



ITASCA COUNTY BOARD OF COMMISSIONERS

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

Tuesday, March 10, 2026

2:30 PM

Itasca County Boardroom

FINAL

REGULAR SESSION MINUTES

I. CALL TO ORDER

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

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

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Approve the agenda, as presented.

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

IV. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, March 3, 2026, County Board Regular Session.

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

1. Approve the minutes of the Tuesday, March 3, 2026 Regular Session.

V. CONSENT AGENDA

Motion To: Approve the Consent Agenda as presented.

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

1. Approve the reappointment of Karin Grandia as the Itasca County Engineer, effective May 16, 2026 through May 15, 2030, pursuant to M.S. 163.07.
2. Authorize the required signatures on the Sponsor Agreement with the City of Deer River for the construction of the 2027 Safe Routes to School Project.

VI. REGULAR AGENDA

1. Legislative Conference Call

Held a Legislative Conference Call with Itasca County Lobbyist Shane Zahrt.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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2. Employee Recognition

The following employees were recognized:

Farewell to Kaden Kucza, who has resigned from his position as a Corrections Deputy in the Sheriffs Department effective March 8th, 2026 after just under 2 years of service.

Thank you to Sarah Polhamus, who celebrated 25 years of service to Itasca County in 2025.

3. Approval of out of State Travel for Public Health Staff

Motion To: Approve travel to Nashville, TN for Public Health staff.

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

4. **APPROVAL OF ITASCA COUNTY PUBLIC HEALTH VACCINE BILLING POLICY**

Motion To: Approve the Itasca County Public Health Vaccine Billing Policy.

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

5. Exempting properties within the Swan Lake Sewer District from Subsurface Sewage Treatment Requirements

Motion To: Adopted the Resolution Re: Exempting properties with the Swan Lake Sewer District from Subsurface Sewage to Treatment Requirements.

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

VII. ADMINISTRATOR UPDATE

County Administrator Brett Skyles provided an Administrator Update, including the hard work that Itasca County Employees have done regarding grants and investments and the Sheriff's Office receiving "Preparedness Buckets" for all county vehicles helping to keep employees safe.

VIII. COMMITTEE REPORTS

Commissioner Johnson reported on attending the Legislative Conference.

Commissioner Snyder reported on attending a Transportation meeting, meeting with CEDA, and a Township Association meeting.

Commissioner Venema reported on attending the Legislative Conference, a Dinner with Northern Counties, met with several Representatives and Nashwauk Township.

Commissioner Smith reported on attending the Legislative Conference and met with Representatives and other Commissioners.

IX. COMMISSIONER COMMENTS

Commissioner Johnson provided comment regarding meeting Kyle Erickson CEO of IEDC, Citizens Academy through the Sheriff's Office, Warba Project, Represent Itasca County Re: Nuclear discussions at any hearings, and attending and testifying Re: The Lance Bill.

Commissioner Smith provided comment regarding the Squaw Lake Perch Jerkers Contest and the St. Urho's Day Parade on Saturday, March 14, 2026, with the parade beginning at 5 p.m.

X. CLOSED SESSIONS**XI. ADJOURN**

Chair Smith adjourned the meeting at 3:02 PM.

ATTEST

Cory Smith
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, March 10, 2026

RESOLUTION 2026-18

RE: A Resolution exempting properties within the Swan Lake Sewer District from subsurface sewage treatment requirements for a period of five (5) years.

WHEREAS, the County Board of Itasca, Minnesota, is authorized to regulate subsurface sewage treatment systems (SSTS) pursuant to Minnesota Rules 7080-7083; and

WHEREAS, the County has adopted a Subsurface Sewage Treatment System Ordinance, to be administered by Environmental Services, which establishes the standards for upgrade, repair, replacement, or abandonment of SSTS in unsewered incorporated, and unincorporated, areas of Itasca County; and

WHEREAS, in Section 5.2 of the SSTS Ordinance, the County requires that an existing SSTS shall require a compliance inspection and shall be brought into compliance with the ordinance when any one of the following conditions occurs:

1. The Zoning Official deems appropriate, such as upon receipt of a complaint or other information of SSTS failure;
2. Any time the use of a building or the property being served by an existing SSTS is expanded and thereby impacts the performance of the SSTS;
3. Property is transferred as set forth in Section 2.5; or
4. A zoning permit or variance is requested for a bedroom addition or dwelling replacement; and

WHEREAS, in Section 5.5.4 of the SSTS Ordinance, the County requires that failing SSTS be upgraded or replaced within twenty-four months after the owner receives a Notice of Noncompliance; and

WHEREAS, portions of Lone Pine Township, Greenway Township, Goodland Township, and Unorganized Township 55-23, surrounding Swan Lake and identified on the attached map, hereby identified as the Swan Lake Sewer District, are engaged in a large-scale infrastructure project to establish a community wastewater collection system which has been delayed while they secured final funding; and

WHEREAS, the County Board recognizes that, under specific circumstances, immediate compliance with SSTS Ordinance requirements may impose an undue hardship on certain property owners, or may not be necessary to protect public health, safety, or the environment; and

WHEREAS, the County Board desires to provide a temporary exemption to eligible property owners while maintaining the long-term objectives of the County's SSTS Ordinance; and

WHEREAS, the County Board finds that a limited exemption period will allow affected property owners sufficient time to plan for future compliance without compromising public interests.

NOW THEREFORE BE IT RESOLVED, by the County Board of Itasca, Minnesota, as follows:

1. Exemption Granted.

Certain property owners who meet the eligibility criteria established by the County are hereby exempted from the requirement to upgrade, repair, or replace existing SSTS.

2. Eligibility Criteria.

The exemption shall apply only to properties:

- Located within the boundaries of the proposed Swan Lake Sewer District;
- Subject to a compliance inspection as required by Section 5.2 of the Itasca County SSTS Ordinance; and
- Where the existing SSTS has not been identified as an imminent threat to public health.

3. Duration of Exemption.

The exemption granted under this Resolution shall be effective for a period of five (5) years from the date of approval of this Resolution, unless terminated earlier pursuant to Section 4.

4. Revocation of Exemption.

The County, through the Environmental Services Department, reserves the right to revoke an exemption if:

- The existing SSTS has been identified as an imminent threat to public health. Any SSTS posing an imminent threat to public health or safety shall be upgraded, replaced, or repaired within 10 months, in accordance with Section 5.5 of the Itasca County SSTS Ordinance.

5. Future Compliance.

Upon expiration of the five-year exemption period, exempted property owners shall comply with all applicable SSTS requirements in effect at that time, unless an extension or additional exemption is granted by the County Board.

6. Administration.

The Environmental Services Department is authorized to administer this Resolution, establish procedures, and take all actions necessary to implement its intent.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner John Johnson
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 March 10, 2026 and that the same is a true and correct copy of the whole thereof.



Administrator



ITASCA COUNTY BOARD OF COMMISSIONERS

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

Tuesday, March 3, 2026

2:30 PM

Itasca County Boardroom

DRAFT

REGULAR SESSION MINUTES

I. CALL TO ORDER

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

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

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Approve the agenda, as presented.

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

IV. MINUTES APPROVAL

Motion To: Approve the Tuesday, February 24, 2026, Regular Session.

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

V. CONSENT AGENDA

Motion To: Approve the Consent Agenda, as presented.

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

1. Approve the submission of the State Airport Fund Grant Agreement 9Y0-A3115-17, along with the Resolution and necessary signatures.
2. Authorize the donation of twenty-three books from the Law Library to the Itasca County Historical Society.

3. Approve LG214 Premises Permit Application, as requested by American Legion Post 122, for gambling at Hayslip's Corner Bar located at 43867 State Hwy 286, Talmoon, MN 56637.
4. Amended Resolution 2026-14 Re: Federal Recreational Trails Program Grant Application for the UPM/Blandin ATV/OHM Trail and Driftskipper Snowmobile Trail with amended resolution and authorize necessary signatures.
5. Adopt the Resolution Re: Recreational Trail Integration Project Development Partnership Grant Program and authorize necessary signatures.

VI. REGULAR AGENDA

1. Legislative Conference Call

Hold a Legislative Conference Call with Representative Spencer Igo.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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2. Commissioner Warrants

Motion To: Approve Commissioner Warrants with a check date of March 4, 2026, in the amount of \$364,544,.01.

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

3. Public Hearing Re: Off-Sale Liquor License

Motion To: Open the Public Hearing Re: Off-Sale Liquor License

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

Motion To: Close the above Public Hearing.

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

Motion To: Approve the issuance of an Off-Sale Intoxicating Liquor License for Probasca Group LLC., dba Trailside Restaurant and Bar located at 29314 County Road 52, Bifgork, MN 56628.

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

4. TED Account Request

Motion To: Approve TED account request to include the amount of \$12,500 as amended.

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

VII. ADMINISTRATOR UPDATE**VIII. COMMITTEE REPORTS**

Commissioner Hopkins reported on attending a Spang Township meeting, a JET meeting, and Coffee with Commissioners.

Commissioner Johnson reported on attending a Land Dept. meeting, AFSCME Leadership meeting, met with Representative Robbins, Chair of Fraud Committee, other State Representatives, and the Assistant Commissioner of the DNR.

Commissioner Snyder reported on attending a Marcell Township meeting, Mesabi Metallica Mgmt. meeting, and met with staff of the Governor's office.

Commissioner Venema reported on attending the Coffee with Commissioners gathering.

Commissioner Smith reported on attending the Coffee with Commissioners gathering.

IX. COMMISSIONER COMMENTS

Commissioner Snyder provided comment regarding the next Coffee with Commissioners gathering on March 19, 2026, from 6 pm to 730 pm at the Bigfork City Hall, 200 Main Ave, Bigfork, MN 56628.

Commissioner Venema provided comment regarding thanking all who attending Coffee with Commissioners also.

X. CLOSED SESSIONS**XI. ADJOURN**

Chair Smith adjourned the meeting at 3:08 PM.

ATTEST

Cory Smith
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, March 10, 2026

REQUEST FOR BOARD ACTION: RBA-2026-107

DEPARTMENT: Human Resources

TIME REQUESTED: < 5 Minutes

PRESENTER: Mandy Windorski

AGENDA ITEM:

Reappointment of County Highway Engineer

BOARD ACTION REQUESTED:

Approve the reappointment of Karin Grandia as the Itasca County Engineer, effective May 16, 2026 through May 15, 2030, pursuant to M.S. 163.07.

BACKGROUND:

M.S. 163.07, Subd. 2 (attached) requires that the County Highway Engineer be reappointed for a four-year term during the month of May.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Highway Engineer 163.07

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

163.07 MS 1957 [Repealed, 1959 c 500 art 6 s 13]

163.07 COUNTY HIGHWAY ENGINEER.

Subdivision 1. **Appointment.** The county board of each county shall appoint and employ, as hereinafter provided, a county highway engineer who may have charge of the highway work of the county and the forces employed thereon, and who shall make and prepare all surveys, estimates, plans, and specifications which are required of the engineer. The county highway engineer may be removed by the county board during the term of office for which appointed only for incompetency or misconduct shown after a hearing upon due notice and upon stated charges. The burden of proving incompetency or misconduct shall rest upon the party alleging the same.

Subd. 2. **Qualifications, salary, and term.** The county highway engineer shall be a registered highway or civil engineer, registered under the laws of the state of Minnesota. The county board may appoint a new county engineer for a term of only one year. All reappointments shall be for a term of four years, and shall be made in May of the year in which the term expires. The county highway engineer shall be a citizen and resident of this state. The county highway engineer's salary shall be fixed by the county board and shall be payable the same as other county officers are paid. The salary shall not be reduced during the county highway engineer's term of office.

Subd. 2a. **Short-term reappointment pending retirement.** Notwithstanding the provisions of subdivision 2 as to the term of office of the county highway engineer, the county board of any county may reappoint a county highway engineer for a term of office less than four years when such county highway engineer to be reappointed will reach the age of mandatory retirement within the normal four-year term provided for in subdivision 2.

Subd. 3. [Repealed, 2014 c 227 art 1 s 23]

Subd. 4. **Civil service classification.** The commissioner of management and budget shall allocate a state civil service classification to any city or county highway engineer, or an engineer of any other governmental agency as may be from time to time requested by the commissioner of transportation. The allocation shall be made on the same basis and subject to the same provisions of law as pertain to engineering and similar positions in the state classified service. The commissioner of management and budget shall give consideration to the education, professional attainments and experience of the city, county highway engineer, or engineer of any other governmental agency for purposes of transfer to the state service. All city, county highway engineers, or engineers of any other governmental agency who have not less than two years service prior to the transfer may be transferred to the state classification so allocated without examination, but subject to a six months probationary period, in the state classified service. The commissioner of management and budget shall establish procedure for the transfer.

Subd. 5. **Promotional examination.** The commissioner of transportation may certify any city or county highway engineer that the commissioner may deem qualified to the commissioner of management and budget as eligible to take any specific promotional examination held for civil engineer or civil engineering aid as classified by the state civil service commission. The service rating of such engineer shall include past service with the state and as city or county highway engineer, if the engineer had prior service with the state Transportation Department as a supervisory engineer.

Subd. 6. **Duties; bond.** The county highway engineer shall devote the entire time to official duties and, before entering upon the duties of office, give bond to the state in the penal sum of \$25,000, to be approved and filed in the same manner as are the bonds of the other county officers. All premiums for the bond shall be paid by the county. The state, the several governmental subdivisions thereof, or any person damaged by

any wrongful act or omission of the county highway engineer in the performance of official duties may maintain an action on the bond for the recovery of the damages so sustained.

Subd. 7. **Report.** The county highway engineer shall prepare and submit to the county board annually a full and complete report covering all county highway work, and shall prepare and submit such other reports relating to the county highway system as the county board directs.

Subd. 8. [Repealed, 1969 c 304 s 2]

Subd. 9. **Contract for engineer services with other county.** In lieu of appointing and employing a county highway engineer in accordance with the provisions of this section, a county may contract for the services of a county highway engineer with a county that appoints and employs such an engineer upon such terms as are mutually agreed upon. An engineer acting as a county highway engineer under contract for a county shall exercise every duty and responsibility imposed by law upon a county highway engineer. A copy of each contract executed between counties under this subdivision shall be filed in the office of the commissioner of transportation.

This subdivision shall not apply to any county containing a city of the first class.

History: 1959 c 500 art 4 s 7; 1967 c 763 s 1,2; 1969 c 437 s 1; 1971 c 389 s 1; 1973 c 15 s 1; 1973 c 123 art 5 s 7; 1973 c 507 s 45; 1976 c 166 s 7; 1980 c 617 s 47; 1986 c 444; 1992 c 505 s 2; 1Sp2003 c 19 art 2 s 15; 2008 c 204 s 42; 2009 c 101 art 2 s 109



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, March 10, 2026

REQUEST FOR BOARD ACTION: RBA-2026-119

DEPARTMENT: Transportation

TIME REQUESTED: < 5 Minutes

PRESENTER: Rachel Metelak

AGENDA ITEM:

Safe Routes to School Agreement with the City of Deer River - Phase II Trail Project

BOARD ACTION REQUESTED:

Authorize the required signatures on the Sponsor Agreement with the City of Deer River for the construction of the 2027 Safe Routes to School Project.

BACKGROUND:

The City of Deer River was awarded a state Safe Routes to School (SRTS) Grant to construct a bituminous trail from 14th Avenue NW to Robert Lundeen Recreational Area, which will complete a connection for kids as they travel to and from school and activities. The grant requires Itasca County to be the project sponsor. The project is estimated to be approximately \$414,350. The SRTS grant will cover \$331,480.00 and the City of Deer River is responsible for all other project costs.

This agreement template has been previously reviewed by the County Attorney's Office.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. Deer River Trail SRTS Sponsor Agreement - Deer River Signed

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

AGREEMENT

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 secured state safe routes to school (SRTS) funds through the Minnesota Department of Transportation's Transportation Alternative (TA) grant program for SRTS Phase II Trail Project in Deer River as shown on Figure 1, hereafter referred to as the "Project" and,

WHEREAS, the Construction for the Project is identified as S.A.P. 031-595-001 and is eligible for the expenditure of SRTS funds. The SRTS portion of the funding is \$331,480.00 and a local amount of \$82,870.00 from the City for a total estimated project cost of \$414,350.00. The City of Deer River agrees to pay any additional amount by which the construction exceeds the estimate, and,

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

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

1. The City shall prepare a plan for construction of the Project, hereinafter referred to as the "Plan". The Plan and specification for the Project shall be in accordance with the current edition of the Minnesota Department of Transportation "Standard Specifications for Construction" and Itasca County boiler plate bid documents.
2. If required, the City shall obtain any necessary permits and environmental statements as required by law for completion of the Project, including but not limited to permits and statements required by the Minnesota Pollution Control Agency, U.S. Army Corp of Engineering and the Minnesota Department of Natural Resources. The City shall bear the cost of all permit fees. All pertinent permits shall be obtained prior to advertising for bids for the project.
3. The City shall acquire and pay for the cost for all right-of-way and construction easements required for construction in accordance with the Plan.
4. The County shall assist the City in preparation of bidding documents for the Plan.
5. The County shall award the Contract to the lowest responsible bidder, subject to concurrence by the City.

6. The City shall be responsible for all costs not covered by the SRTS funds. The County shall not be responsible for any costs or overages associated with the Project.
7. In the event that the City rejects all bids, the City shall reimburse the County, if requested by the County, for all direct and administration costs incurred by the County to that date.
8. The City shall employ an outside consultant to perform the Construction Engineering for the project, including but not limited to on-site field inspection, staking, materials testing, record keeping, as-builts and project close out. The City shall report any observed deficiencies to the County immediately.
9. The County shall make all payments to the contractor and assist in the processing of the final payment documentation in accordance with current specifications.
10. 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.
11. The County uses RT Vision's One Office project Management software to manage projects. All Project related data shall be provided to the County through the One Office software.
12. The City will own the improvements related to this project and assumes full responsibility for the operation and maintenance of any facility constructed or improved by the Project.
13. 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, subject to the limitations of Minnesota Statutes Ch. 466.
14. The County agrees that it 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, subject to the limitations of Minnesota Statutes Ch. 466.

15. 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.

16. 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 23 day of February, 2026.



Mayor



City Clerk

ITASCA COUNTY, MINNESOTA

Approved by the Itasca County Board this _____ day of _____, 2026.

By: _____
County Board Chair

Attest: County Administrator

Approved as to form this _____ day of _____, 2026.

By: _____ Itasca County Attorney



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, March 10, 2026

REQUEST FOR BOARD ACTION: RBA-2026-114

DEPARTMENT: Administrative Services

TIME REQUESTED: 15 Minutes

PRESENTER: Chair Smith

AGENDA ITEM:

Legislative Conference Call

BOARD ACTION REQUESTED:

Hold a Legislative Conference Call with Itasca County Deletation .

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

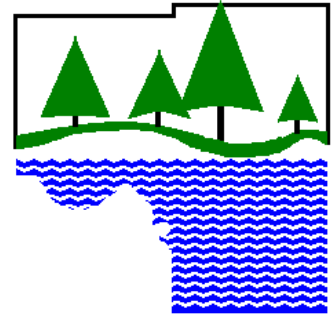
1. 2026 Legislative Priorities FINAL

03/10/2026

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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ITASCA COUNTY

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



Itasca County 2026 Legislative Priorities FINAL

- Hwy 169 – Support efforts for double lane completion
- Increase PILT Reimbursement, Emphasis on Lakeshore Property PILT
- EMS Funding
- Lift Nuclear Moratorium/Energy Transition – Include Biomass as Carbon Neutral
- New Business Economic Development/Investment – Recent Leg Impacts
- Recreation Enforcement State Funding Process
- Update/Change current sulfate standards

For Legislative Discussion:

- Wolf Management and Economic Impact



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, March 10, 2026

REQUEST FOR BOARD ACTION: RBA-2026-102

DEPARTMENT: Human Resources

TIME REQUESTED: < 5 Minutes

PRESENTER: Administrator Skyles

AGENDA ITEM:

Employee Recognition

BOARD ACTION REQUESTED:

Farewell to Kaden Kucza, who has resigned from his position as a Corrections Deputy in the Sheriffs Department effective March 8th, 2026 after just under 2 years of service.

Thank you to Sarah Polhamus, who celebrated 25 years of service to Itasca County in 2025.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

03/10/2026

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, March 10, 2026

REQUEST FOR BOARD ACTION: RBA-2026-133

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Naesa Myers

AGENDA ITEM:

Approval of out of state travel for Public Health staff

BOARD ACTION REQUESTED:

Motion to approve out of state travel for Public Health staff.

BACKGROUND:

Public Health has a Disease Intervention grant in collaboration with Leech Lake Band of Ojibwe (LLBO) staff. Public Health staff will be traveling to the RX and Illicit Drug Summit 4/6/26-4/9/26 with the LLBO staff. This trip is fully funded by the grant and pre-approved by MDH.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. RBA RX summit 3.3.26

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

ITASCA COUNTY
TRAVEL VERIFICATION FORM

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

NAME: Naesa Myers DATE: 3/3/26

DESTINATION:
Nashville, TN

DEPARTURE	RETURN	ACTUAL MEETING
DATE: <u>4/6/26</u>	DATE: <u>4/9/26</u>	DATE: <u>4/6-4/9/26</u>

MODE OF TRAVEL: fly

REASON FOR TRAVEL:
Under Disease Intervention grant, attending Rx +
Illicit Drug Summit was planned. I will be traveling
in Coordination with LLBO staff. This trip is fully funded by
a grant.

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

Transportation \$ 505.81

Lodging \$ 917.54

Meals \$ 216

Registration \$ 750 Estimated Total \$ 2,389³⁵

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

4/21/26

Naesa Myers
Employee Signature

Eric Ull
Approved by Supervisor/Date

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ITASCA COUNTY HEALTH AND HUMAN SERVICES

ITASCA RESOURCE CENTER

1209 S.E. 2nd Ave., Grand Rapids, Minnesota 55744-3983

Hearing Impaired Number TDD: 218-327-5549

218-327-2941

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

Program: Itasca County Public Health Vaccination Program

Written By: Casey Sharp

Original Date: 2/19/2026

Revised/Reviewed by: Naesa Myers, RN, PHN

Last Revised/Reviewed Date: 3/3/2026

Approved By:

Approved Date:

SUBJECT: Vaccine Billing Policy

PURPOSE:

The purpose of this policy is to ensure that the appropriate state requirements are met when assessing fees and collecting payments for immunization services.

POLICY:

Itasca County Public Health is committed to ensuring that State of Minnesota billing regulations and requirements are met for immunization fee assessments and collection. For billable clients, Itasca County Public Health charges the cost of vaccine, as published by the CDC Vaccine Price List, and an administration fee that reflects the cost of services provided. Fees will be discounted for eligible clients according to Minnesota Vaccines for Children (MnVFC) and Section 317-funded (UUAV) requirements. Third-party reimbursement will be sought for all applicable clients. Clients will not be denied services or subjected to any variation in service quality based on their inability to pay. Clients will not be sent to collections.

PROCEDURES:

Setting Fees:

1. Vaccine prices match those published by the CDC Vaccine Price List.
2. Administration fees are calculated through a cost analysis of immunization services provided by this agency.
3. The vaccine prices will be updated as new prices are published by the CDC Vaccine Price List.

4. Administration fees will be reviewed annually and updated, as needed, to reflect changes in the cost of providing immunization services.
5. A sliding fee schedule is available to the public and approved by the Itasca County Board of Commissioners (see attachment).

Charges for Immunization Services:

1. Vaccine costs for billable clients will match the prices set by the CDC Vaccine Price List for the vaccine.
2. Administration fees:
Billable clients will be charged the full administration fee, as determined by an agency cost analysis and sliding scale.
 - a. MnVFC and 317-eligible clients:
 - i. Administration fees for Medicaid-covered children will be billed to the appropriate Minnesota Health Care Program or the appropriate coordinated care organization (CCO) at the maximum allowable amount for the State of Minnesota, as determined by the Minnesota Department of Health.
 - ii. Administration fees for non-Medicaid MnVFC and 317-eligible clients will also be capped at the maximum-allowed amount for the State of Minnesota.

Collection of fees:

1. All clients will be informed of the dollar value of clinic services received during their visit.
2. Billable clients will be informed that their insurance plan will be billed first, and the client may be billed for the remaining balance.
3. All clients making payments will receive a receipt.
4. Clinic staff will notify clients/parents that administration fees will be waived if the fees are unaffordable.
 - a. Clinic staff will ask clients/parents what amount they can afford to pay or if they would like to set up a payment plan.
 - b. If the client/parent states they are unable to afford any portion of the administration fees, the fees must be completely waived.
5. Billing procedures for self-pay accounts:
 - a. Self-pay accounts with an unpaid balance:
 - i. After 30 days, a statement with a balance over \$10.00 is mailed to clients.

- ii. Clients will only be billed once within 90 days of service.
 - iii. Clients with outstanding bills will not be sent to collections.
 - b. Clients with an unpaid balance will remain eligible to receive immunization services.
6. Billing procedures for billable clients:
- a) The full amount of the charges will be billed to the insurance company. Once the insurance company processes the claim, Itasca County Public Health will bill the client for any balance as indicated by contract stipulations.

POLICY REVIEW: This policy will be reviewed at minimum every five years and as needed.





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Itasca County Vaccine Administration Sliding Scale

Private insurance

\$30 vaccine administration fee plus the cost of the vaccine billed to the client's insurance

Self-Pay

\$21.22 vaccine administration fee plus the cost of the vaccine

Adjustments will be made following the fee schedule following the current Federal Poverty Guidelines.

MnVFC or UUAV

\$21.22 vaccine administration fee. No cost of vaccine to client.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, March 10, 2026

REQUEST FOR BOARD ACTION: RBA-2026-121

DEPARTMENT: Environmental Services

TIME REQUESTED: 5 Minutes

PRESENTER: Katie Benes

AGENDA ITEM:

Exempting properties within the Swan Lake Sewer District from subsurface sewage treatment requirements

BOARD ACTION REQUESTED:

Adopt the Resolution Re: Exempting properties within the Swan Lake Sewer District from subsurface sewage treatment requirements for a period of five (5) years.

BACKGROUND:

Community organizers have been working to establish a community wastewater system to serve properties surrounding Swan Lake for the last fifteen years. The project has experienced delays while funding is secured. Though they recently learned that State bonding was awarded to fully fund the remaining estimated cost of the project, they will not have infrastructure in place in the near future. This Resolution would formalize a grace period for property owners who would otherwise have to replace SSTs while the project is under construction.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. Swan Lake Sewer District Map

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Casey Venema
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, March 10, 2026

RESOLUTION 2026-18

RE: A Resolution exempting properties within the Swan Lake Sewer District from subsurface sewage treatment requirements for a period of five (5) years.

WHEREAS, the County Board of Itasca, Minnesota, is authorized to regulate subsurface sewage treatment systems (SSTS) pursuant to Minnesota Rules 7080-7083; and

WHEREAS, the County has adopted a Subsurface Sewage Treatment System Ordinance, to be administered by Environmental Services, which establishes the standards for upgrade, repair, replacement, or abandonment of SSTS in unsewered incorporated, and unincorporated, areas of Itasca County; and

WHEREAS, in Section 5.2 of the SSTS Ordinance, the County requires that an existing SSTS shall require a compliance inspection and shall be brought into compliance with the ordinance when any one of the following conditions occurs:

1. The Zoning Official deems appropriate, such as upon receipt of a complaint or other information of SSTS failure;
2. Any time the use of a building or the property being served by an existing SSTS is expanded and thereby impacts the performance of the SSTS;
3. Property is transferred as set forth in Section 2.5; or
4. A zoning permit or variance is requested for a bedroom addition or dwelling replacement; and

WHEREAS, in Section 5.5.4 of the SSTS Ordinance, the County requires that failing SSTS be upgraded or replaced within twenty-four months after the owner receives a Notice of Noncompliance; and

WHEREAS, portions of Lone Pine Township, Greenway Township, Goodland Township, and Unorganized Township 55-23, surrounding Swan Lake and identified on the attached map, hereby identified as the Swan Lake Sewer District, are engaged in a large-scale infrastructure project to establish a community wastewater collection system which has been delayed while they secured final funding; and

WHEREAS, the County Board recognizes that, under specific circumstances, immediate compliance with SSTS Ordinance requirements may impose an undue hardship on certain property owners, or may not be necessary to protect public health, safety, or the environment; and

WHEREAS, the County Board desires to provide a temporary exemption to eligible property owners while maintaining the long-term objectives of the County's SSTS Ordinance; and

WHEREAS, the County Board finds that a limited exemption period will allow affected property owners sufficient time to plan for future compliance without compromising public interests.

NOW THEREFORE BE IT RESOLVED, by the County Board of Itasca, Minnesota, as follows:

1. Exemption Granted.

Certain property owners who meet the eligibility criteria established by the County are hereby exempted from the requirement to upgrade, repair, or replace existing SSTS.

2. Eligibility Criteria.

The exemption shall apply only to properties:

- Located within the boundaries of the proposed Swan Lake Sewer District;
- Subject to a compliance inspection as required by Section 5.2 of the Itasca County SSTS Ordinance; and
- Where the existing SSTS has not been identified as an imminent threat to public health.

3. Duration of Exemption.

The exemption granted under this Resolution shall be effective for a period of five (5) years from the date of approval of this Resolution, unless terminated earlier pursuant to Section 4.

4. Revocation of Exemption.

The County, through the Environmental Services Department, reserves the right to revoke an exemption if:

- The existing SSTS has been identified as an imminent threat to public health. Any SSTS posing an imminent threat to public health or safety shall be upgraded, replaced, or repaired within 10 months, in accordance with Section 5.5 of the Itasca County SSTS Ordinance.

5. Future Compliance.

Upon expiration of the five-year exemption period, exempted property owners shall comply with all applicable SSTS requirements in effect at that time, unless an extension or additional exemption is granted by the County Board.

6. Administration.

The Environmental Services Department is authorized to administer this Resolution, establish procedures, and take all actions necessary to implement its intent.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner John Johnson
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 March 10, 2026 and that the same is a true and correct copy of the whole thereof.



Administrator

Potential Project limits for the
Swan Lake Area Sewer Project

