



ITASCA COUNTY BOARD OF COMMISSIONERS

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

Tuesday, April 28, 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	Absent	
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: Pulled items 6.1 & 6.5, approved the agenda, as amended.

RESULT: APPROVED (4 TO 0)
MOVER: Commissioner Casey Venema
SECONDER: Commissioner Larry Hopkins
AYES: Cory Smith, Terry Snyder, Larry Hopkins, Casey Venema
ABSENT: John Johnson

IV. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, April 21, 2026, County Board Regular Session.

RESULT: APPROVED (4 TO 0)
MOVER: Commissioner Terry Snyder
SECONDER: Commissioner Casey Venema
AYES: Cory Smith, Terry Snyder, Larry Hopkins, Casey Venema
ABSENT: John Johnson

1. Approve the minutes of the Tuesday, April 21, 2026 Regular Session.

V. CONSENT AGENDA

Motion To: Approve Consent Agenda, as presented.

RESULT: APPROVED (4 TO 0)
MOVER: Commissioner Casey Venema
SECONDER: Commissioner Terry Snyder
AYES: Cory Smith, Terry Snyder, Larry Hopkins, Casey Venema
ABSENT: John Johnson

1. Approve One Day Liquor License for Forward Health Foundation for July 31, 2026 at Malbay Estate located at 31122 Malbay Rd, Cohasset, MN 55721 in Unorganized 56-26.
2. Approve final payment for Contract 60815 - Bituminous Paving Projects and authorize the County Board Chairperson and Clerk to the County Board to sign the Certificate of Final Payment
3. Approve two (2) utility easements with Lake County Power for construction and maintenance over and across tax-forfeited property and one (1) direct county parcel and authorize necessary signatures.
4. Approve a utility easement for the City of Cohasset for construction and maintenance of storm sewer over, under and across tax-forfeited property and authorize necessary signatures.
5. Approve the donation of 7 refurbished laptops to Keewatin.
6. Approve exception to AWA (Alternative Workplace Agreement) agreement for on-call staff.
7. Authorize cancellation of the County-Club Off-Highway Vehicle (OHV) Trail agreement between Itasca County and the Balsam Trail Blazers ATV Club and authorize transfer of the County-Club Agreement between Itasca County and the Swampsiders Snowmobile/ATV Club, and authorize necessary signatures.
8. Approve the 2026/2027 Annual Road Maintenance Agreements and authorize the County Board Chairperson and the Clerk to the County Board to sign Agreements and authorize the County Engineer to modify the Attachment "A" to the Agreements as needed and upon mutual agreement with the Township or City.

VI. REGULAR AGENDA

- 1.
2. **EMPLOYEE RECOGNITION**
Itasca County recognized the following employees:
Steve Worcester who has retired from his position as Highway Maintenance Sub-foreman in the Transportation Department, after 23 years of service, effective April 15, 2026.

Loretta Szweduk who has resigned from her position as an Eligibility Specialist in the Health and Human Services Department, effective April 17th, 2026.

Tim Surber who transferred from his position as Eligibility Specialist in the Health and Human Services Department to a Clerk Treasurer in the Auditor/Treasurer Department effective April 12, 2026.
Carol Barnett who has joined the Itasca County Health and Human Services Department as an Eligibility Specialist effective April 13th, 2026.

Baylee Nelson who has joined the Itasca County Health and Human Services Department as a Social Worker effective April 14th, 2026.

Alison Lasecki who has joined the Itasca County Health and Human Services Department as a Medical Support Specialist effective April 27th, 2026

Devin Gorski who has joined the Itasca County Attorneys Office as an Assistant County Attorney, effective April 27th, 2026.

Casey Sharp in the Health and Human Services Department, celebrating 5 years.

Greg Wyatt in the Transportation Department, celebrating 5 years.

Erin Nelson, in the Sheriffs Department, celebrating 10 years.

Michael Partlow, in the Sheriffs Department, celebrating 25 years.

3. COMMISSIONER WARRANTS

Motion To: Approve Commissioner Warrants with a check date of April 29, 2026, in the amount of 1,317,229.59.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Larry Hopkins
AYES:	Cory Smith, Terry Snyder, Larry Hopkins, Casey Venema
ABSENT:	John Johnson

4. ICHHS WARRANTS

Motion To: Approve Itasca County Health & Human Services Warrants for April 2026 in the amount of \$2,170,513.84.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Casey Venema
SECONDER:	Commissioner Larry Hopkins
AYES:	Cory Smith, Terry Snyder, Larry Hopkins, Casey Venema
ABSENT:	John Johnson

5.

6. NATIONAL CORRECTIONAL OFFICERS WEEK 2026

Sheriff Joe Dasovich recognized National Correctional Officers Week 2026.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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7. MISSISSIPPI RIVER HEADWATERS WATERSHED FY26-27 WORKPLAN & BUDGET

Motion To: Adopt the resolution for Mississippi River Headwaters Watershed FY26-27 workplan and budget.

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Terry Snyder

SECONDER:	Commissioner Casey Venema
AYES:	Cory Smith, Terry Snyder, Larry Hopkins, Casey Venema
ABSENT:	John Johnson

8. CEDA QUARTERLY PRESENTATION

Tracey Hensley, Amanda Lamppa and Lisa Randall provided a quarterly presentation for informational purposes only.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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VII. ADMINISTRATOR UPDATE

County Administrator Brett Skyles provided an Administrator Update, including the Nuclear Moratorium; Itasca was 1st County to join, there are now 20 involved.

VIII. COMMITTEE REPORTS

Commissioner Hopkins reported on attending Coffee w/ Commissioners, Grand Village Board meeting.

Commissioner Snyder reported on attending Coffee w/ Commissioners, Probation Advisory Committee, Inter-governmental meeting, Land Classification, Bigfork River Board and Grand Village Board meeting.

Commissioner Venema reported on attending Range Coalition Re; 169, Kootasca Board Meeting, Coffee w/ Commissioners and Grand Village Board meeting.

IX. COMMISSIONER COMMENTS

Commissioner Venema provided comment regarding taking calls regarding Ambulance PSA and working on different options.

Commissioner Smith provided comment regarding the Veteran's Services possibly moving into different offices and an upcoming meeting on this.

X. CLOSED SESSIONS

XI. ADJOURN

Chair Smith adjourned the meeting at 3:04 PM.

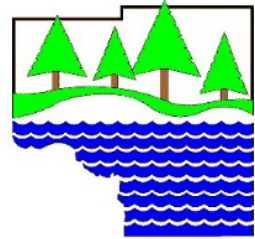
ATTEST



Cory Smith
Chair of the County Board



Brett Skyles
Clerk of the County Board



MEETING INFORMATION SHEET
APRIL 28, 2026

PULL:

1. Item # 6.1 (Legislative Conference Call) – **REGULAR AGENDA**
2. Item #6.5 (Further Discussion on HRIS Position)

ADDITIONS: None

CHANGES: None

INFORMATIONAL: None



ITASCA COUNTY BOARD OF COMMISSIONERS

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

Tuesday, April 21, 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 John Johnson
SECONDER: Commissioner Larry Hopkins
AYES: Cory Smith, Terry Snyder, John Johnson, Larry Hopkins, Casey Venema

IV. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, April 14, 2026, County Board Regular Session and Special 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, April 14, 2026, Regular Session.
2. Approve the minutes of the Tuesday, April 14, 2026, Special 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. Approve the updated Tobacco Policy

2. Approve One Day Liquor License for Great Tails Animal Rescue for October 30, 2026, at Barn in the Woods Event Center located at 27037 Baich Rd, Bovey, MN 55709 in Trout Lake Township.
3. Approve LG214 Premises Permit Application, as requested by Community Charities of Minnesota, for gambling at Trailside Restaurant and Bar located at 29314 County Road 52, Bigfork, MN 56628.
4. Approve tobacco license for S. Bastian Companies, LLC dba Pokegama Grill located at 3910 Golf Course Rd, Grand Rapids, MN 55744.
5. Authorize the required signatures on the LRIP Sponsor Agreement with Feeley Township for the Shallow Lake Road Improvements Project
6. Authorize the notice of intermediate and regular oral bid auction of timber to be given by publication in the official newspaper of the County as provided by law, and the Land Commissioner offers such tracts of timber per the county's timber sale policy as they appear in the notice for sale, and which sale shall commence at 10:00 AM on Wednesday, June 3, 2026, at the Cohasset Community Center.
7. Adopt the Resolution Re: Authorizing Execution of a Limited Use Permit between Itasca County and the Commissioner of Transportation, State of Minnesota and authorize necessary signatures.
8. Approve Letter of Support and Adopt Resolution for the Itasca County Family YMCA Capital Investment Request.

VI. REGULAR AGENDA

1. Legislative Conference Call
Hold a Legislative Conference Call with Senator Farnsworth.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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2. Commissioner Warrants
Motion To: Approve Commissioner Warrants with a check date of April 22, 2026, in the amount of \$1,145,048.01.

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

3. Approval To Post Positions
Motion To: Approve Posting Positions: Reallocation of HRIS Assistant (Grade 8) to HRIS and Leave Specialist (Grade 10).

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. Northland Reliability Project
Receive Northland Reliability Project update from Brian Hooker, Great River Energy.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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VII. ADMINISTRATOR UPDATE

County Administrator Brett Skyles provided an Administrator Update, including Coroner Services changing to a yearly report and also a reminder that the Restore Earth Day cookout is Wednesday, 4/22/2026.

VIII. COMMITTEE REPORTS

Commissioner Hopkins reported on attending a Grand Village Board meeting.

Commissioner Johnson reported on attending a Budget to Actual meeting.

Commissioner Snyder reported on attending a Budget to Actual meeting (reporting that the budgets look good) and a Highway 38 Leadership Board meeting.

Commissioner Venema reported on attending a Carpenter Township meeting, an AEOA meeting, Kootasca meeting, Trails ATV Alliance meeting, and met with employees of Transportation Department.

Commissioner Snyder reported on attending a meeting at the Blandin Foundation.

IX. COMMISSIONER COMMENTS

Commissioner Hopkins provided comment regarding Coffee with Commissioners on 4/23/2026 at Harris Town Hall at 6:00 p.m.

Commissioner Smith provided comment regarding budget time and scheduling meetings, with a reminder to everyone to reach out now with any concerns.

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, April 28, 2026

REQUEST FOR BOARD ACTION: RBA-2026-382

DEPARTMENT: Auditor / Treasurer

TIME REQUESTED: < 5 Minutes

PRESENTER: Austin Rohling

AGENDA ITEM:

One Day Liquor License

BOARD ACTION REQUESTED:

Approve One Day Liquor License for Forward Health Foundation for July 31, 2026 at Malbay Estate located at 31122 Malbay Rd, Cohasset, MN 55721 in Unorganized 56-26.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Venema
SECONDER:	Commissioner Snyder
AYES:	Cory Smith, Terry Snyder, Larry Hopkins, Casey Venema
ABSENT:	John Johnson



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 28, 2026

REQUEST FOR BOARD ACTION: RBA-2026-381

DEPARTMENT: Transportation
PRESENTER: Ryan Sutherland

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:

Final Payment - Contract 60815 Bituminous Paving Projects

BOARD ACTION REQUESTED:

Approve final payment for Contract 60815 - 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 60815 included bituminous projects on CSAH 8, CSAH 59 and CSAH 61.

Bid Amount: \$2,842,756.32
Final Amount: \$2,866,420.43

Bituminous Density Incentives accounted for \$19,853.08 of the \$23,664.11 amount over the original bid.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. RBA Info

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Venema
SECONDER:	Commissioner Snyder
AYES:	Cory Smith, Terry Snyder, Larry Hopkins, Casey Venema
ABSENT:	John Johnson

Contract Number: 60815
Pay Request Number: 8

Project Number	Project Description
SAP 031-608-015	CSAH 8-Bituminous Mill and Overlay
SAP 031-659-005	CSAH 59-Mill and Bituminous Overlay
SAP 031-661-013	CSAH 61 Bituminous Mill and Overlay

Contractor: Hawkinson Construction Co., Inc. 501 W Co Rd 63 Grand Rapids, MN 55744	Vendor Number: 3050 Up To Date: 04/10/2026
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Contract Amount		Funds Encumbered	
Original Contract	\$2,842,756.32	Original	\$2,842,756.32
Contract Changes	\$19,853.08	Additional	N/A
Revised Contract	\$2,862,609.40	Total	\$2,842,756.32

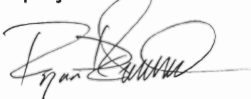
Work Certified To Date	
Base Bid Items	\$2,846,567.35
Contract Changes	\$19,853.08
Material On Hand	\$0.00
Total	\$2,866,420.43

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 031-608-015	\$5,070.00	\$1,403,858.54	\$0.00	\$1,328,849.12	\$75,009.42	\$1,403,858.54
SAP 031-659-005	\$3,980.00	\$720,074.58	\$0.00	\$680,289.85	\$39,784.73	\$720,074.58
SAP 031-661-013	\$6,784.00	\$742,487.31	\$0.00	\$698,918.14	\$43,569.17	\$742,487.31

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$15,834.00	\$2,866,420.43	\$0.00	\$2,708,057.11	\$158,363.32	\$2,866,420.43
Percent: Retained: 0%			Percent Complete: 100.13%		

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 4/20/2026

Approved By Hawkinson Construction Co., Inc.

Contractor



Date

4.20.26

Contract Payment Summary				
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2025-06-13	\$1,349,467.46	\$67,473.37	\$1,281,994.09
2	2025-06-30	\$101,973.00	\$5,098.65	\$96,874.35
3	2025-07-14	\$195,431.16	\$9,771.56	\$185,659.60
4	2025-08-11	\$444,207.75	\$22,210.39	\$421,997.36
5	2025-09-09	\$31,517.28	\$1,575.86	\$29,941.42
6	2025-10-21	\$641,887.04	\$32,094.35	\$609,792.69
7	2025-11-25	\$86,102.74	\$4,305.14	\$81,797.60
8	2026-04-10	\$15,834.00	(\$142,529.32)	\$158,363.32

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
SAP 031-608-015		\$1,403,858.54	\$0.00	\$1,328,849.12	\$75,009.42	\$1,403,858.54
SAP 031-659-005		\$720,074.58	\$0.00	\$680,289.85	\$39,784.73	\$720,074.58
SAP 031-661-013		\$742,487.31	\$0.00	\$698,918.14	\$43,569.17	\$742,487.31

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
SAP 031-608-015	Regular (CSAH)	\$75,009.42	\$1,415,642.24	\$1,402,603.80	\$1,403,858.54
SAP 031-659-005	Regular (CSAH)	\$39,784.73	\$737,347.06	\$732,209.02	\$720,074.58
SAP 031-661-013	Municipal (CSAH < 5000)	\$43,569.17	\$709,620.10	\$707,943.50	\$742,487.31

Project Payment Summary					
Project	Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
SAP 031-608-015	1	2025-06-13	\$1,349,467.46	\$67,473.37	\$1,281,994.09
SAP 031-608-015	2	2025-06-30	\$0.00	\$0.00	\$0.00
SAP 031-608-015	3	2025-07-14	\$49,321.08	\$2,466.05	\$46,855.03
SAP 031-608-015	4	2025-08-11	\$0.00	\$0.00	\$0.00
SAP 031-608-015	5	2025-09-09	\$0.00	\$0.00	\$0.00
SAP 031-608-015	6	2025-10-21	\$0.00	\$0.00	\$0.00
SAP 031-608-015	7	2025-11-25	\$0.00	\$0.00	\$0.00
SAP 031-608-015	8	2026-04-10	\$5,070.00	(\$69,939.42)	\$75,009.42
SAP 031-659-005	1	2025-06-13			
SAP 031-659-005	2	2025-06-30			
SAP 031-659-005	3	2025-07-14			
SAP 031-659-005	4	2025-08-11			
SAP 031-659-005	5	2025-09-09			
SAP 031-659-005	6	2025-10-21	\$631,668.44	\$31,583.42	\$600,085.02
SAP 031-659-005	7	2025-11-25	\$84,426.14	\$4,221.31	\$80,204.83
SAP 031-659-005	8	2026-04-10	\$3,980.00	(\$35,804.73)	\$39,784.73
SAP 031-661-013	1	2025-06-13			
SAP 031-661-013	2	2025-06-30	\$101,973.00	\$5,098.65	\$96,874.35
SAP 031-661-013	3	2025-07-14	\$146,110.08	\$7,305.51	\$138,804.57
SAP 031-661-013	4	2025-08-11	\$444,207.75	\$22,210.39	\$421,997.36
SAP 031-661-013	5	2025-09-09	\$31,517.28	\$1,575.86	\$29,941.42
SAP 031-661-013	6	2025-10-21	\$10,218.60	\$510.93	\$9,707.67
SAP 031-661-013	7	2025-11-25	\$1,676.60	\$83.83	\$1,592.77
SAP 031-661-013	8	2026-04-10	\$6,784.00	(\$36,785.17)	\$43,569.17

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 031-608-015	SAP 031-608-015	\$1,403,858.54	\$0.00	\$1,328,849.12	\$75,009.42	\$1,403,858.54
SAP 031-659-005	SAP 031-659-005	\$720,074.58	\$0.00	\$680,289.85	\$39,784.73	\$720,074.58
SAP 031-661-013	SAP 031-661-013	\$742,487.31	\$0.00	\$698,918.14	\$43,569.17	\$742,487.31

Project Funding Source Summary					
Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
SAP 031-608-015	SAP 031-608-015	\$75,009.42	\$1,415,642.24	\$1,402,603.80	\$1,403,858.54
SAP 031-659-005	SAP 031-659-005	\$39,784.73	\$737,347.06	\$732,209.02	\$720,074.58
SAP 031-661-013	SAP 031-661-013	\$43,569.17	\$709,620.10	\$707,943.50	\$742,487.31

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 031-608-015	1	2021.501	MOBILIZATION (P)	LS	\$30,000.00	1	0	\$0.00	1	\$30,000.00
SAP 031-608-015	2	2112.619	SHOULDER PREPARATION	RDST	\$6.75	278	0	\$0.00	278	\$1,876.50
SAP 031-608-015	3	2118.509	AGGREGATE SURFACING CLASS 1	TON	\$19.50	5714	0	\$0.00	5502.7	\$107,302.65
SAP 031-608-015	4	2232.504	MILL BITUMINOUS SURFACE (1.5")	S Y	\$0.85	80589	0	\$0.00	80589	\$68,500.65
SAP 031-608-015	5	2232.504	MILL BITUMINOUS SURFACE (2.0")	S Y	\$1.10	1000	0	\$0.00	1000	\$1,100.00
SAP 031-608-015	6	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	\$51.75	20707	0	\$0.00	20515.86	\$1,061,695.76
SAP 031-608-015	7	2563.601	TRAFFIC CONTROL (P)	LS	\$2,250.00	1	0	\$0.00	1	\$2,250.00
SAP 031-608-015	8	2580.503	INTERIM PAVEMENT MARKING	L F	\$0.16	4281	0	\$0.00	47922	\$7,667.52
SAP 031-608-015	9	2582.503	4" SOLID LINE MULTI-COMPONENT	L F	\$0.36	101612	0	\$0.00	101795	\$36,646.20
SAP 031-608-015	10	2582.503	4" BROKEN LINE MULTI-COMPONENT	L F	\$0.36	5365	0	\$0.00	5410	\$1,947.60

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 031-608-015	11	2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT	L F	\$0.72	14601	0	\$0.00	14899	\$10,727.28
SAP 031-608-015	12	2540.602	RELOCATE MAIL BOX SUPPORT	EACH	\$120.00	33	33	\$3,960.00	33	\$3,960.00
SAP 031-608-015	13	2540.602	MAIL BOX SUPPORT	EACH	\$185.00	5	6	\$1,110.00	6	\$1,110.00
SAP 031-608-015	14	2231.509	BITUMINOUS PATCHING MIXTURE	TON	\$51.75	1184	0	\$0.00	1082.82	\$56,035.94
SAP 031-659-005	1	2021.501	MOBILIZATION (P)	LS	\$30,000.00	1	0	\$0.00	1	\$30,000.00
SAP 031-659-005	2	2118.509	AGGREGATE SURFACING CLASS SPECIAL	TON	\$19.15	3034	0	\$0.00	2539.2	\$48,625.68
SAP 031-659-005	4	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	\$46.00	11341	0	\$0.00	11380.04	\$523,481.84
SAP 031-659-005	5	2540.602	MAIL BOX SUPPORT	EACH	\$185.00	4	4	\$740.00	4	\$740.00
SAP 031-659-005	6	2540.602	RELOCATE MAIL BOX SUPPORT	EACH	\$120.00	27	27	\$3,240.00	27	\$3,240.00
SAP 031-659-005	7	2563.601	TRAFFIC CONTROL (P)	LS	\$1,700.00	1	0	\$0.00	1	\$1,700.00
SAP 031-659-005	8	2582.503	4" SOLID LINE MULTI-COMPONENT	L F	\$0.36	52978	0	\$0.00	52944	\$19,059.84
SAP 031-659-005	9	2582.503	4" BROKEN LINE MULTI-COMPONENT	L F	\$0.36	2041	0	\$0.00	3740	\$1,346.40
SAP 031-659-005	10	2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT	L F	\$0.72	16487	0	\$0.00	4769	\$3,433.68
SAP 031-659-005	11	2232.504	MILL BITUMINOUS SURFACE (3.0")	S Y	\$1.15	66371	0	\$0.00	66584	\$76,571.60

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 031-659-005	12	2580.503	INTERIM PAVEMENT MARKING	L F	\$0.16	2344	0	\$0.00	0	\$0.00
SAP 031-659-005	13	2357.606	BITUMINOUS MATERIAL FOR SHOULDER TACK	GAL	\$2.75	3041	0	\$0.00	2450	\$6,737.50
SAP 031-661-013	1	2021.501	MOBILIZATION	LS	\$41,000.00	1	0	\$0.00	1	\$41,000.00
SAP 031-661-013	2	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	L F	\$2.10	280	0	\$0.00	336	\$705.60
SAP 031-661-013	3	2104.503	REMOVE PIPE CULVERTS	L F	\$7.00	170	0	\$0.00	170	\$1,190.00
SAP 031-661-013	4	2104.503	REMOVE CURB AND GUTTER	L F	\$14.50	236	0	\$0.00	308	\$4,466.00
SAP 031-661-013	5	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$5.00	524	0	\$0.00	696	\$3,480.00
SAP 031-661-013	6	2104.618	REMOVE AND REPLACE BITUMINOUS PAVEMENT	S F	\$5.25	438	0	\$0.00	462	\$2,425.50
SAP 031-661-013	7	2105.607	SELECT GRANULAR BORROW (CV)	C Y	\$26.50	241	256	\$6,784.00	256	\$6,784.00
SAP 031-661-013	8	2106.507	EXCAVATION - COMMON	C Y	\$11.50	433	0	\$0.00	370.39	\$4,259.49
SAP 031-661-013	9	2106.507	COMMON EMBANKMENT (CV)	C Y	\$4.00	219	0	\$0.00	15.71	\$62.84
SAP 031-661-013	10	2118.509	AGGREGATE SURFACING CLASS 1	TON	\$21.00	972	0	\$0.00	472.41	\$9,920.61
SAP 031-661-013	11	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$43.25	100	0	\$0.00	145.69	\$6,301.09
SAP 031-661-013	12	2231.509	BITUMINOUS PATCHING MIXTURE	TON	\$51.00	520	0	\$0.00	574.72	\$29,310.72
SAP 031-661-013	13	2231.604	BITUMINOUS PATCH SPECIAL	S Y	\$16.50	524	0	\$0.00	696	\$11,484.00

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 031-661-013	14	2232.504	MILL BITUMINOUS SURFACE (1.5")	S Y	\$1.60	49038	0	\$0.00	49038	\$78,460.80
SAP 031-661-013	15	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	\$51.00	6795	0	\$0.00	7290.78	\$371,829.78
SAP 031-661-013	16	2451.507	COARSE AGGREGATE BEDDING (CV)	C Y	\$37.50	86	0	\$0.00	137.85	\$5,169.38
SAP 031-661-013	17	2501.502	30" GS PIPE APRON	EACH	\$730.00	2	0	\$0.00	2	\$1,460.00
SAP 031-661-013	18	2501.502	36" GS PIPE APRON	EACH	\$1,130.00	2	0	\$0.00	2	\$2,260.00
SAP 031-661-013	19	2501.503	30" CP PIPE CULVERT	L F	\$92.00	80	0	\$0.00	80	\$7,360.00
SAP 031-661-013	20	2501.503	36" CP PIPE CULVERT	L F	\$104.00	90	0	\$0.00	90	\$9,360.00
SAP 031-661-013	21	2506.502	CASTING ASSEMBLY	EACH	\$1,525.00	2	0	\$0.00	1	\$1,525.00
SAP 031-661-013	22	2506.602	GROUT CATCH BASIN OR MANHOLE	EACH	\$400.00	28	0	\$0.00	38	\$15,200.00
SAP 031-661-013	23	2506.602	ADJUST FRAME AND RING CASTING	EACH	\$600.00	14	0	\$0.00	17	\$10,200.00
SAP 031-661-013	24	2506.602	CLEAN OUT CATCH BASIN	EACH	\$895.00	6	0	\$0.00	6	\$5,370.00
SAP 031-661-013	25	2531.603	CONCRETE CURB AND GUTTER	L F	\$45.70	236	0	\$0.00	308	\$14,075.60
SAP 031-661-013	26	2563.601	TRAFFIC CONTROL	LS	\$8,550.00	1	0	\$0.00	1	\$8,550.00
SAP 031-661-013	27	2573.503	SILT FENCE, TYPE MS	L F	\$3.19	1200	0	\$0.00	1600	\$5,104.00
SAP 031-661-013	28	2574.505	SOIL BED PREPARATION	ACRE	\$269.00	0.8	0	\$0.00	0.8	\$215.20

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 031-661-013	29	2574.508	FERTILIZER TYPE 3	LB	\$1.00	146	0	\$0.00	146	\$146.00
SAP 031-661-013	30	2575.504	HYDRAULIC NATURAL TACKIFIER	S Y	\$1.59	3872	0	\$0.00	3872	\$6,156.48
SAP 031-661-013	31	2575.505	SEEDING	ACRE	\$269.00	0.8	0	\$0.00	0.8	\$215.20
SAP 031-661-013	32	2575.509	MULCH MATERIAL TYPE 3	TON	\$199.00	1.2	0	\$0.00	1.2	\$238.80
SAP 031-661-013	33	2575.523	WATER	MGAL	\$99.00	7.2	0	\$0.00	0	\$0.00
SAP 031-661-013	34	2575.608	SEED MESIC INSLOPE	LB	\$7.50	48	0	\$0.00	48	\$360.00
SAP 031-661-013	35	2580.503	INTERIM PAVEMENT MARKING	L F	\$0.16	25772	0	\$0.00	0	\$0.00
SAP 031-661-013	36	2582.503	4" SOLID LINE MULTI-COMPONENT	L F	\$0.36	29397	0	\$0.00	29234	\$10,524.24
SAP 031-661-013	37	2582.503	4" BROKEN LINE MULTI-COMPONENT	L F	\$0.36	1182	0	\$0.00	1190	\$428.40
SAP 031-661-013	38	2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT	L F	\$0.72	11693	0	\$0.00	11529	\$8,300.88
SAP 031-661-013	39	2582.503	24" SOLID LINE PREFORM THERMO GROUND IN	L F	\$19.50	118	0	\$0.00	119	\$2,320.50
SAP 031-661-013	40	2582.518	PAVEMENT MESSAGE PREFORM THERMOPLASTIC GROUND IN	S F	\$23.00	156	0	\$0.00	156	\$3,588.00
SAP 031-661-013	41	2582.518	CROSSWALK MULTI-COMPONENT GROUND IN	S F	\$12.00	3096	0	\$0.00	2970	\$35,640.00
SAP 031-661-013	42	2521.518	4" CONCRETE WALK	S F	\$10.00	913	0	\$0.00	1388	\$13,880.00
SAP 031-661-013	43	2104.518	REMOVE CONCRETE SIDEWALK	S F	\$1.00	847	0	\$0.00	1271	\$1,271.00

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 031-661-013	44	2112.604	SUBGRADE PREPARATION	S Y	\$1.15	184	0	\$0.00	184	\$211.60
Base Bid Totals:								\$15,834.00		\$2,846,567.35

Project Category Totals

Project	Category	Amount This Request	Amount To Date
SAP 031-661-013	CSAH 61	\$6,784.00	\$740,810.71
SAP 031-659-005	CSAH 59	\$3,980.00	\$714,936.54
SAP 031-608-015	CSAH 8	\$5,070.00	\$1,390,820.10

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 031-608-015	BK1	15	2360 Bituminous Density Incentive (LS)	\$13,038.44	1	\$13,038.44	ITM	0	\$0.00	1	\$13,038.44
SAP 031-661-013	BK2	45	2360 Bituminous Density Incentive (LS)	\$1,676.60	1	\$1,676.60	ITM	0	\$0.00	1	\$1,676.60
SAP 031-659-005	BK3	14	2360 Bituminous Density Incentive (LS)	\$5,138.04	1	\$5,138.04	ITM	0	\$0.00	1	\$5,138.04
Contract Change Totals:									\$0.00		\$19,853.08

Contract Change Totals

Number	Description	Effective Date	Amount
1	Bituminous Density Incentive	06/13/2025	\$13,038.44
2	CSAH 61 Bituminous Density Incentive	07/21/2025	\$1,676.60
3		10/29/2025	\$5,138.04

Material On Hand Additions

Line	Item	Description	Date	Added	Comments

Material On Hand Balance

Line	Item	Description	Date	Added	Used	Remaining

Contract Total	\$2,866,420.43
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CERTIFICATE OF PERFORMANCE FORM

County of Itasca

Project No.: SAP 031-608-015, SAP 031-659-005 & SAP 031-661-013

Name of Contractor: Hawkinson Construction, Inc.

Contract No.: 60815

Total Value of Work: \$ 2,866,420.43

I HEREBY CERTIFY to the Board of commissioners of the above named County, that I have been in charge of the work required by the above described contract; that all of such work has been done and performed as measured by and in accordance with and pursuant to the terms of said contract.

4-21-26
Date

Karin Grandia
County Highway Engineer
Karin Grandia

CERTIFICATE FOR FINAL PAYMENT

State Of Minnesota

Project No.: SAP 031-608-015, SAP 031-659-005,
SAP 031-661-013

County of Itasca

Contract No.: 60815

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 May 13, 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: _____, 2026

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, April 28, 2026

REQUEST FOR BOARD ACTION: RBA-2026-384

DEPARTMENT: Land Department

TIME REQUESTED: < 5 Minutes

PRESENTER: Michael Gibbons

AGENDA ITEM:

Approve Utility Easements for Lake County Power

BOARD ACTION REQUESTED:

Approve two (2) utility easements with Lake County Power for construction and maintenance over and across tax-forfeited property and one (1) direct county parcel and authorize necessary signatures.

BACKGROUND:

The utility easements are as follows:

- 1) SENE, SWNE, SENW and Government Lot 2, less the SE 10 acres thereof, Section 3, Township 56 North, Range 25 West, of Fourth Principle Meridian, Itasca County, Minnesota, rebuild of existing overhead line on tax forfeit property.
- 2) NENE, Section 10, Township 56 North, Range 25 West, of Fourth Principle Meridian, Itasca County, Minnesaote, rebuild of existing overhead line on direct county property.

COUNTY ATTORNEY REVIEW: Yes and/or pending

SUPPORTING DOCUMENTATION:

1. LCP Easement 10-56-25 DC
2. LCP Easement 3-56-25

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Venema
SECONDER:	Commissioner Snyder
AYES:	Cory Smith, Terry Snyder, Larry Hopkins, Casey Venema
ABSENT:	John Johnson

ITASCA COUNTY UTILITY EASEMENT

This easement is granted this ____ day of _____, 2026, by Itasca County, hereinafter referred to as the Grantor, to Lake Country Power, hereinafter referred to as the Grantee. The address of the Grantee for purposes of any notification required herein shall be 26039 Bear Ridge Drive, Cohasset, MN 55721.

RECITALS

1. This easement is granted pursuant to the provisions of Minnesota Statutes Section 373.01, which authorizes the County Board to grant easements upon unsold, County owned lands.
2. The Grantee desires to obtain an easement for **above ground** power line purposes and the Grantor desires to grant such an easement upon the property below described.
3. The Itasca County Board of Commissioners, by Board Action dated the _____ day of _____, 2026, have prescribed the terms set forth below.

NOW, THEREFORE, in consideration of the premises and terms hereinafter set forth, the Grantor hereby grants unto the Grantee its heirs, successors and assigns, until terminated as hereinafter provided, full right and authority to enter at any time upon, across and under a strip of land 40 feet in width on the parcels hereinafter described, and from time to time to erect, maintain, repair, upgrade, rebuild, relocate, operate and patrol power lines, including the right to erect poles and other power line structures, wires, cables, pipes and any necessary appurtenances, the right to clear said strip and keep it clear from brush, trees, buildings and fire hazards and the right to remove dangerous trees, if any, located beyond the limits of said strip.

TERMS

I.

A right-of-way easement for utility purposes over, under and across a strip of land, 40.00 feet in width, located in Northwest Quarter of the Northeast Quarter (NW1/4NE1/4), Section ten (10), Township Fifty-six (56) North, Range Twenty-five (25) West of the Fourth Principal Meridian, Itasca County, Minnesota. Said easement lies 20.00 feet on each side of the following centerline description:

See Exhibit A for utility easement description.

ATTACHED SURVEY

DISCLAIMER: Itasca County is relying on ownership information and easement legal descriptions provided by the Grantee. The easement rights conveyed by this document are limited to parcels owned by Itasca County. Itasca County makes no warranties as to the ownership of the parcels crossed by this easement and assumes no liability for any errors or costs for corrections in that regard. The Easement granted herein is limited to the interest of Itasca County, if any, and subject to surviving record or possessory rights established prior and adverse to said interest. Nothing contained herein shall be construed to revive any such adverse right abandoned under Minnesota Statutes 541.021, subsequent revisions thereto, and/or other applicable law.

II.

The Grantee shall comply with the Policy of Itasca County as the same is in effect as of the date of this easement and as hereinafter amended concerning the mapping and documentation of description of easements upon County owned lands and shall provide a written legal description and maps of the location of the "as built" easement centerline as set forth in the Policy.

III.

The Grantee, before entering upon the premises for construction purposes, shall pay to the Grantor the sum equal to the current market value of the easement. This amount is consideration for the granting of this easement. This fee is to be determined in accordance with the fee policy that is established by the Itasca County Board of Commissioners.

The Grantee may clear and keep cleared said strip of trees and brush and as progress is made therein the Grantor shall be advised and shall cause the timber to be scaled and the Grantee shall pay the Grantor for such existing timber, and tree reproduction, a price to be determined by the Itasca County Land Commissioner. The Grantee shall also compensate the Grantor for the value of dangerous trees which may from time to time be removed beyond the limits of this easement.

IV.

The Grantee shall comply with all laws, regulations and municipal ordinances affecting said lands, Grantee's activities upon said lands or the area in which they are situated. The Grantee shall keep said strip in a neat and orderly condition and shall remove all refuse and debris that may accumulate as a result of Grantee's or the Grantee's Contractor's use thereof. Nothing herein shall require the Grantee to remove refuse and debris unlawfully deposited by a third party. The Grantee shall take all reasonable precautions to prevent and suppress forest fires. The Grantee shall compensate the Grantor for any damages resulting from the improper use of said strip by the Grantee or damages to adjoining lands in gaining access thereto or egress therefrom.

V.

The Grantee shall pay when due all taxes and assessments levied against the easement granted herein or the improvements thereon.

VI.

Grantee may, subject to such other provisions as herein contained, at its own option and at its own peril, allow to remain upon the premises, subsequent to the Grantee's discontinuation of the use of its improvements upon the easement, any below ground equipment, structures, pipes, wires, cables and below ground appurtenances provided that said equipment, structures, pipes, wires, cables and appurtenances are in conformance with all federal, state or other governmental codes, if any, or if no such codes exist are at least three (3') feet below ground. Upon discontinuation of the use of this easement by the Grantee and removal of above ground equipment, structures, poles, wires, pipes and other appurtenances erected above ground, the Grantor shall be entitled to the full use and enjoyment of the surface rights of said easement.

VII.

Upon termination of this easement, the Grantee shall remove all its equipment, structures, poles, wires, pipes and other appurtenances located upon or above the lands described herein within one (1) year or as otherwise extended by the Itasca County Board of Commissioners; if such property is not removed within the aforesaid period of time, time being of the essence, title to all personal property remaining upon the premises shall vest in the Grantor, the Grantor, at its sole option may remove such property, restore the right of way to an environmentally sound condition and charge the Grantee for all expenses incurred.

Grantee shall, upon the removal of its property, restore the right-of-way to an environmentally sound condition. This may include, but is not limited to, eliminating any erosion problems and re-establishing stable vegetative cover as acceptable to the Land Commissioner.

VIII.

No delay by the Grantor in enforcing any of the conditions of this easement shall operate as a waiver of any of its rights.

IX.

As additional consideration for the grant of this easement, the Grantee agrees to indemnify, save and hold harmless the Grantor from any loss, liability, damage or cost the Grantor may incur due to any causes of action, claims for damage or damages sustained by the Grantee or the person or property of any third party as a result of the presence of the Grantee, its use, activities including ingress and egress or placement of improvements and equipment upon the above described premises or lands adjacent thereto, including but not limited to the reasonable value of attorney's fees in the defense of any claims.

- A. GRANTEE agrees to defend, indemnify and hold harmless ITASCA COUNTY, its elected officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorney fees resulting directly or indirectly from any act or omission of GRANTEE, anyone directly or indirectly employed by them and/or anyone for whose acts and/or omissions they may be liable in the performance of the use and presence required by this Easement and against all loss by reason of failure of said GRANTEE to perform fully, in any respect, all obligations under this Easement.
- B. GRANTEE agrees at all times during the term of this Easement to have and keep in force

insurance, either under a self-insurance program or separate insurance policy, as follows:

- a. Commercial General Liability shall list Itasca County as an additional insured with the following insurance limits:

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

- | | | |
|----|--|------------------------------|
| b. | Automobile Liability - Combined single limit each occurrence for bodily injury and property damage covering owned, non-owned and hired automobiles | <u>Limits</u>
\$1,500,000 |
|----|--|------------------------------|

- | | | |
|----|--|---------------------|
| c. | Workers' Compensation and Employer's Liability: | Statutory
Limits |
| | If the Contractor is based outside the State of Minnesota, coverage must apply to Minnesota laws | |

- | | | |
|----|--------------------------|---------------|
| d. | Employer's Liability | <u>Limits</u> |
| | Bodily injury by: | |
| | Accident - Each Accident | \$500,000 |
| | Disease - Policy Limit | \$500,000 |
| | Disease - Each Employee | \$500,000 |

An umbrella or excess policy over primary liability coverages is an acceptable method to provide the required aggregate insurance amounts.

The above establishes minimum insurance requirements. It is the sole responsibility of GRANTEE to determine the need for and to procure additional coverage that may be needed in connection with this Easement.

GRANTEE shall not commence work on the Site, or otherwise occupy the Site, until it has obtained required insurance and filed an acceptable Certificate of Insurance with ITASCA COUNTY to the attention of Itasca County Land Department, c/o Land Commissioner, 1177 LaPrairie Avenue, Grand Rapids, MN 55744. The Certificate shall:

1. List Itasca County as Certificate holder and as an additional insured with respect to operations covered under the contract for all liability coverages except Workers' Compensation and Employer's Liability and Professional Liability, if applicable; and,
2. Be amended to show that Itasca County will receive thirty (30) days written notice in the event of cancellation, non-renewal or material change in any described policies.

C. GRANTEE also agrees that any contract let by GRANTEE for the performance of the work on the Site as provided herein shall include clauses that will: (1) require the Contractor to defend, indemnify and hold harmless ITASCA COUNTY, its elected officials, officers, agents and employees for any liability, claims, causes of action, losses, demands, damages, judgments, costs, interest, expenses (including, without limitation, reasonable attorney fees, witness fees and disbursements incurred in the defendant thereof) arising out of or by reason of the acts and/or omissions of said Contractor, its subcontractors, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable for; (2) require the Contractor to provide and maintain insurance in accordance with the following:

a. Workers' Compensation: (Statutory Limits)

Employer's Liability Insurance:

	<u>Limits</u>
1. Bodily Injury by Accident, each accident	\$500,000
2. Bodily Injury by Disease, policy limit	\$500,000
3. Bodily Injury by Disease, each employee	\$500,000

Note: All states endorsement is required if Contractor is domiciled outside the State of Minnesota.

b. Commercial General and Automobile Liability Insurance:

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

Coverages above shall also include:

Premises - Operations
 Contractual Liability (including oral and written contracts)
 Explosion, Collapse, Underground Property Damage (XCU)

2. Automobile Liability including Hired Car and Employers Non-Ownership Liability:
Combined Bodily Injury and Property Damage:
Each Occurrence Limit \$1,500,000

The above subparagraphs establish minimum insurance requirements and it is the sole responsibility of GRANTEE'S Subcontractor(s) to purchase additional insurance that may be necessary for the project.

- D. **GRANTEE further agrees the minimum requirements set forth above shall at all times be in an amount at least equal to the maximum liability of ITASCA COUNTY under Minn. Stat. 466.04 now or as said statute is hereafter amended or as otherwise required by law, statute or rule.**
- E. In addition to any other rights contained herein ITASCA COUNTY reserves the right to terminate, suspend or rescind this easement if the GRANTEE is not in compliance with the requirements contained herein and retains all its rights thereafter to pursue any legal remedies against GRANTEE. All insurance policies shall be open to inspection by ITASCA COUNTY upon written request.
- F. The provisions of this section shall survive the termination of this easement in the event the Grantee has not removed all of the personal property the Grantee had placed upon or under the surface of the premises and the Grantor has not exercised its right to remove the property.

X.

This easement shall not be assignable except upon written consent of the Grantor except that the execution and delivery by the Grantee of a mortgage and deed of trust, with the indentures supplementary to the same, shall not be deemed to be an assignment of this easement or the interest granted hereunder in violation of the provisions of this paragraph. Subject thereto, this easement shall enure to the benefit of and shall be binding upon the successors, assigns, heirs and legal representatives of the parties hereto.

XII.

Additional construction and maintenance specifications:

- A. Right-of-way construction, maintenance and associated activities must be confined to the stated right-of-way. Grantor agrees to grant temporary easements as are reasonably necessary for the purposes of construction and maintenance. No damage or improvements to access roads and other areas may be done outside of the right-of-way without permission

from the Land Commissioner. The Land Commissioner must be notified before motor vehicles are used off traveled roadways or on vehicle restricted County trails, or before heavy equipment is moved across this easement or County lands not described herein. Prior approval and notification is not required during emergencies. However, the Land Commissioner must be notified within five (5) days of such use, damage or improvement to permit timely assessment of the extent of damage, if any, and to ensure proper reparations and repairs.

- B. All timber, slash, rocks and similar debris left on County land must be disposed of in a manner acceptable to the Land Commissioner.
- C. Organic soil material and mineral soil must be left in place on the right-of-way unless approved by the Land Commissioner.
- D. On utilities whose presence is not readily visible on the ground surface, such as on underground service lines with narrow, unmaintained rights-of-way, the utility line location must be signed at all angle points and at other locations as needed so that the distance between signs does not exceed 5 chains or 330 feet.
- E. Upon completion of the right-of-way construction and utility installation, the Grantee shall restore the right-of-way to an environmentally sound condition. This may include, but is not limited to, eliminating any erosion problems and re-establishing stable vegetative cover as acceptable to the Land Commissioner.
- F. Construction and maintenance of the utility easement and system will be performed by the Grantee without any cost to the Grantor.
- G. Grantee must mark all survey markers within the easement prior to right of way construction and maintenance. Grantee shall restore at Grantee's expense all survey markers damaged by Grantee or Grantee's contractors.
- H. This easement is subject to the approval/permitting process of public road authorities respecting their right of way and/or impacts to any of their existing improvements and anticipated alterations thereto, within our outside of their right of way.
- I. Except as addressed in the previous paragraph, Grantee shall not, without prior written authorization from Itasca County, damage or impede the continued use and maintenance, rightful or otherwise, of any previously existing road, driveway, trail, snow storage

location, ditch, drainage, in-slope, backslope, clearing, traffic control, sign, utility (buried or otherwise), culvert, building, septic, well, or other substantial structure or improvement, including the earth necessary to support any of it.

- J. If at any time Itasca County shall deem it necessary to make any road improvements or change on all or any part of the Premises on which this easement is located, then and in such event, Grantee shall within 90 Days after written notice from Itasca County, or its authorized agent, proceed to alter, change, vacate or remove said utility and their ancillary facilities from the Premises as to conform to said road improvement or changes and as directed by Itasca County. Such work shall be done without any cost whatsoever to Itasca County and shall be completed within the date specified in said written notice. Grantee shall assume all liability and hold Itasca County harmless from any and all claims of damage of any nature whatsoever occasioned by reason of not having removed said utility and their ancillary facilities within the time period specified in said notice.

XIII.

The Grantee shall not add lines, pipes or pipelines within this easement description unless the Grantee shall have provided to the Grantor updated facility locations.

IN TESTIMONY WHEREOF, the County Auditor of the County of Itasca, State of Minnesota,
has affixed his hand and seal this _____ day of _____, 2026.

COUNTY OF ITASCA
STATE OF MINNESOTA

by _____
Itasca County Auditor/Treasurer

State of Minnesota)
) ss
County of Itasca)

On this _____ day of _____, 2026, before me, a notary within and for said County, personally appeared Austin Rohling, County Auditor of said County, to me personally known to be the person who executed the foregoing instrument on behalf of said County and acknowledged that he executed the same in his official capacity as his free act and deed pursuant to statutes in such case made and provided and pursuant to authority of the Itasca County Board of Commissioners.

(Notary Seal)

Notary Public

Drafted by: Renata Rogalla, Real Estate Specialist
Itasca County Land Department
1177 LaPrairie Ave
Grand Rapids, MN 55744

EXHIBIT A

PARCEL DESCRIPTION

The Northeast Quarter of the Northeast Quarter (NE1/4 NE1/4), Section 10, Township 56 North, Range 25 West, of the Fourth Principal Meridian, Itasca County, Minnesota.

(P.I.D. 02-010-1100)

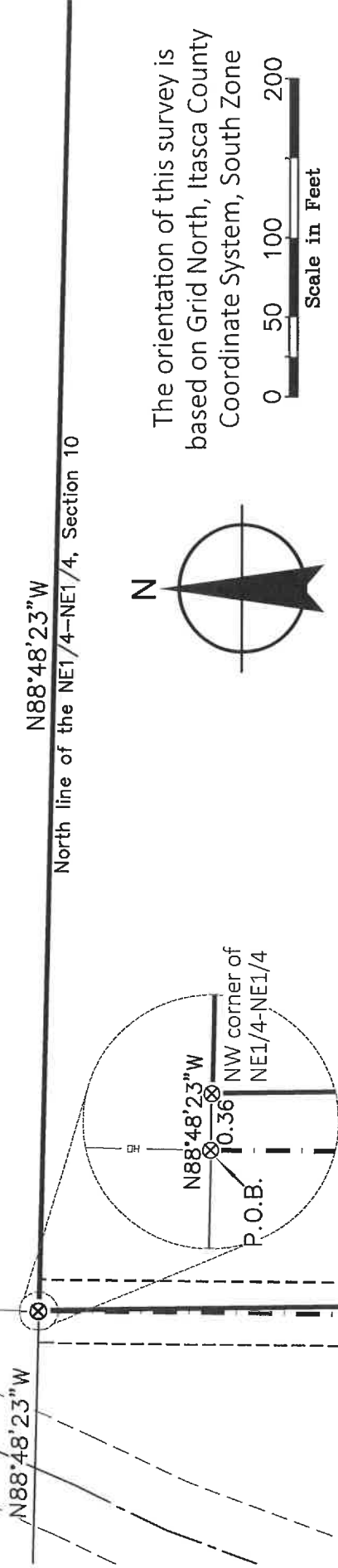
UTILITY EASEMENT DESCRIPTION

That portion of an easement for utility purposes, 40.00 feet in width, that lies over, under and across part of the Northeast Quarter of the Northeast Quarter (NE1/4 NE1/4), Section 10, Township 56 North, Range 25 West, of the Fourth Principal Meridian, Itasca County, Minnesota. Said easement lies 20.00 feet on each side of the following described centerline traversing the North Half of the Northeast Quarter (N1/2 NE1/4) of said Section 10:

Commencing at the northwest corner of said NE1/4 NE1/4; thence North 88 degrees 48 minutes 23 seconds West, assumed bearing along the north line of said Section 10, a distance of 0.36 feet to the point of beginning of the centerline to be described; thence South 0 degrees 40 minutes 00 seconds West a distance of 967.00 feet; thence South 10 degrees 24 minutes 28 seconds West a distance of 205.20 feet; thence South 0 degrees 58 minutes 00 seconds East a distance of 154.00 feet to the south line of N1/2 NE1/4 and said centerline there terminating.

SURVEY EXHIBIT

Utility Easement across Itasca County land
within the NE1/4-NE1/4, Section 10,
T 56 N, R 25 W, Itasca County, Minnesota



NE1/4--NE1/4, Section 10

Parcel 02-010-1100
Itasca County

Area of utility easement on Itasca Co. property
= 0.21 Acres (9,018± Sq. ft.)

20.00
20.00

West line of the NE1/4-NE1/4

Utility easement

NW1/4--NE1/4

NE1/4--NE1/4
Itasca County

Arbo Road (CR 325)

Vicinity Map

Section 10, T 56 N, R 25 W, Itasca Co.

I hereby certify that this survey, plan, or
report was prepared by me or under my
direct supervision and that I am a duly
Licensed Land Surveyor under the laws of
the State of Minnesota.

Jeffrey P. Major
Jeffrey P. Major

Date: 3/27/26 Registration No. 44902

LAKE COUNTRY POWER

Arbo Ckt 4 WO No. 41691

ITASCA COUNTY UTILITY EASEMENT

This easement is granted this ____ day of _____, 2026, by Itasca County on behalf of the State of Minnesota in trust for the taxing districts, hereinafter referred to as the Grantor, to Lake Country Power, hereinafter referred to as the Grantee. The address of the Grantee for purposes of any notification required herein shall be 26039 Bear Ridge Drive, Cohasset, MN 55721.

RECITALS

1. This easement is granted pursuant to the provisions of Minnesota Statutes Section 282.04, Subd. 4, which authorizes the County Auditor to grant easements upon unsold, tax-forfeited lands.
2. The Grantee desires to obtain an easement for **above ground** power line purposes and the Grantor desires to grant such an easement upon the property described below.
3. The Itasca County Board of Commissioners, by Board Action dated the _____ day of _____, 2026, have prescribed the terms set forth below.

NOW, THEREFORE, in consideration of the premises and terms hereinafter set forth, the Grantor hereby grants unto the Grantee its heirs, successors and assigns, until terminated as hereinafter provided, full right and authority to enter at any time upon, across and under a strip of land 40 feet in width on the parcels hereinafter described, and from time to time to erect, maintain, repair, upgrade, rebuild, relocate, operate and patrol power lines, including the right to erect poles and other power line structures, wires, cables, pipes and any necessary appurtenances, the right to clear said strip and keep it clear from brush, trees, buildings and fire hazards and the right to remove dangerous trees, if any, located beyond the limits of said strip.

TERMS

I.

A right-of-way easement for utility purposes over, under and across a strip of land, 40.00 feet in width, located in Southeast Quarter of the Northeast Quarter (SE1/4NE1/4), and Southwest Quarter of the Northeast Quarter (SW1/4NE1/4), and the Southeast Quarter of the Northwest Quarter (SE1/4NW1/4), and Government Lot 2 less 10 Square acres in SE corner, Section Three (3), Township Fifty-six (56) North, Range Twenty-five (25) West, of the Fourth Principal Meridian, Itasca County, Minnesota, Said easement lies 20.00 feet on each side of the following centerline description:

See Exhibit A-1 and Exhibit A-2 for utility easement description.

Exhibit B Survey map

DISCLAIMER: Itasca County is relying on ownership information and easement legal descriptions provided by the Grantee. The easement rights conveyed by this document are limited to parcels owned by the State of Minnesota in trust for the taxing districts. Itasca County makes no warranties as to the ownership of the parcels crossed by this easement and assumes no liability for any errors or costs for corrections in that regard. The Easement granted herein is limited to the interest of the tax-forfeited trust, if any, and subject to surviving record or possessory rights established prior and adverse to said interest. Nothing contained herein shall be construed to revive any such adverse right abandoned under Minnesota Statutes 541.021, subsequent revisions thereto, and/or other applicable law.

II.

The Grantee shall comply with the Policy of Itasca County as the same is in effect as of the date of this easement and as hereinafter amended concerning the mapping and documentation of description of easements upon tax-forfeited lands and shall provide a written legal description and maps of the location of the "as built" easement centerline as set forth in the Policy.

III.

The Grantee, before entering upon the premises for construction purposes, shall pay to the Grantor the sum equal to the current market value of the easement. This amount is consideration for the

granting of this easement. This fee is to be determined in accordance with the fee policy that is established by the Itasca County Board of Commissioners.

The Grantee may clear and keep cleared said strip of trees and brush and as progress is made therein the Grantor shall be advised and shall cause the timber to be scaled and the Grantee shall pay the Grantor for such existing timber, and tree reproduction, a price to be determined by the Itasca County Land Commissioner. The Grantee shall also compensate the Grantor for the value of dangerous trees which may from time to time be removed beyond the limits of this easement.

IV.

The Grantee shall comply with all laws, regulations and municipal ordinances affecting said lands, Grantee's activities upon said lands or the area in which they are situated. The Grantee shall keep said strip in a neat and orderly condition and shall remove all refuse and debris that may accumulate as a result of Grantee's or the Grantee's Contractor's use thereof. Nothing herein shall require the Grantee to remove refuse and debris unlawfully deposited by a third party. The Grantee shall take all reasonable precautions to prevent and suppress forest fires. The Grantee shall compensate the Grantor for any damages resulting from the improper use of said strip by the Grantee or damages to adjoining lands in gaining access thereto or egress therefrom.

V.

The Grantee shall pay when due all taxes and assessments levied against the easement granted herein or the improvements thereon.

VI.

Nothing herein shall alter, limit, modify or restrict the authority of the County to sell or lease tax forfeited lands by law conferred. Any such sale or lease shall be subject to this easement and all rights granted by this easement shall be excepted from the conveyance or lease of the land and be reserved, and which may be canceled by the County Board in the same manner and for the same reason as it could have been canceled before sale or lease and in that case the rights granted thereby shall vest in the state in trust as the land on which it was granted was held before sale or lease.

The Grantor shall consult with the Grantee herein prior to the granting of any easements or permits over the property which is the subject of this easement if such easement or permit would substantially conflict with the rights of the Grantee herein.

VII.

Pursuant to Minnesota Statute Section 282.04, Subd. 4, this easement may be canceled for any substantial breach of the terms hereof or if at any time the Itasca County Board of Commissioners determines the continuance of this easement conflicts with the public use of these lands or any part thereof by resolution of said Board after ninety (90) days written notice of its intent to terminate this easement, addressed to Grantee at its address as set forth herein or as subsequently modified by written notice from the Grantee to the Grantor.

VIII.

Grantee may, subject to such other provisions as herein contained, at its own option and at its own peril, allow to remain upon the premises, subsequent to the Grantee's discontinuation of the use of its improvements upon the easement, any below ground equipment, structures, pipes, wires, cables and below ground appurtenances provided that said equipment, structures, pipes, wires, cables and appurtenances are in conformance with all federal, state or other governmental codes, if any, or if no such codes exist are at least three (3') feet below ground. Upon discontinuation of the use of this easement by the Grantee and removal of above ground equipment, structures, poles, wires, pipes and other appurtenances erected above ground, the Grantor shall be entitled to the full use and enjoyment of the surface rights of said easement and the Grantor shall waive any future fees for the granting of this easement.

IX.

Upon termination of this easement, the Grantee shall remove all its equipment, structures, poles, wires, pipes and other appurtenances located upon or above the lands described herein within one (1) year or as otherwise extended by the Itasca County Board of Commissioners; if such property is not removed within the aforesaid period of time, time being of the essence, title to all personal property remaining upon the premises shall vest in the Grantor, the Grantor, at its sole option may remove such property, restore the right of way to an environmentally sound condition and charge the Grantee for all expenses incurred.

Grantee shall, upon the removal of its property, restore the right-of-way to an environmentally sound condition. This may include, but is not limited to, eliminating any erosion problems and re-establishing stable vegetative cover as acceptable to the Land Commissioner.

X.

No delay by the Grantor in enforcing any of the conditions of this easement shall operate as a waiver of any of its rights.

XI.

That as additional consideration for the grant of this easement, the Grantee agrees to indemnify, save and hold harmless the Grantor from any loss, liability, damage or cost the Grantor may incur due to any causes of action, claims for damage or damages sustained by the Grantee or the person or property of any third party as a result of the presence of the Grantee, it's use, activities including ingress and egress or placement of improvements and equipment upon the above described premises or lands adjacent thereto, including but not limited to the reasonable value of attorney's fees in the defense of any claims.

A. GRANTEE agrees to defend, indemnify and hold harmless ITASCA COUNTY, its elected officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorney fees resulting directly or indirectly from any act or omission of GRANTEE, anyone directly or indirectly employed by them and/or anyone for whose acts and/or omissions they may be liable in the performance of the use and presence required by this Easement and against all loss by reason of failure of said GRANTEE to perform fully, in any respect, all obligations under this Easement.

B. GRANTEE agrees at all times during the term of this Easement to have and keep in force insurance, either under a self-insurance program or separate insurance policy, as follows:

a. Commercial General Liability shall list Itasca County as an additional insured with the following insurance limits:

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

	<u>Limits</u>
b. Automobile Liability - Combined single limit each occurrence for bodily injury and property damage covering owned, non-owned and hired automobiles	\$1,500,000

c.	Workers' Compensation and Employer's Liability:	Statutory Limits
	If the Contractor is based outside the State of Minnesota, coverage must apply to Minnesota laws	
d.	Employer's Liability	<u>Limits</u>
	Bodily injury by:	
	Accident - Each Accident	\$500,000
	Disease - Policy Limit	\$500,000
	Disease - Each Employee	\$500,000

An umbrella or excess policy over primary liability coverages is an acceptable method to provide the required aggregate insurance amounts.

The above establishes minimum insurance requirements. It is the sole responsibility of GRANTEE to determine the need for and to procure additional coverage that may be needed in connection with this Easement.

GRANTEE shall not commence work on the Site, or otherwise occupy the Site, until it has obtained required insurance and filed an acceptable Certificate of Insurance with ITASCA COUNTY to the attention of Itasca County Land Department, c/o Land Commissioner, 1177 LaPrairie Avenue, Grand Rapids, MN 55744. The Certificate shall:

1. List Itasca County as Certificate holder and as an additional insured with respect to operations covered under the contract for all liability coverages except Workers' Compensation and Employer's Liability and Professional Liability, if applicable; and,
2. Be amended to show that Itasca County will receive thirty (30) days written notice in the event of cancellation, non-renewal or material change in any described policies.

- C. GRANTEE also agrees that any contract let by GRANTEE for the performance of the work on the Site as provided herein shall include clauses that will: (1) require the Contractor to defend, indemnify and hold harmless ITASCA COUNTY, its elected officials, officers, agents and employees for any liability, claims, causes of action, losses, demands, damages, judgments, costs, interest, expenses (including, without limitation, reasonable attorney fees, witness fees and disbursements incurred in the defendant thereof) arising out of or by reason of the acts and/or omissions of said Contractor, its subcontractors, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable for; (2) require the Contractor to provide and maintain insurance in accordance

with the following:

a. Workers' Compensation: (Statutory Limits)

Employer's Liability Insurance:

	<u>Limits</u>
1. Bodily Injury by Accident, each accident	\$500,000
2. Bodily Injury by Disease, policy limit	\$500,000
3. Bodily Injury by Disease, each employee	\$500,000

Note: All states endorsement is required if Contractor is domiciled outside the State of Minnesota.

b. Commercial General and Automobile Liability Insurance:

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

Coverages above shall also include:

Premises - Operations
Contractual Liability (including oral and written contracts)
Explosion, Collapse, Underground Property Damage (XCU)

2. Automobile Liability including Hired Car and Employers Non-Ownership Liability:
Combined Bodily Injury and Property Damage:
Each Occurrence Limit \$1,500,000

The above subparagraphs establish minimum insurance requirements and it is the sole responsibility of GRANTEE'S Subcontractor(s) to purchase additional insurance that may be necessary for the project.

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

E. In addition to any other rights contained herein ITASCA COUNTY reserves the right to terminate, suspend or rescind this easement if the GRANTEE is not in compliance with the requirements contained herein and retains all its rights thereafter to pursue any legal

remedies against GRANTEE. All insurance policies shall be open to inspection by ITASCA COUNTY upon written request.

- F. The provisions of this section shall survive the termination of this easement in the event the Grantee has not removed all of the personal property the Grantee had placed upon or under the surface of the premises and the Grantor has not exercised its right to remove the property.

XII.

This easement shall not be assignable except upon written consent of the Grantor except that the execution and delivery by the Grantee of a mortgage and deed of trust, with the indentures supplementary to the same, shall not be deemed to be an assignment of this easement or the interest granted hereunder in violation of the provisions of this paragraph. Subject thereto, this easement shall enure to the benefit of and shall be binding upon the successors, assigns, heirs and legal representatives of the parties hereto.

XIII.

Additional construction and maintenance specifications:

- A. Right-of-way construction, maintenance and associated activities must be confined to the stated right-of-way. Grantor agrees to grant temporary easements as are reasonably necessary for the purposes of construction and maintenance. No damage or improvements to access roads and other areas may be done outside of the right-of-way without permission from the Land Commissioner. The Land Commissioner must be notified before motor vehicles are used off traveled roadways or on vehicle restricted County trails, or before heavy equipment is moved across this easement or County lands not described herein. Prior approval and notification is not required during emergencies. However, the Land Commissioner must be notified within five (5) days of such use, damage or improvement to permit timely assessment of the extent of damage, if any, and to ensure proper reparations and repairs.
- B. All timber, slash, rocks and similar debris left on County land must be disposed of in a manner acceptable to the Land Commissioner.
- C. Organic soil material and mineral soil must be left in place on the right-of-way unless approved by the Land Commissioner.

- D. On utilities whose presence is not readily visible on the ground surface, such as on underground service lines with narrow, unmaintained rights-of-way, the utility line location must be signed at all angle points and at other locations as needed so that the distance between signs does not exceed 5 chains or 330 feet.
- E. Upon completion of the right-of-way construction and utility installation, the Grantee shall restore the right-of-way to an environmentally sound condition. This may include, but is not limited to, eliminating any erosion problems and re-establishing stable vegetative cover as acceptable to the Land Commissioner.
- F. Construction and maintenance of the utility easement and system will be performed by the Grantee without any cost to the Grantor.
- G. Grantee must mark all survey markers within the easement prior to right of way construction and maintenance. Grantee shall restore at Grantee's expense all survey markers damaged by Grantee or Grantee's contractors.
- H. This easement is subject to the approval/permitting process of public road authorities respecting their right of way and/or impacts to any of their existing improvements and anticipated alterations thereto, within our outside of their right of way.
- I. Except as addressed in the previous paragraph, Grantee shall not, without prior written authorization from Itasca County, damage or impede the continued use and maintenance, rightful or otherwise, of any previously existing road, driveway, trail, snow storage location, ditch, drainage, in-slope, backslope, clearing, traffic control, sign, utility (buried or otherwise), culvert, building, septic, well, or other substantial structure or improvement, including the earth necessary to support any of it.
- J. If at any time Itasca County shall deem it necessary to make any road improvements or change on all or any part of the Premises on which this easement is located, then and in such event, Grantee shall within 90 Days after written notice from Itasca County, or its authorized agent, proceed to alter, change, vacate or remove said utility and their ancillary facilities from the Premises as to conform to said road improvement or changes and as directed by Itasca County. Such work shall be done without any cost whatsoever to Itasca County and shall be completed within the date specified in said written notice. Grantee shall assume all liability and hold Itasca County harmless from any and all claims of

damage of any nature whatsoever occasioned by reason of not having removed said utility and their ancillary facilities within the time period specified in said notice.

XIV.

The Grantee shall not add lines, pipes or pipelines within this easement description unless the Grantee shall have provided to the Grantor updated facility locations.

IN TESTIMONY WHEREOF, the County Auditor of the County of Itasca, State of Minnesota, has affixed his hand and seal this ____ day of _____, 2026.

COUNTY OF ITASCA
STATE OF MINNESOTA

By _____

Itasca County Auditor/Treasurer

State of Minnesota)
) ss
County of Itasca)

On this _____ day of _____, 2026, before me, a notary within and for said County, personally appeared Austin Rohling, County Auditor of said County, to me personally known to be the person who executed the foregoing instrument on behalf of said County and acknowledged that he executed the same in his official capacity as his free act and deed pursuant to statutes in such case made and provided and pursuant to authority of the Itasca County Board of Commissioners.

(Notary Seal)

Notary Public

Drafted by: Renata Rogalla, Real Estate Specialist
Itasca County Land Department
1177 LaPrairie Ave
Grand Rapids, MN 55744

EXHIBIT A-1

PARCEL DESCRIPTION

The Southeast Quarter of the Northeast Quarter (SE1/4 NE1/4), Section 3, Township 56 North, Range 25 West, of the Fourth Principal Meridian, Itasca County, Minnesota.

(P.I.D. 02-003-1400)

AND

The Southwest Quarter of the Northeast Quarter (SW1/4 NE1/4), Section 3, Township 56 North, Range 25 West, of the Fourth Principal Meridian, Itasca County, Minnesota.

(P.I.D. 02-003-1300)

UTILITY EASEMENT DESCRIPTION

An easement for utility purposes, 40.00 feet in width, over, under and across part of the Southeast Quarter of the Northeast Quarter (SE1/4 NE1/4) and the Southwest Quarter of the Northeast Quarter (SW1/4 NE1/4), Section 3, Township 56 North, Range 25 West, of the Fourth Principal Meridian, Itasca County, Minnesota. Said easement lies 20.00 feet on each side of the following described centerline:

Commencing at the southwest corner of said SE1/4 NE1/4; thence South 89 degrees 12 minutes 14 seconds East, assumed bearing along the south line of said SE1/4 NE1/4, a distance of 14.25 feet to the point of beginning of the centerline to be described; thence North 2 degrees 04 minutes 00 seconds East a distance of 502.00 feet; thence North 0 degrees 50 minutes 00 seconds East a distance of 286.00 feet; thence North 1 degree 11 minutes 00 seconds West a distance of 502.00 feet; thence North 17 degrees 48 minutes 00 seconds West a distance of 28.82 feet to the north line of said SE1/4 NE1/4 and said described centerline there terminating.

Said utility easement is subordinate to the right-of-way of County Road No. 325 (Arbo Road).

EXHIBIT A-2

PARCEL DESCRIPTION

The Southeast Quarter of the Northwest Quarter (SE1/4 NW1/4), Section 3, Township 56 North, Range 25 West, of the Fourth Principal Meridian, Itasca County, Minnesota.

(P.I.D. 02-003-2400)

AND

The Southwest Quarter of the Northeast Quarter (SW1/4 NE1/4), Section 3, Township 56 North, Range 25 West, of the Fourth Principal Meridian, Itasca County, Minnesota.

(P.I.D. 02-003-1300)

AND

Government Lot 2, Section 3, Township 56 North, Range 25 West, of the Fourth Principal Meridian, Itasca County, Minnesota, LESS the Southeast Ten (10) acres thereof.

(P.I.D. 02-003-1201)

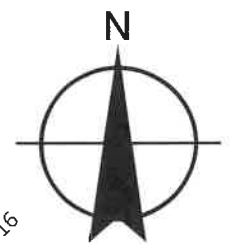
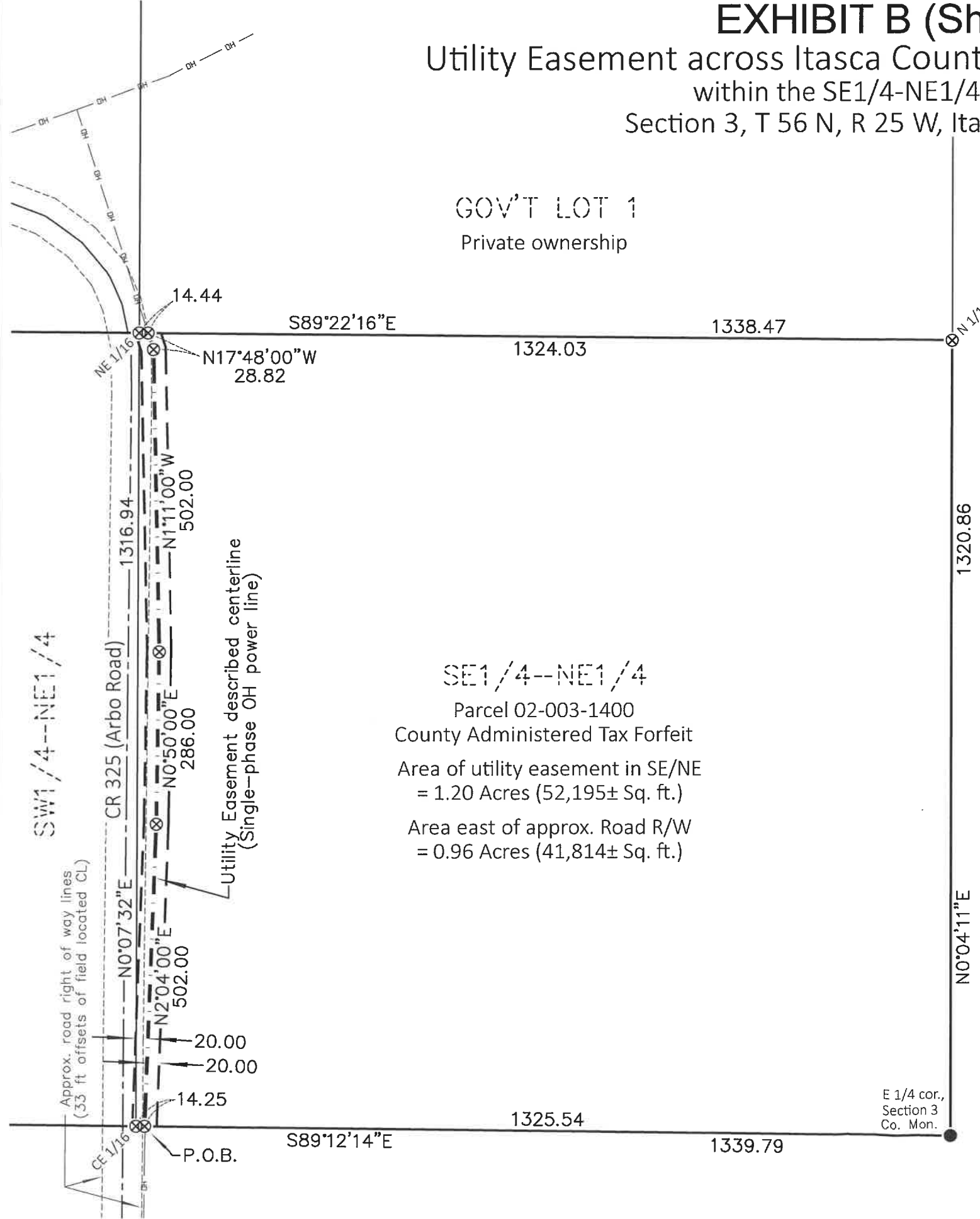
UTILITY EASEMENT DESCRIPTION

An easement for utility purposes, 40.00 feet in width, over, under and across part of the Southeast Quarter of the Northwest Quarter (SE1/4 NW1/4), the Southwest Quarter of the Northeast Quarter (SW1/4 NE1/4), and Government Lot Two (2), all in Section 3, Township 56 North, Range 25 West, of the Fourth Principal Meridian, Itasca County, Minnesota. Said easement lies 20.00 feet on each side of the following described centerline:

Commencing at the southwest corner of said SE1/4 NW1/4; thence North 0 degrees 15 minutes 18 seconds East, assumed bearing along the west line of said SE1/4 NW1/4, a distance of 1184.96 feet to the point of beginning of the centerline to be described; thence South 79 degrees 32 minutes 30 seconds East a distance of 461.04 feet; thence South 80 degrees 48 minutes 30 seconds East a distance of 263.00 feet; thence North 81 degrees 10 minutes 00 seconds East a distance of 282.00 feet; thence North 70 degrees 54 minutes 30 seconds East a distance of 1086.62 feet to the west line of the Southeast Ten (10) acres of said Government Lot 2 and said described centerline there terminating.

Said utility easement is subordinate to the right-of-way of County Road No. 325 (Arbo Road).

EXHIBIT B (Sheet 1 of 2)
Utility Easement across Itasca County Administered Tax Forfeit land
within the SE1/4-NE1/4 & SW1/4-NE1/4,
Section 3, T 56 N, R 25 W, Itasca County, Minnesota

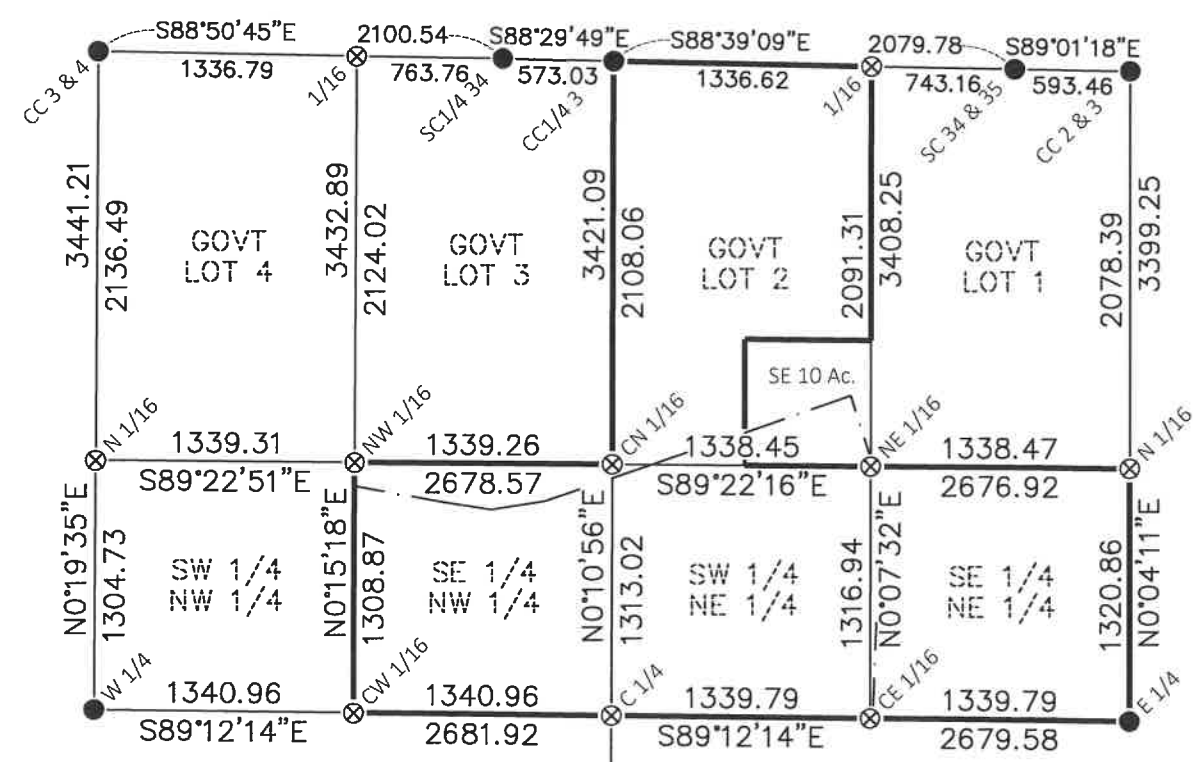


The orientation of this survey is based on Grid North, Itasca County Coordinate System, South Zone

0 100 200 400

Scale in Feet

- Legend**
- Denotes corner monument in place
 - ⊗ Denotes calculated position
 - Denotes described centerline of utility easement
 - OH — Denotes overhead power line



I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Jeffrey P. Major
Jeffrey P. Major
Date: 4/6/26 Registration No. 44902

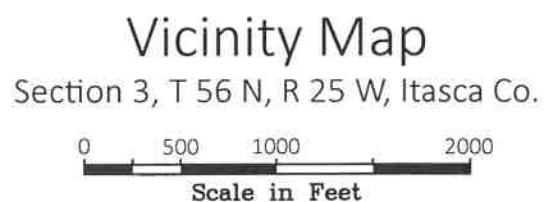


EXHIBIT B (Sheet 2 of 2)

Utility Easement across Itasca County Administered Tax Forfeit land
within the SE1/4-NW1/4, SW1/4-NE1/4 & Govt. Lot 2,
Section 3, T 56 N, R 25 W, Itasca County, Minnesota

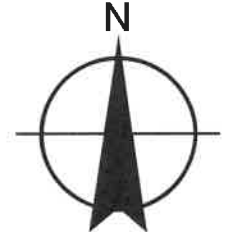
GOV'T LOT 3
I.S.D. 318

GOV'T LOT 2
Parcel 02-003-1201
County Administered Tax Forfeit
Area of utility easement
= 0.47 Acres (20,273± Sq. ft.)
Area north of approx. Road R/W
= 0.29 Acres (12,798± Sq. ft.)

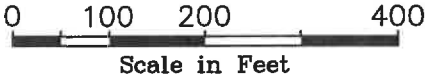
SE 10 Ac. of GOV'T LOT 2
Private ownership

SE1/4--NW1/4
Parcel 02-003-2400
County Administered Tax Forfeit
Area of utility easement in SE/NW
= 1.26 Acres (54,965± Sq. ft.)
Area north of approx. Road R/W
= 0.90 Acres (39,206± Sq. ft.)

SW1/4--NE1/4
Parcel 02-003-1300
County Administered Tax Forfeit
Area of utility easement in SW/NE
= 0.21 Acres (9,026± Sq. ft.)
Area outside of approx. Road R/W
= 0.19 Acres (8,468± Sq. ft.)

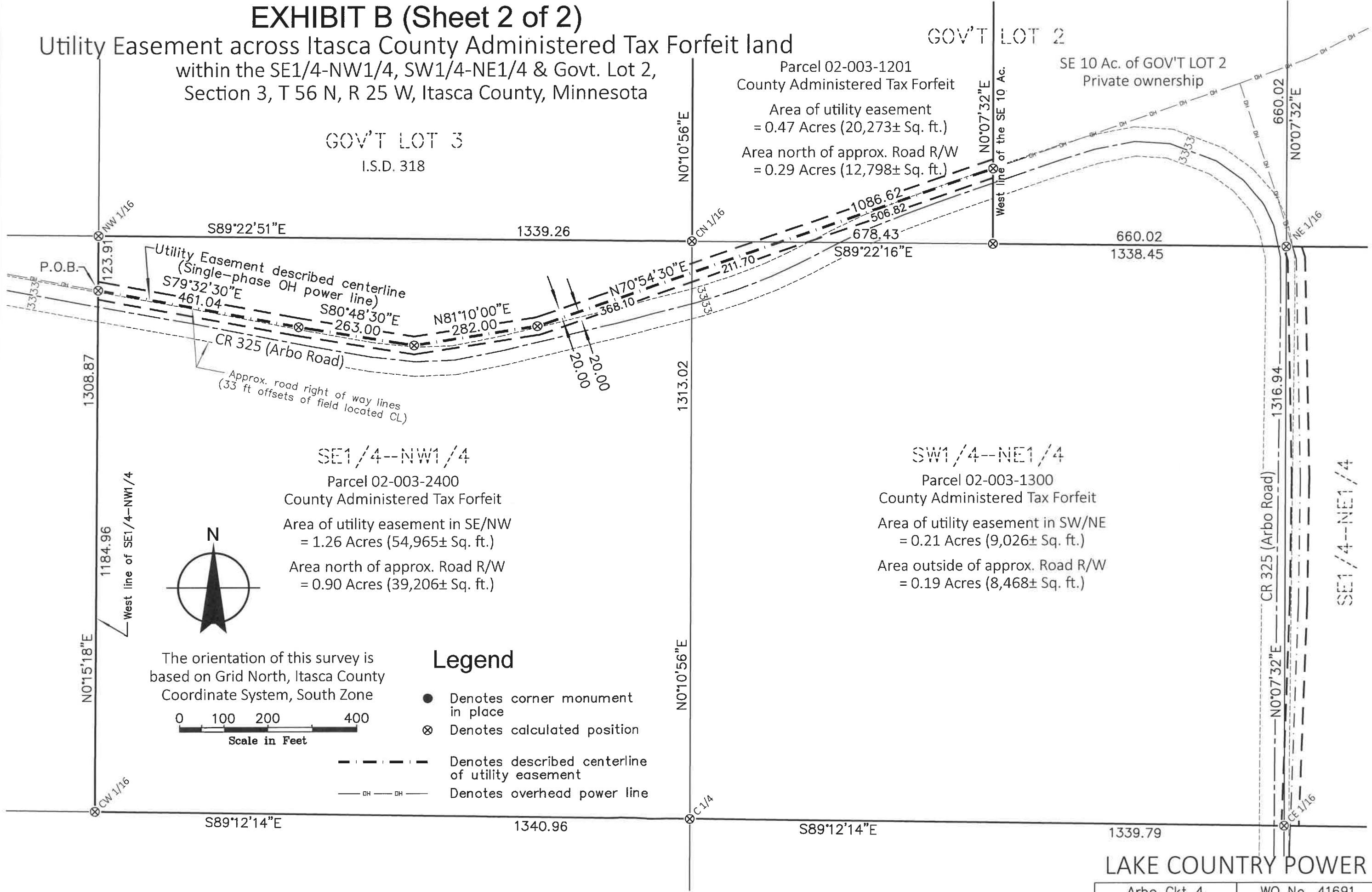


The orientation of this survey is
based on Grid North, Itasca County
Coordinate System, South Zone



Legend

- Denotes corner monument in place
- ⊗ Denotes calculated position
- - - - - Denotes described centerline of utility easement
- OH — OH — Denotes overhead power line



LAKE COUNTRY POWER



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 28, 2026

REQUEST FOR BOARD ACTION: RBA-2026-385

DEPARTMENT: Land Department

TIME REQUESTED: < 5 Minutes

PRESENTER: Michael Gibbons

AGENDA ITEM:

Approve Utility Easement for City of Cohasset.

BOARD ACTION REQUESTED:

Approve a utility easement for the City of Cohasset for construction and maintenance of storm sewer over, under and across tax-forfeited property and authorize necessary signatures.

BACKGROUND:

A utility easement in the Plat of Cohasset, lying between the southeasterly right-of-way line of Coumbia Street and the shoreline of the Mississippi River, Itasca County, Minnesota.

COUNTY ATTORNEY REVIEW: Yes and/or pending

SUPPORTING DOCUMENTATION:

1. Cohasset City_Easement

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

ITASCA COUNTY UTILITY EASEMENT

This easement is granted this ____ day of _____, 2026, by Itasca County on behalf of the State of Minnesota in trust for the taxing districts, hereinafter referred to as the Grantor, to City of Cohasset, hereinafter referred to as the Grantee. The address of the Grantee for purposes of any notification required herein shall be 305 NW 1st Ave, Cohasset, MN 55721.

RECITALS

1. This easement is granted pursuant to the provisions of Minnesota Statutes Section 282.04, Subd. 4, which authorizes the County Auditor to grant easements upon unsold, tax-forfeited lands.
2. The Grantee desires to obtain an easement for **underground storm sewer** purposes and the Grantor desires to grant such an easement upon the property below described.
3. The Itasca County Board of Commissioners, by Board Action dated the _____ day of _____, 2026, have prescribed the terms set forth below.

NOW, THEREFORE, in consideration of the premises and terms hereinafter set forth, the Grantor hereby grants unto the Grantee its heirs, successors and assigns, until terminated as hereinafter provided, full right and authority to enter at any time upon, across and under the parcels hereinafter described, and from time to time to erect, maintain, repair, upgrade, rebuild, relocate, operate and patrol underground storm sewer line.

TERMS

I.

A right-of-way easement for utility purposes over, under and across that part of the PLAT OF COHASSET, lying between the southeasterly right of way line of Columbia Street and the shoreline of the Mississippi River, Itasca County Minnesota.

See Exhibit A for utility easement description.

DISCLAIMER: Itasca County is relying on ownership information and easement legal descriptions provided by the Grantee. The easement rights conveyed by this document are limited to parcels owned by the State of Minnesota in trust for the taxing districts. Itasca County makes no warranties as to the ownership of the parcels crossed by this easement and assumes no liability for any errors or costs for corrections in that regard. The Easement granted herein is limited to the interest of the tax-forfeited trust, if any, and subject to surviving record or possessory rights established prior and adverse to said interest. Nothing contained herein shall be construed to revive any such adverse right abandoned under Minnesota Statutes 541.021, subsequent revisions thereto, and/or other applicable law.

II.

The Grantee shall comply with the Policy of Itasca County as the same is in effect as of the date of this easement and as hereinafter amended concerning the mapping and documentation of description of easements upon tax-forfeited lands and shall provide a written legal description and maps of the location of the "as built" easement centerline as set forth in the Policy.

III.

The Grantee, before entering upon the premises for construction purposes, shall pay to the Grantor the sum equal to the current market value of the easement. This amount is consideration for the granting of this easement. This fee is to be determined in accordance with the fee policy that is established by the Itasca County Board of Commissioners.

The Grantee may clear and keep cleared said strip of trees and brush and as progress is made therein the Grantor shall be advised and shall cause the timber to be scaled and the Grantee shall pay the Grantor for such existing timber, and tree reproduction, a price to be determined by the

Itasca County Land Commissioner. The Grantee shall also compensate the Grantor for the value of dangerous trees which may from time to time be removed beyond the limits of this easement.

IV.

The Grantee shall comply with all laws, regulations and municipal ordinances affecting said lands, Grantee's activities upon said lands or the area in which they are situated. The Grantee shall keep said strip in a neat and orderly condition and shall remove all refuse and debris that may accumulate as a result of Grantee's or the Grantee's Contractor's use thereof. Nothing herein shall require the Grantee to remove refuse and debris unlawfully deposited by a third party. The Grantee shall take all reasonable precautions to prevent and suppress forest fires. The Grantee shall compensate the Grantor for any damages resulting from the improper use of said strip by the Grantee or damages to adjoining lands in gaining access thereto or egress therefrom.

V.

The Grantee shall pay when due all taxes and assessments levied against the easement granted herein or the improvements thereon.

VI.

Nothing herein shall alter, limit, modify or restrict the authority of the County to sell or lease tax forfeited lands by law conferred. Any such sale or lease shall be subject to this easement and all rights granted by this easement shall be excepted from the conveyance or lease of the land and be reserved, and which may be canceled by the County Board in the same manner and for the same reason as it could have been canceled before sale or lease and in that case the rights granted thereby shall vest in the state in trust as the land on which it was granted was held before sale or lease.

The Grantor shall consult with the Grantee herein prior to the granting of any easements or permits over the property which is the subject of this easement if such easement or permit would substantially conflict with the rights of the Grantee herein.

VII.

Pursuant to Minnesota Statute Section 282.04, Subd. 4, this easement may be canceled for any substantial breach of the terms hereof or if at any time the Itasca County Board of Commissioners

determines the continuance of this easement conflicts with the public use of these lands or any part thereof by resolution of said Board after ninety (90) days written notice of its intent to terminate this easement, addressed to Grantee at its address as set forth herein or as subsequently modified by written notice from the Grantee to the Grantor.

VIII.

Grantee may, subject to such other provisions as herein contained, at its own option and at its own peril, allow to remain upon the premises, subsequent to the Grantee's discontinuation of the use of its improvements upon the easement, any below ground equipment, structures, pipes, wires, cables and below ground appurtenances provided that said equipment, structures, pipes, wires, cables and appurtenances are in conformance with all federal, state or other governmental codes, if any, or if no such codes exist are at least three (3') feet below ground. Upon discontinuation of the use of this easement by the Grantee and removal of above ground equipment, structures, poles, wires, pipes and other appurtenances erected above ground, the Grantor shall be entitled to the full use and enjoyment of the surface rights of said easement and the Grantor shall waive any future fees for the granting of this easement.

IX.

Upon termination of this easement, the Grantee shall remove all its equipment, structures, poles, wires, pipes and other appurtenances located upon or above the lands described herein within one (1) year or as otherwise extended by the Itasca County Board of Commissioners; if such property is not removed within the aforesaid period of time, time being of the essence, title to all personal property remaining upon the premises shall vest in the Grantor, the Grantor, at its sole option may remove such property, restore the right of way to an environmentally sound condition and charge the Grantee for all expenses incurred.

Grantee shall, upon the removal of its property, restore the right-of-way to an environmentally sound condition. This may include, but is not limited to, eliminating any erosion problems and re-establishing stable vegetative cover as acceptable to the Land Commissioner.

X.

No delay by the Grantor in enforcing any of the conditions of this easement shall operate as a waiver of any of its rights.

XI.

That as additional consideration for the grant of this easement, the Grantee agrees to indemnify, save and hold harmless the Grantor from any loss, liability, damage or cost the Grantor may incur due to any causes of action, claims for damage or damages sustained by the Grantee or the person or property of any third party as a result of the presence of the Grantee, its use, activities including ingress and egress or placement of improvements and equipment upon the above described premises or lands adjacent thereto, including but not limited to the reasonable value of attorney's fees in the defense of any claims.

A. GRANTEE agrees to defend, indemnify and hold harmless ITASCA COUNTY, its elected officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorney fees resulting directly or indirectly from any act or omission of GRANTEE, anyone directly or indirectly employed by them and/or anyone for whose acts and/or omissions they may be liable in the performance of the use and presence required by this Easement and against all loss by reason of failure of said GRANTEE to perform fully, in any respect, all obligations under this Easement.

B. GRANTEE agrees at all times during the term of this Easement to have and keep in force insurance, either under a self-insurance program or separate insurance policy, as follows:

a. Commercial General Liability shall list Itasca County as an additional insured with the following insurance limits:

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

b. Automobile Liability - Combined single limit each occurrence for bodily injury and property damage covering owned, non-owned and hired automobiles

	<u>Limits</u>
	\$1,500,000

c. Workers' Compensation and Employer's Liability:

	Statutory Limits
--	---------------------

If the Contractor is based outside the State of Minnesota, coverage must apply to Minnesota laws

	<u>Limits</u>
d. Employer's Liability	
Bodily injury by:	
Accident - Each Accident	\$500,000
Disease - Policy Limit	\$500,000
Disease - Each Employee	\$500,000

An umbrella or excess policy over primary liability coverages is an acceptable method to provide the required aggregate insurance amounts.

The above establishes minimum insurance requirements. It is the sole responsibility of GRANTEE to determine the need for and to procure additional coverage that may be needed in connection with this Easement.

GRANTEE shall not commence work on the Site, or otherwise occupy the Site, until it has obtained required insurance and filed an acceptable Certificate of Insurance with ITASCA COUNTY to the attention of Itasca County Land Department, c/o Land Commissioner, 1177 LaPrairie Avenue, Grand Rapids, MN 55744. The Certificate shall:

1. List Itasca County as Certificate holder and as an additional insured with respect to operations covered under the contract for all liability coverages except Workers' Compensation and Employer's Liability and Professional Liability, if applicable; and,
2. Be amended to show that Itasca County will receive thirty (30) days written notice in the event of cancellation, non-renewal or material change in any described policies.

- C. GRANTEE also agrees that any contract let by GRANTEE for the performance of the work on the Site as provided herein shall include clauses that will: (1) require the Contractor to defend, indemnify and hold harmless ITASCA COUNTY, its elected officials, officers, agents and employees for any liability, claims, causes of action, losses, demands, damages, judgments, costs, interest, expenses (including, without limitation, reasonable attorney fees, witness fees and disbursements incurred in the defendant thereof) arising out of or by reason of the acts and/or omissions of said Contractor, its subcontractors, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable for; (2) require the Contractor to provide and maintain insurance in accordance with the following:

- | | |
|---------------------------------|--------------------|
| a. Workers' Compensation: | (Statutory Limits) |
| Employer's Liability Insurance: | |

	<u>Limits</u>
1. Bodily Injury by Accident, each accident	\$500,000
2. Bodily Injury by Disease, policy limit	\$500,000
3. Bodily Injury by Disease, each employee	\$500,000

Note: All states endorsement is required if Contractor is domiciled outside the State of Minnesota.

b. Commercial General and Automobile Liability Insurance:

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

Coverages above shall also include:

Premises - Operations
Contractual Liability (including oral and written contracts)
Explosion, Collapse, Underground Property Damage (XCU)

2. Automobile Liability including Hired Car and Employers Non-Ownership Liability:	
Combined Bodily Injury and Property Damage:	
Each Occurrence Limit	\$1,500,000

The above subparagraphs establish minimum insurance requirements and it is the sole responsibility of GRANTEE'S Subcontractor(s) to purchase additional insurance that may be necessary for the project.

- D. **GRANTEE further agrees the minimum requirements set forth above shall at all times be in an amount at least equal to the maximum liability of ITASCA COUNTY under Minn. Stat. 466.04 now or as said statute is hereafter amended or as otherwise required by law, statute or rule.**
- E. In addition to any other rights contained herein ITASCA COUNTY reserves the right to terminate, suspend or rescind this easement if the GRANTEE is not in compliance with the requirements contained herein and retains all its rights thereafter to pursue any legal remedies against GRANTEE. All insurance policies shall be open to inspection by ITASCA COUNTY upon written request.
- F. The provisions of this section shall survive the termination of this easement in the event the Grantee has not removed all of the personal property the Grantee had placed upon or

under the surface of the premises and the Grantor has not exercised its right to remove the property.

XII.

This easement shall not be assignable except upon written consent of the Grantor except that the execution and delivery by the Grantee of a mortgage and deed of trust, with the indentures supplementary to the same, shall not be deemed to be an assignment of this easement or the interest granted hereunder in violation of the provisions of this paragraph. Subject thereto, this easement shall enure to the benefit of and shall be binding upon the successors, assigns, heirs and legal representatives of the parties hereto.

XIII.

Additional construction and maintenance specifications:

- A. Right-of-way construction, maintenance and associated activities must be confined to the stated right-of-way. Grantor agrees to grant temporary easements as are reasonably necessary for the purposes of construction and maintenance. No damage or improvements to access roads and other areas may be done outside of the right-of-way without permission from the Land Commissioner. The Land Commissioner must be notified before motor vehicles are used off traveled roadways or on vehicle restricted County trails, or before heavy equipment is moved across this easement or County lands not described herein. Prior approval and notification is not required during emergencies. However, the Land Commissioner must be notified within five (5) days of such use, damage or improvement to permit timely assessment of the extent of damage, if any, and to ensure proper reparations and repairs.
- B. All timber, slash, rocks and similar debris left on County land must be disposed of in a manner acceptable to the Land Commissioner.
- C. Organic soil material and mineral soil must be left in place on the right-of-way unless approved by the Land Commissioner.
- D. On utilities whose presence is not readily visible on the ground surface, such as on underground service lines with narrow, unmaintained rights-of-way, the utility line location must be signed at all angle points and at other locations as needed so that the distance between signs does not exceed 5 chains or 330 feet.

- E. Upon completion of the right-of-way construction and utility installation, the Grantee shall restore the right-of-way to an environmentally sound condition. This may include, but is not limited to, eliminating any erosion problems and re-establishing stable vegetative cover as acceptable to the Land Commissioner.
- F. Construction and maintenance of the utility easement and system will be performed by the Grantee without any cost to the Grantor.
- G. Grantee must mark all survey markers within the easement prior to right of way construction and maintenance. Grantee shall restore at Grantee's expense all survey markers damaged by Grantee or Grantee's contractors.
- H. This easement is subject to the approval/permitting process of public road authorities respecting their right of way and/or impacts to any of their existing improvements and anticipated alterations thereto, within our outside of their right of way.
- I. Except as addressed in the previous paragraph, Grantee shall not, without prior written authorization from Itasca County, damage or impede the continued use and maintenance, rightful or otherwise, of any previously existing road, driveway, trail, snow storage location, ditch, drainage, in-slope, backslope, clearing, traffic control, sign, utility (buried or otherwise), culvert, building, septic, well, or other substantial structure or improvement, including the earth necessary to support any of it.
- J. If at any time Itasca County shall deem it necessary to make any road improvements or change on all or any part of the Premises on which this easement is located, then and in such event, Grantee shall within 90 Days after written notice from Itasca County, or its authorized agent, proceed to alter, change, vacate or remove said utility and their ancillary facilities from the Premises as to conform to said road improvement or changes and as directed by Itasca County. Such work shall be done without any cost whatsoever to Itasca County and shall be completed within the date specified in said written notice. Grantee shall assume all liability and hold Itasca County harmless from any and all claims of damage of any nature whatsoever occasioned by reason of not having removed said utility and their ancillary facilities within the time period specified in said notice.

XIV.

The Grantee shall not add lines, pipes or pipelines within this easement description unless the Grantee shall have provided to the Grantor updated facility locations.

IN TESTIMONY WHEREOF, the County Auditor of the County of Itasca, State of Minnesota,
has affixed his hand and seal this _____ day of _____, 2026.

COUNTY OF ITASCA
STATE OF MINNESOTA

by _____
Itasca County Auditor/Treasurer

State of Minnesota)
) ss
County of Itasca)

On this _____ day of _____, 2026, before me, a notary within and for said County, personally appeared Austin Rohling, County Auditor of said County, to me personally known to be the person who executed the foregoing instrument on behalf of said County and acknowledged that he executed the same in his official capacity as his free act and deed pursuant to statutes in such case made and provided and pursuant to authority of the Itasca County Board of Commissioners.

(Notary Seal)

Notary Public

Drafted by: Renata Rogalla, Real Estate Specialist
Itasca County Land Department
1177 LaPrairie Ave
Grand Rapids, MN 55744

EXHIBIT A

DESCRIPTION OF PROPOSED UTILITY EASEMENT

A perpetual easement for utility purposes, over, under and across that part of the PLAT OF COHASSET, lying between the southeasterly right of way line of Columbia Street and the shoreline of the Mississippi River, Itasca County, Minnesota, described as follows:

Commencing at the southwest corner of Lot 9, Block 8, said PLAT OF COHASSET; thence South 00 degrees 06 minutes 03 seconds East, assigned bearing along the southerly extension of the easterly right of way line of 4th Avenue West, a distance of 68.18 feet to said southeasterly right of way line of Columbia Street and the point of beginning; thence continuing South 00 degrees 06 minutes 03 seconds East, along said southerly extension, 18 feet more or less to the shoreline of the Mississippi River; thence southwesterly along said shoreline to a line 25.00 feet westerly said southerly extension of the easterly right of way line, as measured parallel with and perpendicular to said easterly right of way line; thence North 00 degrees 06 minutes 03 seconds West, 16 feet more or less to said southeasterly right of way line of Columbia Street; thence North 61 degrees 32 minutes 45 seconds East, along said southeasterly right of way line, 28.41 feet to the point of beginning and terminating thereat.

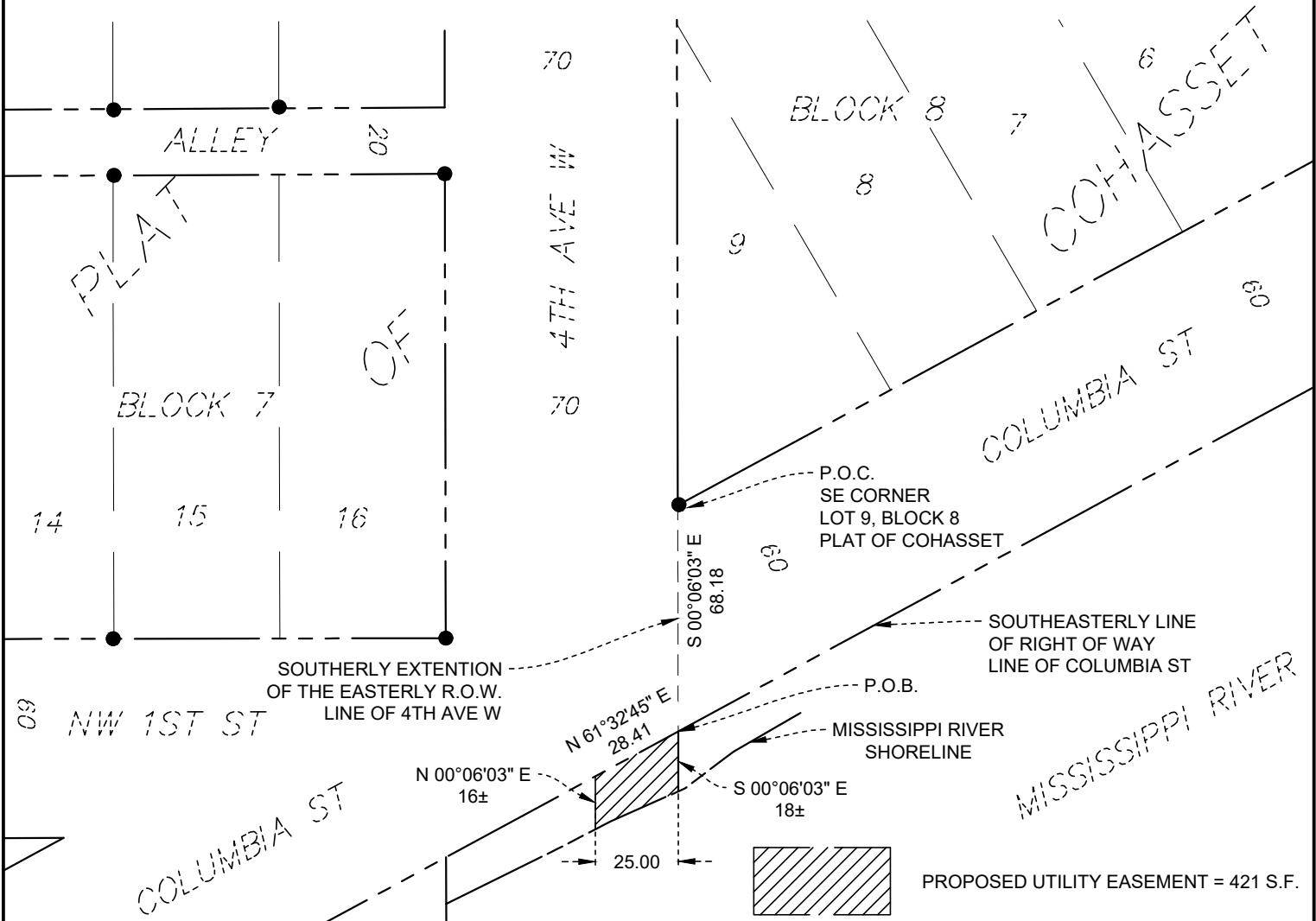
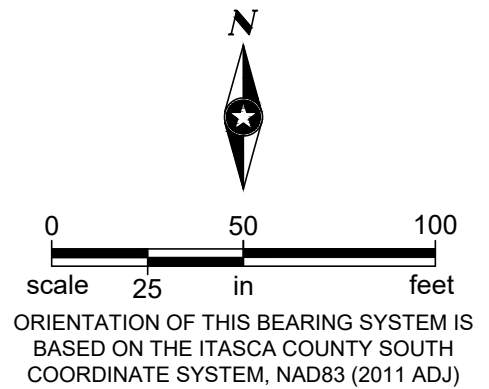


EXHIBIT FOR: UTILITY EASEMENT

COHASSET, MN

SEH Project COHAS 186829
Drawn By JCP
Surveyed By TS
Checked By DJB

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Daniel J. Bemboom
DANIEL J. BEMBOOM, LS

DATE 4-10-2026

LICENSE NO. 46562





**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 28, 2026

REQUEST FOR BOARD ACTION: RBA-2026-386

DEPARTMENT: Management Information Services **TIME REQUESTED:** < 5 Minutes
PRESENTER: Jennifer Sutherland

AGENDA ITEM:
Approve donation to City of Keewatin

BOARD ACTION REQUESTED:
Approve the donation of 7 refurbished laptops to Keewatin.

BACKGROUND:
Itasca County has laptops that are out of warranty and aged that have been pulled and replaced with new devices. In the past, we have donated these computers to PC's for People. Keewatin reached out and asked if there were any available for donation. Seeking approval to donate 7 to Keewatin.

COUNTY ATTORNEY REVIEW:

SUPPORTING DOCUMENTATION:
1. Keewatin Donation request

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Venema
SECONDER:	Commissioner Snyder
AYES:	Cory Smith, Terry Snyder, Larry Hopkins, Casey Venema
ABSENT:	John Johnson

[Draft] Fw: City of Keewatin

From Jennifer.Sutherland@co.itasca.mn.us

Draft saved Thu 4/23/2026 9:26 AM

Copy of request from Keewatin.

Jennifer Sutherland

Itasca County IT Director

123 NE 4th Street, Grand Rapids, MN 55744

218-327-2888 Office | 218-256-5994 Mobile

Email: Jennifer.Sutherland@co.itasca.mn.us

From: Beth Mackey <Beth.Mackey@KeewatinMN.gov>

Sent: Tuesday, April 21, 2026 2:30 PM

To: Jennifer Sutherland <jennifer.sutherland@co.itasca.mn.us>

Subject: City of Keewatin

You don't often get email from beth.mackey@keewatinmn.gov. [Learn why this is important](#)

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.

Hello Jennifer,

We have been phone tagging, and I know you are very busy at the county, so I am emailing you to ask for a donation if possible.

If the County ever has refurbished computers that are deemed to be outdated for the county departments.

The City of Keewatin would greatly appreciate the following items:

5 laptops, for Council to use as communication for upcoming meetings this would be a cost savings on printing out Council Packets at 50-130 pages each.

1 laptop for Public Works to view the GIS system, on the street site. The City received a \$5,000.00 grant to have the municipalities infrastructure on GIS Mapping but do not have in field/street access to view the maps.

1 Desktop for the Fire Department (emergency services) they do not have a computer. This would allow them to search, maintain records, employment, fire equipment warranties. Etc..

We would greatly appreciate these contributions or any idea on how we could obtain used equipment. The City budget is very tight, creating a short fall in the IT department here in Keewatin.

Let me know if you need any additional information, I would be happy to talk with you.

Thank you,

*Beth Ann Mackey, City Clerk
City of Keewatin*

*127 West 3rd Avenue, PO Box 190
Keewatin, MN 55753
(218)778-6517*



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 28, 2026

REQUEST FOR BOARD ACTION: RBA-2026-387

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

AGENDA ITEM:

Requesting exception to the AWA policy for on-call IT staff who do not have renters insurance.

BOARD ACTION REQUESTED:

Approve exception to AWA (Alternative Workplace Agreement) agreement for on-call staff.

BACKGROUND:

The AWA policy states in section **VII Office Setup**, item **I.** that "the telecommuter agrees to carry a current homeowner's/renters insurance policy during the duration of the telecommuting." IT on-call staff do not normally telecommute during business hours, rather they answer after-hour calls during the hours of 4:30pm - 7am. We are asking that the requirement for renters insurance be waived for any IT on-call staff.

COUNTY ATTORNEY REVIEW:

SUPPORTING DOCUMENTATION:

1. 2026 Itasca County Alternative Workplace Agreement

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Venema
SECONDER:	Commissioner Snyder
AYES:	Cory Smith, Terry Snyder, Larry Hopkins, Casey Venema
ABSENT:	John Johnson

ITASCA COUNTY POLICIES & PROCEDURES RISK MANAGEMENT, MIS	EFFECTIVE DATE: 07/08/2014, 05/23/2017	POLICY #:
	RBA #: 2460 Update: RBA 2016-62 Update: RBA 5059	BOARD APPROVAL DATE: 07/08/14 Format Update: 02/08/16, 9/16/16, 5/23/17, 9/18/2017, 10/10/2017, 06/20/2018, 08/16/2019, 01/24/2020
	REFERENCES: POLICY SUPERSEDES REMOTE ACCESS POLICY DATED 7/28/09 AND TELECOMMUTING POLICY DATED 08/01/10	
SUBJECT: ITASCA COUNTY ALTERNATIVE WORKPLACE AGREEMENT POLICY		

I. POLICY STATEMENT

- A. Itasca County recognizes the need to provide options to the normal work environment that utilize technology to enhance customer service, increase employee productivity, reduce the costs of office and parking space, and provide greater employment opportunities throughout the County. To accomplish this, Itasca County supports telecommuting as an alternative work arrangement for County employees. The Itasca County Alternative Workplace Agreement is intended to be an innovative option that benefits the County, its citizens and employees.
- B. The Alternative Workplace Agreement supersedes the Board approved Itasca County Remote Access Policy dated 07/28/09, and the Board approved Itasca County Telecommuting Policy dated 08/01/10. It is the intention to have one policy covering all situations of alternative workplace scenarios.
- C. It is at the sole discretion of the Department Head and Supervisor to determine if an individual or specific job type is appropriate for telecommuting.
- D. The approval of an Alternative Workplace Agreement must be mutually beneficial to Itasca County and the telecommuter.
- E. The existence of an Alternative Workplace Agreement with an employee shall not be determined to be based on any past practice for the purpose of a grievance.

II. DEFINITIONS

- A. Alternative Workplace: Alternative Workplace is a work arrangement where an employee works outside of the physical office which may include their home or any other alternative location.
- B. Eligible Employees: Permanent full-time or permanent part-time employees who have been approved for an Alternative Workplace Agreement by their immediate Supervisor and Department Head.
- C. Alternative Workplace Agreement: A document that describes a specific alternative work site arrangement agreed to between the employee, the Supervisor and Department Head.
- D. Telecommuter: An employee who is approved for an Alternative Workplace Agreement.
- E. Core Hours: Those work hours during which the employee must be available for contact by the employer and/or customer. See Appendix A.

III. PURPOSE

- A. This policy shall define the Itasca County Alternative Workplace program and the guidelines and rules under which it shall operate. It is intended to provide a general framework for Itasca County departments. All Itasca County departments are expected to comply with this policy recognizing that conditions or needs may exist that require additional policies at the departmental level.
- B. Alternative Workplace Agreements also serve as a Continuity of Operations Plan (COOP) strategy. For example, in 1993 the spring flooding in Minnesota caused major bridges and some roadways to close. With the severe winters adding to the slow, dangerous, or unusable roadways, Minnesota is an excellent location for having an alternative workplace program in place.

IV. POLICIES

- A. The Itasca County Board of Commissioners has sole authority to establish an alternative workplace program and its policies. The Board must approve all policy changes. Department

Heads must inform the Itasca County Administrator of any approved alternative workplace situations, to include reasoning and conditions of a telecommuting employee.

- B. Arrangements for secure remote access through a VPN or SSL connection shall be subject to review and approval by the Management Information Systems (MIS) Department Head, or their official designee, to assure the security and integrity of the Itasca County computer network.
- C. An alternative workplace agreement from alternative work sites is not necessarily voluntary, as it may be directly related to agency business functions and a necessity for effective delivery of service to citizens. All forms of an alternative workplace agreement imply an employer/employee relationship with the employee receiving the same benefits as if they were not telecommuting.
- D. The Department Head has sole authority to determine who is appropriate for an alternative workplace option. Seniority will not be a determining factor.
- E. The Department Head has sole responsibility for enforcing all elements of this policy.

V. **JOB CHARACTERISTICS**

- A. Most of the job tasks do not require frequent direct face-to-face contact with other employees or the public.
- B. There are clearly defined tasks and deliverables.
- C. There are measurable work activities that can be monitored.
- D. There are established timeframes and work points to achieve objectives and measure progress.
- E. Many of the job tasks require concentration in a quiet setting.
- F. The job can be performed without close supervision.
- G. The job does not require access to special equipment only available at the regular worksite.
- H. Most communication in the position can be accomplished using technology rather than face-to-face contact.

VI. **DUTIES, OBLIGATIONS, RESPONSIBILITIES AND CONDITIONS**

- A. Travel time to and from work is not considered work time. This includes travel time for mandatory meetings.
- B. The telecommuter is expected to perform at least at the satisfactory level for all performance standards.
- C. If attendance or performance issues arise; the Supervisor has the ability to terminate the alternative workplace agreement immediately.
- D. The telecommuter should strive to maximize their in-office time. This includes scheduling, whenever possible, medical appointments on a day he/she is normally out of the office.
- E. If employment ends for a telecommuter, all files and equipment must be returned prior to the telecommuter's last day of employment. If no notice is given, all files and equipment must be returned within 24-hours. The Department Head is responsible to ensure all files and equipment is returned within 24-hours.
- F. Any violations of the alternative workplace agreement may result in the termination of telecommuting and/or other disciplinary action.
- G. The telecommuter's salary, retirement benefits and Itasca County sponsored insurance coverage shall remain unchanged.
- H. If the telecommuter is sick or on vacation, the Supervisor shall arrange coverage per procedures for in-office employees.
- I. Alternative workplace agreements are not to be used in lieu of child care. Telecommuters may have dependents in the alternative work site during telecommuting hours only if those dependents are self-sufficient, or are being cared for by another person.
- J. The telecommuter must not undertake other employment in the alternative work site during telecommuting hours.
- K. If the telecommuter is unable to perform the assigned duties from the alternative work site due to equipment malfunctions, power outage, damage to off-site workspace, or other similar situations, the telecommuter shall immediately notify their Supervisor. The Supervisor may assign other work duties, or assign the telecommuter to report to the primary office.

- L. The telecommuter must attend division work meetings unless otherwise authorized by his/her Supervisor. The Supervisor may decide to call the telecommuter in to the office for emergency meetings, or to have the telecommuter participate via conference call.
- M. The telecommuter is only eligible for overtime if approved in advance by the telecommuter's Supervisor.
- N. To ensure effective communication with in-office coworkers, the telecommuter is expected to check both voicemail and e-mail regularly at least once per hour, or as determined by the Supervisor.
- O. The unannounced site visits shall be conducted by the telecommuter's Supervisor and one additional Itasca County employee.

VII. **OFFICE SETUP**

- A. Itasca County provided equipment, office supplies and files remain the property of Itasca County and are to be used for work-related purposes only.
- B. The telecommuter who is provided Itasca County equipment for use at an alternative work site location agrees to maintain it in operating condition or return it to Itasca County for maintenance.
- C. The telecommuter agrees to operate all equipment safely.
- D. The telecommuter agrees to return the equipment to their Supervisor when the telecommuting arrangement is discontinued or at Itasca County's request.
- E. The telecommuter is bound by the Itasca County Code of Ethics Policy and Itasca County Technology Policy. An on-line copy of these policies can be found on the Itasca County Intranet.
- F. The telecommuter's alternative work site address and telephone numbers are private information and are not to be given out without the expressed authorization of the telecommuter.
- G. The telecommuter's alternative work site address and phone numbers may be used by Itasca County as authorized by law.
- H. The telecommuter's alternative work site workstation is considered an extension of the Itasca County workspace. The Itasca County's Worker's Compensation insurance coverage shall continue to exist while the telecommuter is doing Itasca County business.
- I. The telecommuter agrees to carry a current homeowners'/renters insurance policy during the duration of the telecommuting.
- J. The telecommuter will provide their Supervisor and/or Department Head a visual inspection of their current homeowners'/renters insurance policy during the duration of telecommuting. A valid copy of the insurance declaration page must accompany the Alternative Workplace Agreement Appendices.
- K. No Itasca County or work-related meetings shall be held at the alternative work site without prior approval by the telecommuter's Supervisor and the telecommuter.
- L. Hardware:
 - 1. Hardware furnished by Itasca County shall be in accordance with the telecommuting agreement.
 - 2. When the alternative workplace agreement is terminated for any reason, all Itasca County owned equipment must be returned immediately, not to exceed five (5) business days and an inventory taken to ensure everything is returned and in good repair.
 - 3. The telecommuter is responsible for the equipment and must immediately report any damages.
 - 4. The telecommuter must take precautions to ensure the integrity of all equipment.
 - 5. The Itasca County Code of Ethics policy controls issues of personal use of Itasca County owned equipment.
- M. Software:
 - 1. Itasca County shall provide all software.
 - 2. The telecommuter may not duplicate Itasca County software for personal use.
 - 3. No software may be run on Itasca County equipment that is not approved by the Itasca County MIS Department.

4. Itasca County may inspect any Itasca County owned equipment or contents used in telecommuting.
- N. Copyright/Intellectual Property:
 1. The use of software, data and supplies provided by Itasca County at the alternative work site is limited to the authorized telecommuter and for the purposes related only to business for Itasca County.
 2. All software, written documents and other materials designed or developed by the employee on Itasca County time, or with Itasca County equipment are considered the property of Itasca County, whether it is on a Itasca County site or not.
- O. Furnishings/Ergonomics:
 1. The telecommuter is responsible for all costs associated with maintaining an alternative work site including electricity, heating, property taxes, insurance and all other costs relating to maintaining an alternative worksite.
 2. The telecommuter shall provide all necessary office furniture that meets all items outlined in the Itasca County Alternative Workplace Risk Assessment (Appendix B).
 3. The Telecommuter will meet with the Itasca County Risk/Safety Manager and complete the Itasca County Alternative Workplace Risk Assessment (Appendix B).
 4. The Risk/Safety Manager, telecommuter, Supervisor, Department Head and Administrative Services will be provided completed and signed copies of the Itasca County Alternative Workplace Risk Assessment to be kept on file.
- P. Certification of Alternative Work Site:
 1. The telecommuter is responsible for all items outlined on the Itasca County Alternative Workplace Risk Assessment Hazard Checklist.
 2. On-site inspections may be conducted by Itasca County staff to determine whether all criteria have been met to fully integrate the workspace into an extension of Itasca County.
 3. Inspections of the worksite will occur at any time during core work hours unless the employee has notified their Supervisor that leave time is being taken.
 4. If the telecommuter refuses to consent to inspections, the alternative workplace agreement may be terminated.

VIII. DOWNTIME

- A. The telecommuter must inform his/her Supervisor of equipment failure immediately.
- B. The Supervisor may require the telecommuter to report to the core work site and continue working or be assigned other duties until necessary repairs are made.
- C. Repeated circumstances of equipment failure, if owned by the telecommuter, may be cause for termination of the alternative workplace agreement.

IX. WORK SCHEDULE

- A. The work schedule of the telecommuter shall be determined by the Supervisor and made part of the telecommuting agreement.
- B. Hours shall be established during which the telecommuter must be available for contact.
- C. The telecommuter shall be expected to attend all assigned department meetings related to the performance of their position, including meetings held on a telecommuting day.
- D. Telecommuters must notify their Supervisor, or designated alternative, if they leave their alternative workplace location during established core hours.
- E. Work hours, overtime compensation and vacation schedules shall conform to Itasca County policy and to terms otherwise agreed upon by the telecommuter and Supervisor.
- F. If a telecommuter is sick during telecommuting hours, the telecommuter must report those hours worked and use sick leave, vacation or personal leave for hours not worked.
- G. The Supervisor may require the telecommuter to provide documentation concerning arrangements for dependent care during scheduled work hours.
- H. If a telecommuter is found to be unavailable during scheduled work hours, the alternative workplace agreement may be terminated.

X. SUPPLIES/INVENTORY MANAGEMENT/EXPENSES

- A. Itasca County shall provide the telecommuter with the necessary supplies using normal office supply procurement procedures.
- B. Telecommuters may not purchase supplies independently and seek reimbursement unless pre-authorized by their Supervisor.
- C. Any telecommuting expenses not specifically covered in this policy shall be addressed on a case-by-case basis between the telecommuter and their Supervisor.
- D. Mileage to and from the telecommuter's alternative work site is not subject to reimbursement even if the telecommuter is required to be in the office on a telecommute day.
- E. The telecommuter agrees that all Itasca County owned property shall be returned to Itasca County at their request.
- F. It is the responsibility of the telecommuter to immediately notify their supervisor if any supplies or confidential documents used for County business are damaged, misplaced or stolen.

XI. TAXES AND LIABILITY

- A. Tax implications, local ordinance and zoning issues related to the telecommuter's alternative work site shall be the responsibility of the telecommuter.
- B. The telecommuter remains liable for injuries to third persons and/or members of their family on the telecommuter's premises, including telecommuter's alternative work site.
- C. The telecommuter is covered by Itasca County's workers' compensation laws while in telecommuting status and conducting Itasca County business. Any work injury that occurs must be reported to the Supervisor immediately, using Itasca County's standard injury reporting process.
- D. The telecommuter's alternative work site is considered a work site only during scheduled working hours for purposes of workers' compensation.
- E. Itasca County does not assume any liability for loss, damage or wear of the telecommuter's owned equipment and furniture including normal wear on furnishings, any damage resulting from the installation of additional telephone lines, as well as any accidental damages due to the failure of Itasca County equipment.
- F. Itasca County shall bear responsibility for repairing Itasca County owned equipment in a timely manner.
- G. Itasca County is responsible for insuring Itasca County owned equipment.
- H. The telecommuter has the same responsibility for taking appropriate steps to minimize damage to Itasca County owned property at the alternative work site as at the office site.

XII. DATA SECURITY

- A. The telecommuter and Supervisor shall discuss the type and form of data which shall be taken to and from the alternative work site and agree on the security and transfer process necessary to meet the needs of their department.
- B. The telecommuter is responsible for the transportation of files to and from the office. Only files currently being worked on may be left at the alternative work site. The number and duration of time files may be out of the primary office is listed in each of the classification guidelines. Any exceptions of the guidelines must be approved by the Supervisor. If a file is left at the alternative work site and is urgently needed in the office, the telecommuter shall use work time to deliver or retrieve it. A hard copy listing the files taken to the alternative work site shall also be visibly posted in the telecommuter's primary office.
- C. Telecommuters are required to protect the privacy of Itasca County data at all times. Ways to protect data include, but are not limited to:
 - 1. When transporting data, the telecommuter shall proceed directly to the alternative work site without doing errands and leaving the data unattended.
 - 2. When data is transported from the primary office to the alternative work site, all documents shall be secured so no one can read the data during the transport.
 - 3. Hard copies of the data need to be secured in a locked file cabinet at the alternative work site.

4. If other people are in the alternative work site when an individual is telecommuting, the computer screen shall be minimized and/or locked.
 5. The telecommuter shall lock down the computer when leaving it.
 6. The telecommuter shall bring all case data and printouts back to the primary office for confidential destruction and shredding.
- D. Disclosure of private or confidential data related to telecommuting is grounds for terminating the alternative workplace agreement as well as additional disciplinary action.
 - E. As a last resort, flash/jump drives provided by Itasca County may be used for transporting electronic files. Flash/jump drives must be password protected. The preferred method is to use the VPN on Itasca County network drives.
 - F. It is the responsibility of the employee using the portable device to keep the equipment in a safe environment and protected to the extent possible from theft or damage. All County data collected, stored, processed, or disseminated by County employees on a portable device is governed by the Data Practices Act. Any use of a portable device which has County data by unauthorized persons is prohibited. Employees must immediately notify their supervisor and the MIS Department if a portable device used for County business is damaged, misplaced or stolen.

XIII. REMOTE CONNECTIONS AND PHONE LINES

- A. Telephones, line connections and Internet access are the responsibility of the telecommuter.
- B. The telecommuter must have high-speed access to the Internet in order for systems to work correctly and be supported by Itasca County MIS.
- C. If the telecommuter is using a wireless router in their alternative work site, the router must be secured and password protected.

XIV. TECHNICAL SUPPORT AND TRAINING

- A. Itasca County shall bear responsibility for repairing Itasca County owned equipment in a timely manner. The telecommuter will report the issue to their Supervisor who will direct them to report to the main office or instruct the employee to take the balance of the day and use leave for the hours missed. If the MIS staff determine the problem requires physical access to any of the systems they support, the telecommuter is responsible to bring the defective equipment to the MIS Offices.
- B. The Department's expectations are that telecommuters are technically savvy to troubleshoot simple problems and if necessary work through issues with the aid of the MIS Help Desk staff.

XV. TELECOMMUTING AGREEMENT

- A. The telecommuter, Supervisor and Department Head are required to sign an alternative workplace agreement setting out the terms and conditions of the agreed upon telecommuting arrangement.
- B. The alternative workplace agreement must be discussed and renewed annually (Appendix C), or whenever there is a major position change such as a promotion or demotion, or whenever the telecommuter and Supervisor changes positions. Because telecommuting was selected as a feasible work option based on a combination of job, employee and Supervisor characteristics, a change in any one of these elements may require review of the telecommuting arrangement.
- C. Telecommuting is a work arrangement between an individual employee and his/her Supervisor.
- D. The telecommuter has no automatic right to telecommute.

APPENDIX A
ITASCA COUNTY ALTERNATIVE WORKPLACE AGREEMENT

Employee and Location Information:

1. Employee Name (Printed): _____
2. Employee Log-In Name (Printed): _____
3. Employee Email Address (Printed): _____
4. Employee Supervisor's Email Address (Printed): _____
5. Department: _____
6. Alternative Work Site Location: ☐ Employee residence ☐ Other (specify): _____
7. Employee's Telecommuting Work Address: _____
8. Brief description of designated workspace at remote work location: _____

Telecommuting Schedule:

9. ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Schedule remains the same each week
☐ Other (specify) _____
10. Regular work schedule is: _____ a.m. to _____ p.m.
11. Core work hours at worksite are: _____ a.m. to _____ p.m.

Equipment and Furnishings:

12. Itasca County may provide the following equipment/services for purposes of telecommuting:
 - A. Computer Make and Model: _____
Asset Number: _____
 - B. Monitor Make and Model: _____
Asset Number: _____
 - C. Printer Make and Model: _____
Asset Number: _____
 - D. Other: _____
 - E. Software:
 1. _____
 2. _____
 3. _____
 4. _____

13. The employee will provide the following equipment and furnishings: _____

Conditions:

14. Frequency and type of contact between the employee and his/her Supervisor on telecommuting days will be: _____
15. The employee agrees to check e-mail and call the permanent work location to obtain messages at least once per hour, or as determined by the Supervisor.
16. Other conditions/expectations/performance measures agreed upon by the employee and Itasca County:
- A. Itasca County will pay for the following expenses:
 - i. Documented charges for business related telephone calls in excess of the telecommuter's long distance remote site telephone charges.
 - ii. Maintenance and repairs to Itasca County owned equipment.
 - iii. Regular office supplies. These must be requisitioned using Itasca County's purchasing policy.
 - iv. Other: _____
 - B. Itasca County will not pay for the following expenses:
 - i. Maintenance or replacement of privately owned equipment and/or furnishings.
 - ii. Utility costs associated with the use of the computer or occupation of the remote site.
 - iii. Travel expense associated with commuting to the Itasca County core offices.
 - C. The employee has read and agrees to all terms and conditions of the Itasca County Alternative Workplace Policy and Computer Use Policy.
 - D. The employee agrees to carry out the steps needed for good information security in the remote office setting. The employee will check with his/her Supervisor if there are issues with security.
 - E. The employee will notify his/her Supervisor immediately if there are equipment problems that affect performance of the work duties.
 - F. The employee agrees that all work completed and products created as a result of the employment with Itasca County are the property of Itasca County.
 - G. The employee agrees to document dependent care arrangements at the Supervisor's request in order to assure optimal telecommuting conditions.

The Alternative Workplace Agreement will start on _____. Annual review is required on the anniversary of the start date and either party may discontinue the Agreement within the guidelines set out in the Itasca County Alternative Workplace Policy.

Employee Signature

Date

Supervisor Signature

Date

Department Head Signature

Date

Risk/Safety Manager Signature

Date

MIS Department Head Signature

Date

APPENDIX B
ITASCA COUNTY ALTERNATIVE WORKPLACE RISK ASSESSMENT

Employee Name (Printed):			
Department:			
Type of work activity (What work will be performed):			
Date of assessment:			
Duration of Telecommuting:	Regular (e.g. 1 day per week)	Occasional	Full-time

Hazard Checklist *Please answer Yes or No for the following questions. Note explanation if necessary.*

Working environment of area where alternative workplace takes place	
Is there sufficient ventilation?	
Is there sufficient lighting for the tasks?	
Is there sufficient heating? Are heating systems maintained in good working order?	
Are portable heaters being used? If yes, the telecommuter understands the risks and liabilities associated with the use of these devices.	
Is there sufficient space for all the furniture & equipment used?	
Is flooring in good condition and free from trip hazards?	
Is there sufficient safe & secure storage space for equipment and documents used?	
Is the work area subject to noise at a level which is likely to affect the employee's concentration?	
Electrical safety	
Is the fixed electrical system in good condition with no signs of scorching or arcing on sockets?	
Are there sufficient numbers of sockets to prevent overloading?	
Understand that if extension cords are used, they should be <i>positioned so that they are not subject to excessive wear or damage and do not present a trip hazard.</i>	
Is electrical equipment used for home working in good condition and free from any visual faults?	
Does the employee undertake visual checks of electrical equipment to identify any obvious faults such as worn or damaged leads or plugs?	
Laptop and connectivity software are arranged?	

Safe Posture	
Has the employee received training/information on how to set up their workstation to avoid poor posture?	
Does the chair used provide sufficient lumbar support?	
Can the employee sit with their shoulders in a relaxed position and their elbows at a 90-degree angle, with the upper arms vertical and forearms horizontal while keying and using the mouse?	
Is the work surface of a sufficient size to accommodate all the equipment to be used?	
Is there sufficient space in front of the keyboard for the employee to rest their hands in between keying?	
Does the employee have to read/refer to/copy from documents placed flat on the desk? <i>(This will lead to awkward neck movements and should be avoided by using a document holder.)</i>	
Is there sufficient space below the work surface for the employee's legs to enable them to stretch and change position?	
Can the employee's feet rest flat on the floor without a footrest?	
Is the employee aware of the importance of taking regular breaks from computer based work before becoming fatigued?	
Has the employee experienced pain or discomfort when using the computer at home?	
Visual fatigue	
Is the screen positioned at the correct height and viewing distance? <i>(The employee's eye-line should be just below the top of the screen and the screen should be positioned directly in front of the user at approximately an arm's length away).</i>	
Is the screen free from glare or reflections? <i>(Ideally, the screen should be at right angle to windows, windows should be provided with blinds or curtains to prevent glare from falling onto the screen.)</i>	
Is the screen free from flicker and are images clear & stable? <i>(MIS can advise how to adjust the settings to suit the needs of the user)</i>	
Has the employee suffered from headaches or visual discomfort when working at the computer at home?	
Stress	
Is there sufficient segregation from disruption from children, pets, or other family members?	
Are there arrangements for keeping in contact with the employee working from an alternative work site?	
Are there arrangements in place to conduct regular supervision/ personal development reviews with the employee working from an alternative work site?	

Is support readily available to the employee to deal with either MIS issues or other specific work queries?	
Does the employee have access to sufficient training, information, & instruction to enable them to undertake their work safely?	
Emergency arrangements	
Does the alternative workplace have adequate smoke alarms and carbon monoxide detectors?	
Has the employee identified what they will do in the event of a fire or other emergency? The employee should plan their escape route and have tools available to break double-glazed windows.	
Does the employee have access to a first-aid kit?	
Does the employee have current homeowners/rental insurance in place?	
Has the Supervisor visually inspected the current homeowners/rental insurance policy? Always provide a copy of a current Insurance Declaration page if the employee will work from their residence. The Insurance Declaration page needs to show the insured property address, the policy effective dates, and personal liability coverage.	

Action taken by employee to address any issues	
Action taken by Risk/Safety Manager to address any issues	
Employee Signature	Date:
Supervisor Signature	Date:
Risk/Safety Manager Signature	Date:

APPENDIX C
ITASCA COUNTY ALTERNATIVE WORKPLACE AGREEMENT ANNUAL REVIEW

Employee Name (Printed): _____

Employee Log-In Name (Printed): _____

Employee Email Address (Printed): _____

Employee Supervisor's Email Address (Printed): _____

Has any of the information from Appendix A or B changed for this employee in the last year? No____ Yes____

If **Yes**, please complete the necessary Appendix(s) to reflect those changes, provide all signatures and dates and return to the Risk/Safety Manager for review.

Always provide a copy of a current **Insurance Declaration** page with Appendix C if telecommuting from a home residence as those Insurance Declarations renew yearly as well. The Insurance Declaration page needs to show the insured property address, the policy effective dates, and personal liability coverage.

If the Alternative Work Site Location is other than the employee's residence, please specify below:

If No, please confirm the following information, provide signatures, dates, and return to the Risk/Safety Manager.

A. Computer Make and Model: _____ Asset Number: _____

B. Monitor Make and Model: _____ Asset Number: _____

C. Printer Make and Model: _____ Asset Number: _____

D. Other Equipment Provided: _____

Employee Signature

Date

Supervisor Signature

Date

Department Head Signature

Date

Risk/Safety Manager Signature

Date

MIS Department Head Signature

Date



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 28, 2026

REQUEST FOR BOARD ACTION: RBA-2026-388

DEPARTMENT: Land Department

TIME REQUESTED: < 5 Minutes

PRESENTER: Sara Thompson

AGENDA ITEM:

County-Club OHV Trail Agreement Cancellation and Transfer

BOARD ACTION REQUESTED:

Authorize cancellation of the County-Club Off-Highway Vehicle (OHV) Trail agreement between Itasca County and the Balsam Trail Blazers ATV Club and authorize transfer of the County-Club Agreement between Itasca County and the Swampsiders Snowmobile/ATV Club, and authorize necessary signatures.

BACKGROUND:

Section 16 of the County Club Off-Highway (OHV) Trail Agreement allows the contract to be canceled by either party at any time with or without cause upon 30 days' written notice. Future maintenance responsibilities for the Balsam and Little Moose ATV/OHM Trail systems have been formally adopted by the Swampsiders Snowmobile/ATV Club.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Itasca County-OHV Club Agreement
2. Swampsiders Minutes 08.05.2025
3. Special Board Meeting 04.18.2026
4. Cancellation Letter of County Club OHV Trail Agreement

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Venema
SECONDER:	Commissioner Snyder
AYES:	Cory Smith, Terry Snyder, Larry Hopkins, Casey Venema
ABSENT:	John Johnson

County-Club Off-Highway Vehicle (OHV) Trail Agreement

This agreement is made the ____ day of _____, 20____, by and between the County of Itasca, a political subdivision of the State of Minnesota, hereinafter referred to as the “County”, and _____ a
duly organized non-profit corporation, hereinafter referred to as the “Club”.

Recitals

WHEREAS the Minnesota Trails Assistance Program, popularly known as the “Grants-in-aid” (GIA) program, hereafter “Program”, provides a cost-sharing program for the development and maintenance of public trails and areas for all-terrain vehicles, off-highway motorcycles, snowmobiles, and off-road vehicles; and

WHEREAS the “County” is a “sponsor” under the “program” and is accountable for expenditures charged to the program; and

WHEREAS the “Program” provides financial and technical assistance to the “County” for the construction and maintenance of approved trail(s), and the “County” desires to avail itself of that assistance; and

WHEREAS the Minnesota Department of Natural Resources publication entitled “Minnesota Trails Assistant Program”, hereafter “Manual,” contains suggestions to aid in the “Program’s” implementation; and

WHEREAS the public trail and area that is the subject of this agreement, and which hereafter is referred to as the “Designated trail” is: _____

NOW THEREFORE, the parties agree as follows:

1. The “County” shall apply to the State of Minnesota Department of Natural Resources for financial and technical assistance under the “Program” for the “Designated trail(s)” design, construction, maintenance, repair, and operation.
2. If “Program” assistance is granted for the “Designated trail”, the “County” shall:
 - a. Acquire the licenses, easements, leases, or other interests in the land necessary for the design, construction, maintenance, repair, and operation of the “Designated trail”.
 - b. Design, construct, and sign the “Designated trail” consistent with sections 6 and 7 of the “Program” to the extent possible. Section 6 contains the “Program’s” “trail design and construction suggestions”. Section 7 contains the “Program’s” “signing suggestions”.
3. The “Club” at its sole expense, shall:
 - a. Subsequent to the “Designated trail(s)” design and construction, inspect, maintain, repair, and keep the trail reasonably safe for public use in a manner consistent with sections 6 and other applicable provisions and suggestions of the “Program”.
 - b. Maintain and replace signs to provide direction, information and user safety along the “Designated trail” consistent with the signing suggestions of section 7 and other sign-related provisions or suggestions of the “Program”.
 - c. Subsequent to the “Designated trail(s)” design and construction, ensure that any work in connection with the trail is in accordance with the terms and conditions of the agreement between the State of Minnesota and the “County” under the “Program” and applicable to the “Designated trail”, and which terms and conditions are incorporated by reference.

4. Without intending to waive either party's statutory immunity from liability under Minn. Stat. 604A.20 through Minn. Stat. 604A.27, the "Club" agrees to defend, indemnify, and hold the "County" harmless from any and all claims for any and all liability for injury to, or death of persons, and loss or destruction of or damage to property, brought by anyone arising out of the "Designated trail" including, but not limited to, claims arising out of the design, construction, inspection, maintenance, repair, operation, supervision, inspection, or use of the trail.
5. Without intending to waive either party's statutory immunity from liability under Minn. Stat. 604A.20 through Minn. Stat. 604A.27, the parties agree that to protect the "Club" against any and all liability it or its officers and employees may sustain arising out of the "Club's" performance or failure to adequately perform its obligations under this agreement, and to also protect the "County" under the defense and indemnity provisions set forth in the foregoing paragraph, the "Club" shall purchase and keep in force liability insurance naming the "County" as insured in the amounts equal to the maximum liability limits of Minn. Stat. 466.04, subd. 1.
6. The "County" expects to receive financial assistance from the "Program" to pay for a portion of the costs for the "Designated trail(s)" establishment, design, construction, maintenance, repair, and operation. The "County" agrees to reimburse the "Club" for the latter's work under the agreement utilizing "Program" funds for these payments provided the work and the amounts claimed qualify for reimbursement under the "Program" as determined in the "County's" discretion. The "County's" responsibility to pay the "Club" for its work under this agreement is strictly limited to "Program"-derived funds for the "Designated trail". The "Club" shall bear full and exclusive responsibility to absorb the remainder.

7. The “Club” shall create, maintain, and provide to the “County” monthly reports of work completed on the “Designated trail”. The “Club’s” records and reports shall contain sufficient detail about its work to enable the “County” to determine whether “Program” funds can be utilized to reimburse the “Club”. The “Club” shall establish and maintain accurate and current recordkeeping of the work it performs under this agreement. Any claim for reimbursement made by the “Club” shall be stated in writing, itemized, and signed by an authorized representative of the “Club” under a declaration providing, to the effect: “that such account, claim, or demand is just and correct and that no part of it has been paid”.
8. In the event that a performance penalty is assessed against the “County” by the State of Minnesota under the “Program”, payment or reimbursement to the “County” of the penalty, or the amount thereof, shall be the responsibility of the “Club”. At the option of the “County”, said penalty shall be immediately payable, be deducted from future payments to which the “Club” is entitled, or recovered as otherwise mutually agreed to by the parties.
9. The “County” shall not be liable for any costs or expenses incurred by the “Club” in connection with the “Designated trail(s)” in the event state funds under the “Program” are depleted or reduced, or are in any way modified.
10. At all times and for all purposes under this agreement, the “Club” shall be an independent contractor and is not an employee of the “County” for any purpose. No statement contained in this agreement shall be construed so as to find the “Club” to be an employee of the “County”. The “Club” shall not be entitled to any of the rights, privileges or benefits of employees of the County of Itasca including, but not limited to, worker’s compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims. The “Club” acknowledges and agrees that no withholding or deduction for State or

Federal income taxes, FICA, FUTA or otherwise will be made from the payments due the “Club”, and that it is the “Club’s” sole responsibility to comply with applicable provisions of all Federal and State tax laws. The “Club” shall at all times be free to exercise initiative, judgment and discretion as to how best to perform or provide services it is required to perform under this agreement. The “Club” is responsible for hiring sufficient workers to perform the work required by this contract, withholding their taxes and paying all other employment tax obligations on their behalf.

11. NONDISCRIMINATION: During the performance of this agreement, the “Club” agrees to the following: no person shall, on the grounds of race, color, or religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin, or sexual orientation be excluded from full employment rights and, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.
12. NONASSIGNMENT: The “Club” shall not assign its rights or responsibilities under this agreement without the prior written approval of the “County”.
13. “CLUB” SUBCONTRACTORS: The “Club” shall be responsible for the performance of all of its subcontractors for work on the “Designated trail(s)”.
14. DATA PRACTICES: All data collected, created, received, maintained, or disseminated for any purposes by the “Club” because of this agreement is covered by the Minnesota Data Practices Act, Minn. Stat. chapter 13 as amended, and the Minnesota rules implementing such act now in force or as adopted, as well as Federal regulations on data privacy.
15. RETENTION AND AUDIT OF “CLUB” RECORDS: The “Club” agrees that the “County”, its officers and employees, and the State Auditor, and its authorized officers, employees and

representatives, at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, copy, audit, excerpt, and transcribe any books, documents, papers, records, and papers which are pertinent to the accounting practices and procedures of the “Club” and involve transactions relating to this agreement. The “Club” agrees to maintain these records for a period of six (6) years from the date of termination of this agreement. For the purpose of this agreement, “records” includes electronic data created, collected, retained, or stored in the computers of the “Club”, its officers and employees.

16. CANCELLATION OF: This contract may be cancelled by either party at any time with or without cause upon 30 days’ notice delivered by U.S. Mail or in person.
17. NOTICES: Whenever notice is required under this agreement, it shall be in writing delivered by hand or U.S. Mail addressed as follows:

Notices to “County”:

Kory Cease and Sara Thompson
Itasca County Land Department
1177 LaPrairie Avenue
Grand Rapids, MN 55744

Notices to “Club”:

“Club” Name: _____

“Club” President: _____

Street Address: _____

City: _____

18. EXECUTION: In witness whereof, the parties have caused this agreement to be signed by their duly authorized officers.

COUNTY OF ITASCA

By: _____
Chairperson, Itasca County Board of Commissioners

By: _____
Clerk, Itasca County Board of Commissioners

CLUB

By: _____
President

By: _____
Secretary

AUGUST 5, 2025

Meeting was called to order by Adam Fremling/President at 1902

Members Present: Adam/Shannon Fremling, Kurt Ogle, Kevin Koetz, Kelly Kolden, Brent Bottomley, Mac

Secretary's report was read – Motion to approve Kurt 2nd Kevin

Treasurer's Report - Shelly is gone this month – no report other than we received some checks - \$1000 from Rays Sport, \$12,268.42 & \$2445.48 for trail work.

Coleraine Clubhouse - balance \$

Snow Trail Acct – balance \$

Atv Trail Acct – balance \$

Paypal Acct – balance \$

Bigfork Money Market – balance \$

Bigfork Club Money Market – balance \$

Bigfork 36mo CD – balance \$

Motion to accept – , 2nd - Approved

Trail Report:

All 3 kiosks are up, both gates are also in. work went well.

Someone ruined our work ahead sign while guys were out working.

Will get couple culverts done later fall time.

Sign work needs to be done on both ATV & Snowmobile trails.

Need to get the snowmobile maps done up for the kiosks

Old Business:

-September event – Tickets here, please help sell, if anyone can get donations for raffles??? Need help day of – Who's available? What are we doing for food? Burgers/Brats

-Still working on rental agreement for the clubhouse – members will be charged to use for propane, electricity & cleaning

-4th pancake feed – July 5th served 121 adults, 15 children, 1 new membership, \$237 in donations, \$105 in merchandise, total income that day \$1662.00 – expenses:

-Update the In Memory Plaques and find a place to hang them. Treasure Bay to do the names on plaques.

- What interest is there for new ATV trails (2 of them) – Kevin/Mac feel we should discuss pros & cons.
- Anyone talk to Leon @ Trailside for beer for September – they are working on getting their certificate

NEW Business:

-Trailblazers call – approached – they will be dissolving the Trailblazers as November 1st and asking if we could take over their 26 miles of trail. This is ATV trail. Board agrees on taking this over, but looking for more feedback from members. (Amendment 4/18/2026 from special meeting – Swampsiders to take over the Trailblazers trail system (Balsam Trail & Little Moose Trails) starting for the 2026 ATV Season – Motion Kevin, 2nd Shannon – Approved)

-\$50 donation in memory of Audrey Lehrer from Darwin/Cheryl Tillman & Shawn/Amy Tillman

-Atv MN is looking for donations again for fall ride – Sept 26-28th. Kevin motion to donate \$50, 2nd Kurt – approved

-Finally have the county land purchase agreement - \$17,852.43 – will go to vote August 12th.

-looking to purchase 2 – 20gal propane tank for flatplate – motion Kevin, Kurt – approved

-Club to purchase mower to keep the club grounds mowed better. That way we have a mower here vs having to load up & haul something – will table for this year and will discuss more next spring.

-VFW wants to do another ride to Golf Course - Will we be willing to help again, 50/50, Sloppy Joes, want us to do burgers back in Blackberry for final meal. Sept 6th. Will get back to us on time. Will use our tent at the golf course, tables/chairs. Will need people to help with this.

Meeting adjourned at 1955

Motion by Kevin

2nd Kurt

Special Board Meeting – April 18, 2026

A special board meeting was called to order at 2:45pm by President Adam Fremling.

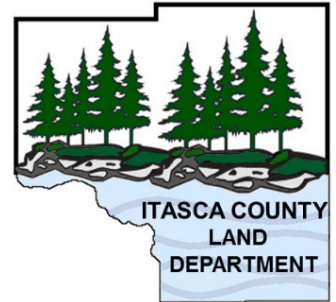
Members present – Shelly Brandstrom, Shannon Fremling, Adam Fremling & Kevin Koetz by phone.

Meeting was to discuss an amendment to the August meeting in-regards to the Trailblazers dissolution and for to have Swampsiders take over that trail system ([Balsam Trail & Little Moose Trails](#)) as of 2026 ATV Season. Motion to take over Trailblazers by Kevin, 2nd by Shannon - approved

Meeting Adjourned – 3pm motion, Shelly, 2nd Shannon

ITASCA COUNTY LAND DEPARTMENT

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



Balsam Trail Blazers ATV Club
Attn: Eric Meese – President
27394 E Hanson Lake Rd
Grand Rapids, MN 55744

April 23, 2026

Dear Mr. Meese,

Pursuant to Section 16 of the County Club Off-Highway (OHV) Trail Agreement, Itasca County hereby provides formal 30 day notice of termination of the agreement as authorized by the Itasca County Board of Commissioners. In accordance with the terms of the agreement, either party may terminate the contract with or without cause upon 30 days' written notice. Future maintenance responsibilities for the Balsam and Little Moose ATV/OHM Trail systems have been formally adopted by the Swampsiders Snowmobile/ATV Club.

The County extends its sincere appreciation for the years of volunteer service your organization has provided in maintaining these trail systems since 2010. Thank you for your contributions.

Respectfully,

Kory Cease
Itasca County Land Commissioner

Sara Thompson
Forest Recreation Specialist



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 28, 2026

REQUEST FOR BOARD ACTION: RBA-2026-389

DEPARTMENT: Transportation

TIME REQUESTED: < 5 Minutes

PRESENTER: Karin Grandia

AGENDA ITEM:

Annual Road Maintenance Agreements with Townships and Cities

BOARD ACTION REQUESTED:

Approve the 2026/2027 Annual Road Maintenance Agreements and authorize the County Board Chairperson and the Clerk to the County Board to sign Agreements and authorize the County Engineer to modify the Attachment "A" to the Agreements as needed and upon mutual agreement with the Township or City.

BACKGROUND:

Annually, the Itasca County Transportation Department offers the opportunity for townships and cities to contract for snowplowing, grading, and dust control services offered by the County. Attached is a copy of the Arbo Township "Agreement for Work on Township Roads" and Attachment "A" which serves as a sample of the agreements.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. Arbo (RBA Sample)

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Venema
SECONDER:	Commissioner Snyder
AYES:	Cory Smith, Terry Snyder, Larry Hopkins, Casey Venema
ABSENT:	John Johnson

AGREEMENT FOR WORK ON TOWNSHIP ROADS

This Agreement made this ____ day of _____, 2026, by and between the County of Itasca, hereinafter referred to as the “County” or “Itasca County”, and the Township of _____, hereinafter referred to as the “Township”.

Whereas, pursuant to the laws of Minnesota, the governing body of any Township may contract with Itasca County, in which the Township is situated, for the use of County equipment and operators, for snow removal from, and for the blading of, any or all Township roads within the Township.

Whereas, pursuant to the laws of Minnesota, the contract price to be paid by the Township to Itasca County, shall not be less than the actual cost to the Transportation Department for the use of such equipment, operator, materials or contracted cost.

Now, wherefore, in consideration for such work the Township agrees to pay Itasca County at the rates shown in Attachment “A”, for the said twelve-month period for snowplowing and/or grading, subject to the following:

1. Term
This Agreement for grading and/or snowplowing and shall commence on the first day of May, 2026, and shall continue for a twelve (12) month period. This Agreement may be extended for additional twelve month periods upon the mutual consent of the Transportation Department and the Township.

2. Termination
Either party may cancel this Agreement upon Thirty (30) days notice, with or without cause. Notice shall be in writing served by mail or in person by the Township to the Itasca County Engineer, and by the Transportation Department to the Township Clerk.

Employees

Transportation Department employees performing the work on Township roads as described in this Agreement shall be deemed Transportation Department employees for all purposes while so engaged.

3. Billing
The Township shall pay Itasca County upon receipt of invoice for services, snowplowing services are billed in January, grading services are billed in July.

4. Attachment “A”
Attachment “A” shall be considered a part of this “Agreement for Work on Township Roads” and shall provide the information as follows:

- a.) Annual rates (per mile) for grading gravel roads once per month and twice per month. The annual rates will be set by Itasca County.
- b.) Annual rate (per mile) for snowplowing. The annual rates will be set by Itasca County.
- c.) Township shall indicate which roads are included in this agreement, along with the length of each road.
- d.) Maps of roads as required. Itasca County will provide maps of the Township roads as part of this agreement.

5. Time and Manner of Work

- A. The Transportation Department reserves the right to do the work described in this Agreement on Township roads at such time and in such manner so as to not interfere with, nor delay, the work schedule of County roads. The Transportation Department has an obligation to provide services first to Itasca County Roads. As it is likely that the services provided herein may be also needed at more than one location at any time, it shall be at the sole discretion of the County Highway Engineer or their designee to determine the allocation of resources available to provide services under this agreement. This determination shall be final. The Township hereby absolves and agrees to indemnify and hold harmless Itasca County, its agents, servants or employees from any liability arising from such decisions.
- B. Snowplowing will not be performed before November 1st, or after March 31st; unless determined to be necessary by the District Maintenance Supervisor, the Highway Maintenance Engineer, or the County Highway Engineer.
- C. Snowplowing for emergency situations will only be performed when the Sheriff's Office makes the request. For emergencies, call 911.
- D. Grading shall not be performed after November 1st, or before March 31st unless determined to be necessary by the District Maintenance Supervisor, the Highway Maintenance Engineer, or the County Highway Engineer.

6. Unavoidable Delays

Itasca County shall not be held liable in accordance with this contract for unavoidable delays. Unavoidable delays can include delays which were beyond the power of Itasca County to control, with no fault or negligence on its part. Such delays can include acts of nature, i.e. severely inclement weather, floods, tornadoes and strikes.

7. Special Covenants

- A. Township covenants that each road identified in attachment "A", is a public road which is open for public use, and which is subject to the jurisdiction and control of the Township.
- B. For each road identified in attachment "A", the Township shall:
 - 1. Erect and maintain appropriate signs at the point of termination of each road.
 - 2. Provide a suitable turnaround site as close to the point of termination of said road as practical. The location and size of the turnaround space shall be subject to approval by the Itasca County Engineer in his/her exclusive discretion.
- C. Township covenants that any and all necessary consents have been obtained and remain in effect enabling entry of Itasca County equipment to land beyond the point of termination of any road identified in attachment "A", where such entry is necessary to reach the designated turnaround area.
- D. Township shall defend, indemnify, and save Itasca County harmless from any and all claims, demands and judgments based upon, right of way claims or arising under Minnesota Statute 160.05, with respect to any road identified in attachment "A", and further including any turnaround area and road leading thereto beyond the designated termination point of road.
- E. Nothing herein shall alter, limit, or diminish the duties and responsibilities of the Township with respect to the roads identified in attachment "A".

9. Indemnification and Hold Harmless

Except as otherwise set forth above in sections 6 and 8 each party shall fully indemnify and hold harmless the other against all claims losses, damages, liability, suits, judgments, costs and expenses by reason of the action, inaction, errors, omissions, or negligence of its employees. This agreement to indemnify and hold harmless does

not constitute a waiver by either party of the limitations on liability provided by Minnesota Statutes Chapter 466 or of any defenses or governmental immunities as to third parties. Each party is responsible to maintain liability insurance in at least the amount of its maximum liability under Minnesota Statutes Chapter 466.

To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity” and it is the intent of the Parties that they shall be deemed a “single government unit” for the purpose of liability, as set forth in Minnesota Statutes, Section 471.59, Subd. 1a; provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Party.

IN WITNESS WHEREOF, the parties hereunto have each caused this Agreement to be executed by their respective officers, hereby duly authorized, as of the date and year first above written.

I have reviewed the foregoing Agreement and I recommend that the Itasca County Board approve the same.

By: _____
Itasca County Highway Engineer

Date: _____

APPROVAL BY COUNTY OF ITASCA

County Board Chairperson

Date: _____

APPROVAL BY _____ TOWNSHIP
Motion

By: _____
TWP Board Member

Second
By: _____
TWP Board Member

Motion Passed:

TWP Board Chairperson

Date: _____

I, the undersigned, am the duly appointed Clerk or Deputy Clerk of the above referenced unit of government and attest that on the above referenced date, at a duly convened meeting of the Board, a resolution was duly adopted by the Board approving the agreement set forth above.

By: _____
Clerk/Deputy Clerk
Itasca County Board

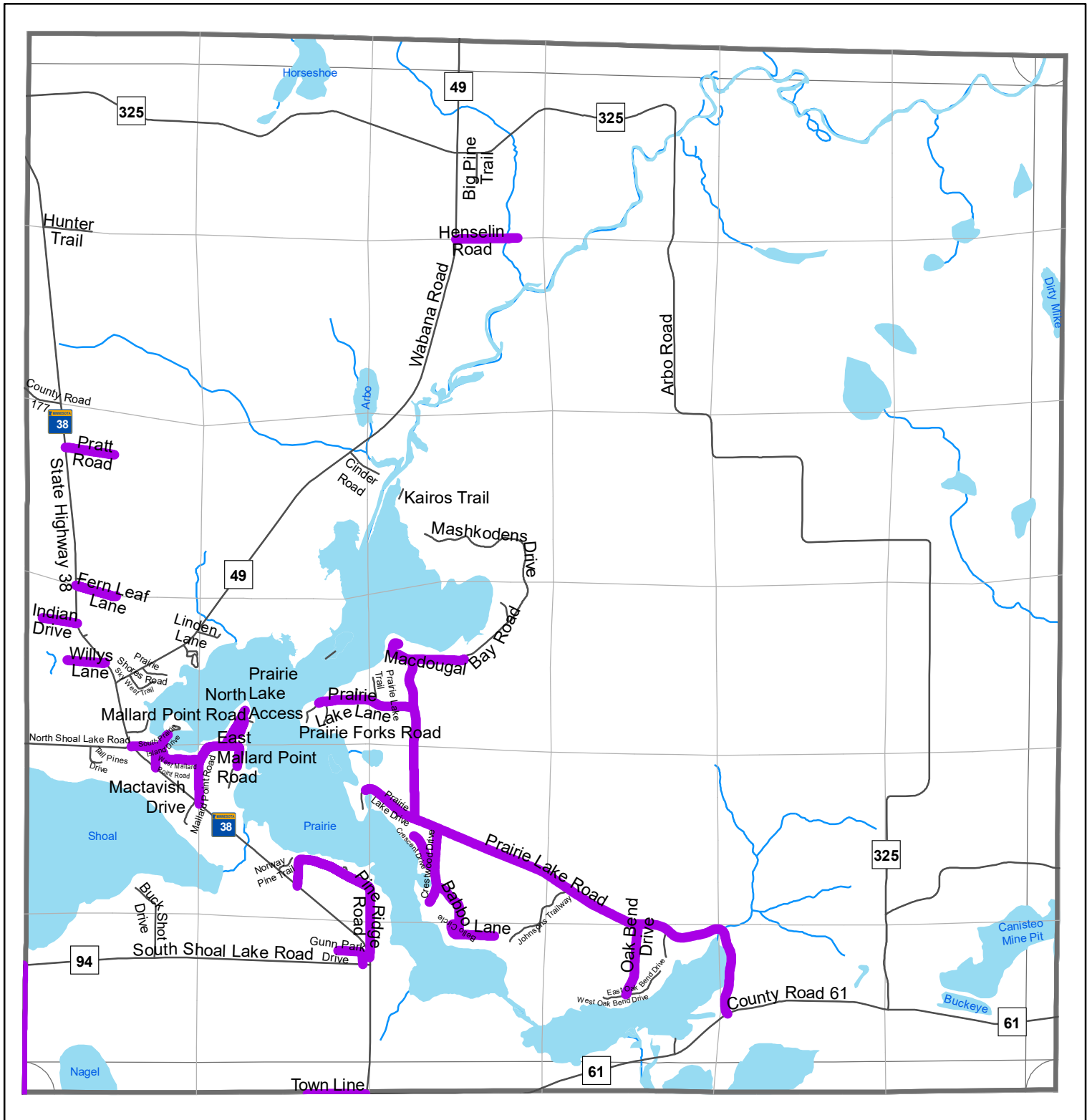
By: _____
Clerk/Deputy Clerk
Township

Your Town/Township is currently under contract with Itasca County for the services shown below. This contract expires **April 30th, 2026**. Your Town/Township must authorize continuance of this contract for the period **May 1, 2026 to April 30th, 2027**. **If there are changes, please note them in the comments section** and we will adjust new contract. Rates for 2026 Grading are: \$1250/Mile for one trip per month; and \$2500/Mile for two trips per month. Rate for 2026-2027 Snowplowing is: \$1625/Mile. Rate for Town Hall/Buildings is 0.25 Miles * \$1625/Mile = \$406.25/Location Annually. **Dust Control has been removed from services offered for 2026.**

ARBO TWP - Attachment "A"

Road Name	length of road	grading once per month	grading twice per month	snowplowing	Comments
	miles	miles	miles	miles	
1 Arbo Hall Road	0.25			0.25	
2 Babbo Lane	0.55			0.55	Paved summer of 2008
3 Bello Circle	0.10			0.10	Added Snowplowing 2019
4 Crescent Drive	0.20	0.20		0.20	
5 Crestwood Drive	0.45	0.10		0.45	
6 Fern Leaf Lane	0.25	0.25		0.25	
7 Macdougall Bay Rd.	0.50			0.50	Removed Grading 2019 (paved)
8 Gunn Park Drive	0.20			0.20	
9 Henselin Road	0.35	0.35		0.35	
10 Indian Drive	0.20	0.20		0.20	
11 Lost Lake Drive	0.80	0.80		0.80	
12 Mallard Pt. Road	0.60			0.60	
13 N. Mallard Pt. Road	0.25			0.25	
14 W. Mallard Pt. Road	0.30	0.30		0.30	
15 E. Mallard Pt. Road	0.15			0.15	
16 Oak Bend Drive	0.40			0.40	Removed Grading 2019 (paved)
17 Pine Ridge Road	1.00			1.00	
18 S. Prairie Island Dr.	0.10			0.10	
19 Prairie Lake Drive	0.35			0.35	
20 Prairie Lake Lane	0.55			0.55	
21 Prairie Lake Road	3.50			3.50	
22 Pratt Road	0.25	0.25		0.25	
23 Town Line Road	0.30			0.30	
24 Willy's Lane	0.20	0.20		0.20	
25 Town Hall				0.000	No Plow
26					
27					
28					
Totals-	11.80	2.65	0.00	11.80	last updated: March 11, 2025

Arbo Township



0 0.5 1 2 Miles



Itasca Geographic Information System
"decision support through automation"

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N:\MAINTENANCE\Maintenance Contracts\Twp-City Maintenance
Twp Maintenance Agreement Maps\2019-2020 Maps

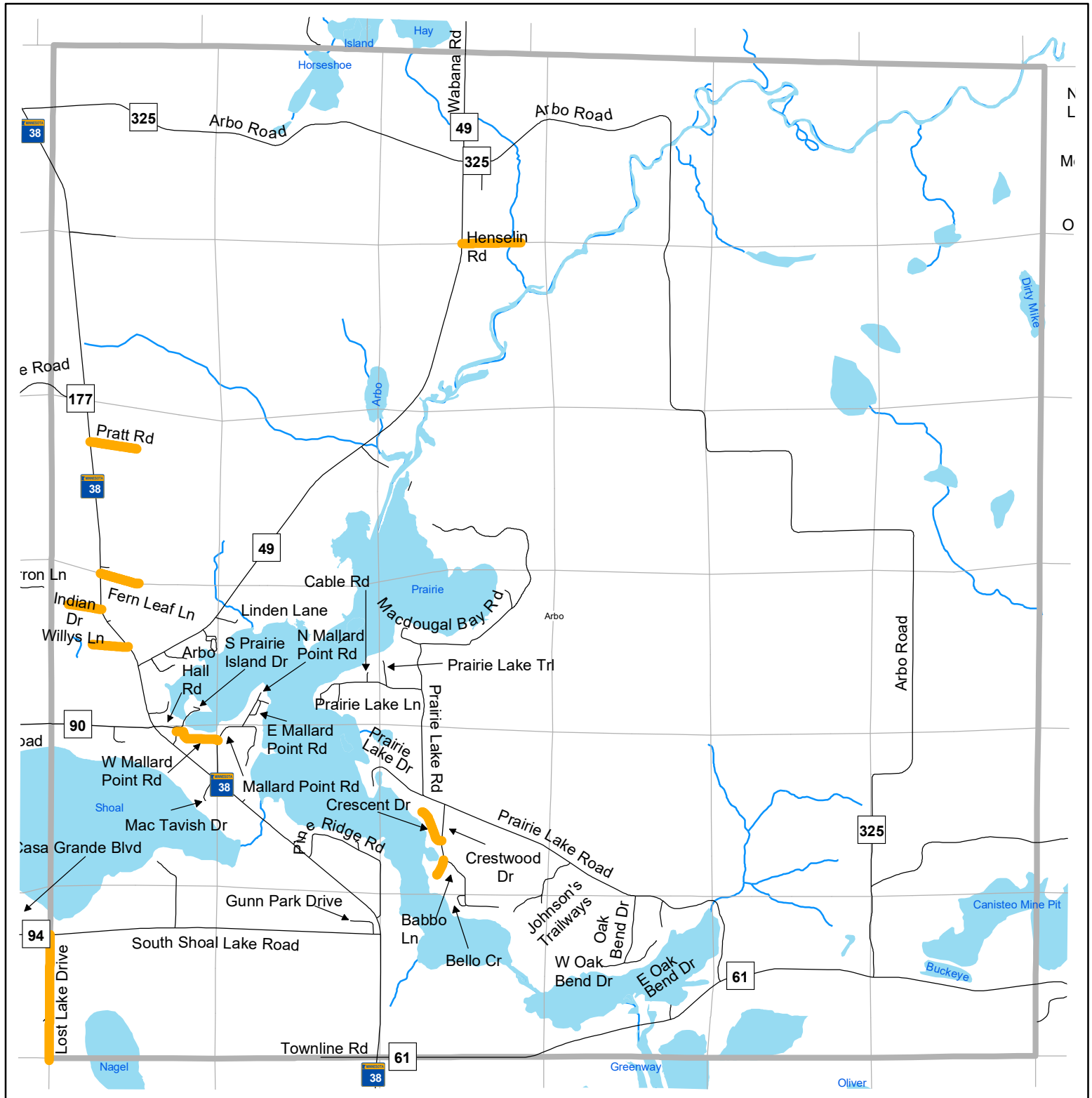


**Township Road Maintenance
Snow Plowing
Last Updated:**

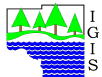
Legend

- Roads Snowplowed Under Contract
- Vector.GIS.Roads
- All Other Roads
- Section Lines
- Vector.GIS.Township_Py
- Lakes
- Rivers
- Twp_Snow_Updated_Date

Arbo Township



0 0.5 1 2 Miles



Itasca Geographic Information System
"decision support through automation"

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This information is a compilation of
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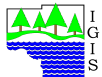
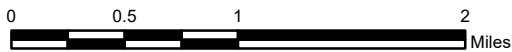
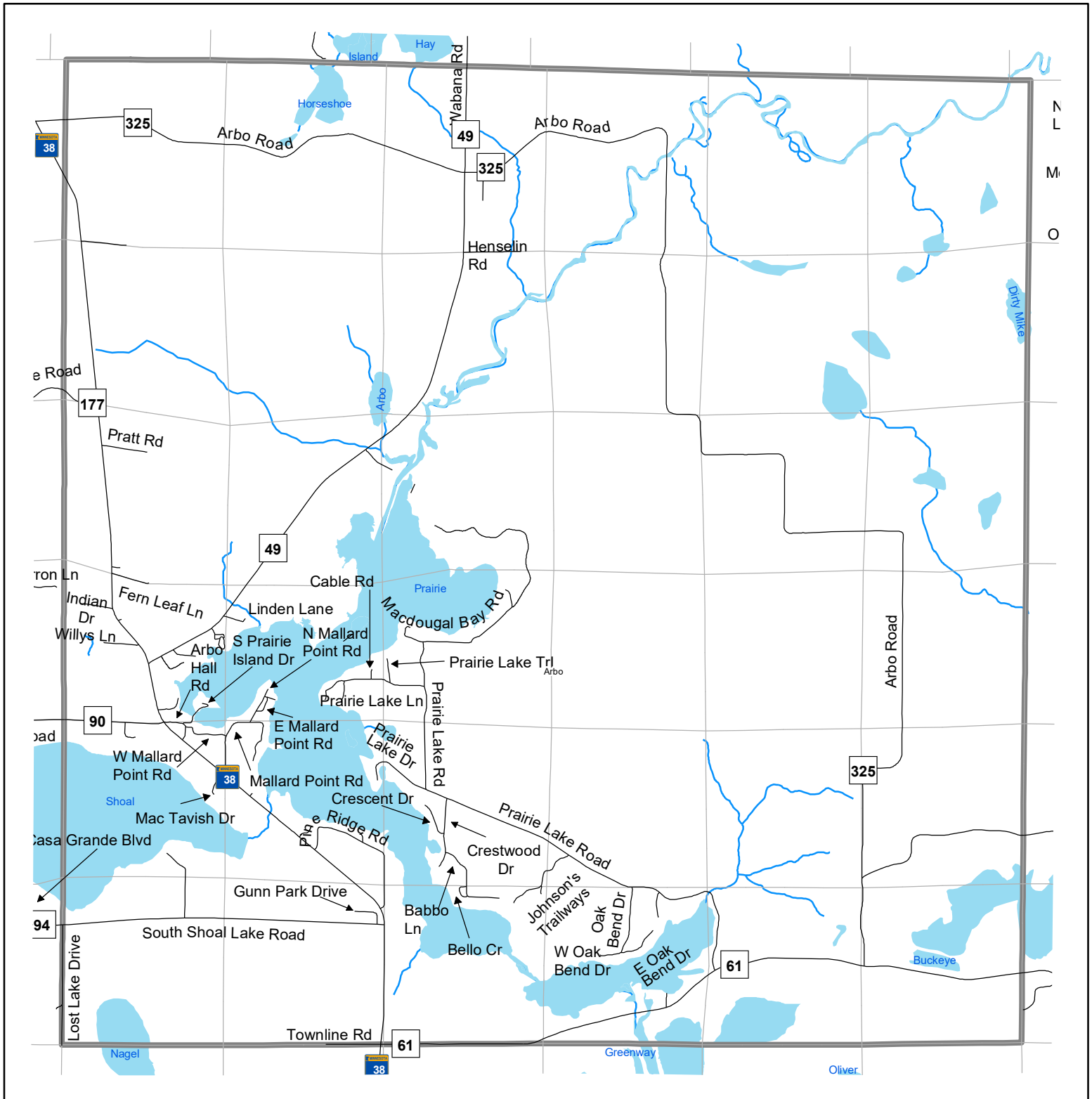
N:\MAINTENANCE\Maintenance Contracts\Twp-City Maintenance
\Township Maintenance Agreement Maps\2019-2020 Maps

**Township Road Maintenance
Grading Once Per Month
Last Updated: 3/11/2019**

Legend

- Roads Graded Once Per Month Under Contract
- All Other Roads
- Section Lines
- Township Line
- Lakes
- Rivers

Arbo Township



**Township Road Maintenance
Grading Twice Per Month
Last Updated: 5/01/2018**

Legend

- Roads Graded Twice Per Month Under Contract
- All Other Roads
- Section Lines
- Township Line
- Lakes
- Rivers

Itasca Geographic Information System
"decision support through automation"

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N:\MAINTENANCE\Maintenance Contracts\Twp-City Maintenance
\Township Maintenance Agreement Maps\2019-2020 Maps

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a qualified field survey to verify.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 28, 2026

REQUEST FOR BOARD ACTION: RBA-2026-153

DEPARTMENT: Administrative Services

TIME REQUESTED: 15 Minutes

PRESENTER: Chair Smith

AGENDA ITEM:

Legislative Conference Call

BOARD ACTION REQUESTED:

Hold Legislative Conference Call with Itasca County delegate.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

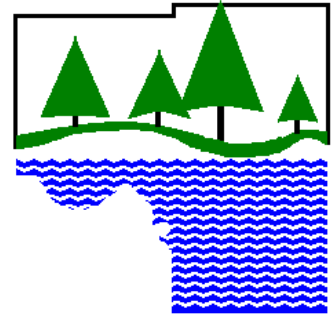
1. 2026 Legislative Priorities FINAL

4/28/2026

RESULT:	PULLED FROM AGENDA
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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, April 28, 2026

REQUEST FOR BOARD ACTION: RBA-2026-105

DEPARTMENT: Human Resources

TIME REQUESTED: < 5 Minutes

PRESENTER: Administrator Skyles

AGENDA ITEM:

Employee Recognition

BOARD ACTION REQUESTED:

Farewell to Steve Worcester, who has retired from his position as Highway Maintenance Sub-foreman in the Transportation Department, after 23 years of service, effective April 15, 2026.

Farewell to Loretta Szweduk who has resigned from her position as an Eligibility Specialist in the Health and Human Services Department, effective April 17th, 2026.

Congratulations to Tim Surber who transferred from his position as Eligibility Specialist in the Health and Human Services Department to a Clerk Treasurer in the Auditor/Treasurer Department effective April 12, 2026.

Welcome to Carol Barnett who has joined the Itasca County Health and Human Services Department as an Eligibility Specialist effective April 13th, 2026.

Welcome to Baylee Nelson who has joined the Itasca County Health and Human Services Department as a Social Worker effective April 14th, 2026.

Welcome Alison Lasecki who has joined the Itasca County Health and Human Services Department as a Medical Support Specialist effective April 27th, 2026.

Welcome Devin Gorski who has joined the Itasca County Attorneys Office as an Assistant County Attorney, effective April 27th, 2026.

The following employees celebrated significant work milestones this month:

Casey Sharp in the Health and Human Services Department, celebrating 5 years.

Greg Wyatt in the Transportation Department, celebrating 5 years

Erin Nelson, in the Sheriffs Department, celebrating 10 years

Michael Partlow, in the Sheriffs Department, celebrating 25 years

Thank you for your continued service and dedication to Itasca County.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

4/28/2026

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, April 28, 2026

REQUEST FOR BOARD ACTION: RBA-2026-154

DEPARTMENT: Auditor / Treasurer

TIME REQUESTED: < 5 Minutes

PRESENTER: Gail Guck

AGENDA ITEM:

Commissioner Warrants

BOARD ACTION REQUESTED:

Approve the Commissioner Warrants with a check date of April, 29, 2026, in the amount of \$1,317,229.59.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Snyder
SECONDER:	Commissioner Hopkins
AYES:	Cory Smith, Terry Snyder, Larry Hopkins, Casey Venema
ABSENT:	John Johnson



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 28, 2026

REQUEST FOR BOARD ACTION: RBA-2026-141

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Christine Krebs

AGENDA ITEM:

ICCHS Warrants

BOARD ACTION REQUESTED:

Approve the Itasca County Health & Human Services Warrants for February 2026 in the amount of \$2,170,513.84.

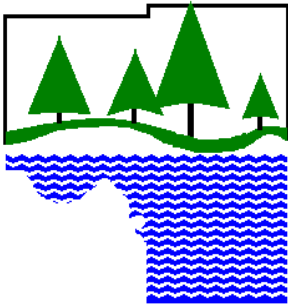
BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. April 2026 Board Report

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Venema
SECONDER:	Commissioner Hopkins
AYES:	Cory Smith, Terry Snyder, Larry Hopkins, Casey Venema
ABSENT:	John Johnson



ITASCA COUNTY HEALTH AND HUMAN SERVICES
ITASCA RESOURCE CENTER

1209 SE 2nd Avenue, Grand Rapids, MN 55744

Hearing Impaired Number TDD: 218-327-5549

218-327-2941

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

April 2026

Income Maint/Admin Payments	\$ 272,749.54
Social Services - Waivers	\$ 19,528.63
Social Services - Non-Waivers	\$ 757,812.64
Foster Care/Out of Home/FamilySupport	\$ 320,256.11
Relative Custody/Preventive Placement Costs/Incidentals	\$ 16,801.45
Public Health	\$ 17,475.06
Community Health Board	\$ 765,890.41
Total	\$ 2,170,513.84

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

April 2026
Out of Home Placement Breakdown

Foster Care/Out-of-Home/Family Support Comparison					
	Actual 2026	Actual 2025	Actual 2024	Actual 2023	Actual 2022
January	423,172.82	407,984.28	358,655.03	481,711.66	433,150.76
February	337,301.90	419,438.58	392,553.96	553,117.21	348,631.48
March	375,543.81	360,646.28	406,513.25	549,963.91	390,198.68
April	320,256.11	503,076.21	490,023.47	519,051.04	552,814.60
May		486,088.00	499,374.53	438,535.58	487,698.28
June		419,736.48	358,348.53	563,762.89	585,853.92
July		380,255.92	424,373.46	429,881.33	400,212.87
August		611,190.11	381,991.86	482,732.73	484,467.08
September		434,323.05	471,425.74	397,517.32	499,454.00
October		346,547.13	465,927.89	445,148.34	596,946.77
November		436,612.53	384,937.51	510,070.44	361,433.79
December		294,053.94	422,698.84	383,715.02	510,726.16
Total	1,456,274.64	5,099,952.51	5,056,824.07	5,755,207.47	5,651,588.39

Child Protection Statistics					
	Maltreatment Reports	Opened for Assessment	% Opened	Children Placed	% Placed of Open
January	57	22	39%	1	5%
February	79	30	38%	7	23%
March	95	27	28%	5	19%
April	92	31	34%	10	32%
May			#DIV/0!		#DIV/0!
June			#DIV/0!		#DIV/0!
July			#DIV/0!		#DIV/0!
August			#DIV/0!		#DIV/0!
September			#DIV/0!		#DIV/0!
October			#DIV/0!		#DIV/0!
November			#DIV/0!		#DIV/0!
December			#DIV/0!		#DIV/0!
	323	110	34%	23	21%
	average			average	
2025	968	323	33%	71	22%
2024	472	191	40%	80	42%
2023	510	275	56%	84	32%
2022	605	300	50%	96	33%

April 2026
Out of Home Placement Payments by Vendor

		Rate	Invoices Paid
Northwestern MN Juvenile	-	\$275-\$421/day	\$ 77,421
The Bridge Residential Facility	-	\$255/day	\$ 54,897
Lutheran Social Services	-	\$148-\$366/day	\$ 20,006
Northwood	-	\$294-\$441/day	\$ 19,708
Kadiri House	-	\$593/day	\$ 18,386
Anoka County Juvenile Center	-	\$395/day	\$ 13,892
Snyders/Foundation for Life	-	\$200/day	\$ 12,400
Little Sand Group Home	-	\$394/day	\$ 12,398
Village Ranch	-	\$249 - \$318/day	\$ 8,905
Lighthouse	-	\$200/day	\$ 6,200
North Homes	-	\$175 - \$573/day	\$ 5,990
Dungarvin	-	\$35/day	\$ 2,183
180 Degrees Inc	-	\$500 - \$566/day	\$ -
Arrowhead Juvenile Center	-	\$286/day	\$ -
Bar None	-	\$559/day	\$ -
Crow Wing Community Serv	-	\$295/day	\$ -
Dakota County Juvenile Serv	-	\$325 - \$340/day	\$ -
East Central Regional Juvenile	-	\$375/day	\$ -
Fond Du Lac Foster Care	-	\$40 - \$90/day	\$ -
Heartland Girls Ranch	-	\$249 - \$359/day	\$ -
MCF - Redwing	-	\$260/day	\$ -
MN Dept of Corrections	-	\$269/day	\$ -
New Trails Group Home	-	\$331/day	\$ -
Nexus	-	\$296 - \$556/day	\$ -
Northstar	-	\$200/day	\$ -
Peace House	-	\$115/day	\$ -
Port Group Homes	-	\$381/day	\$ -
Prairie Lakes Youth Program	-	\$209 - \$410/day	\$ -
Volunteers of America	-	\$330 - \$590/day	\$ -
West Central Juvenile Center	-	\$300 - \$595/day	\$ -
Woodland Hills	-	\$290 - \$331/day	\$ -
Individuals*	-	\$21 - \$121/day	\$ 67,870
Total			\$ 320,256

*Individuals : Includes Foster Care & Family Support Programs

April 2026
North Homes & Northwestern Placement Breakdown

North Homes							
	Assessment Evaluation	Shelter	Hawkins Home	Boys & Girls Programs	Cottage	Foster	Total
Jan	27,318.77	-	23,397.16	42,693.84	6,945.45	-	100,355.22
Feb	-	-	11,890.36	-	-	16,343.82	28,234.18
Mar	7,735.31	-	22,630.04	15,247.80	-	-	45,613.15
Apr	-	-	-	-	-	5,990.32	5,990.32
May							-
Jun							-
Jul							-
Aug							-
Sep							-
Oct							-
Nov							-
Dec							-
	35,054.08	-	57,917.56	57,941.64	6,945.45	22,334.14	180,192.87

Northwestern							
		Residential	Non-Secure Detention	Secure Detention	Satellite Homes	Evaluation	Total
Jan		29,295.00	7,150.00	15,777.55	8,277.00	5,985.00	66,484.55
Feb		26,000.00	2,345.00	14,157.99	8,525.00	12,741.00	63,768.99
Mar		37,837.50	7,705.00	12,740.00	7,700.00	9,864.00	75,846.50
Apr		43,276.00	20,100.00	5,520.00	8,525.00	-	77,421.00
May							-
Jun							-
Jul							-
Aug							-
Sep							-
Oct							-
Nov							-
Dec							-
	-	136,408.50	37,300.00	48,195.54	33,027.00	28,590.00	283,521.04



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 28, 2026

REQUEST FOR BOARD ACTION: RBA-2026-390

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: Mandy Windorski

AGENDA ITEM:

Further Discussion on HRIS Position

BOARD ACTION REQUESTED:

Further discuss HRIS Position approved at the Tuesday, April 21, 2026 Board meeting.

BACKGROUND:

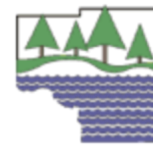
COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Human Resources 2020-2025 2

4/28/2026

RESULT:	PULLED FROM AGENDA
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Itasca County
Minnesota

Human Resources

Supporting a growing and increasingly complex workforce

Workforce & HR Growth

- Increased hiring, transfers, and classification reviews
- Increased leave administration and compliance requirements
- Employee relations, investigations, and labor relations
- Increased collaboration with bargaining units

Benefits Administration

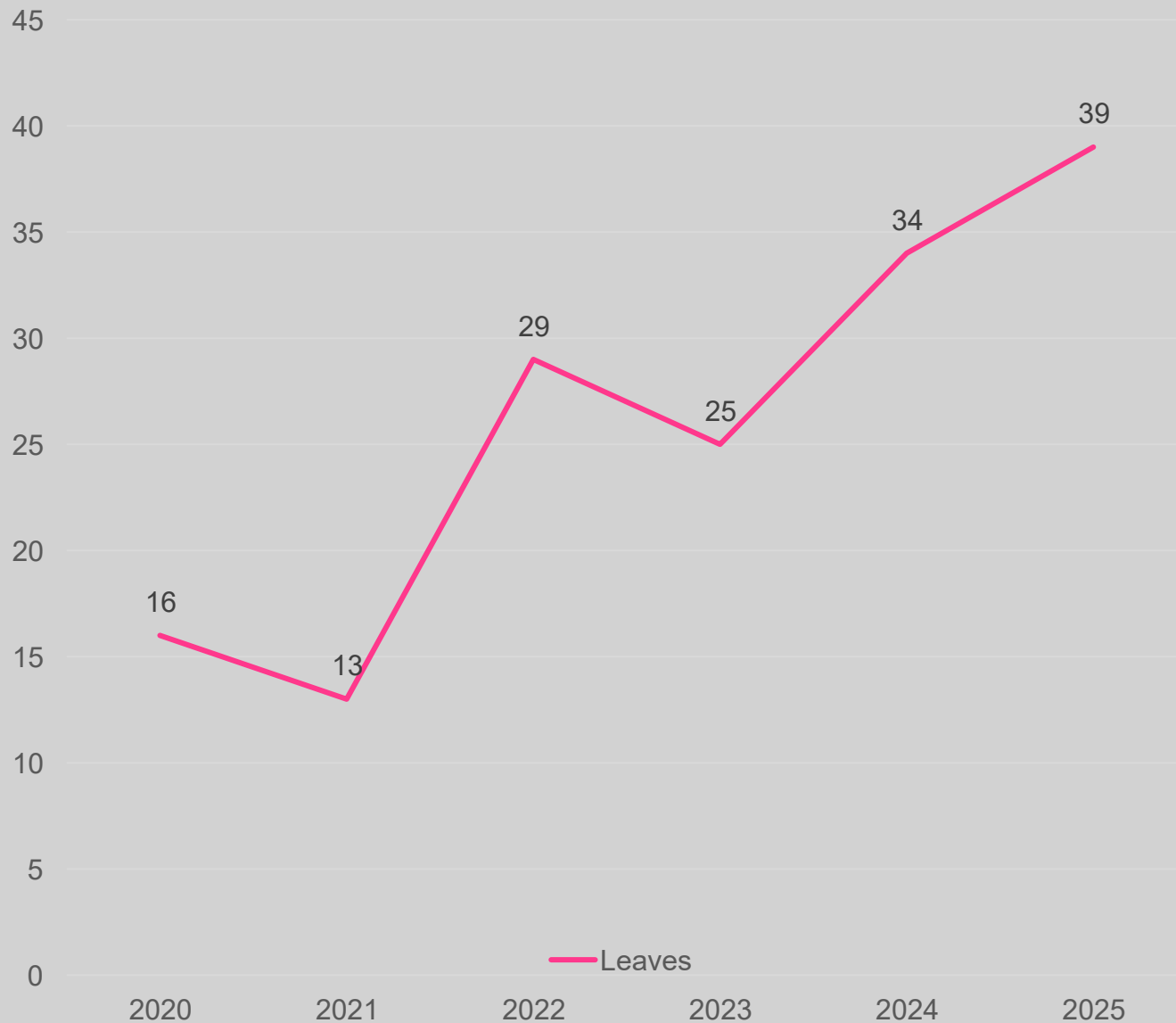
- ~400 active employees + families
- ~400+ retirees + families
- Potential additional health plan implementation

Policy & Compliance

- 39 active HR policies (6 updated this past year)
- PowerDMS implementation for tracking and accountability

Workforce Needs & Responsibilities

Leaves



2026 Snapshot

27 leave requests to date with 3 more pending approval.

(All have concurrent leaves with FMLA and/or Minnesota Parenting Leave that puts us at 50 leave requests and 7 more pending)

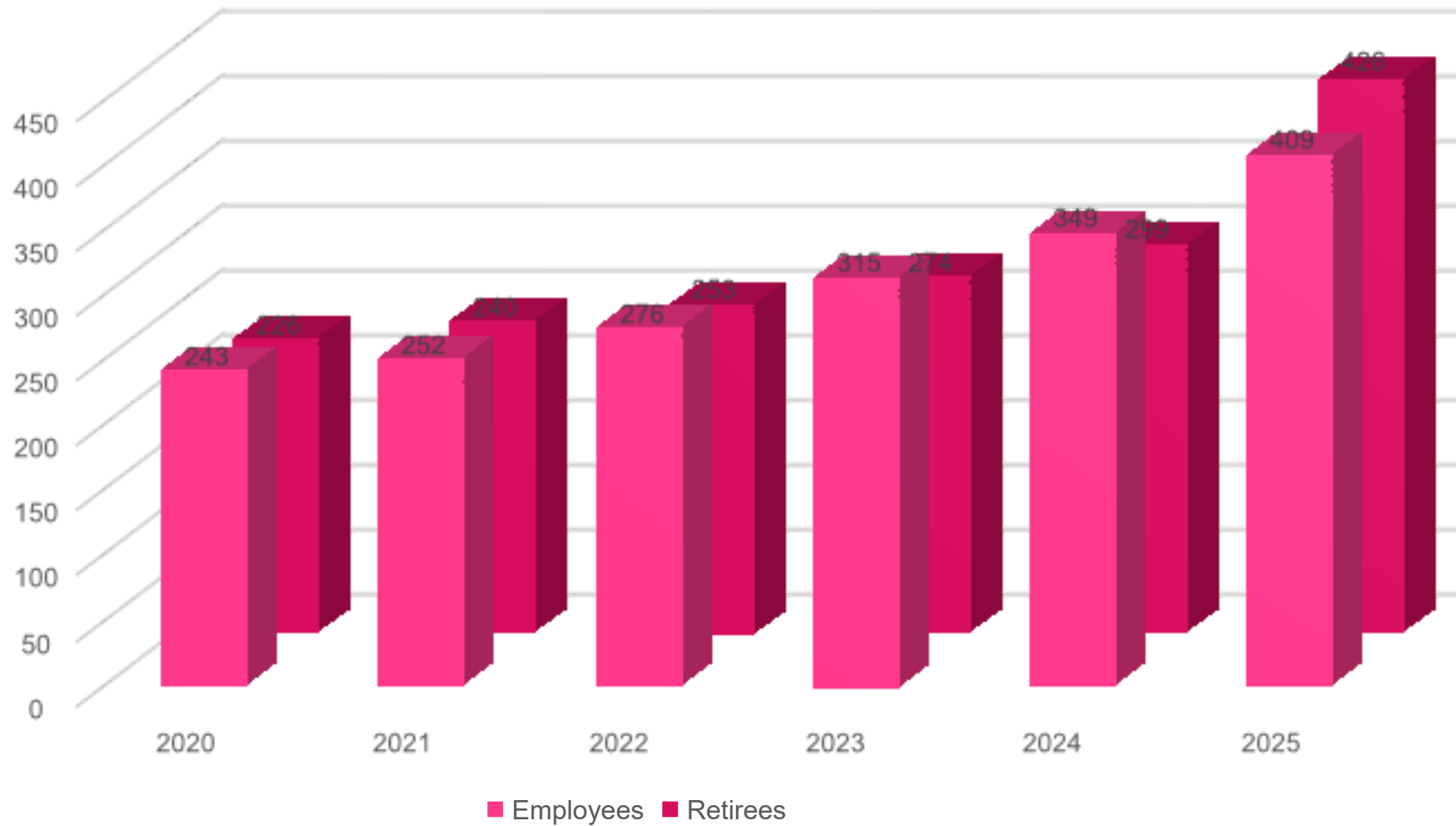
Same time last year: 6 requests (4 would have had concurrent leaves with Minnesota Parenting Leave putting the total at 10 requests)

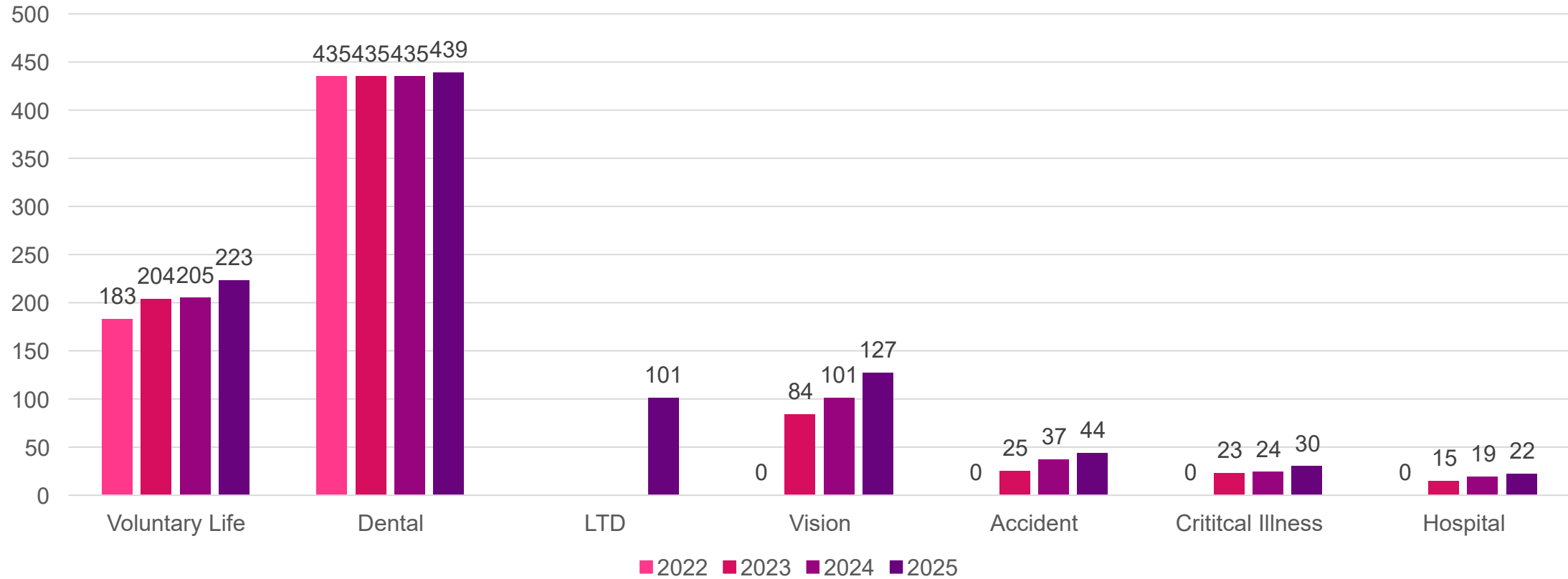
PFML Workload Overview

Each claim requires:

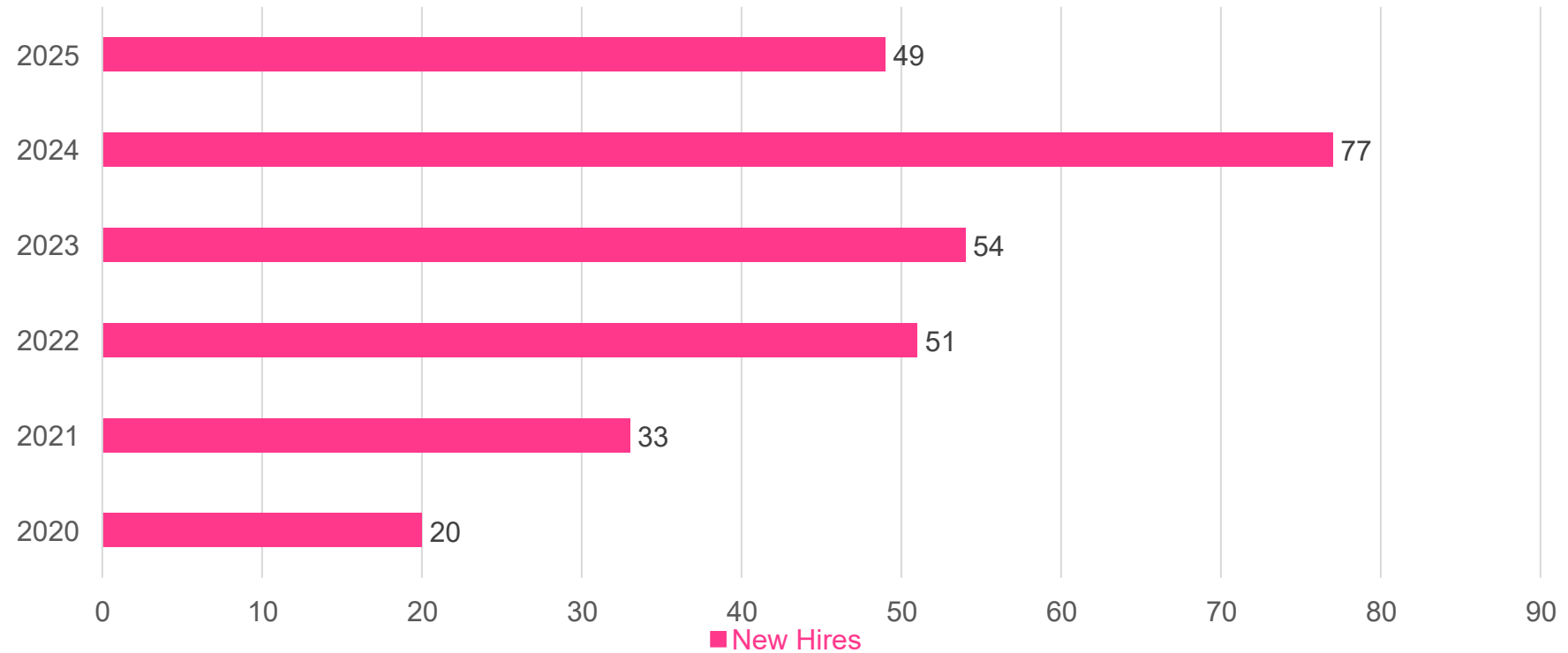
- Initial documentation to MetLife
- Weekly timesheet review and corrections
- Accrual adjustments
- Set up and track benefit premium payments during leave
- Coordination of concurrent leaves (FMLA, etc.)

Benefit Enrollments

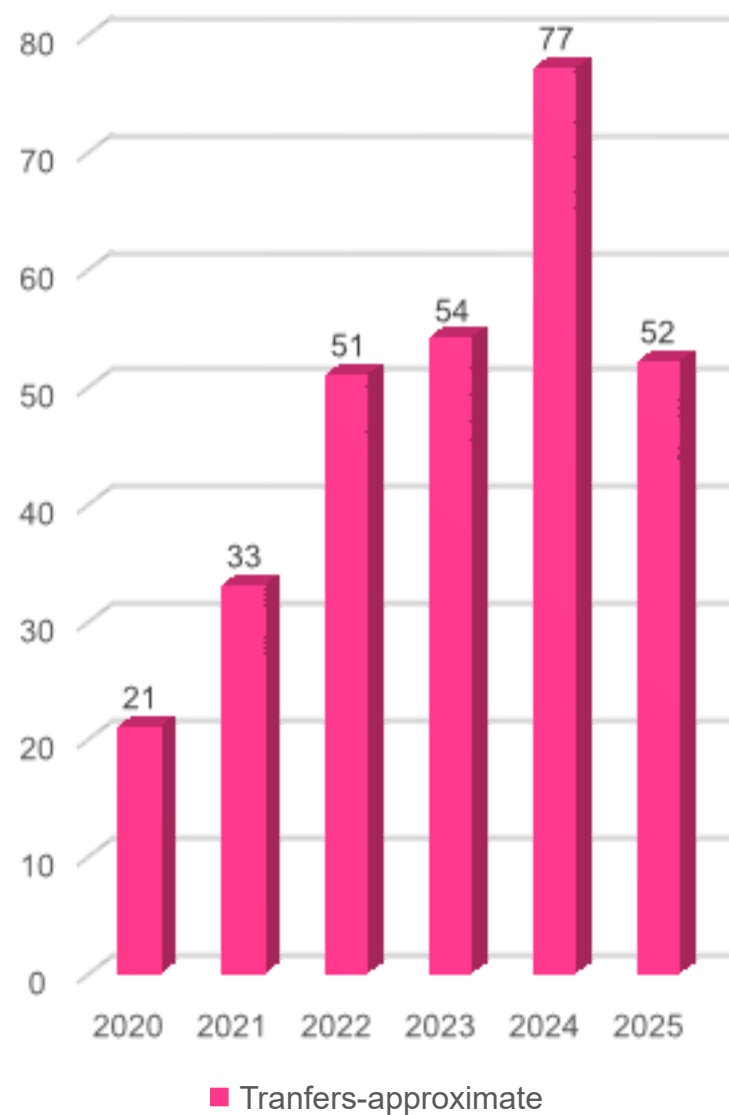




Ancillary Benefit Enrollments

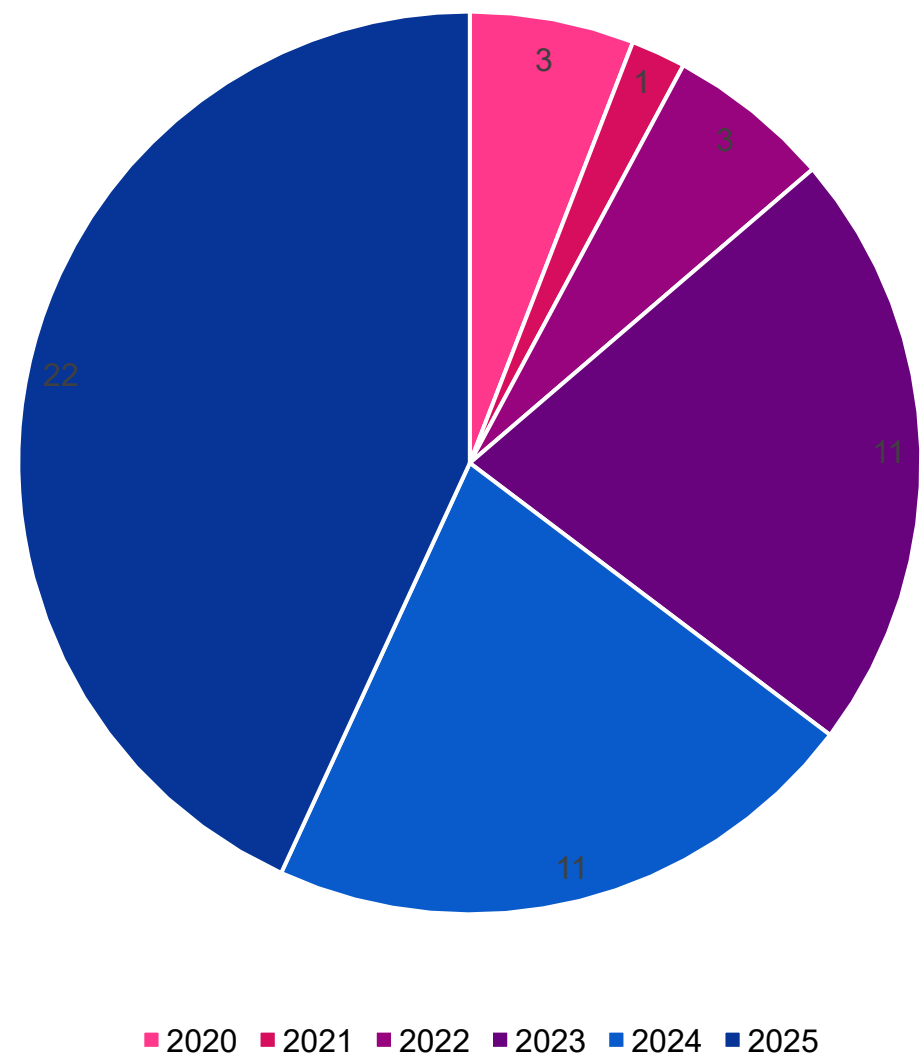


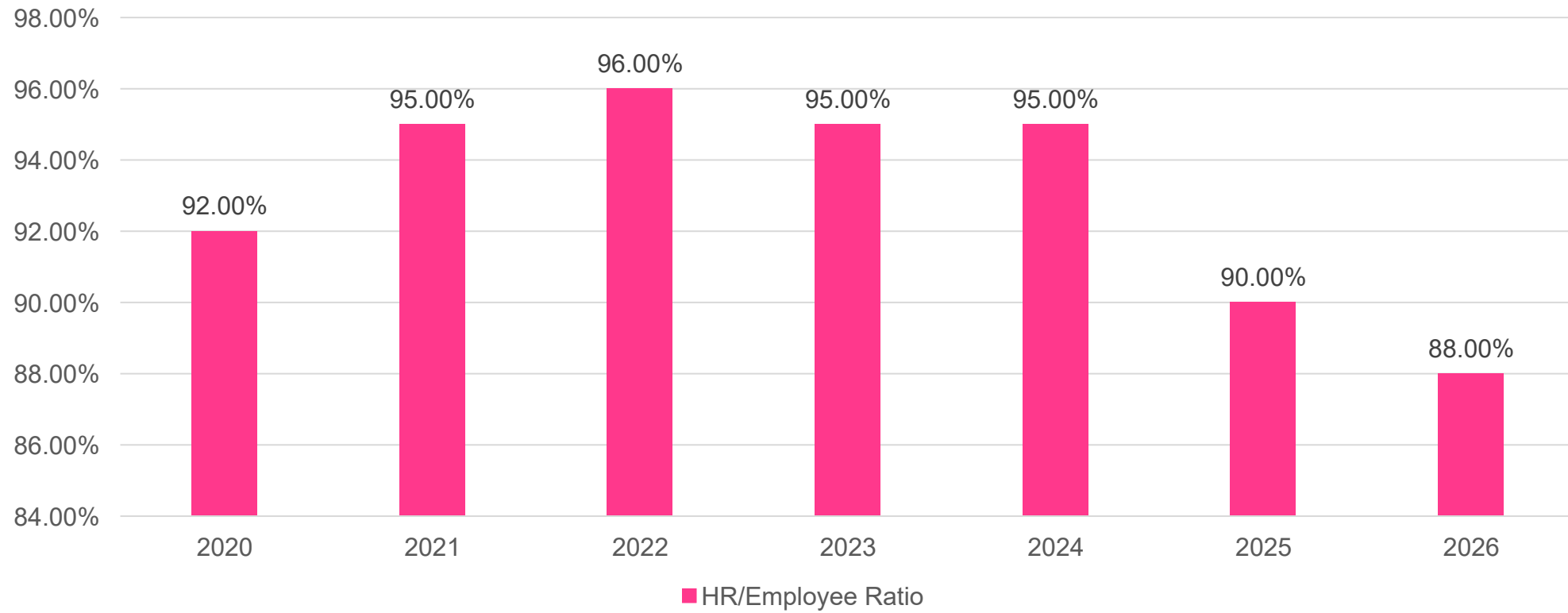
Recruiting – New Hires per Year



Internal Transfers

Classification Reviews





HR to Employee Ratio

Moving Forward

- Department rebuilt following significant turnover
- Continued workload growth requires structural adjustments

Focus & Goal

- Balance workload, improve efficiency, and strengthen compliance
- Shift from reactive to proactive HR support for employees, departments, and the County

Proposed Structure

- HRIS Assistant (Grade 8) position held for 2026 and removed from the budget; recommended to move forward and reallocate to an HRIS and Leave Specialist (Grade 10) to align with current workload.

Why

- Increased leave and HRIS demands
- Need for improved system management and compliance
- We're also seeing this reflected in staff workload. Right now, we have about 75 hours of comp time accrued, and we've already paid out over \$5,500 in overtime and comp this year. I have been very intentional about trying to limit overtime and avoid staff burnout, but at this point, it's becoming clear that it's not sustainable under the current structure

Annual cost increase (with benefits): \$11,463.91

Grade 8, Step 2 (2026) = \$106,672.53

Grade 10, Step 2 (2026) = \$118,136.44



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 28, 2026

REQUEST FOR BOARD ACTION: RBA-2026-123

DEPARTMENT: Sheriff
PRESENTER: Joe Dasovich

TIME REQUESTED: < 5 Minutes

AGENDA ITEM:
National Correctional Officers Week 2026

BOARD ACTION REQUESTED:
Adopt the Resolution Re: Proclaiming the Week of May 3–9, 2026 as National Correctional Officers Week.

BACKGROUND:

The first full week of May is designated as National Correctional Officers Week. This observance recognizes the bravery, professionalism, and dedication of correctional officers and detention staff who work in challenging and often dangerous environments.

Correctional Officers work long hours supervising inmates, maintaining order and safety within detention facilities, and supporting the administration of justice. Their service plays a vital role in protecting our community and ensuring public safety.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

4/28/2026

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, April 28, 2026

RESOLUTION

RE: PROCLAIMING THE WEEK OF MAY 3–9, 2026 AS NATIONAL CORRECTIONAL OFFICERS WEEK

WHEREAS, one week each May is officially designated as National Correctional Officers Week, established by President Ronald Reagan in 1984; and

WHEREAS, National Correctional Officers Week in 2026 is observed May 3–9; and

WHEREAS, the Itasca County Sheriff's Office supports the recognition of the men and women who perform the difficult and essential task of supervising the County's inmate population; and

WHEREAS, detention staff are highly trained professionals, equal in status and importance to other public safety professionals, and are critical to the effective administration of justice; and

WHEREAS, correctional officers and detention staff work under challenging conditions and demonstrate dedication, integrity, and professionalism in safeguarding the public.

NOW THEREFORE BE IT RESOLVED, that the Itasca County Board of Commissioners hereby proclaims the week of May 3–9, 2026 as National Correctional Officers Week in Itasca County, in honor of the dedicated professionals who supervise and care for the County's inmate population.

BE IT FURTHER RESOLVED, that the Board expresses its sincere appreciation to the correctional officers and detention staff of the Itasca County Sheriff's Office for their service and commitment.

Captain Shawn Racine	Trevor Bailey	Ryan Lehr	Matthew Reasoner
Lieutenant Garrett Smith	Aiva Brenna	Christopher Lipsy	John Rodgers
Sergeant Dave Frechette	Cadence Erickson	Dylan Maki	Thomas Rychart
Sergeant Darin Johnson	Lisa Evans	Daniel McNamara	Amy Slettom
Sergeant Erin Nelson	Charles Genther	James Nichols	Jenna Soltis
Sergeant Dustin Ross	Anthony Hanson	Brandon Nistler	Corrections Mental Health Practitioner Ashley Mohler
Chris Acevedo	David Hill	Marnie Olson	
Troy Anderson	Todd Janecke	Taylor Peck	
Kayson Angell	Christopher Kebart	Katheryn Preston	
Thomas Anick	Cary Kuck	Adam Rabey	



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 28, 2026

REQUEST FOR BOARD ACTION: RBA-2026-383

DEPARTMENT: Administrative Services

TIME REQUESTED: 10 Minutes

PRESENTER: Matt Gutzmann

AGENDA ITEM:

Mississippi River Headwaters Watershed FY26-27 Workplan & Budget

BOARD ACTION REQUESTED:

Adopt the Resolution for Mississippi River Headwaters Watershed FY26-27 Workplan and Budget, part of the One Watershed One Plan grant program.

BACKGROUND:

This is the third round of non-competitive Watershed Based Implementation Funding from the One Watershed, One Plan program. This funding helps implement voluntary conservation practices to property owners and municipalities in the Mississippi River Headwaters Watershed.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. MRHW FY26-27 Overview & Workplan- Itasca SWCD

RESULT:	APPROVED (4 TO 0)
MOVER:	Commissioner Snyder
SECONDER:	Commissioner Venema
AYES:	Cory Smith, Terry Snyder, Larry Hopkins, Casey Venema
ABSENT:	John Johnson



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 28, 2026

RESOLUTION

**RE: Resolution to Accept the FY 26-27 Funding to Implement the
Mississippi River Headwaters Watershed Comprehensive Plan**

WHEREAS, Itasca County is a member of the Mississippi River Headwaters Watershed Plan Partnership; and

WHEREAS, the FY 26-27 of watershed based implementation funding is available to implement the Mississippi River Headwaters Watershed Comprehensive Plan; and

WHEREAS, the Beltrami Soil and Water Conservation District is the fiscal agent for the implementation funding; and

WHEREAS, the Policy Committee of the Mississippi River Headwaters Watershed Partnership approved the 2/27/26 budget for FY26-27 funding on March 16th, 2026; and

NOW THEREFORE BE IT RESOLVED, Itasca County desires to accept the funding outlined to complete the work identified in the Mississippi River Headwaters Watershed Comprehensive Plan; and

BE IT FURTHER RESOLVED, Itasca County approves the attached partnership “2/26/27 FY26-27 Budget and Workplan”; and Itasca County approves the attached partnership “2/26/27 FY26-27 Budget and Workplan”; and

BE IT FURTHER RESOLVED, the Itasca County Board of Commissioners authorizes their Environmental Services Administrator to provide any needed approvals and signatures that are within the scope of the approved “2/27/26 FY26-27 Budget and Workplan”.

Motion by Commissioner _____ to adopt the resolution, seconded by
_____: declared adopted upon the following vote:

Ayes: _____ Nays: _____

Board Chair

Date



Itasca Soil & Water Conservation District

One Watershed, One Plan: *Mississippi River Headwaters Watershed*

Watershed Based Implementation Funds (WBIF)

Proposed FY26-27 Budget and Workplan with Resolution for Support

Overview of Proposed Resolution: FY26–27 WBIF Work Plan and Budget

This resolution supports adoption of the Fiscal Year 2026–2027 work plan and budget under the One Watershed, One Plan (1W1P) framework, funded through the Watershed-Based Implementation Funding (WBIF) program. The proposed work plan focuses on voluntary water quality and conservation practices, and does not require or propose any changes to county ordinances or regulatory programs.

Implementation activities are fully funded through the Clean Water, Land and Legacy Amendment, resulting in no direct cost to Itasca County taxpayers. These funds are dedicated to maintaining and improving the excellent water quality we have in Itasca County.

Itasca County plays a critical role in this effort due to the large extent of the watershed within the county boundaries.

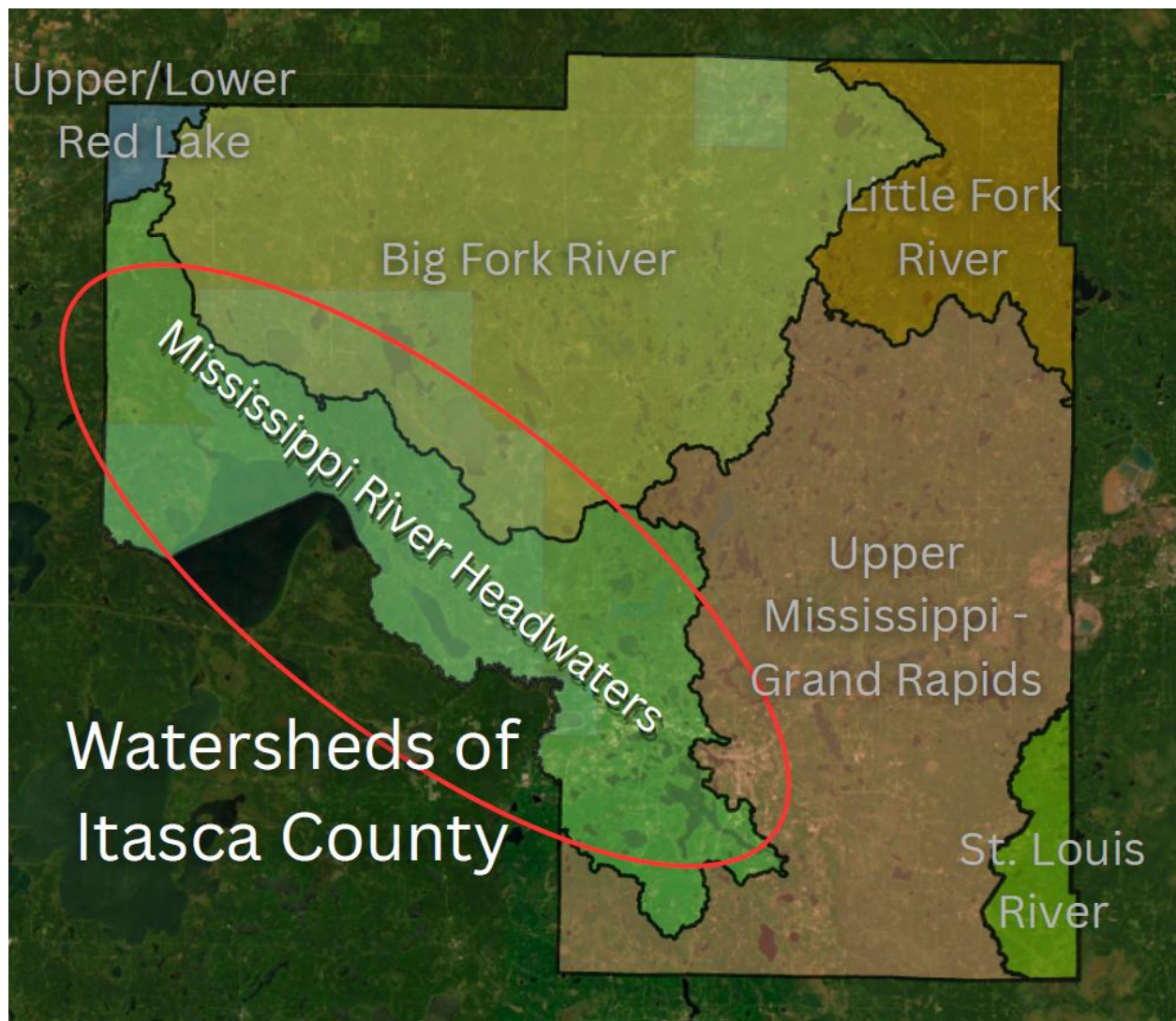
For this budget cycle, the Itasca Soil and Water Conservation District (SWCD) allocation includes:

- **\$47,000** for staff time to coordinate and implement projects
- **\$49,000** for technical assistance and engineering support
- **\$185,000** for on-the-ground project implementation, typically with cost-share support to landowners and municipalities in Itasca County

Planned activities for FY26–27 include:

- Agricultural soil health best management practices (BMPs)
- Forest stewardship planning and forest management practices
- Shoreland restoration projects
- Stormwater projects in the Cities of Deer River and Cohasset
- Community outreach and education

These activities are identified in the approved watershed plan and will be implemented in coordination with local partners using available state funding.



Grant Amount

\$ 1,018,651.00

Required match

\$ 101,865.10

Work Plan Buckets

Staff Time	\$	396,151.00
Project Development	\$	194,000.00
Technical Assistance	\$	162,000.00
Engineering	\$	12,500.00
Unencumbered	\$	27,651.00
Projects & Programs	\$	547,500.00
List on Potential Projects Page	\$	520,500.00
Unencumbered		27,000.00
Admin	\$	75,000.00

Sum: \$ 1,018,651.00**Project Development Dollars (staff)**

Beltrami	\$	60,000.00
Cass	\$	20,000.00
Clearwater	\$	32,000.00
Hubbard	\$	35,000.00
Itasca	\$	47,000.00
Total	\$	194,000.00

Technical Assistance/Engineering Dollars (staff)

Beltrami	\$	60,000.00
Cass	\$	15,000.00
Clearwater	\$	23,000.00
Hubbard	\$	25,000.00
Hubbard Eng.	\$	2,500.00
Itasca	\$	39,000.00
Itasca Eng.	\$	10,000.00
	\$	174,500.00

Project Dollars

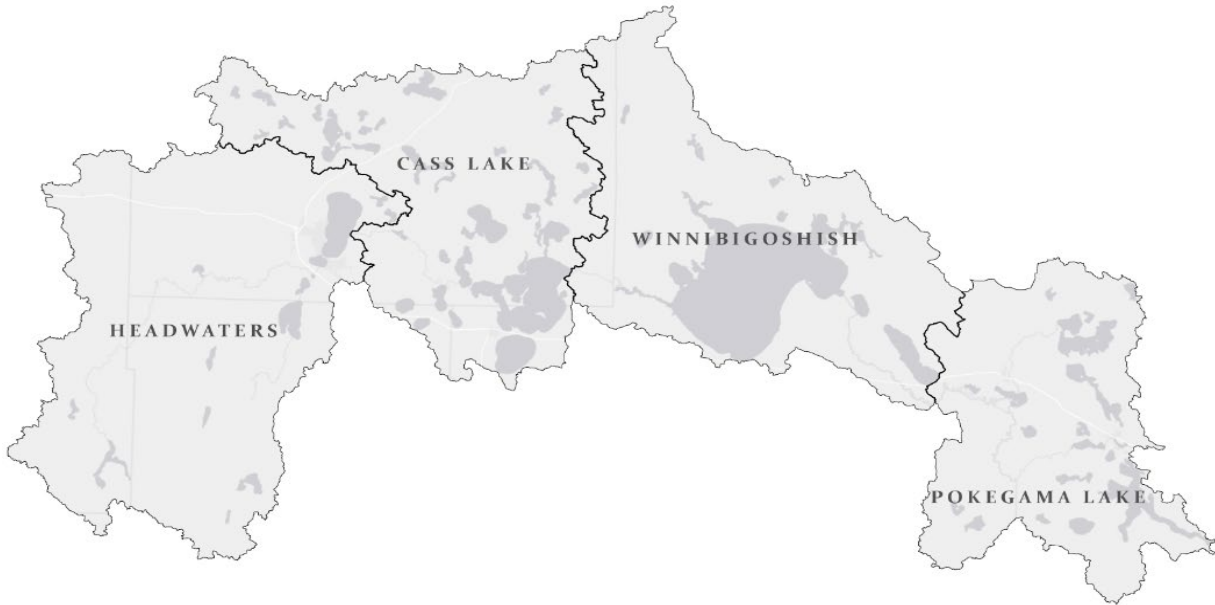
Beltrami	\$	174,000.00
Cass	\$	16,500.00
Clearwater	\$	85,000.00
Hubbard	\$	60,000.00
Itasca	\$	185,000.00
	\$	520,500.00

County	Project	Estimated Project Cost	Moved to 2024 Work Plan
Beltrami	Shoreland Restoration	\$30,000.00	
Beltrami	Forest Stewardship	\$15,000.00	
Beltrami	Brining Equipment	\$0.00	\$27,000.00
Beltrami	Lake Bemidji Stormwater 1	\$10,000.00	\$70,000.00
Beltrami	Lake Bemidji Stormwater 2	\$80,000.00	
Beltrami	Vac Trailer	\$30,000.00	
Beltrami	Well Testing	\$4,000.00	
Beltrami	Well Sealing	\$5,000.00	
Cass	Shoreland Restoration	\$8,000.00	
Cass	Forest Stewardship	\$6,000.00	
Cass	Outreach and Education	\$2,500.00	
Clearwater	Soil Health	\$80,000.00	
Clearwater	Forest Stewardship	\$5,000.00	
Itasca	Soil Health	\$10,000.00	
Itasca	Forest Stewardship Forest	\$25,000.00	
Itasca	BMP's	\$10,000.00	
Itasca	Small Acre Forestry	\$40,000.00	
Itasca	Shoreland Restoration	\$30,000.00	
Itasca	Deer and Cohasset Swales	\$20,000.00	
Itasca	Marketing/Outreach/Ed	\$50,000.00	
Hubbard	Forest Stewardship	\$15,000.00	
Hubbard	Shoreland Restoration	\$45,000.00	

2026 - 2027 Watershed Based Implementation Funding Budget and Workplan

Projects may be completed 2026 - 2028

The Mississippi River Headwaters Watershed Comprehensive Plan partners will primarily focus on projects related to Forest Stewardship, Lake Stewardship, Agricultural Stewardship, and Urban Stewardship.



Higher Priority	----->	Lower Priority
• Lake Stewardship • Forest Stewardship • Urban Stewardship • Agriculture Stewardship	• Environmentally Sensitive Lands • Subsurface Sewage Treatment System Management • Water Course Stewardship	• Drinking Water Stewardship • Invasive Species Management

Watershed Based Implementation Fund Budget

\$ 396,151.00	Staff (TA/Project development/Engineering)
\$ 547,500.00	Projects & Programs
\$ 75,000.00	Admin
\$ 1,018,651.00	Total Grant
\$ 101,865.10	Grant Match
\$ 1,120,516.10	Total Grant and Grant Match

Watershed Based Implementation Fund Workplan

Forest Stewardship

Priority Resources: Lake Plantagenet, Lake Bemidji, Turtle Lake, Gull Lake, Deer Lake, Cass Lake, Pokegama Lake

Plan Priority Location: Forest Stewardship Priority Areas, Map 3.9 Page 59

Plan Goals: Page 54

1. Improve forest management on 41,026 acres through forest stewardship plans.
2. Increase protected forestlands by 30,500 acres across priority lake watersheds.

2026-2027 Outcomes:

1. Increase protection by 4,000 acres
2. Implement 10 forest BMPs
3. 200 acres of small acre forest planning

Lake Stewardship

Priority Resources: Lake Plantagenet, Lake Bemidji, Big Lake, Turtle Lake, Gull Lake, Deer Lake, Cass Lake, Pokegama Lake

Plan Priority Location: Tier 1 and Tier 2 Priority Lakes, Map 3.4, Table 3.1, Page 48

Plan Goals: Page 42

1. Improve two miles of lakeshore habitat on Tier 1 and Total Maximum Daily Load (TMDL) lakes, and one mile on Tier 2 Lakes.
2. Reduce phosphorus by 5% of the total load reduction needed for each of the Tier 1 Lakes.

2026-2027 Outcomes:

1. 4 stormwater BMPs
2. 1,200 linear feet of buffer installation and shoreline restoration

Agriculture Stewardship

Priority Resources: Grace Lake, Little Turtle Lake, Lake Bemidji, Lake Irving, Turtle River Lake, Gull Lake, Lake Pokegama, Lake Plantagenet, and Big Lake

Plan Priority Location: Page 72, Map 3.16

Plan Goals: Page 66

1. Optimize fertilizer and manure rates based on soil testing and farm planning on 331 farms in priority lake watersheds.
2. In priority lake watersheds, increase agriculture stewardship practices on 16,486 acres.
3. Increase pasture management and access control on 30 farms in priority lake watersheds.

2026-2027 Outcomes:

1. Soil health BMPs over 2,000 acres
2. Soil testing and farm planning on fields
3. Increase Agricultural Water Quality Certification participation
4. Increase nutrient management program participation
5. Provide access to a No-till drill

Urban Stewardship

Priority Cities: Bemidji, Cass Lake, Deer River, and Cohasset

Plan Priority Location: Page 81, Map 3.17 ; Stormwater Retrofit

Plan Goals: Page 78

1. Develop a stormwater retrofit analysis identifying stormwater projects for implementation.
2. Municipalities develop local low-impact designs and layouts that reduce generated runoff and pollutants by preserving natural areas, disconnecting and distributing runoff, and reducing overall impervious cover.
3. Develop winter maintenance plans and provide tools for chloride management certification for private contractors, cities, townships, and counties.

2026-2027 Outcomes:

1. Cass Lake Stormwater BMPs
2. Lake Bemidji Stormwater BMPs
3. Deer River Stormwater BMP
4. Cohasset Stormwater BMP
5. Brining Equipment Retrofit for Snow Plow
6. Vacuum Trailer Purchase

Environmentally Sensitive Lands

Priority Resources: Wild Rice Waterbodies Mississippi River Corridor

Plan Priority Location: Page 94, Mississippi River Corridor, Wild Rice Waterbodies, Wildlife Action

Network Plan Goals: Page 91

1. Protect 4,000 acres of habitat.
2. Update wild rice inventory.
3. Explore options to protect local School Trust Lands.
4. Restore 20 acres of habitat.

2026-2027 Outcomes:

1. Complete 500+ acres of easements currently in-progress
2. Initiate 3 new easements

Subsurface Sewage Treatment System Management

Priority Resources: Lake Plantagenet, Lake Bemidji, Turtle Lake, Gull Lake, Deer Lake, Cass Lake, Pokegama Lake

Plan Priority Location: Page 106, Density of wells in high pollution-sensitive areas, density of shoreland SSTS

Plan Goals: Page 103

1. Work with County Environmental Service Department directors identifying opportunities for modernizing local databases for program delivery.
2. Through voluntary assessments, inspect sewage treatment systems on Tier 1 lakes and high-potential areas for well pollution.
3. Expand opportunities for financial assistance programs for subsurface sewage treatment system upgrades.

2026-2027 Outcomes:

1. Complete modernization of a county SSTS Database
2. Explore opportunities for expanded financial assistance programs

Water Course Stewardship

Priority Resources: Dams, roads, and culverts posing risks to water course connectivity

Plan Priority Location: Page 155-116

Plan Goals: Page 113

1. Increase aquatic connectivity through forest road closure recommendations in the Chippewa National Forest.
2. Coordinate dam management or replacement.
3. Coordinate culvert inventories with local road authorities and replace as needed.
4. Maintain the Mississippi River Headwaters Watershed mean annual discharge of 2,579-2,777 acre/feet per day.

2026-2027 Outcomes:

1. One culvert replacement

Drinking Water Stewardship

Priority Resources: High nitrate and arsenic wells and DWSMAs

Plan Priority Location: Page 125 - 126, Maps 3.25 and 3.26

Plan Goals: Page 122

1. Improve protection practices and programs through inventories, databases, and creation of groundwater information resources.
2. Work with the Minnesota Department of Health (MDH) to inform public of potential health risks and sealing of wells within the Special Well and Boring Construction Areas.
3. Locate and seal 10 wells per year or flood prone private wells per year to prevent groundwater contamination.
4. Monitor and provide technical assistance to 10% of the existing private wells in the Mississippi River Headwaters Watershed, focusing on areas that are prone to flooding or have high nitrate (above 5.0 mg/L) or arsenic concentrations (above 5.0 µg/L).

2026-2027 Outcomes:

1. Complete remaining geologic atlas'
2. Provide 50 private well water test kits
3. Seal 7 unused or flood prone wells

Invasive Species Management

Priority Resources: Watershed-wide

Plan Priority Location: Page 136 - 137,

Plan Goals: Page 133

1. Enhanced coordination of local aquatic invasive species (AIS) plan implementation by organizing a multi-county collaborative program that includes training, staffing, and financial resources.
2. Facilitate integrated pest management based on impact to the resource and to the invasive species.
3. Restore 25 acres of native plant communities through an ecosystem approach.

2026-2027 Outcomes:

1. Enhance coordination of AIS meetings
2. Increase education and awareness of AIS and invasive species management

Administration

2026	Accomplishments
Maintain tracking mechanisms for grant reporting and fiscal management	
Complete annual financial and audit requirements	
Conduct Policy and Advisory Committee Meetings	
Provide grant reports to the Steering and Policy Committees	
Complete payments for work accomplished	
Complete BWSR annual reporting	
Prepare for mid-point evaluation	
2027	Accomplishments
Maintain tracking mechanisms for grant reporting and fiscal management	
Complete annual financial and audit requirements	
Conduct Policy and Advisory Committee Meetings	
Provide grant reports to the Steering and Policy Committees	
Complete payments for work accomplished	
Complete mid-point evaluation	
Complete BWSR grant reporting	
Begin outline of work plan for next watershed based funding request	



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, April 28, 2026

REQUEST FOR BOARD ACTION: RBA-2026-335

DEPARTMENT: Administrative Services

TIME REQUESTED: 15 Minutes

PRESENTER: Lisa Randall, Amanda Lamppa, Tracey Hensley

AGENDA ITEM:

CEDA Quarterly Presentation

BOARD ACTION REQUESTED:

Receive quarterly update from CEDA.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. CEDA Responsibilities
2. 2026-03-31 Q1 Itasca County Quarterly Report
3. 2026 Q1 Itasca County memo report

4/28/2026

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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Exhibit A

Community and Economic Development Associates (CEDA)

CEDA shall provide the following services:

1. Continued greater Itasca County community outreach to assist with community development and economic enrichment.
2. Continue to facilitate a countywide trails study and collect additional tourism impact data for Itasca County.
3. Continued focus on trails and recreational development with a focus on the Nashwauk trailhead.
4. Provided continued assistance on phase 3 of the Squaw Lake pedestrian and recreation bridge.
5. Work with Arrowhead Regional Development Corporation (ARDC) to obtain a Recreational Hub designation for the city of Coleraine.
6. Present to the County Board on a quarterly basis activity, status and outcomes of required services.
7. All County funds to be spent on activities to promote activities within Itasca County.
8. A minimum of 50% of the contracted time must be spent on business attraction and development.



Itasca County Quarterly Update



April 28, 2026



www.cedausa.com

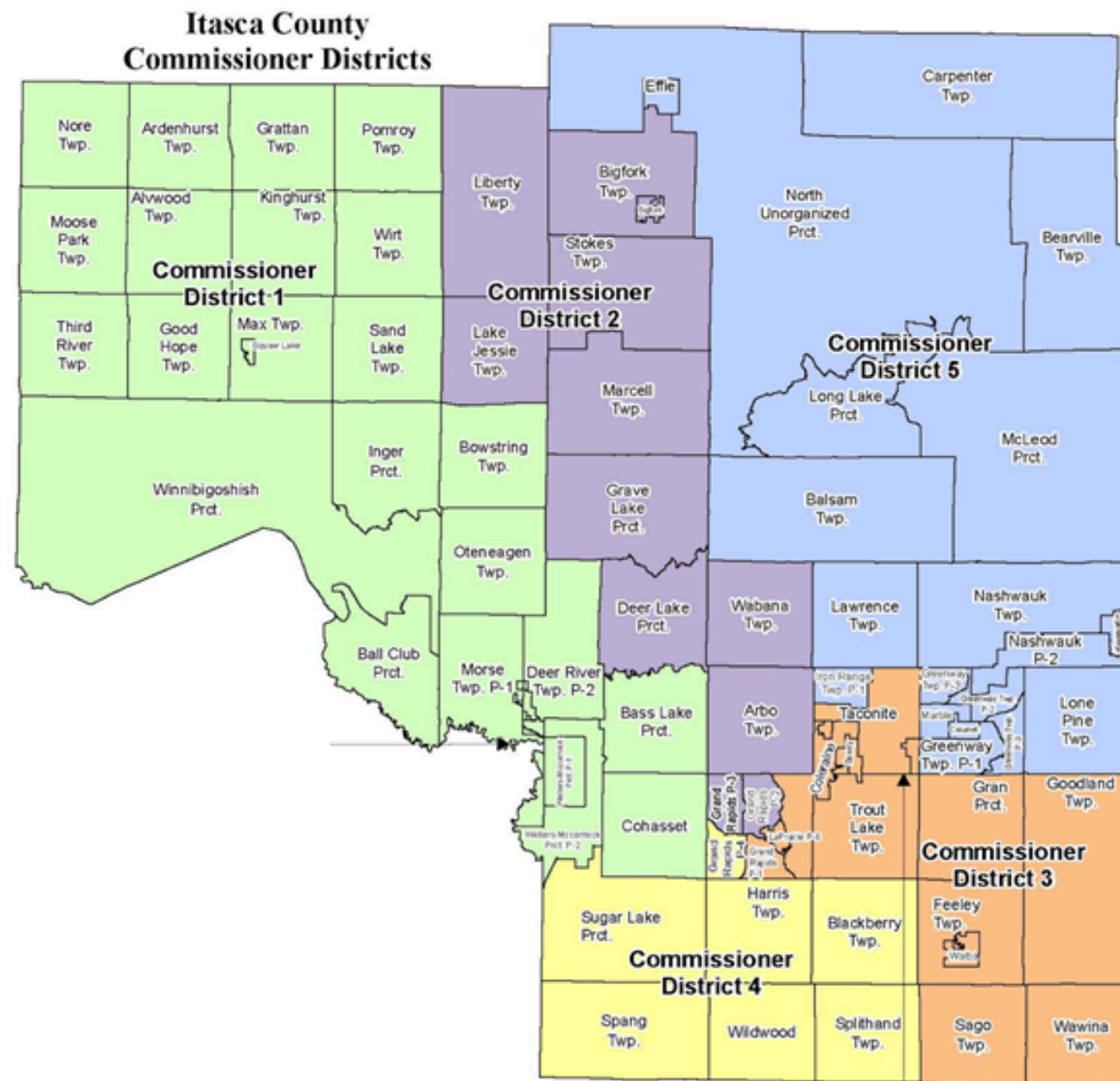
Tracy Hensley, Amanda Lamppa and Lisa Randall



CEDA Team



Amanda Lamppa



Tracy Hensley



Lisa Randall

Grant Applications

- ▶ **26 Grant Applications Submitted**
\$1,105,017
- ▶ **21 Grant Applications Under Review**
\$925,017
- ▶ **5 Grants Awarded**
\$180,000

Community Projects

► Grant applications

Bowstring Airport, Harris Township and Goodland Township

► North Central MN Farm & Antique Association

-Event center build-out underway

► Greenway Rec Association

-Entrance doors installation underway

-Pursuing funding to replace ice plant condenser

► American Legion Campground

-Coordinating a thank you picnic - June 18

Community Projects

► City of Calumet

- Day of Action with Habitat for Humanity and United Way
- Tuesday, June 16, 2026, volunteers are invited

► Carpenter Township

- Energy efficiency upgrades to town hall
 - Log building chinking and install new windows

► Lawrence Township

- Playground build is scheduled for Wed-Fri, June 10-12, 2026
- Watch for volunteer requests and scheduling

Business Visits

► **12 Businesses were visited**

► **Concerns noted:**

- How highway and road projects affect business.
- A perception that funds are being used outside of Itasca County.
- Businesses are committed to the local area.

► **Business-friendly support:**

- Tax relief
- Strategic infrastructure planning and implementation
- Strong focus on supporting in local business development and expansion

Community Projects

- ▶ **MN DNR Outdoor Rec grant for \$400,000**
 - Nashwauk Trailhead Project
- ▶ **Itasca County Trails Study**
 - 481 survey responses since launch in December 2025
 - Study goes through June 2027
- ▶ **S. Lake L.I.C. Playground Installation**
 - First week in June
- ▶ **S. Lake Bridge Phase 2**
 - Planning/purchasing near complete for walking corridor rest stops

CEDA serving Itasca County



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TO: Itasca County Board of Commissioners

FROM: Tracy Hensley, Amanda Lamppa, Lisa Randall

DATE: Tuesday, April 28, 2026

RE: Itasca County Community Project Updates

Grants Awarded in 2026 Q1

# of Grants Submitted during the quarter	\$ of Grants Submitted during the quarter	# of Grants submitted under review	\$ of Grants submitted under review	# of Grants Awarded during the quarter	\$ of Grants Awarded during the quarter
26	\$1,105,017	21	\$925,017	5	\$180,000

1. Continued greater Itasca County community outreach to assist with community development and economic enrichment.

Itasca County District 1

Bowstring Airport

- Coordinated a \$47,000 Blandin Foundation grant application to serve as match to \$470,000 in CIP development projects. MnDOT funds 90%, local match of 10%. Blandin Foundation awarded \$25,000 of the \$47,000.
- New multi-use building, funded in large part by MnDOT Aeronautics, is scheduled for construction in 2026. Karvakko Engineering is overseeing the project. Ribbon cutting expected at the Fly-in & Camp-Out on September 25, 2026.
- Provided edits/feedback as the Commission rewrote/updated their bylaws that had not been reviewed in several years.
- Created and distributed their Fly-in & Camp-out poster to 100+ MN airports. Save the Date: September 25-27, 2026.

City of Squaw Lake

- Helped the community report on the first Blandin Foundation grant installment. Working in tandem with Ed Eck Designs and ARDC's Avenue of Pines for community welcome signs. Seeking final tribal support on signage logo to further brand the corridor.

District 1 Leech Lake Community LIC's: Deer River, Ball Club, Winnie, Inger & S Lake

- S Lake LIC: new signs ordered and park install is scheduled; Pavilions at S. Lake, Inger and Winnie Dam are waiting for bids and timeline from Red Lake Builders.

Itasca County District 3

Bovey

- Phase II for playground: Pickle ball/tennis courts. Slated to be a half of a basketball court and half pickle ball or full pickle ball court
- Splashpad funding: Bingo and Chili Fundraiser on April 17, 2026.
- Dog park should be complete by the end of this summer 2026

Coleraine

- Regional Recreational Hub and hotel development discussions continue.
- CEDA's Planning Department submitted proposals for providing Strategic Planning and Comprehensive Plan services; City Council is considering quotes from CEDA and ARDC.
- Hotel development discussions continue.

Coleraine: Greenway Joint Recreation Association

- Installation of new entrance doors is scheduled for completion by late April. CEDA spearheaded the funding sources for this \$55,000 project.
- Strategizing funding sources to replace one of two ice plant condensers (estimated at \$70,000), installation expected by fall of 2026.

Feeley Township: American Legion Campground

- Organizing a thank you picnic for funders/contractors after the 2-year project completion, scheduled for June 18, 2026.
- Creating a marketing plan to increase occupancy and use.

Goodland Township

- Strategizing funding opportunities for a \$184,000 community center roof replacement project, including a \$50,000 Blandin Foundation grant application, \$25,000 was awarded.
- Coordinating an Enbridge Energy grant application for the roof replacement project.

City of LaPrairie

- Submitted Public Works grant in the amount of \$31,000 for repairs to town hall after flood.

Trout Lake Township

- Researching funding options to purchase a new or used skid steer

Warba (city) Feeley (township) Joint Recreation Board

- Providing guidance and implementing funding options to complete park improvements in 2026 that include installing electricity throughout the park and installing a new skating rink.

City of Warba

- Assisting Itasca County Lands Department on funding for including a multi-use trail portion on the bridge in MnDOT's Highway 2 project, construction in 2027.

Itasca County District 4

Blackberry Township

- Strategizing budget and funding options for skating rink well replacement and other skating rink equipment. Providing guidance and referrals for vendors and other communities who have done similar projects.

Blackberry Township: North Central MN Farm & Antique Association

- Providing guidance for funding to finish the interior of the back half of their Morton Building for additional temperature controlled indoor space. Project estimate is \$117,600. Materials will be delivered mid-April and construction is scheduled to be completed by mid-May.

Harris Township:

- Provided guidance, budget strategizing and grant narrative writing for a successful \$100,000 Blandin Foundation grant for park improvements (2026), and town hall addition, parking lot resurfacing and new septic system (2027).

Itasca County District 5

City of Calumet

- Seeking funds to move the Old Depot near the previous bank building.
- The previous bank building (now owned by the City) should be open this summer.
- Day of Action with Habitat for Humanity and United Way is June 16, 2026
- Community survey sent out. Monitoring for information as to what improvements city residents would like to see.

Carpenter Township

- IRRR Public Works grant pending for \$25,000 for town hall improvements.
- Blandin Foundation grant awarded for \$25,000 for town hall improvements.
- Focus: repair town hall (rotting posts, energy-efficient windows/doors, chinking).
- Cemetery: seeking assistance for falling headstones/landscaping.

Lawrence Township

- Blandin Foundation grant was awarded for \$22,000 for their new playground
- Mesabi Metallics grant was applied for \$10,00 for their new playground.
- Coordinating the volunteer-based playground build at the town hall scheduled for June 10-12.

2. Continue to facilitate a county-wide trails study and collect additional tourism impact data for Itasca County.

- More than 481 surveys have been completed and trail counters are being moved monthly collecting more data. This task force meets monthly to discuss issues/concerns.

3. Continued focus on trails and recreational development, with a focus on the Nashwauk Trailhead.

- Getting final projections from architects so we know how to formulate a funding package.
- Working on DNR Outdoor Recreation grant for the lion's share of this funding. If this is awarded, we will start working with Blandin Foundation, IRRR, MN Power Foundation and other local entities to fill in the funding gaps.

4. Provide continued assistance on phase 3 of the Squaw Lake pedestrian and recreation bridge.

- Acquiring bids on concrete work, boulder benches, and small covered rest stop for Leino's Pub and Fish Tails (Max Mini location is in the right of way, thus it had to be moved).
- Environmental is finally moving forward, just waiting for paperwork. Realistic construction is slated for 2027-28. To stay in line with tribal recommendations, they have identified the need to have a tribal representative available while actively 'digging' is going on during the construction of this bridge. There will also most likely be a gap to fill in financing once this project gets underway. Quietly planting the seed of this need has started with funders.

5. Work with ARDC to obtain a Recreational Hub designation for the City of Coleraine.

- Discussions with community members continue.

6. Present to the County Board on a quarterly basis activities, status and outcomes to the County Board.

7. All County funds to be spent on activities to promote activities within Itasca County. Board.

8. A minimum of 50% of the contracted time must be spent on business attraction and development.

- 12 business visits completed
- As part of ongoing efforts to better understand the local business environment, several businesses throughout Itasca County were recently visited to gather feedback on their experiences operating within the county.
- Overall, business owners expressed a strong commitment to the area and a desire to see continued economic growth and sustainability. However, several concerns were identified.
- A majority of businesses reported that the current tax burden is too high, creating challenges not only in maintaining a sustainable income, but also in offering competitive

wages necessary to attract and retain employees. This issue was cited as a significant barrier to both business stability and workforce development.

- In addition, one business raised concerns regarding proposed changes along the Highway 2 corridor, specifically noting uncertainty about how these changes may impact customer access and overall business activity.
- Another business expressed frustration with the perception that county resources are being used to support businesses outside of Itasca County. They emphasized a strong preference for prioritizing local investment, stating that keeping funds within the county would better support existing businesses and strengthen the local economy.
- In summary, while businesses in Itasca County remain dedicated to their communities, they are seeking greater support through tax relief, thoughtful infrastructure planning, and a stronger focus on investing in local enterprises.
- Met with Grand Rapids Area Chamber of Commerce to partner in offering business networking/resources/services events in rural quadrants of Itasca County.

Miscellaneous:

- Attended Chamber of Commerce Lunch with the Legislators
- Attended Mesabi Metallics Meet & Greet and MPCA Public Meeting.
- Attended Evaluation/Survey/Qualitative Data Workshop Series
- Attended MN DNR Outdoor Rec grant webinar
- Attended quarterly meeting with IRRR to discuss projects and potential funding asks.
- Attended quarterly Iron Range Economic Alliance at IRRR in March.
- Attended Chamber of Commerce Governmental Affairs Committee biweekly meetings.
- Attended Governmental Collaborative monthly meetings.
- Attended ARDC Comprehensive Economic Development Strategy (CEDS) presentation at Blandin Foundation.

Upcoming Events:

- The 2026 CEDA Annual Meeting will be hosted in Itasca County in the fall.