



ITASCA COUNTY BOARD OF COMMISSIONERS

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

Tuesday, June 24, 2025

2:30 PM

Itasca County Boardroom

FINAL

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
Larry Hopkins	District #4	Absent	
Casey Venema	District #5	Present	2:30 PM

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Approve the Minutes of the Tuesday, June 17, 2025, Itasca County Regular Session.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
ABSENT:	Larry Hopkins

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
ABSENT:	Larry Hopkins

1. Approve the minutes of the Tuesday, June 17, 2025 Itasca County Regular Session.

V. CONSENT AGENDA

Motion To: Approve the Consent Agenda as delineated below.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner John Johnson
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
ABSENT:	Larry Hopkins

1. Approve and accept the 2025/2026 Housing Support Agreements effective July 1, 2025.

2. Approve the Purchase of Service Agreement between Itasca County Probation and Dr. Beth Prewett, The Woods Therapy and Counseling Services PLLC for court ordered juvenile sex offender treatment services for the period of July 1, 2025 through June 30, 2027.
3. Award Contract to lowest responsible bidder, Mr. Furnace, and authorize the necessary signatures to execute the contract documents.

VI. REGULAR AGENDA

1. Citizen Input
Dan Butterfield gave input Re: 3rd Floor Renovation.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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2. Recognition of County Employees

The following Employees were recognized:

Welcome to Thomas Anick, who is the new Corrections Deputy in the Sheriff's Department, which was effective June 23, 2025.

Farewell to Adam Kortekaas, whose last day as Emergency Communications Specialist was June 22, 2025, after 7+ years of service.

Welcome to Fiona Peterson, who is the new HR Assistant in the Human Resources Department, which was effective June 23, 2025.

Congratulations to Darin Johnson, who was promoted from Corrections Deputy to Corrections Sergeant in the Sheriff's Department, which was effective, June 22, 2025.

Congratulations to Melissa Skoglund, who transferred from Clerk Treasurer to Accounting Technician in the Auditor Treasurer Department, which was effective, June 22, 2025.

Congratulations to Desiree Schneider, who transferred from Administrative Support in the Probation Department to Legal Secretary-Trainee in the Attorneys Department which was effective June 23, 2025.

3. Commissioner Warrants

Motion To: Approve Commissioner Warrants with a check date of June 25, 2025, in the amount of \$21,443,780.97.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
ABSENT:	Larry Hopkins

4. ICHHS Warrants

Motion To: Approve the Itasca County Health and Human Services (ICHHS) Department Warrants for June 2025, in the amount of \$897,843.83.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
ABSENT:	Larry Hopkins

5. Legislative Conference Call

A Legislative Conference Call was provided by Itasca County Lobbyist Shane Zahrt.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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6. Grand Agreement – Itasca County HHS – Wellness Court Support

Motion To: Accept the Blandin Grant in the amount of up to \$200,000 for the time period of July 1, 2025 - June 30, 2028.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Terry Snyder
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
ABSENT:	Larry Hopkins

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

Health and Human Services Director Eric Villeneuve provided an update on County Based Purchasing (IMCare) Division.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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8. Information only - Receive June Construction Update

Transportation Engineer Rachel Metalek provided update on the June Construction.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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9. Approve final resolution in support of state land acquisition of former Potlatch lands from The Conservation Fund.

Motion To: Approve the Resolution for the Proposed DNR Land Acquisition.

RESULT:	APPROVED (3 TO 1)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, Casey Venema
NAYS:	John Johnson
ABSENT:	Larry Hopkins

10. Formal Thank You

Itasca County Court Administrator Lisa Havlund thanked the Commissioners and Administrator for their part in the new Court Facility.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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11. IEDC Update

Tamara Lowney and Nicole Arbour provided a quarterly update on IEDC.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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12. Reallocation

Motion To: Approve the reallocation of Deputy Clerk position to Deputy Clerk/Deputy Administrator.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
ABSENT:	Larry Hopkins

13. Final estimates on third-floor boardroom project

Motion To: Receive final estimates on third-floor boardroom project and approve the renovations.

RESULT:	APPROVED (3 TO 1)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, John Johnson, Casey Venema
NAYS:	Terry Snyder
ABSENT:	Larry Hopkins

VII. ADMINISTRATOR UPDATE**VIII. COMMITTEE REPORTS**

Commissioner Johnson reported on attending a HWY 169 Safety Review and Audit meeting and Itasca County Lake Association (ICOLA) meeting.

Commissioner Snyder reported on attending an IEDC Board meeting, Trails Task Force meeting and an MREA meeting.

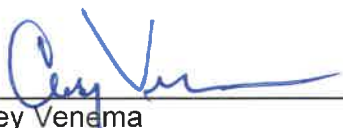
Commissioner Smith reported on attending an MREA meeting, and a Mississippi Headwaters Board (MHB) meeting.

IX. COMMISSIONER COMMENTS

Commissioner Johnson provided comment regarding KAXE Communication regarding funding for public broadcasting.

X. CLOSED SESSIONS**XI. ADJOURN**

Chair Venema adjourned the meeting at 4:12 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
(218) 327-2847

Tuesday, June 17, 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
Larry Hopkins	District #4	Present	2:30 PM
Casey Venema	District #5	Present	2:30 PM

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Add Item #6.5 (North Itasca Joint Powers Agreement Update) and approve Agenda as amended.

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

IV. MINUTES APPROVAL

Motion To: Approve the Minutes as delineated below.

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

1. Approve the minutes of the Tuesday, June 10, 2025, Itasca County Regular Session.

V. CONSENT AGENDA

Motion To: Approve the Consent Agenda as delineated below.

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

1. Approve and authorize County Board Chair and North Memorial Health Care to sign the contract to provide ambulance service to the Nashwauk Ambulance Subordinate Service District (NASSD).
2. Award Contract 68104 CSAH 81 Bituminous Mill and Overlay to the lowest responsible bidder, Hawkinson Construction, in the amount of \$676,972.76 and authorize the required signatures on the contract documents.

3. Approve the Recreational Trail Master License Agreement by and between Blandin Paper Company and Itasca County authorize necessary signatures.
4. Authorize the Probation Department to apply for the Remote Electronic Alcohol Monitor (REAM) Grant and authorize signatures of the County Board Chair and County Auditor as the fiscal agent, for acceptance of the grant, if awarded.
5. Authorize the Probation Department to apply for the State of Minnesota Community Based Sex Offender Programming Grant and authorize signature of the County Board Chair and County Auditor as fiscal agent, for acceptance of the grant, if awarded.

VI. REGULAR AGENDA

1. Citizen Input
No Citizen Input Provided.
2. Commissioner Warrants

Motion To: Approve Commissioner Warrants with a check date of June 18, 2025, in the amount of \$589,286.

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

3. Public Hearing for the Conditional Use Permit (CUP) For Mad Bear Alpine Area LLC

Motion To: Open the Public Hearing Re: Conditional Use Permit for Mad Bear Alpine Area LLC.

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

Motion To: Close the above Public Hearing.

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

Motion To: Adopt the finding and fact of the Land Planning Commission Board and approve the Conditional Use Permit for Mad Bear Alpine Area LLC.

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

4. Tentative Sponsorship for the proposed Keewatin Connection ATV Trail

Motion To: Approve the Tentative Sponsorship for the Keewatin Connection ATV Trail.

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

5. North Itasca Joint Powers Board Update

Tim Johnson, Dean Haley, and Amy Phiher provided an update on the North Itasca Joint Powers Board.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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VII. ADMINISTRATOR UPDATE**VIII. COMMITTEE REPORTS**

Commissioner Hopkins reported on attending a Wildwood Township meeting.

Commissioner Snyder reported on attending a Lake Jesse Township meeting, County Board of Appeals & Equalization meeting, IEDC, and a Housing Development meeting.

Commissioner Smith reported on attending a Housing Development meeting and meeting with the Land Department Re: trails.

Commissioner Venema reported on attending the Western Mine Planning Board meeting.

IX. COMMISSIONER COMMENTS

Commissioner Smith provided comment regarding the passing of Brian Schaar, Mayor of Squaw Lake. His Service will be held at the Squaw Lake Community Center on June 28, 2025 at 2:00 p.m.

RECESS

Chair Venema recessed the meeting at 3:00 PM.

RECONVENE

Chair Venema reconvened the meeting at 3:06 PM, with all members present.

X. CLOSED SESSIONS

1. Hold a meeting which may be closed pursuant to Minn. Stat. §13D.05, subd. 3(b) based upon attorney/client privilege, Minn. Stat. §595.02 to discuss litigation issues.

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

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

Others Present: County Administrator Brett Skyles, County Assessor William Hilback, Assistant County Attorney Mike Haig.

Motion To: Go into Open Session.

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

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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XI. ADJOURN

Chair Venema adjourned the meeting at 3:30 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, June 24, 2025

REQUEST FOR BOARD ACTION: RBA-2025-446

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Christine Krebs

AGENDA ITEM:

2025/2026 Housing Support Agreements

BOARD ACTION REQUESTED:

Approve and accept the 2025/2026 Housing Support Agreements effective July 1, 2025.

BACKGROUND:

Paid with state waiver dollars, no county dollars are expended. Agreement rates are set by the state.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Ready for Board HOUSING SUPPORT INDIVIDUAL LIST FOR BOARD 2025-2026
2. Ready for Board Housing Support with supplemental services list for Board 2025-2026
3. Ready for Board HOUSING SUPPORT CORP LIST FOR BOARD 2025-2026

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner John Johnson
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
ABSENT:	Larry Hopkins

**INDIVIDUAL GROUP RESIDENTIAL HOUSING AGREEMENTS EFFECTIVE 7/1/25
THRU 6/30/26 MONTHLY \$1,192.00 DAILY \$39.19**

GIBEAUS ADULT FOSTER CARE

NEWMAN-TRUDEL REBEKAH

NORRIS, JOANNE

RIMA, DARLA & ROB

SCHULTZ, KARI

WILSON, EVA

WOKASCH, MICHAEL & BARBARA (WOKASCH I)

**CORPORATE HOUSING SUPPORT AGREEMENTS FOR HOMES THAT ARE
LICENSED FOR SUPPLEMENTAL SERVICES EFFECTIVE 7/1/25 THRU 6/30/26
MONTHLY \$1,192.00 DAILY \$39.19
WITH A MAX SUPPLEMENTAL SERVICE PAYMENT OF \$494.91 PER MONTH**

NORTHLAND BEACON HILL

**CORPORATE HOUSING SUPPORT AGREEMENTS EFFECTIVE 7/1/25 THRU
6/30/26 MONTHLY \$1,192.00 DAILY \$39.19
(FORMERLY GRH AGREEMENTS)**

ALPHA SERVICES COMPANY OF ROCHESTER HOUSE 1 GRAND RAPIDS

ALPHA SERVICES COMPANY OF ROCHESTER HOUSE 2 COHASSET

AMERICARE LODGE

AUTUMN LANE INC.

BIGFORK VALLEY VILLA

BROOKSTONE MANOR

CEDAR VALLEY HOMES, INC. AKA MCKINNEY LAKE HOUSE

DIAMOND WILLOW ASSISTED LIVING EAGLE PINES (GR #1)

DIAMOND WILLOW ASSISTED LIVING MISSISSIPPI STE (GR #2)

DUNGARVIN RIVER

DUNGARVIN 13TH

FACES NORTH

GARDEN COURT CHATEAU

HILLCREST-NASHWAUK

HOME AND COMFORT, INC

HOPE HOUSE 1 COMMUNITY SETTING

HOPE HOUSE 2 COMMUNITY SETTING

LUTHERAN SOCIAL SERVICE GARLAND

LUTHERAN SOCIAL SERVICE DREAMCATCHER

LUTHERAN SOCIAL SERVICE 5TH AVE SLS

LUTHERAN SOCIAL SERVICE RIVERKNOT

MAJESTIC PINES GRAND LLC

MAPLE WOODS INC

MCOCS GRAND RAPIDS

NHS ALPINE

NHS MIDWAY II

NHS VIKING

NHS WHITE PINE

NORTHLAND 1307 S POKEGAMA – POKEGAMA PLACE

NORTHLAND 402 SE 13TH ST MAPLEWOOD

NORTHLAND SISEEBAKWET RANCH

NORTHLAND – SYLVAN BAY

NORTHLAND SPEARS PLACE

NORTHWOODS VILLA INC HOUSE 1

NORTHWOODS VILLA INC HOUSE 2

NORTHWOODS VILLA INC HOUSE 3

NORTHWOODS VILLA INC HOUSE 4

OAK HILLS

OAKRIDGE BIRCHCOURT

OACKRIDGE WILLOW

ORION BASS BROOK

ORION BAYSIDE

ORION CLOVER

ORION MAPLE

ORION NORTHWEST

ORION RIVERSIDE

ORION 833 SOUTHWEST

ORION WESTWOOD

RIVER GRAND, INC.

SUGAR BROOK VILLA

THE EMERALDS

THRIVE BEHAVIORAL NETWORK



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, June 24, 2025

REQUEST FOR BOARD ACTION: RBA-2025-449

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Kevin Glass

AGENDA ITEM:

The Woods Therapy and Counseling Services, PLLC Purchase of Service Agreement

BOARD ACTION REQUESTED:

Approve the Purchase of Service Agreement between Itasca County Probation and Dr. Beth Prewett, The Woods Therapy and Counseling Services PLLC for court ordered juvenile sex offender treatment services for the period of July 1, 2025 through June 30, 2027.

BACKGROUND:

This amount is for additional funding needed for costs exceeding State Grant Dollars of \$52,836.00.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. The Woods Therapy and Counseling Services PLLC 07-01-2025 thru 06-30-2027

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner John Johnson
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
ABSENT:	Larry Hopkins

ITASCA COUNTY PROBATION
123 NW 4th Street
Grand Rapids, Minnesota 55744

PURCHASE OF SERVICE AGREEMENT

The ITASCA COUNTY PROBATION, 123 NW 4TH STREET, GRAND RAPIDS, MINNESOTA 55744, hereafter referred to as the "Agency", and **DR. BETH PREWETT, THE WOODS THERAPY AND COUNSELING SERVICES, PLLC, 1833 W US HWY 2, SUITE C, GRAND RAPIDS, MN 55744**, hereafter referred to as the "Contractor", enter into this Agreement for the period from **07/01/2025 THROUGH 06/30/2027**.

WITNESSETH

WHEREAS, the Contractor is an approved vendor according to published county criteria or certified by the Public Agency ITASCA COUNTY PROBATION to provide **COURT ORDERED JUVENILE SEX OFFENDER TREATMENT SERVICES** to persons; and

WHEREAS, the Agency, pursuant to Minnesota Statutes, Sections 373.01 and 373.02, wishes to purchase such program services from the Contractor; and

WHEREAS, the Contractor represents that it is duly qualified and willing to perform such services;

NOW THEREFORE, in consideration of the mutual understandings and agreements set forth, the Agency and Contractor agree as follows:

I. CONTRACT GENERAL

A. Contractor's Duties:

1. Attached to this Agreement as Exhibit "A" will be items **a through g** as follows:
 - a. **Description of services.**
 - b. **Exposition of staffing**, including job description and professional qualifications of personnel.
 - c. **Organizational chart** with names and positions.
 - d. **Line item budget.**
 - e. **Proof of professional/commercial liability insurance**, (photocopies should include expiration date and amount of coverage).
 - f. **Proof of Worker's Compensation**, (photocopies should include expiration date).
 - g. **Operating license** (photocopy, when applicable).
2. Attached to this Agreement as Exhibit "B", when applicable, are specific duties of the Contractor, as the Agency deems necessary, for the delivery and accountability of client services.
3. The Contractor shall, in writing within ten (10) days, notify the Agency whenever it is unable to, or going to be unable to, provide the required quality or quantity of purchased services. Upon such notifications, Agency shall determine whether such inability will require modification or cancellation of said Agreement.

B. Cost and Delivery of Purchased Services:

1. The Contractor certifies that the services to be provided under this Agreement are not available without cost to eligible clients. The Contractor further certifies that payment claims for purchased services will be in accordance with rates of payment which do not exceed amounts reasonable and necessary to assure quality of service. The Contractor further certifies that rates of payment do not reflect any administrative or program costs assignable to private pay or third-party pay service recipients.
2. Purchased services will be provided at **THE WOODS THERAPY AND COUNSELING SERVICES, PLLC, 1833 W US HWY 2, SUITE C, GRAND RAPIDS, MN 55744**.

C. Safeguard of Client Information:

1. The use or disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality provided for in Minnesota Statutes, Chapter 13, and the Health Insurance Portability and Accountability Act of 1996 (45 C.F.R. Part 160-164), or for any purpose not directly connected with the Agency's or Contractor's responsibility with respect to the purchased services hereunder is prohibited. The collection, use, maintenance and dissemination of data on clients shall be in accordance with the laws of Minnesota and the United States applicable to the data. The Contractor shall assure compliance with Minnesota Statute Section 13.46, subd. 10, Para. (b).
 - a. The parties hereto recognize that data collected, used, exchanged, and disseminated for the administration and management of activities and programs authorized by this Agreement may be classified by State or Federal Law as private or confidential. The parties agree that such data will be collected, used, exchanged, and disseminated consistent with the requirements of law applicable to that data, including the Minnesota Data Practices Act, Minn. Stat. §§ 13.01 et seq., as amended, the Rules of the Commissioner of Administration promulgated there under, MN Rules 1205.0100 et seq., as amended, and the Health Insurance Portability and Accountability Act of 1996 (45 C.F.R. Part 160-164). To the extent necessary for the administration and management of activities and programs herein provided and as otherwise specifically authorized by law, private and confidential data may be exchanged and disseminated between the respective parties, including their legal representatives.
 - b. (When applicable) In accordance with MN Rules 1205.0200 Subpart 14d. it is agreed that the Contractor shall be the responsible authority for that nonprofit corporation.
2. The Agency and Contractor shall insure that a joint release of information document is completed to permit mutual exchange of information between Agency and Contractor.

D. Equal Employment Opportunity and Civil Rights and Nondiscrimination:

1. (When applicable) the Contractor agrees to comply with the Civil Rights Act of 1964, Title VII (42 USC 2000e); including Executive Order No. 11246, and Title VI (42 USC 2000d); and the Rehabilitation Act of 1973, as amended by Section 504;
2. (When applicable) the Contractor certifies that it has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, Section 363A.36. This section only applies if the grant is for more than \$100,000, and the Contractor has employed forty or more full-time employees within the State of Minnesota on a single working day during the previous 12 months.

E. Fair Hearing and Grievance Procedures:

1. The Agency agrees to provide for a fair hearing and grievance procedure in conformance with Minnesota Statutes, Section 256.045, and in conjunction with the fair Hearing and Grievance Procedures established by administrative rules of the State Department of Human Services.

F. Conditions of the Parties' Obligations:

1. It is understood and agreed that in the event the reimbursement to the Agency from State and Federal sources is not obtained and/or continued at a level sufficient to allow for the purchase of the indicated quantity of purchased services, the obligations of each party hereunder shall thereupon be terminated.
2. This Agreement may be canceled by either party at any time, with or without cause, upon thirty (30) days notice, in writing, delivered by mail or in person.
3. Before the termination date specified in Page 1 of this Agreement the Agency may evaluate the performance of the Contractor in regard to terms of this Agreement to determine whether such performance merits renewal of this Agreement.

4. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this Agreement.
5. No claim for services furnished by the Contractor, not specifically provided in the Agreement, will be allowed by the Agency, nor shall the Contractor do any work or furnish any material not covered by this Agreement, unless this is approved in writing by the Agency. Such approval shall be considered to be a modification of the Agreement.
6. In the event that there is a revision of Federal regulations which might make this Agreement ineligible for Federal financial participation, all parties will review the Agreement and renegotiate those items necessary to bring the Agreement into compliance with the new Federal regulations.

G. Subcontracting:

1. The Contractor agrees not to enter into subcontracts for any of the work contemplated under this Agreement without written approval of the Agency.
2. All subcontractors must be subject to and must meet all of the requirements of this Agreement.
3. The Contractors must ensure that any and all subcontracts to provide services under this Agreement must contain the following language:

The subcontractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary, and as a third-party beneficiary, is an affected party under this Agreement. The subcontractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or may sue the provider for any appropriate relief in law or equity, including but not limited to rescission, damages, or specific performance, of all or any part of the Agreement. Minnesota Department of Human Services is entitled to and may recover from the provider reasonable attorney's fees, costs, and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision must not be construed to limit the rights of any party to the Agreement or any other third-party beneficiary, nor must it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any other waiver or immunity.

4. The Contractor agrees to be responsible for the performance of any subcontractor to ensure compliance to the subcontract and Minnesota Rules, part 9525.1870, subpart 3.

H. Contractor Interested in Agreement:

1. No county official or deputy or clerk or employee of such official shall be directly or indirectly interested in any agreement, contract, work, labor, or business to which the County is a party or in which it is or may be interested or in the furnishing of any article to, or the purchase or sale of any property, real or personal, by the County, or of which the consideration, price, or expense is payable from the County treasury. Any violation of the provisions of Minnesota Statutes, Section 382.18, shall be a gross misdemeanor.

I. Contractor Debarment, Suspension and Responsibility Certification:

Federal Regulations 45 CFR 92.35 prohibits the State/Agency from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minnesota Statutes, Section 16C.03, subd. 2 provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with the State/Agency. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner.

By Signing This Agreement, The Contractor Certifies That It And Its Principals* And Employees:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency; and
- b. Have not within a three-year period preceding this contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract; 2) violated any federal or state antitrust statutes; or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- c. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction; 2) violating any federal or state antitrust statutes; or 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- d. Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this Agreement are in violation of any of the certifications set forth above.
- e. Shall immediately give written notice to the Contracting Officer should Contractor come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing: a public (federal, state or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

* "Principals" for the purposes of this certification means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager; head of a subsidiary, division, or business segment and similar positions).

Directions for On Line Access to Excluded Providers

To ensure compliance with this regulation, identification of excluded entities and individuals can be found on the Office of Inspector General (OIG) website at <https://oig.hhs.gov>.

If you do not have access to the website, and/or need the information in an alternative format, contact: Crissy Krebs, Business Division Manager, Itasca County Health and Human Services at (218) 327-6152.

J. Miscellaneous:

1. Entire Agreement: It is understood and agreed that the entire Agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Contractor and any county social services agency relating to the subject matter hereof.
2. The Contractor acknowledges and agrees that the Minnesota Department of Human Services is a third- party beneficiary and, as a third-party beneficiary, is an affected party under this Agreement. The Contractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or sue the Contractor for any appropriate relief in law or equity, including, but not limited to, rescission, damages, or specific performance, of all or any part of the Agreement between the County Board and the Contractor. The Contractor specifically acknowledges that the County Board and the Minnesota Department of Human Services are entitled to and may recover from the Contractor reasonable attorney's fees and costs and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision shall not be construed to limit the rights of any party to the Agreement or any other

third-party beneficiary, nor shall it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any other waiver of immunity.

3. The Contractor agrees to acknowledge the Agency in the credits of advertisements and publicity.
4. (When applicable) The placement agreements between vendors and counties, other than Itasca, to provide services to out-of county clients under this Agreement must contain a provision stating that the county signing the placement agreement will either (1) pay the costs of other social services rendered by Itasca County or other providers that are under contract with Itasca County; and (2) will be responsible for billing Medical Assistance, Medicare, private insurance, or third-party payer.

At the time the social service is rendered, the vendor will instruct the provider to bill the county of financial responsibility directly. Any county placing a child in Itasca County will be financially responsible for any and all placement costs for that child, including but not limited to placements in secure and/or shelter facilities whether by police hold or any other means.

Itasca County will not be financially responsible for any placement costs for out of county children unless prior authorization is obtained from Itasca County Probation.

5. (When applicable) The Contractor agrees to bill all pay sources including third party insurances and obtain a denial prior to submitting a claim to Itasca County Probation. In the event the service is not covered by the third party payer, a denial must be submitted with the claim to Itasca County Probation. Payment will not be made without such denial. A denial reason for anything other than "non-covered service" does not constitute county coverage; for example: not billing within the allowed time frame for a particular carrier, wrong procedure code, diagnosis code, etc.
6. Itasca County will not pay for two placements that occur on the same date of service.

II. Contract Specific

A. Contractor's Duties

1. The Agency agrees to purchase and the Contractor agrees to furnish the following:

Court Ordered Juvenile Sex Offender Treatment Services for the period 07/01/2025 – 06/30/2027. THE WOODS THERAPY AND COUNSELING SERVICES PLLC will provide Court Ordered Juvenile Sex Offender Treatment, which includes the following: Weekly Treatment; Healthy Relationships Education; Individual Therapy & Aftercare; Family Therapy; Psycho-Sexual Assessments; and Progress & Discharge Summaries. THE WOODS THERAPY AND COUNSELING SERVICES PLLC shall not be entitled to any additional compensation for testimony required for court hearings.

Contract Services -- \$79,400

Itasca County would contract with The Woods Therapy and Counseling Services of Grand Rapids, Minnesota, to provide sex offender treatment services for juvenile sex offenders. It would be The Woods Therapy and Counseling Services responsibility to facilitate therapeutic change in their treatment process to juvenile sex offenders referred from Itasca County.

Breakdown of Costs for contracted services are as follows:

Weekly Treatment, Education, Individual Therapy and Aftercare:

\$1400 per week x 48 weeks =	\$67,200
Psycho-Sexual Assessments: 10 x \$800 =	\$ 8,000
Polygraph Testing: 12 x \$350 =	\$ 4,200

TOTAL:	\$79,400
---------------	-----------------

This amount is for additional funding needed for costs exceeding State Grant Dollars of \$52,836.00.

TOTAL: Not to Exceed \$78,500.00 County Dollars annually paid for by Itasca County Probation Department.

Clients will be assessed a fee which will be collected by Itasca County Probation Department. The fees collected will be used to offset the \$78,500.00 County Dollars spent.

B. Eligibility for Services:

1. The parties understand and agree that the eligibility of the client to receive the purchased services is to be determined in accordance with eligibility criteria established by the Agency.
 - a. It is understood and agreed by the parties that, for fee eligible recipients, fees shall be charged and collected in accordance with fee policy and schedules adopted by the County Board of Commissioners.
 - b. The Contractor shall not charge any program or service fee to social services eligible clients except in accordance with "B.1.a." above.
 - c. (When applicable) When the Agency has determined that the client is no longer eligible to receive purchased services or that services are no longer needed or appropriate, the Agency must notify the Contractor within 5 days of the determination. The Agency must notify the client of proposed termination of services in writing at least 10 days prior to the proposed agency action and of the client's right to appeal this proposed agency action.
 - d. (When applicable) The Contractor must notify the Agency and the client in writing whenever the Contractor proposes to discharge or terminate service(s) to a client. The notice must be sent at least 10 days prior to the proposed date of discharge or termination, and must include the specific grounds for discharge or termination of service(s). The Contractor must not discharge or terminate services to a client prior to the proposed date unless delay would seriously endanger the health, safety, or well-being of other residents or service recipients.
 - e. (When applicable) The Contractor must establish written procedures for discharging a client or terminating services to a client. The written procedures must include:
 - 1) Preparation of a summary of findings, processes, and plans to be transmitted with the client;

C. Payment for Purchased Services:

1. Certification of expenditures: The Contractor shall, within five (5) working days following the last day of each calendar month, submit a standard invoice for social services purchased to Itasca County Probation. The invoice shall show: (1) total program and administrative expenditures for the month and (2) an itemized account of each social services eligible individual, identifying service(s) provided, number of units, cost per unit and service dates, including administrative costs allocated to the provision of purchased services to reimbursement eligible clients.
2. All bills for a specific month of service **must** be in to the Agency within five days of end of service month; example, services given in January can be received no later than the fifth working day of February. **Bills older than five weeks may be rejected** due to the variety of funding sources that are utilized by the Agency.
3. Payment: The Agency shall, within thirty (30) days of the date of receipt of the invoice, make payment to the Contractor for all reimbursement eligible clients identified on the invoice.

D. Recording Requirements or Accountability:

1. The Contractor agrees to maintain records and documents which sufficiently and properly reflect all direct and indirect services provided to clients covered by this Agreement. Documentation includes, but is not limited to, statements relating to Client Identifying Information, all available intake data, treatment plan, progress data, discharge plan, evidence of eligibility and redetermination of eligibility status, court orders when appropriate, and a proper release of information allowing the Contract Manager at the Agency, or other Agency designee, access to the above mention data.

E. Audit and Record Disclosures:

1. The Contractor Shall:
 - a. Allow personnel of the Agency, the Minnesota Department of Human Services, or their representative, access to the Contractor's facility and records at reasonable hours to exercise their responsibility to monitor purchased services.
 - (1) Permit the Contract Manager or other personnel of the County, through the Agency, access to the Contractor's facility to conduct site visits, as deemed necessary, to determine compliance with this Agreement and to evaluate the quality of services provided under this Agreement. Such visits may be made with prior notice at any time within the hours of operation of the Contractor. The Contractor shall be furnished a summary of any reports prepared as a result of the visit.
 - (2) The Agreement gives the Agency, DHS, and the U.S. Department of Health and Human Services the authority to copy program and fiscal records.
 - b. Provide the Agency with information about fees collected and the fee source.
 - c. Maintain all records pertaining to the Agreement at **DR. BETH PREWETT, THE WOODS THERAPY AND COUNSELING SERVICES PLLC, 1833 W US HWY 2, SUITE C, GRAND RAPIDS, MN 55744** for four (4) years for audit purposes.
 - d. Comply with policies of the Minnesota Department of Human Services regarding social services recording and monitoring procedures, as defined in the Department of Human Services Social Service Manual, and the administrative rules of the State Agency.
 - e. If the collection of social services fees is delegated to the Contractor, the Contractor must provide the Agency with information about fees collected and the fee sources.
2. Books, records, documents and accounting procedures and practices of the Contractor relative to the Agreement are subject to examination by the Agency.

F. Bonding, Indemnity, Insurance, and Audit Clause:

1. Bonding: The Contractor shall obtain and maintain at all times, during the term of this Agreement, a fidelity bond covering the activity of its personnel authorized to receive or distribute monies.
2. Indemnity: The Contractor agrees that it will at all times indemnify and hold harmless the Agency from any and all liability, loss, damages, costs or expenses which may be claimed against the Agency or Contractor;
 - a. By reason of any service client's suffering personal injury, death, or property loss or damages either while participating in or receiving from the Contractor the care and services to be furnished by the Contractor under this Agreement, or while on premises owned, leased or operated by the Contractor, or while being transported to or from said premises in any vehicle owned, operated, chartered or otherwise contracted for by the Contractor or his assigns; or
 - b. By reason of any service client's causing injury to another person, or damage to the property of another person during any time when the Contractor or his assigns or employee thereof has undertaken, or is furnishing the care and service called for under this Agreement.

- c. The Contractor agrees to comply with the Agency's/Itasca County's Indemnification and Insurance Policy attached to this Agreement as Exhibit "C."
3. Insurance: The Contractor further agrees, in order to protect itself and the Agency under the indemnity provisions set forth above, to at all times during the term of this Agreement, have and keep in force a professional/commercial liability insurance policy in the amount of **\$1,500,000.00** for total injuries or damages arising from any one incident and **\$3,000,000.00** general aggregate. Worker's Compensation shall be provided per Minnesota statutory limits and Employer's Liability shall be in the amount of Bodily Injury by Accident: **\$500,000.00** each Accident, Bodily Injury by Disease: **\$500,000.00** each employee, Bodily Injury by Disease: **\$500,000.00** policy limit. When transportation is provided by the Contractor, said Contractor shall have and keep in force automobile liability in the amount of **\$1,500,000.00** for bodily injury and property damage covering owned, non-owned and hired automobiles. Itasca County Probation must be named additional insured. The Contractor agrees to comply with the Agency's/Itasca County's Indemnification and Insurance Policy attached to this Agreement as Exhibit "C."
4. Audit: The Contractor agrees that within sixty (60) days of the close of its fiscal year, unless a later date is agreed upon between the Agency and the Contractor, an audit will be conducted by an Accountant which will meet the requirements of the Single Audit Act of 1996, P.L. 104-156 and Office of Management and Budget, Circular No. A-133. Contractors not meeting the \$750,000 minimum requirement of expending federal dollars in a single fiscal year for single audits will be required to complete a yearly financial statement. After completion of the audit and/or financial statement, a copy of the report must be filed with the Agency. The books, records, documents, and accounting procedures of the vendor or party receiving public funds are subject to audit by the state auditor.
5. The Contractor certifies that the organization is in compliance with the workers compensation insurance requirements of Minnesota Statutes, section 176.181, subdivision 2 as reflected in the attached proof of insurance.

G. Noncompliance

1. If the Contractor fails to comply with the provisions of this Agreement, the Agency may seek any available legal remedy.
2. Either party must notify the other party within 30 days when a party has reasonable grounds to believe that this Agreement has been or will be breached in a material manner. The party receiving such notification must have 30 days, or any other such period of time as mutually agreed to by the parties, to cure the breach or anticipatory breach.

H. Independent Contractor.

1. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the Agency for any purpose or in any manner whatsoever. The Contractor is to be, and shall remain, an independent contractor with respect to all services performed under this Agreement. The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement; that all personnel of the Contractor or other persons, while engaged in the performance of any work or services required by the Contractor under this Agreement, shall have no contractual agreement with the Agency and shall not be considered employees of the Agency and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers Compensation Act of the State of Minnesota on behalf of said personnel arising out of employment or alleged employment, including without limitation, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the Agency; and that the Contractor shall defend, indemnify and hold the Agency, its officers, agents and employees, harmless from any and all such claims irrespective of any determination of any pertinent tribunal, agency, board, commission or court. Such personnel or other person shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the County, including without limitation,

tenure rights, medical and hospital care, sick and vacation leave, workers compensation, employment insurance, disability, severance pay and PERA.

BY _____
(Director, Itasca County Probation)

BY _____
(Director, Contracting Agency)

DATED _____

DATED _____

BY _____
(Chairperson, Itasca County Board of Commissioners)

BY _____
(Chairperson, Board of Contracting Agency)

DATED _____

DATED _____



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, June 24, 2025

REQUEST FOR BOARD ACTION: RBA-2025-445

DEPARTMENT: Transportation
PRESENTER: Ryan Sutherland

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:

Highway Maintenance Facilities - Preventive HVAC Maintenance Contract

BOARD ACTION REQUESTED:

Award Contract to lowest responsible bidder, Mr. Furnace, and authorize the necessary signatures to execute the contract documents.

BACKGROUND:

This is a 3 year contract for preventive HVAC maintenance at (9) Highway Maintenance Facilities. Bids were opened June 09, 2025.

Mr. Furnace - \$51,000.00
ASAP Heating & Air Conditioning - \$62,649.00
Arctic Heating and Cooling, LLC - \$60,000.00

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION: None

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner John Johnson
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
ABSENT:	Larry Hopkins



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, June 24, 2025

REQUEST FOR BOARD ACTION: RBA-2025-150

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: Chair

AGENDA ITEM:

Citizen Input

BOARD ACTION REQUESTED:

Receive Citizen Input

BACKGROUND:

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

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

06/24/2025

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, June 24, 2025

REQUEST FOR BOARD ACTION: RBA-2025-187

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.

Welcome to Thomas Anick, who is the new Corrections Deputy in the Sheriff's Department, which was effective June 23, 2025.

Farewell to Adam Kortekaas, whose last day as Emergency Communications Specialist was June 22, 2025, after 7+ years of service.

Welcome to Fiona Peterson, who is the new HR Assistant in the Human Resources Department, which was effective June 23, 2025.

Congratulations to Darin Johnson, who was promoted from Corrections Deputy to Corrections Sergeant in the Sheriff's Department, which was effective, June 22, 2025.

Congratulations to Melissa Skoglund, who transferred from Clerk Treasurer to Accounting Technician in the Auditor Treasurer Department, which was effective, June 22, 2025.

Congratulations to Desiree Schneider, who transferred from Administrative Support in the Probation Department to Legal Secretary-Trainee in the Attorneys Department which was effective June 23, 2025.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

06/24/2025

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, June 24, 2025

REQUEST FOR BOARD ACTION: RBA-2025-79

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 June 25, 2025, in the amount of \$21,443,780.97.

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
ABSENT:	Larry Hopkins



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, June 24, 2025

REQUEST FOR BOARD ACTION: RBA-2025-110

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 June 2025, in the amount of \$897,843.83.

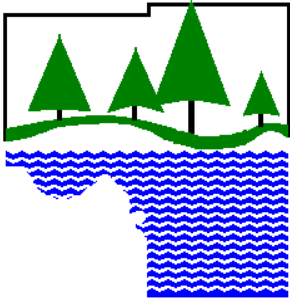
BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. June 2025 Board Report

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
ABSENT:	Larry Hopkins



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

June 2025

Income Maint/Admin Payments	\$ 122,082.45
Social Services - Waivers	\$ 9,017.08
Social Services - Non-Waivers	\$ 100,536.59
Foster Care/Out of Home/FamilySupport	\$ 419,736.48
Relative Custody/Preventive Placement Costs/Incidentals	\$ 12,163.01
Public Health	\$ 17,240.68
Community Health Board	\$ 217,067.54
Total	\$ 897,843.83

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.

June 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	503,076.21	490,023.47	519,051.04	552,814.60	327,746.28
May	486,088.00	499,374.53	438,535.58	487,698.28	435,540.15
June	419,736.48	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	2,596,969.83	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	86	25	29%	6	24%
May	108	35	32%	4	11%
June	105	25	24%	5	20%
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!
	544	152	28%	32	21%
	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%

June 2025
Out of Home Placement Payments by Vendor

		Rate	Invoices Paid
Northwestern MN Juvenile	-	\$260-\$372/day	\$ 93,517
The Bridge Residential Facility	-	\$255/day	\$ 61,965
Nexus	-	\$296 - \$556/day	\$ 28,781
Northwood	-	\$294-\$441/day	\$ 27,402
Snyders/Foundation for Life	-	\$200/day	\$ 25,812
Lutheran Social Services	-	\$148-\$366/day	\$ 22,934
Little Sand Group Home	-	\$394/day	\$ 16,961
Fond Du Lac Foster Care	-	\$40 - \$90/day	\$ 15,194
North Homes	-	\$175 - \$573/day	\$ 12,542
Northstar	-	\$200/day	\$ 12,524
Heartland Girls Ranch	-	\$249 - \$359/day	\$ 11,139
Anoka County Juvenile Center	-	\$395/day	\$ 8,713
Village Ranch	-	\$249 - \$318/day	\$ 8,422
Lighthouse	-	\$200/day	\$ 6,000
Dungarvin	-	\$35/day	\$ 3,275
180 Degrees Inc	-	\$500 - \$566/day	\$ -
Arrowhead Juvenile Center	-	\$286/day	\$ -
Bar None	-	\$559/day	\$ -
Crow Wing Community Serv	-	\$295/day	\$ -
Dakota County Juvenile Serv	-	\$325 - \$340/day	\$ -
East Central Regional Juvenile	-	\$375/day	\$ -
MCF - Redwing	-	\$260/day	\$ -
MN Dept of Corrections	-	\$269/day	\$ -
New Trails Group Home	-	\$331/day	\$ -
Peace House	-	\$115/day	\$ -
Port Group Homes	-	\$381/day	\$ -
Prairie Lakes Youth Program	-	\$209 - \$410/day	\$ -
Volunteers of America	-	\$330 - \$590/day	\$ -
West Central Juvenile Center	-	\$300 - \$595/day	\$ -
Woodland Hills	-	\$290 - \$331/day	\$ -
Individuals*	-	\$21 - \$121/day	\$ 64,554

Total \$ 419,736

*Individuals : Includes Foster Care & Family Support Programs

June 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	8,391.12	20,628.17	22,630.04	11,508.29	-	13,395.04	76,552.66
May	-	1,048.89	11,506.80	34,544.20	9,723.63	8,903.40	65,726.92
Jun	-	-	-	-	-	12,542.20	12,542.20
Jul							-
Aug							-
Sep							-
Oct							-
Nov							-
Dec							-
	26,569.94	36,336.44	57,036.85	74,976.22	14,010.93	47,579.78	256,510.16

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		39,690.00	19,500.00	26,506.89	-		85,696.89
May		49,770.00	32,500.00	6,365.00			88,635.00
Jun		58,854.99	23,402.00	11,260.00			93,516.99
Jul							-
Aug							-
Sep							-
Oct							-
Nov							-
Dec							-
	-	211,605.94	110,254.00	111,385.14	-	-	433,245.08



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, June 24, 2025

REQUEST FOR BOARD ACTION: RBA-2025-453

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 Shane Zahrt.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

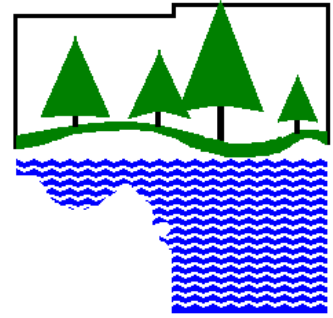
1. 2025 Legislative Priorities FINAL

06/24/2025

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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ITASCA COUNTY

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



Itasca County 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, June 24, 2025

REQUEST FOR BOARD ACTION: RBA-2025-454

DEPARTMENT: Health & Human Services

TIME REQUESTED: 5 Minutes

PRESENTER: Eric Villeneuve

AGENDA ITEM:

Grant Agreement - Itasca County HHS - Wellness Court Support

BOARD ACTION REQUESTED:

Accept the Blandin Grant in the amount of up to \$200,000 for the time period of July 1, 2025 - June 30, 2028.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Blandin MH Court Grant

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Terry Snyder
AYES::	Cory Smith, Terry Snyder, John Johnson, Casey Venema
ABSENT:	Larry Hopkins

Blandin Foundation Grant Agreement

This Agreement made and executed this 19th day of June 2025, by and between the Blandin Foundation (hereinafter referred to as “Foundation”) and Itasca County Health & Human Services (hereinafter referred to as “Grantee”).

The Foundation agrees to make the following grant, and Grantee agrees to accept such grant, in accordance with the terms and provisions hereinafter set forth.

- I. PURPOSE AND TERMS OF THE GRANT.** The grant shall be used solely for the purposes described in the grant application submitted by Grantee, including administrative expenses necessary thereto. Except as otherwise approved in writing by the Foundation, Grantee shall perform its obligations under this Agreement. **This document must be completed and returned to the Foundation before grant funds are disbursed.**
- II. GRANT AMOUNT AND PERIOD.** The maximum amount the Foundation will disburse under this Agreement is \$200,000. Grantee shall perform this grant for the period **July 01, 2025 – June 30, 2028**. Disbursements under the grant are subject to compliance with the conditions of this Agreement.
- III. USE OF GRANT FUNDS.** The grant (and all income earned upon investment of the grant, hereinafter together referred to as the “grant funds”) shall be used exclusively for the purposes specified herein and approved by the Foundation, unless otherwise approved by the Foundation in writing. The following conditions apply:
 - (A) Grantee has ratified and affirmed that it is an organization that is both exempt from tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”) or a unit of government and classified as a *nonprivate* foundation under Sections 509(a)(1), (2) or (3) of the Code.
 - (B) Grantee will utilize the grant funds only for charitable and/or educational activities consistent with its tax-exempt or government status described above.
 - (C) Grantee agrees that it will not intervene in any campaign for elective public office, or support or oppose any political party, by expenditure of any resource (including volunteered labor) or in any other way. Grantee also agrees that it will not undertake propaganda or attempt to influence legislation outside the limits of Section 501(c)(3) of the Code or more specifically, if applicable, Sections 501(h) and 4911 of the Code.
 - (D) The grant has not been earmarked to support or carry on any lobbying. If the grant is restricted to a specific project, grantee has submitted a budget for the entire project’s operation and affirms that the project’s budget accurately reflects Grantee’s intentions to expend at least the amount of this grant on the non-lobbying portion of the project.

- (E) Grantee agrees that the grant shall not be used to, except as otherwise provided in Section 4941(d)(2) of the Code and the regulations thereunder, make any direct or indirect transfer to, or use by or for the benefit of a disqualified person (as defined in Section 4946(a)(1) of the Code), including the payment of compensation, with respect to the Foundation.
- (F) Grantee will inform the Foundation immediately of any change in, or IRS proposal to revoke (whether or not appealed), its tax-exempt status or its *nonprivate* foundation classification.
- (G) This grant is not earmarked for transmittal to any other entity or person, even if Grantee's proposal or other correspondence expresses intentions to remit expenditures to third parties. Grantee accepts and will discharge full control of the grant and its disposition and responsibility for complying with this Agreement's terms and conditions.

IV. GRANT APPLICATION. The Foundation has relied on the information, representations, and statements in the grant application submitted by the Grantee via the Foundation's online grant website. As such, Grantee represents and warrants that all information, representations and statements contained within its grant application are true, complete and correct in all material respects.

Furthermore, Grantee represents and warrants that it has received and reviewed certain governing policies of the Foundation, including without limitation the anti-discrimination policy. Grantee also represents and warrants that it does not engage in, nor shall it engage in, any activities that violate, or will violate, such governing policies of the Foundation, including without limitation, the anti-discrimination policy.

V. DISBURSEMENT OF GRANT FUNDS. The Foundation shall disburse grant funds as follows, provided that the Foundation reserves the right to delay or withhold a scheduled disbursement if progress or reporting on the project is not satisfactory or the project requires less funding than originally budgeted, as determined in accordance with the interim report(s) and final report submitted by Grantee in accordance with Section VI. Satisfactory progress will be determined at the sole discretion of the Foundation and will be assessed as progress toward stated goals within the project timeline and receipt of timely progress and financial reports. Unsatisfactory progress will be communicated to the Grantee and a plan for addressing any deficiencies in progress will be negotiated between the Foundation and the Grantee.

Upon receipt of the signed Agreement, this grant will be scheduled to be paid out on or about:

July 24, 2025	\$60,000
August 28, 2025	\$20,000
July 23, 2026	\$63,000
July 22, 2027	\$57,000

Grant funds will be transferred electronically. Grantee agrees to complete a Request for Wire Transfer of Funds <https://blandinfoundation.org/programs/grants/report-forms/> and return the completed form to the Blandin Foundation.

Grantee will be requested to return any unexpended grant funds to the Foundation at the close of the grant period, unless other arrangements have been made with the Foundation.

VI. REPORTING REQUIREMENTS - MAINTENANCE OF RECORDS. The Foundation will evaluate the success of the Grantee's activities on the basis of the goals that were outlined in the grant application and on a number of specific indicators the Foundation is tracking on its grants. We understand the general goals of the grant to be:

- Develop and implement a culturally informed mental health court to better address a root cause of criminal behavior for individuals with serious and persistent mental illness in Itasca County.
- Strengthen community partnerships to build a more responsive, integrated, and sustainable system of care that includes a mental health court.
- Improve short- and long-term outcomes for individuals with serious and persistent mental illness who are involved in the justice system.

Grantee shall provide to the Foundation reports relating to this grant pursuant to guidelines and formats in effect at the time the report is due (these reporting requirements and formats may be changed from time to time by the Foundation at its discretion). To assist you in your evaluation work and reports to the Foundation on the progress that is being made on the grant's goals and overall, to the end of accomplishing the grant's purposes, please refer to the instructions for completion of the Narrative and Grant Revenue and Expense Worksheet. A copy of these instructions, and the worksheet, can be accessed on our website at <http://grants.blandinfoundation.org/report-forms/> The schedule upon which reports will be due is as follows:

Interim Report: September 30, 2026; September 30, 2027

Final Report: September 30, 2028

Documentation. The Grantee agrees to maintain records consistent with generally accepted accounting principles to account for the funds received under this grant and to identify how they have been expended. Grantee agrees to maintain documentation of expenditures and activities at its own expense and at its own offices for a period of no less than six years after the expiration of the grant period. Grantee agrees to make records of such documentation available to the Foundation at reasonable times upon the request of the Foundation.

Audit. If the Grantee has an independent opinion provided on its financial statements (i.e., an “audit”) for any period in which it has received grant funds or made disbursements

Grant funds will be transferred electronically. Grantee agrees to complete a Request for Wire Transfer of Funds <https://blandinfoundation.org/programs/grants/report-forms/> and return the completed form to the Blandin Foundation.

Grantee will be requested to return any unexpended grant funds to the Foundation at the close of the grant period, unless other arrangements have been made with the Foundation.

- VII. PUBLICITY.** To help the public gain awareness, both with this project and the Foundation’s work, we request that you recognize the Foundation’s contribution, where appropriate, on signage, brochures, website, or publicity you generate about your project. Please contact the Foundation’s communications staff at 218-326-0523 for questions about developing public awareness of your grant or to obtain logos as you may need them.

In addition, the Foundation regularly communicates with its many stakeholders and audiences about its grant activities. As part of this effort, Foundation staff may wish to obtain additional information about and/or photograph/videotape various aspects of your project for use in Foundation communications tools. These may include the Foundation website, public reports including the annual report, news releases, brochures or other printed materials, and board tours. Foundation staff will coordinate contact listed on the grant application to make arrangements.

- VIII. WITHHOLDING OF FUNDS - TERMINATION.** This Agreement may be terminated at any time by either party in writing. Any use by the Grantee of the grant proceeds for any purpose other than as specified herein will terminate the Foundation’s obligation to make further payments under this Agreement. In addition, the Foundation may, at its sole option, terminate this Agreement at any time if:

- (A) Grantee receives notice of any proposed revocation of Grantee’s tax-exempt status or reclassification to other than *nonprivate* foundation status by the Internal Revenue Service or if Grantee loses status as an organization in good standing with any State authority.
- (B) In the Foundation’s judgment, Grantee becomes unable to carry out the purposes of the grant, ceases to be an appropriate means of accomplishing the purposes of the grant, or fails to comply with conditions in this Agreement.
- (C) The Foundation reserves the right, as to any moneys not yet paid under this Agreement, to withhold payment if the Grantee fails to submit to it any report or reports required hereunder. Said withheld payment or payments may be later released, but only at the discretion of the Foundation. Upon final termination of this Agreement, the Grantee shall promptly, upon the request of the Foundation, repay to the Foundation all expected grant funds, and the Grantee shall not be entitled to any further funds under this grant.

- IX. NON-WAIVER BY CONDUCT.** The failure of either party to complain of any default by the other party or to enforce any of such party's rights, no matter how long such failure may continue, will not constitute a waiver of the party's rights under this Agreement. The waiver by either party of any breach of any provision of this Agreement shall not be construed as a waiver of any subsequent breach of the same or any other provision. No part of this Agreement may be waived except by the further written agreement of the parties.
- X. LIABILITY AND INDEMNITY.** The Foundation does not assume any liability or responsibility for the actions of the Grantee in carrying out the purposes of the grant. Grantee shall defend, indemnify and hold harmless the Foundation and the Foundation's directors, officers, employees, affiliates, agents, successors, and assigns from any and all liability, losses, damages, claims, demands, actions, causes of actions, attorney's fees, cost, expenses of whatever nature arising directly or indirectly from, or relating to this Agreement.
- XI. GOVERNING LAW AND VENUE; ENTIRE AGREEMENT.** This Agreement and any executed amendments hereto shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this Agreement, or breach thereof, shall be in a court of competent jurisdiction in Itasca County. This Agreement, with any executed amendments, constitutes the entire agreement between the parties with regard to the matters set forth herein.
- XII. COPYRIGHTS, PATENTS AND PROPERTY RIGHTS.** If it is anticipated that intellectual property issues will result from this grant, specific understandings should be negotiated as part of this Agreement. Unless otherwise agreed, intellectual property rights resulting from the grant may be copyrighted by Grantee subject to the right of first refusal to copyright such materials by the Foundation. In regard to personal and real property acquired with grant proceeds, it is expected that in the event of a grantee ceasing to use such property for the purposes outlined in this Agreement, that such property or the proceeds from sale or lease of said property be directed to a consistent charitable purpose in the same geographic area.
- XIII. AUTHORIZATION OF GRANTEE.** The Grantee warrants and represents that (i) it is authorized to enter into and legally is able to perform all obligations imposed on and entered in this Agreement and (ii) this Agreement shall bind any of its successors or assigns.
- XIV. AMENDMENT.** This Agreement may not be modified or amended except by written instrument signed by both parties to this Agreement.

ITASCA COUNTY HEALTH & HUMAN SERVICES

BLANDIN FOUNDATION

Signature of Officer

HHS Director
Title

Signed by:

A432FE981D5B47C
Matt Hanson, Program Officer



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, June 24, 2025

REQUEST FOR BOARD ACTION: RBA-2025-121

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. Q1 2025 Compliance Program Report

06/24/2025

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, June 24, 2025

REQUEST FOR BOARD ACTION: RBA-2025-448

DEPARTMENT: Transportation

TIME REQUESTED: < 5 Minutes

PRESENTER: Rachel Metelak

AGENDA ITEM:

June Construction Update

BOARD ACTION REQUESTED:

Information only - Receive June Construction Update

BACKGROUND:

Information only - Receive June Construction Update

COUNTY ATTORNEY REVIEW: NA

SUPPORTING DOCUMENTATION:

1. Construction Update June 2025
2. 2025 Map

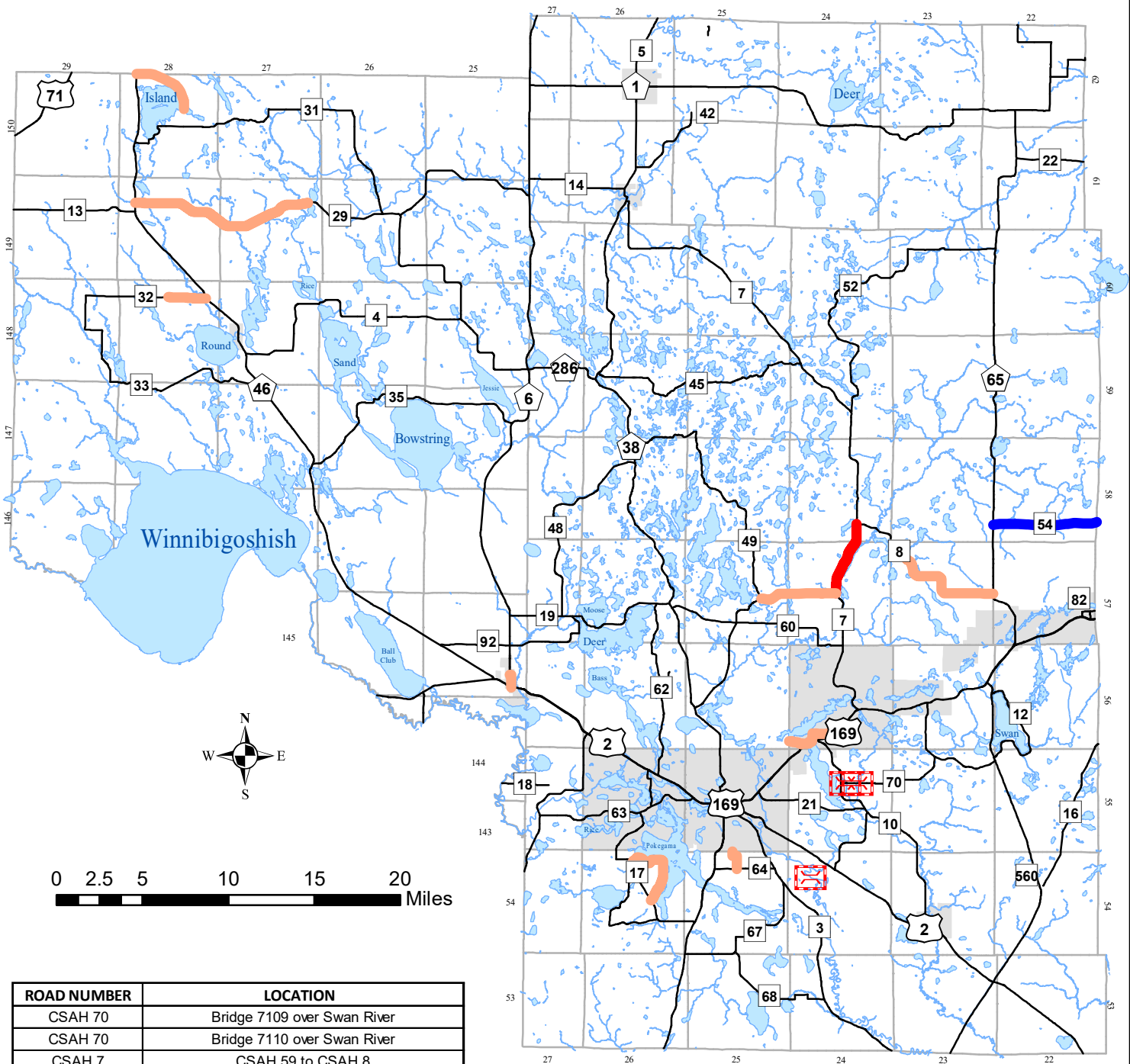
06/24/2025

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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JUNE HIGHWAY CONSTRUCTION UPDATE 2025

Road Number	LOCATION (FROM - TO)	Length	Type of Work	Status
CSAH 70	Bridge 7109 over Swan River (Approx 1 mi E of CSAH 10)	—	Bridge Replacement	East pier piling are in place and pier cap is formed, working on east abutment piling
CSAH 70	Bridge 7110 over Swan River (Approx 0.25 mi E of CSAH 10)	—	Bridge Replacement	Bridge work to begin once the Swan River bridge is passable to traffic, both bridges will not be out at the same time.
CSAH 7	CSAH 59 to CSAH 8	4.3	Reconstruction & Paving	Road construction began on the south end, plan to start with the large culvert between CSAH 59 & CSAH 57
CSAH 96	(CR 457) Grand Rapids City Limits to CSAH 64	1.25	Bituminous Rehabilitation	Bituminous paving scheduled for June 30th
CSAH 29	TH 46 to Dora Lake Bridge	10.8	Bituminous Overlay	Project complete
CSAH 32	TH 46 to End of Pavement	2.2	Bituminous Overlay	Project complete
CSAH 91	Bridge 31516 over Mississippi River	—	Bearing Pad Rehab	August or September project taking approximately a week to complete
CSAH 24	TH 46 to End of Pavement	4.75	Bit Overlay & Culvert Repair	Project complete
CSAH 61	Coleraine City Limits to TH 169 (Taconite)	3.6	Bituminous Overlay/Rehab	Start removals on June 23rd
CSAH 54	TH 65 to County Line		Culvert Repair & Bituminous Rehab	August - September
CSAH 81	TH 2 to TH 6 (Deer River)	0.9	Bituminous Overlay	Scheduled for Mid-July
CSAH 59	CSAH 49 to CSAH 7	4.5	Bituminous Overlay	Bituminous paving schedule for October
CSAH 8	TH 65 to E Crooked Lake Road	6.5	Bituminous Overlay	Paving complete, still have mailboxes & final striping
	Countywide	—	Pavement Striping	Scheduled for July

ITASCA COUNTY CONSTRUCTION PROJECTS 2025



2025 Construction Projects



Bridge Replacement / Rehab



Reconstruction



Bituminous



Culvert Repair, Bituminous Rehab

ROAD NUMBER	LOCATION
CSAH 70	Bridge 7109 over Swan River
CSAH 70	Bridge 7110 over Swan River
CSAH 7	CSAH 59 to CSAH 8
CSAH 96	(CR 457) Grand Rapids City Limits to CSAH 64
CR 239	CSAH 17 to CSAH 17
CSAH 29	TH 46 to Dora Lake Bridge
CSAH 32	TH 46 to End of Pavement
CSAH 91	Bridge 31516 over Mississippi River
CSAH 24	TH 46 to End of Pavement
CSAH 61	Coleraine City Limits to TH 169
CSAH 61	5th Ave to TH 169
CSAH 61	TH 169 to 2nd Ave
CSAH 54	TH 65 to County Line
CSAH 81	TH 2 to TH 6 (Deer River)
CSAH 59	CSAH 49 to CSAH 7
CSAH 8	TH 65 to E Crooked Lake Road



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, June 24, 2025

REQUEST FOR BOARD ACTION: RBA-2025-450

DEPARTMENT: Land Department
PRESENTER:

TIME REQUESTED: 10 Minutes

AGENDA ITEM:
Resolution for Proposed DNR Land Acquisition

BOARD ACTION REQUESTED:
Approve final resolution in support of state land acquisition of former Potlatch lands from The Conservation Fund.

BACKGROUND:
In February 2023, Itasca County provided a letter of support for state acquisition of approximately 1327 acres of former Potlatch forest lands. The acquisition project has since been funded by the Lessard Sams Outdoor Heritage Council and is now moving into the final stages of the project which includes approval of the attached resolution by Itasca County for the funding.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Itasca_County_Letter of Support_February 2023
2. Itasca County Board Resolution_DNR Heritage Forest 0161298 acquisition with RIM funding_06182025
3. MHF county maps Itasca 5-16-23

RESULT:	APPROVED (3 TO 1)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, Casey Venema
NAYS:	John Johnson
ABSENT:	Larry Hopkins



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, June 24, 2025

RESOLUTION 2025-18

WHEREAS, In accordance with Minnesota Statutes 89.021, the Commissioner of the Department of Natural Resources on June 24, 2025 provided the Itasca County Board with a description of lands to be acquired by the State of Minnesota for State Forest purposes, as described in Exhibit A; and

WHEREAS, the Department of Natural Resources utilizes funding that requires County Board approval for Reinvest in Minnesota (RIM).

EXHIBIT A – see below

Minnesota Heritage Forest ACQ0161298

Lands of approximately 1,326.7 acres legally described as follows, see EXHIBIT A.

NOW THEREFORE BE IT RESOLVED, by the Board of County Commissioners of Itasca County June 24, 2025, that the State's proposed acquisition of the above-described land is approved.

EXHIBIT A

LAND DESCRIPTION

Natural Heritage Forest

Acquisition 161298

The Conservation Fund to MN DNR

Itasca County

The Northwest Quarter of the Northwest Quarter (NW $\frac{1}{4}$ of NW $\frac{1}{4}$), Section 17, Township 60, Range 25, Itasca County, Minnesota.

AND

The Southwest Quarter of the Northwest Quarter (SW $\frac{1}{4}$ of NW $\frac{1}{4}$), Section 17, Township 60, Range 25, Itasca County, Minnesota.

AND

The Northeast Quarter of the Northeast Quarter (NE $\frac{1}{4}$ of NE $\frac{1}{4}$), Section 18, Township 60, Range 25, Itasca County, Minnesota.

AND

The Southwest Quarter of the Northeast Quarter (SW $\frac{1}{4}$ of NE $\frac{1}{4}$), Section 18, Township 60, Range 25, Itasca County, Minnesota.

AND

The Southeast Quarter of the Northeast Quarter (SE $\frac{1}{4}$ of NE $\frac{1}{4}$), Section 18, Township 60, Range 25, Itasca County, Minnesota.

AND

The Northeast Quarter of the Southeast Quarter (NE $\frac{1}{4}$ of SE $\frac{1}{4}$), Section 15, Township 61, Range 22, Itasca County, Minnesota.

AND

The Northwest Quarter of the Southeast Quarter (NW $\frac{1}{4}$ of SE $\frac{1}{4}$), Section 15, Township 61, Range 22, Itasca County, Minnesota.

AND

The Southwest Quarter of the Southeast Quarter (SW $\frac{1}{4}$ of SE $\frac{1}{4}$), Section 15, Township 61, Range 22, Itasca County, Minnesota.

AND

The Southeast Quarter of the Southeast Quarter (SE $\frac{1}{4}$ of SE $\frac{1}{4}$), Section 15, Township 61, Range 22, Itasca County, Minnesota.

AND

The Southwest Quarter of the Southeast Quarter (SW $\frac{1}{4}$ of SE $\frac{1}{4}$), Section 12, Township 61, Range 23, Itasca County, Minnesota.

AND

The Northeast Quarter of the Northeast Quarter (NE $\frac{1}{4}$ of NE $\frac{1}{4}$), Section 13, Township 61, Range 23, Itasca County, Minnesota.

AND

The Southeast Quarter of the Northeast Quarter (SE $\frac{1}{4}$ of NE $\frac{1}{4}$) EXCEPT that part lying Westerly of the centerline of County Road No. 551, Section 13, Township 61, Range 23, Itasca County, Minnesota.

AND

The Southwest Quarter of the Northeast Quarter (SW $\frac{1}{4}$ of NE $\frac{1}{4}$), Section 8, Township 61, Range 25, Itasca County, Minnesota.

AND

The Southeast Quarter of the Southwest Quarter (SE $\frac{1}{4}$ of SW $\frac{1}{4}$), Section 8, Township 61, Range

25, Itasca County, Minnesota.

AND

The Northeast Quarter of the Southeast Quarter (NE $\frac{1}{4}$ of SE $\frac{1}{4}$), Section 8, Township 61, Range 25, Itasca County, Minnesota.

AND

The Southwest Quarter of the Southeast Quarter (SW $\frac{1}{4}$ of SE $\frac{1}{4}$), Section 8, Township 61, Range 25, Itasca County, Minnesota.

AND

The Southeast Quarter of the Southeast Quarter (SE $\frac{1}{4}$ of SE $\frac{1}{4}$), Section 8, Township 61, Range 25, Itasca County, Minnesota.

AND

The Northeast Quarter of the Northwest Quarter (NE $\frac{1}{4}$ of NW $\frac{1}{4}$), Section 31, Township 61, Range 26, Itasca County, Minnesota.

AND

The Northwest Quarter of the Northwest Quarter (NW $\frac{1}{4}$ of NW $\frac{1}{4}$), Section 31, Township 61, Range 26, Itasca County, Minnesota.

AND

The Southwest Quarter of the Northwest Quarter (SW $\frac{1}{4}$ of NW $\frac{1}{4}$), Section 31, Township 61, Range 26, Itasca County, Minnesota.

AND

The Southeast Quarter of the Northwest Quarter (SE $\frac{1}{4}$ of NW $\frac{1}{4}$), Section 31, Township 61, Range 26, Itasca County, Minnesota.

AND

The Northeast Quarter of the Southwest Quarter (NE $\frac{1}{4}$ of SW $\frac{1}{4}$), Section 32, Township 62, Range 22, Itasca County, Minnesota.

AND

The Southwest Quarter of the Northeast Quarter (SW $\frac{1}{4}$ of NE $\frac{1}{4}$), Section 33, Township 62, Range 22, Itasca County, Minnesota.

AND

The Southeast Quarter of the Northwest Quarter (SE $\frac{1}{4}$ of NW $\frac{1}{4}$), Section 33, Township 62, Range 22, Itasca County, Minnesota.

AND

The Northeast Quarter of the Southwest Quarter (NE $\frac{1}{4}$ of SW $\frac{1}{4}$), Section 33, Township 62, Range 22, Itasca County, Minnesota.

AND

The Southeast Quarter of the Southwest Quarter (SE $\frac{1}{4}$ of SW $\frac{1}{4}$), Section 33, Township 62, Range 22, Itasca County, Minnesota.

AND

The Southwest Quarter of the Southeast Quarter (SW $\frac{1}{4}$ of SE $\frac{1}{4}$), Section 23, Township 62, Range 23, Itasca County, Minnesota.

AND

The Southeast Quarter of the Southwest Quarter (SE $\frac{1}{4}$ of SW $\frac{1}{4}$), EXCEPT the West 900 feet of the South 252 feet and West 900 feet of the North 50 feet of the South 302 feet thereof, Section 23, Township 62, Range 23, Itasca County, Minnesota.

AND

The Northwest Quarter of the Northeast Quarter (NW $\frac{1}{4}$ of NE $\frac{1}{4}$), Section 29, Township 62, Range 26, Itasca County, Minnesota.

AND

The Southwest Quarter of the Northeast Quarter (SW $\frac{1}{4}$ of NE $\frac{1}{4}$), Section 29, Township 62, Range 26, Itasca County, Minnesota.

AND

The Northwest Quarter of the Southeast Quarter (NW $\frac{1}{4}$ of SE $\frac{1}{4}$), Section 29, Township 62, Range 26, Itasca County, Minnesota.

AND

Government Lot 1 (NE $\frac{1}{4}$ of NE $\frac{1}{4}$), Section 4, Township 150, Range 27, Itasca County, Minnesota.

AND

Government Lot 2 (NW $\frac{1}{4}$ of NE $\frac{1}{4}$), Section 4, Township 150, Range 27, Itasca County, Minnesota.

AND

The Southeast Quarter of the Northeast Quarter (SE $\frac{1}{4}$ of NE $\frac{1}{4}$), Section 4, Township 150, Range 27, Itasca County, Minnesota.

This is a preliminary version of the legal description. This description is intended to generally describe the property in the proposed transaction. However, the final legal description is subject to

change for reasons including but not limited to correcting errors, ensuring accuracy, and/or after property surveying.

Prepared by:

D. A. Drusch

MN DNR Lands & Minerals

10-9-2023

REVISED 2-28-2025 to better reflect the tabular format of legal descriptions as they are shown in the deed document.

REVISED 3-5-2025 to include missing parcels in Section 4-150-27.

RESULT:	APPROVED (3 TO 1)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, Casey Venema
NAYS:	John Johnson
ABSENT:	Larry Hopkins

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

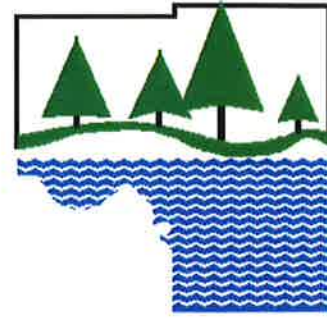
I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in this office on June 24, 2025 and that the same is a true and correct copy of the whole thereof.



Administrator

ITASCA COUNTY

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



February 28, 2023

MN Department of Natural Resources
Adam Munstenteiger
MN Heritage Forest Project Manager
2115 Birchmont Beach Road NE
Bemidji, MN 56601

Dear Mr. Munstenteiger,

The Itasca County Board of Commissioners supports the State of Minnesota Department of Natural Resources (MN DNR) work to acquire some of the properties currently owned by The Conservation Fund in Itasca County, but also has a couple concerns regarding the potential acquisition.

Depending on the funding sources used for the acquisition, Itasca County is concerned that the acquired lands will not be open to motorized recreational trail uses. The availability of recreational trails as a multiple use on public lands plays an important role in the county's tourism economy. Itasca County is also concerned about how this project fits into the MN DNR's strategic land asset management and whether this state program will take a balanced approach by including both land acquisition and divestment. State land asset practices that reduce the tax capacity within a county increases the burden on other county taxpayers which in turn reduces the economic vitality of the region. These types of potential long-term impacts on our local citizens and economy are important issues for the MN DNR to address when planning these land acquisition projects.

It is understood these lands will become acquired natural resources lands, managed as state forests, and will provide multiple land use benefits to the public. These benefits would include being open to all the public uses currently allowed on state forest lands as well as being managed as working forests in support of our region's forest products industry. It is also understood that formal county board approval may or may not be required depending upon the ultimate land designation and/or the funding source.

Sincerely,

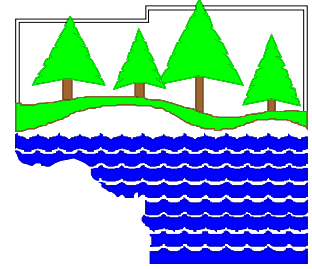
A handwritten signature in black ink, appearing to read 'Burl Ives', is written over a horizontal line.

Burl Ives
Chair, Itasca County Board of Commissioners

Equal Opportunity Employer

ITASCA COUNTY

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



RESOLUTION # RESOLUTION FOR PROPOSED STATE DNR LAND ACQUISITION

WHEREAS, In accordance with Minnesota Statutes 89.021, the Commissioner of the Department of Natural Resources on June 24, 2025 provided the Itasca County Board with a description of lands to be acquired by the State of Minnesota for State Forest purposes, as described in Exhibit A; and

WHEREAS, the Department of Natural Resources utilizes funding that requires County Board approval for Reinvest in Minnesota (RIM).

EXHIBIT A – see below

Minnesota Heritage Forest ACQ0161298

Lands of approximately 1,326.7 acres legally described as follows, see EXHIBIT A.

NOW THEREFORE BE IT RESOLVED, by the Board of County Commissioners of Itasca County June 24, 2025, that the State's proposed acquisition of the above-described land is approved.

Adopted in Itasca County, Minnesota this 24th of June, 2025

BOARD OF COMMISSIONERS
ITASCA COUNTY, MINNESOTA

Casey Venema, County Board Chair

ATTEST:

Brett Skyles, Clerk of the Board

Equal Opportunity Employer

Exhibit A

DRAFT – LAND DESCRIPTION

Natural Heritage Forest

Acquisition 161298

The Conservation Fund to MN DNR

Itasca County

The Northwest Quarter of the Northwest Quarter (NW $\frac{1}{4}$ of NW $\frac{1}{4}$), Section 17, Township 60, Range 25, Itasca County, Minnesota.

AND

The Southwest Quarter of the Northwest Quarter (SW $\frac{1}{4}$ of NW $\frac{1}{4}$), Section 17, Township 60, Range 25, Itasca County, Minnesota.

AND

The Northeast Quarter of the Northeast Quarter (NE $\frac{1}{4}$ of NE $\frac{1}{4}$), Section 18, Township 60, Range 25, Itasca County, Minnesota.

AND

The Southwest Quarter of the Northeast Quarter (SW $\frac{1}{4}$ of NE $\frac{1}{4}$), Section 18, Township 60, Range 25, Itasca County, Minnesota.

AND

The Southeast Quarter of the Northeast Quarter (SE $\frac{1}{4}$ of NE $\frac{1}{4}$), Section 18, Township 60, Range 25, Itasca County, Minnesota.

AND

The Northeast Quarter of the Southeast Quarter (NE $\frac{1}{4}$ of SE $\frac{1}{4}$), Section 15, Township 61, Range 22, Itasca County, Minnesota.

AND

The Northwest Quarter of the Southeast Quarter (NW $\frac{1}{4}$ of SE $\frac{1}{4}$), Section 15, Township 61, Range 22, Itasca County, Minnesota.

AND

The Southwest Quarter of the Southeast Quarter (SW $\frac{1}{4}$ of SE $\frac{1}{4}$), Section 15, Township 61, Range 22, Itasca County, Minnesota.

AND

Equal Opportunity Employer

The Southeast Quarter of the Southeast Quarter (SE $\frac{1}{4}$ of SE $\frac{1}{4}$), Section 15, Township 61, Range 22, Itasca County, Minnesota.

AND

The Southwest Quarter of the Southeast Quarter (SW $\frac{1}{4}$ of SE $\frac{1}{4}$), Section 12, Township 61, Range 23, Itasca County, Minnesota.

AND

The Northeast Quarter of the Northeast Quarter (NE $\frac{1}{4}$ of NE $\frac{1}{4}$), Section 13, Township 61, Range 23, Itasca County, Minnesota.

AND

The Southeast Quarter of the Northeast Quarter (SE $\frac{1}{4}$ of NE $\frac{1}{4}$) EXCEPT that part lying Westerly of the centerline of County Road No. 551, Section 13, Township 61, Range 23, Itasca County, Minnesota.

AND

The Southwest Quarter of the Northeast Quarter (SW $\frac{1}{4}$ of NE $\frac{1}{4}$), Section 8, Township 61, Range 25, Itasca County, Minnesota.

AND

The Southeast Quarter of the Southwest Quarter (SE $\frac{1}{4}$ of SW $\frac{1}{4}$), Section 8, Township 61, Range 25, Itasca County, Minnesota.

AND

The Northeast Quarter of the Southeast Quarter (NE $\frac{1}{4}$ of SE $\frac{1}{4}$), Section 8, Township 61, Range 25, Itasca County, Minnesota.

AND

The Southwest Quarter of the Southeast Quarter (SW $\frac{1}{4}$ of SE $\frac{1}{4}$), Section 8, Township 61, Range 25, Itasca County, Minnesota.

AND

The Southeast Quarter of the Southeast Quarter (SE $\frac{1}{4}$ of SE $\frac{1}{4}$), Section 8, Township 61, Range 25, Itasca County, Minnesota.

AND

The Northeast Quarter of the Northwest Quarter (NE $\frac{1}{4}$ of NW $\frac{1}{4}$), Section 31, Township 61, Range 26, Itasca County, Minnesota.

AND

Equal Opportunity Employer

The Northwest Quarter of the Northwest Quarter (NW $\frac{1}{4}$ of NW $\frac{1}{4}$), Section 31, Township 61, Range 26, Itasca County, Minnesota.

AND

The Southwest Quarter of the Northwest Quarter (SW $\frac{1}{4}$ of NW $\frac{1}{4}$), Section 31, Township 61, Range 26, Itasca County, Minnesota.

AND

The Southeast Quarter of the Northwest Quarter (SE $\frac{1}{4}$ of NW $\frac{1}{4}$), Section 31, Township 61, Range 26, Itasca County, Minnesota.

AND

The Northeast Quarter of the Southwest Quarter (NE $\frac{1}{4}$ of SW $\frac{1}{4}$), Section 32, Township 62, Range 22, Itasca County, Minnesota.

AND

The Southwest Quarter of the Northeast Quarter (SW $\frac{1}{4}$ of NE $\frac{1}{4}$), Section 33, Township 62, Range 22, Itasca County, Minnesota.

AND

The Southeast Quarter of the Northwest Quarter (SE $\frac{1}{4}$ of NW $\frac{1}{4}$), Section 33, Township 62, Range 22, Itasca County, Minnesota.

AND

The Northeast Quarter of the Southwest Quarter (NE $\frac{1}{4}$ of SW $\frac{1}{4}$), Section 33, Township 62, Range 22, Itasca County, Minnesota.

AND

The Southeast Quarter of the Southwest Quarter (SE $\frac{1}{4}$ of SW $\frac{1}{4}$), Section 33, Township 62, Range 22, Itasca County, Minnesota.

AND

The Southwest Quarter of the Southeast Quarter (SW $\frac{1}{4}$ of SE $\frac{1}{4}$), Section 23, Township 62, Range 23, Itasca County, Minnesota.

AND

The Southeast Quarter of the Southwest Quarter (SE $\frac{1}{4}$ of SW $\frac{1}{4}$), EXCEPT the West 900 feet of the South 252 feet and West 900 feet of the North 50 feet of the South 302 feet thereof, Section 23, Township 62, Range 23, Itasca County, Minnesota.

AND

Equal Opportunity Employer

The Northwest Quarter of the Northeast Quarter (NW ¼ of NE ¼), Section 29, Township 62, Range 26, Itasca County, Minnesota.

AND

The Southwest Quarter of the Northeast Quarter (SW ¼ of NE ¼), Section 29, Township 62, Range 26, Itasca County, Minnesota.

AND

The Northwest Quarter of the Southeast Quarter (NW ¼ of SE ¼), Section 29, Township 62, Range 26, Itasca County, Minnesota.

AND

Government Lot 1 (NE ¼ of NE ¼), Section 4, Township 150, Range 27, Itasca County, Minnesota.

AND

Government Lot 2 (NW ¼ of NE ¼), Section 4, Township 150, Range 27, Itasca County, Minnesota.

AND

The Southeast Quarter of the Northeast Quarter (SE ¼ of NE ¼), Section 4, Township 150, Range 27, Itasca County, Minnesota.

This is a preliminary version of the legal description. This description is intended to generally describe the property in the proposed transaction. However, the final legal description is subject to change for reasons including but not limited to correcting errors, ensuring accuracy, and/or after property surveying.

Prepared by:

D. A. Drusch

MN DNR Lands & Minerals

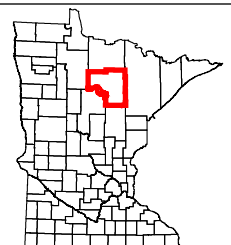
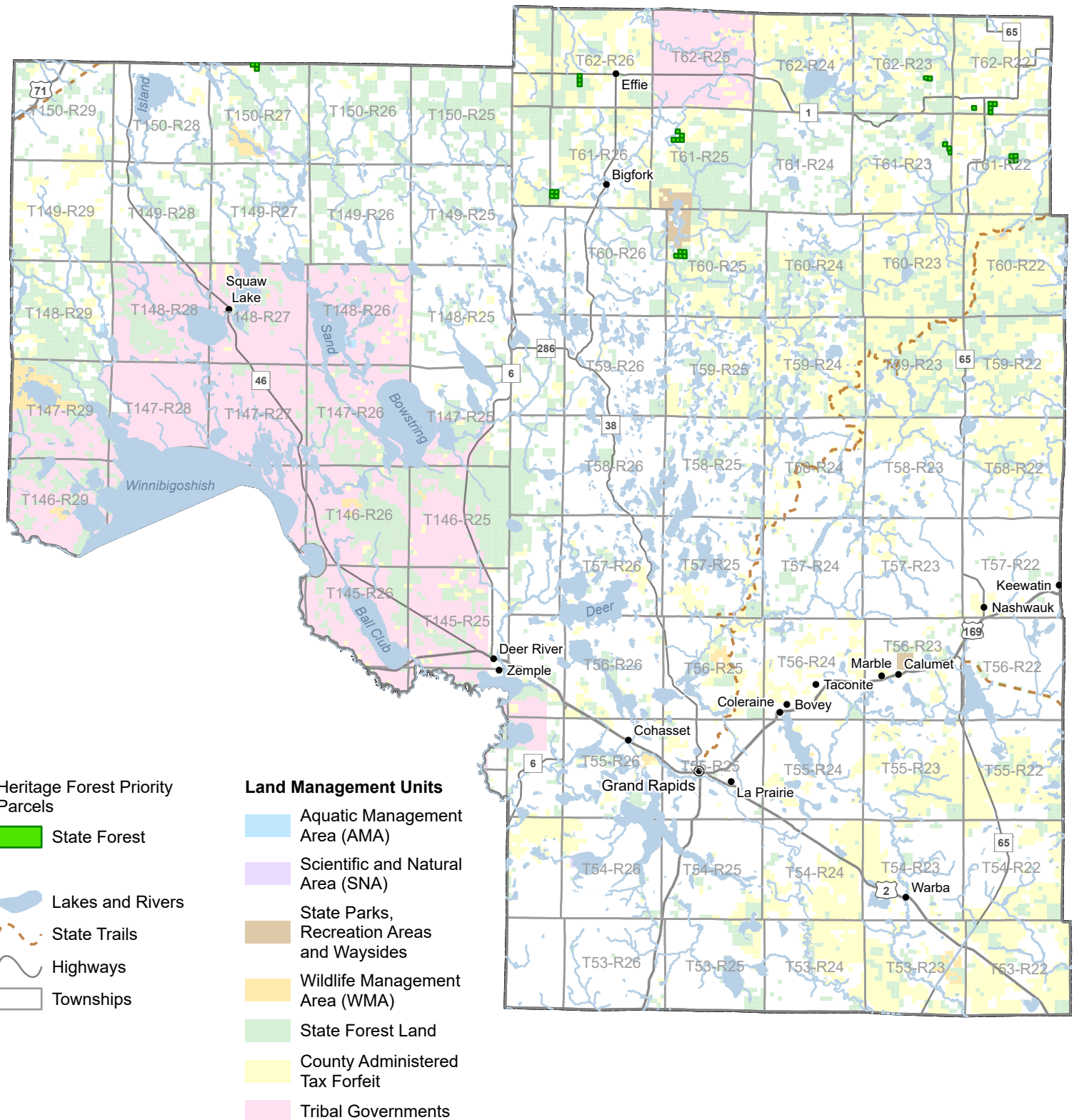
10-9-2023

REVISED 2-28-2025 to better reflect the tabular format of legal descriptions as they are shown in the deed document.

REVISED 3-5-2025 to include missing parcels in Section 4-150-27.

Equal Opportunity Employer

Heritage Forest Priority Parcels - Itasca





**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, June 24, 2025

REQUEST FOR BOARD ACTION: RBA-2025-436

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes
5 Minutes

PRESENTER: Lisa Havluck

AGENDA ITEM:

Formal Thank you To The Board

BOARD ACTION REQUESTED:

Receive a formal thank you regarding the new space for courts.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

06/24/2025

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, June 24, 2025

REQUEST FOR BOARD ACTION: RBA-2025-430

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: Tamara Lowney

AGENDA ITEM:

IEDC Update

BOARD ACTION REQUESTED:

Receive update from IEDC.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. 2025 IEDC POS Agreement FULLY EXECUTED (1)
2. IEDC County Presentation 6.25

06/24/2025

RESULT:	INFORMATIONAL - NO ACTION TAKEN
----------------	--

County of Itasca, Minnesota

Service Contract

A.1 DATES AND PARTIES

A.1.1 THIS CONTRACT, made this 17th day of January, 2025, by and between the County of Itasca, herein called the "County," and Itasca Economic Development Corporation (IEDC), a corporation organized and existing under the laws of the State of Minnesota, located at 1201 7th Ave SE, Grand Rapids, MN 55744, herein called the "Vendor."

B.1 AGREEMENT

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

C.1 TERM OF CONTRACT

C.1.1 The term of this Contract is from January 17, 2025 to June 30, 2025, inclusive. The Contract may be extended if provided for in the Special Conditions.

D.1 SPECIAL CONDITIONS

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

E.1 CONTRACT AMOUNT

E.1.1 This Agreement when fully completed and fulfilled on the part of said Vendor to the satisfaction of the County or its duly authorized agent, is estimated to be \$42,500.00 for the current term.

F.1 INCREASE

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

G.1 PAYMENT

- G.1.1 The County does hereby agree, to pay said Vendor as services are performed to the satisfaction of the County, or its duly authorized agent, one (1) payment of \$42,500.00 each, or as indicated in the Special Conditions. Payment terms of this Contract are Net 30.

H.1 GUARANTEE

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

I.1 BOND

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

J.1 INSURANCE

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

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

J.1.3 General Liability Insurance

J.1.3.1

General Aggregate
Products-Completed

Limit
\$3,000,000

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

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

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

J.1.4 Automobile Liability Insurance

J.1.4.1

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

J.1.4.2 Must cover owned, nonowned and hired vehicles.

J.1.5 Workers' Compensation Per Statutory Requirements

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

J.1.6 Employer's Liability

	<u>Limit</u>
J.1.6.1 Bodily injury by:	
Accident - Each Accident	\$500,000
Disease - Policy Limit	\$500,000
Disease - Each Employee	\$500,000

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

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

J.1.8 Indemnification Clause

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

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

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

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

Vendor further agrees the minimum requirements set forth above shall at all times be in an amount at least equal to the maximum liability of the County under Minn.

Stat. 466.04 now or as said statute is hereafter amended or as otherwise required by law, statute or rule.

K.1 UNAVOIDABLE CIRCUMSTANCES

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

L.1 RIGHT TO TERMINATE

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

M.1 ASSIGNMENT

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

N.1 INDEMNIFICATION

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

O.1 COMPLIANCE WITH LAWS

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

P.1 RECORDS AUDITING AND RETENTION

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

Q.1 WAIVER

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

R.1 MODIFICATIONS/AMENDMENT

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

S.1 SEVERABILITY

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

T.1 FINAL AGREEMENT

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

U.1 EXECUTION

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

Dated this 17th day of January 2025.

ITASCA ECONOMIC DEVEL. CORP.

By: Tamara J. Honner
Its President

COUNTY OF ITASCA, MINNESOTA

[Signature]
By: _____
Its Administrator

[Signature]
By: _____
Its Board Chair

APPROVED AS TO FORM & EXECUTION

By: [Signature]
Itasca County Attorney

Exhibit A

Itasca Economic Development Corporation (IEDC)

IEDC shall provide the following services:

- 1. Continue county-wide efforts regarding business attraction, retention, and recruitment.**
- 2. Measurable outreach to the greater Itasca County area; measurement factors to include: number of times in each Commissioner district, who the outreach involved (both IEDC and Community representative), outcomes or resulting actions, follow-up activities and other notable results. Outreach should include both normal business hours and after-hour interactions.**
- 3. Specific outreach to greater Itasca County city/township councils.**
- 4. Inform District specific County Commissioner when conducting outreach in their respective areas, afford the opportunity for the Commissioner to be present at the meeting.**
- 5. Organize and promote training for current business to assist in topics and issues pertinent to critical issues.**
- 6. Continued assessment of an Itasca County Business Construction ready site list. Construction ready should include such items as: infrastructure to curb stop, land surveyed, boring samples collected (if applicable) and contaminates or other soil issues identified, etc.**
- 7. Present to the County Board on a quarterly basis activities conducted related to agreement to include measurement items listed in #2 and #6 above; a three-month report to the board no later than April 22, 2025.**
- 8. All County funds to be spent on activities to promote business within Itasca County.**





AREAS OF FOCUS

- ❖ SBDC Business Consulting & Training
- ❖ Community Engagement & Outreach
- ❖ Site Identification & Development
- ❖ Business Attraction, Retention & Expansion

IEDC SBDC CONSULTING

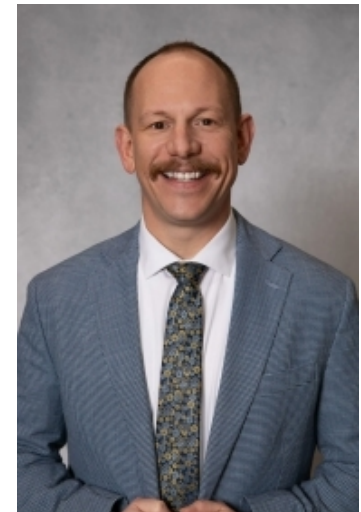
Nichole Arbour

Manager of Business Consulting



Dan Gile

Business Consultant



America's SBDC is a nonprofit Association that represents America's nationwide network of Small Business Development Centers (SBDCs) – the most comprehensive small business assistance network in the United States and its territories. There are nearly 1,000 local centers available to provide no-cost business consulting and low-cost training to new and existing businesses. SBDCs are hosted by leading universities, colleges, state economic development agencies and private partners, and funded in part by the United States Congress through a partnership with the U.S. Small Business Administration.

2025 YTD SBDC

SBDC Impact Update | January – May 2025 Dan Gile & Nichole Arbour



New Client Registrations: 59



New/Bought Businesses: 1
- 11 New LLCs formed



Capital Investment: \$1,899,000.00



Clients: 119



Consulting Hours: 441



Jobs Created/Maintained: 333

SMALL BUSINESS DEVELOPMENT CENTER

2018 – 2025YTD DATA

Date	New Clients Reg.	New Client Meetings	New Business Est.	Unique Clients Counseled	Hours of Consulting	Jobs Created & Retained	Capital Raised
2025 YTD	59	51	1	119	441	333	\$1,899,000
2024 YTD	66	59	7	113	288	130	\$4,275
2025 May	9	8	0	38	88	186	0
2024 May	9	14	2	30	66	61	\$3,655
2024	130	125	14	203	754	266	\$3,237,050
2023	127	104	21	181	632	341	\$3,091,608
2022	92	94	11	180	660	232	\$5,115,887
2021	92	87	7	201	377	190	\$3,625,794
2020	61	61	6	213	468	392	\$5369,704
2019	19	53	7	147	305	123	N/A

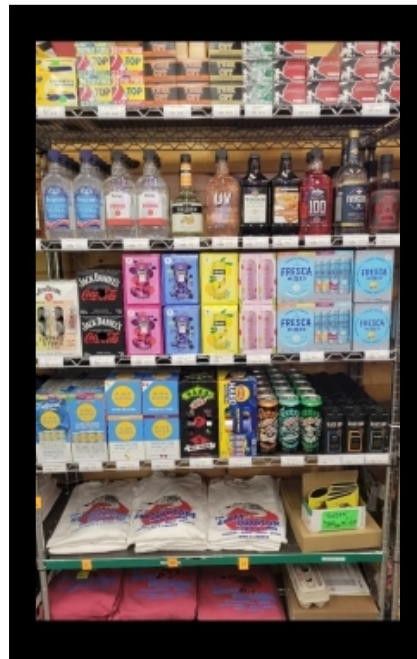
CLIENT HIGHLIGHT: GREAT OUTDOORS BOTTLE SHOP



Overview:

Family-owned by Jim Maddern and located in Pengilly, MN

- ❖ Offers a mix of liquor sales and bait supplies for anglers and beverage shoppers
- ❖ Expanding operations to include takeout pizza services





GREAT OUTDOORS BOTTLE SHOP SBDC SUPPORT



- ❖ Evaluated feasibility of adding takeout pizza, including space, equipment, and regulations
- ❖ Guided integration of food service into the existing liquor business
- ❖ Refined pricing, cost management, and profit projections
- ❖ Created financial forecasts and explored funding options
- ❖ Advised on sourcing ingredients and managing inventory
- ❖ Developed marketing strategies to promote the new offering



CLIENT HIGHLIGHT: DIAMOND IN THE RUFF DOG GROOMING



- Helped expand from grooming to add pet boarding and daycare services
- Supported development of a lender-ready business plan and financial projections
- Guided land purchase and construction financing strategy
- Advised on budgeting, capacity planning, and presenting a clear case to lenders

DIAMOND IN THE RUFF SBDC SUPPORT



- ❖ Refined and structured a lender-ready business plan
- ❖ Created detailed financial projections and overhead budget
- ❖ Supported loan packaging and lender communication
- ❖ Guided project timeline and task prioritization
- ❖ Analyzed market feasibility for long-term success



CLIENT HIGHLIGHT: GRAND RAPIDS TIRE & AUTO



Supported long-time employee Mitch Nelson in purchasing Grand Rapids Tire & Auto, a family-owned business serving the community for over 35 years.



GRAND RAPIDS TIRE & AUTO SBDC SUPPORT



- ❖ Developed a detailed business plan outlining goals and operations
- ❖ Created financial forecasts to evaluate profitability
- ❖ Assisted with loan application and documentation
- ❖ Implemented income and expense tracking systems



*"We could not have
done this without you.
Thank you!" – Mitch*



CLIENT HIGHLIGHT: SMOKE ON THE WATER

Capital Access & Financing Support

Helped the business secure capital through a refinance package and additional funding for expansion into the wine and cider market.

Expansion Strategy

Supported the development and execution of a strategic plan to broaden their product offering and market reach.

Financial Projections

Created custom financial projections to evaluate the cost, revenue potential, and impact of the expansion.

Funding Structure Guidance

Provided insight into structuring the funding mix (loan/grant options) to support both growth and sustainability.

Business Strategy Consulting

Worked with the owner to assess risks, align operations with new offerings, and position the business competitively.

EDUCATION, TRAINING & OUTREACH



Seminars & Coaching Delivered →

- ❖ *Income & Expense Tracking for Small Businesses*
- ❖ *How to Start Your Business in Minnesota*

Upcoming:

- ❖ *Know Your Numbers Workshop – June 17 @ The Forge (5 registered)*

In Development:

- ❖ *Brews and Business* casual training series focused on approachable business finance

Professional Development

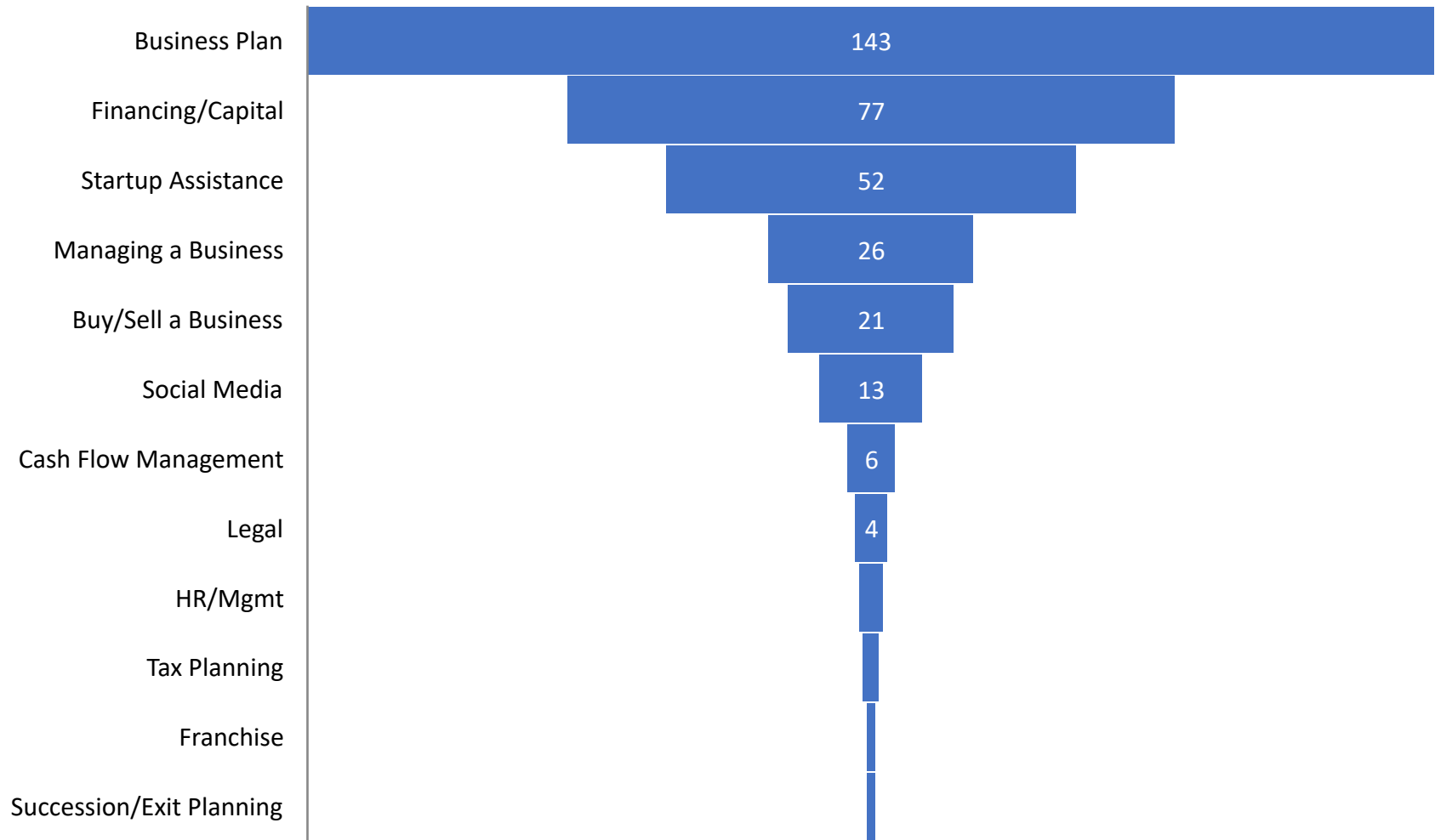
- Attended MN SBDC Knowledge Exchange (Dan & Nichole)
- Women's Leadership Summit (Nichole)
- Pursuing FVMA Certification from Corporate Finance Institute (Dan & Nichole)

Outreach & Community Engagement

- Harris Township Board Presentation (Nichole)
- Blandin Community Leadership Network (Nichole)
- Taconite City Council Presentation (Dan)
- Grand Rapids City Council Presentation
- Forestry Industry Event
- True North Stars Board Meeting (Nichole)

JANUARY 1 – MAY 31, 2025: CLIENT SESSIONS PER COUNSELING AREA

Counseling Area



REAL IMPACT BEHIND THE SCENES



Real Impact Behind the Scenes

- ❖ **11** Entrepreneurs legally formed LLCs with our support
- ❖ **30+** Financial forecasts built from scratch
- ❖ **Clients coached** on pricing, DSCR, COGS, depreciation
- ❖ **Dozens** of business plan drafts reviewed & improved
- ❖ Lender meetings **supported directly** with presentation prep & advising

"Behind every new business is a stack of spreadsheets, hard decisions, and deep learning."



MOVING FORWARD

Our goal is to guide our clients toward durable, financially viable businesses that contribute to long-term regional prosperity.

Q2-3 Focus Areas:

- ❖ Capital Access & Lending Readiness
- ❖ Succession & Acquisition Planning
- ❖ Expansion & Workforce Development
- ❖ Refining Tools to Boost Advisor Efficiency

SPECIALIZED BUSINESS TRAINING

State Unemployment Insurance Tax and Withholding Seminar

Unemployment Insurance (UI) topics:

- ☐ Worker Status
- ☐ Unemployment Insurance Requirements
- ☐ Quarterly Wage Detail Reporting
- ☐ Tax Rate Determinations
- ☐ Costly Mistakes Employers Make
- ☐ How to control UI costs
- ☐ UI's role with Paid Leave

Withholding Tax topics:

- ☐ Misclassifying Workers
- ☐ Withholding information
- ☐ Minnesota Tax ID Number
- ☐ Requirements and Responsibilities
- ☐ Depositing
- ☐ Filing
- ☐ e-services
- ☐ Resources

**HELD: Friday April 25, 2025
At The Forge**

SPECIALIZED BUSINESS TRAINING

Upcoming Lunch & Learn At The Forge

How To Start A Business

Ready to be your own boss? Let's get started

- q Have a business idea or side hustle you want to grow?
- q Learn the fundamentals of starting and managing a successful business

What We Will Talk About...

- q Your Needs as a Business Owner
 - o What it takes to lead, serve your clients, & make profit
- q Your Target Market
 - o How to design a business that fits your customers & your community
- q Managing Your Business
 - o The basics of operations, staying consistent, & working toward your goals



SPECIALIZED BUSINESS TRAINING

Know Your Numbers

Financial Confidence for Small Business Owners

Purpose: Equip entrepreneurs with essential financial skills to make informed business decisions.

Focus Areas:

- q Understanding financial statements (P&L, Balance Sheet, Cash Flow)
- q Break-even analysis & pricing strategy
- q Budgeting & forecasting
- q Financial health indicators

Outcome: Confidently read, analyze, and use their numbers to manage and grow their businesses.

**Tuesday
June 17, 2025
at The Forge**



2025 COMMUNITY ENGAGEMENT

Community Presentations

- **Deer River:** January 13th
- **Nashwauk:** January 14th
- **Coleraine:** January 27th
- **Taconite:** May 12th
- **LaPrairie:** May 19th
- **Harris Township:** May 28th
- **Keewatin:** May 28th
- **Bigfork:** June 10th

Special Projects/Outreach:

- **Calumet:** City Bank Building
- **Deer River:** DR CARES, Downtown Plan
- **Deer River:** Resource Fair
- **Bigfork:** Revitalization Grant
- **LaPrairie:** Housing Project
- **Cohasset:** Special Contract Work
- **Nashwauk:** Engagement around Mesabi Metallica
- **Coleraine:** Housing Development Opportunity
- **Eastern Itasca:** Land Use & Zoning Project



SITE READINESS

- Near Ready – Phase 1 * Completed
 - 14 identified sites outside of Grand Rapids
 - City of Cohasset
 - IEDC Eco-Industrial Park
 - Bovey Business Park
- Focus shift to East Itasca Land Use & Zoning
 - Working closely with Kory Cease & the Itasca Land Department

ATTRACTION, RETENTION & EXPANSION

- **19 Active Projects – 10 New YTD**

- 13 Attraction
- 6 Expansion
- 2 Succession/Retention
- 3 Relocation



- **Site Visits**

- 4 Completed



BUSINESS DEVELOPMENT

Outreach

- EDAM
- International Economic Development Corporation – Rural Retreat Event
- Community Venture Network
- Center on Rural Innovation
- NE MN Collaboration

Research & Advocacy

- MN Permitting
- Clean Tech
- Energy 2 Community
- MITI
- Rural Wealth Building





COHASSET CONTRACT

Contract Extended:

- Project Goals:
 - Continued Economic Development Support
 - Support the City as they define a strategic plan forward for economic and community development
 - Help the City to create processes and define internal programs for economic and community development
 - Promote Cohasset for both business and housing development



COHASSET CONTRACT

Contract Extended:

- Grant Updates:
 - \$750,000 MN Energy Transition Grant Awarded for Blackwater Banks Development
 - \$222,000 Blandin Foundation Grant Awarded for Economic Development Work
 - Applied for a \$500,000 Just Transition Fund (JTF) Grant & were recently notified we were 1 of just 20 nationwide applicants invited to the 2nd and final round of this process. Grant would be used for the Blackwater Banks Development



BIGFORK BUSINESS REVITALIZATION GRANT

- Grant Program: Created 2025 using \$16,500 existing COVID Funds.
- Program Growth:
 - IRRR Awarded \$16,500, increasing program to \$33,000
 - Blandin Foundation Awarded \$66,000 (split 2025/26), increasing program to \$99,000
- Program Launched:
 - May 2025
 - 10 Businesses Awarded
 - Award letters go out this week!
- Fall 2025 – The Program will open for another round

THANK YOU!





**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, June 24, 2025

REQUEST FOR BOARD ACTION: RBA-2025-451

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Brett Skyles

AGENDA ITEM:

Reallocation

BOARD ACTION REQUESTED:

Approve reallocation of Deputy Clerk to the County Board to Deputy Clerk/Deputy Administrator within the Administration office. This reallocation would move the position from a Grade 8 to a Grade 10.

BACKGROUND:

As responsibilities have increased over time within the Administration office the realignment of duties and obligations is warranted. The annual budget impact is estimated at \$11,357.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
ABSENT:	Larry Hopkins



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, June 24, 2025

REQUEST FOR BOARD ACTION: RBA-2025-452

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: Brett Skyles

AGENDA ITEM:

Final estimates on third-floor boardroom project and take action regarding renovations.

BOARD ACTION REQUESTED:

Receive final estimates on third-floor boardroom project and take action regarding renovations.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Boardroom Estimated Renovation Costs

RESULT:	APPROVED (3 TO 1)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, John Johnson, Casey Venema
NAYS:	Terry Snyder
ABSENT:	Larry Hopkins

**ITASCA COUNTY
BOARD ROOM REMODEL
BUDGET**

CONTRACTOR	DESCRIPTION	PRICING
Hawk Construction	Demolition / Carpentry	\$61,900.00
Woodside Industries	Casework	\$79,384.66
Mulcahy Nickolaus	Steel Stud / Drywall	\$24,360.00
St. Cloud Acoustics	Acoustical Ceilings	\$8,657.00
Dorholt Tile	Carpet / Flooring	\$11,558.00
Fransen Decorating	Painting	\$5,250.00
LVC	Fire Sprinkler	\$8,305.00
JK Mechanical	Mechanical / Plumbing	\$4,350.00
Thelen Heating & Roofing	HVAC	\$16,500.00
SMB	Testing / Adjusting & Balancing	\$2,400.00
Parsons Electric	Electrical	\$33,579.44
All State Communications	Communications / Data	\$13,220.00
CONTRACTOR TOTAL		\$269,464.10
General Conditions		45,000.00
Contingency		25,000.00
CM Fee		15,500.00
Arch Fee for Code Plan		3,500.00
PROJECT TOTAL		358,464.10

3/10/2025

ITASCA COUNTY BOARD ROOM
REMODEL
Conceptual Estimate

Trade	Task	Cost/Unit	Budget
Carpentry	Demo		\$20,000.00
	Platform	\$15.00/SF	\$6,000.00
Casework	Dias Wall	Allowance	\$100,000.00
Gyp Board	Soffit		\$15,500.00
Acoustical	ACT Ceiling		\$6,500.00
Flooring	Carpet	\$55/SY	\$13,000.00
Painting	Walls & Soffit	\$4.50/SF	\$10,000.00
Fire Protection	Re-configure Heads	\$3.50/SF	\$7,500.00
Plumbing	Demo	3 fixtures w/capping	\$2,500.00
HVAC	Re-route Duct	\$7.00/SF	\$15,000.00
Electrical	Power/Data	\$9.25/SF	\$20,000.00
	Lighting	Allowance	\$25,000.00

Sub Total		\$241,000.00
GC		\$30,000.00
CONTINGENCY 15%		\$40,650.00
CM		\$15,500.00
ARCH		\$24,500.00
TOTAL		\$351,650.00

