



ITASCA COUNTY BOARD OF COMMISSIONERS

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

Tuesday, September 23, 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: Update Item #6.5 (2025 Proposed Levy changed to 2026 Proposed Levy), add information to Item #6.9 (MOU between Leech Lake Band of Ojibwe and Itasca County) and approve the agenda, as amended.

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

IV. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, September 16, 2025, County Board Regular Session.

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, September 16, 2025 Itasca County Minutes.

V. CONSENT AGENDA

Motion To: Add Item #5.3 (State Agreement-GP-A3101-104-1061260) and approve the Consent agenda, as amended.

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

1. Adopt the Resolution Re: Resolution of Support from Sponsoring Agency, which indicates that Itasca County agrees to act as the sponsor/fiscal agent for an application for funding from the Local Road Improvement Program (LRIP), as requested by Feeley Township.
2. Approve the Purchase of Service Agreement between Itasca County and Plum Catalyst, LLC for \$155,000 for the project management, coordination, and data gathering for the Itasca County Comprehensive Trail Study for the period of September 23rd, 2025 through December 31st, 2027.
3. Approve 50/50 shared payment with the City of Grand Rapids for the amount of \$3918.00 (Itasca County share).

VI. REGULAR AGENDA

1. Citizen Input
Dave Holmbeck provided input on suggested DNR fraud.

Conley Janssen provided input on the 4H/Extension program and commended Courtney Johnson for a job well done.

An unnamed citizen provided input to the Board.

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

Welcome to Tia Pace, who started as an Eligibility Specialist in the Health and Human Services Department, effective Sept 15, 2025.

Congratulations to Myranda Erickson, who is transferring from Data/Project Coordinator to Public Health Administrative Specialist within the HHS Department which was effective September 14, 2025.

Farewell to Michael Hagley, whose last day as Assistant County Attorney-Senior was September 15, 2025, after 10 months of service.

Farewell to Tara Graeber, whose last day as Case Aide was September 19, 2025, after 20 years of service.

3. Commissioner Warrants
Motion To: Approve Commissioner Warrants with a check date of September 24, 2025, in the amount of \$604,883.30.

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. ICHHS Warrants

Motion To: Approve the Itasca County Health and Human Services Warrants for September 2025, in the amount of \$992,313.40.

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

5. 2026 Proposed Levy

Motion To: Adopt the proposed tax levy for 2026 as \$47,858,021, a 9.87% increase over 2025; adopt the proposed unorganized fire levy as 4.5% of net tax capacity; adopt the proposed unorganized road & bridge levy as 10% of net tax capacity, and schedule a public meeting on Tuesday, December 2, 2025 at 6:00 p.m. in the Itasca County Boardroom, at which the public is allowed to speak and the budget and levy is discussed.

RESULT:	APPROVED (3 TO 2)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, John Johnson, Casey Venema
NAYS:	Terry Snyder, Larry Hopkins

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

IMCare RN QI/UM Director, Danielle Larson provided an update on a Quality Improvement method Re: Dental Care.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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7. 4-H Week Proclamation

Motion To: Adopt the Resolution Re: 4-H Week Proclamation proclaiming October 5-11, 2025, as 4-H Week in Itasca County, as is celebrated nationwide.

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

8. Letter of Support for MPCA Reuse Grant Application

Motion To: Approve Letter of Support for MPCA Reuse Grant Application and authorize necessary signatures

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

9. MOU between Leech Lake Band of Ojibwe and Itasca County

Motion To: Authorize signature of MOU at the appropriate time.

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

10. Second Harvest Northland Update
Shaye Moris provided an update on Second Harvest Northland.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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VII. ADMINISTRATOR UPDATE

VIII. COMMITTEE REPORTS

Commissioner Johnson reported on attending a 10-year Strategic Plan, Momentum Advocacy, IEDC, State of the Range, and ARDC Executive Director meetings.

Commissioner Snyder reported on attending a Transportation, Trails Task Force, Mesabi Metallica Management, IEDC meetings, and Toured Mesabi Metallica with the Intergovernmental group.

Commissioner Smith reported on attending a State of the Range meeting.

Commissioner Venema reported on attending a State of the Range and an AEOA Board meeting.

IX. COMMISSIONER COMMENTS

Commissioner Hopkins provided comment regarding ongoing construction and asked that people continue to drive slowly and be patient.

RECESS

Chair Venema recessed the meeting at 3:21 PM.

RECONVENE

Chair Venema reconvened the meeting at 3:28 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: Closed Session per MN Statutes 13D.05, Subd.3(b) Re: Attorney/Client Privilege.

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

Others present: Administrator Brett Skyles, Attorney Jake Fauchald, Sheriff Joe Dasovich, Auditor/Treasurer Austin Rohling, Litigation Attorney Jessica Schwaee, and Clerk of County Board/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 3:54 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 23, 2025

RESOLUTION 2025-35

RE: RESOLUTION OF SUPPORT FOR AND AGREEMENT TO SPONSOR THE TOWNSHIP OF FEELEY'S PURSUIT OF 2025 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING FROM THE MINNESOTA DEPARTMENT OF TRANSPORTATION FOR THE SHALLOW LAKE ROAD IMPROVEMENTS PROJECT

WHEREAS the Shallow Lakes Improvements project includes upgrades to Shallow Lake Road from Hwy 2 to the intersection of South Shallow Lake Road, and

WHEREAS, Shallow Lake Road serves as a paved thoroughfare providing a route of regional significance including access to Shallow Lake and a connection between a trunk highway and a county road (Highway 2 and County Road 72), and

WHEREAS, Shallow Lake Road is currently in need of improvements to address road deterioration due to improper design and construction, and

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation (MnDOT) makes available up to \$1,500,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development, and

WHEREAS, LRIP requires a township, such as Feeley Township, that is not a State Aid city, to have a county sponsor and the support of the County Board, and

WHEREAS, the proposed year for project construction is 2026.

NOW THEREFORE BE IT RESOLVED, BY THE ITASCA COUNTY BOARD OF COMMISSIONERS AS FOLLOWS; that

1. Itasca County supports the Township of Feeley's pursuit of LRIP funds for the reconstruction of Shallow Lake Road, and
2. The County agrees to sponsor the Township of Feeley's LRIP application to MnDOT and act as the township's fiscal agent for this project.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
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 23, 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 23, 2025

RESOLUTION 2025-36

**RE: AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION**

IT IS RESOLVED by the **County of Itasca** as follows:

1. That the state of Minnesota Agreement No. **1061260**, "Grant Agreement for Airport Improvement Excluding Land Acquisition" for State Project No. **A3101-104** at the **Grand Rapids/Itasca County Airport-Gordon Newstrom Field Airport** is accepted.
2. That the Board Chair and the Clerk of Board are authorized to execute this Agreement and any amendments on behalf of the **County of Itasca**.

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF ITASCA

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the Itasca County Board at an authorized meeting held on the 23rd day of September, 2025 as shown by the minutes of the meeting in my possession.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
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 23, 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 23, 2025

RESOLUTION 2025-37

RE: 4-H WEEK PROCLAMATION

WHEREAS, 4-H is America's largest youth development organization, having supported almost six million youth across the country thus far; and

WHEREAS, 4-H has helped 421 youth in Itasca County to become confident, independent, resilient, and compassionate leaders; and

WHEREAS, 4-H is delivered by Cooperative Extension – a community of more than 100 public universities across the nation that provides experiences where young people learn by doing in hands-on projects in areas including health, science, agriculture, and citizenship; and

WHEREAS, National 4-H Week showcases the incredible experiences that 4-H offers young people, and highlights the remarkable 4-H youth in Itasca County who work each day to make a positive impact on those around them; and

WHEREAS, 4-H's network of 600,000 volunteers and 3,500 professionals provides caring and supportive mentoring to all 4-H'ers, helping them to grow into true leaders, entrepreneurs, and visionaries.

NOW, THEREFORE, BE IT RESOLVED that we, the Itasca County Board of Commissioners, do hereby proclaim October 5-11, 2025 as National 4-H Week throughout Itasca County, and encourage all of our citizens to recognize 4-H for the significant impact it has made and continues to make by empowering youth with the skills they need to lead for a lifetime.

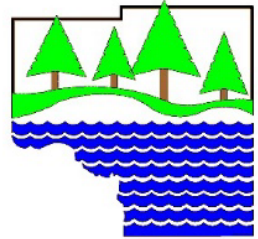
RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Larry Hopkins, Casey Venema

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 23, 2025 and that the same is a true and correct copy of the whole thereof.



Administrator



MEETING INFORMATION SHEET
September 23, 2025

PULL: None

ADDITIONS:

1. Item #5.3 (State Agreement-GPZ-A3101-104-1061260) **CONSENT AGENDA**

CHANGES:

1. Item #6.5 (2025 Proposed Levy) **changed to** (2026 Proposed Levy) **REGULAR AGENDA**

INFORMATIONAL:

1. Item #6.9 (MOU between Leech Lake Band of Ojibwe and Itasca County)
Additional information added. REGULAR AGENDA



ITASCA COUNTY BOARD OF COMMISSIONERS

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

Tuesday, September 16, 2025

2:30 PM

Itasca County Boardroom

DRAFT

REGULAR SESSION MINUTES

I. CALL TO ORDER

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

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

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Approved the agenda, as presented.

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

1. Approve the minutes of the Tuesday, September 9, 2025, Itasca County Board Regular Session.

V. CONSENT AGENDA

Motion To: Approve the Consent agenda as presented.

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 Gate Project Grant Agreement # 3-27-0037-032-2025 at the Grand Rapids/Itasca County Airport and authorize the necessary signatures.

2. Approve final payment for SAP 031-030-004 - 2025 Pavement Markings and authorize the County Board Chairperson and Clerk to the County Board to sign the Certificate of Final Payment.

VI. REGULAR AGENDA

1. Citizen Input
Dave Holmbeck provided input on Living Word Bible Church and MEPA.

2. Commissioner Warrants

Motion To: Commissioner Warrants with a check date of September 17, 2025, in the amount of \$2,511,201.69.

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

Toward Zero Deaths Update

Itasca County Health Educator Shane Troumbly and Steven Ferraro with Rapids Riders ATV Cub provided an update on Toward Zero Deaths.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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4. Public Hearing Re: Rezone Application of Jolly Otter Properties, LLC

Motion To: Open the Public Hearing Re: Rezone Application submitted by Jolly Otter Properties.

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

Motion To: Close the above Public Hearing.

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

Motion To: Approve the Rezone application with Facts and Findings.

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

5. Public Hearing Re: Rezone Application Submitted by the PCBA

Motion To: Open the Public Hearing Re: Rezone Application submitted by the PCBA.

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

Motion To: Close the above Public Hearing.

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

Motion To: Approve the Rezone Application submitted by PCBA.

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

6. Request for authorization to sign the Diversion Solutions Scale Diversion Program Contract for the County of Itasca and the Driving Diversion Program Services Agreement for the County of Itasca

Motion To: Authorize the County Attorney to sign both agreements with Diversion Solutions LLC. for the implementation of an Adult Criminal Diversion program for Itasca County.

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

VII. ADMINISTRATOR UPDATE

VIII. COMMITTEE REPORTS

Commissioner Hopkins reported on attending the Wildwood Township meeting and Budget session.

Commissioner Johnson reported on attending the AMC Fall Policy conference.

Commissioner Snyder reported on attending the Budget session, a Transportation meeting, and a Trails Task Force meeting.

Commissioner Smith reported on having several phone conversations Re: individuals with questions on the Veterans Committee being established regarding a possible move of the VSO and also establishing a committee regarding the possibility of selling land/facilities owned by Itasca County.

Commissioner Venema reported on attending a Nashwauk City Council meeting, Keewatin City Council meeting, and a Hwy 169 safety meeting.

IX. COMMISSIONER COMMENTS

Commissioner Johnson provided comment regarding driving safely as there is construction happening along with hunting season beginning.

Commissioner Snyder provided comment on the Hwy 38 Sales beginning on Friday, 9/19.2025.

Commissioner Smith provided comment on possibly being late for the Board Meeting on 9/23/2025.

X. CLOSED SESSIONS

XI. ADJOURN

Chair Venema adjourned the meeting at 3:28 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 23, 2025

REQUEST FOR BOARD ACTION: RBA-2025-564

DEPARTMENT: Administrative Services
PRESENTER:

TIME REQUESTED:

AGENDA ITEM:

Sponsor Resolution for Feeley Township LRIP Application

BOARD ACTION REQUESTED:

Adopt the Resolution Re: Resolution of Support from Sponsoring Agency, which indicates that Itasca County agrees to act as the sponsor/fiscal agent for an application for funding from the Local Road Improvement Program (LRIP), as requested by Feeley Township.

BACKGROUND:

The LRIP has a program called the Local Road Improvement Program and Townships can apply for funds to improve local roads. The maximum grant amount is \$1.5 million. The funds can only be used for capital construction costs and townships must pay for all project development costs including, but not limited to, engineering, permitting and right-of-way. Additionally, the Township must agree to cover all costs in excess of the grant amount.

Townships are required to have their local County act as a sponsor and fiscal agent for the project.

Feeley Township is applying for LRIP funds to rehabilitate Shallow Lake Road from Highway 2 to South Shallow Lake Road. The road is paved and the bituminous has reached the end of its useful life and needs to be rehabilitated.

The Township has passed a resolution committing to the project and agreeing to cover any costs not covered by the LRIP grant.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Terry Snyder
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 23, 2025

RESOLUTION 2025-35

RE: RESOLUTION OF SUPPORT FOR AND AGREEMENT TO SPONSOR THE TOWNSHIP OF FEELEY'S PURSUIT OF 2025 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING FROM THE MINNESOTA DEPARTMENT OF TRANSPORTATION FOR THE SHALLOW LAKE ROAD IMPROVEMENTS PROJECT

WHEREAS the Shallow Lakes Improvements project includes upgrades to Shallow Lake Road from Hwy 2 to the intersection of South Shallow Lake Road, and

WHEREAS, Shallow Lake Road serves as a paved thoroughfare providing a route of regional significance including access to Shallow Lake and a connection between a trunk highway and a county road (Highway 2 and County Road 72), and

WHEREAS, Shallow Lake Road is currently in need of improvements to address road deterioration due to improper design and construction, and

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation (MnDOT) makes available up to \$1,500,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development, and

WHEREAS, LRIP requires a township, such as Feeley Township, that is not a State Aid city, to have a county sponsor and the support of the County Board, and

WHEREAS, the proposed year for project construction is 2026.

NOW THEREFORE BE IT RESOLVED, BY THE ITASCA COUNTY BOARD OF COMMISSIONERS AS FOLLOWS; that

1. Itasca County supports the Township of Feeley's pursuit of LRIP funds for the reconstruction of Shallow Lake Road, and
2. The County agrees to sponsor the Township of Feeley's LRIP application to MnDOT and act as the township's fiscal agent for this project.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
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 23, 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 23, 2025

REQUEST FOR BOARD ACTION: RBA-2025-565

DEPARTMENT: Land Department

TIME REQUESTED: < 5 Minutes

PRESENTER: Sara Thompson

AGENDA ITEM:

Plum Catalyst, LLC Service Contract

BOARD ACTION REQUESTED:

Approve the Purchase of Service Agreement between Itasca County and Plum Catalyst, LLC for \$155,000 for the project management, coordination, and data gathering for the Itasca County Comprehensive Trail Study for the period of September 23rd, 2025 through December 31st, 2027.

BACKGROUND:

When planning a county-wide comprehensive trail study, it was decided that the project manager should be a localized team in the community to help with trail planning after the study is completed. Plum Catalyst is already working within the community and were selected based on experience with project management and collaboration in the transportation environment, networks with Polaris Industries, and many mobile projects like GO MARTI. They will coordinate with the U of M, trail organizations, and Itasca County for a two-year phased contract to complete this comprehensive county-wide recreational trail study.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Plum Catalyst LLC Purchase of Services - Service Contract

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

County of Itasca, Minnesota

Service Contract

A.1 DATES AND PARTIES

A.1.1 THIS CONTRACT, made this 23rd day of September 2025, by and between the County of Itasca, herein called the “County,” and The Plum Catalyst, LLC, a corporation organized and existing under the laws of the State of Minnesota, located at 3399 Alder Ln Woodbury, 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 project management, coordination, and data gathering 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 September 23, 2025, to December 31, 2027, 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 \$155,000 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, monthly payments, 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

	<u>Limit</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

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

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.1.7.1 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 23rd day of September, 2025.

The Plum Catalyst, LLC,
3399 Alder Lane
Woodbury, MN 55129

COUNTY OF ITASCA, MINNESOTA

By: _____
Title: _____

By: _____
Title: County Board Chair

By: _____
Title: Clerk of the Board

APPROVED AS TO FORM & EXECUTION

By: _____
Title: Itasca County Attorney

EXHIBIT A
SPECIAL CONDITIONS

INTRODUCTION

The services to be provided under this Agreement are for Project Manager and Coordinator for Itasca County's comprehensive trail study that will collect tourism data for all seasons that includes both non-motorized and motorized recreation, as well as collect information and compile statistics and develop a report based providing data for the project. This will lead to develop an impact study for both non-motorized and motorized recreation impact on the rural communities.

ARTICLE 1 TERM OF AGREEMENT:

- A. Effective Date: September 23, 2025, or the date that all required signatures are obtained by the County, whichever is later.
- B. Work Completion Date: August 30, 2027
- C. Expiration Date: December 31, 2027

ARTICLE 2 SCOPE OF WORK:

- A. See attached.

ARTICLE 3 ITEMS PROVIDED AND/OR COMPLETED BY COUNTY:

- A. The following will be provided and/or completed by COUNTY
 - 1. Itasca County will form a steering committee. The committee will include 11 members from each trail group, U of M Extension, and CONSULTANT. Suggested members include two representatives from Itasca County (including someone involved in land management), a representative from the tourism industry, and 7 representatives from local trail clubs.
 - 2. Provide PLUM Catalyst with all of the trail organization contacts to facilitate this project.
 - 3. Organize meetings with U of M Extension, the committee, and Plum Catalyst to complete this project.

ARTICLE 4 DELIVERABLES BY CONSULTANT:

- A. COUNTY'S Authorized Agent has the authority to update and adjust all project schedules when necessary.

ARTICLE 5 CONSIDERATION OF PAYMENT:

- A. Consideration of all services performed and goods or materials supplied by CONSULTANT will be paid by COUNTY on a Not to Exceed dollar amount as specified in contract.
- B. CONSULTANT shall provide invoices on a monthly basis.

ARTICLE 6 TERMS OF PAYMENT:

- A. CONSULTANT will use the COUNTY approved "Invoice" when submitting invoices on a monthly basis.

- B. CONSULTANT will submit to COUNTY a monthly progress report with the invoice summarizing work complete to date.
- D. CONSULTANT shall be paid on a milestone-based payment structure, based on tasks performed, for the CONSULTANT employees performing the work. The entire above are subject to the “not to exceed” amount in the Contract.

ARTICLE 7 AGREEMENT PERSONNEL:

- A. CONSULTANT’S key personnel:

Name: Justin Johnson
Title: Project Manager
Address: 3399 Alder Ln Woodbury, MN, 55129-6265
Local Office: Located in Lower level of CoHaus
423 NE 6th Ave, Grand Rapids, MN 55744
Phone: 612-220-8233

ARTICLE 8 COUNTY’S AUTHORIZED AGENT AND PROJECT MANAGER:

- A. COUNTY’S Authorized Agent, or his/her successor, will be:

Name: Kory Cease
Title: Itasca County Land Commissioner
Address: 1177 LaPrairie Avenue, Grand Rapids, MN 55744
Phone: 218-327-2855

COUNTY’S Authorized Agent will have final authority to accept or reject CONSULTANT’S services and/or goods. If such services and/or goods are acceptable and satisfactory, CONSULTANT’S Authorized Agent will certify each invoice submitted by CONSULTANT.

- B. COUNTY’S Project Manager, or his/her successor, for this Agreement will be:

Name: Sara Thompson
Title: Forest Recreation Specialist
Address: 1177 LaPrairie Avenue Grand Rapids, MN 55744
Phone: 218-327-7393

COUNTY’S Project Manager will sign progress reports, review billing statements, make recommendations to the COUNTY’S Authorized Agent for acceptance or rejection of CONSULTANT’S goods or services and make recommendations to the CONSULTANT’S Authorized Agent for certifications for payment of each invoice submitted by CONSULTANT.

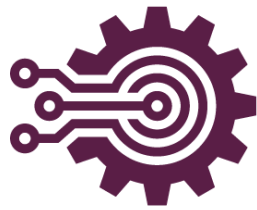
ARTICLE 9 MODIFICATIONS OF THE GENERAL CONDITIONS:

None.

ARTICLE 10 ADDITIONAL PROVISIONS:

- A. Arbitration. Any dispute or disagreement between the parties arising out of or related to this Agreement

shall be in the District Court Ninth Judicial District of the State of Minnesota and resolved by arbitration in Itasca County, Minnesota, USA, under the rules in effect of the American Arbitration Association. Judgment upon award may be entered in any court of competent jurisdiction.



PLUM POSSIBILITIES™

OFFERED BY THE PLUM CATALYST

Project: Itasca County Trails Study Coordination & Data Gathering

Presented to Itasca County

PROPOSED TIMELINE & BUDGET

Timeline: September 1, 2025-August 30, 2027

Budget: \$155,000 total

See attached scope of work and budget breakdown for additional information

Project: Itasca County Trail Study Coordination and Data Gathering

BACKGROUND

Northeast Minnesota is home to several of Minnesota's most well-recognized trails and trail systems, serving enthusiasts of both motorized and non-motorized activities.

In **Itasca County** there are over 200 miles of offroad trails. ATV registrations in Minnesota rose by 36 percent between 2005 and 2020 however in December 2023, the local lodging tax was down 60% due to lack of snow. Trail users bring with them their spending. When they come to a community, they rent hotel rooms or campsites, eat at restaurants and buy groceries, and shop at local stores, among other things. This spending creates additional economic activity, as the businesses serving the riders increase their spending. To help try and understand this impact, the Parks & Rec survey previously conducted included over 650 responses. Some of this data could be leveraged in future research projects, however much of the data would need to be refreshed.

Itasca County is interested in understanding the economic benefits and impacts of trail usage, thus, they asked University of Minnesota Extension and The PLUM Catalyst to prepare these proposals.

The **PLUM Catalyst** is a Strategy & Social Innovation firm bringing Passion, Learning, Understanding to Mobilization by providing our partners and clients with programs like:

- strategic planning and innovation advising (*Plum Possibilities*)
- strategic communications (*Plum Perspectives*)
- career pathways (*Plum Pathways*)
- policies and funding navigation (*Plum Policy*)
- rural strategies (*Smart Rural*)

The PLUM Catalyst has successfully delivered over \$17M in "dual use" funding to help facilitate local projects. The PLUM Catalyst works with technology companies such as offroad OEM's like the Polaris Advanced Technologies group and The PLUM's President & Chief Catalyst is appointed to the Governor's Advisory Council for Connected & Automated Vehicles. The PLUM was recently awarded the largest grant from the country's first mobility accelerator with MnDOT's Office of Transit and Active Transportation (OTAT), Moving Greater Minnesota Forward. The PLUM also has offices in St. Paul and Grand Rapids, working regularly with local stakeholders through the Smart Rural program and the multi-year award winning goMARTI project, Minnesota's Accessible Rural Transit Initiative, in Grand Rapids, Minnesota.

The primary objective of pursuing the project is to understand how the trail usage impacts economic development in the region. Once that data is understood, Itasca County then leverages that data to pursue future funding and investment opportunities in the trails.

In order to accomplish this objective, the goal of the project is to answer questions such as previously pursued in the Parks & Rec surveys and outlined in the UofM proposal:

- How much do trail users spend in a community during their visit?
- Which businesses directly benefit from trail users?
- Which businesses indirectly benefit from trail users?
- What opportunities exist to increase the economic benefits of trail use?
- Where do users of Itasca County trails live?
- Where do they stay when in the county?
- Are there significant differences between trail users, particularly motorized versus non-motorized activities and summer versus winter activities?

Gathering the data is critical in understanding how to pursue future funding opportunities; however a strategic and innovative approach to the data gathering and data interpretation is even more important in order to give Itasca County the edge in leveraging that data to pursue future funding opportunities.

All of this expertise and experience makes The PLUM Catalyst well positioned to help support the Itasca County Trails Study Strategy & Coordination with project coordination, stakeholder communications, and developing a data gathering and economic development strategy leveraging the beautiful Itasca County Trails system.

PROJECT TASK ORDERS, WORK PLAN, MILESTONES

The project approach is broken down into three tasks:

Task 1: Project Management and Communications

September 1, 2025-August 30, 2027

This project is complex and will require a large amount of project communications, ideally this communication should be from a leader who understands the region as well as the data gathering methodologies, and can lead the team toward the ultimate objectives including supporting the convening of stakeholders. This person will be responsible for collaborating with Itasca County, Local Trails Task Forces, and the University of Minnesota Extension to make sure that the project stays on track and all project communications are aligned internally to the team and externally to stakeholders. A strong project plan, kick-off, communications strategy, and ongoing check-ins will be needed throughout the project in order to achieve the overall objectives.

DELIVERABLES:

- Project Plan and Communications Plan
- Stakeholder list
- Meeting summaries
- Monthly progress reports

Total cost Task 1: \$100,000

Task 2: Get SMART Discovery

September 1, 2025-October 31, 2025

This project includes knowledge of the local Itasca County trail systems, existing trail counter information, data gathering regarding mapping and other existing county owned data sources, existing local and regional economic development data, and previous related trail studies such as St. Louis County Arrowhead Coalition of Trails and Tioga Visitor Surveys. The initial phase of the project includes approximately 2 months of discovery time for the Plum Team's Research and Innovation leader to research and synthesize the existing data available.

DELIVERABLES:

- Discovery Plan including available data sources
- Get SMART Discovery summary

Total cost Task 1: \$25,000

Task 3: Get OUT Data Gathering

October 1, 2025-March 31, 2027

This project includes data gathering from the University of Minnesota (UofM) Extension and Trail Counter Data sources. The Plum team will evaluate and support the data gathering methods from the UofM

Project: Itasca County Trail Study Coordination and Data Gathering

Extension Office including both qualitative data gathering (survey deployment) and quantitative data gathering (trail counter updates). The Plum team will coordinate the following:

UofM Extension Survey Deployment:

- Understanding and informing the survey schedule
- Recruiting volunteers
- Getting surveys and materials for the volunteers
- Collecting surveys and returning surveys to the UofM Extension Office

Itasca County Trail counter procurement and SME data support:

- Providing subject matter expertise in trail counter technologies and potential vendors
- Supporting procurement and deployment recommendations of approximately 10 new trail counters
- Coordinating with trail clubs to locate trail counters for each season
- Moving trail counters between seasons

This Task will coordinate and lead the UofM Extension office's proposed pilot programs (surveys and trail counts) as well as supporting other available quantitative data gathering.

DELIVERABLES:

- Monthly data gathering summaries
- Final data analysis report

Total Cost Task 3: \$30,000

7/31/2025

Project: Itasca County Trail Study Coordination and Data Gathering

BUDGET SUMMARY & MILESTONE PAYMENTS

Task/Phase	Timing	Total
Task 1: Project Management and Communications	September 1 2025-August 31 2027	\$100,000
Task 2: Get SMART Discovery	September 1 2025-October 31 2025	\$25,000
Task 3: Get OUT Data Gathering	October 1 2025-August 30 2027	\$30,000
Total		\$155,000

Milestone Payments

Monthly payments based on phases:

- *To be inserted from table*



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 23, 2025

REQUEST FOR BOARD ACTION: RBA-2025-572

DEPARTMENT: Administrative Services
PRESENTER:

TIME REQUESTED:

AGENDA ITEM:

State Agreement - GPZ-A3101-104-1061260

BOARD ACTION REQUESTED:

Approve 50/50 shared payment with the City of Grand Rapids for the amount of \$3918.00 (Itasca County share).

BACKGROUND:

This project includes the replacement of two vehicle gates the Grand Rapids / Itasca County Airport. The FAA will be covering 95% of the project costs, the State of Minnesota will cover 2.5% and the local share is 2.5%. The local share is split with the County 50/50, which equals a City amount of \$3,918.27.

This is a budgeted project for 2025.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. State Agreement-GPZ-A3101-104-1061260
2. 9-22-25 RCA GPZ State Grant_Gate Replacement
3. 9-22-25 Resolution Accept GPZ State Vehicle Gate Grant

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Terry Snyder
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 23, 2025

RESOLUTION 2025-36

**RE: AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION**

IT IS RESOLVED by the **County of Itasca** as follows:

1. That the state of Minnesota Agreement No. **1061260**, "Grant Agreement for Airport Improvement Excluding Land Acquisition" for State Project No. **A3101-104** at the **Grand Rapids/Itasca County Airport-Gordon Newstrom Field Airport** is accepted.
2. That the Board Chair and the Clerk of Board are authorized to execute this Agreement and any amendments on behalf of the **County of Itasca**.

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF ITASCA

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the Itasca County Board at an authorized meeting held on the 23rd day of September, 2025 as shown by the minutes of the meeting in my possession.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
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 23, 2025 and that the same is a true and correct copy of the whole thereof.


Administrator

State of Minnesota
Department of Transportation
Office of Aeronautics
Airport Development Section

Encumber Funds Routing Slip

State Project Number: A3101-104

Expiration Date: 12/31/2029

FAA: 3-27-0037-031-2025

Agreement Number: 1061260

Vendor Number: 0000195352

Supplier Contract ID 276466

Municipality: CITY OF GRAND RAPIDS & ITASCA COUNTY

Project: AIG-Reconstruct Perimeter Fencing (Vehicle Gates)

Encumber FAA: \$297,788.00

FY: 2026

Purchase Order Number: 3-843708

Encumber State: \$7,836.00

FY: 2026

Purchase Order Number:

Encumber Mun: \$7,837.00

Route as Follows:

Initials

Date

ADS

Jessica McBroom

9.10.25

ABS Jana Carr-Weerts

JCW

9.11.25

Purchasing - Tina Skala

TS 9/15/25

SL 9-15-25

Aeronautics Mail Stop: 410

STATE OF MINNESOTA ENCUMBRANCE WORKSHEET	MnDOT Agreement #	1061260
	Federal Project #	3-27-0037-031-2025
	State Project #	A3101-104

AGREEMENT TYPE (Check appropriately)		State Accounting Information	AMENDMENT INFORMATION	
☐	Annual Plan Agreement (APK)	Swift Contract (SC) ID #: 276466	Amendment No	Yes or No
☐	Work Order Agreement (MWK)		If Yes:	
☐	■ T-Number:	Purchase Order (PO) ID #:	Amend Expiration Date	
☐	■ SC #:	3000843708	Change Total Contract Amount	
☐	Interagency (LAK)	Encumbered by:	Amendment Amount	
☐	Partnership			
☐	Receivable	Date:		
☐	Payable			
X	Other Current Type GRK			

Agency	Fiscal Year	Vendor ID: 0000195352	Vendor location: 003
TRANSPORTATION	2026	Vendor Name: CITY OF GRAND RAPIDS & ITASCA COUNTY	
Total Contract Amount: \$305,624.00		Amount of Contract for Current FY: \$305,624.00	

Accounting Line 1: STATE FUNDS		Accounting Line 2: FEDERAL FUNDS		Accounting Line 3: M & O FUNDS	
Fund Code:	2720 1000	Fund Code:	3000	Fund Code:	2720
Fin. Dept.:	T7934100	Fin. Dept.:	T7934100	Fin. Dept.:	T7934100
Approp ID:	T790154	Approp ID:	T790015	Approp ID:	T790036
Category:	84101501	Category:	84101501	Category:	84101501
Account Code: City 441351 County 441301 Special 441501	441351	Account Code: City 441351 County 441301 Special 441501	441351	Account Code: City 441351 County 441301 Special 441501	
Project:	T0A21100	Project:	TMNFAA_AIG	Project:	T0A21100
Source Type:	4009	Source Type:	4010	Source Type:	4012
Amount to Encumber:	\$7,836.00	Amount to Encumber:	\$297,788.00	Amount to Encumber:	

Agreement Start Date (Upon execution)	Agreement Expiration Date	Encumbrance Requester (Please Print)
	12/31/2029	Shari LeBlanc
		Phone number
		651-234-7205

**STATE OF MINNESOTA
STATE AIRPORTS FUND
GRANT AGREEMENT**

This agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), and the **Grand Rapids-Itasca County Airport Commission acting through its Grand Rapids City Council as Fiscal Agent for the Itasca County/Grand Rapids Airport** ("Grantee").

RECITALS

1. Minnesota Statutes Chapter 360 authorizes State to provide financial assistance to eligible airport sponsors for the acquisition, construction, improvement, marketing, maintenance, or operation of airports and other air navigation facilities.
2. Grantee owns, operates, controls, or desires to own an airport ("Airport") in the state system, and Grantee desires financial assistance from the State for an airport improvement project (**State Project #A3101-104**) ("Project").
3. Grantee represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State. Pursuant to [Minn.Stat.§16B.98](#), Subd.1, Grantee agrees to minimize administrative costs as a condition of this Agreement.

AGREEMENT TERMS**1. Term of Agreement, Survival of Terms, Project Plans, and Incorporation of Exhibits**

- 1.1 **Effective Date.** This Agreement will be effective on the date the State obtains all required signatures under [Minn.Stat.§16B.98](#), Subd. 5. As required by [Minn.Stat.§16B.98](#) Subd. 7, no payments will be made to Grantee until this Agreement is fully executed. Grantee must not begin work under this Agreement until it is fully executed, and Grantee has been notified by the State to begin the work.
- 1.2 **Expiration Date.** This Agreement will expire on **December 31, 2029**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: Airport Operations, Maintenance and Conveyance; Transfer of Interest; Indemnification; State Audits; Government Data Practices and Intellectual Property; Workers Compensation; Publicity and Endorsement; Governing Law, Jurisdiction and Venue; and Data Disclosure.
- 1.4 **Project Plans, Specifications, Descriptions.** Grantee has provided the State with the plans, specifications, and a detailed description of the Project which are on file with the State's Office of Aeronautics and are incorporated into this Agreement by reference.
- 1.5 **Exhibits.** Exhibit(s) **A** through **B** are attached and incorporated into this Agreement

2. Grantee's Duties

- 2.1 **Project Completion and Changes.** Grantee will complete the Project in accordance with the plans, specifications, and detailed description of the Project. Grantee will notify State's Authorized Representative in advance of any meetings taking place relating to the Project. Any changes to the plans or specifications of the Project after the effective date of this Agreement will be valid only if made by written amendment signed by the same parties who executed the original agreement, or their successors in office.
- 2.2 **Registered Engineer Designation.** If the Project involves construction, Grantee will designate a registered engineer to oversee the Project work. If, with the State's approval, Grantee elects not to have such services performed by a registered engineer, then Grantee will designate another responsible person to oversee such work.
- 2.3 **Policy Compliance.** Grantee will comply with all the required grants management policies and procedures of [Minn.Stat.§16B.97](#), Subd. 4(a)(1).
- 2.4 **Asset Monitoring.** If Grantee uses funds obtained through this Agreement to acquire a capital asset, the Grantee is required to use that asset for a public aeronautical purpose for the normal useful life of the asset. Grantee may

not sell or change the purpose of use for the capital asset(s) obtained with grant funds under this Agreement without prior written consent of the State and an amendment to this Agreement executed and approved by the same parties who executed and approved this Agreement, or their successors in office.

2.5 Airport Operations, Maintenance, and Conveyance. Pursuant to Minnesota Statutes §360.305, subd. 4(d)(1), Grantee must operate the Airport as a licensed, municipally owned public airport at all times of the year for a period of, **20 years** from the date Grantee receives final reimbursement under this Agreement. The Airport must be maintained in a safe, serviceable manner for public aeronautical purposes only.

2.6 Transfer of Interest. Without prior written approval from the State, Grantee will not transfer, convey, encumber, assign, or abandon its interest in the Airport or in any real or personal property purchased or improved under this Agreement. If the State approves such a transfer or change in use, the State may impose, at its sole discretion, conditions and/or restrictions on such transfer, with which Grantee must comply.

3. Time. Grantee must comply with all the time requirements described in this Agreement. In the performance of this Agreement, time is of the essence.

4. Cost Participation and Payment

4.1 Cost Participation. Costs for the Project will be proportionate and allocated accordingly between the federal government, the State, and Grantee as described in **Exhibit B**.

4.1.1 Federal Funding. The federal multiyear amount is an estimate only. These funds are not committed and are only available after being made so by the federal government. Federal funds for the Project will be received and disbursed by the State.

4.1.1.1 Requests for Additional Federal Reimbursement. If Grantee intends to request additional federal reimbursement for Project costs, it must make all reasonable efforts to do so, and notify the State of the same, no later than thirty (30) days prior to the expiration of this Agreement. If federal reimbursement becomes available or is increased for the Project, the State will be entitled to recover from such federal funds an amount not to exceed the total state funds granted under this Agreement. Any further state match funding provided as part of this Agreement will be based on the State's current rate letter available at:

<https://www.dot.state.mn.us/aero/airportdevelopment/fundingandgrants.html>.

4.2 Sufficiency of Funds. Pursuant to Minnesota Rule 8800.2500, Grantee certifies that: (1) it presently has sufficient unencumbered funds available to pay for its share of the Project; (2) it has the legal authority to engage in the Project as proposed; and (3) the Project will be completed without undue delay.

4.3 Total Obligation. The **State's total obligation** for all compensation and reimbursements to Grantee under this Agreement will not exceed **\$7,836.00**.

4.4 Payment

4.4.1 Invoices. Grantee will submit invoices for payment by credit application via email. The form Grantee will use to submit invoices can be found on the Airport development forms website:

<https://www.dot.state.mn.us/aero/airportdevelopment/forms.html>. The State's Authorized Representative, as named in this Agreement, will review each invoice against the approved grant budget and grant expenditures to-date before approving payment. The State will promptly pay Grantee after Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule: **Invoices will be submitted timely and according to the following schedule: Upon completion of services.**

4.4.2 All Invoices Subject to Audit. All invoices are subject to audit, at the State's discretion.

4.4.3 Expiration of Reimbursement. Grantee must submit all final invoices for reimbursement no later than ninety (90) calendar days after the expiration date of this Agreement. Any invoices received after this 90-day period will not be eligible for payment.

4.4.4 State's Payment Requirements. The State will promptly pay all valid obligations under this Agreement as required by Minnesota Statutes §16A.124. The State will make undisputed payments no later than thirty (30) days after receiving Grantee's invoices for services performed. If an invoice is incorrect, defective or

otherwise improper, the State will notify Grantee within ten (10) days of discovering the error. After the State receives the corrected invoice, the State will pay Grantee within thirty (30) days of receipt of such invoice.

4.4.5 Grantee Payment Requirements. Grantee must pay all Project contractors promptly. Grantee will make undisputed payments no later than thirty (30) days after receiving an invoice. If an invoice is incorrect, defective, or otherwise improper, Grantee will notify the contractor within ten (10) days of discovering the error. After Grantee receives the corrected invoice, Grantee will pay the contractor within thirty (30) days of receipt of such invoice.

4.4.6 Grant Monitoring Visit and Financial Reconciliation. If the State's total obligation is greater than \$50,000.00, the State will conduct at least one monitoring visit and financial reconciliation of Grantee's expenditures. If the State's total obligation is greater than \$250,000.00, the State will conduct annual monitoring visits and financial reconciliations of Grantee's expenditures

4.4.6.1 The State's Authorized Representative will notify Grantee's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which state employees and/or contractors will participate, and which Grantee staff members should be present. Grantee will be provided notice prior to any monitoring visit or financial reconciliation.

Prior to any scheduled monitoring visit or financial reconciliation, the State's Authorized Representative will notify Grantee which state employees and/or contractors will participate, and which Grantee staff members should be present. This schedule is subject to change at the State's sole discretion. Scheduling changes, if any, will be timely communicated to Grantee's Authorized Representative.

4.4.6.2 Following a monitoring visit or financial reconciliation, Grantee will take timely and appropriate action on all deficiencies identified by the State.

4.4.6.3 At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Grantee.

4.4.7 Closeout. The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.

4.4.8 Closeout Deliverables. At the close of the Project, Grantee must provide the following deliverables to the State before the final payment will be released by the State:

4.4.8.1 Electronic files of construction plans as both PDF and MicroStation compatible formats.

4.4.8.2 Electronic files of as-builts as both PDF and MicroStation compatible formats.

4.4.8.3 Electronic files of planning documents, including without limitation, airport layout plans and airport zoning plans, as PDF, MicroStation and GIS compatible formats. .

4.5 Contracting and Bidding Requirements. Prior to publication, Grantee will submit to the State all solicitations for work to be funded by this Agreement. Prior to execution, Grantee will submit to the State all contracts and subcontracts between Grantee and third parties to be funded by this Agreement. The State's Authorized Representative has the sole right to approve, disapprove, or modify any solicitation, contract, or subcontract submitted by Grantee. All contracts and subcontracts between Grantee and third parties must contain all applicable provisions of this Agreement. The State's Authorized Representative will respond to a solicitation, contract, or subcontract submitted by Grantee within ten (10) business days.

5. Conditions of Payment. All services provided by Grantee under this Agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law. No more than 95% of the amount due to Grantee under this Agreement will be paid by the State until it determines that Grantee has complied with all terms and conditions of this Agreement and has furnished all necessary records. In the event the Airport fails to pass any periodic inspection conducted by a representative of the State's Office of Aeronautics,

Grantee will not receive payment under this Agreement until all deficiencies identified by any such inspection have been rectified to the Office of Aeronautics' satisfaction.

6. Authorized Representatives

6.1 The State's Authorized Representatives Are:

Matt Lebens, North Region Airports Engineer; (matthew.lebens@state.mn.us) and/or

Jessica McBroom, Grant Specialist; (jessica.mcroom@state.mn.us), or their successor.

State's Authorized Representative has the responsibility to monitor Grantee's performance and the authority to accept the services provided under this agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2 Grantee's Authorized Representative is:

Matt Wegwerth, Director of Public Works/City Engineer

Phone: 218-326-7625

Email: mwegwerth@ci.grand-rapids.mn.us

City of Grand Rapids

420 North Pokegama Ave

Grand Rapids, MN 55744

Or their successor. If Grantee's Authorized Representative changes at any time during the term of this agreement, Grantee must immediately notify the State.

7. Assignment; Amendments; Waiver; Agreement Complete; Electronic Records; Certification

7.1 Assignment. Grantee may neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.

7.2 Amendments. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

7.2.1 FAA Letter Amendments. Notwithstanding the foregoing, if the Federal Aviation Administration ("FAA") issues a Letter Amendment for this Agreement that results in an increase in the federal share of grant funds indicated in clause 4.1 herein, MnDOT's receipt of such Letter Amendment has the effect of automatically amending the total amount and respective shares granted under this Agreement without the requirement of a written amendment.

7.3 Waiver. If the State fails to enforce any provision of this Agreement, that failure does not waive the provision or the State's right to subsequently enforce it.

7.4 Agreement Complete. This Agreement contains all negotiations and agreements between the State and Grantee. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

7.5 Electronic Records and Signatures. The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.

7.6 Certification. By signing this Agreement, Grantee certifies that it is not suspended or debarred from receiving federal or state awards.

8. Liability and Indemnification. Each party is responsible for its own acts, omissions, and the results thereof to the extent authorized by law and will not be responsible for the acts or omissions of others, or the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of Grantee. Notwithstanding the foregoing, Grantee will indemnify, hold harmless, and defend (to the extent permitted by the Minnesota Attorney General) the State against any claims, causes of actions, damages, costs (including reasonable attorneys' fees), and expenses arising in connection with the services performed under this Agreement, asserted by, or resulting from the acts or omissions of, Grantee's contractors, consultants, agents or other third parties under the direct control of Grantee.

9. **State Audits.** Under Minn. Stat. § 16B.98 Subd. 8, the books, records, documents, and accounting procedures and practices of Grantee, or those of any other party relevant to this Agreement, or transactions resulting from this Agreement, are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six (6) years from: (1) the expiration or termination of this Agreement, (2) the receipt and approval of all final reports, or (3) the period of time required to satisfy all state and program retention requirements (available at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=10358099), whichever is later. Grantee will take timely and appropriate action on all deficiencies identified by an audit.

10. Government Data Practices and Intellectual Property Rights

10.1 **Government Data Practices.** Grantee and the State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Grantee under this Agreement. The civil remedies of [Minn. Stat. § 13.08](#) apply to the release of the data referred to in this clause by either Grantee or the State. If Grantee receives a request to release the data referred to herein, Grantee must immediately notify the State and consult with the State as to how Grantee should respond to the request. Grantee's response to the request must comply with applicable law.

10.2 Intellectual Property Rights.

10.2.1 **Ownership.** The State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the Works and Documents created and paid for under this Agreement. "Works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by Grantee, its employees, agents and subcontractors, either individually or jointly with others in the performance of this Agreement. Works includes Documents. "Documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by Grantee, its employees, agents or subcontractors, in the performance of this Agreement. The Documents will be the State's exclusive property, and Grantee must immediately return all such Documents to the State upon completion or cancellation of this Agreement. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." Grantee assigns all right, title and interest it may have in the Works and the Documents to the State. Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

10.2.2 Obligations

10.2.2.1 **Notification.** Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by Grantee, including its employees and subcontractors, in the performance of this Agreement, Grantee will immediately give the State's Authorized Representative written notice thereof and must promptly furnish the State's Authorized Representative with complete information and/or disclosure thereon.

10.2.2.2 **Representation.** Grantee must perform all acts and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State and that neither Grantee nor its employees, agents or subcontractors retain any interest in and to the Works and Documents. Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Other indemnification obligations of this Agreement notwithstanding, Grantee will indemnify, defend, to the extent permitted by the Attorney General, and hold harmless the State from any action or claim brought against the State to the extent such action is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorneys' fees. If such a claim or action arises, or in either party's opinion is likely to arise, Grantee, at the State's discretion, must either: (1) procure for the State the right or license to use the intellectual property rights

at issue, or (2) replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of State will be in addition to and not exclusive of other remedies provided by law.

11. **Workers' Compensation.** Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#) subd. 2, pertaining to workers' compensation insurance coverage. Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of Grantee's employees, as well as any claims made by any third party as a consequence of any act or omission on the part of Grantee's employees are in no way the State's obligation or responsibility.
12. **Publicity and Endorsement**
 - 12.1 **Publicity.** Any publicity regarding the subject matter of this Agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Agreement. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on Grantee's website when practicable.
 - 12.2 **Endorsement.** Grantee must not claim that the State endorses its products or services.
13. **Governing Law, Jurisdiction, and Venue.** Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
14. **Termination; Suspension**
 - 14.1 **Termination.** The State or Commissioner of Administration may unilaterally terminate this Agreement at any time, with or without cause, upon written notice to Grantee. Upon termination, Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
 - 14.2 **Termination for Cause.** The State may immediately terminate this Agreement if the State finds that there has been a failure to comply with the provisions of this Agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Grantee has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
 - 14.3 **Termination for Insufficient Funding.** The State may immediately terminate this Agreement if:
 - 14.3.1 It does not obtain funding from the Minnesota Legislature; or
 - 14.3.2 If funding cannot be continued at a level sufficient to pay for the services contracted for under this Agreement. Termination must be by written or fax notice to Grantee. The State is not obligated to pay for any services that are performed after notice and effective date of termination. However, Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.
 - 14.4 **Suspension.** The State may immediately suspend this Agreement in the event of a total or partial government shutdown due to its failure to pass an approved budget by the legal deadline. Work performed by Grantee during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.
15. **Data Disclosure.** Under [Minn. Stat. § 270C.65](#) subd. 3, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16. **Fund Use Prohibited.** Grantee will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a state contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent Grantee from utilizing these funds to pay any party who might be disqualified or debarred after Grantee has been awarded funds for the Project. For a list of disqualified or debarred vendors, see www.mmd.admin.state.mn.us/debarredreport.asp.
17. **Discrimination Prohibited by Minnesota Statutes § 181.59.** Grantee will comply with the provisions of Minnesota Statutes § 181.59 which requires that every contract for or on behalf of the State, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Grantee agrees that:
- 17.1 In the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Grantee, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates;
 - 17.2 No Grantee, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified herein, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color;
 - 17.3 A violation of this Section is a misdemeanor; and
 - 17.4 This Agreement may be canceled or terminated by the State, or any county, city, town, township, school, school district or any other person authorized to enter into agreements for employment, and all money due, or to become due under said agreements, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.
18. **Limitation.** Under this Agreement, the State is only responsible for receiving and disbursing funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by Grantee; however, Grantee will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. Grantee's consultants and contractors are not intended to be third party beneficiaries of this Agreement.
19. **Telecommunications Certification.** By signing this Agreement, Grantee certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), and 2 CFR 200.216, Grantee will not use funding covered by this Agreement to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Grantee will include this certification as a flow down clause in any contract related to this Agreement.
20. **Title VI/Non-discrimination Assurances.** Grantee agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. Grantee will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. The State may conduct a review of Grantee's compliance with this provision. Grantee must cooperate with the State throughout the review process by supplying all requested information and documentation to the State, making Grantee staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by the State.
21. **Additional Provisions**
Intentionally left blank.

The remainder of this page has intentionally been left blank.

STATE ENCUMBRANCE VERIFICATION

The Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15 and § 16C.05.

By/Date: _____

SWIFT Contract # _____

SWIFT Purchase Order # _____

**DEPARTMENT OF TRANSPORTATION
AS DELEGATED**

By/Date: _____

MnDOT CONTRACT MANAGEMENT

By/Date: _____

GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant Agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

RESOLUTION

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION

It is resolved by the **City of Grand Rapids** as follows:

1. That the state of Minnesota Agreement No. **1061260**,
"Grant Agreement for Airport Improvement Excluding Land Acquisition," for
State Project No. **A3101-104** at the **Grand Rapids/Itasca County Airport-Gordon
Newstrom Field Airport** is accepted.
2. That the _____ and _____ are
(Title) (Title)
authorized to execute this Agreement and any amendments on behalf of the
City of Grand Rapids.

CERTIFICATION

STATE OF MINNESOTA

COUNTY OF _____

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the

(Name of the Recipient)

at an authorized meeting held on the _____ day of _____, 20____

as shown by the minutes of the meeting in my possession.

Signature: _____
(Clerk or Equivalent)

CORPORATE SEAL

/OR/

NOTARY PUBLIC

My Commission Expires: _____

RESOLUTION

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION

It is resolved by the County of Itasca as follows:

1. That the state of Minnesota Agreement No. 1061260,
"Grant Agreement for Airport Improvement Excluding Land Acquisition," for
State Project No. A3101-104 at the Grand Rapids/Itasca County Airport-Gordon
Newstrom Field Airport is accepted.
2. That the _____ and _____ are
(Title) (Title)
authorized to execute this Agreement and any amendments on behalf of the
County of Itasca.

CERTIFICATION

STATE OF MINNESOTA

COUNTY OF _____

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the

(Name of the Recipient)

at an authorized meeting held on the _____ day of _____, 20____

as shown by the minutes of the meeting in my possession.

Signature: _____
(Clerk or Equivalent)

CORPORATE SEAL

/OR/

NOTARY PUBLIC

My Commission Expires: _____

GRAND RAPIDS - ITASCA COUNTY AIRPORT

1500 SE 7th Avenue - Grand Rapids, MN 55744

September 9, 2025

EXHIBIT A

RE: Grand Rapids-Itasca County Airport
2025 IIJA/AIG Federal and State Grant Request

Matt Lebens, P.E.
Airport Development Engineer
Minnesota Department of Transportation
Office of Aeronautics
395 John Ireland Blvd.
St. Paul, MN 55155

Dear Mr. Lebens:

The City of Grand Rapids is requesting a Infrastructure Investment and Jobs Act (IIJA) / Airport Infrastructure Grant (AIG - Allocated) grant from the Federal Aviation Administration (FAA) for Federal Fiscal Year 2025. The grant request is for the design, construction, and construction administration for the vehicle gates of Grand Rapids – Itasca County Airport (GPZ) in Grand Rapids, Minnesota. Associated costs with this project are as follows:

Design (SEH)	\$ 38,100.00
Construction Administration (SEH)	\$ 54,300.00
Vehicle Gate Replacement (Century Fence Replacement)	\$ 218,561.00
City of Grand Rapids – Administrative Costs	\$ 2,500.00
TOTAL PROJECT COSTS:	\$ 313,461.00

The City of Grand Rapids is requesting federal FAA entitlement participation for this project at 95 percent (\$297,788), a state fund request of 2.5% (\$7,836) and a local share of 2.5% (\$7,837) for a total grant request of \$313,461.00.

Please contact me if you have any questions.

Sincerely,



Matt Wegwerth, PE
Public Works Director, City Engineer
City of Grand Rapids, Minnesota

Airport: Grand Rapids-Itasca County Airport
Airport Sponsor: Grant Rapids, MN
Ident: GPZ
UEI: VCKFMLCGNYW9

State Project No.: A3101-104

EXHIBIT B

Federal Project No.: GPZ-GLG-3-27-0037-031-2025

Agreement No.: 1061260

Project Description: AIG- Reconstruct Perimeter Fencing (Vehicle Gates)

Construction	Description	Total	Funding Rates		Federal	State	Local
			Federal	State			
	Vehicle Gate Replacement (Century Fence Replacement) \$	218,561.00	95.00%	2.50%	\$ 207,632.95	\$ 5,464.00	\$ 5,464.00
	CONSTRUCTION SUBTOTAL \$	218,561.00			\$ 207,632.95	\$ 5,464.00	\$ 5,464.00
Engineering	Description	Total	Federal	State	Federal	State	Local
	Vehicle Gate Replacement - Design (SEH) \$	38,100.00	95.00%	2.50%	\$ 36,195.00	\$ 952.50	\$ 952.50
	Vehicle Gate Replacement - Construction Administration (SEH) \$	54,300.00	95.00%	2.50%	\$ 51,585.00	\$ 1,357.50	\$ 1,357.50
			95.00%	2.50%	\$ -	\$ -	\$ -
			95.00%	2.50%	\$ -	\$ -	\$ -
			95.00%	2.50%	\$ -	\$ -	\$ -
	ENGINEERING SUBTOTAL \$	92,400.00			\$ 87,780.00	\$ 2,310.00	\$ 2,310.00
Administration	Description	Total	Federal	State	Federal	State	Local
	City of Grand Rapids - Administrative Costs \$	2,500.00	95.00%	2.50%	\$ 2,375.00	\$ 62.00	\$ 63.00
	ADMINISTRATION SUBTOTAL \$	2,500.00			\$ 2,375.00	\$ 62.00	\$ 63.00
	Total (before adjustments) \$	313,461.00			\$ 297,788.00	\$ 7,836.00	\$ 7,837.00
	Adjustments to round Fed amount				\$ 297,788.00	\$ 7,836.00	\$ 7,837.00
	Grant Amounts \$	313,461.00			\$ 297,788.00	\$ 7,836.00	\$ 7,837.00
	Overall Share Percentages				95.00%	2.50%	2.50%



REQUEST FOR COUNCIL ACTION

AGENDA DATE: September 22nd, 2025

AGENDA ITEM: Adopt a Resolution Accepting a State of MN Grant in the amount of \$7,836.00 for the Vehicle Gate Replacement Project at the Grand Rapids/Itasca County Airport

PREPARED BY: Matt Wegwerth

BACKGROUND:

This project includes the replacement of two vehicle gates the Grand Rapids / Itasca County Airport. The FAA will be covering 95% of the project costs, the State of Minnesota will cover 2.5% and the local share is 2.5%. The local share is split with the County 50/50, which equals a City amount of \$3,918.27.

This is a budgeted project for 2025.

REQUESTED COUNCIL ACTION:

Make a motion to adopt a resolution accepting a State of MN Grant in the amount of \$7,836.00 for the Vehicle Gate Replacement Project at the Grand Rapids/Itasca County Airport and authorize the Mayor and City Clerk to execute.

Council member introduced the following resolution and moved for its adoption:

RESOLUTION NO. 25-

A RESOLUTION ACCEPTING A \$7,836.00 GRANT FROM THE STATE OF MINNESOTA
FOR THE VEHICLE GATE REPLACEMENT PROJECT AT THE GRAND
RAPIDS/ITASCA COUNTY AIRPORT

WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by two-thirds majority of its members,

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, accepts the \$7,836.00 grant from the State of Minnesota for the Vehicle Gate Replacement Project at the Grand Rapids/Itasca County Airport and furthermore authorizes the Mayor and City Clerk to execute the associated grant agreement.

Adopted this 22nd day of September, 2025

Tasha Connelly, Mayor

Attest:

Kimberly Johnson-Gibeau, City Clerk

Councilmember seconded the foregoing resolution and the following voted in favor thereof ; and the following voted against same: None, whereby the resolution was declared duly passed and adopted.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 23, 2025

REQUEST FOR BOARD ACTION: RBA-2025-162

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. 09-23-2025 Citizen Input Sign-Up

09/23/2025

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 23, 2025

REQUEST FOR BOARD ACTION: RBA-2025-193

DEPARTMENT: Human Resources

TIME REQUESTED: < 5 Minutes

PRESENTER: Brett Skyles

AGENDA ITEM:

Recognition of County Employees

BOARD ACTION REQUESTED:

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

Welcome to Tia Pace, who started as an Eligibility Specialist in the Health and Human Services Department, effective Sept 15, 2025.

Congratulations to Myranda Erickson, who is transferring from Data/Project Coordinator to Public Health Administrative Specialist within the HHS Department which was effective September 14, 2025.

Farewell to Michael Hagley, whose last day as Assistant County Attorney-Senior was September 15, 2025, after 10 months of service.

Farewell to Tara Graeber, whose last day as Case Aide was September 19, 2025, after 20 years of service.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

09/23/2025

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 23, 2025

REQUEST FOR BOARD ACTION: RBA-2025-91

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 24, 2025, in the amount of \$604,883.30.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

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, September 23, 2025

REQUEST FOR BOARD ACTION: RBA-2025-113

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 September 2025, in the amount of \$992,313.40.

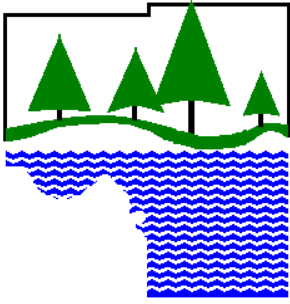
BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. September 2025 Board Report

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 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

September 2025

Income Maint/Admin Payments	\$ 144,506.00
Social Services - Waivers	\$ 21,101.21
Social Services - Non-Waivers	\$ 364,268.08
Foster Care/Out of Home/FamilySupport	\$ 434,323.05
Relative Custody/Preventive Placement Costs/Incidentals	\$ 16,772.08
Public Health	\$ 1,577.78
Community Health Board	\$ 9,765.20
Total	\$ 992,313.40

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.

September 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	434,323.05	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	4,022,738.91	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	72	22	31%	9	41%
October			#DIV/0!		#DIV/0!
November			#DIV/0!		#DIV/0!
December			#DIV/0!		#DIV/0!
	760	239	31%	54	23%
	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%

September 2025
Out of Home Placement Payments by Vendor

		Rate	Invoices Paid
North Homes	-	\$175 - \$573/day	\$ 95,631
Northwestern MN Juvenile	-	\$260-\$372/day	\$ 82,633
The Bridge Residential Facility	-	\$255/day	\$ 53,211
Snyders/Foundation for Life	-	\$200/day	\$ 23,200
Northwood	-	\$294-\$441/day	\$ 19,692
Lutheran Social Services	-	\$148-\$366/day	\$ 19,295
Village Ranch	-	\$249 - \$318/day	\$ 16,165
Anoka County Juvenile Center	-	\$395/day	\$ 14,342
Northstar	-	\$200/day	\$ 12,400
Little Sand Group Home	-	\$394/day	\$ 12,228
Heartland Girls Ranch	-	\$249 - \$359/day	\$ 8,656
Lighthouse	-	\$200/day	\$ 6,591
Dungarvin	-	\$35/day	\$ 3,627
Bar None	-	\$559/day	\$ 6
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	\$ -
Nexus	-	\$296 - \$556/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	\$ 66,647

Total \$ 434,323

*Individuals : Includes Foster Care & Family Support Programs

September 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	-	-	11,890.36	21,008.08	54,637.54	8,095.03	95,631.01
Oct							-
Nov							-
Dec							-
	75,462.04	38,651.59	92,324.37	116,653.54	122,822.98	71,401.24	517,315.76

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		33,075.00	15,275.00	18,425.00	8,277.00	7,581.00	82,633.00
Oct							-
Nov							-
Dec							-
	-	325,635.94	186,966.99	154,945.23	12,549.00	28,329.00	708,426.16



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 23, 2025

REQUEST FOR BOARD ACTION: RBA-2025-566

DEPARTMENT: Auditor / Treasurer

TIME REQUESTED: 5 Minutes

PRESENTER: Austin Rohling

AGENDA ITEM:

2026 Proposed Levy

BOARD ACTION REQUESTED:

Adopt the proposed tax levy for 2026 as \$47,858,021, a 9.87% increase over 2025; adopt the proposed unorganized fire levy as 4.5% of net tax capacity; adopt the proposed unorganized road & bridge levy as 10% of net tax capacity; and schedule a public meeting on Tuesday, December 2nd, 2025 at 6:00 p.m. in the Itasca County Boardroom, at which the public is allowed to speak and the budget and levy is discussed.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	APPROVED (3 TO 2)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, John Johnson, Casey Venema
NAYS:	Terry Snyder, Larry Hopkins



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 23, 2025

REQUEST FOR BOARD ACTION: RBA-2025-124

DEPARTMENT: Health & Human Services

TIME REQUESTED: 5 Minutes

PRESENTER: Sarah Anderson

AGENDA ITEM:

County Based Purchasing (IMCare) Division Update/Presentation

BOARD ACTION REQUESTED:

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

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Dental Focus Study Program Summary

09/23/2025

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 23, 2025

REQUEST FOR BOARD ACTION: RBA-2025-557

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Courtney Johnson

AGENDA ITEM:

4-H Week Proclamation

BOARD ACTION REQUESTED:

Adopt the Resolution Re: 4-H Week Proclamation, which proclaims October 5-11, 2025 as 4-H Week in Itasca County, as is celebrated nationwide.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. RE_ 4-H WEEK PROCLAMATION- 2025

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Terry Snyder
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 23, 2025

RESOLUTION 2025-37

RE: 4-H WEEK PROCLAMATION

WHEREAS, 4-H is America's largest youth development organization, having supported almost six million youth across the country thus far; and

WHEREAS, 4-H has helped 421 youth in Itasca County to become confident, independent, resilient, and compassionate leaders; and

WHEREAS, 4-H is delivered by Cooperative Extension – a community of more than 100 public universities across the nation that provides experiences where young people learn by doing in hands-on projects in areas including health, science, agriculture, and citizenship; and

WHEREAS, National 4-H Week showcases the incredible experiences that 4-H offers young people, and highlights the remarkable 4-H youth in Itasca County who work each day to make a positive impact on those around them; and

WHEREAS, 4-H's network of 600,000 volunteers and 3,500 professionals provides caring and supportive mentoring to all 4-H'ers, helping them to grow into true leaders, entrepreneurs, and visionaries.

NOW, THEREFORE, BE IT RESOLVED that we, the Itasca County Board of Commissioners, do hereby proclaim October 5-11, 2025 as National 4-H Week throughout Itasca County, and encourage all of our citizens to recognize 4-H for the significant impact it has made and continues to make by empowering youth with the skills they need to lead for a lifetime.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
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 23, 2025 and that the same is a true and correct copy of the whole thereof.



Administrator

RE: 4-H WEEK PROCLAMATION

WHEREAS, 4-H is America's largest youth development organization, having supported almost six million youth across the country thus far; and

WHEREAS, 4-H has helped 421 youth in Itasca County to become confident, independent, resilient, and compassionate leaders; and

WHEREAS, 4-H is delivered by Cooperative Extension – a community of more than 100 public universities across the nation that provides experiences where young people learn by doing in hands-on projects in areas including health, science, agriculture, and citizenship; and

WHEREAS, National 4-H Week showcases the incredible experiences that 4-H offers young people, and highlights the remarkable 4-H youth in Itasca County who work each day to make a positive impact on those around them; and

WHEREAS, 4-H's network of 600,000 volunteers and 3,500 professionals provides caring and supportive mentoring to all 4-H'ers, helping them to grow into true leaders, entrepreneurs, and visionaries.

NOW, THEREFORE, BE IT RESOLVED that the Itasca County Board of Commissioners, do hereby proclaim October 5-11, 2025 as National 4-H Week throughout Itasca County, and encourage all of our citizens to recognize 4-H for the significant impact it has made and continues to make by empowering youth with the skills they need to lead for a lifetime.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 23, 2025

REQUEST FOR BOARD ACTION: RBA-2025-567

DEPARTMENT: Environmental Services

TIME REQUESTED: 5 Minutes

PRESENTER: Katie Benes

AGENDA ITEM:

Letter of Support for MPCA Reuse Grant Application

BOARD ACTION REQUESTED:

Approve Letter of Support for MPCA Reuse Grant Applications and necessary signatures.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. MPCA Waste Reduction & Reuse Grant
2. Letter of Commitment-Reuse Grant Oct.

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

Application deadlineOctober 7, 2025
4:30 p.m.**Category**

Grant

[Apply online](#)

Greater MN waste reduction, reuse, recycling, and composting grants

MPCA has approximately \$1 million for projects that increase the efficiency or effectiveness of waste reduction, reuse, recycling, or composting programs. Reducing the amount of materials entering landfills in Greater Minnesota communities benefits the environment as well as local economies.

Applications are due no later than 4:30 p.m. CT on Tuesday, Oct. 7, 2025, through the SWIFT Supplier Portal.

ContactGrant questions
grants.pca@state.mn.us

Questions and answers

MPCA staff are prohibited from discussing this grant with applicants outside of the portal; contacting MPCA employees about the funding may disqualify you. Submit questions to grants.pca@state.mn.us by 4:30 p.m. on Wednesday, Oct. 1, 2025, using the subject line: "Greater Minnesota Grant Question." Questions and answers will be posted in the SWIFT Supplier Portal.



Informational meeting

The MPCA held a virtual meeting on Aug. 26 to discuss this grant opportunity, the SWIFT process, and answer questions from participants. (21 min.)

[Play recording](#)

Eligibility

Minnesota counties, cities, townships, and Tribal Nations located outside of the Twin Cities metro area may apply. Cities must have a population of less than 45,000. Applicants asking for less than the minimum grant award (\$50,000) will be deemed ineligible.

Available funds

Available funds: Approximately \$1 million

- Minimum award: \$50,000 per project
- Maximum award: \$250,000 per project
- Applicants must match at least 25% of the grant request. Matching funds may not come from other funding sources administered by the MPCA.

How to apply

The request for proposal (RFP) and application materials can only be viewed through the [online SWIFT portal](#). The RFP is termed an “Event” within the SWIFT system.

1. [Go to the online SWIFT portal](#).
2. Click on "Bidding opportunities".
3. Find the event by name (MPCA Greater MN Waste Reduction, Reuse, Recycling) or ID (2000017417).
4. Click "View Bid Package" to see the RFP and forms. (There's no need to log in to see the documents.)

Grant applications are only accepted through the SWIFT portal.

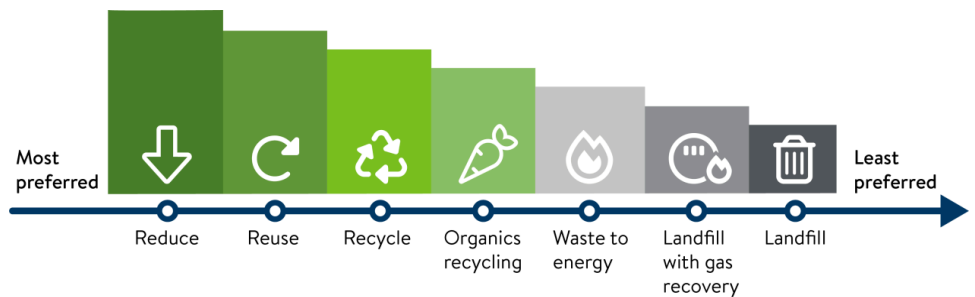
1. Register as a bidder in the [SWIFT Supplier Portal](#), (Bidding = "applying")
2. Choose "Register for an Account" and then "Register as a Bidder".

If you are already registered in the SWIFT system as a supplier (previously known as a vendor), use your supplier ID. Visit the SWIFT Supplier Portal under “Informational Tips” and “Supplier Portal Help” for more information. For questions about applying through SWIFT, please contact the Vendor Assistance Help Desk at 651-201-8100, option 1.

More information

Minnesota’s waste management hierarchy prioritizes waste reduction and reuse over other waste management options. To better align with the waste hierarchy, waste reduction and reuse efforts have been added as grant-eligible projects for this grant program, renamed Greater Minnesota Waste Reduction, Reuse, Recycling and Composting Grants (Greater MN WRRRC grant).

- [Read about funded projects from the 2024 grant round](#)



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Clean Water Council

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Main contact: 800-657-3864

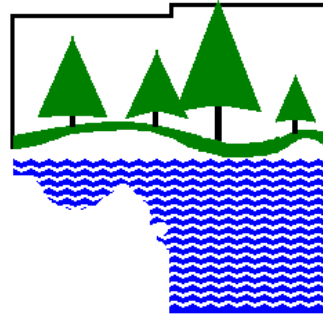
Environmental emergencies (24 hours):
800-422-0798

Sign up for email newsletters

Submit a question

ITASCA COUNTY

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



Itasca County Board of Commissioners
123 NE 1st Avenue
Grand Rapids, MN 55744

September 23, 2025

Minnesota Pollution Control Agency
520 Lafayette Road N.
St. Paul, MN 55155

Dear Sir/Madam,

On behalf of the Itasca County Board of Commissioners, I am writing to express our full commitment to apply for the MPCA's Statewide Waste Reduction and Reuse Grant. If awarded, funds will be dedicated to the establishment of an Itasca County Waste Recovery and Reuse Project.

Solid waste reuse is a key component of the State's waste management hierarchy and our Northeast Minnesota Regional Solid Waste Management Plan. We are eager to join the State effort and reduce the amount of waste sent to landfills.

Itasca County, in partnership with Itasca County Habitat for Humanity ReStore, General Waste, and American Disposal, seeks to recover usable items from the waste stream at our County solid waste sites, making them available to the public for reuse. Recoverable items will include furniture, personal use items, and more. Enclosed are numerous letters of support from many local cities and townships, whom we have collaborated with on community clean-up events. It is our intention to have a presence at these events going forward to further promote and stock the Reuse Center. We are excited to work with these partners towards a common goal.

Additionally, Itasca County will contribute staff time from our Environmental Services Department to serve as a match for the project. Our staff has the necessary experience and dedication to ensure the success of this initiative.

We are confident that, with the support of the Minnesota Pollution Control Agency, our efforts will reduce the amount of landfilled waste, promote environmental stewardship, and support the affordable housing mission of Itasca ReStore.

Thank you for your consideration of our commitment to this important project. We look forward to working together to make a positive impact on waste management in our region.

Sincerely,

Commissioner Casey Venema
Chair, Itasca County Board of Commissioners



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 23, 2025

REQUEST FOR BOARD ACTION: RBA-2025-569

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Commisisoner Johnson

AGENDA ITEM:

MOU between Leech Lake Band of Ojibwe and Itasca County

BOARD ACTION REQUESTED:

Approve MOU between Leech Lake Band of Ojibwe and Itasca County and authorize necessary signatures.

BACKGROUND:

The County Attorney previously reviewed and approved the MOU.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. Leech Lake Band of Ojibwe MOU

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

MEMORANDUM OF UNDERSTANDING

Between

COUNTY of ITASCA and the LEECH LAKE BAND OF OJIBWE

This MEMORANDUM OF UNDERSTANDING (MOU) is entered into by and between the county of Itasca, a governmental unit of the State of Minnesota hereinafter referred to as the County; and the Leech Lake Band Of Ojibwe a sovereign government, (federally recognized Indian tribe, appearing in the U.S. Federal Register at Vol. 84, No. 22 p. 1202 as the Minnesota Chippewa Tribe be, Leech Lake Band), hereinafter referred to as the Band.

A. PURPOSE

The purpose of this MOU is to provide a framework for cooperation between the County and the Band for natural resource management, community development, economic development, and maintaining Ojibwe cultural lifeways.

B. STATEMENT OF MUTUAL BENEFIT AND INTERESTS

The parties affirm in this MOU the principles of tribal sovereignty, self-determination, self-governance, and the unique government-to-government relationship that exists between the United States and federally recognized Tribes. The parties acknowledge the important common interest in the conservation of the shared landscape and the benefits derived therefrom.

All parties recognize the need to work collaboratively in the planning and implementation of policies and decisions affecting lands within the Leech Lake Reservation. The parties will strive to achieve mutual landscape restoration goals and to foster a shared stewardship approach to these lands, while seeking and promoting opportunities for economic development that will benefit the Band and the County.

C. SPECIFIC AGREEMENTS TO IMPLEMENT THE GOVERNMENT-TO- GOVERNMENT RELATIONSHIP

1. CONSULTATION FRAMEWORK

The parties agree that all decisions affecting Leech Lake Reservation lands within the common geographical boundaries of the Reservation and the County, whether made by the County or the Band, are decisions affecting both parties. The formulation of these decisions requires early notice, meaningful collaboration and consultation, and a process for tracking the parties' interests and concerns.

Therefore, the parties agree that they shall consult on bilateral government-to- government basis on decisions:

- That affects the abundance, distribution and access to the natural resources on lands within the Leech Lake Reservation.
- That affects Ojibwe cultural lifeways and cultural properties.
- That has potential to enhance opportunities for economic development, including trust land status, and public infrastructure.
- That has implications for the Band's right to self-governance, including the right to self-regulate.
- That has implications for the effective management of lands within the common geographical boundaries of the Reservation and the County; and
- Other issues of mutual concern or interest

In addition, the parties agree that the goals of such consultation shall be that any such decisions should expressly recognize the Band's rights to self-governance; and its right to hunt, fish, and gather on lands within the exterior boundaries of the Reservation and enjoy economic prosperity through use of these lands. The parties also acknowledge that State deeded County administered public land and other State land may be subject to Band and State of Minnesota agreements. It is mutually understood that consultation between the parties will contribute to the creation of more enlightened, better constructed and more effective policies

and decisions.

2. CONSULTATION IMPLEMENTATION

As to decisions that result in particular land management actions, in policies or guidelines governing those actions:

- a) The County and the Band shall consult with the other and facilitate effective participation at all stages and levels of planning and decision-making process as identified in, Attachment "A". This collaboration is recognized as a dynamic process that must include consultation on a consistent and timely basis at the appropriate levels of government and that must be flexible to deal with ever-changing circumstances and adaptive natural resource management responses.
- b) The County and the Band shall consult with each other when developing and implementing any rule code, or land management decision that has direct application on lands within the common geographical boundaries of the Reservation and the County.
- c) The Band and the County will strive to reach consensus. Where consensus cannot be reached on a related decision:
 1. The staff will attempt to resolve any dispute or disagreement first by good faith discussions with the deciding official. The governing bodies agree to delay a final decision on the unresolved matter until staff have had the opportunity to exchange possible solutions within a reasonable amount of time.
 2. The governing bodies reserve the right to make and implement final decisions related to this agreement.
 3. In addition to the procedures provided by the MOU, both parties may challenge or appeal any decision or action in accordance with applicable laws and regulations.
 4. Nothing in this MOU implies that all disputes between the Band and the County will be resolved. The parties recognize that there may be times when they disagree on principle; but they concur that these disagreements shall not stand in the way of an effective, respectful working relationship nor preclude continuing consultation in good faith.
 5. During the course of their dealings, the Band and the County shall ensure that they have identified their representatives with whom the other parties should interact regarding particular decisions or particular types of decisions.
 6. Nothing in this MOU shall preclude the Band and the County from discussing matters or advancing particular requests that are not part of the scope appended hereto.

D. ADMINISTRATION OF THE MOU

The parties further agree that:

1. Each party shall designate a person to serve as a lead contact for the administration of this MOU.
2. Together the parties will develop a list of projects, proposals and agreements, appended hereto as Attachment A, which addresses the mutual goals of economic development, and natural resource management.
3. Utilizing existing authorities, the parties agree to work toward completion of the items described in Attachment A by dedicating resources to meet the objectives of this MOU.
4. Each party shall provide, within its existing capacity, technical assistance and expertise in the planning, design, implementation and maintenance of economic development and natural resource management projects listed in Attachment A.
5. The Band shall provide, within its existing capacity, technical assistance and expertise in the planning,

design, implementation and maintenance of projects listed in Attachment A that address Ojibwe cultural life ways, traditional cultural properties and practices, and traditional ecological knowledge (TEK).

6. The County shall keep secure and confidential (to the extent allowed by applicable law) any information shared by the Band deems to be proprietary or culturally sensitive.
7. Each project, proposal, or agreement developed by the parties as listed in Attachment A shall be agreed to in writing by the parties and appended hereto as ancillary to the MOU or as an independent agreement utilizing authorities not cited herein.
8. Both the County and the Band will look for funding and other means of assisting each other in providing the implementation of provisions outlined in this agreement.

E. PRINCIPAL AUTHORITIES

The following individuals serve as the "principals" for this MOU:

County of Itasca
Chairman of the Board of Commissioners
Casey Venema

Leech Lake Band of Ojibwe
Chairman of Reservation Business Committee
Faron Jackson Sr.

The following individuals serve as the lead contact for the administration of this MOU:

County of Itasca
Brett Skyles, County Administrator

Leech Lake Band of Ojibwe
Clinton Fairbanks, Government Relations

F. IT IS MUTUALLY AGREED BY ALL PARTIES THAT:

1. **PARTICIPATION IN SIMILAR ACTIVITIES.** This MOU in no way restricts the County or the Band from participating in similar activities with other public or private, agencies, organizations, and individuals.
2. **COMMENCEMENT/EXPIRATION/TERMINATION.** This MOU takes effect upon the signatures of the County and the Band and shall remain in effect for five years from the date of execution. This MOU may be extended or amended upon written agreement of the parties. Either the County or the Band may terminate this MOU at any time with a 60-day written notice to the other party.
3. **RESPONSIBILITIES OF PARTIES.** The County and the Band and their respective agencies and offices will manage their own activities and utilize their own resources, including the expenditure of their own funds, in pursuing the objectives of this MOU. Each party will carry out its separate activities in a coordinated and mutually beneficial manner.
4. **NON-FUND OBLIGATING DOCUMENT:** Nothing in this MOU shall obligate the County or the Band to obligate or transfer any funds. Specific work projects or activities that involve the transfer of funds, services, or property between the County and the Band will require execution of separate agreements and be contingent upon the availability of appropriated funds. Such activities must be independently authorized by appropriate statutory authority. This MOU does not provide such authority. Negotiation, execution, and administration of each such agreement must comply with all applicable statutes and regulations.
5. **ESTABLISHMENT OF RESPONSIBILITY.** This MOU is not intended to, and does not create any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, by a party against the County, its departments, its officers, or any person.
6. **TRIBAL SOVEREIGN IMMUNITY.** Nothing in this MOU is intended to waive the sovereign immunity from suit or otherwise impair the sovereignty of the Leech Lake Band of Ojibwe or the Minnesota Chippewa Tribe.

7. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this agreement. In witness whereof, the parties hereto have executed this agreement on _____.

County of Itasca

Leech Lake Band of Ojibwe

Chairman of the Board of Commissioners

Chairman of the Reservation Business Committee

Attest: Brett Skyles, County Administrator

Attest: Arthur LaRose, Secretary/Treasurer

DRAFT



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 23, 2025

REQUEST FOR BOARD ACTION: RBA-2025-518

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: Shaye Moris

AGENDA ITEM:

Second Harvest Northland Update

BOARD ACTION REQUESTED:

Receive update on Second Harvest Northland.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. SHN Itasca County Presentation 2025 September

09/23/2025

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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SECOND HARVEST
NORTHLAND

Itasca County Board of Commissioners

September 23, 2025

THE NEED



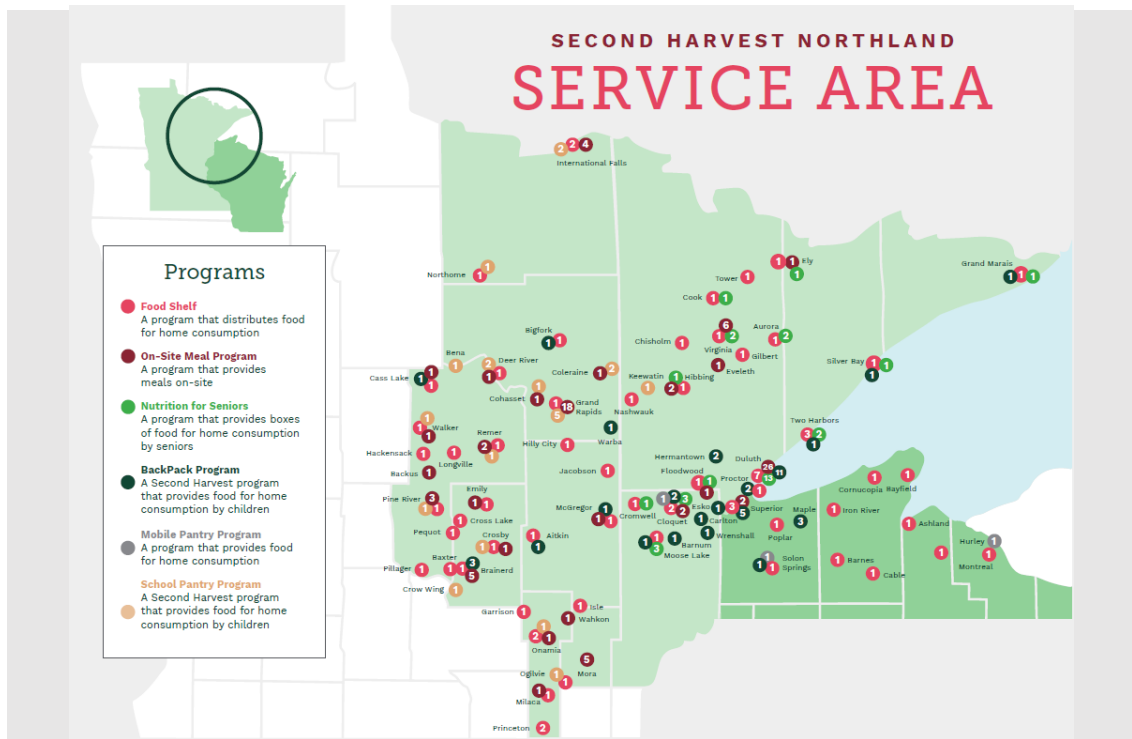
SECOND HARVEST
NORTHLAND

- According to Feeding America's "Map the Meal Gap," **nearly 68,610 individuals including 18,800 children in our service area are food-insecure**
- Race and place-based inequities in food access exist – **rural and communities of color have a higher rate of food insecurity**
- High inflation and the end of USDA pandemic benefits like E-SNAP have led to a **30-40% increase in demand at the Northland food shelves we support**

OUR IMPACT

Second Harvest Northland was formed with the merger of two similar and successful 40-year organizations (Second Harvest Northern Lakes Food Bank and Second Harvest North Central Food Bank) on January 1, 2024.

We ensure nearly 11 million nutritious meals annually throughout our 15-county service area, reaching more than 70,000 food insecure children, seniors and adults through our network of agency and community partners (food shelves, on-site meal programs, tribal organizations) and our own direct services programs.



SECOND HARVEST NORTHLAND

OUR PROGRAMS

Food Bank

- Our primary program, is serving as the region's only "food bank"
- We access nationally and regionally donated and purchased product for distribution to other eligible non-profit agencies (food shelves, on-site meal programs) and community partners (tribal organizations)
- All donated product is FREE to our partners, with the exception, of a nominal delivery charge

As much as 90% of the food distributed by food shelves in their local communities comes from us!



SECOND HARVEST
NORTHLAND

OUR PROGRAMS

Food Shelf Program

- Our Food Shelf Programs ensure regular access of food to individuals and families in Grand Rapids and Duluth, MN
- Neighbors who meet our income guidelines or are in crisis qualify
- We offer low-barrier, equitable and dignified access to fresh produce, meat, dairy, baked goods, shelf-stable and household items
- Our program offers shopping in Grand Rapids, drive-through in Duluth

More than 3,040 Grand Rapids area neighbors are supported by our Food Shelf each month – 31% are children, 15% are seniors



SECOND HARVEST
NORTHLAND

Our Neighbors Facing Hunger Come First

At Second Harvest Northland, **every decision we make centers on our neighbors experiencing hunger.** After careful consideration and exploring a variety of options, we decided to consolidate our warehouse operations to our new Duluth facility to support our agency and community partners and our neighbors.



SECOND HARVEST
NORTHLAND

Why We Made This Operational Change

- **To increase our impact** - since our merger operational efficiencies have allowed us to increase the amount of food we distribute in **Itasca County by 4% or more than 46,000 additional meals**.
- **To ensure our sound stewardship** - consolidating facilities will reduce our expense by an estimated **\$300,000 annually** — funds that we can then reinvest in our hunger relief programs and partnerships throughout the Northland.
- **To increase our efficiency** - our **Duluth facility**, purchased prior to our merger, has **double the capacity** of our former combined facilities and is positioned near **I-35**, a major transportation corridor for our efficient food acquisition and distribution.
- **To operate with the highest standards** – accurately managing **\$26 million in food inventory annually** requires the highest operational standards, which a single, state-of-the-art facility enables.
- **To respond to emerging needs** - increased need, funding uncertainty, and regulatory changes made this the right time to strengthen our long-term sustainability.



SECOND HARVEST
NORTHLAND

Our Commitment to our Grand Rapids Home Community

- **Strengthened Programs** – we remain committed to our neighbors in our Grand Rapids community; we're exploring opportunities to invest in our local programming, including our highly valued **Food Shelf Program**.
- **Local Staffing** – we retained **half of our Grand Rapids team** and offered available positions to our five impacted staff. Team members that did not continue with us received **severance pay** and support during our operational transition.
- **Volunteer Engagement** – volunteers remain an essential part of our mission; we continue to offer opportunities within our **Food Shelf** and explore other areas for increased volunteer engagement.



Looking Ahead

Our mission remains unchanged:

End Hunger Together in NE Minnesota and NW Wisconsin

Thank you for your time
Q&A



SECOND HARVEST
NORTHLAND





**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, September 23, 2025

REQUEST FOR BOARD ACTION: RBA-2025-568

DEPARTMENT: Administrative Services

TIME REQUESTED: 15 Minutes

PRESENTER: Chair Venema

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

09/23/2025

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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