ITASCA COUNTY
BOARD OF COMMISSIONERS

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

Tuesday, December 16, 2025 | 2:30 PM | Itasca County Boardroom

FINAL

REGULAR SESSION MINUTES

I. CALL TO ORDER

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

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

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Update changes to Item #6.8 (Tentative Appointments to Committee/Commissions/Boards) and approve the agenda, as amended.

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

IV. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, December 2, 2025, County Board Regular Session.

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

1. Approve the minutes of the Tuesday, December 2, 2025 Itasca County Regular Session.

V. CONSENT AGENDA

Motion To: Added Item #5.11 (Agreement with the City of Deer River for 2026 LPP Project)

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

1. Approve holding a Special Session on 1/6/2026 at 6:00 p.m. at Lake Jessie Township Hall.
2. Approve reestablishing petty cash funds for 2025 and going forward as some departments have given back their petty cash funds.
3. Authorize IMCare Director and County Board Chair to sign the contract between IMCare and Patricia Cortese, Ph.D. MALP.
4. Approve a reduced insurance requirement for Bigfork Valley Hospital for Ambulance Services in the amount of $1,000,000 per occurrence and $3,000,000 general aggregate and name Itasca County Health and Human Services as an additional insured.
5. Approve final payment for Contract 62407 - Bituminous Paving Projects and authorize the County Board Chairperson and Clerk to the County Board to sign the Certificate of Final Payment.
6. Request Approval for Fee Increase for Online Real Estate Records
7. Approve reappointment of Commissioner John Johonson to the Northeast MN Regional Emergency Communications Board (ECB).
8. Approve a service contract between Itasca County and Itasca County Agricultural Association for 2026 property management services in the amount of $66,000.00 and authorize necessary signatures.
9. Approve submission of a grant request to MnDOT Aeronautics for Airport Hangar Site Prep at the Bowstring Municipal Airport in the amount of $50,000 including a local match of $20,000.
10. Adopt the Resolution Re: Authorizing Execution of Limited Use Permit between Itasca County and the Commissioner of Transportation, State of Minnesota.
11. Authorize the required signatures on the Sponsor Agreement with the City of Deer River for the construction and construction engineering for a 2026 Trail and Lighting project.

VI. REGULAR AGENDA

1. Employee Recognition

   Itasca County Recognitzed the following employees:

   Congratulations to Holly Baird, who transferred from her position as Office Support Specialist to a Case Aide in the Health and Human Services Department effective November 10th 2025.

   Congratulations to Brenda Simonson who transferred from her position as Administrative Legal Assistant to Administrative Coordinator in the Probation Department, effective December 8th 2025.

2. Commissioner Warrants

   Motion To: Approve Commissioner Warrants with a check date of December 17, 2025, in the amount of $ 1,067,809.64.

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

3. Commissioner Warrants

   Motion To: Approve Commissioner Warrants with a check date of December 26, 2025 on behalf of the entire Board of Commissioners.

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

4. Adoption of Levy and Budget

Motion To: Approve freezing the Elected and Appointed employees' salary for 2026 and not allowing make-up in 2027.

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

Motion To: Adopt the Resolution Re: 2026 County Levy, which sets the 2026 Levy & Budgets for Itasca County, and authorize the County Auditor/Treasurer to transfer funds to cover any fund balances that are in a deficit.

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

5. Countywide Drug & Alcohol Testing Policy

Motion To: Approve working with HR Director to create a County Wide Policy regarding random drug and acohol testing.

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

6. Letter of Support for the Avenue of the Pines Signage

Motion To: Approve a signature on Letter of Support for the Avenue of the Pines Signage.

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

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

Health Plan Division Manager Sarah Anderson gave update on County Based Purchasing (IMCare) Division.

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

8. Tentative Appointments to Committees/Commissions/Boards
The Itasca County Board of Commissioners made tentative appointments to various Itasca County Committees/Commissions/Boards, per the following lists: Tentative 2025 Appointments to Itasca County Boards/Committees/Commissions - Advertised for these Vacancies Worksheet and Tentative 2025 Representative Appointments.

The Itasca County Board of Commissioners also made tentative in-house appointments to various Itasca County Committees/Commissions/Boards due to expected 2025 Chair and Vice-Chair changes, as follows: Children's Justice Initiative (CJI), Emergency Food and Shelter Program Board, Emergency Management Director - Deputy, Finance Committee, Indian Affairs Task Force (IATF), Law Library Board, Minnesota Counties Intergovernmental Trust (MCIT), and Northern Counties Land Use Coordinating Board (NCLUCB); due to employee changes, as follows: MN Counties Information System Board and Risk Management Commission; and others, as follows: Intergovernmental Affairs Committee.

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

VII. ADMINISTRATOR UPDATE

VIII. COMMITTEE REPORTS

Commissioner Snyder reported on attending an Arbo Township meeting, Trails Task Force Association meeting, met with Mesabi Metallics and had many conversations regarding the budget.

Commissioner Johnson reported on attending a meeting with the Northern Counties Coalition.

Commissioner Hopkins reported on attending an Itasca County Township meeting and a meeting at Grand Village.

Commissioner Venema reported on attending a RAMS Dinner.

IX. COMMISSIONER COMMENTS

Commissioner Johnson provided comment regarding attending the Trout Lake Fire Department fundraiser and is appreciative of the volunteer organizations that contribute to public safety.

X. CLOSED SESSIONS

XI. ADJOURN

Chair Venema adjourned the meeting at 3:15 PM.

ATTEST

Casey Venema
Chair of the County Board

Brett Skyles
Clerk of the County Board

ITASCA COUNTY
BOARD OF COMMISSIONERS

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

Tuesday, December 16, 2025

RESOLUTION 2025-60

RE: 2025 Petty Cash Fund

WHEREAS, there is a need to update the Petty Cash resolution, and

WHEREAS, an audit has been made to determine that the cash in custody agrees with the amount charged,

NOW THEREFORE BE IT RESOLVED, that the following amounts are established and in custody of the departmental administrators:

General Fund
Treasurer $4000
Recorder $300
Zoning $20
Admin $100
Sheriff $1300
Probation $3000
Total General Fund $8720

Solid Waste Fund $300
Human Services Fund $350
Forest Resources Fund $120

Total All Funds $9490

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

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

I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in this office on December 16, 2025 and that the same is a true and correct copy of the whole thereof.

Administrator

ITASCA COUNTY
BOARD OF COMMISSIONERS

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

Tuesday, December 16, 2025

RESOLUTION 2025-61

RE: AUTHORIZING EXECUTION OF LIMITED USE PERMIT BETWEEN

ITASCA COUNTY AND THE COMMISSIONER OF TRANSPORTATION, STATE OF MINNESOTA

WHEREAS, the Itasca County Land Department, in coordination with the Itasca Snow Rangers Snowmobile Club, will construct, maintain, and operate a multi-use motorized trail within the right of way of Trunk Highway 169, and crossings at Co Rd 10 and Co Rd 61 intersections east of Bovey; and

***WHEREAS*,** the Itasca County Board of Commissioners wishes to enter into an agreement with the Minnesota Department of Transportation providing for the limited use of certain right of way of Trunk Highway 169; and

WHEREAS, the State of Minnesota, through the Minnesota Department of Transportation, will grant a Limited Use Permit to Itasca County within the right of way of Trunk Highway 169; and

***WHEREAS*,** the Itasca County Board of Commissioners does hereby authorize the County of Itasca to enter into an agreement with the Commissioner of Transportation of the State of Minnesota providing limited use, under the terms and conditions set forth therein, of certain right of way of Trunk Highway 169.

THEREFORE, BE IT RESOLVED, that the Itasca County Board of Commissioners does hereby authorize the County Board Chair and County Administrator to sign any and all documents with the limited use agreement.

NOW THEREFORE BE IT RESOLVED, that the Itasca County Board of Commissioners does hereby authorize the County Board Chair and County Administrator to sign any and all documents with the limited use agreement.

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

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 December 16, 2025 and that the same is a true and correct copy of the whole thereof.

Administrator

ITASCA COUNTY
BOARD OF COMMISSIONERS

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

Tuesday, December 16, 2025

RESOLUTION 2025-62

RE: 2026 COUNTY LEVY

WHEREAS, Minnesota Statutes 275.065 requires the County Board to adopt a final property tax levy; and

WHEREAS, Minnesota Statutes 275.065 requires the County Board to conduct a public meeting prior to the adopting of its final property tax levy; and

WHEREAS, the budget requests, revenue projections, levy data, and needs of Itasca County have been duly considered; and

WHEREAS, the Board of Commissioners did approve the following property tax levies for 2026 in the stated amounts:

Revenue	$19,922,993
Road and Bridge	$7,889,184
Human Services	$16,968,649
Environmental Services	-0-
Regional Library	$392,709
Capital Bonds	$630,600
TOTAL 2026 LEVY	$45,804,135

NOW THEREFORE BE IT RESOLVED, that the Itasca County Auditor/Treasurer is hereby authorized and directed to spread the levy on the tax rolls of the County.

BE IT FURTHER RESOLVED, that the Unorganized Fire Spread Levy be set at 4.5% and the Unorganized Road and Bridge Spread Levy be set at 10% for 2026.

BE IT STILL FURTHER RESOLVED, that on the recommendation of the Itasca County Board of Commissioners, the 2026 budget as presented, totaling $140,764,094 in revenue and $187,568,229 for expenditures, is approved. Details of the budget are available in the office of the Itasca County Auditor/Treasurer for public inspection during normal business hours. Capital lease payments are budgeted at 100%. However, if the total tax collections are lower than the payment amount, funds will be transferred from reserves.

BE IT STILL FURTHER RESOLVED, that the 2026 expenditure budget for the elected positions of Auditor/Treasurer, Attorney, Sheriff, and Recorder be set at: Auditor/Treasurer $1,665,381, Election $412,100, Risk Management $766,071, Safety Inspector $2,000; Attorney $2,199,567, Victim Assistance Program $125,705; Sheriff $9,637,981 D.A.R.E. $23,200, Boat & Water $347,838, E-911

System $0, Snowmobile Grant $500, Sheriff Radio $180,500, Emergency Management $172,029, Jail $5,714,020, Crime Prevention Grant $1380, Search & Rescue/Dive $35,900, Permit to Carry $12,000, ATV Grant $11,350, SWAT $101,000, and Recorder $520,364.

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

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

I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in this office on December 16, 2025 and that the same is a true and correct copy of the whole thereof.



Administrator

ITASCA COUNTY
BOARD OF COMMISSIONERS

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

Tuesday, December 16, 2025

RESOLUTION 2025-60

RE: 2025 Petty Cash Fund

WHEREAS, there is a need to update the Petty Cash resolution, and

WHEREAS, an audit has been made to determine that the cash in custody agrees with the amount charged,

NOW THEREFORE BE IT RESOLVED, that the following amounts are established and in custody of the departmental administrators:

General Fund
Treasurer $4000
Recorder $300
Zoning $20
Admin $100
Sheriff $1300
Probation $3000
Total General Fund $8720

Solid Waste Fund $300
Human Services Fund $350
Forest Resources Fund $120

Total All Funds $9490

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

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

I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in this office on December 16, 2025 and that the same is a true and correct copy of the whole thereof.

Administrator

ITASCA COUNTY
BOARD OF COMMISSIONERS

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

Tuesday, December 16, 2025

RESOLUTION 2025-61

RE: AUTHORIZING EXECUTION OF LIMITED USE PERMIT BETWEEN

ITASCA COUNTY AND THE COMMISSIONER OF TRANSPORTATION, STATE OF MINNESOTA

WHEREAS, the Itasca County Land Department, in coordination with the Itasca Snow Rangers Snowmobile Club, will construct, maintain, and operate a multi-use motorized trail within the right of way of Trunk Highway 169, and crossings at Co Rd 10 and Co Rd 61 intersections east of Bovey; and

***WHEREAS*,** the Itasca County Board of Commissioners wishes to enter into an agreement with the Minnesota Department of Transportation providing for the limited use of certain right of way of Trunk Highway 169; and

WHEREAS, the State of Minnesota, through the Minnesota Department of Transportation, will grant a Limited Use Permit to Itasca County within the right of way of Trunk Highway 169; and

***WHEREAS*,** the Itasca County Board of Commissioners does hereby authorize the County of Itasca to enter into an agreement with the Commissioner of Transportation of the State of Minnesota providing limited use, under the terms and conditions set forth therein, of certain right of way of Trunk Highway 169.

THEREFORE, BE IT RESOLVED, that the Itasca County Board of Commissioners does hereby authorize the County Board Chair and County Administrator to sign any and all documents with the limited use agreement.

NOW THEREFORE BE IT RESOLVED, that the Itasca County Board of Commissioners does hereby authorize the County Board Chair and County Administrator to sign any and all documents with the limited use agreement.

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

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 December 16, 2025 and that the same is a true and correct copy of the whole thereof.

Administrator

ITASCA COUNTY
BOARD OF COMMISSIONERS

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

Tuesday, December 16, 2025

RESOLUTION 2025-62

RE: 2026 COUNTY LEVY

WHEREAS, Minnesota Statutes 275.065 requires the County Board to adopt a final property tax levy; and

WHEREAS, Minnesota Statutes 275.065 requires the County Board to conduct a public meeting prior to the adopting of its final property tax levy; and

WHEREAS, the budget requests, revenue projections, levy data, and needs of Itasca County have been duly considered; and

WHEREAS, the Board of Commissioners did approve the following property tax levies for 2026 in the stated amounts:

Revenue	$19,922,993
Road and Bridge	$7,889,184
Human Services	$16,968,649
Environmental Services	-0-
Regional Library	$392,709
Capital Bonds	$630,600
TOTAL 2026 LEVY	$45,804,135

NOW THEREFORE BE IT RESOLVED, that the Itasca County Auditor/Treasurer is hereby authorized and directed to spread the levy on the tax rolls of the County.

BE IT FURTHER RESOLVED, that the Unorganized Fire Spread Levy be set at 4.5% and the Unorganized Road and Bridge Spread Levy be set at 10% for 2026.

BE IT STILL FURTHER RESOLVED, that on the recommendation of the Itasca County Board of Commissioners, the 2026 budget as presented, totaling $140,764,094 in revenue and $187,568,229 for expenditures, is approved. Details of the budget are available in the office of the Itasca County Auditor/Treasurer for public inspection during normal business hours. Capital lease payments are budgeted at 100%. However, if the total tax collections are lower than the payment amount, funds will be transferred from reserves.

BE IT STILL FURTHER RESOLVED, that the 2026 expenditure budget for the elected positions of Auditor/Treasurer, Attorney, Sheriff, and Recorder be set at: Auditor/Treasurer $1,665,381, Election $412,100, Risk Management $766,071, Safety Inspector $2,000; Attorney $2,199,567, Victim Assistance Program $125,705; Sheriff $9,637,981 D.A.R.E. $23,200, Boat & Water $347,838, E-911

System $0, Snowmobile Grant $500, Sheriff Radio $180,500, Emergency Management $172,029, Jail $5,714,020, Crime Prevention Grant $1380, Search & Rescue/Dive $35,900, Permit to Carry $12,000, ATV Grant $11,350, SWAT $101,000, and Recorder $520,364.

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

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

I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in this office on December 16, 2025 and that the same is a true and correct copy of the whole thereof.



Administrator

MEETING INFORMATION SHEET
December 16, 2025

PULL: None

ADDITIONS:
1. Item #5.11 (Agreement with the City of Deer River for 2026 LPP Project)

CHANGES:
1. Item #6.8 (Tentative Appts to Committees/Commissions/Boards) – updated incorrect dates on forms.

INFORMATIONAL: None

ITASCA COUNTY
BOARD OF COMMISSIONERS

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

Tuesday, December 2, 2025 | 2:30 PM | Itasca County Boardroom

DRAFT

REGULAR SESSION MINUTES

I. CALL TO ORDER

Chair Venama 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: Pull Item #6.3 (Revoke a portion of Terry Road & a portion of Etters Road to Lake Jessie Township) and approve the agenda, as amended.

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

IV. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, November 25, 2025, County Board Regular Session as presented.

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

1. Approve the minutes of the Tuesday, November 25, 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 Larry Hopkins
AYES:	Cory Smith, Terry Snyder, John Johnson, Larry Hopkins, Casey Venema

1. Review and Approve 2025 contract with CliftonLarsonAllen, LLP.
2. Authorize IMCare Director and County Board chair to sign the contract between IMCare and Clearwater Mental Health and Wellness; Abby Larson.
3. 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 the City of Calumet.
4. Approve final payment for Contract 68104 SAP 031-681-004 CSAH 81 Bituminous Mill and Overlay and authorize the County Board Chairperson and Clerk to the County Board to sign the Certificate of Final Payment.
5. Approve the Corridor Access Trail applications by the Wilderness Wheelers ATV Club and the Run A Muck ATV Club and authorize necessary signatures.

VI. REGULAR AGENDA

1. Commissioner Warrants

   Motion To: Approve Commissioner Warrants with a check date of December 3, 2025, in the amount of $74,390.64.

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

2. Approve the Contract between Itasca County and Grand Itasca Clinic & Hospital (Fairview) signatures.

   Motion To: Approve the Contract for Health Care Services in the Itasca County Jail with Grand Itasca Clinic & Hospital (Fairview)

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

VII. ADMINISTRATOR UPDATE

VIII. COMMITTEE REPORTS

Commissioner Snyder reported on attending a Mesabi Metallics meeting, meeting with the Governor's staff, and an Arbo Township meeting.

IX. COMMISSIONER COMMENTS

Commissioner Smith provided comment regarding thanking everybody that called in and asked questions Re: taxes.

RECESS

Chair Venema recessed the meeting at 2:37 PM.

RECONVENE

Chair Venema reconvened the meeting at 6:00 PM, with all members present.

X. PUBLIC MEETING

1. 2026 Budget and Levy.

Adopt the Resolution Re: 2026 County Levy, which sets the 2026 Levy & Budgets for Itasca County, and authorizes the County Auditor/Treasurer to transfer funds to cover any fund balances that are in a deficit.

It was the consensus of the County Board to table the adoption of the Levy and Budget until Tuesday, December 16, 2025 at the scheduled 2:30 p.m. Board meeting.

XI. ADJOURN

Chair Venema adjourned the meeting at 9:05 PM.

ATTEST

Casey Venema Chair of the County Board	Brett Skyles Clerk of the County Board

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 16, 2025

REQUEST FOR BOARD ACTION: RBA-2025-684

DEPARTMENT: Administrative Services **TIME REQUESTED:**
PRESENTER: Commissioner Snyder

AGENDA ITEM:
Schedule Special Session Re: Terry Road & Etters in Lake Jessie Township.

BOARD ACTION REQUESTED:
Approve holding a Special Session on 1/6/2026 at 6:00 p.m. at Lake Jessie Township Hall.

BACKGROUND:
In 1999, CSAH 4 was reconstructed, and the existing 90-degree turns were redesigned as curves. Two of the old 90-degree turns connected to a township road and when CSAH 4 was reconstructed, new connections were made from the township road to CSAH 4. Those connections function as an extension of the township road, but were never formally revoked to the Township. Revocation will formally consolidate these segments under township jurisdiction.

The first location is a portion of Terry Road in Sec 26, T148N, R25W near the Lake Jessie Townhall. The north/south piece of CSAH 4 was obliterated and the east/west piece was reconstructed to match up with CSAH 4 perpendicular to the curve (See Attachment 1). Itasca County acquired an easement to facilitate this realignment.

The second location is a portion of Etters Road in Sec 27, T 148N, R25W. At this location, both the north/south and east/west legs of CSAH 4 were obliterated and a new connection was made from the Etters Road to CSAH 4 (See Attachment 2). Itasca County purchased a fee interest in that portion of the NE ¼ of the NE ¼ of Sec 27, T148N, R25W, lying northeast of the current alignment of CSAH 4 to facilitate this realignment.

A public hearing was held on January 6, 2026, at 6:30 p.m. at the Lake Jessie Townhall to allow all interested persons to be heard and express their views on the proposed reversion to the town.

As part of the revocation, Itasca County agrees to remove the bituminous surface and replace it with 3" of class 1 gravel surfacing on both portions of roads.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

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

ITASCA COUNTY
BOARD OF COMMISSIONERS

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

Tuesday, December 16, 2025

RESOLUTION

RE: REVOCATION OF CONNECTING SEGMENTS FROM CSAH 4 TO TOWNSHIP ROADS

WHEREAS, Minnesota Statute 163.11, subd. 5 provides that a county board, by resolution, may revoke any county highway, and that highway shall thereupon revert to the Town in which it is located, and

WHEREAS, before adopting a resolution revoking a county highway that would revert in whole or in part to a Town, the County Board shall fix a date, time and place of hearing in the town where the highway is located to consider the revocation, and

WHEREAS, said hearing was held at 6:30 pm on December 2, 2025, at the Lake Jessie Township Hall located on County State Aid Highway 4 for the purpose of considering revocation to the Township of Lake Jessie the connection segment from CSAH 4 to Terry Road, described in Attachment 1 and the connecting segment from CSAH 4 to Etters Road as described in Attachment 2, both of which are shown on the attached maps, and

WHEREAS, after considering this public input, the Itasca County Board has determined that the above-described segments are local in nature and function as extensions of the existing township roads and therefore are most appropriately the jurisdictional responsibility of the Township of Lake Jessie, and

WHEREAS, Itasca County will continue to perform maintenance on these segments, as required by Minnesota Statute 163.11, subd. 5b. As requested by the Township, the existing bituminous surface will be removed prior to the expiration of this time period.

NOW THEREFORE BE IT RESOLVED THAT the above-described segments, in their current conditions, are hereby revoked to the Township of Lake Jessie pursuant to the provisions of Minnesota Statute 163.11, Subd. 5.

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 16, 2025

REQUEST FOR BOARD ACTION: RBA-2025-679

DEPARTMENT: Auditor / Treasurer
TIME REQUESTED: < 5 Minutes
PRESENTER: Gail Guck

AGENDA ITEM:
Update Petty Cash Fund

BOARD ACTION REQUESTED:
Approve reestablishing petty cash funds for 2025 and going forward as some departments have given back their petty cash funds.

BACKGROUND:
To reestablish petty cash funds for 2025 and going forward as some departments have given back their petty cash funds.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

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

ITASCA COUNTY
BOARD OF COMMISSIONERS

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

Tuesday, December 16, 2025

RESOLUTION 2025-60

RE: 2025 Petty Cash Fund

WHEREAS, there is a need to update the Petty Cash resolution, and

WHEREAS, an audit has been made to determine that the cash in custody agrees with the amount charged,

NOW THEREFORE BE IT RESOLVED, that the following amounts are established and in custody of the departmental administrators:

General Fund
Treasurer $4000
Recorder $300
Zoning $20
Admin $100
Sheriff $1300
Probation $3000
Total General Fund $8720

Solid Waste Fund $300
Human Services Fund $350
Forest Resources Fund $120

Total All Funds $9490

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

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

I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in this office on December 16, 2025 and that the same is a true and correct copy of the whole thereof.

Administrator

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 16, 2025

REQUEST FOR BOARD ACTION: RBA-2025-685

DEPARTMENT: Health & Human Services
TIME REQUESTED: < 5 Minutes
PRESENTER: Sarah Anderson

AGENDA ITEM:
IMCare Provider Participation Agreement with Patricia Cortese, Ph. D. MALP

BOARD ACTION REQUESTED:
Authorize IMCare Director and County Board Chair to sign the contract between IMCare and Patricia Cortese, Ph.D. MALP.

BACKGROUND:

COUNTY ATTORNEY REVIEW: Previously reviewed and approved.

SUPPORTING DOCUMENTATION:
1. Provider Participation Agreement
2. PPA - Cortese, Paticia

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

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 16, 2025

REQUEST FOR BOARD ACTION: RBA-2025-694

DEPARTMENT: Health & Human Services
PRESENTER: Eric Villeneuve

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:
Reduced Insurance Requirement

BOARD ACTION REQUESTED:
Approve a reduced insurance requirement for Bigfork Valley Hospital for Ambulance Services in the amount of $1,000,000 per occurrence and $3,000,000 general aggregate and name Itasca County Health and Human Services as an additional insured.

BACKGROUND:
The Purchasing policy requires County Board approval to reduce insurance requirements established in the Insurance and Indemnification Policy ($1,500,000 per occurrence and $3,000,000 general aggregate)

Minnesota Critical Access Hospitals (CAHs) are not legally required to carry a set liability coverage amount, but most insurers and payers expect $1,000,000 per occurrence and $3,000,000 aggregate, making this the prevailing standard for participation even without a formal statute.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION: None

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

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 16, 2025

REQUEST FOR BOARD ACTION: RBA-2025-696

DEPARTMENT: Transportation
PRESENTER: Ryan Sutherland

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:
Final Payment - Contract 62407 Bituminous Paving

BOARD ACTION REQUESTED:
Approve final payment for Contract 62407 - Bituminous Paving Projects and authorize the County Board Chairperson and Clerk to the County Board to sign the Certificate of Final Payment.

BACKGROUND:
Hawkinson Construction has completed the contract and it is recommended that final payment be processed. Contract 62407 included bituminous projects on:
CSAH 24 SAP 031-624-007
CSAH 29 SP 031-629-021
CSAH 32 SAP 031-632-006

Bid Amount: $2,515,063.41
Final Amount: $2,472,556.16

COUNTY ATTORNEY REVIEW:

SUPPORTING DOCUMENTATION:
1. 031-629-021FinConVouch
2. Certificate of Final Payment Contract 62407

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

Contract Number: 62407
Pay Request Number: 3

Project Number	Project Description
SAP 031-624-007	CSAH 24-Grading and Bituminous Surfacing
SAP 031-629-021	CSAH 29-Mill and Bituminous Overlay
SAP 031-632-006	CSAH 32- Bituminous Overlay and Aggregate Surfacing

Contractor:	Hawkinson Construction Co., Inc. 501 W Co Rd 63 Grand Rapids, MN 55744	**Vendor Number:** **Up To Date:**	3050 07/18/2025

Contract Amount		**Funds Encumbered**	
Original Contract	$2,515,063.41	Original	$2,515,063.41
Contract Changes	$27,464.45	Additional	N/A
Revised Contract	$2,542,527.86	Total	$2,515,063.41

Work Certified To Date	
Base Bid Items	$2,445,091.71
Contract Changes	$27,464.45
Material On Hand	$0.00
Total	$2,472,556.16

Project	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
SAP 031-624-007	$0.00	$659,790.20	$0.00	$626,800.70	$32,989.50	$659,790.20
SAP 031-629-021	($1,976.24)	$1,471,909.60	$0.00	$1,400,191.54	$71,718.06	$1,471,909.60
SAP 031-632-006	$0.00	$340,856.36	$0.00	$323,813.54	$17,042.82	$340,856.36

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
($1,976.24)	$2,472,556.16	$0.00	$2,350,805.78	$121,750.38	$2,472,556.16
	Percent: Retained: 0%			Percent Complete: 97.25%	

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By

County/City/Project Engineer

Date 11/25/2025

Approved By Hawkinson Construction Co., Inc.

Contractor

Date 11/24/25

Contract Payment Summary				
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2025-06-02	$2,170,329.07	$108,516.45	$2,061,812.62
2	2025-06-17	$304,203.33	$15,210.17	$288,993.16
3	2025-07-18	($1,976.24)	($123,726.62)	$121,750.38

Contract Funding Category Summary						
Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
031-624-007		$612,398.77	$0.00	$581,778.84	$30,619.93	$612,398.77
036-628-004		$47,391.43	$0.00	$45,021.86	$2,369.57	$47,391.43
SAP 031-629-021		$1,471,909.60	$0.00	$1,400,191.54	$71,718.06	$1,471,909.60
SAP 031-632-006		$340,856.36	$0.00	$323,813.54	$17,042.82	$340,856.36

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
1	Regular (CSAH)	$62,006.37	$1,258,807.90	$1,258,807.90	$1,247,637.03
2	Federal	$57,374.44	$1,204,843.79	$1,204,843.79	$1,177,527.70
3	Local	$2,369.57	$51,411.72	$51,411.72	$47,391.43

Project Payment Summary					
Project	Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
SAP 031-624-007	1	2025-06-02	$536,160.60	$26,808.03	$509,352.57
SAP 031-624-007	2	2025-06-17	$123,629.60	$6,181.47	$117,448.13
SAP 031-624-007	3	2025-07-18	$0.00	($32,989.50)	$32,989.50
SAP 031-629-021	1	2025-06-02	$1,377,074.53	$68,853.73	$1,308,220.80
SAP 031-629-021	2	2025-06-17	$96,811.31	$4,840.57	$91,970.74
SAP 031-629-021	3	2025-07-18	($1,976.24)	($73,694.30)	$71,718.06
SAP 031-632-006	1	2025-06-02	$257,093.94	$12,854.69	$244,239.25
SAP 031-632-006	2	2025-06-17	$83,762.42	$4,188.13	$79,574.29
SAP 031-632-006	3	2025-07-18	$0.00	($17,042.82)	$17,042.82

Project Funding Category Summary						
Project	Funding Category Name	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
SAP 031-624-007	031-624-007	$612,398.77	$0.00	$581,778.84	$30,619.93	$612,398.77
SAP 031-624-007	036-628-004	$47,391.43	$0.00	$45,021.86	$2,369.57	$47,391.43
SAP 031-629-021	SAP 031-629-021	$1,471,909.60	$0.00	$1,400,191.54	$71,718.06	$1,471,909.60
SAP 031-632-006	SAP 031-632-006	$340,856.36	$0.00	$323,813.54	$17,042.82	$340,856.36

Project Funding Source Summary

Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
SAP 031-624-007	1	$30,619.93	$590,155.16	$590,155.16	$612,398.77
SAP 031-624-007	3	$2,369.57	$51,411.72	$51,411.72	$47,391.43
SAP 031-629-021	1	$14,343.62	$301,210.93	$301,210.93	$294,381.90
SAP 031-629-021	2	$57,374.44	$1,204,843.79	$1,204,843.79	$1,177,527.70
SAP 031-632-006	1	$17,042.82	$367,441.81	$367,441.81	$340,856.36

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 031-624-007	1	2021.501	MOBILIZATION	LS	$19,000.00	1	0	$0.00	1	$19,000.00
SAP 031-624-007	2	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	L F	$2.15	153	0	$0.00	144	$309.60
SAP 031-624-007	3	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	$8.50	564	0	$0.00	633	$5,380.50
SAP 031-624-007	4	2105.607	SELECT GRANULAR BORROW (CV)	C Y	$35.00	417	0	$0.00	444.5	$15,557.50
SAP 031-624-007	5	2106.507	EXCAVATION - COMMON	C Y	$8.50	1248	0	$0.00	1248	$10,608.00
SAP 031-624-007	6	2106.507	COMMON EMBANKMENT (CV)	C Y	$12.00	751	0	$0.00	723.8	$8,685.60
SAP 031-624-007	7	2118.509	AGGREGATE SURFACING CLASS 1	TON	$26.00	3273	0	$0.00	3175.75	$82,569.50
SAP 031-624-007	8	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	$49.00	165	0	$0.00	176.9	$8,668.10
SAP 031-624-007	9	2231.509	BITUMINOUS PATCHING MIXTURE	TON	$64.00	1364	0	$0.00	1321.73	$84,590.72
SAP 031-624-007	10	2231.509	BITUMINOUS PATCHING MIXTURE (SPECIAL)	TON	$64.00	655	0	$0.00	702.2	$44,940.80
SAP 031-624-007	11	2231.604	BITUMINOUS PATCH SPECIAL	S Y	$20.00	564	0	$0.00	650	$13,000.00
SAP 031-624-007	12	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	$64.00	4881	0	$0.00	5002.65	$320,169.60

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 031-624-007	13	2540.602	MAIL BOX SUPPORT	EACH	$195.00	6	0	$0.00	0	$0.00
SAP 031-624-007	14	2563.601	TRAFFIC CONTROL	LS	$2,200.00	1	0	$0.00	1	$2,200.00
SAP 031-624-007	15	2573.503	SILT FENCE, TYPE MS	L F	$2.89	759	0	$0.00	844	$2,439.16
SAP 031-624-007	16	2574.505	SOIL BED PREPARATION	ACRE	$600.00	0.4	0	$0.00	0.4	$240.00
SAP 031-624-007	17	2574.508	FERTILIZER TYPE 3	LB	$1.00	70	0	$0.00	70	$70.00
SAP 031-624-007	18	2575.504	HYDRAULIC NATURAL TACKIFIER	S Y	$1.20	1694	0	$0.00	1694	$2,032.80
SAP 031-624-007	19	2575.505	SEEDING	ACRE	$169.00	0.4	0	$0.00	0.4	$67.60
SAP 031-624-007	20	2575.509	MULCH MATERIAL TYPE 3	TON	$149.00	0.5	0	$0.00	0.5	$74.50
SAP 031-624-007	21	2575.523	WATER	MGAL	$99.00	9	0	$0.00	0	$0.00
SAP 031-624-007	22	2575.608	SEED MESIC INSLOPE	LB	$6.00	23	0	$0.00	23	$138.00
SAP 031-624-007	23	2580.503	INTERIM PAVEMENT MARKING	L F	$0.15	25372	0	$0.00	4073.46	$611.02
SAP 031-624-007	24	2582.503	4" SOLID LINE MULTI-COMPONENT	L F	$0.36	51257	0	$0.00	50709	$18,255.24
SAP 031-624-007	25	2582.503	4" BROKEN LINE MULTI-COMPONENT	L F	$0.36	2885	0	$0.00	2883.4	$1,038.02
SAP 031-624-007	26	2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT	L F	$0.72	6655	0	$0.00	6648	$4,786.56
SAP 031-629-021	1	2021.501	MOBILIZATION	LS	$20,000.00	1	0	$0.00	1	$20,000.00

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 031-629-021	2	2118.509	AGGREGATE SURFACING CLASS 1	TON	$22.50	14117	0	$0.00	11175.6	$251,451.00
SAP 031-629-021	3	2231.509	BITUMINOUS PATCHING MIXTURE	TON	$60.50	4279	0	$0.00	4993.96	$302,134.58
SAP 031-629-021	4	2232.504	MILL BITUMINOUS SURFACE (2.0")	S Y	$4.50	2461	0	$0.00	2795	$12,577.50
SAP 031-629-021	5	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	$60.50	13458	0	$0.00	13030.2	$788,327.10
SAP 031-629-021	6	2540.602	MAIL BOX SUPPORT	EACH	$195.00	9	0	$0.00	4	$780.00
SAP 031-629-021	7	2540.602	RELOCATE MAIL BOX SUPPORT	EACH	$130.00	9	0	$0.00	14	$1,820.00
SAP 031-629-021	8	2563.601	TRAFFIC CONTROL	LS	$1,800.00	1	0	$0.00	1	$1,800.00
SAP 031-629-021	9	2580.503	INTERIM PAVEMENT MARKING	L F	$0.15	7162.5	0	$0.00	5229	$784.35
SAP 031-629-021	10	2582.503	4" SOLID LINE MULTI-COMPONENT	L F	$0.36	131417	0	$0.00	132364	$47,651.04
SAP 031-629-021	11	2582.503	4" BROKEN LINE MULTI-COMPONENT	L F	$0.36	10925	0	$0.00	11024	$3,968.64
SAP 031-629-021	12	2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT	L F	$0.72	3301	0	$0.00	3706	$2,668.32
SAP 031-629-021	14	2554.603	RAISE GUARDRAIL	L F	$24.00	1035	0	$0.00	1035	$24,840.00
SAP 031-632-006	1	2021.501	MOBILIZATION	LS	$29,000.00	1	0	$0.00	1	$29,000.00
SAP 031-632-006	2	2104.502	REMOVE TWISTED END TREATMENT	EACH	$600.00	4	0	$0.00	4	$2,400.00

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 031-632-006	3	2104.503	REMOVE GUARDRAIL-PLATE BEAM	L F	$7.50	488	0	$0.00	500	$3,750.00
SAP 031-632-006	4	2118.509	AGGREGATE SURFACING CLASS 1	TON	$25.00	1200	0	$0.00	1118.8	$27,970.00
SAP 031-632-006	5	2231.509	BITUMINOUS PATCHING MIXTURE	TON	$63.55	832	0	$0.00	978.24	$62,167.15
SAP 031-632-006	6	2232.504	MILL BITUMINOUS SURFACE (2.0")	S Y	$4.45	1083	0	$0.00	1012	$4,503.40
SAP 031-632-006	7	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	$63.55	2738	0	$0.00	2513.35	$159,723.39
SAP 031-632-006	8	2540.602	MAIL BOX SUPPORT	EACH	$195.00	1	0	$0.00	1	$195.00
SAP 031-632-006	9	2540.602	RELOCATE MAIL BOX SUPPORT	EACH	$130.00	6	0	$0.00	6	$780.00
SAP 031-632-006	10	2554.502	ANCHORAGE ASSEMBLY - TYPE 31	EACH	$3,400.00	4	0	$0.00	0	$0.00
SAP 031-632-006	11	2554.502	END TREATMENT-TANGENT TERMINAL	EACH	$3,500.00	4	0	$0.00	4	$14,000.00
SAP 031-632-006	12	2554.503	TRAFFIC BARRIER DESIGN TYPE 31	L F	$63.00	488	0	$0.00	400	$25,200.00
SAP 031-632-006	13	2563.601	TRAFFIC CONTROL	LS	$1,700.00	1	0	$0.00	1	$1,700.00
SAP 031-632-006	14	2582.503	4" SOLID LINE MULTI-COMPONENT	L F	$0.36	24522	0	$0.00	23982	$8,633.52
SAP 031-632-006	15	2582.503	4" BROKEN LINE MULTI-COMPONENT	L F	$0.36	2339	0	$0.00	2316.4	$833.90
Base Bid Totals:								**$0.00**		**$2,445,091.71**

Project Category Totals

Project	Category	Amount This Request	Amount To Date
SAP 031-629-021	PARTICIPATING	$0.00	$1,458,802.53

SAP 031-632-006	SAP 031-632-006	$0.00	$340,856.36
SAP 031-624-007	CSAH 24	$0.00	$645,432.82

Contract Change Item Status

Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This request	Quantity To date	Amount To Date
SAP 031-624-007	BK1	28	2360 Bituminous Density Incentive (LS)	$4,997.38	1	$4,997.38	ITM	0	$0.00	1	$4,997.38
SAP 031-629-021	BK2	15	2360 Bituminous Density Incentive (LS)	$15,083.31	1	$15,083.31	ITM	0	$0.00	1	$15,083.31
SAP 031-629-021	BK3	16	2118.509 AGGREGATE SURFACING CLASS 1 (TON)	($0.56)	3529	($1,976.24)	ITM	3529	($1,976.24)	3529	($1,976.24)
SAP 031-624-007	CO1	27	2131.506 CALCIUM CHLORIDE SOLUTION (GAL)	$1.80	5200	$9,360.00	ITM	0	$0.00	5200	$9,360.00
Contract Change Totals:									**($1,976.24)**		**$27,464.45**

Contract Change Totals

Number	Description	Effective Date	Amount
1	Bituminous Density Incentive	06/06/2025	$4,997.38
2	Bituminous Density Incentive	06/06/2025	$15,083.31
3	2118.509 Aggregate Surfacing Class 1 - Monetary Price Adjustment	06/17/2025	($1,976.24)
1	Chloride application on gravel detour.	06/06/2025	$9,360.00

Material On Hand Additions

Line	Item	Description	Date	Added	Comments

Material On Hand Balance

Line	Item	Description	Date	Added	Used	Remaining

Contract Total	**$2,472,556.16**

CERTIFICATE FOR FINAL PAYMENT

State Of Minnesota

County of Itasca

Project No.: SAP 031-624-007, SP 031-629-021
SAP 031-632-006

Contract No.: 62407

The County Board of Itasca County hereby recognizes that the work done by Hawkinson Construction, Inc. of Grand Rapids, MN, under contract with Itasca County, made and entered into on April 15, 2025, relating to the furnishing of materials, and/or, the construction of the above named project has been completed.

We hereby approve of the Engineer's Final Estimate hereto attached, including variations from the original plans, and hereby find the Contractor entitled to total compensation for said work according to said estimate.

Dated: _____, 2025

Signed: _____
Chairman, Itasca County Board

_____
Clerk to the County Board

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 16, 2025

REQUEST FOR BOARD ACTION: RBA-2025-699

DEPARTMENT: Recorder
TIME REQUESTED: < 5 Minutes
PRESENTER: Nicolle Zuehlke

AGENDA ITEM:
Approve Fee Increase for Online Real Estate Records

BOARD ACTION REQUESTED:
Request Approval for Fee Increase for Online Real Estate Records

BACKGROUND:
This is an online subscription-based product that is offered by the Recorder's Office through their current vendor, Tyler Technologies, to search Itasca County Land Records. Due to the increased costs associated with maintaining online access to our recorded real estate documents, an increase to the subscription price is being requested.

COUNTY ATTORNEY REVIEW: n/a

SUPPORTING DOCUMENTATION:
1. CURRENT IDOC MARKET PRICES
2. IDOC MARKET NEW 2026 FEES

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

CURRENT IDOC MARKET PRICES SINCE 2013

	Quick Pass (1 Hour)	Day Pass	Monthly Subscription (Plan A)	Monthly Subscription (Plan B)	Monthly Subscription (Plan C)	Monthly Subscription (Plan D)
Searches	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Views	$1.00 (2 free)	$1.00 (5 free)	$0.80 (100 free)	$0.75 (200 free)	$0.70 (400 free)	Unlimited
Prints	$0.50/page **Images print without watermarks**	$0.50/page **Images print without watermarks**	$0.35/page **Images print without watermarks**	$0.35/page **Images print without watermarks**	$0.35/page **Images print without watermarks**	$0.35/page **Images print without watermarks**
Price	**$6**	**$10**	**$50**	**$100**	**$200**	**$500**

PROPOSED IDOC MARKET NEW 2026 FEES

	Quick Pass (1 Hour)	Day Pass	Monthly Subscription (Plan A)	Monthly Subscription (Plan B)	Monthly Subscription (Plan C)	Monthly Subscription (Plan D)
Searches	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Views	$1.00 (2 free)	$1.00 (5 free)	$0.80 (100 free)	$0.75 (200 free)	$0.70 (400 free)	Unlimited
Prints	$0.50/page **Images print without watermarks**	$0.50/page **Images print without watermarks**	$0.35/page **Images print without watermarks**	$0.35/page **Images print without watermarks**	$0.35/page **Images print without watermarks**	$0.35/page **Images print without watermarks**
Price	**$8**	**$15**	**$100**	**$150**	**$250**	**$500**

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 16, 2025

REQUEST FOR BOARD ACTION: RBA-2025-687

DEPARTMENT: Administrative Services
TIME REQUESTED: < 5 Minutes
PRESENTER: Commissioner Johnson

AGENDA ITEM:
Northeast MN Regional Emergency Communications Board (ECB) - Reappointment

BOARD ACTION REQUESTED:
Approve reappointment of Commissioner John Johonson to the Northeast MN Regional Emergency Communications Board (ECB).

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

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

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 16, 2025

REQUEST FOR BOARD ACTION: RBA-2025-689

DEPARTMENT: Land Department
TIME REQUESTED: < 5 Minutes
PRESENTER: Kory Cease, Spring Higley

AGENDA ITEM:
2026 ICAA Property Management Contract

BOARD ACTION REQUESTED:
Approve a service contract between Itasca County and Itasca County Agricultural Association for 2026 property management services in the amount of $66,000.00, and authorize necessary signatures.

BACKGROUND:
This is an annual contract is paid through the Park System budget for the Agricultural Association to manage ground maintenance, events, and rentals on the Fairground Park grounds under contract terms developed in coordination with the County Attorney's Office (CRT 5222).

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:
1. ICAA Contract_2026 - signed

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

County of Itasca, Minnesota
Service Contract

A.1 DATES AND PARTIES

A.1.1 THIS CONTRACT, made this **1st day of January 2026**, by and between the County of Itasca, herein called the "County," and **Itasca County Agricultural Association,** a corporation organized and existing under the laws of the State of Minnesota, herein called the "Vendor."

B.1 AGREEMENT

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

C.1 TERM OF CONTRACT

C.1.1 The term of this Contract is from **January 1, 2026, to December 31, 2026**, inclusive. The Contract may be extended if provided for in the Special Conditions.

D.1 SPECIAL CONDITIONS

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

E.1 CONTRACT AMOUNT

E.1.1 This Agreement when fully completed and fulfilled on the part of said Vendor to the satisfaction of the County or its duly authorized agent, is **estimated to not exceed $66,000** for the current term.

F.1 INCREASE

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

G.1 PAYMENT

G.1.1 The County does hereby agree, to pay said Vendor as services are performed to the satisfaction of the County, or its duly authorized agent, **payments as indicated in the Special Conditions**. Payment terms of this Contract are Net 30.

H.1 GUARANTEE

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

I.1 BOND

I.1.1 Minnesota Statute 574.26 requires the vendor to furnish a Performance Bond and a Labor & Materials Payment Bond in the full amount, for any contract over $75,000, in favor of the County, to protect the County against any breach of contract. The Surety Company providing the bond must be registered to do business in the State of Minnesota and be satisfactory to the County.

J.1 INSURANCE

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

J.1.1.5 A modification to the Indemnification and Insurance Policy by the County Board dated April 27, 2010 is approved as a minimum and required as follows: Auto Liability Insurance in the amount of $1,000,000 combined single limit naming Itasca County as additional insured; and a signed Worker's Compensation Insurance Certificate of Compliance on file.

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

J.1.3 General Liability Insurance

J.1.3.1

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

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

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

J.1.4 Automobile Liability Insurance

J.1.4.1

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

J.1.4.2 Must cover owned, non-owned and hired vehicles.

J.1.5 Workers' Compensation Per Statutory Requirements

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

J.1.6 Employer's Liability

	Limit
J.1.6.1 Bodily injury by:	
Accident - Each Accident	$500,000
Disease - Policy Limit	$500,000
Disease - Each Employee	$500,000

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

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

J.1.8 Indemnification Clause

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

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

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

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

in connection with this Agreement.

Vendor further agrees the minimum requirements set forth above shall at all times be in an amount at least equal to the maximum liability of the County under Minn. Stat. 466.04 now or as said statute is hereafter amended or as otherwise required by law, statute or rule.

K.1 UNAVOIDABLE CIRCUMSTANCES

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

L.1 RIGHT TO TERMINATE

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

M.1 ASSIGNMENT

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

N.1 INDEMNIFICATION

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

O.1 COMPLIANCE WITH LAWS

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

P.1 RECORDS AUDITING AND RETENTION

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

Q.1 WAIVER

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

R.1 MODIFICATIONS/AMENDMENT

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

S.1 SEVERABILITY

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

T.1 FINAL AGREEMENT

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

U.1 EXECUTION

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

Dated this 8th day of December 2025, December .

Itasca County Agricultural Association
1336 Fairgrounds Rd.
Grand Rapids, MN 55744

By: Lori Huber
Lori Huber (Dec 8, 2025 10:41:11 CST)

Title: ICAA President

COUNTY OF ITASCA, MINNESOTA

By: _____

Title: Chair of the Board of Commissioners

ATTACHMENT A
SPECIAL CONDITIONS SUPPLEMENT

01/01/2025

Purpose:

1. The "Vendor" agrees to provide the following technical support services for property management of Fairgrounds Park under the authority of Itasca County through its Land Department-Fairgrounds Park Operations Plan.

A. Event coordination
B. Activity coordination
C. Rental coordination.
D. Campground
E. Light-duty buildings and grounds maintenance.

2. It is mutually understood by "County" and "Vendor" that the ICAA shall independently administer and conduct an annual Itasca County Fair under statutory authority for Agricultural Associations (M.S. 38.01-38.27) on the premises described in Exhibit A, beginning one week before until one week after the designated dates of the Itasca County Fair (fair season) The ICAA shall be responsible for the payment of all costs and expenses related to the Itasca County Fair and hold Itasca County harmless from such expenses *including routine clean-up and maintenance on the premises, buildings and structures during fair season.*

Authorized representative for the "County" is the Park and Recreation Director or designee. Authorized representative for "Vendor" is the ICAA Board or designee.

Time Period: January 1, 2026 – December 31, 2026.

Payment Details:

1. Routine clean-up and maintenance during fair season shall be at no charge to Itasca County
2. The up-front grant of **$66,000** is payment in full for deliverables.
3. Services beyond those listed under deliverables will be an additional fee.

Deliverables: All deliverables subject to the terms of this service contract shall be completed to the satisfaction of the County.

1. Routine clean-up and maintenance during fair season that will leave the premises, buildings and structures in original or better condition.

2. Non-fair season property management.

The County agrees:

A. To administer all capital improvement projects; buildings and structure(s) repair and maintenance; and vegetation management on the premises.

B. To provide insurance for grounds, buildings and contents owned by Itasca County.

C. To provide an office space and a basement storage cubical to the ICAA Fair Board in the trailhead building.

D. To provide contracts and leases to ICAA president in a timely manner for the maintenance of, use of and events at the fairgrounds.

The Vendor agrees to provide:

A. Event coordination
   1. Contact person to coordinate with event organizers.
   2. Correspond; meet on site; open and close doors/gates; process paperwork.
   3. Inspect and lock all doors and windows at the end of all event days.
   4. Remove all garbage from the buildings and outside receptacles as needed.
   5. Be available for emergency calls and respond back as soon as possible.

B. Activity coordination
   1. Contact person for accommodating approved activities.
   2. Opening and closing doors as needed for each activity (or ensure it is done).
   3. Inspect and lock all doors and windows at the end of all activity days.
   4. Remove all garbage from the buildings and outside receptacles as needed.
   5. Be available for emergency calls and respond back as soon as possible.

C. Rental coordination
   1. Contact person for rental management.
   2. Process rental permit(s) according to Itasca County fee schedule.
   3. Opening and closing doors as needed on a seasonal basis.

D. Campground coordination
   1. Contact person for reservations.
   2. Assist campers with site setup, fire rings, and tables as needed.
   3. Clean bathroom, showers, and laundry areas daily.
   4. Clean sites and fire rings daily.
   5. Provide firewood as requested.

6. Contact the Park System Manager for emergencies, accidents, and near misses.
7. Coordination with campground host.

E. Light-duty buildings and grounds maintenance.
   1. To perform summer season routine clean-up and light maintenance on the premises, buildings, and structures including mowing and light repairs.
   2. The structure upon the premises known as the "Trailhead Building" together with such rights of access and uses of grounds adjacent thereto for its operation shall be managed and maintained as follows:
      To perform routine maintenance of the building and grounds to include:
      a. Cleaning and sweeping of the building floors and exterior porch areas.
      b. Litter and debris collection and disposal.
      c. Shovel and salt all entryways as needed.
      d. Supply expendable products for the general public, events and meetings.
      e. Vegetation maintenance to include necessary and regular mowing, tree trimming and noxious weed control.
      f. Dust and clean signage and kiosk areas and glass as needed.
      g. Clean and disinfect the public bathroom facilities and kitchen weekly and after all events. To include counter tops, cupboards, stove, refrigerator, and sinks.
      h. Clean any remaining dishes, coffee pots, and surfaces as needed.
      i. Clean and inspect all tables and chairs after each rental.
      j. Wash all outside windows at least two times per year.
      k. Repair any emergency plumbing, hand dryers, and small damages as needed.
      l. Test emergency lighting and fire extinguishers annually.
      m. Necessary, routine maintenance of catch basins to ensure the free flow of water as necessary to prevent damage to the facility.
      n. Provide light maintenance and minor repairs for amenities provided on or near the facility to include drinking fountains and benches, etc.
      o. Provide for building reservations for the meeting room, kitchen and storage rentals.
      p. Provide for opening and closing of the outside bathroom doors on a regular basis to meet seasonal needs. If excessive damages occur to the building or facilities within, ICAA will have the right to close the building while it is unoccupied. Notice of this closure will be given to the County in writing.
      q. Report all vandalism and damages to the Park System Manager.
      r. The ICAA shall be responsible for the payment of all costs and expenses related to the property management services and hold Itasca County harmless from such expenses except as otherwise set forth herein.

Other terms and conditions:

1. A modification to the Indemnification and Insurance Policy dated April 27, 2010 is approved as a minimum and required as follows: Auto Liability Insurance in the amount of **$1,000,000** combined single limit naming Itasca County as additional insured; and a signed Worker's Compensation Insurance Certificate of Compliance on file.
2. Primary budget source for independent operation of Itasca County Fair is the ICAA. All revenues and expenses related to the activities of the ICAA and its operation of the Itasca County Fair shall be segregated from those relating to services for property management of the Fairgrounds Park required by this Agreement. A separate bank account shall be maintained by ICAA for Itasca County Fair operations.
3. Primary budget source for property management services is the Forest Resource Fund County Park System account 12-610-510. All revenues and expenses related to the activities of the ICAA and its property management services of the Fairgrounds Park shall be segregated from those relating to conduct of the Itasca County Fair. A separate bank account shall be maintained by ICAA for revenues and expenses related to property management services provided under this Agreement
4. To the extent that any term in this attachment conflicts with any contract term or condition, the terms and conditions of the contract shall prevail over the attachment.

jjm

EXHIBIT A
Fairgrounds Park Property Description
(Quiet Title)

The East One-half of Southwest Quarter of the Northeast Quarter, Section Sixteen, Township Fifty-five North, Range Twenty Five West of the Fourth Principal Meridian (E ½ SW¼ NE ¼, Sec 16, T55N, R25W)

Parcel ID #: 91-016-1300

AND

The West One-half of the Southwest Quarter of the Northeast Quarter, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (W ½ SW¼ NE¼, Sec 16, T55 N, R25W)

Parcel ID #91-016-1300

AND

The East One-half of the Northeast Quarter of the Southeast Quarter of the Northwest Quarter, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (E½ NE¼ SE¼ NW¼ , Sec 16, T55N, R25W)

Parcel ID #91-016-2401

AND

Lot Fifteen, Park Row, KEARNEY'S FIRST ADDITION TO GRAND RAPIDS, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (Lot 15, Park Row, KEARNEY'S FIRST ADD TO G. RAPIDS, Sec 16, T55N, R25W)

Parcel ID #91-585-4150

AND

Lot Fourteen, Park Row, KEARNEY'S FIRST ADDITION TO GRAND RAPIDS, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (Lot 14, Park Row, KEARNEY'S FIRST ADD TO G. RAPIDS, Sec 16, T55N, R25W)

Parcel ID# 91-585-4150

AND

Lots One and Two, Block One, KEARNEY'S FIRST ADDITION TO GRAND RAPIDS, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (Lot 1 & 2, Block 1, KEARNEY'S FIRST ADD TO G. RAPIDS, Sec 16, T55N, R25W)

Parcel ID# 91-585-0110

AND

The East Two Acres of the West One-half of the Northeast Quarter of the Southeast Quarter of the Northwest Quarter, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (E 2 Acres W½ NE¼ SE ¼ NW¼, Sec 16, T55N, R25W)

Parcel ID# 91-016-2402

AND

The West Three hundred thirty feet of the East Nine hundred ninety feet of the South Six hundred sixty feet of the Northwest Quarter of the Northeast Quarter, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (W 330' of E 990' of S 660' of NW¼ NE ¼, Sec 16, T55N, R25W)

Parcel ID# 91-016-1206

AND

The East One-half of the Southeast Quarter of Government Lot One, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (E½ of SE¼ of GL1, Sec 16, T55N, R25W)

Parcel ID# 91-016-2104

AND

The West Half of the Southwest Quarter of the Northwest Quarter of the Northeast Quarter Less the East Nine hundred ninety feet, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (W½ of SW¼ NW¼ NE ¼ Less E 990', Sec 16, T55N, R25W)

Parcel ID# 91-016-1207

AND

The South One-half of the Southeast Quarter of the Northwest Quarter of the Northeast Quarter, Less the South Two hundred ninety-six and 42 one-hundredths feet of the East Two hundred sixty-four feet, AND Less the West Two hundred sixty-four feet of the South One hundred sixty-five feet of the East Five hundred twenty-eight feet of the of the Northwest Quarter of the Northeast Quarter, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian. (S½ of SE¼ NW¼ NE¼, Less the S. 296.42' of the E. 264' and Less W. 264' of the S. 165' of the E. 528', Sec 16, T55N, R25W)

Parcel ID# 91-016-1204

AND

The West Two hundred sixty-four feet of the South One hundred sixty-five feet of the East Five hundred twenty-eight feet of the Northwest Quarter of the Northeast Quarter, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (W 264' of S 165' of E 528' of NW¼ NE ¼, Sec 16, T55N, R25W)

Parcel ID# 91-016-1204

AND

The South One-half of the Northwest Quarter of the Northwest Quarter of the Northeast Quarter, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (S½ NW¼ NW¼ NE ¼, Sec 16, T55N, R25W)

Parcel ID# 91-016-1209

AND

The South Forty-five feet of Lot Three, and all of Lot Four, Block One, KEARNEY'S FIRST ADDITION TO GRAND RAPIDS, Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (S 45' of Lot 3, and all of Lot 4, Block 1, KEARNEY'S FIRST ADD TO G. RAPIDS, Sec 16, T55N, R25W)

Parcel ID# 91-585-0130

AND

The East One-half of the Northwest Quarter of the Southeast Quarter of the Northwest Quarter, and the West One and One-half acres of the West One-Half of the Northeast Quarter of the Southeast Quarter of the Northwest Quarter of Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian, Less the West

229 feet of the East One-half of the Northwest Quarter of the Southeast Quarter of the Northwest Quarter of Section Sixteen , Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (E½ of NW¼ SE¼ NW¼ and W1½ acre of W½ NE ¼ SE¼ NW¼, Sec 16, T55N, R25W Less 229' of E½ NW¼ SE¼ NW¼, Sec 16, T55N, R25W)

Parcel ID# 91-016-2440

AND

The East One and One-half acres of the West three acres of the West One-half of the Northeast Quarter of the Southeast Quarter of the Northwest Quarter of Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (E1½ A of W 3A of W½ of NE¼ SE¼ NW¼, Sec 16, T55N, R25W)

Parcel ID# 91-016-2403

AND

The North Sixty feet of Lot Three, Block One, KEARNEY'S FIRST ADDITION TO GRAND RAPIDS, according to the recorded plat thereof on file and of record in the office of the County Recorder of said county and state. of Section Sixteen, Township Fifty-five North, Range Twenty-five West of the Fourth Principal Meridian (N 60' of Lot 3, Block 1, KEARNEY'S FIRST ADD TO G. RAPIDS, Sec 16, T55N, R25W)

Parcel ID# 91-585-0120

(the **"Fairgrounds Parcels"**)

AND

Any and all lands within said **Fairgrounds Perimeter** said perimeter being described as follows:

A parcel of land located within the Northwest Quarter of the Northeast Quarter, the Southwest Quarter of the Northeast Quarter, the Southeast Quarter of the Northwest Quarter, Government Lot 1, the Northeast Quarter of the Southwest Quarter, Block One, KEARNEY'S FIRST ADDITION TO GRAND RAPIDS, and Lots 14 and 15 of PARK ROW of KEARNEY'S FIRST ADDITION TO GRAND RAPIDS, all in Section 16, Township 55 North, Range 25 West of the 4th Principal Meridian, described as follows:

Commencing at a 1½ inch solid rod marking the north quarter corner of Section 16; thence South 00 degrees 23 minutes 12 seconds West, bearings based upon the Itasca County South Zone Coordinate System, 330.80 feet, to an Itasca County monument marking the north line of the south one-half of the Northwest Quarter of the Northwest Quarter of the

Northeast Quarter and the Point of Beginning; thence North 89 degrees 51 minutes 32 seconds East, along said north line of the South one-half of the Northwest Quarter of the Northwest Quarter of the Northeast Quarter, 661.16 feet, to an Itasca County monument marking the east line of the west one-half of the Northwest Quarter of the Northeast Quarter; thence South 00 degrees 19 minutes 14 seconds West, along said east line of the west one-half of the Northwest Quarter of the Northeast Quarter, 660.56 feet, to an Itasca County monument marking the north line of the south one-half of the Southeast Quarter of the Northwest Quarter of the Northeast Quarter; thence North 89 degrees 42 minutes 41 seconds East, along said north line of the south one-half of the Southeast Quarter of the Northwest Quarter of the Northeast Quarter, 661.58 feet, to a ½ inch iron pipe marking the east line of the Northwest Quarter of the Northeast Quarter; thence South 00 degrees 37 minutes 11 seconds West, along said east line of the Northwest Quarter of the Northeast Quarter, 33.20 feet, to an aluminum capped iron pipe LS 19526 marking the north line of the south 296.42 feet; thence South 89 degrees 41 minutes 28 seconds West, along the north line of the south 296.42 feet, a distance of 264.03 feet, to an aluminum capped iron pipe LS 19526 marking the west line of the East 264 feet; thence South 00 degrees 37 minutes 11 seconds West, along the west line of the East 264 feet, a distance of 296.46 feet, to an aluminum capped iron pipe LS 19526 marking the south line of the Northwest Quarter of the Northeast Quarter; thence North 89 degrees 41 minutes 28 seconds East, along the south line of the Northwest Quarter of the Northeast Quarter 264.03 feet, to a capped 1/2 inch iron pipe LS 16459 marking the northeast one-sixteenth corner of said Section 16; thence South 00 degrees 18 minutes 59 seconds West, along the east line of the Southwest Quarter of the Northeast Quarter, 1316.36 feet, to a 1 inch iron pipe marking the center-east one-sixteenth corner of said Section 16; thence South 89 degrees 23 minutes 49 seconds West, along the south line of the Southwest Quarter of the Northeast Quarter, 1325.04 feet, to an iron pipe marking the center quarter of said Section 16; thence South 00 degrees 50 minutes 28 seconds West, along the west line of the Northwest Quarter of the Southeast Quarter, 229.72 feet, to an aluminum capped iron pipe LS 19526, marking the intersection with the easterly extension of the southerly line of Block 1, KEARNEY'S FIRST ADDITION TO GRAND RAPIDS; thence North 89 degrees 35 minutes 51 seconds West, along the southerly line of Block 1 and its easterly extension, 314 feet, more or less, to the shore of Crystal Lake; thence northerly along the shore of Crystal Lake to intersect the west line of Lot 14, PARK ROW, KEARNEY'S FIRST ADDITION TO GRAND RAPIDS; thence North 00 degrees 09 minutes 36 seconds West, along the west line of said Lot 14 a distance of 301 feet, more or less, to an aluminum capped iron pipe LS 19526, marking the south line of the north half of the Southeast Quarter of the Northwest Quarter; thence South 89 degrees 57 minutes 39 seconds West, along the south line of the north half of the Southeast Quarter of the Northwest Quarter, 216.44 feet, to a ½ inch capped iron pipe set by L.S. 13310; thence continuing South 89 degrees 57 minutes 39 seconds West, along the south line of the north half of the Southeast Quarter of the Northwest Quarter, 202.84 feet, more or less, to intersect the east line of the West 229 feet of the East one-half of the Northwest Quarter of the Southeast Quarter of the Northwest Quarter (as established by LS 13310); thence North 00 degrees 14 minutes 23 seconds East, along said east line of the West 229 feet of the East one-half of the Northwest Quarter of the Southeast Quarter of the Northwest Quarter, 663.93 feet, to a ½ inch capped iron pipe marking the north line of the Southeast Quarter of the Northwest

Quarter; thence South 89 degrees 46 minutes 58 seconds East, along the north line of the Southeast Quarter of the Northwest Quarter, 438.65 feet, to an Itasca County monument marking the east one-half of the Northeast Quarter of the Southeast Quarter of the Northwest Quarter; thence North 00 degrees 20 minutes 03 seconds East, along the west line of the east one-half of the Southeast Quarter of Government Lot 1, a distance of 662.56 feet, to an Itasca County monument marking the north line of the Southeast Quarter of Government Lot 1; thence South 89 degrees 55 minutes 26 seconds East, along the north line of the Southeast Quarter of Government Lot 1, a distance of 334.61 feet, to an Itasca County monument marking the east line of Government Lot 1; thence North 00 degrees 21 minutes 12 seconds East, along the east line of Government Lot 1, a distance of 331.11 feet, to the Point of Beginning and there terminating.
(the **"Fairgrounds Perimeter"**)

ICAA Contract_2026

Final Audit Report 2025-12-08

Created:	2025-12-08
By:	Spring Higley (Spring.Higley@co.itasca.mn.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAec0GSwbIlSGElAjD6mA1upe9D9gPonek

"ICAA Contract_2026" History

Document created by Spring Higley (Spring.Higley@co.itasca.mn.us)
2025-12-08 - 4:23:09 PM GMT- IP address: 205.149.148.138

Document emailed to icfair673@gmail.com for signature
2025-12-08 - 4:23:47 PM GMT

Email viewed by icfair673@gmail.com
2025-12-08 - 4:23:58 PM GMT- IP address: 74.125.210.135

Signer icfair673@gmail.com entered name at signing as Lori Huber
2025-12-08 - 4:41:09 PM GMT- IP address: 209.79.168.22

Document e-signed by Lori Huber (icfair673@gmail.com)
Signature Date: 2025-12-08 - 4:41:11 PM GMT - Time Source: server- IP address: 209.79.168.22

Agreement completed.
2025-12-08 - 4:41:11 PM GMT

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 16, 2025

REQUEST FOR BOARD ACTION: RBA-2025-700

DEPARTMENT: Administrative Services **TIME REQUESTED:**
PRESENTER:

AGENDA ITEM:
Grant Request-Bowstring Airport

BOARD ACTION REQUESTED:
Approve submission of a grant request to MnDOT Aeronautics for Airport Hangar Site Prep at the Bowstring Municipal Airport in the amount of $50,000 including a local match of $20,000.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:
1. Grant Letter-Bowstring Airport
2. Bowstring Airport Hangar Site Prep Task Order 002 Combined
3. State Cost Split Bowstring Hangar Site Prep Design
4. State Cost Split Bowstring Hangar Site Prep Design

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

ITASCA COUNTY

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

12/9/2025

Mr. Jason Radde, P.E.
Regional Airport Engineer
MnDOT Department of Aeronautics
395 John Ireland Blvd
Main Stop 410
St. Paul, MN 55155

Subject: **State Grant Request- Bowstring Municipal Airport Hangar Site Prep (Design)**

Dear Mr. Radde,

On behalf of Bowstring Municipal Airport and Itasca County, this request is being made for a State Grant for the above referenced project at Bowstring Municipal Airport. The Grant request items are as follows:

Grant Item	Total Amount	State Share	Local Share
Karvakko-Itasca County/Bowstring Municipal Airport Agreement (Hangar Site Prep Design)	$10,000.00	$6,000.00	$4,000.00
Hangar Site Prep (Estimated Construction Cost)	$40,000.00	$24,000.00	$16,000.00
Total Project Cost	$50,000.00	$30,000.00	$20,000.00

The total amount of State dollars being requested is $30,000.00.
The following items are attached to this grant request letter to assist in the processing of this application:

- Karvakko- Itasca County/Bowstring Municipal Airport Agreement (Hangar Site Prep Design)
- State Cost Split (Hangar Site Prep Design)

Please contact me at (218) 327-7363 if you have any questions regarding this request.
Sincerely,

Brett Skyles, County Administrator
Itasca County

cc: Jerry Bolin, Karvakko Engineering, Inc.

TASK ORDER
NUMBER 002

This Task Order is effective as of December 2nd, 2025 (the "*TO Effective Date*") and is governed by the terms and conditions established in the MASTER AGREEMENT FOR PROFESSIONAL SERVICES entered into by and between Karvakko Engineering, Inc. ("*KE*") and Itasca County ("*Owner*"), dated December 2nd, 2025 (the "*Agreement*"). All capitalized, but undefined terms shall have the meaning set forth in the Agreement.

Section A - Services

1. Project location:

   Bowstring Municipal Airport

2. Brief description of the project:

   Hangar Site Preparation & Taxilane

3. KE shall perform the following Services:

   Design and Bid Administrative Services. See Attachment A.

4. The following Services are not included in this Task Order, unless the Parties enter into an amendment to this Task Order:

   See Attachment A.

5. In conjunction with the performance of the foregoing Services, KE shall provide the following Instruments of Service to Owner:

   See Attachment A.

Section B - Schedule

KE shall perform the Services and deliver the Instruments of Service according to the following schedule:

See Attachment A.

Section C - Fees

Owner shall pay KE a Service Fee for the Services equal to a fixed fee of $10,000.00, which shall be invoiced and due and payable by Owner as follows: Invoiced in installments monthly. If the Agreement and/or this Task Order terminates prior to the completion of the Services set forth hereunder, unless due to Owner's uncured breach, then the Services Fee shall be prorated and Owner shall be liable to KE for the portion of the Services completed or performed prior to and as of the date of termination or expiration.

Owner shall pay any invoices for Services Fees and Expenses incurred in connection with the Services in accordance with the Agreement.

Section D - Owner's Responsibilities

In addition to those obligations set forth in the Agreement, the Owner shall have the following responsibilities in connection with the Services:

- See Attachment A.
- If KE requests review and approvals pertaining to decisions regarding the Services, Owner shall promptly respond with its acceptance and/or reject, but in no event later than ten (10) business days from KE's request. If Owner rejects, Owner shall give KE a reasonable explanation for the rejection. If Owner doesn't respond with ten (10) business days, Owner shall be deemed to have consented to such KE request.
- Owner shall inform KE in advance of any Owner consultants or contractors engaged in and as part of the project.

Unless otherwise provided in this Task Order, Owner shall bear all costs incident to compliance with the foregoing.

Section E - Term

This Task Order shall be effective as of the TO Effective Date set forth above and continue until the Services are completed as provided hereunder, unless this Task Order is earlier terminated in accordance with the terms of the Agreement.

Section F - Other Provisions

The Parties agree to the following provisions with respect to this specific Task Order:

- Each Party agrees that this Task Order may be signed by an electronic signature, including by email, or other means of electronic transmission and that any such electronic signature is intended to authenticate this writing and to have the same force and effect as an original signature.

IN WITNESS WHEREOF, the Owner and KE have executed this Task Order as of the TO Effective Date.

OWNER:	**KE:**
_____	Karvakko Engineering, Inc.
(name of organization)	(name of organization)
By: _____	By: _____
(individual's signature)	(individual's signature)
Date: _____	Date: _____
(date signed)	(date signed)
Name: _____	Name: _____
(typed or printed)	(typed or printed)
Title: _____	Title: _____

ATTACHMENT A - SCOPE OF WORK

HANGAR SITE PREPARATION

DESIGN & BID ADMINISTRATIVE SERVICES

BOWSTRING MUNICIPAL AIRPORT

ITASCA COUNTY, MN

PROJECT DESCRIPTION

The Bowstring Municipal Airport is located west of the community of Bowstring, along the east side of Bowstring Lake. This airport consists of a 2,565-foot-long primary turf runway, which is 150 feet in width. The airport is owned by Itasca County and was originally opened to the public in July of 1961. Currently, the airport is used by the general aviation public, as well as tourism operations for the surrounding communities. It is our understanding that Bowstring Municipal Airport wishes to prepare a shovel ready site for a potential hangar to be developed.

Hangars are critical in protecting aircraft from inclement weather and aid in performance maintenance efforts on aircraft. This project will include designing a hangar site pad, extending a taxilane to the pad connecting it to the taxiway and ultimately the runway, and completing a drainage plan for the hangar site.

It is anticipated that the pad will be approximately 60' x 60' in dimension and will include a 35' wide turf taxilane to access the hangar site. The pad will consist of imported granular fill which will be leveled off at the surface, capped with topsoil, and seeded. The project is anticipated to be completed in one phase and under one construction window.

This scope of services will include survey, design, bid document preparation, and bid administration necessary to secure a contract to complete the project. Along with these services, Karvakko Engineering (KE) will assist the Bowstring Municipal Airport and Itasca County with preparing the grant application packages and credit applications, as needed, throughout the duration of the project.
Funding for this project will be split between MnDOT Aeronautics and a local share. MnDOT Aeronautics will fund the project at a rate of 90%, the remaining 10% will come from a local match.

PROJECT TASKS

Task 1: Project Management & Agency Coordination

1.1 Project Management

KE shall provide an experienced project manager to oversee all aspects of the project and the design team. The Project Manager shall have daily involvement in the project and shall provide oversight, guidance, and mentorship to the design team throughout the duration of the project. The Project Manager shall coordinate weekly meetings with the design team to answer questions and check on progress of the project.

Task 2: Topographic Survey

2.1 Topographic Survey

KE shall conduct a topographic survey of the proposed site prep location. The topographic survey shall include gathering all existing data for the site, which is anticipated to include, but is not limited to, the following: existing elevations, tree lines, structures, apparent wetland boundaries, utilities, etc. It is anticipated that the topographic survey will be completed by a one-person survey crew, and in a total of two days.

Prior to conducting the topographic survey, KE will conduct a Gopher State One Call to have all existing utilities marked out in the field. These utilities shall be gathered during the topographic survey and incorporated into design.

2.2 Preliminary Drafting

KE shall import digital data collected from the topographic survey into AutoCAD Civil 3D software. KE shall draft the preliminary data to develop a base map for the project site. The drafting shall include break lines, existing contours, buildings, pavement edges, roads, parking lots, fence lines, tree lines, utilities, and other items collected during the topographic survey. The preliminary base drawing shall be used to complete the design for hangar site preparation and taxilane.

Task 3: Prepare Draft Design Documents

3.1 Draft Construction Plan Set

KE shall utilize the base drawing developed from the topographic survey to compile a draft construction plan set. The construction plan set shall include approximate grading limits and building pad elevation. The construction plan set shall also include design of a turf taxilane for access to the runway. It is anticipated that all aircraft infrastructure will consist of grass turf. It is anticipated that the construction plan set will include the following sheets (note: additional sheets may be added or omitted during the design process):

- Title Sheet
- General Notes & Legend
- Construction Safety & Phasing Plan
- Statement of Estimated Quantities
- Stormwater Pollution Prevention Plan (SWPPP)
- Typical Sections & Details
- Removals & Erosion Control Plan
- Grading & Drainage Plan
- Site Plan & Restoration

3.2 Draft Construction Specifications

KE will prepare a draft set of construction specifications necessary for the completion of the project. The construction specifications shall include special provisions outlining the requirements for all civil construction elements. The draft construction specifications will be submitted to the Airport and County for review along with the draft construction plan set.

3.3 Draft Construction Cost Estimate

KE will prepare a preliminary cost estimate for the project based upon the draft construction plan set and specifications. The construction cost estimate will utilize bid prices for similar work completed within Itasca County and shall carry a 10% contingency for budgetary purposes. The construction cost estimate shall be submitted to the Airport and County along with the draft construction plan set and specifications.

3.4 Draft Design Document Review Meeting

KE will prepare for and facilitate one virtual meeting to discuss the draft construction plan set and specifications with the Airport and County upon completion. KE will take notes during the meeting of comments received and shall distribute meeting minutes to all parties who were in attendance upon completion of the meeting. All comments received shall be incorporated in the final design documents.

Task 4: Prepare Final Design Documents

4.1 Final Construction Plan Set & Specifications

Upon completion of the Draft Design Document Review Meeting, KE shall bring the construction plan set and specifications to final completion. This shall include incorporating all comments received during the draft review meeting. Along with the final construction plan set and specifications, KE will prepare an updated engineer's estimate for the project. The updated engineer's estimate shall carry a 0% contingency for use in determining the reasonableness of bids received.

4.2 Final Design Document – Airspace Review

Upon completion of the Final Design Documents, KE shall send the final construction plans and specifications to all relevant agencies for airspace review. The relevant agencies shall comment on the proposed design documents and recommend modifications, if needed, to comply with MnDOT Aeronautics standards.

Task 6: Bid Administration

5.1 Prepare Bid Documents

KE shall prepare bidding documents necessary to competitively bid the project. These bid documents shall include the following at a minimum: certification page, index to bid documents, advertisement to bidders, instructions to bidders, bid proposal, bid bond, payment & performance bond requirements, insurance requirements, draft construction agreement, notice of award, notice to proceed, general contract provisions, supplementary contract provisions, special provisions, technical specifications, prevailing wage rate requirements, responsible contractor verification, and any other owner specific required information.

The Airport and County will be responsible for providing any owner required information or special insurance requirements for inclusion within the bid documents.

5.2 Advertise the Project

KE shall advertise the project for one bidding cycle on behalf of the Airport and County. The project will be advertised in the local paper as well as online at QuestCDN. The Owner shall be responsible for all legal advertisement fees, of which will be reimbursable through the construction grant from MnDOT Aeronautics. If the project has to be rebid at no direct fault of KE, and KE is authorized to rebid the project, then KE shall be compensated at a negotiated rate for rebidding of the project.

5.3 Respond to Bidder's Questions & Prepare Addenda

KE shall respond to bidder's questions during the bid process. This shall include providing any additional information or clarification to bidders and preparing and distributing addenda as necessary throughout the bidding process.

5.4 Conduct Bid Opening & Prepare Letter of Recommendation

KE shall prepare for and attend the bid opening for the project. KE shall open and review all bids on behalf of the Airport and County to ensure all required documentation and instructions are adhered to by all bidders. KE will tabulate all bids and provide the apparent low bidder upon completion of the bid opening. Upon completion of the bid opening, KE shall further review all bids for any discrepancies and/or irregularities. KE shall prepare a Letter of Recommendation to the Airport and County as to

whether reject all bids or award the bid to the apparent low responsive bidder. KE shall present the Letter of Recommendation to the County Board upon completion of the bid opening.

5.5 Prepare Grant Application (Construction)

Upon completion of the bid opening and preparation of the Letter of Recommendation, KE shall assist the Airport and County in preparation of the construction grant application for submission to MnDOT Aeronautics. The construction grant application will include all legal advertisement fees, proposed construction contract amount, administrative fees, and construction administrative fees necessary for completion of the project.

Additional Services

Additional services include all services not directly mentioned above. These additional services may be provided by KE as requested and as authorized by the Airport and County. Such additional services may include, but are not limited to, the following:

- Attendance of additional meetings not directly mentioned above
- Addition to the design scope outside of what is directly mentioned above
- Geotechnical Engineering
- Permitting
- Materials Testing

Construction phase services, including construction administration, construction staking, and construction inspection may be provided by KE under a separate scope of work to be included with the construction grant request if requested by the Airport and Itasca County.

PRELIMINARY SCHEDULE

Below is the proposed preliminary project schedule. Shifts in the schedule may occur depending on when the Notice to Proceed is given. The proposed schedule aims to provide a tentative construction start of late summer 2026.

- Notice to Proceed: January 2026
- Topographic Survey: February 2026
- Draft Design Documents: March 2026
- Final Design Documents: April 2026
- Bid Administration & Bid Opening: May 2026
- Construction Grant Application Submission: June 2026

Airport: Bowstring Municipal Airport
Ident: 9Y0
Sponsor: Itasca County
State Project:
State Agreement #:
Description: Hangar Site Prep Design
Version Date: 11/20/2025

Construction	Description		Total	State Funding Rate		State		Local
	Hangar Site Preparation Construction (Construction Estimate)	$	40,000.00	60%	$	24,000.00	$	16,000.00
		$	-	0%	$	-	$	-
		$	-	0%	$	-	$	-
	CONSTRUCTION SUBTOTAL	**$**	**40,000.00**		**$**	**24,000.00**	**$**	**16,000.00**

Engineering	Description		Total			State		Local
	Karvakko Engineering- Itasca County/Bowstring Municipal Airport Agreement (Hangar Site Prep Design)	$	10,000.00	60%	$	6,000.00	$	4,000.00
		$	-	0%	$	-	$	-
		$	-	0%	$	-	$	-
	ENGINEERING SUBTOTAL	**$**	**10,000.00**		**$**	**6,000.00**	**$**	**4,000.00**

Administration	Description		Total			State		Local
		$	-	0%	$	-	$	-
		$	-	0%	$	-	$	-
		$	-	0%	$	-	$	-
	ADMINISTRATION SUBTOTAL	**$**	**-**		**$**	**-**	**$**	**-**

Grant Amounts	**$**	**50,000.00**	**$**	**30,000.00**	**$**	**20,000.00**
Grant Percentages		**100.00%**		**60.00%**		**40.00%**

Filling out the Cost Split:

1. Grant offer has been sent to your airport.
2. Fill in Airport, Ident, Sponsor, Description, and Version Date of when you submit the grant request.
3. Don't fill in State Project or State Agreement #, MnDOT Aeronautics will do that.
4. Complete cost split section with accurate amounts for each subsection (Const, Eng, Admin) of project.
5. The rates letter can be found at this link if you are unsure of the state rate for your project type:
http://www.dot.state.mn.us/aero/airportdevelopment/fundingandgrants.html
6. If project doesn't include a certain subsection (i.e. Admin costs) then leave blank.
7. Reach out with any questions to your regional contacts at MnDOT Aeronautics.
8. Send in via email as an attachment with your final grant request letter.

Airport: Bowstring Municipal Airport
Ident: 9Y0
Sponsor: Itasca County
State Project:
State Agreement #:
Description: Hangar Site Prep Design
Version Date: 11/20/2025

Construction	Description	Total	State Funding Rate	State	Local
	Hangar Site Preparation Construction (Construction Estimate)	$ 40,000.00	60%	$ 24,000.00	$ 16,000.00
		$ -	0%	$ -	$ -
		$ -	0%	$ -	$ -
	CONSTRUCTION SUBTOTAL	**$ 40,000.00**		**$ 24,000.00**	**$ 16,000.00**

Engineering	Description	Total	State	Local
	Karvakko Engineering- Itasca County/Bowstring Municipal Airport Agreement (Hangar Site Prep Design)	$ 10,000.00	60%	$ 6,000.00	$ 4,000.00
		$ -	0%	$ -	$ -
		$ -	0%	$ -	$ -
	ENGINEERING SUBTOTAL	**$ 10,000.00**		**$ 6,000.00**	**$ 4,000.00**

Administration	Description	Total	State	Local
		$ -	0%	$ -	$ -
		$ -	0%	$ -	$ -
		$ -	0%	$ -	$ -
	ADMINISTRATION SUBTOTAL	**$ -**		**$ -**	**$ -**

Grant Amounts	**$ 50,000.00**	**$ 30,000.00**	**$ 20,000.00**
Grant Percentages	**100.00%**	**60.00%**	**40.00%**

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 16, 2025

REQUEST FOR BOARD ACTION: RBA-2025-701

DEPARTMENT: Land Department
PRESENTER: Sara Thompson

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:
MnDOT Limited Use Permit Resolution

BOARD ACTION REQUESTED:
Adopt the Resolution Re: Authorizing Execution of Limited Use Permit between Itasca County and the Commissioner of Transportation, State of Minnesota.

BACKGROUND:
The Keystone Snowmobile Trail has an expired Limited Use permit. A new resolution is needed to accomodate the amendment and the addition of the new crossing east of Bovey. Once the route is approved, MnDOT will draft a limited use permit for County signature.

COUNTY ATTORNEY REVIEW: No

SUPPORTING DOCUMENTATION:
1. Bovey-Tac Keystone Snowmobile trail LUP request
2. Re_ LUP Request - Multi-use motorized trail

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

ITASCA COUNTY
BOARD OF COMMISSIONERS

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

Tuesday, December 16, 2025

RESOLUTION 2025-61

RE: AUTHORIZING EXECUTION OF LIMITED USE PERMIT BETWEEN

ITASCA COUNTY AND THE COMMISSIONER OF TRANSPORTATION, STATE OF MINNESOTA

WHEREAS, the Itasca County Land Department, in coordination with the Itasca Snow Rangers Snowmobile Club, will construct, maintain, and operate a multi-use motorized trail within the right of way of Trunk Highway 169, and crossings at Co Rd 10 and Co Rd 61 intersections east of Bovey; and

***WHEREAS*,** the Itasca County Board of Commissioners wishes to enter into an agreement with the Minnesota Department of Transportation providing for the limited use of certain right of way of Trunk Highway 169; and

WHEREAS, the State of Minnesota, through the Minnesota Department of Transportation, will grant a Limited Use Permit to Itasca County within the right of way of Trunk Highway 169; and

***WHEREAS*,** the Itasca County Board of Commissioners does hereby authorize the County of Itasca to enter into an agreement with the Commissioner of Transportation of the State of Minnesota providing limited use, under the terms and conditions set forth therein, of certain right of way of Trunk Highway 169.

THEREFORE, BE IT RESOLVED, that the Itasca County Board of Commissioners does hereby authorize the County Board Chair and County Administrator to sign any and all documents with the limited use agreement.

NOW THEREFORE BE IT RESOLVED, that the Itasca County Board of Commissioners does hereby authorize the County Board Chair and County Administrator to sign any and all documents with the limited use agreement.

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

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 December 16, 2025 and that the same is a true and correct copy of the whole thereof.

Administrator

ITASCA COUNTY
LAND DEPARTMENT

1177 LaPrairie Avenue
Grand Rapids, MN 55744-3322
218-327-2855 • Fax: 218-327-4160

December 1, 2025

Minnesota Department of Transportation
Attn: Duane Hill – Transportation District Engineer
1123 Mesaba Ave
Duluth, MN 55811

Dear Mr. Duane Hill;

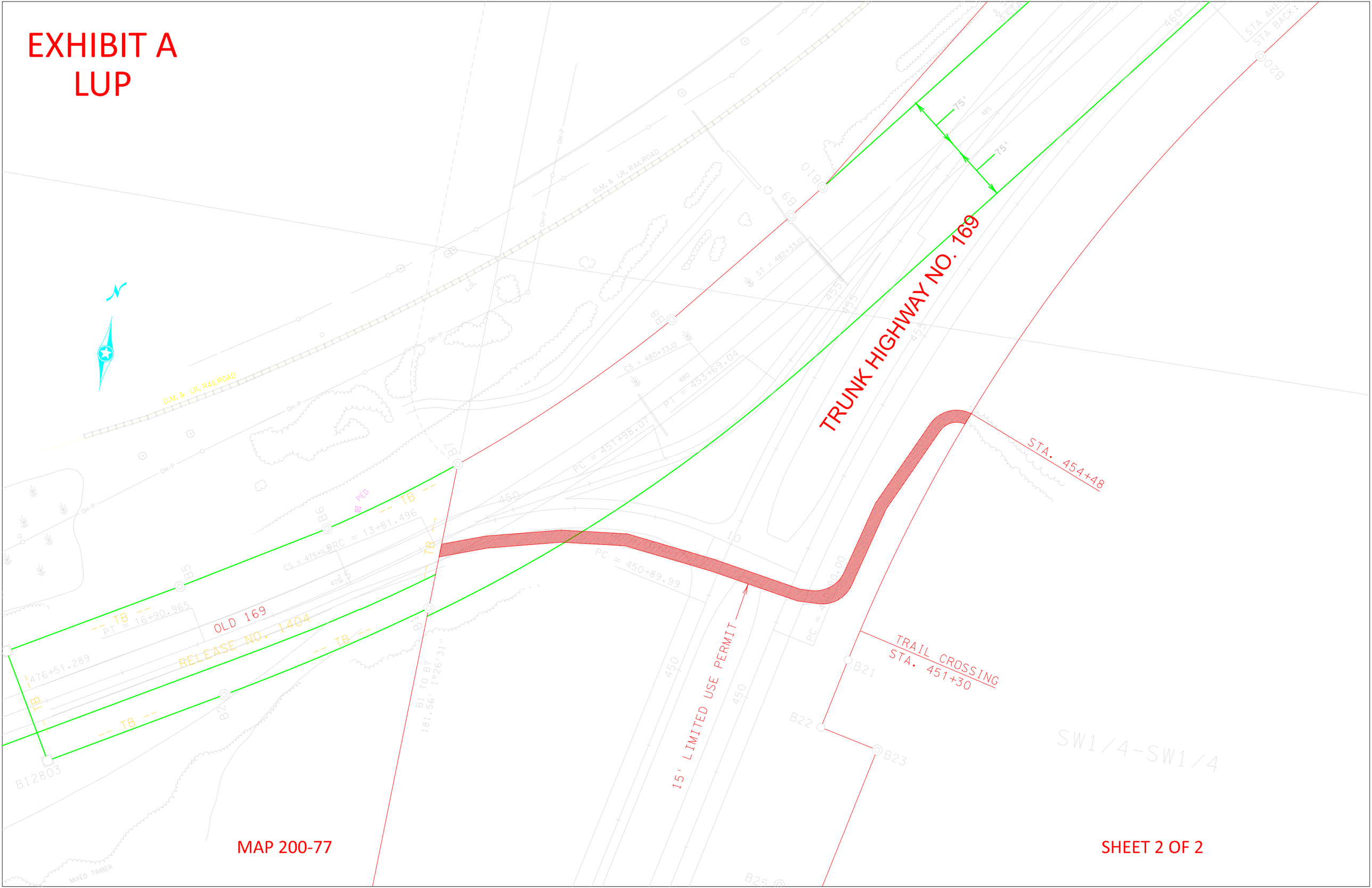
The Itasca County Land Department has been working with the Itasca Snow Rangers on a trail re-route for the Keystone snowmobile trail east of Bovey. For many years we have been trying to establish a connection on the south side of Hwy 169 to relocate the snowmobile corridor off the Mesabi Bike trail. We were able to finalize a route this late fall. This route is also proposed to be a future ATV trail as well. The Itasca County Land Department respectfully requests a Limited for a multi-use motorized recreational trail. A copy of the resolution, once approved, and the right of way map of the route will be submitted to the permits office for review. If any other documentation is needed for the Limited Use Permit, please contact me at your earliest convenience. Thank you for your time.

Respectfully,

Sara Thompson
Forest Recreation Specialist
Itasca County Land Department
sara.thompson@co.itasca.mn.us
(218) 327-7393


169
169
Keystone
61
Keystone
169
169
Itasca County

EXHIBIT A
LUP



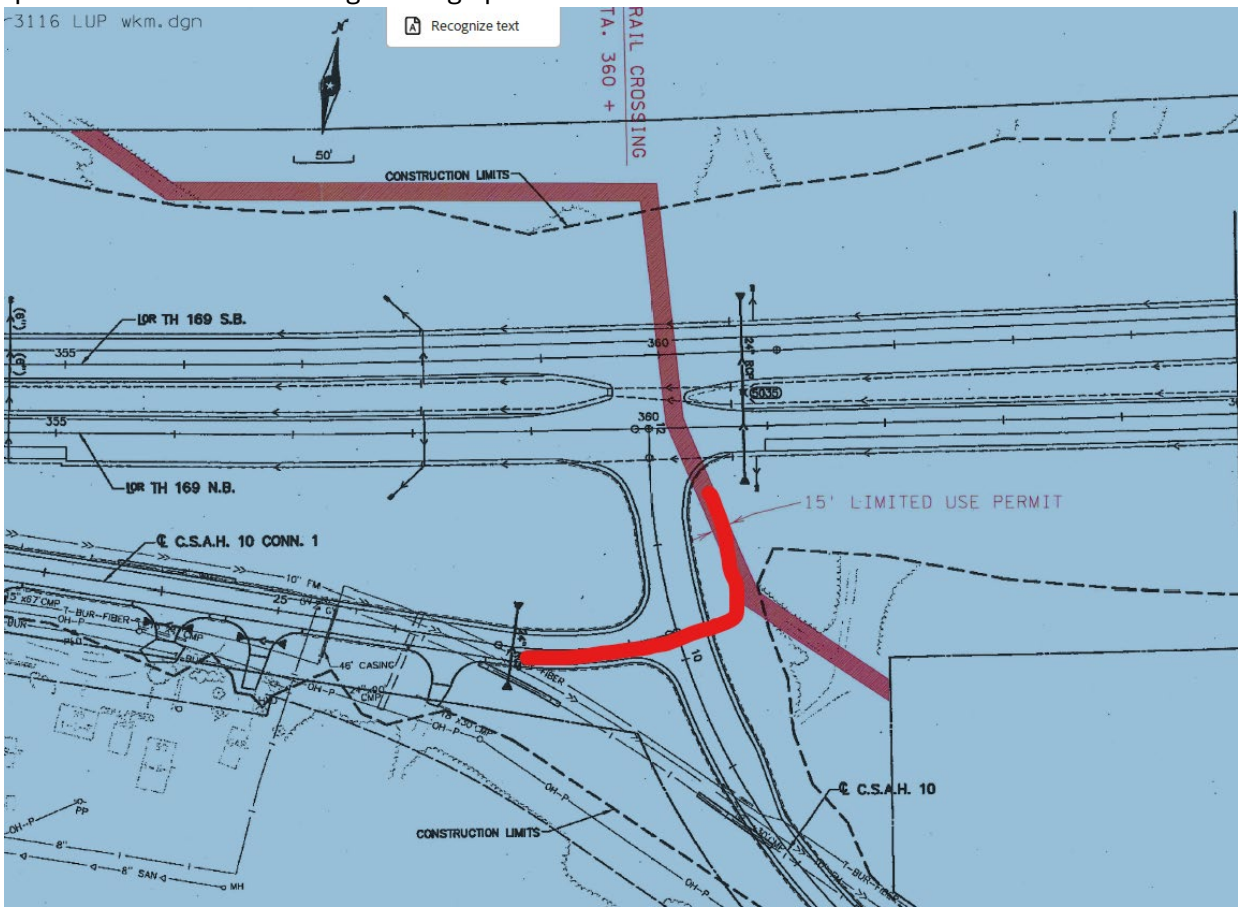
MAP 200-77

SHEET 2 OF 2

From: Sara Thompson
To: Klemetsen, Delroy O (DOT)
Cc: Wright, Cole (DOT); Hinzmann, John (DOT)
Subject: Re: LUP Request - Multi-use motorized trail
Date: Wednesday, December 10, 2025 11:56:06 AM
Attachments: image.png

Hi Delroy,

The request to Duane is for a different crossing not related to 3116-010, however that being said, we could amend 3116-010 into a motorized multi-use as well. There is a line change as the trail doesn't head to the east off of County Rd 10 anymore. It cuts onto the City Street to the back side of Coleraine. See the red line in the snapshot. You can call me if you have questions. I have a meeting coming up here at noon.



Thanks,



Sara Thompson

Forest Recreation Specialist | Itasca County

1177 LaPrairie Avenue Grand Rapids, MN 55744
Office: 218-327-7393
Cell: 218-398-5471
sara.thompson@co.itasca.mn.us

EXHIBIT A
LUP

TRAIL CROSSING
STA 360

RAILROAD SPIKE
AT CENTER SECTION

CENTER SECTION
32
T.56 N. R.24 W.

TRUNK HIGHWAY NO. 169

15' LIMITED USE PERMIT

RELEASE NO. 1404

RELEASE NO. 1404

RELEASE NO. 1404

R/W DEDICATED AS PER PLAT OF HOLLYWOOD

R/W DEDICATED AS PER PLAT OF BLUEBILL BAY

EXIST. C.S.A.H. NO. 10 R/W

HOLLYWOOD DRIVE

HOLLYWOOD

BLUEBILL BAY

CORPORATE LIMITS OF BOVEY

CORPORATE LIMITS OF COLERAINE

OUTLOT A

BLOCK 1

BLOCK 2

GOV'T LOT

TB6
TB5
TB4
TB3
TB2
TB1

B12214
B12215
B12616
B12615

120'

MAP 200-77

SHEET 1 OF 2

From: Klemetsen, Delroy O (DOT) <delroy.klemetsen@state.mn.us>
Sent: Wednesday, December 10, 2025 11:47 AM
To: Sara Thompson <sara.thompson@co.itasca.mn.us>
Cc: Wright, Cole (DOT) <Cole.Wright@state.mn.us>; Hinzmann, John (DOT) <john.hinzmann@state.mn.us>
Subject: FW: LUP Request - Multi-use motorized trail

CAUTION: This email originated from outside of the Itasca County email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Sara,

Are we making this one 3116-010 into a multi-use trail or renewing it as a snowmobile trail? I am unsure what is needed.

Thank you,
Del

From: Hill, Duane (DOT) <duane.hill@state.mn.us>
Sent: Tuesday, December 9, 2025 10:29 AM
To: Klemetsen, Delroy O (DOT) <delroy.klemetsen@state.mn.us>; Wright, Cole (DOT) <Cole.Wright@state.mn.us>
Subject: FW: LUP Request - Multi-use motorized trail

From: Sara Thompson <Sara.Thompson@CO.ITASCA.mn.us>
Sent: Monday, December 01, 2025 11:18 AM
To: Hill, Duane (DOT) <duane.hill@state.mn.us>
Subject: LUP Request - Multi-use motorized trail

This message may be from an external email source.
Do not select links or open attachments unless verified. Report all suspicious emails to Minnesota IT Services Security Operations Center.

Good Morning Mr. Hill,
Attached you will find a letter of request for a limited use permit authorizing a multi-use motorized recreational trail within the right of way on Hwy 169 east of Bovey. Please let me know if you have any questions regarding this project. Thank you for your time. Enjoy the rest of your day!

Respectfully,



Sara Thompson

Forest Recreation Specialist | Itasca County

1177 LaPrairie Avenue Grand Rapids, MN 55744
Office: 218-327-7393
Cell: 218-398-5471
sara.thompson@co.itasca.mn.us

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 16, 2025

REQUEST FOR BOARD ACTION: RBA-2025-702

DEPARTMENT: Transportation
PRESENTER: Karin Grandia

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:
Agreement with the City of Deer River for 2026 LPP Project

BOARD ACTION REQUESTED:
Authorize the required signatures on the Sponsor Agreement with the City of Deer River for the construction and construction engineering for a 2026 Trail and Lighting project.

BACKGROUND:
The City of Deer River was awarded a Local Partnership Program grant from MnDOT for a trail and lighting project in the City that will run along TH 2 from TH 46 to TH 6. Since the City of Deer River is a small city, the state requires a sponsor for these funds.

This agreement outlines the project and financial responsibilities for the construction of the trail. The LPP grant is in the amount of $1,050,000. The remainder of the costs re estimated at $160,862.13 and will be paid for by the City of Deer River. The City also agrees to cover any additional costs not covered by the grants.

The City of Deer River will consider this agreement at their December 22, 2025, council meeting.

This agreement template has previously been used and reviewed by the County Attorney.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:
1. SP Correction_1060673 FE AGR DEER RIVER AND ITASCA COUNTY (002)
2. LPP Sponsor Agreement

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

Docusign Envelope ID: FA5A9019-8F2B-4208-B190-0F5E7955B053

Exhibit A

MnDOT Contract No.: 1060673

99397

STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
AND
CITY OF DEER RIVER
AND
ITASCA COUNTY
COOPERATIVE CONSTRUCTION
AGREEMENT

State Project Number (S.P.):	~~3102-56~~ 3102-52	**Original Amount Encumbered**
Trunk Highway Number (T.H.):	02=008	$1,050,000.00
City Project Number:	DEERR 180651	
Lighting System Feed Point No.:	"CITY"	

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and the City of Deer River, acting through its City Council ("City"), and Itasca County, acting through its Board of Commissioners ("County").

Recitals

1. The County will perform removals, common excavation, bituminous paving, concrete walk, lighting, turf establishment, shared use path, and roadway lighting construction and other associated construction upon, along, and adjacent to Trunk Highway No. 2 from Trunk Highway No. 46 to Trunk Highway No. 6 according to City-prepared plans, specifications, and special provisions designated by the City as City Project No. DEERR 180651 and by the City, the County, and the State as State Project No. ~~3102-56~~ 3102-52 (T.H. 02=008) ("Project"); and
2. The City and the County requests the State participate in the costs of the shared use path construction and the State is willing to participate in the costs of said construction and associated construction engineering; and
3. A separate agreement between the City and Leech Lake Band of Ojibwe (LLBO) will address LLBO's construction cost share; and
4. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining, and improving the trunk highway system.

Agreement

1. Term of Agreement; Survival of Terms; Plans; Incorporation of Exhibits

1.1. ***Effective Date.*** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.

1.2. ***Expiration Date.*** This Agreement will expire when all obligations have been satisfactorily fulfilled.

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: 2.4. State Ownership of Improvements;

FHT

Docusign Envelope ID: FA5A9019-8F2B-4208-B190-0F5E7955B053

5. Maintenance by the City; 10. Liability; Worker Compensation Claims; Insurance; 13. State Audits; 14. Government Data Practices; 15. Governing Law; Jurisdiction; Venue; and 17. Force Majeure.

1.4. ***Plans, Specifications, and Special Provisions.*** State-Aid approved City plans, specifications, and special provisions designated by the City as City Project No. DEERR 180651 and by the City, the County, and the 3102-52 State as State Project No. ~~3102-56~~ (T.H. 02=008) are on file in the office of the City's Administrator, the County's Engineer, and incorporated into this Agreement by reference ("Project Plans").

1.5. ***Exhibits.*** Preliminary Schedule "I" is attached and incorporated into this Agreement.

2. Right-of-Way Use

2.1. ***Limited Right to Occupy.*** The State grants to the County (and its contractors and consultants) the right to occupy Trunk Highway Right-of-Way as necessary to perform the work described in the Project Plans. This right is limited to the purpose of constructing the project, and administering such construction, and may be revoked by the State at any time, with or without cause. Cause for revoking this right of occupancy includes, but is not limited to, breaching the terms of this or any other agreement (relevant to this Project) with the State, failing to provide adequate traffic control or other safety measures, failing to perform the construction properly and in a timely manner, and failing to observe applicable environmental laws or terms of applicable permits. The State will have no liability to the City or the County (or its contractors or consultants) for revoking this right of occupancy.

2.2. ***State Access; Suspension of Work; Remedial Measures.*** The State's District Engineer or assigned representative retains the right to enter and inspect the Trunk Highway Right-of-Way (including the construction being performed on such right-of-way) at any time and without notice to the County or its contractor. If the State determines (in its sole discretion) that the construction is not being performed in a proper or timely manner, or that environmental laws (or the terms of permits) are not being complied with, or that traffic control or other necessary safety measures are not being properly implemented, then the State may direct the County (and its contractor) to take such remedial measures as the State deems necessary. The State may require the County (and its contractors and consultants) to suspend their operations until suitable remedial action plans are approved and implemented. The State will have no liability to the City or the County (or its contractors or consultants) for exercising its rights under this provision.

2.3. ***Traffic Control; Worker Safety.*** While the City, the County (and its contractors and consultants) are occupying the State's Right-of-Way, they must comply with the approved traffic control plan, and with applicable provisions of the Work Zone Field Handbook (*http://www.dot.state.mn.us/trafficeng/workzone/index.html*). All City, County, contractor, and consultant personnel occupying the State's Right-of-Way must be provided with required reflective clothing and hats.

2.4. ***State Ownership of Improvements.*** The State will retain ownership of its Trunk Highway Right-of-Way, including any improvements made to such right-of-way under this Agreement, unless otherwise noted. The warranties and guarantees made by the County's contractor with respect to such improvements (if any) will flow to the State. The City and the County will assist the State, as necessary, to enforce such warranties and guarantees, and to obtain recovery from the City or the County's consultants, and contractor (including its sureties) for non-performance of contract work, for design errors and omissions, and for defects in materials and workmanship. Upon request of the State, the City or the County will undertake such actions as are reasonably necessary to transfer or assign contract rights to the State and to permit subrogation by the State with respect to claims against the City's and County's consultants and contractors.

2.5. ***Utility Relocation.*** The State authorizes the County to issue Notices and Orders for utility relocation in accordance with Minnesota Statutes §161.45 and Minnesota Rules Part 8810.3100 through 8810.3600

3. Contract Award and Construction

3.1. ***Bids and Award.*** The County will receive bids and award a construction contract to the lowest responsible bidder (or best value proposer), subject to concurrence by the State in that award, according to the Project Plans. The contract construction will be performed according to the Project Plans.

3.2. ***Bid Documents Furnished by the County.*** The County will, within 7 days of opening bids for the construction contract, submit to the State's District Engineer a copy of the low bid and an abstract of all bids together with the County's request for concurrence by the State in the award of the construction contract. The County will not award the construction contract until the State advises the County in writing of its concurrence.

3.3. ***Rejection of Bids.*** The County may reject and the State may require the County to reject any or all bids for the construction contract. The party rejecting or requiring the rejection of bids must provide the other party written notice of that rejection or requirement for rejection no later than 30 days after opening bids. Upon the rejection of all bids, a party may request, in writing, that the bidding process be repeated. Upon the other party's written approval of such request, the County will repeat the bidding process in a reasonable period of time, without cost or expense to the State.

3.4. ***Direction, Supervision, and Inspection of Construction.***

A. The contract construction will be under the direction of the County and under the supervision of a registered professional engineer; however, the State participation construction covered under this Agreement will be open to inspection by the State District Engineer's authorized representatives. The County will give the District Engineer at Duluth five days' notice of its intention to start the contract construction.

B. Responsibility for the control of materials for the contract construction will be on the County and its contractor and will be carried out according to Specifications No. 1601 through and including No. 1609 in the State's current "Standard Specifications for Construction".

3.5. ***Contaminated Soils and Groundwater within the State's Cost Participation Limits.***

A. ***24 Hour Notification.*** The County will notify the State District Engineer's authorized representative a minimum of 24 hours prior to the contractor beginning the excavation and removal of any contaminated soils that have been identified within the Project limits.

B. ***Immediate Notification.*** The County will notify the State District Engineer's authorized representative immediately upon the contractor encountering contaminated soils and/or groundwater in areas that are within the Project limits. The County will confer with the State as to the handling, disposal, and any other issues related to contaminated materials found on State Right-of-Way or import of materials onto State Right-of-Way.

C. ***Environmental Consultant.*** The County will provide for an Environmental Consultant to be on site to observe and document the excavation, handling and disposal of contaminated soils that have been identified within the Project limits. If the contractor encounters contaminated materials in areas not previously identified and upon notification by the County to the State, the County hired Environmental Consultant will be provided to collect and analyze soil and/or groundwater samples to determine contaminant levels, work with the landfill for disposal of the soil waste, and provide oversight of any

soil and groundwater handling and disposal. The County will not allow the contractor to excavate any contaminated soil unless the Environmental Consultant is present.

3.6. ***Completion of Construction.*** The County will cause the contract construction to be started and completed according to the time schedule in the construction contract special provisions. The completion date for the contract construction may be extended, by an exchange of letters between the appropriate County official and the State District Engineer's authorized representative, for unavoidable delays encountered in the performance of the contract construction.

3.7. ***Plan Changes.*** The State will not participate in the cost of any contract construction that is in addition to the State participation construction covered under this Agreement unless the following conditions have been met:

A. The necessary State funds have been encumbered.

B. All changes in the Project Plans and all addenda, change orders, supplemental agreements, and work orders entered into by the County and its contractor for State participation construction are approved in writing by the State District Engineer's authorized representative.

3.8. ***Compliance with Laws, Ordinances, and Regulations.*** The County will comply and cause its contractor to comply with all Federal, State, and Local laws, and all applicable ordinances and regulations. With respect only to that portion of work performed on the State's Trunk Highway Right-of-Way, the County will not require the contractor to follow local ordinances or to obtain local permits.

4. Right-of-Way; Easements; Permits

4.1. The City or the County will obtain all rights-of-way, easements, construction permits, and any other permits and sanctions that may be required in connection with the local and trunk highway portions of the contract construction. Before payment by the State, the City or the County will furnish the State with certified copies of the documents for rights-of-way and easements, construction permits, and other permits and sanctions required for State participation construction covered under this Agreement.

4.2. The City of the County will convey to the State by quit claim deed, all newly acquired rights needed for the continuing operation and maintenance of the Trunk Highway, if any, upon completion of the Project, at no cost or expense to the State.

4.3. The City and the County will comply with Minnesota Statutes § 216D.04, subdivision 1(a), for identification, notification, design meetings, and depiction of utilities affected by the contract construction.

4.4. The City will submit to the State's Utility Engineer an original permit application for all utilities owned by the City of Deer River to be constructed upon and within the Trunk Highway Right-of-Way. Applications for permits will be made on State form "Application for Utility Permit on Trunk Highway Right-of-Way" (Form 2525).

5. Maintenance by the City

Upon completion of the Project, the City will provide the following without cost or expense to the State:

5.1. ***Shared Use Path.*** The City will provide routine and minor maintenance of the Shared Use Path on T.H. 2 Right-of-Way. Routine and minor maintenance may include, but are not limited to, snow and ice control/removal, sweeping and debris removal, patching, crack repair, replacement of failing section(s) of pavement, vegetation control, signing, pavement markings, and any other maintenance activities necessary to perpetuate the Shared Use Path in a safe, usable, and aesthetically acceptable condition as determined by the State's District Maintenance Engineer and all applicable laws including, but not limited to, the

Americans with Disabilities Act ("ADA"). If the City fails to perform its maintenance services under this Agreement in compliance with applicable laws, the State will provide the City with a notice of non-compliance. Within three business days of sending the notice of non-compliance, the State's District Maintenance Engineer and the City Engineer will meet to discuss the City performance of maintenance and decide upon next steps to remedy any non-compliant performance. If the parties cannot agree upon a remedy, the State may perform such obligation and the City will reimburse the State for the cost thereof, plus 10 percent of such cost for overhead and supervision within 30 days of receipt of the State's invoice. The State and the City agree that full pavement replacement is outside of routine and minor maintenance, and the State and the City will share in the cost of pavement replacement according to the State's Cost Participation and Maintenance Responsibilities with Local Units of Government Manual, as amended or revised.

A. ***State Right-of-Way Access.*** The State authorizes the City to enter upon State Right-of-Way to perform the Shared Use Path maintenance. The City must notify and coordinate with the State's District Maintenance Engineer prior to accessing State Right-of-Way. While the City is occupying the State's Right-of-Way, they must comply with the approved traffic control plan, and with applicable provisions of the Work Zone Field Handbook (*http://www.dot.state.mn.us/trafficeng/workzone/index.html*). All City personnel occupying the State's Right-of-Way must be provided with required reflective clothing and hats.

B. ***Environmental.*** The City will not dispose of any materials regulated by any governmental or regulatory agency onto the ground, or into any body of water, or into any container on the State's Right-of-Way. In the event of spillage of regulated materials, the City will immediately notify the State's Authorized Representative in writing and will provide for cleanup of the spilled material and any materials contaminated by the spillage in accordance with all applicable federal, state, and local laws and regulations, at the sole expense of the City.

5.2. ***Lighting.*** Maintenance and ownership of any lighting facilities construction. Maintenance of electrical lighting systems includes everything within the system, from the point of attachment to the power source or utility, to the last light on the feed point, including but not limited to re-lamping of lighting units or replacing of LED luminaires, repair or replacement of all damaged luminaire glassware, loose connections, luminaires when damaged or when ballasts fail, photoelectric control on luminaires, defective starter boards or drivers, damaged fuse holders, blown fuses, knocked down poles including wiring within the poles, damaged poles, pull boxes, underground wire, damaged foundations, equipment pad, installation of approved splices or replacement of wires, repair or extending of conduit, lighting cabinet maintenance including photoelectric cell, electrical distribution system, Gopher State One Call (GSOC) locates, and painting of poles and other equipment. The City will be responsible for the hook up cost and application to secure an adequate power supply to the service pad or pole and will pay all monthly electrical service expenses necessary to operate the lighting facility.

5.3. ***Additional Drainage.*** No party to this Agreement will drain any additional drainage volume into the storm sewer facilities constructed under the construction contract that was not included in the drainage for which the storm sewer facilities were designed, without first obtaining written permission to do so from the other party.

6. Basis of State Cost

6.1. ***Schedule "I".*** The Preliminary Schedule "I" includes all anticipated State participation construction items and the construction engineering cost share covered under this Agreement.

6.2. ***State Participation Construction.*** The State will participate in the following at the percentages indicated. The construction includes the State's proportionate share of item costs for mobilization and traffic control.

A. 100 Percent will be the State's rate of cost participation in all of the shared use path construction, up to the capped amount. The construction includes, but is not limited to, those construction items tabulated on Sheets No. 2 and No. 3 of the Preliminary Schedule "I".

B. 50 Percent will be the State's rate of cost participation in all of the roadway lighting construction, up to the capped amount, after the City's cost for trail lighting is applied. The construction includes, but is not limited to, those construction items tabulated on Sheet No. 3 of the Preliminary Schedule "I". The City will pay for the Shared-Use Path lighting cost, which is the difference between Lighting Unit 9D-40 and Lighting Unit 9-40, as indicated in Preliminary Schedule I.

6.3. ***Construction Engineering Costs.*** The State will pay a construction engineering charge equal to 6 percent of the total State participation construction covered under this Agreement.

6.4. ***Capped Funds.*** The State's cost participation in the Project construction is limited to **$1,050,000.00**.

6.5. ***Addenda, Change Orders, Supplemental Agreements, and Work Orders.*** The State will share in the costs of construction contract addenda, change orders, supplemental agreements, and work orders that are necessary to complete the State participation construction covered under this Agreement and are approved in writing by the State District Engineer's authorized representative.

6.6. ***Liquidated Damages.*** All liquidated damages assessed the County's contractor in connection with the construction contract will result in a credit shared by each party in the same proportion as their total construction cost share covered under this Agreement is to the total contract construction cost before any deduction for liquidated damages.

7. State Cost and Payment by the State

7.1. ***State Cost.*** **$1,050,000.00** is the State's estimated share of the costs of the contract construction, which includes the construction engineering cost share and a contingency amount as shown in the Preliminary Schedule "I." The Preliminary Schedule "I" was prepared using anticipated construction items and estimated quantities and unit prices and may include any credits or lump sum costs. Upon review of the construction contract bid documents described in Article 3.2, the State will decide whether to concur in the County's award of the construction contract and, if so, prepare a Revised Schedule "I" based on construction contract construction items, quantities, and unit prices, which will replace and supersede the Preliminary Schedule "I" as part of this Agreement. The contingency amount is provided to cover the cost difference between the Preliminary Schedule "I" and the Revised Schedule "I," overruns of the Project Plans' estimated quantities of State participation construction, and State approved additional construction including construction engineering costs.

7.2. ***Conditions of Payment.*** The State will pay the County the State's total estimated construction cost share, which does not include the construction engineering cost share or the contingency amount, as shown in the Revised Schedule "I", after the following conditions have been met:

A. Encumbrance by the State of the State's total estimated construction cost share, the 6 percent construction engineering cost share, and the contingency amount, as shown in the Revised Schedule "I".

B. Execution of this Agreement and transmittal to the City and the County, including a letter advising of the State's concurrence in the award of the construction contract.

C. The State's receipt of a written request from the County for the advancement of funds. The request will include certification by the County that all necessary parties have executed the construction contract.

7.3. ***Limitations of State Payment; No State Payment to Contractor.*** The State's participation in the contract construction is limited to the State participation construction shown in Article 7.1, and the State's participation will not change except by a mutually agreed written amendment to this Agreement. The State's payment obligation extends only to the County. The County's contractor is not intended to be and will not be deemed to be a third party beneficiary of this Agreement. The County's contractor will have no right to receive payment from the State. The State will have no responsibility for claims asserted against the County by the County's contractor.

7.4. ***Construction Costs Exceeding Encumbered Amount.*** Whenever it appears the cost of the State participation construction covered under this Agreement is about to exceed the current amount of encumbered State funds, the County will notify the State District Engineer's authorized representative in writing prior to performance of the additional State participation construction. Notification will include an estimate in the amount of additional funds necessary to complete the State participation construction including construction engineering costs and the reason(s) why the current amount encumbered will be exceeded. The State will, upon its approval of the additional State participation construction, encumber the necessary additional funds. That action will have the effect of amending this Agreement so as to include the State's share of the costs of the additional construction.

Should the County cause the performance of additional contract construction which would otherwise qualify for State participation construction covered under this Agreement, but for which the State has not previously encumbered funds, that additional contract construction is done at the County's own risk. The County will notify the State District Engineer's authorized representative in writing of the additional State participation construction. Notification will include an estimate in the amount of additional funds necessary to cover the additional State participation construction including construction engineering costs and the reason(s) why the current amount encumbered was exceeded. If the State District Engineer's authorized representative approves the additional State participation construction, the County's claim for compensation along with a request for encumbrance of the necessary additional funds will be submitted to the State's Budget Section for review of compliance with Minnesota Statutes § 16A.15, subdivision 3, but no guarantee is made that the claim will be approved by the State's Budget Section. If the claim for compensation and the request for encumbrance of the necessary additional funds are approved by the State's Budget Section, that action will have the effect of amending this Agreement so as to include the State's share of the costs of the additional construction.

7.5. ***Records Keeping and Invoicing by the County.*** The State will provide the County with a Payment Processing Package containing a Modified Schedule "I" form, instructions, and samples of documents for processing final payment of the State participation construction covered under this Agreement.

The County will keep records and accounts that enable it to provide the State with the following prior to final payment:

A. A copy of the Modified Schedule "I" which includes final quantities of State participation construction.

B. Copies of the County contractor's invoice(s) covering all contract construction.

C. Copies of the endorsed and canceled County warrant(s) or check(s) paying for final contract construction, or computer documentation of the warrant(s) issued, certified by an appropriate County official that final construction contract payment has been made.

D. Copies of all construction contract change orders, supplemental agreements, and work orders.

Docusign Envelope ID: FA5A9019-8F2B-4208-B190-0F5E7955B053

E. A certification form, attached to a copy of the Final Schedule "I", both provided by the State. The certification form will be signed by the County's Engineer in charge of the contract construction attesting to the following:

i. Satisfactory performance and completion of all contract construction according to the Project Plans.

ii. Acceptance and approval of all materials furnished for the contract construction relative to compliance of those materials to the State's current "Standard Specifications for Construction".

iii. Full payment by the County to its contractor for all contract construction.

F. When requested, copies certified by the County's Engineer, of material sampling reports and material testing results for the materials furnished for the contract construction.

G. A copy of the "as built" plan sent to the District Engineer.

H. A formal invoice (original and signed) in the amount due the County as shown in the Final Schedule "I".

7.6. ***Final Payment by the State.*** Upon completion of all contract construction, the State will prepare a Final Schedule "I" according to the procedures detailed in the Payment Processing Package and submit a copy to the County. The Final Schedule "I" will be based on final quantities, and include all State participation construction items and the construction engineering cost share covered under this Agreement. If the final cost of the State participation construction exceeds the amount of funds advanced by the State, the State will pay the difference to the County without interest. If the final cost of the State participation construction is less than the amount of funds advanced by the State, the County will refund the difference to the State without interest.

The State and the County waive claims for any payments or refunds less than $5.00 according to Minnesota Statutes § 15.415.

8. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

8.1. The State's Authorized Representative will be:

Name, Title:	Malaki Ruranika, Cooperative Agreements Engineer (or successor)
Address:	395 John Ireland Boulevard, Mailstop 682, St. Paul, MN 55155
Telephone:	(651) 366-4634
E-Mail:	malaki.ruranika@state.mn.us

8.2. The City's Authorized Representative will be:

Name, Title:	Mark Box, City Administrator (or successor)
Address:	60 2nd Street Southeast, P.O. Box 70, Deer River, MN 56636
Telephone:	(218) 246-8195
E-Mail:	mark.box@deerrivermn.org

8.3. The County's Authorized Representative will be:

Name, Title:	Karin Grandia, County Engineer (or successor)
Address:	123 Northeast 4th Street, Grand Rapids, MN 55744
Telephone:	(218) 327-7389
E-Mail:	karin.grandia@co.itasca.mn.us

9. Assignment; Amendments; Waiver; Contract Complete

9.1. ***Assignment.*** No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.

9.2. ***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.

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

9.4. ***Contract Complete.*** This Agreement contains all prior negotiations and agreements between the State, the City, and the County. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

10. Liability; Worker Compensation Claims; Insurance

10.1. 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 and omissions of others and 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 the City and the County. Notwithstanding the foregoing, the City and the County 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 project covered by this Agreement, regardless of whether such claims are asserted by the City's or the County's contractor(s) or consultant(s) or by a third party because of an act or omission by the City, the County, or their respective contractor(s) or consultant(s).

10.2. Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.

10.3. The County may require its contractor to carry insurance to cover claims for damages asserted against the County's contractor.

11. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

12. Title VI/Nondiscrimination Assurances

The City and the County agree 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. If federal funds are included in this Agreement, the City and the County will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. The State may conduct a review of the City's and the County's compliance with this provision. The City and the County must cooperate with the State throughout the review process by supplying all requested information and documentation to the State, making City and County staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by the State.

Docusign Envelope ID: FA5A9019-8F2B-4208-B190-0F5E7955B053

13. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the City's and the County's books, records, documents, accounting procedures, and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

14. Government Data Practices

The City, County, and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City and the County under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the City, the County, or the State.

15. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation and enforcement of 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.

16. Termination; Suspension

16.1. ***By Mutual Agreement.*** This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below.

16.2. ***Termination for Insufficient Funding.*** The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the City and the County. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the City and the County 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 this Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

16.3. ***Suspension.*** In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities, performance and payments authorized through this Agreement. Any work performed during a period of suspension will be considered unauthorized work and will be undertaken at the risk of non-payment.

17. Force Majeure

No party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

[The remainder of this page has been intentionally left blank]

Docusign Envelope ID: FA5A9019-8F2B-4208-B190-0F5E7955B053

MnDOT Contract No.: **1060673**

STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

Signed: Thomas Buse Digitally signed by Thomas Buse Date: 2025.12.03 09:35:13 -06'00'

Date: _____

SWIFT Purchase Order: 3000851146

CITY OF DEER RIVER

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: Mayor

Date: 14 Nov 25

By: _____

Title: City Administrator

Date: 11/14/2025

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: Andrew Johnson Digitally signed by Andrew Johnson Date: 2025.12.03 06:58:49 -06'00'

(District Engineer)

Date: _____

Approved:

By: Tom Styrbicki Digitally signed by Tom Styrbicki Date: 2025.12.03 09:43:50 -06'00'

(State Design Engineer)

Date: _____

COMMISSIONER OF ADMINISTRATION

By: DocuSigned by: Sara Freedland 9879A511B468482...

(With Delegated Authority)

Date: 12/8/2025

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

Docusign Envelope ID: FA5A9019-8F2B-4208-B190-0F5E7955B053

MnDOT Contract No.: **1060673**

ITASCA COUNTY

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: Board Chair

Date: 11-18-2025

By: _____

Title: Administer

Date: 11-18-2025

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

Docusign Envelope ID: FA5A9019-8F2B-4208-B190-0F5E7955B053

PRELIMINARY SCHEDULE "I"
Agreement No. 1060673
Itasca County

S.P. 3102-52 (T.H. 02=008) Preliminary: October 24, 2025

State Funds

Removals, common excavation, bituminous paving, concrete walk, lighting, turf establishment, shared use path, and roadway lighting construction performed under County contract with ____

located on T.H. 2 from T.H. 46 to T.H. 6

STATE COST PARTICIPATION	
S.P. 3102-52 Shared Use Path (From Sheet No. 3)	774,270.00
S.P. 3102-52 Roadway Lighting (From Sheet No. 4)	140,862.13
(1) Subtotal	$915,132.13
Construction Engineering (6%)	54,907.93
Subtotal	$970,040.05
(2) Contingency Amount	79,959.95
Encumbered Amount	**$1,050,000.00**

(1) Amount of advance payment as described in Article 7.2 of the Agreement (estimated amount)

(2) For the State's use only as described in Article 7.1 of the Agreement

Exhibit A

(1) 100% STATE (capped); Remainder 100% CITY

1060673

ITEM NUMBER	S.P. 3102-52 SHARED USE PATH WORK ITEM	UNIT	QUANTITY	UNIT PRICE	COST (1)
2011.601	CONSTRUCTION SURVEYING	LUMP SUM	0.66	15,000.00	9,900.00
2021.501	MOBILIZATION	LUMP SUM	0.66	50,000.00	33,000.00
2101.502	CLEARING	EACH	6.00	1,000.00	6,000.00
2101.502	GRUBBING	EACH	6.00	500.00	3,000.00
2104.502	SALVAGE SIGN	EACH	3.00	100.00	300.00
2104.503	REMOVE PIPE CULVERTS	LIN FT	232.00	20.00	4,640.00
2104.503	REMOVE CURB & GUTTER	LIN FT	25.00	25.00	625.00
2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	1,156.00	4.00	4,624.00
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	90.00	6.00	540.00
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	1,701.00	3.00	5,103.00
2104.504	REMOVE CONCRETE PAVEMENT	SQ YD	95.00	15.00	1,425.00
2105.607	COMMON EXCAVATION (P)	CU YD	2,552.00	15.00	38,280.00
2105.607	SELECT GRANULAR BORROW (CV)	CU YD	1,452.00	20.00	29,040.00
2105.607	SUBGRADE EXCAVATION	CU YD	1,553.00	15.00	23,295.00
2108.504	GEOTEXTILE FABRIC TYPE 7	SQ YD	4,452.00	3.00	13,356.00
2112.519	SUBGRADE PREPARATION	RDST	46.30	500.00	23,150.00
2118.507	AGGREGATE SURFACING (CV) CLASS 5	CU YD	73.00	40.00	2,920.00
2211.507	AGGREGATE BASE (CV) CLASS 5	CU YD	1,176.00	40.00	47,040.00
2231.604	BITUMINOUS PATCH SPECIAL 1	SQ YD	238.00	65.00	15,470.00
2231.604	BITUMINOUS PATCH SPECIAL 2	SQ YD	1,822.00	75.00	136,650.00
2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	930.00	125.00	116,250.00
2501.502	15" CAS SAFETY APRON	EACH	10.00	500.00	5,000.00
2501.502	18" CAS SAFETY APRON	EACH	8.00	500.00	4,000.00
2501.502	24" CAS SAFETY APRON AND GRATE DESIGN 3128	EACH	2.00	600.00	1,200.00
2501.503	15" CAS PIPE CULVERT	LIN FT	262.00	50.00	13,100.00
2501.503	18" CAS PIPE CULVERT	LIN FT	244.00	75.00	18,300.00
2501.503	24" CAS PIPE CULVERT	LIN FT	36.00	100.00	3,600.00
2511.509	RANDOM RIPRAP CLASS IV	TON	20.00	100.00	2,000.00
2521.518	6" CONCRETE WALK	SQ FT	4,319.00	11.00	47,509.00
2531.503	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	40.00	50.00	2,000.00
2531.504	8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	97.00	100.00	9,700.00
2531.618	TRUNCATED DOMES	SQ FT	560.00	60.00	33,600.00
2557.603	INSTALL CHAIN LINK FENCE	LIN FT	80.00	50.00	4,000.00
2563.601	TRAFFIC CONTROL	LUMP SUM	0.66	15,000.00	9,900.00

Docusign Envelope ID: FA5A9019-8F2B-4208-B190-0F5E7955B053

Exhibit A

(1) 100% STATE (capped); Remainder 100% CITY

1060673

ITEM NUMBER	S.P. 3102-52 SHARED USE PATH WORK ITEM	UNIT	QUANTITY	UNIT PRICE	COST (1)
2564.502	INSTALL SIGN	EACH	3.00	150.00	450.00
2564.518	SIGN	SQ FT	40.00	50.00	2,000.00
2571.502	DECIDUOUS TREE 6' HT CONT	EACH	12.00	600.00	7,200.00
2573.501	EROSION CONTROL SUPERVISOR	LUMP SUM	0.66	10,000.00	6,600.00
2573.502	CULVERT END CONTROLS	EACH	24.00	200.00	4,800.00
2573.503	SEDIMENT CONTROL LOG TYPE WOOD CHIP	LIN FT	4,133.00	5.00	20,665.00
2574.505	SOIL BED PREPARATION	ACRE	2.07	1,000.00	2,070.00
2574.507	COMMON TOPSOIL BORROW	CU YD	557.00	40.00	22,280.00
2574.508	FERTILIZER TYPE 3	POUND	725.00	10.00	7,250.00
2575.504	ROLLED EROSION PREVENTION CATEGORY 25	SQ YD	4,000.00	2.00	8,000.00
2575.605	SEEDING	ACRE	2.07	1,000.00	2,070.00
2575.505	MOWING	ACRE	4.14	200.00	828.00
2575.508	HYDRAULIC REINFORCED FIBER MATRIX	POUND	7,245.00	2.00	14,490.00
2575.608	SEED NORTHERN BOULEVARD	POUND	260.00	10.00	2,600.00
2575.608	SEED WET DITCH	POUND	10.00	100.00	1,000.00
2582.503	6" SOLID LINE MULTI COMP GR IN (WR)	LIN FT	1,150.00	3.00	3,450.00
				TOTAL	$774,270.00
	(1) **100% STATE**	**$774,270.00**	(capped)		
	100% CITY	$0.00			

Data is considered Non-public prior to project award under the
Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.

Docusign Envelope ID: FA5A9019-8F2B-4208-B190-0F5E7955B053

Exhibit A

(2) 100% CITY (capped),Then 50% STATE / 50% CITY (capped), Remainder 100% CITY

1060673

ITEM NUMBER	S.P. 3102-52 LIGHTING WORK ITEM	UNIT	QUANTITY	UNIT PRICE	COST (2)
2011.601	CONSTRUCTION SURVEYING	LUMP SUM	0.24	15,000.00	3,600.00
2011.601	AS BUILT	LUMP SUM	1.00	4,000.00	4,000.00
2021.501	MOBILIZATION	LUMP SUM	0.24	50,000.00	12,000.00
2545.502	LIGHTING UNIT TYPE 9-40	EACH	5.00	4,000.00	20,000.00
2545.502	LIGHTING UNIT TYPE 9D-40	EACH	20.00	5,000.00	100,000.00
2545.502	LIGHT FOUNDATION DESIGN E	EACH	25.00	1,400.00	35,000.00
2545.502	SERVICE CABINET	EACH	1.00	9,500.00	9,500.00
2545.502	EQUIPMENT PAD	EACH	1.00	1,600.00	1,600.00
2545.503	2" NON-METALLIC CONDUIT	LIN FT	4,750.00	10.00	47,500.00
2545.503	2" NON-METALLIC CONDUIT (DIRECTIONAL BORE)	LIN FT	175.00	24.00	4,200.00
2545.503	3" NON-METALLIC CONDUIT (DIRECTIONAL BORE)	LIN FT	120.00	30.00	3,600.00
2545.503	UNDERGROUND WIRE 1/C 2 AWG	LIN FT	225.00	3.25	731.25
2545.503	UNDERGROUND WIRE 1/C 4 AWG	LIN FT	16,200.00	2.25	36,450.00
2545.503	UNDERGROUND WIRE 1/C 6 AWG	LIN FT	5,400.00	2.00	10,800.00
2563.601	TRAFFIC CONTROL	LUMP SUM	0.24	15,000.00	3,600.00
2573.501	EROSION CONTROL SUPERVISOR	LUMP SUM	0.24	10,000.00	2,400.00
2574.505	SOIL BED PREPARATION	ACRE	0.27	1,000.00	270.00
2574.507	COMMON TOPSOIL BORROW	CU YD	72.50	40.00	2,900.00
2574.508	FERTILIZER TYPE 3	POUND	94.50	10.00	945.00
2575.605	SEEDING	ACRE	0.27	1,000.00	270.00
2575.505	MOWING	ACRE	0.54	200.00	108.00
2575.508	HYDRAULIC REINFORCED FIBER MATRIX	POUND	945.00	2.00	1,890.00
2575.608	SEED NORTHERN BOULEVARD	POUND	26.00	10.00	260.00
2575.608	SEED WET DITCH	POUND	1.00	100.00	100.00
				TOTAL	$301,724.25
	(2) 100% CITY (trail lighting)	$20,000.00	(capped based on bid price)		
	50% STATE	**$140,862.13**	(capped)		
	50% CITY	$140,862.13			
	Remainder 100% CITY	$0.00			

Data is considered Non-public prior to project award under the
Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.

Docusign Envelope ID: FA5A9019-8F2B-4208-B190-0F5E7955B053

Exhibit A

Docusign Envelope ID: FA5A9019-8F2B-4208-B190-0F5E7955B053

Exhibit A

CITY OF DEER RIVER
RESOLUTION 2025-15

IT IS RESOLVED that the City of Deer River enter into MnDOT Agreement No. 1060673 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for maintenance to be performed by the City of the shared use path and lighting construction and other associated construction to be performed upon, along, and adjacent to Trunk Highway No. 2 from Trunk Highway No. 46 to Trunk Highway No. 6 under State Project No. 3102-52.

IT IS FURTHER RESOLVED that the Mayor and the City Administrator are authorized to execute the Agreement and any amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Council of the City of Deer River at an authorized meeting held on the 10th day of November 2025, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to me this
Day 11th of, November 2025.

Notary Public _____

My Commission Expires Jan. 31, 2027

Sarah L. Nelson
Notary Public
Minnesota
My Commission Expires Jan. 31, 2027

_____
Signature

Mark Box

City Administrator

Docusign Envelope ID: FA5A9019-8F2B-4208-B190-0F5E7955B053

Exhibit A

ITASCA COUNTY
BOARD OF COMMISSIONERS

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

Tuesday, November 18, 2025

RESOLUTION 2025-54

RE: MNDOT COOPERATIVE CONSTRUCTION AGREEMENT NO. 1036787

IT IS RESOLVED that Itasca County enter into MnDOT Agreement No. 1060673 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County of the State's share of the costs of the shared use path and roadway lighting construction and other associated construction to be performed upon, along, and adjacent to Trunk Highway No. 2, Trunk Highway 46 & Trunk Highway 6 under State Project No. 3102-52.

IT IS FURTHER RESOLVED that the County Board Chair and Clerk to the County Board are authorized to execute the Agreement and any amendments to the Agreement.

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

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 November 18, 2025 and that the same is a true and correct copy of the whole thereof.

Administrator

A G R E E M E N T

THIS AGREEMENT is between the City of Deer River, Minnesota, a municipal corporation of Itasca County, Minnesota, hereinafter referred to as the "City", and Itasca County, a duly organized county within the State of Minnesota, hereafter referred to as the "County".

WHEREAS, the City has applied for and funding through the Local Partnership Program (LPP) with the State of Minnesota for a shared use path and roadway lighting along Trunk Highway 2 from Trunk Highway 46 to Trunk Highway 6, hereafter referred to as the "Project" and,

WHEREAS, the construction and construction engineering for the project is identified as SP 3102-52 and is eligible for state LPP funds. The LPP portion of the funding is capped at $1,050,000 and the local funds, which shall be provided for the by the City of Deer River, is estimated at $160,862.13, and,

WHEREAS, the State of Minnesota Department of Transportation (MnDOT) requires the County to act as the fiscal agent and contract administrator in administering local partnership program funds for the Project, and,

WHEREAS, the City and the County have entered into agreement 1060673 with MnDOT outlining the roles and responsibilities of each party, and,

THEREFORE, IT IS MUTUALLY AGREED AND UNDERSTOOD, with regard to the Project, the parties hereby agree to the following:

1. The parties must follow MnDOT Agreement No. 1060673 between MnDOT, the City, and the County, attached as Exhibit A.

2. The City is responsible for the local match amount and any cost or expense of the Project that is not covered by the LPP funds.

3. The County Engineer will be in responsible charge of the Project and shall supervise and direct the work performed under any contract let for the Project.

4. The City shall employ an outside consultant to perform the Construction Engineering for the project, including but not limited pm-site field inspection, materials testing project payments, as-builts and project closeout. The City shall bear all costs for the construction engineering that exceed the estimated 6% covered by MnDOT.

5. The County will invoice the City for reimbursement of eligible project costs, based on actual costs, not more than once each thirty (30) days. The City shall reimburse the County within thirty (30) days of the invoice.

6. The County will, within 7 days of the bid opening, provide the City with a copy of the low bid and an abstract of all bids together with the County's request for concurrence by the City in the award of the construction contrac5t.

7. The County will award the project to the lowest responsible bidder, subject to concurrence by the City in that award.

8. The City assumes full responsibility for the operation and maintenance of any facility constructed or improved by the Project.

9. The City agrees that it shall indemnify, save, and hold harmless the County and all of its employees and agents from any and all claims, demands, actions or causes of action of whatever nature or character arising out of or by reason of the City's execution or performance of the work provided for herein. The City further agrees to defend at its own cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatever character arising from the County's execution or performance of the work provided for herein.

10. The County agrees that is shall indemnify, save, and hold harmless the City and all of its employees and agents from any and all claims, demands, actions or causes of action of whatever nature or character arising out of or by reason of the County's execution or performance of the work provided for herein. The County further agrees to defend at its own cost and expense, any action or proceeding commenced for the purpose of asserting any claim of whatever character arising from the County's execution or performance of the work provided for herein.

11. Any and all employees of the City, while engaged in the performance of any work or service which the City is specifically required to perform under this Agreement, will be considered employees of the City only and not of the County, and that any and all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act, of said employees, will be the sole obligation of the City.

12. Any and all employees of the County, while engaged in the performance of any work or service which the County is specifically required to perform under this Agreement, will be considered employees of the County only and not of the City, and that any and all claims that may or might arise under the Workers Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act, of said employees, will be the sole obligation of the County.

CITY OF DEER RIVER, MINNESOTA

Approved by the Deer River City Council this_____ day of _____, 2025.

_____ _____
Mayor City Clerk

ITASCA COUNTY, MINNESOTA

Approved by the Itasca County Board this_____ day of _____, 2025.

By: _____ _____
County Board Chair Attest: County Administrator

Approved as to form this _____ day of _____, 2025.

By: _____
Itasca County Attorney

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 16, 2025

REQUEST FOR BOARD ACTION: RBA-2025-690

DEPARTMENT: Human Resources
PRESENTER: Administrator Skyles

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:
Employee Recognition

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.

Congratulations to Holly Baird, who transferred from her position as Office Support Specialist to a Case Aide in the Health and Human Services Department effective November 10th 2025.

Congratulations to Brenda Simonson who transferred from her position as Administrative Legal Assistant to Administrative Coordinator in the Probation Department, effective December 8th 2025.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

1216/2025

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 16, 2025

REQUEST FOR BOARD ACTION: RBA-2025-102

DEPARTMENT: Auditor / Treasurer
TIME REQUESTED: < 5 Minutes
PRESENTER: Gail Guck

AGENDA ITEM:
Commissioner Warrants

BOARD ACTION REQUESTED:
Approve Commissioner Warrants with a check date of December 17, 2025, in the amount of $1,067,809.64.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

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

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 16, 2025

REQUEST FOR BOARD ACTION: RBA-2025-103

DEPARTMENT: Auditor / Treasurer
TIME REQUESTED: < 5 Minutes
PRESENTER: Gail Guck

AGENDA ITEM:
Commissioner Warrants

BOARD ACTION REQUESTED:
Authorize the County Board Chair to approve and sign off of the County Commissioner Warrants with a check date of December 26, 2025 on behalf of the entire Board of Commissioners.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

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

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 16, 2025

REQUEST FOR BOARD ACTION: RBA-2025-668

DEPARTMENT: Administrative Services
TIME REQUESTED: 10 Minutes
PRESENTER: Chair Venema

AGENDA ITEM:
Adoption of Levy and Budget

BOARD ACTION REQUESTED:
Adopt the Resolution Re: 2026 County Levy, which sets the 2026 Levy & Budgets for Itasca County, and authorize the County Auditor/Treasurer to transfer funds to cover any fund balances that are in a deficit.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:
1. Truth in Taxation 2026
2. 2026 reductions list

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

ITASCA COUNTY
BOARD OF COMMISSIONERS

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

Tuesday, December 16, 2025

RESOLUTION 2025-62

RE: 2026 COUNTY LEVY

WHEREAS, Minnesota Statutes 275.065 requires the County Board to adopt a final property tax levy; and

WHEREAS, Minnesota Statutes 275.065 requires the County Board to conduct a public meeting prior to the adopting of its final property tax levy; and

WHEREAS, the budget requests, revenue projections, levy data, and needs of Itasca County have been duly considered; and

WHEREAS, the Board of Commissioners did approve the following property tax levies for 2026 in the stated amounts:

Revenue	$19,922,993
Road and Bridge	$7,889,184
Human Services	$16,968,649
Environmental Services	-0-
Regional Library	$392,709
Capital Bonds	$630,600
TOTAL 2026 LEVY	$45,804,135

NOW THEREFORE BE IT RESOLVED, that the Itasca County Auditor/Treasurer is hereby authorized and directed to spread the levy on the tax rolls of the County.

BE IT FURTHER RESOLVED, that the Unorganized Fire Spread Levy be set at 4.5% and the Unorganized Road and Bridge Spread Levy be set at 10% for 2026.

BE IT STILL FURTHER RESOLVED, that on the recommendation of the Itasca County Board of Commissioners, the 2026 budget as presented, totaling $140,764,094 in revenue and $187,568,229 for expenditures, is approved. Details of the budget are available in the office of the Itasca County Auditor/Treasurer for public inspection during normal business hours. Capital lease payments are budgeted at 100%. However, if the total tax collections are lower than the payment amount, funds will be transferred from reserves.

BE IT STILL FURTHER RESOLVED, that the 2026 expenditure budget for the elected positions of Auditor/Treasurer, Attorney, Sheriff, and Recorder be set at: Auditor/Treasurer $1,665,381, Election $412,100, Risk Management $766,071, Safety Inspector $2,000; Attorney $2,199,567, Victim Assistance Program $125,705; Sheriff $9,637,981 D.A.R.E. $23,200, Boat & Water $347,838, E-911

System $0, Snowmobile Grant $500, Sheriff Radio $180,500, Emergency Management $172,029, Jail $5,714,020, Crime Prevention Grant $1380, Search & Rescue/Dive $35,900, Permit to Carry $12,000, ATV Grant $11,350, SWAT $101,000, and Recorder $520,364.

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

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

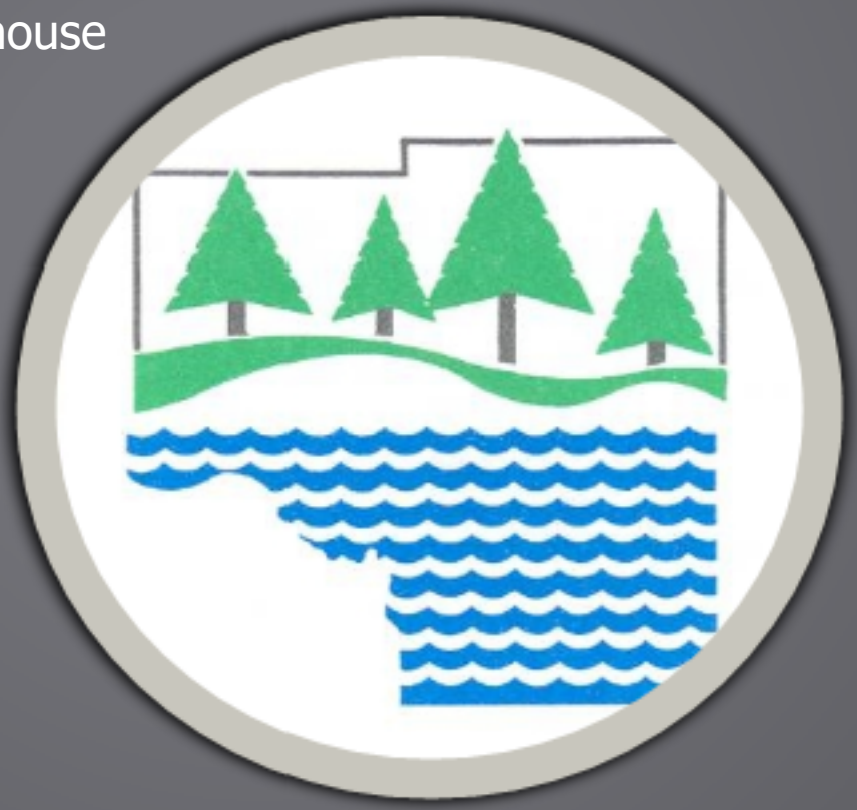
I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in this office on December 16, 2025 and that the same is a true and correct copy of the whole thereof.



Administrator

ITASCA COUNTY

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



Austin M. Rohling, County Auditor
327-2860

ITASCA COUNTY

Public Budget Meeting For the Year 2026

REASONS YOUR PROPERTY TAXES MIGHT GO UP (OR DOWN)

- The market value of a property may change.
- The market value of other properties in your taxing district may change, shifting taxes from one property to another.
- The State General property tax, City budget & levy, Township budget & levy, School District's budget & levy, Special District's budget, or Special Assessment may change.
- Voters may have approved a school, city/township, county, or special district referendum.
- Federal and State mandates may have changed.
- Aid and Revenue from the state and federal governments may have changed.
- The State Legislature may have changed the portion of the tax base paid by different types of properties.
- Other State Law changes may adjust the tax base.
- The County budget and levy may change.

Truth-In-Taxation Notice

The Truth-In-Taxation (TNT) notice, also called the Proposed Tax notice, is mailed to property owners during November each year. This notice indicates the anticipated property tax you will pay the following year if your local jurisdictions approve the budget amounts they are considering. Property owners are invited to attend meetings held by the local jurisdictions to express their opinions on local budgets.

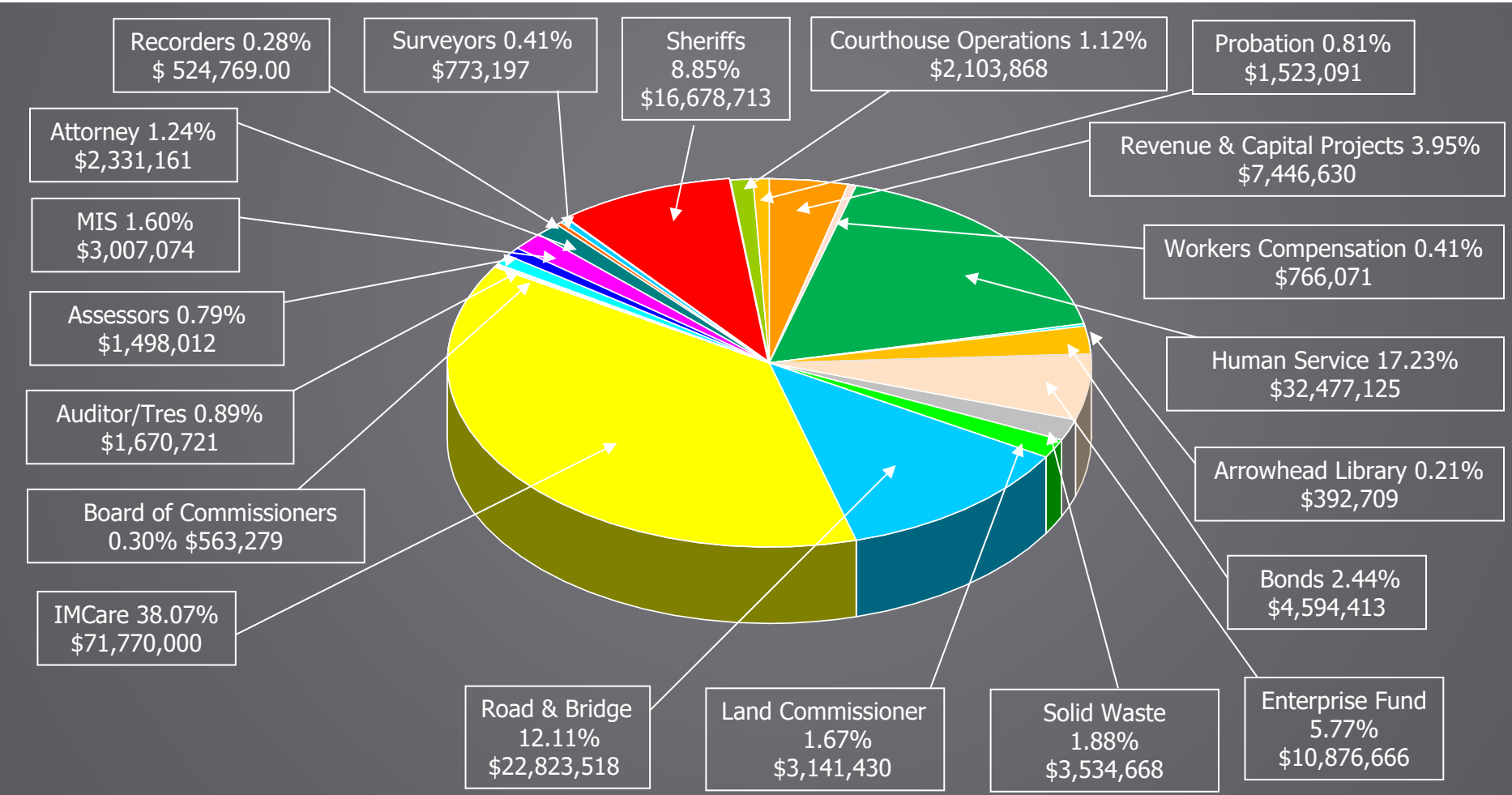
Effective for property taxes payable in 2023 and thereafter, a separate statement must be included with the parcel-specific proposed taxes notices per MN Statute 275.065 subd. 3b. The statement must include a list of various levy and budget details for the county, city and school district the parcel is within, and the percent change in the proposed levy by jurisdiction.

Auditor/Treasurer's Office
Physical Address
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Auditor Phone: 218-327-2859
Treasurer Phone: 218-327-2860
Fax: 218-327-7426
Hours
Monday - Friday
8 a.m. - 4:30 p.m.

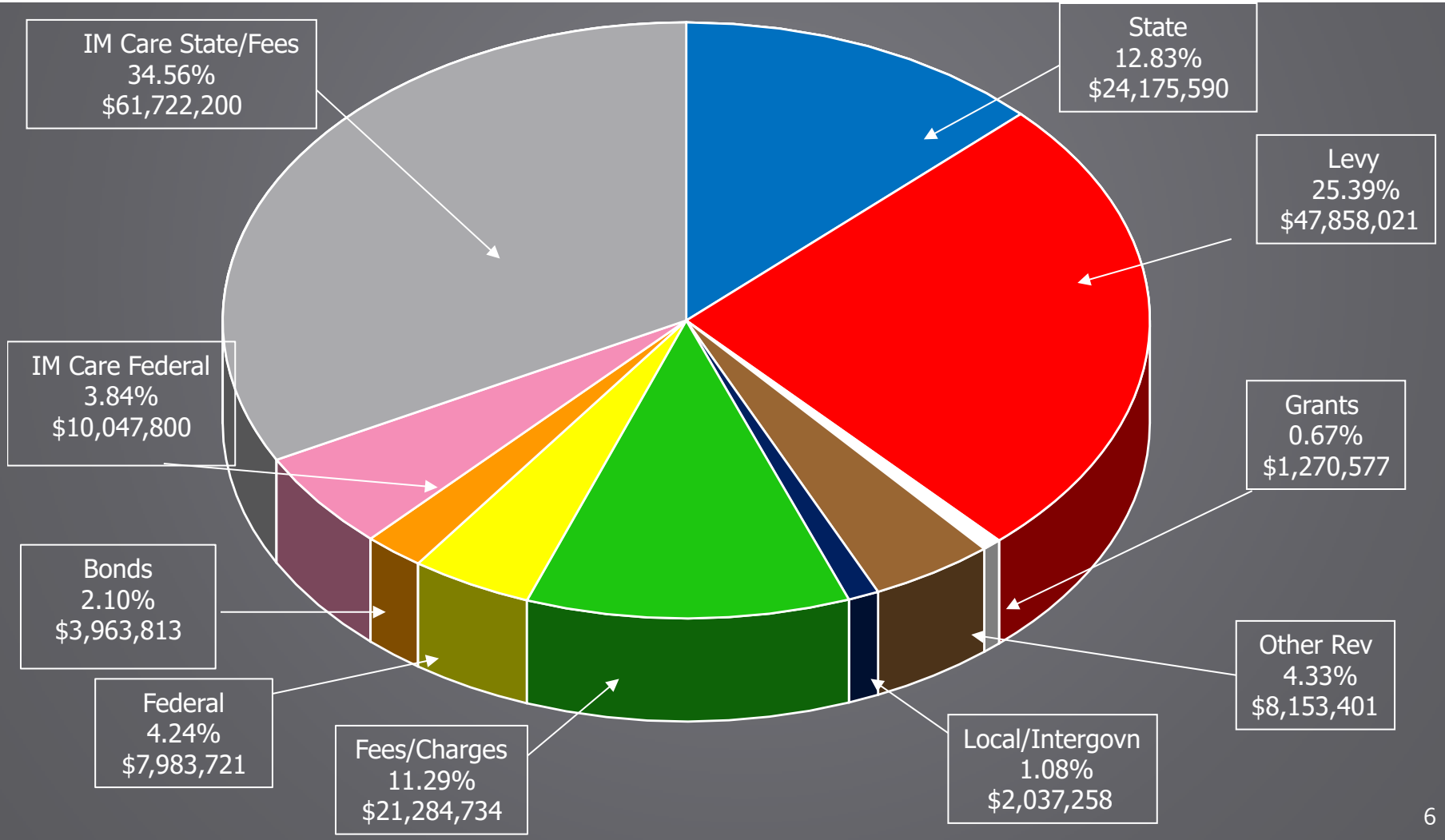
2026 PROPOSED EXPENDITURES

188,497,115



2026 PROPOSED REVENUE WITH RESERVES & LEVY

$188,497,115



BUDGET INFORMATION RECAP

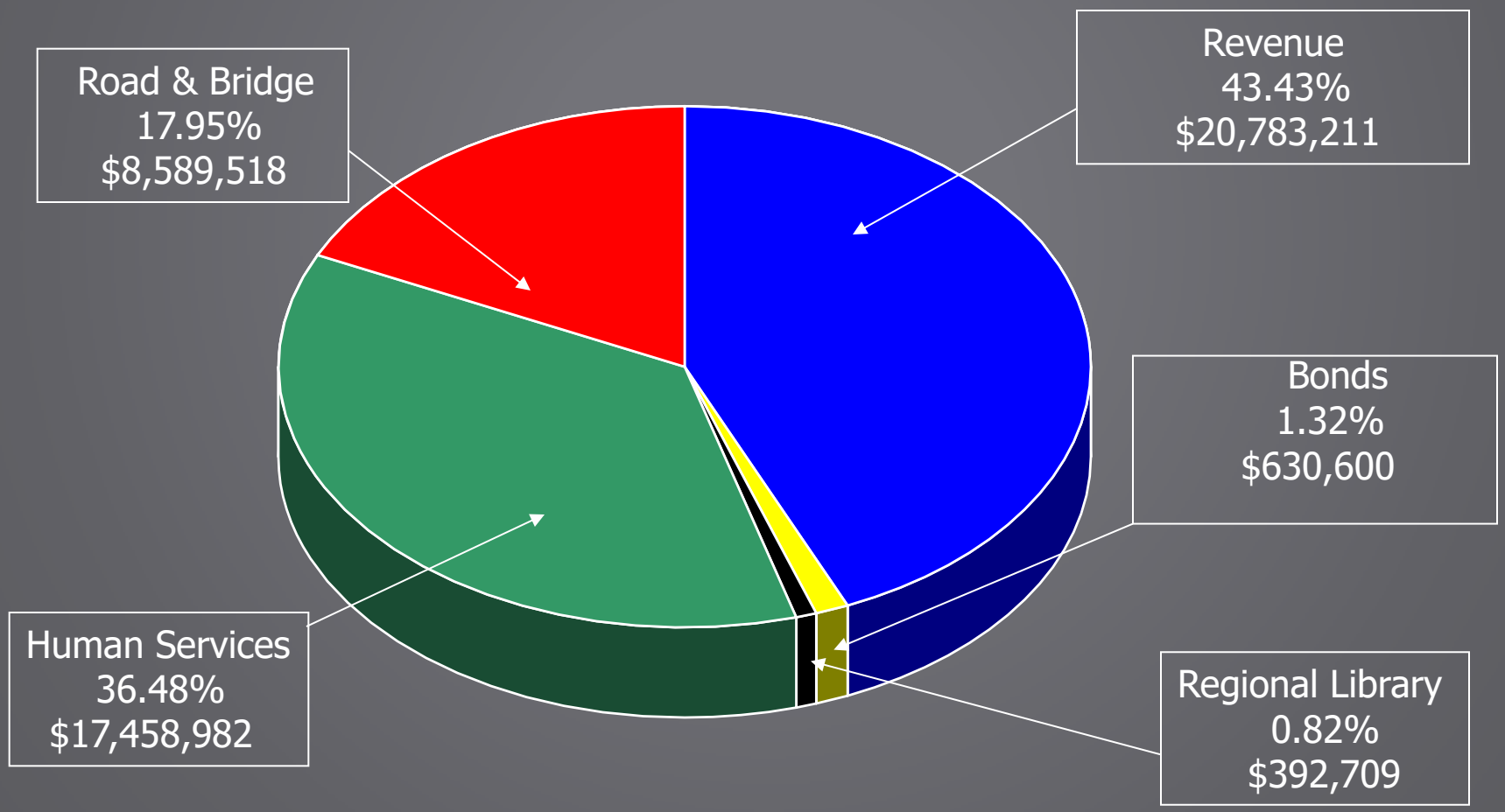
Recap Revenue, Expenditures & Levy

	2026 DEPARTMENT EXPENDITURES	2026 PROJECTED REVENUE	BALANCE	2026 LEVY REQUEST
REVENUE & Capital Projects	38,120,515	-17,334,303	20,786,212	20,786,212
TRANSPORTATION DEPT	22,823,518	-14,234,000	8,589,518	8,589,518
HUMAN SERVICES	32,477,125	-15,018,143	17,458,982	17,458,982
IM CARE	71,770,000	-71,770,000	0	0
ENVIRONMENTAL SERVICES- SOLID WASTE	3,534,668	-3,534,668	0	0
REGIONAL LIBRARY	392,709	0	392,709	392,709
CAPITAL LEASE BOND PYMTS	4,594,413	-3,963,813	630,600	630,600
FOREST RESOURCES	3,141,430	-3,141,430	0	0
RISK MANGEMENT.	766,071	-766,071	0	0
GRAND VILLAGE. NURSING HOME	10,876,666	-10,876,666	0	0
TOTAL PROPOSED	**188,497,115**	**-140,639,094**	**47,858,021**	**47,858,021**
		Total		**47,858,021**

Levy 2026	**47,858,021**
Levy 2025	**43,557,747**
INCREASE	**4,300,274**
	9.87%

2025 PROPOSED LEVY

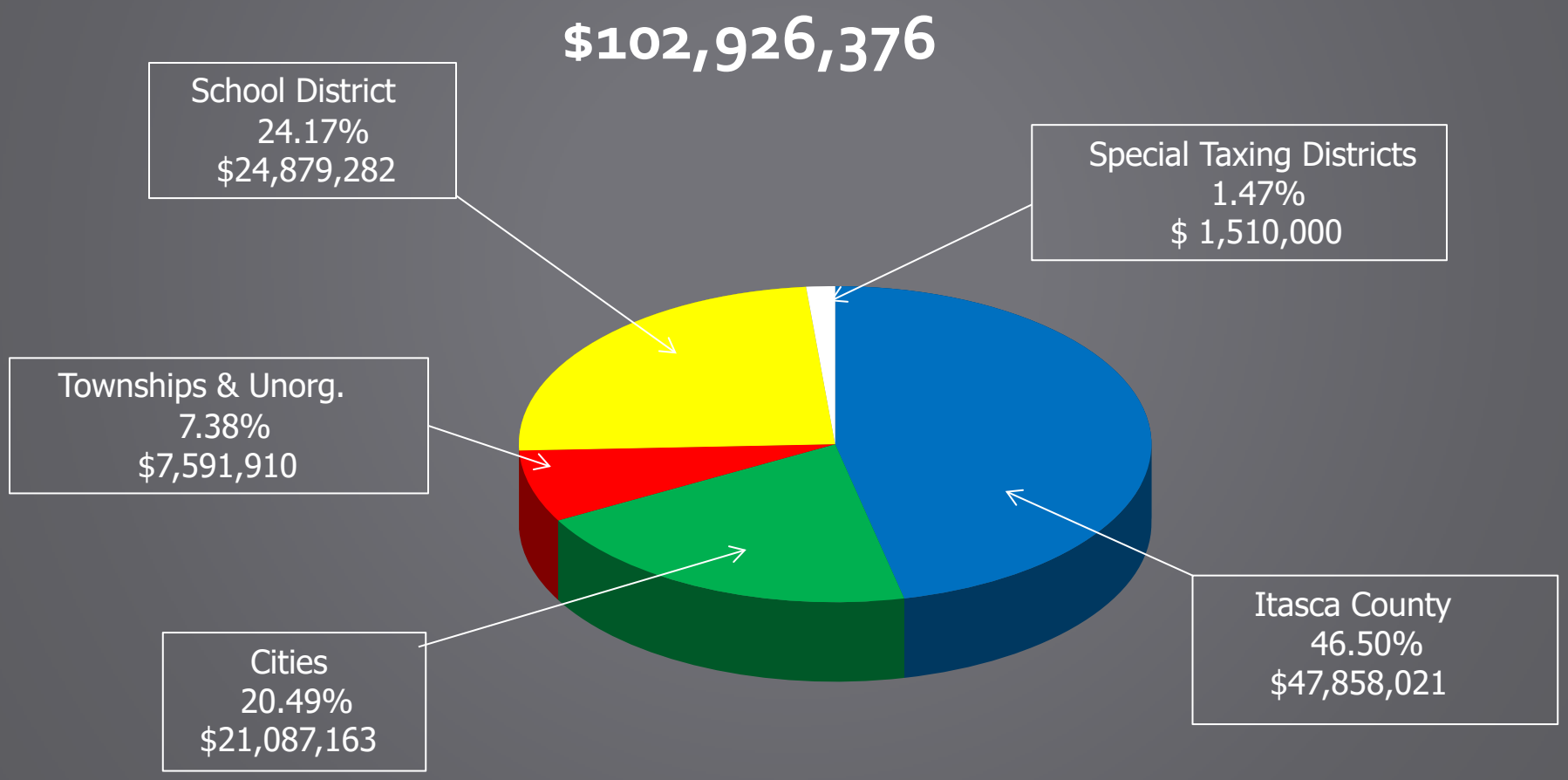
$47,858,021



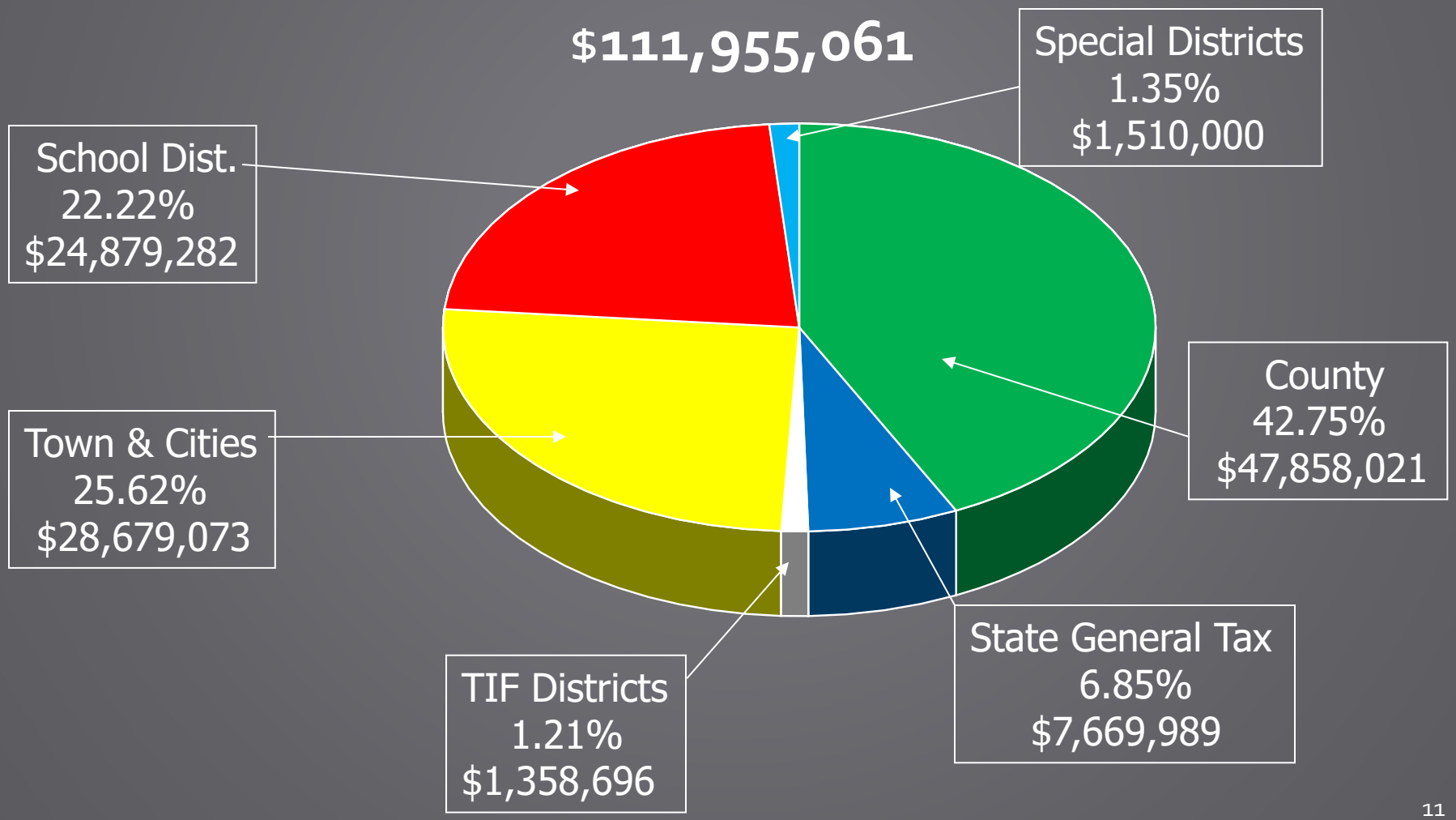
LEVY HISTORY

LEVY HISTORY	2020	2021	2022	2023	2024	2025	2026
REVENUE	18,401,504	17,660,888	18,246,437	17,858,646	19,245,618	18,298,922	20,786,212
ROAD & BRIDGE	7,187,438	7,383,971	5,911,348	7,880,002	8,144,682	8,275,737	8,589,518
HUMAN SERVICE	14,457,795	14,601,484	14,939,723	14,777,410	15,317,606	15,957,529	17,458,982
REGIONAL LIBRARY	392,709	392,709	392,709	392,709	392,709	392,709	392,709
LOCAL WATER IMPLEMENT							
ECONOMIC DEVELOPMENT							
IMC BONDS							
RISK MANAGEMENT							
SOLID WASTE							
LANDFILL BONDS							
TRANSFER STATION BONDS							
TIF BONDS							
HRA LEASE							
RESERVES ENGINEERS	-600,000	-240,873		-1,100,000			
HUMAN SERVICE RESERVES		-240,873		-2,466,344			
RESERVES			-200,000	-487,450	-1,433,379		
CAPITAL LEASE BOND	1,427,110	1,709,250	1,975,925	4,411,169	630,025	632,850	630,600
TOTAL	41,266,556	41,266,556	41,266,142	41,266,142	42,297,261	43,557,747	47,858,021
INCREASE/DECREASE	0	0	-414	0	1,031,119	1,260,486	4,300,274
VALUATION							
MARKET VALUE	5,418,294,597	5,646,214,559	5,905,978,774	7,456,919,234	8,099,548,327	8,415,663,865	8,838,215,045
TAX CAPACITY	58,208,723	62,304,334	63,835,076	81,836,299	87,789,881	90,821,972	95,246,770
TAX CAPACITY RATE	68.327%	63.983%	62.087%	48.945%	46.725%	46.528%	48.77%

2026 PROPOSED NET TAX CAPACITY LEVY - LOCAL



2026 TOTAL PROPOSED TAX ANALYSIS



PROPERTY TAX ANALYSIS

CLASSIFICATION	2022	%	2023	%	2024	%	2025	%	2026	%
AGRICULTURAL Inc Rural Vac Land & Timber	5,366,918	5.60%	5,068,648	5.30%	5,162,546	5.09%	5,498,674	5.51%	5,840,904	5.33%
MANAGED FOREST LAND	215,284	0.20%	187,938	0.20%	199,736	0.20%	204,428	0.20%	225,998	0.21%
SEASONAL REC.	13,912,430	14.50%	14,559,688	15.22%	15,220,212	15.01%	15,834,322	15.87%	17,050,156	15.56%
HOMESTEAD - NON AG	35,276,752	36.90%	39,700,704	41.50%	42,814,880	42.22%	39,514,302	39.59%	45,273,420	41.32%
RENTAL(APARTMENTS) 4 or MORE	1,423,044	1.40%	1,551,872	1.62%	1,727,932	1.70%	1,891,948	1.90%	2,166,266	1.98%
APARTMENT GOVT	308,020	0.30%	251,476	0.26%	273,184	0.27%	116,694	0.12%	135,156	0.12%
RESORTS	701,420	0.70%	731,840	0.77%	759,148	0.75%	780,898	0.78%	854,588	0.78%
COMMERCIAL	8,745,290	9.15%	7,785,840	8.14%	8,623,508	8.50%	9,862,892	9.88%	11,302,372	10.32%
INDUSTRIAL	2,864,950	2.90%	2,399,822	2.51%	2,337,772	2.31%	2,456,004	2.46%	2,510,060	2.29%
PUBLIC UTILITY	12,491,108	13.00%	11,317,966	11.83%	12,184,582	12.02%	11,053,408	11.08%	11,013,144	10.05%
RAILROAD OPERATING	1,065,652	1.10%	998,030	1.04%	963,494	0.95%	856,130	0.86%	806,776	0.74%
MINERALS	654		556	0.00%	540	0.00%	532	0.00%	540	0.00%
PERSONAL PROPERTY	13,220,482	13.80%	11,103,404	11.61%	11,130,202	10.98%	11,727,492	11.75%	12,378,766	11.30%
TOTALS	95,592,004		95,657,784		101,397,736		99,797,724		109,558,146	

THANK YOU FOR COMING

Questions will now be taken



Enterprise savings ($11K Sheriff, $60K R&B, $10K HHS, $10K Assessor, $10K Probation)	-$101,000.00
R&B Dust Control savings	-$75,000.00
R&B County Preservation reduction	-$100,000.00
R&B Fuel reduction	-$100,000.00
Reserves (Revenue $334K, R&B $333K, HHS $333K)	-$1,000,000.00
Sheriff cuts (2 Road deputy positions + benefits, 2 vehicles, clothing and $150K OT)	-$402,416.00
Elected/Appointed Salaries set at 0% increase ($75,803 Administrator/Attorney/Auditor Treasurer/Assessor/Recorder/Surveyor/Veterans/ Sheriff/Probation/Commissioners, $12,334 R&B, $12,333 HHS)	-$100,470.00
Public Health (HHS) additional revenue	-$125,000.00
Enterprise savings ($10K Sheriff, $20K R&B, $10K HHS, $10K Assessor)	-$50,000.00

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 16, 2025

REQUEST FOR BOARD ACTION: RBA-2025-683

DEPARTMENT: Administrative Services
TIME REQUESTED: 10 Minutes
PRESENTER: Commissioner Smith

AGENDA ITEM:
Countywide Drug & Alcohol Testing Policy

BOARD ACTION REQUESTED:
Review the current Drug & Alcohol Policy.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

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

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 16, 2025

REQUEST FOR BOARD ACTION: RBA-2025-686

DEPARTMENT: Administrative Services
TIME REQUESTED: < 5 Minutes
PRESENTER: Commissioner Johnson

AGENDA ITEM:
Letter of Support - Avenue of the Pines Signage

BOARD ACTION REQUESTED:
Approve signature on Letter of Support for the Avenue of the Pines Signage.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:
1. Letter of Support - Avenue of the Pines

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

ITASCA COUNTY

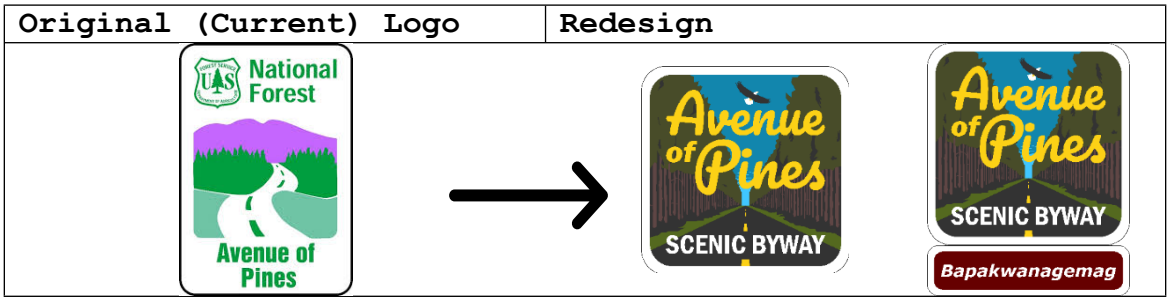
Courthouse
Administrative Services
123 NE 4th Street
Grand Rapids, MN 55744-2600
Office (218) 327-7363 Fax (218) 327-2848

December 16, 2025

Dear Minnesota Department of Transportation Scenic Byways:

On behalf of the Itasca County Board of Commissioners, I am writing to express support for the implementation of updated designation signs along the Avenue of Pines (AoP) Scenic Byway Corridor. The AoP Scenic Byway stretches 47 miles along Highway 46 from Deer River to Northome. It was designated a state scenic byway in 1989, and its logo has remained static since that time (see Figure 1).

Figure 1: Scenic Byway Logo, Current and Proposed



Since 2019, the AoP Scenic Byway Council (Council) has dedicated local resources to the generation and review of updated iterations to the Scenic Byway logo. Additionally, the Council has worked with the Leech Lake Band of Ojibwe (LLBO), to develop an auxiliary sign which includes the words “Red Pine” translated to the Ojibwe language. The Council believes that implementation of this new logo design and the inclusion of Ojibwe language auxiliary signs on tribal lands will create a transformative impact on the Scenic Byway Corridor. Replacement of these signs supports the established goals of the Council, by capitalizing on efforts to create a byway-wide identity and brand. The Council is committed to completing this project and is prepared to fund both the fabrication and installation of replacement signs.

I fully endorse this project and am eager to see it completed after several years of internal collaboration amongst byway stakeholders. I encourage you to support this implementation or contact us with any questions regarding the desired improvement.

Sincerely,

John Johnson
Itasca County Commissioner District #3

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 16, 2025

REQUEST FOR BOARD ACTION: RBA-2025-127

DEPARTMENT: Health & Human Services **TIME REQUESTED:** 5 Minutes
PRESENTER: Sarah Anderson

AGENDA ITEM:
County Based Purchasing (IMCare) Division Update/Presentation

BOARD ACTION REQUESTED:
Receive County Based Purchasing (IMCare) Division Update/Presentation.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:
1. Q3 2025 Compliance Program Report

12/16/2025

RESULT:	**INFORMATIONAL - NO ACTION TAKEN**

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, December 16, 2025

REQUEST FOR BOARD ACTION: RBA-2025-653

DEPARTMENT: Administrative Services
TIME REQUESTED: 30 Minutes
PRESENTER: Shelley Kebart

AGENDA ITEM:
Tentative Appointments to Committees/Commissions/Boards

BOARD ACTION REQUESTED:
Review the applications received for the various Itasca County Committee/Commission/Board vacancies for the purposes of making tentative appointments.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:
1. 2026 PREPMTG Apptmnts
2. ADNWSORG 2026 Cmte Info - Bowstring Airport Commission
3. ADNWSORG 2026 Cmte Info - Extension Committee
4. Extension Committee Application-D Olson
5. ADNWSORG 2026 Cmte Info - Housing & Redevelopment Authority
6. Housing & Redevelopment Authority Application-B Colombe
7. ADNWSORG 2026 Cmte Info - Park & Recreation Commission
8. Park & Recreation Commission Application-T Gabrielson
9. ADNWSORG 2026 Cmte Info - Personnel Board of Appeals
10. Personnel Board of Appeals Application-H Emerson
11. ADNWSORG 2026 Cmte Info - Planning Commission-Board of Adjustment
12. ADNWSORG 2026 Cmte Info - Sheriff Civil Service Commission
13. Sheriff Civil Service Commission Application-J Rubesh
14. ADNWSORG 2026 Cmte Info-Tri-County Community Health Board
15. Tri-County Community Health Board Application-E Johnson
16. Tri-County Community Health Board Application-L Kachinske
17. ADNWSORG 2026 Cmte Info - Water Plan Implementation Committee
18. Water Plan Implementation Committee Application-L Kachinske
19. 2026 APPTEE REP FOR TENTATIVE APPTS
20. 2026 APPTEE ADV FOR
21. Ltr of Recommendation - K Clark

RESULT:	INFORMATIONAL - NO ACTION TAKEN

ITASCA COUNTY

Courthouse
Administrative Services
123 NE 4th Street
Grand Rapids, MN 55744-2600
Office (218) 327-2847 Fax (218) 327-2848

DATE: December 16,2025

TO: Itasca County Board of Commissioners
Cory Smith John Johnson
Terry Snyder Larry Hopkins
Casey Venema

FROM: Shelley Kebart, Deputy Clerk to the Board

SUBJECT: Tentative Appointments to Itasca County Committees/Commissions/Boards

---

Attachment **A** includes a list of the various committees that are filled by advertisement. Please use this form to make your nomination for the public appointments. Following Attachment A, to aid in your decision, are the applications received for the various committees.

Attachment **B** includes a listing of the various committees that are filled in-house. Please use this listing to make your nominations for these positions. The current appointee/term is listed on this form.

Attachment **C** is a listing of appointments of specific committee representatives that need to be made. Current appointees are listed in parenthesis on this form, and the recommendations are the individual names without parenthesis.

Attachment **D** is the entire current listing of all the Itasca County Committee, Commission, Board appointments.

	No. of Openings	District Requirement	Term
BOWSTRING AIRPORT COMMISSION	1	N/A	01/01/2026 – 12/31/2027

FUNCTION: To exercise authority and have power to delegate specific resolutions or ordinances duly adopted by the Commission. Also to maintain and service the airport as the Commission sees fit. To prepare and recommend to the County Board a proposed annual budget to carry out the commission's responsibilities as to the Bowstring Airport. To determine appropriate need for construction, enlargement, and improvement of said airport.

QUALIFICATIONS: Members need to be approved by the Airport Commissioners with a 2/3 vote and recommended to the County Board.

COMPENSATION: Mileage

Name	District Requirement	Incumbent
No Applicants		

	No. of Openings	District Requirement	Term
EXTENSION COMMITTEE	2	N/A	01/01/2026 – 12/31/2029

FUNCTION:	The University of Minnesota Extension Itasca County is an outreach arm of the University of Minnesota that provides research-based education to people of all ages throughout the County, in cooperation with County, State, Federal and private partners. Extension's Mission is *"Making a difference by connecting community needs and University resources to address critical issues in Minnesota."*
QUALIFICATIONS:	Resident of Itasca County; Commitment to regularly attend quarterly committee meetings; willingness to serve one three-year term (preferred but not mandated); access to e-mail for committee mailings (preferred but not mandated); interest in educational programs offered by Extension.
DESCRIPTION OF WORK	* Work with the Extension Regional Director to identify local citizen needs and match those needs to local and regional Extension programs. * Identify potential needs for local Extension education efforts and work with stakeholders funding sources for local Extension programming. * Hire local Extension educational staff using University of Minnesota hiring practices and a search committee that includes County Extension committee members. * Provide feedback on the local Extension staff's performance annually. * Provide oversight to local Extension office budget development and present budget to the County Board of Commissioners. * Assist in promoting and marketing Extension programs throughout Itasca County.
COMPENSATION:	Mileage; expenses for out-of-town trips.

Name	District Requirement	Incumbent
Conley Janssen	N/A	Yes
David Olson	N/A	No
Jennifer Alger	N/A	No
R.D. Learmont	N/A	Yes

	No. of Openings	District Requirement	Term
HOUSING AND REDEVELOPMENT AUTHORITY	1	Based on Geographical Area	01/01/2026 – 12/31/2030
FUNCTION:	Commissioners serve as the governing officers of the HRA, which functions as a developer, landlord, and administrator of local, state and federal housing programs. Commissioners provide leadership, adopt policies governing the operations of the HRA, and ensure that HRA programs operate within the law and according to regulation. Commissioners establish goals to address housing needs in Itasca County to ensure the availability of decent, safe and affordable housing.		
QUALIFICATIONS:	Resident of Itasca County: membership is based on a geographical basis; knowledgeable in housing needs of the county.		
COMPENSATION:	Mileage; $75.00 per diem.		

Name	District Requirement	Incumbent
Brianna Colombe	#4	No

	No. of Openings	District Requirement	Term
PARK AND RECREATION COMMISSION	3	At-Large	01/01/2026 – 12/31/2028
	1	At-Large	01/01/2024 - 12/31/2026

FUNCTION:
1. To serve as an advisory body providing recommendations to the County Commissioners and Park and Recreation Director on matters pertaining to the planning, programming, prioritizing, evaluating and funding of park and recreation facilities and programs.
2. To serve as a coordinating body for the recreation needs of all citizens.
3. To encourage and promote development of recreation facilities and services.
4. To work together with public land managers.

QUALIFICATIONS: Resident of Itasca County; interested in and/or knowledgeable of resource-related recreational activities of the County and/or in the economic impact of recreational activities on Itasca County.

COMPENSATION: Mileage.

Name	District Requirement	Incumbent
Todd Gabrielson	N/A	No

	No. of Openings	District Requirement	Term
PERSONNEL	1		01/01/2026 – 12/31/2028
BOARD OF	1	N/A	01/01/2024 – 12/31/2026
APPEALS	1		01/01/2025 – 12/31/2027
FUNCTION:	Make findings and report to the Board of Commissioners on written appeals regarding Itasca County personnel administration and filed by an applicant, employee, or appointing authority; establish procedures for methods and timetables for appeals to the Board.		
QUALIFICATIONS:	Be a resident of Itasca County; shall not hold county office or be a candidate for a county office; not be an employee of the county.		
COMPENSATION:	$25.00 per diem, plus mileage.		

Name	District Requirement	Incumbent
Hilary Emerson	N/A	No

	No. of Openings	District Requirement	Term
PLANNING COMMISSION AND BOARD OF ADJUSTMENT	1	#5	01/01/2026 – 12/31/2028

FUNCTION: Responsible for implementing Itasca County Ordinance relative to holding public hearings before any zoning ordinance text amendment, zoning map amendment, conditional use permit/revocation, preliminary planned unit development application, preliminary subdivision, variance or other appeal(s) may be approved or recommended for approval. Monthly or semi-monthly site inspections/hearings.

QUALIFICATIONS: Resident of Itasca County.
Not a current elected officer of the County nor any employee of the Board of Commissioners.
During two years prior to appointment, said member shall not have received a substantial portion of his income from business operations involving the development of land within the County.
At least two regular members shall reside in the unincorporated area of the County.
Knowledge and interest of county functions.
Background in community related services.
Ability to make on-site inspections.
(Complete Job Description is on file in Administrative Services Department.)

COMPENSATION: Per diem plus mileage for planning commission meetings, committee meetings and site inspections. (Rate established by County Board.)

Name	District Requirement	Incumbent
No applicants		

	No. of Openings	District Requirement	Term
SHERIFF CIVIL SERVICE COMMISSION	1	N/A	01/01/2026 – 12/31/2028

FUNCTION: To adhere to the rules of the Sheriff Civil Service Commission; to recommend changes to the rules for approval by the County Board; and assist with review of employee recruitment and retention strategies for the Sheriff's Department.

QUALIFICATIONS: Resident of Itasca County; cannot hold a public office except as a Notary Public, nor serve on any state or county board.

COMPENSATION: Mileage.

Name	District Requirement	Incumbent
John Rubesh	N/A	No

	No. of Openings	District Requirement	Term
TRI-COUNTY COMMUNITY HEALTH BOARD	2	N/A	01/01/2026- - 12/31/2028
FUNCTION:	Determine policies, programming, and funding to prevent, promote, and protect the health of the population		
QUALIFICATIONS:	The members shall be lay members representative of the people in the community and shall include at least one person who is not a member of a county board of commissioners.		
COMPENSATION:	$60.00 per Health Board meeting plus mileage.		

Name	District Requirement	Incumbent
Elizabeth (Betsy) Johnson	N/A	Yes
Lester Kachinske	N/A	Yes

	No. of Openings	District Requirement	Term
WATER PLAN IMPLEMENTATION COMMITTEE	1	#2	01/01/2024 – 12/31/2027
	1	#4	01/01/2026 – 12/31/2029
	1	#5	01/01/2026 – 12/31/2029
FUNCTION:	To provide direction and oversight to the Itasca County Water Plan. Meets quarterly; and more frequently as needed.		
QUALIFICATIONS:	One member is appointed by the County Board from each County Commissioner District, plus one member from each of the following interested groups: Planning Commission, Township Officers Association, Soil and Water Conservation District, Coalition of Lake Associations, Conservation Group (Isaac Walton or Audubon or other), and two Itasca County At-Large positions.		
COMPENSATION:	Per Diem, mileage and expenses.		

Name	District Requirement	Incumbent
Lester Kachinske	District #1	Yes

TENTATIVE
2025 APPOINTMENTS
REPRESENTATIVE APPOINTMENTS

C

APPOINTMENT	APPOINTEE/REPRESENTS	TERM
Northeast Minnesota HOME Consortium Joint Powers Board	(Sandy O'Fallon) / Housing Advocate - Sandy O'Fallon (Vacant) / Housing Advocate - Vacant	Indefinite, but Reaffirm Yearly
Park & Recreation Commission	(Vacant) / Minnesota Department of Natural Resources (DNR) - No Response (Vacant) / U.S. Forest Service (USFS) - No Response	Ex-Officio
Planning Commission/Board of Adjustment (PC/BoA) Advisory	(Vacant) / U.S. Forest Service (USFS) - No Response (Andy Arens) / Soil & Water Conservation District (SWCD) - Andy Arens (Kyle Asplund) / Natural Resource Conservation Service (NRCS) - Kyle Asplund (Rian Reed) / Minnesota Department of Natural Resources (NDR) - Rian Reed	Indefnite, but Reaffirm Yearly

Committees/Commissions/Boards - Current Listing

Monday, December 15, 2025

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
AEOA Board of Directors								
		Casey	Venema			Five-Year	1 /1 /2023	Elected Term 12/31/2026
AMC District II Environment & Natural Resources Policy Committee								
		Terry	Snyder			Indefinite, as long as elected	1 /1 /2017	Elected Term 12/31/2028
AMC District II General Government Policy Committee								
		Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
AMC District II Health & Human Services Policy Committee								
		Larry	Hopkins			Indefinite, as long as elected	1 /1 /2025	Elected Term 12/31/2028
AMC District II Public Safety Policy Committee								
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
AMC District II Transportation Policy Committee								
		Casey	Venema			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Americans with Disabilities Act Coordinator								
	County Administrator	Brett	Skyles			Indefinite	9 /22/1992	Indefinite
ARDC - Full Commission								
		John	Johnson			Three-Year	1 /1 /2023	12/31/2025
Arrowhead Counties Association (ACA)								
	Alternate	Larry	Hopkins			One-Year	1 /1 /2025	12/31/2025

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
	Full Board	John	Johnson			One-Year	1 /1 /2025	12/31/2025
Arrowhead Library Board								
		Dennis	Jerome			Three-Year	1 /1 /2025	12/31/2026
Association of Minnesota Counties (AMC)								
	Full Board	Larry	Hopkins			One-Year	1 /1 /2025	12/31/2025
	Full Board	John	Johnson			One-Year	1 /1 /2025	12/31/2025
	Auditor/Treasurer	Austin	Rohling			One-Year	1 /1 /2025	12/31/2025
	County Administrator	Brett	Skyles			One-Year	1 /1 /2025	12/31/2025
	Full Board	Cory	Smith			One-Year	1 /1 /2025	12/31/2025
	Full Board	Terry	Snyder			One-Year	1 /1 /2025	12/31/2025
	Full Board	Casey	Venema			One-Year	1 /1 /2025	12/31/2025
	Health & Human Services Director	Eric	Villeneuve			One-Year	1 /1 /2025	12/31/2025
Bigfork Airport Zoning Board (Joint)								
		Michael	Bellomy			Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2025
		Katie	Benes			Indefinite, but Reaffirm Yearly	1 /23/2024	12/31/2025
Bigfork River Board								
		Ted	Lovdahl			Indefinite, but Reaffirm Yearly	3 /26/2002	12/31/2025
		Cory	Smith	#1		Indefinite	1 /1 /2023	Eligible Term 12/31/2026
		Terry	Snyder	#2		Indefinite	1 /1 /2017	Eligible Term 12/31/2028
Blackduck EMS Special Taxing District Board of Directors								
	#1 Commissioner	Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2025

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
	#2 Commissioner	Terry	Snyder			Indefinite, as long as elected	1 /1 /2013	Elected Term 12/31/2028
Board Parliamentarian								
	County Administrator	Brett	Skyles			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2025
Bowstring Airport Commission								
		Mark	Mathisen			Three-Year	1 /1 /2023	12/31/2025
		Greg	Miller			Three-Year	1 /1 /2024	12/31/2026
		Jan	Noles			Three-Year	1 /1 /2025	12/31/2027
		Kenneth	Reichert			Three-Year	1 /1 /2025	12/31/2027
		Christine	Schultz			Three-Year	1 /1 /2025	12/31/2027
Children's Justice Initiative (CJI)								
	Chair	Casey	Venema			One-Year	1 /1 /2025	12/31/2025
Classification Committee - Ownership Management of Lands								
	Land Commissioner	Kory	Cease			Indefinite; Ex-Officio	9 /24/2002	Indefinite; Ex-Officio
	Full Board	Larry	Hopkins			Indefinite, as long as elected	1 /1 /2025	Elected Term 12/31/2028
	Full Board	John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	Full Board	Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	Full Board	Terry	Snyder			Indefinite, as long as elected	1 /1 /2013	Elected Term 12/31/2028
	Full Board	Casey	Venema			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Emergency Food and Shelter Program Board								
	Chair	Casey	Venema			One-Year	1 /1 /2025	12/31/2025

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Emergency Management Director								
	Sheriff	Joe	Dasovich			Indefinite	1 /1 /2023	Elected Term 12/31/2026
Emergency Management Director - Deputy								
	Chair	Casey	Venema			One-Year	1 /1 /2025	12/31/2025
Executive ATV Permit Committee								
		Cory	Smith			One-Year	5 /23/2023	12/31/2025
		Terry	Snyder			One-Year	5 /23/2023	12/31/2025
Extension Committee								
		Mike	Aultman			Three-Year	1 /1 /2024	12/31/2026
		Lilah	Crowe			Three-Year	1 /1 /2024	12/31/2026
		Erika	Guenther			Three-Year	1 /1 /2025	12/31/2027
		David	Hayes			Three-Year	1 /1 /2023	12/31/2028
		Conley	Janssen			Three-Year	1 /1 /2025	12/31/2027
		R.D. (Doug)	Learmont			Three-Year	1 /1 /2023	12/31/2025
	Auditor/Treasurer	Austin	Rohling			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
		Cory	Smith			One-Year	1 /1 /2025	12/31/2025
	Chair or his/her delegate	Terry	Snyder			One-Year	1 /1 /2025	12/31/2025
Fairgrounds Park Committee								
	Land Commissioner/Park & Recreation Director or her/her designee	Kory	Cease			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2025
	County Administrator	Brett	Skyles			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2025
		Terry	Snyder			Indefinite	2 /24/2015	Eligible Term 12/31/2028

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
		Casey	Venema			Indefinite	1 /1 /2023	Eligible Term 12/31/2026
Finance Committee								
		Cory	Smith			One-Year	1 /1 /2025	12/31/2025
	Vice Chair	Cory	Smith			One-Year	1 /1 /2025	12/31/2025
Grand Rapids/Itasca County Cooperating Committee								
	#4 Commissioner	Larry	Hopkins			Indefinite, as long as elected	9 /24/2025	Elected Term 12/31/2028
	Alternate	John	Johnson			Indefinite, as long as elected	1 /23/2024	Elected Term 12/31/2026
	County Administrator	Brett	Skyles			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2025
	#2 Commissioner	Terry	Snyder			Indefinite, as long as elected	1 /1 /2013	Elected Term 12/31/2028
Highway 169 Completion Coalition								
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
		Casey	Venema			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Highway 169 Cross Range Study Advisory Committee (SAC)								
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
		Casey	Venema			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Housing & Redevelopment Authority								
		Shannon	Benolken	Based on Geographical Area		Five-Year	1 /1 /2025	12/31/2029
		Kathleen	Blake	Based on Geographical Area		Five-Year	1 /1 /2021	12/31/2025

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
		Patrick	Casey	Based on Geographical Area		Five-Year	1 /1 /2025	12/31/2029
		Kim	Clark	Based on Geographical Area	Residents of Public Housing	Five-Year	10/22/2024	12/31/2025
		Tim	Johnson	Based on Geographical Area		Five-Year	1 /1 /2023	12/31/2027
		Barbara	Sanderson	Based on Geographical Area		Five-Year	1 /1 /2022	12/31/2026
		Leo	Trunt	Based on Geographical Area		Five-Year	1 /1 /2024	12/31/2028
IMCare Subcommittee								
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
		Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Indian Affairs Task Force (IATF)								
	Vice-Chair	Cory	Smith			One-Year	1 /1 /2025	12/31/2025
	Alternate/District #1 Commissioner	Cory	Smith	#1		One-Year	1 /1 /2025	12/31/2025
	Chair	Casey	Venema			One-Year	1 /1 /2025	12/31/2025
Itasca Community College General Advisory Committee								
	HR Director	Mandy	Windorski			Indefinite, but Reaffirm Yearly	1 /1 /2025	12/31/2025
Itasca Economic Development Corporation (IEDC) Board of Directors								
		Terry	Snyder			Three-Year	1 /1 /2024	12/31/2026

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Itasca Waters								
		Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Joint School/Public Library (Nashwauk)								
			Vacant			Indefinite, but Reaffirm Yearly	1 /1 /2023	12/31/2026 (Vacant)
	#5 Commissioner	Casey	Venema		Commissioners/Unorganized Township in ISD #319	Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Laurentian RC&D Council								
	Alternate	Terry	Snyder			One-Year	1 /1 /2025	12/31/2025
		Casey	Venema			One-Year	1 /1 /2025	12/31/2025
Law Library Board								
	Chair	Casey	Venema			One-Year	1 /1 /2025	12/31/2025
Mine/Safety Inspector								
	Emergency Management Director	Joe	Dasovich			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Minnesota Counties Intergovernmental Trust (MCIT)								
	Auditor/Treasurer (Alternate)	Austin	Rohling			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	Chair	Casey	Venema			One-Year	1 /1 /2025	12/31/2025
Minnesota Forest Resources Partnership (MFRP)								
	Land Commissioner or his/her designee	Kory	Cease			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2025
	#1 Commissioner	Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Mississippi Headwaters Advisory Committee								
		Katie	Benes			Two-Year	1 /1 /2025	12/31/2026

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Mississippi Headwaters Board								
	2nd Alternate	Larry	Hopkins			Two-Year	1 /1 /2025	12/31/2026
		Cory	Smith			Two-Year	1 /1 /2025	12/31/2026
	1st Alternate	Terry	Snyder			Two-Year	1 /1 /2025	12/31/2026
Mississippi River - Grand Rapids Comprehensive Watershed Planning One Watershed/OnePlan (1W/1P) Planning Committee								
	2nd Alternate	Cory	Smith			Indefinite, as long as elected	1 /3 /2023	Elected Term 12/31/2026
		Terry	Snyder			Infefinite, as long as elected	1 /3 /2023	Elected Term 12/31/2028
MN Counties Information System Board								
	County Assessor	William	Hilback			Two-Year	1 /1 /2025	12/31/2026
	Auditor/Treasurer (Alternate)	Austin	Rohling			Two-Year	1 /1 /2025	12/31/2026
NE MN Office of Job Training								
		Larry	Hopkins			One-Year	1 /1 /2025	12/31/2025
	Alternate	John	Johnson			One-Year	12/1 /2025	12/31/2025
	Alternate	Casey	Venema			One-Year	1 /1 /2025	12/31/2025
Northeast Minnesota Area Transportation Partnership (NEMNATP)								
		Terry	Snyder			Indefinite, but Reaffirm Yearly	1 /1 /2023	12/31/2025
	Alternate	Casey	Venema			Indefinite, but Reaffirm Yearly	1 /1 /2023	12/31/2025
Northeast Minnesota Emergency Communications Board (ECB)								
	1st Alternate/Sheriff	Joe	Dasovich			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Northeast Minnesota Emergency Communications Board Regional Advisory Committee (RAC)								
	Alternate	Marnie	Chupurdia			Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2025
		Jeremy	Hanson			Indefinite, but Reaffirm Yearly	1 /1 /2023	12/31/2025
Northeast Minnesota HOME Consortium Joint Powers Board								
	Alternate	Larry	Hopkins			Indefinite, as long as elected	1 /1 /2025	Elected Term 12/31/2028
		Sandy	O'Fallon		Housing Advocate	Indefinite, but Reaffirm Yearly	3 /12/2024	12/31/2025
		Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	Alternate		Vacant		Housing Advocate	Indefinite, but Reaffirm Yearly	3 /12/2024	12/31/2025 (Vacant)
Northern Counties Coalition								
	Alternate	Terry	Snyder			One-Year	1 /1 /2025	12/31/2025
	Chair or his/her delegate	Casey	Venema			One-Year	1 /1 /2025	12/31/2025
Noxious Weed Appeal Committee								
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	HR Director		Vacant			Indefinite, but Reaffirm Yearly	1 /1 /2025	12/31/2025
Nursing Home Board								
	Full Board	Larry	Hopkins			Eligible Term	1 /1 /2025	Eligible Term 12/31/2028
	Full Board	John	Johnson			Eligible Term	1 /1 /2023	Eligible Term 12/31/2026
		Austin	Rohling			Two-Year	1 /1 /2024	12/31/2025
	Full Board	Cory	Smith			Eligible Term	1 /1 /2023	Eligible Term 12/31/2026
	Full Board	Terry	Snyder			Eligible Term	1 /1 /2021	Eligible Term 12/31/2028

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
		Leo	Trunt			Two-Year	1 /1 /2025	12/31/2026
	Full Board	Casey	Venema			Eligible Term	1 /1 /2023	Eligible Term 12/31/2026
NW MN Juvenile Center								
	Sheriff	Joe	Dasovich			Indefinite, but Reaffirm Yearly	11/26/2024	12/31/2025
	Commissioner	John	Johnson			Indefinite, but Reaffirm Yearly	11/26/2024	12/31/2025
	Chief Deputy (Alternate)	Christopher	Peterson			Indefinite, but Reaffirm Yearly	11/26/2024	12/31/2025
	Health & Human Services Director (Alternate)	Eric	Villeneuve			Indefinite, but Reaffirm Yearly	11/26/2024	12/31/2025
Park & Recreation Commission								
	Land Commissioner or his/her designee	Kory	Cease			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2025
		Amanda	Lamppa	At-Large		Three-Year	2 /11/2025	12/31/2027
		Molly	MacGregor	At-Large		Three-Year	1 /1 /2025	12/31/2027
		Randy	Nash	At-Large		Three-Year	1 /1 /2024	12/31/2026
		Thomas	Nelson	At-Large		Three-Year	1 /1 /2023	12/31/2025
		Les	Ollila	At-Large		Three-Year	1 /1 /2023	12/31/2025
			Vacant	At-Large		Three-Year	1 /1 /2023	12/31/2025 (Vacant)
			Vacant	At-Large		Three-Year	1 /1 /2024	12/31/2026 (Vacant)
			Vacant		U.S. Forest Service (USFS)	Ex-Officio	1 /1 /2023	Ex-Officio (Vacant)
			Vacant		Minnesota Department of Natural Resources (DNR)	Ex-Officio	1 /1 /2021	Ex-Officio (Vacant)

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Personnel Board of Appeals								
			Vacant			Three-Year	3 /21/2024	12/31/2025 (Vacant)
			Vacant			Three-Year	1 /1 /2024	12/31/2026 (Vacant)
			Vacant			Three-Year	1 /1 /2025	12/31/2027 (Vacant)
Planning Commission/Board of Adjustment (PC/BoA)								
	Advisory	Andy	Arens		Soil & Water Conservation District (SWCD)	Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2025
	Advisory	Kyle	Asplund		Natural Resource Conservation Service	Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2025
		Michael	Bellomy	#2		Three-Year	1 /1 /2025	12/31/2027
	Environmental Services Administrator/Ex-Officio	Katie	Benes			Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2025
		Daniel	Butterfield	#4		Three-Year	1 /1 /2024	12/31/2026
	Surveyor/Ex-Officio	Guy	Carlson			Indefinite, but Reaffirm Yearly	8 /9 /2016	12/31/2025
	Attorney/Ex-Officio	Jacob	Fauchald			Indefinite, as long as elected	1 /1 /2025	Elected Term 12/31/2026
	Highway Engineer/Ex-Officio	Karin	Grandia			Indefinite, as long as appointed	5 /23/1995	Appointed Term 05/15/2026
		Conley	Janssen	#1		Three-Year	1 /1 /2025	12/31/2027
		Lisa	Maasch	#3		Three-Year	1 /1 /2024	12/31/2026
		Mike	Oja	#5		Three-Year	1 /1 /2023	12/31/2025
	Advisory	Rian	Reed		Minnesota Department of Natural Resources (DNR)	Indefinite, but Reaffirm Yearly	1 /1 /2019	12/31/2025
	Advisory		Vacant		U.S. Forest Service (USFS)	Indefinite, but Reaffirm Yearly	1 /1 /2022	12/31/2025 (Vacant)

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
Regional Railroad Authority								
	Full Board	Larry	Hopkins			One-Year	1 /1 /2025	12/31/2025
	Full Board	John	Johnson			One-Year	1 /1 /2025	12/31/2025
	Full Board	Cory	Smith			One-Year	1 /1 /2025	12/31/2025
	Full Board	Terry	Snyder			One-Year	1 /1 /2025	12/31/2025
	Full Board	Casey	Venema			One-Year	1 /1 /2025	12/31/2025
Regional Solid Waste Task Force (NEWAC)								
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
		Casey	Venema			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Risk Management Commission								
	Land Commissioner	Kory	Cease			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2025
	County Sheriff	Joe	Dasovich			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	Risk/Safety Manager	Duane	Dockter			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2025
	Attorney	Jacob	Fauchald			Indefinite, as long as elected	1 /1 /2019	Elected Term 12/31/2026
	County Engineer	Karin	Grandia			Indefinite, as long as appointed	6 /10/2003	Appointed Term 05/15/2026
	Alternate	Larry	Hopkins			Indefinite, as long as elected	1 /1 /2025	Elected Term 12/31/2028
	Commissioner	John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	Nursing Home Administrator	Maggie	Oliverius			Indefinite, but Reaffirm Yearly	1 /1 /2024	12/31/2025(Vacant)

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
	Facilites Manager	Tony	Palkki			Indefinite, but Reaffirm Yearly	1 /1 /2025	12/31/2025
	Auditor/Treasurer	Austin	Rohling			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	County Administrator	Brett	Skyles			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2025
	Health & Human Services Director	Eric	Villeneuve			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2025
	Human Resources Director	Mandy	Windorski			Indefinite, but Reaffirm Yearly	1 /1 /2025	Appointed Term 1/1/2025
Sheriff Civil Service Commission								
		Edward	Bolf			Three-Year	1 /1 /2025	12/31/2027
		Conley	Janssen			Three-Year	1 /1 /2024	12/31/2026
		John	Rubesh			Three-Year	3 /7 /2023	12/31/2025
Step 3 Grievance Committee								
		John	Johnson		Commissioner	Eligible Term	1 /1 /2023	Eligible Term 12/31/2026
	County Administrator	Brett	Skyles			Indefinite, but Reaffirm Yearly	1 /1 /2018	12/31/2025
		Cory	Smith		Commissioner	Eligible Term	1 /1 /2023	Eligible Term 12/31/2026
Tri-County Community Health Board								
	Alternate	Larry	Hopkins			Three-Year	1 /1 /2025	12/31/2027
		Elizabeth (Betsy)	Johnson			Three-Year	1 /1 /2023	12/31/2025
		Lester	Kachinske			Three-Year	1 /1 /2023	12/31/2025
		Cory	Smith			Three-Year	1 /1 /2023	12/31/2025
Upper Mississippi Headwaters One Watershed/One Plan (UMHW 1W/1P)								
	Alternate	John	Johnson			Indefinite, as long as elected	1 /1 /2023	Eligible Term 12/31/2026

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
	Delegate	Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Eligible Term 12/31/2026
Wastewater Management District								
	Full Board	Larry	Hopkins			Indefinite, as long as elected	1 /1 /2025	Elected Term 12/31/2027
	Full Board	John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	Full Board	Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
	Full Board	Terry	Snyder			Indefinite, as long as elected	1 /1 /2013	Elected Term 12/31/2028
	Full Board	Casey	Venema			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Water Plan Implementation Committee (WPIC)								
		Janet P.	Bilden	#3		Four-Year	1 /1 /2024	12/31/2027
		Daniel	Butterfield		Planning Commission/Board of Adjustment (PC/BoA)	Three-Year	1 /1 /2024	12/31/2025
		Harold	Goetzman		Itasca Lakes Coalition	Four-Year	1 /1 /2023	12/31/2026
		Norley	Hansen	At-Large		Four-Year	1 /1 /2024	12/31/2027
		Lester	Kachinske	#4		Four-Year	1 /1 /2022	12/31/2025
		Richard	Lacher		Township Association	Four-Year	1 /1 /2024	12/31/2027
		Perry	Loegering		Conservation Groups	Four-Year	1 /1 /2024	12/31/2027
		Kenneth	Lundgren	#1		Four-Year	1 /1 /2023	12/31/2026
		Mike	Oja	#5		Four-Year	1 /1 /2022	12/31/2025
		Allison	Rajala Ahcan	#2		Four-Year	1 /1 /2024	12/31/2027
		Calvin	Saari		Soil & Water Conservation District (SWCD)	Four-Year	1 /1 /2022	12/31/2025

Committee Or Office	Appointee	First Name	Last Name	District Requirement	Representative For	Term	Effective Date	Expiration Date
			Vacant	At-Large		Four-Year	1 /1 /2024	12/31/2027 (Vacant)
Western Mesabi Mine Planning Board (WMMPB)								
	Land Commissioner or his/her designee	Kory	Cease			Eligible Term	3 /13/2018	Eligible Term 12/31/2025
		Casey	Venema			Eligible Term	1 /1 /2023	Eligible Term 12/31/2026
Wetland Appeals Board								
		John	Johnson			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
		Cory	Smith			Indefinite, as long as elected	1 /1 /2023	Elected Term 12/31/2026
Wetland Evaluation Panel								
	Highway Engineer	Karin	Grandia			Indefinite, as long as appointed	6 /8 /1993	Appointed Term 05/15/2026