



# ITASCA COUNTY BOARD OF COMMISSIONERS

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

Tuesday, October 14, 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:** Add Item #6.8 (TZD Award) and Item #6.9 (Safe Exchange Zone Update) and approve 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

#### IV. MINUTES APPROVAL

**Motion To:** Approve the minutes of the Tuesday, October 7, 2025, County Board Regular Session.

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

1. Approve the minutes of the Tuesday, October 7, 2025, Itasca County Regular Session.

#### V. CONSENT AGENDA

**Motion To:** Approve the Consent agenda, as presented.

**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. Approve and accept submission of the 2026-2027 Itasca County MFIP Biennial Agreement application to the Department of Human Services.
2. Approve Final Grant Agreement GPZ-3101-105 to the Airport and authorize necessary signatures.

**VI. REGULAR AGENDA****1. Citizen Input**

Unidentified Citizens provided input on Unorganized Township Maintenance Funds, employee wages, higher taxes, the levy, Covid funds, County Attorney, grievance with court system, Rule 20 and data requests.

**2. Employee Recognition**

The following employees were recognized:

Welcome to Nathan Anderson, who is the new Forester in the Land Department, which was effective September 29, 2025.

Congratulations to Cara Scott, who transferred from Legal Support Specialist in the HHS Department to Records Deputy I in the Sheriff Department, which was effective September 28, 2025.

Congratulations to Michelle Bertram, who transferred from Clerk Treasurer in the Auditor/Treasurer Department to Administrative Assistant in the Veteran's Department, which was effective October 12, 2025.

**3. Commissioner Warrants**

**Motion To:** Approve Commissioner Warrants with a check date of October 15, 2025, in the amount of \$1,222,694.61.

|                  |                                                                     |
|------------------|---------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (5 TO 0)</b>                                            |
| <b>MOVER:</b>    | Commissioner John Johnson                                           |
| <b>SECONDER:</b> | Commissioner Terry Snyder                                           |
| <b>AYES:</b>     | Cory Smith, Terry Snyder, John Johnson, Larry Hopkins, Casey Venema |

**4. 2024 Audit Exit Presentation**

CLA Connect, Eric Smedsrud CPA, provided a presentation on 2024 Audit Exit.

|                |                                        |
|----------------|----------------------------------------|
| <b>RESULT:</b> | <b>INFORMATIONAL - NO ACTION TAKEN</b> |
|----------------|----------------------------------------|

**5. Lights on After School Proclamation**

**Motion To:** Adopt a Resolution Re: Keeping the Lights on After School Proclamation, which proclaims October 23, 2025, as Light on Afterschool in Itasca County, in cooperation with the national celebration of promoting the importance of quality afterschool programs for our children, families and communities.

|                  |                                                                     |
|------------------|---------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (5 TO 0)</b>                                            |
| <b>MOVER:</b>    | Commissioner Cory Smith                                             |
| <b>SECONDER:</b> | Commissioner John Johnson                                           |
| <b>AYES:</b>     | Cory Smith, Terry Snyder, John Johnson, Larry Hopkins, Casey Venema |

**6. Public hearing for the Conditional Use Permit (CUP) application for Jared Craiglow**

**Motion To:** Open the Public Hearing Re: Conditional Use Permit for Jared Craiglow to establish an office and storage location to be used for his construction business.

|                  |                                                                     |
|------------------|---------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (5 TO 0)</b>                                            |
| <b>MOVER:</b>    | Commissioner Terry Snyder                                           |
| <b>SECONDER:</b> | Commissioner Cory Smith                                             |
| <b>AYES:</b>     | Cory Smith, Terry Snyder, John Johnson, Larry Hopkins, Casey Venema |

**Motion To:** Close the above public hearing.

|                  |                                                                     |
|------------------|---------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (5 TO 0)</b>                                            |
| <b>MOVER:</b>    | Commissioner John Johnson                                           |
| <b>SECONDER:</b> | Commissioner Cory Smith                                             |
| <b>AYES:</b>     | Cory Smith, Terry Snyder, John Johnson, Larry Hopkins, Casey Venema |

**Motion To:** Approve the Conditional Use Permit (CUP) for Jared Craiglow to establish an office/storage location for business as approved by the Planning Commission at their regular meeting per attached Findings of Fact, Conclusions of Law, Order and Resolution.

|                  |                                                                     |
|------------------|---------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (5 TO 0)</b>                                            |
| <b>MOVER:</b>    | Commissioner John Johnson                                           |
| <b>SECONDER:</b> | Commissioner Terry Snyder                                           |
| <b>AYES:</b>     | Cory Smith, Terry Snyder, John Johnson, Larry Hopkins, Casey Venema |

7. Shoreland Stewardship Award Presentation  
Tom Nelson and Austin Steere to present the Shoreland Stewardship Award by ICOCA and SWCD to the Kreitzerhot family.

|                |                                        |
|----------------|----------------------------------------|
| <b>RESULT:</b> | <b>INFORMATIONAL - NO ACTION TAKEN</b> |
|----------------|----------------------------------------|

8. TZD Update  
County Sheriff Joe Dasovich provided update regarding receiving a State Toward Zero Death Enforcement Award on October 21, 2025.

|                |                                        |
|----------------|----------------------------------------|
| <b>RESULT:</b> | <b>INFORMATIONAL - NO ACTION TAKEN</b> |
|----------------|----------------------------------------|

9. Safe Exchange Zone  
County Sheriff Joe Dasovich provided update that the Safe Exchange Zone is posted with signs and can be used for a safe spot to exchange items, child exchange, etc.

|                |                                        |
|----------------|----------------------------------------|
| <b>RESULT:</b> | <b>INFORMATIONAL - NO ACTION TAKEN</b> |
|----------------|----------------------------------------|

## **VII. ADMINISTRATOR UPDATE**

## **VIII. COMMITTEE REPORTS**

Commissioner Hopkins reported on attending City/County Commission meeting and Itasca County Township Association meeting.

Commissioner Johnson reported on attending Senate Bonding Committee meetings and a DEED Economic Development conference.

Commissioner Snyder thanked the Commissioners for filling in during his absence.

Commissioner Smith reported on attending Bigfork Hospital with Re: Legislative Items with Legislators in attendance and held first Facilities Committee meeting.

Commissioner Venema reported on attending a Bonding with Streets Infrastructure, Western Mine Planning Board meeting, Effie City Council meeting, Bigfork Hospital with Re: Legislative Items with Legislators in attendance, stopped to view property that old Nashwauk school sat on as is now removed.

## **IX. COMMISSIONER COMMENTS**

## **X. CLOSED SESSIONS**

**XI. ADJOURN**

Chair Venema adjourned the meeting at 3:25 PM.

**ATTEST**



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Casey Venema  
Chair of the County Board



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Brett Skyles  
Clerk of the County Board



**ITASCA COUNTY  
BOARD OF COMMISSIONERS**

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

Tuesday, October 14, 2025

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**RESOLUTION 2025-41**

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**RE: Resolution Approving Grant (Updated 9.30.2025) 1  
RESOLUTION APPROVING STATE AIRPORT FUND GRANT AGREEMENT WITH THE  
MINNESOTA DEPARTMENT OF TRANSPORTATION**

**WHEREAS,** That it has applied for and been awarded a State Airport Fund grant by the Minnesota Department of Transportation, Agreement Number **1061456** ("Agreement").

**WHEREAS,** That it hereby agrees to the terms and conditions of the Agreement; and

**NOW THEREFORE BE IT RESOLVED,** That the proper signing officers are hereby authorized to execute the above-referenced Agreement and any amendments thereto on behalf of the **County**.

Adopted by the Itasca County Board of Commissioners on this 14th day of October, 2025.

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title/Date: \_\_\_\_\_

**ATTESTATION:**

(different authorized signor than above)

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title/Date: \_\_\_\_\_

|                  |                                                                     |
|------------------|---------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (5 TO 0)</b>                                            |
| <b>MOVER:</b>    | Commissioner Terry Snyder                                           |
| <b>SECONDER:</b> | Commissioner Cory Smith                                             |
| <b>AYES:</b>     | 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 October 14, 2025 and that the same is a true and correct copy of the whole thereof.

A handwritten signature in dark ink, appearing to read "Brett Skyles", is written over a horizontal line.

Administrator



**ITASCA COUNTY  
BOARD OF COMMISSIONERS**

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

Tuesday, October 14, 2025

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**RESOLUTION 2025-42**

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**RE: KEEPING THE LIGHTS ON AFTER SCHOOL: A PROCLAMATION**

**WHEREAS**, the citizens of Itasca County stand firmly committed to quality afterschool programs and opportunities because they:

- Provide safe and engaging learning experiences that help children realize their full potential and support their academic growth and well-being.
- Support working families by ensuring their children are safe and productive when they are out of their classrooms.
- Help address key issues in our state such as school absenteeism, learning loss recovery, and workforce development.
- Build stronger communities by involving students, parents, businesses, and volunteers in the lives of young people.
- Afterschool provides a solid return on investment. Every \$1 invested in afterschool programs saves at least \$3 by increasing kids' earning potential; improving kids' performance at school; and reducing crime and juvenile delinquency.

**WHEREAS**, afterschool programs provide critical support for children and youth, offering them new experiences and opportunities, along with hands-on learning, that help them learn and grow. Youth who attend afterschool programs attend school more often, do better in school, and gain important work and life skills. These supports are all the more important today.

**WHEREAS**, Itasca County is committed to the education and well-being of our youth and recognizes that quality afterschool programs prepare our children to become successful adults, and help our community thrive.

**WHEREAS**, Lights On Afterschool, the national celebration of afterschool programs held this year on October 23, 2025 promotes the importance of quality afterschool programs for our children, families, and communities.

**WHEREAS**, the demand for afterschool programs continues to grow; for every child in a program, four are waiting to get in.

**WHEREAS**, many afterschool programs face operating challenges so severe that they are forced to consider closing their doors and turning off their lights.

**WHEREAS**, Itasca County is committed to providing expanded learning opportunities that help our children learn, grow, and develop the skills essential for success in life and work.

**THEREFORE BE IT RESOLVED** that the Itasca County Board of Commissioners does hereby proclaim October 23, 2025, as "Lights On Afterschool Day;" and

**BE IT FURTHER RESOLVED** that the County Board enthusiastically endorses Lights on Afterschool and commits our county to engage in innovative afterschool programs and activities that ensure the lights stay on, and the doors stay open for all children after school.

|                  |                                                                     |
|------------------|---------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (5 TO 0)</b>                                            |
| <b>MOVER:</b>    | Commissioner Cory Smith                                             |
| <b>SECONDER:</b> | Commissioner John Johnson                                           |
| <b>AYES:</b>     | Cory Smith, Terry Snyder, John Johnson, Larry Hopkins, Casey Venema |

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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 October 14, 2025 and that the same is a true and correct copy of the whole thereof.

  
\_\_\_\_\_  
Administrator





# ITASCA COUNTY BOARD OF COMMISSIONERS

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

Tuesday, October 7, 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 | Absent  |         |
| Terry Snyder  | District #2 | Absent  |         |
| John Johnson  | District #3 | Present | 2:30 PM |
| Larry Hopkins | District #4 | Present | 2:30 PM |
| Casey Venema  | District #5 | Present | 2:30 PM |

#### II. PLEDGE OF ALLEGIANCE

#### III. APPROVAL OF AGENDA

**Motion To:** Approve the agenda, as presented.

**RESULT:** APPROVED (3 TO 0)  
**MOVER:** None John Johnson  
**SECONDER:** None Larry Hopkins  
**AYES:** John Johnson, Larry Hopkins, Casey Venema  
**ABSENT:** Cory Smith, Terry Snyder

#### IV. MINUTES APPROVAL

**Motion To:** Approve the minutes as delineated below.

**RESULT:** APPROVED (3 TO 0)  
**MOVER:** Commissioner John Johnson  
**SECONDER:** Commissioner Larry Hopkins  
**AYES:** John Johnson, Larry Hopkins, Casey Venema  
**ABSENT:** Cory Smith, Terry Snyder

1.

#### V. CONSENT AGENDA

**Motion To:** Approve the consent agenda as presented.

**RESULT:** APPROVED (3 TO 0)  
**MOVER:** Commissioner Larry Hopkins  
**SECONDER:** Commissioner John Johnson  
**AYES:** John Johnson, Larry Hopkins, Casey Venema  
**ABSENT:** Cory Smith, Terry Snyder

1. Accept the resignation of Sherrie Porth from the Parks and Recreation, effective August 21, 2025.
2. Accept the resignation of Brian Carlson from the Parks and Recreation, effective May 17, 2025.
3. Approve Johnson Controls software automation service contract 1-1Q177PGA and authorize necessary signatures.
4. Authorize IMCare Director and County Board Chair to sign the contract between IMCare and Hidden Pines Mental Health LLC.
5. Accept the Minutes of the September 11, 2025 HHS Advisory Committee Meeting.
6. Authorize IMCare Director and County Board chair to sign the contract between IMCare and Healing Waters Counseling and Psychological Services, PLLC.
7. Accept the 2025-2026 Toward Zero Death (TZD) Safe Roads Grant Award for the period of October 1, 2025 through September 30, 2026, in the amount of \$11,480.80, and adopt the Resolution Re: Authorization for execution of Agreement, which authorizes the necessary signatures to said grant.
8. Approve final payment for Contract CP 2025-03, a bridge bearing replacement project on CSAH 91, and authorize the County Board Chairperson and Clerk to the County Board to sign the necessary documents.
9. 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 Harris Township.
10. Approve the professional services contract renewal between Itasca County and Aune Fernandez Landscape Architects for the professional design, bidding, and construction management services for the Nashwauk Multi-use Trailhead for the period of October 7th, 2025 through December 31st, 2026.
11. Approve the 2025 Storage Lease Agreement between Itasca County and the Itasca County Agricultural Association, and authorize necessary signatures.
12. Approve the lease agreement between the Itasca County Agricultural Association and Itasca County for the 2025 Lights in the Pines event at the Itasca County Fairgrounds, and authorize the necessary signatures.

## VI. REGULAR AGENDA

### 1. Citizen Input

David Holmbeck provided input on historical issues on the DNR.

Therese Larson provided input on protecting our young people in Itasca County and the County Attorney.

John Casper provided input on the Attorneys Office handling of cases and the County Attorney.

Jake Langeslag provided input on the County Attorney, the Attorneys Office handling of cases, and a hearing Re: Rule 20.

Jake Fauchald provided input on assuring the Citizens of Itasca County that the County Attorney position is not politically motivated and what is required of the position.

### 2. Commissioner Warrants

**Motion To:** Approve Commissioner Warrants with a check date of October 8, 2025, in the amount of \$1,974,308.90

|                  |                                           |
|------------------|-------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (3 TO 0)</b>                  |
| <b>MOVER:</b>    | Commissioner John Johnson                 |
| <b>SECONDER:</b> | Commissioner Larry Hopkins                |
| <b>AYES:</b>     | John Johnson, Larry Hopkins, Casey Venema |
| <b>ABSENT:</b>   | Cory Smith, Terry Snyder                  |

3. Contract Addendum for MSW Hauling Services

**Motion To:** Approve Contract Addendum for MSW Hauling Services with American Disposal, Inc., and approved \$100,000 grant from Environmental Trust Fund for MSW Compacting Project.

|                  |                                           |
|------------------|-------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (3 TO 0)</b>                  |
| <b>MOVER:</b>    | Commissioner John Johnson                 |
| <b>SECONDER:</b> | Commissioner Larry Hopkins                |
| <b>AYES:</b>     | John Johnson, Larry Hopkins, Casey Venema |
| <b>ABSENT:</b>   | Cory Smith, Terry Snyder                  |

4. Comprehensive Trail Study Project Update.

Forest Recreation Specialist Sara Thompson provided an update on Comprehensive Trail Study Project.

|                |                                        |
|----------------|----------------------------------------|
| <b>RESULT:</b> | <b>INFORMATIONAL - NO ACTION TAKEN</b> |
|----------------|----------------------------------------|

5. National Hunger and Homelessness Awareness Month

**Motion To:** Adopt the Resolution Re: National Hunger and Homelessness Awareness Month in Itasca County, which designates the month of November 2025 as National Hunger and Homelessness Awareness Month and November 17-23, 2025, as National Hunger and Homelessness Awareness Week in Itasca County.

|                  |                                           |
|------------------|-------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (3 TO 0)</b>                  |
| <b>MOVER:</b>    | Commissioner John Johnson                 |
| <b>SECONDER:</b> | Commissioner Larry Hopkins                |
| <b>AYES:</b>     | John Johnson, Larry Hopkins, Casey Venema |
| <b>ABSENT:</b>   | Cory Smith, Terry Snyder                  |

6. MN Power Presentation - ISA Transmission Project

Project Manager Drew Janke provided an update on the ISA Transmission Project.

|                |                                        |
|----------------|----------------------------------------|
| <b>RESULT:</b> | <b>INFORMATIONAL - NO ACTION TAKEN</b> |
|----------------|----------------------------------------|

**VII. ADMINISTRATOR UPDATE**

**VIII. COMMITTEE REPORTS**

Commissioner Hopkins reported on attending a meeting at Grand Village, Spang Township and Splithand Township.

Commissioner Johnson reported on attending a Probation Advisory meeting, Community Conversation Re: Healthcare, and a groundbreaking ceremony in Ball Club MN for a new Community and Healthcare Center.

Commissioner Venema reported on attending the groundbreaking ceremony in Ball Club MN and signing a memorandum of understanding with Leech Lake Band of Ojibwe.

**IX. COMMISSIONER COMMENTS**

**X. CLOSED SESSIONS**

**XI. ADJOURN**

Chair Venema adjourned the meeting at 3:34 PM.

**ATTEST**

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Casey Venema  
Chair of the County Board

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Brett Skyles  
Clerk of the County Board



**ITASCA COUNTY  
BOARD OF COMMISSIONERS**

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

Tuesday, October 14, 2025

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**REQUEST FOR BOARD ACTION: RBA-2025-590**

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**DEPARTMENT:** Health & Human Services

**TIME REQUESTED:** < 5 Minutes

**PRESENTER:** Mary Chambers

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**AGENDA ITEM:**

2026-2027 Itasca County MFIP Biennial Agreement

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**BOARD ACTION REQUESTED:**

Approve and accept submission of the 2026-2027 Itasca County MFIP Biennial Agreement application to the Department of Human Services.

**BACKGROUND:**

The MFIP Biennial Agreement is required by DHS, and outlines the County's plan for administering MFIP-ES services as well as anticipated expenditures and services that the County will bill through the MFIP Consolidated Grant.

**COUNTY ATTORNEY REVIEW:** Yes and/or Pending

**SUPPORTING DOCUMENTATION:**

1. DRAFT MFIP Biennial Service Agreement 2026-2027

|                  |                                                                     |
|------------------|---------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (5 TO 0)</b>                                            |
| <b>MOVER:</b>    | Commissioner Terry Snyder                                           |
| <b>SECONDER:</b> | Commissioner Cory Smith                                             |
| <b>AYES:</b>     | Cory Smith, Terry Snyder, John Johnson, Larry Hopkins, Casey Venema |

**Test Language:**

Before you click on "Next", download the PDF of responses to your questions for the 30-day window review process from September 15 - October 15, 2025. You can come back to submit your responses after the 30 day comment period is complete. You can access your saved survey responses by clicking on the link that was originally emailed to you.

DO: Review responses before clicking to download the PDF of responses for public comment period.

DO NOT: Click "Next" or you will be submitting your BSA responses before the 30-day public comment period.

# Biennial Service Agreement 2026 - 2027 Survey

Welcome to the 2026 – 2027 Tribal Nation and County MFIP Biennial Service Agreement Survey! We are excited to be utilizing Qualtrics software to administer the BSA this year. This survey is required to receive consolidated funds for the Minnesota Family Investment Program (MFIP). This required survey will gather information from Tribal Nations, counties and consortia across the state about the services and strategies intended to meet program measures with the goal of increasing economic stability of low-income families on MFIP.

## Your participation in the survey

- We anticipate this survey will take a significant amount of time to complete, please plan accordingly.
- Your responses to this survey will need to be posted and shared for 30 days prior to submission on October 15, 2025.
- Your participation in this survey is required for the MFIP program.
- You can see your progress via the progress bar at the top of the screen. Do not skip questions, and for questions without an answer, please indicate "N/A".

## How survey information will be used

State staff from the MFIP program will use information collected to help gather information about the program strengths and service delivery gaps. This is a comprehensive assessment of current efforts will help provide insights into what type of assistance is needed. Results will help provide information that will help support the development of new strategies to better serve participants who are utilizing MFIP supports. Responses will also help to inform ongoing efforts to continually improve the MFIP program so that it works better for children, youth and families in Minnesota.

We know that as public service professionals and leaders, you are incredibly busy, and we are so grateful for your time in completing this survey. Thank you for all you do for Minnesota children, families, and communities.

## To navigate this survey

- If you are using a mouse or touch screen, click the "Next page" and "Back" buttons at the bottom of your screen to advance or go back a page.
- If you are using keyboard shortcuts or assistive technology, use the tab key to navigate to an object, arrow keys to navigate within an object (or response options), and space bar to select an item.
- Preview Results: Once you approach the end of the survey, you can preview your results and download a PDF document. This document is what is shared during the 30-day public comment timeframe.
- After the 30 day public comment period is complete, you will then log back in through the link provided in the original email and at the end of the survey, please be sure to click or select the "Submit" button at the bottom of your screen to record your responses due by October 15, 2025.

## Contact Information - Please fill in and complete each field for this section.

|                                          |                                 |
|------------------------------------------|---------------------------------|
| Tribal Nation Name / County / Consortium | Itasca                          |
| Plan Year                                | 2026-2027                       |
| Contact Person                           | Mary Chambers                   |
| Title                                    | Financial Assistance Supervisor |
| Address                                  | 1209 SE 2nd Ave                 |
| City                                     | Grand Rapids                    |
| State                                    | MN                              |
| Zip Code                                 | 55744                           |
| Phone Number                             | 218-327-2941                    |
| Email Address                            | Mary.Chambers@co.itasca.mn.us   |
| Confirm Email Address                    | Mary.Chambers@co.itasca.mn.us   |

Please review [Bulletin # 25-11-02](#) for more details before you complete this survey.

You can also access the Bulletin through this link: [https://www.dhs.state.mn.us/main/idcplg?IdcService=GET\\_FILE&Rendition=Primary&RevisionSelectionMethod=LatestReleased&allowInterrupt=1&dDocName=mr072357&noSaveAs=1&utm\\_medium=email&utm\\_source=govdelivery](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&Rendition=Primary&RevisionSelectionMethod=LatestReleased&allowInterrupt=1&dDocName=mr072357&noSaveAs=1&utm_medium=email&utm_source=govdelivery)



Identify challenges in **financial assistance** that are prohibiting you from properly serving Minnesota Family Investment Program (MFIP) families in your community.

Programs, policy, and computer systems are very complicated. A single MFIP household can require staff to know program policy for several different programs. Programs do not coincide, and each program can have a different set of rules - even for basic things like income and assets. Eligibility workers can have to spend hours looking up policy in the various manuals when working cases. Itasca County continues to have a large FSS population, and it can be very difficult to find work activities for this population. Clients designated FSS need a very unique approach to employment services. A model in Itasca County would be our Northern Opportunity Works (NOW) program. This program provides vocational rehabilitation services to persons with mental health issues. The orientation and overview process for DWP can be difficult when DWP applicants present with potential FSS (MFIP) issues, but have no Medical Opinion Form (MOF) to support FSS. Policy requires a referral to DWP in very tight timeframe. Often securing a MOF prior to referral to DWP Employment Services is unlikely. This causes the potential of a referral to the wrong program as we often will have to transition them to MFIP once the MOF is received. This causes a lot of extra work for the applicant, ES provider, and the financial worker.

Identify challenges in **employment services** that are prohibiting you from properly serving MFIP families in your community.

Childcare - Itasca County has a lack of affordable, flexible childcare near the place of employment or home of our clients. We have many clients who are either struggling to find childcare, have it patched together from multiple sources (friends and family), or have given up all together and are resigned to waiting until the children are school-aged and will try to find employment then. Transportation - Reliable transportation is a huge barrier to overcome for our clients. Itasca county is a large and mostly rural county. While there is some public transportation in Grand Rapids there are very limited opportunities to get a ride to work for those outside of Grand Rapids. Seasonality of Service Employment - Itasca County has a strong tourism business sector, and is working to promote itself as such, However, the jobs that support that sector are usually low wage variable hour jobs. The flexibility is an advantage to our participants, especially in light of the childcare challenges noted above, but while it is great to have a resort or other employer that is flexible, eventually they will close for the season and then that participant will need to look elsewhere for either a mirrored seasonal job, or start over again at the bottom of the employment ladder. Often with an even lower paying job. Generational Poverty - We have numerous generational poverty households where the support and modeling of work has not been established.

Identify resources in your community that benefit MFIP families.

Itasca County is fortunate to have an abundance of services and non-profit agencies that provide a safety net for our MFIP clients. We currently have a PIP to improve our self-support index that includes a continued and strengthened relationship with our business community. We have a strong and collaborative working relationship with our three ES providers. This includes monthly case reviews, and quarterly ES provider meetings with HHS staff. Our Financial Assistance Unit is located in the same building as our county's Public Health unit, Social Services, Child Support unit, and Workforce (Career) Center. Our unit goals include, "To be more involved with community and other agencies to help us provide better services to our clients." Itasca County continues to have an active community partner in both the Blandin Foundation and the Community Foundation. They provide leadership and dialogue about poverty and the community needs/responsibilities concerning issues of poverty like housing, transportation, and crisis prevention. They also can provide some initial and ongoing support to various non-profit efforts. Community/Partner resources include: ABE/GED, Adult/Elder services, Career Planning, Childcare Funds, Chemical Health Services, Computer lab access, English Language Learner (ELL), Food Shelf, Housing Assistance, Job club, Job Development, Job Placement, Job Retention, Job Search Workshops, Mental Health Services, On-the-job Training, Post-Secondary Education Planning, Re-entry support, Short-term Training, Supported work/paid work experience, Transportation assistance, vehicle repair funds, Veteran Services, Volunteer opportunities, and Youth Program.

Identify resources that are **not available in your community** that would benefit MFIP families.

Credit Counseling/Financial literacy services.

### MFIP Employment Services Supervisor Contact

|       |                               |
|-------|-------------------------------|
| Name  | Mary Chambers                 |
| Phone | 218-327-6136                  |
| Email | Mary.Chambers@co.itasca.mn.us |

**DWP Supervisor Contact**

|       |                               |
|-------|-------------------------------|
| Name  | Mary Chambers                 |
| Phone | 218-327-6136                  |
| Email | Mary.Chambers@co.itasca.mn.us |

**Financial Assistance Services Supervisor Contact**

|       |                               |
|-------|-------------------------------|
| Name  | Mary Chambers                 |
| Phone | 218-327-6136                  |
| Email | Mary.Chambers@co.itasca.mn.us |

# Minnesota Family Investment Program (MFIP) and Diversionary Work Program (DWP)

What strategies do you use for hard-to-engage participants? **Check all that apply.**

- ☒ Home visits
- ☒ Off-site meeting opportunities
- ☐ Virtual Appointments
- ☐ Workforce One Connect App
- ☒ Sanction outreach services
- ☒ Incentives, please specify:

Gas Cards/Bus vouchers

- ☒ Other, please specify in the text box below

Monthly ES/FW meetings to discuss and share progress and ideas on how best to help the MFIP/DWP members

What type of job development do you do? **Check all that apply.**

- ☐ Sector job development
- ☒ Individual job development
- ☐ Other, please specify in the text box below.

Do you have an ongoing job development partnership or sector base with community employers to help participants with employment?

*For example, some of these activities could include, but are not limited to:* Interview opportunities, job skills training, job placement, job shadowing, on-site job training, work experience, helping to plan training programs, other.

- ☒ No
- ☐ Yes

Do you provide the following services to prepare participants for work?

*For example, some of these services could include, but are not limited to:* Transportation, soft skills training, financial planning, mentoring, other.

- ☐ No  
☒ Yes

When it comes to the services provided to help prepare participants for work, please **check all activities that are provided.**

- ☐ Transportation  
☐ Soft Skills Training  
☐ Financial Planning  
☒ **Mentoring**  
☐ Other, please specify in text box below

Do you provide job retention services for employed participants?

*For example, some of these services could include, but are not limited to:* Assist with issues that develop on the job, transportation, financial planning, soft skill training, mentoring, personal contact with employee and how often, other.

- ☐ No  
☒ Yes

When it comes to job retention services for employed participants, please **check all that apply**.

- ☒ Available to assist with issues that develop on the job
- ☒ Transportation
- ☐ Financial planning
- ☒ Soft skills training
- ☒ Mentoring
- ☒ Personal contact with the employee and how often:

as needed

- ☐ Other, please specify in the text box below

How long do you provide job retention services?

- ☐ Up to 3 months
- ☐ 6 months
- ☐ 12 months
- ☒ Other (please specify)

More than 1 year

Do you provide job advancement services to employed participants?

*For example, some of these services could include, but are not limited to:* career ladder, coaching / mentoring, education / training, networking, ongoing job search, other

- ☐ No
- ☒ Yes

When it comes to job advancement services for employed participants, please **check all that apply**.

- ☒ Career laddering
- ☒ Coaching/mentoring
- ☒ Education/training
- ☒ Networking
- ☒ Ongoing job search
- ☐ Other

Do you utilize any career pathways programs or skill assessment and credentialing programs for your participants?

*For example, some of these programs include, but are not limited to:* Pathways to Prosperity, Work Keys, National Career Readiness Certificate

- ☒ No
- ☐ Yes

## Family Stabilization Services (FSS)

Do you have qualified professionals available to assist with FSS cases in your service area who meet the licensure and accreditation requirements?

*For example, qualified professionals could include, but are not limited to:* licensed physician, physician assistant, advanced practice registered nurse, physical therapist, occupational therapist, licensed social worker, licensed psychologist, certified school psychologist, mental health professional, certified psychometrist, other)?

- ☐ No
- ☒ Yes

When it comes to having qualified professionals available to assist with FSS cases in your area who meet the licensure and accreditation requirements, please **check all that apply**.

- ☒ Licensed physician
- ☒ Advanced practice registered nurse
- ☒ Occupational therapist
- ☒ Licensed psychologist
- ☒ Mental health professional
- ☒ Physician assistant
- ☒ Physical therapist
- ☒ Licensed social worker
- ☐ Certified school psychologist
- ☐ Certified psychometrist
- ☐ Other

Do you make referrals for children of FSS participants?

*For example, some referrals for children of FSS participants could include, but are not limited to:*

Children's Mental Health Services, Child Wellness Check-ups, Follow Along Program, Public Nurse home visiting services, Women, Infants, and Children program (WIC), other?

- ☐ No
- ☒ Yes

When it comes to making referrals for children of FSS participants, please **check all that apply**.

- ☒ Children's Mental Health Services
- ☒ Child Wellness Check-ups
- ☐ Follow Along Program
- ☒ Public Health Nurse home visiting services
- ☒ Women, Infants and Children Program (WIC)
- ☐ Other



Are any of these services for children offered to non-FSS families?

- ☐ No
- ☒ Yes

## Services for families under 200% of Federal Poverty Guideline (FPG)

Do you provide services to families who have exited MFIP/DWP or families at risk of receiving MFIP or the Diversionary Work Program (DWP), but are under 200% of the Federal Poverty Guideline (FPG)?

*For example, this could include, but is not limited to:* child care, GED, job posting, support services, job retention services, Adult Basic Education (ABE) / English Language Learning (ELL) classes, computer lab access, transportation / vehicle repair, other.

- ☐ No
- ☒ Yes

For families who you serve that are under 200% of Federal Poverty Guidelines, that have either exited MFIP/DWP or at risk of receiving MFIP or DWP, please **check all services that apply** for these families.

- ☒ Child care
- ☒ GED
- ☒ Job postings
- ☒ Support services
- ☒ Job retention services
- ☒ ABE/ELL classes
- ☒ Computer lab classes
- ☒ Transportation/vehicle repair
- ☒ Other

Crisis/Employment need funding for employed individuals

How long do you provide these services?

- ☐ Up to 3 months
- ☐ 6 months
- ☐ 12 months
- ☒ Other (please specify)

Access to these services is always available.

Do you provide services to Non-Custodial Parents (NCPs) that are under 200% of the Federal Poverty Guideline (FPG)?

*For example, this could include, but is not limited to:* child care, GED, job posting, support services, job retention services, ABE / ELL classes, computer lab access, transportation / vehicle repair, other.

- ☐ No
- ☒ Yes

Please check all services that apply.

- ☒ Child care
- ☒ GED
- ☒ Job postings
- ☒ Support services
- ☒ Job retention services
- ☒ ABE/ELL classes
- ☒ Computer lab access
- ☒ Transportation/vehicle repair
- ☒ Other

Crisis/Employment need funding for employed individuals

How long do you provide these services?

- ☐ Up to 3 months
- ☐ 6 months
- ☐ 12 months
- ☒ Other (please specify)

N/A

How many NCPs are you are currently serving?

Unknown not tracked this way per ES provider

Describe the process you have in place to verify income below 200% FPG for families that are not on MFIP or DWP.

We utilize State Systems like Maxis, MNSure, and MEC2

## Minnesota Family Investment Program (MFIP) Services for Teen Parents

Are there specialized workers who work primarily with teen parents?

- ☐ No
- ☒ Yes

Please indicate the specialized workers for each age group, **check all that apply** for each age group.

|                                                         | Minors (Under age 18)               | Age 18 / 19              | Not Applicable (N/A)                |
|---------------------------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| Financial Worker                                        | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Employment Services Worker                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Social Worker                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Public Health Nurse                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Child Care Worker                                       | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Child Protection Worker                                 | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Other job role (please specify)<br><input type="text"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

When it comes to **Teen parents who are considered minors (participants who are under age 18)**, please indicate if there a single point of contact for teen parents, that is, one staff with primary responsibility for keeping in contact with the teen, working with the teen, and making connections to other services?

Responses are for staff positions whose primary responsibility is for working with Teen Parents who are **considered minors (under age 18)**, if yes, check the one position / position(s) that serves this function for this specific age group of MFIP Teen Parents.

|                                        | YES, for Minors (under age 18)      | NO, not for Minors (under age 18)   | Not Applicable (N/A)     |
|----------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Financial worker                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Employment Services Worker             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Social Worker (Social Services)        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Public Health Nurse                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Child Care Worker                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Child Protection Worker                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Other job role<br><input type="text"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

When it comes to **Teen Parents who are age 18 - 19**, please indicate if there a single point of contact for teen parents, that is, one staff with primary responsibility for keeping in contact with the teen, working with the teen, and making connections to other services?

Responses are for staff positions whose primary responsibility is for working with Teen Parents who are **age 18 - 19**, if yes, check the one position / position(s) that serves this function for this specific age group of MFIP Teen Parents.

|                                        | YES, for ages 18 - 19    | NO, not for ages 18 - 19 | Not Applicable (N/A)                |
|----------------------------------------|--------------------------|--------------------------|-------------------------------------|
| Financial worker                       | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Employment Services Worker             | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Social Worker (Social Services)        | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Public Health Nurse                    | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Child Care Worker                      | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Child Protection Worker                | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Other job role<br><input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Does your Tribal Nation / County have an active partnership with local public health agency to get teen parents enrolled and engaged in public health nurse home visiting services? Please **select one option for each age group**.

|                       | Yes, mandatory                      | Yes, voluntary                      | No                       |
|-----------------------|-------------------------------------|-------------------------------------|--------------------------|
| Minors (under age 18) | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| Age 18 / 19           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Describe how you are ensuring your services are ***inclusive*** for all.

No one is ever discouraged from applying for services. Not everyone will be eligible based on state set guidelines, but we check eligibility for everyone.

Describe how you are ensuring your services are ***accessible*** for all.

We follow all state guidelines and statutes to ensure that services are accessible for all. No one is ever discouraged from applying for services. Not everyone will be eligible based on state set guidelines, but we check eligibility for everyone.

How are you working to ***advance equity in service delivery*** in your Tribal Nation / County?

Itasca County does not have any specific interventions in place currently to address equity in service delivery. That is because right now we do not view that there is an issue with this here. Time and resources are very limited right now, and to invest into something that does not appear to be a problem for us seems like a poor use of taxpayer's dollars.

Do you provide trainings to prepare your staff to work effectively with people from various backgrounds and perspectives?

☒ **Yes, mandatory. If yes, provide the title of the training and how often it is provided.**

Civil Rights Training annually

☐ **Yes, voluntary. If yes, provide the title of the training and how often it is offered.**

☐ **No. If no, please explain:**

Do you have culturally specific employment services for different racial / ethnic groups?

☐ No

☒ **Yes, please describe.**

American Indian

# Workforce One Connect App

Does your Tribal Nation / County have the Workforce One Connect app available to participants?

☐ No, please explain

☒ Yes

Since you indicated "yes" in making Workforce One Connect app available to participants, please indicate which of the following groups are utilizing the app features in Workforce One:

☒ Employment Services

☐ Financial Workers

☐ Childcare Workers

☒ Other (please specify)

This has been made available, but clients are not utilizing it.

## MAXIS

Do you limit the number of employment services staff that have MAXIS access?

**Note:** MN Department of Children, Youth, and Families does not limit the number of employment services staff that can have MAXIS access.

☒ No

☐ Yes, please explain

Describe the process your service area uses to identify and resolve discrepancies between MAXIS and Workforce One data in areas such as Family Stabilization Services coding, employment / hours, sanction status, etc.

Itasca County HHS and all ES providers complete monthly case reviews of all MFIP and DWP cases. We feel confident that continuing with our monthly case reviews, as well as continuing our outstanding working relationship with our ES providers, will ensure that we are handling any discrepancies quickly and accurately.

# Child Care Assistance Program

What strategies does your agency use that involve MFIP and / or Employment Services staff to support timely and consistent receipt of child care assistance through the Child Care Assistance Program? **Select all that apply.**

- ☐ Shared electronic document management system
- ☒ **Regular case consultation meetings**
- ☐ Workers with dual MFIP and CCAP role
- ☐ Workers with dual Employment Services and CCAP role
- ☐ Specific CCAP workers process MFIP child care cases
- ☐ MFIP and / or Employment Service workers receive training related to CCAP
- ☒ **Communications with CCAP worker via phone, email or fax**
- ☐ Use of agency-developed forms or documents
- ☒ **MFIP and / or Employment Services workers assist families with completing CCAP paperwork (for example: the CCAP application)**
- ☒ **MFIP and / or Employment Services workers have MEC2 Inquiry access**
- ☐ Other, please specify

What barriers prevent timeliness?

Itasca County has historically done very well timeliness unless we are short staffed. We don't see any barriers in continuing to have this success.

Does your Tribal Nation / County provide emergency shelter or crisis services from your Consolidated Fund?

- ☐ No
- ☒ Yes



Submit a copy of your Emergency Assistance policy as an attachment if any changes have been made since the last BSA. Also, please describe any major changes you have made to this policy down below.

ICHHS Crisis Policy Family 0159.doc

**51.2 KB**

application/x-  
cfb

Please review [Bulletin # 25-11-02](#) for more details before you complete this section. You can also access the Bulletin from this link: [https://www.dhs.state.mn.us/main/idcplg?IdcService=GET\\_FILE&Rendition=Primary&RevisionSelectionMethod=LatestReleased&allowInterrupt=1&dDocName=mr072357&noSaveAs=1&utm\\_medium=email&utm\\_source=govdelivery](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_FILE&Rendition=Primary&RevisionSelectionMethod=LatestReleased&allowInterrupt=1&dDocName=mr072357&noSaveAs=1&utm_medium=email&utm_source=govdelivery)

If your service area is receiving a bonus, please share successful strategies of engagement:

N/A

What strategies and action steps for each of the groups below the disparities reference line do you plan to implement for the coming biennium to reduce these disparities.

Work closely with the Tribe to ensure that tribal members are utilizing all the resources available to them and work with Leech Lake Employment services to ensure that we are helping our tribal member clients all that we can to ensure they stay on track for success and engaged. Work closely with Hispanic and mixed groups with Employment services and other area providers to maintain engagement in our programs and encourage success.

What procedures are in place to ensure that program funds are being used appropriately as directed by law? **Check all that apply.**

- ☒ Budget control procedures for approving expenditures
- ☒ Cash management procedures for ensuring program income is used for permitted activities
- ☒ Internal policies around use of funds (i.e., participant support services)
- ☐ Other, please specify in the text box below

What procedures are in place to ensure program policies are followed and applied accurately? **Check all that apply.**

- ☒ Case consultation
- ☐ Sample case review by supervisors
- ☒ Sample case review by lead worker / mentor
- ☐ Sample case reviews by peers
- ☒ Others, please specify in the text box below

Monthly meetings all State/Federal MFIP cases are reviewed.

**If your Tribal Nation / County is interested in applying for the waiver for the upcoming biennium, please complete the following questions.**

Describe the activity(s) you will provide.

N/A

Explain the reasons for the increased administrative cost.

N/A

Describe the target population and number of people expected to be served.

N/A

Describe how the unpaid work experience is designed to impart skills and what steps are taken to help participants move from unpaid work to paid work.

N/A

If your County/Tribal Nation is providing unpaid work experience activities for MFIP participants and you don't already have an Injury Protection Plan (IPP) in place, please click on eDocs to fill out the IPP form. Email the completed form to: [Jonathan.Hausman@state.mn.us](mailto:Jonathan.Hausman@state.mn.us)

The following section will be collecting information on your current employment service providers. Please select one the following options and answer the following questions.

- ☒ **We have multiple Employment Service Providers we work with.**
- ☐ We have a Workforce Center that is our only Employment Service Provider.

## Current Employment Service Providers

In this section, you will have an opportunity to list all of your current employment services provider(s). As you enter their information, you will receive a follow-up question that will ask which populations this provider serves. Please indicate which respective population is served with each employment services provider. These questions will repeat for multiple entries if you have multiple employment service providers to include.

The list will be used to verify current providers available in Workforce One.

**Helpful Tip:** It may be easier to complete this section by compiling the list of information needed for this section *before* you enter the information into this BSA survey. We will need the ES provider name, address, contact person, phone number and email for each ES provider. In addition, a follow-up question will ask about which populations the provider serves (for example: MFIP ES, DWP ES, FSS, Teen Parents, 200% FPG, \*Other).

|                  |                                        |
|------------------|----------------------------------------|
| ES Provider Name | Advanced MN-MN North Colleges          |
| Address          | 1851 Hwy 169 E, Grand Rapids, MN 55744 |
| Contact Person   | Christopher Hoffman                    |
| Phone Number     | 218-322-2411                           |
| Email            | Christopher.Hoffman@MinnesotaNorth.edu |

Please check the respective box to indicate which population is served by Advanced MN-MN North Colleges

- ☒ MFIP ES
- ☒ DWP ES
- ☒ FSS
- ☐ Teen Parents
- ☒ 200% FPG
- ☐ Other

|  |
|--|
|  |
|--|

Please check the respective box to indicate if you have additional providers to add.

- ☐ I have entered all of the current Employment Service providers we work with.
- ☒ I have additional Employment Service providers to I need add.

List your current employment services provider(s). On the following question please check the respective box to indicate which population served. The list will be used to verify current providers available in Workforce One.

|                  |                                 |
|------------------|---------------------------------|
| ES Provider Name | JET                             |
| Address          | PO box 1028, Virginia, MN 55792 |
| Contact Person   | Jennifer Frimanslund            |
| Phone Number     | 218-322-6080                    |
| Email            | jennifer.frimanslund@nemojt.org |

Please check the respective box to indicate which population is served by JET

- ☒ MFIP ES
- ☒ DWP ES
- ☒ FSS
- ☒ Teen Parents
- ☒ 200% FPG
- ☐ Other

|  |
|--|
|  |
|--|

Please check the respective box to indicate if you have additional providers to add.

- ☐ I have entered all of the current Employment Service providers we work with.
- ☒ I have additional Employment Service providers to I need add.

List your current employment services provider(s). On the following question please check the respective box to indicate which population served. The list will be used to verify current providers available in Workforce One.

|                  |                                                                |
|------------------|----------------------------------------------------------------|
| ES Provider Name | <input type="text" value="AEOA"/>                              |
| Address          | <input type="text" value="712 S 3rd Ave, Virginia, Mn 55792"/> |
| Contact Person   | <input type="text" value="Jan Francisco"/>                     |
| Phone Number     | <input type="text" value="218-748-7332"/>                      |
| Email            | <input type="text" value="jan.francisco@aeoa.org"/>            |

Please check the respective box to indicate which population is served by AEOA

- ☒ MFIP ES
- ☒ DWP ES
- ☒ FSS
- ☐ Teen Parents
- ☒ 200% FPG
- ☐ Other

Please check the respective box to indicate if you have additional providers to add.

- ☒ I have entered all of the current Employment Service providers we work with.
- ☐ I have additional Employment Service providers to I need add.

Does your Tribal Nation / County (select one):

- ☒ Have at least two employment and training service providers.
- ☐ Have a CareerForce center that provides multiple employment and training services, offers multiple services options under a collaborative effort, and can document that participants have choice among employment and training services designed to meet specialized needs.
- ☐ Intend to submit a financial hardship request. See following question.

## Budget

In the budget table below, indicate the amount and percentage for each item listed for the budget line items for calendar years 2026 – 2027.

### Also note:

- Refer to the 2026-27 Minnesota Family Investment Program (MFIP) Biennial Service Agreement (BSA) Guidelines Bulletin section, "Allowable Services under MFIP Consolidated Fund."
- Total percent must equal 100.
- Income maintenance administration is reasonable in comparison to the whole budget.
- Ensure the Emergency Assistance/Crisis Services plan is included if funds are allocated.
- All services must be an allowable expenditure under the MFIP Consolidated Fund
- Allocation amounts must be spent by the end of calendar year, remaining amounts does not roll over into the following year
- Medical expenditures are NOT allowable.

**Helpful Tip:** Write down the total budgeted amounts for 2026 and 2027, this information will be asked for in a later section in the BSA. You will want to have the total budget amounts for 2026 and 2027 when you get to that section.

2026 Budget Line Items: Please ensure that the percent total does NOT exceed 100%

|                                                                                                                            | Budgeted Amount | Percent |
|----------------------------------------------------------------------------------------------------------------------------|-----------------|---------|
| Employment Services (DWP)                                                                                                  | 5874            | .94     |
| Employment Services (MFIP)                                                                                                 | 31161           | 50      |
| Emergency Services/Crisis Fund                                                                                             | 13000           | 2.09    |
| Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)                                       | 46742           | 7.50    |
| Income Maintenance Administration                                                                                          | 14500           | 23.27   |
| Incentives (include the total amount of funds budgeted for participant incentives but don't include support services here) | 18000           | 2.89    |
| Under 200% Services                                                                                                        | 0               | 0       |
| Capital Expenditures                                                                                                       | 0               | 0       |
| Other                                                                                                                      | 83000           | 13.32   |
| Total                                                                                                                      | 623,2           | 100.0   |



2027 Budget Line Items: Please ensure that the percent total does NOT exceed 100%

|                                                                                                                            | Budgeted Amount | Percent |
|----------------------------------------------------------------------------------------------------------------------------|-----------------|---------|
| Employment Services (DWP)                                                                                                  | 0               | 0       |
| Employment Services (MFIP)                                                                                                 | 31749           | 50.94   |
| Emergency Services/Crisis Fund                                                                                             | 13000           | 2.09    |
| Administration (cap at 7.5% or up to 15% with an approved administrative cap waiver)                                       | 46742           | 7.50    |
| Income Maintenance Administration                                                                                          | 14500           | 23.27   |
| Incentives (include the total amount of funds budgeted for participant incentives but don't include support services here) | 18000           | 2.89    |
| Under 200% Services                                                                                                        | 0               | 0       |
| Capital Expenditures                                                                                                       | 0               | 0       |
| Other                                                                                                                      | 83000           | 13.32   |
| Total                                                                                                                      | 623,200         | 100.0   |

## Public Input

Prior to submission, did the Tribal Nation / County solicit public input for at least 30 days on the contents of the agreement?

- ☒ Yes, public input was gathered for at least 30 days regarding the contents of this agreement.
- ☐ No, public input was *not* gathered for at least 30 days regarding the contents of this agreement.

Was public input received?

- ☐ Yes, public input was received and used.
- ☐ Yes, public input was received but *not* used.
- ☒ No public input was received.

# Assurances

It is understood and agreed by the 2026-2027 board that funds granted pursuant to this service agreement will be expended for the purposes outlined in [Minnesota Statutes, section 142G](#); that the commissioner of the Minnesota Department of Children, Youth, and Families (hereafter department) has the authority to review and monitor compliance with the service agreement, that documentation of compliance will be available for audit; that the Tribal Nation/County make reasonable efforts to comply with all MFIP requirements, including efforts to identify and apply for available state and federal funding for services within the limits of available funding; and that the Tribal Nation/County agrees to operate MFIP in accordance with state law and federal law and guidance from the department.

Tribal Nations and Counties may use the funds for any allowable expenditures under [Minnesota Statute, 142G.76.2](#), including case management outlined in [Minnesota Statutes, section 142G](#).

This allocation is funded with 8% state funds and 92% federal TANF funds and paid quarterly.

**Federal funds.** Payments are to be made from federal funds. If at any time such funds become unavailable, this CONTRACT shall be terminated immediately upon written notice of such fact by STATE to Tribal Nation/County. In the event of such termination, Tribal Nation/County shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed. An amendment must be executed any time any of the data elements listed in 2 CFR 200.332 and this clause, including the Assistance Listing number, are changed, such as additional funds from the same federal award or additional funds from a different federal award. STATE has determined that Tribal Nation/County is a “contractor” and not a “subrecipient” pursuant to 2 C.F.R section 200.331.

**Pass-through requirements.** Tribal Nation/County acknowledges that, if it is a subrecipient of federal funds under this CONTRACT, Tribal Nation/County may be subject to certain compliance obligations. Tribal Nation/County can view a table of these obligations in the [Health and Human Services Grants Policy Statement](#), [1] Exhibit 3 on page II-3, in addition to specific public policy requirements related to the federal funds here. To the degree federal funds are used in this contract, STATE and Tribal Nation/County agree to comply with all pass-through requirements, including each Party’s auditing requirements as stated in 2 C.F.R. § 200.332 (Requirements for pass-through entities) and [2 C.F.R. §§ 200.501-521 \(Subpart F – Audit Requirements\)](#). [2]

**Tribal Nation / County Name (Must match the name associated with the Unique Entity Identifier)**

2026-2027

**Tribal Nation / County Unique Entity Identifier (UEI):** Effective April 4, 2022, the Unique Entity Identifier is the 12 character alphanumeric identifier established and assigned at [SAM.gov](https://sam.gov) to uniquely identify business entities and must match Tribal Nation / County name.

Itasca

**Federal Award Identification Number (FAIN):** 2601MNTANF and 2701MNTANF

**Federal Award Date:** October 1, 2025 (projected) (The date of the award to the MN Dept. of Children, Youth, and Families.)

**Period of Performance (please use words and numbers, for example: May 23, 2025)**

Start Date

January 1, 2026

End Date

December 31, 2027

**Budget period start and end date:** January 1, 2026 – December 31, 2027

**Amount of federal funds:**

A. Total Amount Awarded to DCYF for this project: \$103,290,000 (projected)

B. Total Amount Awarded by DCYF for this project to Tribal Nation / County named above:

623,232

**Federal Award Project description:** Temporary Assistance for Needy Families (TANF)

**Name**

Federal Awarding Agency: Administration for Children and Families

MN Dept. of Children, Youth, and Families (DCYF)

Contact information of DHS's awarding official: Jovon Perry, [Jovon.perry@state.mn.us](mailto:Jovon.perry@state.mn.us).

**Assistance Listings Number & Name (formerly known as CFDA No.):** Payments are to be made from federal funds obtained by STATE through Catalog of Federal Domestic Assistance (CFDA) No.:

Number

93.558

Title

Temporary Assistance for Needy Families (TANF)

Total amount made available  
at time of disbursement

0

**Is this federal award related to research and development?**

- ☒ No  
☐ Yes

**Indirect Cost Rate for this federal award is:** up to 15% (including if the *de minimis* rate is charged)

# SERVICE AGREEMENT CERTIFICATION

☒ Checking this box certifies that this 2026 - 2027 MFIP Biennial Service Agreement has been prepared as required and approved by the Tribal Nation / County board(s) under the provisions of Minnesota Statutes, section 142G.

State the name of the chair of the Tribal Nation / County board of commissioners or authorized designee, their mailing address and the name of the Tribal Nation / County.

Name (chair or designee)

na

Mailing Address

1209 SE 2nd Ave, Grand Rapids, MN 55744

Tribal Nation / County

Itasca

If your Tribal Nation / County agency is unable to complete your BSA by October 15th, 2025, you will need to request an extension by emailing [Jonathan.Hausman@state.mn.us](mailto:Jonathan.Hausman@state.mn.us). Please provide additional information about why you were not able to compete this form.

**DATE OF CERTIFICATION (please use words and numbers, for example: September 23, 2025)**

October 14th, 2025

This content will change closer to the date

You are about to see a summary of your responses on the next page when you click "Next." This is a spot to review your answers to your questions and to help prepare a PDF summary of your answers for the 30-day Public Comment Period.

Once you click "Next" and are taken to the following page, please do **NOT** click "next" or "submit" on the next page at this stage in the process. Your responses to the PDF summary need to be posted for 30 days prior to your submission of your answers and responses. Once you have had 30 days for public review and comment on BSA responses entered here, then you can log back in on the link that was provided in your original email and access the survey to submit for completion of the 2026-2027 BSA.

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**ITASCA COUNTY  
BOARD OF COMMISSIONERS**

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

Tuesday, October 14, 2025

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**REQUEST FOR BOARD ACTION: RBA-2025-592**

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**DEPARTMENT:** Administrative Services  
**PRESENTER:**

**TIME REQUESTED:**

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**AGENDA ITEM:**

Final Grant Agreement GPZ-3101-105

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**BOARD ACTION REQUESTED:**

Approve Final Grant Agreement GPZ-3101-105 to the Airport and authorize necessary signatures.

**BACKGROUND:**

This is the companion grant to the FAA grant for the Taxiway project that was already executed.

**COUNTY ATTORNEY REVIEW:** Yes and/or Pending

**SUPPORTING DOCUMENTATION:**

1. State Agreement-GPZ-A3101-105-1061456
2. 10-14-25 RCA GPZ State Grant\_Taxiway A South Recon and Taxiway A North Design
3. 10-14-25 Resolution Accept GPZ State Grant\_Taxiway A South Recon and Taxiway A North Design

|                  |                                                                     |
|------------------|---------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (5 TO 0)</b>                                            |
| <b>MOVER:</b>    | Commissioner Terry Snyder                                           |
| <b>SECONDER:</b> | Commissioner Cory Smith                                             |
| <b>AYES:</b>     | 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, October 14, 2025

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**RESOLUTION 2025-41**

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**RE: Resolution Approving Grant (Updated 9.30.2025) 1  
RESOLUTION APPROVING STATE AIRPORT FUND GRANT AGREEMENT WITH THE  
MINNESOTA DEPARTMENT OF TRANSPORTATION**

**WHEREAS,** That it has applied for and been awarded a State Airport Fund grant by the Minnesota Department of Transportation, Agreement Number **1061456** ("Agreement").

**WHEREAS,** That it hereby agrees to the terms and conditions of the Agreement; and

**NOW THEREFORE BE IT RESOLVED,** That the proper signing officers are hereby authorized to execute the above-referenced Agreement and any amendments thereto on behalf of the **County**.

Adopted by the Itasca County Board of Commissioners on this 14th day of October, 2025.

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title/Date: \_\_\_\_\_

**ATTESTATION:**

(different authorized signor than above)

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title/Date: \_\_\_\_\_

|                  |                                                                     |
|------------------|---------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (5 TO 0)</b>                                            |
| <b>MOVER:</b>    | Commissioner Terry Snyder                                           |
| <b>SECONDER:</b> | Commissioner Cory Smith                                             |
| <b>AYES:</b>     | 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 October 14, 2025 and that the same is a true and correct copy of the whole thereof.

A handwritten signature in dark ink, appearing to read "Brett Skyles", is written over a horizontal line.

Administrator

**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, 420 North Pokegama Ave, Grand Rapids, MN 55744** ("Grantee").

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**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 #A3101-105**) ("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.

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**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).**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.

**2.4 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.

**2.5 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 **\$35,566.00**.

#### **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](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](http://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](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 APPROVING  
STATE AIRPORT FUND GRANT AGREEMENT  
WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION**

It is resolved by the **County of Itasca** as follows:

- That it has applied for and been awarded a State Airport Fund grant by the Minnesota Department of Transportation, Agreement Number **1061456** (“Agreement”).
- That it hereby agrees to the terms and conditions of the Agreement; and
- That the proper signing officers are hereby authorized to execute the above-referenced Agreement and any amendments thereto on behalf of the **County**.

Adopted by the \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
[GRANTEE NAME]

By:

Print Name:

Title/Date:

**ATTESTATION:**

*(different authorized signor than above)*

By:

Print Name:

Title/Date:

**RESOLUTION APPROVING  
STATE AIRPORT FUND GRANT AGREEMENT  
WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION**

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

- That it has applied for and been awarded a State Airport Fund grant by the Minnesota Department of Transportation, Agreement Number **1061456** (“Agreement”).
- That it hereby agrees to the terms and conditions of the Agreement; and
- That the proper signing officers are hereby authorized to execute the above-referenced Agreement and any amendments thereto on behalf of the **City**.

Adopted by the \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
[GRANTEE NAME]

By:

Print Name:

Title/Date:

**ATTESTATION:**

*(different authorized signor than above)*

By:

Print Name:

Title/Date:

GRAND RAPIDS - ITASCA COUNTY  
**AIRPORT**

1500 SE 7th Avenue - Grand Rapids, MN 55744

September 9, 2025

RE: Grand Rapids-Itasca County Airport  
FFY 2025 Discretionary Grant Request

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

EXHIBIT A

Dear Mr. Lebens:

The City of Grand Rapids is requesting a discretionary grant from the Federal Aviation Administration (FAA) for the Grand Rapids-Itasca County Airport for Federal Fiscal Year 2025. The grant request is for design for the reconstruction of the north half (2,900 feet) of Taxiway A and the construction elements for the reconstruction of the south half of Taxiway A. The City is requesting Airport Improvement Program (AIP) funds for this project. Associated costs with this project are as follows:

|                                                                   |                   |
|-------------------------------------------------------------------|-------------------|
| Taxiway A (North) Reconstruction Phase 2 – Design (SEH)           | \$167,800.00      |
| Taxiway A (North) Reconstruction Phase 2 – Design Amendment (SEH) | \$34,000.00       |
| Independent Fee Estimate (Becher Hoppe; Phase 2 Design)           | \$4,050.00        |
| Construction Administration (SEH)                                 | \$263,100.00      |
| Independent Fee Estimate (Becher Hoppe; Phase 1 CA)               | \$4,050.00        |
| Taxiway A (South) Recon – Phase 1 (KGM Contractors, Inc.)         | \$942,143.00      |
| <u>City of Grand Rapids – Administrative Costs</u>                | <u>\$7,500.00</u> |

**TOTAL PROJECT COSTS: \$1,422,643.00**

The City of Grand Rapids is requesting federal FAA entitlement participation for this project at 95 percent (\$1,351,511), a state fund request of 2.5% (\$35,566) and a local share of 2.5% (\$35,566) for a total grant request of \$1,422,643.

Please contact me if you have any questions.

Sincerely,



Matt Wegwerth, PE  
Public Works Director / City Engineer / Airport Manager

Airport: Grand Rapids-Itasca County Airport

Airport Sponsor: Grant Rapids, MN

Ident: GPZ

UEI: VCKFMLCGNYW9

State Project No.: A3101-105

Federal Project No.: 3-27-0037-032-2025

Agreement No.: 1061456

Project Description: AIP-Taxiway A north half design & Taxiway A south half reconstruction

EXHIBIT B

| Construction   | Description                                                       | Total                  | Funding Rates  |              | Federal                | State               | Local               |
|----------------|-------------------------------------------------------------------|------------------------|----------------|--------------|------------------------|---------------------|---------------------|
|                |                                                                   |                        | Federal        | State        |                        |                     |                     |
|                | Taxiway A (South) Recon - Phase 1 (KGM Contractors, Inc.)         | \$ 942,143.00          | 95.00%         | 2.50%        | \$ 895,036.00          | \$ 23,553.50        | \$ 23,553.50        |
|                | <b>CONSTRUCTION SUBTOTAL</b>                                      | <b>\$ 942,143.00</b>   |                |              | <b>\$ 895,036.00</b>   | <b>\$ 23,553.50</b> | <b>\$ 23,553.50</b> |
| Engineering    | <b>Description</b>                                                | <b>Total</b>           | <b>Federal</b> | <b>State</b> | <b>Federal</b>         | <b>State</b>        | <b>Local</b>        |
|                | Taxiway A (North) Reconstruction Phase 2 - Design (SEH)           | \$ 167,800.00          | 95.00%         | 2.50%        | \$ 159,410.00          | \$ 4,195.00         | \$ 4,195.00         |
|                | Taxiway A (North) Reconstruction Phase 2 - Design Amendment (SEH) | \$ 34,000.00           | 95.00%         | 2.50%        | \$ 32,300.00           | \$ 850.00           | \$ 850.00           |
|                | Independent Fee Estimate (Becher Hoppe; Phase 2 Design)           | \$ 4,050.00            | 95.00%         | 2.50%        | \$ 3,847.50            | \$ 101.25           | \$ 101.25           |
|                | Construction Administration (SEH)                                 | \$ 263,100.00          | 95.00%         | 2.50%        | \$ 249,945.00          | \$ 6,577.50         | \$ 6,577.50         |
|                | Independent Fee Estimate (Becher Hoppe; Phase 1 CA)               | \$ 4,050.00            | 95.00%         | 2.50%        | \$ 3,847.50            | \$ 101.25           | \$ 101.25           |
|                | <b>ENGINEERING SUBTOTAL</b>                                       | <b>\$ 473,000.00</b>   |                |              | <b>\$ 449,350.00</b>   | <b>\$ 11,825.00</b> | <b>\$ 11,825.00</b> |
| Administration | <b>Description</b>                                                | <b>Total</b>           | <b>Federal</b> | <b>State</b> | <b>Federal</b>         | <b>State</b>        | <b>Local</b>        |
|                | City of Grand Rapids - Administrative Costs                       | \$ 7,500.00            | 95.00%         | 2.50%        | \$ 7,125.00            | \$ 187.50           | \$ 187.50           |
|                | <b>ADMINISTRATION SUBTOTAL</b>                                    | <b>\$ 7,500.00</b>     |                |              | <b>\$ 7,125.00</b>     | <b>\$ 187.50</b>    | <b>\$ 187.50</b>    |
|                | Total (before adjustments)                                        | \$ 1,422,643.00        |                |              | \$ 1,351,511.00        | \$ 35,566.00        | \$ 35,566.00        |
|                | Adjustments to round Fed amount                                   |                        |                |              | \$ 1,351,511.00        | \$ 35,566.00        | \$ 35,566.00        |
|                | <b>Grant Amounts</b>                                              | <b>\$ 1,422,643.00</b> |                |              | <b>\$ 1,351,511.00</b> | <b>\$ 35,566.00</b> | <b>\$ 35,566.00</b> |
|                | <b>Overall Share Percentages</b>                                  |                        |                |              | <b>95.00%</b>          | <b>2.50%</b>        | <b>2.50%</b>        |



## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** October 14<sup>th</sup>, 2025

**AGENDA ITEM:** Adopt a Resolution Accepting a State Grant in the amount of \$35,566.00 for the Taxiway A South Reconstruction Project and the Taxiway A North Design Project at the Grand Rapids/Itasca County Airport and authorize the Mayor and City Clerk to execute.

**PREPARED BY:** Matt Wegwerth

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### BACKGROUND:

This project includes the reconstruction for the Taxiway South and the design of the Taxiway North. 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 \$35,566 and is split with the County 50/50, which equals a City amount of \$17,783.

This is a budgeted project for 2026.

### REQUESTED COUNCIL ACTION:

Make a motion to adopt a resolution accepting a State Grant in the amount of \$35,566.00 for the Taxiway A South Reconstruction Project and the Taxiway A North Design 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 \$35,566.00 GRANT FROM THE STATE OF MINNESOTA FOR THE TAXIWAY A SOUTH RECONSTRUCTION AND TAXIWAY A NORTH DESIGN 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 \$35,566.00 grant from the State of Minnesota for Grant Agreement Number 1061456 for the Taxiway A South Reconstruction and the Taxiway A North Design Project at the Grand Rapids/Itasca County Airport and furthermore authorizes the Mayor and City Clerk to execute the associated grant agreement.

Adopted this 14<sup>th</sup> day of October, 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, October 14, 2025

---

**REQUEST FOR BOARD ACTION: RBA-2025-164**

---

**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. 10-14-2025 Citizen Input Sign-up Sheet

10/14/2025

|                |                                        |
|----------------|----------------------------------------|
| <b>RESULT:</b> | <b>INFORMATIONAL - NO ACTION TAKEN</b> |
|----------------|----------------------------------------|





**ITASCA COUNTY  
BOARD OF COMMISSIONERS**

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

Tuesday, October 14, 2025

---

**REQUEST FOR BOARD ACTION: RBA-2025-194**

---

**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 Nathan Anderson, who is the new Forester in the Land Department, which was effective September 29, 2025.

Congratulations to Cara Scott, who transferred from Legal Support Specialist in the HHS Department to Records Deputy I in the Sheriff Department, which was effective September 28, 2025.

Congratulations to Michelle Bertram, who transferred from Clerk Treasurer in the Auditor/Treasurer Department to Administrative Assistant in the Veteran's Department, which was effective October 12, 2025.

**BACKGROUND:**

**COUNTY ATTORNEY REVIEW:** N/A

**SUPPORTING DOCUMENTATION:** None

10/14/2025

|                |                                        |
|----------------|----------------------------------------|
| <b>RESULT:</b> | <b>INFORMATIONAL - NO ACTION TAKEN</b> |
|----------------|----------------------------------------|



**ITASCA COUNTY  
BOARD OF COMMISSIONERS**

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

Tuesday, October 14, 2025

---

**REQUEST FOR BOARD ACTION: RBA-2025-93**

---

**DEPARTMENT:** Auditor / Treasurer

**TIME REQUESTED:** < 5 Minutes

**PRESENTER:** Gail Guck

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**AGENDA ITEM:**

Commissioner Warrants

---

**BOARD ACTION REQUESTED:**

Approve Commissioner Warrants with a check date of October 15, 2025, in the amount of \$1,222,694.61.

**BACKGROUND:**

**COUNTY ATTORNEY REVIEW:** N/A

**SUPPORTING DOCUMENTATION:** None

|                  |                                                                     |
|------------------|---------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (5 TO 0)</b>                                            |
| <b>MOVER:</b>    | Commissioner John Johnson                                           |
| <b>SECONDER:</b> | Commissioner Terry Snyder                                           |
| <b>AYES:</b>     | 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, October 14, 2025

---

**REQUEST FOR BOARD ACTION: RBA-2025-593**

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**DEPARTMENT:** Auditor / Treasurer

**TIME REQUESTED:** 10 Minutes

**PRESENTER:** Austin Rohling

---

**AGENDA ITEM:**

2024 Audit Exit Presentation

---

**BOARD ACTION REQUESTED:**

Receive the 2024 Audit Exit Presentation.

**BACKGROUND:**

Eric Smedsrud from Clifton Larson Allen to give exit presentation after concluding the 2024 audit and financials.

**COUNTY ATTORNEY REVIEW:** N/A

**SUPPORTING DOCUMENTATION:**

1. 2024 Exit Presentation Itasca County

10/14/2025

|                |                                        |
|----------------|----------------------------------------|
| <b>RESULT:</b> | <b>INFORMATIONAL - NO ACTION TAKEN</b> |
|----------------|----------------------------------------|



**ITASCA COUNTY  
BOARD OF COMMISSIONERS**

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

Tuesday, October 14, 2025

---

**REQUEST FOR BOARD ACTION: RBA-2025-579**

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**DEPARTMENT:** University of Minnesota Extension      **TIME REQUESTED:** 5 Minutes  
**PRESENTER:** Courtney Johnson

---

**AGENDA ITEM:**  
Lights on Afterschool Proclamation

---

**BOARD ACTION REQUESTED:**  
Adopt the Resolution Re: Keeping the Lights on After School Proclamation, which proclaims October 23, 2025 as Lights on Afterschool in Itasca County, in cooperation with the national celebration of promoting the importance of quality afterschool programs for our children, families, and communities.

**BACKGROUND:**

**COUNTY ATTORNEY REVIEW:** N/A

**SUPPORTING DOCUMENTATION:**  
1. Lights On Afterschool Proclamation

|                  |                                                                     |
|------------------|---------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (5 TO 0)</b>                                            |
| <b>MOVER:</b>    | Commissioner Cory Smith                                             |
| <b>SECONDER:</b> | Commissioner John Johnson                                           |
| <b>AYES:</b>     | Cory Smith, Terry Snyder, John Johnson, Larry Hopkins, Casey Venema |
| <b>NAYS:</b>     |                                                                     |



**ITASCA COUNTY  
BOARD OF COMMISSIONERS**

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

Tuesday, October 14, 2025

**RESOLUTION 2025-42**

---

**RE: KEEPING THE LIGHTS ON AFTER SCHOOL: A PROCLAMATION**

**WHEREAS**, the citizens of Itasca County stand firmly committed to quality afterschool programs and opportunities because they:

- Provide safe and engaging learning experiences that help children realize their full potential and support their academic growth and well-being.
- Support working families by ensuring their children are safe and productive when they are out of their classrooms.
- Help address key issues in our state such as school absenteeism, learning loss recovery, and workforce development.
- Build stronger communities by involving students, parents, businesses, and volunteers in the lives of young people.
- Afterschool provides a solid return on investment. Every \$1 invested in afterschool programs saves at least \$3 by increasing kids' earning potential; improving kids' performance at school; and reducing crime and juvenile delinquency.

**WHEREAS**, afterschool programs provide critical support for children and youth, offering them new experiences and opportunities, along with hands-on learning, that help them learn and grow. Youth who attend afterschool programs attend school more often, do better in school, and gain important work and life skills. These supports are all the more important today.

**WHEREAS**, Itasca County is committed to the education and well-being of our youth and recognizes that quality afterschool programs prepare our children to become successful adults, and help our community thrive.

**WHEREAS**, Lights On Afterschool, the national celebration of afterschool programs held this year on October 23, 2025 promotes the importance of quality afterschool programs for our children, families, and communities.

**WHEREAS**, the demand for afterschool programs continues to grow; for every child in a program, four are waiting to get in.

**WHEREAS**, many afterschool programs face operating challenges so severe that they are forced to consider closing their doors and turning off their lights.

**WHEREAS**, Itasca County is committed to providing expanded learning opportunities that help our children learn, grow, and develop the skills essential for success in life and work.

**THEREFORE BE IT RESOLVED** that the Itasca County Board of Commissioners does hereby proclaim October 23, 2025, as "Lights On Afterschool Day;" and

**BE IT FURTHER RESOLVED** that the County Board enthusiastically endorses Lights on Afterschool and commits our county to engage in innovative afterschool programs and activities that ensure the lights stay on, and the doors stay open for all children after school.

|                  |                                                                     |
|------------------|---------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (5 TO 0)</b>                                            |
| <b>MOVER:</b>    | Commissioner Cory Smith                                             |
| <b>SECONDER:</b> | Commissioner John Johnson                                           |
| <b>AYES:</b>     | 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 October 14, 2025 and that the same is a true and correct copy of the whole thereof.

  
\_\_\_\_\_  
Administrator



# Lights On Afterschool - Proclamation

Keeping the Lights On After School: A Proclamation

WHEREAS, the citizens of Itasca County stand firmly committed to quality afterschool programs and opportunities because they:

- Provide safe and engaging learning experiences that help children realize their full potential, and support their academic growth and well-being.
- Support working families by ensuring their children are safe and productive when they are out of their classrooms.
- Help address key issues in our state such as school absenteeism, learning loss recovery, and workforce development.
- Build stronger communities by involving students, parents, businesses, and volunteers in the lives of young people.
- Afterschool provides a solid return on investment. Every \$1 invested in afterschool programs saves at least \$3 by increasing kids' earning potential; improving kids' performance at school; and reducing crime and juvenile delinquency.

WHEREAS, afterschool programs provide critical support for children and youth, offering them new experiences and opportunities, along with hands-on learning, that help them learn and grow. Youth who attend afterschool programs attend school more often, do better in school, and gain important work and life skills. These supports are all the more important today.

WHEREAS, Itasca County is committed to the education and well-being of our youth and recognizes that quality afterschool programs prepare our children to become successful adults, and help our community thrive.

WHEREAS, *Lights On Afterschool*, the national celebration of afterschool programs held this year on October 23, 2025, promotes the importance of quality afterschool programs for our children, families, and communities.

WHEREAS, the demand for afterschool programs continues to grow; for every child in a program, four are waiting to get in.

WHEREAS, many afterschool programs face operating challenges so severe that they are forced to consider closing their doors and turning off their lights.

WHEREAS, Itasca County is committed to providing expanded learning opportunities that help our children learn, grow, and develop the skills essential for success in life and work.

THEREFORE BE IT RESOLVED that the Itasca County Board of Commissioners, do hereby proclaim October 23, 2025, as "*Lights On Afterschool Day*;" AND BE IT FURTHER RESOLVED that the County Board enthusiastically endorses *Lights On Afterschool* and commits our county to engage in innovative afterschool programs and activities that ensure the lights stay on and the doors stay open for all children after school.





**ITASCA COUNTY  
BOARD OF COMMISSIONERS**

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

Tuesday, October 14, 2025

---

**REQUEST FOR BOARD ACTION: RBA-2025-594**

---

**DEPARTMENT:** Environmental Services

**TIME REQUESTED:** 10 Minutes

**PRESENTER:** Katie Benes

---

**AGENDA ITEM:**

Public Hearing RE: Conditional Use Permit for Jared Craiglow

---

**BOARD ACTION REQUESTED:**

Hold a public hearing for the Conditional Use Permit (CUP) application submitted by Jared Craiglow to establish an office and storage location for a construction business as approved by the Planning Commission at their regular meeting on 10/8/2025.

**BACKGROUND:**

On October 8, 2025, the Itasca County Planning Commission reviewed a Conditional Use Permit (CUP) submitted by Jared Craiglow to establish an office and storage location for a construction business. It is the Planning Commission's recommendation to the Itasca County Board of Commissioners that this CUP be approved according to their attached Findings of Fact, Conclusions of Law, Order and Resolution that sets forth the CUP background and processing information. Per Section 2.5 of the Zoning Ordinance, a CUP that is of a commercial nature in a Farm Residential zone that is not listed as a permitted or conditional use must be approved by the County Board.

**COUNTY ATTORNEY REVIEW:** N/A

**SUPPORTING DOCUMENTATION:**

1. Craiglow CB Packet

|                  |                                                                     |
|------------------|---------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED (5 TO 0)</b>                                            |
| <b>MOVER:</b>    | Commissioner John Johnson                                           |
| <b>SECONDER:</b> | Commissioner Terry Snyder                                           |
| <b>AYES:</b>     | Cory Smith, Terry Snyder, John Johnson, Larry Hopkins, Casey Venema |

**Itasca County Conditional Use Permit Application**

Itasca County Environmental Services  
123 NE 4<sup>th</sup> Street, Grand Rapids, MN 55744  
Phone: (218) 327-2857  
Fax: (218) 327-7331

PERMIT NO. \_\_\_\_\_

APPLICANT/OWNER NAME(S): Jared Craighow Craighow Construction

AGENT NAME (IF APPLICABLE): \_\_\_\_\_

MAILING ADDRESS: 23517 US HWY 2 Grand Rapids MN 55744

PROPERTY ADDRESS: 28859 Harris Town Road Grand Rapids MN 55744

PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_

PARCEL IDENTIFICATION NUMBER: 19-012-2210

LEGAL DESCRIPTION: Craighow Construction LLC

SECTION: 12 TOWNSHIP: 54 RANGE: 25 TOWNSHIP NAME: Harris Township

ZONING DISTRICT: public LAKE NAME/CLASS: N/A

EXISTING USE: Nothing (vacant)

**DESCRIPTION OF PROPOSED USE:**

Per MN Statute, variances cannot be granted on economic hardship alone. Applicant must demonstrate a practical difficulty exists that is unique to the property and was not created by the landowner (or a prior landowner).

property for Craighow Construction LLC

\*Attach additional sheets, if necessary

IS THIS APPLICATION AFTER THE FACT? YES ☒ NO ☒

IS THIS APPLICATION FOR A USE NOT PROVIDED WITHIN ZONING DISTRICT? YES ☒ NO ☐

**CONDITION OF SUBSURFACE SEWAGE TREATMENT SYSTEM (SSTS):**

☒ Certified Compliant, Date: 9/18/25 ☐ Upgrade Required ☒ New ☐ Not Applicable

**LAKESHORE MITIGATION:** Mitigation (if applicable) is mandatory to minimize impacts to lake water quality.

☐ Attach plan for erosion control, storm water management, and lakeshore mitigation. Final plan must be reviewed by Soil & Water Conservation District (SWCD).

☐ Applicant is willing to restore vegetation to effectively screen structure(s) as viewed from public waters and establish a vegetative buffer consisting of trees, shrubs, and ground cover of native plants as set forth in Section 5.9.1.B.1 of the Itasca County Zoning Ordinance.

☒ Not Applicable

2/24/2025

pg. 1

PCBA 01  
C:PCBA

The applicant acknowledges that no one can be prohibited from coming onto the property when the site is inspected by the Planning Commission. Photographs may be taken at the inspection and displayed at the public hearing for use in the decision-making process.

Unless otherwise stipulated, a conditional use permit shall remain in effect for so long as all conditions agreed upon are observed. Legal action may result if the provisions and conditions are not complied with as set forth in the application. Upon approval of this conditional use, it shall be the responsibility of the applicant to notify the Environmental Services Department, upon completion of the project, including any conditions. The property may be inspected at any time to assure and affirm all conditions of the permit are compliant.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**CRITERIA FOR GRANTING A CONDITIONAL USE PERMIT:**

The applicant has the burden of demonstrating a right to a conditional use by showing that the following standards and criteria will be satisfied. The Planning Commission is to keep in mind that a Conditional Use is a special use not generally appropriate within a zoning district, and the applicant bears the burden of demonstrating that the standards and criteria will be satisfied. Absent such showing, the application shall be denied.

1. Describe how the proposed use conforms to the Itasca County Comprehensive Land Use Plan.

Justify your answer in detail:

I will use this property strictly for a storage/office for cranglow construction

2. Describe how the use is compatible with the existing neighborhood.

Justify your answer in detail:

not going to be an issue with neighborhood  
next door neighbor is Skoglund Electric's office/storage

3. Describe how the use shall not materially adversely impact air quality, water quality, or cause soil disturbance. Justify your answer in detail:

This building will be for meetings / office work /  
and material storage (Building material)

4. Describe how the site has sufficient access for ingress and egress and is adequate for water supply and sewage treatment. Justify your answer in detail:

No sewage treatment of water at this time  
on the property & will be a well

5. Describe how the use shall not cause unsafe or unhealthy conditions.

Justify your answer in detail:

this property is going to be very safe for  
conditions and no harm is going to occur

FOR OFFICE USE:

On 9/12/25, the Environmental Services Department received a complete application, with required attachments, and the fee was paid in full.

**PERMIT APPROVAL:** In accordance with MS#15.99, Itasca County must approve or deny any application within 60 days of submission of completed application. If denied, the reason(s) must be stated in writing at the time of denial. This time limit may be extended by Itasca County for another 60 days provided the applicant(s) receives written notice with reasons for the extension. The applicant may also, by written notice, request an extension of the 60-day time limit. The 60 days will end on:

11/11/25

On \_\_\_\_\_, the Planning Commission authorized an extension for the following reasons with an expiration date of:

AUTHORIZING SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

On \_\_\_\_\_, the applicants hereby waived the time frame requirements set forth in MS#15.99.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Witness: \_\_\_\_\_

**RECOMMENDATIONS:**

TOWN BOARD OF \_\_\_\_\_ APPROVAL CHAIR \_\_\_\_\_

OR \_\_\_\_\_ AMEND DATE \_\_\_\_\_

UNORGANIZED TOWNSHIP REJECTION COMMISSIONER \_\_\_\_\_

REASONS: \_\_\_\_\_

**DECISION:** *The Planning Commission may impose conditions or restrictions as it deems necessary to protect the public interest including but not limited to matters relating to appearance, lighting, hours of operation, and performance characteristics.*

On 10/8/2025, the Planning Commission, unanimously majority vote ☒ APPROVED ☐ AMENDED ☐ DENIED  
a Conditional Use for:

an office/storage location for a construction business as per findings of fact

(Description of Conditional Use and conditions or reasons for denial)



DATE 10-8-25

CHAIRPERSON, ITASCA COUNTY PLANNING COMMISSION/BOARD OF ADJUSTMENT

*When a land use in any zoning district is not specifically listed as a Permitted Use or Conditional Use, the land use may be considered as a Conditional Use. The applicant shall make a showing that the proposed use is similar to a Permitted Use or Conditional Use, consistent with the purpose of the zoning district in which the proposed use will be located, compatible with surrounding uses, and conforms to the Comprehensive Land Use Plan. The Zoning Administrator shall determine if the Conditional Use Permit Application is complete and then submit the application for consideration by the Planning Commission. If the use is of a commercial nature and proposed for a residential zoning district (Rural Residential or Farm Residential), the Planning Commission shall hold a public hearing; evaluate the application under the criteria in Article 21, and submit a report of its findings and recommendations to the*

# HARRIS TOWNSHIP'S "FACTS OF FINDINGS"

## Criteria Necessary for Granting a Recommendation for a CONDITIONAL USE PERMIT

To make an affirmative recommendation of a Conditional Use Permit to the Itasca County Planning Commission and Board of Adjustment, the Harris Town Board must identify all positive findings as specified:

REQUEST FROM:

Gared Naglow  
CUP

DATE:

9/24/25

REQUEST FOR:

1. From the information we received, is the use consistent with the Harris Township Comprehensive Plan?

Yes or No or N/A

Comments:

2. From the information we received, is the conditional use compatible with the existing neighborhood?

Yes or No or N/A

Comments:

3. From the information received, does it appear that environmental concerns or precautions have been addressed?

Yes or No or N/A

Comments:

4. From the information received does it appear that the site has sufficient vehicle access in and out of the property,

Yes or No or N/A

and is there adequate parking space (if applicable)?

Yes or No or N/A

Comments:

5. From the information received, is there adequate water supply and sewage treatment for the request?

Yes or No or N/A

Comments:

6. From the information received, have potential unsafe or unhealthy conditions been addressed?

Yes or No or N/A

Comments:

Other Comments : Motion made by Supervisor Kelley and seconded by  
Supervisor Davies. All voting in favor. Absent Supervisor Schack.

Based on the criteria above, the Harris Town Board will make the following recommendation to the Itasca County Planning Commission / Board of Adjustment regarding the Conditional Use Permit request:

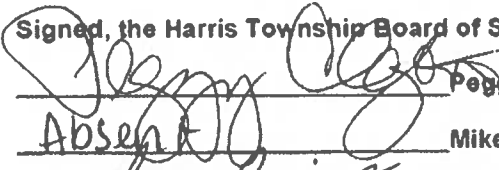
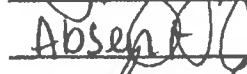
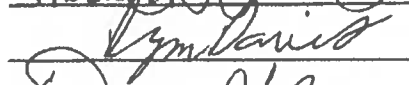
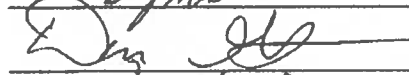
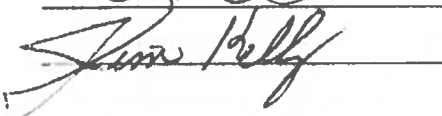
X RECOMMEND AS PRESENTED/REQUESTED

       DO NOT RECOMMEND

       RECOMEND IF AMENDED AS FOLLOWS:

\_\_\_\_\_  
\_\_\_\_\_

Signed, the Harris Township Board of Supervisors:

  
Peggy Clayton, Chair  
  
Mike Schack  
  
Ryan Davies  
  
Dan Gilbert  
  
Jim Kelley

**Note:**

The Harris Town Board reserves the right to change or amend their recommendation, based on new information, up until the scheduled public hearing by the Itasca County Planning Commission / Board of Adjustment

DATE: 9-24-2025

County Board. The County Board shall hold a public hearing, evaluate the application under the criteria in Article 21, consider the Planning Commission's report, and act upon the application.

On \_\_\_\_\_, the County Board, unanimously | majority vote ☐ APPROVED ☐ AMENDED ☐ DENIED  
a Conditional Use for:

\_\_\_\_\_  
(Description of Conditional Use and conditions or reasons for denial)

DATE \_\_\_\_\_

**CHAIRPERSON, ITASCA COUNTY BOARD OF COMMISSIONERS**

*Approval includes the findings of fact and compliance with all County, State, and Federal Rules, Regulations, and Statutes as required by law. In accordance with Section 18.4 of the Zoning Ordinance, an appeal to District Court may be filed within 30 days. In accordance with Section 18.4.1 of the Zoning Ordinance, any aggrieved person may obtain judicial review by obtaining a writ of certiorari from Court of Appeals within 60 days after receipt of due notice of the proceeding and decision sought to be reviewed and by serving said writ upon the Itasca County Auditor and any other adverse party within such period of 60 days.*

**CHECKLIST:**

The following information is required at the time of submission to process a request for Conditional Use. If you have questions about how to fill out this application or any of the requirements, please contact Environmental Services at (218) 327-2857. Environmental Services staff is available to assist you Monday-Friday, 8:00 am – 4:30 pm.



Complete Application



Detailed Site Plan

On a separate sheet of paper, please create a site plan which includes all buildings/conditions, existing and proposed, labeled with dimensions and setbacks to property lines, public water, and roads, and any other information pertinent to this request.



Site Staked

All proposed structures/additions must have corner stakes placed prior to the Planning Commission site visit

None



Certification of SSTS

Evaluation of any existing SSTS is required. If necessary, SSTS must be upgraded to comply with the requirements of Minnesota Rules Chapter 7080-7083 and local ordinance.

N/A



Mitigation Plan

Required if within Shoreland Overlay zoning district.



Responses to "Criteria for Granting a Conditional Use"



Fee \$750 | \$1000, if after the fact

In Re:

FINDINGS OF FACT/CONCLUSIONS OF LAW  
RESOLUTION AND ORDER

**The Conditional Use Permit (CUP) submitted by:** Jared Craiglow, Craiglow Construction  
23517 US Hwy 2, Grand Rapids, MN 55744

**Location of Property:** 28859 Harris Town Rd., Grand Rapids, MN 55744  
THAT PT of N 416' of NW NW LYG ELY of W 416' and WLY of E 495',  
Section 12, Harris Township 54-25, PIN #19-012-2210

This matter came before the Itasca County Planning Commission/Board of Adjustment (PC/BoA), for public hearing, at their regular meeting on 10/8/2025 with Jared Craiglow present as representative; also present were Board Members Bellomy, Butterfield, Janssen, Oja and Maasch; Environmental Services Director Katie Benes, Peggy Clayton and Jared Cragilow. Upon the records, files and proceedings herein, the Board makes the following:

FINDINGS OF FACT

1. The parcel is:
  - A total of 2.90 acres in area;
  - Borders Harris Town Road/a CSAH/Class B Highway;
  - Zoned Farm Residential;
  - Non-shoreland;
  - Located in Harris Township T54-R25, Commissioner District #4.
2. On 9/12/2025, Jared Craiglow submitted a CUP application to establish an office and storage location for a construction business.
3. On 3/14/2023, CUP #230052 was approved for an electrician business (shop, storage and operations base) and proposed future use for breaker repair and mini storage facility.
4. Commercial office space/storage location is a CU as per Section 2.5, Uses not provided for within zoning districts, and the applicant must show that the proposed use is:
  - similar to a permitted use or CU consistent with the purpose of the zoning district in which the proposed use will be located,
  - compatible with the surrounding uses and
  - conforms to the comprehensive land use plan.If the CU is of a commercial nature and proposed for a residential zoning district (Rural Residential or Farm Residential), the Planning Commission shall hold a public hearing, evaluate the Application under the criteria in Article 21, and submit a report of its findings and recommendations to the County Board. The County Board shall hold a public hearing, evaluate the Application under the criteria in Article 21, consider the Planning Commission's report, and act on the Application.
5. The proposed use is consistent with the existing neighborhood, and the purpose statement of the Farm Residential Zoning District per Section 6.1, which is to implement the following goals including those contained in the Itasca County Comprehensive Land Use Plan:



- 6.1.1 To protect and promote the continuation of rural living, farming, and forestry in areas of Itasca County that have historically contained these uses and, therefore, have developed compatible residential patterns and transportation infrastructure;
  - 6.1.2 To permit primarily agriculture and forestry land uses and activities;
  - 6.1.3 To separate agricultural and forestry land uses and activities from incompatible residential, commercial, industrial development, and public facilities;
  - 6.1.4 To achieve the goals of growth management, natural resource protection, and economic diversity as stated in the Itasca County Comprehensive Land Use Plan; and
  - 6.1.5 To maintain agricultural and forest land in sufficient size tracts for economic operations.
6. Per Section 21.3.2, a Conditional Use Permit may be granted only upon finding all of the following:
- A. The use conforms to the Comprehensive Land Use Plan of the County;
  - B. The use is compatible with the existing neighborhood;
  - C. The use shall not materially adversely impact air quality and water quality;
  - D. The use shall not cause soil disturbance;
  - E. The site has sufficient access for ingress and egress;
  - F. The site is adequate for water supply and sewage treatment; and
  - G. The use shall not cause unsafe or unhealthy conditions.
7. Per the Comprehensive Land Use Plan, the Commercial/Industrial Goal/Economic Development Objective encourages the retention and expansion of existing businesses and industries, and the development of new businesses.
8. Mitigation practices on the CUP application do not apply as property is non-riparian.
9. The MPCA requirement to obtain a General Storm Water Permit prior to construction activity (clearing, grading and excavation activities) that results in the disturbance of one acre or more is the applicants' responsibility.
10. Septic. A new septic system was installed on 9/18/2025.
11. The project shall not cause unsafe or unhealthy conditions as it will meet all zoning requirements.
12. As required in Article 18, notice of the 10/8/2025 PCBA hearing and 10/14/2025 County Board hearing was sent to property owners within ¼ mile of the affected properties, SWCD, Itasca County Engineer and Harris Township Clerk for their information and comment.
13. Notice of the 10/8/2025 site inspection and public hearing was published in the 9/24/2025 issue of the Grand Rapids Herald Review and the 9/25/2025 issue of the Scenic Range News Forum. Notice of the 10/14/2025 County Board hearing was published in the 9/28/2025 issue of the Grand Rapids Herald Review and the 10/2/2025 issue of the Scenic Range News Forum.
14. Per Minnesota Statute 15.99, the 60-day timeline shall expire on 11/11/2025.
15. On 9/23/2025, an email was received from County Engineer Grandia commenting that they had no concerns.
16. On 9/24/2025, Harris Township recommended approval.
17. The site was viewed by the Planning Commission/BOA on 10/8/2025 in the morning before the hearing.

18. If said conditional use is approved, it shall be the responsibility of the applicant to notify the Environmental Services Department upon completion of the project including any conditions. The property may be inspected at any time to ensure and affirm all conditions and terms of the permit are in compliance.

19. The record consists of:

PCBA 01- Conditional Use a submitted 9/12/2025, Harris Township findings (5 pgs.);

PCBA 02- Site plan/map;

PCBA 03- Notice dated 9/18/2025 to property owners, etc.;

PCBA 04- Notice dated 9/18/2025 to Harris Township;

PCBA 05- Notice dated 9/18/2025 to affected property owners; list of affected property owners; parcel map (6 pgs.);

PCBA 06- Conditional Use Order;

PCBA 07- Email dated 9/23/2025 from County Highway Engineer Karin Grandia;

PCBA 08- Staff report dated 10/3/2025;

PCBA 09- Criteria forms completed by the PCBA members (5 pgs.);

FROM THE FOREGOING FINDINGS OF FACT, the Board makes the following:  
CONCLUSIONS OF LAW

The conditional use application should be approved pursuant to Sections 21.3 of the Zoning Ordinance because:

- 1 The use conforms to the comprehensive plan of the County as the CLUP encourages the retention and expansion of existing businesses and development of new businesses;
2. The use is compatible with the existing neighborhood—there is an existing business on the adjacent parcel; the business will be well screened;
3. The proposed use will not materially adversely impact air quality, water quality or cause soil disturbance—air and water quality will not be affected; there will be minimal soil disturbance during construction; there will be a small office and storage facility for construction equipment;
4. There is sufficient access for ingress and egress and site is adequate for water supply and sewage treatment—access has good sight lines; there is a long driveway with enough space to turn around; a new septic has been installed and there will be a new well;
5. The use will not cause unsafe or unhealthy conditions—the project will meet all zoning requirements; there will be a simple storage building for construction equipment with minimal office space; no unhealthy conditions are anticipated.

RESOLUTION

NOW THEREFORE, Butterfield/Oja motioned to recommend (to the County Board) approval of the CUP application submitted by Craiglow Construction to establish an office/storage location for a construction business as set forth in the 10/3/2025 staff report. Motion carried unanimously.

ITASCA COUNTY PLANNING COMMISSION/BOARD OF ADJUSTMENT:

  
Mike Bellomy, Chairperson

10-8-25  
Date

ATTEST:

  
Katie Benes, Environmental Services Director

10/8/25  
Date

*Excerpt from the 10/8/2025 PCBA minutes:*

**Craiglow Construction/CUP**— That PT of N 416' of NW NW LYG ELY of W 416' and WLY of E 495'. Section 12, Harris Township 54-25, Parcel #19-012-2210) — submitted a conditional use permit (CUP) application to establish an office and storage location for a construction business. Jared Craiglow, was present to discuss his application. Peggy Clayton, Harris Township, was present and commented that Harris Township has recommended approval. Butterfield/Janssen motioned to close the public portion of the meeting which carried unanimously.

**Motion:** Butterfield/Oja motioned to recommend (to the County Board) approval of the CUP application submitted by Craiglow Construction to establish an office/storage location for a construction business as set forth in the 10/3/2025 staff report. Motion carried unanimously.

As per Section 2.5 of the Zoning Ordinance, since this CUP is of a commercial nature and proposed for a residential zoning district, the Planning Commission will make their recommendation to the County Board who will act on the application after holding a public hearing scheduled for 10/14/2025.

Craiglow, Jared  
tbd Harris Town Rd  
Grand Rapids, MN 55744

September 5, 2025

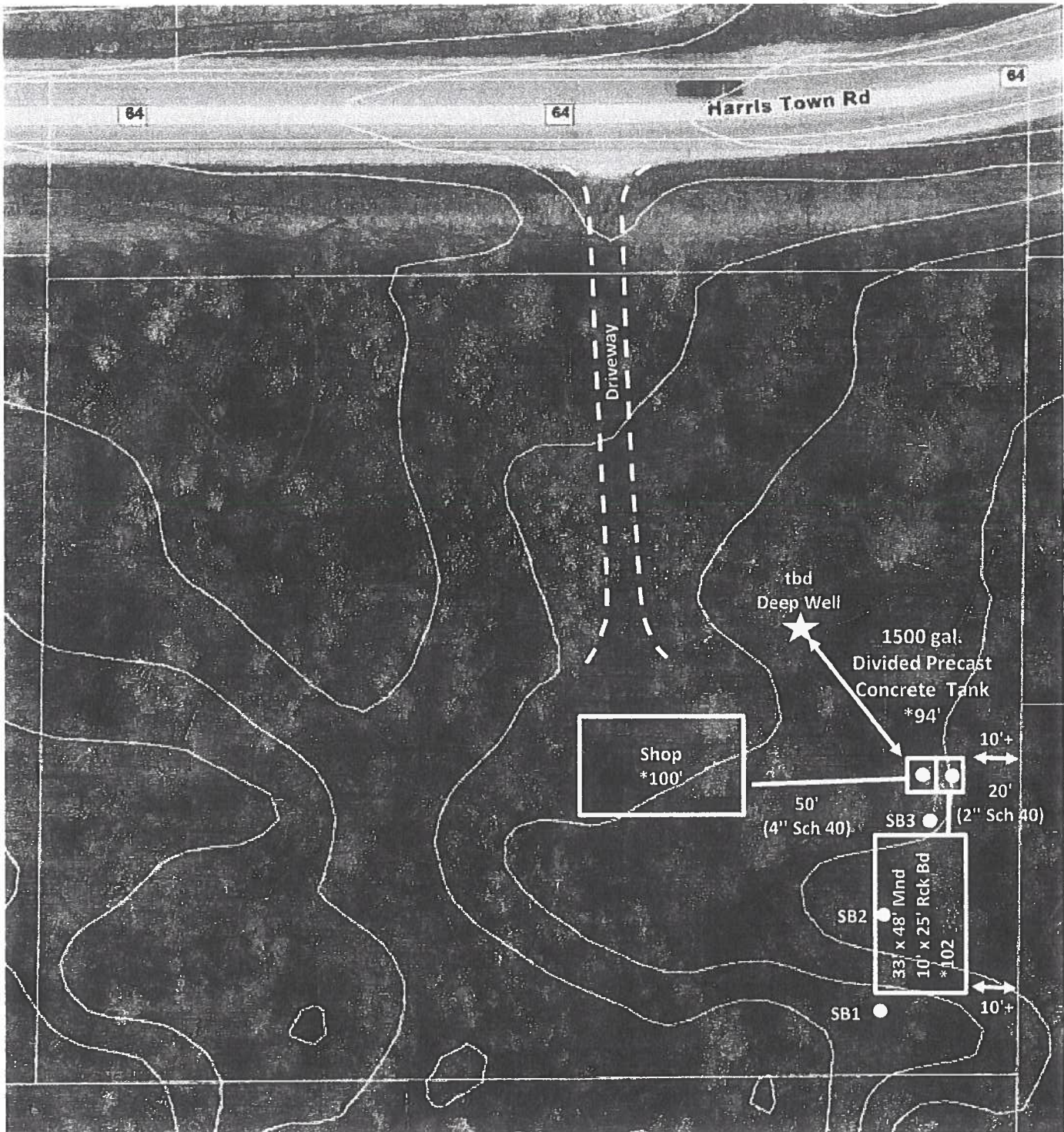
PIN 19-012-2210

\*Not Drawn to Scale



**Elevation Notes:**

- \*100' Shop Floor
- \* 94' Inlet of Tank
- \*102' Bottom of Rock



PCBA 02  
C:PCBA



Applicant: Jared Craiglow

Property Address: 28859 Harris Town Road Grand Rapids, MN 55744

Parcel ID: 19-012-2210

### CRITERIA FOR GRANTING A CONDITIONAL USE PERMIT:

The applicant has the burden of demonstrating a right to a conditional use by showing that the following standards and criteria will be satisfied. The Planning Commission is to keep in mind that a Conditional Use is a special use not generally appropriate within a zoning district, and the applicant bears the burden of demonstrating that the standards and criteria will be satisfied. Absent such showing, the application shall be denied.

1. Describe how the proposed use conforms to the Itasca County Comprehensive Land Use Plan.

Justify your answer in detail:

Comp plan promotes business applications.

2. Describe how the use is compatible with the existing neighborhood.

Justify your answer in detail:

Adjacent building is a business.

3. Describe how the use shall not materially adversely impact air quality, water quality, or cause soil disturbance. Justify your answer in detail:

shall not

4. Describe how the site has sufficient access for ingress and egress and is adequate for water supply and sewage treatment. Justify your answer in detail:

septic is installed planned development  
w/ a later date for well & building.

5. Describe how the use shall not cause unsafe or unhealthy conditions.

Justify your answer in detail:

good access off Harris Town Rd.

truck off  
Oct 8, 2025

Applicant: Jared Craiglow

Property Address: 28859 Harris Town Road Grand Rapids, MN 55744

Parcel ID: 19-012-2210

#### CRITERIA FOR GRANTING A CONDITIONAL USE PERMIT:

The applicant has the burden of demonstrating a right to a conditional use by showing that the following standards and criteria will be satisfied. The Planning Commission is to keep in mind that a Conditional Use is a special use not generally appropriate within a zoning district, and the applicant bears the burden of demonstrating that the standards and criteria will be satisfied. Absent such showing, the application shall be denied.

1. Describe how the proposed use conforms to the Itasca County Comprehensive Land Use Plan.

Justify your answer in detail:

*New business is encouraged*

2. Describe how the use is compatible with the existing neighborhood. *yes*

Justify your answer in detail:

*other businesses close by.*

3. Describe how the use shall not materially adversely impact air quality, water quality, or cause soil disturbance. Justify your answer in detail:

*New well & septic*

*office/meetings/storage*

4. Describe how the site has sufficient access for ingress and egress and is adequate for water supply and sewage treatment. Justify your answer in detail:

*mostly employees straight in & out pls. New well & septic*

5. Describe how the use shall not cause unsafe or unhealthy conditions. Justify your answer in detail:

*shall not*

*yes  
PAB / 10/8/2020*

Applicant: Jared Craiglow

Property Address: 28859 Harris Town Road Grand Rapids, MN 55744

Parcel ID: 19-012-2210

#### CRITERIA FOR GRANTING A CONDITIONAL USE PERMIT:

The applicant has the burden of demonstrating a right to a conditional use by showing that the following standards and criteria will be satisfied. The Planning Commission is to keep in mind that a Conditional Use is a special use not generally appropriate within a zoning district, and the applicant bears the burden of demonstrating that the standards and criteria will be satisfied. Absent such showing, the application shall be denied.

1. Describe how the proposed use conforms to the Itasca County Comprehensive Land Use Plan.  
Justify your answer in detail: *yes - encourages the retention and expansion of existing business and industries and development of new businesses.*
2. Describe how the use is compatible with the existing neighborhood. *yes ->*  
Justify your answer in detail: *There is a similar property close by. The plant was already in existence, just adding a shop building.*
3. Describe how the use shall not materially adversely impact air quality, water quality, or cause soil disturbance. Justify your answer in detail: *yes - ~~new~~ minimal soil disturbance during building. no water or air quality affected.*
4. Describe how the site has sufficient access for ingress and egress and is adequate for water supply and sewage treatment. Justify your answer in detail: *yes - long driveway and plenty of space to turn around. new septic and well ~~put in~~ pending.*
5. Describe how the use shall not cause unsafe or unhealthy conditions.  
Justify your answer in detail: *yes.*  
*will meet all zoning requirements.*

*Lisa Marsh 10-8-25*



Applicant: Jared Craiglow

Property Address: 28859 Harris Town Road Grand Rapids, MN 55744

Parcel ID: 19-012-2210

#### CRITERIA FOR GRANTING A CONDITIONAL USE PERMIT:

The applicant has the burden of demonstrating a right to a conditional use by showing that the following standards and criteria will be satisfied. The Planning Commission is to keep in mind that a Conditional Use is a special use not generally appropriate within a zoning district, and the applicant bears the burden of demonstrating that the standards and criteria will be satisfied. Absent such showing, the application shall be denied.

1. Describe how the proposed use conforms to the Itasca County Comprehensive Land Use Plan.

Justify your answer in detail:

ICCL supports the advancement of business

2. Describe how the use is compatible with the existing neighborhood.

Justify your answer in detail:

Next Door is similar property

3. Describe how the use shall not materially adversely impact air quality, water quality, or cause soil

disturbance. Justify your answer in detail:

No plans for anything other than small office and storage. well & septic already in place.

4. Describe how the site has sufficient access for ingress and egress and is adequate for water supply and

sewage treatment. Justify your answer in detail:

Site is large enough and has good driveway sight lines. well is pending. septic is in.

5. Describe how the use shall not cause unsafe or unhealthy conditions.

Justify your answer in detail:

Simple storage building w/ minimal office space. No Health issues.

 10-7-2025

Applicant: Jared Craiglow

Property Address: 28859 Harris Town Road Grand Rapids, MN 55744

Parcel ID: 19-012-2210

#### CRITERIA FOR GRANTING A CONDITIONAL USE PERMIT:

The applicant has the burden of demonstrating a right to a conditional use by showing that the following standards and criteria will be satisfied. The Planning Commission is to keep in mind that a Conditional Use is a special use not generally appropriate within a zoning district, and the applicant bears the burden of demonstrating that the standards and criteria will be satisfied. Absent such showing, the application shall be denied.

1. Describe how the proposed use conforms to the Itasca County Comprehensive Land Use Plan.

Justify your answer in detail:

*YES Business expansion is allowed & encouraged*

2. Describe how the use is compatible with the existing neighborhood.

Justify your answer in detail:

*YES Business is well screened*

3. Describe how the use shall not materially adversely impact air quality, water quality, or cause soil disturbance. Justify your answer in detail:

*SHALL NOT THIS IS A STORAGE FACILITY FOR CONSTRUCTION EQUIPMENT*

4. Describe how the site has sufficient access for ingress and egress and is adequate for water supply and sewage treatment. Justify your answer in detail:

*GOOD SIGHT LINES AT ENTRANCE NEW WALL SEPTIC SYSTEM*

5. Describe how the use shall not cause unsafe or unhealthy conditions.

Justify your answer in detail:

*SHALL NOT SAME AS #3*

*Mike Bellamy 10-8-25*

Applicant: Jared Craiglow  
Property Address: 28859 Harris Town Road Grand Rapids, MN 55744  
Parcel ID: 19-012-2210

The applicant has the burden of demonstrating a right to a conditional use by showing that the following standards and criteria will be satisfied. The Planning Commission is to keep in mind that a Conditional Use is a special use not generally appropriate within a zoning district, and the applicant bears the burden of demonstrating that the standards and criteria will be satisfied. Absent such showing, the application shall be denied.

1. Describe how the proposed use conforms to the Itasca County Comprehensive Land Use Plan.  
**Justify your answer in detail:**
2. Describe how the use is compatible with the existing neighborhood.  
**Justify your answer in detail:**
3. Describe how the use shall not materially adversely impact air quality, water quality, or cause soil disturbance. **Justify your answer in detail:**
4. Describe how the site has sufficient access for ingress and egress and is adequate for water supply and sewage treatment. **Justify your answer in detail:**
5. Describe how the use shall not cause unsafe or unhealthy conditions.  
**Justify your answer in detail:**



**ITASCA COUNTY  
BOARD OF COMMISSIONERS**

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

Tuesday, October 14, 2025

---

**REQUEST FOR BOARD ACTION: RBA-2025-574**

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**DEPARTMENT:** Administrative Services  
**PRESENTER:** Tom Nelson, Austin Steere

**TIME REQUESTED:** 10 Minutes

---

**AGENDA ITEM:**  
Shoreland Stewardship Awards Presentation

---

**BOARD ACTION REQUESTED:**  
Receive Shoreland Stewardship Award presentation by ICOCA and SWCD.

**BACKGROUND:**  
The Shoreland Stewardship Awards have been presented during a County Board meeting for several years. This award promotes the protection of the County's waters by both residents and resorts/camps on the shoreland.

**COUNTY ATTORNEY REVIEW:** N/A

**SUPPORTING DOCUMENTATION:** None

10/14/2025

|                |                                        |
|----------------|----------------------------------------|
| <b>RESULT:</b> | <b>INFORMATIONAL - NO ACTION TAKEN</b> |
|----------------|----------------------------------------|



**ITASCA COUNTY  
BOARD OF COMMISSIONERS**

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

Tuesday, October 14, 2025

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**REQUEST FOR BOARD ACTION: RBA-2025-601**

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**DEPARTMENT:** Sheriff  
**PRESENTER:** Joe Dasovich

**TIME REQUESTED:** < 5 Minutes

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**AGENDA ITEM:**  
TZD Award

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**BOARD ACTION REQUESTED:**

Receive update on the Sheriff Department receiving a State Toward Zero Deaths Enforcement Award on October 21, 2025.

**BACKGROUND:**

**COUNTY ATTORNEY REVIEW:** N/A

**SUPPORTING DOCUMENTATION:** None

10/14/2025

|                |                                        |
|----------------|----------------------------------------|
| <b>RESULT:</b> | <b>INFORMATIONAL - NO ACTION TAKEN</b> |
|----------------|----------------------------------------|



**ITASCA COUNTY  
BOARD OF COMMISSIONERS**

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

Tuesday, October 14, 2025

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**REQUEST FOR BOARD ACTION: RBA-2025-602**

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**DEPARTMENT:** Sheriff  
**PRESENTER:** Joe Dasovich

**TIME REQUESTED:** < 5 Minutes

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**AGENDA ITEM:**  
Safe Exchange Zone Update

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**BOARD ACTION REQUESTED:**

Receive update regarding the Safe Exchange Zone is now posted and can be used for safe child exchanges, exchanging items, etc.

**BACKGROUND:**

**COUNTY ATTORNEY REVIEW:** N/A

**SUPPORTING DOCUMENTATION:** None

10/14/2025

|                |                                        |
|----------------|----------------------------------------|
| <b>RESULT:</b> | <b>INFORMATIONAL - NO ACTION TAKEN</b> |
|----------------|----------------------------------------|