



ITASCA COUNTY BOARD OF COMMISSIONERS

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

Tuesday, July 14, 2026

2:30 PM

Itasca County Boardroom

ITASCA COUNTY MISSION: Itasca County government strives to preserve and enhance the quality of life, the environment, and economic well-being within the community.

DRAFT

REGULAR SESSION AGENDA

2:30 PM I. CALL TO ORDER

2:31 PM II. PLEDGE OF ALLEGIANCE

2:32 PM III. APPROVAL OF AGENDA

2:33 PM IV. MINUTES APPROVAL

1. Approve the minutes of the Tuesday, July 7, 2026, Regular Agenda.

2:34 PM V. CONSENT AGENDA

The Consent Agenda gives the County Board a means of handling routine non-controversial actions and motions that can be grouped together and handled in one motion. If, at the Board meeting, any Commissioner so requests, an item shall be removed from the Consent Agenda and considered separately.

1. Adopt the Taconite Environmental Protection Fund Grant Application Resolution through IRRR for the US Highway 2 Recreational Trail Integration Project, and authorize necessary signatures.
2. Approve the 2026 event lease agreement between Itasca County and the Northern Minnesota Swap Meet and Car Show and authorize necessary signatures.

VI. REGULAR AGENDA

- 2:35 PM** 1. Employee Recognition, Administrator Skyles
- 2:40 PM** 2. Commissioner Warrants, Gail Guck
- 2:45 PM** 3. Schedule Budget Sessions, Commissioner Cory Smith
- 2:50 PM** 4. ESGR Patriot Award Presentation, Foster Thompson
- 2:55 PM** 5. Private Well Protection Grant Application, Naesa Myers
- 3:00 PM** 6. Trailhead Campground Long-Term Sites, Kory Cease

3:05 PM VII. ADMINISTRATOR UPDATE

3:10 PM VIII. COMMITTEE REPORTS

3:15 PM IX. COMMISSIONER COMMENTS

3:20 PM X. CITIZEN INPUT

1. Citizen Input, Chair Smith

XI. CLOSED SESSIONS

3:35 PM XII. ADJOURN

OTHER MEETINGS

Tuesday, July 21, 2026, beginning at 2:30 p.m. – The Itasca County Board of Commissioners will meet in a Regular Session in the Boardroom of the Itasca County Courthouse. (Posted 12/2/2025)

Note: This time schedule is approximate!! Individuals with appointments should be available 10 minutes ahead of their appointment time.

Portions of this meeting may be closed to the public, if data classified as private or confidential is discussed.

If you require an accommodation to participate in this event, please contact the Administrative Services Department at (218) 327-7363 as soon as possible so necessary arrangements may be made.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 7, 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: Pull Item #6.2 (ESGR Patriot Award Presentation) and approve the agenda, as amended.

RESULT: APPROVED (5 TO 0)
MOVER: Commissioner Terry Snyder
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, June 23, 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

1. Approve the minutes of the Tuesday, June 23, 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 updated signatures on the Joint Powers Board Agreement for Itasca County Family Services Collaborative.
2. Approve the revised Paid Family and Medical Leave (PFML) Policy.
3. Approve the donation of computer to the City of Coleraine.
4. Approve earthen material lease located in NWSE, Section 7, Township 55 North, Range 25 West, to Hawkinson Construction Company, Inc., and authorize necessary signatures.

VI. REGULAR AGENDA

1. Commissioner Warrants

Motion To: Approve Commissioner Warrants with a check date of July 8, 2026, in the amount of \$2,321,859.11.

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

3. Award Fairgrounds Livestock Pavilion Contract

Motion To: Award Sherman Building proposal for construction of a livestock pavilion at the Itasca County Fairgrounds Park, and authorized necessary signatures for contract dependent on project funding from the Itasca Agricultural Association.

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

4. Itasca County Outdoor Recreation Plan Plan

Motion To: Awarded the outlined schedule and public review process for updating the Itasca County Outdoor Recreation Plan.

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

VII. ADMINISTRATOR UPDATE

No update provided.

VIII. COMMITTEE REPORTS

Commissioner Hopkins reported on attending Coffee with Commissioners and a LEO meeting.

Commissioner Johnson reported on attending Coffee with Commissioners, a MN Data Centers meeting and also visited a data center in Duluth.

Commissioner Snyder reported on attending Coffee with Commissioners, an Intergovernmental meeting, and a Mag Iron meeting.

IX. COMMISSIONER COMMENTS

Commissioner Hopkins provided comment regarding his hope that everybody had a wonderful 4th of July weekend.

Commissioner Smith provided comment regarding the Wild Rice Festival in Deer River this coming weekend. He also wanted to share the passing of Mr. Tom Neustrom and offer his condolences to all affected by this loss.

X. CITIZEN INPUT**1. Receive citizen input**

Justin Root with Bigfork Ambulance personnel shared that they are in need of a new type 2 Ambulance, approximately \$150k, that they will be working on funding for.

Jake Langslag gave citizen input on his court cases, ticketgate, multiple HRO's he is fighting, the County Attorney, El Potro, and cutting ties with certain people.

XI. CLOSED SESSIONS**XII. ADJOURN**

Chair Smith adjourned the meeting at 2:52 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, July 14, 2026

REQUEST FOR BOARD ACTION: RBA-2026-496

DEPARTMENT: Land Department

TIME REQUESTED: < 5 Minutes

PRESENTER: Sara Thompson

AGENDA ITEM:

US Highway 2 Recreational Trail Integration Project IRRR Grant Application

BOARD ACTION REQUESTED:

Adopt the Taconite Environmental Protection Fund Grant Application Resolution through IRRR for the US Highway 2 Recreational Trail Integration Project, and authorize necessary signatures.

BACKGROUND:

The Minnesota Department of Transportation (MnDOT) has partnered with Itasca County to incorporate a permanent 10-foot-wide, recreational trail corridor into its 2027 highway reconstruction project in Warba.

Over the last several months, the Itasca County Land Department has secured funding for engineering, construction management, and full construction of a multi-use recreational trail to meet MnDOT's timeline. This opportunity will secure the snowmobile trail corridor while providing a safer, sustainable, year-round recreational asset within the Warba community while adding value to Itasca County's broader trail network.

COUNTY ATTORNEY REVIEW: No

SUPPORTING DOCUMENTATION: None



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 14, 2026

REQUEST FOR BOARD ACTION: RBA-2026-498

DEPARTMENT: Land Department

TIME REQUESTED: < 5 Minutes

PRESENTER: Kory Cease

AGENDA ITEM:

2026 Northern Minnesota Swap Meet & Car Show Event Agreement

BOARD ACTION REQUESTED:

Approve the 2026 event lease agreement between Itasca County and the Northern Minnesota Swap Meet and Car Show, and authorize necessary signatures.

BACKGROUND:

This long-standing event agreement was originally developed in coordination with the County Attorney's office. Proceeds will be sent to the Itasca Agricultural Association to be placed in the fairground's maintenance fund. The security deposit will be held by Itasca County.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. 2026 Swap Meet Car Show Agreement

County of Itasca, Minnesota Event Lease Agreement

This Agreement is made effective this **14th day of July, 2026**, by and between **Itasca County** ("Lessor"); and **Northern Minnesota Swap Meet and Car Show**, ("Lessee"), 1 NW 3rd Street, Grand Rapids, MN 55744. For good and valuable consideration, the receipt and sufficiency of which the parties hereby acknowledge the parties agree as follows:

- 1. Authority.** This Agreement is granted pursuant to the provisions of Minnesota Statutes Section 373.01, Subdivision(1)(a)(4) and Minnesota Statutes Section 398.32, Subdivision 3.
- 2. Premises.** Lessor in consideration of the terms, conditions and contracts contained herein, and subject to such special conditions as are set forth in the Special Conditions attached hereto and made a part hereof and marked as Exhibit A, Exhibit B attached hereto and made a part hereof, and the payment of the Lease Agreement Fee to be paid by Lessee, Lessor hereby leases to the Lessee, subject at all times to sale, contract and use for other purposes, the non-exclusive rights in the described Premises as set forth below:

- | | |
|---|---|
| ☒ A - Cattle barn | ☒ B - Horse barn |
| ☒ C - Beef Barn | ☒ D – Poultry |
| ☒ F - United Methodist Church | ☒ H - New Moose Club |
| ☒ I - Corn Palace | ☒ J - Solid Rock |
| ☐ K - Bingo Hall | ☒ L – Eagles |
| ☒ M - All Purpose | ☐ N - Announcement Booth |
| ☒ O - Children’s barn | ☒ P – Restroom |
| ☒ Q - 4H Food Booth | ☒ T - Conservation Building |
| ☒ V - Agriculture/Horticulture Building | ☒ W - 4H Exhibit |
| ☒ X - Commercial Exhibit | ☐ Y - Committee on Aging |
| ☒ Z - Arts and Craft | ☒ AA – Gazebo |
| ☒ CC - Old Beer Garden | ☒ DD - DNR Building |
| ☐ EE - Grand Stand | ☐ FF – Storage |
| ☒ GG – Shelter | ☒ HH - Trailhead Building |
| ☒ Grounds - *Excluding the campground | ☒ Parking Lot |
| ☒ Race Track | ☐ Horse Arena |

2.1 Personal Property/Fixtures: Personal Property or fixtures within the Premises shall not be deemed leased under this Agreement, unless otherwise authorized in writing.

3. **Warranties.** Lessor does not warrant its title to the premises nor undertake to defend the Lessee in the peaceable possession or use thereof. No covenant of quiet enjoyment is made. Lessee shall indemnify and hold Lessor harmless from any and all claims for damages against Lessor by third parties as a result of this Agreement.

4. **Exhibits.** This Lease Agreement is subject to such special conditions as are set forth in the Special Conditions Supplement attached hereto and made a part hereof and marked as Exhibit A. This Lease Agreement is subject to such terms as are set forth in Exhibit B as to insurance and indemnification.

5. **Term.** The term of this Agreement shall commence on July 22, 2025, and shall end at 12:00 a.m. on July 28, 2025. The term of this Agreement is subject to termination pursuant to the default provisions in paragraph 10 herein. The Agreement may be extended or modified if provided for in the Special Conditions marked as **Exhibit A**.

6. **Lease Agreement-Fee.** Lessee shall pay to Lessor a non-refundable Lease Agreement Fee of \$7,000.00 for the non-exclusive rights to the Premises as set forth above or as set forth in the Special Conditions marked as **Exhibit A**.

7. **Security Deposit.** Simultaneously with the execution of this Lease, Lessee shall deposit with Lessor the sum of Four Thousand Eight Hundred Dollars (\$ 4,800.00) as a security deposit. Such security deposit shall be considered as security for the payment and performance by Lessee of all of Lessee's obligations, covenants, conditions and agreements under this Lease. Upon the expiration of the term hereof, Lessor shall, provided that Lessee is not in default under the terms hereof, return and pay back such security deposit to Lessee as set forth below. In the event of any default by Lessee hereunder, Lessor shall have the right, but shall not be obligated, to apply all or any portion of the security deposit to cure such default, in which event Lessee shall be obligated to promptly deposit with Lessor the amount necessary to restore the security deposit to its original amount.

7.1 The Security Deposit may be applied to offset any damages that may occur during the event from the Lessee or the Lessee's invitees. Review of all Premises will be conducted prior to and following the term of this Agreement. Deposits will be returnable up to two weeks after the termination of this Agreement and only if no damage has occurred. In the event of damages exceeding the amount as set forth above the Lessee will be liable for the balance of the damages.

7.2 The Security Deposit may be applied to offset any cleanup that has not been completed during or after the event. Review of all Premises will be conducted prior to and following the Term of this Agreement. Deposits will be returnable up to two weeks after the termination of this Agreement and only if no cleanup is needed. In the event of the cost of cleanup exceeds the amount as set forth above the Lessee will be liable for the balance of the cost.

8. **Encumbrance.** This Agreement is subject to all existing easements, rights-of-way, licenses, contracts, commingling contracts and other encumbrances upon the Premises and Lessor

shall not be liable to Lessee for any damages resulting from any action taken by a holder of an interest pursuant to the rights of that holder thereunder.

9. Maintenance. Lessee shall maintain the Premises in good repair, keeping them safe and clean, removing all refuses and debris that may accumulate, to the extent consistent with sound and customary practices. Lessee shall comply with all laws affecting the Premises, including Federal, state or local statute, law, rule, regulation or ordinance, unless otherwise exempt.

10. Termination. The Lessor has the right to cancel this Agreement for nonpayment of any amount due under this Agreement or other violation of the terms and conditions of this Agreement. Termination of this Agreement does not relieve the Lessee from any liability for payment or other liability incurred under this Agreement.

10.1 This Agreement may be cancelled by the Lessor, if the Lessee has failed to secure all permits/licenses and approvals if any are necessary for the Lessee's approved activity as stated on the Special Conditions marked as **Exhibit A**.

10.2 Lessee shall, on the termination date, or earlier as provided for in this Agreement, peaceably and quietly surrender the Premises to the Lessor in a condition satisfactory to the Lessor. If the Lessee fails to surrender the Premises on the termination of this Agreement, the Lessor may obtain a court order as permitted by law to eject or remove the Lessee from the Premises and Lessee shall indemnify the Lessor for all expenses incurred by the Lessor.

10.3 In addition, Lessee shall remove all of Lessee's personal property at Lessee's expense, from the Premises prior to or at the termination date and time per this Agreement. Any personal property remaining shall be considered abandoned and shall be disposed of by the Lessor according to law. If this Agreement is terminated prior to its termination date, the Lessee shall not be relieved of any obligation incurred prior to termination.

10.4 Lessee acquires no additional rights by holding the Premises after termination and shall be subject to legal action for removal.

10.5 If Lessee defaults in compliance with its obligations under this Agreement, Lessor shall have the right in its exclusive discretion to permit Lessee to cure, and Lessor shall have the right upon Lessee's failure to cure such default within 10 days after receipt of written notice specifying such default, to seek such remedies or combination of remedies as may be available at law or in equity, including without limitation specific performance, damages, or termination of this Agreement. Lessor's remedies shall expressly include the right to evict Lessee and take possession of the Premises.

10.6 Lessee may terminate this Agreement for good cause, which will be at the discretion of the Lessor. In the event that this Agreement is terminated for good cause at the discretion of the Lessor, the lease-fee shall not be refundable, and the security deposit shall be handled in accordance with numbers 7, 7.1, and 7.2 above.

11. Right of Entry. Lessor, or its agents, contractors, or employees shall have the right to enter upon and into said Premises at any time to inspect the same. Such inspection shall not unreasonably hinder or interrupt the operations of the Lessee, except in cases where emergency entry is necessary to preserve the Premises and other property.

12. Liability. This Agreement shall not be construed as imposing any liability on the Lessor for injury or damage to the person or property of the Lessee, or to any other persons or property, arising out of any use of the Premises, or under any other easement, right-of-way, license, lease or other encumbrance now in effect.

12.1 Indemnification. 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 or omission of 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 Agreement and against all loss by reason of failure of said Lessee to perform fully, in any respect, all obligations under this Agreement. See Exhibit B.

12.2 Insurance. 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 indicated and shown in attached Exhibit B and/or the Special Conditions marked as Exhibit A.

12.3 The Lessor reserves the right to terminate, suspend or rescind any Agreement not in compliance with these requirements and retains all rights thereafter to pursue any legal remedies against Lessee. All insurance policies shall be open to inspection by the Lessor, and copies of policies shall be submitted to the Lessor upon written request.

13. Lessee agrees that no tobacco products, cannabis products, drugs, or illegal substances of any kind shall be sold or distributed on the premises under any circumstances. Alcohol may be served or sold if Lessee is properly licensed/permitted by the appropriate licensing/permitting authority and as authorized in the Special Conditions marked as **Exhibit A**. Lessee understands that any violation of this paragraph shall give the Lessor the rights to terminate this Agreement without penalty to the Lessor, and permanently bar Lessee, or any member or guest of lessee, from the Premises.

14. Lost Property. The Lessor assumes no responsibility whatsoever, for any property placed on the Premises, and the Lessor is hereby expressly released and discharged from any and all liabilities for any loss of property and discharged from any and all liabilities for any loss of property that may be sustained by the use of said Premises under this Agreement.

15. Right to Control. It is understood that the Lessor hereby reserves the right to control and manage the Premises and to enforce all necessary and proper rules for the management and operation of the Premises and for the Lessor employees or other authorized representatives to enter and exercise their authority at the Premises at any time. The Lessor also reserves the right,

but not the duty, through its employees and representatives, to eject any objectionable person or persons from the Premises and Lessee hereby waives any and all claims for damages against the Lessor or any of its representatives resulting from the exercise of this authority.

16. Recovery of Expenses. If it is necessary for the Lessor to incur expenses by court action or otherwise for the ejectment of Lessee or Lessee's invitees, or the removal from the leased premises of the Lessee's or Lessee's invitee's personal property, or recovery of the amount due under this Agreement, or for any other remedy of the Lessor under this lease, and the Lessor prevails in the court action or otherwise, then the Lessee shall pay to the Lessor all expenses, including attorney's fees, thus incurred by the Lessor.

17. Severability. If any clause or provision of this Agreement is or becomes illegal, invalid or unenforceable because of present or future laws or any rule or regulation or ordinance, unless exempt, the intentions of the Lessor and Lessee here is that the remaining parts of this Agreement shall not be affected thereby.

18. Governing Law. The laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the parties herein and performance under it. The appropriate venue and jurisdiction for any litigation hereunder will be those courts located within the County of Itasca, State of Minnesota. Litigation, however, in the federal courts involving the parties herein will be in the appropriate federal court within the State of Minnesota. Any claim, controversy or dispute arising out of this Agreement may upon mutual agreement of the parties be referred to non-binding or binding arbitration in accordance with the commercial rules of the American Arbitration Association. If any provisions of this Agreement are held invalid, illegal or unenforceable, the remaining provisions will not be affected.

19. Modifications/Amendment. Any alterations, variations, modifications, amendments or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by authorized representative of the Lessor and Lessee.

20. Notification. Any notice given under this Contract shall be in writing and served upon the other party either personally or by depositing such notice in the United States mail with proper address and sent by certified mail, return receipt requested. Service shall be effective on the earlier of receipt or five days after the depositing of the notice in the United States mail. The proper mailing addresses for Lessor and Lessee for the purposes of serving notice are as follows:

Lessor

Itasca County
c/o Land Commissioner
1177 LaPrairie Avenue
Grand Rapids, Minnesota 55744
Office: 218-327-2855

Lessee

Northern Minnesota Swap Meet & Car Show
c/o April Jespersen
1 NW 3rd St.
Grand Rapids, MN 55744
Office: 218-326-6619

21. Compliance with Laws. Lessee shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations, unless exempt, now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs and staff for which Lessee is responsible.

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

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

24. Assignment. Lessee shall not encumber or assign this Agreement or sublet the Premises or any part thereof without prior written consent of Lessor. No action of Lessor in collecting payment from any sublessee, assignee, or occupant shall constitute a waiver hereof.

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

25.1 If this Agreement conflicts with a Special Conditions, the Special Conditions shall control.

EXECUTION

IN WITNESS WHEREOF, the Lessor has caused this Agreement to be signed by its duly authorized officers and the Lessee has hereunto set its hand.

Dated this 14th day of July, 2026.

Lessee: **Northern MN Swap Meet & Car Show** Lessor: **County of Itasca**

By: _____

By: _____

Title: _____

Title: Itasca County Land Commissioner/
Park & Recreation Director

Exhibit A
Lease Agreement
Special Conditions Supplement

This document shall be considered the Special Conditions to the Lease Agreement between Itasca County, hereinafter referred to as “Lessor”, and Northern Minnesota Swap Meet and Car Show, hereinafter referred to as “Lessee”, which was made effective on the 14th day of July, 2026.

Both Lessor and Lessee mutually agree to the following in addition to the terms contained in the Lease Agreement made effective on the 14th day of July, 2026.

I. Special Terms.

Activities are described below (i.e., beer garden, vendors, food booths, activities requiring license/permit, detailed description of event, etc.):

This event will be open to the public from July 24th, 2026, through July 26th, 2026, with vendor booths, food vendors, car shows, and a beer garden. Paid Parking is required except for Mesabi Trail users. Full use of the grounds and buildings as identified in the Lease Agreement will be included.

Both parties of this contract mutually agree to the following in addition to the terms contained in the Lease Agreement.

1. Lessee will be responsible for providing garbage dumpsters and removal after event.
2. Lessee will be responsible for providing and maintaining additional portable restrooms.
3. Lessee will be responsible for all Parking Staff as needed.
4. Lessee will be allowed to use the Racetrack and Pit Area for additional parking, dependent on weather conditions.
5. Licensed/Permitted Activity under Section 13 “Banned Substances” of the Lease Agreement, if applicable (i.e. beer garden, etc.):
 - a. Lessee will be allowed to have a Beer Garden in accordance with the conditions set forth in the Lease Agreement.
6. Mobile Food booths will be limited to 10 mobile food booths
7. The Lessor will provide Bathroom facilities and services as needed.
8. The Lessor will provide garbage pickup and cleanup during and after the event.

Exhibit B
Indemnification and Insurance
Event Lease Agreement

- A. LESSEE agrees to defend, indemnify and hold harmless 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 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 contract and against all loss by reason of failure of said LESSEE to perform fully, in any respect, all obligations under this contract.
- B. 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
- | | |
|--|---------------|
| | <u>Limits</u> |
| | \$1,500,000 |

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

- 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 Agreement.

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 COUNTY to the attention of: 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. LESSEE also agrees that any contract let by LESSEE for the performance of the work on the Site as provided herein shall include clauses that will: (1) require the LESSEE to defend, indemnify and hold harmless 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 LESSEE, its subcontractors, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable for; and (2) require the LESSEE 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 LESSEE 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 LESSEE'S Subcontractor(s) to purchase additional insurance that may be necessary for the project.

- D. **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 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 the COUNTY reserves the right to terminate, suspend or rescind this contract if the LESSEE is not in compliance with the requirements contained herein and retains all rights its thereafter to pursue any legal remedies against LESSEE. All insurance policies shall be open to inspection by the COUNTY upon written request.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 14, 2026

REQUEST FOR BOARD ACTION: RBA-2026-183

DEPARTMENT: Human Resources

TIME REQUESTED: < 5 Minutes

PRESENTER: Administrator Skyles

AGENDA ITEM:

Employee Recognition

BOARD ACTION REQUESTED:

Farewell to Audra Olson, who has retired from her position as a Social Worker in the Health and Human Services Department effective June 26, 2026 after 18 and a half years of service to Itasca county.

Farewell to James Pietila, who has retired from his position as Assessor/Appraiser II in the Assessors department after 13 years with Itasca County effective June 30, 2026.

Farewell to Jeremy Hanson, who has resigned from his position as Emergency Communications Specialist in the Sheriffs Department after 12 and a half years with Itasca County, effective June 26, 2026.

Farewell to Dana Thompson, who has retired from her position as Child Support Officer in the Health and Human Services Department effective June 18th, 2026 after 19 years of service to Itasca County.

Farewell to William Storm who has resigned from his position as Survey Technician in the Surveyor and Mapping Department effective July 10, 2026.

Farewell to Jake Olson who has resigned from his position as Road Deputy in the Sheriffs Department effective July 5th, 2026.

Welcome new staff member Anna Klous who has joined Itasca County in the Sheriffs Department as a Corrections Deputy, effective July 6th, 2026.

Congratulations to Daniel Popp who has been promoted from his position as Sheriff Road Deputy to Road Sergeant in the Sheriffs Department, effective June 7th 2026.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 14, 2026

REQUEST FOR BOARD ACTION: RBA-2026-176

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 July 15, 2026, in the amount of \$508,424.95.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 14, 2026

REQUEST FOR BOARD ACTION: RBA-2026-495

DEPARTMENT: Administrative Services
PRESENTER: Commissioner Cory Smith

TIME REQUESTED: 5 Minutes

AGENDA ITEM:
Schedule Budget Sessions

BOARD ACTION REQUESTED:
Discuss the Budget Session Schedule and set dates.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 14, 2026

REQUEST FOR BOARD ACTION: RBA-2026-488

DEPARTMENT: Auditor / Treasurer

TIME REQUESTED: 5 Minutes

PRESENTER: Foster Thompson

AGENDA ITEM:

ESGR Patriot Award Presentation

BOARD ACTION REQUESTED:

Receive presentation of the ESGR Patriot Award to Duane Dockter.

BACKGROUND:

The Patriot Award recognizes supervisors who provide exceptional support to employees serving in the National Guard and Reserve, including support for military obligations and deployments.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 14, 2026

REQUEST FOR BOARD ACTION: RBA-2026-493

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Naesa Myers

AGENDA ITEM:

Private Well Protection Grant Application

BOARD ACTION REQUESTED:

Approve Public Health to apply for the Private Well Protection Grant.

BACKGROUND:

Itasca County Public Health is requesting board permission to apply for the Minnesota Dept of Health (MDH) Private Well Protection Grant. We would collaborate with a couple of community partners for education and outreach, and this grant would fund the cost of private well testing for a minimum of 500–600 private well users, testing for five common contaminants (arsenic, coliform, bacteria, lead, manganese, and nitrate). Tests typically cost \$126 and priority populations will be houses with infants and children as well as low-income households.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Private well grant application 6.2.26



Private Well Protection Grant

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Health
Water Policy Center
PO Box 64975
St. Paul, MN 55164-0975
651-201-5594
health.privatewells@state.mn.us
www.health.state.mn.us

05/11/2026

To obtain this information in a different format, call: 651-201-5594.

Table of Contents

Private Well Protection Grant.....	1
RFP Part 1: Overview	3
1.1 General Information	3
1.2 Program Description.....	3
1.3 Funding and Project Dates	3
1.4 Eligible Applicants.....	4
1.5 Questions and Answers	5
RFP Part 2: Program Details.....	7
2.1 Priorities.....	7
2.2 Eligible Projects.....	8
2.3 Grant Management Responsibilities	12
2.4 Grant Provisions	13
2.5 Review and Selection Process	16
RFP Part 3: Application and Submission Instructions	18
3.1 Application Deadline	18
3.2 Application Submission Instructions	18
3.3 Application Instructions.....	18
RFP Part 4: Attachments	20
Attachment A: Private Well Protection Grant Budget Limits	20
Attachment B: Application Evaluation Criteria.....	20
Attachment C: 2026 Private Well Protection Grant Application	20
Attachment D: Applicant Conflict of Interest Disclose Form	21
Attachment E: Due Diligence Form	21
Attachment F: MDH Sample Grant Agreement Templates	21

RFP Part 1: Overview

1.1 General Information

- **Announcement Title:** Private Well Protection Grant
- **Minnesota Department of Health (MDH) Program Website:** [Private Well Protection Grant \(https://www.health.state.mn.us/communities/environment/water/cwf/pwpgrant.html\)](https://www.health.state.mn.us/communities/environment/water/cwf/pwpgrant.html)
- **Application Deadline:** Friday July 17, 2026, by 4:30 p.m. central time

1.2 Program Description

Over 1.1 million Minnesotans across Minnesota have fewer safeguards because they use a private well. Unlike their peers connected to public water, private well users are responsible for voluntarily protecting and testing their well and addressing water quality issues.

MDH received funding from the Clean Water Fund to ensure safe drinking water for private well users. A portion of this funding is being offered as grants to promote private well testing among private well users. Each entity will have the opportunity to apply for up to a predetermined amount of funds to promote well testing for households that rely on private well water for drinking water that will include testing for five common contaminants (arsenic, coliform bacteria, lead, manganese, and nitrate). This will be an iterative and communicative process in which grantees will work with MDH to carry out the grant goals. Entities can submit a shared proposal that adds each entity's predetermined amount together.

About Common Contaminants in Drinking Water

MDH recommends that private well users test their drinking water every year for nitrate and coliform bacteria and at least once for arsenic, manganese, and lead. Both natural sources and human activities can contaminate well water and cause short-term or long-term health effects. Testing well water is the only way to detect most of the common contaminants in Minnesota groundwater; you cannot taste, see, or smell most contaminants. More information about testing recommendations, results, and treatment options can be found at [Well Testing, Results, and Options \(https://www.health.state.mn.us/communities/environment/water/wells/waterquality/tips.html\)](https://www.health.state.mn.us/communities/environment/water/wells/waterquality/tips.html).

1.3 Funding and Project Dates

Funding

Funding for the Private Well Protection Grant is provided to MDH through the Clean Water Fund as part of the Clean Water Land and Legacy Amendment. Funding will be allocated through a competitive process. If selected, you may only incur eligible expenditures when the grant agreement is fully executed, and the grant has reached its effective date, whichever is later.

PRIVATE WELL PROTECTION GRANT RFP 2026

Funding	Estimate
Estimated Amount to Grant	\$3,500,000
Estimated Number of Awards	The number of grants awarded will depend on the number and quality of applications submitted and funding amounts requested. Minimum of 5 awards.
Estimated Award Maximum per single county	\$406,035
Estimated Award Minimum per single county	\$1,261

NEW FUNDING FORMULA FOR GRANTS

In effort to be more equitable in providing funding to promote private well outreach, education, and testing, Minnesota Department of Health is using a new funding formula. The formula is based on the number of anticipated private wells in a county multiplied by \$126 per well. MDH is offering up to 10% of that total “cost” for private wells in each county. Our intent is that this allows partners with more private wells to request proportional funding. **Entities can submit a shared proposal that adds each entity’s predetermined amount together.**

If a **tribal nation or community** is interested in applying for Private Well Protection grant funding, please reach out with your best estimate for the number of private wells within the area you plan to work in and MDH can apply the same funding formula used with counties.

MATCH REQUIREMENT

No match requirement

Project Dates

The estimated start date is August 15, 2026, and the end date is May 1, 2029.

1.4 Eligible Applicants

Applicants must be a county or tribal unit of government working in Minnesota. This could include a Community Health Board, county soil and water conservation district (SWCD), local public health office, county environmental services, and other entities related to county or tribal unit of government who may work with private well users. All applicants are advised that if they accept state dollars, they will be required to comply with all state laws, executive orders, regulations, and policies governing these funds.

Who cannot apply? Any non-county-based units of government, state agencies, the Board of Regents of the University of Minnesota, non-profit business, and for-profit businesses are not eligible applicants.

Due to the petition to EPA to address nitrate in southeastern Minnesota, separate appropriations have previously been awarded to **the following eight counties to meet similar objectives and are not eligible to apply**: Dodge, Fillmore, Goodhue, Houston, Mower, Olmsted, Wabasha, and Winona.

Grant funds are not transferable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to MDH in their application, or as soon as they are aware of it.

Collaboration

Collaboration with at **least one partner is required** and multiple partnerships are encouraged. Collaboration is a key because: 1) partners have distinct ways to connect and communicate and differing levels of trust with private wells users; 2) partners have unique areas of expertise that are important to protecting private well users' health (e.g., some know well construction, others know health education, others know how to best work with landowners); 3) collaboration across jurisdictions allows applicants to pool financial resources together to have a larger impact. If applying with another eligible applicant, the applicant that plans to lead grant efforts should be the applicant that applies and will be the fiscal agent.

Partners can include but are not limited to:

- Soil Water Conservation District
- Local public health
- Non-profits or Non-Governmental Organizations related to water quality or public health.
- Watershed districts
- Environmental services, including local government services
- Accredited water testing laboratories
- Medical professionals
- Schools
- Water treatment professionals
- Licensed well and boring contractors
- Tribal governments and colleges
- Other county government entities

1.5 Questions and Answers

All questions regarding this RFP must be submitted by email to

health.privatewells@state.mn.us. All answers will be posted within two business days at <https://www.health.state.mn.us/communities/environment/water/cwf/pwpgrant.html>.

Please submit questions no later than 4:30 p.m. Central Standard Time (CST), on Wednesday July 15th 2026.

To ensure the proper and fair evaluation of all applications, other communications regarding this RFP including verbal, telephone, written or internet initiated by or on behalf of any

applicant to any employee of MDH, other than questions submitted to as outlined above, are prohibited. **Any violation of this prohibition may result in the disqualification of the applicant.**

RFP Information Meeting

Informational meetings will be held via Microsoft Teams on:

- Wednesday, May 27th, 2026, at 9 – 10 a.m.
- Monday June 1st, 2026, at 10 - 11 a.m.
- Thursday June 18th, 2026, at 9 – 10 a.m.
- Monday June 29th, 2026, at 9 – 10 a.m.

All prospective applicants are encouraged to attend. Details about the informational meetings including meeting links and questions from these meetings will be posted online at [Private Well Protection Grant](https://www.health.state.mn.us/communities/environment/water/cwf/pwpgrant.html) (<https://www.health.state.mn.us/communities/environment/water/cwf/pwpgrant.html>).

Questions will be posted within two business days for prospective applicants to review regardless of attendance.

RFP Part 2: Program Details

2.1 Priorities

Health Equity Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making.

[The Policy on Rating Criteria for Competitive Grant Review \(PDF\)](https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final_tcm36-312046.pdf)

([https://mn.gov/admin/assets/08-](https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final_tcm36-312046.pdf)

[02%20Grants%20Policy%20Revision%20September%202017%20final_tcm36-312046.pdf](https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final_tcm36-312046.pdf))

establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

The goal of this grant is to offer at least 10% of the estimated private well households in a county a chance to get a free private well water test kit which will be analyzed for at least five common contaminants (coliform bacteria, nitrate, arsenic, lead, and manganese) at an MDH accredited laboratory.

This grant will serve:

- Private well users in Minnesota regardless of their ethnicity, socioeconomic status, race, gender, housing situation (own/rent), age, disability status, and spoken primary language.
- Priority should be given to expectant parents and families with an infant under one year of age, but the program shall not bar others from being offered services during the grant period.

Grant outcomes will include:

- Offer no-cost water testing for all five contaminants to at least 10 percent of the county population whose main source of drinking water is from a private well (see Attachment A for county goals).
- Establish a baseline of deidentified private well water testing data which will be aggregated and publicly available.
- Use aggregated and publicly available private well water testing data to focus outreach and public health efforts.
- Promote education and outreach offerings around private wells in Minnesota to encourage well water testing, maintenance, and awareness.
- Build local capacity for supporting private well users.
- Support private well users to protect the health of their family.

COLLABORATION

This grant prioritizes collaborative efforts within and across local jurisdictions.

Reference section [1.4](#) for an example list of collaborators.

INFANTS AND CHILDREN AND LOW-INCOME HOUSEHOLDS

This grant prioritizes efforts that target households with pregnant people, infants and children, and low-income households.

2.2 Eligible Projects

Mandatory requirements:

Proposals must include *all* of the following elements:

- Outreach and education efforts to diverse groups of private well users about private well testing.
- No-cost private well testing through an accredited laboratory for five common contaminants (coliform bacteria, nitrate, arsenic, lead, and manganese) within a defined area with a one test per household/well limit, this includes multiple homes with a shared well.
- Provide technical assistance and mitigation information to private well users so they understand their arsenic, coliform bacteria, lead, manganese, and/or nitrate results and potential options to address water quality issues.
- Process for collecting water quality testing data including the corresponding unique well ID number or location if available. This data is required to be shared with MDH (reference section [2.3 Accountability and Reporting Requirements](#)).

Tasks:

Grantees will participate in **quarterly virtual group calls** with other grantees and the MDH grant managers. These meetings are proposed to be two hours in length, once every three months and will be scheduled once grantees have been selected. These calls are for grantees to share experiences and ideas on how best to achieve the objectives and goals of the grant and for MDH to provide subject matter expertise and/or training on topics grantees would find helpful.

Grantees will have **individual virtual meetings once per year** with an MDH grant manager.

Grantees will **keep track of and manage data** needed for financial reports, invoices, and other deliverables listed below. A tracking template or tool will be provided by MDH for some of the following metrics. This will include managing data on:

- Well testing
 - Number of private wells test kits requested and number of private wells tested for all five contaminants.
 - Number of single contaminant follow-up water tests through an accredited laboratory.
 - Location of the well tested unique well ID if available or address.
 - Invoices for water test kits.
 - Water quality data from samples analyzed.
- Outreach/education

- Types of outreach materials developed.
 - Amount of money spent on advertising.
 - Number of outreach materials distributed.
- Capacity
 - Staff time spent on grant work.
- Invoicing from contracts (lab analysis)

Allowable expenses include, but are not limited to:

Category	Description of eligible expenses
Personnel	Salary/wages of personnel who work directly for the applicant for time spent on the funded project. Employer's share of state and federal payroll taxes for employees working on the funded project. Fringe benefit expenses for grantee employees, such as FICA/Medicare/Medicaid, retirement, and health insurance. Often expressed as a percentage of the staff salary charged to the grant.
Professional services and contracts	Services and contracts named in the approved project work plan that are provided by individuals or entities that are not a part of the applicant organization. This may include but is not limited to: ○ Program promotion through an advertising agency. ○ A contract with another county-based entity that will help the program accomplish the grant goals ○ Accredited well water testing labs ○ Testing and analytical costs for private well water test kits for all required contaminants through an MDH accredited laboratory. ○ Test kit assembly and shipping costs associated with an accredited laboratory well water test. ○ Single contaminant follow up water test kits through an accredited laboratory after a mitigation step has been implemented. ○ A contract for courier services for test kit transport
Supplies	Materials, tools, equipment, and supplies purchased specifically for the project, including shipping costs. This may include but is not limited to: ○ Printing ○ Postage ○ Advertising
Travel	In-state transportation and travel expenses such as lodging, meals and mileage of personnel directly involved in the funded project.
Other expenses	Other expenses necessary to the project that are itemized in the budget and approved by MDH.

Category	Description of eligible expenses
Administrative costs	Up to 15% of total cost. Administrative costs are expenses incurred to support the management and the execution of the project workplan. If they are necessary for the work of the project, these may include general costs that support operation of the organization.

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Solicitating donations
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Out of State Travel

2.3 Grant Management Responsibilities

Grant Agreement

Each grantee must formally enter into a grant agreement. The grant agreement will address the conditions of the award, including implementation for the project. The grantee is expected to read the grant agreement, sign, and comply with all conditions of the grant agreement. Grantee should provide a copy of the grant agreement to all grantee staff working on the grant.

No work on grant activities can begin until a fully executed grant agreement is in place.

A sample grant agreement, CHB and Tribal agreements are attached in [Attachment F](#). Applicants should be aware of the terms and conditions of the standard grant agreement in preparing their applications. Much of the language reflected in the sample agreement is required by statute. If an applicant takes exception to any of the terms, conditions or language in the sample grant agreement, the applicant must indicate those exceptions, in writing, in their application in response to this RFP. Certain exceptions may result in an application being disqualified from further review and evaluation. Only those exceptions indicated in an application will be available for discussion or negotiation.

The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Accountability and Reporting Requirements

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit any reports listed in the deliverables section of this RFP at specified intervals until all grant funds have been expended and all of the terms in the grant agreement have been met.

The reporting schedule will be:

At least quarterly, grantee will provide to MDH:

- A report of expenses incurred from work on the grant. This can include any allowable expenses as defined in the RFP.
- A summary of data including:
 - Number of private well test kits requested/distributed.
 - Number of private well test kits analyzed for all five contaminants.
 - Water quality data from samples analyzed.
 - Types of outreach materials developed.
 - Information on how participants heard about testing or the event test kits were distributed at.

At the end of the project:

- Complete an evaluation writeup. Template will be provided to grantees near the end of the grant period.
- Provide MDH with copies of communication materials or strategies to promote well water testing.

Grant Monitoring

Minn. Stat. § 16B.97 and [Policy on Grant Monitoring \(PDF\)](https://mn.gov/admin/assets/grants_policy_08-10_tcm36-207117.pdf) ([Policy on Grant Monitoring \(PDF\)](https://mn.gov/admin/assets/grants_policy_08-10_tcm36-207117.pdf)) (https://mn.gov/admin/assets/grants_policy_08-10_tcm36-207117.pdf) require the following:

The monitoring schedule will be:

One monitoring visit during the grant period on all state grants over \$50,000

Annual monitoring visits during the grant period on all grants over \$250,000

Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants over \$50,000

Technical Assistance

MDH will provide technical assistance to grantees to support them in fulfilling their grant objectives.

Grant Payments

Per [State Policy on Grant Payments \(PDF\)](https://mn.gov/admin/assets/08-08%20Policy%20on%20Grant%20Payments%20FY21%20_tcm36-438962.pdf) (https://mn.gov/admin/assets/08-08%20Policy%20on%20Grant%20Payments%20FY21%20_tcm36-438962.pdf) reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless MDH has given the grantee a written extension.

The invoicing and payment schedule will be: monthly or quarterly, depending on the grantee's preference. Grantees will submit invoices for the months or quarters expenses by the end of the following month (i.e., November's invoice is due by December 31 of the same year).

Additional Responsibilities

All promotional materials must contain the Clean Water Land and Legacy Amendment logo. Logo use and guidelines can be found at [Legacy Logo | Minnesota's Legacy \(mn.gov\)](#) and align with MDH key messages regarding private wells.

2.4 Grant Provisions

Affirmative Action and Non-Discrimination Requirements for all Grantees

The grantee agrees to comply with applicable state and federal laws prohibiting discrimination.

Minnesota's nondiscrimination law is the Minnesota Human Rights Act (MHRA) ([Minn. Stat. § 363A](#); See e.g. [Minn. Stat. § 363A.02](#)). The MHRA is enforced by the [Minnesota Department of Human Rights](#) (<https://mn.gov/mdhr/>). Some, but not all, MHRA requirements are reflected below. All grantees are responsible for knowing and complying with nondiscrimination and other applicable laws.

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified.

The grantee agrees not to discriminate in public accommodations because of race, color, creed, religion, national origin, sex, gender identity, sexual orientation, and disability.

The grantee agrees not to discriminate in public services because of race, color, creed, religion, national origin, sex, gender identity, marital status, disability, sexual orientation, and status with regard to public assistance.

The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minn. Rules, part [5000.3550](#).

Audits

Per [Minn. Stat. § 16B.98](#), subd. 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Conflicts of Interest

MDH will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. § 16B.98](#) and the Office of Grants Management's Policy 08-01, "Conflict of Interest Policy for State Grant-Making."

Applicants must complete the Applicant Conflict of Interest Disclosure form (Attachment D) and submit it as part of the completed application. Failure to complete and submit this form will result in disqualification from the review process.

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to render impartial assistance or advice.

- A grantee's or applicant's objectivity in performing the grant work is or might be otherwise impaired.
- A grantee or applicant has an unfair competitive advantage.

Individual conflicts of interest occur when:

- An applicant, or any of its employees, uses their position to obtain special advantage, benefit, or access to MDH's time, services, facilities, equipment, supplies, prestige, or influence.
- An applicant, or any of its employees, receives or accepts money, or anything else of value, from another state grantee or grant applicant with respect to the specific project covered by this RFP/project.
- An applicant, or any of its employees, has equity or a financial interest in, or partial or whole ownership of, a competing grant applicant organization.
- An applicant, or any of its employees, is an employee of MDH or is a relative of an employee of MDH.

In cases where a conflict of interest is perceived, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Non-Transferability

Grant funds are not transferrable to any other entity. Applicants that are aware of any upcoming mergers, acquisitions, or any other changes in their organization or legal standing, must disclose this information to MDH in their application, or as soon as they are aware of it.

Public Data and Trade Secret Materials

All applications submitted in response to this RFP will become property of the State. In accordance with [Minn. Stat. § 13.599](#), all applications and their contents are private or nonpublic until the applications are opened.

Once the applications are opened, the name and address of each applicant and the amount requested is public. All other data in an application is private or nonpublic data until completion of the evaluation process, which is defined by statute as when MDH has completed negotiating the grant agreement with the selected applicant.

After MDH has completed the evaluation process, all remaining data in the applications is public with the exception of trade secret data as defined and classified in [Minn. Stat. § 13.37](#), subd. 1(b). A statement by an applicant that the application is copyrighted or otherwise protected does not prevent public access to the application or its contents. ([Minn. Stat. § 13.599](#), subd. 3(a)).

If an applicant submits any information in an application that it believes to be trade secret information, as defined by [Minn. Stat. § 13.37](#), the applicant must:

- Clearly mark all trade secret materials in its application at the time it is submitted,

- Include a statement attached to its application justifying the trade secret designation for each item, and
- Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless MDH and the State of Minnesota, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense.
- This indemnification survives MDH's award of a grant agreement. In submitting an application in response to this RFP, the applicant agrees that this indemnification survives as long as the trade secret materials are in possession of MDH. The State will not consider the prices submitted by the responder to be proprietary or trade secret materials.

MDH reserves the right to reject a claim that any particular information in an application is trade secret information if it determines the applicant has not met the burden of establishing that the information constitutes a trade secret. MDH will not consider the budgets submitted by applicants to be proprietary or trade secret materials. Use of generic trade secret language encompassing substantial portions of the application or simple assertions of trade secret without substantial explanation of the basis for that designation will be insufficient to warrant a trade secret designation.

If a grant is awarded to an applicant, MDH may use or disclose the trade secret data to the extent provided by law. Any decision by the State to disclose information determined to be trade secret information will be made consistent with the Minnesota Government Data Practices Act ([Ch. 13 MN Statutes](#)) and other relevant laws and regulations.

If certain information is found to constitute trade secret information, the remainder of the application will become public; in the event a data request is received for application information, only the trade secret data will be removed and remain nonpublic.

2.5 Review and Selection Process

Review Process

Funding will be allocated through a competitive process with review by a committee representing content and communication specialists with statewide knowledge. The review committee will evaluate all eligible and complete applications received by the deadline.

MDH will review all committee recommendations and is responsible for award decisions. **The award decisions of MDH are final and not subject to appeal.** Additionally:

- MDH reserves the right to withhold the distribution of funds in cases where proposals submitted do not meet the necessary criteria.
- The RFP does not obligate MDH to award a grant agreement or complete the project, and MDH reserves the right to cancel this RFP if it is considered to be in its best interest.
- MDH reserves the right to waive minor irregularities or request additional information to further clarify or validate information submitted in the application, provided the application, as submitted, substantially complies with the requirements of this RFP.

There is, however, no guarantee MDH will look for information or clarification outside of the submitted written application. Therefore, it is important that all applicants ensure that all sections of their application are complete to avoid the possibility of failing an evaluation phase or having their score reduced for lack of information.

Selection Criteria and Weight

The review committee will be reviewing each applicant on a **45-point** scale. A standardized scoring system will be used to determine the extent to which the applicant meets the selection criteria.

The scoring factors and weight that applications will be judged on are based on a scoring sheet found in [Attachment B](#).

Grantee Past Performance and Due Diligence Review Process

- It is the policy of the State of Minnesota to consider a grant applicant's past performance before awarding subsequent grants to them.
- State policy requires states to conduct a pre-award risk assessment prior to a grant award. Additional information may be required for proposed budgets of \$50,000 and higher to a potential applicant in order to comply with [Policy on Preaward Risk Assessment \(https://mn.gov/admin/government/grants/policies-statutes-forms/\)](https://mn.gov/admin/government/grants/policies-statutes-forms/).

Notification

MDH anticipates notifying all applicants via email of funding decisions by August 3rd, 2026.

RFP Part 3: Application and Submission Instructions

3.1 Application Deadline

All applications MUST be received by MDH no later than 4:30 p.m. Central Time, on Friday, July 17, 2026.

Late applications will not be accepted. It is the applicant's sole responsibility to allow sufficient time to address all potential delays caused by any reason whatsoever. MDH will not be responsible for delays caused by mail, delivery, computer, or technology problems.

Acknowledgement of application receipt. MDH will "reply all" to the email address that submitted the application to acknowledge receipt of your application within two business day of the receipt of an application. If you do not receive an acknowledgment email within that time frame from when you submitted the application, it means MDH did not receive your application/documents. Please contact health.privatewells@state.mn.us after that time frame for further instructions.

3.2 Application Submission Instructions

Applications must be submitted via email to:

Anne Nelson
Partner Engagement and Communications Specialist
Water Policy Center, Environmental Health Division
Minnesota Department of Health
Email: anne.nelson@state.mn.us

3.3 Application Instructions

You must submit the following in order for the application to be considered complete:

1. Application
2. Due Diligence Form (Community Health Boards and Tribal Nations do not need to submit this form as part of their application.)
3. Applicant Conflict of Interest Disclosure Form

Incomplete applications will be rejected and not evaluated.

Applications must include all required application materials, including attachments. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated. **MDH reserves the right to reject any application that does not meet these requirements.**

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

All costs incurred in responding to this RFP will be borne by the applicant.

RFP Part 4: Attachments

Attachment A: Private Well Protection Grant Budget Limits

[Private Well Protection Grant Budget Limits \(PDF\)](#)

(<https://www.web.health.state.mn.us/communities/environment/water/docs/cwf/pwpfundcap27.pdf>)

Attachment B: Application Evaluation Criteria

A numerical scoring system will be used to evaluate eligible applications. Scores will be used to develop final recommendations.

Applicants are encouraged to score their own application using the evaluation scoresheet before submitting their application. This step is not required but may help ensure applications address the criteria evaluators will use to score applications.

- **Organizational Capacity (Up to 12 total points for this section.)**
 - Capacity to meet the project objectives and priorities (0 to 10 points).
 - Collaborators, staff expertise and training, organizational capacity to perform work.
 - Local need/issues that you are hoping to address. (0 to 2 points)
 - For example, contamination issues, funding need, future mining, establishment of baseline data. etc.
- **Project Narrative and Work Plan (Up to 16 total points for this section.)**
 - Clearly defines project goals and objectives (0 to 10 points).
 - Clear evaluation plan (0 to 2 points).
 - Defines approach to prioritize most vulnerable populations (Infants, children, and low-income households) if resources are limited (0 to 2 points).
 - Clear timeline with key milestones (0 to 2 points).
- **Budget and Budget Justification (Up to 10 total points for this section.)**
 - Itemized budget (0 to 5 points).
 - Budget reflects grant goals (0 to 5 points).
- **Diversity in Grant-Making (Up to 7 total points for this section.)**
 - Describes how the project will benefit diverse groups of private well users (0 to 2 points).
 - Demonstrated ability and willingness to collaborate with other entities to reach private well user (0 to 5 points).

Attachment C: 2026 Private Well Protection Grant Application

[2026 Private Well Protection Grant Application \(PDF\)](#)

(<https://www.health.state.mn.us/communities/environment/water/docs/cwf/pwpapp2026.pdf>)

Attachment D: Applicant Conflict of Interest Disclose Form

The purpose of this form is to provide grant applicants a mechanism to disclose any actual, perceived, or potential individual or organizational conflicts of interest that exist.

[Applicant/Recipient Conflict of Interest Disclosure \(PDF\)](#)

<https://www.health.state.mn.us/about/grants/coiapplicant.pdf>

Attachment E: Due Diligence Form

[Due Diligence Review Form \(PDF\)](#)

<https://www.health.state.mn.us/about/grants/duediligence.pdf>

Attachment F: MDH Sample Grant Agreement Templates

[Grant Agreement \(PDF\)](#) (<https://www.health.state.mn.us/about/grants/grantagreement.pdf>)

[Grant Agreement Template \(PDF\)](#)

<https://www.health.state.mn.us/about/policies/grantagreetemplate.pdf>



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 14, 2026

REQUEST FOR BOARD ACTION: RBA-2026-497

DEPARTMENT: Land Department

TIME REQUESTED: < 5 Minutes

PRESENTER: Kory Cease

AGENDA ITEM:

Trailhead Campground Long-Term Sites

BOARD ACTION REQUESTED:

Authorize long-term rental of an additional 8 campsites in the Trailhead Campground at the Itasca County Fairgrounds.

BACKGROUND:

On May 23, 2023, the board set a limit of 14 days on sites at the Trailhead Campground, and on April 14, 2026 the board authorized long-term rental of 5 sites at the campground. With the current demand from temporary workers in the area looking for these opportunities, the Fairgrounds Park Committee has recommended to the board adding 8 more sites for long-term rental.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 14, 2026

REQUEST FOR BOARD ACTION: RBA-2026-447

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