



ITASCA COUNTY BOARD OF COMMISSIONERS

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

Tuesday, June 23, 2026

2:30 PM

Itasca County Boardroom

FINAL

REGULAR SESSION MINUTES

I. CALL TO ORDER

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

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

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Approve the agenda, as presented.

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

IV. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, June 16, 2026, County Board Regular Session.

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

1. Approve the minutes of the Tuesday, June 16, 2026 Regular Session.

V. CONSENT AGENDA

Motion To: Approve the Consent agenda, as presented.

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

1. Approve posting and marketing of a Request For Proposal to solicit Brokerage Services for the potential sale of county-owned properties.

2. Appoint Mail Ballot and Absentee Ballot election judges for the August 11th, 2026 State Primary Election and November 3rd, 2026 State General Election as follows: Addie Best, Susan Browne, Todd Christensen, Ruth Ann Connolly, Jaci David, Paul Durocher, Jeff Frazier, Ann Hauser, Kathy Krook, Marge Sutherland, and trained alternates as needed.
3. Appoint UOCAVA elections judges for the August 11th, 2026 State Primary Election and November 3rd, 2026 State General Election as follows: Ruth Ann Connolly, Heathyr Dahline, Katy Johnson, Kathy Krook and trained alternates as needed.
4. Cancel the public hearing scheduled for July 7, 2026, re: vacating some excess highway easement along CSAH 60.

VI. REGULAR AGENDA

1. Employee Recognition

Welcome to James Ringold who has joined Itasca County as a Legal Secretary in the Attorney's Department, effective June 22nd, 2026.

Welcome to Heather Roy who has joined Itasca County as Assistant County Attorney in the Attorney's Department, effective June 22nd, 2026.

Farewell to Ashly Larson who has left her position as Legal Secretary in the Attorneys Department effective June 23, 2026.

Thank you to Will Storm, celebrating 5 years in the Surveying and Mapping Department

Thank you to Samantha Vork, celebrating 5 years in the Health and Human Services Department

Thank you to Sarah Norton, celebrating 10 years in the Health and Human Services Department

Thank you to Sara Thompson, celebrating 15 years in the Land Department

Thank you to Christine Krebs, celebrating 20 years in the Health and Human Services Department

Thank you to Jamie Gilbert, celebrating 25 years in the Sheriffs Department

2. Commissioner Warrants

Motion To: Approve Commissioner Warrants with a check date of June 24, 2026, in the amount of \$665,019.32.

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. ICHHS Warrants

Motion To: Approve approved Itasca County Health and Human Services Warrants for June 2026 in the amount of \$1,991,505.11.

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

4. Bowstring SRE and/or AD Building and Hangar Site Prep Bid Recommendation

Motion To: Recommend awarding JCF Builders of Pine City, MN to receive the bid for the Bowstring SRE & AD Building Hangar Site Prep Projects as long as there is additional funding from the State and for approval of further Board action as necessary.

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

5. **Letter of Support Re; Reshoring the Future of the US Iron Ore and Steel**

Motion To: Approve Letter of Support Re: Reshoring the Future of the US Iron Ore and Steel.

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

6. **Lease agreement between Itasca County and Itasca County Family YMCA**

Motion To: Approve the lease agreement between Itasca County and Itasca County Family YMCA for the time period of 09/01/2026–08/31/2029 and authorize the County Board Chair to sign the lease agreement.

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

VII. ADMINISTRATOR UPDATE

No update provided.

VIII. COMMITTEE REPORTS

Commissioner Hopkins reported on attending the American Legion Thank You Picnic in Warba and the Grand Village Board Meeting.

Commissioner Johnson reported on attending the Thank You Picnic, a District 1 AMC meeting, a Classification Committee Meeting, a Solid Waste working group, Health & Human Services Meeting and an Opportunity Zone meeting.

Commissioner Snyder reported on attending a Fairground Campground Marketing meeting, a Grand Village Board meeting and a meeting with Environmental Services.

Commissioner Venema reported on attending a meeting with the DNR regarding Mesabi Metallics.

Commissioner Smith reported on attending a Community Health Board meeting, a meeting regarding IM Care and a meeting with the DNR and State regarding a gravel pit in District 1.

IX. COMMISSIONER COMMENTS

Commissioner Smith provided comment regarding the Nuclear Discussion group and following that progress closely.

X. CITIZEN INPUT

1. Receive citizen input.

Dave Holmbeck provided input on Sand Lake, external hard-drives and flash-drives to add photos or presentations to Citizen Input.

Jake Langeslag provided input on being kicked out of the YMCA, their complaint process, cancel culture, parental alienation, father's rights in Minnesota, accountability, goat-gate, dog-gate, fire and rose-gate.

XI. CLOSED SESSIONS

XII. ADJOURN

Chair Smith adjourned the meeting at 3:03 PM.

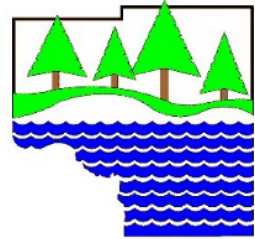
ATTEST



Cory Smith
Chair of the County Board



Brett Skyles
Clerk of the County Board



MEETING INFORMATION SHEET

JUNE 23, 2026

PULL: None

ADDITIONS: None

CHANGES: None

INFORMATIONAL:

1. Item #6.4 (Bowstring SRE & AD Building Hangar Site Prep Projects Bid
Recommendation – **REGULAR AGENDA -request is to authorize award to JCF Builders as long as the State will authorize more funding.**
 - 1 bid came in from JCF Builders in Pine City MN for a total of \$650,174.54
 - SRE came in at \$389,000 appx 30% higher than specs sent in
 - Dirt work came in %15 lower
 - State funding is 60%
 - Local funding is 40%
 - Can choose to approve both or just one
 - Jerry Bolin spoke to Jason Ridde at state and Jason will check to see if additional funding is available



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Tuesday, June 16, 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
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John Johnson	District #3	Present	2:30 PM
Larry Hopkins	District #4	Present	2:30 PM
Casey Venema	District #5	Present	2:30 PM

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Approve the agenda, as presented.

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

IV. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, June 2, 2026, County Board Regular Session.

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

Motion To: Approve the minutes of the Tuesday, June 9, 2026, County Board Regular Session.

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

1. Approve the minutes of the Tuesday, June 2, 2026, Regular Session.
2. Approve the minutes of the Tuesday, June 9, 2026, Regular Session.

V. CONSENT AGENDA

Motion To: Approve the Consent agenda, as presented.

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

1. Approve Opportunity Zone Resolution and authorize necessary signatures.
2. Designate Commissioner John Johnson as the official County Economic Development Contact for Itasca County for future opportunities.
3. Accept the proposed PSA preventative maintenance agreement proposed by Johnson Controls and authorize necessary signatures.
4. Authorize the IMCare Director to sign this contract with Metastar for completion of Data Validation.
5. Accept and approve the 2026/2027 Housing Support Agreements effective July 1, 2026.
6. Approve final payment for Contract 67009, two bridge replacement projects on CSAH 70, and authorize the County Board Chairperson and Clerk to the County Board to sign the necessary documents.
7. Award Forest Road project contract to Wabana Clearing & Excavating in the amount of \$25,805.00, with a potential additional cost of \$4,200.00 dependent on availability of on-site materials, to be paid from Fund 12, and authorize necessary signatures.
8. 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.
9. Adopt the Resolution Re: Repurchase of parcel 89-036-3140
10. Approve resolution Re: State of Minnesota Joint Powers Agreement with the County of Itasca on behalf of its Probation Office; Court Data Services Subscriber Agreement to CJDN Subscriber Agreement; State of Minnesota Joint Powers Agreement (BCA).

VI. REGULAR AGENDA

1. Commissioner Warrants

Motion To: Approve Commissioner Warrants with a check date of June 17, 2026, in the amount of \$ 319,859.44.

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

2. Employee Expense Reimbursement

Motion To: Approve employee expense reimbursement for expenses submitted over 60 days from when they were incurred.

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

3. Job Postings – One Public Health Nurse (HHS), one Forester (Land) and one Engineering Tech I/II/III (Transportation)

Motion To: Approve One Public Health Nurse (HHS), one Forester (Land) and one Engineering Tech I/II/III (Transportation).

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

4. 2026-2030 Capital Improvement Plan (CIP)

Motion To: Approve the 2026-2030 Capital Improvement Plan (CIP) allowing phased implementation based on financial availability and future County Board budget approvals.

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

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

Steve Gottwalt, Executive Director of MN Association of County Health Plans provided an update on County Based Purchasing (IMCare) Division Re: 2026 Session.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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6. Construction & Demolition Management Plan

Heather Crowell, Burns & McDonnell provided a comprehensive construction & demolition management plan.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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7. Purchase Agreement For NESE Section 22, Township 150N, Range 29W

Motion To: Approve purchase agreement for approximately 40.7 acres of forest land legally described as the Northeast Quarter of the Southeast Quarter (NE SE), Section Twenty-two (22), in Township One Hundred Fifty (150) North, Range Twenty-nine (29) West, at a cost of \$32,967.00 to be paid out of Land Replacement Trust Fund (02-2600) and authorize necessary signatures

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

VII. ADMINISTRATOR UPDATE

County Administrator Brett Skyles provided an Administrator Update, including congratulating the Sheriff's Office for their great work hosting Benchmark Analytics and others to come tour and see the operation of the facility. He also shared that Irene Koski, retired Itasca County Coordinator recently passed, and offered condolences.

VIII. COMMITTEE REPORTS

Commissioner Hopkins reported on attending the Grand Village Appreciation dinner.

Commissioner Johnson reported on attending the Grand Village Appreciation dinner, a Northspan presentation, Chamber Legislative Luncheon, and communicated Re: standards of conduct.

Commissioner Snyder reported on attending an IEDC meeting.

Commissioner Venema reported on attending a Western Mining meeting and the Grand Village Appreciation dinner.

Commissioner Smith reported on attending a Health Board meeting and met with several department heads as well as fielding many phone calls and texts from constituents.

IX. COMMISSIONER COMMENTS**X. CITIZEN INPUT**

Dave Holmbeck provided input on being thankful to the commissioners for giving specific information Re: the request for approving positions as well as speaking of the standards of conduct.

Jake Langslag provided input on continuing to get into media, kids-gate, city of Coleraine removing citizen input from their meetings, Judge McBroom, Fire & Roads-gate, Smoke on the Water, Deer River Schools, dog-gate, animal rights, Mr. Casper, and attending the Pride Fest.

1. Citizen Input

XI. CLOSED SESSIONS**XII. ADJOURN**

Chair Smith adjourned the meeting at 3:28 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, June 23, 2026

REQUEST FOR BOARD ACTION: RBA-2026-483

DEPARTMENT: Administrative Services
PRESENTER:

TIME REQUESTED:

AGENDA ITEM:

Request For Proposal to solicit Brokerage Services for the potential sale of county-owned properties.

BOARD ACTION REQUESTED:

Approve posting and marketing of a Request For Proposal to solicit Brokerage Services for the potential sale of county-owned properties.

BACKGROUND:

As Itasca County continues to review current land and/or physical assets under fee ownership, the ability to quickly and effectively market properties the County Board may wish to sell will prove advantageous.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

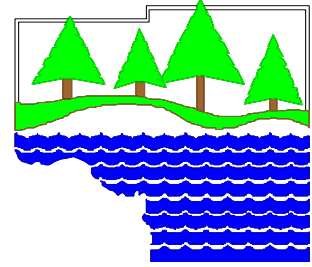
SUPPORTING DOCUMENTATION:

1. RFP_BROKER SERVICES

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

ITASCA COUNTY

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



ITASCA COUNTY REQUEST FOR PROPOSALS for Real Estate Brokerage Services for Sale of County-Owned Properties

Informal Solicitation

June 23, 2026

RFP deadline at 3:30 PM, July 20, 2026

**Itasca County Courthouse
Administrative Services
123 NE 4th Street
Grand Rapids, MN 55744
(218) 327-7363
brett.skyles@co.itasca.mn.us**

**ITASCA COUNTY
REQUEST FOR PROPOSALS
for**

Real Estate Brokerage Services for Sale of County-Owned Properties

1. Purpose

Itasca County is soliciting proposals from qualified Minnesota-licensed real estate brokerage firms to provide brokerage, marketing, advertising, proposal administration, and advisory services for the sale of county-owned real property, including residential, commercial, surplus facilities, economic or community development, and redevelopment properties.

The county intends to select the proposal offering the best overall value based upon qualifications, experience, project approach, demonstrated performance, and proposed compensation.

The county reserves the right to award a contract to one or more firms, reject any or all proposals, waive minor irregularities, and cancel or re-issue this solicitation.

2. Scope of Services

A. Property Marketing and Sale Services

The county desires to utilize the broker to market and assist with the sale of potential residential, commercial, development, redevelopment, surplus facility, and other county-owned properties. For properties identified for sale by the county board, the selected broker shall assist the county in marketing the property, soliciting proposals, and coordinating the proposal review process in accordance with Minnesota law, county policies, and county board direction. Depending upon the property type, market conditions, and statutory sale requirements, the broker may be directed to provide some or all of the following services:

- 1) Conduct market analysis, develop and implement approved property-specific marketing strategies;
- 2) Prepare listing materials, marketing packages, maps, photographs, and property information;
- 3) Market properties through the Multiple Listing Service (MLS), commercial real estate platforms, broker networks, investor and developer outreach, digital advertising, print advertising, or other appropriate channels;
- 4) Conduct outreach to prospective purchasers, developers, businesses, institutions, and other interested parties;
- 5) Coordinate property tours, site visits, signage, open houses, informational meetings and responses to inquiries;
- 6) Assist county staff in preparing property information packages and solicitation materials;
- 7) Receive and organize proposals or offers submitted to the county;
- 8) Coordinate review of proposals for compliance with solicitation requirements;

- 9) Prepare summaries and comparative analyses of offers or proposals received for consideration by county staff and the county board;
- 10) Present results and recommendations regarding marketing efforts and proposal solicitation methods to county staff and the county board when requested.

B. County-Owned Property Sales

The broker shall assist the county with the sale of county fee-owned properties in accordance with applicable Minnesota statutes governing the disposition of county-owned real estate. The broker shall acknowledge that:

- 1) The county board retains sole authority to authorize the sale of county-owned property.
- 2) No sale, conveyance, contract, or option is valid except as authorized by law and approved by the county board.
- 3) The broker shall not accept offers, negotiate terms, bind the county, execute agreements, or otherwise commit the county to any transaction.

C. Surplus Facilities and Development Properties

The county may utilize a broker for the marketing of surplus county facilities, redevelopment sites, housing development sites, commercial development properties, and other strategic economic or community development opportunities.

The broker shall lead in identifying prospective purchasers and development interests, preparing development-oriented marketing materials, conducting outreach, and providing proposal analyses and recommendations to assist county decision-making.

3. County Statutory Sale Process and Procedures

The broker shall assist the county in implementing property sales consistent with applicable Minnesota statutes, including Minnesota statutes section 373.01 and any other applicable statutes.

A. County Powers and Statutory Requirements

For sale of county owned real estate properties with public solicitation requirements may involve the following:

- 1) Notice of the proposed sale shall be published in the county's official newspaper and on the county's website for three consecutive weeks and once in a newspaper of general circulation in the area where the property is located.
- 2) Notices shall include the time, place, and manner for considering proposals and a legal description of the property.
- 3) Following publication, proposals may be solicited through authorized methods, including RFP or online procedures as directed by the county board and permitted by law.

- 4) The broker shall lead in marketing the property, soliciting proposals, organizing submissions, coordinating with county staff in evaluating proposals, and preparing proposal summaries for county board consideration.
- 5) All proposals shall be summarized and presented to the county board for consideration.
- 6) The county board reserves the right to accept the proposal determined to be most favorable to the county or reject any or all proposals in the best interests of the county.

4. Proposal Fee Schedule Requirements

Proposers shall submit commission rate schedule applicable to all county-owned property sales covered under the RFP proposal. The proposal fee schedule shall include:

- 1) Proposed commission rate schedule(s);
- 2) Any minimum commission fee amounts (as allowed by law);
- 3) Detailed description of services to be provided within the proposed compensation fees;
- 4) Any sliding scales for commission fees (i.e. higher for lower value properties and lower for higher value properties);
- 5) Any other or alternative fee structures the proposer wishes the county to consider.

The proposal must indicate whether commission fees shall be earned only upon the successful closing of a sale transaction approved by the county board.

Compensation proposed by the broker cannot exceed the maximum amount permitted by Minnesota law. Any commission shall be payable only upon successful closing and shall not exceed ten percent (10%) of the sale price per Minnesota Statute section 373.01 subdivision 1(5)f.

As allowed by law, the county reserves the right to negotiate property-specific compensation arrangements outside of normal fee schedules when warranted by the complexity, value, or unique marketing requirements of a particular property.

5. Qualifying RFP Proposal Minimums

- 1) Broker must be licensed with the State of Minnesota as a Real Estate Broker in good standing and must meet the ethics and competency provisions as outlined in MN Statute 82 and the NAR Code of Ethics for the assignment.
- 2) Must demonstrate brokerage will be able to meet all required county insurance limits.
- 3) Must demonstrate brokerage experience marketing and selling residential, commercial and development properties.
- 4) Must demonstrate brokerage experience with governmental, institutional, redevelopment, or economic development property transactions.
- 5) Must demonstrate brokerage familiarity with or the ability to closely follow Minnesota public-sector procurement and property disposition requirements.

6. Qualifying RFP Proposal Content Requirements

- 1) Letter of Interest
- 2) Brokerage firm profile and office locations.
- 3) Qualifications and experience of firm and assigned personnel.
- 4) Knowledge of the local real estate market, and past success at marketing properties.
- 5) Marketing strategy, approach and methodology to maximize property value.
- 6) Experience with commercial, development and redevelopment properties.
- 7) Three client references on past performance.
- 8) Fee schedules and commission rates.

7. Proposal Evaluation and Selection Criteria

A. RFP Proposal Evaluation Criteria

The county will utilize an RFP procurement process to select the proposal that provides the greatest overall benefit to the county. Selection will not be based solely upon commission rates, fees, or other cost factors. Instead, proposals will be evaluated using the following weighted score criteria.

<u>Evaluation Criteria</u>	<u>Weight</u>
1) Qualifications and Experience of Firm and Assigned Personnel	<u>15%</u>
2) Knowledge of Regional Real Estate Market and Past Ability to Successfully Market Properties	<u>10%</u>
3) Marketing Strategy and Approach to Maximize Market Exposure and Property Value	<u>25%</u>
4) Experience with Commercial, Development, or Redevelopment Properties	<u>20%</u>
5) Fee Proposal and Overall Cost to the County	<u>20%</u>
6) Client References on Past Performance	<u>10%</u>

B. RFP Proposal Evaluation Factors

The county shall evaluate proposals on the above evaluation criteria and consider, among other factors:

- 1) Understanding of property valuation, marketing, and buyer outreach strategies;
- 2) Quality, demonstrated ability and effectiveness of the proposed marketing approach;

- 3) Familiarity with statutory sale requirements and willingness to work within county established procedures;
- 4) Responsiveness and completeness of the proposal; and
- 5) Proposed commission structures, fees, and overall value offered to the County.

C. Interviews

The county reserves the right to conduct interviews with one or more of the highest-ranked proposals. Interviews may be used to evaluate the firm's qualifications, project approach, understanding of county objectives, familiarity with the local market, and ability to successfully perform the requested services.

D. Final Selection

Following evaluation of written proposals and any interviews conducted, the county may finalize contract terms and compensation with the highest-ranked proposer or may make an award based solely upon the submitted proposals. The county's determination of best value shall be final.

The county reserves the right to:

- 1) Reject any or all proposals;
- 2) Waive minor informalities or irregularities;
- 3) Request clarification or additional information from proposers;
- 4) Verify references and qualifications;
- 5) Award a contract to the proposer determined to provide the best overall value to the county;
- 6) Decline to award a contract if doing so is determined to be in the best interests of the county.

8. Contract Term

The anticipated contract term for the selected broker shall be one (1) years with the option to renew for two additional one-year terms upon mutual agreement.

9. Proposal Submittal and Contact Information

Proposals may be submitted by hard copy to the Itasca County Administrative Service office or submitted electronically to the email address below. For any questions on the RFP, call 218-327-7363.

Itasca County Courthouse
Administrative Services
123 NE 4th Street
Grand Rapids, MN 55744
(218) 327-7363
brett.skyles@co.itasca.mn.us

Proposal submittals must be received by 3:30 pm on Monday, July 20th, 2026



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, June 23, 2026

REQUEST FOR BOARD ACTION: RBA-2026-480

DEPARTMENT: Auditor / Treasurer

TIME REQUESTED: < 5 Minutes

PRESENTER: Austin Rohling

AGENDA ITEM:

Mail Ballot and Absentee Election Judges

BOARD ACTION REQUESTED:

Appoint Mail Ballot and Absentee Ballot election judges for the August 11th, 2026 State Primary Election and November 3rd, 2026 State General Election as follows: Addie Best, Susan Browne, Todd Christensen, Ruth Ann Connolly, Jaci David, Paul Durocher, Jeff Frazier, Ann Hauser, Kathy Krook, Marge Sutherland, and trained alternates as needed.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

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



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, June 23, 2026

REQUEST FOR BOARD ACTION: RBA-2026-481

DEPARTMENT: Auditor / Treasurer

TIME REQUESTED: < 5 Minutes

PRESENTER: Austin Rohling

AGENDA ITEM:

UOCAVA Election Judges

BOARD ACTION REQUESTED:

Appoint UOCAVA elections judges for the August 11th, 2026 State Primary Election and November 3rd, 2026 State General Election as follows: Ruth Ann Connolly, Heathyr Dahline, Katy Johnson, Kathy Krook and trained alternates as needed.

BACKGROUND:

COUNTY ATTORNEY REVIEW:

SUPPORTING DOCUMENTATION: None

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



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, June 23, 2026

REQUEST FOR BOARD ACTION: RBA-2026-479

DEPARTMENT: Transportation

TIME REQUESTED: < 5 Minutes

PRESENTER: Joshua Falck

AGENDA ITEM:

Cancel the public hearing scheduled for July 7, 2026

BOARD ACTION REQUESTED:

Cancel the public hearing scheduled for July 7, 2026, re: vacating some excess highway easement along CSAH 60.

BACKGROUND:

On May 26, 2026, a public hearing was set to consider vacating some excess highway easement on CSAH 60. Due to a variety of factors, the public hearing needs to be canceled. It will be rescheduled at a later date.

COUNTY ATTORNEY REVIEW:

SUPPORTING DOCUMENTATION: None

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



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, June 23, 2026

REQUEST FOR BOARD ACTION: RBA-2026-182

DEPARTMENT: Human Resources

TIME REQUESTED: < 5 Minutes

PRESENTER: Administrator Skyles

AGENDA ITEM:

Employee Recognition

BOARD ACTION REQUESTED:

Welcome to James Ringold who has joined Itasca County as a Legal Secretary in the Attorney's Department, effective June 22nd, 2026.

Welcome to Heather Roy who has joined Itasca County as Assistant County Attorney in the Attorney's Department, effective June 22nd, 2026.

Farewell to Ashly Larson who has left her position as Legal Secretary in the Attorneys Department effective June 23, 2026.

Employee Milestone Recognition:

The Following employees celebrated significant work milestones working for Itasca County in the month of June:

Will Storm, 5 years in the Surveying and Mapping Department
Samantha Vork, 5 years in the Health and Human Services Department
Sarah Norton, 10 years in the Health and Human Services Department
Sara Thompson, 15 years in the Land Department
Christine Krebs, 20 years in the Health and Human Services Department
Jamie Gilbert, 25 years in the Sheriffs Department

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

6/23/2026

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, June 23, 2026

REQUEST FOR BOARD ACTION: RBA-2026-172

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 June 24, 2026, in the amount of \$665,019.32.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

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



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, June 23, 2026

REQUEST FOR BOARD ACTION: RBA-2026-145

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 June 2026 in the amount of \$1,991,505.11.

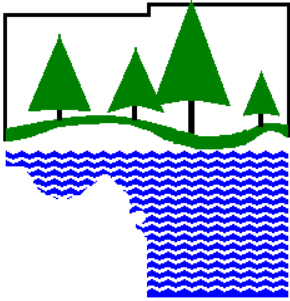
BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. June 2026 Board Report

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



ITASCA COUNTY HEALTH AND HUMAN SERVICES

ITASCA RESOURCE CENTER

1209 SE 2nd Avenue, Grand Rapids, MN 55744

Hearing Impaired Number TDD: 218-327-5549

218-327-2941

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

June 2026

Income Maint/Admin Payments	\$ 215,655.11
Social Services - Waivers	\$ 16,388.64
Social Services - Non-Waivers	\$ 697,083.14
Foster Care/Out of Home/FamilySupport	\$ 340,659.54
Relative Custody/Preventive Placement Costs/Incidentals	\$ 45,014.04
Public Health	\$ 85,141.28
Community Health Board	\$ 591,563.36
Total	\$ 1,991,505.11

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.

June 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	403,451.86	486,088.00	499,374.53	438,535.58	487,698.28
June	340,659.54	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	2,200,386.04	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	110	33	30%	8	24%
June	121	21	17%	2	10%
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!
	554	164	30%	33	20%
	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%

June 2026
Out of Home Placement Payments by Vendor

		Rate	Invoices Paid
Northwestern MN Juvenile	-	\$275-\$421/day	\$ 74,425
North Homes	-	\$175 - \$573/day	\$ 49,554
The Bridge Residential Facility	-	\$255/day	\$ 47,553
Northwood	-	\$294-\$441/day	\$ 29,457
Kadiri House	-	\$593/day	\$ 18,386
Anoka County Juvenile Center	-	\$395/day	\$ 14,985
Snyders/Foundation for Life	-	\$200/day	\$ 12,400
Little Sand Group Home	-	\$394/day	\$ 12,398
Nexus	-	\$296 - \$556/day	\$ 10,105
Village Ranch	-	\$249 - \$318/day	\$ 7,743
Lighthouse	-	\$200/day	\$ 6,200
Lutheran Social Services	-	\$148-\$366/day	\$ 3,576
Dungarvin	-	\$35/day	\$ 2,183
Residential Services	-		\$ 1,215
Crow Wing Community Serv	-	\$295/day	\$ 66
180 Degrees Inc	-	\$500 - \$566/day	\$ -
Arrowhead Juvenile Center	-	\$286/day	\$ -
Bar None	-	\$559/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	\$ -
Northstar	-	\$200/day	\$ -
Peace House	-	\$115/day	\$ -
Port Group Homes	-	\$381/day	\$ -
Volunteers of America	-	\$330 - \$590/day	\$ -
West Central Juvenile Center	-	\$300 - \$595/day	\$ -
Woodland Hills	-	\$290 - \$331/day	\$ -
Individuals*	-	\$21 - \$121/day	\$ 50,414
Total			\$ 340,659

*Individuals : Includes Foster Care & Family Support Programs

June 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	21,110.27	-	23,397.16	677.68	-	4,368.44	49,553.55
Jul							-
Aug							-
Sep							-
Oct							-
Nov							-
Dec							-
	56,164.35	-	81,314.72	58,619.32	6,945.45	26,702.58	229,746.42

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		49,163.00	10,050.00	2,415.00	8,250.00	-	69,878.00
Jun		49,725.00	5,025.00	3,450.00	16,225.00	-	74,425.00
Jul							-
Aug							-
Sep							-
Oct							-
Nov							-
Dec							-
	-	235,296.50	52,375.00	54,060.54	57,502.00	28,590.00	427,824.04



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, June 23, 2026

REQUEST FOR BOARD ACTION: RBA-2026-466

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Brad Eischens Civil Engineer Karvakko

AGENDA ITEM:

Bowstring SRE & AD Building Hangar Site Prep Projects Bid Recommendation

BOARD ACTION REQUESTED:

Recommend bid award to JCF Builders of Pine City, MN to receive the Bid for the Bowstring SRE and/or AD Building and Hangar Site Prep Projects as long as receive additional funding from the State.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

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



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, June 23, 2026

REQUEST FOR BOARD ACTION: RBA-2026-482

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Commissioner Venema

AGENDA ITEM:

Letter of Support Re: Reshoring the Future of the US Iron Ore and Steel

BOARD ACTION REQUESTED:

Approve sending letter RE: Reshoring the Future of the US Iron Ore and Steel Industry to the U.S. Trade Representative and authorize necessary signatures.

BACKGROUND:

Mesabi Metallica is asking the board to consider sending this letter to the U.S. Trade Representative.

COUNTY ATTORNEY REVIEW: N/A

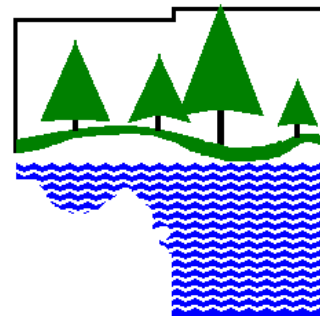
SUPPORTING DOCUMENTATION:

1. Letter of Support - Mesabi Metallica

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

ITASCA COUNTY

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



June 23, 2026

Hon. Ambassador Jamieson Greer
U.S. Trade Representative
Office of the U.S. Trade Representative
600 17th Street NW
Washington, DC 20508

Re: Reshoring the Future of the US Iron Ore and Steel Industry

Dear Ambassador Greer:

On behalf of Mesabi Metallics, we write in strong support of the application of Section 301 tariffs to iron ore pellets¹ imported from countries engaging in unfair trade practices. Iron ore pellets are an essential feedstock of American steelmaking, and their continued domestic production is inseparable from the national security, economic vitality, and industrial sovereignty of the United States.

The Minnesota Iron Range is the center of US iron ore production and has supported American industry for over a century – from the steel that built our railroads and bridges to the armor plate that equipped our forces in two World Wars and every conflict since. Today, Minnesota produces >80% of domestic iron ore and 100% of this production is iron ore pellet, supports thousands of direct mining jobs and tens of thousands more in related industries across the region and US. These are high-wage, family-sustaining positions in communities where mining is a way of life.

Foreign competitors – particularly those like Brazil which operate with financial support and direct relationships with the People's Republic of China-systematically dictate market pricing for pellets and threaten the long-term viability of US production. Unfair pricing, long-standing financial relationships, and the concerted courtship of countries with adverse interests to the US distort markets in ways that no domestic producer can offset through efficiency alone. This trajectory risks hollowing out the domestic iron ore and steel supply chain that American manufacturing depends upon.

Section 301 tariffs on iron ore pellets would affirm that the United States will not permit the erosion of this foundational industry. Trade protections provide domestic producers the necessary runway to invest in next-generation iron ore and steel value chain technologies, including direct reduction grade iron ore pellets and direct reduced iron (DRI), that are critical inputs for the electric arc furnace steel capacity that represents 70% of domestic steel production. These investments serve both economic and national security interests, and they require a stable, protected domestic supply base to succeed.

To this end, we respectfully urge the Office of the United States Trade Representative to act decisively to:

- Remove the current tariff exclusion for iron ore pellets in the Annex of USTR's Section 301 investigation into Brazil's digital trade² practices and,
- Maintain the tariff imposed on iron ore pellets in USTR's Section 301 investigation into forced labor³ practices.

The communities, workers, and industries that depend on this supply chain have sustained American strength for generations. They deserve the same resolve in return. This sector is essential to the economic and industrial security – and identity – of the United States.

Sincerely,

Cory Smith, Board Chair
Itasca County

¹ HTUS 2601.12.00

² *Initiation of Section 301 Investigation of Acts, Policies, and Practices of Brazil Related to Digital Trade and Electronic Payment Services; Unfair, Preferential Tariffs; Anti-Corruption Enforcement; Intellectual Property Protection; Ethanol Market Access; and Illegal Deforestation, 90 FR 34, 069 (Office of the United States Trade Representative July 15, 2025).*

³ *Initiation of Section 301 Investigations of Acts, Policies, and Practices of Various Economies Related to the Failure to Impose and Effectively Enforce a Prohibition on the Importation of Goods Produced with Forced Labor, 91 FR 12,884 (Office of the United States Trade Representative March 17, 2026).*



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, June 23, 2026

REQUEST FOR BOARD ACTION: RBA-2026-473

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Eric Villeneuve

AGENDA ITEM:

Lease Between Itasca County and Itasca County Family YMCA

BOARD ACTION REQUESTED:

Approve the lease agreement between Itasca County and Itasca County Family YMCA for the time period of 09/01/2026 - 08/31/2029 and authorize County Board Chair to sign the lease agreement.

BACKGROUND:

Itasca County Family YMCA will be leasing 6,845 total square feet of space within the Itasca Resource Center. They will pay \$11.25 a square foot for 2026/2027, \$11.50 for 2027/2028, and \$11.75 for 2028/2029. The lease dollars will go into the IRC Building Fund. ICHHS recommends approval.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. 2026 - 2029 Lease Between Itasca County and Itasca County Family YMCA

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

Lease Between Itasca County and Itasca County Family YMCA

SYNOPSIS

This Lease Agreement is made by and between Itasca County hereinafter referred to as LESSOR; and Itasca County Family YMCA, hereinafter referred to as LESSEE.

LESSEE: Itasca County Family YMCA mission is strengthening ourselves, families and our surrounding communities by fostering growth in spirit, mind, and body.

LESSOR: Itasca County is a political subdivision of the State of Minnesota. As such, Itasca County is empowered to carry out the governmental program of providing services under Minnesota Statute 373.01 subdivision 1 (4).

Itasca County is empowered to purchase, lease, rent, and maintain as a political subdivision of the State of Minnesota under Minnesota Statute 373.01.

Witnesseth: LESSOR and LESSEE, in consideration of the rents, covenants and considerations hereinafter specified, do hereby agree with the other as follows:

1. LEASED PREMISES

LESSOR grants and LESSEE accepts the lease of the following described Leased Premises located in the City of Grand Rapids, County of Itasca, Minnesota, to-wit:

Up to 6,845 total square feet in the building known as Itasca Resource Center located at 1209 SE 2nd Avenue, Grand Rapids, Minnesota.

	Room Number	Square Footage
Classroom	149	848
Classroom	145	832
Classroom	142	936
Classroom	140	936
Classroom	138	936
Classroom	134	936
Gym/Cafeteria	132	866
Office	112 & 113	555
		6,845 square feet

LESSOR shall in addition to the premises leased listed above, lease to LESSEE approximately 8,352 square feet adjacent to and on the northeast outside perimeter of the Itasca County Resource Center building located at 1209 SE Second Avenue, Grand Rapids, MN to be used as a playground. Said area is further identified and described as being a fenced area adjacent to the IRC building.

LESSEE in consideration of the agreements herein agrees to lease said additional premises without the payment of additional rent. LESSEE shall be responsible for the maintenance of said additional leased premises as a playground to be maintained at a standard that complies with all Statutes, rules and regulations pertaining to playgrounds. On a monthly basis, LESSEE will provide to LESSOR a certification that they have conducted all maintenance and safety audits required by statute, law or rules to a representative of Itasca County as designated by the County.

2. USE

LESSEE shall use and occupy the Leased Premises for its programs and services and for no other purpose.

3. TERM

The term of the lease shall be three (3) years from the 1st of September, 2026, through 31st of August, 2029, subject to termination by LESSOR during the term thereof upon six (6) month written notice to LESSEE.

4. RENTS

- 4.01 The consideration for this Lease Agreement shall be the mutual benefit to both parties of this Lease Agreement in so far as committed to improving access, delivery, and programming services to young children and families and individuals.
- 4.02 LESSOR represents and warrants that it is solely entitled to all of the rents payable under the terms of this Lease Agreement and that it is a solvent organization. A complete auditor's report is available upon request.
- 4.03 In consideration for the use of said premises, LESSEE shall pay the LESSOR for 6,845 square feet of space at the rate of \$11.25 per square foot the sum of \$6,417.19 per month, payable on the 5th day of each month for the time period of September 1st, 2026 through August 31st, 2027. Effective September 1st, 2027 through August 31st, 2028 the LESSEE shall pay the LESSOR for 6,845 square feet of space at the rate of \$11.50 per square foot the sum of \$6,559.80 per month, payable on the 5th day of each month. Effective September 1st, 2028 through August 31st, 2029 the

LESSEE shall pay the LESSOR for 6,845 square feet of space at the rate of \$11.75 per square foot the sum of \$6,702.40 per month, payable on the 5th day of each month.

- 4.04 The building base operation costs will be reviewed on an annual basis where annual rents may be adjusted based on actual costs. Building base operating costs are those costs necessary and incidental to operating and maintaining the IRC building and related premises and shall include, but not be limited to, maintenance, cleaning, utilities, heating, cooling ventilation, lighting, restrooms, janitorial service, trash removal, recycling, snow removal, maintenance supplies, insurance and reserves.

LESSEE shall have the quiet enjoyment of the Leased Premises during the full term of this Lease Agreement and any extension of renewal thereof.

5. TERMINATION

- 5.01 In the event that LESSEE shall fail to fulfill its obligations as set forth in this lease, LESSOR shall notify LESSEE in writing setting forth the specific lease term in default. LESSEE shall then be allowed thirty (30) days to cure such default. In the event that such default is not corrected within such thirty (30) day period, LESSOR may, at LESSOR's option, declare this lease terminated.
- 5.02 LESSEE covenants that upon the termination of this Lease Agreement by lapse of time or otherwise, it shall remove its personal property and vacate and surrender possession of the Leased Premises to LESSOR in as good a condition as when LESSEE took possession, ordinary wear and damage by the elements expected. Any equipment, trade fixtures or furniture installed by LESSEE shall remain the property of the LESSEE. LESSEE shall have the right to remove owned equipment at the expiration or termination of this Lease Agreement or any extension thereof.
- 5.03 This lease may further be terminated by the LESSOR or the LESSEE with or without cause by providing 60 days advance notice of intent to terminate.
- 5.04 If LESSEE defaults, improvements to building will be forfeited.

6 DUTIES OF LESSOR

- 6.03 **Utilities:** LESSOR shall bear the cost of heat, electricity, air-

conditioning, gas, sewer and water.

- 6.04 **Common Areas:** LESSOR shall provide sufficient light, heat and maintenance to the common areas and public access areas to the Leased Premises, so that such areas shall be safe and reasonably comfortable.
- 6.05 **Snow Removal:** LESSOR shall keep the public sidewalks adjacent to the building and any sidewalks leading from the public sidewalks to the building free from snow, ice and debris.
- 6.06 **Maintenance:** LESSOR shall maintain in working condition all appurtenances within the scope of this Lease Agreement, including the maintenance of proper plumbing, wiring, heating and cooling devices and ductwork.
- 6.07 **Repairs:** LESSOR shall make such necessary repairs so as to continue to provide all such services appurtenances as are required by this Lease Agreement provided, however, that LESSOR shall not be responsible for repairs upon implements or articles which are the personal property of the LESSEE, nor shall LESSOR bear the expense of repairs to the Lease Premises necessitated by damage caused by LESSEE beyond normal wear and tear.
- 6.08 **Janitorial and Trash Removal:** LESSOR shall provide janitorial services and trash removal at LESSOR'S expense. LESSEE will allow janitorial staff in to begin cleaning daily at 4:00 PM, unless an exception is previously arranged with the LESSOR. LESSEE shall be responsible for the day-to-day maintenance of storage facilities and surface areas at its expense.
- 6.09 **Accessibility:**
- a. LESSOR agrees to provide and maintain the Leased Premises and building of which the Leased Premises are a part with accessibility and facilities meeting code requirements for handicapped persons, pursuant to all applicable laws, rules, ordinances and regulations as issued by any federal, state or local political subdivisions having jurisdiction and authority in connection with the property.
 - b. In the event of LESSOR'S failure to take steps to so comply within sixty (60) days following its receipt of notice of any such noncompliance, LESSEE, as its sole remedy, shall have this option to terminate this

Lease Agreement within sixty (60) days prior to written notice to LESSOR.

7 DUTIES OF LESSEE

- 7.01 LESSEE shall allow access to the Leased Premises by LESSOR or its authorized representatives at any reasonable time during the life of this Lease Agreement for any purpose within the scope of this Lease Agreement.
- 7.02 LESSEE shall not use the Leased Premises at any time for any purpose forbidden by law or contrary to the requirements of the Minnesota Commissioner of Finance relative to the Leased Premises.
- 7.03 LESSEE shall not assign, sublet or otherwise transfer its interest in this Lease Agreement without the prior written consent of LESSOR. LESSEE for the benefit of the LESSOR shall require that any sublease, lease, contract or subcontract contain a provision that the Sub-Lessee or contracting party comply with Section 9 and the general terms of this Lease Agreement and that the sub-lessee or contracting party shall provide a certificate of insurance as proof of insurance as required herein for the benefit of the Parties to this agreement.
- 7.04 LESSEE shall make no alterations, additions, or changes in the Leased Premises without the advance written consent of LESSOR. All alterations, additions, improvements and fixtures, which may be made or installed by LESSOR upon the Leased Premises and which in any manner are attached to the floors, walls, or ceilings, at the termination of this lease shall remain the property of LESSOR.

8 DESTRUCTION OF PREMISES

In the event the Leased Premises are damaged or destroyed by fire or other casualty, LESSOR shall with reasonable diligence, repair such damage and restore the Leased Premises to substantially, its condition at the time LESSEE took possession at the commencement of the term thereof, subject to delays which may arise by reason of adjustment of loss under insurance policies and delays beyond the reasonable control of LESSOR; and to the extent the Leased Premises are rendered untenable, the rent shall abate proportionately except that there shall be no abatement of rent in the event such damage was caused by or contributed by the act, fault or neglect of LESSEE, its employees or agents; if it is impractical to restore

the Leased Premises, LESSOR may terminate this Lease Agreement and the rent shall be adjusted to the date of damage. LESSOR must notify LESSEE of its intentions within thirty (30) days of the damage and, if the intent is to restore, must start restoration within sixty (60) days of the damage and complete restoration within ninety (90) days thereafter or LESSEE reserves the right to terminate this Lease Agreement.

9 **INSURANCE LIABILITY**

9.01 LESSEE agrees to defend, indemnify and hold harmless LESSOR, 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, omission or breach of the Lease Agreement or this Addendum by LESSEE, 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 services required by this Exhibit and against all loss by reason of failure of said LESSEE to perform fully, in any respect, all obligations under this Lease Agreement or this Addendum.

9.02 LESSEE agrees at all times during the term of this Agreement 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 \$1,500,000

- c. Workers' Compensation and Employer's Liability: Statutory Limits

- 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 coverage is an acceptable method to provide the required aggregate insurance amounts.

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

LESSEE 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 LESSOR to the attention of the Risk Manager/Safety Officer. The Certificate shall:

- a. List Itasca County as Certificate holder and as an additional insured with respect to operations covered under the Exhibit for all liability coverage except Workers' Compensation and Employer's Liability and Professional Liability, if applicable; and,
- b. 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.

9.03 Any Sub-Lessee must provide the same indemnification and insurance requirements hereinabove set forth.

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

10 **BUILDING ACCESS**

LESSOR shall provide LESSEE with access to the Leased Premises during the term of this Lease.

11 **NOTICES**

All notices, or communications between LESSOR and LESSEE shall be deemed sufficiently given or rendered in writing and delivered to either party personally or sent by registered or certified mail addressed as follows:

LESSOR: Itasca County Health and Human Services
1209 SE 2nd Ave
Grand Rapids, MN 55744

LESSEE: Itasca County Family YMCA
400 River Road
Grand Rapids, MN 55744

12 **SIGNS**

LESSEE agrees to obtain LESSOR’S prior written approval of all signs including lettering and other advertising media upon the exterior of the Leased Premises

13 **ACCESS TO PREMISES**

LESSOR shall have the right to enter upon the Leased Premises at reasonable hours for the purpose of inspecting the same or making repairs, additions, or alterations thereof or to the building in which the same are located. LESSOR further reserves the right to enter the Leased Premises at any time in the event of any emergency.

14 **ARBITRATION**

All claims, counterclaims, disputes and other matters in question between the parties arising out of or relating to this Agreement or the breach thereof will be decided by arbitration. Notice of demand for arbitration must be filed in writing with the other parties to this Agreement.

LESSOR

LESSEE

Itasca County

Itasca County Family YMCA

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, June 23, 2026

REQUEST FOR BOARD ACTION: RBA-2026-445

DEPARTMENT: Administrative Services

TIME REQUESTED: 15 Minutes

PRESENTER: Chair Smith

AGENDA ITEM:

Citizen Input

BOARD ACTION REQUESTED:

Receive citizen input.

BACKGROUND:

The Itasca County Board of Commissioners encourages citizen input. Each citizen will be allowed to address the County Board one time for up to three (3) minutes in length. Comments should be directed to the Board as a body. When addressing the Board, please state your name and address for the record. The Board will take all information under advisement. As part of County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a County Board meeting. In addition, no political grandstanding, candidate endorsement, or other attempts to influence the outcome of an election shall be permitted. Any violation of the above statement shall result in the loss of your remaining time.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None