treatment (ACT)	\$ -	
443x - Housing Subsidy	\$ 111,000.00	443x - Housing Subsidy	\$ 111,000.00	
446x - Basic living / Social Skills and Community Integration	\$ 100,000.00	446x - Basic living / Social Skills and Community Integration	\$ 100,000.00	
451x - Emergency Response Services	\$ -	451x - Emergency Response Services	\$ -	
452x - Adult Outpatient Psychotherapy	\$ -	452x - Adult Outpatient Psychotherapy	\$ -	
454x - Adult Outpatient Medication Management	\$ -	454x - Adult Outpatient Medication Management	\$ -	
468x - Adult Day Treatment	\$ -	468x - Adult Day Treatment	\$ -	
469x - Partial Hospitalization	\$ -	469x - Partial Hospitalization	\$ -	
474x - Intensive Residential Treatment Services (IRTS)	\$ -	474x - Intensive Residential Treatment Services (IRTS)	\$ -	
491x - Adult Rule 79 Targeted Case Management (TCM)	\$ 100,000.00	491x - Adult Rule 79 Targeted Case Management (TCM)	\$ -	
493x - Adult General Case Management	\$ -	493x - Adult General Case Management	\$ 100,000.00	
TOTAL CSP FUNDS #1	\$ 384,809.00	TOTAL CSP FUNDS #2	\$ 384,809.00	\$ 769,618.00



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-501

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Naesa Myers

AGENDA ITEM:

2025 Medical Consultant Contract for Public Health

BOARD ACTION REQUESTED:

Approve the Letter of Agreement between Itasca County Health and Human Services and Dr. Patricia Carlin-Janssen for the provision of Medical Consultant Services from January 1, 2025 through December 31, 2025, and authorize necessary signatures.

BACKGROUND:

Public Health is required to contract with a medical consultant to ensure appropriate medical advice and direction is given to local public health staff. Dr. Patty Carlin-Janssen also signs our immunization standing orders.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. Dr. Patti Carlin-Janssen-Consult 2025

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

ITASCA COUNTY HEALTH AND HUMAN SERVICES
1209 SE 2ND AVENUE
GRAND RAPIDS, MN 55744

LETTER OF AGREEMENT

Itasca County Health and Human Services, hereafter referred to as the "Agency" and the Dr. Patricia Carlin-Janssen, 1601 Golf Course Road, Grand Rapids, MN 55744 hereafter referred to as the "Contractor", enter into this agreement for the purpose of Public Health Medical Consultant, beginning January 1, 2025 through December 31, 2025.

Witnessed

Whereas, Itasca County Health and Human Services is desirous of purchasing from Dr. Patricia Carlin-Janssen, Medical Consultant; and

Whereas, Dr. Patricia Carlin-Janssen is desirous of providing Medical Consultant, the following is agreed upon:

1. To review and sign standing orders for immunization, WIC policies, and dental varnish.
2. To be Public Health medical contact regarding Public Health DP&C (Disease, Prevention & Control) issues as they arise.
3. Payment would be on a yearly basis at **\$2937.11 per year**. The Contractor will invoice the Agency annually.
4. Annual cost of living increases will be comparable to Itasca County Employee increases.
5. The Agreement will be reviewed on an annual basis.
6. The Agreement may be canceled by either party with a 30 day written notice.
7. Dr. Carlin-Janssen agrees to carry all necessary Workers' compensation and liability insurance.

By: _____
Director, Itasca County Health and Human
Services

Dated

By: _____
Itasca County Board Chair

Dated

By: _____
Dr. Patricia Carlin-Janssen

Dated



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-497

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Eric Villeneuve

AGENDA ITEM:

Northwestern Minnesota Juvenile Center Joint Powers Agreement

BOARD ACTION REQUESTED:

Approve the Joint Powers Agreement between Itasca County and the Northwestern Minnesota Juvenile Center and authorize necessary signatures.

BACKGROUND:

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. NMJC Itasca County Joint Powers Agreement

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4



FULLERWALLNER

ATTORNEYS AT LAW

December 2, 2024

Mr. Austin Rohling
Itasca County Auditor/Treasurer
123 NE 4th Street
Grand Rapids, MN 55744

Re: Itasca County/Joint Powers Agreement
Northwestern Minnesota Juvenile Training Center

Dear Mr. Rohling:

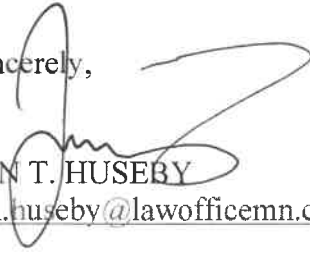
By resolution of the Northwestern Minnesota Juvenile Center, Board of Directors on October 21, 2024, Itasca County's request to contract under the Joint Powers Agreement was unanimously accepted.

Attached, please find a Contract outlining the agreement between Itasca County and the Northwestern Minnesota Juvenile Center and indicating that Itasca County's membership is effective as of January 1, 2025.

Please review the attached Contract. If you have any questions or concerns, please feel free to contact me.

Thank you.

Sincerely,


JON T. HUSEBY
jon.huseby@lawofficemn.com

jth/DEH
cc: NMJC

CONTRACT

THIS AGREEMENT, made this ____ day of _____, 202__, by and between the NORTHWESTERN MINNESOTA JUVENILE CENTER, Party of the First Part (hereinafter “NMJC”) and ITASCA COUNTY, Party of the Second Part (hereinafter “Itasca County”);

WITNESSETH:

WHEREAS, Itasca County is contiguous to Beltrami and Cass Counties, which counties are currently fully participating counties in the Northwestern Minnesota Juvenile Center, and

WHEREAS, Itasca County desires to be a full party and participant in the Northwestern Minnesota Juvenile Center, its Board of Directors and activities thereof, and

WHEREAS, Itasca County has, by formal action of its Board of County Commissioners, elected to become so affiliated and has submitted a signed formal membership request letter, and

WHEREAS, NMJC, by formal action, has unanimously elected to accept second party as a full contracting party and participant in the NMJC Board of Directors.

NOW, THEREFORE, in consideration of the above, it is hereby agreed by and between the parties hereto as follows:

1. From and after January 1, 2025, Itasca County shall be affiliated with all other participating counties in the Northwestern Minnesota Juvenile Center Board and shall hereafter be bound by all of the terms, covenants and conditions of the existing Host County Agreement and Joint Powers Agreement, and any amendments thereof, between the participating counties, and
2. Itasca County agrees to pay a onetime cost of Five Hundred Thousand and no/100 Dollars (\$500,000.00) to NMJC for said affiliation.

3. Based on the population of Itasca County, said county shall have two (2) county board appointments to serve on the NMJC Board of Directors, and
4. From and after January 1, 2025, Itasca County shall be eligible for membership rates, and
5. From and after January 1, 2025, Itasca County shall pay its pro-rata portion of all expenses incident to the operation of the NMJC as determined by all applicable and current Agreements governing NMJC, including, but not limited to the existing Host County Agreement and Joint Powers Agreement, and any amendments thereof, between the participating counties.

Dated this ____ day of _____, 202__.

PARTY OF THE FIRST PART

NORTHWESTERN MINNESOTA
JUVENILE CENTER

By: _____

Board Chairman

By: _____

Board Secretary

PARTY OF THE SECOND PART

COUNTY OF ITASCA

By: _____

Chairman

By: _____

County Auditor



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-489

DEPARTMENT: Administrative Services

TIME REQUESTED: 15 Minutes

PRESENTER: Chair, Shane Zahrt

AGENDA ITEM:

Flaherty & Hood Legislative Services Agreement

BOARD ACTION REQUESTED:

Approve the Legislative Services Agreement between Itasca County and Flaherty & Hood, P.A. for the provision of state government relations and lobbying services during the 2025 legislative session, and authorize necessary signatures.

BACKGROUND:

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. 2025 Itasca County Legislative Agreement
2. 2025 Itasca County Legislative Agreement FULLY EXECUTED

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4



December 5, 2024

Brett Skyles
County Administrator
Itasca County
123 NE 4th Street
Grand Rapids, MN 55744

Dear Mr. Skyles,

Flaherty & Hood, P.A. has been honored to represent Itasca County at the state legislature. This letter serves as both proposal and agreement for Flaherty & Hood, P.A. ("Firm") to provide state government relations and lobbying services to Itasca County ("County") during the 2025 legislative session.

The 2025-26 biennium will bring unique legislative challenges that have rarely been seen in Minnesota. The results of the 2024 election set the session up for a tightly divided legislature, with the House of Representatives tied 67-67, and a special election in the suburbs returning the Senate to the same 34-33 one-seat DFL majority that was in place during the previous two years.

Coming on the heels of a biennium of unilateral DFL control, the deadlocked House will bring political balance to the legislature and an opportunity to advance some issues that did not find an audience previously, but it may also limit the scope of what is possible. Focused advocacy will be essential to advancing concerns at the Capitol. Flaherty & Hood looks forward to assisting Itasca County in navigating both the risks and opportunities this legislative session will bring.

The subsequent agreement includes the following sections:

- 1) Subjects of Legislative Representation
- 2) Scope of Services
- 3) Project Management
- 4) Term of Service
- 5) Compensation
- 6) Amendment to Agreement
- 7) Termination
- 8) Conflict of Interest
- 9) Minnesota Campaign Finance Board Requirements
- 10) Conclusion

With any questions about this agreement, please feel free to contact Shane Zahrt at sazahrt@flaherty-hood.com or (651) 295-1123.

1) **Subjects of Legislative Representation**

While additional specific issues will be identified by Itasca County with strategic guidance from Flaherty & Hood, we anticipate that our work under this proposal will include the following:

- Monitoring legislation for issues that directly impact Itasca County's interests and operations
- Advancing the County's interests on the subject of Payment in Lieu of Taxes;
- Deepening the County's legislative and administrative engagement on tax base and economic issues related to the impending retirement of Minnesota Power's Boswell Plant;
- Protecting the County's interests related to Itasca's county-owned nursing home;
- Representing the County's interests in potential legislative and regulatory issues related to the siting of a solid waste facility;
- Coordinating strategic visits to the Capitol for County elected officials and staff; and
- Focusing on Itasca County's list of legislative priorities.

2) **Scope of Services**

We anticipate that the services provided to the County will include the following activities:

- Consult with the County on development of legislative priorities and strategy;
- Draft necessary legislation and amendments;
- Secure bill authors;
- Direct lobbying of committee chairs, key legislators, and the Governor's Administration;
- Update or create handouts and other materials on County priorities;
- Monitor progress of relevant bills through the legislative process;
- Coordinate testimony for legislative hearings;
- Provide County with timely updates from the Legislature;
- Organize lobbying events, such as visits to the Capitol by County Board members and staff; and
- Other services mutually agreed upon between the Firm and County.

3) **Project Management**

Flaherty & Hood Shareholder Attorney/Lobbyist Shane Zahrt will serve as the primary contact for Itasca County at the firm and will oversee the execution of activities described in this agreement. Mr. Zahrt will be assisted by other Flaherty & Hood staff as necessary.

4) **Term of Agreement**

The term of services outlined in this agreement will commence when this agreement has been approved by the Itasca County Board of Commissioners, fully executed by both parties, and a copy of the executed agreement has been received by Flaherty & Hood, or on January 1, whichever comes later. This term of services will end on December 31, 2025.

5) **Compensation**

The cost of the services in this agreement is \$45,000. This is a flat fee rate that will be billed in four installments of \$11,250 with invoices sent in each of January, April, July, and October 2025. Additional reasonable expenses, including printing, postage, travel, lodging, and/or meal expenses related to the execution of County business, will be billed separately.

6) Amendment to Agreement

The scope and/or terms of this agreement may be amended with the mutual written consent of both parties. The amendment must be in writing, describe the additional services, terms or compensation agreed to, and be signed by the designated representative of the County and the representative of the Firm.

7) Termination

This agreement may be terminated by either party before December 31, 2025, by providing 30 days written notice to the other, at which time a pro-rated portion of the total fee owed will be promptly billed and paid.

8) Actual or Potential Conflicts of Interest

Like other contract lobbying firms, Flaherty & Hood represents a range of clients that have significant and similar interests. Through our representation of various coalitions of local governments, Flaherty & Hood works with several cities located within Itasca County. This includes the City of Cohasset as a member of the Coalition of Utility Cities, as well as others, including Keewatin, Nashwauk, Grand Rapids, and Cohasset as members of the Coalition of Greater Minnesota Cities.

As far as the firm is aware, neither Flaherty & Hood nor any of the firm's attorneys or staff represent any client which may conflict with the firm's ability to meet Itasca County's legislative needs. In the unlikely event that a conflict does arise, Flaherty & Hood will immediately notify and engage both parties to come to a mutually satisfactory resolution.

9) Minnesota Campaign Finance Board Compliance

The services outlined under this agreement will require Flaherty & Hood lobbyists to maintain their registration as lobbyists for Itasca County with the Minnesota Campaign Finance Board (CFB). Lobbyists and entities that hire lobbyists are subject to certain rules and requirements. By entering into this agreement, the County agrees to comply with all relevant lobbying regulations and requirements. Please reach out to any member of Flaherty & Hood staff with questions.

10) Contract Option for Public Utilities Commission Services

In the coming year, issues are expected to come before the Minnesota Public Utilities Commission ("MPUC") that will have a direct impact on Itasca County's future.

Specifically, the MPUC is expected to take up two matters that will be of major significance to the County.

- 1) The 2025-2040 Minnesota Power Integrated Resource Plan (IRP), which will determine the potential future for the Boswell Plant, and any potential replacement resources—such as woody biomass or other options.
- 2) The MPUC may continue to undertake additional to further define the parameters of Minnesota's 100% by 2040 carbon-free mandates, including whether proposed replacement resources for the Boswell site will fit within the State's new regulatory structure. The decisions that are made in these proceedings may directly impact the range of resources that could possibly be located within Itasca County in the future.

Flaherty & Hood has experience in representing local governments in MPUC proceedings and would offer these services to the County as an option in addition. Under the terms of this agreement, the

County may exercise the option to engage Flaherty & Hood, P.A. for representation at the MPUC for the County's participation in these proceedings.

To exercise this option, the County must notify the Firm of its intention to do so. Services will be provided to the County on an hourly basis at the rates identified in Appendix A. Services provided under this option will not exceed \$10,000, unless otherwise mutually agreed upon in writing between the parties.

11) Environmental Services

As a County that confronts a range of environmental and land use issues, Itasca County may find value in Flaherty & Hood's environmental legal services at a future date. Flaherty & Hood has built an environmental legal practice that helps communities across the state navigate the complexities of federal and state environmental regulations. Our attorneys within the practice have extensive experience working with the Minnesota Department of Natural Resources, the Minnesota Pollution Control Agency, the Minnesota Environmental Quality Board, the Minnesota Department of Health, and other state departments and agencies. These partnerships give us a unique capacity to assist clients with legal, administrative, and legislative environmental issues. If necessary, rates for environmental matters will be negotiated on a per-case basis.

12) Conclusion

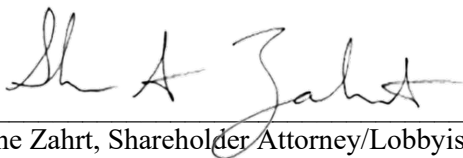
Flaherty & Hood is pleased to provide this proposal for legislative services to Itasca County, and we are confident that we can have a significant impact on advancing your project and protecting your interests.

If the proposal contained in this letter meets your approval, please sign, and return one copy to Flaherty & Hood and retain a copy for your records.

Very truly yours,

FLAHERTY & HOOD, P.A.

By:



Shane Zahrt, Shareholder Attorney/Lobbyist, Flaherty & Hood, P.A.

12/5/2024

Date

Accepted By:

Brett Skyles, County Administrator, Itasca County

Date

APPENDIX A

This appendix establishes additional terms under which the Firm will provide services at the Minnesota Public Utilities Commission (MPUC) if the Itasca County Board opts to exercise the option to engage these services under Section 10 of the above agreement.

Scope of Services

Services provided to the County will include the following activities:

- Drafting and submitting comments to relevant MPUC dockets on behalf of the County Board;
- Engaging with MPUC Commissioners and staff as necessary to advance Itasca County's interests;
- Engaging with Minnesota Power and other stakeholders relevant to the potential outcome of MPUC decisions;
- Conducting research and analysis to help determine the projected property tax implications of MPUC decision scenarios on Itasca County;
- Other related tasks identified by the Itasca County Board of Commissioners.

Hourly Rates

These are the hourly rates for Flaherty & Hood, P.A. personnel providing services at the Minnesota Public Utilities Commission (MPUC) to Itasca County under this contract by category.

Shareholder Attorney	\$200 per hour
Senior Attorney and/or Lobbyist	\$180 per hour
Associate Attorney and/or Lobbyist	\$160 per hour
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Media & Communications	\$120 per hour
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December 5, 2024

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12) Conclusion

Flaherty & Hood is pleased to provide this proposal for legislative services to Itasca County, and we are confident that we can have a significant impact on advancing your project and protecting your interests.

If the proposal contained in this letter meets your approval, please sign, and return one copy to Flaherty & Hood and retain a copy for your records.

Very truly yours,

FLAHERTY & HOOD, P.A.

By:



Shane Zahrt, Shareholder Attorney/Lobbyist, Flaherty & Hood, P.A.

12/5/2024

Date

Accepted By:



Brett Skyles, County Administrator, Itasca County

12/17/2024

Date

APPENDIX A

This appendix establishes additional terms under which the Firm will provide services at the Minnesota Public Utilities Commission (MPUC) if the Itasca County Board opts to exercise the option to engage these services under Section 10 of the above agreement.

Scope of Services

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- Other related tasks identified by the Itasca County Board of Commissioners.

Hourly Rates

These are the hourly rates for Flaherty & Hood, P.A. personnel providing services at the Minnesota Public Utilities Commission (MPUC) to Itasca County under this contract by category.

Shareholder Attorney	\$200 per hour
Senior Attorney and/or Lobbyist	\$180 per hour
Associate Attorney and/or Lobbyist	\$160 per hour
Policy and Fiscal Analysis	\$135 per hour
Media & Communications	\$120 per hour
Government Relations Operations	\$120 per hour



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-499

DEPARTMENT: Administrative Services

TIME REQUESTED: 15 Minutes

PRESENTER: Shane Zahrt

AGENDA ITEM:

U.S. Highway 169 Range Gateway Coalition Membership

BOARD ACTION REQUESTED:

Adopt the Resolution Re: Membership in the U.S. Highway 169 Range Gateway Coalition.

BACKGROUND:

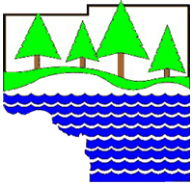
The U.S. Highway 169 Range Gateway Coalition aims to promote safety along the 169 Corridor in Northeast Minnesota through advocacy at the Minnesota Capitol and beyond.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Range Gateway Coalition Invoice #1006 - Itasca County

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 17, 2024

RESOLUTION 2024-54

RE: MEMBERSHIP IN THE U.S. HIGHWAY 169 RANGE GATEWAY COALITION

WHEREAS, safety and freight movement along the U.S. Highway 169 Corridor in Northern Minnesota are vital to the health, well-being, and economic vitality of the region; and

WHEREAS, residents of Northern Minnesota have advocated for completion of the Cross Range Expressway, a four-lane highway to connect communities along Highway 169 between Grand Rapids and Virginia; and

WHEREAS, significant safety and freight movement challenges persist on Highway 169, including the area identified as the Cross Range Expressway and extending south into Aitkin County; and

WHEREAS, the 8-miles of Highway 169 between Taconite and Pengilly in Itasca County remain a two-lane undivided highway, and are the last 8-miles needed to connect all communities between Grand Rapids and Virginia with a four-lane highway; and

WHEREAS, Highway 169 investments will be best achieved through collaboration and coordination among multiple stakeholders, including local governments, businesses, and nonprofits who advocate together for the same goal; and

WHEREAS, the U.S. Highway 169 Range Gateway Coalition is a nonprofit advocacy organization whose mission is to promote safety along the U.S. Highway 169 Corridor throughout Northern Minnesota through legislative advocacy and public awareness; and

WHEREAS, Itasca County supports the mission of the U.S. Highway 169 Range Gateway Coalition to advocate for funding of projects to improve the Highway 169 corridor.

NOW THEREFORE BE IT RESOLVED, that the County of Itasca hereby agrees to join the U.S. Highway 169 Range Gateway Coalition.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

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 17th day of December 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 17th day of December A.D. 2024.

Administrator

U.S. Highway 169 Range Gateway Coalition
c/o 525 Park Street, Suite 470
St. Paul, MN 55103
(651) 225-8840



INVOICE NO. 1006

12/5/2024

BILL TO

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

REMIT PAYMENT TO

U.S. Highway 169 Range Gateway Coalition
c/o 525 Park Street, Suite 470
St. Paul, MN 55103

DESCRIPTION	PRICE	TOTAL
Membership Dues – County	\$15,000	\$15,000
TOTAL DUE BY 1/31/2025		\$15,000.00

Thank you for your support as a founding member of the U.S. Highway 169 Range Gateway Coalition!
If you have any questions about this invoice, please reach out to Emma Nelson at ennelson@flaherty-hood.com or (651) 259-1936.

The U.S. Highway 169 Range Gateway Coalition is a 501(c)(4) organization that engages in lobbying and issue advocacy. Membership dues paid to the Coalition are not deductible as a charitable contribution or as a business expense.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-498

DEPARTMENT: Administrative Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Commissioner Johnson

AGENDA ITEM:

American Rescue Plan (ARP) Request - Various Entities

BOARD ACTION REQUESTED:

Approve the American Rescue Plan (ARP) Request, in the amount of \$4,500, to cover the cost for the cities of Nashwauk, Keewatin, Calumet, Marble, Taconite, Bovey, and Coleraine as well as the townships of Greenway and Goodland to join the Highway 169 Coalition.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. ARP Requests - Various Entities

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

Amanda Schultz

From: noreply@civicplus.com
Sent: Monday, December 9, 2024 10:17 AM
To: Brett Skyles; Gail Guck; Amanda Schultz; Shelley Kebart; John Johnson; Casey Venema
Subject: Online Form Submittal: American Rescue Plan (ARP) Request Form

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:	Nashwauk, Keewatin, Calumet, Marble, Taconite, Bovey, Coleraine, Greenway Twp, Goodland Twp
Name of Contact:	Gail Guck
Address:	123 NE 4th St
City:	Grand Rapids
State:	MN
Zip Code:	55744
Phone Number:	218327781
E-mail Address:	gail.guck@co.itasca.mn.us
Commissioner District:	District 3 - John Johnson, District 5 - Casey Venema
Project Name:	169 Coalition Fees
Amount Requested:	\$4500
Project Budget & Summary of Project:	Joint ARP request for 2024-2025 dues which is the fee to join the newly formed Highway 169 Coalition. \$500 for each entity listed below: City of Nashwauk City of Keewatin City of Calumet City of Marble City of Taconite City of Bovey

City of Coleraine

Greenway Township

Goodland Township

We previously received requests from Nashwauk, Keewatin, Coleraine and Calumet. This would combine all request into one ARP item.

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, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-511

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: Commissioner Smith, Brandon Otway

AGENDA ITEM:

American Rescue Plan (ARP) Request - Free Range Food Co-op

BOARD ACTION REQUESTED:

Approve the American Rescue Plan (ARP) Request, in the amount of \$50,000, from Free Range Food Co-op for the Season of Giving Campaign and authorize the County Board Chair to sign a Letter of Support for the Free Range Food Co-op's capital campaign and plans.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. ARP Request - Free Range Food Co-op
2. Free Range Food Coop Letter of Support
3. Letter of Support - Free Range Food Co-op SIGNED

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

Amanda Schultz

From: noreply@civicplus.com
Sent: Thursday, December 12, 2024 4:50 PM
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Subject: Online Form Submittal: American Rescue Plan (ARP) Request Form

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:	Free Range Food Co-op
Name of Contact:	Brandon Otway, Board Chair
Address:	PO Box 842
City:	Grand Rapids
State:	MN
Zip Code:	55744
Phone Number:	218-259-8619
E-mail Address:	brandono.frfc@gmail.com
Commissioner District:	District 1 - Cory Smith
Project Name:	Free Range Food Co-op
Amount Requested:	\$50,000
Project Budget & Summary of Project:	Please see attached.
Additional Information:	Free Range Food Co-op – Itasca County ARPA Proposal Package.pdf

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

Project Description

Bringing Healthy, Locally Sourced Food to Itasca County

Project Summary

The Free Range Food Co-op is on a mission to provide healthy, locally sourced food to residents of Itasca County. To help bring this vision to life, we are asking the Itasca County Board of Commissioners to contribute \$50,000 of the county's remaining ARPA funding to our Season of Giving campaign. This campaign aims to raise \$250,000 during November and December 2024.

Proceeds from the Season of Giving campaign will be used to support the predevelopment phase of our new grocery store. This includes securing strategic consulting in areas such as project management, architecture, and store layout. These activities are scheduled to take place between January and March 2025.

Our goal for the predevelopment phase of our project is to leverage the expertise of consultants with experience in launching food co-ops. These professionals will complement the knowledge and efforts of our dedicated community volunteers. This collaboration will ensure that the project is well-planned, progresses on time, stays within budget, and is ultimately successful.

Key Project Phases

1. Project Management

We've partnered with 45 North, a reputable project management firm with a successful track record in similar initiatives. Their involvement will help ensure the project meets high standards of efficiency, stays on budget, and adheres to our timelines.

2. Store Layout

We are in discussions with Seven Roots, a firm specializing in store design. Seven Roots will help us create a store that is both functional and welcoming, providing an intuitive shopping experience. Seven Roots has experience working with other co-ops in northern Minnesota and understands the local context and customer preferences. Their role will include:

- Conducting store programming and research
- Finalizing product selection and sourcing strategies
- Designing visually appealing, functional display units
- Recommending shelving, kitchen essentials, signage, and point-of-sale systems

3. Architectural Services

To bring our vision to life, we have issued a Request for Qualifications (RFQ) to explore architectural services. We are seeking an architect with expertise in:

- Civil engineering

- Detailed surveying
- Mechanical systems design
- Electrical, plumbing, and structural planning

This architect will help ensure our co-op meets or exceeds environmental and safety standards.

Why This Matters

Securing these expert services is more than just an investment in a grocery store—it's a foundational investment in the future of the co-op as well as its expected contributions to Itasca County's food ecosystem, the health of the community, and the local economy.

Project Location

In May 2024, the Free Range Food Co-op and the City of Grand Rapids Economic Development Authority signed a Purchase and Development Contract for a property located at the corner of MN Hwy 2 and 1st Ave NW.

A Historic and Ideal Location

The property is located on the historic site of the former Kremer's Ben Franklin Five and Dime store. Since the building was demolished in 2002, the space has been used as a parking lot. We plan to transform this underutilized lot into a vibrant hub for community health and wellness.

This location is an excellent fit for our store and aligns perfectly with the City of Grand Rapids' Downtown Redevelopment Plan.

Surrounding Community and Amenities

The site is surrounded by a unique mix of businesses and community spaces, including:

- Nonprofits
- An art center
- A stained glass store
- The historic Central School
- Everyday amenities such as a gas station, real estate office, bank, Chamber of Commerce, and an indoor shopping center

This diverse and eclectic downtown area is ideally suited to support a community-focused initiative like ours.

Addressing the Nutritional Gap and Revitalizing Downtown

This location will not only address the nutritional gap in a community underserved by healthy food options, but it will also contribute to the revitalization of downtown Grand Rapids. The

Free Range Food Co-op will stimulate the local economy, create jobs, and encourage further investment in the area's future.

Market Area and Demographics

According to our market study, an estimated 58,200 potential shoppers are within our defined trade area. This area extends 40 miles from Grand Rapids and includes 27 towns and villages across:

- Most of Itasca County
- Northern Aitkin County
- Eastern Cass County
- Western St. Louis County

Current Grocery Landscape

At present, Grand Rapids lacks locally owned grocery stores, and the existing stores are not connected to local growers. The current options include:

- Two large grocers based out of Hermantown
- Aldi
- Target, with limited grocery options
- Walmart

Outside of the farmer's market and a few seasonal vegetable stands, there is no year-round, centralized location for locally grown, organic, or fresh food.

Our Solution: Connecting Local Growers to Local Consumers

We aim to bridge this gap by creating a direct connection between local growers and local consumers. In addition, we will join a national cooperative that will increase our buying power and will enable us to offer high-quality foods at a competitive price point. This will help us compete with traditional grocery stores. Beyond that, our priorities include:

- Providing accessible, fresh food
- Ensuring affordable sourcing practices
- Supporting local farmers to boost the local economy

By focusing on these goals, the Free Range Food Co-op will provide our community with healthier food options while fostering economic sustainability.

Organizational Background

The Free Range Food Co-op was founded in 2015 by three passionate individuals who wanted to improve community well-being through access to local, wholesome, and organic foods. Since then, thousands of volunteer hours have been dedicated to organizing, promoting, and

planning for the co-op. Today, we are 1,188 member-owners strong, with more people joining every day.

Our Mission and Impact

The Free Range Food Co-op is dedicated to:

- Supporting local farmers and producers
- Making organic, healthy food more accessible and affordable
- Strengthening the local economy and fostering a sustainable food system

Our co-op model encourages community involvement through member ownership, democratic decision-making, and inclusivity. Everyone is welcome to shop at our store, and low-income members will be able to use SNAP benefits and attend nutrition and health classes.

Some Accomplishments to Date

- Secured organizational status in 2015 as a for-profit cooperative
- Established a board of directors
- Completed a market study that demonstrates demand and potential
- Completed a site feasibility report
- Completed a proforma budget analysis that shows business viability for 10 years into the future
- Secured a building site in May 2024
- Established strong partnerships with local growers, area bankers, downtown businesses, and the city of Grand Rapids
- Grew membership to 1,188 individuals/households and counting

The Opportunity for Community Investment

The Free Range Food Co-op represents a pivotal opportunity for Itasca County to invest directly in its local food supply chain, fostering long-term sustainability, food security, and economic resilience. As a rural community located in northern Minnesota, Itasca County faces unique challenges related to access to fresh, healthy food. Many of the county's residents are currently underserved by grocery stores that offer fresh produce, organic goods, or locally grown food year-round. The Free Range Food Co-op seeks to fill this gap, offering a permanent solution that will:

- **Improve Access to Nutritious Food:** With limited options for healthy, affordable food, many Itasca County residents struggle to access fresh, locally sourced produce. This impacts public health, contributing to higher rates of diet-related diseases such as obesity, diabetes, and heart disease. The Free Range Food Co-op will directly address this by providing an accessible, year-round source of nutritious food in the heart of downtown Grand Rapids.

- **Strengthen the Local Economy:** By supporting local farmers and producers, the Free Range Food Co-op will foster economic growth in the area. Purchasing from local growers and vendors ensures that more dollars stay within the community, circulating in the local economy and strengthening the agricultural sector. Additionally, the co-op will support an estimated 43 construction jobs and create 21 permanent jobs, from store management and customer service to distribution and food sourcing, providing a stable, year-round employment base for residents.
- **Promote Food Security:** Investing in the Free Range Food Co-op is a proactive step toward ensuring food security for all county residents, including vulnerable populations. With the ability to accept SNAP (Supplemental Nutrition Assistance Program) benefits and offer educational programs on nutrition, the co-op will make healthy food more accessible to low-income families, improving their overall well-being. In addition, because the food co-op will be located in downtown Grand Rapids, it will improve the availability of healthy food in a geographic area where there is currently limited access.
- **Encourage Community Resilience:** The COVID-19 pandemic highlighted the fragility of global food systems and the importance of building resilience through local, sustainable solutions. By supporting the co-op, the Itasca County Board of Commissioners can invest in creating a more resilient local food system that is less vulnerable to external shocks, such as supply chain disruptions, price inflation, or health crises. Food co-ops connect communities directly with local producers, reducing reliance on large corporate food chains and ensuring that communities are better equipped to weather future challenges.
- **Enhance Community Health:** The availability of fresh, organic, and locally grown food has a direct impact on the health of a community. By investing in this project, the county is committing to improving the health outcomes of its residents, providing them with greater opportunities to access healthy food options that contribute to a better quality of life and reduced healthcare costs in the long term.

The \$50,000 investment in the Free Range Food Co-op's predevelopment phase represents a strategic, forward-thinking investment in the future of Itasca County's food system (Please see attached project budget.) This investment will help us in the solicitation of other community contributions and will lead to the creation of a community-driven food source that will benefit Itasca County residents economically, socially, and nutritionally for years to come. This funding is not just a financial contribution; it is a commitment to sustainable, locally sourced food, economic development, and enhanced community resilience. With this support, Itasca County will help play a role in transforming its local food system, ensuring that healthy, fresh food is accessible to all and that the community thrives for generations to come.

Attachments

Please attach any additional information you wish the county board to have

Map of Owners

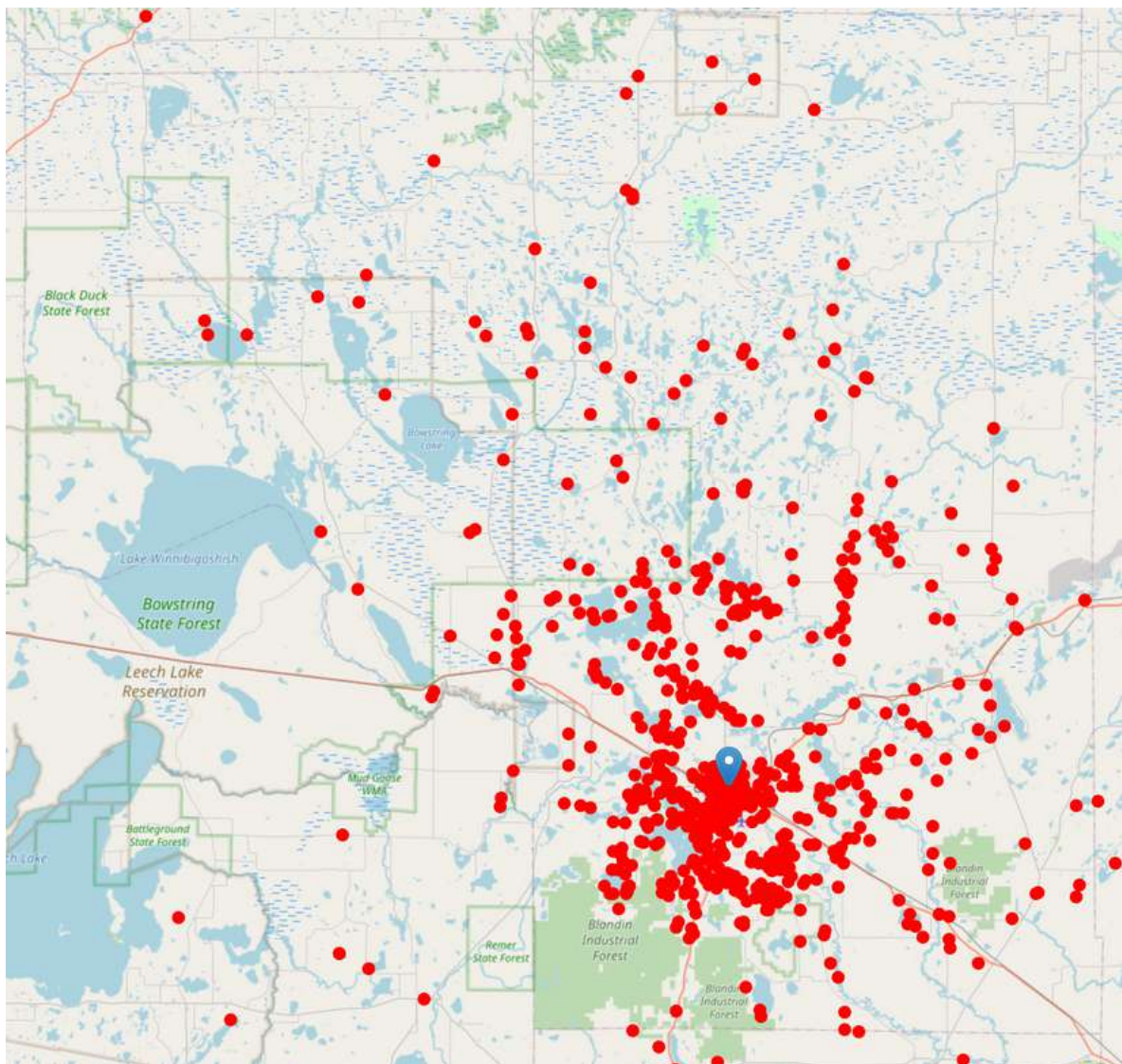
Economic Impact Analysis

Building Drawings

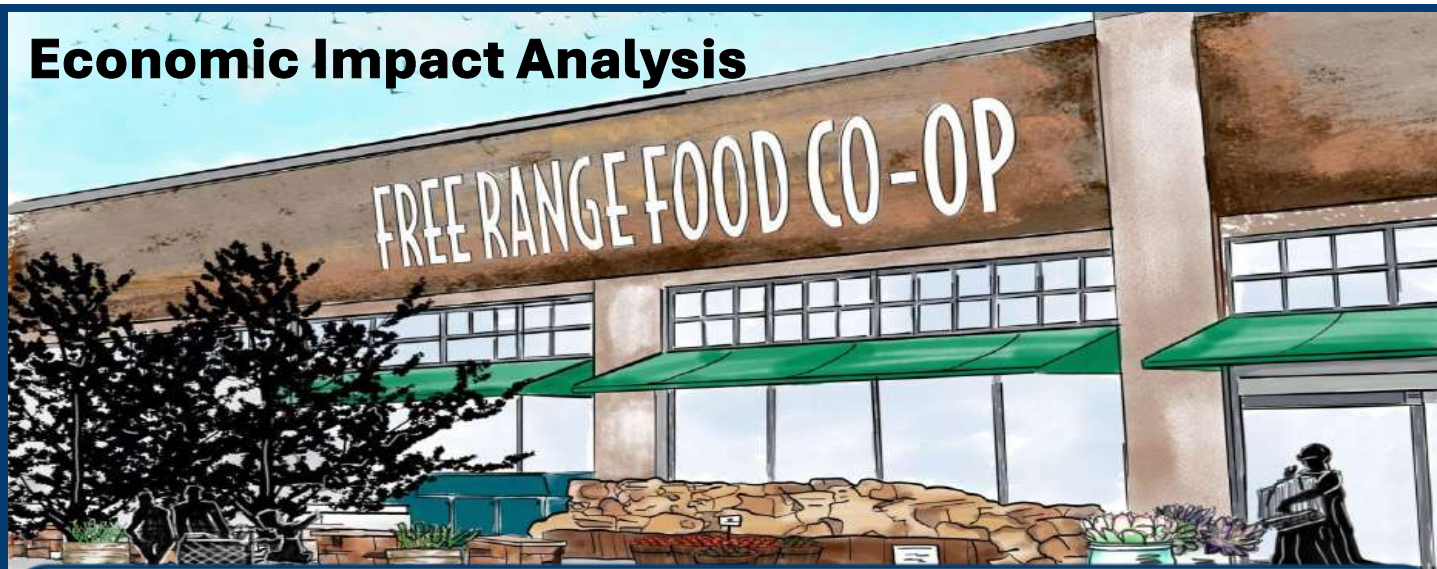
Project Budget
Season of Giving Campaign Update
Bryndlewood Gardens – Letter of Support
Dowell Family Gardens – Letter of Support
IEDC – Letter of Support
Northspan – Letter of Support



Total Ownership as of 11/26/2024: 1,188
93 percent of Co-op owners live in Itasca County



Economic Impact Analysis



Goal

To build a food cooperative in the city of Grand Rapids to support local farmers by providing a sustainable marketplace for their fresh, healthy produce, while empowering our community to make nutritious food choices. We strive to create a vibrant, inclusive environment where everyone can access and enjoy wholesome, locally-sourced foods.

Facilities

4,000 Sqft Retail
2,000 Sqft Warehouse
6,000 Total Sqft

Construction Impact

	Cost	\$4,876,646
	Direct Hire Jobs	32
	Spinoff Jobs	11
	Construction Jobs Created	43
	Total Economic Impact of Construction	\$6,456,408

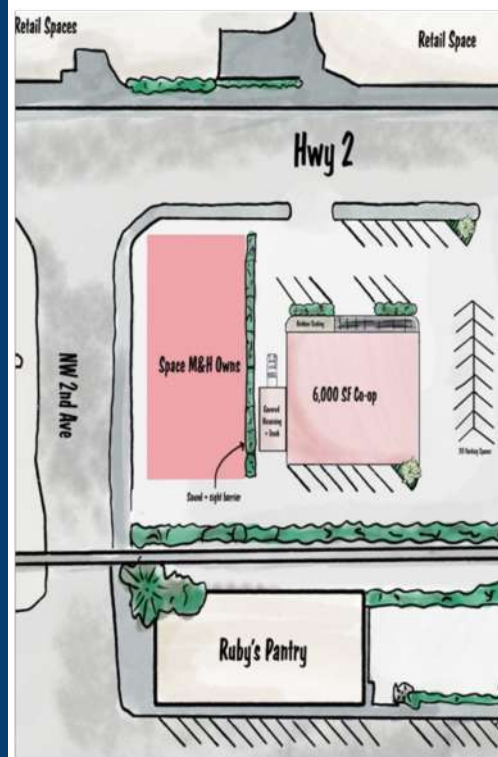
Food Coop in Operation (5yr mark)

On-going Stimulus to the Economy

	Direct Economic Impact	\$1,369,262
	Business to Business (indirect)	\$390,382
	Wages in the local economy (induced)	\$551,142
	Total Economic Impact	\$2,310,787

Job Creation

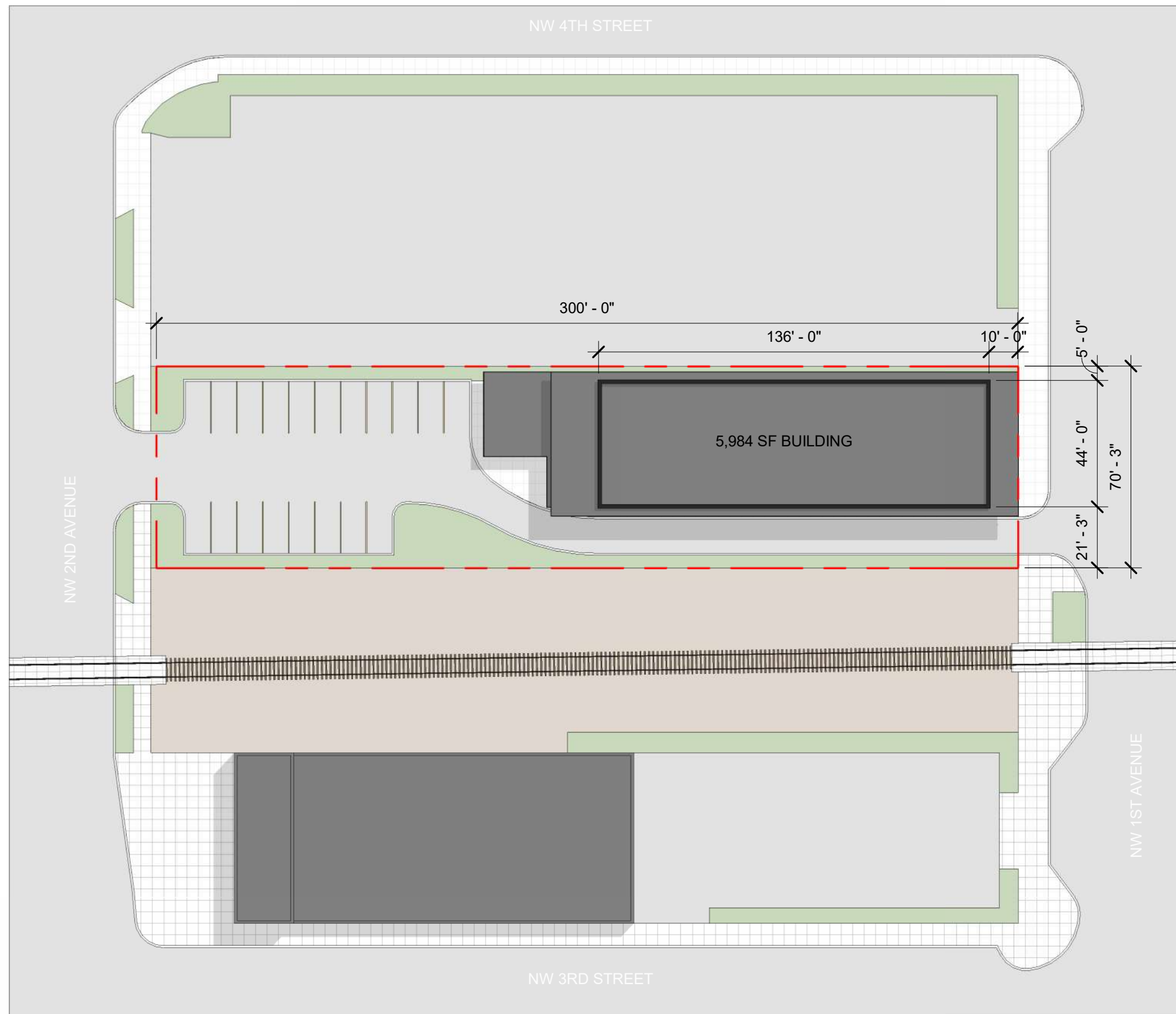
	Employees	16 FTE
	Spinoff Jobs	5.2 FTE
	Total Jobs Created	21.2 FTE
	Wages and Benefits Paid	\$914,572





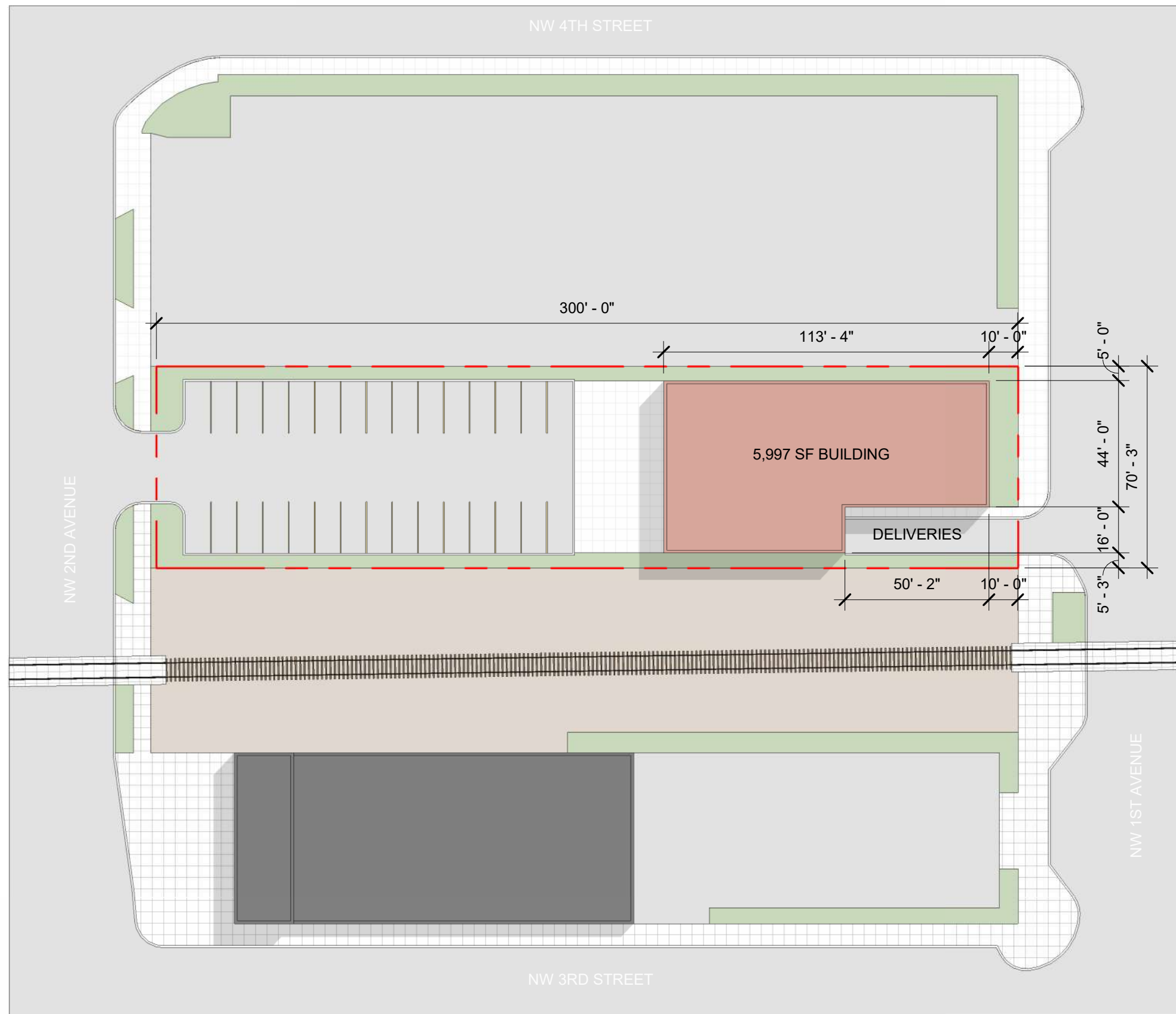






FREE RANGE FOOD CO-OP - GRAND RAPIDS, MN

SITE PLAN



FREE RANGE FOOD CO-OP - GRAND RAPIDS, MN

Free Range Food Co-op – Budget Information		
Season of Giving Campaign (For Pre-Development)		
Expenses		
Project Management	\$12,000	
Architecture (Including Programming, Concept Design, Schematic Design, Design Development, and Construction Documents)	\$150,000	
Design of Store Layout	\$88,000	
	\$250,000	
Revenue		
Donations from Individuals and Families	\$58,204	Committed as of 12/12/24
Anonymous Family	\$50,000	End of Year Giving – Pending
Anonymous Family	\$10,000	End of Year Giving – Pending
Anonymous Family	\$10,000	End of Year Giving – Pending
Donations from Individuals and Families	\$71,796	In Progress
Itasca County	\$50,000	Pending
	\$250,000	
Construction Budget		
Expenses		
Site Purchase	\$208,000	
Shell Building and Sitework	\$1,628,000	
Interior Improvements	\$1,200,000	
Equipment	\$1,050,000	
Inventory	\$200,000	
Fees (Hired Professionals)	\$767,950	
Staffing	\$103,000	
Administrative Overhead	\$176,757	
Holding/Site Cost + Post-Opening Professional Support	\$32,696	
Working Capital	\$281,000	

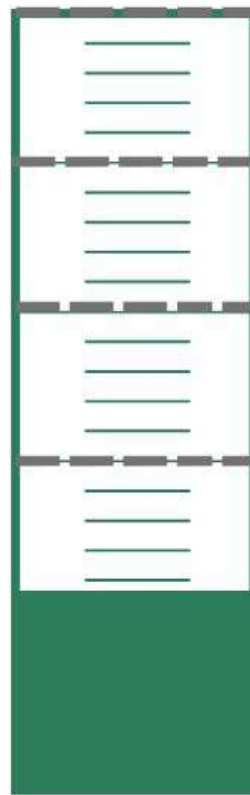
Overrun Allowance	\$546,440	
	\$6,193,843	
Revenue		
Owner Pledges	\$370,000	Committed
Owners' Membership Investments	\$118,800	Committed
Blandin Foundation	\$1,000,000	Pending
USDA – Healthy Food Financing Initiative	\$350,000	Pending
Minnesota Department of Ag – Good Food Access Equipment Grant	\$75,000	Planned
Iron Range Resources and Rehabilitation	\$325,000	Planned
Owner Donations & Preferred Shares	\$1,105,043	Planned
New Market Tax Credits	\$850,000	Planned
Other Grants	\$1,500,000	Planned
Local and State Government Funding	\$500,000	Planned
	\$6,193,843	



Invest Together, Grow Together



DEC. 10
110 DONORS
\$57,554!



\$250,000
\$200,000
\$150,000
\$100,000
\$57,554!

Anyone can contribute! - FreeRangeFood.coop/invest



*Connie Vincent
&
Boomer Moritko
Owner #411*

**Our
reason
for
giving...**

We recognize the
benefit of locally
grown food and want
to support the hard
working people who
provide it,
thank you all.



*Katie & Simon
Lick
Owner #381*

**Our
reason
for
giving...**

My husband and I want
to give so we can see
this through. We are
grateful to all that have
worked tirelessly to
make this happen for
our community.



*Stacy and
Garrett Holl
Owner #184*

**Our
reason
for
giving...**

To get us closer
to making the
dream of local,
healthy food a
reality!



Edward Wall
Owner #411

**My
reason
for
giving...**

When I moved to Grand Rapids area (about 12 years ago) it was the first time in about 30 years that I had not had access to a real food co-op (mainly in Wisconsin, Michigan and Illinois). So, of course, when you folks started planning, I decided to support your efforts.



*Donna and
John Davis
Owner #79*

**Our
reason
for
giving...**

We love shopping at natural food co-ops in Bemidji, Virginia, Duluth, and in the metro area. Fresh, organic, local, fair trade. Co-ops are values-driven local businesses owned by the community, but open to everyone. We're excited for Free Range Food Coop to open in Grand Rapids!

Wililyn Dowell of Dowell Farm and Gardens

Why we need Free Range Food Co-op...

“As a local food producer, a food co-op in our area would be a game-changer for our farm. As a producer, we know the hard work that goes into growing and harvesting quality produce but finding consistent markets and resources to support our growth has been challenging.

Free Range Food Co-op would give us access to resources, collective bargaining power, and a supportive community of fellow farmers and customers, allowing us to focus more on what we love—growing fresh, local food.”





Invest Together. Grow Together

YOUR DONATION CAN BE DOUBLED!
UP TO \$10,000 WILL BE MATCHED
NOVEMBER 21ST AND 22ND ONLY!

Match made possible by...

*Tiffany
&
Andrew
Gesme
Owner # 147*

**Our
reason
for
giving...**

*"Co-ops are a hub
of vibrancy and a
wonderful place
to bring our
community
together."*

Shane Dugan
Owner #1015

**My reason for
giving...**

We need
a local
Co-op!!





*John & Laura
Connelly
Owner #28*

**My
reason
for
giving...**

We've visited co-ops in other cities and always enjoy the variety of local and organic food as well as the overall focus on community and sustainability. We're looking forward to the day the doors open at our very own food co-op right here in Grand Rapids.



*Joyce
Peraaho
Owner #160*

**My
reason
for
giving...**

I look forward to having local access to organic and healthy food grown and available locally year 'round (without having to order online or drive long distances to area co-ops or wait for seasonal farmers market).

November 25, 2024

Dear Itasca County Commissioner Board,

Here at Bryndlewood Gardens, we are very passionate about local food. After growing fresh vegetables for our community for the last 12+ years, we are acutely aware of this community's need for more fresh food.

We are reaching out to support the Free Range Food Co-op's capital campaign to open a new grocery store right in downtown Grand Rapids. We believe this project will significantly benefit the county's economy, and we respectfully request your allocation of ARPA funding to help with project management, design, and architectural costs.

We have been owners of the Co-Op mission since October 2016. We have sold produce at the Grand Rapids Farmer's Market since 2012.

This new grocery store will provide a unique marketplace that prioritizes local, sustainable food and will enable local producers such as ourselves to offer far greater access to this food than we can provide individually. This encourages economic growth that keeps money local instead of sending it out to the rest of the state or country.

Our farm success hinges on being able to provide access to food. This project is the shortest supply chain to get fresh vegetables out to our community that has been deemed as a "food desert". While we can only provide fresh vegetables 1 day per week at Farmers Market, the Co-op would offer 7 day per week access.

Overall, this project is a step to encourage the revitalization of our community that is needed. We appreciate your consideration of this request and the opportunity to work together toward a more sustainable and prosperous future for Itasca County. Thank you for your time and support.

Sincerely,
Brynden and William Lenius
Bryndlewood Gardens
www.bryndlewoodgardens.com
218-242-0123



Dowell Farm and Gardens

Farm location: 13718 Danson Road, Grand Rapids, MN 55744 Phone: 218.910.6799

November 24, 2024

Dear Itasca County Board of Commissioners,

Dowell Farm and Gardens is proud to offer our full support for the Free-Range Food Co-op's capital campaign to establish a new grocery store in Grand Rapids. This initiative represents a transformative opportunity for our county's food system and economy, and we respectfully request your allocation of ARPA funding to assist with project management, design, and architectural costs.

As a local food producer, a food co-op in our community would be a game-changer for our farm and others like it. Growing and harvesting quality produce requires dedication and labor, but finding consistent markets and resources to support sustainable growth has always been challenging. Free-Range Food Co-op would provide access to resources, collective bargaining power, and a supportive network of farmers and customers. These advantages would allow us to focus more on what we love—growing fresh, local food.

In addition to running Dowell Farm and Gardens, I serve as the aggregation manager for the Grand Rapids Farmers Market Hub. This role has given me firsthand insight into the vital role that local growers play in the regional food system. Our work connects over 20 diverse growers with schools, hospitals, restaurants, and farm boxes, enhancing access to farm-fresh produce while strengthening farm-to-table initiatives. The Free-Range Food Co-op would complement these efforts, providing growers across the county with more reliable market opportunities, a shared sense of purpose, and the ability to scale their operations sustainably.

We believe this partnership would benefit not only our farms but the entire county, fostering a resilient, community-driven food system that serves everyone.

Additionally, the proposed Free-Range Food Co-op store will serve as a dynamic marketplace that prioritizes locally sourced, sustainable food, creating a central hub for the region's food producers and consumers. By offering greater access to fresh, healthy, and affordable food, this initiative will not only improve community well-being but also stimulate economic growth for local farmers, growers, and food artisans.

Below are some key reasons why this project is vital to local food producers and the broader community:

1. **Enhanced Market Access and Sales Opportunities:**

The co-op will provide local producers with direct access to a robust, year-round marketplace. This will reduce barriers to market entry for small-scale farmers and food artisans, allowing us to sell a wider variety of products and increase revenue streams.

2. **Meeting Growing Demand for Locally-Sourced Food:**

The demand for fresh, sustainably grown food has never been higher. The co-op will enable producers to meet this growing demand while ensuring customers have consistent access to high-quality, locally sourced options.

3. **Economic Benefits of a Cooperative Model:**

Supporting a cooperative business model ensures that dollars spent within the co-op stay within the local community, multiplying economic benefits across the region. Local producers, retailers, and service providers will all see increased opportunities for growth.

4. **Strengthening Food Security and Community Resilience:**

This project is critical for enhancing regional food security by reducing reliance on external supply chains. A centralized marketplace for local food fosters a stronger, more connected food system, capable of withstanding challenges and adapting to community needs.

The success of the Free-Range Food Co-op will have far-reaching positive impacts on the entire county—economically, socially, and environmentally. By supporting this initiative, you are investing in a more sustainable and resilient future for Itasca County.

We deeply appreciate your consideration of this request and look forward to collaborating to achieve shared goals for our community.

Please feel free to reach out if you have any questions or require further information. We are looking forward to the possibility of working together to make food sustainability even more successful in our region.

Yours truly,



Wililyn Dowell
Owner
Dowell Farm and Gardens

November 27, 2024

Dear Itasca County Board of Commissioners,

We are writing on behalf of Itasca Economic Development Corporation to express our support for the Free Range Food Co-op's capital campaign to build a new store in Grand Rapids. As a local nonprofit economic development organization, we have worked extensively with the co-op, providing many hours of consulting, funding guidance, business plan development, and financial feasibility analysis. We believe this project aligns with broader goals to foster economic growth and strengthen our community, and we encourage your thoughtful consideration of their request for ARPA funding to assist with project management, design, and architectural costs.

The proposed Free Range Food Co-op store will create a vibrant marketplace prioritizing local, sustainable food while fostering economic growth in Itasca County. By providing a central hub for the region's food producers and consumers, the co-op will enhance market access for local producers, offering new sales opportunities and helping to meet the growing demand for locally-sourced food.

This project also promises significant economic benefits. Supporting a cooperative business model keeps dollars within the local community, stimulates job creation, and strengthens our local economy. Additionally, the co-op's emphasis on food security and community resilience aligns with broader efforts to build a stronger, more connected regional food system.

We believe the success of this project will have far-reaching positive impacts on Itasca County, both economically and socially. Thank you for your consideration of this request and for supporting initiatives that contribute to a more sustainable and prosperous future for our community.

Sincerely,

Nichole Arbour

Dan Gile

Matt Shermoen

Business Development Team

Itasca Economic Development Corporation

November 26, 2024

Itasca County Board of Commissioners
123 NE 4th Street
Grand Rapids, MN 55744

Dear Itasca County Commissioners,

I whole-heartedly endorse the Free Range Food Coop project as a worthy recipient of the funds that you have available from the American Rescue Plan.

I write you as the Arrowhead Regional Technical Assistance provider for the USDA Regional Food Business Center program. As one of few non-profits participating in the program, Northspan used our strategic planning background to gather allies across the seven counties (roughly the geographic equivalent of Slovenia) to create a regional strategic plan to increase community measures of wealth, our regional food independence, production, distribution, and consumption of healthy, local food. (see attached RFBC 1-pager)

Local food coops are an essential piece of regional food networks that support farmers and boosting the local economy. Coops facilitate farmers bringing their goods to market, promote sustainable farming practices, offer healthier food options, create local jobs, support small businesses, and keep money circulating locally - all of which contributes to enhancing economic resilience and community well-being.

I have discussed the Free Range Food Coop project at length with Casey Dabrowski and Becky LaPlant. I have reviewed their due diligence including a market analysis, site feasibility, and pro forma for the proposed coop. The analyses are well-constructed and in-keeping with industry standards and assumptions. Based on the information provided, I have calculated the construction-related economic impact to Itasca County to be \$6,456,408 and the on-going economic contribution at operational stability (after the first 5 years) to be \$2,310,787 per year.

The Free Range Food Coop has a sound plan and the committed member base to make this project successful. I recommend the project as an impactful use of these funds that will help to stimulate the local economy and support a vibrant food system.

Thank you for your consideration.

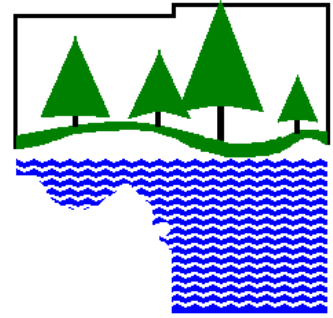
Best Regards,



Shaun Hainey

ITASCA COUNTY

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



December 17, 2024

Mr. Brandon Otway, Board Chair
Free Range Food Co-op
PO Box 842
Grand Rapids, MN 55744

Dear Mr. Otway,

On behalf of the Itasca County Board of Commissioners, I am pleased to express our strong support for the Free Range Food Co-op's capital campaign and plans to establish a cooperatively owned grocery store in downtown Grand Rapids. This project will be an asset to both local shoppers and growers, enhancing access to fresh, locally sourced food and strengthening ties between consumers and producers in Itasca County.

Furthermore, we believe this grocery store will have a positive economic impact by supporting local farmers and food businesses while offering convenient, affordable food options for residents. It will also help keep dollars circulating within the community, creating jobs and supporting long-term economic sustainability.

In recognition of the significant benefits the Free Range Food Co-op will bring to Grand Rapids and Itasca County as a whole, the County Board voted today during its Work Session to approve a grant in the amount of \$_____ to the Free Range Food Co-op. This grant will be made using the county's remaining ARP funds.

Please know we are also fully supportive of your efforts to secure funding for this project from other local, state, and federal sources and are excited to watch this project move forward.

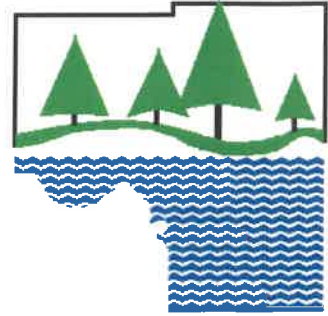
Sincerely,

John Johnson
Chair, Itasca County Board of Commissioners

Equal Opportunity Employer

ITASCA COUNTY

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



December 17, 2024

Mr. Brandon Otway, Board Chair
Free Range Food Co-op
PO Box 842
Grand Rapids, MN 55744

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Please know we are also fully supportive of your efforts to secure funding for this project from other local, state, and federal sources and are excited to watch this project move forward.

Sincerely,


John Johnson
Chair, Itasca County Board of Commissioners



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-502

DEPARTMENT: Auditor / Treasurer

TIME REQUESTED: < 5 Minutes

PRESENTER: Austin Rohling, Gail Guck

AGENDA ITEM:

American Rescue Plan (ARP) Fund

BOARD ACTION REQUESTED:

Authorize transfer of any remaining unencumbered American Rescue Plan (ARP) funds after the December 17, 2024 County Board Work Session, as well as any remaining unpaid items that don't equate to the total previously encumbered, to the County's Revenue Fund (Fund 1 Dept 805) as lost revenue.

BACKGROUND:

ARP Funds must be encumbered by December 31, 2024 and must be spent by December 31, 2026.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

Motion To: Authorize transfer of any remaining unencumbered American Rescue Plan (ARP) funds as of December 30, 2024, as well as any remaining unpaid items that don't equate to the total previously encumbered, to the County's Revenue Fund (Fund 1 Dept 805) as lost revenue.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-495

DEPARTMENT: Land Department

TIME REQUESTED: < 5 Minutes

PRESENTER: Renata Rogalla

AGENDA ITEM:

Notice of Online Public Land Sale Auction of Tax-Forfeited Lands

BOARD ACTION REQUESTED:

Authorize the notice of online Public Land Sale Auctions of tax-forfeited lands to be given on the county website and in newspaper publications.

BACKGROUND:

The county auditor has recorded the Certificate of Forfeiture certifying that a tax judgment was entered against parcels of real property in the district court in the County of Itasca on October 31, 2024; and Itasca County must sell the property at a public auction within 6 months to the highest bidder in a manner reasonably calculated to facilitate public participation, including on-line auction; and notice of tax-forfeited land sale shall be given and that the parcels of land will be sold by on-line auction at <https://www.publicsurplus.com>, as provided by law; and sale shall commence on January 20, 2025, and close on Thursday, February 20, 2025, at 10:00 A.M. and; any parcels that do not sell will then be offered at Minimum Bid Auction; and sale shall commence on Monday, February 24, 2025, and close Friday, March 7, 2025, at 10:00 A.M.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. 2025-01-20 Forfeitures Auctions

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

**NOTICE: ITASCA COUNTY ONLINE TAX
FORFEITED PROPERTY AUCTIONS**

Estimated Market Value (EMV) Auction

Beginning Monday, January 20, 2025

& Closing Thursday, February 20, 2025, at 10:00 A.M.

Any parcels that do not sell will then be offered at

Minimum Bid Auction

Beginning Monday, February 24, 2025.

& Closing Friday, March 7, 2025, at 10:00 A.M.

Auctions will be online at publicsurplus.com.

For more information visit our website at:

www.co.itasca.mn.us/304/Real-Estate.

Itasca County Land Department (218) 327-2855



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-491

DEPARTMENT: Land Department

TIME REQUESTED: < 5 Minutes

PRESENTER: Spring Higley, Kory Cease

AGENDA ITEM:

2025 Fairgrounds Park Property Management Contract

BOARD ACTION REQUESTED:

Approve a service contract between Itasca County and the Itasca County Agricultural Association for 2025 property management services at the Fairgrounds Park in the amount of \$66,000.00, to be paid from Park System Account 12-610, and authorize necessary signatures.

BACKGROUND:

This is annual contract, and it allows the Agricultural Association to manage grounds maintenance, events, and rentals on the Fairgrounds Park under the terms of the contract as developed in coordination with the County Attorney's Office (CRT 5222).

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. ICAA Contract_2025

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

County of Itasca, Minnesota

Service Contract

A.1 DATES AND PARTIES

A.1.1 THIS CONTRACT, made this **1st day of January, 2025**, by and between the County of Itasca, herein called the “County,” and **Itasca County Agricultural Association**, a corporation organized and existing under the laws of the State of Minnesota, herein called the “Vendor.”

B.1 AGREEMENT

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

C.1 TERM OF CONTRACT

C.1.1 The term of this Contract is from **January 1, 2025, to December 31, 2025**, inclusive. The Contract may be extended if provided for in the Special Conditions.

D.1 SPECIAL CONDITIONS

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

E.1 CONTRACT AMOUNT

E.1.1 This Agreement when fully completed and fulfilled on the part of said Vendor to the satisfaction of the County or its duly authorized agent, is **estimated to not exceed \$66,000** for the current term.

F.1 INCREASE

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

G.1 PAYMENT

- G.1.1 The County does hereby agree, to pay said Vendor as services are performed to the satisfaction of the County, or its duly authorized agent, **payments as indicated in the Special Conditions**. Payment terms of this Contract are Net 30.

H.1 GUARANTEE

- H.1.1 The Vendor further agrees to guarantee all materials and parts supplied under this Contract against inferiority as to specifications, such guarantee to be unconditional. Failure or neglect of the County or its designated representative to require compliance with any term or condition of this Contract or the specifications shall not be deemed a waiver of such term or condition.

I.1 BOND

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

J.1 INSURANCE

- J.1.1 The following insurance must be maintained for the duration of this Contract. A Certificate of Insurance for each policy which lists Itasca County as a certificate holder and as an additional insured must be on file with the Itasca County Risk Management Department within 10 days of execution of this Contract and prior to commencement of any work under this Contract. Each certificate must include a 30-day notice of cancellation, nonrenewal, or material change to all named and additional insureds.
- J.1.1.5 A modification to the Indemnification and Insurance Policy by the County Board dated April 27, 2010 is approved as a minimum and required as follows: Auto Liability Insurance in the amount of \$1,000,000 combined single limit naming Itasca County as additional insured; and a signed Worker's Compensation Insurance Certificate of Compliance on file.
- J.1.2 The County reserves the right to terminate, suspend or rescind any contract not in compliance with these requirements and retains all rights thereafter to pursue any legal remedies against Contractor. All insurance policies shall be open to inspection by the County, and copies of policies shall be submitted to the County upon written request. All subcontractors shall provide evidence of similar coverage.

J.1.3 General Liability Insurance

J.1.3.1

	<u>Limit</u>
General Aggregate	\$3,000,000
Products-Completed	
Operations Aggregate	\$3,000,000
Personal and Advertising Injury	\$1,500,000
Each Occurrence:	
Combined Bodily Injury and Property Damage	\$1,500,000

J.1.3.2 Policy shall include contractors and subcontractors, and contractual liability.

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

J.1.4 Automobile Liability Insurance

J.1.4.1

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

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

J.1.5 Workers' Compensation Per Statutory Requirements

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

J.1.6 Employer's Liability

Limit

J.1.6.1 Bodily injury by:

Accident - Each Accident	\$500,000
Disease - Policy Limit	\$500,000
Disease - Each Employee	\$500,000

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

J.1.6.1 Provider shall maintain at its sole expense a valid policy of insurance covering professional liability, arising from the acts or omissions of Provider, its agent and employees in the amount of not less than \$500,000 per claim and \$3,000,000 annual aggregate. (These suggested limits should be reviewed on a case by case basis)

J.1.8 Indemnification Clause

J.1.8.1 Except as may be caused by the sole negligence of the County or its employees, Contractor shall indemnify and save harmless Itasca County, its employees, and its agents from all claims, actions, demands, and judgments of any kind arising in whole or in part from any act or omission of Contractor, its subcontractors, and their agents, servants, or employees, incidental to the performance of the Contract and from all expenses in connection with such claims, actions, demands and judgments, and shall assume, without expense to the County, the defense of any such claims, actions, demands and judgments, irrespective of whether it is alleged, claimed, or proved in connection with such act or omission that negligence of the County or its representatives caused or contributed thereto.

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

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

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

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

K.1 UNAVOIDABLE CIRCUMSTANCES

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

L.1 RIGHT TO TERMINATE

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

M.1 ASSIGNMENT

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

N.1 INDEMNIFICATION

N.1.1 Vendor shall indemnify, hold harmless and defend the County, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the County, its officers or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of Vendor, its agents, servants or employees, in the execution, performance, or failure to adequately perform Vendor's obligations pursuant to this Contract.

O.1 COMPLIANCE WITH LAWS

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

P.1 RECORDS AUDITING AND RETENTION

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

Q.1 WAIVER

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

R.1 MODIFICATIONS/AMENDMENT

R.1.1 Any alterations, variations, modifications, amendments or waivers of the provisions of this Contract shall only be valid when they have been reduced to writing and signed by authorized representative of the County and Vendor.

S.1 SEVERABILITY

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

T.1 FINAL AGREEMENT

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

U.1 EXECUTION

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

Dated this _____ day of _____, _____.

Itasca County Agricultural Association
1336 Fairgrounds Rd.
Grand Rapids, MN 55744

COUNTY OF ITASCA, MINNESOTA

By: _____

By: _____

Title: ICAA President

Title: Chair of the Board of Commissioners

ATTACHMENT A SPECIAL CONDITIONS SUPPLEMENT

01/01/2025

- Purpose:
1. The “Vendor” agrees to provide the following technical support services for property management of Fairgrounds Park under the authority of Itasca County through its Land Department-Fairgrounds Park Operations Plan.
 - A. Event coordination
 - B. Activity coordination
 - C. Rental coordination.
 - D. Campground
 - E. Light-duty buildings and grounds maintenance.
 2. It is mutually understood by “County” and “Vendor” that the ICAA shall independently administer and conduct an annual Itasca County Fair under statutory authority for Agricultural Associations (M.S. 38.01-38.27) on the premises described in Exhibit A, beginning one week before until one week after the designated dates of the Itasca County Fair (fair season) The ICAA shall be responsible for the payment of all costs and expenses related to the Itasca County Fair and hold Itasca County harmless from such expenses *including routine clean-up and maintenance on the premises, buildings and structures during fair season.*

Authorized representative for the “County” is the Park and Recreation Director or designee. Authorized representative for “Vendor” is the ICAA Board or designee.

Time Period: January 1, 2025 – December 31, 2025.

- Payment Details:
1. Routine clean-up and maintenance during fair season shall be at no charge to Itasca County
 2. The up-front grant of **\$66,000** is payment in full for deliverables.
 3. Services beyond those listed under deliverables will be an additional fee.

Deliverables: All deliverables subject to the terms of this service contract shall be completed to the satisfaction of the County.

1. Routine clean-up and maintenance during fair season that will leave the premises, buildings and structures in original or better condition.
2. Non-fair season property management.

The County agrees:

- A. To administer all capital improvement projects; buildings and structure(s) repair and maintenance; and vegetation management on the premises.
- B. To provide insurance for grounds, buildings and contents owned by Itasca County.
- C. To provide an office space and a basement storage cubical to the ICAA Fair Board in the trailhead building.
- D. To provide contracts and leases to ICAA president in a timely manner for the maintenance of, use of and events at the fairgrounds.

The Vendor agrees to provide:

- A. Event coordination
 - 1. Contact person to coordinate with event organizers.
 - 2. Correspond; meet on site; open and close doors/gates; process paperwork.
 - 3. Inspect and lock all doors and windows at the end of all event days.
 - 4. Remove all garbage from the buildings and outside receptacles as needed.
 - 5. Be available for emergency calls and respond back as soon as possible.
- B. Activity coordination
 - 1. Contact person for accommodating approved activities.
 - 2. Opening and closing doors as needed for each activity (or ensure it is done).
 - 3. Inspect and lock all doors and windows at the end of all activity days.
 - 4. Remove all garbage from the buildings and outside receptacles as needed.
 - 5. Be available for emergency calls and respond back as soon as possible.
- C. Rental coordination
 - 1. Contact person for rental management.
 - 2. Process rental permit(s) according to Itasca County fee schedule.
 - 3. Opening and closing doors as needed on a seasonal basis.
- D. Campground coordination
 - 1. Contact person for reservations.
 - 2. Assist campers with site setup, fire rings, and tables as needed.
 - 3. Clean bathroom, showers, and laundry areas daily.
 - 4. Clean sites and fire rings daily.
 - 5. Provide firewood as requested.

6. Contact the Park System Manager for emergencies, accidents, and near misses.
 7. Coordination with campground host.
- E. Light-duty buildings and grounds maintenance.
1. To perform summer season routine clean-up and light maintenance on the premises, buildings, and structures including mowing and light repairs.
 2. The structure upon the premises known as the “Trailhead Building” together with such rights of access and uses of grounds adjacent thereto for its operation shall be managed and maintained as follows:
To perform routine maintenance of the building and grounds to include:
 - a. Cleaning and sweeping of the building floors and exterior porch areas.
 - b. Litter and debris collection and disposal.
 - c. Shovel and salt all entryways as needed.
 - d. Supply expendable products for the general public, events and meetings.
 - e. Vegetation maintenance to include necessary and regular mowing, tree trimming and noxious weed control.
 - f. Dust and clean signage and kiosk areas and glass as needed.
 - g. Clean and disinfect the public bathroom facilities and kitchen weekly and after all events. To include counter tops, cupboards, stove, refrigerator, and sinks.
 - h. Clean any remaining dishes, coffee pots, and surfaces as needed.
 - i. Clean and inspect all tables and chairs after each rental.
 - j. Wash all outside windows at least two times per year.
 - k. Repair any emergency plumbing, hand dryers, and small damages as needed.
 - l. Test emergency lighting and fire extinguishers annually.
 - m. Necessary, routine maintenance of catch basins to ensure the free flow of water as necessary to prevent damage to the facility.
 - n. Provide light maintenance and minor repairs for amenities provided on or near the facility to include drinking fountains and benches, etc.
 - o. Provide for building reservations for the meeting room, kitchen and storage rentals.
 - p. Provide for opening and closing of the outside bathroom doors on a regular basis to meet seasonal needs. If excessive damages occur to the building or facilities within, ICAA will have the right to close the building while it is unoccupied. Notice of this closure will be given to the County in writing.
 - q. Report all vandalism and damages to the Park System Manager.
 - r. The ICAA shall be responsible for the payment of all costs and expenses related to the property management services and hold Itasca County harmless from such expenses except as otherwise set forth herein.

Other terms
and
conditions:

1. A modification to the Indemnification and Insurance Policy dated April 27, 2010 is approved as a minimum and required as follows: Auto Liability Insurance in the amount of \$1,000,000 combined single limit naming Itasca County as additional insured; and a signed Worker's Compensation Insurance Certificate of Compliance on file.
2. Primary budget source for independent operation of Itasca County Fair is the ICAA. All revenues and expenses related to the activities of the ICAA and its operation of the Itasca County Fair shall be segregated from those relating to services for property management of the Fairgrounds Park required by this Agreement. A separate bank account shall be maintained by ICAA for Itasca County Fair operations.
3. Primary budget source for property management services is the Forest Resource Fund County Park System account 12-610-510. All revenues and expenses related to the activities of the ICAA and its property management services of the Fairgrounds Park shall be segregated from those relating to conduct of the Itasca County Fair. A separate bank account shall be maintained by ICAA for revenues and expenses related to property management services provided under this Agreement
4. To the extent that any term in this attachment conflicts with any contract term or condition, the terms and conditions of the contract shall prevail over the attachment.

jjm

EXHIBIT A
Fairgrounds Park Property Description
(Quiet Title)

The East One-half of Southwest Quarter of the Northeast Quarter, Section Sixteen, Township Fifty-five North, Range Twenty Five West of the Fourth Principal Meridian (E $\frac{1}{2}$ SW $\frac{1}{4}$ NE $\frac{1}{4}$, Sec 16, T55N, R25W)

Parcel ID #: 91-016-1300

AND

The West One-half of the Southwest Quarter of the Northeast Quarter, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (W $\frac{1}{2}$ SW $\frac{1}{4}$ NE $\frac{1}{4}$, Sec 16, T55 N, R25W)

Parcel ID #91-016-1300

AND

The East One-half of the Northeast Quarter of the Southeast Quarter of the Northwest Quarter, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (E $\frac{1}{2}$ NE $\frac{1}{4}$ SE $\frac{1}{4}$ NW $\frac{1}{4}$, Sec 16, T55N, R25W)

Parcel ID #91-016-2401

AND

Lot Fifteen, Park Row, KEARNEY'S FIRST ADDITION TO GRAND RAPIDS, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (Lot 15, Park Row, KEARNEY'S FIRST ADD TO G. RAPIDS, Sec 16, T55N, R25W)

Parcel ID #91-585-4150

AND

Lot Fourteen, Park Row, KEARNEY'S FIRST ADDITION TO GRAND RAPIDS, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (Lot 14, Park Row, KEARNEY'S FIRST ADD TO G. RAPIDS, Sec 16, T55N, R25W)

Parcel ID# 91-585-4150

AND

Lots One and Two, Block One, KEARNEY'S FIRST ADDITION TO GRAND RAPIDS, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (Lot 1 & 2, Block 1, KEARNEY'S FIRST ADD TO G. RAPIDS, Sec 16, T55N, R25W)

Parcel ID# 91-585-0110

AND

The East Two Acres of the West One-half of the Northeast Quarter of the Southeast Quarter of the Northwest Quarter, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (E 2 Acres $W\frac{1}{2}$ NE $\frac{1}{4}$ SE $\frac{1}{4}$ NW $\frac{1}{4}$, Sec 16, T55N, R25W)

Parcel ID# 91-016-2402

AND

The West Three hundred thirty feet of the East Nine hundred ninety feet of the South Six hundred sixty feet of the Northwest Quarter of the Northeast Quarter, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (W 330' of E 990' of S 660' of NW $\frac{1}{4}$ NE $\frac{1}{4}$, Sec 16, T55N, R25W)

Parcel ID# 91-016-1206

AND

The East One-half of the Southeast Quarter of Government Lot One, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian ($E\frac{1}{2}$ of SE $\frac{1}{4}$ of GL1, Sec 16, T55N, R25W)

Parcel ID# 91-016-2104

AND

The West Half of the Southwest Quarter of the Northwest Quarter of the Northeast Quarter Less the East Nine hundred ninety feet, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian ($W\frac{1}{2}$ of SW $\frac{1}{4}$ NW $\frac{1}{4}$ NE $\frac{1}{4}$ Less E 990', Sec 16, T55N, R25W)

Parcel ID# 91-016-1207

AND

The South One-half of the Southeast Quarter of the Northwest Quarter of the Northeast Quarter, Less the South Two hundred ninety-six and 42 one-hundredths feet of the East Two hundred sixty-four feet, AND Less the West Two hundred sixty-four feet of the South One hundred sixty-five feet of the East Five hundred twenty-eight feet of the of the Northwest Quarter of the Northeast Quarter, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian. ($S\frac{1}{2}$ of $SE\frac{1}{4}$ $NW\frac{1}{4}$ $NE\frac{1}{4}$, Less the S. 296.42' of the E. 264' and Less W. 264' of the S. 165' of the E. 528', Sec 16, T55N, R25W)

Parcel ID# 91-016-1204

AND

The West Two hundred sixty-four feet of the South One hundred sixty-five feet of the East Five hundred twenty-eight feet of the Northwest Quarter of the Northeast Quarter, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (W 264' of S 165' of E 528' of $NW\frac{1}{4}$ $NE\frac{1}{4}$, Sec 16, T55N, R25W)

Parcel ID# 91-016-1204

AND

The South One-half of the Northwest Quarter of the Northwest Quarter of the Northeast Quarter, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian ($S\frac{1}{2}$ $NW\frac{1}{4}$ $NW\frac{1}{4}$ $NE\frac{1}{4}$, Sec 16, T55N, R25W)

Parcel ID# 91-016-1209

AND

The South Forty-five feet of Lot Three, and all of Lot Four, Block One, KEARNEY'S FIRST ADDITION TO GRAND RAPIDS, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (S 45' of Lot 3, and all of Lot 4, Block 1, KEARNEY'S FIRST ADD TO G. RAPIDS, Sec 16, T55N, R25W)

Parcel ID# 91-585-0130

AND

The East One-half of the Northwest Quarter of the Southeast Quarter of the Northwest Quarter, and the West One and One-half acres of the West One-Half of the Northeast Quarter of the Southeast Quarter of the Northwest Quarter of Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian, Less the West

229 feet of the East One-half of the Northwest Quarter of the Southeast Quarter of the Northwest Quarter of Section Sixteen , Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian ($E\frac{1}{2}$ of $NW\frac{1}{4}$ $SE\frac{1}{4}$ $NW\frac{1}{4}$ and $W1\frac{1}{2}$ acre of $W\frac{1}{2}$ $NE\frac{1}{4}$ $SE\frac{1}{4}$ $NW\frac{1}{4}$, Sec 16, T55N, R25W Less 229' of $E\frac{1}{2}$ $NW\frac{1}{4}$ $SE\frac{1}{4}$ $NW\frac{1}{4}$, Sec 16, T55N, R25W)

Parcel ID# 91-016-2440

AND

The East One and One-half acres of the West three acres of the West One-half of the Northeast Quarter of the Southeast Quarter of the Northwest Quarter of Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian ($E1\frac{1}{2}$ A of W 3A of $W\frac{1}{2}$ of $NE\frac{1}{4}$ $SE\frac{1}{4}$ $NW\frac{1}{4}$, Sec 16, T55N, R25W)

Parcel ID# 91-016-2403

AND

The North Sixty feet of Lot Three, Block One, KEARNEY'S FIRST ADDITION TO GRAND RAPIDS, according to the recorded plat thereof on file and of record in the office of the County Recorder of said county and state. of Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (N 60' of Lot 3, Block 1, KEARNEY'S FIRST ADD TO G. RAPIDS, Sec 16, T55N, R25W)

Parcel ID# 91-585-0120

(the "Fairgrounds Parcels")

AND

Any and all lands within said **Fairgrounds Perimeter** said perimeter being described as follows:

A parcel of land located within the Northwest Quarter of the Northeast Quarter, the Southwest Quarter of the Northeast Quarter, the Southeast Quarter of the Northwest Quarter, Government Lot 1, the Northeast Quarter of the Southwest Quarter, Block One, KEARNEY'S FIRST ADDITION TO GRAND RAPIDS, and Lots 14 and 15 of PARK ROW of KEARNEY'S FIRST ADDITION TO GRAND RAPIDS, all in Section 16, Township 55 North, Range 25 West of the 4th Principal Meridian, described as follows:

Commencing at a 1½ inch solid rod marking the north quarter corner of Section 16; thence South 00 degrees 23 minutes 12 seconds West, bearings based upon the Itasca County South Zone Coordinate System, 330.80 feet, to an Itasca County monument marking the north line of the south one-half of the Northwest Quarter of the Northwest Quarter of the

Northeast Quarter and the Point of Beginning; thence North 89 degrees 51 minutes 32 seconds East, along said north line of the South one-half of the Northwest Quarter of the Northwest Quarter of the Northeast Quarter, 661.16 feet, to an Itasca County monument marking the east line of the west one-half of the Northwest Quarter of the Northeast Quarter; thence South 00 degrees 19 minutes 14 seconds West, along said east line of the west one-half of the Northwest Quarter of the Northeast Quarter, 660.56 feet, to an Itasca County monument marking the north line of the south one-half of the Southeast Quarter of the Northwest Quarter of the Northeast Quarter; thence North 89 degrees 42 minutes 41 seconds East, along said north line of the south one-half of the Southeast Quarter of the Northwest Quarter of the Northeast Quarter, 661.58 feet, to a ½ inch iron pipe marking the east line of the Northwest Quarter of the Northeast Quarter; thence South 00 degrees 37 minutes 11 seconds West, along said east line of the Northwest Quarter of the Northeast Quarter, 33.20 feet, to an aluminum capped iron pipe LS 19526 marking the north line of the south 296.42 feet; thence South 89 degrees 41 minutes 28 seconds West, along the north line of the south 296.42 feet, a distance of 264.03 feet, to an aluminum capped iron pipe LS 19526 marking the west line of the East 264 feet; thence South 00 degrees 37 minutes 11 seconds West, along the west line of the East 264 feet, a distance of 296.46 feet, to an aluminum capped iron pipe LS 19526 marking the south line of the Northwest Quarter of the Northeast Quarter; thence North 89 degrees 41 minutes 28 seconds East, along the south line of the Northwest Quarter of the Northeast Quarter 264.03 feet, to a capped 1/2 inch iron pipe LS 16459 marking the northeast one-sixteenth corner of said Section 16; thence South 00 degrees 18 minutes 59 seconds West, along the east line of the Southwest Quarter of the Northeast Quarter, 1316.36 feet, to a 1 inch iron pipe marking the center-east one-sixteenth corner of said Section 16; thence South 89 degrees 23 minutes 49 seconds West, along the south line of the Southwest Quarter of the Northeast Quarter, 1325.04 feet, to an iron pipe marking the center quarter of said Section 16; thence South 00 degrees 50 minutes 28 seconds West, along the west line of the Northwest Quarter of the Southeast Quarter, 229.72 feet, to an aluminum capped iron pipe LS 19526, marking the intersection with the easterly extension of the southerly line of Block 1, KEARNEY'S FIRST ADDITION TO GRAND RAPIDS; thence North 89 degrees 35 minutes 51 seconds West, along the southerly line of Block 1 and its easterly extension, 314 feet, more or less, to the shore of Crystal Lake; thence northerly along the shore of Crystal Lake to intersect the west line of Lot 14, PARK ROW, KEARNEY'S FIRST ADDITION TO GRAND RAPIDS; thence North 00 degrees 09 minutes 36 seconds West, along the west line of said Lot 14 a distance of 301 feet, more or less, to an aluminum capped iron pipe LS 19526, marking the south line of the north half of the Southeast Quarter of the Northwest Quarter; thence South 89 degrees 57 minutes 39 seconds West, along the south line of the north half of the Southeast Quarter of the Northwest Quarter, 216.44 feet, to a ½ inch capped iron pipe set by L.S. 13310; thence continuing South 89 degrees 57 minutes 39 seconds West, along the south line of the north half of the Southeast Quarter of the Northwest Quarter, 202.84 feet, more or less, to intersect the east line of the West 229 feet of the East one-half of the Northwest Quarter of the Southeast Quarter of the Northwest Quarter (as established by LS 13310); thence North 00 degrees 14 minutes 23 seconds East, along said east line of the West 229 feet of the East one-half of the Northwest Quarter of the Southeast Quarter of the Northwest Quarter, 663.93 feet, to a ½ inch capped iron pipe marking the north line of the Southeast Quarter of the Northwest

Quarter; thence South 89 degrees 46 minutes 58 seconds East, along the north line of the Southeast Quarter of the Northwest Quarter, 438.65 feet, to an Itasca County monument marking the east one-half of the Northeast Quarter of the Southeast Quarter of the Northwest Quarter; thence North 00 degrees 20 minutes 03 seconds East, along the west line of the east one-half of the Southeast Quarter of Government Lot 1, a distance of 662.56 feet, to an Itasca County monument marking the north line of the Southeast Quarter of Government Lot 1; thence South 89 degrees 55 minutes 26 seconds East, along the north line of the Southeast Quarter of Government Lot 1, a distance of 334.61 feet, to an Itasca County monument marking the east line of Government Lot 1; thence North 00 degrees 21 minutes 12 seconds East, along the east line of Government Lot 1, a distance of 331.11 feet, to the Point of Beginning and there terminating.
(the **“Fairgrounds Perimeter”**)



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-508

DEPARTMENT: Land Department

TIME REQUESTED: 15 Minutes

PRESENTER: Kory Cease

AGENDA ITEM:

Land Department Annual Report

BOARD ACTION REQUESTED:

Accept the 2023 Land Department Annual Report and receive an update from the Land Department.

BACKGROUND:

Informational Only

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. 2023 ICLD Annual Report
2. Annual_Report_ICLD_2023

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

2023 ANNUAL REPORT



ITASCA COUNTY LAND DEPARTMENT

“Dedicated to Quality Natural Resource Stewardship”

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2023 COUNTY COMMISSIONERS

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

Text and Photos provided by Land Department Staff

Cover Photo: Fall colors on Pine Lake in Section 29 of Township 61N- Range 25W.

The Land Department is committed to ensuring the County's natural resources provide sustainable economic benefits and environmental integrity for both present and future generations. Active management will provide a balance of benefits that include recreational opportunities, quality water, ecological stewardship, wildlife habitat, timber production, minerals and earthen materials, as well as a monetary return to the tax forfeited trust and the taxing districts.

DEPARTMENT STAFF

During 2023, the Itasca County Land Department managed approximately 300,000 acres of tax-forfeited trust land. Over 75% of these lands are commercial forest lands that are capable of producing a sustainable supply of industrial wood products. Itasca County managed lands play an important role in the tourism and recreation industry by providing lands for the public to enter upon for recreational trail use, hunting, fishing, camping as well as many other recreational pursuits.

Land & Forestry

Kory Cease.....	Land Commissioner
Michael Gibbons	Assistant Land Commissioner
Bob Rother	District 1 Forester
Casey Dabrowski	District 2 Forester
Nick Schreiber	District 3 Forester
Loren Eide	District 4 Forester
Carlie Haben (Promoted from Forester June – 2023)	District 5 Forester
Dan Neary	District 6 Forester
Jesse Lehner (Promoted to Staff Forester May – 2023)	Staff Forester/District 7 Forester
Ryan Newman (Resigned March 2023).....	Staff Forester/District 5 Forester
Adam Olson.....	Forest Wildlife Conservationist
Renata Rogalla	Administrative Secretary
Eva Moore	Administrative Assistant

Park and Recreation

Roger Clark (Retired July – 2023).....	Park System Manager
Matt Becker	Park Maintenance Worker
Sara Thompson	Forest Recreation Specialist

Real Estate

Cindy Shevich	Real Estate Specialist
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Seasonal Crews

Mason Deming.....	Park Technician
Kyle Lauber	Park Technician
Zane Chance	Forestry Intern

FINANCIAL REPORTS

Fiscal Year January 1, 2023 thru December 31, 2023

FORFEITED TAX SALE FUND

RECEIPTS

Timber Sale	\$ 2,615,056.89
Timber Overruns	\$ 296,048.82
Timber Extensions	\$ -
Performance Bonds	\$ 203,196.60
Lot Sales	\$ -
Land Sales	\$ 12,300.00
Interest Payments (land)	\$ 5,977.12
Repurchases	\$ 13,475.72
Leases	\$ 229,144.62
Special Use Lease	\$ 6,016.00
Easements	\$ 2,055.92
Gravel	\$ 43,908.40
Trespass	\$ 1,150.25
Easements (land value)	\$ 7,758.50
Miscellaneous	\$ -
Fines	\$ -
Timber Interest	\$ -
Less Sales Tax	\$ -
GROSS RECEIPTS	\$ 3,436,088.84

LESS REFUNDS:

Performance Bond Refunds	\$ 97,405.33
Stumpage Refunds	\$ 84,683.18
Other Refunds - EASEMENTS & COMM OF REVENUE	\$ 4,853.23
Shortage in Unorganized and Township Districts	\$ (16,325.62)
TOTAL REFUNDS	\$ 170,616.12

NET RECEIPTS

\$ 3,265,472.72

LESS ADMINISTRATION EXPENDITURES

Salaries	\$ 956,888.30
Insurance & Retirement	\$ 551,311.53
Services	\$ 202,446.36
Supplies	\$ 54,191.70
Vehicle, Liability, Bonds	\$ 12,407.30
Capital Outlay	\$ 17,520.91
TOTAL ADMINISTRATION EXPENSES	\$ 1,794,766.10
Reimbursement to 12-600	\$ (14,685.17)
Shortage in Unorganized and Township Districts	\$ 16,325.62

ADJUSTED ADMINISTRATION EXPENSES	\$ 1,796,406.55
NET PROCEEDS	\$ 1,469,066.17

2023 FORFEITED TAX SALE FUND
APPORTIONMENT OF NET PROCEEDS
2023 Revenue Apportioned for 2024

30% LAW APPORTIONMENT

County Park System	\$ 282,184.36
Timber Development	\$ -
Tourism Economic Development	\$ 103,311.00
Land Use Planning	\$ -
TOTAL 30% LAW APPORTIONMENT	\$ 385,495.36

COUNTY MEMORIAL FORESTS

Dunns-Stephens	\$ 110,177.60
Loucks-Danyluk	\$ 47,453.70
Charles Godfrey	\$ 26,212.32
Carver-Kongsjord	\$ 238.03
Natural Area	\$ -
TOTAL COUNTY MEMORIAL FORESTS	\$ 184,081.65

COUNTY

Revenue (County)	\$ 359,795.67
Unorganized (Road & Bridge)	\$ 61,571.47
TOTAL COUNTY	\$ 421,367.14

CITIES & TOWNSHIPS

Cities	\$ 7,129.13
Townships	\$ 111,197.23
Special Assessments	\$ -
TOTAL CITIES & TOWNSHIPS	\$ 118,326.36

SCHOOL DISTRICTS

S.D. 316	\$ 22,868.69
S.D. 317	\$ 13,949.12
S.D. 318	\$ 274,221.42
S.D. 319	\$ 48,756.44
TOTAL SCHOOL DISTRICTS	\$ 359,795.67

TOTAL DISTRIBUTION	\$ 1,469,066.18
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SPECIAL REPORTS

FOREST IMPROVEMENT PROJECTS

In 2023, Forest Improvement Projects completed work in four major categories: regeneration and reforestation, pre-commercial stand treatments, intermediate stand level improvement, and tree level improvement. Progress and achievements in each of the categories are outlined below.

Regeneration and Reforestation

The reforestation program focuses on maintaining a diversity of forest types, to improve wildlife habitat, and to increase forest productivity. The program matches species that are well suited to site conditions to achieve optimal growth rates. The following specific projects were completed in 2023.

- A. In 2023, 355 acres were planted with a total of 300,000 seedlings. This includes fill plants, where the objective is to bring stocking levels up to recommended silvicultural guidelines.

SPECIES/ STOCK	NUMBER OF SEEDLINGS	ACRES
Red Pine - container	209,000	263
Jack/White Pine - container	79,000	78
White Spruce - container	12,000	14

- B. A total of 197 acres were aerial seeded in 2023.

SPECIES	ACRES
Black Spruce	197

- B. During 2023, a total of 288 acres were mechanically prepared for spring 2024 planting. Several sites received a combination of herbicide treatments to reduce vegetative competition and mechanical treatments to improve the physical planting environment. Treatment types and acreages are listed below.

SITE PREPARATION TREATMENT TYPE	ACRES
MECHANICAL TREATMENT	
Disc Trenching	288
CHEMICAL TREATMENT	
Broadcast Applications	254



Bud cap protection from deer browse on planted jack pine seedling.

- C. During 2023, seedling contracts were administered. These seedlings will be planted in spring 2024 on prepared sites. The species, stock type, and grower of the seedlings are listed below.

SPECIES	STOCK TYPE	NUMBER	GROWER
Red Pine	container	213,000	PRT USA Inc.
Jack/White Pine	container	81,500	PRT USA Inc.
White Spruce	container	41,000	PRT USA Inc.

Pre-commercial Stand Treatments

Treatments are designed to promote the desired productivity gains, to protect investments, and improve the quality of future products. Protection and promotion of species diversity is a principal objective of intermediate stand treatments.

- A. 308 acres of white pine, red pine, and jack pine were bud capped for deer browse protection.
- B. 200 acres were released from competition with chemical application.
- C. 87 acres were manually brushed and weeded to ensure survival, improve growing conditions for crop trees, and to reach desired stocking levels.

Intermediate Stand Level Improvement:

Stand level improvements are achieved with intermediate treatments. The goal is to ensure the desired composition, stem quality, spacing, and growth performance as well as recover costs that might otherwise be lost. Commercial thinning of timber stands is the primary way this is accomplished.

SPECIES	THINNING ACRES OFFERED IN 2023
Northern Hardwoods	170
Red, Jack & White Pine	483
White Spruce/Balsam	228
Lowland Hardwoods	250
Total Acres	1,131

Tree Level Improvement

Tree improvement promotes genetic gains through both selective breeding strategies and stand manipulations. These techniques work in concert by providing long term improvement in the genetic makeup of naturally regenerated and planted stands. An important component of any tree and stand level improvement program is refinement of cultural techniques so that genetic gains may be successfully implemented.

Conifer: Maintaining and expanding the proportion of conifer type in Itasca County has long been an objective of the Special Forest Improvement program. The following projects have had work completed on them in 2023:

White Pine

Bass Lake first generation clonal white pine seed orchard was established in 1998. Originally this was a joint venture project between Itasca County and Rajala Companies. The Itasca County Land Department purchased the seed orchard from Rajala Companies in 2010. No cones were collected in 2023.

White Spruce

Figure Eight Lake first generation clonal white spruce seed orchard was established in 1987. No cones were collected in 2023.

Wabana second generation spruce planting was established in May 2003. This site contains 56 new full sibling crosses, resulting from breeding work in 1998 and 2000. No cones were collected in 2023.

Hardwoods: Since aspen occupies greater than 50% of Itasca County's productive land base, aspen stand improvement is a major concern for the Itasca County Land Department. Much of the stand level improvement is done from regeneration prescriptions written by professional foresters.

The Itasca County Land Department manages about 8,000 acres of northern hardwoods and 16,600 acres of lowland hardwoods. The northern hardwood forest is diverse and dominated by mixtures of sugar maple, basswood, and red oak. Common associated species are paper birch and aspen. Lowland hardwoods are usually dominated by black ash. The Department's hardwood management goal is to improve timber quality, maintain aesthetics, sustain water quality, reduce insect and disease problems, preserve biodiversity, and provide recreational opportunities.

County management goals call for examining 400 acres of hardwood per year to determine if management is needed on those acres. Itasca County manages most of its hardwoods with crop tree systems as well as uneven-aged management systems. Timber stands are generally thinned approximately every 15 years to remove mature trees and make more room for remaining trees to grow. Den trees and other trees which have high wildlife value are often reserved for wildlife. Red oak, birch, ash and some hardwood stands are managed under an even-aged system that includes one or more intermediate thins prior to a final harvest of the high-quality mature trees.

Wildlife Management

Wood Duck House Project: The Land Department maintains 75 wood duck boxes on 14 different bodies of water. The boxes are visited every 2-4 years, usually in late winter just before ice out. The nest bedding is replaced with fresh wood shavings and past nesting success is assessed. Any repairs needed to the box or replacements are completed on site.

Thermal Cover, Mast Production and Wildlife Openings Projects: Itasca County Land Department collaborates with MN DNR Wildlife and the Minnesota Deer Hunters Association (MDHA) to assist with establishment of conifer thermal cover and of mast producing stands for wildlife, as well as maintenance wildlife openings. MDHA has been working with the county in receiving Conservation Partners Legacy grants from the State of Minnesota. The Land Department assists the state/MDHA with finding opportunities for these projects throughout the county.

Bird Habitat Improvement Project: Itasca County partnered with the American Bird Conservancy (ABC) to improve habitat for at risk bird species including golden-winged warbler, american woodcock, veery, black-billed cuckoo, sharp-tailed grouse, and other bird species. The habitat created is also seasonally beneficial for deer, bear, and other mammals. The American Bird Conservancy is a non-profit organization whose mission is to conserve native birds and their habitats by providing habitat improvement grant funding and contractors. The Land Department provides sites, field layout/mapping and follow-up data collection.

Timber Sale Program

Itasca County sells timber primarily through public oral auctions. Timber is sold in tracts and made available for not less than the appraised timber value. Timber sales not sold at auction are available for purchase over the counter for not less than the appraised value. Itasca County holds two types of timber auctions: an intermediate timber auction and a regular timber auction. The intermediate auction has restrictions (smaller tract size, limited number of tracts held by each purchaser, etc.) designed to spread the timber permits among more purchasers. The remaining tracts of timber are offered through regular auction with no restriction to qualified bidders.



Cut-to Length Harvester processing trees on a red pine thin.

In 2023, Itasca County held two major timber auctions, on June 7th and December 14th. A total of 104 tracts were offered for sale: 35 through intermediate auction and 69 through regular auction. 34 of 35 intermediate tracts and 46 of 69 regular tracts sold at the time of sale. The total average bid up on the sold tracts was 27% on the intermediate auction and 42% on the regular auction. In 2023, Itasca County sold 80,529 cords for a total value of \$2,534,763.08 (see Table 1).

TABLE 1

**Timber Report: All Timber Sold from January 1, 2023, through December 31, 2023
(Includes over-the-counter, informal and receipt sales.)**

Species	Volume (cords)	Total Value	Price/Cord
Ash	3,244.0	\$40,090.00	\$12.36
Aspen	44,083.2	\$1,626,710.88	\$36.90
Balm	1,441.0	\$29,888.50	\$20.74
Balsam Fir	2,657.0	\$25,792.00	\$9.71
Basswood	771.0	\$9,881.00	\$12.82
Jack Pine	921.0	\$17,256.40	\$18.74
Maple	2,005.0	\$17,202.00	\$8.58
Firewood	326.1	\$2,541.08	\$7.79
Paper Birch	2,056.3	\$19,922.06	\$9.69
Red Oak	361.0	\$7,638.00	\$21.16
Red Pine	11,585.6	\$565,481.37	\$48.81
Scotch Pine	92.0	\$1,564.00	\$17.00
Spruce	8,385.0	\$154,984.00	\$18.48
Tamarack	2,539.0	\$13,920.00	\$5.48
White Pine	62.0	\$1,891.40	\$30.51
Grand Total	80,529.2	\$2,534,763.08	\$31.48

Table 1 reflects the anticipated revenue Itasca County will recognize when all sales are paid in full. Many of the permits were issued primarily with a duration of 3 years. Therefore, the above timber receipts will be received in the next 3 years and not all the above receipts will be reflected in the timber sales receipts listed in the 2023 Financial Report. However, all timber permits sold do require a 15% down payment, 5% of which is applied to the stumpage balance and 10% as a performance bond at the time of purchase.

PERMITS ISSUED IN 2023	
New Timber Permits	90
Firewood Permits	67
Balsam Bough Permits	13
Spruce Tip Permit	1
Maple Tap Permits	2
Christmas Tree Permits	8
Birch Bark Permits	1
Birch Poles	26
Gravel Permits	8
Other	1

Forest Road Improvement Projects

The Land Department has many miles of forest access roads and trails throughout Itasca County. The primary purpose is for access to the forest for getting raw wood materials out of the woods and to regional forest product mills. Other common uses of our forest access roads include recreational pursuits such as hunting, ATV riding, hiking, horseback riding, and snowmobile riding. Forest roads can also provide access for other landowners.

Forest road maintenance varies from year to year based on needs and activity in an area. Much of the maintenance is done in conjunction with active logging operations.

Forest Access Road Projects For 2023	
PROJECT	TOTALS
New summer road construction	3.4 miles
Winter road construction	9.4 miles
Reconstruction and maintenance	43.3 miles
Seeding/mulching	2.6 miles
Gates installed	1
Gates repaired	4
Berms installed	16
Culverts installed	21
Culverts replaced	6
Beaver control projects	7

Forest Certification

Itasca County's forest management operations became third-party certified through Forest Stewardship Council (FSC) Forest Management and Chain of Custody (FM/COC) certification effective November 29, 2005. Third-party certification ensures the public that the forests are managed in an ecologically, socially and economically responsible manner. Obtaining and maintaining FSC Certification requires assessments and annual audits of the Forest Management Enterprise. Full operational assessments are conducted prior to becoming FSC certified and every five years thereafter. Annual operational audits are conducted every year except for the years requiring reassessment. During certification assessments and annual audits, the auditors review and document Forest Management Enterprise policies and field practices to confirm they conform to FSC Standards. For more information on the FSC forest management and chain-of-custody certification programs, go to www.fsc.org.

In 2023, An annual audit was conducted by NEPCon. The 2023 annual audit was successful, with NEPCon audit service recommending the Forest Stewardship Council maintain Itasca County's certification. NEPCon audit service issued one (1) minor non-conformances/CARs and zero observations during the 2023 annual audit for Itasca County to address by the next annual audit in 2024.

Parks and Recreation

With continued demand for outdoor recreation, Itasca County strives to achieve an acceptable balance including the development, maintenance, and safety concerns while promoting its outdoor recreation program. Capital improvements for the facilities are continually identified and implemented to keep the buildings and grounds in good repair. The use of grants and other funding sources is often needed to make major improvements and repairs on the sites. Working together with clubs, businesses and other government agencies is essential to the success of the Parks and Recreation program. The Land Department actively participates with the Snowmobile and ATV Alliances, the Trails Task Force, Mesabi Trail Board, Itasca Little League, and the Itasca County Fair Board

Park and Recreation Commission: The Park and Recreation Commission is made up of nine citizen volunteers from throughout the County. These nine citizens volunteer their time for monthly meetings and additional committee meetings to help provide input regarding parks and recreation in the County. Ex-officio members include non-voting representatives from the Minnesota DNR and the Chippewa National Forest, as well as others as needed. The Commission is a valuable resource whenever input is needed on recreation projects and policies within Itasca County.

Fairgrounds Park: The Fairgrounds Campground reconstruction project was completed by Casper Construction, adding a road system, planted trees, gravel pads, electric, water and sanitary to 40 newly re-constructed RV sites at the campground.



Campers at newly renovated campground at the Itasca County

Bass Lake Park: The swimming beach renovation project at the campground was completed in the spring before the campground opened.

Gunn Park: An informational kiosk and new information signs with general park information, park rules and park history were installed near the park pavilion, and dead trees were removed from the picnic area.

Public Water Accesses: Progress was made on multiple public water accesses grant projects from the Chippewa National Forest Resource Advisory Committee (RAC) for maintenance to reduce soil erosion and provide improved access for emergency services for users on public water access roads.

Cross Country Ski Trails: A boardwalk across a lowland wet area near where the Wabana Creek flows into Clearwater Lake was constructed at the Wabana Ski Trail system through a Chippewa National Forest RAC grant. There are two areas that are around 100 feet across that had become difficult to cross for hikers and maintenance. The 2022/23 ski trail season started off with heavy snowfalls in December. This added extra needs for brush clearing on the trails and but there was good snow for a track-setting base. Enough snow continued through the season that trail grooming continued into early March for a great ski and snowshoe season for winter enthusiasts.

FOREST RECREATION AND TRAILS

I. Program Overview

The Itasca County Forest Recreation and Trail program's goal is in part to support motorized dispersed recreation trails and the volunteer clubs that work to provide quality trails. It has focused largely on the continued development of ATV trails and assisting the clubs in designing and construction of these trails.

II. ATV Trail Projects

The Len Hardy Memorial ATV Trail: The grand opening for Len Hardy Trail was on August 23rd. About 50 people attended including representatives from Yamaha Corporation, Iron Range Resources and Rehabilitation, Itasca County, ATV Minnesota, and many ATV riders.



ATVs using the newly constructed Len Hardy Trail.

Wilderness Trail Proposal: Phase 1 trail construction commenced throughout the year. The club hired RK Construction to work on areas of the trail between Marcell and Jack the Horse Rd. The club also initiated work south and west of Marcell off the Talmoon Spur to Hayslips and over to Jessie Lake Rd. A section of trail was also completed off Hwy 6 right-of-way up to Arrowhead Lake Rd, and east and south of Jingo Lake Rd off the old grade north of Farm Camp Rd (Co Rd 254). More construction will take place in 2024.



Phase 1 construction on the Wilderness ATV Trail.

Herb Brandstrom ATV Trail: The Swampsiders Snowmobile and ATV Club started initial work by White Swan Lake to reroute the snowmobile trail away from private property. They also improved the trail adjacent to County Road 52.

Pengilly – Calumet: The Run A Muck ATV Club is proposing a trail that connects the City of Calumet to the Town of Pengilly utilizing County Road 83, tax-forfeited land and state land. Meetings were started with MNDNR Lands and Minerals office out of Hibbing to determine if the trail is feasible through the north side of the tailing's basin east of Calumet. 2023 brought an opportunity to look at a connection to Marble. Routing planning and public meetings are still needed for this project. The club had their 1st public meeting in November with another planned to be held in the future as planning continues for this trail.

Keewatin Trail Runners Project : The Keewatin Trail Runners ATV Club is proposing a roughly 12-mile trail connection to the Alborn-Pengilly Railroad ATV Trail. The trail is proposed to follow the Pathblazer's Snowmobile Trail. The club will be applying for Grant-in-Aid trail designation and will be open to Class 1 and 2 ATV's. This trail will have seasonal closures dates that reflect the same dates on ATV trails around the area. They presented their project to the County Board and held their first public meeting in November and another public meeting was held at the Hibbing City Hall. Feedback was gained for the club and continued planning for this trail proposal.

Alborn Grade Culvert Replacement project: The notable “Swan Pond” as residents call it on the Alborn Grade had significant water issues due to beaver damming and the old culverts under the grade had failed, resulting in need for replacement. The MNDNR provided \$70,000 to Itasca County to help fix it and the work was completed in October 2023.



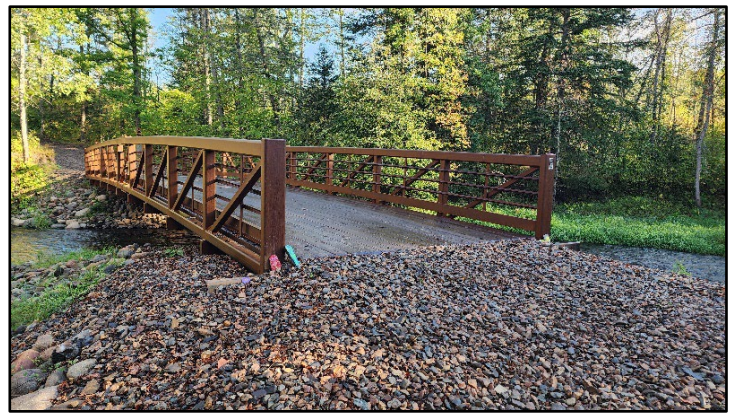
Construction and culvert replacement on the Alborn Trail.

III. Snowmobile Trail Projects

Balsam Creek Snowmobile Bridge Replacement and Trail Improvement Project: The Delbert Brandstrom Snowmobile Trail bridge or “Balsam Creek” bridge is still in the works. An engineering firm, ARI, Inc., was selected for this project. After more funding was obtained to complete the project, we were ready to move forward with the construction of the bridge. Northland Constructors was the general contractor selected for the project. Gilbert Contracting Services was the sub-contractor that worked on the approaches, culvert work, tree removal, and trail improvement. The project was completed in November of 2023.



Old Balsam Creek Bridge before replacement.



New Balsam Creek Bridge after replacement.

Driftskippers Snowmobile Trail Projects: The Driftskippers Snowmobile Club re-routed the trail off Woodtick Lake by working with landowners on routing the trail to connect to Harris Town Road. They utilized a platted public right-of-way, known as “Bathing Beach Avenue” off of Sunny Beach Rd. Township meetings were attended and also held with MNDNR staff, county staff, and private landowners to find the solution in re-routing the trail. The club also had a trail project off the causeway of Hwy 169 that utilizes portion of the paved trail and comes off of the lake. Over the years, the club had a hard time with snow piling and riprap, causing safety concerns for riders and grooming equipment. Staff met with the club and MnDOT to authorize this activity. They worked with MNDNR Parks and Trails crew to put access planks down to provide better access for snowmobiles and grooming equipment to the lake trail.

West Bowstring Trail Reroute: Land ownership changed up in Nore Township resulting in a reroute of the Bowstring Trail. Department staff worked on establishing a new corridor that would provide access for timber management and the snowmobile trail. Clearing the new route was completed by Powell Excavating.

Marcell Snowmobile Trail Reroute: A landowner agreement was terminated for the Marcell South trail. Staff worked with the Marcell Snowdrifters Club and the US Forest Service to put in a re-route north of Jingo Lake road to connect up to the trail on Hocking Rd south of Bigfork.

IV. Other Trail Projects

Nashwauk Mountain Bike Trail and Multi-use trailhead: Continued communication and collaboration with the City of Nashwauk and CEDA occurred to keep moving this project forward.

Squaw Lake Connector Multi-use Recreational Trail Bridge Project: The Western Itasca Trails Committee revived this project. This committee re-opened communication and collaboration with the Leech Lake Band, the S. Lake Local Indian Council, and the City of Squaw Lake. Continued progress occurred throughout the rest of the year to keep this project moving forward.

Real Estate Management

When private landowners fail to pay real estate taxes on their property, the property may forfeit to the State of Minnesota in trust for the taxing districts. Management of tax-forfeited lands is entrusted to the respective County and regulated through state statute. The Itasca County Land Department performs real estate management activities on tax-forfeited lands as well as land owned in fee by Itasca County. Real estate management activities include land sales, land acquisitions, road access agreements, utility easements and licenses, recreational trail agreements, management of existing leases, issuance and management of mining leases, and demolition of improvements when needed. Classification and repurchases of tax-forfeited lands are also completed as needed. There is currently one Real Estate Specialist position.

New Forfeitures: Each year, the County Auditor/Treasurer's office records a list of duly tax-forfeited properties. Once forfeited, the parcels are managed by the Land Department. In 2023, 66 parcels forfeited, including 31 full interest parcels, 12 undivided interest surface parcels, and 23 undivided mineral interest parcels.

Land Classification: Minnesota State Law recognizes that the public's interest is best served by sale of some lands and retention of other lands in public ownership. State statute requires that tax-forfeited lands be classified in that regard. Each year Itasca County classifies all new forfeitures and reclassifies requested lands. Lands identified for sale are sold mostly through public auction at Itasca

County's annual land sale, usually held in October each year. During 2023, 88 parcels were either classified or reclassified.

Repurchases: State law allows prior owners to apply to the County Board for repurchase of their forfeited property within time frames set forth and for sufficient reasons allowed in statute. Costs associated with repurchase include the amount of the unpaid taxes, penalties, interest, administration fees, and required closing costs. During 2023, Itasca County successfully processed 5 repurchase applications.

Land Sales: Itasca County held an online public land auction on October 28, 2022, and the closing of some of these sales extended into 2023, and those parcels not sold at auction are available over the counter. Parcels may be conveyed directly to other government entities for authorized public uses or public purposes. The US Supreme Court made a far-reaching ruling in the spring on a case involving sale of tax-forfeited property in Hennepin County that spurred class action lawsuits affecting all Minnesota counties. Due to the court ruling and active statewide legal actions involving the sale of tax-forfeited lands, all land sales were suspended in Itasca County for the remainder of 2023. The following summarizes land sale activity during 2023:

Transaction Description	Number of parcels	Acres	Revenue
Tax-forfeited parcels 2022 public auction – Platted (closed in 2023)	2	1.17	\$102,150.00
Tax-forfeited parcels public auction-- Non-Platted	-	-	-
Tax-forfeited over the counter – Platted	-	-	-
Tax-forfeited over the counter – Non-Platted	1	79.69	\$48,000.00
Direct County public auction – Platted	-	-	-
Direct County public auction – Non-Platted	-	-	-
Direct County sale to government entity – Platted	-	-	-
Direct County over the counter – Non-Platted	-	-	-
Tax-forfeited private sales– Adjoining Landowner	-	-	-
Tax Forfeit sold to other government entities	1	0.60	\$250.00
Sale via Special Legislation	-	-	-
TOTAL	4	81.46	\$150,400.00

Land Acquisitions: To assist in establishing a steel mill in 2008 and 2009, Itasca County sold 11,952.5 acres to Essar Steel Minnesota. The income from this sale was set up in a Land Replacement Trust Fund (LRTF) to replace those public lands and their associated natural resource benefits. Itasca County acquired special legislation that allows income from sales of other tax-forfeited properties to be placed in the land replacement fund, prior to apportionment, for use in buying replacement lands. Typically, the County purchases high quality forest lands lying in remote locations and surrounded by large tracts of public land. Retaining consolidation of natural resource lands maximizes their natural resource benefits and minimizes conflicts between natural resource use and development. Such consolidation also helps direct future development nearer to public roadways, public infrastructure, and existing development, which reduces County costs for providing public services. The replacement lands are managed for forestry, public recreation, and other natural resource benefits. In 2023, the proceeds from one parcel sold over the counter were deposited in the Land Replacement Trust Fund totaling \$48,000.00. The tax-forfeited trust acquired 1148.93 acres in Nore Township and Moose Park Township as part of an agreement to acquire a additional acres in Nore Township. Said acquisition will consolidate a large area of working forest, as well, as secure a recreational and forest management easement.

Conditional Use Deeds and Re-conveyance: Tax-forfeited parcels may be conveyed to governmental subdivisions for a specific public use as provided in statute. A re-conveyance to the State of Minnesota in trust for the taxing districts can occur when a governmental subdivision fails to put the property to the public use for which it was originally conveyed. No Conditional Use Deeds were issued in 2023.

Leases: The Land Department manages leases on tax-forfeited and county fee-owned lands. Many shore land and hunting cabin leases were established on County lands prior to 1980. Since then, Itasca County has discontinued creating such leases and is gradually terminating existing ones. Examples of remaining leases are campsite leases, some shore land leases, agricultural leases, tower leases, leases to other public entities, utility leases, and some recreational club leases. New leases have been limited to those which provide widespread public benefit (e.g. communication tower leases, surface leases for mining activities). Following is a summary of lease activity and income during 2022.

Item	Number	Receipts
Land and other leases (non-mining related)	77	\$35,971.00
Tower Leases	3	\$8,364.68
Mesabi Metallica (surface lease for mining)	1	\$ *
Mag Iron (surface lease for mining)	1	\$152,994.60
TOTAL		\$

**Mesabi paid- \$26,536.50 and \$3,780.54 on 12/29/23 for Short Term Lease; \$2,688.30 on 1/25/23 for Lease dated 8/26/2015.

Land Exchanges: State law allows for the application to exchange tax-forfeited lands for private lands. Exchanges are limited to cases where the public would significantly benefit from the exchange. The land exchange process can be lengthy and can take two years or more to complete. There were no land exchanges in 2023.

Road Easements and Licenses: The Land Department processes two types of agreements for written access across Tax Forfeit Trust and County lands: licenses to cross and road easements. In addition, recreational trail easements are sometimes granted. Road easements are occasionally acquired by the Land Department for land management purposes. Five new, one transfer and one renewal of Licenses to Cross were processed on Tax Forfeit land in 2023. One Easement was processed on Direct County land to the City of Grand Rapids for Public Service and Infrastructure in 2023. Three road easements were granted on Tax Forfeit land and three easements were acquired by Itasca County in 2023.

Utility Easements and Utility Licenses: In 2023, two utility easements were granted and four utility Licenses were granted on Tax Forfeit Trust land.

Demolition: Occasionally, newly forfeited properties have dilapidated improvements that must be removed or structures on tax-forfeited lands need to be demolished. There were no demolitions in 2023. There was a substantial cleanup completed in the City of Effie in 2023.

Cartways: Minnesota Statute 164.08 requires Itasca County to process cartway requests in unorganized townships. This statute, commonly known as the Cartway Law, assures that private landowners with 5 or more acres have access to their property across private lands. The County Board has assigned the Land Department's Real Estate Specialist to administer the Cartway Law for Itasca County. There were no cartway proceedings in 2023.

Environmental Trust Fund: State legislation that allowed sale of State and County shore land lease lots required that revenues from these sales be deposited into an Environmental Trust Fund. Itasca County may spend up to 5.5% of the market value of the fund each year, which is approximately equal to the interest earned from the fund each year. Money from this fund can be spent only for purposes related to the improvement of natural resources. In 2005, the Itasca County Board of Commissioners transferred administration of the Trust Fund Grant Program to the Land Commissioner. The Real Estate Specialist is responsible for the day-to-day coordination and management of the Trust Fund Program. The following table represents a summary of budget activity during 2022 for the Environmental Trust Fund.

ITEM	AMOUNT
Fund balance on January 1, 2022	\$7,793,626.02
Interest earned during the calendar year	\$35,908.46
Expenditures during the calendar year	\$208,230.00
Fund balance as of December 31, 2022	\$7,621,304.48

Note: For the purposes of this report, land sales revenues are summarized by date sold.

COUNTY AGRICULTURAL INSPECTOR

I. Program Overview

The "Minnesota Noxious Weed Law" is found in Sections 18.76 to 18.91 of the Minnesota State Statutes. Enacted from the state legislature is that residents of the state can be protected from the injurious effects of noxious weeds. It contains procedures for controlling and eradicating noxious weeds on all lands within the state of Minnesota. The objective of the Minnesota Noxious Weed Law is to prevent the spread and proliferation of undesirable plants in order to minimize the adverse effects on the state's citizens. All landowners in Itasca County are responsible for controlling noxious weeds on their property.

County Agricultural Inspectors are appointed for each county. These inspectors also assist the MDA with laws dealing with seeds, feeds, fertilizers, pesticides, and plant pests. The Land Department is responsible for the duties of County Agricultural Inspector. This position was created by the Minnesota Noxious Weed Law to help manage noxious weeds within Minnesota. Local Weed Inspectors are the mayors in the states cities and supervisors on the states township boards. An assistant weed inspector may be appointed by the city mayor or the township board to act in their behalf as local weed inspectors. Their duties are to examine all lands, including highways, roads, alleys and public ground within the territory over which their jurisdiction extends to evaluate and address Noxious Weed Law violations.

II. 2023 Highlights

Beginning in the 2023 season, the focus was continuing to strengthen our Noxious Weed Program. Our department worked directly with the Transportation department under contract with B&P Weed Control for right-of-way spraying. The species our department focused on this year was common tansy, spotted knapweed, wild parsnip, and leafy spurge. Spraying occurred from May - August and mowing by the County started in late June. County road rights-of-way were treated along with a canister site, county garages and county gravel pits.

Notifications and site visits were made throughout the season. Itasca County Land Department has been working on compliance in each district for species specific target areas, mainly gravel pits, and largely infested county roads. All Districts were sprayed this year for spotted knapweed, wild parsnip, and leafy spurge.

Updated handouts were mailed out to the cities and townships.

Township Spraying Cost	\$ 2,156.00		City Spraying Cost	\$ 10,340.00
Township Mowing Cost	\$ 37,417.50		City Mowing Cost	\$ 63,790.00
Mowing Acres	10		Mowing Acres	114
Mowing Miles	227.0		Mowing Miles	30.00
Spraying Acres	7		Spraying Acres	4
Spraying Miles	0.50		Spraying Miles	18

The Annual County Ag Inspector Conference was held in Crookston, MN.

The Itasca County Noxious Weed Booth was displayed at the Itasca County Fair July 16th – 20th.

Public Education

Forestry staff took part in a winter/spring field tour for students of the ICC Silviculture Class. The group toured various sites and looked at different management techniques for northern hardwood forest types. In August, the Itasca County Land Department information booth was in the conservation building at the Itasca County fair. In September 2023, the Land Department participated in the Future Forest Stewards program held at the same time as the North Star Logging Expo at the county fairgrounds. Buses transported over 200 high school students to a site near the fairgrounds to see an active timber harvest and presentation on logging/forestry by Land Department along with other logging and forest products industry staff.



High school students at an active timber harvest site presentation.

Land Department Safety/ Staff Meetings

The Land Department holds monthly safety/ staff meetings. Topics and minutes are recorded for each meeting and pertinent material is incorporated into Land Department operations and procedures.

ANNUAL REPORT 2023 ITASCA COUNTY LAND DEPARTMENT



*"Dedicated To Quality
Natural Resource Stewardship"*

ITASCA COUNTY LAND DEPARTMENT

- REAL ESTATE
- MINING & GRAVEL
- PARK SYSTEM
- FOREST RECREATION AND TRAILS
- NOXIOUS WEEDS
- PUBLIC EDUCATION
- FORESTRY



“State in Trust” Lands Managing the Tax-Forfeited Trust

Trust Responsibilities

- The overarching county responsibility is to manage the trust in accordance with state statute for the benefit of the local taxing districts as well as the greater public.
- Counties fulfill their fiduciary responsibilities by managing state in trust lands to generate income for the taxing districts within the county.
- Professional county natural resource staff implement state statute requirements, county board and departmental directives at the forest-wide and site-level in the county.

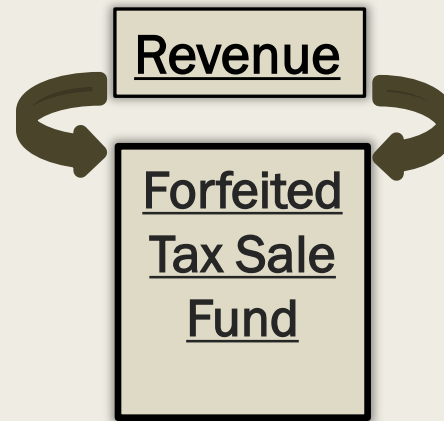


The difference between “State in Trust” and “County” lands?

Type of Land:	<u>State in Trust/ Tax-forfeited Trust Land</u>	<u>Direct County Fee-Owned Land</u>
Titled to:	<i>State of MN in Trust of Taxing Districts</i>	<i>Itasca County</i>
Managed by:	Itasca County	Itasca County
How Acquired:	State Forfeiture Laws- nonpayment of taxes	Direct Purchase
Proceeds go to:	Forfeited Tax Sale Fund	County General Fund
Beneficiaries:	County, School Districts, Cities/Townships (Memorial Forests, Parks, Econ. Dev.)	Itasca County

What happens to revenue from “State in Trust” lands?

Annual Apportionment of Proceeds



Land Department Operations

Memorial Forests

Apportionment Law of 1965

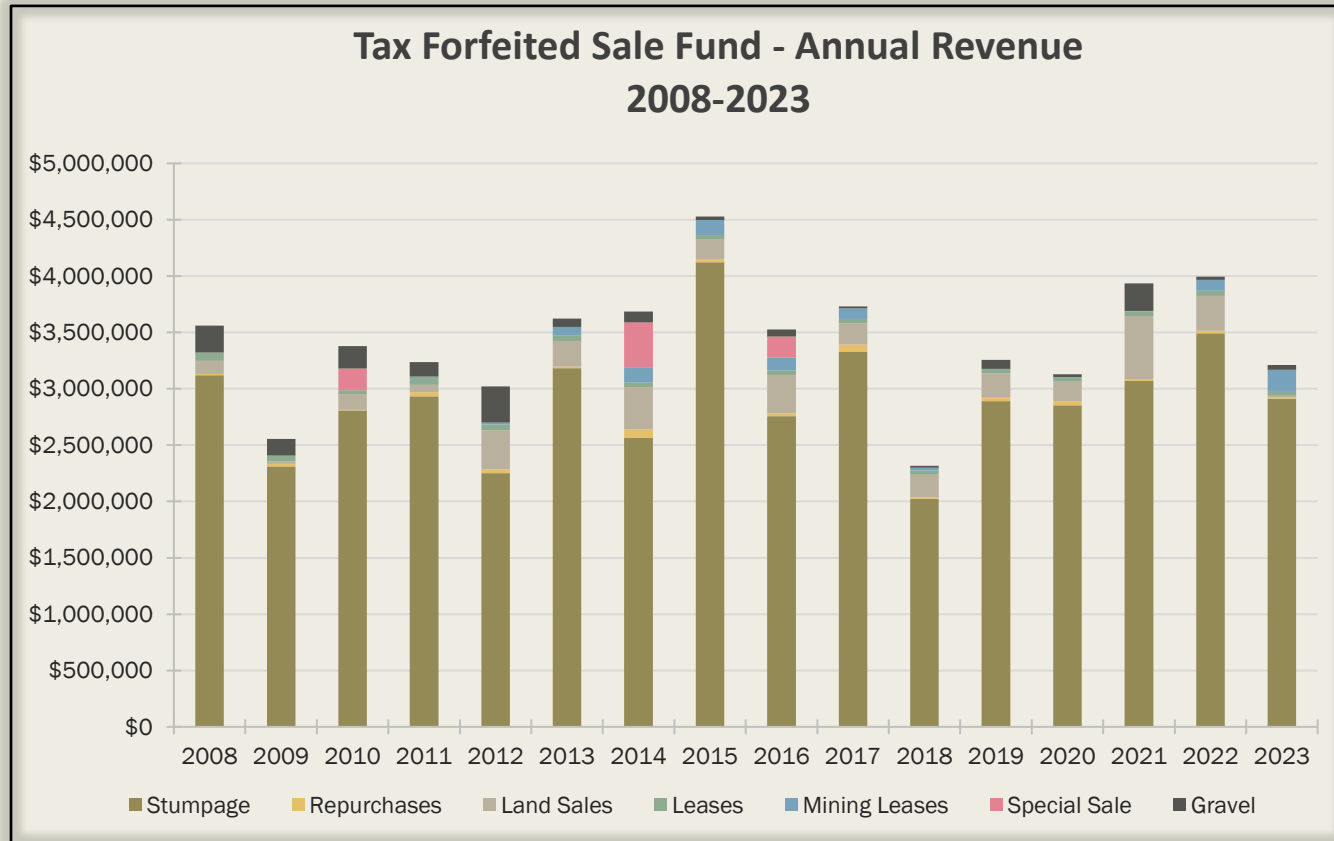
Local Taxing Districts

40% School District

40% County

20% Township or City

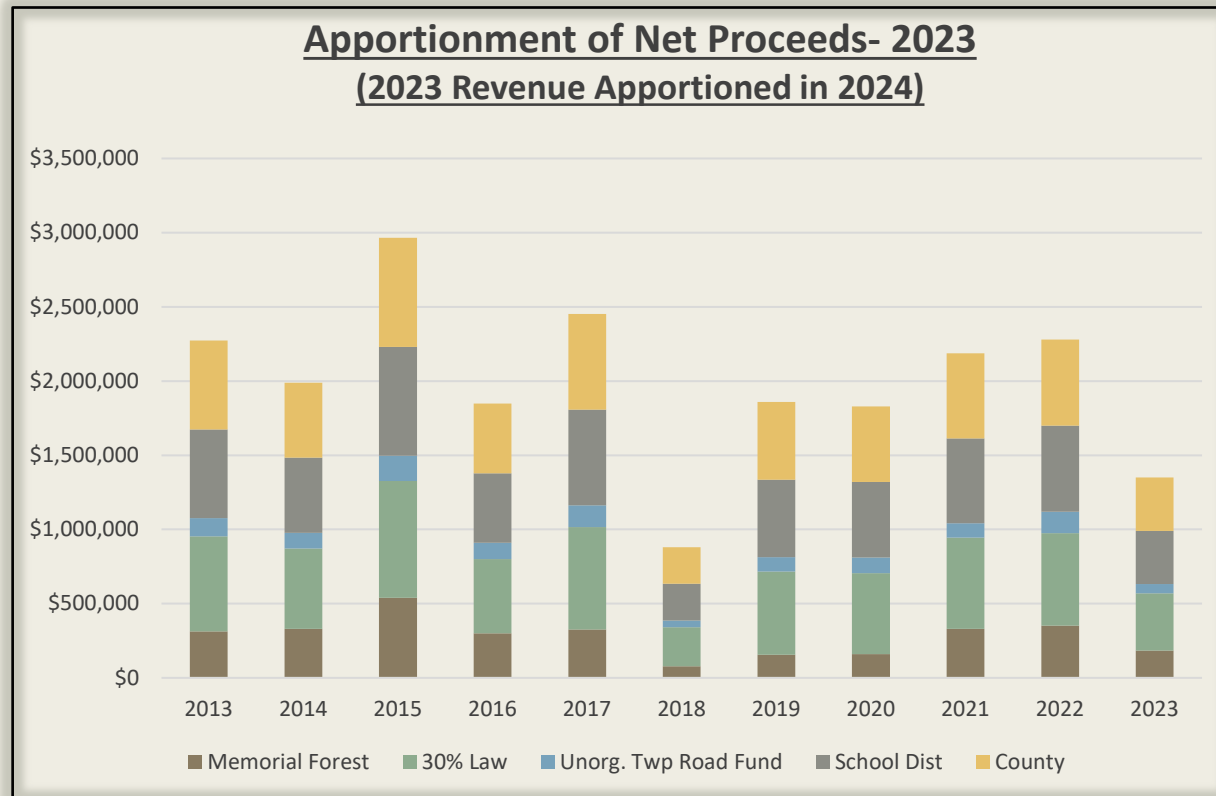
2023 Revenue = \$3,210,935
10 Year Average = \$3,531,546



-Land Department is funded by annual land management revenue (not tax levy funds).

2023 Net Proceeds = \$1,469,066

10 Year Average = \$2,190,943



- Annual net revenue is apportioned to the local taxing districts the following year. (cities/townships, school districts, county), Memorial Forests, 30 % Law (Park System, Tourism & Economic Dev. Fund Grantees), and Unorganized Township Road Fund.

Forfeited Tax Sale Fund

2023 Apportionment Beneficiaries

<u>CITIES</u>	<u>TOWNSHIPS</u>	<u>TED GRANTEES</u>
Cohasset	Arbo	Alvwood/ Squaw Lake ATV Club
Coleraine	Balsam	Balsam Tail Blazers ATV Club
Deer River	Bearville	Bigfork River Board
Effie	Bigfork	Buck Lake Improvement Club
Grand Rapids	Blackberry	City of Bovey
Nashwauk	Carpenter	City of Coleraine
Taconite	Deer River	City of Nashwauk
	Feeley	Deer River Bushwackers Snowmobile & ATV Club
<u>SCHOOL DISTRICTS</u>	Goodland	Grand Rapids Airport
ISD 316	Grattan	Goodland Township
ISD 217	Greenway	Greenway Snowmobile Club
ISD 318	Harris	Harris Township
ISD 319	Iron Range	Itasca Co. Fairgrounds
	Kingshurst	Itasca Ski & Outing Club
<u>ITASCA COUNTY</u>	Lake Jessie	Itasca Trail Riders ATV Club
	Lawrence	Itasca Driftskippers Snowmobile Club
<u>MEMORIAL FORESTS</u>	Lone Pine	Itasca Snowrangers Club
Loucks-Danyluck MF	Marcel	Lawron Trail Riders Snowmobile Club
Dunn-Stephens MF	Moose Park	Northern Counties Land Use Coord. Board
Charles Godfrey MF	Morse	Northern Itasca Joint Powers Board
	Nashwauk	Range Riders ATV Club
<u>CO. PARK SYSTEM</u>	Nore	Rapids Riders ATV Club
	Oteneagen	Ridge Runners Snowmobile Club
<u>UNORGANIZED TWP</u>	Sago	Swampsiders Snowmobile and ATV Club
<u>R & B FUND</u>	Sand Lake	The 38'ers Snowmobile Club
	Splithand	The Marcel Snowdrifter's Snowmobile Club
	Stokes	Wabana Township
	Third River	Wilderness Wheelers
	Trout Lake	
	Wabana	
	Wawina	
	Wildwood	
	Wirt	

■ REAL ESTATE

- New Forfeitures & Land Classification (88 parcels)
- Repurchases (5 parcels)
- Land Sales (3 parcels)
- Conditional Use Deeds (1 parcel)
- Road Easements & Licenses (8 total)
- Utility Easements & Licenses (2 total)
- Clean-ups & Demolitions (1 total)
- Leases (82 total)
- Cartways (0)
- Environmental Trust Fund (3 grants)



Cleanup of tax-forfeited property in Effie, MN in 2023.

■ MINING & GRAVEL

- Short Term Surface Lease developed for 1180 acres to Mesabi Metallica LLC



- 8 Gravel Permits
- 1 Earthen Materials Lease -
(Uland Bro.s for Scenic 7 project)



■ COUNTY PARK SYSTEM

- Fairgrounds Park & Campground (Public events, campground re-construction)
- Gunn Park (Pavilion rental, kiosk & information sign projects)
- Bass Lake Park (beach , dump station planning)
- Dispersed Campsites (11 primitive sites)
- Public Boat Accesses (7 class I, 47 class II, 23 class III)
- Ski/Hunter Walking Trails (5 nordic ski, 25 hunter walking)



■ COUNTY RECREATION TRAILS

- **MN Grant-in-Aid Trail Program Sponsorship**
- **ATV Trail Projects** (Len Hardy Memorial, Wilderness, Herb Brandstrom, Pengilly-Calumet, Keewatin Trail Runners & Alborn Trails)
- **Snowmobile Trail Projects** (Balsam Creek Bridge, Driftskippers Trail, West Bowstring Trail, Marcel Trail)
- **Other Trail Projects** (Nashwauk MB Trails/Trailhead & S. Lake Multi-Use Bridge)
- **ATV & Snowmobile Alliances, NORLUA, Trails Task Force**



■ NOXIOUS WEED LAWS

- County Agriculture Inspector Program/ Noxious Weed Laws
- Local Weed Inspector/ Town and City Weed Control & Reporting
- Education on Noxious Plant ID & Herbicide Application



■ PUBLIC EDUCATION

- Future Forest Stewards Program: 200+ high school students at an active timber sale and the Northstar Logging Expo
- Forest management tours for Itasca Community College students
- Forest management tour to MN Forest Resource Council staff
- Land Department and Noxious Weed booths at County Fair



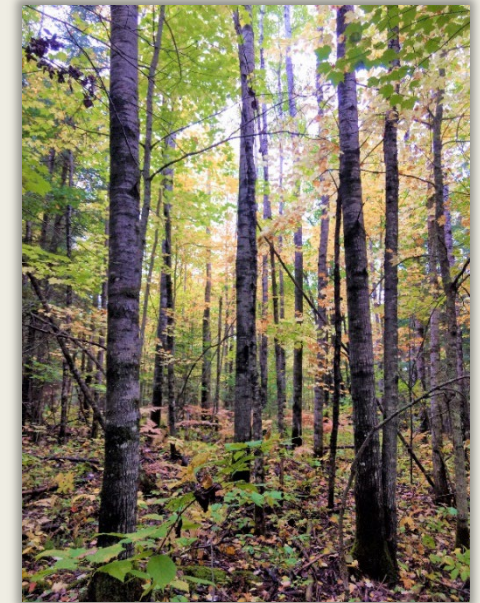
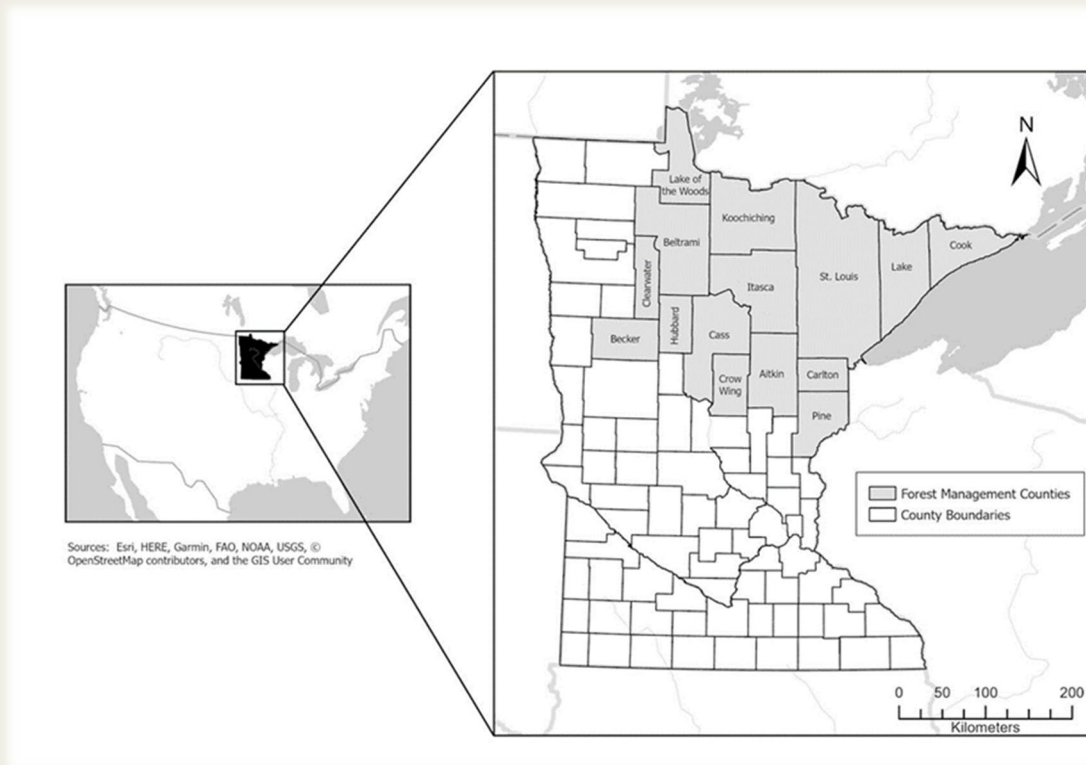
■ FORESTRY PROGRAM



- Forest Certification
- Timber Program
- Forest Restoration, Reforestation & Development
 - Timber Permits (104 permits brought to auction)
 - Forest Roads (46.7 miles of new/reconstructed forest road)
 - Forest Inventory, GIS & Analysis (14,883 acres re-inventoried)

■ MINNESOTA COUNTY FORESTRY PROGRAMS

- 15 northern Minnesota counties manage over 2,800,000 acres of working forest.



- Counties manage 16% of MN's forestland and supply 24% of the stumpage in MN's timber industry.

ITASCA COUNTY*

Total Output/sales generated = \$578.8 million

Total Value-added (above cost inputs) = \$256.2 million

Total labor income supported = \$150.7 million

Total Jobs generated = 2,169 jobs

*County stumpage***

Additional economic activity generated = \$127.2 million

**ANNUAL ECONOMIC
CONTRIBUTION OF FOREST
INDUSTRY IN ITASCA COUNTY**

**Source (2020): <http://www.decision-innovation.com/economic-impact/economic-contribution-study-of-minnesota-agriculture-and-forestry/>*

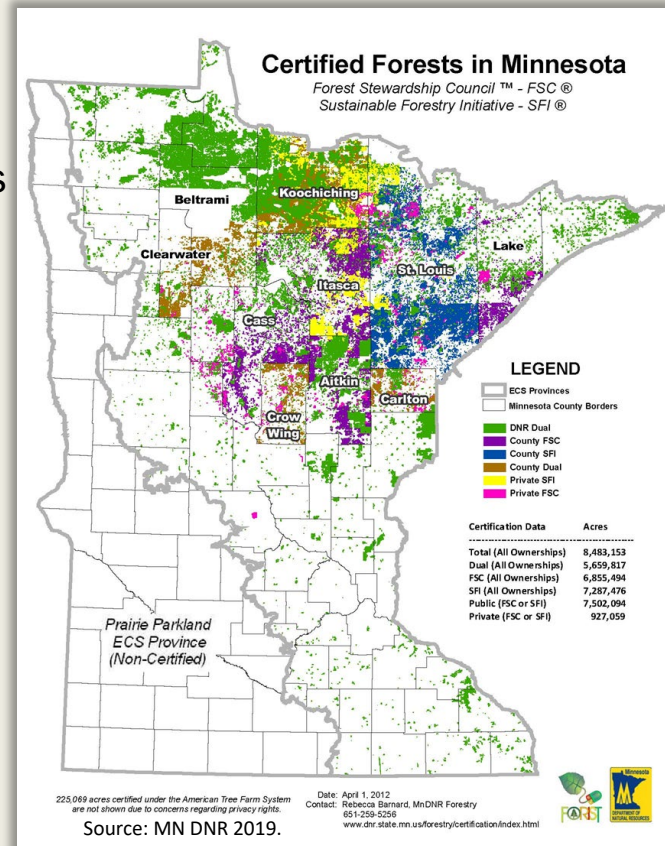
***US Dept. Commerce- sale of every \$1.00 of stumpage generates approximately \$41.00 in additional economic activity.*

■ FOREST CERTIFICATION

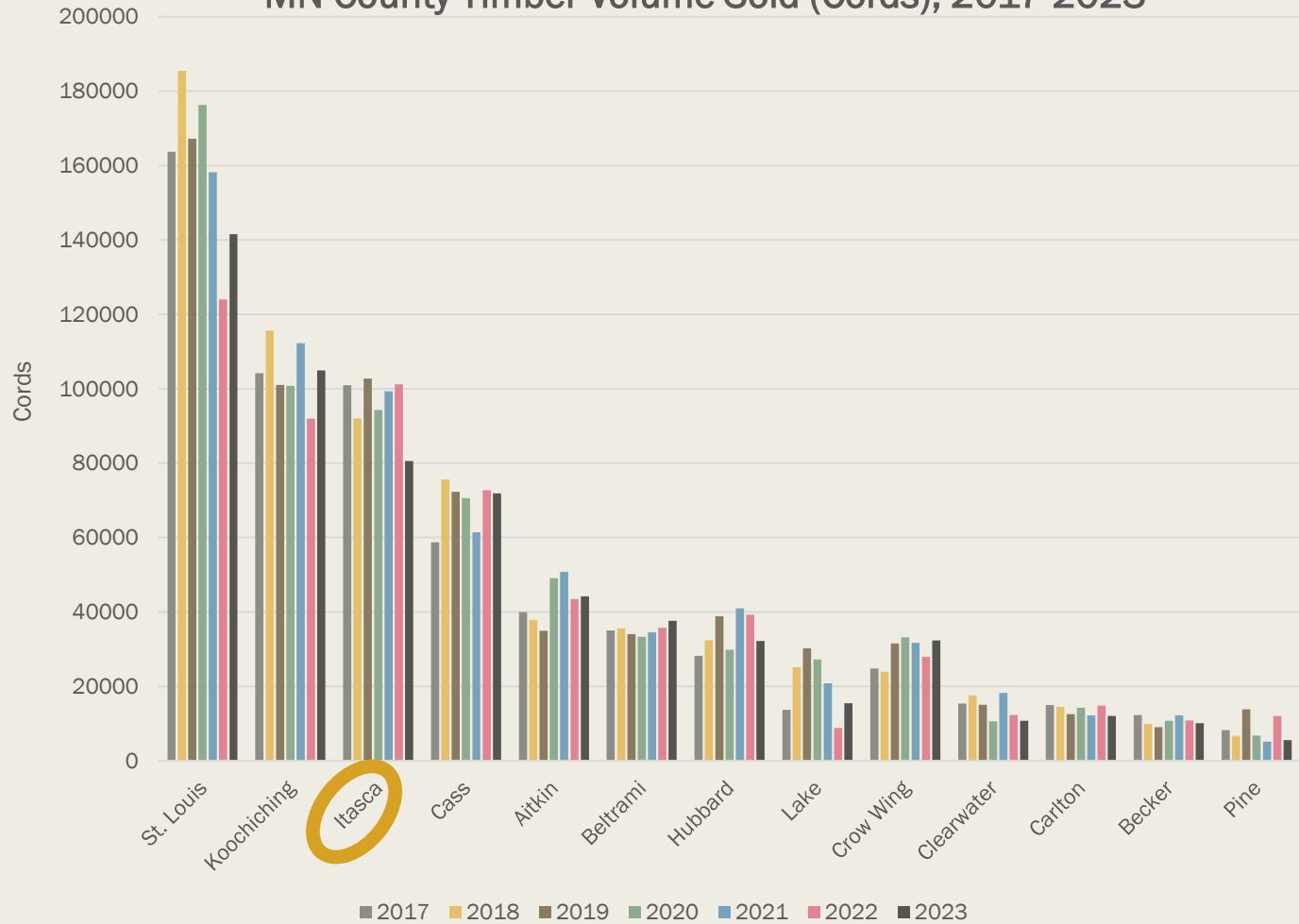
Forest Stewardship Council (FSC)



- 7.85 million acres of 3rd party certified forests in MN
- 2.62 million acres of county 3rd party certified forests in MN (1.13 million acres in FSC)
- The 2023 FSC audit was conducted by the NEPCon 3rd party certification service.
- Itasca County successfully maintained FSC forest management and chain-of-custody certification for the 18th year.

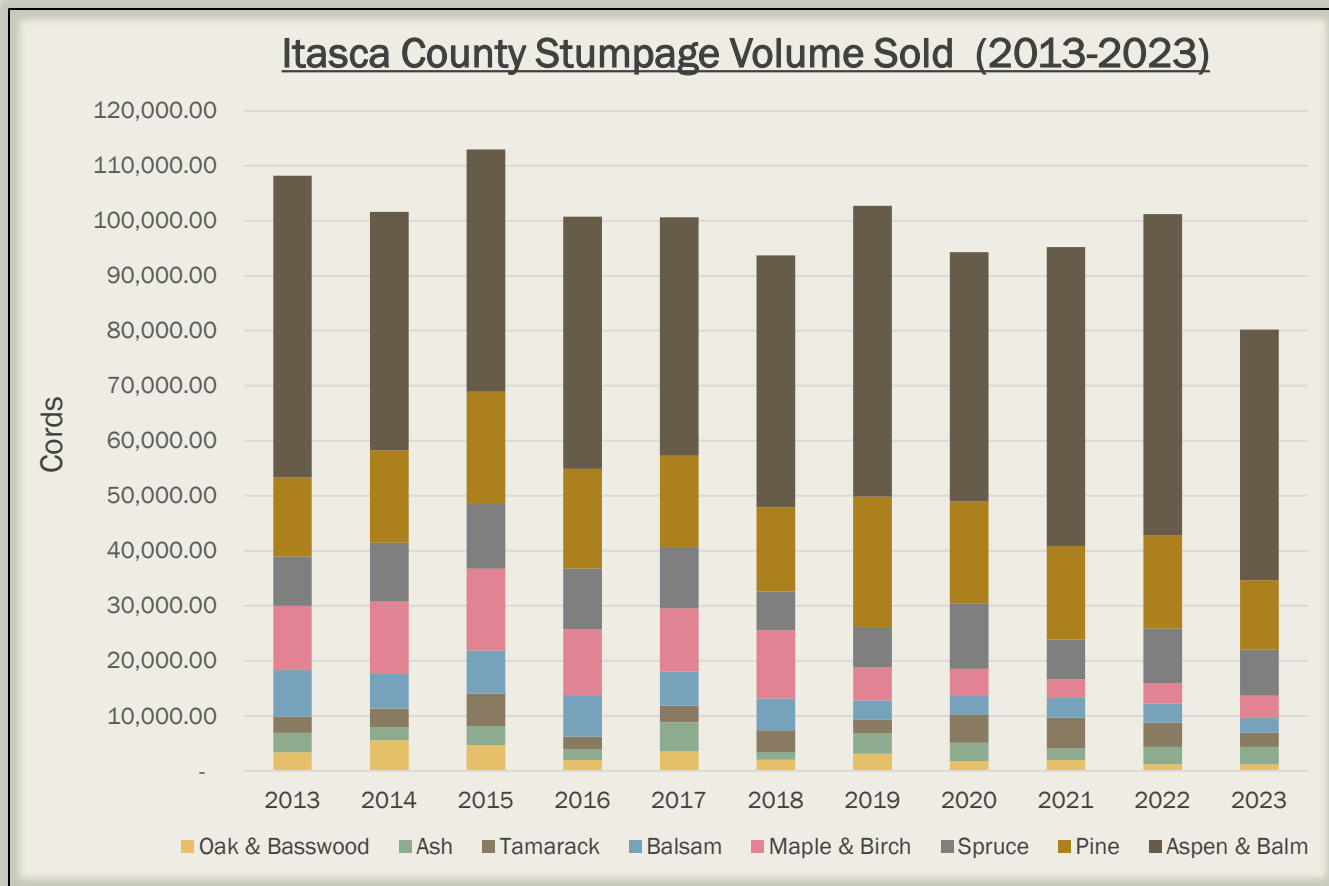


MN County Timber Volume Sold (Cords); 2017-2023



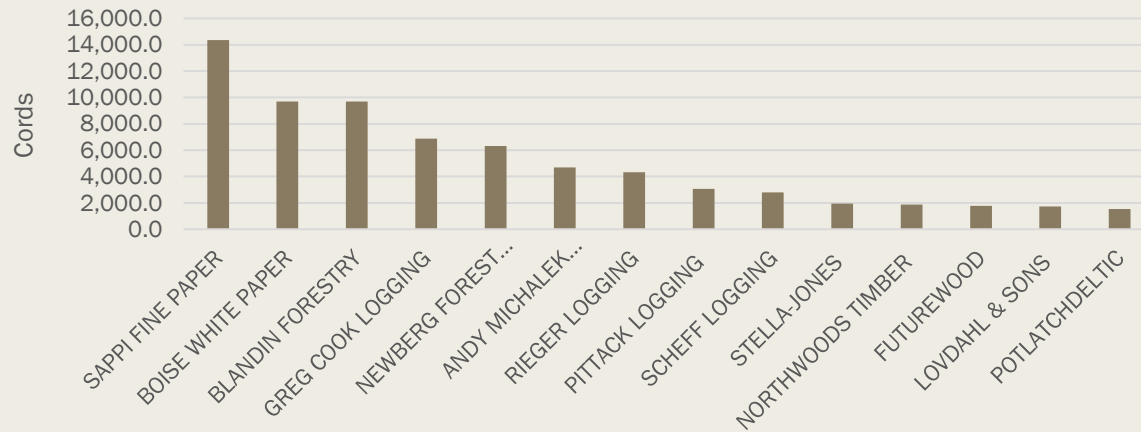
Total Stumpage Volume Sold in 2023 = 80,529 cords

10 Year Average = 98,358 cords

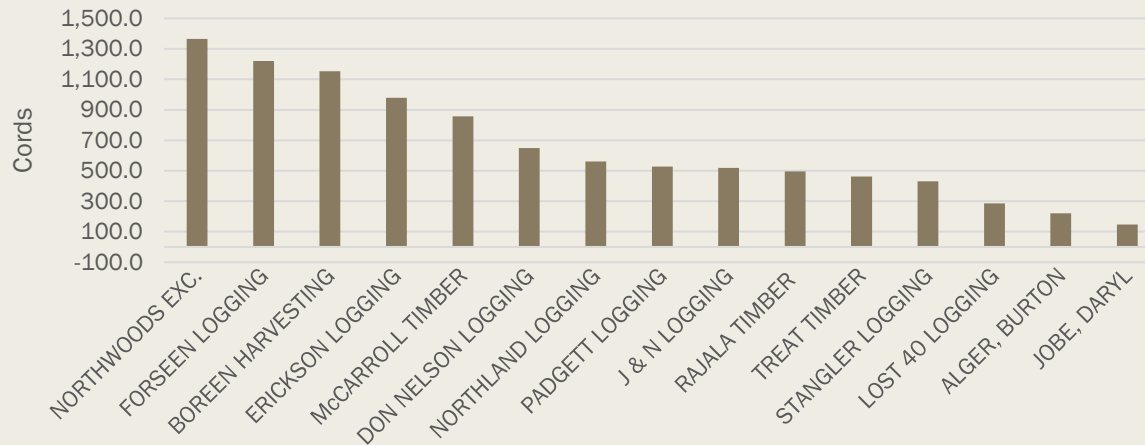


- 80 of 104 timber permits sold at auction to 30 purchasers
- 80,529 appraised cords sold by Itasca County in 2023

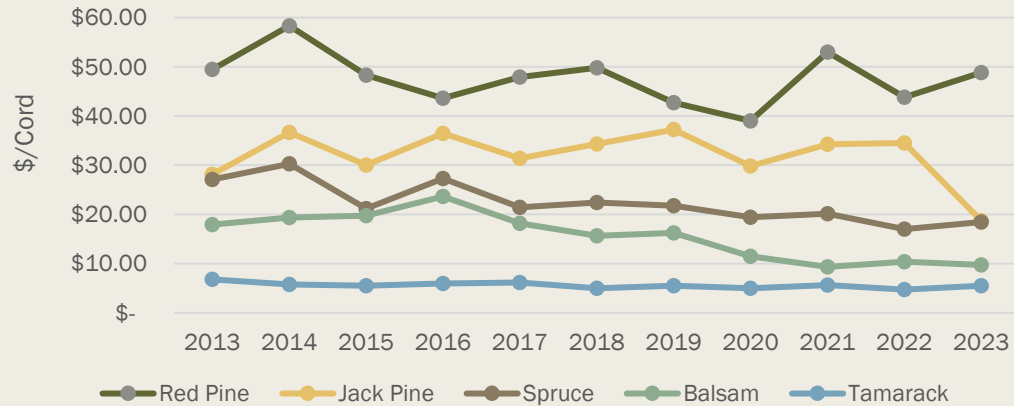
2023 Itasca County Timber Purchaser Volume
(Over 1500 cords)



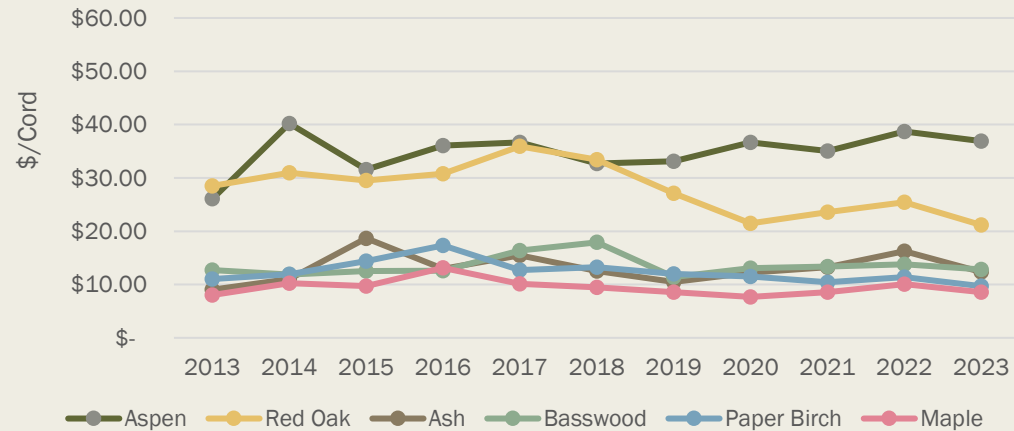
2023 Itasca County Timber Purchaser Volume
(Under 1500 cords)



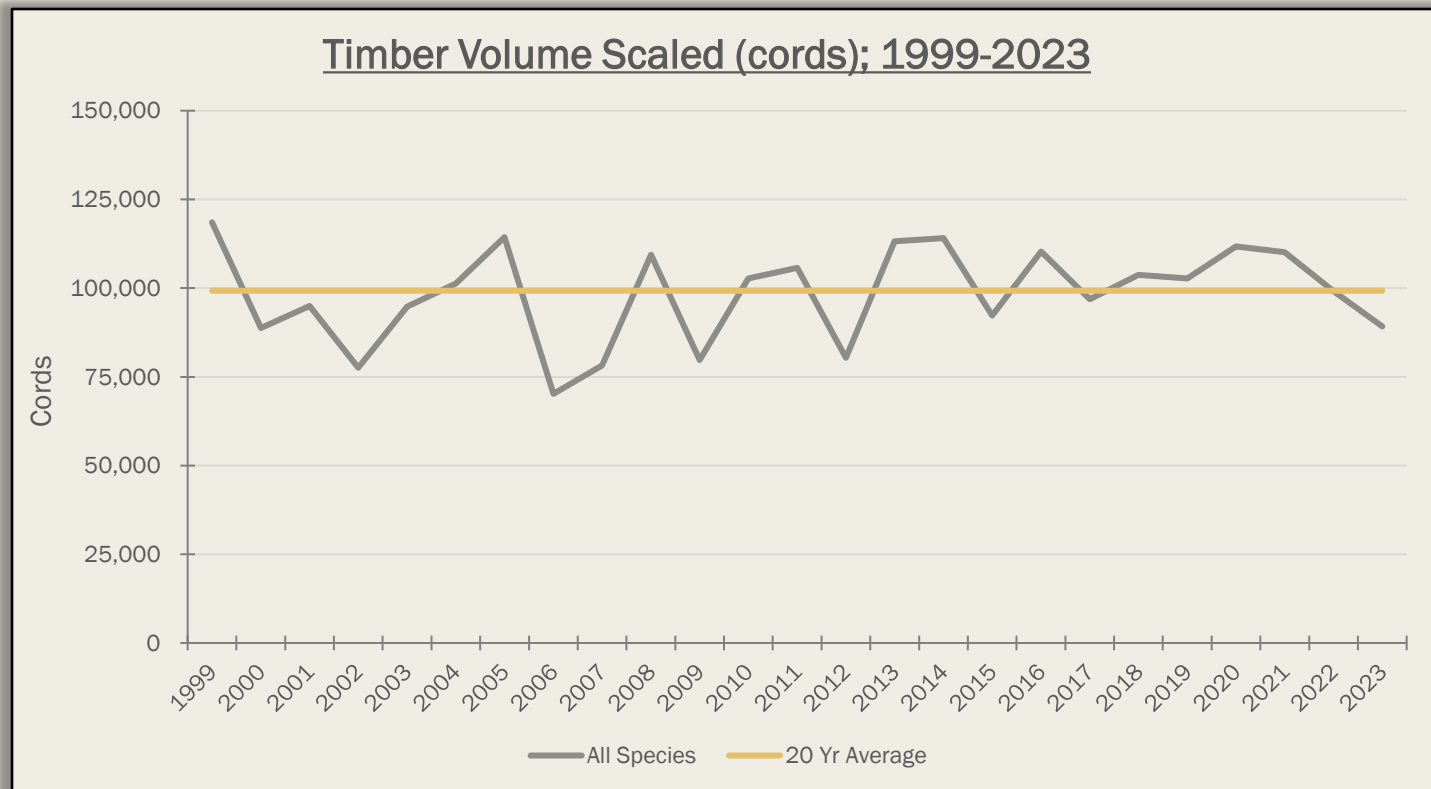
Itasca County Softwood Stumpage Prices (2013-2023)



Itasca County Hardwood Stumpage Prices (2013-2023)

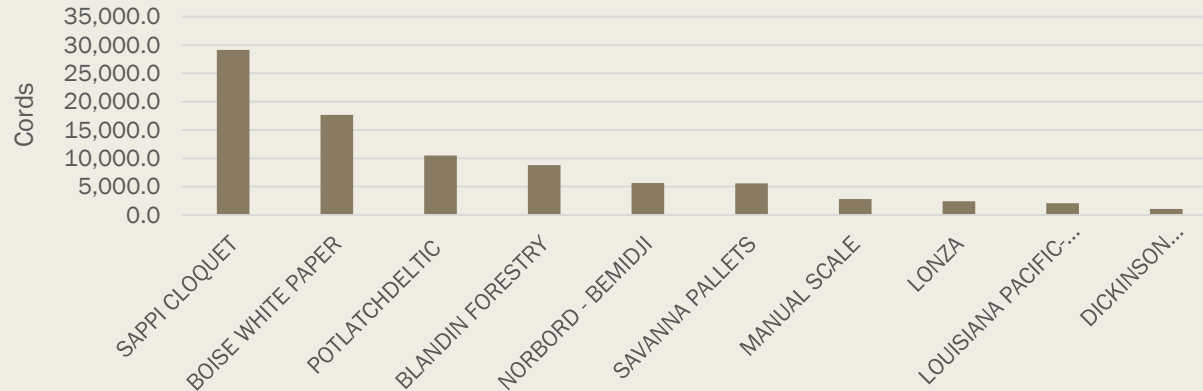


2023 Total Timber Scaled = 89,174 cords
20-year Average = 99,258 cords

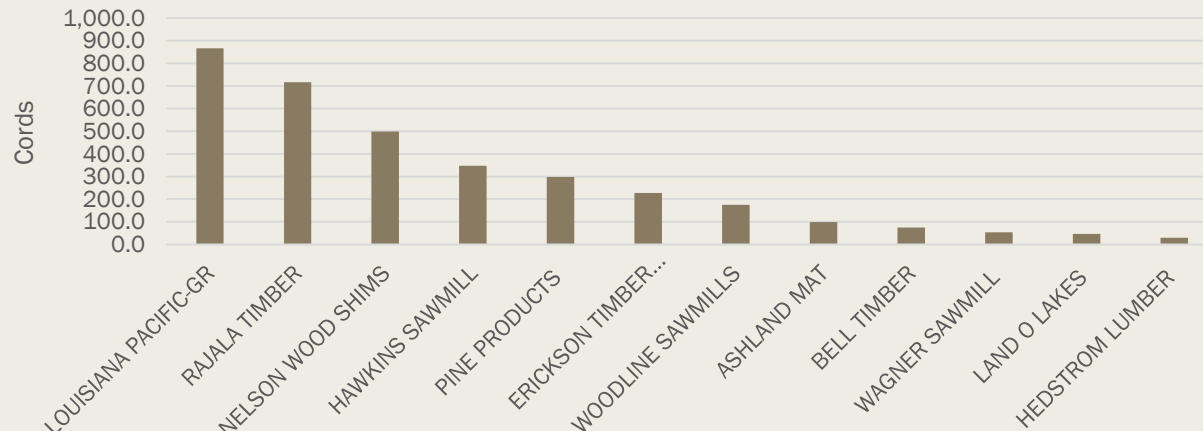


2023 Total Timber Scaled = 89,174 cords

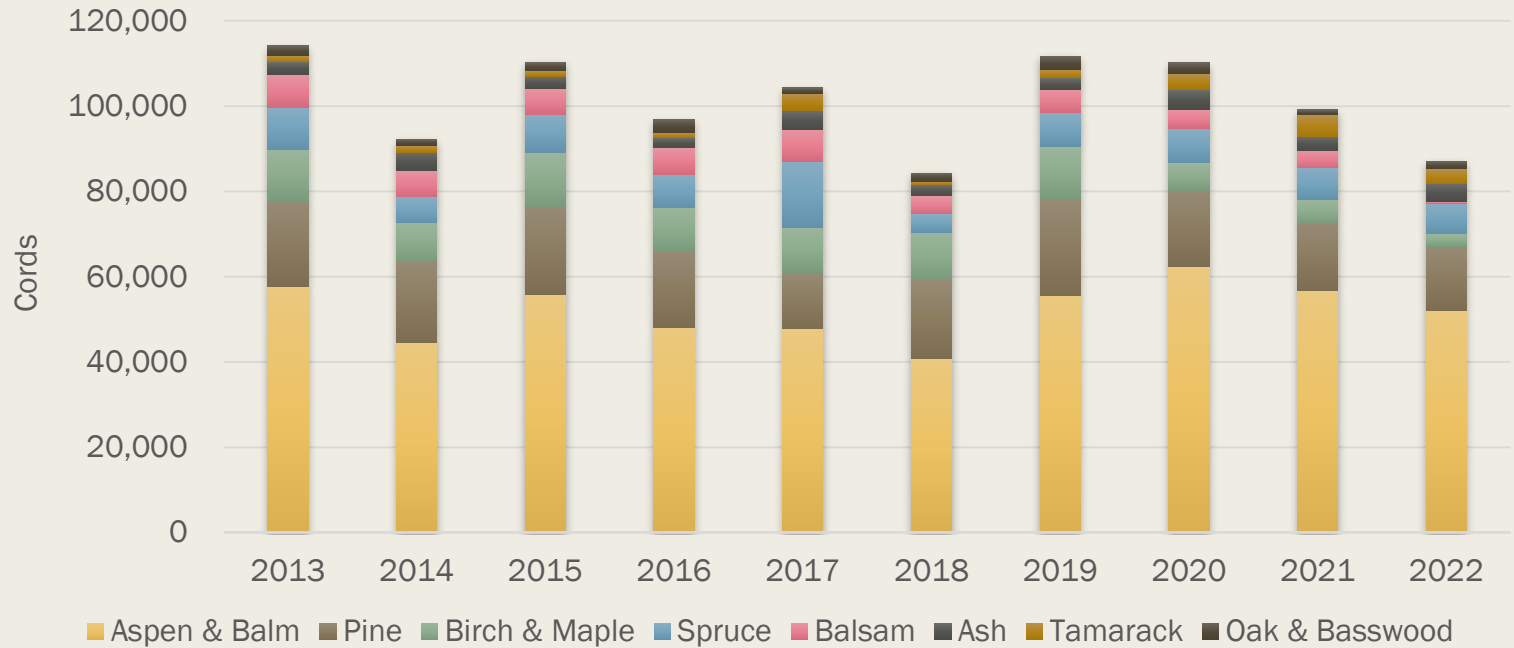
ICLD Consumers- 2023 Timber Volume Scaled
(over 1000 cords)



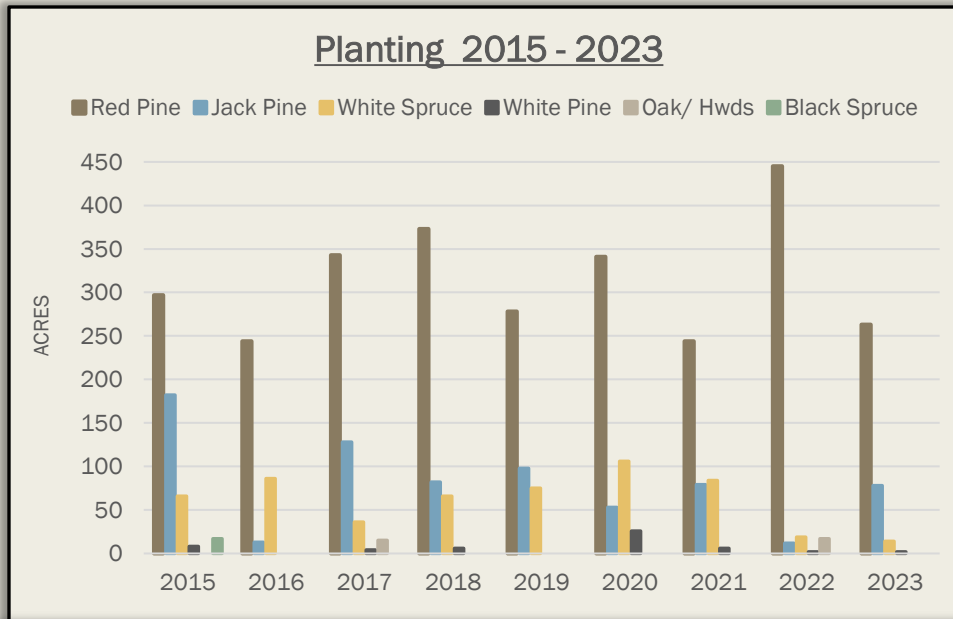
ICLD Consumers- 2023 Timber Volume Scaled
(under 1000 cords)



Timber Volume Scaled 2013-2023



■ RESTORATION/ REFORESTATION



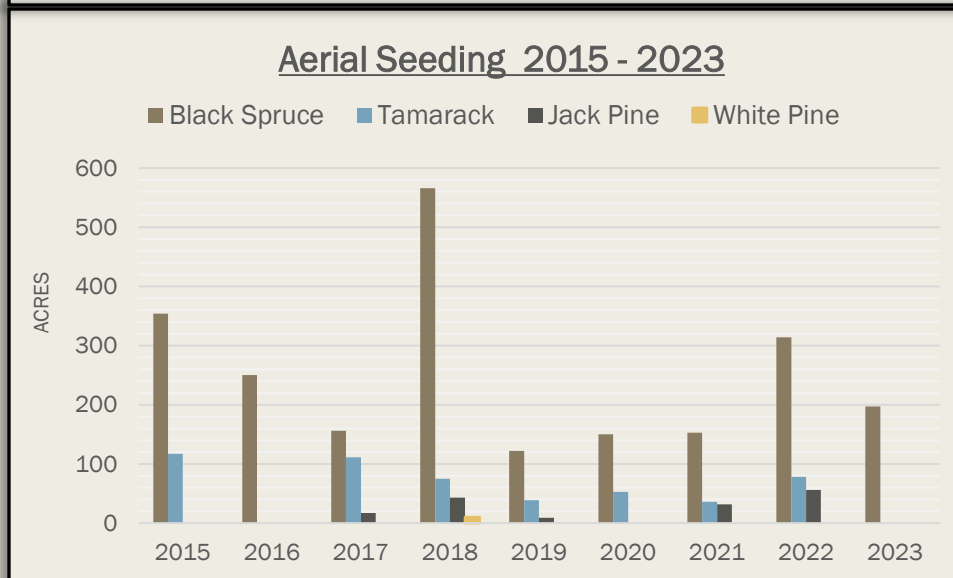
2023 Stand Treatments

-308 acres bud-capped

-287 acres released

-1,131 thinning acres auctioned

*3.4 million seedlings
planted in past 9 Years*



*9 Yr. Average = 468 acres
planted per year*

2019

Itasca County Forest Management Plan



Itasca County Forest Management Plan

Publicly Reviewed &
County Board Approved

Timber harvesting is based on
*professional, science-base &
sustainable methods.*

**Forest Management Plan Revision
= 10 years (2029)**

**Annual Harvest Levels Update
= 5 years (2024)**



Questions ?



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-481

DEPARTMENT: Administrative Services

TIME REQUESTED: 15 Minutes

PRESENTER: Brett Skyles, Chair

AGENDA ITEM:

Service Contract - Itasca Economic Development Corporation

BOARD ACTION REQUESTED:

Approve a one-year extension to the Service Contract between Itasca County Administration and Itasca Economic Development Corporation (IEDC) for provision of consultant services in the amount of \$85,000, and review service expectations.

BACKGROUND:

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. IEDC POS Agreement 2024 Final FULLY EXECUTED

12/3/2024

RESULT:	PULLED FROM AGENDA
----------------	---------------------------

12/12/2024

RESULT:	RECOMMENDED FOR DISCUSSION/INFO	NEXT:
	12/17/2024 2:30 PM	

Motion To: Approve a six-month extension to the Service Contract between Itasca County Administration and Itasca Economic Development Corporation (IEDC) for provision of consultant services in the amount of \$42,500, with addition of a three-month report.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

County of Itasca, Minnesota

Service Contract

A.1 DATES AND PARTIES

A.1.1 THIS CONTRACT, made this 23rd day of January, 2024, by and between the County of Itasca, herein called the “County,” and Itasca Economic Development Corporation (IEDC), a corporation organized and existing under the laws of the State of Minnesota, located at 1201 7th Ave SE, Grand Rapids, MN 55744, herein called the “Vendor.”

B.1 AGREEMENT

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

C.1 TERM OF CONTRACT

C.1.1 The term of this Contract is from January 23, 2024 to December 31, 2024, inclusive. The Contract may be extended if provided for in the Special Conditions.

D.1 SPECIAL CONDITIONS

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

E.1 CONTRACT AMOUNT

E.1.1 This Agreement when fully completed and fulfilled on the part of said Vendor to the satisfaction of the County or its duly authorized agent, is estimated to be \$80,000.00 for the current term.

F.1 INCREASE

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

G.1 PAYMENT

- G.1.1 The County does hereby agree, to pay said Vendor as services are performed to the satisfaction of the County, or its duly authorized agent, one (1) payments of \$80,000.00 each, or as indicated in the Special Conditions. Payment terms of this Contract are Net 30.

H.1 GUARANTEE

- H.1.1 The Vendor further agrees to guarantee all materials and parts supplied under this Contract against inferiority as to specifications, such guarantee to be unconditional. Failure or neglect of the County or its designated representative to require compliance with any term or condition of this Contract or the specifications shall not be deemed a waiver of such term or condition.

I.1 BOND

- I.1.1 No bond required for this service contract.

J.1 INSURANCE

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

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

J.1.3 General Liability Insurance

J.1.3.1

	<u>Limit</u>
General Aggregate	\$3,000,000
Products-Completed	
Operations Aggregate	\$3,000,000
Personal and Advertising Injury	\$1,500,000

Each Occurrence:

Combined Bodily Injury and Property Damage \$1,500,000

J.1.3.2 Policy shall contractors and subcontractors, and contractual liability.

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

J.1.4 Automobile Liability Insurance

J.1.4.1

Limit

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

J.1.4.2 Must cover owned, nonowned and hired vehicles.

J.1.5 Workers' Compensation Per Statutory Requirements

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

J.1.6 Employer's Liability

Limit

J.1.6.1 Bodily injury by:

Accident - Each Accident	\$500,000
Disease - Policy Limit	\$500,000
Disease - Each Employee	\$500,000

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

J.1.6.1 Provider shall maintain at its sole expense a valid policy of insurance covering professional liability, arising from the acts or omissions of Provider, its agent and employees in the amount of not less than \$500,000 per claim and \$3,000,000 annual aggregate.(These suggested limits should be reviewed on a cases by case basis)

J.1.8 Indemnification Clause

J.1.8.1 Except as may be caused by the sole negligence of the County or its employees, Contractor shall indemnify and save harmless Itasca County, its employees, and its agents from all claims, actions, demands, and judgments of any kind arising in whole or in part from any act or omission of Contractor, its subcontractors, and their agents, servants, or employees, incidental to the performance of the Contract and from all expenses in connection with such claims, actions, demands and judgments, and shall assume, without expense to the County, the defense of any such claims, actions, demands and judgments, irrespective of whether it is alleged, claimed, or proved in connection with such act or omission that negligence of the County or its representatives caused or contributed thereto.

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

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

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

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

K.1 UNAVOIDABLE CIRCUMSTANCES

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

L.1 RIGHT TO TERMINATE

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

M.1 ASSIGNMENT

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

N.1 INDEMNIFICATION

- N.1.1 Vendor shall indemnify, hold harmless and defend the County, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the County, its officers or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of Vendor, its agents, servants or employees, in the execution, performance, or failure to adequately perform Vendor's obligations pursuant to this Contract.

O.1 COMPLIANCE WITH LAWS

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

P.1 RECORDS AUDITING AND RETENTION

- P.1.1 Vendor's books, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Contract are subject to the examination, duplication, transcription and audit by the County and either

the legislative or State Auditor, pursuant to Minn. Stat. § 16C.05, subd. 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. Vendor agrees to maintain such evidences for a period of six (6) years from the date services or payment were last provided or made or longer if any audit in progress required a longer retention period.

Q.1 WAIVER

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

R.1 MODIFICATIONS/AMENDMENT

R.1.1 Any alterations, variations, modifications, amendments or waivers of the provisions of this Contract shall only be valid when they have been reduced to writing, and signed by authorized representative of the County and Vendor.

S.1 SEVERABILITY

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

T.1 FINAL AGREEMENT

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

U.1 EXECUTION

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

Dated this 23rd day of January 2024.

ITASCA ECONOMIC DEVEL. CORP.

COUNTY OF ITASCA, MINNESOTA

By: 
Its Jan 25, 2024

By: 
Its County Board Chair

By: Brett Skyles
Its Clerk of the County Board

APPROVED AS TO FORM & EXECUTION

By: 
Itasca County Attorney

Itasca Economic Development Corporation (IEDC)

IEDC shall provide the following services:

1. Continue county-wide efforts regarding business attraction, retention, and recruitment.
2. Measurable outreach to the greater Itasca County area; measurement factors to include: number of times in each Commissioner district, who the outreach involved (both IEDC and Community representative), outcomes or resulting actions, follow-up activities and other notable results. Outreach should include both normal business hours and after-hour interactions.
3. Specific outreach to greater Itasca County city/township councils.
4. Inform District specific County Commissioner when conducting outreach in their respective areas, afford the opportunity for the Commissioner to be present at the meeting.
5. Organize and promote training for current business to assist in topics and issues pertinent to critical issues.
6. Continued assessment of an Itasca County Business Construction ready site list. Construction ready should include such items as: infrastructure to curb stop, land surveyed, boring samples collected (if applicable) and contaminates or other soil issues identified, etc.
7. Present to the County Board on a bi-annual basis activities conducted related to agreement to include measurement items listed in #2 and #6 above.
8. All County funds to be spent on activities to promote business within Itasca County.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-500

DEPARTMENT: Administrative Services

TIME REQUESTED: 30 Minutes

PRESENTER: Amanda Schultz

AGENDA ITEM:

Tentative Appointments to Committees/Commissions/Boards

BOARD ACTION REQUESTED:

Review the applications received for the various Itasca County Committee/Commission/Board vacancies for the purposes of making tentative appointments.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. 2025 PREPMTG Apptmnts
2. 2025 APPTTEE ADV FOR
3. ADNWSORG 2025 Cmte Info - Bowstring Airport Commission
4. Bowstring Airport Commission - Application - K Reichert
5. Bowstring Airport Commission - Application - C Schultz
6. Bowstring Airport Commission - Application - J Noles
7. ADNWSORG 2025 Cmte Info - Extension Committee
8. Extension Committee - Application - C Janssen
9. Extension Committee - Application - E Guenther
10. ADNWSORG 2025 Cmte Info - Housing & Redevelopment Authority
11. HRA Board Info 2024
12. Housing & Redevelopment Authority - Application - P Casey
13. Housing & Redevelopment Authority - Application - S Benolken
14. Housing & Redevelopment Authority - Application - J Zuehlke
15. ADNWSORG 2025 Cmte Info - Nursing Home Board
16. Nursing Home Board - Application - L Trunt
17. ADNWSORG 2025 Cmte Info - Park & Recreation Commission
18. Park & Recreation Commission - Application - S Carling
19. ADNWSORG 2025 Cmte Info - Personnel Board of Appeals
20. ADNWSORG 2025 Cmte Info - Planning Commission-Board of Adjustment
21. Planning Commission-Board of Adjustment - Application - R Kortekaas
22. Planning Commission-Board of Adjustment - Application - D Dewey

23. Planning Commission-Board of Adjustment - Application - M Bellomy
24. ADNWSORG 2025 Cmte Info - Sheriff Civil Service Commission
25. Sheriff Civil Service Commission - Application - E Bolf
26. Sheriff Civil Service Commission - Application - R Olson
27. Sheriff Civil Service Commission - Application - D Scherf
28. ADNWSORG 2025 Cmte Info - Water Plan Implementation Committee
29. In-House Listing 12-11-2024
30. 2025 APPTTEE REP FOR TENTATIVE APPTS
31. Current Listing 12-11-2024

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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**2025 APPOINTMENTS TO ITASCA COUNTY BOARDS/COMMITTEES/COMMISSIONS
ADVERTISED FOR THESE VACANCIES WORKSHEET**

A

BOARD/COMMITTEE/COMMISSION	APPOINTEE	DISTRICT REQUIREMENT	TERM
Bowstring Airport Commission	Kenneth Reichert	N/A	01/01/2025 - 12/31/2027
	Christine Schultz	N/A	01/01/2025 - 12/31/2027
	Jan Noles	N/A	01/01/2025 - 12/31/2027
Extension Committee	Conley Janssen	N/A	01/01/2025 - 12/31/2027
	Erika Guenther	N/A	01/01/2025 - 12/31/2027
Housing & Redevelopment Authority	Patrick Casey	Based on Geo Area	01/01/2025 - 12/31/2029
	Shannon Benolken	Based on Geo Area	01/01/2025 - 12/31/2029
Nursing Home Board	Leo Trunt	N/A	01/01/2025 - 12/31/2026
Park & Recreation Commission	Sarah Carling	At-Large	01/01/2025 - 12/31/2027
	(no applications received)	At-Large	01/01/2025 - 12/31/2027
Personnel Board of Appeals	(no applications received)	N/A	01/01/2023 - 12/31/2025
	(no applications received)	N/A	01/01/2024 - 12/31/2026
	(no applications received)	N/A	01/01/2025 - 12/31/2027
Planning Commission/Board of Adjustment	(consider appointment at Org/RS)	#1	01/01/2025 - 12/31/2027
	(consider appointment at Org/RS)	#2	01/01/2025 - 12/31/2027
Sheriff Civil Service Commission	Edward Bolf	N/A	01/01/2025 - 12/31/2027
Water Plan Implementation Committee	(no applications received)	#2	01/01/2024 - 12/31/2027

	<u>No. of Openings</u>	<u>District Requirement</u>	<u>Term</u>
<u>BOWSTRING AIRPORT COMMISSION</u>	3	N/A N/A	01/01/2025 – 12/31/2027
FUNCTION:	To exercise authority and have power to delegate specific resolutions or ordinances duly adopted by the Commission. Also to maintain and service the airport as the Commission sees fit. To prepare and recommend to the County Board a proposed annual budget to carry out the commission's responsibilities as to the Bowstring Airport. To determine appropriate need for construction, enlargement, and improvement of said airport.		
QUALIFICATIONS:	Members need to be approved by the Airport Commissioners with a 2/3 vote and recommended to the County Board.		
COMPENSATION:	Mileage		

<u>Name</u>	<u>District Requirement</u>	<u>Incumbent</u>
Kenneth Reichert	N/A	Yes
Christine Schultz	N/A	Yes
Jan Noles	N/A	No

	<u>No. of Openings</u>	<u>District Requirement</u>	<u>Term</u>
<u>EXTENSION COMMITTEE</u>	2	N/A	01/01/2025 – 12/31/2027
FUNCTION:	The University of Minnesota Extension Itasca County is an outreach arm of the University of Minnesota that provides research-based education to people of all ages throughout the County, in cooperation with County, State, Federal and private partners. Extension's Mission is <i>"Making a difference by connecting community needs and University resources to address critical issues in Minnesota."</i>		
QUALIFICATIONS:	Resident of Itasca County; Commitment to regularly attend quarterly committee meetings; willingness to serve one three-year term (preferred but not mandated); access to e-mail for committee mailings (preferred but not mandated); interest in educational programs offered by Extension.		
DESCRIPTION OF WORK	* Work with the Extension Regional Director to identify local citizen needs and match those needs to local and regional Extension programs. * Identify potential needs for local Extension education efforts and work with stakeholders funding sources for local Extension programming. * Hire local Extension educational staff using University of Minnesota hiring practices and a search committee that includes County Extension committee members. * Provide feedback on the local Extension staff's performance annually. * Provide oversight to local Extension office budget development and present budget to the County Board of Commissioners. * Assist in promoting and marketing Extension programs throughout Itasca County.		
COMPENSATION:	Mileage; expenses for out-of-town trips.		

<u>Name</u>	<u>District Requirement</u>	<u>Incumbent</u>
Conley Janssen	N/A	Yes
Erika Guenther	N/A	No

	<u>No. of Openings</u>	<u>District Requirement</u>	<u>Term</u>
<u>HOUSING AND REDEVELOPMENT AUTHORITY</u>	2	Based on Geographical Area	01/01/2025 – 12/31/2029
FUNCTION:	Commissioners serve as the governing officers of the HRA, which functions as a developer, landlord, and administrator of local, state and federal housing programs. Commissioners provide leadership, adopt policies governing the operations of the HRA, and ensure that HRA programs operate within the law and according to regulation. Commissioners establish goals to address housing needs in Itasca County to ensure the availability of decent, safe and affordable housing.		
QUALIFICATIONS:	Resident of Itasca County: membership is based on a geographical basis; knowledgeable in housing needs of the county.		
COMPENSATION:	Mileage; \$75.00 per diem.		

<u>Name</u>	<u>District Requirement</u>	<u>Incumbent</u>
Patrick Casey	#4	Yes
Shannon Benolken	#1	No
Jamie Zuehlke	#5	No

	<u>No. of Openings</u>	<u>District Requirement</u>	<u>Term</u>
<u>NURSING HOME BOARD</u>	1	N/A	01/01/2025 – 12/31/2026
FUNCTION:	Board-level management and direction of the Itasca Nursing Home d.b.a. Grand Village and responsibility for all matters relating thereto.		
QUALIFICATIONS:	An interest in Itasca Nursing Home d.b.a. Grand Village and the health care delivery of Itasca County. Must be a county resident and at least 21 years of age.		
COMPENSATION:	\$100.00 per diem, plus mileage.		

<u>Name</u>	<u>District Requirement</u>	<u>Incumbent</u>
Leo Trunt	N/A	Yes

	<u>No. of Openings</u>	<u>District Requirement</u>	<u>Term</u>
<u>PARK AND RECREATION COMMISSION</u>	2	At-Large	01/01/2025 – 12/31/2027
FUNCTION:	1. To serve as an advisory body providing recommendations to the County Commissioners and Park and Recreation Director on matters pertaining to the planning, programming, prioritizing, evaluating and funding of park and recreation facilities and programs. 2. To serve as a coordinating body for the recreation needs of all citizens. 3. To encourage and promote development of recreation facilities and services. 4. To work together with public land managers.		
QUALIFICATIONS:	Resident of Itasca County; interested in and/or knowledgeable of resource-related recreational activities of the County and/or in the economic impact of recreational activities on Itasca County.		
COMPENSATION:	Mileage.		

<u>Name</u>	<u>District Requirement</u>	<u>Incumbent</u>
Sarah Carling	N/A	Yes

	<u>No. of Openings</u>	<u>District Requirement</u>	<u>Term</u>
<u>PERSONNEL</u>	1		01/01/2023 – 12/31/2025
<u>BOARD OF</u>	1	N/A	01/01/2024 – 12/31/2026
<u>APPEALS</u>	1		01/01/2025 – 12/31/2027
FUNCTION:	Make findings and report to the Board of Commissioners on written appeals regarding Itasca County personnel administration and filed by an applicant, employee, or appointing authority; establish procedures for methods and timetables for appeals to the Board.		
QUALIFICATIONS:	Be a resident of Itasca County; shall not hold county office or be a candidate for a county office; not be an employee of the county.		
COMPENSATION:	\$25.00 per diem, plus mileage.		

<u>Name</u>	<u>District Requirement</u>	<u>Incumbent</u>
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No applications received

	<u>No. of Openings</u>	<u>District Requirement</u>	<u>Term</u>
<u>PLANNING COMMISSION AND BOARD OF ADJUSTMENT</u>	1	#1	01/01/2025 – 12/31/2027
<u>FUNCTION:</u>	1	#2	01/01/2025 – 12/31/2027
<u>QUALIFICATIONS:</u>	Responsible for implementing Itasca County Ordinance relative to holding public hearings before any zoning ordinance text amendment, zoning map amendment, conditional use permit/revocation, preliminary planned unit development application, preliminary subdivision, variance or other appeal(s) may be approved or recommended for approval. Monthly or semi-monthly site inspections/hearings. Resident of Itasca County. Not a current elected officer of the County nor any employee of the Board of Commissioners. During two years prior to appointment, said member shall not have received a substantial portion of his income from business operations involving the development of land within the County. At least two regular members shall reside in the unincorporated area of the County. Knowledge and interest of county functions. Background in community related services. Ability to make on-site inspections. (Complete Job Description is on file in Administrative Services Department.)		
<u>COMPENSATION:</u>	Per diem plus mileage for planning commission meetings, committee meetings and site inspections. (Rate established by County Board.)		

<u>Name</u>	<u>District Requirement</u>	<u>Incumbent</u>
Richard Kortekaas	#1	Yes
Donald Dewey	#1	No
Michael Bellomy	#2	Yes

	<u>No. of Openings</u>	<u>District Requirement</u>	<u>Term</u>
<u>SHERIFF CIVIL SERVICE COMMISSION</u>	1	N/A	01/01/2025 – 12/31/2027
FUNCTION:	To adhere to the rules of the Sheriff Civil Service Commission; to recommend changes to the rules for approval by the County Board; and assist with review of employee recruitment and retention strategies for the Sheriff's Department.		
QUALIFICATIONS:	Resident of Itasca County; cannot hold a public office except as a Notary Public, nor serve on any state or county board.		
COMPENSATION:	Mileage.		

<u>Name</u>	<u>District Requirement</u>	<u>Incumbent</u>
Edward Bolf	N/A	Yes
Ryan Olson	N/A	No
Dean Scherf	N/A	No

	<u>No. of Openings</u>	<u>District Requirement</u>	<u>Term</u>
<u>WATER PLAN IMPLEMENTATION COMMITTEE</u>	1	#2	01/01/2024 – 12/31/2027
FUNCTION:	To provide direction and oversight to the Itasca County Water Plan. Meets quarterly; and more frequently as needed.		
QUALIFICATIONS:	One member is appointed by the County Board from each County Commissioner District, plus one member from each of the following interested groups: Planning Commission, Township Officers Association, Soil and Water Conservation District, Coalition of Lake Associations, Conservation Group (Isaac Walton or Audubon or other), and two Itasca County At-Large positions.		
COMPENSATION:	Per Diem, mileage and expenses.		

<u>Name</u>	<u>District Requirement</u>	<u>Incumbent</u>
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No applications received

In-House Appointments

Wednesday, December 11, 2024

Committee Or Office	Appointee	First Name	Last Name	District Requirement	RepresentativeF or	Term	Effective Date	Expiration Date
AMC District II Environment & Natural Resources Policy Committee								
		Terry	Snyder			Indefinite, as long as elected	1 /1 /2017	Elected Term 12/31/2024
Americans with Disabilities Act Coordinator								
	County Administrator	Brett	Skyles			Indefinite	9 /22/1992	Indefinite
Arrowhead Counties Association (ACA)								
	Alternate		Vacant			One-Year	1 /1 /2024	12/31/2024 (Vacant)
	Full Board	John	Johnson			One-Year	1 /1 /2024	12/31/2024
Association of Minnesota Counties (AMC)								
	Auditor/Treasurer	Austin	Rohling			One-Year	1 /1 /2024	12/31/2024
	County Administrator	Brett	Skyles			One-Year	1 /1 /2024	12/31/2024
	Full Board	John	Johnson			One-Year	1 /1 /2024	12/31/2024
	Full Board	Cory	Smith			One-Year	1 /1 /2024	12/31/2024
	Full Board	Terry	Snyder			One-Year	1 /1 /2024	12/31/2024
	Full Board		Vacant			One-Year	1 /1 /2024	12/31/2024 (Vacant)
	Full Board	Casey	Venema			One-Year	1 /1 /2024	12/31/2024
	Health & Human Services Director	Eric	Villeneuve			One-Year	1 /1 /2024	12/31/2024
Bigfork Airport Zoning Board (Joint)								
		Michael	Bellomy			Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2024

Committee Or Office	Appointee	First Name	Last Name	District Requirement	RepresentativeF or	Term	Effective Date	Expiration Date
		Katie	Benes			Indefinite, but Reaffirm Yearly	1 /23/2024	12/31/2024
Bigfork River Board								
		Terry	Snyder	#2		Indefinite	1 /1 /2017	Eligible Term 12/31/2024
Blackduck EMS Special Taxing District Board of Directors								
	#2 Commissioner	Terry	Snyder			Indefinite, as long as elected	1 /1 /2013	Elected Term 12/31/2024
Board Parliamentarian								
	County Administrator	Brett	Skyles			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
Children's Justice Initiative (CJI)								
	Chair	John	Johnson			One-Year	1 /1 /2024	12/31/2024
Classification Committee - Ownership Management of Lands								
	Full Board	Terry	Snyder			Indefinite, as long as elected	1 /1 /2013	Elected Term 12/31/2024
	Land Commissioner	Kory	Cease			Indefinite; Ex-Officio	9 /24/2002	Indefinite; Ex-Officio
Emergency Food and Shelter Program Board								
	Chair	John	Johnson			One-Year	1 /1 /2024	12/31/2024
Emergency Management Director - Deputy								
	Chair	John	Johnson			One-Year	1 /1 /2024	12/31/2024
Executive ATV Permit Committee								
		Cory	Smith			One-Year	5 /23/2023	12/31/2024
		Terry	Snyder			One-Year	5 /23/2023	12/31/2024
Extension Committee								
		Cory	Smith			One-Year	1 /1 /2024	12/31/2024
	Chair or his/her delegate	Terry	Snyder			One-Year	1 /1 /2024	12/31/2024

Committee Or Office	Appointee	First Name	Last Name	District Requirement	RepresentativeF or	Term	Effective Date	Expiration Date
Fairgrounds Park Committee								
		Terry	Snyder			Indefinite	2 /24/2015	Eligible Term 12/31/2024
	County Administrator	Brett	Skyles			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
	Land Commissioner/Park & Recreation Director or her/her designee	Kory	Cease			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
Finance Committee								
		Cory	Smith			One-Year	9 /24/2024	12/31/2024
	Vice-Chair	Casey	Venema			One-Year	7 /9 /2024	12/31/2024
Grand Rapids/Itasca County Cooperating Committee								
	#2 Commissioner	Terry	Snyder			Indefinite, as long as elected	1 /1 /2013	Elected Term 12/31/2024
	#3 Commissioner	Casey	Venema			Indefinite, as long as elected	9 /24/2024	Elected Term 12/31/2024
	County Administrator	Brett	Skyles			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
Indian Affairs Task Force (IATF)								
	Alternate/District #1 Commissioner	Cory	Smith	#1		One-Year	1 /1 /2024	12/31/2024
	Chair	John	Johnson			One-Year	1 /1 /2024	12/31/2024
	Vice-Chair	Casey	Venema			One-Year	1 /1 /2024	12/31/2024
Intergovernmental Affairs Committee								
		John	Johnson			Indefinite, as long as elected	9 /24/2024	Elected Term 12/31/2024
		Terry	Snyder			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2024

Committee Or Office	Appointee	First Name	Last Name	District Requirement	RepresentativeF or	Term	Effective Date	Expiration Date
Itasca Community College General Advisory Committee								
		Janet	Borth			Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2024
Laurentian RC&D Council								
		Casey	Venema			One-Year	1 /1 /2024	12/31/2024
	Alternate/Vice-Chair	Terry	Snyder			One-Year	1 /23/2024	12/31/2024
Law Library Board								
	Chair	John	Johnson			One-Year	1 /1 /2024	12/31/2024
Minnesota Counties Intergovernmental Trust (MCIT)								
	Chair	John	Johnson			One-Year	1 /1 /2024	12/31/2024
Minnesota Forest Resources Partnership (MFRP)								
	Land Commissioner or his/her designee	Kory	Cease			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
Mississippi Headwaters Advisory Committee								
		Katie	Benes			Two-Year	1 /1 /2023	12/31/2024
Mississippi Headwaters Board								
		Cory	Smith			Two-Year	1 /1 /2023	12/31/2024
	1st Alternate	Terry	Snyder			Two-Year	1 /1 /2023	12/31/2024
	2nd Alternate		Vacant			Two-Year	1 /1 /2023	12/31/2024 (Vacant)
Mississippi River - Grand Rapids Comprehensive Watershed Planning One Watershed/OnePlan (1W/1P) Planning Committee								
		Terry	Snyder			Infenite, as long as elected	1 /3 /2023	Elected Term 12/31/2024
MN Counties Information System Board								
	Auditor/Treasurer (Alternate)	Austin	Rohling			Two-Year	1 /3 /2023	12/31/2024
	County Assessor	Amber	Peratalo			Two-Year	1 /3 /2023	12/31/2024

Committee Or Office	Appointee	First Name	Last Name	District Requirement	RepresentativeF or	Term	Effective Date	Expiration Date
NE MN Office of Job Training								
		Terry	Snyder			One-Year	9 /24/2024	12/31/2024
	Alternate	Casey	Venema			One-Year	1 /1 /2024	12/31/2024
Northeast Minnesota Area Transportation Partnership (NEMNATP)								
		Terry	Snyder			Indefinite, but Reaffirm Yearly	1 /1 /2023	12/31/2024
	Alternate	Casey	Venema			Indefinite, but Reaffirm Yearly	1 /1 /2023	12/31/2024
Northeast Minnesota Emergency Communications Board Regional Advisory Committee (RAC)								
		Jeremy	Hanson			Indefinite, but Reaffirm Yearly	1 /1 /2023	12/31/2024
	Alternate	Marnie	Chupurdia			Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2024
Northern Counties Land Use Coordinating Board (NCLUCB)								
	Alternate	Terry	Snyder			One-Year	1 /1 /2024	12/31/2024
	Chair or his/her delegate	John	Johnson			One-Year	1 /1 /2024	12/31/2024
Noxious Weed Appeal Committee								
			Vacant			Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2024 (Vacant)
Nursing Home Board								
	Full Board	Terry	Snyder			Eligible Term	1 /1 /2021	Eligible Term 12/31/2024
Park & Recreation Commission								
	Land Commissioner or his/her designee	Kory	Cease			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
Planning Commission/Board of Adjustment (PC/BoA)								
	Environmental Services Administrator/Ex-Officio	Katie	Benes			Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2024

Committee Or Office	Appointee	First Name	Last Name	District Requirement	RepresentativeF or	Term	Effective Date	Expiration Date
	Surveyor/Ex-Officio	Guy	Carlson			Indefinite, but Reaffirm Yearly	8 /9 /2016	12/31/2024
Regional Railroad Authority								
	Full Board	John	Johnson			One-Year	1 /1 /2024	12/31/2024
	Full Board	Cory	Smith			One-Year	1 /1 /2024	12/31/2024
	Full Board	Terry	Snyder			One-Year	1 /1 /2024	12/31/2024
	Full Board		Vacant			One-Year	1 /1 /2024	12/31/2024 (Vacant)
	Full Board	Casey	Venema			One-Year	1 /1 /2024	12/31/2024
Risk Management Commission								
	County Administrator	Brett	Skyles			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
	Facilities Maintenance Manager	Randy	Washburn			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
	Health & Human Services Director	Eric	Villeneuve			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
	Human Resources Director	Janet	Borth			Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2024
	Land Commissioner	Kory	Cease			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
	Nursing Home Administrator	Maggie	Oliverius			Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2024
	Risk/Safety Manager	Duane	Dockter			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
Step 3 Grievance Committee								
	County Administrator	Brett	Skyles			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
Tri-County Community Health Board								
	Alternate		Vacant			Three-Year	1 /1 /2022	12/31/2024 (Vacant)

Committee Or Office	Appointee	First Name	Last Name	District Requirement	RepresentativeF or	Term	Effective Date	Expiration Date
Wastewater Management District								
	Full Board	Terry	Snyder			Indefinite, as long as elected	1 /1 /2013	Elected Term 12/31/2024
Western Mesabi Mine Planning Board (WMMPB)								
	Land Commissioner or his/her designee	Kory	Cease			Eligible Term	3 /13/2018	Eligible Term 12/31/2024

**TENTATIVE
2025 APPOINTMENTS
REPRESENTATIVE APPOINTMENTS**

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<u>APPOINTMENT</u>	<u>APPOINTEE/REPRESENTS</u>	<u>TERM</u>
Northeast Minnesota HOME Consortium Joint Powers Board	(Sandy O'Fallon) / Housing Advocate - Sandy O'Fallon (Vacant) / Housing Advocate - Vacant	Indefinite, but Reaffirm Yearly
Park & Recreation Commission	(Vacant) / Minnesota Department of Natural Resources (DNR) - No Response (Vacant) / U.S. Forest Service (USFS) - No Response	Ex-Officio
Planning Commission/Board of Adjustment (PC/BoA) Advisory	(Vacant) / U.S. Forest Service (USFS) - No Response (Andy Arens) / Soil & Water Conservation District (SWCD) - Andy Arens (Kyle Asplund) / Natural Resource Conservation Service (NRCS) - Kyle Asplund (Rian Reed) / Minnesota Department of Natural Resources (NDR) - Rian Reed	Indefinite, but Reaffirm Yearly

Committees/Commissions/Boards - Current Listing

Wednesday, December 11, 2024

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

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Arrowhead Library Board								
		Dennis	Jerome			Three-Year	1 /1 /2024	12/31/2026
Association of Minnesota Counties (AMC)								
	Full Board	John	Johnson			One-Year	1 /1 /2024	12/31/2024
	Auditor/Treasurer	Austin	Rohling			One-Year	1 /1 /2024	12/31/2024
	County Administrator	Brett	Skyles			One-Year	1 /1 /2024	12/31/2024
	Full Board	Cory	Smith			One-Year	1 /1 /2024	12/31/2024
	Full Board	Terry	Snyder			One-Year	1 /1 /2024	12/31/2024
	Full Board		Vacant			One-Year	1 /1 /2024	12/31/2024 (Vacant)
	Full Board	Casey	Venema			One-Year	1 /1 /2024	12/31/2024
	Health & Human Services Director	Eric	Villeneuve			One-Year	1 /1 /2024	12/31/2024
Bigfork Airport Zoning Board (Joint)								
		Michael	Bellomy			Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2024
		Katie	Benes			Indefinite, but Reaffirm Yearly	1 /23/2024	12/31/2024
Bigfork River Board								
		Ted	Lovdahl			Indefinite, but Reaffirm Yearly	3 /26/2002	12/31/2024
		Cory	Smith	#1		Indefinite	1 /1 /2023	Eligible Term 12/31/2026
		Terry	Snyder	#2		Indefinite	1 /1 /2017	Eligible Term 12/31/2024
Blackduck EMS Special Taxing District Board of Directors								
	#1 Commissioner	Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	#2 Commissioner	Terry	Snyder			Indefinite, as long as elected	1 /1 /2013	Elected Term 12/31/2024

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

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

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Fairgrounds Park Committee								
	Land Commissioner/Park & Recreation Director or her/her designee	Kory	Cease			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
	County Administrator	Brett	Skyles			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
		Terry	Snyder			Indefinite	2 /24/2015	Eligible Term 12/31/2024
		Casey	Venema			Indefinite	1 /1 /2023	Eligible Term 12/31/2026
Finance Committee								
		Cory	Smith			One-Year	9 /24/2024	12/31/2024
	Vice-Chair	Casey	Venema			One-Year	7 /9 /2024	12/31/2024
Grand Rapids/Itasca County Cooperating Committee								
	Alternate	John	Johnson			Indefinite, as long as elected	1 /23/2024	Elected Term 12/31/2026
	County Administrator	Brett	Skyles			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
	#2 Commissioner	Terry	Snyder			Indefinite, as long as elected	1 /1 /2013	Elected Term 12/31/2024
	#3 Commissioner	Casey	Venema			Indefinite, as long as elected	9 /24/2024	Elected Term 12/31/2024
Highway 169 Completion Coalition								
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
		Casey	Venema			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Highway 169 Cross Range Study Advisory Committee (SAC)								
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
	Casey	Venema				Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Housing & Redevelopment Authority								
	Kathleen	Blake		Based on Geographical Area		Five-Year	1 /1 /2021	12/31/2025
	Patrick	Casey		Based on Geographical Area		Five-Year	1 /1 /2020	12/31/2024
	Kim	Clark		Based on Geographical Area	Residents of Public Housing	Five-Year	10/22/2024	12/31/2025
	Tim	Johnson		Based on Geographical Area		Five-Year	1 /1 /2023	12/31/2027
	Barbara	Sanderson		Based on Geographical Area		Five-Year	1 /1 /2022	12/31/2026
	Leo	Trunt		Based on Geographical Area		Five-Year	1 /1 /2024	12/31/2028
		Vacant		Based on Geographical Area		Five-Year	3 /21 /2024	12/31/2024 (Vacant)
IMCare Subcommittee								
	John	Johnson				Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	Cory	Smith				Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Indian Affairs Task Force (IATF)								
Chair	John	Johnson				One-Year	1 /1 /2024	12/31/2024
Alternate/District #1 Commissioner	Cory	Smith		#1		One-Year	1 /1 /2024	12/31/2024

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
	Vice-Chair	Casey	Venema			One-Year	1 /1 /2024	12/31/2024
Intergovernmental Affairs Committee								
		John	Johnson			Indefinite, as long as elected	9 /24/2024	Elected Term 12/31/2024
		Terry	Snyder			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2024
Itasca Community College General Advisory Committee								
		Janet	Borth			Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2024
Itasca Economic Development Corporation (IEDC) Board of Directors								
		Terry	Snyder			Three-Year	1 /1 /2024	12/31/2026
Itasca Waters								
		Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Joint School/Public Library (Nashwauk)								
			Vacant			Indefinite, but Reaffirm Yearly	1 /1 /2023	12/31/2024 (Vacant)
#5 Commissioner	Casey	Venema			Commissioners/Unorganized Township in ISD #319	Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Laurentian RC&D Council								
Alternate/Vice-Chair	Terry	Snyder				One-Year	1 /23/2024	12/31/2024
	Casey	Venema				One-Year	1 /1 /2024	12/31/2024
Law Library Board								
Chair	John	Johnson				One-Year	1 /1 /2024	12/31/2024
Mine/Safety Inspector								
Emergency Management Director	Joe	Dasovich				Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Minnesota Counties Intergovernmental Trust (MCIT)								
	Chair	John	Johnson			One-Year	1 /1 /2024	12/31/2024
	Auditor/Treasurer (Alternate)	Austin	Rohling			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Minnesota Forest Resources Partnership (MFRP)								
	Land Commissioner or his/her designee	Kory	Cease			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
		Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Mississippi Headwaters Advisory Committee								
		Katie	Benes			Two-Year	1 /1 /2023	12/31/2024
Mississippi Headwaters Board								
		Cory	Smith			Two-Year	1 /1 /2023	12/31/2024
	1st Alternate	Terry	Snyder			Two-Year	1 /1 /2023	12/31/2024
	2nd Alternate		Vacant			Two-Year	1 /1 /2023	12/31/2024 (Vacant)
Mississippi River - Grand Rapids Comprehensive Watershed Planning One Watershed/OnePlan (1W/1P) Planning Committee								
	Secondary	Cory	Smith			Indefinite, as long as elected	1 /3 /2023	Elected Term 12/31/2026
		Terry	Snyder			Infefinite, as long as elected	1 /3 /2023	Elected Term 12/31/2024
MN Counties Information System Board								
	County Assessor	Amber	Peratalo			Two-Year	1 /3 /2023	12/31/2024
	Auditor/Treasurer (Alternate)	Austin	Rohling			Two-Year	1 /3 /2023	12/31/2024
NE MN Office of Job Training								
		Terry	Snyder			One-Year	9 /24/2024	12/31/2024
	Alternate	Casey	Venema			One-Year	1 /1 /2024	12/31/2024

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Northeast Minnesota Area Transportation Partnership (NEMNATP)								
		Terry	Snyder			Indefinite, but Reaffirm Yearly	1 /1 /2023	12/31/2024
	Alternate	Casey	Venema			Indefinite, but Reaffirm Yearly	1 /1 /2023	12/31/2024
Northeast Minnesota Emergency Communications Board (ECB)								
	1st Alternate/Sheriff	Joe	Dasovich			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Northeast Minnesota Emergency Communications Board Regional Advisory Committee (RAC)								
	Alternate	Marnie	Chupurdia			Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2024
		Jeremy	Hanson			Indefinite, but Reaffirm Yearly	1 /1 /2023	12/31/2024
Northeast Minnesota HOME Consortium Joint Powers Board								
		Sandy	O'Fallon		Housing Advocate	Indefinite, but Reaffirm Yearly	3 /12/2024	12/31/2024
		Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	Alternate		Vacant		Housing Advocate	Indefinite, but Reaffirm Yearly	3 /12/2024	12/31/2024 (Vacant)
	Alternate		Vacant			Indefinite, as long as elected	3 /12/2024	Elected Term 12/31/2024 (Vacant)
Northern Counties Land Use Coordinating Board (NCLUCB)								
	Chair or his/her delegate	John	Johnson			One-Year	1 /1 /2024	12/31/2024
	Alternate	Terry	Snyder			One-Year	1 /1 /2024	12/31/2024
Noxious Weed Appeal Committee								
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
			Vacant			Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2024 (Vacant)
Nursing Home Board								
	Full Board	John	Johnson			Eligible Term	1 /1 /2023	Eligible Term 12/31/2026
		Austin	Rohling			Two-Year	1 /1 /2024	12/31/2025
	Full Board	Cory	Smith			Eligible Term	1 /1 /2023	Eligible Term 12/31/2026
	Full Board	Terry	Snyder			Eligible Term	1 /1 /2021	Eligible Term 12/31/2024
		Leo	Trunt			Two-Year	1 /1 /2023	12/31/2024
	Full Board		Vacant			Eligible Term	1 /1 /2021	Eligible Term 12/31/2024 (Vacant)
	Full Board	Casey	Venema			Eligible Term	1 /1 /2023	Eligible Term 12/31/2026
NW MN Juvenile Center								
	Sheriff	Joe	Dasovich			Indefinite, but Reaffirm Yearly	11/26/2024	12/31/2025
	Commissioner	John	Johnson			Indefinite, but Reaffirm Yearly	11/26/2024	12/31/2025
	Chief Deputy (Alternate)	Christopher	Peterson			Indefinite, but Reaffirm Yearly	11/26/2024	12/31/2025
	Health & Human Services Director (Alternate)	Eric	Villeneuve			Indefinite, but Reaffirm Yearly	11/26/2024	12/31/2025
Park & Recreation Commission								
		Sarah	Carling	At-Large		Three-Year	4 /12/2022	12/31/2024
		Brian	Carlson	At-Large		Three-Year	1 /1 /2024	12/31/2026
	Land Commissioner or his/her designee	Kory	Cease			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
		Randy	Nash	At-Large		Three-Year	1 /1 /2024	12/31/2026
		Thomas	Nelson	At-Large		Three-Year	1 /1 /2023	12/31/2025

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
		Les	Ollila	At-Large		Three-Year	1 /1 /2023	12/31/2025
		Sherrie	Porth	At-Large		Three-Year	1 /1 /2023	12/31/2025
			Vacant	At-Large		Three-Year	1 /1 /2022	12/31/2024 (Vacant)
			Vacant		U.S. Forest Service (USFS)	Ex-Officio	1 /1 /2023	Ex-Officio (Vacant)
			Vacant		Minnesota Department of Natural Resources (DNR)	Ex-Officio	1 /1 /2021	Ex-Officio (Vacant)
Personnel Board of Appeals								
		Malissa	Bahr			Three-Year	1 /1 /2022	12/31/2024
			Vacant			Three-Year	3 /21/2024	12/31/2025 (Vacant)
			Vacant			Three-Year	1 /1 /2024	12/31/2026 (Vacant)
Planning Commission/Board of Adjustment (PC/BoA)								
	Advisory	Andy	Arens		Soil & Water Conservation District (SWCD)	Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
	Advisory	Kyle	Asplund		Natural Resource Conservation Service	Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2024
		Michael	Bellomy	#2		Three-Year	1 /1 /2022	12/31/2024
	Environmental Services Administrator/Ex-Officio	Katie	Benes			Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2024
		Daniel	Butterfield	#4		Three-Year	1 /1 /2024	12/31/2026
	Surveyor/Ex-Officio	Guy	Carlson			Indefinite, but Reaffirm Yearly	8 /9 /2016	12/31/2024
	Attorney/Ex-Officio	Jacob	Fauchald			Indefinite, as long as elected	1 /1 /2019	Elected Term 12/31/2026
	Highway Engineer/Ex-Officio	Karin	Grandia			Indefinite, as long as appointed	5 /23/1995	Appointed Term 05/15/2026

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
		Richard	Kortekaas	#1		Three-Year	1 /1 /2022	12/31/2024
		Lisa	Maasch	#3		Three-Year	1 /1 /2024	12/31/2026
		Mike	Oja	#5		Three-Year	1 /1 /2023	12/31/2025
	Advisory	Rian	Reed		Minnesota Department of Natural Resources (DNR)	Indefinite, but Reaffirm Yearly	1 /1 /2019	12/31/2024
	Advisory		Vacant		U.S. Forest Service (USFS)	Indefinite, but Reaffirm Yearly	1 /1 /2022	12/31/2024 (Vacant)
Regional Railroad Authority								
	Full Board	John	Johnson			One-Year	1 /1 /2024	12/31/2024
	Full Board	Cory	Smith			One-Year	1 /1 /2024	12/31/2024
	Full Board	Terry	Snyder			One-Year	1 /1 /2024	12/31/2024
	Full Board		Vacant			One-Year	1 /1 /2024	12/31/2024 (Vacant)
	Full Board	Casey	Venema			One-Year	1 /1 /2024	12/31/2024
Regional Solid Waste Task Force (NEWAC)								
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
		Casey	Venema			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Risk Management Commission								
	Human Resources Director	Janet	Borth			Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2024
	Land Commissioner	Kory	Cease			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
	County Sheriff	Joe	Dasovich			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	Risk/Safety Manager	Duane	Dockter			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
	Attorney	Jacob	Fauchald			Indefinite, as long as elected	1 /1 /2019	Elected Term 12/31/2026
	County Engineer	Karin	Grandia			Indefinite, as long as appointed	6 /10/2003	Appointed Term 05/15/2026
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	Nursing Home Administrator	Maggie	Oliverius			Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2024
	Auditor/Treasurer	Austin	Rohling			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	County Administrator	Brett	Skyles			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
	Alternate		Vacant			Indefinite, as long as elected	1 /1 /2017	Elected Term 12/31/2024 (Vacant)
	Health & Human Services Director	Eric	Villeneuve			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
	Facilities Maintenance Manager	Randy	Washburn			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
Sheriff Civil Service Commission								
		Edward	Bolf			Three-Year	1 /1 /2022	12/31/2024
		Conley	Janssen			Three-Year	1 /1 /2024	12/31/2026
		John	Rubesh			Three-Year	3 /7 /2023	12/31/2025
Step 3 Grievance Committee								
		John	Johnson		Commissioner	Eligible Term	1 /1 /2023	Eligible Term 12/31/2026
	County Administrator	Brett	Skyles			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2024
		Cory	Smith		Commissioner	Eligible Term	1 /1 /2023	Eligible Term 12/31/2026

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Tri-County Community Health Board								
		Elizabeth (Betsy)	Johnson			Three-Year	1 /1 /2023	12/31/2025
		Lester	Kachinske			Three-Year	1 /1 /2023	12/31/2025
		Cory	Smith			Three-Year	1 /1 /2023	12/31/2025
	Alternate		Vacant			Three-Year	1 /1 /2022	12/31/2024 (Vacant)
Upper Mississippi Headwaters One Watershed/One Plan (UMHW 1W/1P)								
	Alternate	John	Johnson			Indefinite, as long as elected	1 /1 /2023	Eligible Term 12/31/2026
	Delegate	Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Eligible Term 12/31/2026
Wastewater Management District								
	Full Board	John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	Full Board	Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	Full Board	Terry	Snyder			Indefinite, as long as elected	1 /1 /2013	Elected Term 12/31/2024
	Full Board		Vacant			Indefinite, as long as elected	1 /1 /2017	Elected Term 12/31/2024 (Vacant)
	Full Board	Casey	Venema			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Water Plan Implementation Committee (WPIC)								
		Janet P.	Bilden	#3		Four-Year	1 /1 /2024	12/31/2027
		Daniel	Butterfield		Planning Commission/Board of Adjustment (PC/BoA)	Three-Year	1 /1 /2024	12/31/2026
		Harold	Goetzman		Itasca Lakes Coalition	Four-Year	1 /1 /2023	12/31/2026
		Norley	Hansen	At-Large		Four-Year	1 /1 /2024	12/31/2027

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
		Lester	Kachinske	#4		Four-Year	1 /1 /2022	12/31/2025
		Richard	Lacher		Township Association	Four-Year	1 /1 /2024	12/31/2027
		Perry	Loeering		Conservation Groups	Four-Year	1 /1 /2024	12/31/2027
		Kenneth	Lundgren	#1		Four-Year	1 /1 /2023	12/31/2026
		Mike	Oja	#5		Four-Year	1 /1 /2022	12/31/2025
		Calvin	Saari		Soil & Water Conservation District (SWCD)	Four-Year	1 /1 /2022	12/31/2025
		Marjorie	Sella	At-Large		Four-Year	1 /1 /2024	12/31/2027
			Vacant	#2		Four-Year	1 /1 /2024	12/31/2027 (Vacant)
Western Mesabi Mine Planning Board (WMMPB)								
	Land Commissioner or his/her designee	Kory	Cease			Eligible Term	3 /13/2018	Eligible Term 12/31/2024
		Casey	Venema			Eligible Term	1 /1 /2023	Eligible Term 12/31/2026
Wetland Appeals Board								
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
		Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Wetland Evaluation Panel								
	Highway Engineer	Karin	Grandia			Indefinite, as long as appointed	6 /8 /1993	Appointed Term 05/15/2026



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-503

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Chair

AGENDA ITEM:

Set 2025 Elected Official Salaries - County Attorney

BOARD ACTION REQUESTED:

Adopt the Resolution Re: Year 2025 Salary for Elected Itasca County Attorney, which sets the salary at \$_____.

BACKGROUND:

The 2024 Salary for the Elected Itasca County Attorney was set at \$140,000 when Jacob Fauchald was appointed.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

12/17/2024

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, December 17, 2024

RESOLUTION

RE: YEAR 2025 SALARY FOR ELECTED ITASCA COUNTY ATTORNEY

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

NOW THEREFORE BE IT RESOLVED, that effective January 1, 2025, the salary for this elected position be \$_____.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-504

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Chair

AGENDA ITEM:

Set 2025 Elected Official Salaries - County Auditor/Treasurer

BOARD ACTION REQUESTED:

Adopt the Resolution Re: Year 2025 Salary for Elected Itasca County Auditor/Treasurer, which sets the salary at \$_____.

BACKGROUND:

The 2024 Salary for the Elected Itasca County Auditor/Treasurer was set at \$126,945.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

12/17/2024

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, December 17, 2024

RESOLUTION

RE: YEAR 2025 SALARY FOR ELECTED ITASCA COUNTY AUDITOR/TREASURER

WHEREAS, Minnesota Statutes 384.151 and 385.373 provides for the establishment of compensation for services rendered by the County Auditor/Treasurer.

NOW THEREFORE BE IT RESOLVED, that effective January 1, 2025, the salary for this elected position be \$_____.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-505

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Chair

AGENDA ITEM:

Set 2025 Elected Official Salaries - County Recorder

BOARD ACTION REQUESTED:

Adopt the Resolution Re: Year 2025 Salary for Elected Itasca County Recorder, which sets the salary at \$_____.

BACKGROUND:

The 2024 Salary for the Election Itasca County Recorder was set at \$102,720.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

12/17/2024

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, December 17, 2024

RESOLUTION

RE: YEAR 2025 SALARY FOR ELECTED ITASCA COUNTY RECORDER

WHEREAS, Minnesota Statutes 386.015 provides for the establishment of compensation for services rendered by the County Recorder.

NOW THEREFORE BE IT RESOLVED, that effective January 1, 2025, the salary for this elected position be \$_____.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-506

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Chair

AGENDA ITEM:

Set 2025 Elected Official Salaries - County Sheriff

BOARD ACTION REQUESTED:

Adopt the Resolution Re: Year 2025 Salary for Elected Itasca County Sheriff, which sets the salary at \$_____.

BACKGROUND:

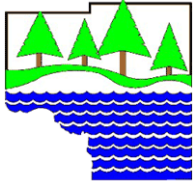
The 2024 Salary for the Elected Itasca County Sheriff was set at \$126,945.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

12/17/2024

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, December 17, 2024

RESOLUTION

RE: YEAR 2025 SALARY FOR ELECTED ITASCA COUNTY SHERIFF

WHEREAS, Minnesota Statutes 387.20 provides for the establishment of compensation for services rendered by the County Sheriff.

NOW THEREFORE BE IT RESOLVED, that effective January 1, 2025, the salary for this elected position be \$_____.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-507

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Brett Skyles

AGENDA ITEM:

Set 2025 Elected Official Salaries - County Commissioners/Chair

BOARD ACTION REQUESTED:

Adopt the Resolution Re: Year 2025 Salary for Itasca County Board of Commissioners and County Board Chair, setting the salary at \$_____ plus \$1,200 for the Chair, which is a __% increase over 2024.

BACKGROUND:

The 2024 Salary for the Commissioners was set at \$35,189.59 plus \$1,200 for the Chair.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

12/17/2024

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, December 17, 2024

RESOLUTION

RE: YEAR 2025 SALARY FOR ITASCA COUNTY BOARD OF COMMISSIONERS AND COUNTY BOARD CHAIR

WHEREAS, Minnesota Statutes 375.055 provides for the establishment of compensation for services rendered by County Commissioners in all Minnesota counties except Hennepin and Ramsey; and

WHEREAS, Minnesota Statutes 375.055 provides that a change in a County Commissioner's salary shall not be effective until January 1st of the next year; and

WHEREAS, Minnesota Statutes 375.055 provides that the salary of a County Commissioner shall not change except in accordance with M.S. 375.055; and

WHEREAS, the Chair of the Itasca County Board of Commissioners is to receive an additional \$1,200.00 per year for duties as Chair.

NOW THEREFORE BE IT RESOLVED, that the Year 2025 salary for Itasca County Commissioner be established at \$_____.

BE IT FURTHER RESOLVED, that the Year 2025 salary for the Itasca County Board of Commissioners Chair be established at \$_____, with an additional \$1,200.00 payable for Chair duties, for a total of \$_____.

BE IT FURTHER RESOLVED, that publication of this action and resolution be printed in the official newspaper of the County as part of the proceedings of the meetings of the County Board, and in one other newspaper, in a different municipality than the official newspaper.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-509

DEPARTMENT: Human Resources

TIME REQUESTED: < 5 Minutes

PRESENTER: Brett Skyles

AGENDA ITEM:

Compensation - Appointed Term and Appointed At-Will Employees

BOARD ACTION REQUESTED:

Authorize a 6% wage increase for 2025 salaries for appointed term County Assessor, County Engineer, County Surveyor, County Veteran Services Officer and appointed at-will County Administrator and Health & Human Services Director.

BACKGROUND:

The appointed term and appointed at-will employees have communicated that they accept a 6% increase for 2025.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

12/17/2024

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, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-513

DEPARTMENT: Administrative Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Commissioner Venema

AGENDA ITEM:

American Rescue Plan (ARP) Request - The Great Outdoors Bottle Shop and Bait

BOARD ACTION REQUESTED:

Consider the American Rescue Plan (ARP) Request from The Great Outdoors Bottle Shop and Bait for a Pizza Shop Addition project.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. ARP Requests - The Great Outdoors Bottle Shop and Bait

Motion To: Approve the American Rescue Plan (ARP) Request, in the amount of \$7,500, from The Great Outdoors Bottle Shop and Bait for a Pizza Shop Addition project.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

Amanda Schultz

From: noreply@civicplus.com
Sent: Monday, December 16, 2024 12:44 PM
To: Brett Skyles; Gail Guck; Amanda Schultz; Shelley Kebart; Casey Venema
Subject: Online Form Submittal: American Rescue Plan (ARP) Request Form

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American Rescue Plan (ARP) Request Form

AMERICAN RESCUE PLAN (ARP) REQUEST FORM

Entity Name:	The Great Outdoors Bottle Shop and Bait
Name of Contact:	Jim Maddern
Address:	16207 Lakeview St
City:	Pengilly
State:	MN
Zip Code:	55775
Phone Number:	218-969-9245
E-mail Address:	Maddernjim@gmail.com
Commissioner District:	District 5 - Casey Venema
Project Name:	Pizza Shop Addition
Amount Requested:	Open
Project Budget & Summary of Project:	16x30 addition to existing building. Cary-out pizza shop to assist with more public food options, and added employment. \$40,000. Pizza oven, construction estimates still pending from Korpi Construction but guess of \$300,000 or more. KLAM Construction involved with plumbing and Electrical work to be up to code for State licensing.
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, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-514

DEPARTMENT: Administrative Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Commissioner Venema

AGENDA ITEM:

American Rescue Plan (ARP) Request - Trailside Restaurant and Bar

BOARD ACTION REQUESTED:

Approve the American Rescue Plan (ARP) Request, in the amount of \$7,500, from Trailside Restaurant and Bar for a Restaurant Update project.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. ARP Request - Trailside Restaurant and Bar

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

Amanda Schultz

From: noreply@civicplus.com
Sent: Monday, December 16, 2024 2:47 PM
To: Brett Skyles; Gail Guck; Amanda Schultz; Shelley Kebart; Casey Venema
Subject: Online Form Submittal: American Rescue Plan (ARP) Request Form

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American Rescue Plan (ARP) Request Form

AMERICAN RESCUE PLAN (ARP) REQUEST FORM

Entity Name:	Trailside Restaurant and Bar
Name of Contact:	Cynthia Probasco
Address:	29314 County Road 52
City:	Bigfork
State:	MN
Zip Code:	56628
Phone Number:	910-526-8808
E-mail Address:	Cprobasco98@gmail.com
Commissioner District:	District 5 - Casey Venema
Project Name:	Trailside Restaurant Updating
Amount Requested:	7500
Project Budget & Summary of Project:	To help with updating equipment: Fryers Grill Ice Machine Smoker
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, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-515

DEPARTMENT: Administrative Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Commissioner Johnson

AGENDA ITEM:

American Rescue Plan (ARP) Request - City of Coleraine

BOARD ACTION REQUESTED:

Approve the American Rescue Plan (ARP) Request, in the amount of \$8,940, from the City of Coleraine for a Coleraine Carnegie Library Roof Replacement project.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. ARP Request - City of Coleraine

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

Amanda Schultz

From: noreply@civicplus.com
Sent: Monday, December 16, 2024 4:26 PM
To: Brett Skyles; Gail Guck; Amanda Schultz; Shelley Kebart; John Johnson
Subject: Online Form Submittal: American Rescue Plan (ARP) Request Form

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American Rescue Plan (ARP) Request Form

AMERICAN RESCUE PLAN (ARP) REQUEST FORM

Entity Name:	City of Coleraine
Name of Contact:	Briana Anderson
Address:	302 Roosevelt Street (PO Box 670)
City:	Coleraine
State:	Minnesota
Zip Code:	55722
Phone Number:	218-245-2112
E-mail Address:	banderson@colerainemn.gov
Commissioner District:	District 3 - John Johnson
Project Name:	Coleraine Carnegie Library Roof Replacement Project
Amount Requested:	\$8,940
Project Budget & Summary of Project:	Total project budget: bid came in at \$98,751 (\$38,751 higher than anticipated). \$30,000 from the Minnesota Department of Education has been encumbered and we have received \$10,000 from the Blandin Foundation for this project. The replacement of the roof (along with rerouting of the troughs) is necessary to mitigate further water damage caused by the leaking roof to keep the historic structure intact. The library is used not only by many residents, but the Greenway

School District, ISD 316, uses the library daily throughout the school year.

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, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-516

DEPARTMENT: Administrative Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Chair

AGENDA ITEM:

Schedule Special Session

BOARD ACTION REQUESTED:

Schedule a Special Session Re: _____ on Monday, December 23, 2024
beginning at _____ in the Boardroom of the Itasca County Courthouse.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

Motion To: Schedule a Special Session Re: American Rescue Plan (ARP) Funding, 2025 Elected Official Salaries, Compensation – Appointed Term and At-Will Employees, and County Assessor Business Model on Thursday, December 26, 2024 beginning at 2:30 PM in the Boardroom of the Itasca County Courthouse.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-518

DEPARTMENT: Administrative Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Commissioner Snyder

AGENDA ITEM:

American Rescue Plan (ARP) Request - Bigfork Township

BOARD ACTION REQUESTED:

Approve the American Rescue Plan (ARP) Request, in the amount of \$10,000, from Bigfork Township for 2025 Infrastructure Projects.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. ARP Request - Bigfork Township

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

Amanda Schultz

From: noreply@civicplus.com
Sent: Tuesday, December 17, 2024 11:47 AM
To: Brett Skyles; Gail Guck; Amanda Schultz; Shelley Kebart; Terry Snyder
Subject: Online Form Submittal: American Rescue Plan (ARP) Request Form

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American Rescue Plan (ARP) Request Form

AMERICAN RESCUE PLAN (ARP) REQUEST FORM

Entity Name:	Bigfork Township
Name of Contact:	Gail Johnson
Address:	P.O. Box 183
City:	Bigfork
State:	Minnesota
Zip Code:	56628
Phone Number:	218-244-5422
E-mail Address:	bigforktownship@gmail.com
Commissioner District:	District 2 - Terry Snyder
Project Name:	2025 Infrastructure Projects
Amount Requested:	\$10,000
Project Budget & Summary of Project:	Bigfork Township is requesting financial assistance, (ARP) funding, for various infrastructure and road maintenance projects. There are many projects that have been identified for 2025, well exceeding the amount requested, however, final projects are decided at the annual township meeting, March 2025.
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, December 17, 2024

REQUEST FOR BOARD ACTION: RBA-2024-510

DEPARTMENT: Administrative Services

TIME REQUESTED: 30 Minutes

PRESENTER: Chair

AGENDA ITEM:

Closed Session Re: Labor Negotiations

BOARD ACTION REQUESTED:

Hold a Closed Session per MN Statutes 13D.03 Re: Labor Negotiations.

BACKGROUND:

13D.03 CLOSED MEETINGS FOR LABOR NEGOTIATIONS STRATEGY.

Subdivision 2. **Meeting must be recorded.** (a) The proceedings of a closed meeting to discuss negotiation strategies shall be tape-recorded at the expense of the governing body. (b) The recording shall be preserved for two years after the contract is signed and shall be made available to the public after all labor contracts are signed by the governing body for the current budget period.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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