



ITASCA COUNTY BOARD OF COMMISSIONERS

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

Thursday, December 26, 2024

2:30 PM

Itasca County Boardroom

FINAL

SPECIAL 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

Motion To: Approve the agenda, as presented.

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

II. REGULAR AGENDA

1. American Rescue Plan (ARP) Funding

Motion To: Approve the American Rescue Plan (ARP) Request, in the amount of \$92,000, as requested by the City of Cohasset for an Industrial Park Power Upgrade project.

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

2. County Assessor Business Model.

Commissioners discussed the County Assessor Business Model. It was the consensus of the County Board to table action on this item until late January 2025.

3. Set 2025 Elected Official Salaries – County Attorney

Motion To: Adopt the Resolution Re: Year 2025 Salary for Elected Itasca County Attorney, which sets the salary at \$145,600.

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

4. Set 2025 Elected Official Salaries – County Auditor/Treasurer

Motion To: Adopt the Resolution Re: Year 2025 Salary for Elected Itasca County Auditor/Treasurer, which sets the salary at \$132,022.80.

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

5. Set 2025 Elected Official Salaries – County Recorder

Motion To: Adopt the Resolution Re: Year 2025 Salary for Elected Itasca County Recorder, which sets the salary at \$108,883.20.

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

6. Set 2025 Elected Official Salaries – County Sheriff

Motion To: Adopt the Resolution Re: Year 2025 Salary for Elected Itasca County Sheriff, which sets the salary at \$133,292.25.

RESULT:	FAILED DUE TO LACK OF A SECOND
MOVER:	Commissioner Terry Snyder

Motion To: Adopt the Resolution Re: Year 2025 Salary for Elected Itasca County Sheriff, which sets the salary at \$134,561.70.

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

7. Set 2025 Elected Official Salaries – County Commissioners/Chair

Motion To: Adopt the Resolution Re: Year 2025 Salary for Itasca County Board of Commissioners and County Board Chair, setting the salary at \$36,069.33 plus \$1,200 for the Chair, which is a 2.5% increase over 2024.

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

8. 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. It was the consensus of the County Board to table action on this item for 60 days.

III. ADJOURN

Chair Johnson adjourned the meeting at 3:31 PM.

ATTEST



Casey Verema
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

Thursday, December 26, 2024

RESOLUTION 2024-55

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 \$145,600.

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

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

I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 26th day of 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 26th day of December A.D. 2024.

Administrator



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Thursday, December 26, 2024

RESOLUTION 2024-56

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 \$132,022.80.

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

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Administrator



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Thursday, December 26, 2024

RESOLUTION 2024-57

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 \$108,883.20.

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

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Administrator



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Thursday, December 26, 2024

RESOLUTION 2024-58

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 \$134,561.70.

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

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

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Administrator



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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123 NE 4th Street
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Thursday, December 26, 2024

RESOLUTION 2024-59

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 \$36,069.33.

BE IT FURTHER RESOLVED, that the Year 2025 salary for the Itasca County Board of Commissioners Chair be established at \$36,069.33, with an additional \$1,200.00 payable for Chair duties, for a total of \$37,269.33.

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.

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

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

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WITNESS MY HAND AND SEAL OF OFFICE at Grand Rapids, Minnesota, this 26th day of December A.D. 2024.

Administrator



December 26, 2024

Chair:

INFORMATIONAL:

1. Item #2.1 – Additional Information
2. Item #2.2 – Additional Information



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Thursday, December 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-519

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: Chair

AGENDA ITEM:

American Rescue Plan (ARP) Funding

BOARD ACTION REQUESTED:

Consider any remaining American Rescue Plan (ARP) requests.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. ARP Request - City of Cohasset

Motion To: Approve the American Rescue Plan (ARP) Request, in the amount of \$92,000, as requested by the City of Cohasset for an Industrial Park Power Upgrade project.

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 26, 2024 12:47 PM
To: Brett Skyles; Gail Guck; Amanda Schultz; Shelley Kebart; Cory Smith
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:	City of Cohasset
Name of Contact:	Andy MacDonell
Address:	305 NW 1st Ave
City:	Cohasset
State:	MN
Zip Code:	55721
Phone Number:	218-328-6225
E-mail Address:	amacdonell@cohasset-mn.com
Commissioner District:	District 1 - Cory Smith
Project Name:	Industrial Park Power Upgrade Project
Amount Requested:	\$92,000
Project Budget & Summary of Project:	Power upgrade for the industrial park
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

Thursday, December 26, 2024

REQUEST FOR BOARD ACTION: RBA-2024-520

DEPARTMENT: Administrative Services

TIME REQUESTED: 15 Minutes

PRESENTER: Chair

AGENDA ITEM:

County Assessor Business Model

BOARD ACTION REQUESTED:

Discuss and consider County Assessor Business Model.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. County Assessor Information

It was the consensus of the County Board to table action on this item until late January 2025.

**ADDITIONAL INFORMATION
DECEMBER 26, 2024
ITEM #2.2**

Itasca County Assessors Office:

A discussion on potential changes to the current business model.

1

Agenda

Changes in Management Structure

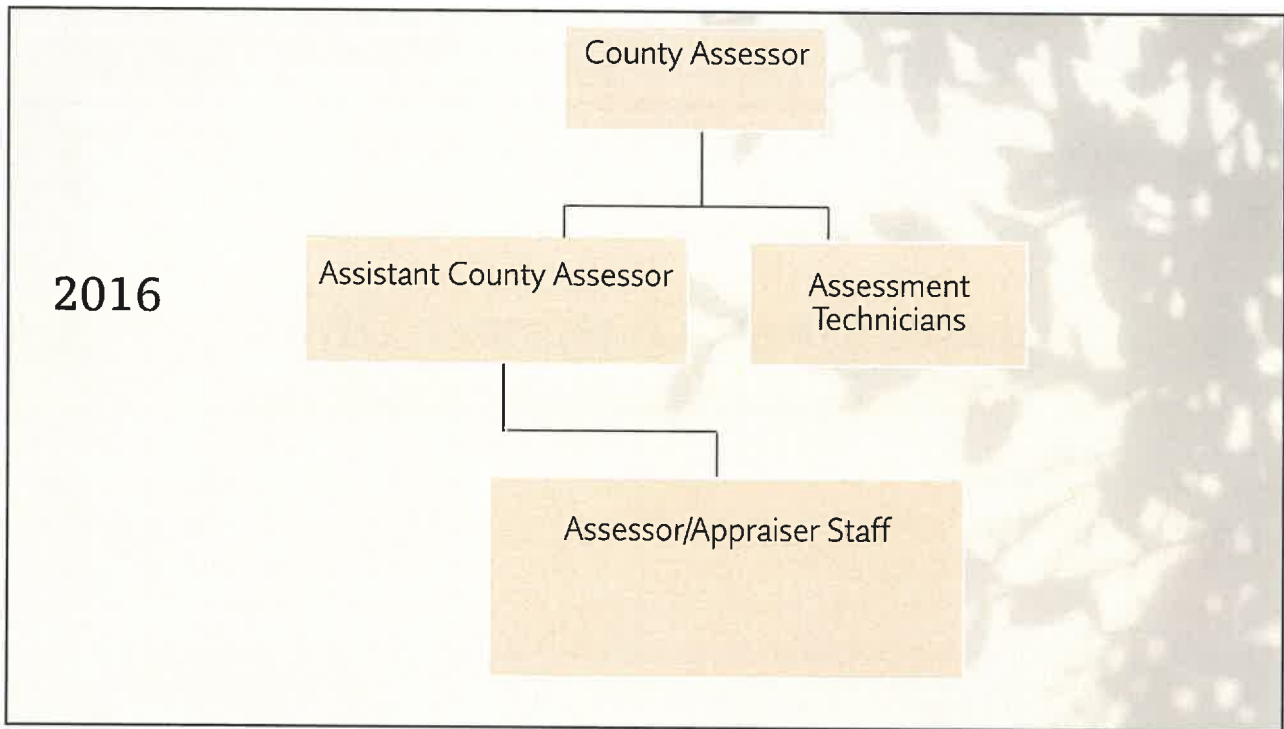
Staffing History

Costs Associated With Turnover/New

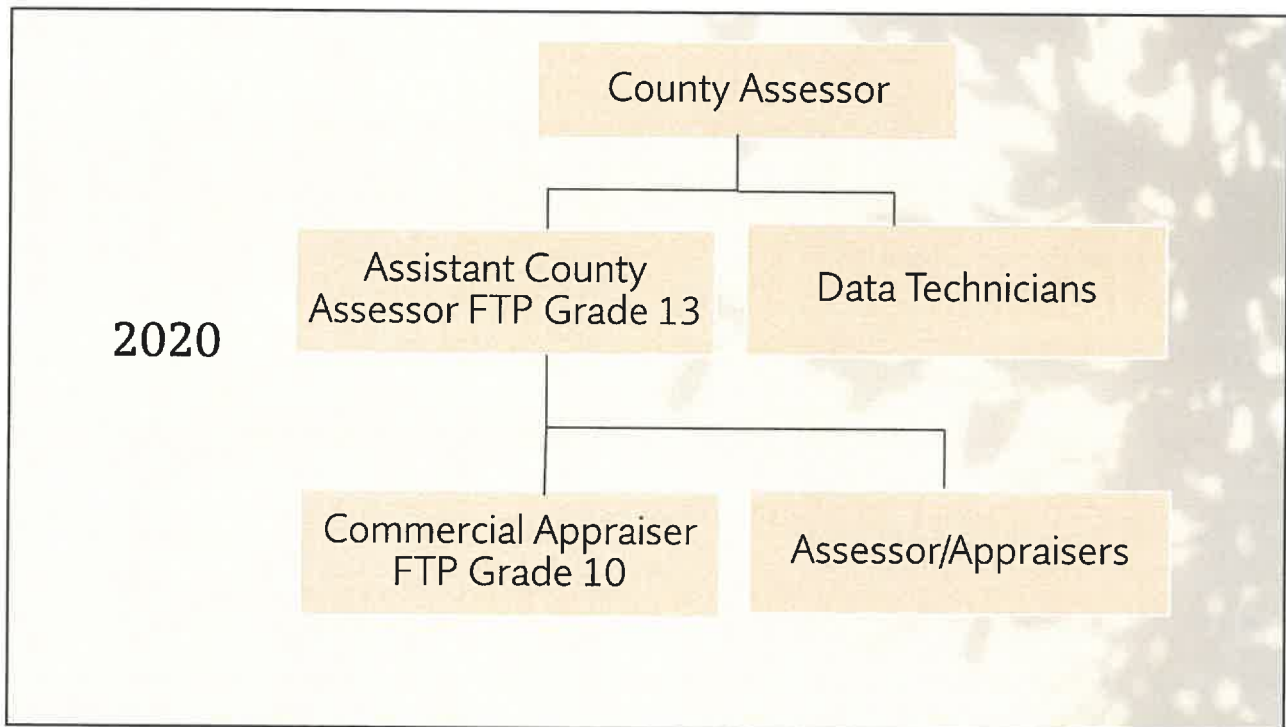
Training Requirements

Final Opinion

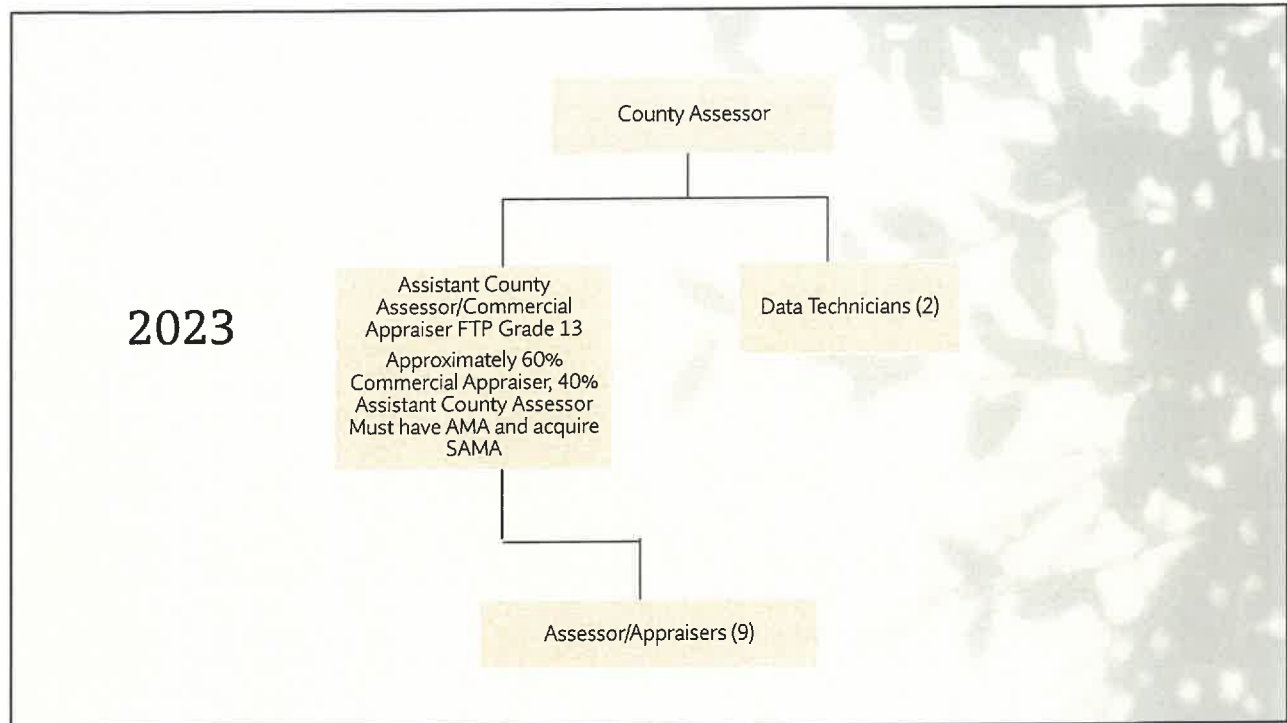
2



3



4



5

Overview of the duties of the County Assessor, Assistant County Assessor, and Commercial Appraiser

The duties, responsibilities, licensure level, and statutory requirements for the County Assessor are determined by Minnesota State Statute and governed by The Minnesota Department of Revenue.

The County Assessor is an appointed position by the County Board of Commissioners. The Minnesota Commissioner of Revenue confirms the appointment.

The County Assessor is solely responsible for compliance with all statutory requirements set forth by the State of Minnesota.

6

The County Assessor's Office, under the direct supervision of the County Assessor, accepts, reviews, and approves/declines all applications for:

- Residential Homestead Classification.
- Agricultural Homestead Classification.
- Homestead Resorts Classification.
- Seasonal Recreational Resort Classification.
- All Exempt Property Classification.
- Blind and Disabled Classification.

The County Assessor is required to have a complete understanding of the following:

- Appraisal Theory
- Assessment Practices
- Appraisal Practices
- Mass Appraisal
- Management and Leadership
- More.....

7

Commercial Appraiser/Assistant County Assessor

This CA/ACA position could enter with only an CMA designation although the current JDA states the employee must obtain an AMA, and then a SAMA within 24 months. I would consider a change to this to require an AMA at the time of hire and to obtain SAMA designation within 24 months.

The Commercial Appraiser/Assistant County Assessor is required to have complete understanding of the following:

- The JDA specifically state's the ACA "Will assume the duties of the County Assessor in their absence" it should be noted, this is a learning opportunity for the ACA to work directly with the County Assessor.
- All aspects of appraising income producing properties.
- Direct supervision of Assessor/Appraiser staff.
- Training of new Assessor/Appraiser hires.
- Any tasks assigned by the County Assessor to assist in the workload as assigned.
- Assist in physical property inspections as assigned to meet statutory deadlines.

8

Benefits to combining the Assistant County Assessor position with the Commercial Assessor position

The combining of two positions in 2023 benefited the taxpayer in several ways.

- No change in the number of staff in the Assessor's office.
- Wage reduction. Previously a grade 10 Commercial Appraiser AND a grade 13 ACA, combined into one grade 13 employee.
- Allows for a staff of 9 Assessor/Appraisers, resulting in a higher quality of assessment, coverage in the event of an extended absence in the Assessor/Appraiser staff.
- Seamless continuation of operations in the event of the absence of the County Assessor.
- Opportunity for advancement from within.

9

Staffing History

- 4 of 12 with > than 8 years.
- 4 of 12 with 1-3 Years.
- 4 of 12 with < than 1 Year.

14 Staff changes in a 9 Year Period.

We are currently fully staffed !!!

Current Staff Length of Service and License Level

- 12 Years 2 Months, SAMA
- 11 Years 9 Months, AMA
- 9 Years 5 Months, SAMA
- 8 Years 22 Days, SAMA
- 3 Years 7 Months, Assessor/Appraiser II, AMA due 10/2027
- 3 Years 3 Months, Assessor/Appraiser II, AMA due 10/2027
- 3 Years 2 Months, Assessment Technician
- 2 Years 3 Months, Assessor/Appraiser II, AMA due 10/2028
- 8 Months 11 Days, Assessment Technician
- 7 Months 20 Days, Assessor/Appraiser I, AMA due 3/2029
- 2 Months 90 Days, Assessor/Appraiser I, AMA due 8/2029
- 1 Month 30 Days, Assessor/Appraiser I, AMA due 9/2029

10

Education Required From Hire to CMA IQ

- CMA
 - 4-4 Day Courses + Lodging
 - Estimated \$1,850 Courses, \$1,800 Rooms (Does not include Meals, Mileage, Loss in Productivity or Licensing Fees)
 - **12 Months Assessment Experience.**
- CMA-IQ
 - 2-4 Day Courses + Lodging
 - Estimated \$900 Courses, \$900 Rooms (Does not include Meals, Mileage, Loss in Productivity or Licensing Fees)

Total Courses and Lodging
\$5,450

Does not include Meals, Mileage, Loss in Productivity, HR Time to Hire.

11

Education Required From CMA to AMA

- AMA
 - 2-4 Day Income Courses + Lodging
 - Estimated \$900 Courses, \$900 Rooms (Does not include Meals, Mileage, Loss in Productivity or Licensing Fees)
 - 1 Property Type Specific Course + Lodging
 - Estimated \$450 Courses, \$450 Rooms (Does not include Meals, Mileage, Loss in Productivity or Licensing Fees)
 - Residential Form Appraisal Report AND 8 Hour Residential Case Study Exam.
 - 40-80 Hours Investment (Loss of Productivity)
 - Residential Demonstrative Narrative.
 - **3 Years of Assessment Experience.**

Does not include Exam Fee, Meals, Mileage, Loss in Productivity, HR Time to Hire.

12

Education Required From AMA to SAMA

- SAMA
 - Assessment Administration Course
 - Estimated \$450 Courses, \$450 Rooms (Does not include Meals, Mileage, Loss in Productivity or Licensing Fees)
 - Management and Leadership Courses + Lodging
 - Estimated \$450 Courses, \$450 Rooms (Does not include Meals, Mileage, Loss in Productivity or Licensing Fees)
 - 8 Hour Income Case Study Exam.
 - Income Demonstrative Narrative.
 - Oral Interview with the State Board of Assessors.
 - **5 Years of Assessment Experience.**

Does not include Exam Fee, Meals, Mileage, Loss in Productivity, HR Time to Hire.

13

STRUCTURE SUMMARY

- The Assessor's Office is overseen by the County Administrator.
- Considerations of changing oversight to an elected position such as the County Recorder.
 - May free up the Administrator's Office for other tasks.
 - May require a salary adjustment to the Recorder's position.
 - May add minimal benefit to the operation of the Assessor's Office.
- The Structure of The Assessor's office has been changed twice in the last 8 years.
- First, the creation of a Grade 10, Commercial Appraiser Position.
- Second the combining of the Assistant County and Commercial Appraiser. (Established in 2023 to current)
- Recommendation: The current structure is efficient, cost effective, meets the operational needs and statutory requirements of the Assessor's Office.

14

EFFECTIVE CHANGES FOR COST SAVINGS: EMPLOYEE RETENTION

After review of the significant turnover realized by the Assessor's Office over the past 8 years it is apparent the largest area of savings would be achieved by focusing on employee retention.

The high cost of turnover clearly shows through many university studies, financial experts, and corporate research.

We have touched on the up front costs:

- Added burden to Human Resources.
- Loss of dollars spent on education.
- Beginning the cycle of education costs again.
- Loss in productivity.

The hidden costs:

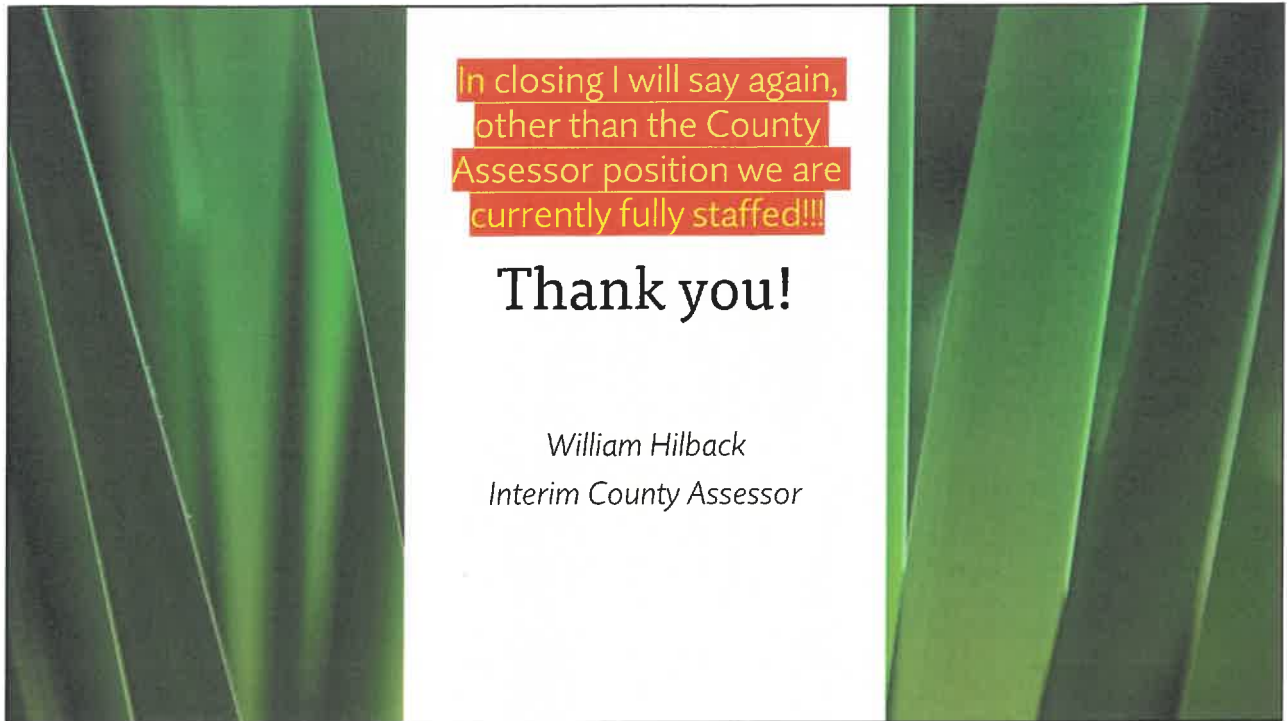
- The lost of valuable knowledge critical to the operation.
- The loss of team productivity/cohesiveness.
- Employee development can stall out.
- Turnovers can disrupt the team dynamics.

15

The Benefits of Employee Retention

- Reducing hiring costs.
- Increasing productivity and work quality.
- Improving employee morale.
- Foster a positive company culture.
- Retaining valuable knowledge.
- Better customer satisfaction.
- Improved bottom line.

16



ASSESSOR





**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Thursday, December 26, 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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Motion To: Adopt the Resolution Re: Year 2025 Salary for Elected Itasca County Attorney, which sets the salary at \$145,600.

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



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RESOLUTION 2024-55

RE: YEAR 2025 SALARY FOR ELECTED ITASCA COUNTY ATTORNEY

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NOW THEREFORE BE IT RESOLVED, that effective January 1, 2025, the salary for this elected position be \$145,600.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
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STATE OF MINNESOTA
Office of County Administrator
ss. County of Itasca

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WITNESS MY HAND AND SEAL OF OFFICE at Grand Rapids, Minnesota, this 26th day of December A.D. 2024.

Administrator



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Thursday, December 26, 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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Motion To: Adopt the Resolution Re: Year 2025 Salary for Elected Itasca County Auditor/Treasurer, which sets the salary at \$132,022.80.

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Thursday, December 26, 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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Motion To: Adopt the Resolution Re: Year 2025 Salary for Elected Itasca County Recorder, which sets the salary at \$108,883.20.

RESULT:	APPROVED (3 TO 1)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, John Johnson, Casey Venema
NAYS:	Terry Snyder
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RESULT:	APPROVED (3 TO 1)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, John Johnson, Casey Venema
NAYS:	Terry Snyder
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 26th 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 26th day of December A.D. 2024.

Administrator



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Thursday, December 26, 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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Motion To: Adopt the Resolution Re: Year 2025 Salary for Elected Itasca County Sheriff, which sets the salary at \$134,561.70.

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



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Thursday, December 26, 2024

RESOLUTION 2024-58

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 \$134,561.70.

RESULT:	APPROVED (3 TO 1)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, John Johnson, Casey Venema
NAYS:	Terry Snyder
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 26th 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 26th day of December A.D. 2024.

Administrator



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Thursday, December 26, 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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Motion To: Adopt the Resolution Re: Year 2025 Salary for Itasca County Board of Commissioners and County Board Chair, setting the salary at \$36,069.33 plus \$1,200 for the Chair, which is a 2.5% increase over 2024.

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

Thursday, December 26, 2024

RESOLUTION 2024-59

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 \$36,069.33.

BE IT FURTHER RESOLVED, that the Year 2025 salary for the Itasca County Board of Commissioners Chair be established at \$36,069.33, with an additional \$1,200.00 payable for Chair duties, for a total of \$37,269.33.

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.

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

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

I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 26th day of 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 26th day of December A.D. 2024.

Administrator



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Thursday, December 26, 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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It was the consensus of the County Board to table action on this item for 60 days.