

MEETING INFORMATION SHEET
March 25, 2025

PULL:

1. Item #6.2 (Legislative Conference Call)

ADDITIONS:

1. Item #5.1 (Reallocation)

CHANGES: None

INFORMATIONAL: None



ITASCA COUNTY BOARD OF COMMISSIONERS

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

Tuesday, March 18, 2025

2:30 PM

Itasca County Boardroom

DRAFT

REGULAR SESSION MINUTES

I. CALL TO ORDER

Chair Venema 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 Item #5.4 (2025-2027 Collective Bargaining Agreement-LELS 493 Deputy Sheriff/Road Deputy Unit) and approve the agenda, as amended.

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

IV. MINUTES APPROVAL

Motion To: Approve the minutes as delineated below.

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

1. Approve the minutes of the Tuesday, March 11, 2025 County Board Regular Session.

V. CONSENT AGENDA

Motion To: Add Item #5.4 (2025-2027 Collective Bargaining Agreement-LELS 493 Deputy Sheriff/Road Deputy Unit) and approve the Consent Agenda, as amended.

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

1. Approve Letter of Commitment on the Northwoods Waters and Community Resilience Collaborative supporting the Arrowhead Regional Development Corp (ARDC) grant submittal and authorize Board Chair signature.
2. Award SAP 031-591-005 SRTS 3rd Street Sidewalk Connection to the lowest responsible bidder, TNT Construction Group, LLC, in the amount of \$318,800.00, and authorize the required signatures on the contract documents.
3. Amend the motion adopted at the April 13, 2021, County Board Regular Session to approve Itasca County as sponsors for existing snowmobile, ski, and ATV trails from May 1, 2021 to April 30, 2026, with the stipulation that the MN DNR approves Performance Based Grants and Grant in Aid Grants by striking April 30, 2026, and inserting June 30, 2026.
4. Approve and authorize necessary signatures for the 2025-2027 collective bargaining agreement for LELS 493 Deputy Sheriff/Road Deputy Unit.

VI. REGULAR AGENDA

1. Receive Citizen Input
No citizen input provided.
2. Hold a Legislative Conference Call with Senator Grant Hauschild.
A Legislative Conference Call was provided by Senator Grant Hauschild.
3. Approve Commissioner Warrants with a check date of March 19, 2025, in the amount of \$1,744,946.52.
Motion To: Approve Commissioner Warrants with a check date of March 19, 2025, in the amount of \$1,744,946.52.
4. Receive update from MN Power Allete on the Integrated Resource Plan (IRP) and Acquisition.
Chief Operating Officer Josh Skelton provided an update on MN Power Allete.
5. Receive plan for our county communities to celebrate on the 4th of July in 2026; celebrating our country's 250th Semi-quincentennial birthday.
Executive Director Lilah Crowe provided a plan for our county communities to celebrate on the 4th of July in 2026; celebrating our country's 250th Semi-quincentennial birthday.
6. Receive update on the Lights in the Pines 2024 and request approval going forward with the design and building of the L&M Livestock Pavilion.

Motion To: Approve the concept to dedicate funds from Lights in the Pines to the L&M Pavilion.

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

7. Receive remodel options for the Third Floor.

County Administrator Brett Skyles presented options for remodeling vacated space on the 3rd floor.

VII. ADMINISTRATOR UPDATE

County Administrator Brett Skyles provided an Administrator Update regarding new 2-hour parking for Citizens only; no employees will be parked in these designated areas.

VIII. COMMITTEE REPORTS

IX. COMMISSIONER COMMENTS

Commissioner Johnson provided comment regarding Itasca County becoming a pilot county for sale of Tax-Forfeit land with shoreline.

Commissioner Snyder provided comment regarding testifying in opposition to the Recreation Trail Kill Bill.

X. CLOSED SESSIONS

XI. ADJOURN

Chair Venema adjourned the meeting at 3:41 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, March 25, 2025

REQUEST FOR BOARD ACTION: RBA-2025-343

DEPARTMENT: Human Resources

TIME REQUESTED: < 5 Minutes

PRESENTER: Mandy Windorski, Brett Skyles

AGENDA ITEM:

Reallocation

BOARD ACTION REQUESTED:

Approve the reallocation of one (1) Grade 10 Human Resources Specialist position to one (1) Grade 10 Benefits and Leave Specialist position in the Human Resources Department.

BACKGROUND:

Due to a resignation, the position was reviewed and changes were made. It was determined that it would remain a Grade 10 position, so the reallocation would cause no change to the 2025 Human Resources Department budget.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Benefits and Leave Specialist 03.25.25

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



No Screen

ITASCA COUNTY JOB DESCRIPTION

(This job description is not intended to be an all-encompassing list of responsibilities, skills, efforts or working conditions, nor does it limit the assignment of related duties to this classification.)

Job Title: **Benefits and Leave Specialist**

Department: Human Resources

Classification: Grade 10; ICCEA

FLSA Status: Non-exempt; PR/PT

Position Description: The Benefits and Leave Specialist is responsible for administering employee benefits and leave programs for Itasca County ensuring compliance with federal, state, and county policies. This role serves as a key resource for county employees regarding benefits enrollment, leave administration, and related inquiries. The Specialist will work closely with employees, department heads, insurance providers, and payroll staff to ensure accurate and efficient benefits and leave management.

Direct Supervisor: Human Resources Director

Indirect Supervisor:

Total # positions that report directly to this job: 0

Total # positions that report indirectly to this job: Provide work direction as a lead-worker – 2 HR Assistants

Machines or equipment used regularly in this job: Computer, printer, multi-function device (copy, fax, scan, email), calculator, telephone, vehicle

Job qualifications including education, experience, license, certificates, etc.:

Minimum Qualifications (Pass/Fail):

- Associate's or Bachelor's degree in Human Resources, Business Administration, Public Administration, or a related field preferred.
- Two (2) or more years of experience in benefits administration, leave management, or human resources.
- Knowledge of federal and Minnesota state employment laws related to benefits and leave administration.
- Proficiency in HRIS systems, benefits platforms, and Microsoft Office Suite (Word, Excel, Outlook).
- Strong attention to detail and ability to manage sensitive information with confidentiality.
- Excellent communication and customer service skills to effectively assist employees and work with various stakeholders.
-

Knowledge, Skills & Abilities:

Knowledge of: Local, state and federal laws, regulations, and guidelines relating to human resources. Standards, principles, practices, methods and techniques of public personnel administration. Data privacy and procedures. Job evaluation/classification methods. Benefits administration and leave of absence management. Employee benefit plan administration.

Job Title: Benefit and Leave Specialist**Date:** 03/21/2024

Skills: Effective and respectful written and verbal communication skills. Good steward to the taxpayer. Organizational, analytical, critical thinking and problem-solving skills. Project management, data management, report generation and analysis, and advanced computer and technology skills.

Ability to: work independently and in a team environment; ability and willingness to follow rules and procedures and follow directives from supervisors; provide quality customer service; work independently and make ethical and responsible business decisions in a prompt and efficient manner; prioritize workload and meet multiple deadlines; multi-task; maintain files, maintain confidentiality; develop reports; work in a changing environment with County management and staff, outside applicants, and public.

Preferred Qualifications:

- Experience working in a government or public sector HR setting
- Work experience in an organization with labor groups which requires interpreting labor contracts;
- Work experience in FMLA/Leave administration
- Work experience with employee benefit plan administration.
- Knowledge of Minnesota Public Employees Retirement Association (PERA) benefits and county-specific policies
- Work experience with Human Resource Information System (HRIS) software
- Human Resources Certification (must attach Certification)

Duties and Responsibilities

Percentage of Time (100%): Time spent performing the duty and responsibility

Essential Function (E): The basic job duties that an employee must be able to perform, with or without reasonable accommodations. If the position exists to perform that duty, it is an essential function.

Non-essential Function (NE): Marginal duties that have limited or no consequences should the duties not be performed by the particular position.

%	E or NE	Duties and Responsibilities
65	E	<i>Benefit Administration</i> • Coordinate and administer employee benefits programs, including health, dental, vision, life insurance, disability, and retirement plans. • Serve as a primary contact for employees regarding benefits inquiries, claims resolution, and eligibility. • Conduct new employee benefits orientations and assist employees with enrollment and changes during open enrollment and qualifying events. • Maintain accurate records in HRIS and benefits systems, ensuring correct deductions and compliance with applicable policies. • Work with vendors and insurance providers to resolve employee benefit issues and ensure smooth operations of benefits programs. • Assist with the annual open enrollment process, including communications, meetings, and enrollment tracking.
25	E	<i>Leave Administration</i> • Administer and track all leave programs, including Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), short- and long-term disability,

Job Title: Benefit and Leave Specialist**Date:** 03/21/2024

		workers' compensation, paid parental leave, and other county leave policies. • Process and track leave requests, ensuring compliance with federal, state, and county regulations. • Provide guidance to employees and supervisors on leave policies, eligibility, and documentation requirements. • Coordinate with payroll to ensure accurate leave balances, pay adjustments, and benefit continuation for employees on leave. • Work with department managers to ensure appropriate staffing and backfilling needs during employee leaves.
10	E	<i>Compliance and Reporting</i> • Ensure compliance with federal, state, and county laws, including FMLA, ADA, HIPAA, COBRA, and Affordable Care Act (ACA). • Prepare and maintain reports related to benefits enrollment, leave usage, and compliance requirements. • Assist in audits and regulatory filings such as ACA reporting, COBRA administration, and workers' compensation claims. • Maintain confidential employee records and documentation in compliance with data privacy laws and county policies. <i>Special Projects and Other</i> • Represents the department on assigned committees, acts for the Human Resources Director under certain circumstances and completes special project assignments. • Performs all other related assignments as required
10		<i>Employee Support and Communication</i> • Provide timely and professional assistance to employees regarding benefits and leave-related questions. • Develop and distribute employee communications regarding benefits, leave policies, deadlines, and enrollment processes. • Organize benefits and wellness initiatives to promote employee well-being and engagement.
	E	Regular attendance on the job.
	NE	Perform other duties as delegated.

Annual Budget Data:

Identify the average annual dollar amount this job impacts:

Capital budget:

\$

Description:

Operating budget:

\$

Description:

Payroll budget:

Job Title: Benefit and Leave Specialist**Date:** 03/21/2024

\$ Description:

Other Financial Measures (i.e. transfer payments, collections, reimbursements):

\$ Description:

Working Conditions:**Critical Demand:** Definitions of the Critical Demand are below.

Frequency Key (Total cumulative amount of time during a day completing the job function. *i.e. bending to open a file drawer can take only seconds of time so the total cumulative during a day may amount to R or possibly O*):

(N) Never	NA
(R) Rarely	1-5% of the day = < ½ hr.
(O) Occasionally	6-33% of the day = ½ hr. to 2 hrs.
(F) Frequently	34-66% of the day = 2–5 hrs.
(C) Continuously	67%+ of the day = > 5 hrs.

Description: List the job function(s) that describes the work being performed in the Critical Demand.
i.e. Lift Low-Level under 10 lbs – place an R in the Frequency column as the cumulative amount of time a day spent doing these job function(s). Then list those job function(s) in the description line – lifting file folders.
i.e. Lift Mid-Range 25 – 50 lbs – place an R in the Frequency column as the cumulative amount of time a day spent doing these job function(s). Then list those job function(s) in the description line – box of paper from cart to countertop.

Critical Demand		Frequency	Description
Lift			
Low-level			
	Under 10 lbs.	R	Files, manuals, 3-ring binders; boxes
	10-25 lbs.	R	Files, manuals, 3-ring binders; boxes
	26-50 lbs.	N	
	50+ lbs.	N	
Mid-Range			
	Under 10 lbs.	R	Files, manuals, 3-ring binders; boxes
	10-25 lbs.	R	Files, manuals, 3-ring binders; boxes
	26-50 lbs.	N	
	50+ lbs.	N	
Overhead			
	Under 10 lbs.	R	Files, manuals, 3-ring binders; boxes
	10-25 lbs.	R	Files, manuals, 3-ring binders; boxes
	26-50 lbs.	N	
	50+ lbs.	N	
Positional			
	Under 10 lbs.	N	
	10-25 lbs.	N	

Job Title: Benefit and Leave SpecialistDate: 03/21/2024

Critical Demand		Frequency	Description
	26-50 lbs.	N	
	50+ lbs.	N	
Carry	Under 10 lbs.	R	Files, manuals, 3-ring binders; boxes
	10-25 lbs.	R	Files, manuals, 3-ring binders; boxes
	26-50 lbs.	N	
	50+ lbs.	N	
Push / Pull	Under 10 lbs.	R	Place/remove binders or books; open/close file drawers
	10-25 lbs.	N	
	26-50 lbs.	N	
	50+ lbs.	N	
Reach		R	Placing files, manuals, 3-ring binders to the floor, lower or upper unit shelving/cabinets
Forward Bend Standing		R	Placing files, manuals, 3-ring binders to the floor or lower unit shelving.
Forward Bend Sitting		R	Placing files, manuals, 3-ring binders to the floor or lower unit shelving.
Rotation		R	Placing files, manuals, 3-ring binders to the floor or lower unit shelving.
Standing		R	When presenting or training; workstation
Standing Work		R	When presenting or training; workstation
Sitting		C	At workstation and meetings
Squatting		R	Files placing in a low level file cabinet
Low Work			
Crouch		N	
Kneel – ½ Kneel		N	
Crawl		N	
Balance		N	
Walking		R	Throughout County buildings

Job Title: Benefit and Leave SpecialistDate: 03/21/2024

Critical Demand	Frequency	Description
Stair Climb	R	Stairs in County buildings
Ladder Climb	N	
Climb	R	Step stool/ladder for reaching higher cupboards
Use of Hands:		
Grip	N	
Pinch	N	
Finger	C	Typing, data entry
Handle	F	To perform the essential functions of the job
Driving	R	To other County buildings, attend meetings
Sensory:		
Vision	C	To perform the essential functions of the job
Hearing	F	To perform the essential functions of the job
Talk/Speak	F	To perform the essential functions of the job
Taste/Smell	R	Reasonable suspicion

Physical Environment: Using the Critical Demand definitions, place an “X” if the position has the Physical Environment described. If not, leave blank. List the job function(s) performed in the Physical Environment.

X	Critical Demand	List:
	Exposure to Weather	
	Extreme Heat (not weather related)	
	Extreme Cold (not weather related)	
	Extreme Wet/Humid (not weather related)	
	Extreme Noise	
	Vibration	
	Mechanical Hazards	
	Electrical Hazards	
	Burns	
	Confined Spaces	
	Explosives	
	Radiant Energy	
	Unprotected Heights	

Job Title: Benefit and Leave Specialist**Date:** 03/21/2024

X	Critical Demand	List:
	Atmospheric Conditions	
	Elevated Surfaces	
	Chemicals (Caustic or Toxic	
	Blood-borne Pathogen &/or Biomedical/Microorganisms	
	Slippery Surfaces	
	Moving Objects	
	Traffic	
	Other	

Place an "X" if the position has the working condition described. If not, leave blank.

X	Works Alone
X	Customer/Public Contact
	Clients with Behavioral Challenges
	Shift Work

	Extended Day
X	Indoors
	Outdoors

Mental Demands:

X	Frequent Contact with People
	Irregular Work Schedule
X	Supervisory Skills
X	Detailed Work
X	Frequent Interruptions

X	Decision Making Skills
X	Concentration
X	Ability to Work Independently
X	Multiple Concurrent Tasks
X	Frequent Deadlines

Personal Protective Equipment:

	Hearing Protection
	Eye Protection
	Face Shield
	Steel toe shoes/boots
	Slip Resistant Footwear
	Gloves (heat, cold, sharp)
	Breathing Protection

	Bump Cap/Hard Hat
	Fall Protection
	Protective Overalls
	Company Uniform
X	Street Clothes
	Other
List:	

Supervisor's signature and date:Signature: Amanda WindorskiDate: 3/25/2025

CRITICAL DEMANDS:**DEFINITIONS OF PHYSICAL, MOTOR, SENSORY DEMANDS AND ENVIRONMENTAL CONDITIONS:****MATERIAL HANDLING:**

LOW LIFT: Manually lift/lower a load between floor and 36" while standing. Item is moved <3ft horizontally.

MID-RANGE LIFT: Manually lift/lower a load with the entire lift between 36" and 55" while standing. Item moved <3ft horizontally.

HIGH LIFT: Manually lift/lower a load beginning 36" or higher and exceeding 55" while standing. Item moved <3ft horizontally.

POSITIONAL LIFT: Lifting performed within the confines of a static position combined and occurring simultaneously (not sequentially) such that the nature of the combination functionally creates stressors that may not be understood if the items are identified separately. (Example: baggage handlers working in a kneeling position.)

CARRY: Transport a load over a distance of 3ft or more via walking and use of the upper extremities (includes lifting/lowering to achieve carry angle and appropriate walk mechanics).

PUSH: After making hand contact with the load, force is generated away from the body upon an object, so that the object generally moves away from the force in either a horizontal or vertical direction.

PULL: After making hand contact with the load, force is generated toward the body upon an object, so that the object generally moves toward the force in either a horizontal or vertical direction, not lifting or removing load from resting surface.

POSITIONAL ACTIVITIES:

REACH: Moving the arm(s) away from the body >15 degrees (related to neutral sitting) with <5# for Forward Reaching. Lateral Reaching involves motions beyond 30 degrees of horizontal abduction. Overhead reaching involves motions above 90 degrees of shoulder flexion.

FORWARD BEND – STANDING: In a standing position, bending or movement of the trunk forward (relative to vertical) >15 degrees with a load <5#.

FORWARD BEND – SITTING: In a sitting position, bending or movement of the trunk forward (relative to vertical) >15 degrees with a load <5#.

ROTATION: In a seated or standing position, rotating the trunk more than 15 degrees with a load of <5#.

STANDING: Maintaining an upright posture while weight bearing on both feet and working with loads <5#.

STANDING WORK: This may include performance of a variety of activities with the primary requirement of standing and/or short distance movement <10ft in the immediate work area.

SITTING: Maintaining a seated position with trunk flexion and rotation less than 15 degrees and loads <5#.

SQUATTING: Bending the hips and knees to lower the body. Load must be <5# and not sustained.

LOW WORK: Working low to the ground in positions such as crouch/kneel/1/2-kneel sitting on heels, where options vary and may change. May be accompanied by forward flexion due to the height of the work. May include forward bending, or be accompanied by reaching and rotating.

CROUCH: Assuming or working in a position low to the ground where both knees are fully flexed for more than 5 seconds with loads <5#. This assumes hip and knee flexion of 90 degrees or greater and may include forward flexion.

KNEEL – ½ KNEEL: Assuming or working in a position low to the ground where one or both knees are in contact with the ground.

This may include forward flexion, sitting on heels or working with loads <5#.

CRAWL: Moving across a surface on hands and knees. May include working from crawl position.

BALANCE: Adaptive postural control and stability, generally consistent with controlled activity performance. Activities involving high degree of balance requirements should be operationally defined.

AMBULATION AND CLIMBING:

WALKING: Walk/move on foot = 10ft or greater distance with load <5#.

STAIR CLIMB: Ascend or descend fixed or portable stairs.

LADDER CLIMB: Ascend or descend rungs on various types of ladders (stationary or portable) where help of the upper extremities is necessary.

CLIMB: Ascend or descend ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms.

HAND:

GRIP: Generating force >10# while grasping to move, hold, or stabilize an object within the span of the hand. (Not related to tasks that are parts of other critical demands. Example: Gripping a wrench while reaching would be considered separate physical demands, while gripping during a lift is captured in the performance of the lift and would not be listed as a separate physical demand.)

PINCH: Squeeze and generate force of >5# between fingers to move, hold or stabilize an object within the span of the fingers/thumb.

FINGER: Pick, pinch or otherwise working primarily with fingers rather than with the whole hand or arms as in handling.

HANDLE: Seize, hold, grasp, turn, or otherwise working with hand or hands. Moving and using the hands or fingers to perform fine motor activities, manipulation or handling of objects, and/or operation of controls.

SENSORY:

VISION:

COLOR VISION: Ability to identify and distinguish colors.

DEPTH PERCEPTION: Three dimensional vision. Ability to judge distances and relationships so as to see objects where and as they actually are.

FAR VISION: Clarity of vision at 20 ft or more.

NEAR VISION: Clarity of vision at 20 inches or less.

FIELD OF VISION: Observe an area that can be seen up and down or right to left while eyes are fixed on a given point (peripheral).

VISUAL ACCOMMODATION: Adjustment of lens of eye to bring an object into sharp focus. Especially important when doing near-point work at varying distances from eye.

HEAR: perceive the nature of sounds.

TALK/SPEAK: Express or exchange ideas by means of the spoken word.

TASTE/SMELL: Distinguish, with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors, or recognize particular flavors and/or odors, using tongue and/or nose.

ENVIRONMENTAL CONDITIONS:

EXPOSURE TO WEATHER: Hot, cold, wet, humid, or windy conditions, caused by the weather, which results in marked bodily

discomfort.

EXTREME HEAT: Non-weather related temperatures that are sufficiently high to cause marked bodily discomfort.

EXTREME COLD: Non-weather related temperatures that are sufficiently low to cause marked bodily discomfort.

WET AND/OR HUMID: Contact with water or other liquids; or exposure to non-weather related conditions where humidity is sufficiently high to cause marked bodily discomfort.

EXTREME NOISE: Constant or intermittent sounds of a pitch or level sufficient to cause a worker to have difficulty hearing the voice of a person three or four feet away unless voice is raised above normal conversational level.

VIBRATION: Shaking objects or surfaces that cause a strain on the body or extremities.

MECHANICAL HAZARDS: Danger to fingers or limbs due to feeding or operating either portable or stationary power driven equipment.

ELECTRICAL HAZARDS: Exposure to electric wires, transformers, or uninsulated electrical parts.

BURNS: Potential of burns from hot material, fire, or chemical agents (identify which factor is present).

CONFINED SPACES: Areas where dangerous air contamination or oxygen deficiencies may exist or develop; or, where an emergency removal of a suddenly disabled employee is difficult due to the location or size of the opening the worker entered through.

EXPLOSIVES: Materials which undergo rapid chemical or nuclear reaction with the production of noise, heat, and violent expansion of gases.

RADIANT ENERGY: Exposure to radiant energy such as x-rays, radioactive material, ultraviolet, or infrared rays.

UNPROTECTED HEIGHTS: Exposure to working in high, exposed places.

ATMOSPHERIC CONDITIONS: Exposure to conditions that affect the respiratory system or the skin, such as fumes, noxious odors, dusts, mists, gases, and poor ventilation (identify which factor is present).

ELEVATED SURFACES: Work occurs in places elevated above the ground such as catwalks, scaffolds, ladders and roofs.

CHEMICALS (CAUSTIC OR TOXIC): Substances or compounds which may cause illness or injury.

BLOOD-BORNE PATHOGENS &/OR BIOMEDICAL/MICROORGANISMS: Pathogenic microorganisms that are present in human blood and cause disease in humans. These pathogens include, but are not limited to Hepatitis B virus (HBV) and human immunodeficiency virus (HIV) &/or chicken pox, infectious disease.

SLIPPERY SURFACES: Walking surface of work site is necessarily wet, muddy, greasy, oily, or highly polished surfaces which may cause employees to slip or lose footing.

MOVING OBJECTS: Moving equipment and objects in the immediate work area such as cranes, heavily laden carts, gurneys and forklifts.

TRAFFIC: Physical exposure to vehicular traffic.

Benefits and Leave Specialist 03.25.25

Final Audit Report

2025-03-25

Created:	2025-03-25
By:	Amanda Windorski (amanda.windorski@CO.ITASCA.mn.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2K5Vk4dhZ7tn0Nzc4GxeruGEkqXm9ODa

"Benefits and Leave Specialist 03.25.25" History

-  Document created by Amanda Windorski (amanda.windorski@CO.ITASCA.mn.us)
2025-03-25 - 3:29:44 PM GMT- IP address: 207.171.101.27
-  Document emailed to Amanda Windorski (amanda.windorski@CO.ITASCA.mn.us) for signature
2025-03-25 - 3:30:41 PM GMT
-  Email viewed by Amanda Windorski (amanda.windorski@CO.ITASCA.mn.us)
2025-03-25 - 3:31:04 PM GMT- IP address: 104.47.64.254
-  Document e-signed by Amanda Windorski (amanda.windorski@CO.ITASCA.mn.us)
Signature Date: 2025-03-25 - 3:31:17 PM GMT - Time Source: server- IP address: 207.171.101.27
-  Agreement completed.
2025-03-25 - 3:31:17 PM GMT



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, March 25, 2025

REQUEST FOR BOARD ACTION: RBA-2025-138

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:

1. 03-25-2025 Citizen Input Sign Up Sheet

03-25-2025

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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**CITIZEN INPUT
SIGN-UP SHEET**

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.

By signing, you agree that you have read and agree to the terms set forth above.

Kristi Kane ARDC



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, March 25, 2025

REQUEST FOR BOARD ACTION: RBA-2025-289

DEPARTMENT: Administrative Services

TIME REQUESTED: 15 Minutes

PRESENTER: Itasca County Delegation

AGENDA ITEM:

Legislative Conference Call

BOARD ACTION REQUESTED:

Hold a Legislative Conference Call with Itasca County Delegation.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

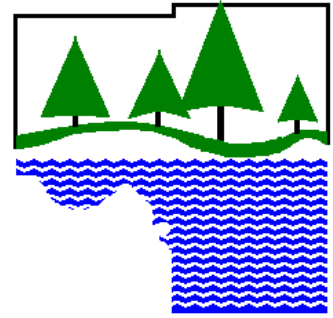
1. 2025 Legislative Priorities FINAL

03/25/2025

RESULT:	PULLED FROM AGENDA
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ITASCA COUNTY

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



Itasca County 2025 Legislative Priorities FINAL

- Canisteo Mine Pit Continued O & M Costs
- Hwy 169 – Support efforts for double lane completion
- Increase PILT Reimbursement, Emphasis on Lakeshore Property PILT
- Appropriate reimbursement on ICWA funding based on costs and utilization
- EMS Funding
- Lift Nuclear Moratorium/Energy Transition – Include Biomass as Carbon Neutral
- New Business Economic Development/Investment – Recent Leg Impacts
- Recreation Enforcement State Funding Process
- Tax Forfeiture and Funding

For Legislative Discussion:

Wolf Management and Economic Impact



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, March 25, 2025

REQUEST FOR BOARD ACTION: RBA-2025-181

DEPARTMENT: Human Resources

TIME REQUESTED: < 5 Minutes

PRESENTER: Brett Skyles

AGENDA ITEM:

Recognition of County Employees

BOARD ACTION REQUESTED:

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

Farewell to Robin Johnson, whose last day as a Sheriff's Deputy/Lieutenant will be March 28, 2025, after 26+ years of service.

Congratulations to Jill Day, who transferred from Human Resources Assistant in the Human Resources Department to Administrative Assistant in the Land Department, effective March 16, 2025.

Welcome to new employee, Joanie Kellin, Public Health Nurse with the Health and Human Services Department, effective March 10, 2025.

Farewell to Ryan Eichorn, whose last day as Facilities Management Supervisor will be March 28, 2025, after one month of service.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

03-25-2025

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, March 25, 2025

REQUEST FOR BOARD ACTION: RBA-2025-68

DEPARTMENT: Auditor / Treasurer

TIME REQUESTED: < 5 Minutes

PRESENTER: Gail Guck

AGENDA ITEM:

Commissioner Warrants

BOARD ACTION REQUESTED:

Approve Commissioner Warrants with a check date of March 26, 2025, in the amount of \$337,694.78.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner John Johnson
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, March 25, 2025

REQUEST FOR BOARD ACTION: RBA-2025-107

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Christine Krebs

AGENDA ITEM:

ICHHS Warrants

BOARD ACTION REQUESTED:

Approve the Itasca County Health and Human Services (ICHHS) Department Warrants for March 2025, in the amount of \$1,035,909.41.

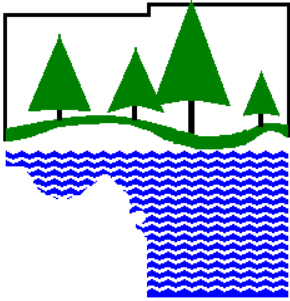
BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. 03-25-2025 HHS March 2025 Board Report

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



ITASCA COUNTY HEALTH AND HUMAN SERVICES

ITASCA RESOURCE CENTER

1209 SE 2nd Avenue, Grand Rapids, MN 55744

Hearing Impaired Number TDD: 218-327-5549

218-327-2941

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

March 2025

Income Maint/Admin Payments	\$ 154,637.48
Social Services - Waivers	\$ 29,561.59
Social Services - Non-Waivers	\$ 218,002.68
Foster Care/Out of Home/FamilySupport	\$ 360,646.28
Relative Custody/Preventive Placement Costs/Incidentals	\$ 13,632.52
Public Health	\$ 10,636.31
Community Health Board	\$ 248,792.55
Total	\$ 1,035,909.41

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

March 2025
Out of Home Placement Breakdown

Foster Care/Out-of-Home/Family Support Comparison					
	Actual 2025	Actual 2024	Actual 2023	Actual 2022	Actual 2021 (COVID Yr)
January	407,984.28	358,655.03	481,711.66	433,150.76	375,450.87
February	419,438.58	392,553.96	553,117.21	348,631.48	276,036.33
March	360,646.28	406,513.25	549,963.91	390,198.68	470,336.10
April		490,023.47	519,051.04	552,814.60	327,746.28
May		499,374.53	438,535.58	487,698.28	435,540.15
June		358,348.53	563,762.89	585,853.92	453,742.31
July		424,373.46	429,881.33	400,212.87	295,647.79
August		381,991.86	482,732.73	484,467.08	406,809.83
September		471,425.74	397,517.32	499,454.00	351,501.34
October		465,927.89	445,148.34	596,946.77	253,884.89
November		384,937.51	510,070.44	361,433.79	424,163.31
December		422,698.84	383,715.02	510,726.16	280,089.95
Total	1,188,069.14	5,056,824.07	5,755,207.47	5,651,588.39	4,350,949.15

Child Protection Statistics					
	Maltreatment Reports	Opened for Assessment	% Opened	Children Placed	% Placed of Open
January	34	8	24%	4	50%
February	117	27	23%	7	26%
March	94	32	34%	6	19%
April			#DIV/0!		#DIV/0!
May			#DIV/0!		#DIV/0!
June			#DIV/0!		#DIV/0!
July			#DIV/0!		#DIV/0!
August			#DIV/0!		#DIV/0!
September			#DIV/0!		#DIV/0!
October			#DIV/0!		#DIV/0!
November			#DIV/0!		#DIV/0!
December			#DIV/0!		#DIV/0!
	245	67	27%	17	25%
	average			average	
2024	472	191	40%	80	42%
2023	510	275	56%	84	32%
2022	605	300	50%	96	33%
2021 (COVID Yr)	522	343	67%	95	28%

March 2025
Out of Home Placement Payments by Vendor

		Rate	Invoices Paid
Northwestern MN Juvenile	-	\$260-\$372/day	\$ 62,857
The Bridge Residential Facility	-	\$250/day	\$ 53,295
Nexus	-	\$556/day	\$ 37,132
Fond Du Lac Foster Care	-		\$ 19,935
Northwood	-	\$294-\$331/day	\$ 18,533
Lutheran Social Services	-	\$148-\$194/day	\$ 17,708
Snyders/Foundation for Life	-	\$122/day	\$ 16,800
Village Ranch	-	\$175 - \$231/day	\$ 15,215
Little Sand Group Home	-	\$366/day	\$ 11,044
Heartland Girls Ranch	-	\$249 - \$316/day	\$ 10,061
Northstar	-	\$128/day	\$ 8,000
Dungarvin	-		\$ 4,789
East Central Regional Juvenile	-	\$375/day	\$ 3,750
180 Degrees Inc	-		\$ -
Anoka County Juvenile Center	-	\$226 - \$282/day	\$ -
Arrowhead Juvenile Center	-	\$250/day	\$ -
Crow Wing Community Serv	-	\$295/day	\$ -
Dakota County Juvenile Serv	-	\$325 - \$340/day	\$ -
Kidspace Corp	-	\$266/day	\$ -
Kindred Family Focus	-		\$ -
Lighthouse	-	\$128/day	\$ -
MCF - Redwing	-	\$260/day	\$ -
MN Dept of Corrections	-	\$269/day	\$ -
New Trails Group Home	-	\$331/day	\$ -
North Homes	-	\$175 - \$429/day	\$ -
Pathfinders Children Treat	-	\$106/day	\$ -
Peace House	-	\$115/day	\$ -
Port Group Homes	-	\$269/day	\$ -
Prairie Lakes Youth Program	-	\$209 - \$239/day	\$ -
Serenity Christian Homes	-	\$256.69/day	\$ -
St Cloud Children's Home	-	\$221/day	\$ -
Volunteers of America	-		\$ -
West Central Juvenile Center	-	\$334/day	\$ -
Woodland Hills	-	\$152 - \$331/day	\$ -
Individuals*	-	\$21 - \$121/day	\$ 81,527
Total			\$ 360,646

*Individuals : Includes Foster Care & Family Support Programs

March 2025
North Homes & Northwestern Placement Breakdown

North Homes							
	Assessment Evaluation	Shelter	Hawkins Home	Boys & Girls Programs	Cottage	Foster	Total
Jan	9,003.33	3,858.57	11,009.65	19,134.09	4,287.30	6,296.10	53,589.04
Feb	9,175.49	10,800.81	11,890.36	9,789.64	-	6,443.04	48,099.34
Mar	-	-	-	-	-	-	-
Apr							-
May							-
Jun							-
Jul							-
Aug							-
Sep							-
Oct							-
Nov							-
Dec							-
	18,178.82	14,659.38	22,900.01	28,923.73	4,287.30	12,739.14	101,688.38

Northwestern							
		Residential	Non-Secure Detention	Secure Detention	Satellite Homes		Total
Jan		25,175.95	14,602.00	12,936.00	-		52,713.95
Feb		19,530.00	9,525.00	20,770.00	-		49,825.00
Mar		18,585.00	10,725.00	33,547.25	-		62,857.25
Apr							-
May							-
Jun							-
Jul							-
Aug							-
Sep							-
Oct							-
Nov							-
Dec							-
	-	63,290.95	34,852.00	67,253.25	-	-	165,396.20



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, March 25, 2025

REQUEST FOR BOARD ACTION: RBA-2025-330

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: Commissioner Johnson

AGENDA ITEM:

Airport Haul Road Lease Agreement

BOARD ACTION REQUESTED:

Approve the Airport Haul Road Lease agreement and authorize Board Chair signature.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. Airport Haul Road Lease

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

HAUL ROAD LEASE

THIS HAUL ROAD LEASE, entered into by and between TNT CONSTRUCTION GROUP, 40 County Road 63, Grand Rapids, MN 55744, and the GRAND RAPIDS - ITASCA COUNTY AIRPORT, 1500 7th Ave. SE, Grand Rapids, MN, 55744, hereby grants TNT CONSTRUCTION GROUP the right to create and use, as an access haul road, the following described land located in the County of Itasca and the State of Minnesota, under the following conditions and provisions set forth.

1. This haul road lease grants permission to create, maintain and utilize a haul road from Harris Pit to the Airport Road (7th Avenue SE), through the property described as follows:

See Attachment "A"

2. Access as a haul road is to be used by TNT Construction Group, The City of Grand Rapids, and The Grand Rapids-Itasca County Airport personnel.
3. This access road is to be used by TNT Construction Group for hauling equipment and materials.
4. Times of operation on haul road shall be limited to 6:30 a.m. to 8:00 p.m. daily. No use will be made of said access road outside of this period, unless approved by the City.
5. The construction of said access road shall follow existing land contours as is practical, and must be graded and maintained to provide proper drainage and safe passage of all equipment and materials while maintaining minimum impact to all surrounding areas. The provisions stated above shall be monitored and determined by the Grand Rapids Engineering Department and TNT Construction Group shall abide by all requests.
6. Said access road shall be constructed, at a minimum, of four-inch depth, twenty-four-foot-wide, class 5 aggregate surfacing with the material meeting MnDOT specifications.
7. Said access road will be maintained so that it will be dust free by either watering or by utilizing calcium chloride. If the City is required to perform any work to minimize dust due to complaints, TNT Construction Group will be billed and must pay accordingly.
8. TNT Construction Group shall be responsible for all long term maintenance of the access road, including any necessary snow plowing.
9. TNT Construction Group shall obtain and comply with all zoning ordinances required by the State and all local governments regarding the construction and use of said haul road.

10. TNT Construction Group will be responsible for erecting an access gate, truck hauling signs, and all other safety measures necessary. Such measures shall be monitored and determined by the Grand Rapids Engineering Department and TNT Construction Group shall abide by all requests
11. TNT Construction Group shall construct a 20' bench adjacent to the access road for the use as a snowmobile trail. This bench shall be graded to provide proper drainage and shall be seeded when completed.
12. TNT Construction Group will be responsible for the removal of trees, grading of backslope, and turf restoration adjacent to the access road.
13. TNT Construction Group will provide the City with a Certificate of Insurance prior to haul road creation and operation, listing the Grand Rapids - Itasca County Airport as an additional insured party. Certificate of Insurance shall meet the minimum requirements set forth by MN State Statutes. TNT Construction Group shall provide a copy of said liability insurance policy or policies for the inspection of City upon request.
14. Once access road is complete, TNT Construction Group shall remove the gate at the existing pit entrance from CSAH 96, remove entrance, and regrade CSAH 96 roadway ditch. In agreeing, TNT Construction Group will not utilize Airport Road from Harris Town Road to the Grand Rapids City limits.
15. This lease shall expire on December 31, 2030, or if any other terms of this Lease be violated by TNT Construction Group, then the City shall have the right to cancel this Lease at once, and to re-enter and take possession of said Premises immediately, and without any previous notice of intention to re-enter, under such terms and conditions as allowed by law.
16. Either party may terminate this Lease without cause upon at least thirty (30) days written notice to the other at anytime during its term.

TNT Construction Group, President

Date

City of Grand Rapids, Mayor

Date

Itasca County, Board Chair

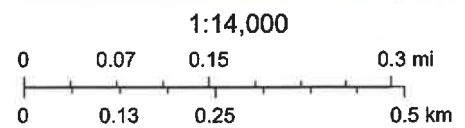
Date

Attachment "A"



Legend

TNT Pit



City of Grand Rapids



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, March 25, 2025

REQUEST FOR BOARD ACTION: RBA-2025-118

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. MACHP - CARMA and Leg Update to Itasca Board 3-25-25

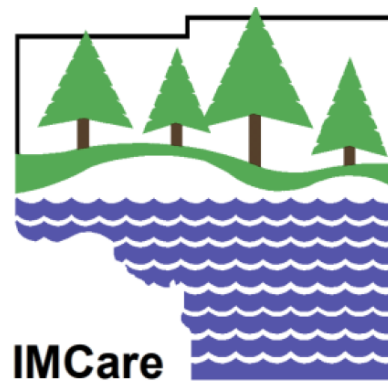
03/25/2025

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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CARMA and Legislative Update

Steve Gottwalt, MACHP ED | March 25, 2025



2025 Legislative Session

- **Budget year** – Must pass a new, balanced two-year budget.
- **Committee Deadlines** – **April 4:** 1st and 2nd; **April 11:** 3rd
- **Legislative Deadline** – **May 19:** sine die. Special Session?
- **House and Senate virtually tied** means successful legislation must be bi-partisan and non-controversial. **H: 67-67 S: 34-33**
- **Delay in House convening** has put them a month behind in committee work.
- **Projected state budget deficit of \$6 billion for the 2028-2029 biennium** means no money for new initiatives.
- **Uncertainty about federal funding** as Congress considers \$880 billion in cuts over 10 years. How will it impact MA? (Federal dollars = 36% of Minnesota state spending.)

CARMA Work Group Deliverables for 2025



- **CARMA Model Legislation –**
For introduction this session.
- **CARMA Implementation Plan –**
Describing development and implementation of the CARMA model.
DHS commissioner to deliver to the HHS committees this session.

CARMA Bill – Ready for Introduction

- **CBP plans, AMC and DHS** have all signed-off on the bill
- **Revisor's Office** expected to deliver the bill this week
- **We have bi-partisan chief authorship:**
 - Senate** - Sen. John Hoffman (DFL); Sen. Paul Utke (GOP)
 - House** - Rep. Jeff Backer (GOP); Rep. Peter Fischer (DFL)
- **Solid, bi-partisan support** among HHS committees
- **Governor's office** has signaled support
- **DHS indicates a small fiscal note** (< \$1 million)



The CARMA Bill

Section 1 – Deletes obsolete language in existing CBP law

Section 2 – Describes the CARMA program *(Jan. 1, 2027)*

- **Subd. 1 – Definitions**
- **Subd. 2 – Program established** *(goals of CARMA prog.)*
- **Subd. 3 – County participation** *(CBP counties can choose CARMA instead of PMAP; exempt from PMAP procurement)*
- **Subd. 4 – Oversight and regulation** *(CBP law; CBP counties will apply to participate in CARMA)*



The CARMA Bill

Section 2 *(continued)*

- **Subd. 5 – CARMA enrollment** (*eligible enrollees are automatically enrolled in CARMA, can opt-out to DHS FFS, can switch once a year, commissioner could offer a second plan in certain special circumstances*)
- **Subd. 6 – Benefits and services** (*256B.0692 PMAP, MNCare, MSHO, MSC+ or SNBC benefits, and HRSN effective Jan. 1, 2030 based on enrollee needs assessment*)



The CARMA Bill

Section 2 *(continued)*

- **Subd. 7 – Payment** (*collaborative rate-setting, full-risk monthly PMPM capitation, with risk corridors, and a settle-up tied to risk corridors after three years of CARMA operation, payments for HRSN must be additional*)
- **Subd. 8 – Quality measures** (*Collaborative setting of quality measures no greater than current extent, must include enrollee experience and outcomes, population health, health equity, and the value of health care spending, also collaborative quality improvement model*)



The CARMA Bill

Section 2 *(continued)*

- **Subd. 9 – Data and systems integration** *(collaboratively identify and address barriers to needed data sharing, create a universal public assistance application form, facilitate greater automation and interoperability, create an online inventory of community HRSN resources)*

Section 3 – Request for Federal Waiver *(Commissioner must seek all federal waivers and authority needed to implement CARMA)*

2025 Legislative Session

- **MA Pharmacy Carve-out** – Governor’s budget proposal
- **SF1896/HF1934** – MA Dental Carve-out 4-year delay and study
- **SF1059/HF255** – Patient-centered Care Program for MA. Direct pay to providers; preserves CBP, eliminates HMOs
- **SF1085/HF35** – Maternal Mental Health program, includes CBP
- **SF1402/HF1005** – Increases MA rates for physicians and professionals
- **SF1113/HF96** – MA coverage of birth services provided at home.
- **SF1574** – Single state Pharmacy Benefits Manager (PBM) for MA
- **SF2104/HF1487** – Requires submission of all fully-denied claims to the state’s all-payer claims database
- **SF2075/HF690** – Mandates coverage of obesity management/treatment

2025 Legislative Session

- **SF79/HF346** – Pay APNs and PAs same as physicians for same services
- **SF274/HF90** – MA dental coverage of Zirconia crowns
- **SF52/HF464** – Increases and standardizes pharmacy dispensing fee
- **SF731** – No prior authorization for items <\$100.
- **SF929/HF1812** – Minnesota Health Plan single payer proposal
- **HF11** – Delays new paid leave law for one year
- **SF1567/HF1072** – Creates Office of Patient Protection, requires more quality of care and patient satisfaction data reporting
- **NEMT and CEMT pay increases**



Questions?

Thank you!

Steve Gottwalt
Executive Director
steve@MACHP.org
952-923-5265



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, March 25, 2025

REQUEST FOR BOARD ACTION: RBA-2025-335

DEPARTMENT: Management Information Services **TIME REQUESTED:** 5 Minutes
PRESENTER: Jennifer Sutherland

AGENDA ITEM:
New County Door FOB Security Access System

BOARD ACTION REQUESTED:
Approval of Phase 1 of New County Door FOB Security Access System.

BACKGROUND:
The current door system at the Courthouse is old and beginning to fail. The new proposed system has greater security, new technology, and will work throughout the County at all facilities. The implementation will be done in phases and each phase will be submitted for approval. The first phase covers the land department and the Courthouse. We want to install the new system in more than one building to start. This will create a multiple building system from the start of the implementation. We chose the Land building to start and then will begin installing the system at the Courthouse.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:
1. Badge System Cost Worksheet
2. Badge System

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

Advantage Systems Group Proposal
February 13, 2025

Phased Project using non levy impacting funding.

Only requesting approval for Phase 1 at this time.

Project will span 6 - 12 months.

Potential grant available for \$150,000.

The grant funds may have competing internal projects, will need to evaluate internally.

		Annual Cost for	
	Location	Project Cost	Cellular BU
Phase 3	Trailhead Building	\$ 12,365.56	\$ 150.00
Phase 3	Deer River Garage	\$ 11,542.41	\$ 288.00
Phase 3	Northside	\$ 14,875.61	\$ 960.00
Phase 3	Dispatch	\$ 15,145.71	\$ 990.00
Phase 3	Central Purchasing	\$ 3,948.42	\$ 96.00
Phase 3	Bigfork	\$ 12,067.41	\$ 288.00
Phase 3	Balsam Garage	\$ 13,515.74	\$ 288.00
Phase 3	Arbo Garage	\$ 11,542.41	\$ 288.00
Phase 3	Veteran Services	\$ 3,303.46	\$ 720.00
Phase 1 - Tech Fund	Land Department	\$ 9,576.94	\$ 840.00
Phase 3	Cohasset Garage	\$ 9,928.04	\$ 288.00
Phase 3	Togo Garage	\$ 9,676.10	\$ 384.00
Phase 3	Swan River Garage	\$ 8,601.85	\$ 480.00
Phase 3	Nashwauk Garage	\$ 11,542.41	\$ 288.00
Phase 3	Max Garage	\$ 11,804.91	\$ 288.00
Subtotal		\$ 159,436.98	\$ 6,636.00
Phase 1 - Tech Fund	Courthouse*	\$ 78,475.43	\$ 5,640.00
Phase 2	Justice Center	\$ 60,956.63	\$ 9,216.00
Phase 2	IRC	\$ 48,831.76	\$ 3,720.00
Grand total		\$ 347,700.80	\$ 25,212.00

*Does not include readers/hardware for phase 2 remodel.

Annual Cost covers: redundant cellular backup, network communication, remote support,

Cloud Storage of all events, remote access, and panic system monitoring.

New proposal extends the coverage from 4 sites / area controllers to 18 sites.

Current Maxxess support agreement is \$2,000 annually to call support on tickets.

Currently paying panic monitoring at the IRC for \$450

Currently system annual cost covers 4 sites / area controllers, (Courthouse, IRC, Swan River, Dispatch) for \$2,850

The new system's panic button feature automatically lock doors and places a call to the monitoring service and then dispatch.

The existing panic buttons do not lock doors and only sends an email to dispatch. The email lights a light.



High Security, Bluetooth Readers, Credentials



FEATURES

Reader

- ▶ Compatible with all DMP XR Series™ panels
- ▶ Easily interfaces with DMP 7073, 7073A and 7173 Thinline™ keypads, 7873 graphic keypad, 734, 734N, 734N-POE or 1134 access control modules
- ▶ Weatherized enclosures for indoor and outdoor applications
- ▶ Mounts directly on metal without a drop in performance
- ▶ Built-in self-test routine at start-up to verify reader operation
- ▶ Indicator LED for card read verification
- ▶ Low power consumption
- ▶ Wiegand or Open Supervised Device Protocol (OSDP) for easy integration with DMP access systems

- ▶ MIFARE® DESFire® EV2 and EV3 technology, a leading industry standard for contactless Smart Cards

Credential

- ▶ Powerful 128-bit Advanced Encryption Standard (AES)
- ▶ 2K-byte memory size for the greatest encryption
- ▶ Unaffected by body shielding or environmental conditions
- ▶ Strong and flexible for resistance to cracking and breaking

Conekt™ Mobile-Ready Reader

- ▶ Uses Bluetooth Low Energy (BLE) to enable communication with an iPhone or Android
- ▶ MAXSecure™ unique security feature, available upon request

- ▶ Supports Conekt mobile access credential and CSM-2P and CSK-2 Smart Card credentials
- ▶ Wiegand or OSDP output interface

- ▶ Adapter plate included for mullion or single gang box mount

Conekt Mobile Access Credential

- ▶ Operates with Bluetooth mobile-ready reader
- ▶ High-security encryption technology is protected behind the smartphone's security parameters
- ▶ Easy, one-time registration without disclosure of private information
- ▶ Optimized for mobile devices supporting BLE version 4.2 or newer

▶ OSDP Readers Now Available

- ▶ Enhanced Smart Card encryption and DESFire® EV2 and EV3 support
- ▶ Supports industry-standard interfaces
- ▶ Based upon the world-standard MIFARE® technology, ideal for ISO 14443 applications
- ▶ Installs indoors or outdoors
- ▶ Lifetime warranty on ALL readers



13.56-MHZ DELTA HIGH-SECURITY READERS

Farpointe Data is the access control industry's trusted global partner for premium radio-frequency identification (RFID) solutions, including proximity, contactless smart and long-range technologies.

A key component of a physical security electronic access control system, a contactless Smart Card reader is based on RFID technology. In operation, it is capable of reading data stored on a proximity credential via radio frequency and without physical contact. It then passes the data obtained to the physical access control system. Access control systems typically manage and record the movement of individuals through a protected area, such as a locked door.

HIGH-LEVEL SECURITY FEATURES

The DELTA line offers MIFARE DESFire EV2 and EV3 application support. Credentials based upon MIFARE DESFire EV2 and EV3 offer more protection using an even higher security encryption technology standard. DESFire is a high-end chipset in the MIFARE family that is the first chip compliant with the Government Smart Card Interoperability Specification (GSC-IS). The GSC-IS standard was created to ensure the interoperability of contactless and contact Smart Cards throughout the federal government.

Farpointe's DELTA technology is based on the world-popular MIFARE platform to offer a globally accepted, secure and versatile access control solution. DELTA readers support MIFARE Classic® 1K and 4K, MIFARE DESFire EV1 and EV2, MIFARE UltraLight® and MIFARE Plus®.

To ensure the integrity of RF data transactions, data communication between DELTA cards and DELTA readers is encrypted using a powerful key; furthermore, readers and credentials challenge each other's keys during the validation process. Showcasing DELTA's versatility, the readers offer a wide range of adjustable settings to satisfy each customer's individual needs, application requirements and system specifications.

DELTA readers are able to read the access control data and/or card serial number from all ISO 14443 Type A & B Smart Cards. DELTA credentials meet the ISO standard and are programmed by the manufacturer with a DELTA compatible secure key. During DELTA's validation process, the credential's secure key is challenged by the reader. If the secure keys match, the reader will read the card's sector data. If the secure keys don't match, the reader will only read the credential's CSN.

Additionally, DELTA cards and tags are passive devices. This eliminates maintenance with no battery required. They can also be ordered programmed to various formats and encryption keys.

VISUAL INDICATION

When a proximity card is presented to a reader, the red LED flashes green to indicate a read card with the proper format/frequency. The LED can also be wired to the 734 LC terminal to follow the state of the lock.

INDOOR/OUTDOOR DESIGN

The readers carry an IP67 rating, making them ready to take on any harsh environment. This also provides a high degree of vandal resistance. This allows reliable performance anywhere.

EASILY INTERFACED

DELTA comprises Farpointe Data's 13.56-MHz line of contactless Smart Card readers, cards and tags. Based on proven DESFire contactless digital RFID technology, DELTA readers interface with a wide range of electronic access control systems by complying with the Wiegand or OSDP communication protocols.

BLUETOOTH READER AND MOBILE CREDENTIALS

Instead of keeping track of a key fob or card, some people may prefer using their smartphones to get into their businesses or secure work areas. You can give those customers the convenience they prefer with a mobile access credential that is loaded on BLE - enabled smartphones. This allows the smartphone to function as a contactless electronic access control credential.

OSDP

A higher security communication between the reader and access control module is guaranteed with OSDP. It utilizes AES-128 encryption and bi-directional communication for reader configuration, reader status and line monitoring. This allows the reader to be "married" to the access control module to virtually eliminate interception of reader data. The DELTA series line of OSDP readers is among the highest security readers available in the market today.

READERS AND CREDENTIALS



DELTA3

The DELTA3 Contactless Mullion-Mount Smart Card Reader's compact design makes it ideal for mounting to metal door or window frames and other flat surfaces. The reader accepts 5 to 14 volts, covering most voltage requirements. Up to 1.5 inch read range. It's durable and secured with tamper and weather-resistant epoxy potting, and it's backed by a lifetime warranty.



DELTA5

The DELTA5 Contactless Smart Card Reader (single-gang box) boasts a thin profile and may be mounted to a standard North American single-gang wall switch box and other flat surfaces. Up to 3 inch read range.



DELTA6.4

The DELTA6.4 Contactless Smart Card Reader and Keypad can be mounted directly to a standard North American sized single-gang wall box. It incorporates a contactless Smart Card reader (13.56 MHz) and a keypad into a single-unit, making it ideal for applications requiring an access credential and/or personal identification number (PIN). Up to 2 inch read range.



CSM-2P

The CSM-2P MIFARE DESFire EV2 Smart Card is manufactured from composite PET plastic and can be directly printed on using an ID Badge Printer. The CSM-2P comes with 2K memory, ISO 14443 technology and has a 2.25 inch read range.



CSK-2

The CSK-2 is an ISO 14443-A compliant MIFARE DESFire EV1 Smart Card key fob-style tag. The CSK-2 is a grey color and has a read range of 1 inch.

BLUETOOTH READER AND MOBILE CREDENTIALS



CSR-35

As a high-security reader, the CSR-35 Conekt Mobile-Ready Contactless Smart Card Reader is based on the proven LEGIC® contactless digital RFID platform and interfaces easily with DMP's access control modules.

The CSR-35 can be installed on a metal door, window frame or flat surface at any entry point, and is also compatible with the CSM-2P and CSK-2 Smart Card credential with up to 1.5 inch read range. With the mobile credential, the CSR-35 is field configurable up to a 30 foot read range. This single reader comes as a kit with the option to change the back plate for a switch plate or mullion.



CMC-2

This credential is programed with a unique MaxSecure code. That same code is embedded to reader purchases so that readers and credentials only acknowledge each other with their MaxSecure codes match. The credential is stored and activated within the Conect Mobile Wallet app, which is available on the Apple App or Google Play Stores.

SPECIFICATIONS

Reader Specifications

All DELTA readers have the following specifications:

Material	Polycarbonate UL 94
Operating Temp	-40°F to 149°F
Operating Voltage	+5-14 VDC
Transmit Frequency	13.56 MHz

Note: All Current Draw specifications are based upon 12 VDC.

DELTA3/ DELTA3-OSDP

Dimensions	1.7" × 3.2" × 0.7"
Power Supply	5 – 14 VDC
Current Draw	
Average	135 mA
Weight	3 oz

DELTA5/ DELTA5-OSDP

Dimensions	3" × 4.6" × 0.4"
Power Supply	5 – 14 VDC
Current Draw	
Average	135 mA
Weight	4 oz

DELTA6.4/DELTA6.4-OSDP

Dimensions	3" × 4.6" × 0.75"
Power Supply	5 – 14 VDC
Current Draw	
Average	175 mA
Weight	4 oz

CSR-35/CSR-35-OSDP

Technology	Contactless Smart Card and Bluetooth Low Energy (BLE)
Frequency	
Smart Card	13.54 MHz
BLE	2.4 GHz
Dimensions	
Mullion	1.7" × 4.7" × 1.2"
Switch Plate	3" × 5.1" × 1.2"
Power Supply	8 – 14 VDC
Current Draw	
Average	40 mA

Reader Ordering Information

DELTA3/ DELTA3-OSDP	Mullion Smart Card Reader
DELTA5/ DELTA5-OSDP	Single Gang Smart Card Reader
DELTA6.4/ DELTA6.4-OSDP	Single Gang w/Pin Pad Smart Card Reader
CSR-35/ CSR-35-OSDP	Presentation Mobile-Ready Contactless Smart Card Reader

Credential Specifications

CSM-2P

Dimensions	2.1" × 3.4" × 0.031"
Operating Temp	-31° F to 158° F
Weight	0.23 oz
Transmit Freq	13.56 MHz

CMC-2

Technology	Bluetooth Low Energy (BLE)
Frequency	2.4 GHz
Type	Smartphone mobile access credential, downloadable via Conekt Wallet app
Operation	iPhone or Android-based smartphones
Marking	Date code and ID

CSK-2

Dimensions	1.9" × 1.5" × 0.28"
Operating Temp	-40° F to 158° F
Weight	0.39 oz
Transmit Freq	13.56 MHz
Read Range	Up to 1"

Credentials Ordering Information

CSM-2P/10	MIFARE DESFire EV2 Smart Card, 10 pk
CSM-2P/100	MIFARE DESFire EV2 Smart Card, 100 pk
CMC-2/10	Conekt Mobile Access Credential, 10 pk
CMC-2/100	Conekt Mobile Access Credential, 100 pk
CSK-2/25	MIFARE DESFire EV2 Key Fob, 25 pk

Panel Compatibility

Readers	All DMP XR Panels
Credentials	All DMP XR Panels

Keypad Compatibility

Readers	7073, 7073A, 7173, 7873
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Reader Listings

All readers have the following listings:
UL 294
FCC part 15, United States



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, March 25, 2025

REQUEST FOR BOARD ACTION: RBA-2025-328

DEPARTMENT: Transportation

TIME REQUESTED: 5 Minutes

PRESENTER: Karin Grandia

AGENDA ITEM:

Wheelage Tax

BOARD ACTION REQUESTED:

Determine the amount of wheelage tax/motor vehicle for the 2026 calendar year and direct the County Engineer to prepare a resolution authorizing the tax.

BACKGROUND:

Mn Statute 163.051 authorizes the board of commissioners of each county to levy by resolution a wheelage tax at the rate of up to \$20 per year, in any increment of a whole dollar on each motor vehicle that is kept in such county. The proceeds can be used for highway purposes within the meaning of the Minnesota Constitution, article 14. In 2025, 55 of 87 Minnesota counties have implemented the wheelage tax. Of those, 31 (56.4%) impose a \$10 fee, 4 (7.2%) impose a \$15 fee and 20 (36.4%) impose a \$20 fee.

Itasca County implemented a wheelage tax of \$10 per motor vehicle in 2014. The monies collected have been used for the construction/preservation of the county highway system and are all allocated through the 5-year plan process at the beginning of each year. In 2024, the County collected \$457,708 in revenues from this source.

If the tax was raised to \$15/motor vehicle, the 2026 estimated revenue would be \$686,500 and if it was raised to \$20/motor vehicle it would be estimated at \$915,500.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Original Wheelage Tax Board Packet
2. Mn Statute 163.051
3. LocalOptionTaxesforTransportation

It was the consensus of the County Board to have County Engineer Karin Grandia gather additional information and bring it back to the Board.



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

July 9, 2013
Regular Meeting

REQUEST FOR BOARD ACTION RES-2013-28

DEPARTMENT: Transportation

PRESENTER: Dave Christy

TIME REQUIRED: 10 minutes

AGENDA ITEM:

Imposition of Wheelage Tax

BOARD ACTION REQUESTED:

Adopt the Resolution Re: Imposition of Wheelage Tax, which authorizes imposition of wheelage tax and directs the County Auditor to certify to the State Registrar of Motor Vehicles Itasca County's levy of the wheelage tax.

BACKGROUND:

In 2013 the Minnesota Legislature approved the use of a wheelage tax and the local sales tax option for transportation for all Minnesota Counties. These two funding options were discussed previously at the June 18, 2013 and the July 2, 2013 work session meeting with the County Board.

At the July 2, 2013 meeting, the Board directed the County Engineer to prepare a resolution authorizing the imposition of a wheelage tax

ITEM HISTORY:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

RESULT: ADOPTED [UNANIMOUS]
MOVER: Rusty Eichorn, District #4
SECONDER: Davin Tinquist, District #1
AYES: Davin Tinquist, Terry Snyder, Rusty Eichorn, Mark Mandich
ABSENT: Leo Trunt

RESOLUTION AUTHORIZING IMPOSITION OF WHEELAGE TAX

WHEREAS, Itasca County's transportation infrastructure forms the backbone of the county's economy and has a direct impact on future economic development; and

WHEREAS, too many motorists and pedestrians are being killed in traffic crashes on dangerous roadways, diminishing our citizens' quality of life; and

WHEREAS, funding for highway and transit systems in Minnesota has remained stagnant and is failing to keep pace with growing population and growing demands; and

WHEREAS, local governments throughout the state are struggling to maintain local transportation systems while state funding has not kept up with the needs on the State Aid system;

WHEREAS, Minn. Stat. 163.051, Section 4, provides, in part, that the board of commissioners of each county is authorized to levy a wheelage tax on each motor vehicle which is kept in such county when not in operation and which is subject to annual registration and taxation under Chap. 168 at a rate of \$10 per vehicle through 2017 and up to \$20 per vehicle in 2018 and beyond; and

WHEREAS, Minn. Stat. 163.051 further provides that the board may provide by resolution for collection of the wheelage tax by county officials or it may request that the tax be collected by the state registrar of motor vehicles, and the state registrar of motor vehicles shall collect such tax on behalf of the county if requested; and

Whereas, Minn. Stat. 163.051, Section 4, Subd. 2, provides, in part, that the wheelage tax levied by any county, if made collectible by the state registrar of motor vehicles, shall be certified by the county auditor to the registrar not later than August 1 in the year before the calendar year or years for which the tax is levied, and the registrar shall collect such tax with the motor vehicle taxes on the affected vehicles for such year or years; and

WHEREAS, Minn. Stat. 163.051, Section 4, Subd. 4, provides that the treasurer of each county receiving proceeds from the wheelage tax is to deposit such proceeds in the county road and bridge fund, which moneys shall be used for purposes authorized by law which are highway purposes within the meaning of the Minnesota Constitution, article 14; and

WHEREAS, the Itasca County Board of Commissioners desires to implement such a wheelage tax and have the state registrar of motor vehicles collect the same; and

WHEREAS, the proceeds of such a wheelage tax would be used to help improve the quality of the county road system;

NOW, THEREFORE, BE IT RESOLVED, THAT THE Itasca County Board of Commissioners authorize and impose a wheelage tax as provided for in Minn. Stat. 163.051 of \$10.00 for the year 2014 and each subsequent year thereafter, subject to levy limits and other factors, on each motor vehicle which is kept in Itasca County when not in operation and which is subject to taxation and registration under Chapter 168.

BE IT FURTHER RESOLVED that the county requests the state registrar of motor vehicles to collect the wheelage tax on behalf of the county.

163.051 COUNTY WHEELAGE TAX.

Subdivision 1. **Tax authorized.** (a) Except as provided in paragraph (c), the board of commissioners of each county is authorized to levy by resolution a wheelage tax at the rate specified in paragraph (b), on each motor vehicle that is kept in such county when not in operation and that is subject to annual registration and taxation under chapter 168. The board may provide by resolution for collection of the wheelage tax by county officials or it may request that the tax be collected by the state registrar of motor vehicles. The state registrar of motor vehicles shall collect such tax on behalf of the county if requested, as provided in subdivision 2.

(b) The wheelage tax under this section is at the rate of up to \$20 per year, in any increment of a whole dollar, as specified by each county that authorizes the tax.

(c) The following vehicles are exempt from the wheelage tax:

- (1) motorcycles, as defined in section 169.011, subdivision 44;
- (2) motorized bicycles, as defined in section 169.011, subdivision 45;
- (3) motorized foot scooters, as defined in section 169.011, subdivision 46; and
- (4) vehicles that meet the requirements under section 168.012, subdivision 13.

(d) For any county that authorized the tax prior to May 24, 2013, the wheelage tax continues at the rate provided under paragraph (b).

Subd. 2. **Collection by registrar of motor vehicles.** The wheelage tax levied by any county, if made collectible by the state registrar of motor vehicles, shall be certified by the county auditor to the registrar not later than August 1 in the year before the calendar year or years for which the tax is levied, and the registrar shall collect such tax with the motor vehicle taxes on the affected vehicles for such year or years. Every owner and every operator of such a motor vehicle shall furnish to the registrar all information requested by the registrar. No state motor vehicle tax on any such motor vehicle for any such year shall be received or deemed paid unless the applicable wheelage tax is paid therewith.

Subd. 2a. **Tax proceeds deposited; costs of collection; appropriation.** Notwithstanding the provisions of any other law, the state registrar of motor vehicles shall deposit the proceeds of the wheelage tax imposed by subdivision 2, to the credit of the county wheelage tax account of each county. The amount necessary to pay the costs of collection of said tax is appropriated from the county wheelage tax account of each county to the state registrar of motor vehicles.

Subd. 3. **Distribution to county; appropriation.** On a monthly basis, the registrar of motor vehicles shall issue a payment in favor of the treasurer of each county for which the registrar has collected a wheelage tax in the amount of such tax then on hand in the county wheelage tax account. There is hereby appropriated from the county wheelage tax account each year, to each county entitled to payments authorized by this section, sufficient moneys to make such payments.

Subd. 4. **Use of tax.** The treasurer of each county receiving payments under subdivision 3 shall deposit such payments in the county road and bridge fund. The moneys shall be used for purposes authorized by law which are highway purposes within the meaning of the Minnesota Constitution, article 14.

Subd. 5. MS 2006 [Repealed, 2008 c 154 art 2 s 33]

Subd. 6. MS 2012 [Repealed by amendment, 2013 c 117 art 3 s 4]

Subd. 7. **Offenses; penalties; application of other laws.** (a) Any owner or operator of a motor vehicle who willfully gives any false information relative to the tax authorized by this section to the registrar of motor vehicles or any county, or who willfully fails or refuses to furnish any such information, is guilty of a misdemeanor.

(b) Except as otherwise provided in this section, the collection and payment of a wheelage tax and all matters relating thereto are subject to all provisions of law relating to collection and payment of motor vehicle taxes so far as applicable.

History: 1971 c 830 s 11; Ex1971 c 48 s 12; 1973 c 492 s 14; 1973 c 551 s 1,2; 1976 c 2 s 172; 1986 c 444; 2003 c 112 art 2 s 50; 2008 c 350 art 1 s 4; 2008 c 366 art 9 s 1; 2009 c 101 art 2 s 109; 2013 c 117 art 3 s 4; 1Sp2019 c 10 art 3 s 40; 2022 c 55 art 1 s 50; 2023 c 68 art 3 s 3

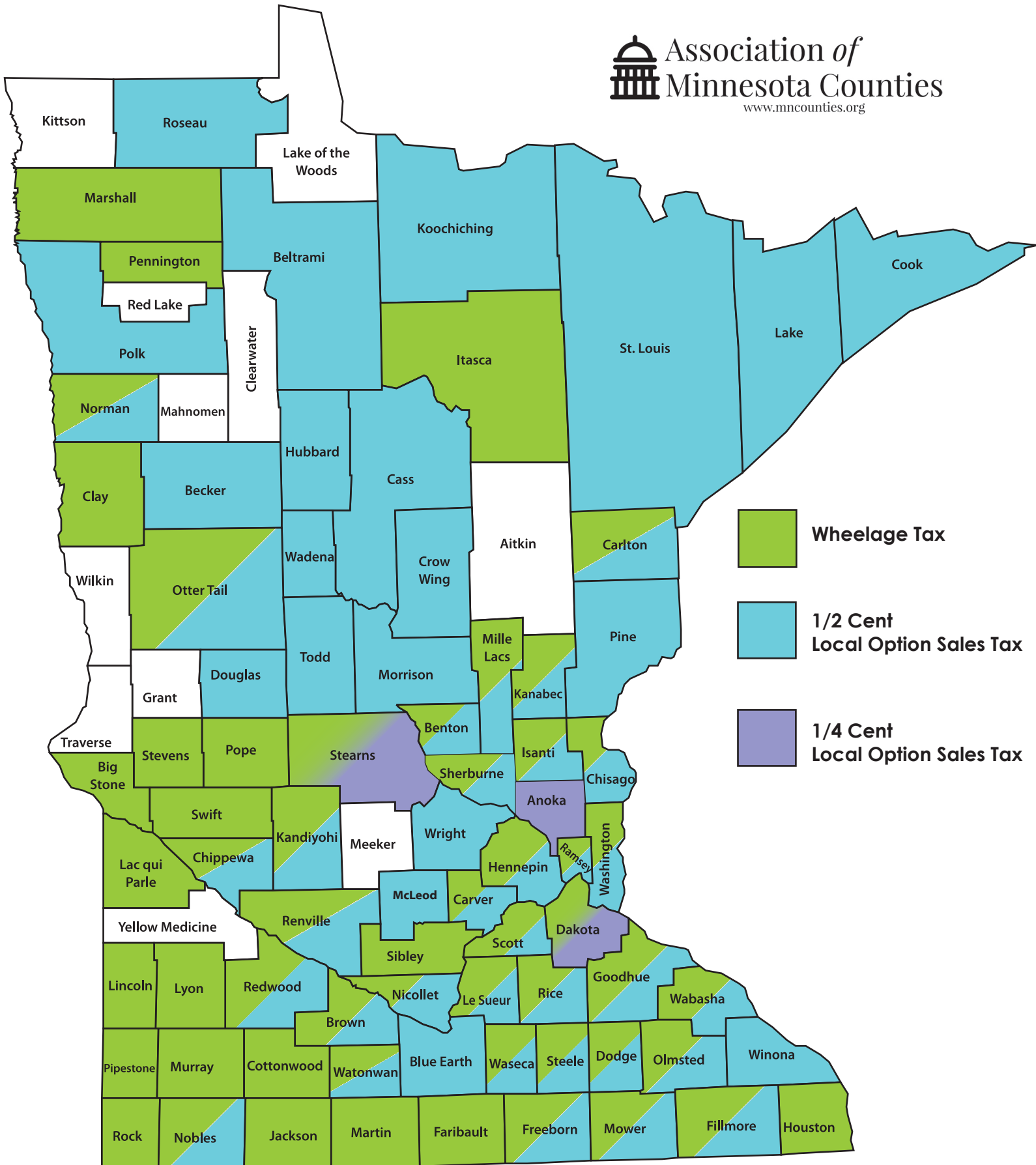
Local Option Taxes for Transportation

January 2025



Association of
Minnesota Counties

www.mncounties.org





**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, March 25, 2025

REQUEST FOR BOARD ACTION: RBA-2025-318

DEPARTMENT: Sheriff

TIME REQUESTED: < 5 Minutes

PRESENTER: Joe Dasovich

AGENDA ITEM:

City of Bovey Contract Update

BOARD ACTION REQUESTED:

Provide an update on the status of the contract between the City of Bovey and the Sheriff's Office.

BACKGROUND:

The contract was updated per County Board recommendation and presented to the City of Bovey.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION: None

03/25/2025

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, March 25, 2025

REQUEST FOR BOARD ACTION: RBA-2025-311

DEPARTMENT: Administrative Services

TIME REQUESTED: 20 Minutes

PRESENTER: Tamara Lowney

AGENDA ITEM:

IEDC Update

BOARD ACTION REQUESTED:

Receive IEDC update.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

03/25/2025

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, March 25, 2025

REQUEST FOR BOARD ACTION: RBA-2025-332

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Matt Gutzmann

AGENDA ITEM:

Little Fork River Watershed Comprehensive Water Management Plan

BOARD ACTION REQUESTED:

Approve the Planning Memorandum of Agreement (MOA) for the Little Fork River Watershed Comprehensive Water Management Plan and authorize necessary signatures.

BACKGROUND: The Little Fork Watershed, in Northeast Itasca County, is one of the final watersheds in Itasca County to begin the CWMP process. As the headwaters to the Little Fork River, this is an important area that contributes to the overall health of the watershed. These watershed plans are collaborative efforts among local governments within the watershed to guide voluntary conservation practices over the next 10 years. Once the CWMP is developed, it will provide access to reliable, non-competitive grant funding to help implement identified projects.

Purpose:

- Involve local communities and local professionals in identifying critical watershed topics.
- Create effective voluntary conservation strategies to address these challenges.
- Develop clear, measurable goals to monitor progress and track implementation practices in the watershed.

Fiscal Administration:

Koochiching Soil and Water Conservation District (SWCD) will serve as the fiscal agent and coordinator for the development of this CWMP.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. 2025 Little Fork River 1W1P Planning MOA

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

**MEMORANDUM OF AGREEMENT FOR THE PLANNING OF THE
LITTLE FORK RIVER COMPREHENSIVE WATERSHED MANAGEMENT PLAN**

This MEMORANDUM OF AGREEMENT FOR THE PLANNING OF THE LITTLE FORK RIVER COMPREHENSIVE WATERSHED MANAGEMENT PLAN (the “agreement” or “MOA”) is made and entered into among:

The Counties of Koochiching, St. Louis and Itasca, by and through their respective County Board of Commissioners, and Koochiching, North St. Louis and Itasca Soil and Water Conservation Districts, by and through their respective Soil and Water Conservation District Board of Supervisors, and Bois Forte Band of Chippewa, federally recognized American Indian Tribal government pursuant to Minnesota Statute §471.59, and the City of Littlefork, through their City Council, collectively referred to as the “Parties” and individually each is a “Party.”

RECITALS

WHEREAS, the Counties of this Agreement are political subdivisions of the State of Minnesota, with authority to carry out environmental programs and land use controls, pursuant to Minnesota Statutes Chapter 375 and as otherwise provided by law; and

WHEREAS, the Soil and Water Conservation Districts (SWCDs) of this Agreement are political subdivisions of the State of Minnesota, with statutory authority to carry out erosion control and other soil and water conservation programs, pursuant to Minnesota Statutes Chapter 103C and as otherwise provided by law; and

WHEREAS, the parties to this Agreement have a common interest and statutory authority to prepare, adopt, and assure implementation of a comprehensive watershed management plan in the Little Fork River Watershed to conserve soil and water resources through the implementation of practices, programs, and regulatory controls that effectively control or prevent erosion, sedimentation, siltation and related pollution in order to protect natural resources, ensure continued soil productivity, protect water quality, reduce damages caused by floods, preserve wildlife, protect the tax base, and protect public lands and waters; and

WHEREAS, with matters that relate to coordination of water management authorities pursuant to Minnesota Statutes Chapters 103B, 103C, and 103D with public drainage systems pursuant to Minnesota Statutes Chapter 103E, this Agreement does not change the rights or obligations of the public drainage system authorities:

WHEREAS, this Agreement and the developed Little Fork River Watershed Management Plan does not replace or supplant local land use, planning/zoning authority of the respective Parties and the Parties intend that this Agreement shall not be construed in that manner; and

WHEREAS, the Parties have formed this Agreement for the specific goal of developing a plan pursuant to Minnesota Statutes § 103B.801, Comprehensive Watershed Management Planning, also known as *One Watershed, One Plan*.

NOW, THEREFORE, the Parties hereto agree as follows:

1. **Purpose:** The Parties to this Agreement recognize the importance of partnerships to plan and implement protection and restoration efforts for the Little Fork River Watershed (Attachment A). The purpose of this Agreement is to collectively develop and adopt, as local government units, a coordinated watershed management plan for implementation per the provisions of the Plan. Parties signing this Agreement will be collectively referred to as “Little Fork River Watershed Planning Partnership.”
2. **Recitals:** All recitals set forth above are hereby incorporated into this Agreement.
3. **Term:** This Agreement is effective upon signature of all Parties in consideration of the Board of Water and Soil Resources (BWSR) Operating Procedures for One Watershed, One Plan; and will remain in effect until adoption of the plan by all parties or the end date of the BWSR Grant Agreement, unless canceled according to the provisions of this Agreement or earlier terminated by law.
4. **Adding Additional Parties:** A qualifying Party desiring to become a member of this Agreement shall indicate its intent by adoption of a board resolution in writing to the Policy Committee for consideration and approval *only within the first six months following* the BWSR One Watershed, One Plan Planning Grant Agreement execution. The Party agrees to abide by the terms and conditions of the Agreement; including but not limited to the bylaws, policies and procedures adopted by the Policy Committee.
5. **Withdrawal of Parties:** A Party desiring to leave the membership of this Agreement shall indicate its intent in writing to the Policy Committee in the form of an official board resolution. Notice must be made at least 30 days in advance of leaving the Agreement.
6. **General Provisions:**
 - a. **Compliance with Laws/Standards:** The Parties agree to abide by all federal, state, and local laws; statutes, ordinances, rules and regulations now in effect or hereafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which the Agreement is responsible.
 - b. **Indemnification:** Each Party to this Agreement shall be liable for the acts of its officers, employees or agents and the results thereof to the extent authorized or limited by law and shall not be responsible for the acts of any other Party, its officers, employees or agents. The provisions of the Municipal Tort Claims Act, Minnesota Statute Chapter 466 and other applicable laws govern liability of the Parties. To the full extent permitted by law, actions

by the Parties, their respective officers, employees, and agents pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity.” It is the intent of the Parties that they shall be deemed a “single governmental unit” for the purpose of liability, as set forth in Minnesota Statutes § 471.59, subd. 1a(a). For purposes of Minnesota Statutes § 471.59, subd. 1a(a) it is the intent of each Party that this Agreement does not create any liability or exposure of one Party for the acts or omissions of any other Party.

- c. **Records Retention and Data Practices:** The Parties agree that records created pursuant to the terms of this Agreement will be retained in a manner that meets their respective entity’s records retention schedules that have been reviewed and approved by the State in accordance with Minnesota Statutes § 138.17. The Parties further agree that records prepared or maintained in furtherance of the Agreement shall be subject to the Minnesota Government Data Practices Act. At the time this Agreement expires, all copies of pertinent documents will be held by the fiscal agent for continued retention consistent with their record retention schedules.
- d. **Timeliness:** The Parties agree to perform obligations under this Agreement in a timely manner and keep each other informed about any delays that may occur.
- e. **Extension:** The Parties may extend the termination date of this Agreement upon Agreement by all Parties.
- f. **Amendment of Memorandum of Agreement:** This MOA may be amended by recommendation of the Steering Committee and approval of the amendment(s) by the Policy Committee.

7. Administration:

- a. **Establishment of Committees for Development of the Plan.** The Parties agree to designate one representative, who must be an elected or appointed member of the governing board to a Policy Committee for development of the watershed-based plan and may appoint one or more technical representatives to an Advisory Committee for development of the plan in consideration of the BWSR Operating Procedures for One Watershed, One Plan.
 - i. The Policy Committee will meet as needed to decide on the content of the plan, serve as a liaison to their respective boards, and act on behalf of their Board. Each representative shall have one vote.
 - ii. Each governing board may choose one alternate to serve on the Policy Committee as needed in the absence of the designated member.
 - iii. The Policy Committee will establish bylaws within 90 days of the execution of the Memorandum of Agreement to describe the functions and operations of the committee(s).

- iv. The Steering Committee will be comprised of staff from local agencies formally participating in 1W1P by signing the MOA and BWSR staff acting as advisors. The Steering Committee will provide the logistical organization of the planning process and associated meetings. They may make recommendations to the Advisory Committee and to the Policy Committee.
- v. The Advisory Committee will meet monthly or as needed to assist and provide technical support and make recommendations to the Policy Committee on the development and content of the plan.
- b. **Submittal of the Plan.** The Policy Committee will recommend the plan to the Parties of this Agreement. The Policy Committee will be responsible for initiating a formal review process for the watershed-based plan conforming to Minnesota Statutes Chapters 103B and 103D, including public hearings. Upon completion of local review and comment, and approval of the plan for submittal by each Party, the Policy Committee will submit the watershed-based plan jointly to BWSR for review and approval.
- c. **Adoption of the Plan.** The Parties agree to adopt and begin implementation of the plan within 120 days of receiving notice of state approval, and provide notice of plan adoption pursuant to Minnesota Statutes Chapters 103B and 103D.
- 8. **Fiscal Agent:** Koochiching SWCD will act as the fiscal agent for the purposes of this Agreement and agrees to:
 - a. Accept all responsibilities associated with the implementation of the BWSR grant agreement for developing a watershed-based plan.
 - b. Perform financial transactions as part of grant agreement and contract implementation.
 - c. Annually provide a full and complete audit report.
 - d. Provide the Policy Committee with the records necessary to describe the financial condition of the BWSR grant agreement.
 - e. Retain fiscal records consistent with the Koochiching SWCD's records retention schedule.
- 9. **Grant Administration:** Koochiching SWCD will act as the grant administrator for the purposes of this Agreement and agrees to provide the following services:
 - a. Accept all day-to-day responsibilities associated with the implementation of the BWSR grant agreement for developing a watershed-based plan, including being the primary BWSR contact for the *One Watershed, One Plan* Grant Agreement and being responsible for BWSR reporting requirements associated with the grant agreement.
 - b. Provide the Policy Committee with the records necessary to describe the planning condition of the BWSR grant agreement.

10. **Services:** Koochiching SWCD agrees to provide the following services set forth in Attachment B to the Parties.
 - a. In the event of a vacancy of the above listed roles, the Party responsible for the role will determine if there is adequate capacity within the organization to fulfil the listed role. If it is determined by the partner agency they no longer have capacity and would like to relinquish their duties they must inform the Steering Committee. The Steering Committee will then reassign the service to another Party with the capacity to fulfil the grant agreement.
11. **Multiple Counterparts:** The Parties may sign multiple counterparts of this Agreement. Each signed counterpart shall be deemed an original, but all of them together represent the same Agreement.
12. **Authorized Representatives:** The following persons will be the primary contacts for all matters concerning this Agreement:

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK. SIGNATURE PAGE FOLLOWS.]

IN TESTIMONY WHEREOF the Parties have duly executed this Memorandum of Agreement by their duly authorized officers.

PARTNER: Koochiching County

APPROVED:

BY: _____

Date: _____

ITS: Board Chair

BY: _____

Date: _____

ITS: County Administrator

APPROVED AS TO FORM

BY: _____

Date: _____

ITS: County Attorney

IN TESTIMONY WHEREOF the Parties have duly executed this Memorandum of Agreement by their duly authorized officers.

PARTNER: Koochiching Soil and Water Conservation District

APPROVED:

BY: _____

ITS: Board Chair

Date: _____

BY: _____

ITS: District Manager/Administrator

Date: _____

IN TESTIMONY WHEREOF the Parties have duly executed this Memorandum of Agreement by their duly authorized officers.

PARTNER: St. Louis County

APPROVED:

BY: _____

ITS: Board Chair

Date: _____

BY: _____

ITS: County Administrator

Date: _____

APPROVED AS TO FORM

BY: _____

ITS: County Attorney

Date: _____

IN TESTIMONY WHEREOF the Parties have duly executed this Memorandum of Agreement by their duly authorized officers.

PARTNER: North St. Louis Soil and Water Conservation District

APPROVED:

BY: _____

ITS: Board Chair

Date: _____

BY: _____

ITS: District Manager/Administrator

Date: _____

IN TESTIMONY WHEREOF the Parties have duly executed this Memorandum of Agreement by their duly authorized officers.

PARTNER: Itasca County

APPROVED:

BY: _____

ITS: Board Chair

Date: _____

BY: _____

ITS: County Administrator

Date: _____

APPROVED AS TO FORM

BY: _____

ITS: County Attorney

Date: _____

IN TESTIMONY WHEREOF the Parties have duly executed this Memorandum of Agreement by their duly authorized officers.

PARTNER: Itasca Soil and Water Conservation District

APPROVED:

BY: _____

ITS: Board Chair

Date: _____

BY: _____

ITS: District Manager/Administrator

Date: _____

IN TESTIMONY WHEREOF the Parties have duly executed this Memorandum of Agreement by their duly authorized officers.

PARTNER: Bois Forte Band of Ojibwe

APPROVED:

BY: _____

Date: _____

ITS: **Title**

BY: _____

Date: _____

ITS: **Title**

APPROVED AS TO FORM

BY: _____

Date: _____

ITS: **Title**

IN TESTIMONY WHEREOF the Parties have duly executed this Memorandum of Agreement by their duly authorized officers.

PARTNER: City of Littlefork

APPROVED:

BY: _____

ITS: City Mayor

Date: _____

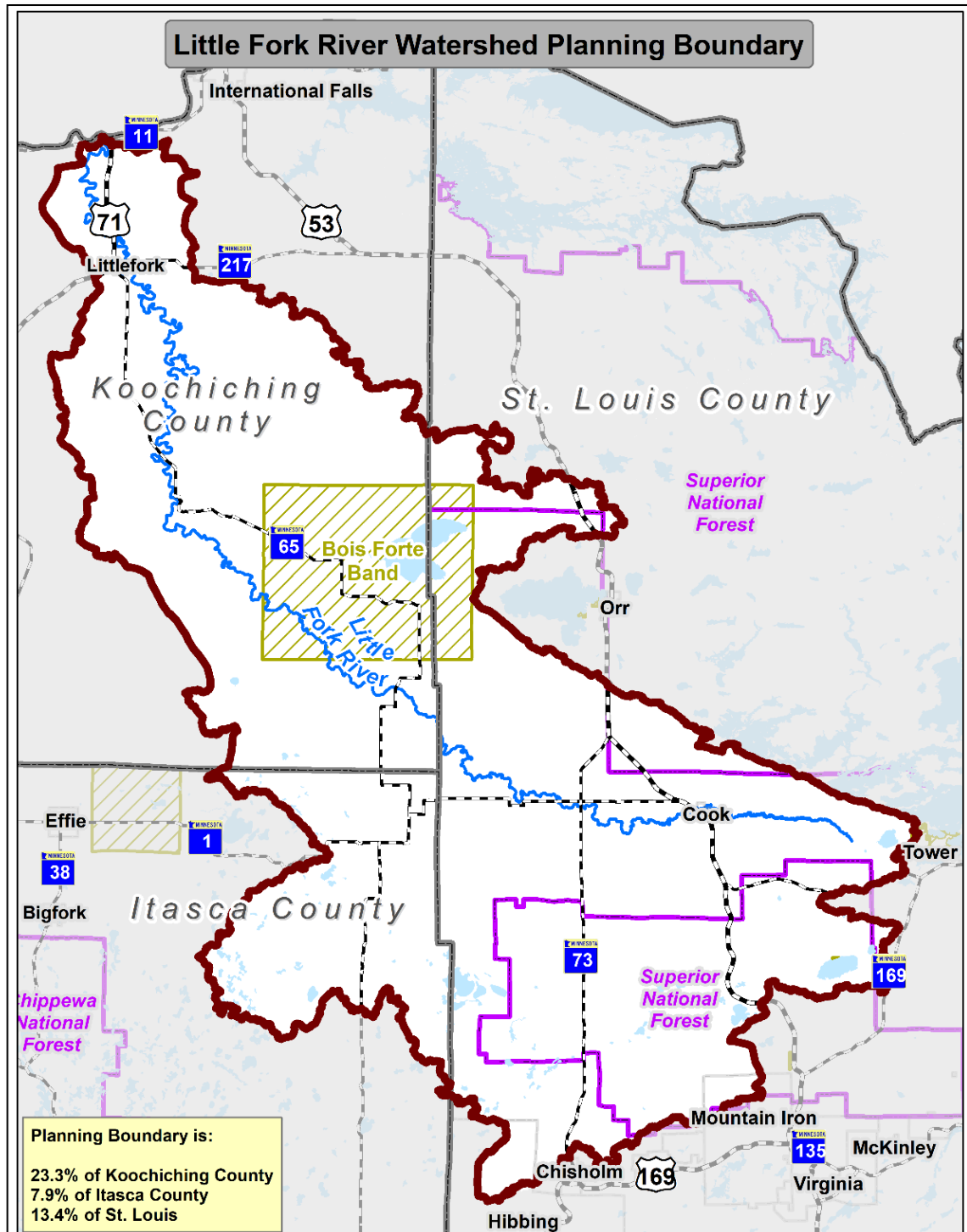
BY: _____

ITS: City Clerk/Administrator

Date: _____

Attachment A

Little Fork River Watershed Planning Boundary Hydrologic Unit Code (Hydrologic Unit Code 09030005)



Attachment B

Scope of Services Provided by:

Koochiching Soil & Water Conservation District (SWCD)

The Koochiching SWCD will coordinate the following duties:

1. Assist with data compilation, meeting facilitation, and plan writing.
2. Coordination of Policy Committee meetings, including:
 - a) Provide advance notice of meetings;
 - b) Prepare and distribute the Agenda and related materials;
 - c) Prepare and distribute Policy Committee Minutes;
 - d) Maintain all records and documentation of the Policy Committee;
 - e) Provide public notices to the counties and watershed district for publication; and
 - f) Gather public comments from public hearing and prepare for submittal.
3. Coordination of Advisory Committee meetings including:
 - a) Provide advance notice of meetings;
 - b) Prepare and Distribute the Agenda and related materials;
 - c) Prepare and Distribute Minutes; and
 - d) Maintain all records and documentation of the committees.
4. Administration of the grant with BWSR for the purposes of developing a watershed-based plan, including:
 - a) Submit MOA, work plan, and other documents as required;
 - b) Execute the grant agreement;
 - c) Account for grant funds and prompt payment of bills incurred;
 - d) Complete annual eLINK reporting;
 - e) Present an annual audit of grant funds and their usage; and
 - f) Maintain all financial records and accounting.
5. Contracting for Services with the chosen consultant for plan preparation and writing of the watershed- based plan, including:
 - a) Execute the Contract for Services agreement;
 - b) Oversee expenditures incurred by the consultant;
 - c) Provide prompt payment for services rendered; and
 - d) Serve as primary contact person with the consultant.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, March 25, 2025

REQUEST FOR BOARD ACTION: RBA-2025-331

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Matt Gutzmann

AGENDA ITEM:

Big Fork River Watershed Comprehensive Water Management Plan

BOARD ACTION REQUESTED:

Approve the Planning Memorandum of Agreement (MOA) for the Big Fork River Watershed Comprehensive Water Management Plan and authorize necessary signatures.

BACKGROUND: The Big Fork Watershed is one of the final watersheds in Itasca County to begin the CWMP process. It's the largest watershed in Itasca County, making this planning effort important to the County's overall water resource stewardship. These watershed plans are collaborative efforts among local governments within the watershed to guide voluntary conservation practices over the next 10 years. Once the CWMP is developed, it will provide access to reliable, non-competitive grant funding to help implement identified projects.

Purpose:

- Engage local communities and local professional experts to identify key watershed concerns.
- Develop strategic conservation practices to address identified issues.
- Establish measurable goals to track progress and enhance water resource stewardship.

Fiscal Administration:

Itasca Soil and Water Conservation District (SWCD) will serve as the fiscal agent and coordinator for this planning process, ensuring proper financial management and coordination throughout the development of the CWMP.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. 2025 Big Fork River 1W1P Planning MOA

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner John Johnson

SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

MEMORANDUM OF AGREEMENT

This MEMORANDUM OF AGREEMENT FOR THE PLANNING OF THE BIG FORK RIVER COMPREHENSIVE WATERSHED MANAGEMENT PLAN (the “agreement” or “MOA”) is made and entered into among:

The Counties of Itasca and Koochiching by and through their respective County Board of Commissioners, and Itasca and Koochiching Soil and Water Conservation Districts, by and through their respective Soil and Water Conservation District Board of Supervisors, and Leech Lake Band of Ojibwe and Bois Forte Band of Chippewa, federally recognized American Indian Tribal governments pursuant to Minnesota Statute §471.59, and the City of Big Falls, through their City Council, collectively referred to as the “Parties” and individually each is a “Party.”

RECITALS

WHEREAS, the Counties of this Agreement are political subdivisions of the State of Minnesota, with authority to carry out environmental programs and land use controls, pursuant to Minnesota Statutes Chapter 375 and as otherwise provided by law; and

WHEREAS, the Soil and Water Conservation Districts (SWCDs) of this Agreement are political subdivisions of the State of Minnesota, with statutory authority to carry out erosion control and other soil and water conservation programs, pursuant to Minnesota Statutes Chapter 103C and as otherwise provided by law; and

WHEREAS, the parties to this Agreement have a common interest and statutory authority to prepare, adopt, and assure implementation of a comprehensive watershed management plan in the Big Fork River Watershed to conserve soil and water resources through the implementation of practices, programs, and regulatory controls that effectively control or prevent erosion, sedimentation, siltation and related pollution in order to protect natural resources, ensure continued soil productivity, protect water quality, reduce damages caused by floods, preserve wildlife, protect the tax base, and protect public lands and waters; and

WHEREAS, with matters that relate to coordination of water management authorities pursuant to Minnesota Statutes Chapters 103B, 103C, and 103D with public drainage systems pursuant to Minnesota Statutes Chapter 103E, this Agreement does not change the rights or obligations of the public drainage system authorities:

WHEREAS, this Agreement and the developed Big Fork River Watershed Management Plan does not replace or supplant local land use, planning/zoning authority of the respective Parties and the Parties intend that this Agreement shall not be construed in that manner; and

WHEREAS, the Parties have formed this Agreement for the specific goal of developing a plan pursuant to Minnesota Statutes § 103B.801, Comprehensive Watershed Management Planning, also known as *One Watershed, One Plan*.

NOW, THEREFORE, the Parties hereto agree as follows:

1. **Purpose:** The Parties to this Agreement recognize the importance of partnerships to plan and

implement protection and restoration efforts for the Big Fork River Watershed (Attachment A). The purpose of this Agreement is to collectively develop and adopt, as local government units, a coordinated watershed management plan for implementation per the provisions of the Plan. Parties signing this Agreement will be collectively referred to as “Big Fork River Watershed Planning Partnership.”

2. **Recitals:** All recitals set forth above are hereby incorporated into this Agreement.
3. **Term:** This Agreement is effective upon signature of all Parties in consideration of the Board of Water and Soil Resources (BWSR) Operating Procedures for One Watershed, One Plan; and will remain in effect until adoption of the plan by all parties or the end date of the BWSR Grant Agreement, unless canceled according to the provisions of this Agreement or earlier terminated by law.
4. **Adding Additional Parties:** A qualifying Party desiring to become a member of this Agreement shall indicate its intent by adoption of a board resolution in writing to the Policy Committee for consideration and approval *only within the first six months following* the BWSR One Watershed, One Plan Planning Grant Agreement execution.
5. The Party agrees to abide by the terms and conditions of the Agreement; including but not limited to the bylaws, policies and procedures adopted by the Policy Committee.
6. **Withdrawal of Parties:** A Party desiring to leave the membership of this Agreement shall indicate its intent in writing to the Policy Committee in the form of an official board resolution. Notice must be made at least 30 days in advance of leaving the Agreement.
7. **General Provisions:**
 - a. **Compliance with Laws/Standards:** The Parties agree to abide by all federal, state, and local laws; statutes, ordinances, rules and regulations now in effect or hereafter adopted pertaining to this Agreement or to the facilities, programs, and staff for which the Agreement is responsible.
 - b. **Indemnification:** Each Party to this Agreement shall be liable for the acts of its officers, employees or agents and the results thereof to the extent authorized or limited by law and shall not be responsible for the acts of any other Party, its officers, employees or agents. The provisions of the Municipal Tort Claims Act, Minnesota Statute Chapter 466 and other applicable laws govern liability of the Parties. To the full extent permitted by law, actions by the Parties, their respective officers, employees, and agents pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity.” It is the intent of the Parties that they shall be deemed a “single governmental unit” for the purpose of liability, as set forth in Minnesota Statutes § 471.59, subd. 1a(a). For purposes of Minnesota Statutes § 471.59, subd. 1a(a) it is the intent of each Party that this Agreement does not create any liability or exposure of one Party for the acts or omissions of any other Party.
 - c. **Records Retention and Data Practices:** The Parties agree that records created pursuant to

the terms of this Agreement will be retained in a manner that meets their respective entity's records retention schedules that have been reviewed and approved by the State in accordance with Minnesota Statutes § 138.17. The Parties further agree that records prepared or maintained in furtherance of the Agreement shall be subject to the Minnesota Government Data Practices Act. At the time this Agreement expires, all copies of pertinent documents will be held by the fiscal agent for retention consistent with their record retention schedule.

- d. **Timeliness:** The Parties agree to perform obligations under this Agreement in a timely manner and keep each other informed about any delays that may occur.
- e. **Extension:** The Parties may extend the termination date of this Agreement upon Agreement by all Parties.
- f. **Amendment of Memorandum of Agreement:** This MOA may be amended by recommendation of the Steering Committee and approval of the amendment(s) by the Policy Committee.

8. Administration:

- a. **Establishment of Committees for Development of the Plan.** The Parties agree to designate one representative, who must be an elected or appointed member of the governing board to a Policy Committee for development of the watershed-based plan and may appoint one or more technical representatives to an Advisory Committee for development of the plan in consideration of the BWSR Operating Procedures for One Watershed, One Plan.
 - i. The Policy Committee will meet as needed to decide on the content of the plan, serve as a liaison to their respective boards, and act on behalf of their Board. Each representative shall have one vote.
 - ii. Each governing board may choose one alternate to serve on the Policy Committee as needed in the absence of the designated member.
 - iii. The Policy Committee will establish bylaws within 90 days of the execution of the Memorandum of Agreement to describe the functions and operations of the committee(s).
 - iv. The Steering Committee will be comprised of staff from local agencies formally participating in 1W1P by signing the MOA and BWSR staff acting as advisors. The Steering Committee will provide the logistical organization of the planning process and associated meetings. They may make recommendations to the Advisory Committee and to the Policy Committee.
 - v. The Advisory Committee will meet monthly or as needed to assist and provide technical support and make recommendations to the Policy Committee on the development and content of the plan.

- b. **Submittal of the Plan.** The Policy Committee will recommend the plan to the Parties of this Agreement. The Policy Committee will be responsible for initiating a formal review process for the watershed-based plan conforming to Minnesota Statutes Chapters 103B and 103D, including public hearings. Upon completion of local review and comment, and approval of the plan for submittal by each Party, the Policy Committee will submit the watershed-based plan jointly to BWSR for review and approval.
 - c. **Adoption of the Plan.** The Parties agree to adopt and begin implementation of the plan within 120 days of receiving notice of state approval, and provide notice of plan adoption pursuant to Minnesota Statutes Chapters 103B and 103D.
- 9. **Fiscal Agent:** Itasca SWCD will act as the fiscal agent for the purposes of this Agreement and agrees to:
 - a. Accept all responsibilities associated with the implementation of the BWSR grant agreement for developing a watershed-based plan.
 - b. Perform financial transactions as part of grant agreement and contract implementation.
 - c. Annually provide a full and complete audit report.
 - d. Provide the Policy Committee with the records necessary to describe the financial condition of the BWSR grant agreement.
 - e. Retain fiscal records consistent with the Itasca SWCD's records retention schedule.
- 10. **Grant Administration:** Itasca SWCD will act as the grant administrator for the purposes of this Agreement and agrees to provide the following services:
 - a. Accept all day-to-day responsibilities associated with the implementation of the BWSR grant agreement for developing a watershed-based plan, including being the primary BWSR contact for the *One Watershed, One Plan* Grant Agreement and being responsible for BWSR reporting requirements associated with the grant agreement.
 - b. Provide the Policy Committee with the records necessary to describe the planning condition of the BWSR grant agreement.
- 11. **Services:** Itasca SWCD agrees to provide the following services set forth in Attachment B to the Parties.
 - a. In the event of a vacancy of the above listed roles, the Party responsible for the role will determine if there is adequate capacity within the organization to fulfil the listed role. If it is determined by the partner agency they no longer have capacity and would like to relinquish their duties they must inform the Steering Committee. The Steering Committee will then reassign the service to another Party with the capacity to fulfil the grant agreement.
- 12. **Multiple Counterparts:** The Parties may sign multiple counterparts of this Agreement. Each signed counterpart shall be deemed an original, but all of them together represent the same Agreement.

13. **Authorized Representatives:** The following persons will be the primary contacts for all matters concerning this Agreement:

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK. SIGNATURE PAGE FOLLOWS.]

IN TESTIMONY WHEREOF the Parties have duly executed this Memorandum of Agreement by their duly authorized officers.

PARTNER: Itasca County

APPROVED:

BY: _____
ITS: Board Chair

Date: _____

BY: _____
ITS: County Administrator

Date: _____

APPROVED AS TO FORM

BY: _____
ITS: County Attorney

Date: _____

IN TESTIMONY WHEREOF the Parties have duly executed this Memorandum of Agreement by their duly authorized officers.

PARTNER: Itasca Soil and Water Conservation District

APPROVED:

BY: _____
ITS: Board Chair

Date: _____

BY: _____
ITS: District Manager/Administrator

Date: _____

IN TESTIMONY WHEREOF the Parties have duly executed this Memorandum of Agreement by their duly authorized officers.

PARTNER: Koochiching County

APPROVED:

BY: _____
ITS: Board Chair

Date: _____

BY: _____
ITS: County Administrator

Date: _____

APPROVED AS TO FORM

BY: _____
ITS: County Attorney

Date: _____

IN TESTIMONY WHEREOF the Parties have duly executed this Memorandum of Agreement by their duly authorized officers.

PARTNER: Koochiching Soil and Water Conservation District

APPROVED:

BY: _____
ITS: Board Chair

Date: _____

BY: _____
ITS: District Manager/Administrator

Date: _____

IN TESTIMONY WHEREOF the Parties have duly executed this Memorandum of Agreement by their duly authorized officers.

PARTNER: Bois Forte Band of Chippewa

APPROVED:

BY: _____
ITS: Title

Date: _____

BY: _____
ITS: Title

Date: _____

APPROVED AS TO FORM

BY: _____
ITS: Title

Date: _____

IN TESTIMONY WHEREOF the Parties have duly executed this Memorandum of Agreement by their duly authorized officers.

PARTNER: Leech Lake Band of Ojibwe

APPROVED:

BY: _____
ITS: Title

Date: _____

BY: _____
ITS: Title

Date: _____

APPROVED AS TO FORM

BY: _____
ITS: Title

Date: _____

IN TESTIMONY WHEREOF the Parties have duly executed this Memorandum of Agreement by their duly authorized officers.

PARTNER: City of Big Falls

APPROVED:

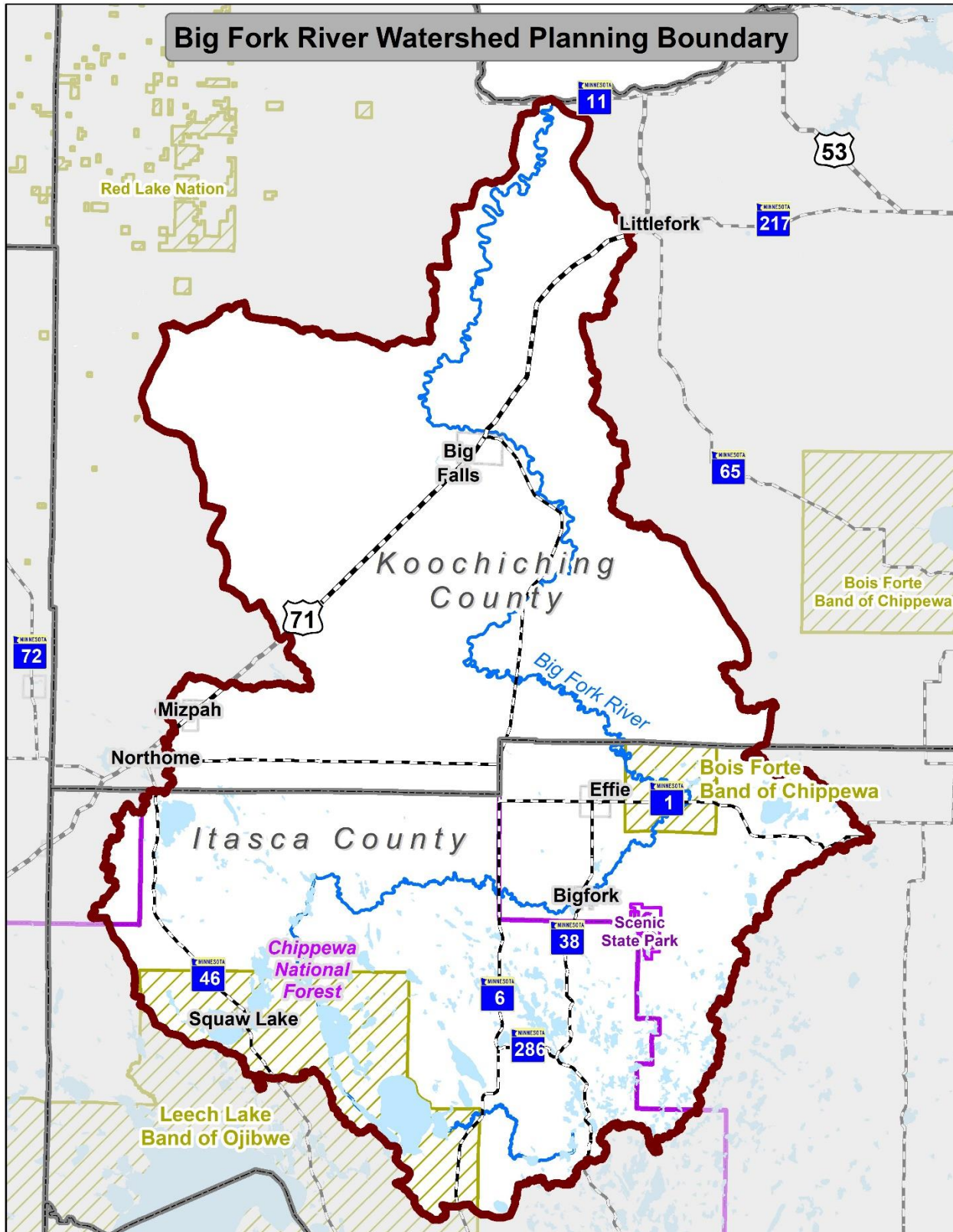
BY: _____
ITS: City Mayor

Date: _____

BY: _____
ITS: City Clerk/Administrator

Date: _____

Attachment A
Big Fork River Watershed Planning Boundary Hydrologic Unit Code (09030006)



Attachment B

Scope of Services Provided by:

Itasca Soil & Water Conservation District (SWCD)

The Itasca SWCD will coordinate the following duties:

1. Assist with data compilation, meeting facilitation, and plan writing.
2. Coordination of Policy Committee meetings, including:
 - a) Provide advance notice of meetings;
 - b) Prepare and distribute the Agenda and related materials;
 - c) Prepare and distribute Policy Committee Minutes;
 - d) Maintain all records and documentation of the Policy Committee;
 - e) Provide public notices to the counties and watershed district for publication; and
 - f) Gather public comments from public hearing and prepare for submittal.
3. Coordination of Advisory Committee meetings including:
 - a) Provide advance notice of meetings;
 - b) Prepare and Distribute the Agenda and related materials;
 - c) Prepare and Distribute Minutes; and
 - d) Maintain all records and documentation of the committees.
4. Administration of the grant with BWSR for the purposes of developing a watershed-based plan, including:
 - a) Submit MOA, work plan, and other documents as required;
 - b) Execute the grant agreement;
 - c) Account for grant funds and prompt payment of bills incurred;
 - d) Complete annual eLINK reporting;
 - e) Present an annual audit of grant funds and their usage; and
 - f) Maintain all financial records and accounting.
5. Contracting for Services with the chosen consultant for plan preparation and writing of the watershed- based plan, including:
 - a) Execute the Contract for Services agreement;
 - b) Oversee expenditures incurred by the consultant;
 - c) Provide prompt payment for services rendered; and
 - d) Serve as primary contact person with the consultant.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, March 25, 2025

REQUEST FOR BOARD ACTION: RBA-2025-325

DEPARTMENT: Administrative Services

TIME REQUESTED: 30 Minutes

PRESENTER: Chair Venema

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 MEETING 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

03/25/2025

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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