



ITASCA COUNTY BOARD OF COMMISSIONERS

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

Tuesday, September 2, 2025

2:30 PM

Itasca County Boardroom

FINAL

REGULAR SESSION MINUTES

I. CALL TO ORDER

Chair Venema called the meeting to order at 2:30 PM.

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

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Approve the agenda as presented.

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

IV. MINUTES APPROVAL

Motion To: Approve the minutes as delineated below.

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

1. Approve the minutes of the Tuesday, August 26, 2025, Itasca County Regular Session.

V. CONSENT AGENDA

Motion To: Pull Item #5.3 (2024 Unorganized Township Bill) and approve the consent agenda, as amended.

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

1. Adopt a Resolution in support of Federal IDA Grant Application.
2. Approve donating 2 laptops to Trout Lake Fire Department.

4. Award Contract 2025-07 Gravel Crushing Moose Park Pit to TNT Construction Group, LLC in the amount of \$77,500.00 and authorize the required signatures on the contract documents.
5. Approve the lease agreement between the MN Timber Producers, Inc. and Itasca County for the 2025 North Star Timber Expo event and authorize necessary signatures.

VI. REGULAR AGENDA

1. Citizen Input
Doug Carpenter made attempt to re-serve summons.

RECESS

Chair Venema recessed the meeting at 2:35 p.m.

RECONVENE

Chair Venema reconvened the meeting at 2:44 p.m. with all members present.

2. Commissioner Warrants

Motion To: Approve Commissioner Warrants with a check date of September 3, 2025, in the amount of \$1,298,346.06.

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

3. ICHHS Warrants

Motion To: Approve the ICHHS Warrants for August 2025, in the amount of \$2,614,684.39.

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

4. Out of State Travel

Motion To: Authorize out of state travel to Ottawa, IL, for Sheriff Joe Dasovich and Corrections Sergeant Dave Frechette to tour the LaSalle County jail.

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

VII. ADMINISTRATOR UPDATE

VIII. COMMITTEE REPORTS

Commissioner Johnson reported on attending a DEED meeting and thanked the Board for the Resolution for 3 applications for grants.

Commissioner Snyder reported on attending a Government Collaborative meeting, Mesabi Metallics meeting, and also met with the Governor's staff.

Commissioner Smith reported on attending a Mississippi Headwaters meeting and is working on setting up a meeting Re: Veterans possible move to new location.

IX. COMMISSIONER COMMENTS

RECESS

Chair Venema recessed the meeting at 2:51 PM.

RECONVENE

Chair Venema reconvened the meeting at 2:54 PM, with all members present.

X. CLOSED SESSIONS

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

Motion To: Go into Closed Session per MN Statute 13D.05 subd. 3(b) Re: Attorney/Client Privilege.

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

Others Present: Administrator Brett Skyles, Attorney Jacob Fauchald, Sheriff Joe Dasovich, Auditor/Treasurer Austin Rohling, Attorney Jessica Schwie virtually, Deputy Clerk/Deputy Administrator Shelley Kebart.

Motion To: Go into Open Session.

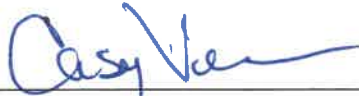
RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Larry Hopkins, Casey Venema

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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XI. ADJOURN

Chair Venema adjourned the meeting at 3:21 PM.

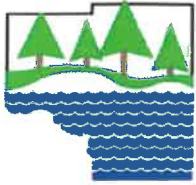
ATTEST



Casey Venema
Chair of the County Board



Brett Skyles
Clerk of the County Board



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 2, 2025

RESOLUTION 2025-31

ITASCA COUNTY

A Resolution Authorizing an Application to the United States Economic Development Administration Under the FY2025 EDA Disaster Supplemental Grant up to \$420,000 for the Itasca County Strategic Plan.

WHEREAS, Itasca County is eligible to receive Economic Development Administration (EDA) funding per Section 3 of the Public Works and Economic Development Act (42. U.S.C. 3122) and 13 C.F.R. 300.3 and

WHEREAS, In support of Regional Economic Resilience; and

WHEREAS, In response to Federally Recognized Disasters, the Itasca County Strategic Plan seeks to diversify and make the economy more resilient, and establish an Economic Resilience Coordinator position to administer a strategic plan on behalf of Regional Partners.

NOW, THEREFORE, BE IT RESOLVED,

1. The Itasca County Board of Commissioners authorizes the Itasca County Strategic Plan to apply for and accept funding from the US Economic Development Administration under the FY 2025 EDA Disaster Supplemental Grant Notice of Funding Opportunity to support the Itasca County Strategic Plan.
2. The Itasca County Board of Commissioners named Brett Skyles, Itasca County Administrator, as authorized representative for said EDA grant upon award.
3. The Itasca County Board of Commissioners confirms that matching funds up to \$84,000 are readily available as needed, not conditioned or encumbered, and are derived from the Itasca County Tourism and Economic Development Fund (TED).

ATTEST:

Board Chair

Title

Date

9.2.2025

RESULT:

APPROVED (5 TO 0)

MOVER:

Commissioner John Johnson

SECONDER:

Commissioner Terry Snyder

AYES:

Cory Smith, Terry Snyder, John Johnson, Larry Hopkins, Casey Venema

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

I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in this office on September 2, 2025 and that the same is a true and correct copy of the whole thereof.



Administrator



ITASCA COUNTY BOARD OF COMMISSIONERS

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

Tuesday, August 26, 2025

2:30 PM

Itasca County Boardroom

DRAFT

REGULAR SESSION MINUTES

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Approve the agenda, as presented.

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

IV. MINUTES APPROVAL

Motion To: Approve the minutes as delineated below.

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

1. Approve the minutes of the Tuesday, August 19, 2025, Itasca County Regular Session.

V. CONSENT AGENDA

Motion To: Add Item #5.9 (New Tobacco License) and approve the Consent Agenda, as amended.

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

1. Approve the Purchase of Service Agreement between ICHHS and Grace House for outreach activities related to Housing Support Funds.

2. Approve the Purchase of Service Agreement between ICHHS and Patty Beech Consulting Inc for administration and monitoring of the DHS Housing Supports Program.
3. Approve the Purchase of Service Agreement between ICHHS and KOOTASCA Community Action for Housing Resource Specialist activities related to Housing Support Funds.
4. Approve the Purchase of Service Agreement between ICHHS and Northland Counseling Center Inc for Housing Resource Specialist activities related to Housing Support Funds.
5. Approve and accept, if awarded, the following grant applications from the Grand Rapids Area Community Foundation, Compeer Financial, and Itasca County Trails Taskforce ranging from \$5000 to \$15,000 to complete an Itasca County Comprehensive Trail Study and authorize necessary signatures.
6. Authorize the County Engineer to enter into a technical service contract with Erickson Engineering CO., LLC, to provide bridge design services for a bridge replacement on CR 254 (Farm Camp Rd.) over Rice River and authorize the County Engineer to execute the contract documents.
7. Adopt the Resolution Re: Development Partnership Grant Application and authorize necessary signatures.
8. Approve contract agreement between the University of Minnesota Extension and Itasca County to complete an Itasca County Comprehensive Trail Study for the amount of \$20,000 and authorize necessary signatures.
9. Approve tobacco license for Rodney A Heller dba Rocket's LLC located at 45 E US Highway 2, Cohasset, MN 55744. Rodney Heller was the previous owner of Rocket's and is taking back ownership from current owner Luke Garner.

VI. REGULAR AGENDA

1. Citizen Input

Patrick Guzwell provided input on the Veteran's Service Office remaining where it is.

Robert Stein provided input on the Veteran's Service Office remaining where it is and having transparency.

Ian George provided input on the Veteran's Service Office remaining where it is and having transparency.

Robert Gunderson provided input on the Veteran's Service Office remaining where it is, transparency, maintenance for issues with VSO, and updating the VSO vs. moving.

Robert Ross provided input on the Veteran's Service Office remaining where it is and to consider updating VSO to make a great place for the Veterans.

Hugh Quinn provided input on the Veteran's Service Office remaining where it is, transparency, asked about cost of updating VSO vs. cost of moving, and the Veterans that are not willing to come into the Courthouse.

2. Employee Recognition

Welcome Melissa Plonis, who is a new Eligibility Specialist in the Health and Human Services Department, which was effective August 18th, 2025.

Welcome Jennie Moran, who is a new Eligibility Specialist in the Health and Human Services Department, which was effective August 18th, 2025.

Welcome Bethany Tenney, who is a new Eligibility Specialist in the Health and Human Services Department, which was effective August 18th, 2025.

Welcome Alan Dorr, who is a new Engineer Technician III in the transportation department, which was effective August 18th, 2025.

Welcome Ashly Larson, who is a new Legal Secretary in the Attorney's Department, which was effective August 18th, 2025.

Congratulations to Harry Johnson, who moved from Lead Custodian to Facility Maintenance Worker I in the Administrative Services Department, which was effective August 17th, 2025.

Congratulations to Shelley Kebart, who moved from Administrative Services Support to Deputy Clerk of the County Board/Deputy Administrator in the Administrative Services Department, which was effective August 18th, 2025.

Congratulations to Sarah Still, who moved from Records Deputy I to Records Deputy II in the Sheriff's office which was effective August 17, 2025.

Farewell to Nikki Andrews, who resigned after 8 months of service as Legal Secretary in the Attorney's office, which was effective August 15th, 2025.

Farewell to Robert Frieze, who retired after 35+ years of service as Engineering Materials technician in the transportation office, which was effective August 15th, 2025.

3. Commissioner Warrants

Motion To: Approve Commissioner Warrants with a check date of August 27, 2025, in the amount of \$230,598.62.

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

4. Utilization of Potentially sellable properties owned by Itasca County

Motion To: Approve forming a committee to review the VSO possible move with Commissioner Smith taking the lead and also approve forming a committee for the purpose of reviewing Itasca County facilities/land for possible sale.

5. 2024 Transportation Department Annual Report.

Transportation Director Karin Grandia provided the 2024 Annual Report.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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6. August 2025 Construction Update

Transportation Engineer Rachel Metelak provided an update on the August 2025 construction.

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

Commissioner Hopkins reported on attending a budget session.

Commissioner Johnson reported on attending MN Management Budget and Long Range Planning Office meeting, meeting with Senator Farnsworth, Library meeting, and DECC listening center meeting.

Commissioner Snyder reported on attending a budget session, Library meeting, the Governor's tour of Mesabi Metallica, and IEDC Strategic Planning meeting.

Commissioner Smith reported on attending a Community Health Board meeting and Mississippi Headwaters meeting.

Commissioner Venema reported on attending the Governor's tour of Mesabi Metallica, a ribbon cutting of Nashwauk/Keewatin's new school, and Calumet Reclamation update.

IX. COMMISSIONER COMMENTS

Commissioner Johnson provided comment regarding Labor Day coming up and the Bovey Farms Day as well.

Commissioner Smith provided comment regarding the annual Ducks Unlimited Rubber Duck races this Sunday at 4 p.m. in Squaw Lake.

X. CLOSED SESSIONS**XI. ADJOURN**

Chair Venema adjourned the meeting at 3:18 PM.

ATTEST

Casey Venema
Chair of the County Board

Brett Skyles
Clerk of the County Board



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 2, 2025

REQUEST FOR BOARD ACTION: RBA-2025-548

DEPARTMENT: Administrative Services
PRESENTER:

TIME REQUESTED:

AGENDA ITEM:
EDA Grant

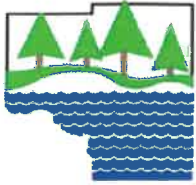
BOARD ACTION REQUESTED:
Adopt a Resolution in support of Federal IDA Grant Application.

BACKGROUND:
Funding approved by the County Board from the TED account as matching funds for the grant application. This funding is not derived from the Itasca County Levvee.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

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



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WHEREAS, In support of Regional Economic Resilience; and

WHEREAS, In response to Federally Recognized Disasters, the Itasca County Strategic Plan seeks to diversify and make the economy more resilient, and establish an Economic Resilience Coordinator position to administer a strategic plan on behalf of Regional Partners.

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1. The Itasca County Board of Commissioners authorizes the Itasca County Strategic Plan to apply for and accept funding from the US Economic Development Administration under the FY 2025 EDA Disaster Supplemental Grant Notice of Funding Opportunity to support the Itasca County Strategic Plan.
2. The Itasca County Board of Commissioners named Brett Skyles, Itasca County Administrator, as authorized representative for said EDA grant upon award.
3. The Itasca County Board of Commissioners confirms that matching funds up to \$84,000 are readily available as needed, not conditioned or encumbered, and are derived from the Itasca County Tourism and Economic Development Fund (TED).

ATTEST:

Board Chair

Title

Date

9.2.2025

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

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

I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in this office on September 2, 2025 and that the same is a true and correct copy of the whole thereof.



Administrator



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 2, 2025

REQUEST FOR BOARD ACTION: RBA-2025-550

DEPARTMENT: Management Information Services **TIME REQUESTED:**
PRESENTER:

AGENDA ITEM:
Donate 2 laptops to Trout Lake Fire Department

BOARD ACTION REQUESTED:
Approve donating 2 laptops to Trout Lake Fire Department.

BACKGROUND:

COUNTY ATTORNEY REVIEW: No

SUPPORTING DOCUMENTATION: None

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Cory Smith
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, September 2, 2025

REQUEST FOR BOARD ACTION: RBA-2025-524

DEPARTMENT: Transportation

TIME REQUESTED: < 5 Minutes

PRESENTER: Karin Grandia

AGENDA ITEM:

2024 Unorganized Township Bill

BOARD ACTION REQUESTED:

Approve the transfer of funds in the amount of \$1,500,000 from the Unorganized Township road and bridge accounts to the County Road and Bridge fund for road maintenance costs in Unorganized Townships.

BACKGROUND: In September of 2020, the County Board adopted a new Unorganized Township Road and Bridge policy which outlines how road maintenance costs on the unorganized township system would be reimbursed to the County Road and Bridge fund. The policy states that a maximum reimbursement amount is set in the annual budget. The following year, the Transportation Department will provide a list of actual costs for the system and create a bill for the transfer of funds. Any amount over the budgeted amount will be covered by the County Road and Bridge fund.

2025 Budgeted Revenue Amount:	\$1,500,000.00
2024 Actual Expenditures:	\$2,318,381.25

Since expenditures were above the budgeted amount, the entire \$1,500,000 should be transferred to the County Road and Bridge fund.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. 2024 UTWP Maintenance Costs for Board
2. Unorganized Township Road Policy

09-02-2025

RESULT: PULLED FROM AGENDA

Itasca County Transportation Department

Unorganized Township 2025 Billing for 2024 Costs

Unorganized Township Costs for 2023	\$ 2,318,381.25	Includes Overhead and Unallocated Costs
Bill to Unorganized Township	<u>\$ 1,500,000.00</u>	64.70%
County Portion of Unorganized Road Costs	\$ 818,381.25	35.30%

ITASCA COUNTY HIGHWAY DEPARTMENT

Summary of Road Program Maintenance Costs

Account	Description	Program 40 Thru 50	Cost/Mile
11-000	Routine Maintenance	\$1,445,254.43	\$4,943.07
12-000	Parts & Replacements	\$346,413.35	\$1,184.81
13-000	Betterments	\$102,905.45	\$351.96
14-000	Special Wk – Dust Ctl & Eng	\$161,432.45	\$552.13
	Allocated Expense	\$2,056,005.68	\$7,031.96
	Unallocated Expense	\$264,728.52	\$905.43
	Adjustment to Equalize Depreciation	\$-2,352.95	\$-8.05
	Total Expense	\$2,318,381.25	\$7,929.34
	Total Number of Miles	292.38	

UT Area	Percent of Total Mileage	Amount Due
1	43.67%	\$655,050
2	10.39%	\$155,850
3	16.70%	\$250,500
4	11.00%	\$165,000
5	5.90%	\$88,500
6	12.34%	\$185,100
Total	100.00%	\$1,500,000

ITASCA COUNTY POLICIES & PROCEDURES Transportation Department	EFFECTIVE DATE: 9/8/2020	POLICY #:
	RBA #: 2020- 904	BOARD APPROVAL DATE: 9/8/2020 Format Updates:
	REFERENCES:	
SUBJECT: Unorganized Township Road Policy		

Unorganized Township Road Policy

The following policy has been established to provide guidelines and procedures for funding unorganized township road and bridge maintenance and improvements.

Background:

1. Itasca County has by resolution 2016-64 adopted December 13, 2016, designated a network of roads as unorganized township roads.
2. Itasca County received special legislation in 1999 through Chapter 115 – S.F. 1012, which states “Notwithstanding Minnesota Statutes, section 163.06, subdivision 4, the road and bridge fund tax money collected from unorganized townships in Itasca County need not be set apart in separate funds for each township. Notwithstanding Minnesota Statutes section 163.06, subdivision 5, road and bridge fund tax money that is collected from the various unorganized townships may be expended by the Itasca County board in any of the unorganized townships in the County”.

Funding Areas:

Although the special legislation allows for the revenues from unorganized township road and bridge levies to be combined into one fund and to be spent in any unorganized township, there remains a need to better utilize those funds in a manner which best serves the area in which those funds are collected. Unorganized Townships with similar geographical and functional characteristics have been divided into six Sub-Areas as shown on the attached map.

Accounting:

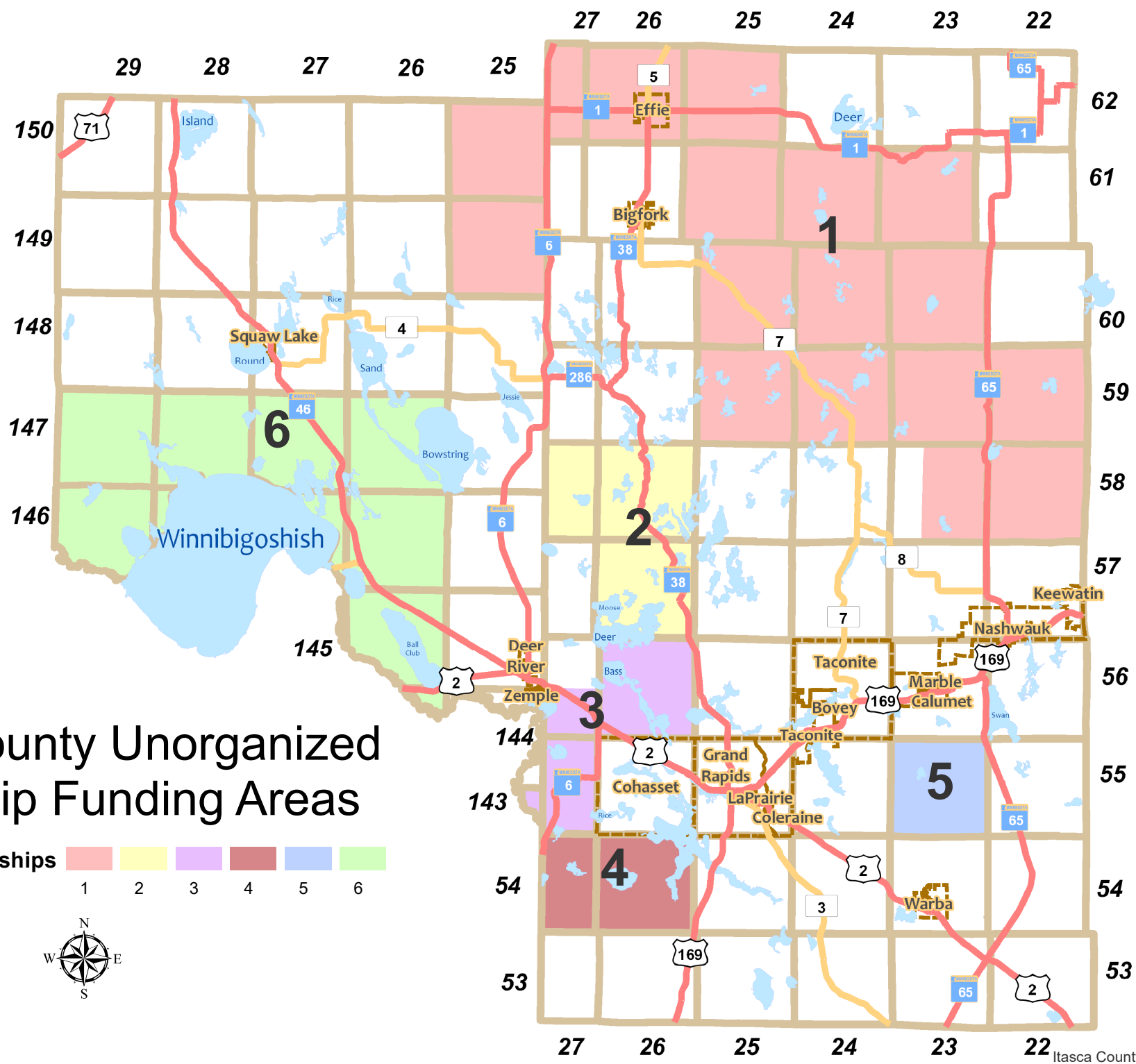
1. The unorganized township road and bridge fund tax capacity rate for each unorganized township shall be made equal and be set annually by the Itasca County Board.
2. The County Board will set an annual budget for the unorganized township maintenance expenses. The Transportation Department will determine the actual costs to the UT System after year-end and create a bill for transfer of

funds. The bill will not exceed the budget amount, with any additional costs being covered by the County Road and Bridge fund.

3. Funds in the UT System that are not utilized for maintenance, will be held for construction projects, established through the five-year plan.
4. The Auditor Treasurer's office will create new accounting codes, one for each funding area, and move monies from the individual unorganized township funds to their appropriate funding area. From that point forward, incoming taxes and fees, and outgoing reimbursements and expenses will be kept by funding area. The cumulative total of the funds available for the UT System will not go below zero. If the UT fund is depleted, continued maintenance will be funded by the County road and bridge fund.

Itasca County Unorganized Township Funding Areas

Unorganized Townships 1 2 3 4 5 6





**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 2, 2025

REQUEST FOR BOARD ACTION: RBA-2025-546

DEPARTMENT: Transportation
PRESENTER: Ryan Sutherland

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:
Gravel Crushing - Moose Park Pit

BOARD ACTION REQUESTED:
Award Contract 2025-07 Gravel Crushing Moose Park Pit to TNT Construction Group, LLC in the amount of \$77,500.00 and authorize the required signatures on the contract documents.

BACKGROUND:
Two quotes were received for Gravel Crushing Moose Park Pit:
TNT Construction Group, LLC - \$6.92/ton
RK Construction Services, Inc - \$7.29/ton

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION: None

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Cory Smith
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, September 2, 2025

REQUEST FOR BOARD ACTION: RBA-2025-549

DEPARTMENT: Land Department

TIME REQUESTED: < 5 Minutes

PRESENTER: Kory Cease

AGENDA ITEM:

2025 North Star Timber Expo Lease Agreement

BOARD ACTION REQUESTED:

Approve the lease agreement between the MN Timber Producers, Inc. and Itasca County for the 2025 North Star Timber Expo event, and authorize necessary signatures.

BACKGROUND:

The event contract layout and language used in this lease agreement was developed with the County Attorney's office (Re: CRT-4171). Proceeds will be sent to the Itasca Agricultural Association to be placed in the Fairgrounds Park Maintenance Fund. The security deposit will be held by Itasca County.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. 2025 TPA Lease Agreement

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

County of Itasca, Minnesota

Event Lease Agreement

This Agreement is made effective this **2nd** day of **September, 2025**, by and between **Itasca County ("Lessor")**; and **MN Timber Producers Association, ("Lessee")**. 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 – Knucklehead’ s | ☐ H - Moose Club |
| ☐ I - Corn Palace | ☐ J – Bixby’s |
| ☐ K - Bingo Hall | ☐ L – Eagles |
| ☐ M - All Purpose | ☐ N - Announcement Booth |
| ☐ O - Children’s barn | ☒ P – Restroom |
| ☒ Q - 4H Food Booth | ☒ T – Fine Arts Building |
| ☒ V - Agriculture/Horticulture Building | ☒ W - 4H Exhibit |
| ☒ X - Commercial Exhibit | ☒ Y - Committee on Aging |
| ☒ Z – Master Gardener’s | ☐ AA – Gazebo |
| ☐ CC – Sheriff’s | ☒ DD - Conservation Building |
| ☐ EE - Grand Stand | ☒ HH - Trailhead |
| ☒ Midway | ☒ West Parking Lot |
| ☒ General Grounds | ☒ North 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 **September 11, 2025**, and shall end at 12:00 a.m. on **September 15, 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 **\$ 2,500.00** for the non-exclusive rights to the Premises as set forth above or as set forth in the Special Conditions marked as **Exhibit A**. The lease agreement fee shall be made out to and provided to the **Itasca County Agricultural Association (ICAA)** prior to the event occurring. The contact for ICAA is Lori Huber, (218)-259-3152; lorihuber1985@gmail.com)

7. Security Deposit. Simultaneously with the execution of this Lease, Lessee shall deposit with Lessor the sum of **One Thousand Dollars (\$ 1,000.00)** as a security deposit, with \$500.00 as a general security deposit and \$500.00 as a security deposit for the horse arena. 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. The security deposit amount shall be made out to and provided to **Itasca County** (c/o Itasca County Land Commissioner (218)-327-7392; kory.cease@co.itasca.mn.us) prior to the event occurring.

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 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. Banned Substances. 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 Land Department
c/o Land Commissioner
1177 LaPrairie Avenue
Grand Rapids, Minnesota 55744

Lessee

MN Timber Producers Association
c/o Ray Higgins
324 West Superior Street Suite 903
Duluth, MN 55802

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.

26. 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 2nd day of September, 2025.

LESSEE: MN Timber Producers Association

LESSOR: County of Itasca

By: _____

By: _____

Title: _____

Title: Itasca County Land Commissioner/
Parks Director

Exhibit A
Special Conditions Supplement
Event Lease Agreement

This document shall be considered the Special Conditions to the Event Lease Agreement between **Itasca County**, hereinafter referred to as “Lessor”, and **MN Timber Producers Association**, hereinafter referred to as “Lessee”. Both Lessor and Lessee mutually agree to the following in addition to the terms contained in the Event Lease Agreement for the 2025 North Star Timber Expo event, open to the public on September 12th through 14th, 2025 at the Itasca County Fairgrounds Park.

MN Timber Producers will be putting on the 2025 North Star Expo to display heavy equipment and supplies used in the Logging Industry. They will be having food vendors and vendor displays throughout the grounds.

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

- A. Lessee will be responsible for providing garbage dumpsters and removal after event.
- B. Lessee will be responsible for providing and maintaining additional portable restrooms.
- C. Lessee will be responsible for all Parking Staff as needed.
- D. Licensed/Permitted Activity under Section 13. “Banned Substances” of the Lease Agreement, if applicable (i.e. beer garden, etc.):
 - a. **No Beer Garden will be Provided.**
- E. Lessee is allowed to use the following personal property or fixtures within the leased Premises, if applicable: **Electricity.**
- F. Movement and use of Picnic Tables: **Additional \$500.00 rental fee if requested**
- G. Extension of Term, if applicable: **No extension of Terms will be needed.**
- H. Insurance, if different than that contained in Exhibit B: **N/A**
- I. Sublease/subcontract, if applicable: **All Vendors**
- J. Use of the **Horse Arena** will be allowed provided tarps are laid down under both the machine and any demo area in the arena.: Lessee will be responsible for all cleanup of the arena. **Additional \$500.00 security deposit has been added to the contract.**
- K. Lessor and Lessee will jointly inspect the Horse Arena for debris and cleanup before releasing the security deposit.
- L. All visitor parking will be confined to the west parking lot, the Midway, and the grass area north and west of the Mesabi Trail entrance. Use west entrance gate.
- M. Mobile Food booths will be limited to **10** mobile food booths.

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:
- If the LESSEE is based outside the State of Minnesota, coverage must apply to Minnesota Laws.
- | | |
|--|---------------------|
| | Statutory
Limits |
|--|---------------------|

- d. Employer's Liability
- | | |
|--------------------------|-----------|
| Bodily injury by: | |
| 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:

	<u>Limits</u>
1. Commercial General Liability:	
Combined Bodily Injury and Property Damage	
Each Occurrence Limit	\$1,500,000
General Aggregate Limit	\$3,000,000
Products - Completed Operations	
Aggregate Limit	\$3,000,000
Personal and Advertising Injury Limit	\$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, September 2, 2025

REQUEST FOR BOARD ACTION: RBA-2025-159

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: Chair

AGENDA ITEM:

Citizen Input

BOARD ACTION REQUESTED:

Receive Citizen Input

BACKGROUND:

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

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

09/02/2025

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, September 2, 2025

REQUEST FOR BOARD ACTION: RBA-2025-88

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 September 3, 2025, in the amount of \$1,298,346.06.

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, September 2, 2025

REQUEST FOR BOARD ACTION: RBA-2025-112

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Christine Krebs

AGENDA ITEM:

ICHHS Warrants

BOARD ACTION REQUESTED:

Approve the Itasca County Health and Human Services (ICHHS) Department Warrants for August 2025, in the amount of \$2,614,684.39.

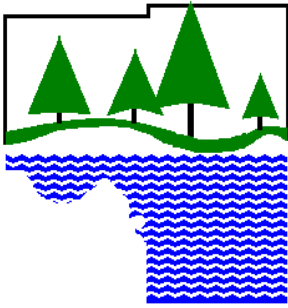
BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. August 2025 Board Report

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



ITASCA COUNTY HEALTH AND HUMAN SERVICES
ITASCA RESOURCE CENTER

1209 SE 2nd Avenue, Grand Rapids, MN 55744

Hearing Impaired Number TDD: 218-327-5549

218-327-2941

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

August 2025

Income Maint/Admin Payments	\$ 590,062.76
Social Services - Waivers	\$ 35,970.26
Social Services - Non-Waivers	\$ 766,471.03
Foster Care/Out of Home/FamilySupport	\$ 611,190.11
Relative Custody/Preventive Placement Costs/Incidentals	\$ 10,236.38
Public Health	\$ 16,743.45
Community Health Board	\$ 584,010.40
Total	\$ 2,614,684.39

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

August 2025
Out of Home Placement Breakdown

Foster Care/Out-of-Home/Family Support Comparison					
	Actual 2025	Actual 2024	Actual 2023	Actual 2022	Actual 2021 (COVID Yr)
January	407,984.28	358,655.03	481,711.66	433,150.76	375,450.87
February	419,438.58	392,553.96	553,117.21	348,631.48	276,036.33
March	360,646.28	406,513.25	549,963.91	390,198.68	470,336.10
April	503,076.21	490,023.47	519,051.04	552,814.60	327,746.28
May	486,088.00	499,374.53	438,535.58	487,698.28	435,540.15
June	419,736.48	358,348.53	563,762.89	585,853.92	453,742.31
July	380,255.92	424,373.46	429,881.33	400,212.87	295,647.79
August	611,190.11	381,991.86	482,732.73	484,467.08	406,809.83
September		471,425.74	397,517.32	499,454.00	351,501.34
October		465,927.89	445,148.34	596,946.77	253,884.89
November		384,937.51	510,070.44	361,433.79	424,163.31
December		422,698.84	383,715.02	510,726.16	280,089.95
Total	3,588,415.86	5,056,824.07	5,755,207.47	5,651,588.39	4,350,949.15

Child Protection Statistics					
	Maltreatment Reports	Opened for Assessment	% Opened	Children Placed	% Placed of Open
January	34	8	24%	4	50%
February	117	27	23%	7	26%
March	94	32	34%	6	19%
April	86	25	29%	6	24%
May	108	35	32%	4	11%
June	105	25	24%	5	20%
July	68	29	43%	7	24%
August	76	36	47%	6	17%
September			#DIV/0!		#DIV/0!
October			#DIV/0!		#DIV/0!
November			#DIV/0!		#DIV/0!
December			#DIV/0!		#DIV/0!
	688	217	32%	45	21%
	average			average	
2024	472	191	40%	80	42%
2023	510	275	56%	84	32%
2022	605	300	50%	96	33%
2021 (COVID Yr)	522	343	67%	95	28%

August 2025
Out of Home Placement Payments by Vendor

		Rate	Invoices Paid
Northwestern MN Juvenile	-	\$260-\$372/day	\$ 192,548
Bar None	-	\$559/day	\$ 84,856
North Homes	-	\$175 - \$573/day	\$ 70,051
The Bridge Residential Facility	-	\$255/day	\$ 58,650
Northwood	-	\$294-\$441/day	\$ 24,953
Lutheran Social Services	-	\$148-\$366/day	\$ 19,295
Snyders/Foundation for Life	-	\$200/day	\$ 18,600
Village Ranch	-	\$249 - \$318/day	\$ 16,165
Anoka County Juvenile Center	-	\$395/day	\$ 13,973
Little Sand Group Home	-	\$394/day	\$ 12,228
Heartland Girls Ranch	-	\$249 - \$359/day	\$ 11,139
Northstar	-	\$200/day	\$ 10,000
Lighthouse	-	\$200/day	\$ 6,200
Dungarvin	-	\$35/day	\$ 3,275
Nexus	-	\$296 - \$556/day	\$ 1,318
180 Degrees Inc	-	\$500 - \$566/day	\$ -
Arrowhead Juvenile Center	-	\$286/day	\$ -
Crow Wing Community Serv	-	\$295/day	\$ -
Dakota County Juvenile Serv	-	\$325 - \$340/day	\$ -
East Central Regional Juvenile	-	\$375/day	\$ -
Fond Du Lac Foster Care	-	\$40 - \$90/day	\$ -
MCF - Redwing	-	\$260/day	\$ -
MN Dept of Corrections	-	\$269/day	\$ -
New Trails Group Home	-	\$331/day	\$ -
Peace House	-	\$115/day	\$ -
Port Group Homes	-	\$381/day	\$ -
Prairie Lakes Youth Program	-	\$209 - \$410/day	\$ -
Volunteers of America	-	\$330 - \$590/day	\$ -
West Central Juvenile Center	-	\$300 - \$595/day	\$ -
Woodland Hills	-	\$290 - \$331/day	\$ -
Individuals*	-	\$21 - \$121/day	\$ 67,940

Total **\$ 611,190**

*Individuals : Includes Foster Care & Family Support Programs

August 2025
North Homes & Northwestern Placement Breakdown

North Homes							
	Assessment Evaluation	Shelter	Hawkins Home	Boys & Girls Programs	Cottage	Foster	Total
Jan	9,003.33	3,858.57	11,009.65	19,134.09	4,287.30	6,296.10	53,589.04
Feb	9,175.49	10,800.81	11,890.36	9,789.64	-	6,443.04	48,099.34
Mar	-	-	-	-	-	-	-
Apr	8,391.12	20,628.17	22,630.04	11,508.29	-	13,395.04	76,552.66
May	-	1,048.89	11,506.80	34,544.20	9,723.63	8,903.40	65,726.92
Jun	-	-	-	-	-	12,542.20	12,542.20
Jul	40,094.53	2,315.15	11,890.36	10,504.04	22,688.47	7,631.40	95,123.95
Aug	8,797.57	-	11,506.80	10,165.20	31,486.04	8,095.03	70,050.64
Sep							-
Oct							-
Nov							-
Dec							-
	75,462.04	38,651.59	80,434.01	95,645.46	68,185.44	63,306.21	421,684.75

Northwestern							
		Residential	Non-Secure Detention	Secure Detention	Satellite Homes	Evaluation	Total
Jan		25,175.95	14,602.00	12,936.00	-	-	52,713.95
Feb		19,530.00	9,525.00	20,770.00	-	-	49,825.00
Mar		18,585.00	10,725.00	33,547.25	-	-	62,857.25
Apr		39,690.00	19,500.00	26,506.89	-	-	85,696.89
May		49,770.00	32,500.00	6,365.00	-	-	88,635.00
Jun		58,854.99	23,402.00	11,260.00	-	-	93,516.99
Jul		-	-	-	-	-	-
Aug		80,955.00	61,437.99	25,135.09	4,272.00	20,748.00	192,548.08
Sep							-
Oct							-
Nov							-
Dec							-
	-	292,560.94	171,691.99	136,520.23	4,272.00	20,748.00	625,793.16



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 2, 2025

REQUEST FOR BOARD ACTION: RBA-2025-547

DEPARTMENT: Sheriff
PRESENTER: Joe Dasovich

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:
Out of State Travel Request

BOARD ACTION REQUESTED:

Authorize out of state travel to Ottawa, IL, for Sheriff Joe Dasovich and Corrections Sergeant Dave Frechette to tour the LaSalle County jail.

BACKGROUND:

The expenses for this travel, including flights and hotel, are covered and will not incur additional costs for the County.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Out of State Travel

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

ITASCA COUNTY
TRAVEL VERIFICATION FORM

Note: Pursuant to Itasca County Reimbursement Of Expense policy permission must be secured from the County Board before an employee travels outside of the State of Minnesota on County business; the Travel Verification Form Worksheet (complete this form first) must be attached.

NAME: _____ DATE: _____

DESTINATION:

DEPARTURE	RETURN	ACTUAL MEETING
DATE: _____	DATE: _____	DATE: _____

MODE OF TRAVEL: _____

REASON FOR TRAVEL:

ESTIMATED COST: (These figures are transferred from the attached Verification Form Worksheet)

Transportation \$ _____

Lodging \$ _____

Meals \$ _____

Registration \$ _____ Estimated Total \$ _____

ON WHAT DATE WILL YOUR REPORT BE READY FOR THE COUNTY BOARD?

Employee Signature

Approved by Supervisor/Date

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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 2, 2025

REQUEST FOR BOARD ACTION: RBA-2025-551

DEPARTMENT: Administrative Services

TIME REQUESTED: 15 Minutes

PRESENTER:

AGENDA ITEM:

Closed session with legal counsel to discuss active litigation issues and which discussions are protected under Minn. Stat. §595.02 - Attorney/Client Privilege.

BOARD ACTION REQUESTED:

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

BACKGROUND:

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION: None

09-02-2025

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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