

MEETING INFORMATION SHEET

July 15, 2025

PULL:

1. Item #6.4 (Joint Powers Agreement (JPA) -Library Operation Study)

ADDITIONS:

1. Item #5.6 (2025-2027 Collective Bargaining Agreement-Itasca County Managers Association(ICMA))
2. Item #6.7 (Letter of Support for M&N Cannabis to MN Office of Cannabis to accelerate process of site inspection)

CHANGES: None

INFORMATIONAL: None



ITASCA COUNTY BOARD OF COMMISSIONERS

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

Tuesday, July 8, 2025

2:30 PM

Itasca County Boardroom

ITASCA COUNTY MISSION: Itasca County government strives to preserve and enhance the quality of life, the environment, and economic well-being within the community.

DRAFT

REGULAR SESSION AGENDA

2:30 PM I. CALL TO ORDER

2:31 PM II. PLEDGE OF ALLEGIANCE

2:32 PM III. APPROVAL OF AGENDA

2:33 PM IV. MINUTES APPROVAL

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

2:34 PM V. CONSENT AGENDA

The Consent Agenda gives the County Board a means of handling routine non-controversial actions and motions that can be grouped together and handled in one motion. If, at the Board meeting, any Commissioner so requests, an item shall be removed from the Consent Agenda and considered separately.

1. Adopt the Resolution Re: MnDOT Agreement No. 1046667, which approves the agreement and authorizes the necessary signatures.
2. Adopt the Resolution Re: MnDOT Agreement No. 1060098, which approves the agreement and authorizes the necessary signatures.
3. Approve a utility easement for Lake Country Power over and across tax-forfeited property located in Outlot A, Plat of Little Moose Lake in Section 20, T57N, R26W, according to the recorded plat thereof, on file and of record in the office of the County Recorder, Itasca County, Minnesota, and authorize necessary signatures.
4. Approve utility easement for Lake Country Power over and across tax-forfeited property located in NWNW, Section 15, Township 53 North, Range 23 West, and authorize necessary signatures.
5. Approve amendments to road easements in Sections 8, 17, and 18 of Township 60 North, Range 25 West, and authorize necessary signatures.

VI. REGULAR AGENDA

2:35 PM 1. Citizen Input, Chair

2:40 PM 2. Recognition of County Employees, Brett Skyles

2:45 PM 3. Commissioner Warrants, Gail Guck

2:50 PM 4. Set Public Hearing Re: Property Tax Abatement, Austin Rohling

2:55 PM 5. YMCA Lease Addendum, Eric Villeneuve

- 3:00 PM** 6. Visit Grand Rapids Update, Megan Christianson
- 3:15 PM** VII. ADMINISTRATOR UPDATE
- 3:20 PM** VIII. COMMITTEE REPORTS
- 3:25 PM** IX. COMMISSIONER COMMENTS
- X. CLOSED SESSIONS
- 3:30 PM** XI. ADJOURN

OTHER MEETINGS

Monday, July 14, 2025 beginning at 7 p.m. – The Itasca County Board of Commissioners have been invited to attend the Itasca County Township Association (ICTA) meeting to be held at Harris Town Hall, 21998 Airport Road, Grand Rapids, MN 55744. (Posted 12/27/2024)

Note: This time schedule is approximate!! Individuals with appointments should be available 10 minutes ahead of their appointment time.

Portions of this meeting may be closed to the public, if data classified as private or confidential is discussed.

If you require an accommodation to participate in this event, please contact the Administrative Services Department at (218) 327-7363 as soon as possible so necessary arrangements may be made.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 15, 2025

REQUEST FOR BOARD ACTION: RBA-2025-471

DEPARTMENT: Human Resources

TIME REQUESTED: < 5 Minutes

PRESENTER: Mandy Windorski

AGENDA ITEM:

Reallocation

BOARD ACTION REQUESTED:

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

BACKGROUND:

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

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Recruiting and Development Specialist - signed

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



No Screen

ITASCA COUNTY JOB DESCRIPTION

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

Job Title: Recruiting and Development Specialist

Department: Human Resources

Classification: Grade 10; ICCEA

FLSA Status: Non-exempt; PR/PT

Position Description: The Recruiting and Development Specialist is responsible for supporting the full lifecycle of recruiting, employee development, and retention efforts within the County. This position leads initiatives to attract, hire, develop, and retain qualified talent while promoting equitable and consistent employment practices.

The Specialist collaborates with department leadership to assess staffing needs, identify workforce trends, support supervisor development, and implement onboarding and training programs that contribute to employee engagement and retention. This role ensures compliance with County policies, collective bargaining agreements, and all applicable employment laws and regulations.

Direct Supervisor: Human Resources Director

Indirect Supervisor:

Total # positions that report directly to this job: 0

Total # positions that report indirectly to this job: Provide work direction as a lead-worker – 1 HR Assistant and 1 HRIS Assistant

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

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

Minimum Qualifications (Pass/Fail):

- Associate's or Bachelor's degree in Human Resources, Business Administration, Public Administration, or a related field preferred or equivalent combination of education (must attach transcript) and work experience directly in Human Resources.
- At least one (2) year of professional experience in human resources, with responsibilities including recruitment, onboarding, training coordination, or employee engagement.
- Demonstrated knowledge of applicable state and federal employment laws (e.g., FMLA, ADA, EEO, MN Veterans Preference, MN Government Data Practices Act).
- Proficiency in HRIS systems, benefits platforms, and Microsoft Office Suite (Word, Excel, Outlook).
- Valid driver's license and reliable transportation (for job fairs, outreach, training coordination, etc.).

Job Title: Recruiting and Development Specialist**Date: 6/6/2025****Knowledge, Skills & Abilities:**

Knowledge of:

- Public sector recruitment practices and employment law, including EEO, ADA, FMLA, Minnesota Veterans Preference Act, and the Minnesota Government Data Practices Act.
- Collective bargaining agreements and civil service rules relevant to hiring, classification, and promotion.
- Human Resources Information Systems (HRIS) and Applicant Tracking Systems (ATS).
- Adult learning principles, employee training and development strategies, and onboarding best practices.
- Metrics and evaluation methods for tracking recruitment, retention, and engagement outcomes.
- Diversity, equity, inclusion (DEI), and accessibility initiatives in the workplace.

Skill in:

- Coordinating full-cycle recruitment processes, from job posting through onboarding.
- Facilitating or supporting employee development, training events, and orientations.
- Communicating effectively in both written and verbal forms with diverse audiences.
- Providing excellent internal customer service to candidates, staff, and hiring managers.
- Managing multiple projects, timelines, and deadlines with strong attention to detail.
- Using technology tools such as Microsoft Office, HRIS, survey platforms, and online learning systems.

Ability to:

- Interpret and apply laws, rules, policies, and labor contracts to HR functions.
- Develop outreach strategies and build relationships with external stakeholders and community partners.
- Support a culture of employee engagement, development, and continuous improvement.
- Maintain confidentiality and discretion when handling sensitive or protected information.
- Exercise sound judgment and initiative in problem-solving and decision-making.
- Collaborate with others in a team-oriented and service-driven HR environment.

Preferred Qualifications:

- Experience working in a government or public sector HR setting or unionized environment
- Experience coordinating or delivering employee training and development programs.
- Work experience in FMLA/Leave administration and employee benefit plan administration
- Experience developing onboarding programs, new hire orientations, or supervisor toolkits.
- Knowledge of Minnesota Public Employees Retirement Association (PERA) benefits and county-specific policies
- Human Resources Certification (must attach Certification)

Duties and ResponsibilitiesPercentage of Time (100%): Time spent performing the duty and responsibilityEssential Function (E): The basic job duties that an employee must be able to perform, with or without reasonable accommodations. If the position exists to perform that duty, it is an essential function.Non-essential Function (NE): Marginal duties that have limited or no consequences should the duties not be performed by the particular position.

%	E or	Duties and Responsibilities
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Job Title: **Recruiting and Development Specialist**Date: 6/6/2025

	NE	
40	E	Recruitment and Talent Acquisition • Coordinate full-cycle recruitment in compliance with civil service rules, collective bargaining agreements, and state/federal employment laws. • Draft and post job announcements across internal and external platforms (e.g., NEOGOV, GovernmentJobs). • Screen applicants for minimum qualifications and coordinate structured interview processes. • Serve as the point of contact for hiring managers and candidates throughout the process. Maintain accurate and timely documentation for recruitment activities. • Attend public sector job fairs, school and technical college career events, and workforce development meetings. • Build partnerships with veterans' organizations, tribal governments, and local community groups.
15	E	Job Description and Classification Support • Support job description development and classification reviews in collaboration with department heads and HR leadership. • Ensure documentation and analysis align with classification systems and legal guidelines. • Assist with classification maintenance and position control documentation.
10	E	Onboarding and Orientation • Coordinate onboarding logistics • Collaborate with departments to ensure timely submission of new hire paperwork and system access. • Collaborate with departments to ensure compliance with technology access, identification, and payroll setup.
10	E	Public Sector Compliance and Reporting • Maintain documentation and reporting procedures to ensure compliance with data practices, EEO/AA reporting, veteran's preference, and background investigations (e.g., BCA, NETStudy 2.0, SimplyVerified). • Assist with audit preparation and labor-related reporting as required by state and federal regulations.
10	E	Union Relations Support • Assist in ensuring hiring and promotional processes adhere to collective bargaining agreements and internal procedures. • Work with HR and Labor Relations staff on contract interpretation as it relates to hiring practices.
10	E	Training and Development Support • Coordinate and facilitate onboarding and new employee orientation sessions. • Collaborate with department supervisors to identify training needs and schedule

Job Title: Recruiting and Development Specialist**Date: 6/6/2025**

		internal or external learning opportunities. • Assist with tracking employee training records, certifications, and compliance-related education. • Support the implementation of training initiatives related to diversity, equity, compliance, and supervisory skills. • Assist in developing or sourcing training materials and presenters. • Coordinate logistics for in-person and virtual training sessions.
5	E	General HR Administration and Project Support • Provide backup support to other HR functions, such as employee relations, benefits administration, or training coordination. • Assist employees and supervisors with general HR inquiries.
	E	Regular attendance on the job.
	NE	Perform other duties as delegated.

Annual Budget Data:

Identify the average annual dollar amount this job impacts:

Capital budget:

\$ Description:

Operating budget:

\$ Description:

Payroll budget:

\$ Description:

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

\$ Description:

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

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

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

Job Title: Recruiting and Development Specialist**Date: 6/6/2025**

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

Critical Demand		Frequency	Description
Lift			
Low-level			
	Under 10 lbs.	R	Files, manuals, 3-ring binders; boxes
	10-25 lbs.	R	Files, manuals, 3-ring binders; boxes
	26-50 lbs.	N	
	50+ lbs.	N	
Mid-Range			
	Under 10 lbs.	R	Files, manuals, 3-ring binders; boxes
	10-25 lbs.	R	Files, manuals, 3-ring binders; boxes
	26-50 lbs.	N	
	50+ lbs.	N	
Overhead			
	Under 10 lbs.	R	Files, manuals, 3-ring binders; boxes
	10-25 lbs.	R	Files, manuals, 3-ring binders; boxes
	26-50 lbs.	N	
	50+ lbs.	N	
Positional			
	Under 10 lbs.	N	
	10-25 lbs.	N	
	26-50 lbs.	N	
	50+ lbs.	N	
Carry	Under 10 lbs.	R	Files, manuals, 3-ring binders; boxes
	10-25 lbs.	R	Files, manuals, 3-ring binders; boxes
	26-50 lbs.	N	
	50+ lbs.	N	
Push / Pull	Under 10 lbs.	R	Place/remove binders or books; open/close file drawers
	10-25 lbs.	N	
	26-50 lbs.	N	
	50+ lbs.	N	
Reach		R	Placing files, manuals, 3-ring binders to the floor, lower or upper unit shelving/cabinets

Job Title: Recruiting and Development Specialist

Date: 6/6/2025

Critical Demand		Frequency	Description
Forward Bend Standing		R	Placing files, manuals, 3-ring binders to the floor or lower unit shelving.
Forward Bend Sitting		R	Placing files, manuals, 3-ring binders to the floor or lower unit shelving.
Rotation		R	Placing files, manuals, 3-ring binders to the floor or lower unit shelving.
Standing		R	When presenting or training; workstation
Standing Work		R	When presenting or training; workstation
Sitting		C	At workstation and meetings
Squatting		R	Files placing in a low level file cabinet
Low Work			
Crouch		N	
Kneel – ½ Kneel		N	
Crawl		N	
Balance		N	
Walking		R	Throughout County buildings
Stair Climb		R	Stairs in County buildings
Ladder Climb		N	
Climb		R	Step stool/ladder for reaching higher cupboards
Use of Hands:			
Grip		N	
Pinch		N	
Finger		C	Typing, data entry
Handle		F	To perform the essential functions of the job
Driving		R	To other County buildings, attend meetings
Sensory:			

Job Title: Recruiting and Development Specialist**Date: 6/6/2025**

Critical Demand		Frequency	Description
Vision		C	To perform the essential functions of the job
Hearing		F	To perform the essential functions of the job
Talk/Speak		F	To perform the essential functions of the job
Taste/Smell		R	Reasonable suspicion

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

X	Critical Demand	List:
	Exposure to Weather	
	Extreme Heat (not weather related)	
	Extreme Cold (not weather related)	
	Extreme Wet/Humid (not weather related)	
	Extreme Noise	
	Vibration	
	Mechanical Hazards	
	Electrical Hazards	
	Burns	
	Confined Spaces	
	Explosives	
	Radiant Energy	
	Unprotected Heights	
	Atmospheric Conditions	
	Elevated Surfaces	
	Chemicals (Caustic or Toxic)	
	Blood-borne Pathogen &/or Biomedical/Microorganisms	
	Slippery Surfaces	
	Moving Objects	
	Traffic	
	Other	

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

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

	Extended Day
X	Indoors
	Outdoors



Mental Demands:

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

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

Personal Protective Equipment:

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

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

Supervisor's signature and date:

Signature: _____ Date: _____

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

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

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

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

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

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

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

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

POSITIONAL ACTIVITIES:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AMBULATION AND CLIMBING:

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

STAIR CLIMB: Ascend or descend fixed or portable stairs.

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

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

HAND:

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

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

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

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

SENSORY:

VISION:

COLOR VISION: Ability to identify and distinguish colors.

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

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

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

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

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

HEAR: perceive the nature of sounds.

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

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

ENVIRONMENTAL CONDITIONS:

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

discomfort.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

TRAFFIC: Physical exposure to vehicular traffic.

Signature: *Amanda Windorski*

Email: amanda.windorski@CO.ITASCA.mn.us



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 15, 2025

REQUEST FOR BOARD ACTION: RBA-2025-475

DEPARTMENT: Human Resources

TIME REQUESTED: < 5 Minutes

PRESENTER: Mandy Windorski

AGENDA ITEM:

Employee Recognition Program Policy

BOARD ACTION REQUESTED:

Approve the updated Employee Recognition Program Policy.

BACKGROUND:

The updated policy updates outdated language and allows for more flexibility when selecting recognition offerings for our employees.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Employee Recognition Policy updated 7.2025

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



ITASCA COUNTY HUMAN RESOURCES	EFFECTIVE DATE:	POLICY #:
	RBA #:	BOARD APPROVAL DATE:
	RBA Dated:	
	REFERENCES:	
SUBJECT: Employee Recognition Program Policy		

Policy Summary

This policy authorizes the use of nominal gifts and public acknowledgments to recognize County employees for their service, achievements, and contributions. The goal is to promote morale, productivity, and public accountability.

A. Policy

The County Board authorizes the provision of nominal gifts as a form of recognition for employees in acknowledgment of their service, dedication, and contributions to Itasca County. Such items may include, but are not limited to, commemorative items or County-branded tokens of appreciation, as deemed appropriate and consistent with County recognition practices. The Board delegates responsibility for managing the Employee Recognition Program to the Human Resources Department.

B. Justification

Public expenditures for County employee recognition programs serve a public purpose by formally acknowledging employees who make significant contributions and demonstrate commitment in the performance of their duties. Such recognition results in higher morale and productivity among County employees and, therefore, helps the County fulfill its statutory responsibilities in an efficient and cost-effective manner.

C. Eligibility

All regular employees are eligible to participate in the Employee Recognition Program.

D. Recognition

Newly Hired Employees:

Itasca County recognizes all newly hired employees at the first County Board meeting following their official hire date. Recognition is included in the official Board minutes.

Promotions, Transfers, and Voluntary Demotions:

Itasca County recognizes employee promotions, transfers, and voluntary demotions at the first County Board meeting following the effective date. Recognition is included in the official Board minutes.

**Years of Service:**

Itasca County recognizes employees for milestone years of service. Service increments include 5, 10, 15, 20, 25, 30, 35, and 40-plus years. Completion of service increments is determined by the hire/anniversary date for employees. Recognition is included in the official Board minutes. Employee names may also be publicly acknowledged through electronic displays located in various County facilities.

Separation of Employment:

Itasca County recognizes employee resignations at the first County Board meeting following the effective date. Recognition is included in the official Board minutes.

Retirement:

Itasca County recognizes retiring employees through the award of a nominal recognition item selected by the retiree. Such items may include, but are not limited to, commemorative or County-branded tokens of appreciation, as deemed appropriate and consistent with County recognition practices. Retirements are recognized at the first County Board meeting following the effective date and are included in the official Board minutes.

Other:

Employees may be recognized under special circumstances or for specific contributions upon recommendation of a Department Head and approval by the County Administrator, provided the recognition qualifies as a nominal gift and is documented in the annual report to the Board.

Board Approved: 12/22/1998; 01/27/2004; 01/22/2013.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 15, 2025

REQUEST FOR BOARD ACTION: RBA-2025-472

DEPARTMENT: Transportation
PRESENTER: Ryan Sutherland

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:

Highway Maintenance Facilities - Preventive HVAC Maintenance Contract

BOARD ACTION REQUESTED:

Award Contract to Arctic Heating and Cooling LLC 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.

Request for Board Action 2025-445 authorized award to Mr. Furnace. Mr. Furnace notified Itasca County in writing on July 7, 2025 declining the contract.

Mr. Furnace - \$51,000.00

Arctic Heating and Cooling, LLC - \$60,000.00

ASAP Heating & Air Conditioning - \$62,649.00

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION: None

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



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 15, 2025

REQUEST FOR BOARD ACTION: RBA-2025-476

DEPARTMENT: Land Department

TIME REQUESTED: < 5 Minutes

PRESENTER: Kory Cease

AGENDA ITEM:

2025 Northern Minnesota Swap Meet and Car Show Lease

BOARD ACTION REQUESTED:

Approve 2025 lease between Itasca County and the Northern Minnesota Swap Meet and Car Show, and authorize necessary signatures.

BACKGROUND:

The event agreement was originally developed with the County Attorney's office (Re: CRT-4171). Proceeds will be placed into the Itasca Agricultural Association park maintenance account. The security deposit will be held by Itasca County.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. 2025 Swap Meet Car Show Agreement

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

County of Itasca, Minnesota Event Lease Agreement

This Agreement is made effective this **15th day of July, 2025**, by and between **Itasca County** ("Lessor"); and **Northern Minnesota Swap Meet and Car Show**, ("Lessee"), 1 NW 3rd Street, Grand Rapids, MN 55744. For good and valuable consideration, the receipt and sufficiency of which the parties hereby acknowledge the parties agree as follows:

1. **Authority.** This Agreement is granted pursuant to the provisions of Minnesota Statutes Section 373.01, Subdivision(1)(a)(4) and Minnesota Statutes Section 398.32, Subdivision 3.
2. **Premises.** Lessor in consideration of the terms, conditions and contracts contained herein, and subject to such special conditions as are set forth in the Special Conditions attached hereto and made a part hereof and marked as Exhibit A, Exhibit B attached hereto and made a part hereof, and the payment of the Lease Agreement Fee to be paid by Lessee, Lessor hereby leases to the Lessee, subject at all times to sale, contract and use for other purposes, the non-exclusive rights in the described Premises as set forth below:

- | | |
|---|---|
| ☒ A - Cattle barn | ☒ B - Horse barn |
| ☒ C - Beef Barn | ☒ D – Poultry |
| ☒ F - United Methodist Church | ☒ H - New Moose Club |
| ☒ I - Corn Palace | ☒ J - Solid Rock |
| ☐ K - Bingo Hall | ☒ L – Eagles |
| ☒ M - All Purpose | ☐ N - Announcement Booth |
| ☒ O - Children’s barn | ☒ P – Restroom |
| ☒ Q - 4H Food Booth | ☒ T - Conservation Building |
| ☒ V - Agriculture/Horticulture Building | ☒ W - 4H Exhibit |
| ☒ X - Commercial Exhibit | ☐ Y - Committee on Aging |
| ☒ Z - Arts and Craft | ☒ AA – Gazebo |
| ☒ CC - Old Beer Garden | ☒ DD - DNR Building |
| ☐ EE - Grand Stand | ☐ FF – Storage |
| ☒ GG – Shelter | ☒ HH - Trailhead Building |
| ☒ Grounds - *Excluding the campground | ☒ Parking Lot |
| ☒ Race Track | ☐ Horse Arena |

2.1 Personal Property/Fixtures: Personal Property or fixtures within the Premises shall not be deemed leased under this Agreement, unless otherwise authorized in writing.

3. **Warranties.** Lessor does not warrant its title to the premises nor undertake to defend the Lessee in the peaceable possession or use thereof. No covenant of quiet enjoyment is made. Lessee shall indemnify and hold Lessor harmless from any and all claims for damages against Lessor by third parties as a result of this Agreement.

4. **Exhibits.** This Lease Agreement is subject to such special conditions as are set forth in the Special Conditions Supplement attached hereto and made a part hereof and marked as Exhibit A. This Lease Agreement is subject to such terms as are set forth in Exhibit B as to insurance and indemnification.

5. **Term.** The term of this Agreement shall commence on July 23, 2025, and shall end at 12:00 a.m. on July 28, 2025. The term of this Agreement is subject to termination pursuant to the default provisions in paragraph 10 herein. The Agreement may be extended or modified if provided for in the Special Conditions marked as **Exhibit A**.

6. **Lease Agreement-Fee.** Lessee shall pay to Lessor a non-refundable Lease Agreement Fee of \$9,000.00 for the non-exclusive rights to the Premises as set forth above or as set forth in the Special Conditions marked as **Exhibit A**.

7. **Security Deposit.** Simultaneously with the execution of this Lease, Lessee shall deposit with Lessor the sum of Four Thousand Eight Hundred Dollars (\$ 4,800.00) as a security deposit. Such security deposit shall be considered as security for the payment and performance by Lessee of all of Lessee's obligations, covenants, conditions and agreements under this Lease. Upon the expiration of the term hereof, Lessor shall, provided that Lessee is not in default under the terms hereof, return and pay back such security deposit to Lessee as set forth below. In the event of any default by Lessee hereunder, Lessor shall have the right, but shall not be obligated, to apply all or any portion of the security deposit to cure such default, in which event Lessee shall be obligated to promptly deposit with Lessor the amount necessary to restore the security deposit to its original amount.

7.1 The Security Deposit may be applied to offset any damages that may occur during the event from the Lessee or the Lessee's invitees. Review of all Premises will be conducted prior to and following the term of this Agreement. Deposits will be returnable up to two weeks after the termination of this Agreement and only if no damage has occurred. In the event of damages exceeding the amount as set forth above the Lessee will be liable for the balance of the damages.

7.2 The Security Deposit may be applied to offset any cleanup that has not been completed during or after the event. Review of all Premises will be conducted prior to and following the Term of this Agreement. Deposits will be returnable up to two weeks after the termination of this Agreement and only if no cleanup is needed. In the event of the cost of cleanup exceeds the amount as set forth above the Lessee will be liable for the balance of the cost.

8. **Encumbrance.** This Agreement is subject to all existing easements, rights-of-way, licenses, contracts, commingling contracts and other encumbrances upon the Premises and Lessor

shall not be liable to Lessee for any damages resulting from any action taken by a holder of an interest pursuant to the rights of that holder thereunder.

9. Maintenance. Lessee shall maintain the Premises in good repair, keeping them safe and clean, removing all refuses and debris that may accumulate, to the extent consistent with sound and customary practices. Lessee shall comply with all laws affecting the Premises, including Federal, state or local statute, law, rule, regulation or ordinance, unless otherwise exempt.

10. Termination. The Lessor has the right to cancel this Agreement for nonpayment of any amount due under this Agreement or other violation of the terms and conditions of this Agreement. Termination of this Agreement does not relieve the Lessee from any liability for payment or other liability incurred under this Agreement.

10.1 This Agreement may be cancelled by the Lessor, if the Lessee has failed to secure all permits/licenses and approvals if any are necessary for the Lessee's approved activity as stated on the Special Conditions marked as **Exhibit A**.

10.2 Lessee shall, on the termination date, or earlier as provided for in this Agreement, peaceably and quietly surrender the Premises to the Lessor in a condition satisfactory to the Lessor. If the Lessee fails to surrender the Premises on the termination of this Agreement, the Lessor may obtain a court order as permitted by law to eject or remove the Lessee from the Premises and Lessee shall indemnify the Lessor for all expenses incurred by the Lessor.

10.3 In addition, Lessee shall remove all of Lessee's personal property at Lessee's expense, from the Premises prior to or at the termination date and time per this Agreement. Any personal property remaining shall be considered abandoned and shall be disposed of by the Lessor according to law. If this Agreement is terminated prior to its termination date, the Lessee shall not be relieved of any obligation incurred prior to termination.

10.4 Lessee acquires no additional rights by holding the Premises after termination and shall be subject to legal action for removal.

10.5 If Lessee defaults in compliance with its obligations under this Agreement, Lessor shall have the right in its exclusive discretion to permit Lessee to cure, and Lessor shall have the right upon Lessee's failure to cure such default within 10 days after receipt of written notice specifying such default, to seek such remedies or combination of remedies as may be available at law or in equity, including without limitation specific performance, damages, or termination of this Agreement. Lessor's remedies shall expressly include the right to evict Lessee and take possession of the Premises.

10.6 Lessee may terminate this Agreement for good cause, which will be at the discretion of the Lessor. In the event that this Agreement is terminated for good cause at the discretion of the Lessor, the lease-fee shall not be refundable, and the security deposit shall be handled in accordance with numbers 7, 7.1, and 7.2 above.

11. Right of Entry. Lessor, or its agents, contractors, or employees shall have the right to enter upon and into said Premises at any time to inspect the same. Such inspection shall not unreasonably hinder or interrupt the operations of the Lessee, except in cases where emergency entry is necessary to preserve the Premises and other property.

12. Liability. This Agreement shall not be construed as imposing any liability on the Lessor for injury or damage to the person or property of the Lessee, or to any other persons or property, arising out of any use of the Premises, or under any other easement, right-of-way, license, lease or other encumbrance now in effect.

12.1 Indemnification. Lessee agrees to defend, indemnify and hold harmless Lessor, its elected officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorney fees resulting directly or indirectly from any act or omission of Lessee, anyone directly or indirectly employed by them and/or anyone for whose acts and/or omissions they may be liable in the performance of the services required by this Agreement and against all loss by reason of failure of said Lessee to perform fully, in any respect, all obligations under this Agreement. See Exhibit B.

12.2 Insurance. Lessee agrees at all times during the term of this Agreement to have and keep in force insurance, either under a self-insurance program or separate insurance policy, as indicated and shown in attached Exhibit B and/or the Special Conditions marked as Exhibit A.

12.3 The Lessor reserves the right to terminate, suspend or rescind any Agreement not in compliance with these requirements and retains all rights thereafter to pursue any legal remedies against Lessee. All insurance policies shall be open to inspection by the Lessor, and copies of policies shall be submitted to the Lessor upon written request.

13. Lessee agrees that no tobacco products, cannabis products, drugs, or illegal substances of any kind shall be sold or distributed on the premises under any circumstances. Alcohol may be served or sold if Lessee is properly licensed/permitted by the appropriate licensing/permitting authority and as authorized in the Special Conditions marked as **Exhibit A.** Lessee understands that any violation of this paragraph shall give the Lessor the rights to terminate this Agreement without penalty to the Lessor, and permanently bar Lessee, or any member or guest of lessee, from the Premises.

14. Lost Property. The Lessor assumes no responsibility whatsoever, for any property placed on the Premises, and the Lessor is hereby expressly released and discharged from any and all liabilities for any loss of property and discharged from any and all liabilities for any loss of property that may be sustained by the use of said Premises under this Agreement.

15. Right to Control. It is understood that the Lessor hereby reserves the right to control and manage the Premises and to enforce all necessary and proper rules for the management and operation of the Premises and for the Lessor employees or other authorized representatives to enter and exercise their authority at the Premises at any time. The Lessor also reserves the right,

but not the duty, through its employees and representatives, to eject any objectionable person or persons from the Premises and Lessee hereby waives any and all claims for damages against the Lessor or any of its representatives resulting from the exercise of this authority.

16. Recovery of Expenses. If it is necessary for the Lessor to incur expenses by court action or otherwise for the ejectment of Lessee or Lessee's invitees, or the removal from the leased premises of the Lessee's or Lessee's invitee's personal property, or recovery of the amount due under this Agreement, or for any other remedy of the Lessor under this lease, and the Lessor prevails in the court action or otherwise, then the Lessee shall pay to the Lessor all expenses, including attorney's fees, thus incurred by the Lessor.

17. Severability. If any clause or provision of this Agreement is or becomes illegal, invalid or unenforceable because of present or future laws or any rule or regulation or ordinance, unless exempt, the intentions of the Lessor and Lessee here is that the remaining parts of this Agreement shall not be affected thereby.

18. Governing Law. The laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the parties herein and performance under it. The appropriate venue and jurisdiction for any litigation hereunder will be those courts located within the County of Itasca, State of Minnesota. Litigation, however, in the federal courts involving the parties herein will be in the appropriate federal court within the State of Minnesota. Any claim, controversy or dispute arising out of this Agreement may upon mutual agreement of the parties be referred to non-binding or binding arbitration in accordance with the commercial rules of the American Arbitration Association. If any provisions of this Agreement are held invalid, illegal or unenforceable, the remaining provisions will not be affected.

19. Modifications/Amendment. Any alterations, variations, modifications, amendments or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by authorized representative of the Lessor and Lessee.

20. Notification. Any notice given under this Contract shall be in writing and served upon the other party either personally or by depositing such notice in the United States mail with proper address and sent by certified mail, return receipt requested. Service shall be effective on the earlier of receipt or five days after the depositing of the notice in the United States mail. The proper mailing addresses for Lessor and Lessee for the purposes of serving notice are as follows:

Lessor

Itasca County
c/o Land Commissioner
1177 LaPrairie Avenue
Grand Rapids, Minnesota 55744
Office: 218-327-2855

Lessee

Northern Minnesota Swap Meet & Car Show
c/o April Jespersen
1 NW 3rd St.
Grand Rapids, MN 55744
Office: 218-326-6619

21. Compliance with Laws. Lessee shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations, unless exempt, now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs and staff for which Lessee is responsible.

22. Records Audition and Retention. Lessee's books, records, documents, papers, accounting procedures and practices, and other evidences relevant to this Agreement 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 Agreement. Lessee 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.

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

24. Assignment. Lessee shall not encumber or assign this Agreement or sublet the Premises or any part thereof without prior written consent of Lessor. No action of Lessor in collecting payment from any sublessee, assignee, or occupant shall constitute a waiver hereof.

25. Final Agreement. This Agreement 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.

25.1 If this Agreement conflicts with a Special Conditions, the Special Conditions shall control.

EXECUTION

IN WITNESS WHEREOF, the Lessor has caused this Agreement to be signed by its duly authorized officers and the Lessee has hereunto set its hand.

Dated this 15th day of July, 2025.

Lessee: **Northern MN Swap Meet & Car Show** Lessor: **County of Itasca**

By: _____

By: _____

Title: _____

Title: Itasca County Land Commissioner/
Parks Director

Exhibit A
Lease Agreement
Special Conditions Supplement

This document shall be considered the Special Conditions to the Lease Agreement between Itasca County, hereinafter referred to as “Lessor”, and Northern Minnesota Swap Meet and Car Show, hereinafter referred to as “Lessee”, which was made effective on the 15th day of July, 2025.

Both Lessor and Lessee mutually agree to the following in addition to the terms contained in the Lease Agreement made effective on the 15th day of July, 2025.

I. Special Terms.

Activities are described below (i.e., beer garden, vendors, food booths, activities requiring license/permit, detailed description of event, etc.):

This event will be open to the public from July 25th, 2025, through July 27th, 2025, with vendor booths, food vendors, car shows, and a beer garden. Paid Parking is required except for Mesabi Trail users. Full use of the grounds and buildings as identified in the Lease Agreement will be included.

Both parties of this contract mutually agree to the following in addition to the terms contained in the Lease Agreement.

1. Lessee will be responsible for providing garbage dumpsters and removal after event.
2. Lessee will be responsible for providing and maintaining additional portable restrooms.
3. Lessee will be responsible for all Parking Staff as needed.
4. Lessee will be allowed to use the Racetrack and Pit Area for additional parking, dependent on weather conditions.
5. Licensed/Permitted Activity under Section 13 “Banned Substances” of the Lease Agreement, if applicable (i.e. beer garden, etc.):
 - a. Lessee will be allowed to have a Beer Garden in accordance with the conditions set forth in the Lease Agreement.
6. Mobile Food booths will be limited to 10 mobile food booths
7. The Lessor will provide Bathroom facilities and services as needed.
8. The Lessor will provide garbage pickup and cleanup during and after the event.

Exhibit B
Indemnification and Insurance
Event Lease Agreement

- A. LESSEE agrees to defend, indemnify and hold harmless COUNTY, its elected officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorney fees resulting directly or indirectly from any act or omission of LESSEE, anyone directly or indirectly employed by them and/or anyone for whose acts and/or omissions they may be liable in the performance of the services required by this contract and against all loss by reason of failure of said LESSEE to perform fully, in any respect, all obligations under this contract.
- B. LESSEE agrees at all times during the term of this Agreement to have and keep in force insurance, either under a self-insurance program or separate insurance policy, as follows:

- a. Commercial General Liability shall list Itasca County as an additional insured with the following insurance limits:

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

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

- c. Workers' Compensation and Employer's Liability:
- Statutory
Limits
- If the LESSEE is based outside the State of Minnesota, coverage must apply to Minnesota Laws.

- d. Employer's Liability
- | | |
|--------------------------|---------------|
| Bodily injury by: | <u>Limits</u> |
| Accident - Each Accident | \$500,000 |
| Disease - Policy Limit | \$500,000 |
| Disease - Each Employee | \$500,000 |

An umbrella or excess policy over primary liability coverage is an acceptable method to provide the required aggregate insurance amounts.

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

LESSEE shall not commence work on the Site, or otherwise occupy the Site, until it has obtained required insurance and filed an acceptable Certificate of Insurance with COUNTY to the attention of: Land Commissioner, 1177 LaPrairie Avenue Grand Rapids, MN 55744. The Certificate shall:

1. List Itasca County as Certificate holder and as an additional insured with respect to operations covered under the contract for all liability coverages except Workers' Compensation and Employer's Liability and Professional Liability, if applicable; and,
 2. Be amended to show that Itasca County will receive thirty (30) days written notice in the event of cancellation, non-renewal or material change in any described policies.
- C. LESSEE also agrees that any contract let by LESSEE for the performance of the work on the Site as provided herein shall include clauses that will: (1) require the LESSEE to defend, indemnify and hold harmless COUNTY, its elected officials, officers, agents and employees for any liability, claims, causes of action, losses, demands, damages, judgments, costs, interest, expenses (including, without limitation, reasonable attorney fees, witness fees and disbursements incurred in the defendant thereof) arising out of or by reason of the acts and/or omissions of said LESSEE, its subcontractors, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable for; and (2) require the LESSEE to provide and maintain insurance in accordance with the following:

a.	Workers' Compensation:	(Statutory Limits)
	Employer's Liability Insurance:	
		<u>Limits</u>
1.	Bodily Injury by Accident, each accident	\$500,000
2.	Bodily Injury by Disease, policy limit	
		\$500,000
3.	Bodily Injury by Disease, each employee	\$500,000

Note: all states endorsement is required if LESSEE is domiciled outside the State of Minnesota.

b. Commercial General and Automobile Liability Insurance:

Limits

1. Commercial General Liability:
Combined Bodily Injury and Property Damage
Each Occurrence Limit
\$1,500,000
General Aggregate Limit
Products - Completed Operations
Aggregate Limit
\$3,000,000
Personal and Advertising Injury Limit
\$3,000,000
\$1,500,000

Coverages above shall also include:
Premises - Operations
Contractual Liability (including oral and written contracts)
Explosion, Collapse, Underground Property Damage (XCU)
2. Automobile Liability including Hired Car and Employers Non-Ownership Liability:
Combined Bodily Injury and Property Damage:
Each Occurrence Limit
\$1,500,000

The above subparagraphs establish minimum insurance requirements and it is the sole responsibility of LESSEE'S Subcontractor(s) to purchase additional insurance that may be necessary for the project.

- D. **LESSEE 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.**
- E. In addition to any other rights contained herein the COUNTY reserves the right to terminate, suspend or rescind this contract if the LESSEE is not in compliance with the requirements contained herein and retains all rights its thereafter to pursue any legal remedies against LESSEE. All insurance policies shall be open to inspection by the COUNTY upon written request.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 15, 2025

REQUEST FOR BOARD ACTION: RBA-2025-477

DEPARTMENT: Environmental Services
PRESENTER:

TIME REQUESTED:

AGENDA ITEM:

MOA for Advanced SSTS Design Review & Inspection with Aitkin County

BOARD ACTION REQUESTED:

Approve MOA between Itasca County and Aitkin County for Advanced SSTS Design Review and Inspection

BACKGROUND:

In accordance with Minnesota Rules 7083, advanced SSTS must be reviewed, approved, and inspected by properly certified advanced designers and inspectors.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. Itasca_Aitkin_Advanced_Design_ MOU

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

**MEMORANDUM OF AGREEMENT
BETWEEN
AITKIN COUNTY THROUGH ITS ENVIRONMENTAL SERVICES DEPARTMENT
AND
ITASCA COUNTY THROUGH ITS ENVIRONMENTAL SERVICES DEPARTMENT
FOR
ADVANCED SEPTIC SYSTEM DESIGN REVIEW AND INSPECTION**

WHEREAS, in accordance with Minnesota Rules 7083, advanced septic systems must be reviewed, approved, and inspected by properly certified advanced designers and inspectors, and

WHEREAS, due to the increase in mid and large-sized septic systems being designed, reviewed, and installed within Itasca County, there is a shortage of certified advanced designers and inspectors, and

WHEREAS, currently Itasca Environmental Services does not have a certified Advanced Septic System Designer/Inspector to review and approve advanced systems for the County, and

WHEREAS, Itasca Environmental Services, an official agency of said county, has requested assistance in the design, review, and inspection of advanced septic systems from Aitkin County Environmental Services, and

WHEREAS, Aitkin County Environmental Services, hereinafter Aitkin County, is empowered by the Aitkin County Board of Commissioners to offer design, review, and inspection services of advanced septic systems for Itasca County, upon their request,

THEREFORE IT IS AGREED THAT,

1. Aitkin County shall be available for consultation on inquiries related to advanced septic system design, review, and inspection.
2. Aitkin County shall provide advanced system design review services.
3. Aitkin County shall provide advanced system inspection services.

Consideration and Terms of Payment:

A. Consideration of all services performed, and goods supplied pursuant to this agreement shall be paid by Itasca County Environmental Services to Aitkin County Environmental Services as follows:

- 1. The employee services rate at \$100.00 per hour for review or inspection services. If inspection services are required, hours will be calculated from the time of departure from Aitkin, Minnesota until return to Aitkin, Minnesota.
- 2. Reimbursement for mileage will be at the employee rate as set by the Aitkin County Board of Commissioners. This amount shall not exceed the maximum allowed by the IRS. Aitkin County shall be reimbursed for mileage costs by Itasca County.
- 3. Aitkin County Environmental Services shall be reimbursed for reasonable cost of any materials used.
- 4. Aitkin County Environmental Services shall be reimbursed for the cost of any tests performed.

Terms of Agreement:

This agreement shall commence on the 15th day of July 2025 and shall run continuously until either party notifies the other in writing of intent to cancel with at least sixty (60) days notice.

Aitkin County Environmental Services Director

Date

Chair, Aitkin County Board of Commissioners

Date

Itasca County Environmental Services Director

Date

Chair, Itasca County Board of Commissioners

Date



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 15, 2025

REQUEST FOR BOARD ACTION: RBA-2025-481

DEPARTMENT: Administrative Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Brett Skyles

AGENDA ITEM:

2025-2027 Collective Bargaining Agreement - Itasca County Managers Association (ICMA)

BOARD ACTION REQUESTED:

Approve and authorize necessary signatures for the 2025-2027 collective bargaining agreement for the Itasca County Managers Association (ICMA).

BACKGROUND:

The labor management committee has been negotiating the 2025-2027 collective bargaining agreement with ICMA. This collective bargaining agreement has been voted on and approved by ICMA and the labor management committee recommends approval by the County Board.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. 2025-2027 Collective Bargaining Agreement ICMA CLEAN Draft

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

AGREEMENT BETWEEN
Itasca County Managers Association
AND
THE COUNTY OF ITASCA

January 1, 2025-December 31, 2027

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3
AGREEMENT

This Agreement is entered into between the County of Itasca, hereinafter referred to as the “Employer,” and the Itasca County Managers Association, hereinafter referred to as the “Association.”

ARTICLE 1. PURPOSE OF AGREEMENT

1.1 It is the intent and purpose of the parties to set forth herein the basic Agreement covering rates of pay, hours of work, and all other conditions of employment to be observed between the parties.

1.2 The provisions of this Agreement constitute the sole procedure for the processing and settlement of any claims by an employee or the Association or a violation by the Employer of this Agreement. As the representative of the employees, the Association may process grievances through the grievance procedure, including arbitration, in accordance with this Agreement or adjust or settle the grievance.

ARTICLE 2. DEFINITIONS

2.1 The term "regular employee" as used in this Agreement, shall mean any employee who has been employed by the Employer or appointed to work for Itasca County by an authorized supervisor or department head and who works a minimum of 1040 consecutive hours of employment on an hourly basis or 6 months on a monthly basis. A Regular Part-time employee must be regularly scheduled to work 20 hours or more per week.

2.2 The Employer is the Itasca County Board of Commissioners.

2.3 "Retiree" means an employee who leaves Itasca County service at a time when the employee has reached retirement age as defined in Minnesota Statutes, Chapter 353 (PERA) and has a minimum of 10 years of service with Itasca County.

ARTICLE 3. RECOGNITION

3.1 The Employer hereby recognizes the Itasca County Managers Association as the exclusive representative for collective bargaining purposes as per certification by the Bureau of Mediation Services, State of Minnesota.

3.2 For the duration of this Agreement, the Employer will not enter into, establish or promulgate any Resolution, Agreement, or Contract with or affecting employees in this bargaining unit, either individually or collectively, which in any way conflicts with the

terms and conditions of this Agreement or with the role of the Association as the exclusive collective bargaining agency for each Association employee.

ARTICLE 4. RESPONSIBILITY OF PARTIES

4.1 Each of the parties of this Agreement acknowledges the rights and responsibilities of the other parties and agrees to discharge its responsibilities under this Agreement, as per PELRA Minnesota Statutes Chapter 179A as amended.

4.2 The Employer, including its department heads, managers, supervisors, and representatives at all levels, is firmly bound to observe the conditions of this Agreement.

4.3 The Association, including its officers and representatives, and all employees are firmly bound to observe the conditions of this Agreement.

4.4 In addition to the responsibilities that may be provided elsewhere in this Agreement, the following shall be observed:

A. The applicable procedures of this Agreement will be followed for the settlement of all grievances. All grievances shall be considered carefully and processed promptly in accordance with such procedures.

B. There shall be no interference with the rights of employees to become or continue as members of the Association.

4.5 Nondiscrimination. No discrimination shall be exercised against any employee because of Association membership or because of any protected class as defined in federal, state statute or rule.

ARTICLE 5. CHECKOFF OF ASSOCIATION DUES

5.1 The Employer agrees to require the payroll department(s) to deduct from the paycheck of each employee who has signed an authorized payroll deduction card a sum certified by the Association for Association dues or initiation fees. Dues are \$40 per month. Such deduction shall be made each month beginning with the month specified on the payroll deduction card. These deductions shall be transmitted to the Treasurer of the Association not later than the 10th of the following month along with a list of the employees from whom such pay deductions were made.

5.2 The Association agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of action taken by the Employer under all provisions of this Article.

5.3 Whenever any words are used in this Agreement in the masculine gender, they shall also be construed to include the feminine or neuter gender in all situations where they would so apply; whenever any words are used in the singular, they shall also be construed to include the plural in all situations where they would so apply.

ARTICLE 6. MANAGEMENT RIGHTS

6.1 The Employer and Association recognize and agree that except as expressly modified in this Agreement, the Employer has and retains all rights and authority necessary for it to direct and administer the affairs of the Employer and to meet its obligations under federal, state and local law, such rights to include, but not be limited to, the rights specified in Minnesota Statutes, Section 179A.07, subd. 1; the right to direct the working forces; to plan, direct and control all the operations of the Employer; to determine methods, means, organization and number of personnel by which such operation and services are to be conducted; to contract for services so long as it is done in good faith, represents a reasonable business decision, and does not subvert the agreement between the parties; to assign and transfer employees; to schedule working hours and to assign overtime; to make and enforce reasonable rules and regulations; to change or eliminate existing methods of operation, equipment or facilities.

ARTICLE 7. HOURS OF WORK

7.1. Normal Hours of Work

A. Exempt Employees: Exempt employees are expected to be at work during normal office hours and to fulfill the responsibilities of their position. Under normal circumstances an 8 hour day and 40 hour week is appropriate but it is understood that in certain circumstances responsibilities will warrant periodic deviations from the norm. The Department Head has discretion to schedule hours of work as deemed necessary by the Department Head.

B. Business hours for services provided to the public are 8:00 a.m. to 4:30 p.m., Monday-Friday, except Road and Bridge employees whose hours are 7:00 a.m.-3:30 p.m., Monday-Friday (MN statute 373.052)

The normal hours of work shall be subject to the Department Head's discretion as deemed necessary by business need. The normal work week for full-time employees shall be 40 hours. The normal work week and work days for part-time employees shall be established by the immediate supervisor, with Department Head approval. Employees shall be scheduled to work on a regular work shift, except in cases of emergency, and each work shift shall have a regular start and end time.

Breaks: While ensuring that service needs are met, employees may take a 15-minute break during each 4-hour shift. Rest breaks may not be used to shorten the work day. Employees shall receive a 30-minute non-paid meal period taken during the middle of each shift.

7.2 Overtime Compensatory Time.

A. All overtime and compensatory time must be pre-approved by the immediate supervisor. The employee may opt to be paid for the overtime hours worked or may opt to take the hours worked as compensatory time. Employees may accrue a maximum of 80 hours of compensatory time annually from January 1 to December 31 and may accumulate a maximum of 80 hours of compensatory time at any one time.

B. Exempt Employees: All hours worked in excess of 40 hours per week shall be calculated as overtime or compensatory hours at the normal hourly rate.

C. Vacation, sick leave, holidays and other paid time off shall count as hours worked for the purposes of calculating overtime/compensatory time. In no case, will compensatory time earned and compensatory time taken occur in the same day.

7.2 Travel Time

Any employee who uses his/her private vehicle for transportation to a site, other than the normal place of work, and is authorized to do so by the supervisor shall be compensated for this cost per mile as authorized by the Employer.

ARTICLE 8. BENEFITS

8.1 Holidays

The following shall be paid holidays, provided employees perform work, are on vacation, sick leave, or are gone due to a death in the family or similar case, in the pay period in which the holiday occurs and work is scheduled or assigned both on their last scheduled work day prior to and on the first scheduled work day following the holiday:

New Year's Day	Labor Day
President's Day	Martin Luther King Day
Thanksgiving Day	Veteran's Day
Day after Thanksgiving	Independence Day
Memorial Day	Christmas Eve Day
Christmas Day	3 Floating Holidays
Juneteenth	

Provided when the following holidays fall on a Sunday, the following day shall be a holiday. Provided when the following holidays fall on a Saturday, the preceding day shall be a holiday:

January 1 - New Year's Day
 November 11 -Veteran's Day
 July 4 - Independence Day
 December 24 –Christmas Eve Day
 December 25 -Christmas Day
 June 19 - Juneteenth

When Christmas Eve Day is on a Friday and Christmas Day is on a Saturday, Thursday and Friday shall be the holidays. When Christmas Eve Day is on a Sunday and Christmas Day is on a Monday, Monday and Tuesday shall be the holidays.

Part-time employees who work at least 20 hours per week will receive pro-rated holiday pay based on the FTE status as approved in the organizational chart and County budget.

8.2 Floating Holiday

Three floating holidays (eight hours of paid absence from work at the employee's designation and immediate supervisor's approval) will be granted each calendar year. A floating holiday cannot be carried over into the following year or paid upon separation.

Part-time employees who work at least 20 hours per week will receive pro-rated floating holiday based on the FTE status as approved in the organizational chart and County budget.

Initial employment probationary employees will receive 1 floating holiday on their date of hire, 1 floating holiday May 1st and 1 floating holiday September 1st. Probationary employees can use floating holidays during the probationary period.

8.3 Vacations

A. Each employee who has received regular status shall receive an annual vacation with pay. Annual vacation is dependent on years of service and is posted on a bi-weekly accumulation basis. The following table outlines the rates:

<u>Completed months Of Service</u>	<u>Rate of Accumulation of Vacation Hours</u>
0-59 months	3.077 hours per pay period
60-119 months	4.616 hours per pay period
120-179 months	6.154 hours per pay period
180+ months	7.693 hours per pay period

2080 straight-time hours including earned time (vacation, sick leave, comp time) shall be used to determine a year of service and to determine when a benchmark year of service for increase in vacation occurs. This pro-ration formula is applicable to less than full-time employees, not to full-time employees. Employees classified as part-time will receive pro-rated vacation leave based on FTE status as approved in the organizational chart and County budget.

B. As vacation is earned, it shall be posted on a bi-weekly basis and may be used as it is earned. Should an employee leave Itasca County employment after the completion of the probationary period, s/he shall be allowed to take earned vacation time in payment or as time off prior to the established termination date provided, however, an employee who resigns or retires without giving the Employer at least 30 days advance written notice of resignation or retirement shall forfeit all accumulated, unused vacation, unless the authorized Supervisor or Department Head agrees to a shorter period of notice.

Per the payroll practice of Itasca County, incremental vacation credit will be credited for the pay period in which the service credit date appears.

C. In determining the vacation schedule, the wishes of the employees shall be respected as to the time of taking vacation, insofar as the needs of the service will permit, it being understood that the rights of the senior employees will prevail in the selection of vacation time when agreement cannot be reached among the employees.

D. In the event an employee has an accumulation of 248 hours on December 31, the employee shall have all hours in excess of 248 converted to a contribution to their HCSP. This contribution may not exceed 50 hours and all additional hours shall be lost.

Bonus vacation shall be earned per the following:

(a) 3.693 hours of sick leave per pay period shall be earned, only if the beginning balance is less than 125 days(1000 hours).

(b) 1.847 hours of bonus vacation shall be earned for each pay period the beginning balance is 75 days (600 hours or greater).

E. Employees terminating due to retirement may coordinate vacation use with their retirement date.

F. Heirs of a deceased employee are entitled to compensation for any earned and unused vacation and will receive it in a lump sum following federal & state regulations.

8.4 Sick Leave

A. Sick leave shall be earned at the rate of 3.693 hours per pay period, or prorated for regular part-time status, for each pay period of service in which employee works at least 40 hours, and unused sick leave may accumulate to a maximum of 1000 hours.

B. Employees begin accumulating sick leave as of the first date of employment and may use sick leave during the probationary period.

C. An employee may use sick leave for absences for such reasonable periods as the employee's attendance with the family member may be necessary, on the same terms the employee is able to use sick leave for the employee's own illness.

- Provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy or childbirth;
- Provide care for a family member as a result of medical, dental or optical examination or treatment.

Family member is defined as:

- Spouse, and parents, thereof,
- Children, including adopted and stepchildren, and spouses thereof,
- Parents, grandparents and grandchildren of the employee and/or the spouse,
- Brothers and sisters, and spouses thereof,
- Domestic partner or guardian

D. Employees classified as part-time will receive pro-rated sick leave based on FTE status as approved in the organizational chart and County budget.

8.5 Severance Pay

A. Upon termination of employment prior to, on, or subsequent to the normal retirement date, an employee shall allocate as Severance Pay 70% of his accumulated but unused sick leave from first date of County employment. An employee will not receive severance pay if:

- a. The employee has less than 5 years of continuous service with Itasca County; or
- b. The employee is terminated by the Employer for cause.

B. Such severance pay shall be excluded from PERA deductions and from any calculations in PERA retirement benefits, and shall be paid, at the employee's option, in one lump sum, or in a manner mutually agreeable to the employee and Employer over a period not to exceed 5 years from termination of employment. The employee shall allocate 70% of allowed sick leave as Severance Pay and apply the 30% balance to the employee's Post Health Care Savings Plan.

C. Any payment made upon termination due to death will be paid in accordance with federal and state regulations. In the event of an active employee's death, 100% of his/her sick leave shall be paid out to the surviving beneficiary or to the estate of the employee who passed away.

D. For employees newly hired to Itasca County after ratification of the 1994-96 contract (12/22/1995), the maximum County payment for the 70% dollar value of an employee's accumulated unused sick leave (severance pay) shall not exceed \$10,000. (That is, 70% of the employee's accumulated unused sick leave shall have a maximum value of \$10,000 at retirement for use for any purpose permitted by the contract.). This limit does not apply to other County payments for retirement group insurance premiums nor does it affect the other 30% dollar value of an employee's accumulated unused sick leave which is deposited into the employee's Post Health Care Savings Plan after all regular pay has been paid out.

E. Unless documentation of a previous agreement exists in the Human Resources Department personnel file, it is agreed that when an employee from another bargaining unit that is NOT capped for purposes of severance and takes a position in ICMA, the employee will continue as a NOT capped employee in ICMA.

F. Unless documentation of a previous agreement exists in the Human Resources Department personnel file, it is agreed that when an employee from another bargaining unit that is capped with a higher cap for purposes of severance and takes a position in ICMA, the employee will be allowed to keep the higher cap limit.

8.7 Bereavement Leave

Regular employees shall be allowed to use 24 hours of Bereavement leave time in case of death in the immediate family. 16 additional hours of Bereavement leave time may be used in the event that travel is necessary to a point outside a radius of 150 miles from the employee's home or for other personal reasons related to the death such as for funeral arrangements. Immediate family is defined as:

- Spouse, and parents, thereof,
- Children, including adopted and stepchildren, and spouses thereof,
- Parents, grandparents and grandchildren of the employee and/or the spouse,
- Brothers and sisters, and spouses thereof,
- Domestic partner or guardian

8.8 Life Insurance

A. Active Employees: The Employer will provide and pay the entire premium for the present group life insurance in the amount of \$25,000 for each eligible employee. Said insurance includes a double indemnity clause, Accidental Death and Dismemberment(AD&D) coverage in an amount equal to Basic Life insurance coverage. Active employees may opt to purchase additional Basic Life and AD&D coverage for themselves, their spouse and eligible dependents at their own expense.

All employer provided insurance and employee elected additional insurance coverage will terminate upon the employee leaving employment.

8.9 Group Dental Insurance

A. The Employer will provide dental insurance under Delta Dental or equivalent for all eligible employees under this bargaining agreement. For new hired or re-hired employees, the eligibility period to enroll in the program shall be the first day of the month following the employee hire or re-hire date.

B. The Employer shall pay the full single premium and 80% of the dependents' cost of said insurance. The employee shall pay 20% of the dependents' cost of said insurance.

The maximum annual benefit is \$1,500 per person.

C. The employee shall have the option to enroll in the program within 30 days of completion of the required dental insurance probationary period, or during an open enrollment period.

D. Refer to insurance carrier contract for instances not mentioned or above-mentioned instances in conflict.

8.10 Group Hospital-Medical Insurance

A. Active Employees

1. All regular employees shall be eligible for hospital/medical insurance. For purposes of health insurance eligibility, coverage shall commence at the beginning date of employment upon completion of the necessary application form.

2. Employees in regular positions, who have opted not to be covered by hospital/medical insurance, and later choose to be covered by same, may be covered by said insurance provided they are accepted by the insurance company.

3. Regular employees who are temporarily laid off for more than 30 days or who are on authorized unpaid leave of absence of more than 30 days (not FMLA covered), may continue their insurance coverage by paying the full amount of the premium themselves during the period of layoff or leave of absence. Upon return to work, an employee need not re-establish eligibility.

Employees returning to work after authorized leave of absence without pay shall be required to work at least 80 hours during the calendar month in which employees return to work in order to be eligible for Employer contribution for the succeeding month.

4. Employees who leave County employment must have worked at least 80 hours during the calendar month in which employment termination becomes effective in order to be eligible for Employer contributions for the succeeding calendar month. (However, life and dental insurance is cancelled at the end of the month in which the employee terminates employment.) Terminated employee(s) have the option to continue coverage with carrier as per the COBRA standards.

5. Employees who voluntarily resign or retire from employment without due notice of 30 calendar days to the authorized supervisor or department head, unless such termination without notice is approved by the authorized supervisor or department head, shall forfeit all rights to Employer contributions. Employees who are discharged for cause shall forfeit all rights to Employer contributions.

6. Itasca County High Deductible Plan (Option 1) \$1750/\$3500 (in 2022) Deductible or the Itasca County High Deductible Plan (Option 2) \$3500/\$7000 (in 2022) Deductible both with a Health Savings Account (HSA) shall be the hospital medical insurance. The Internal Revenue Code requires that the minimum statutory deductible for plans used with HSAs be indexed for inflation and the deductibles will automatically increase in future years in order to remain compliant with the Internal Revenue Service (IRS) guidelines for high deductible health insurance plans.

The Employer will pay 80% of the annual deductible via an HSA contribution on the single or family coverage and the Employee will pay 20% of the annual deductible on the single or family coverage while the Employee is enrolled in the Plan. The County portion of the annual deductible will be pro-rated by the number of months the employee is enrolled in the plan for employee's who enroll in the plan mid-year.

Employees enrolled in County-sponsored health insurance plans who are ineligible for an HSA contribution shall have the option for the County portion of the annual deductible to be contributed to a VEBA (Voluntary Employee's Beneficiary Association).

The County portion of the annual deductible will be deposited to the HSA or VEBA accounts by the 2nd payroll in January for employee's who are enrolled in the health insurance plan for the year.

7. The employee shall have the option to elect either plan on an annual basis during the open enrollment period or when a qualified event occurs. The premium participation for said plans shall be eighty 80% by Employer and 20% by employee.

8. In the event an employee qualifies for a total disability pension under the eligibility stipulations set by the Minnesota Public Retirement Association and/or Federal Social Security, upon approval and acceptance of an employee by either of said entities for a total disability annuity pension and upon an employee drawing said annuity, the Employer shall pay for the employee and his or her dependents' hospital medical insurance in full. Upon reaching age 65, the retiree is required to enroll in both Parts A & B of Medicare (if eligible). At that point the Employer and retiree will be responsible for their payment of health insurance premium as directed within the labor contract.

9. Employees enrolled in one plan may switch coverage during the open enrollment period or when a qualified event occurs.

10. In the event during the term of the Agreement, the County Board decides to change insurance carriers, it is understood and agreed that the County shall continue to provide equivalent coverage to the present hospital/ medical or dental insurance covering the employees under this Agreement, if such alternative should become available. It is understood that the employee's and Union's rights as provided by state and federal statutes relating to their health and welfare insurance provided by the Employer shall not be negated by the aforementioned language (Statutes such as M.S. Chapter 471, Minnesota Comprehensive Health Insurance Act 62 E 03, etc.).

11. Employee's portion of health insurance premiums shall be split between the first and second payroll of each month. This split shall be as close to even as possible.

B. Flexible Spending Account

The County may provide flexible spending account programs. Employees may elect to participate.

C. Retired Employees

1. Hospital and medical coverage provided for retirees shall be Itasca County High Deductible Plan (Option 1) \$1750/\$3500 (in 2022) Deductible or the Itasca County High Deductible Plan (Option 2) \$3500/\$7000 (2022) Deductible both with a Health Savings Account (HSA) or its equivalent. The Internal Revenue Code requires

that the minimum statutory deductible for plans used with HSAs be indexed for inflation and the deductibles will automatically increase in future years in order to remain compliant with the Internal Revenue Service (IRS) guidelines for high deductible health insurance plans.

The Employer shall pay the full single premium and 50% percent of the dependency coverage cost, and the balance 50% of dependency cost shall come from the retiree until their health insurance cap is exhausted. The Employer shall pay 80% of the annual deductible via an HSA or VEBA contribution on the single or family coverage and the retiree shall pay 20% of the annual deductible on single or family coverage while the retiree is enrolled in the plan, until their health insurance cap is exhausted. The retiree may choose either of the high deductible health plans with a VEBA or HSA contribution from the County. The retiree must designate which health plan option and deductible option (HSA or VEBA) upon retirement. The County portion of the deductible will be pro-rated by the number of months the retiree is enrolled in the plan for retirees who enroll in the plan mid-year. If the retiree's health insurance cap is exhausted, the retiree may continue to stay on the county-sponsored health insurance plan and will pay 100% of the premium and 100% of the deductible.

When a retiree reaches age 65, the retiree will be transitioned from their current health plan to one of the Medicare Supplemental Plans offered by the County and the County shall pay the full single premium and 50% of the dependency coverage cost, and the balance 50% of dependency cost shall come from the retiree unless or until their health insurance cap is exhausted. An employee must have a minimum of 10 years of service with Itasca County to be eligible for County payment toward hospital medical insurance upon retirement.

All employees, who have accumulated sick leave to their credit at time of retirement shall be credited with an amount equivalent to the current value of their unused accumulation of sick leave. Seventy (70%) of this amount shall be paid to the employee as severance pay and the remaining 30% balance shall be deposited into the employee's Post Health Care Savings Plan. 2. Hospital and medical coverage will be provided by current carrier for retired employees.

For employees newly hired to Itasca County after ratification of the 1994-1996 contract (12/22/1995), the maximum County payment for retirement group insurance premiums and the County HSA or VEBA contribution shall not exceed \$10,000.

D. Employer Obligation Limited

The parties agree that any description of insurance benefits contained in this Article are intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy. It is further understood

that the Employer's only obligation is to pay such amounts as agreed to herein and no claim shall be made against the Employer as a result of a denial of insurance benefits by an insurance carrier.

E. Unless documentation of a previous agreement exists in the Human Resources Department personnel file, when an employee from another bargaining unit that is NOT capped for purposes of retiree health insurance and takes a position in ICMA, the employee will continue as a NOT capped employee in ICMA

Unless documentation of a previous agreement exists in the Human Resources Department personnel file, when an employee from another bargaining unit that is capped with a higher cap for purposes of retiree health insurance and takes a position in ICMA, the employee will be allowed to keep the higher cap limit.

F. All employees classified as part-time will receive pro-rated insurance benefits based on the FTE status as approved in the organizational chart and County budgets.

G. Insurance Advisory Committee
An Insurance Advisory Committee shall be established to examine the County's current medical insurance plan. The Committee shall be composed of representatives from each of the groups participating in the County's program as follows:

Itasca County Managers Association	1 representative
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The Committee may recommend changes in medical program to the County Board.

If the Committee recommendations call for changes in the structure of the medical plan, this contract shall be subject to reopening negotiations for medical benefits.

If the County Board deviates from the Committee recommendations, the agreement reopening negotiations for the medical plan is void.

H. Post Health Care Savings Plan

All employees shall be enrolled in the Post Health Care Savings Plan (HCSP), at date of hire, or the very next pay period. Said employee shall contribute 2% of their regular wages* earned during the biweekly pay period into the HCSP via payroll deduction each pay period.

*Regular wages is defined as the hourly wage stated in the Union pay plan (regular wages excludes callout pay, on-call pay, shift differential, meals, severance pay, overtime)

The County shall not be responsible for a contribution to any costs associated with the Post Health Care Savings Plan mentioned above.

8.11 Leaves of Absence

A. Parenting Leave: Eligible employees shall be entitled to up to 12 weeks of parenting leave in accordance with State Statute and the Itasca County Personnel Policy.

Any leave taken under this section shall reduce the length of leave for which the employee and spouse are eligible under the Family and Medical Leave Act policy for birth or placement of a child and any unpaid leave taken under the Family and Medical Leave Act policy for birth or placement of a child shall reduce the length of leave for which the employee is eligible under this Section.

B. Family and Medical Leave Act: Family and Medical Leave Act leave shall be available to eligible employees in accordance with the Itasca County Family and Medical Leave Act policy as adopted by the Employer. FMLA leave is available for use before or after all earned leave has been exhausted and after all requirements have been met.

C. Extended Parenting or Medical Leave: After an employee has used all accumulated sick leave, vacation, and any available FMLA protected leave, the employee shall be granted a leave of absence without pay, with appropriate documentation from the healthcare provider, for a period not to exceed 6 months without having their name removed from the payroll. If the employee is in the process of seeking a disability determination, the time will be extended a total of up to 12 months. If the employee is certified disabled, employment shall cease.

D. General Leaves: Employees shall be entitled to leaves of absence without pay in accordance with the provisions of the Itasca County Personnel Policy Manual, as amended.

E. Sabbatical Leave: An employee who has completed 15 or more calendar years of service may be given the opportunity for a sabbatical leave of absence without pay upon mutual agreement of the Board and Department Head where such leave would be to the benefit of the County, subject to the following:

(i) The length of the sabbatical leave may vary between 2 and 12 months and will be determined by mutual agreement between the employee and the authorized supervisor or Department Head, subject to the approval of the County Board.

(ii) Requests for such leave shall be submitted in writing to the Department Head at least 2 months prior to the commencement of the leave. Such requests shall include the reason and length of the leave.

(iii) Length of service and vacation benefits will not accrue during such leave, but will remain the same as at the commencement of the leave.

(iv) The employee shall be returned to the first available vacancy in the classification after expiration of the leave. Provided, however, the Department Head and the employee may mutually agree prior to commencement of the leave that the employee's position will not be permanently filled during such leave, and that at the conclusion of the leave the employee shall be returned to his/her position without having to wait for a vacancy.

F. Earned Sick and Safe Time: Employees will be covered and eligible for Earned Sick and Safe Time as outline in the County's Earned Sick and Safe Time Policy (ESST) Leave, established in compliance with MN State Statute 181.

8.12 Workers' Compensation An employee shall be allowed to utilize vacation or sick leave credits while receiving workers' compensation benefits only to the extent that the workers' compensation benefit plus allowable sick leave or vacation does not exceed the net pay which the employee would receive if the employee were not receiving workers' compensation benefits.

8.13 Eligibility of Regular Part-Time Employees For Benefits: To be eligible for pro-rated fringe benefits including insurance benefits, a regular part-time employee must be regularly scheduled to work 20 or more hours per week. The proration for insurance benefits, holidays, vacation and sick leave will be based on the FTE status as approved in the organizational chart and County budgets.

8.14 MN Paid Leave. The parties have not agreed to alter the 50% employer/50% employee premium contribution formula outlined in Minn. Stat. Sec. 268B.14, Subd. 3.

ARTICLE 9. SENIORITY

9.1 Seniority standing shall be granted to all employees who have attained regular status by completing 6 months of a probationary period. The seniority date of employees attaining such regular status shall be the first day of employment with this Employer. During the probationary period the supervisor must provide feedback to the employee regarding performance. An employee's probation may be extended only for non-performance related reasons for a period greater than 10 days, not to exceed 3 months. During the probationary period, an employee may be discharged by the Employer

without cause and without same being a breach of this Agreement or constituting a grievance hereunder.

9.2 Seniority standing for layoffs shall be the first day of employment in a position covered in this Agreement.

9.3 A regular employee shall lose his/her seniority standing in the following situations:

- a. Voluntary resignation;
- b. Discharge for just cause;
- c. Retirement;
- d. Failure to accept recall from layoff;

9.4 In the event of a layoff, a reduction of force, or the elimination of a position, a senior employee may exert seniority preference over a junior employee in any classification of work of equal or lower pay grade in this bargaining unit in the employee's department, provided the employee has the necessary qualifications to perform the duties of the job involved. Employees who are laid off shall be rehired according to seniority in the inverse order of layoffs. Such employees shall be notified in writing regarding such layoffs, reduction of force or elimination of position, as well as rehiring, as the case may be. Such written notification shall be sent to such employees as soon as practicable by certified mail, with a copy of same submitted to the Association. Within five working days after receiving notice of layoff, an employee intending to exercise seniority preference shall advise the Human Resources Director of the specific position into which the employee intends to bump.

9.5 Promotional Policy: Position vacancies in County service shall be filled by promotion of present employees who meet the requirements established for the classification and provided that the promotion would be in the best interests of the County.

The Human Resources Director will post the position vacancy notice for a minimum of 5 working days.

An employee interested in a posted promotional notification of vacancy must complete an application and submit it to the Human Resources Department prior to the closing date. The appointing authority shall make the determination as to whether or not the applicant possesses the necessary qualifications. A list of interested employees, whether eligible, for each posted promotional vacancy shall be maintained. An employee's current position will not be jeopardized by expressing interest in a vacant position.

When an employee accepts a promotion, they shall receive the appropriate salary corresponding with the job classification upon the first day of work in the promotional position. If the rate of pay of that classification does not reflect an increase of 1 pay level, he/she should be advanced the number of steps required to show 1 pay level increase from the old rate of pay for such employee.

Employees promoted and then rejected during a probationary period or by abolishment of the position promoted to, shall have the right to assume the position from which he/she was promoted, unless that position has been abolished or filled; in such case, he/she shall be placed on the appropriate layoff list for the same or lower class.

9.6 Transfers: Employees may be transferred/promoted/demoted from one department to another provided that the employee has the permission of both department heads and the Human Resources Director. All employees transferring/promoting/demoting shall give their present department head 2 weeks' notice, unless this requirement is waived by the two department heads involved.

Employees transferring/promoting/demoting from a bargaining unit to a non-contract position or from one non-contract position to another may carry over accumulated service credit for application to fringe benefits.

An employee interested in a transfer/promotion/demotion to a vacant position must complete an application and submit it to the Human Resources Department prior to the closing date. The appointing authority shall make the determination as to whether or not the applicant possesses the necessary qualifications. A list of interested employees, whether eligible or ineligible, for each posted promotional vacancy shall be maintained. An employee's current position will not be jeopardized by expressing interest in a vacant position.

Employees transferred/promoted/demoted and who unsuccessfully complete the probationary period or the position transferred/promoted/demoted to is abolished, shall have the right to assume the position from which he/she was transferred/promoted/demoted, unless that position has been abolished or filled; in such case, he/she shall be placed on the appropriate layoff list for the same or lower class.

9.7 Seniority lists shall be brought up to date on March 1 of each calendar year. Copies of seniority lists shall be sent to the President of the Association.

9.8 Nothing herein shall be construed to affect the status of war veterans in contravention of existing laws relating to war veterans' employment, discharge, or promotion.

ARTICLE 10. PHYSICAL EXAMINATIONS

The Employer shall pay for all physical examinations for all regular employees if such examinations are required by the Employer.

ARTICLE 11. DISCIPLINE

11.1 All disciplinary action shall be for just cause. It shall be the policy of the Employer to administer disciplinary penalties without discrimination of any nature.

ARTICLE 12. GRIEVANCE PROCEDURE

SECTION A:

GRIEVANCE PROCEDURE

A GRIEVANCE, for the purpose of this ARTICLE, is defined as a dispute or disagreement as to the interpretation or application of any terms or conditions of this AGREEMENT.

Employees shall have the right to process GRIEVANCES through the procedures of this ARTICLE or through other procedures such as Veteran's Preference, Human Rights or other statutorily created procedures, provided that a GRIEVANCE may be processed through one procedure or the other, but not both. An employee who pursues a GRIEVANCE through a procedure other than the procedure provided in this section shall waive the rights of this ARTICLE of the AGREEMENT.

If a GRIEVANCE is not presented within the time limits set forth below, it shall be considered "waived." The time limit in each step may be extended by mutual written agreement of the EMPLOYER and the ASSOCIATION in each step

Step 1. An employee claiming a violation concerning the interpretation or application of this AGREEMENT shall, within 21 calendar days after such alleged violation has occurred, place in writing, signed by the grieved employee and the grievance representative, setting forth the nature of the GRIEVANCE, the facts on which it is based, the provision or provisions of the AGREEMENT allegedly violated, and the remedy requested.

The matter shall be discussed with the employee's supervisor as designated by the EMPLOYER within 7 calendar days. The EMPLOYER'S response will be made in writing within 7 calendar days after the close of the discussion.

A GRIEVANCE not resolved in Step 1 and appealed to Step 2 shall be appealed to Step 2 within 7 calendar days after the supervisor's final Step 1 response.

Step 2. If appealed, the written GRIEVANCE shall be presented by the UNION and discussed with the authorized Supervisor or Department Head in consultation with Human Resources within 14 calendar days. Human Resources shall give the ASSOCIATION the EMPLOYER'S Step 2 response in writing within 14 calendar days after the close of the discussion. A GRIEVANCE not resolved in Step 2 may be appealed to Step 3 within 14 calendar days following Human Resources final Step 2 response.

Step 3. If appealed, the written GRIEVANCE shall be presented by the ASSOCIATION and discussed with the County Board or its designee within 28 calendar days. The County Board or its designee shall give the UNION the EMPLOYER'S Step 3 response in writing within 14 calendar days. A GRIEVANCE not resolved in Step 3 may be appealed to Step 4 within 14 calendar days following the EMPLOYER-designated representative's final Step 3 response.

Step 4. Mediation of a GRIEVANCE: Upon completion of the previous Step and prior to requesting arbitration, the ASSOCIATION and the EMPLOYER may, by mutual agreement, request mediation of the GRIEVANCE by the Bureau of Mediation Services or contracted services approved by the County Board for appointment of a mediator who will conduct meetings as deemed necessary in an attempt to resolve the GRIEVANCE. After the mediator or either party determines that further mediation would serve no purpose, a GRIEVANCE may be appealed to Step 5 within 30 calendar days.

Step 5. The GRIEVANCE appealed to arbitration shall be subject to the provisions of PELRA. The selection of an arbitrator shall be made in accordance with the Rules Governing the Arbitration of GRIEVANCES as established by the State Bureau of Mediation Services. Any unresolved GRIEVANCE not submitted for arbitration shall be considered settled on the basis of the EMPLOYER'S Step 3 response and/or Step 4.

Arbitrator's Authority:

A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this AGREEMENT. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the EMPLOYER and the ASSOCIATION, and shall have no authority to make a decision on any other issue not so submitted.

B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within 30 days following close of the hearing or submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision shall be binding on both the EMPLOYER and the ASSOCIATION and shall be based

solely on the arbitrator's interpretation or application of the express terms of this AGREEMENT and to the facts of the GRIEVANCE presented.

C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the ASSOCIATION provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

Past Practices. The Association agrees that past practices of the employer shall not be the basis for grievances.

ARTICLE 13. BULLETIN BOARD

13.1 The Employer may erect and maintain a bulletin board of reasonable size to be placed in all locations that may be mutually agreed upon between the Association and Employer, which bulletin board shall be for the use of the Association to post any notice or document relating to Association affairs.

ARTICLE 14. PAY PLAN AND ADMINISTRATIVE REQUIREMENTS

14.1 Pay Plan

A. The monthly salary set forth in APPENDIX B entitled "Itasca County Manager's Association Pay Plan" is hereto and hereby made a part of this Agreement and shall apply during the duration of this Agreement except as otherwise indicated in this Agreement. Employees of this bargaining Agreement will receive effective 01/01/2025 a 9% increase, 01/01/2026 a 3.5% increase and a drop step of 3.5%; and 01/01/2027 a 3.5% increase and a drop step of 3.5%.

Definition of Drop Step: For the years 2026-2027 Drop existing first step and add new top step for each classification in the bargaining unit with a 3.5% increase being added to the new top step. The result is employees at the existing first step would move to the new first step. All other employees shall drop back one step and would advance a step forward on their hire date anniversary.

The parties agree that the Employer may unilaterally increase the salary range applicable to one or more bargaining unit classification during the term of the 2025-2027 collective bargaining agreement in the event that the Employer determines that such increase is warranted based on the employer's review of the applicable external market for the classification.

B. New hires for non-department head positions may be placed at any step within the range with concurrence of the Human Resources Director. The authorized supervisor or Department Head must show sufficient cause for such advancement which will include educational background, previous work experience, market considerations, or other considerations as deemed appropriate by the Human Resources Director.

New-hires for department head positions may be placed at any step within the range by County Board decision as the hiring authority.

C. An entry level position with no experience credit will be placed on the first step of the grade. Upon successful completion of the 6-month probationary period, a new employee or an employee who made promotion will receive a step increase effective upon the 6-month date. For the employee starting on the first step, the steps shall be viewed at 1st step-starting; 2nd step-6 months; 3rd step-12 months; 4th step-24 months and so on.

D. Probation and Anniversary increases, no matter where the employee is on the pay plan, will not be implemented until Performance Appraisals have been conducted and submitted to the office of the Human Resources Director. Authorized Supervisors or Department Heads must verify satisfactory performance. The anniversary increases will become effective on the classification date and upon successful review of the performance. The definition of a classification date shall be the date that an employee entered the job at its current classification.

For members who were in their current positions when ICMA was formed on 1/20/17 (BMS Case No. 17PCE0552), January 20 should be the ICMA anniversary date for those employees and the date used for step increase in 2026 and 2027. Employees who joined ICMA after 1/20/17, would receive their step increase on the anniversary date indicated in ICMA seniority list.

E. The definition of an anniversary date shall be the first day of employment for any employee who has worked 1040 hours of continuous employment on an hourly wage basis or 6 months of continuous employment on a monthly salary basis.

F. Payroll Procedures:

1. The pay period shall be a period of 2 consecutive calendar weeks commencing at 12:01 AM Sunday of the first day of such pay period and ending at 11:59 PM on Saturday of said 2 week period. Payment of wages is made on a bi-weekly basis, with the pay date being every other Friday for the employees paid through the Payroll Department.

2. There shall be pay days every other Friday, with the exception of when a pay day falls on a holiday. In such cases, the pay day shall be the day before the holiday.

14.2 Administrative Requirements.

A. Changes in employment status: Changes in employment status of employees affecting pay or fringe benefits shall be submitted to the Human Resources department in writing by the respective department head not less than 10 working days before the end of the pay period for which such change becomes effective; otherwise reflection of such changes in employment status will be delayed until the next ensuing pay period. The Human Resources department should also be notified 30 days prior to the completion of an employee's probation period for purposes of those fringe benefits requiring completion of a probation period.

B. Time for filing payroll deduction authorization or discontinuance: Any requests for added payroll deductions or changes in payroll deductions must be submitted by the employee concerned not later than 7 regular working days before the end of the pay period for which such deduction or change in deduction is effective.

C. Jury Duty: When an employee is called for jury duty, they shall receive their hourly rate for their hours lost, up to the end of their assigned shift. The compensation for jury duty shall be paid from the Fund from which the employee is paid. Employees are required to submit to the County Auditor's Office their daily stipend received for their jury duty service. However, mileage received from the Courts can be kept by the employee.

D. Working Out of Class: This Section covers an employee assigned to accomplish the duties and responsibilities of a higher class position within or outside the bargaining unit which is unoccupied for a temporary, short-term period. If an employee is expressly assigned in writing by the supervisor, or hiring authority, to perform the majority of the duties and responsibilities of a vacant, higher class position, for 15 or more consecutive days, then the employee shall be considered to be working "out-of-class" and shall be placed at Step 1 of the classification or on the step of the classification that is most closely equal to the employee's current salary, but not less than the employee's current salary plus one step. Compensation for work done "out-of-class" shall be retroactive to the first day the employee was assigned to work "out-of-class."

14.3 Promotions, Demotions, and Comparable Worth Adjustments

A. When an employee is promoted to a higher paid class within the bargaining unit, the employee shall be paid at the step in the higher class which is equal to or next higher than the employee's current pay, plus one step. When an employee voluntarily

accepts a demotion to a lower grade, the employee will be placed at the same step as the employee's step in the higher grade prior to demotion. For example, if the employee was at Step 6 in the employee's pay grade prior to accepting a voluntary demotion, the employee would be placed at Step 6 in the class to which the employee demoted.

B. When an employee's position is reclassified as a result of a re-evaluation to a lower grade from the position the employee previously held, the employee's pay shall be frozen until such time that the new pay grade and step are equal to or greater than the employee's current salary. When an employee's position is reclassified as a result of a re-evaluation to a higher grade, the employee will be placed at the step in the higher grade which is equal to or next higher than the employee's current pay.

C. Disciplinary, probationary and voluntary demotions: Any employee may be demoted to a position of a lower grade for which an employee is qualified for any of the following reasons:

1. When an employee would be otherwise laid off because the employee's position is being abolished; employee's position is reclassified to a lower grade; because of lack of work, lack of funds, or the return to work from authorized leave of another employee to such a position in accordance with these rules.
2. When an employee does not possess the necessary qualifications to render satisfactory service in the position the employee holds, or when removed during probation.
3. When an employee voluntarily requests such demotion.

Any employee being demoted shall receive the reasons for such demotion in writing from the Human Resources Director.

When an employee is involuntary demoted, he/she shall be slotted on the step of the lower grade at the rate of compensation prior to the demotion. If the previous salary is beyond the new grade, there will be no increases as long as the employee remains in the demoted position or until such time that the salary may once again be within the range of the class of the demoted position.

When an employee accepts a voluntary demotion he/she shall be slotted on the step of the lower grade which is less than the previous rate of pay. The employee will receive the salary of where he/she is placed.

D. In the event of a lateral in-grade transfer the employee shall retain his/her same anniversary date for purposes of step increases and fringe benefits.

ARTICLE 15. DRUG AND ALCOHOL TESTING POLICY

The provisions of the Itasca County drug and alcohol testing policy as set forth in the Itasca County Personnel Policy are incorporated herein by reference the same as if fully set forth in this Article. However, any employee submitting to a urinalysis test shall have the right to have a portion of the sample sent to another lab at his/her own expense.

ARTICLE 16. ENTIRE AGREEMENT, WAIVER

This Agreement shall represent the complete Agreement between the Association and Employer.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make requests and proposals with respect to any subject matter not removed by law from the area of collective bargaining, and that the complete understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement, unless they mutually agreed to do so.

ARTICLE 17. SAVINGS CLAUSE

17.1 Any Article, Clause, or Statement herein contained that in any way violates the laws of the State of Minnesota shall be disregarded, and the laws of the State of Minnesota that are applicable hereto shall apply.

ARTICLE 18. DURATION OF AGREEMENT

18.1 This Agreement will be in effect from January 1, 2025, through December 31, 2027. This contract remains in force in the event settlement for the ensuing contract period has not been reached at the time this contract expires. In witness thereof:

COUNTY OF ITASCA:

Casey Venema
County Board Chair

Brett Skyles
County Administrator

Dated

ITASCA COUNTY MANAGERS ASSOCIATION:

Association President

Dated

APPENDIX A-LANGUAGE INTERPRETATION-RETIREEES

The parties have agreed to place any agreed upon language interpreting the provisions in the Agreement relating to retirees into this Appendix.

APPENDIX B-PAY PLANS

APPENDIX B

01/01/2025 ICMA ANNUAL PAY PLAN

9.00% on 2024 base

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	
GRADE 1	\$20.97	\$21.63	\$22.30	\$23.00	\$23.75	\$24.51	\$25.40	\$26.30	\$27.22	GRADE 1
GRADE 2	\$21.44	\$22.06	\$22.76	\$23.50	\$24.26	\$25.03	\$25.91	\$26.85	\$27.82	GRADE 2
GRADE 3	\$21.93	\$22.63	\$23.34	\$24.08	\$24.86	\$25.67	\$26.60	\$27.53	\$28.51	GRADE 3
GRADE 4	\$22.61	\$23.32	\$24.03	\$24.84	\$25.65	\$26.49	\$27.44	\$28.42	\$29.45	GRADE 4
GRADE 5	\$23.29	\$24.01	\$24.79	\$25.60	\$26.43	\$27.33	\$28.30	\$29.31	\$30.38	GRADE 5
GRADE 6	\$24.01	\$24.81	\$25.60	\$26.43	\$27.34	\$28.25	\$29.24	\$30.32	\$31.39	GRADE 6
GRADE 7	\$25.03	\$25.85	\$26.72	\$27.59	\$28.51	\$29.48	\$30.50	\$31.63	\$32.78	GRADE 7
GRADE 8	\$26.27	\$27.13	\$28.00	\$28.95	\$29.92	\$30.92	\$32.05	\$33.23	\$34.44	GRADE 8
GRADE 9	\$27.70	\$28.56	\$29.52	\$30.48	\$31.53	\$32.61	\$33.78	\$35.03	\$36.34	GRADE 9
GRADE 10	\$30.48	\$31.53	\$32.61	\$33.72	\$34.90	\$36.09	\$37.44	\$38.81	\$40.24	GRADE 10
GRADE 11	\$33.47	\$34.62	\$35.84	\$37.08	\$38.37	\$39.71	\$41.18	\$42.71	\$44.31	GRADE 11
GRADE 12	\$36.75	\$38.05	\$39.40	\$40.79	\$42.24	\$43.74	\$45.38	\$47.06	\$48.84	GRADE 12
GRADE 13	\$40.46	\$41.89	\$43.39	\$44.92	\$46.54	\$48.23	\$50.05	\$51.93	\$53.88	GRADE 13
GRADE 14	\$44.37	\$45.99	\$47.62	\$49.34	\$51.14	\$53.01	\$55.02	\$57.08	\$59.25	GRADE 14
GRADE 15	\$46.97	\$48.67	\$50.42	\$52.28	\$54.16	\$56.12	\$58.27	\$60.47	\$62.78	GRADE 15
GRADE 16	\$49.18	\$50.98	\$52.82	\$54.75	\$56.75	\$58.83	\$61.08	\$63.42	\$65.83	GRADE 16
GRADE 17	\$51.40	\$53.28	\$55.23	\$57.24	\$59.36	\$61.55	\$63.91	\$66.33	\$68.87	GRADE 17
GRADE 18	\$53.74	\$55.72	\$57.76	\$59.88	\$62.10	\$64.38	\$66.69	\$69.40	\$72.07	GRADE 18

IN THE EVENT THERE IS A ROUNDING DIFFERENCE BETWEEN THIS APPENDIX AND PAYROLL, PAYROLL SHALL GOVERN.

These pay rates reflect an additional 6% market increase on January 1, 2025.

APPENDIX B

01/01/2025 ICMA ANNUAL PAY PLAN

9.00% on 2024 base

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	
GRADE 1	\$43,617.60	\$44,990.40	\$46,384.00	\$47,840.00	\$49,400.00	\$50,980.80	\$52,832.00	\$54,704.00	\$56,617.60	GRADE 1
GRADE 2	\$44,595.20	\$45,884.80	\$47,340.80	\$48,880.00	\$50,460.80	\$52,062.40	\$53,892.80	\$55,848.00	\$57,865.60	GRADE 2
GRADE 3	\$45,614.40	\$47,070.40	\$48,547.20	\$50,086.40	\$51,708.80	\$53,393.60	\$55,328.00	\$57,262.40	\$59,300.80	GRADE 3
GRADE 4	\$47,028.80	\$48,505.60	\$49,982.40	\$51,667.20	\$53,352.00	\$55,099.20	\$57,075.20	\$59,113.60	\$61,256.00	GRADE 4
GRADE 5	\$48,443.20	\$49,940.80	\$51,563.20	\$53,248.00	\$54,974.40	\$56,846.40	\$58,864.00	\$60,964.80	\$63,190.40	GRADE 5
GRADE 6	\$49,940.80	\$51,604.80	\$53,248.00	\$54,974.40	\$56,867.20	\$58,760.00	\$60,819.20	\$63,065.60	\$65,291.20	GRADE 6
GRADE 7	\$52,062.40	\$53,768.00	\$55,577.60	\$57,387.20	\$59,300.80	\$61,318.40	\$63,440.00	\$65,790.40	\$68,182.40	GRADE 7
GRADE 8	\$54,641.60	\$56,430.40	\$58,240.00	\$60,216.00	\$62,233.60	\$64,313.60	\$66,664.00	\$69,118.40	\$71,635.20	GRADE 8
GRADE 9	\$57,616.00	\$59,404.80	\$61,401.60	\$63,398.40	\$65,582.40	\$67,828.80	\$70,262.40	\$72,862.40	\$75,587.20	GRADE 9
GRADE 10	\$63,398.40	\$65,582.40	\$67,828.80	\$70,137.60	\$72,592.00	\$75,067.20	\$77,875.20	\$80,724.80	\$83,699.20	GRADE 10
GRADE 11	\$69,617.60	\$72,009.60	\$74,547.20	\$77,126.40	\$79,809.60	\$82,596.80	\$85,654.40	\$88,836.80	\$92,164.80	GRADE 11
GRADE 12	\$76,440.00	\$79,144.00	\$81,952.00	\$84,843.20	\$87,859.20	\$90,979.20	\$94,390.40	\$97,884.80	\$101,587.20	GRADE 12
GRADE 13	\$84,156.80	\$87,131.20	\$90,251.20	\$93,433.60	\$96,803.20	\$100,318.40	\$104,104.00	\$108,014.40	\$112,070.40	GRADE 13
GRADE 14	\$92,289.60	\$95,659.20	\$99,049.60	\$102,627.20	\$106,371.20	\$110,260.80	\$114,441.60	\$118,726.40	\$123,240.00	GRADE 14
GRADE 15	\$97,697.60	\$101,233.60	\$104,873.60	\$108,742.40	\$112,652.80	\$116,729.60	\$121,201.60	\$125,777.60	\$130,582.40	GRADE 15
GRADE 16	\$102,294.40	\$106,038.40	\$109,865.60	\$113,880.00	\$118,040.00	\$122,366.40	\$127,046.40	\$131,913.60	\$136,926.40	GRADE 16
GRADE 17	\$106,912.00	\$110,822.40	\$114,878.40	\$119,059.20	\$123,468.80	\$128,024.00	\$132,932.80	\$137,966.40	\$143,249.60	GRADE 17
GRADE 18	\$111,779.20	\$115,897.60	\$120,140.80	\$124,550.40	\$129,168.00	\$133,910.40	\$138,715.20	\$144,352.00	\$149,905.60	GRADE 18

IN THE EVENT THERE IS A ROUNDING DIFFERENCE BETWEEN THIS APPENDIX AND PAYROLL, PAYROLL SHALL GOVERN.

These pay rates reflect an additional 6% market increase on January 1, 2025.

APPENDIX B

01/01/2026 ICMA ANNUAL P

3.50% on 2025 base

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	
GRADE 1	\$22.39	\$23.08	\$23.81	\$24.58	\$25.37	\$26.29	\$27.22	\$28.17	\$29.16	GRADE 1
GRADE 2	\$22.83	\$23.56	\$24.32	\$25.11	\$25.91	\$26.82	\$27.79	\$28.79	\$29.80	GRADE 2
GRADE 3	\$23.42	\$24.16	\$24.92	\$25.73	\$26.57	\$27.53	\$28.49	\$29.51	\$30.54	GRADE 3
GRADE 4	\$24.14	\$24.87	\$25.71	\$26.55	\$27.42	\$28.40	\$29.41	\$30.48	\$31.55	GRADE 4
GRADE 5	\$24.85	\$25.66	\$26.50	\$27.36	\$28.29	\$29.29	\$30.34	\$31.44	\$32.54	GRADE 5
GRADE 6	\$25.68	\$26.50	\$27.36	\$28.30	\$29.24	\$30.26	\$31.38	\$32.49	\$33.63	GRADE 6
GRADE 7	\$26.75	\$27.66	\$28.56	\$29.51	\$30.51	\$31.57	\$32.74	\$33.93	\$35.12	GRADE 7
GRADE 8	\$28.08	\$28.98	\$29.96	\$30.97	\$32.00	\$33.17	\$34.39	\$35.65	\$36.90	GRADE 8
GRADE 9	\$29.56	\$30.55	\$31.55	\$32.63	\$33.75	\$34.96	\$36.26	\$37.61	\$38.93	GRADE 9
GRADE 10	\$32.63	\$33.75	\$34.90	\$36.12	\$37.35	\$38.75	\$40.17	\$41.65	\$43.11	GRADE 10
GRADE 11	\$35.83	\$37.09	\$38.38	\$39.71	\$41.10	\$42.62	\$44.20	\$45.86	\$47.47	GRADE 11
GRADE 12	\$39.38	\$40.78	\$42.22	\$43.72	\$45.27	\$46.97	\$48.71	\$50.55	\$52.32	GRADE 12
GRADE 13	\$43.36	\$44.91	\$46.49	\$48.17	\$49.92	\$51.80	\$53.75	\$55.77	\$57.72	GRADE 13
GRADE 14	\$47.60	\$49.29	\$51.07	\$52.93	\$54.87	\$56.95	\$59.08	\$61.32	\$63.47	GRADE 14
GRADE 15	\$50.37	\$52.18	\$54.11	\$56.06	\$58.08	\$60.31	\$62.59	\$64.98	\$67.25	GRADE 15
GRADE 16	\$52.76	\$54.67	\$56.67	\$58.74	\$60.89	\$63.22	\$65.64	\$68.13	\$70.51	GRADE 16
GRADE 17	\$55.14	\$57.16	\$59.24	\$61.44	\$63.70	\$66.15	\$68.65	\$71.28	\$73.77	GRADE 17
GRADE 18	\$57.67	\$59.78	\$61.98	\$64.27	\$66.63	\$69.02	\$71.83	\$74.59	\$77.20	GRADE 18

IN THE EVENT THERE IS A ROUNDING DIFFERENCE BETWEEN THIS APPENDIX AND PAYROLL, PAYROLL SHALL GOVERN.

APPENDIX B

01/01/2026 ICMA ANNUAL PAY PLAN

3.50% on 2025 base

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	
GRADE 1	\$46,571.20	\$48,006.40	\$49,524.80	\$51,126.40	\$52,769.60	\$54,683.20	\$56,617.60	\$58,593.60	\$60,652.80	GRADE 1
GRADE 2	\$47,486.40	\$49,004.80	\$50,585.60	\$52,228.80	\$53,892.80	\$55,785.60	\$57,803.20	\$59,883.20	\$61,984.00	GRADE 2
GRADE 3	\$48,713.60	\$50,252.80	\$51,833.60	\$53,518.40	\$55,265.60	\$57,262.40	\$59,259.20	\$61,380.80	\$63,523.20	GRADE 3
GRADE 4	\$50,211.20	\$51,729.60	\$53,476.80	\$55,224.00	\$57,033.60	\$59,072.00	\$61,172.80	\$63,398.40	\$65,624.00	GRADE 4
GRADE 5	\$51,688.00	\$53,372.80	\$55,120.00	\$56,908.80	\$58,843.20	\$60,923.20	\$63,107.20	\$65,395.20	\$67,683.20	GRADE 5
GRADE 6	\$53,414.40	\$55,120.00	\$56,908.80	\$58,864.00	\$60,819.20	\$62,940.80	\$65,270.40	\$67,579.20	\$69,950.40	GRADE 6
GRADE 7	\$55,640.00	\$57,532.80	\$59,404.80	\$61,380.80	\$63,460.80	\$65,665.60	\$68,099.20	\$70,574.40	\$73,049.60	GRADE 7
GRADE 8	\$58,406.40	\$60,278.40	\$62,316.80	\$64,417.60	\$66,560.00	\$68,993.60	\$71,531.20	\$74,152.00	\$76,752.00	GRADE 8
GRADE 9	\$61,484.80	\$63,544.00	\$65,624.00	\$67,870.40	\$70,200.00	\$72,716.80	\$75,420.80	\$78,228.80	\$80,974.40	GRADE 9
GRADE 10	\$67,870.40	\$70,200.00	\$72,592.00	\$75,129.60	\$77,688.00	\$80,600.00	\$83,553.60	\$86,632.00	\$89,668.80	GRADE 10
GRADE 11	\$74,526.40	\$77,147.20	\$79,830.40	\$82,596.80	\$85,488.00	\$88,649.60	\$91,936.00	\$95,388.80	\$98,737.60	GRADE 11
GRADE 12	\$81,910.40	\$84,822.40	\$87,817.60	\$90,937.60	\$94,161.60	\$97,697.60	\$101,316.80	\$105,144.00	\$108,825.60	GRADE 12
GRADE 13	\$90,188.80	\$93,412.80	\$96,699.20	\$100,193.60	\$103,833.60	\$107,744.00	\$111,800.00	\$116,001.60	\$120,057.60	GRADE 13
GRADE 14	\$99,008.00	\$102,523.20	\$106,225.60	\$110,094.40	\$114,129.60	\$118,456.00	\$122,886.40	\$127,545.60	\$132,017.60	GRADE 14
GRADE 15	\$104,769.60	\$108,534.40	\$112,548.80	\$116,604.80	\$120,806.40	\$125,444.80	\$130,187.20	\$135,158.40	\$139,880.00	GRADE 15
GRADE 16	\$109,740.80	\$113,713.60	\$117,873.60	\$122,179.20	\$126,651.20	\$131,497.60	\$136,531.20	\$141,710.40	\$146,660.80	GRADE 16
GRADE 17	\$114,691.20	\$118,892.80	\$123,219.20	\$127,795.20	\$132,496.00	\$137,592.00	\$142,792.00	\$148,262.40	\$153,441.60	GRADE 17
GRADE 18	\$119,953.60	\$124,342.40	\$128,918.40	\$133,681.60	\$138,590.40	\$143,561.60	\$149,406.40	\$155,147.20	\$160,576.00	GRADE 18

IN THE EVENT THERE IS A ROUNDING DIFFERENCE BETWEEN THIS APPENDIX AND PAYROLL, PAYROLL SHALL GOVERN.

APPENDIX B

01/01/2027 ICMA ANNUAL P

3.50% on 2026 base

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	
GRADE 1	\$23.89	\$24.64	\$25.44	\$26.26	\$27.21	\$28.17	\$29.16	\$30.18	\$31.24	GRADE 1
GRADE 2	\$24.38	\$25.17	\$25.99	\$26.82	\$27.76	\$28.76	\$29.80	\$30.84	\$31.92	GRADE 2
GRADE 3	\$25.01	\$25.79	\$26.63	\$27.50	\$28.49	\$29.49	\$30.54	\$31.61	\$32.72	GRADE 3
GRADE 4	\$25.74	\$26.61	\$27.48	\$28.38	\$29.39	\$30.44	\$31.55	\$32.65	\$33.79	GRADE 4
GRADE 5	\$26.56	\$27.43	\$28.32	\$29.28	\$30.32	\$31.40	\$32.54	\$33.68	\$34.86	GRADE 5
GRADE 6	\$27.43	\$28.32	\$29.29	\$30.26	\$31.32	\$32.48	\$33.63	\$34.81	\$36.03	GRADE 6
GRADE 7	\$28.63	\$29.56	\$30.54	\$31.58	\$32.67	\$33.89	\$35.12	\$36.35	\$37.62	GRADE 7
GRADE 8	\$29.99	\$31.01	\$32.05	\$33.12	\$34.33	\$35.59	\$36.90	\$38.19	\$39.53	GRADE 8
GRADE 9	\$31.62	\$32.65	\$33.77	\$34.93	\$36.18	\$37.53	\$38.93	\$40.29	\$41.70	GRADE 9
GRADE 10	\$34.93	\$36.12	\$37.38	\$38.66	\$40.11	\$41.58	\$43.11	\$44.62	\$46.18	GRADE 10
GRADE 11	\$38.39	\$39.72	\$41.10	\$42.54	\$44.11	\$45.75	\$47.47	\$49.13	\$50.85	GRADE 11
GRADE 12	\$42.21	\$43.70	\$45.25	\$46.85	\$48.61	\$50.41	\$52.32	\$54.15	\$56.05	GRADE 12
GRADE 13	\$46.48	\$48.12	\$49.86	\$51.67	\$53.61	\$55.63	\$57.72	\$59.74	\$61.83	GRADE 13
GRADE 14	\$51.02	\$52.86	\$54.78	\$56.79	\$58.94	\$61.15	\$63.47	\$65.69	\$67.99	GRADE 14
GRADE 15	\$54.01	\$56.00	\$58.02	\$60.11	\$62.42	\$64.78	\$67.25	\$69.60	\$72.04	GRADE 15
GRADE 16	\$56.58	\$58.65	\$60.80	\$63.02	\$65.43	\$67.94	\$70.51	\$72.98	\$75.53	GRADE 16
GRADE 17	\$59.16	\$61.31	\$63.59	\$65.93	\$68.47	\$71.05	\$73.77	\$76.35	\$79.02	GRADE 17
GRADE 18	\$61.87	\$64.15	\$66.52	\$68.96	\$71.44	\$74.34	\$77.20	\$79.90	\$82.70	GRADE 18

IN THE EVENT THERE IS A ROUNDING DIFFERENCE BETWEEN THIS APPENDIX AND PAYROLL, PAYROLL SHALL GOVERN.

APPENDIX B

01/01/2027 ICMA ANNUAL PAY PLAN

3.50% on 2026 base

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	
GRADE 1	\$49,691.20	\$51,251.20	\$52,915.20	\$54,620.80	\$56,596.80	\$58,593.60	\$60,652.80	\$62,774.40	\$64,979.20	GRADE 1
GRADE 2	\$50,710.40	\$52,353.60	\$54,059.20	\$55,785.60	\$57,740.80	\$59,820.80	\$61,984.00	\$64,147.20	\$66,393.60	GRADE 2
GRADE 3	\$52,020.80	\$53,643.20	\$55,390.40	\$57,200.00	\$59,259.20	\$61,339.20	\$63,523.20	\$65,748.80	\$68,057.60	GRADE 3
GRADE 4	\$53,539.20	\$55,348.80	\$57,158.40	\$59,030.40	\$61,131.20	\$63,315.20	\$65,624.00	\$67,912.00	\$70,283.20	GRADE 4
GRADE 5	\$55,244.80	\$57,054.40	\$58,905.60	\$60,902.40	\$63,065.60	\$65,312.00	\$67,683.20	\$70,054.40	\$72,508.80	GRADE 5
GRADE 6	\$57,054.40	\$58,905.60	\$60,923.20	\$62,940.80	\$65,145.60	\$67,558.40	\$69,950.40	\$72,404.80	\$74,942.40	GRADE 6
GRADE 7	\$59,550.40	\$61,484.80	\$63,523.20	\$65,686.40	\$67,953.60	\$70,491.20	\$73,049.60	\$75,608.00	\$78,249.60	GRADE 7
GRADE 8	\$62,379.20	\$64,500.80	\$66,664.00	\$68,889.60	\$71,406.40	\$74,027.20	\$76,752.00	\$79,435.20	\$82,222.40	GRADE 8
GRADE 9	\$65,769.60	\$67,912.00	\$70,241.60	\$72,654.40	\$75,254.40	\$78,062.40	\$80,974.40	\$83,803.20	\$86,736.00	GRADE 9
GRADE 10	\$72,654.40	\$75,129.60	\$77,750.40	\$80,412.80	\$83,428.80	\$86,486.40	\$89,668.80	\$92,809.60	\$96,054.40	GRADE 10
GRADE 11	\$79,851.20	\$82,617.60	\$85,488.00	\$88,483.20	\$91,748.80	\$95,160.00	\$98,737.60	\$102,190.40	\$105,768.00	GRADE 11
GRADE 12	\$87,796.80	\$90,896.00	\$94,120.00	\$97,448.00	\$101,108.80	\$104,852.80	\$108,825.60	\$112,632.00	\$116,584.00	GRADE 12
GRADE 13	\$96,678.40	\$100,089.60	\$103,708.80	\$107,473.60	\$111,508.80	\$115,710.40	\$120,057.60	\$124,259.20	\$128,606.40	GRADE 13
GRADE 14	\$106,121.60	\$109,948.80	\$113,942.40	\$118,123.20	\$122,595.20	\$127,192.00	\$132,017.60	\$136,635.20	\$141,419.20	GRADE 14
GRADE 15	\$112,340.80	\$116,480.00	\$120,681.60	\$125,028.80	\$129,833.60	\$134,742.40	\$139,880.00	\$144,768.00	\$149,843.20	GRADE 15
GRADE 16	\$117,686.40	\$121,992.00	\$126,464.00	\$131,081.60	\$136,094.40	\$141,315.20	\$146,660.80	\$151,798.40	\$157,102.40	GRADE 16
GRADE 17	\$123,052.80	\$127,524.80	\$132,267.20	\$137,134.40	\$142,417.60	\$147,784.00	\$153,441.60	\$158,808.00	\$164,361.60	GRADE 17
GRADE 18	\$128,689.60	\$133,432.00	\$138,361.60	\$143,436.80	\$148,595.20	\$154,627.20	\$160,576.00	\$166,192.00	\$172,016.00	GRADE 18

IN THE EVENT THERE IS A ROUNDING DIFFERENCE BETWEEN THIS APPENDIX AND PAYROLL, PAYROLL SHALL GOVERN.

APPENDIX C-EXEMPT/NON-EXEMPT POSITIONS

EXEMPT/NON-EXEMPT POSITIONS - ICMA

<u>Job Title</u>	<u>Exempt/ Non-Exempt</u>
Assistant County Engineer	Exempt
IT Director	Exempt
Land Commissioner	Exempt
Public Health Division Manager	Exempt
Family Services Division Manager	Exempt
Business Division Manager	Exempt
Environmental Services Director	Exempt
Health Plan Division Manager	Exempt

APPENDIX E-UPDATED MOU RE: MILITARY LEAVE POOL

02/26/2002 Updated Memorandum of Understanding, MOU re: Military Leave Pool

This MOU is being agreed to between Itasca County and Itasca County Employees' Association to institute a Military Leave Pool (MLP). The terms and conditions of the MLP are spelled out below.

Employees may voluntarily donate vacation, in one-half day increments (4 hours), to a Military Leave Pool.

Itasca County may pay to each employee who is an eligible member of the national guard or other reserve component of the armed forces of the United States an amount equal to the difference between the member's basic active duty military salary and the salary the member would be paid as an active County employee, including any adjustments the employee would have received if not on leave of absence.

Payment may be made only to a person whose basic active duty military salary is less than the salary the person would be paid as an active County employee. Reimbursement will be based on the employee's regular work week. ¹ Payments will be made at the intervals at which the employee received pay as a County employee. Back pay authorized by this policy may be paid in a lump sum.

Payment under this Policy must not exceed beyond four years from the date the employee was ordered to active service, plus any additional time the employee may be legally required to serve OR until the MLP is depleted—whichever occurs first. ²

Employee share of state, federal (including FICA) taxes and PERA will be paid from the Military Leave Pool.

¹ No reimbursement beyond the normal work week, i.e. employee normally works 43 hours/week, reimbursement will be based on 43 hours/week.

² The value of the pool will be established by actual count of hours donated and the actual value corresponding to those hours. I.e. If Employee A donates 4 hours of vacation and A's pay is \$50/hour and Employee B donates 8 hours of vacation and B's pay is \$100/hour then the value of the pool is 12 hours with a \$1000 value.

The rate paid out will be subtracted from the value of the pool. I.e. If Employee P receives \$1/hour difference (P makes \$9 in the military and \$10 at the County) and is gone for 25 work days or 200 work hours, then \$200 is taken from the MLP and the MLP new balance is \$800.

³ Per 11/07/2001 Steve Fecker letter "Lacking an express statutory grant of authority to provide supplemental pay or benefits to employees called up to active military duty, with the exception of the 15 day paid leave provided under MS 192.26, counties are without authority to provide supplemental pay or benefits."

Contributions to the Military Leave Pool must be submitted on January 1 or upon depletion of the Military Leave Pool to the Courthouse or Human Services Payroll Clerk and shall be recorded on the Employee Attendance Record during each year in January or during the occurring month of donation. To submit donated contribution, complete the Payroll form.⁴

One-time exception to the January 1st submission is granted to Payroll for purposes of organizing and activating the MLP.

This policy provides for retroactive payments to Itasca County employees called to unpaid military leave as of 09/11/2001.⁵

Employees on unpaid military leave who wish to receive contributions from the Military Leave Pool AND who have used all of their vacation and comp time balances⁶ must submit written request with documentation of current military salary to Courthouse or Human Services Payroll.⁷ Employees receiving contribution from the Military Leave Pool will NOT be eligible for County-paid insurance benefits.³

Employees on military leave with orders to serve military time in the local area (within Itasca County geographical boundaries) must fulfill 40 hours working for the military and/or the County in order to be eligible to draw from the MLP.⁸

Employees on military leave with orders to serve military time outside of the local area (outside of Itasca County geographical boundaries) must serve 40 hours working for the military in order to be eligible to draw from the MLP.

This 02/26/2002 updated MOU supersedes any previously approved MOU by the County and employee group and the effective date of this updated MOU shall be retroactive to 09/11/2001.

⁴Payroll will create the necessary forms.

⁵Presumes the MLP is available for future military leaves even after Operating Enduring Freedom has concluded. If MLP was set up specifically for Operation Enduring Freedom, what does the Board and/or employees want to do with any fund balance after Operation Enduring Freedom concludes?

⁶This presumes the Board wants to mandate the use of vacation and comp time before giving Military Leave Pool donations.

⁷Does the Board want to accept a request from other “immediate family member”, how will that be defined? And what liability goes with that? I.e. estranged spouse submits request

⁸Language addresses those who may be on local duty with time available to work.

Was signed by: County Board Chair Robert Frick, ICEA President Tim Oakley, Coordinator Robert R. Olson



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 15, 2025

REQUEST FOR BOARD ACTION: RBA-2025-153

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: Chair

AGENDA ITEM:

Citizen Input

BOARD ACTION REQUESTED:

Receive Citizen Input

BACKGROUND:

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

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Citizen Input - Bob Preble

07/15/2025

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, July 15, 2025

REQUEST FOR BOARD ACTION: RBA-2025-82

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 July 16, 2025, in the amount of \$499,282.27.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

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



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 15, 2025

REQUEST FOR BOARD ACTION: RBA-2025-474

DEPARTMENT: Probation

TIME REQUESTED: 5 Minutes

PRESENTER: Kevin Glass

AGENDA ITEM:

National Pretrial, Probation and Parole Supervision Week

BOARD ACTION REQUESTED:

Informational presentation regarding National Pretrial, Probation, and Parole Supervision week recognized July 20-26, 2025. This week is dedicated to celebrating over 90,000 community corrections professionals across the nation who are dedicated to ensuring our communities are safe. This field of work is often a thankless profession, so it is very appreciated when we are recognized for the work we do.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

07/15/2025

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, July 15, 2025

REQUEST FOR BOARD ACTION: RBA-2025-479

DEPARTMENT: Administrative Services

TIME REQUESTED: 15 Minutes

PRESENTER: Tasha Connelly, Will Richter

AGENDA ITEM:

Joint Powers Agreement (JPA) - Library Operation Study

BOARD ACTION REQUESTED:

Appoint two(2) members of the respective council/board, City/County Administrators, County Auditor, City Finance Director, and other staff as required to complete the study.

BACKGROUND:

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. Study Library Options Joint Powers Agreement

07/15/2025

RESULT:	PULLED FROM AGENDA
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JOINT POWERS AGREEMENT FOR LIBRARY OPERATION STUDY

This AGREEMENT made and entered this ___ day of _____, 2025, by and between the County of Itasca (hereinafter County) a Minnesota Municipal Corporation, and the City of Grand Rapids (hereinafter City) a Minnesota Municipal Corporation.

WHEREAS, City operates a free public library in the City of Grand Rapids under the supervision of the Library Board pursuant to Minnesota Statutes, Section 134.07; and

WHEREAS, the County is providing library services through a multi-county library system called the Arrowhead Library System (hereinafter ALS); and

WHEREAS, Minnesota Statutes, Section 134.12, authorizes the County to contract with the Library Board for library services and to pay to the Library Board an annual amount therefor; and

WHEREAS, sixty-five percent (65%) of library card holders are Itasca County residents who live outside of the City of Grand Rapids and thirty-five (35%) of the card holders City residents; and

WHEREAS, seventy five percent (75%) of all Itasca County library transactions occur at the library in Grand Rapids, which includes communities that already have libraries housed within them; and

WHEREAS, Minnesota Statutes, Section 471.59, as amended, authorizes the City and the County, by agreement entered into through action of their governing bodies to jointly or cooperatively exercise any power common to the contracting parties or to perform any service or function jointly or cooperatively which either governmental unit is authorized to provide for itself; and

WHEREAS, Libraries in Itasca County are members of the Arrowhead Library System (ALS), a federated library system, where cities own and operate the library facility in their city; and

WHEREAS, the federated style of library system may create inequities in the funding of libraries among all residents within the ALS; and

WHEREAS, it is the desire of the County and City to prepare a study to review options to improve the inequities in the funding of libraries in Itasca County.

NOW, THEREFORE, IT IS HEREBY AGREED as follows:

The City Council and County Board shall appoint two members of their respective council/board, City/County Administrators, County Auditor, City Finance Director, and other staff as required to complete the study.

The study at a minimum shall review the following options:

1. The feasibility of ALS transitioning from a federated system to a consolidated system; and
2. The feasibility of Itasca County libraries terminating their agreements with ALS and

- joining another consolidated library system; and
3. A Joint Powers Agreement that will address all libraries in Itasca County; and
 4. Any other option that develops while working on the study.

Said study shall be complete prior to May 1, 2026.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the respective date and year written below.

City of Grand Rapids

Itasca County

By: _____
Tasha Connelly, Mayor

By: _____
Casey Venema, Chair

By: _____
Tom Pagel, City Administrator

By: _____
Brett Skyles, County Administrator



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 15, 2025

REQUEST FOR BOARD ACTION: RBA-2025-437

DEPARTMENT: Administrative Services

TIME REQUESTED: 15 Minutes

PRESENTER: Amanda Lamppa, Tracy Hensley, Lisa Randall, Jessica Pellinen

AGENDA ITEM:

CEDA Update

BOARD ACTION REQUESTED:

Receive an update from CEDA.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. 2025 CEDA Contract FULLY EXECUTED
2. Itasca County Quarterly Presentation July 2025
3. Itasca County Q2 Update

07/15/2025

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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County of Itasca, Minnesota

Service Contract

A.1 DATES AND PARTIES

A.1.1 THIS CONTRACT, made this 11th day of February, 2025, by and between the County of Itasca, herein called the "County," and Community and Economic Development Associates (CEDA), a corporation organized and existing under the laws of the State of Minnesota, located at 1500 South Highway 52, PO Box 483, Chatfield MN, 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 Community 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 February 11, 2025 to December 31, 2025, inclusive. The Contract may be extended if provided for in the Special Conditions.

D.1 SPECIAL CONDITIONS

D.1.1 This Contract is subject to such special conditions as are set forth in the Special Conditions Supplement attached hereto and made a part hereof and marked 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 \$108,129.00 for the current term.

F.1 INCREASE

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

G.1 PAYMENT

- G.1.1 The County does hereby agree, to pay said Vendor as services are performed to the satisfaction of the County, or its duly authorized agent, one (1) payments of \$108,129.00 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

<u>Limit</u>
\$3,000,000

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

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

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

J.1.4 Automobile Liability Insurance

J.1.4.1

Limit

Automobile Liability - Combined single limit each occurrence for bodily injury and property damage covering owned, non-owned and hired automobiles	\$1,500,000
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J.1.4.2 Must cover owned, nonowned and hired vehicles.

J.1.5 Workers' Compensation Per Statutory Requirements

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

J.1.6 Employer's Liability

Limit

J.1.6.1 Bodily injury by:

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

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

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

J.1.8 Indemnification Clause

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

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

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

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

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

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

K.1 UNAVOIDABLE CIRCUMSTANCES

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

L.1 RIGHT TO TERMINATE

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

M.1 ASSIGNMENT

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

N.1 INDEMNIFICATION

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

O.1 COMPLIANCE WITH LAWS

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

P.1 RECORDS AUDITING AND RETENTION

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

Q.1 WAIVER

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

R.1 MODIFICATIONS/AMENDMENT

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

S.1 SEVERABILITY

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

T.1 FINAL AGREEMENT

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

U.1 EXECUTION

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

Dated this 11th day of February 2025.

COMMUNITY & ECON DEV ASSOC (CEDA) COUNTY OF ITASCA, MINNESOTA

By: 
Its President/CEO

By: 
Its _____

By: 
Its _____

APPROVED AS TO FORM & EXECUTION

By: 
Itasca County Attorney

Exhibit A

Community and Economic Development Associates (CEDA)

CEDA shall provide the following services:

1. Continued greater Itasca County community outreach to assist with community development and economic enrichment.
2. Continue to facilitate a countywide trails study and collect additional tourism impact data for Itasca County.
3. Continued focus on trails and recreational development with a focus on the Nashwauk trailhead.
4. Provided continued assistance on phase 3 of the Squaw Lake pedestrian and recreation bridge.
5. Work with Arrowhead Regional Development Corporation (ARDC) to obtain a Recreational Hub designation for the city of Coleraine.
6. Present to the County Board on a quarterly basis activities, status and outcomes of required services.
7. All County funds to be spent on activities to promote activities within Itasca County.
8. A minimum of 50% of the contracted time must be spent on business attraction and development.



Itasca County Quarterly Presentation



July 15, 2025



www.cedausa.com



Amanda Lamppa, Lisa Randall, Tracy Hensley, & Jessica Pellinen

Summary

✓ CEDA Team Update

✓ Region Highlights and Projects

✓ Grant Awards

CEDA Team

Serving Itasca County Communities



Amanda Lamppa



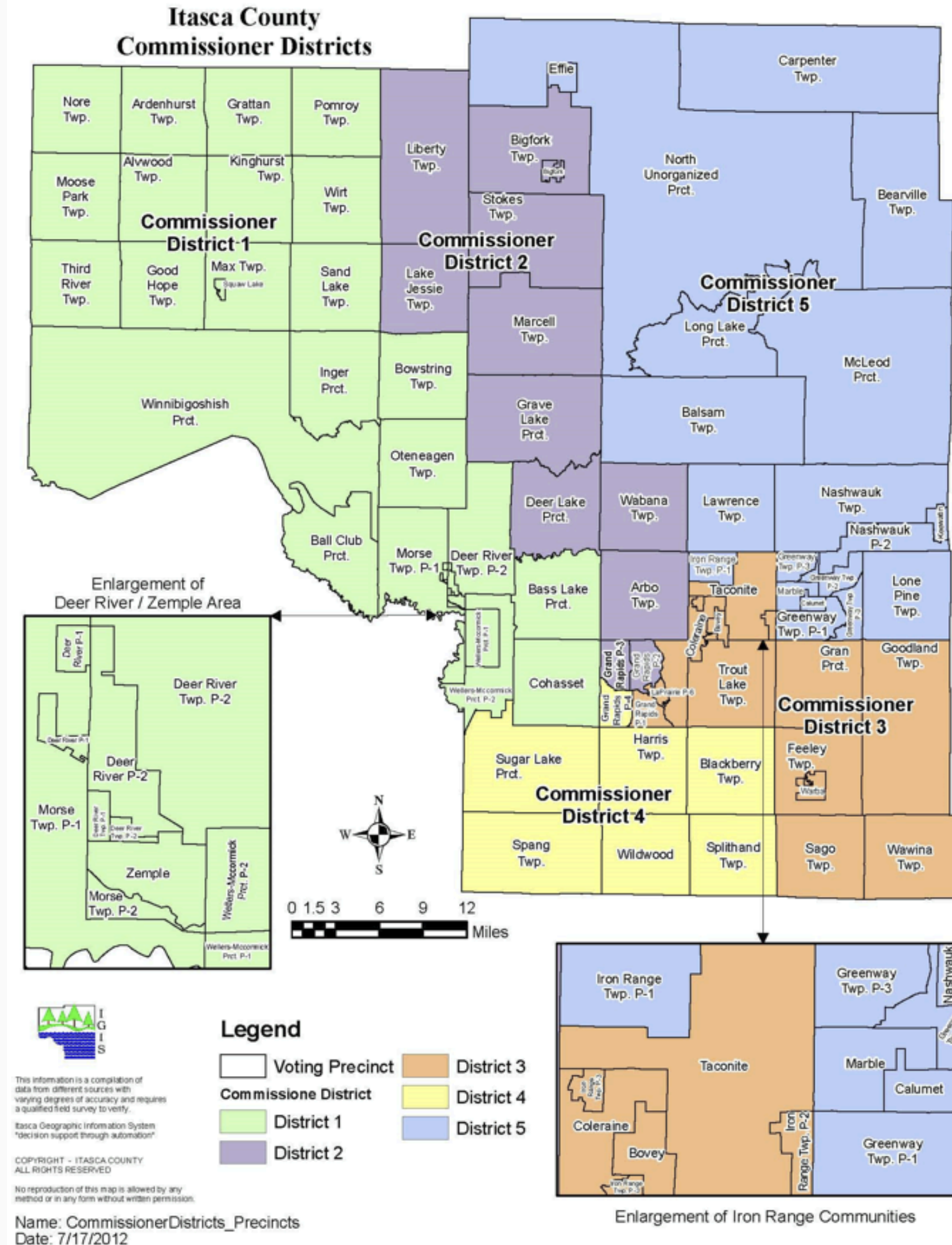
Tracy Hensley



Lisa Randall



Jessica Pellinen



Itasca County Projects Overview

➤ **Town of Bearville**

➤ **Day of Action**

➤ **Small Cities Development Program**

➤ **Warba American Legion Campground**

➤ **Palmer Bus Company**

Town of Bearville

- The Town of Bearville has been awarded a \$175,000 grant from the Blandin Foundation.
- The funding will support the construction of a new fire hall.
- Currently, Bearville's volunteer fire and emergency services share space in the neighboring town of Carpenter.
- All firefighting and emergency medical equipment is currently stored in Carpenter.
- The new fire hall will allow Bearville to house its equipment locally.

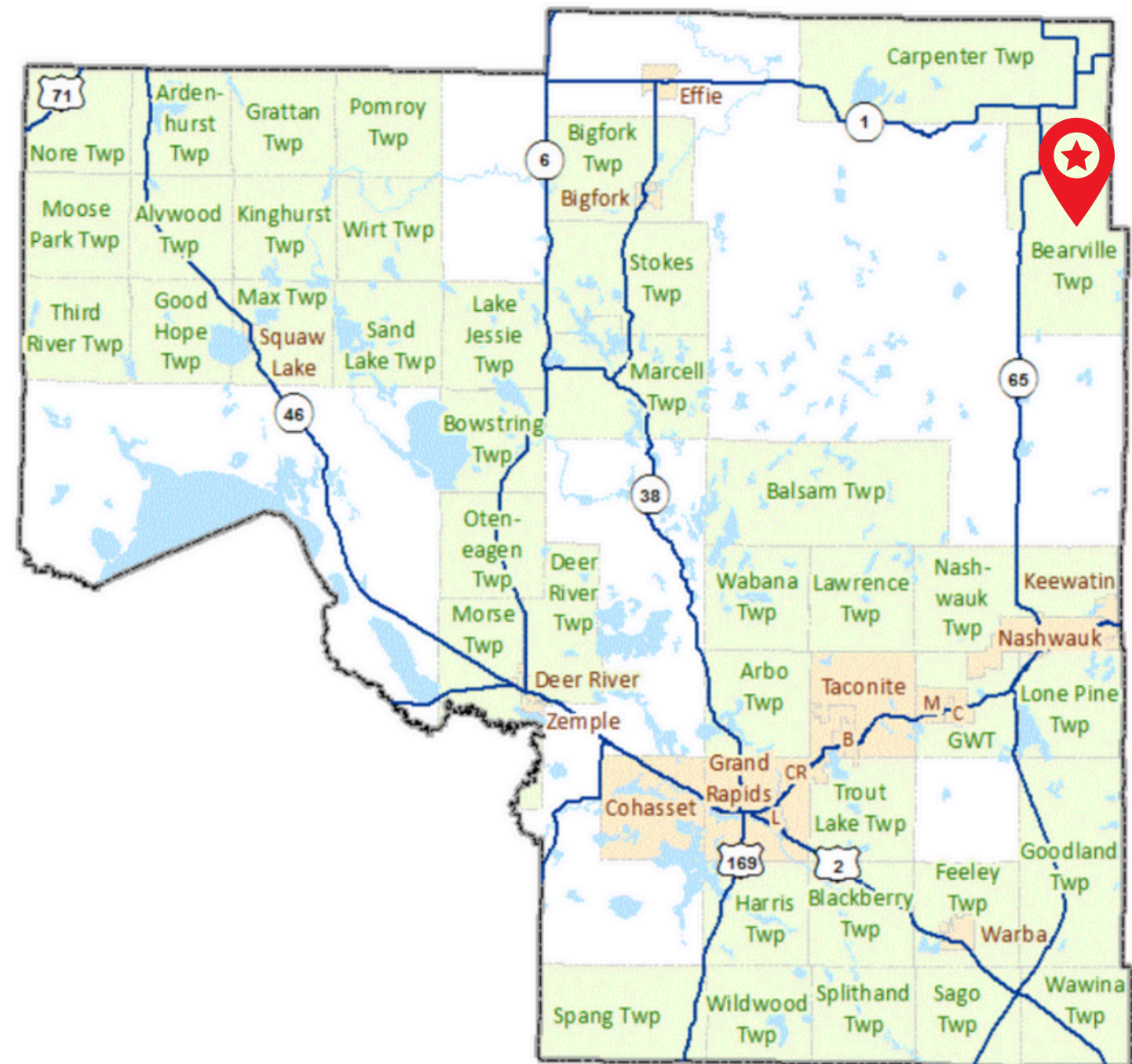


Town of Bearville

- This change will significantly improve emergency response times.
- The project enhances the safety and wellbeing of Bearville residents.
- The new fire hall is an investment in the health, safety, and future of the community.
- This grant is a major step toward providing reliable, responsive service for all Bearville residents.

Itasca County

Municipality and township maps



Day of Action

- **Nashwauk, MN**
- **170 volunteers worked hard all day on Friday, during the United Way of NE Minnesota's Day of Action. Approximately 750 volunteer hours that day**
- **35 projects were completed, from painting and gardening to a new pavilion at the park.**
- **The Itasca County Habitat for Humanity and CEDA were partners for the project.**
- **U.S. Steel was the main sponsor, with support from places like Minnesota Power and Lake Country Power.**

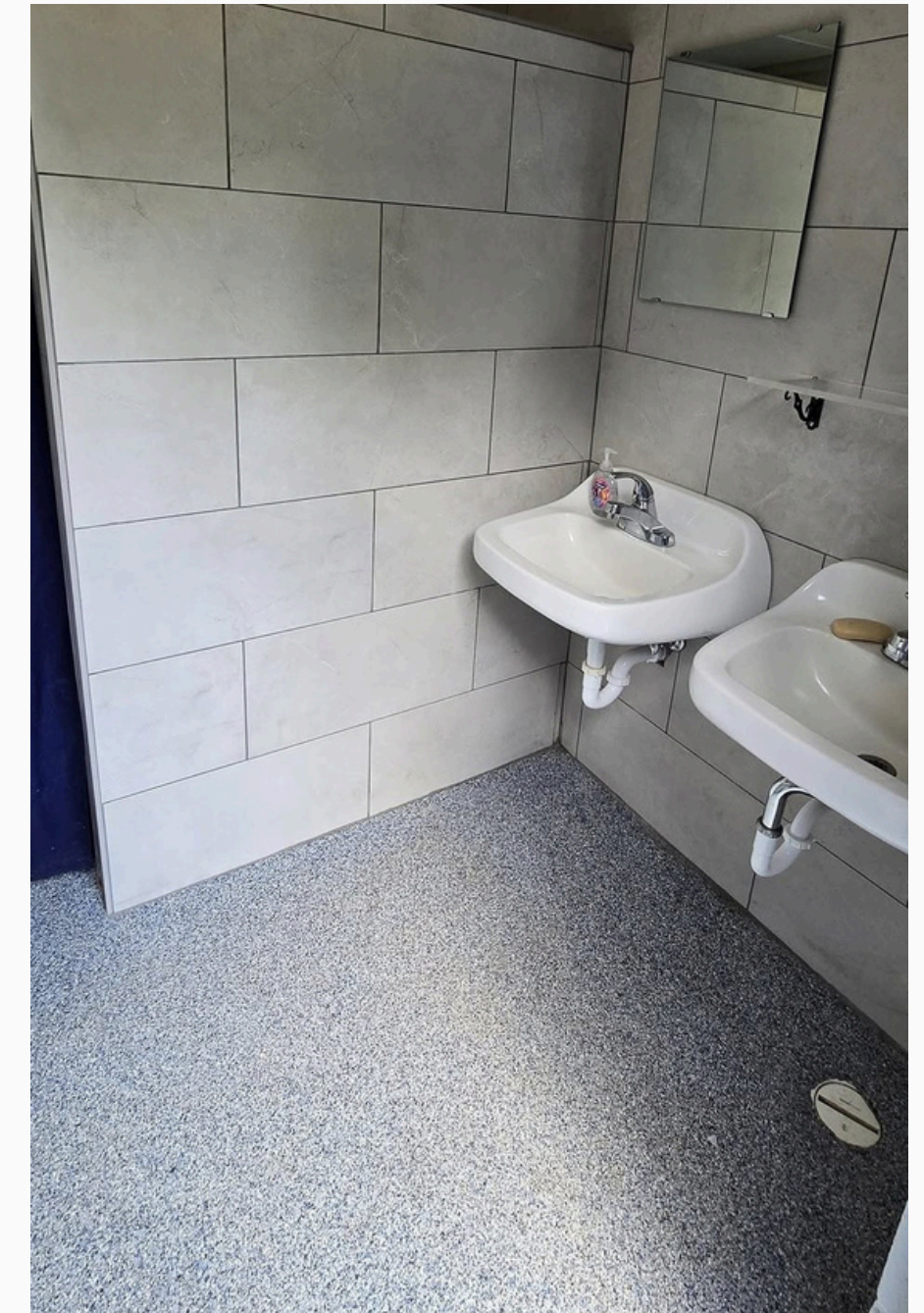


Small Cities Development Program

- CEDA took over administration August 1st, 2024.
- Approved 4 commercial properties and 7 residential with one in review.
- Three residential properties are currently in the construction phase.

Warba American Legion Campground

- A new utility maintenance vehicle (golf cart-style) was purchased and is now in use, improving efficiency in maintaining the park and campground.
- Campsites 18, 19, and 20 received upgraded electrical hookups.
- The shower house interior was renovated, with water-damaged walls replaced and new ceramic tile and fixtures installed.



Warba American Legion Campground

- Shoreline restoration included the installation of riprap on both sides of the retaining wall to prevent erosion and preserve the shoreline.
- The swimming beach was transformed from a steep, hard-to-access shoreline into an inviting beach area, complete with concrete steps and a landscaped boulder retaining wall.



Warba American Legion Campground

- New highway signage has been ordered and is scheduled for installation before July 4.



Funded from:

- Blandin Foundation
- Iron Range Resources & Rehabilitation
- Itasca County ARPA Funds
- Enbridge Energy

Palmer Bus Company

Palmer Bus Company & City of Bovey Project Highlights

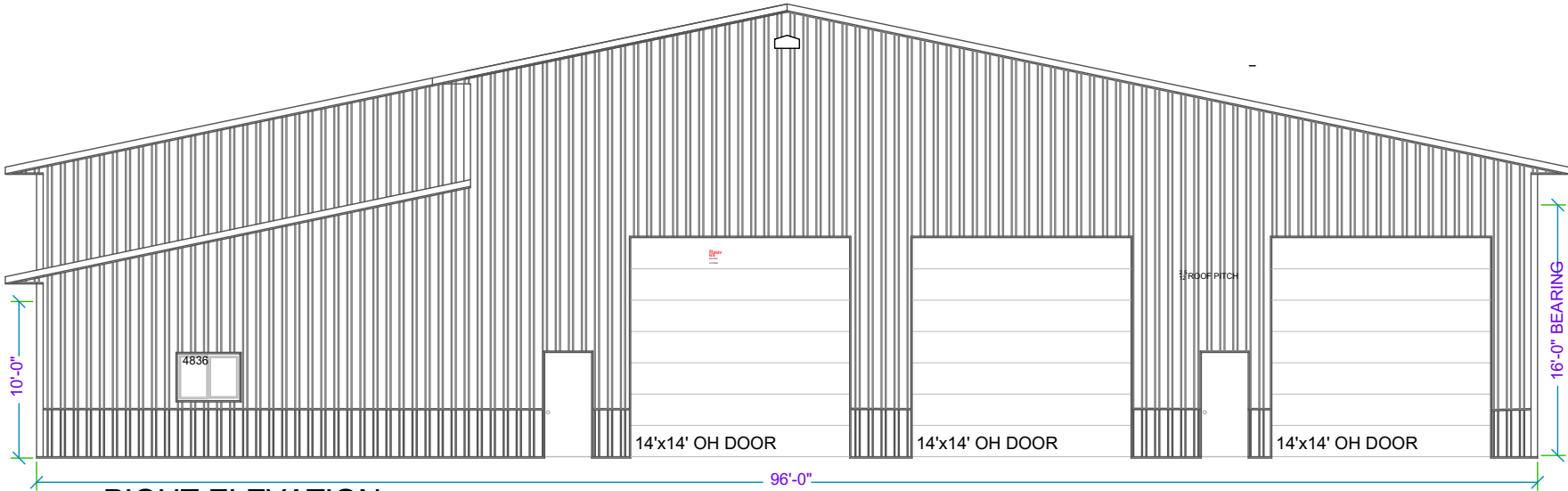
- The City of Bovey, with assistance from CEDA, secured a Public Works Infrastructure Grant from IRRR for \$267,790.00.
- The funds will extend Bovey's infrastructure further east to:
 - Accommodate the construction of the new Palmer Bus Company headquarters.
 - Prepare infrastructure for the next industrial property to the east.



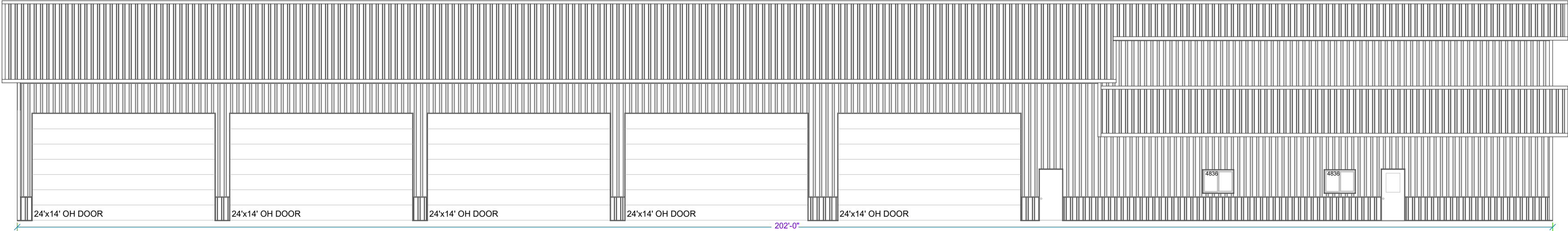


4101 NORTH 4TH AVE SIOUX FALLS, SO.DAK. 57118-4608 339-3647

Palmer Bus Garage
96x142x16 + 67x60x16 + 29x60x10
Bovey, Mn



RIGHT ELEVATION
SCALE N.T.S.



BOTTOM ELEVATION
SCALE N.T.S.



Palmer Bus Company

CEDA's Role in the Project

- Supported Bovey's new leadership team (mayor, council, and clerk).
- Coordinated a strategic meeting with IRRR, Bolten & Menk, and county officials.
- Submitted a successful pre-application and followed through to full grant submission.
- Partnered with Bolten & Menk to provide expansion data and renderings for IRRR's portal.
- Met with Palmer Bus Company to understand their growth vision and business culture, shaping a compelling grant narrative.

Palmer Bus Company

Impact & Future Development

- **Construction of the new Palmer Bus facility is scheduled to begin in July 2025 and wrap up in early 2026.**
- **The grant award:**
 - Made the project more affordable for Palmer Bus Company.
 - Strengthened Bovey's position for future economic development.
- **Benefits to Bovey include:**
 - A new business tax base.
 - An additional industrial lot with infrastructure already in place.
 - Having pre-built infrastructure will streamline and de-risk future development on the second lot.

Grant Awards

- Total Number Received: 16 Grants
- Total Funds Awarded: \$1,476,839



Thank You



Amanda Lamppa

Community and Business Development Specialist

✉ amanda.lamppa@cedausa.com

☎ (218) 259-6611



Lisa Randall

Community and Business Development Specialist

✉ lisa.randall@cedausa.com

☎ (218) 259-0326



Tracy Hensley

Community and Business Development Specialist

✉ tracy.hensley@cedausa.com

☎ (704) 819-0838



Jessica Pellinen

Community and Business Development Specialist

✉ jessica.pellinen@cedausa.com

☎ (218) 244-5365





1500 South Hwy 52
PO Box 483
Chatfield, MN 59923
Phone: 507.867.3164
www.cedausa.com

TO: Itasca County Board of Commissioners

FROM: Tracy Hensley, Amanda Lamppa, Jessica Pellinen, Lisa Randall - CEDA

DATE: July 15, 2025

RE: Itasca County Community Project Updates

District 1 - Cory Smith

Bowstring Airport

Highlights include:

- The new tractor, equipped with mower and blower attachments, was delivered in June. The total cost was \$144,876, funded through a 2024 MnDOT grant of \$130,388 and a local match of \$14,487 from Itasca County, reflecting a 90/10 funding split.
- Airport Layout Plan (ALP): An updated ALP is required by MnDOT in order to qualify for capital improvement grant funding. The total cost of the plan is \$70,000, funded through a 2024 MnDOT Aeronautics grant covering \$66,500, with a \$3,500 local match (95%/5%). Draft #3 of the ALP was reviewed at the June commission meeting and included minor revisions. The plan is nearly complete and will soon be submitted to MnDOT Aeronautics for review and feedback. Following MnDOT approval, the ALP will be brought to the County Board for final approval and signature.
- Obstruction removals: The FY 2024 obstruction removal project has been completed. During the process, MnDOT conducted an aerial survey of the airport and identified several additional acres of trees that also need to be cleared beyond the original project scope. MnDOT will issue a separate grant offer to fund the removal of these remaining obstructions.

Bowstring Township

Highlights include:

- Blandin Foundation grant for a new pavilion, pickle ball court, amphitheater, walkway and landscaping & lighting throughout complex





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City of Squaw Lake

Highlights include:

- New marquee sign, landscaping, banners, new flooring in community center, possible new 'welcome to Squaw Lake' signs flanking either end of city

Inger Local Indian Council (LIC)

Highlights include:

- Community Center improvements, community built in patio with seating, pavilion, sculpture, moving of current park equipment, new signage and lighting throughout park area

S Lake LIC

Highlights include:

- Teardown of old Eagleview school, new lighting, electricity, pavilion, built in patio area, sculpture and possibly new basketball hoops

District 2 - Terry Snyder

Lake Jessie Township

Highlights include:

- CEDA recently met with the **Lake Jessie Town Council**, and they expressed interest in pursuing grant funding to support several much-needed improvements to their town hall. The building is currently in need of a **new door, a new staircase and ramp, as well as an updated railing** to enhance safety and accessibility for community members.
- CEDA will be researching grant opportunities that serve their area to help secure funding for these essential upgrades. These improvements will not only address important safety concerns but also help ensure the town hall remains a welcoming and accessible gathering place for the entire community.





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District 3 - John Johnson

Feeley Township

Highlights include:

- A Blandin Foundation grant for \$22,000 was written and awarded for town hall improvements.

Goodland Township

Highlights include:

- A Blandin Foundation grant for \$100,000 was written and awarded for repairing the community center and fire hall roof, upgrading/repairing interior items in the community center interior repairs, repairing and repainting the skating rink boards, building a pavilion on the community center grounds and installing new exterior lighting in the community center parking lot to improve safety and security.

Greenway Joint Recreation Association

- A Blandin Foundation grant for \$75,000 was written and awarded to install new handicap accessible front entry doors and to install storage garage electricity and safety lighting.

Warba American Legion Campground

Highlights include:

- A new utility maintenance vehicle (golf cart-style) was purchased and is now in use, improving efficiency in maintaining the park and campground.
- Campsites 18, 19, and 20 received upgraded electrical hookups.
- The shower house interior was fully renovated, with water-damaged walls replaced and new ceramic tile and fixtures installed.
- New highway signage has been ordered and is scheduled for installation before July 4.
- Shoreline restoration included the installation of riprap on both sides of the retaining wall to prevent erosion and preserve the shoreline.
- The swimming beach was transformed from a steep, hard-to-access shoreline into





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an inviting beach area, complete with concrete steps and a landscaped boulder retaining wall.

Warba Feeley Joint Recreation Board

- A Blandin Foundation grant for \$150,000 was written and awarded to install electricity to the baseball park concession stand, replace the park playground, and upgrade the skating rink with new boards, and paint existing concrete with both pickle and basketball court lines to create a multi-use space.

Bovey

Highlights include:

- Extended city water/sewer infrastructure to east end of the city to accommodate new business Palmer Bus Company to build a bus garage as well as prep the lot further East for future development
- Bovey is currently in the process of building three dog parks to be located near their playground.
- The city of Bovey has amended their IRRRB grant in order to build a splashpad in lieu of a hockey rink

District 4 - Larry Hopkins

Blackberry Township

Highlights include:

- Installation of a new sidewalk and a concrete pad for a handicap-accessible portable restroom
- Completion of another phase of cemetery revitalization with help from the Togo Work Crew; cemetery records are currently being transitioned to cloud-based software for improved electronic record-keeping
- Completion of the gaga-ball court installation in the park
- Installation of a disc golf course, which has been listed on a national directory
- Resurfacing of the tennis and basketball courts is planned for summer 2025
- A \$100,000 Blandin Foundation grant was successfully written and awarded for park improvements scheduled for 2026–2028





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- New sidewalk, concrete pad for a handicapped accessible portapotty have been installed.

Harris Township

Highlights include:

- The Crystal Park Pollinator Garden installation began in June 2025.
- Crystal Park is receiving several amenity upgrades, including improvements to the basketball courts, hopscotch and four-square court, and tennis courts. One tennis court will also be striped for pickleball to accommodate multi-use play.
- At Wendigo Park, resurfacing of the basketball, tennis, and pickleball courts is scheduled to begin soon. Fresh court lines will be painted, and new fencing will be installed as part of the enhancements.
- Renovations at Casper Landing are nearing completion. The grassy hill has been landscaped, new blacktop has expanded the parking area, and shoreline riprap has been added to reduce erosion.

District 5 - Casey Venema

Bearville Township

Highlights include:

- Currently sharing a fire hall with Carpenter township that is located in Carpenter Township, Bearville has received a \$175,000 grant from Blandin.
- Build a new fire hall within Bearville Township to better meet the needs of their immediate community.
- Will be seeking additional funding with the IRRRB Public Works

Nashwauk Township

Highlights include:

- Day of Action in which 170 volunteers completed over 35 projects and logged 750 volunteer hours.





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Carpenter Township

Highlights include:

- The city will be applying for the IRRRB Public Works Grant in order to complete the upgrades to their townhall.

Wabana Township

Highlights include:

- Currently applying for the IRRRB Culture & Tourism Grant to continue with Phase II of their playground updates and accessibility.

Grants:

- CEDA Region 5 worked with 18 Itasca County townships and small cities to submit Letters of Inquiry to Blandin Foundation, 13 of which were invited to complete a full application. A total of \$1,459,000 was funded through these 13 Itasca County applications. Let the Project Management begin!
- CEDA Region 5 has roughly 13 communities who will be applying for IRRR funding when the application cycles open on July 1, 2025.
- Tracy Hensley and Lisa Randall serve on the Steering Committee for “100+ Women Who Care - Itasca,” a giving group whose inaugural event in May raised over \$17,100. The funds came from 170 women, each contributing individually \$100, and collectively selecting, through a nomination and vote, a local nonprofit to receive the donation. Advocates for Family Peace was the donation recipient at the inaugural event. The next 100+ Women Who Care event is October 13.

Miscellaneous:

- Attended quarterly Iron Range Economic Alliance at IRRR in June
- Tracy attended Economic Development training

Upcoming Events:

- **CEDA Annual Meeting - July 31, 2025 - Winona, MN** - check email for registration link.





**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 15, 2025

REQUEST FOR BOARD ACTION: RBA-2025-478

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: Chair Venema

AGENDA ITEM:

IEDC Discussion

BOARD ACTION REQUESTED:

Review iEDC past contract performance and consider future action.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. 2025 IEDC POS Agreement FULLY EXECUTED (1) (2)

RESULT:	APPROVED (4 TO 1)
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner John Johnson
AYES:	Cory Smith, John Johnson, Larry Hopkins, Casey Venema
NAYS:	Terry Snyder

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

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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.**



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 15, 2025

REQUEST FOR BOARD ACTION: RBA-2025-488

DEPARTMENT: Administrative Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Commissioner Snyder

AGENDA ITEM:

Letter of Support - M&N Cannabis

BOARD ACTION REQUESTED:

Approve sending a Letter of Support to the MN Office of Cannabis to accelerate process of site inspection due to time constraints of weather changes that create time constraints.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

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