



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

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: 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

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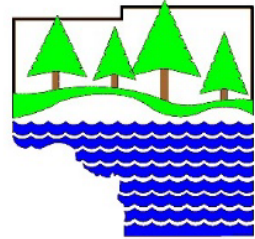
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ATTEST

Cory Smith
Chair of the County Board

Brett Skyles
Clerk of the County Board



MEETING INFORMATION SHEET
JULY 7, 2026

PULL:

1. Item #6.3 (ESGR Patriot Award Presentation)

ADDITIONS: None

CHANGES: None

INFORMATIONAL: None



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BOARD OF COMMISSIONERS**

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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



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 7, 2026

REQUEST FOR BOARD ACTION: RBA-2026-484

DEPARTMENT: Administrative Services
PRESENTER:

TIME REQUESTED:

AGENDA ITEM:

Itasca County Family Services Collaborative JPA

BOARD ACTION REQUESTED:

Approve updated signatures on the Joint Powers Board Agreement for Itasca County Family Services Collaborative.

BACKGROUND:

We recently updated signatures on the Joint Powers Board Agreement of the Itasca County Family Services Collaborative. The updated document also has a signature line for the County Board Chair and notary signature. There were no changes to the document from the last signature in 2019, just lots of new people in school and county positions, so it was time to update those signatures. I have attached the scanned document. The County is the fiscal host; therefore, the county signature page is needed. I am happy to bring over the original document for signature if needed, just let me know what works best.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. JPA June 2026
2. JPA June 2026_FULLY EXECUTED

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



JOINT POWERS AGREEMENT

This Joint Powers Agreement made and entered into this 10th day of December 2019, by and between Itasca County Health and Human Services Department, Itasca County Public Health Department, Itasca County Probation Department, KOOTASCA Community Action and Independent School Districts #316, #317, #318 and #319 (herein after referred to as "Participating Boards"), is as follows:

WHEREAS, the parties agree that children's needs cross over boundaries of the categorical agencies and the services need to be coordinated across traditional systems; and

WHEREAS, there is a recognized need to collaboratively plan and develop services for children and families; and

WHEREAS, there is a need to provide services which allows families freedom of choice regarding service delivery; and

WHEREAS, the Participating Boards are committed to providing culturally appropriate and culturally competent services to children and families across service systems; and

WHEREAS, the parties agree that an integrated system should be built upon existing agencies and that system redesign consists in large part of redefining relationships among agencies; and

WHEREAS, the Participating Boards desire to make these services readily available to their residents; and

WHEREAS, the Participating Boards recognize such services can be appropriately financed, supported and managed through a multi-organizational joint venture; and

WHEREAS, the Participating Boards agree that all obligations as stated or implied in this agreement shall be interpreted in light of and consistent with governing State and Federal laws;

NOW, THEREFORE, in consideration of the mutual agreements combined herein and pursuant to the forgoing, and to Minnesota Statutes Section 471.59, the Participating Boards do hereby renew the previously established Itasca County Family Services Collaborative (ICFSC) Joint Powers Board, having the composition, powers and duties provided in this Agreement as follows:

SECTION 1: MISSION

- A. The Itasca County Family Services Collaborative seeks to strengthen and support children, youth and families through integration of resources and services to allow opportunity to achieve healthy, productive and safe lives.

SECTION 2: PURPOSE

- A. "The purpose of this Agreement is to fulfill the Participating Boards' broad responsibilities to protect the health and welfare of their citizens. The Joint Powers Board will plan for and develop policies to implementing, directly managing or contracting for the operation of evidence-based programs, services and strategies that support the following priorities: 1) Promote mental health and well-being of children, youth and young adults. 2) Support healthy growth and social emotional development of children, youth and young adults. 3) Strengthen resilience and protective factors for families, schools and communities."
- B. The ICFSC shall provide those services and/or procedures necessary to accomplish the goals and objectives outlined in the aforementioned grant applications and workplans.
- C. In addition to the above-specified powers, the Board shall have and exercise all powers which may be necessary to enable it to perform and carry out its duties and responsibilities to implement a multi-agency/multi-school district family services collaborative consistent with the Family Services Collaborative Statue 124D-23.

SECTION 2: GOAL

The goal of this Agreement is to assure the availability of comprehensive services designed to enhance or strengthen family functioning and the mental health of children ages birth-18 and/or birth-21 for those with disabilities.

SECTION 3: COMPOSITION

The Joint Powers Board shall be one representative from each of the following: Itasca County Health Department, Itasca County Health and Human Services Department, Itasca County Probation Department, ISD #316, ISD #317, ISD #318 and ISD #319, and KOOTASCA Community Action.

SECTION 4: POWERS

The Board shall possess all the powers and duties assigned by law to:

- A. Receive and expend for the purposes of providing the services described in the grant project proposal the funds designated by the Participating Boards and the

parties hereto, funds from the State of Minnesota or from any other lawful source, including any governmental source, gifts or donations.

- B.** At appropriate times during the annual budgeting cycles of partner organizations, inform Participating Boards of any anticipated additional financial expenses for the forthcoming fiscal year and the annual membership amounts. Participating members of the Joint Powers Board are responsible for all expenses as determined by the governing board.
- C.** All contracts, sales and purchases made by the Board shall conform to requirements applicable to contracts, sales and purchases made by the County government.
- D.** The ICFSC Joint Powers Board will comply in every respect with all applicable Federal and State laws pertaining to human rights which guarantee non-discrimination on the basis of race, creed, color, national origin, religion, sex, marital status, disability, age and status in regard to public assistance, handicap and where applicable, shall affect affirmative action activities which provide for the equal opportunity of minorities and protected classes.
- E.** Itasca County will be the administrative County and fiscal agent during the life of this Agreement and will provide strict accountability of all funds and accurate reporting of all receipts and reimbursements. Reimbursements to staff will be made upon approval of the staff's supervisor. Administrative County responsibilities may be reviewed annually.
- F.** Itasca County will contract and/or employ and manage staff as necessary to carry out the purpose of this Agreement subject to the financial limitations imposed by law, this Agreement, State of Minnesota and any other regulatory agency.
- G.** Itasca County may be eligible for reimbursement of costs incurred in the administration and management of the ICFSC, ICFSC staff and other associated costs.
- H.** The ICFSC Joint Powers Board shall review and approve an annual budget.

SECTION 5: OPERATING PROCEDURES

- A.** The Joint Powers Board will conduct business according to their operating procedures and bylaws, with the most current version adopted June 2026. In addition, to those specified powers, the Joint Powers Board shall have and exercise all powers which may be necessary to enable it to perform and carry out duties and responsibilities to implement and manage the Collaborative.

- B. All meetings of the Board shall be conducted in a manner consistent with the Minnesota Open Meeting Law, MS 471.705 and amendments thereto.

SECTION 6: COLLABORATIVE FINANCES & INTEGRATED FUND

- A. Pursuant to the terms of this Agreement, there shall be established and maintained in the name of the ICFSC a collaborative fund for the purpose of purchasing goods and services for those eligible children (and their families) with multiple risks or needs presented to the Collaborative and extending funds deemed necessary for the operating expenses of the Collaborative.
- B. Each member party to this Agreement hereby agrees, per each party's own policies, to advance per a quarterly collaborative service invoice the moneys appropriated pursuant to Section 4.B., said advance payable to Itasca County Health and Human Services.
 - 1. Itasca County shall be the fiscal agent for the ICFSC.
 - 2. Itasca County shall establish a special fund for the purpose of purchasing services and supporting the administrative operation of the ICFSC.
 - 3. Itasca County shall be authorized to make payments upon approval of the ICFSC members or the ICFSC coordinator when so authorized from the collaborative special fund.
- C. The proceeds of special grants, contracts or other forms of revenue received by the ICFSC for the purpose(s) conditioned by the revenue source shall be deposited to the collaborative integrated fund in the name of the ICFSC and shall be approved for expenditure by the ICFSC members utilizing the same procedures established for all other moneys in the collaborative service fund. The ICFSC shall comply with MN Statute 256F.13 concerning Federal revenue enhancements, including requirements pertinent to the Local Collaborative Time Study.
- D. The ICFSC coordinator, in cooperation with Itasca County, shall report expenditures of moneys to the ICFSC members on a regular basis as directed and shall provide to the ICFSC members, upon request, such fiscal information as is available.
- E. Annual Membership fees shall be invoiced and collected per agreement and as directed in the by-laws. Membership fees are reviewed and set annually at the Collaborative retreat. Membership fees involve both voting members and non-voting members of the Collaborative.

SECTION 7: AMENDMENTS

This Agreement may be amended only by the agreement of all Participating Boards. Notice of any proposed amendment must be provided to all Participating Boards at least 30 days prior to the effective date of the proposed amendment.

SECTION 8: INTERAGENCY DISPUTES AND DISPUTE RESOLUTION

- A.** The grieving party or Participating Board shall provide a written notice of conflict to the Joint Powers Board that identifies the conflict, proposed action and a summary of factual, legal and/or policy grounds.
- B.** A written response, which includes proposed solutions to the conflict, shall be provided by the Joint Powers Board within 45 days of receipt of the notice of conflict.
- C.** Upon resolution of the conflict, a joint communication so indicating will be developed and disseminated by a representative from each party and/or Participating Board.
- D.** Should the following steps not resolve the conflict, the Joint Powers Board may waive formal administrative proceedings and adopt a method of alternative dispute resolution by mutual consent.

SECTION 9: TERMINATION

Any Participating Board shall have the right to withdraw from this Agreement and Board hereby created in the following manner:

- A.** The Participating Board withdrawing shall pass a resolution declaring its intent to withdraw effective on a specific date which date shall not be less than ninety (90) days from the day of the resolution and shall send a certified copy of such resolution to the chairperson of the ICFSC Joint Powers Board not less than ninety (90) days before the effective date of withdrawal.
- B.** Upon receipt of the resolution of the withdrawal, the chairperson of the Joint Powers Board shall send a copy of said resolution to each Participating Board.
- C.** The withdrawing Board shall not be entitled to a refund of fees paid to the Joint Powers Board.
- D.** Notwithstanding Participating Boards' authority to withdraw, this Agreement and the Joint Powers Board created hereby shall continue in force until all Participating Boards or all remaining Boards mutually agree to terminate this Agreement by joint resolution of the Participating Boards.

- E. After the effective date of termination, the Joint Powers Board shall continue to exist for the limited purpose of discharging the Board's debt and liabilities, settling its affairs and disposing of its property and surplus moneys, if any.

SECTION 10: DISPOSAL OF SURPLUS FUNDS AND PROPERTY UPON TERMINATION

All unused funds held by the Joint Powers Board at the time of termination of the ICFSC shall be distributed by resolution of the Board in accordance with law and in accordance with grantor agreements and with the State of Minnesota.

SECTION 11: INSURANCE AND INDEMNIFICATION

- A. The Joint Powers Board shall obtain and maintain insurance coverage to protect and indemnify the Board, its officials or employees in the performance of duties arising from this Agreement.
- B. This agreement to indemnify and hold harmless does not constitute a waiver by any party/member of limitations on liability under Minnesota Statute chapter 466.04.
- C. To the full extent permitted by law, actions by the Participating Boards pursuant to this Agreement are intended to be and shall be construed as a "Cooperative Activity" and it is the intent of the members that they shall be deemed a "single governmental unity" for the purposes of liability, all as set forth in Minnesota Statute chapter 470.59, subdivision 1a(a); provided further that for purposes of that statute each member party to this Agreement expressly declines responsibility for the acts or omissions of the other party.
- D. The Participating Boards to this Agreement are not liable for the acts or omissions of the other Participating Boards to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the Participating Boards.

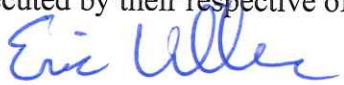
SECTION 12: TERM OF AGREEMENT

- A. This Agreement is effective when adopted by all Parties and will remain in effect until revised, rescinded, or terminated per Section 9.

SECTION 13: REPRESENTATION OF AUTHORITY TO SIGN

Each party represents and warrants that the person(s) signing and executing this Agreement on its behalf has been properly authorized to do so by the governing board of each entity, and that such action taken is consistent with its own by-laws, rules, procedures, and in accordance with the laws of the State of Minnesota.

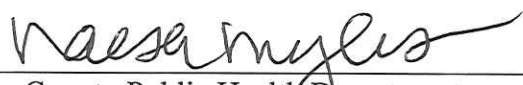
IN WITNESS THEREOF, the Participating Boards' resolutions have caused this Agreement to be executed by their respective officers.



Itasca County Health and Human Services Director

6/10/26

Date



Itasca County Public Health Department

6/10/26

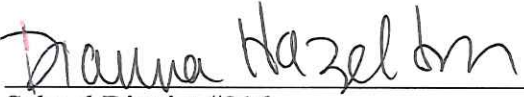
Date

Itasca County Probation Department

6/10/2026

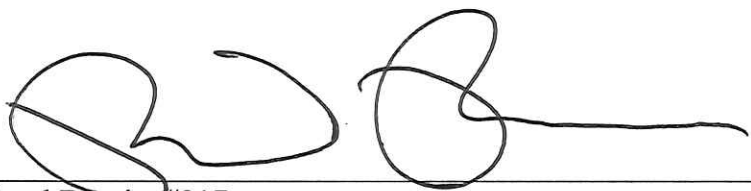
Date



School District #316

6/10/26

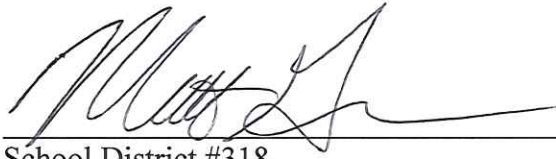
Date



School District #317

6-10-26

Date



School District #318

6-10-26

Date



School District #319

6-10-26

Date



KOOTASCA Community Action

6/10/26

Date

ITASCA COUNTY BOARD CHAIR

BY: _____

CHAIR

Subscribed and sworn to before me this
_____ day of _____ 2026.

Notary Public



JOINT POWERS AGREEMENT

This Joint Powers Agreement made and entered into this 10th day of December 2019, by and between Itasca County Health and Human Services Department, Itasca County Public Health Department, Itasca County Probation Department, KOOTASCA Community Action and Independent School Districts #316, #317, #318 and #319 (herein after referred to as "Participating Boards"), is as follows:

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WHEREAS, there is a recognized need to collaboratively plan and develop services for children and families; and

WHEREAS, there is a need to provide services which allows families freedom of choice regarding service delivery; and

WHEREAS, the Participating Boards are committed to providing culturally appropriate and culturally competent services to children and families across service systems; and

WHEREAS, the parties agree that an integrated system should be built upon existing agencies and that system redesign consists in large part of redefining relationships among agencies; and

WHEREAS, the Participating Boards desire to make these services readily available to their residents; and

WHEREAS, the Participating Boards recognize such services can be appropriately financed, supported and managed through a multi-organizational joint venture; and

WHEREAS, the Participating Boards agree that all obligations as stated or implied in this agreement shall be interpreted in light of and consistent with governing State and Federal laws;

NOW, THEREFORE, in consideration of the mutual agreements combined herein and pursuant to the forgoing, and to Minnesota Statutes Section 471.59, the Participating Boards do hereby renew the previously established Itasca County Family Services Collaborative (ICFSC) Joint Powers Board, having the composition, powers and duties provided in this Agreement as follows:

SECTION 1: MISSION

- A. The Itasca County Family Services Collaborative seeks to strengthen and support children, youth and families through integration of resources and services to allow opportunity to achieve healthy, productive and safe lives.

SECTION 2: PURPOSE

- A. "The purpose of this Agreement is to fulfill the Participating Boards' broad responsibilities to protect the health and welfare of their citizens. The Joint Powers Board will plan for and develop policies to implementing, directly managing or contracting for the operation of evidence-based programs, services and strategies that support the following priorities: 1) Promote mental health and well-being of children, youth and young adults. 2) Support healthy growth and social emotional development of children, youth and young adults. 3) Strengthen resilience and protective factors for families, schools and communities."
- B. The ICFSC shall provide those services and/or procedures necessary to accomplish the goals and objectives outlined in the aforementioned grant applications and workplans.
- C. In addition to the above-specified powers, the Board shall have and exercise all powers which may be necessary to enable it to perform and carry out its duties and responsibilities to implement a multi-agency/multi-school district family services collaborative consistent with the Family Services Collaborative Statue 124D-23.

SECTION 2: GOAL

The goal of this Agreement is to assure the availability of comprehensive services designed to enhance or strengthen family functioning and the mental health of children ages birth-18 and/or birth-21 for those with disabilities.

SECTION 3: COMPOSITION

The Joint Powers Board shall be one representative from each of the following: Itasca County Health Department, Itasca County Health and Human Services Department, Itasca County Probation Department, ISD #316, ISD #317, ISD #318 and ISD #319, and KOOTASCA Community Action.

SECTION 4: POWERS

The Board shall possess all the powers and duties assigned by law to:

- A. Receive and expend for the purposes of providing the services described in the grant project proposal the funds designated by the Participating Boards and the

parties hereto, funds from the State of Minnesota or from any other lawful source, including any governmental source, gifts or donations.

- B.** At appropriate times during the annual budgeting cycles of partner organizations, inform Participating Boards of any anticipated additional financial expenses for the forthcoming fiscal year and the annual membership amounts. Participating members of the Joint Powers Board are responsible for all expenses as determined by the governing board.
- C.** All contracts, sales and purchases made by the Board shall conform to requirements applicable to contracts, sales and purchases made by the County government.
- D.** The ICFSC Joint Powers Board will comply in every respect with all applicable Federal and State laws pertaining to human rights which guarantee non-discrimination on the basis of race, creed, color, national origin, religion, sex, marital status, disability, age and status in regard to public assistance, handicap and where applicable, shall affect affirmative action activities which provide for the equal opportunity of minorities and protected classes.
- E.** Itasca County will be the administrative County and fiscal agent during the life of this Agreement and will provide strict accountability of all funds and accurate reporting of all receipts and reimbursements. Reimbursements to staff will be made upon approval of the staff's supervisor. Administrative County responsibilities may be reviewed annually.
- F.** Itasca County will contract and/or employ and manage staff as necessary to carry out the purpose of this Agreement subject to the financial limitations imposed by law, this Agreement, State of Minnesota and any other regulatory agency.
- G.** Itasca County may be eligible for reimbursement of costs incurred in the administration and management of the ICFSC, ICFSC staff and other associated costs.
- H.** The ICFSC Joint Powers Board shall review and approve an annual budget.

SECTION 5: OPERATING PROCEDURES

- A.** The Joint Powers Board will conduct business according to their operating procedures and bylaws, with the most current version adopted June 2026. In addition, to those specified powers, the Joint Powers Board shall have and exercise all powers which may be necessary to enable it to perform and carry out duties and responsibilities to implement and manage the Collaborative.

- B. All meetings of the Board shall be conducted in a manner consistent with the Minnesota Open Meeting Law, MS 471.705 and amendments thereto.

SECTION 6: COLLABORATIVE FINANCES & INTEGRATED FUND

- A. Pursuant to the terms of this Agreement, there shall be established and maintained in the name of the ICFSC a collaborative fund for the purpose of purchasing goods and services for those eligible children (and their families) with multiple risks or needs presented to the Collaborative and extending funds deemed necessary for the operating expenses of the Collaborative.
- B. Each member party to this Agreement hereby agrees, per each party's own policies, to advance per a quarterly collaborative service invoice the moneys appropriated pursuant to Section 4.B., said advance payable to Itasca County Health and Human Services.
 - 1. Itasca County shall be the fiscal agent for the ICFSC.
 - 2. Itasca County shall establish a special fund for the purpose of purchasing services and supporting the administrative operation of the ICFSC.
 - 3. Itasca County shall be authorized to make payments upon approval of the ICFSC members or the ICFSC coordinator when so authorized from the collaborative special fund.
- C. The proceeds of special grants, contracts or other forms of revenue received by the ICFSC for the purpose(s) conditioned by the revenue source shall be deposited to the collaborative integrated fund in the name of the ICFSC and shall be approved for expenditure by the ICFSC members utilizing the same procedures established for all other moneys in the collaborative service fund. The ICFSC shall comply with MN Statute 256F.13 concerning Federal revenue enhancements, including requirements pertinent to the Local Collaborative Time Study.
- D. The ICFSC coordinator, in cooperation with Itasca County, shall report expenditures of moneys to the ICFSC members on a regular basis as directed and shall provide to the ICFSC members, upon request, such fiscal information as is available.
- E. Annual Membership fees shall be invoiced and collected per agreement and as directed in the by-laws. Membership fees are reviewed and set annually at the Collaborative retreat. Membership fees involve both voting members and non-voting members of the Collaborative.

SECTION 7: AMENDMENTS

This Agreement may be amended only by the agreement of all Participating Boards. Notice of any proposed amendment must be provided to all Participating Boards at least 30 days prior to the effective date of the proposed amendment.

SECTION 8: INTERAGENCY DISPUTES AND DISPUTE RESOLUTION

- A.** The grieving party or Participating Board shall provide a written notice of conflict to the Joint Powers Board that identifies the conflict, proposed action and a summary of factual, legal and/or policy grounds.
- B.** A written response, which includes proposed solutions to the conflict, shall be provided by the Joint Powers Board within 45 days of receipt of the notice of conflict.
- C.** Upon resolution of the conflict, a joint communication so indicating will be developed and disseminated by a representative from each party and/or Participating Board.
- D.** Should the following steps not resolve the conflict, the Joint Powers Board may waive formal administrative proceedings and adopt a method of alternative dispute resolution by mutual consent.

SECTION 9: TERMINATION

Any Participating Board shall have the right to withdraw from this Agreement and Board hereby created in the following manner:

- A.** The Participating Board withdrawing shall pass a resolution declaring its intent to withdraw effective on a specific date which date shall not be less than ninety (90) days from the day of the resolution and shall send a certified copy of such resolution to the chairperson of the ICFSC Joint Powers Board not less than ninety (90) days before the effective date of withdrawal.
- B.** Upon receipt of the resolution of the withdrawal, the chairperson of the Joint Powers Board shall send a copy of said resolution to each Participating Board.
- C.** The withdrawing Board shall not be entitled to a refund of fees paid to the Joint Powers Board.
- D.** Notwithstanding Participating Boards' authority to withdraw, this Agreement and the Joint Powers Board created hereby shall continue in force until all Participating Boards or all remaining Boards mutually agree to terminate this Agreement by joint resolution of the Participating Boards.

- E. After the effective date of termination, the Joint Powers Board shall continue to exist for the limited purpose of discharging the Board's debt and liabilities, settling its affairs and disposing of its property and surplus moneys, if any.

SECTION 10: DISPOSAL OF SURPLUS FUNDS AND PROPERTY UPON TERMINATION

All unused funds held by the Joint Powers Board at the time of termination of the ICFSC shall be distributed by resolution of the Board in accordance with law and in accordance with grantor agreements and with the State of Minnesota.

SECTION 11: INSURANCE AND INDEMNIFICATION

- A. The Joint Powers Board shall obtain and maintain insurance coverage to protect and indemnify the Board, its officials or employees in the performance of duties arising from this Agreement.
- B. This agreement to indemnify and hold harmless does not constitute a waiver by any party/member of limitations on liability under Minnesota Statue chapter 466.04.
- C. To the full extent permitted by law, actions by the Participating Boards pursuant to this Agreement are intended to be and shall be construed as a "Cooperative Activity" and it is the intent of the members that they shall be deemed a "single governmental unity" for the purposes of liability, all as set forth in Minnesota Statue chapter 470.59, subdivision 1a(a); provided further that for purposes of that statue each member party to this Agreement expressly declines responsibility for the acts or omissions of the other party.
- D. The Participating Boards to this Agreement are not liable for the acts or omissions of the other Participating Boards to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the Participating Boards.

SECTION 12: TERM OF AGREEMENT

- A. This Agreement is effective when adopted by all Parties and will remain in effect until revised, rescinded, or terminated per Section 9.

SECTION 13: REPRESENTATION OF AUTHORITY TO SIGN

Each party represents and warrants that the person(s) signing and executing this Agreement on its behalf has been properly authorized to do so by the governing board of each entity, and that such action taken is consistent with its own by-laws, rules, procedures, and in accordance with the laws of the State of Minnesota.

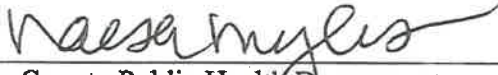
IN WITNESS THEREOF, the Participating Boards' resolutions have caused this Agreement to be executed by their respective officers.



Itasca County Health and Human Services Director

6/10/26

Date



Itasca County Public Health Department

6/10/26

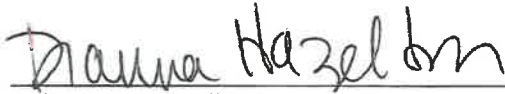
Date



Itasca County Probation Department

6/10/2026

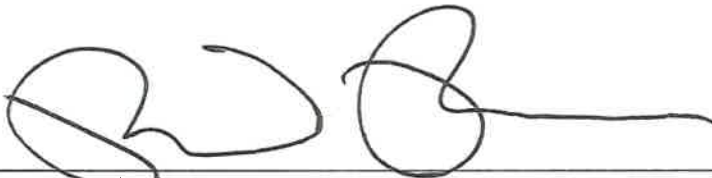
Date



School District #316

6/10/26

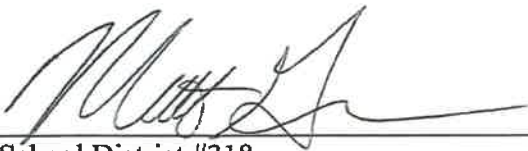
Date



School District #317

6-10-26

Date



School District #318

6-10-26

Date



School District #319

6-10-26

Date



KOOTASCA Community Action

6/10/26

Date

ITASCA COUNTY BOARD CHAIR

BY: 
CHAIR

Subscribed and sworn to before me this
7th day of July 2026.


Notary Public





**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 7, 2026

REQUEST FOR BOARD ACTION: RBA-2026-487

DEPARTMENT: Human Resources
PRESENTER:

TIME REQUESTED:

AGENDA ITEM:

Paid Family Medical Leave (PFML) Policy Update

BOARD ACTION REQUESTED:

Approve the revised Paid Family and Medical Leave (PFML) Policy.

BACKGROUND:

The revised Paid Family and Medical Leave (PFML) Policy incorporates the legislative changes to PERA eligibility requirements effective July 1, 2026. Additional revisions include clarifying that all applicable leave types will run concurrently when eligible, updating the claim filing timeline language, and adding a return-to-work/fitness-for-duty requirement to ensure compliance with state and federal leave laws and County procedures.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. PFML Policy - Draft 6.24.26

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

Policy Statement

Itasca County complies with the State of Minnesota Paid Family and Medical Leave (PFML) program. PFML provides partial wage replacement for employees who need time away from work for qualifying family and medical reasons. **Benefits are administered by MetLife, the County's designated third-party claims administrator.**

Eligibility

Employees are eligible if they:

- Earn sufficient wages in a base period to meet the state threshold (5.3% of the state average annual wage); and
- Have qualifying employment within the State of Minnesota.

All Itasca County employees who meet the state eligibility criteria are covered.

Covered Leave Reasons

Eligible employees may use PFML for the following:

- Employee's own serious health condition that prevents them from performing job duties.
 - Bonding with a new child (birth, adoption, or foster placement).
 - Caring for a family member with a serious health condition.
 - Qualifying exigency related to military service.
 - Safety leave related to domestic abuse, sexual assault, or stalking (Minn. Stat. §181.9413).
-

Duration of Leave

Employees may take:

- Up to 12 weeks of paid leave for family leave.
- Up to 12 weeks of paid leave for medical leave.
- Combined maximum of 20 weeks in a single benefit year if both family and medical leave are used.

Itasca County uses the rolling 12-month period measured backward from the date an employee uses FMLA leave to determine available entitlement.

Concurrent Leaves

When an employee's leave qualifies under more than one leave law or policy, all applicable leaves will run concurrently to the fullest extent permitted by law. This may include, but is not limited to, PFML, FMLA, Minnesota Pregnancy and Parenting Leave or other County-approved leave.

Intermittent Leave under PFML

- Employees may take scheduled intermittent Paid Family and Medical Leave (PFML) when approved by the state/MetLife. Intermittent PFML benefits are prorated, meaning the benefit payment will reflect only the portion of time the employee is actually on leave.
- Intermittent PFML leave is limited to a maximum of 480 hours per calendar year (equivalent to 12 weeks of full-time leave). Any additional PFML leave beyond 480 hours must be taken as continuous leave, if eligible.

Example: An employee approved for intermittent PFML may take leave in partial-day or partial-week increments, such as one day per week to attend medical appointments. In this case, the employee would receive a partial benefit for each day taken, and the total time used will count toward the 480-hour annual cap.

- Accruals and Benefits: Accrual of sick or vacation leave, insurance premium deductions, and PERA service credit will follow the same rules as continuous PFML leave and will be based on the number of paid County hours in each pay period.
 - Communication: Employees on intermittent PFML must regularly communicate with their supervisor and HR regarding expected absences and changes in the leave schedule.
-

Benefit Payments, Supplemental Pay, and PERA

- PFML provides partial wage replacement based on the employee's wages, as determined by state law.
 - Supplemental Pay ("Top-Off") Election:
Employees may elect to supplement their state PFML benefit with accrued County paid leave (vacation, sick, comp time, PTO).
 - If elected, the employee must use all available accrued leave until exhausted (all-or-nothing rule).
 - If not elected, no supplemental leave will be applied.This practice mirrors Itasca County's current application of FMLA.
 - Accruals: Employees will only earn vacation, sick, or other contractual accruals if they use at least forty (40) hours of supplemental paid leave in a pay period. If fewer than 40 hours are used, no accruals will be earned for that pay period for sick or vacation.
 - Holiday Pay: Employees on PFML will not receive separate County holiday pay. Holiday pay is already factored into the "average weekly wage" used by the State/MetLife to calculate PFML benefits.
 - PERA Service Credit: Time away from work while receiving Paid Family and Medical Leave (PFML) benefits does not earn PERA service credit, as PFML benefits are not considered PERA-eligible wages. However, effective July 1, 2026, pursuant to a legislative change, wages paid by the County during a PFML leave period remain PERA-eligible and may continue to earn PERA service credit in accordance with PERA requirements.
-

Overpayments

If PFML benefits combined with County supplemental pay result in an overpayment, the County will reconcile the difference. Employees are responsible for repayment, consistent with Minn. Stat. §181.79. Written notice will be provided outlining the amount owed, repayment deadline, and appeal rights.

Insurance Premium Arrears

Employees on PFML may not earn sufficient County wages to cover the employee portion insurance premiums through payroll deduction.

- The County will track arrears and require direct payment.
 - Premium payments are due on the regular pay date.
 - Failure to remit timely payment may result in termination of coverage, subject to COBRA or Minnesota continuation.
-

Job Protection and Benefits

Employees returning from PFML will be reinstated to the same or an equivalent position with the same pay, benefits, and terms/conditions of employment, consistent with FMLA and Minnesota law.

Employee Responsibilities

Employees must:

- Notify their supervisor and HR when requesting PFML.
 - File a claim with MetLife as soon as practicable after becoming aware of the need for leave.
 - Provide supporting documentation (medical certification, adoption/foster paperwork, military orders, etc.) when required.
 - Complete the County's PFML Supplemental Leave Election & Acknowledgment Form prior to commencing leave.
 - Employees returning from leave due to their own serious health condition may be required to provide a fitness-for-duty or return-to-work certification from their healthcare provider before returning to work. Employees returning with restrictions may be required to participate in the interactive process to determine if reasonable accommodation is necessary.
-

Employer Responsibilities

Itasca County will:

- Provide employees with information on filing PFML claims.
 - Coordinate payroll and benefit deductions while employees are on PFML.
 - Require supervisors to notify HR when an employee requests or may qualify for PFML.
-

Non-Retaliation

Employees will not be disciplined, discharged, or otherwise retaliated against for requesting or taking PFML.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 7, 2026

REQUEST FOR BOARD ACTION: RBA-2026-485

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

AGENDA ITEM:

Donation of Computer to the City of Coleraine

BOARD ACTION REQUESTED:

Approve the donation of computer to the City of Coleraine.

BACKGROUND:

The City of Coleraine has requested one of our decommissioned surplus laptops for a student worker who will be doing GIS locating of their water and sewer curbstops.

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, July 7, 2026

REQUEST FOR BOARD ACTION: RBA-2026-489

DEPARTMENT: Land Department

TIME REQUESTED: < 5 Minutes

PRESENTER: Michael Gibbons

AGENDA ITEM:

Earthen Materials Lease on Tax-Forfeited Trust Property

BOARD ACTION REQUESTED:

Approve earthen material lease located in NWSE, Section 7, Township 55 North, Range 25 West, to Hawkinson Construction Company, Inc., and authorize necessary signatures.

BACKGROUND:

This is a renewal of an earthen material lease as authorized per Minnesota Statute section 282.04(d).

COUNTY ATTORNEY REVIEW: yes and/or pending

SUPPORTING DOCUMENTATION:

1. Itasca_1_EM_Lease_CB

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

LEASE FOR REMOVAL OF EARTHEN MATERIALS FROM TAX FORFEIT TRUST LANDS

This Agreement made this **7th** day of **July 2026** by and between the County of Itasca, a body corporate and politic, hereinafter referred to as “Lessor”, and **Hawkinson Construction Company, Inc., 501 County Road 63, Grand Rapids, MN 55744**, hereinafter referred to as “Lessee”, and

WHEREAS, Pursuant to MN Stat. 282.04, Subd. 1, and approval by the Board of County Commissioners, approve an earthen materials lease identified and appraised by the Itasca County Land Department. Said materials located on the following described Premises to wit:

That part of Area A lying within the NW1/4 SE1/4 less the South 200 feet, all in section 7, T55N – R25W, as shown in Exhibit A.

WHEREAS the Lessee is renewing earthen materials lease with Itasca County for the above-described pit run material at a rate of **\$2.50 per cubic yard**, as set by the County Board of Commissioners on January 28, 2025, RBA #2025-221.

NOW, THEREFORE, in consideration of the terms, covenants and obligations hereinafter contained, the parties do agree as follows:

- 1) Lease period is effective upon lease approval by the Itasca County Board of Commissioners and terminates **December 31, 2030**.
- 2) 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.
- 3) Lessee agrees that payment for all earth materials removed from said Premises shall be at the rate of \$2.50 per cubic yard loose volume measure. **The Lessee shall make an annual pre-payment of \$3,500.00, representing a minimum taking of materials at the beginning of each calendar year of said lease.** Pre-payment is non-refundable. Lessee is not entitled to any credit, rebate or refund if Lessee fails to remove the full value of materials in the year for which the annual pre-payment is made.
- 4) Lessee agrees to provide monthly production reports within fifteen (15) days of end of month. Amounts in excess of the pre-payment plan are to be paid by Lessee within thirty (30) days of reporting. Checks made payable to the Itasca County and mailed to the Land Commissioner, 1177 LaPrairie Avenue, Grand Rapids, Minnesota 55744. After sixty (60) days, any unpaid bills shall become delinquent and accrue interest at a rate of 12% APR. At the discretion of the Lessor, the final payment shall be made based upon the final quantities as determined by Itasca County records and/or measurements.
- 5) Lessee agrees that billings and payment for the remainder of the materials taken under this lease shall be based upon weight, cross-section measurement, and truck load measurement taken after the execution of this agreement. Lessor and Lessee agree that a combination of weight, cross-section measurement, and truck load measurement shall be the appropriate methods of determination of the amount of pit materials removed; said measurements to be done in the method and manner deemed acceptable by the Lessor. In the event of any dispute, the decision of the Land Commissioner as to the amount of materials removed shall be final.
- 6) Lessee agrees that unit of measure for removal of materials will be based on a loose volume (LV) cubic yards. If Lessee uses scales to measure materials removed from the premises, all scales measuring

materials removed must be calibrated according to the National Institute of Standards and Technology (NIST) Handbook 44. The following conversion factors apply to this lease:

- One short ton = 0.7143 cubic yards loose volume.
- One cubic yard loose volume (LV) = 1.4 short tons.
- One cubic yard bank measure = 1.2 cubic yards loose volume.
- One short ton = 2,000 pounds.

- 7) Lessee agrees that sale of earthen material described herein, does not imply that the material meets the standards for quality or quantity that may be required for any specific projects on which it may be used. It shall be solely the responsibility of Lessee to determine the suitability of said materials prior to its purchase.
- 8) Lessee agrees and that Lessor and its agents have the right to make periodic inspections of the Premises to verify and ensure compliance with terms of this Agreement and utilization and amounts of materials. Lessee also agrees to provide Lessor and its agents access for ingress and egress across Lessee's property located in Lots 2 and 3 of Section 7, T.55N - R.25W to the Premises for the duration of this Agreement to allow access for the purpose of compliance inspections or for any other purpose as needed by the Lessor. Lessee has the right to request inspections by Lessor to ensure compliance with terms of said Agreement.
- 9) Lessee further agrees that in removing materials from said Premises, Lessee shall comply with the following conditions: **All work performed by Lessee shall be in accordance with the operational plan attached hereto as Exhibit B. Lessee shall not deviate from operations plan in Exhibit B except to the extent necessary to blend necessary rock material from adjoining Area B to the sandy material in Area A as depicted on the operational plan.**
 - A. All clearing, excavation, stockpiling or filling attendant to pit operations shall be at least 25 feet from the right of way of any public road and 25 feet from any common property line between the Premises and adjacent property.
 - B. Any topsoil remaining on the Premises after clearing and grubbing operations shall be stripped and stockpiled in a location approved by the Lessor.
 - C. Existing vegetation shall remain as a screen between the pit site and surrounding residences and public roads. Where necessary and physically practical, the Lessor may require additional screening between the pit site area of the Premises and any residences within one quarter of a mile. If additional screening is requested, a sketch and description of the required screening shall be composed by the Lessor and provided to the Lessee. At Lessee's expense, Lessee shall thereafter complete the requested screening in a reasonable amount of time and in a reasonable manner.
 - D. The Lessee must contain stormwater within the pit area of the Premises and shall utilize stormwater best management practices on upland areas adjacent to wetlands, drainages, stream bodies, bodies of water, and other non-mining areas at risk of receiving sediments. Lessee must use the appropriate methods of stormwater containment. All areas of the Premises shall be adequately drained to prevent confinement of water; no area of the Premises shall be excavated to a depth closer than 40 inches above the ground water table to provide adequate root depth to sustain a commercially productive forest, unless approved in writing by the Lessor.
 - E. All entrances and exits shall be constructed so as not to create a traffic safety hazard, and during the hours of operation of the pit, "Trucks Hauling" signs shall be placed along all public roadways leading to the pit entrance(s) at a distance of not less than 500 feet from the entrance(s). Hours of operation shall be in accordance with those set forth in the Operational Plan attached hereto as Exhibit B.

- F. All barriers controlling access to the Premises, such as gates, etc., shall have prior approval of the Lessor, and shall be clearly visible to prevent safety hazards to snowmobilers and other members of the public. The use of cable, chain, or similar type barriers is specifically prohibited by the Lessor.
 - G. Crushers and other plants to be operated in conjunction with any of the allowed activities in this Agreement shall be operated in accordance with Minnesota Pollution Control Agency standards for air pollution and any other applicable standards.
 - H. All trees, brush, stumps and debris resulting from clearing, stripping and pit operations shall be burned or buried as approved by the Lessor upon cessation of pit operations. All burning shall be done in accordance with Minnesota Statutes and as permitted by Minnesota Department of Natural Resources regulations.
 - I. Dust control measures shall be utilized on non-paved haul routes.
 - J. Stockpiling off of the Premises shall not be allowed.
 - K. The Lessee is solely responsible for compliance with all applicable state, federal and local laws, including OSHA and MSHA Regulations, during the term of this agreement.
 - L. The Lessee must confine operations to the boundaries established by this Agreement or by written approval by the Lessor.
 - M. Lessee is responsible for controlling invasive species on the Premises at no cost to the Lessor. Lessee shall seek permission from Lessor for use of herbicides and provide maps identifying proposed treatment area, target species, herbicide and use rates of application, application method, beginning and end dates. Lessee must follow all application instructions provided on product label and as directed by Lessor. Lessee shall submit annual reporting of all herbicide application on Premises to Lessor. Application records and reports must include application dates, locations, herbicide used and rates, target species and other information as requested by Lessor.
 - N. Lessee must avoid leaks of fuel, oil hydraulic fluid and coolant from equipment on Premises. Lessee must maintain and provide a spill kit on site when there is potential for spills or leaks to occur. Lessee must immediately contain and properly remediate any leaks or spills and report the spill to Lessor and to the appropriate authority as required by law.
 - O. Lessee will not, in any way, permit the use of the Premises, or any part thereof, either directly or indirectly produce, manufacture, refine, transport, store, dispose of, or process any Hazardous Substance, unless it has received written consent from Lessor.
 - P. Any changes, alterations or improvements in or to the Premises shall be at the Lessee's sole expense.
- 10) For the duration of this Agreement, 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. Prior to expiration or upon termination of this Agreement or cessation of the permitted operations on Premises, all personal property and equipment of the Lessee shall be removed from the Premises. Any personal property or equipment left on the Premises after expiration or termination of this Agreement shall become the property of Lessor and any costs associated with disposal of said property at that time shall be the sole responsibility of the Lessor.
- 11) Prior to cessation of the operation, the Lessee shall slope all sides or banks of the pit from any common property line to the floor of the pit, to minimize the hazard to the public and to minimize erosion. In no

case shall there be a slope steeper than 2:1. The top of all banks shall be rounded with a radius of approximately ten (10) feet. The bottom of the pit shall be shaped so as not to pond water. General shaping shall be done to give the appearance of a closed pit, except where agreed upon. Reclamation of the final pit boundary must be completed each year as excavation proceeds along that boundary. Lessee must meet the requirements of the Extractive Use Permit #000002 (Exhibit B) as set forth in attachment P-7 to said Exhibit B.

- 12) Sixty (60) days prior to expiration of the permit or cessation of the pit operations, the Lessee shall provide the Lessor with, and subsequently accomplish the reclamation efforts as approved by the Lessor and as specified and agreed to in the reclamation plan (Exhibit B, Attachment P-7) detailing by scale, drawing and written description of the location of any stockpiles, the method and location of any stockpiles, the method and location of disposal of any topsoil, vegetation and other debris which has resulted from the operation, the proposed shape of the pit after all reclamation activities required herein are completed, including the slope on all sides or banks of the pit, and a list of all equipment to be left on the Premises. The schedule and method of re-vegetation will be determined by the Lessor at the time the reclamation plan is submitted. Pit restoration and reclamation activities and costs shall be considered incidental to pit development and will not be measured for payment. The Lessor may waive the requirements in writing of a reclamation plan for all or parts of the Premises.
- 13) It is specifically understood that this Agreement may not in any way be reassigned by the Lessee to any other party. The Lessee may not grant permission to any third parties to enter upon the Premises described in said Agreement without first obtaining written approval from the Lessor.
- 14) The Lessor retains the right to suspend and/or terminate this Agreement immediately upon breach of any of the terms or conditions herein set forth. If this Agreement is terminated prior to its expiration date, the Tenant shall not be relieved of any obligation incurred prior to termination. No delay on the part of the Lessor in enforcing any conditions in this Agreement, including termination or cancellation for violation of the terms of this Agreement, shall operate as a waiver of any of the rights of the Lessor.
- 15) No liens shall be created or filed against the Premises without the written consent of the Lessor. Lessee shall take all steps necessary to prevent the filing of any mechanic's liens or other liens against the Premises. If any such lien shall at any time be filed and shall be the result of Lessee's failure to pay a Lessee obligation, Lessee shall indemnify and hold Lessor harmless from such lien. This clause shall not apply to liens existing on the Premises prior to the effective date.
- 16) If it is necessary for the Lessor to incur expenses by court action or otherwise for the ejectment of Lessee, or the removal from the Premises of the Lessee's personal property, or recovery of rent, for site remediation by the Lessor, or for any other remedy of the Lessor under this Agreement, 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) This Agreement does not grant Lessee any prior or prescriptive rights to the Premises, nor is Lessor or the State of Minnesota obligated to issue any lease to Lessee upon any of the Premises for subsurface mineral rights, personal property, surface overburden, rock, gravel or other materials.
- 18) Indemnification & Insurance requirements:
 - A. 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 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:

	Limits
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

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

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

	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 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 Lessor to the attention of Michael Gibbons, Itasca County Land Department, 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 Lessor, 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 ; (2) require the Lessee to provide and maintain insurance in accordance with the following:

a. Workers' Compensation: (Statutory Limits)

Employer's Liability Insurance:

	Limits
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:

	Limits
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

Coverage 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 Lessor 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 Lessor reserves the right to terminate, suspend or rescind this Agreement 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 Lessor upon written request.

19) That the Lessee shall be financially responsible for and take all actions necessary to open the described Premises (pit) for the extraction of earthen materials which shall include the construction of any access roads. These actions shall be in conformance with all statutes, rules and regulations and further subject to approval of Lessor.

- 20) Itasca County Land Commissioner is the authorized agent of Itasca County for the purposes of management of this lease Agreement. All communications, notices, or demands from the parties shall be directed to the Land Commissioner at the Itasca County Courthouse, 1177 LaPrairie Avenue, Grand Rapids, Minnesota 55744 (218) 327-2855.

LESSEE:

Hawkinson Construction Co, Inc.
501 County Road 63
Grand Rapids, MN 55744
(218) 326-6861

Authorized Representative

Date

LESSOR:

By: _____
Itasca County Auditor Date

By: _____
County Board Chair Date

Approved as to form and execution

Itasca County Attorney Date

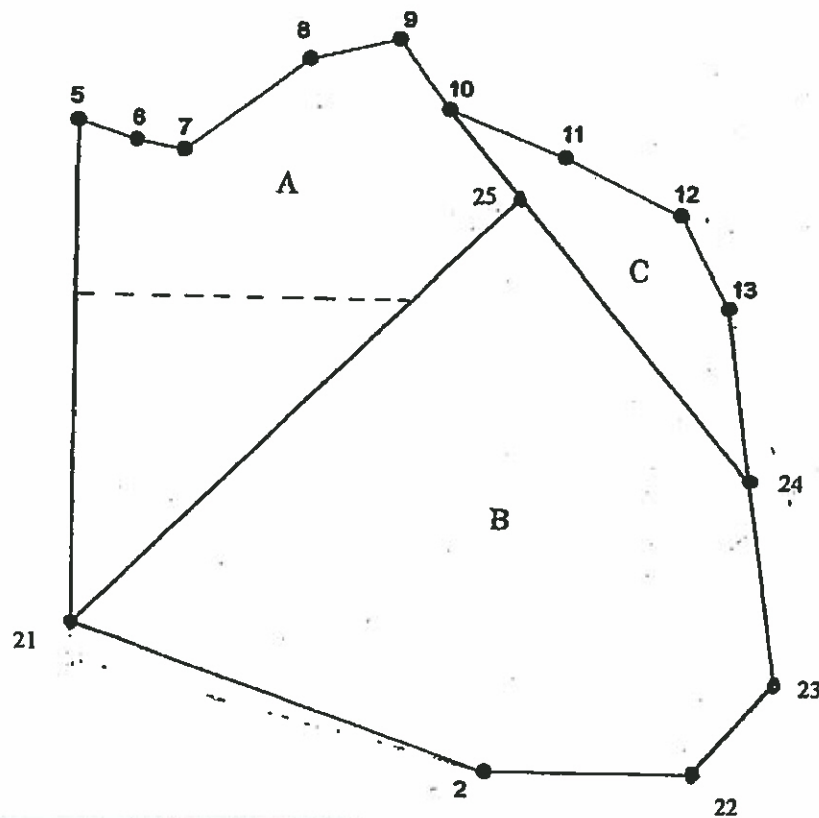
COPY

EXHIBIT A

Updated Map Feb. 24, 2000

**GPS COORDINATES OF
PIT BOUNDARY**

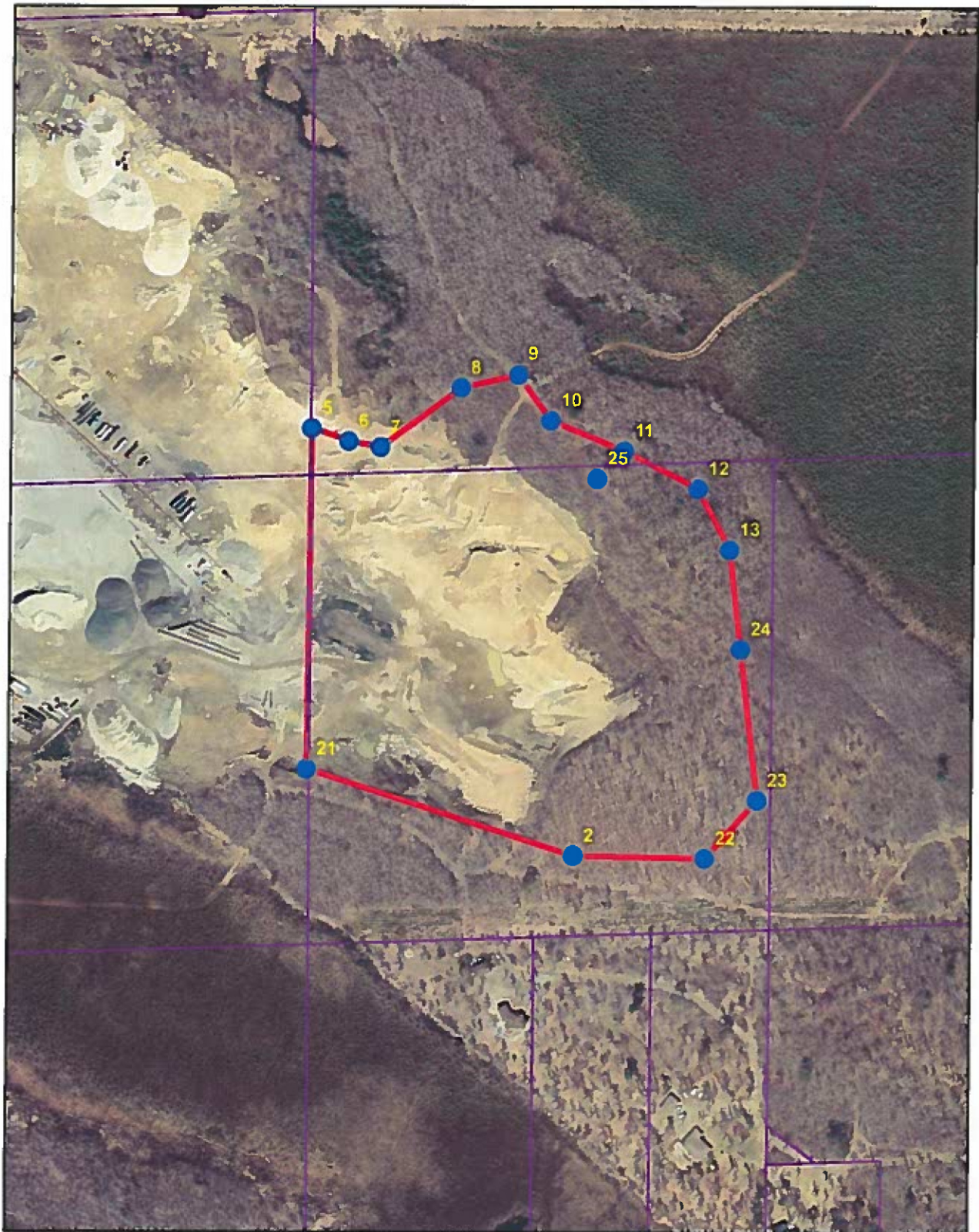
1:3960
16" = 1 mile



Point	Point			
Point	Point	2	5233858	457470
Point	Point			
Point	Point	5	5234323	457243
Point	Point	8	5234312	457275
Point	Point	7	5234307	457302
Point	Point	8	5234358	457371
Point	Point	9	5234368	457420
Point	Point	10	5234330	457448
Point	Point	11	5234304	457511
Point	Point	12	5234272	457575
Point	Point	13	5234220	457602
Point	Point			

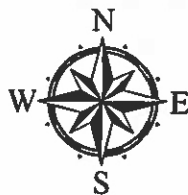
Point	North	East
21	5234032	457241
22	5233956	457583
23	5234006	457627
24	5234135	457612
25	5234280	457488
1/16	5234283	457243

GPS POINTS AND PIT BOUNDARY NWSE & SWNE S.7, T55N, R25W



Legend

- GPS POINTS
- PARCEL LAYER
- PIT BOUNDARY



0 250 500 1,000 Feet



Updated March 24, 2014 -MG

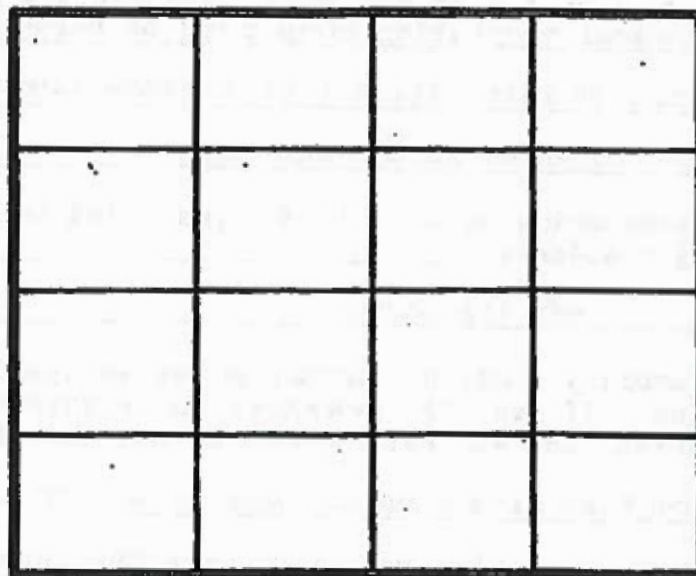
**ITASCA COUNTY
APPLICATION FOR AN EXTRACTIVE USE**

COPY

PERMIT # 000002 DATE SENT TO #1. 1-6-2000 #2. _____

1. APPLICANT: Itasca County Land Department
 ADDRESS: 123 NE 4th Street, Grand Rapids, MN 55744
 PHONE #: (218) 327-2855
2. PROPERTY OWNER: Itasca County Tax-Forfeited Land
 ADDRESS: Same as above
 PHONE #: Same as above
3. LOCATION OF PROPERTY: N½ - SE¼; SW¼ - NE¼, Section 7, T55N - R25W
4. PARCEL I.D.#: 015-007-1000, 015-007-4200, 015-007-4100
5. ZONING DISTRICT: Open 6. LAKE NAME/CLASS: N/A
7. TOTAL EXTRACTIVE USE AREA TO BE COVERED BY PERMIT. INCLUDE AREAS FOR STOCKPILING, PROCESSING, HAUL ROADS & CONSERVATION PRACTICES:
31 ACRES SQUARE FEET
8. GENERAL LOCATION MAP - Draw location of the site on the Section Map below. Include roads and any other pertinent information.

See Attachments P-1, P-2



S

ITASCA COUNTY
APPLICATION FOR AN EXTRACTIVE USE

9. Setbacks that the extractive use and related activities will be from:
Ordinary high water mark: N/A; Municipality: 1/2 mile; Road R/W: N/A;
Property lines: 200'; Closest Neighboring Residence: 700'; Other: _____;

10. Description of the proposed extractive use operation/related activities to include the processing methods and procedures to be used.

Sand and gravel to be processed by screening plant, gravel crushing plant and/or bituminous hot mix plant. All plants on site will be portable.

11. Description of plans for haul roads, entrances and exits:

Access will be gained from existing adjacent gravel pit.

12. Elevation of Groundwater: _____ 1300 feet above sea level
Observed Estimated

13. Timetable for beginning and ending of operations, including any phases or stages:

Will begin when project is approved and end when gravel is exhausted in
10-30 year

14. If operation is intended to be seasonal, list the months of operation:
April through November

15. Total volume of materials to be extracted: Approximately 2.5 million yards
available.

16. Measures to be used to screen the operation from view of surrounding land uses or an explanation of why such measures are not needed:

Will use natural vegetation comprised of hardwood and young aspen forest
for the first 50 feet adjacent to private land to south. Will plant the
next 50 feet to white spruce seedlings.

17. Identify landscaping methods to be installed to reduce visual impact to neighboring residences. _____

See #16 above.

18. Are any temporary erosion control measures used during excavation?

X yes no. If yes, the measures to be used must be shown on the operation plan (See #E, Page #4). If no, explain why none are needed.

Site may require diversion ditches to direct erosion from cleared area in
the pit area. Pit will be lower than the surrounding undisturbed area.
Site will be cleared in increments as material is removed.

ITASCA COUNTY
APPLICATION FOR AN EXTRACTIVE USE

19. Describe proposed reclamation including final slope angles, high wall reduction, benching, terracing, and other structural slope stabilization measures (See #F, Page #4).

Will slope sides of pit to 3:1 slope, spread stockpiled stripping material uniformly over disturbed area, and seed the disturbed area.

20. Describe any conservation practices to be used during reclamation. The location of all conservation practices are to be shown on the reclamation plan (See #F, Page #4).

Slopes may require mulching to prevent excessive erosion.

21. Description of anticipated topography, water impoundments, artificial lakes, and future land use of the site.

Bottom of pit will be flat and at least 3 feet above the water table.

Future use of land will be growing of timber.

22. Description of plans for disposition of surface structures, roads, and related facilities after completion of operation.

Structures will be removed when excavation is done. Access road will be left for management access and recreation.

23. Estimated cost of reclamation for each phase of the project or the entire site if phasing is not planned.

Phasing is not planned.

24. Describe or attach a copy of a revegetation plan which shall include methods of seed bed preparation, seed mix, seeding rates, mulching, netting, and/or other techniques needed to accomplish soil and slope stabilization.

Re-vegetation will consist of spreading the salvaged stripping material across the disturbed area with first priority given to the 3:1 sloped areas. The sloped areas will be seeded with 1 bushel per acre of oats & 150-200#s of a mixture containing 75-85% grass and 15-25% legume. Grass species used will be bluegrass, fescue, and timothy. Legume species will consist of alsike and red clover. Sloped areas will also be mulched 2 tons per acre of old hay. The pit area and slopes will be planted to jack pine.

**ITASCA COUNTY
APPLICATION FOR AN EXTRACTIVE USE**

25. Describe the method of controlling and the spreading of noxious weeds: Noxious weeds will be controlled through spraying as needed

26. The following drawings and documents shall be attached to this application. All maps must be drawn at a scale of not less than one (1) inch equals two hundred (200) feet:

- A) X A copy of the lease or proof of ownership
Land is tax-forfeited and managed by the Itasca County Land Dep
- B) N/A Copies of local and state permits or approvals
- C) X Financial Assurance and Insurance See Attachment P-9
- D) Four copies of a site map as it presently exists. The map shall include: See Attachment P-4 and P-5
 - X 1) Property boundaries and the location, setbacks, screening, purpose/use of all operations and related activities on or adjacent to the site.
 - X 2) Contours of the affected land at intervals no larger than five (5) feet.
 - X 3) Existing conditions, including the location and names of all public waters, roads on or within three hundred (300) feet of the site.
 - X 4) Boundaries of previous excavations on the site, and the location and description of boundary stakes for the proposed site. The stakes shall be referenced to a permanent reference point. A copy of UTM coordinates for the site boundary is attached; Boundary is currently marked with red paint
- E) Four copies of an operations plan which shall include the following:
See Attachment P-6
 - X 1) A plan view and description of sequential phases of mining including haul roads (entrances/exits), storage areas and processing areas.
 - N/A 2) If necessary, a plan showing temporary erosion control measures.
 - X 3) Method of storing/disposal of brush, stripping material, overburden, oversize and undersize materials--boulders, fine sand.
 - X 4) Method of handling and storing fluids/oils.
- F) Four copies of a reclamation plan which shall include the following:
See Attachments P-7 and P-8
 - X 1) A plan view showing final slope angles, high wall reduction, benching, terracing, other stabilization measures and water impoundments at contour intervals of no larger than five (5) feet.
 - X 2) Cross-sectional drawings of any water impoundments, high wall reductions, benching, or terracing, or other conservation practices.

ITASCA COUNTY
APPLICATION FOR AN EXTRACTIVE USE

To the best of my knowledge, I certify that the information provided on this application and accompanying documents are true and accurate. I also understand that submitting this application allows the Zoning Officer or authorized designee to enter onto the property for the purposes set forth in the Zoning Ordinance.

TERM OF PERMIT. This permit shall be effective for a period of five (5) years from and after the date of approval, provided the applicable requirements set forth in the Zoning Ordinance and this permit are complied with. **RENEWAL.** At the end of this time, frame, the complete application process set forth in Section 5.81B will be necessary to renew the permit to continue the extractive use operation.

Fee \$150.00 paid in full.
na

Robert M. Schindler
Applicant's Signature

1-3-00
Date

Same
Owner's Signature

Date

Permits shall be granted within thirty (30) workdays of receipt of a complete application.

Failure of the applicant to notify the Zoning Department within five (5) workdays of the receipt of a permit granted by the Zoning Department will constitute acceptance of the permit and all conditions and amendments to the application and plans.

Any person may apply to the Itasca County Board of Adjustment, to appeal any order, requirement, decision or determination made by an administrative official, to apply for a variance from the terms of the Ordinance, or to decide applications for interpretations of the Ordinance.

Zoning Department Review

Comments: _____

REVIEWED BY AND: _____

APPROVED

DENIED

Robert M. Schindler
Zoning Department Authority

1-6-2000
Date

Reasons for Denial: _____

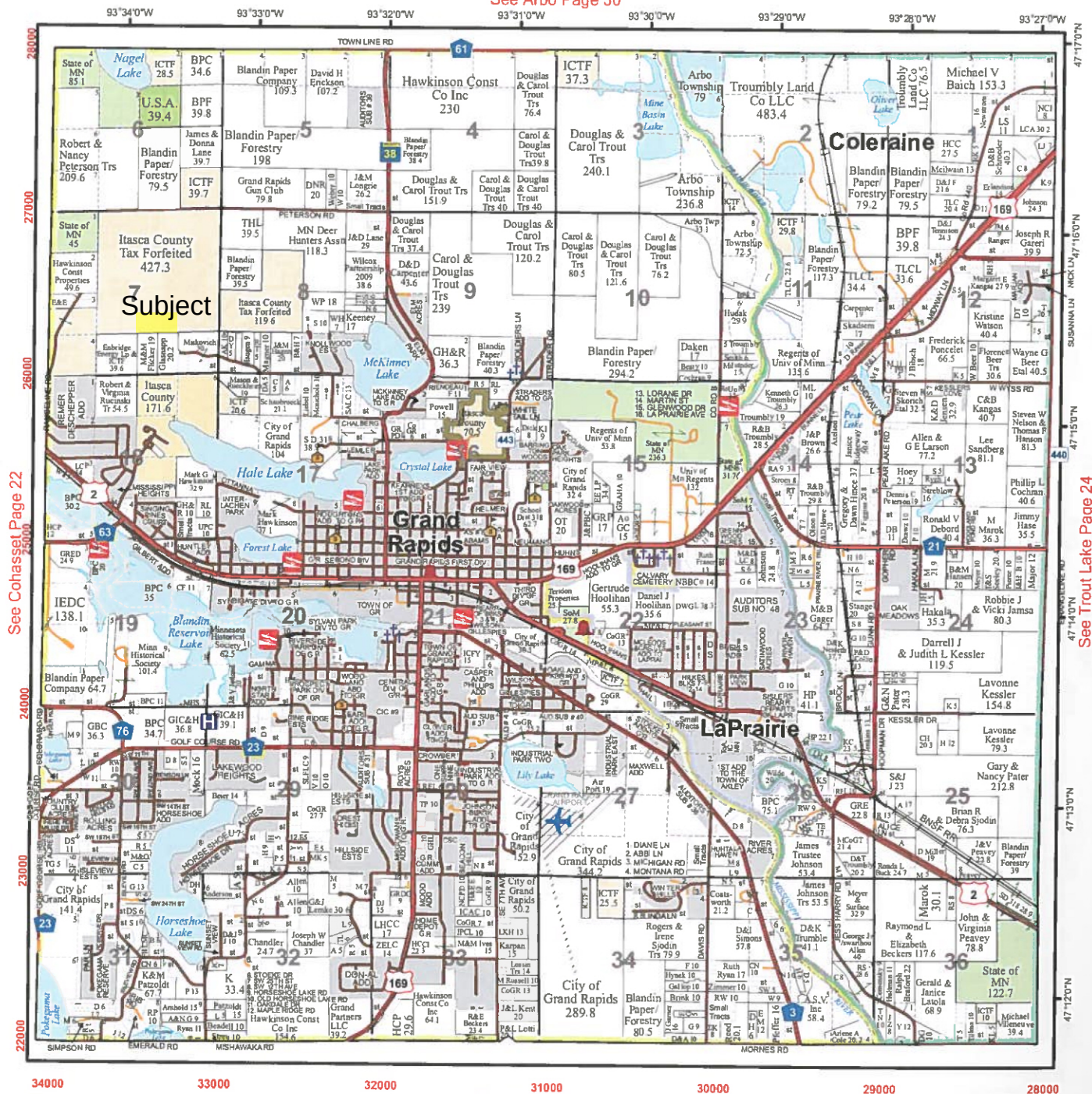
Follow up: _____

GRAND RAPIDS

T.55N-R.25W

See Arbo Page 30

© 2011 Itasca County and Itasca County 4-H Federation



See Cohasset Page 22

See Trout Lake Page 24

See Harris Page 17

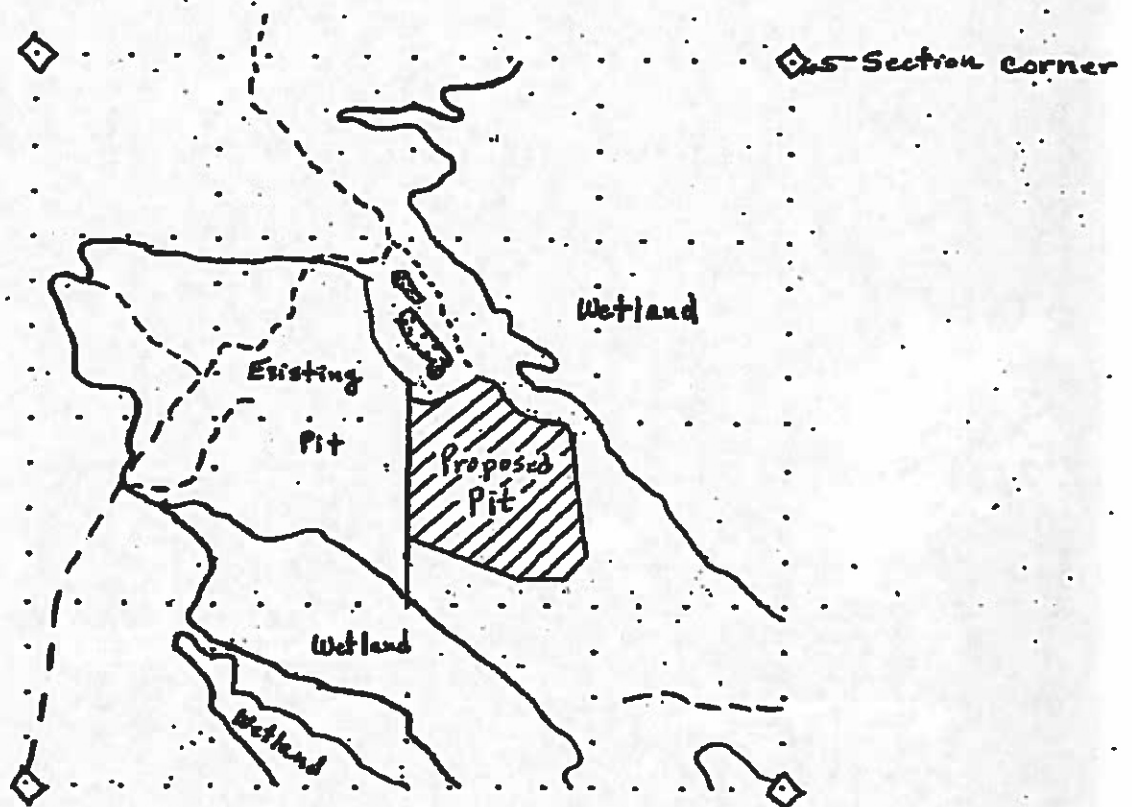
Road Name	Section	Road Name	Section	Road Name	Section	Road Name	Section	Road Name	Section
Abbl Ln (2.)	34	Glenwood Dr (15.)	14	Madson Dr	26	Prairie River Trl	23	Sw 22nd Ave	30
Alice Ln	25	Golf Course Rd	29,31	Maple Ridge Rd (12)	29	Rangeline Rd	18	Sw 23rd Ave	30
Benson Ln	30	Gopher Rd	24	Martin St (14.)	14	Reserve Dr	31	Sw 24th St	31
Brock Ln	23	Gunn Rd	23	Michigan Rd (3.)	34	Ridgeway Dr	14	Sw 25th St (7.)	32
Colorado Rd	30	Hakala Ln	24	Midway Ln	12	Rolling Hills Rd	30	Town Line Rd	5
Co Rd B	11,15	Hoopman Dr	25	Millie Dr	30	SE 7 Th Ave	33	Unser Rd	30
Co Rd 3	35	Horseshoe Dr	29	Mishawaka Rd	32	Simpson Rd	31	US Hwy 169	33
Co Rd 21	13	Horseshoe Lake Rd	32	Montana Rd (4.)	34	Soldiers Ln	9	US Hwy 169	1
Co Rd 23	29	(9.)		Nick Ln	12	State Hwy 38	32	US Hwy 169	22
Co Rd 61	4	Irene Rd	30	Oakdale Dr (11.)	29	Stoeke Dr (6.)	32	US Hwy 2	18,36
Co Rd 63	18	Iris Rd	31	Old Golf Course Rd	30	Strader Dr	9	W Wyss Rd	13
Co Rd 76	30	Isleview Ln	30	Old Horseshoe Lake	32	Sunset View Rd	31	White Tail Ln	16
Co Rd 440	1	Isleview Rd	31	Rd (10.)	30	Susana Ln	12	Woodland Pond Rd	13
Co Rd 443	16	Jess Harry Rd	35	Paige Pl	30	Sw 11th St	30		
Davis Rd	34	Kessler Dr	25	Par Ln	31	Sw 12th Ave (8.)	32		
Diane Ln (1.)	34	La Prairie Ave (16.)	15	Pear Lake Rd	13	Sw 14th St	30		
E Rangeline Rd	24	Linda Ln	34	Peterson Rd	8	Sw 16th St	30		
Emerald Rd	31	Lorane Dr (13.)	14	Pleasant St	22	Sw 18th St	30		

Updated 2014/mg

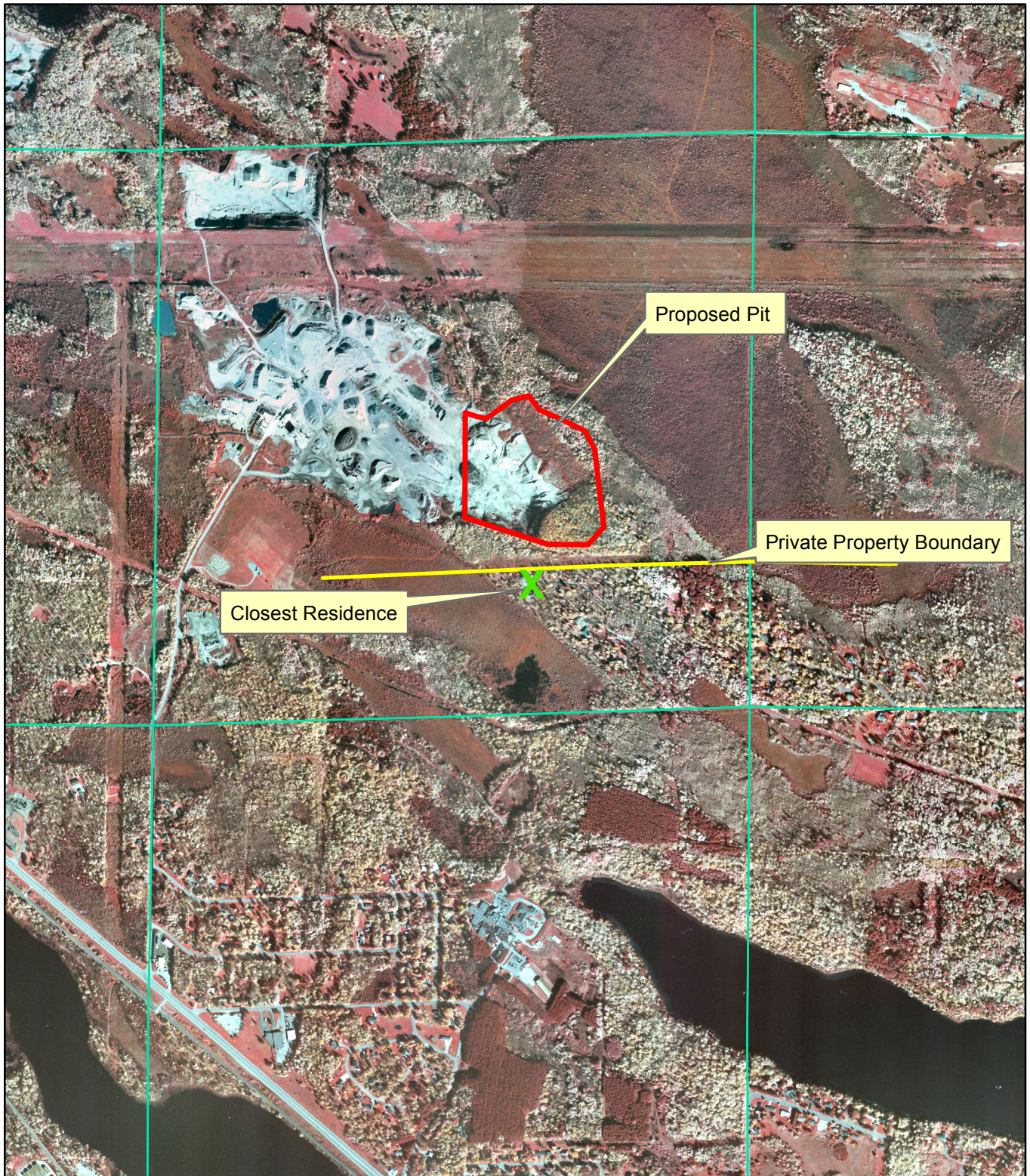
ATTACHMENT P-2

ITASCA COUNTY SITE MAP				
DESC. <u>N$\frac{1}{2}$-SE$\frac{1}{4}$; SW$\frac{1}{4}$-NE$\frac{1}{4}$</u>	SEC <u>7</u>	TWP <u>55</u>	RGE <u>25</u>	SITE NUMBER <u> </u>
				ACRES <u>3</u>

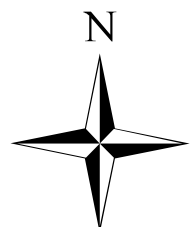
Scale: 4 inches = 1 mile



ATTACHMENT P-3



2,900 1,450 0 2,900 Feet



ATTACHMENT P-4

SITE MAP
SW-SE, NW-SE, & NE-SE
Section 7, T55N, R25W

LEGEND

Scale: 1 inch = 330 feet

— Pit Boundary

- - - Wetland Boundary

WETLAND

SE-SE

SW-SE

WETLAND

Section Line

1/16th corner

Private Property Line

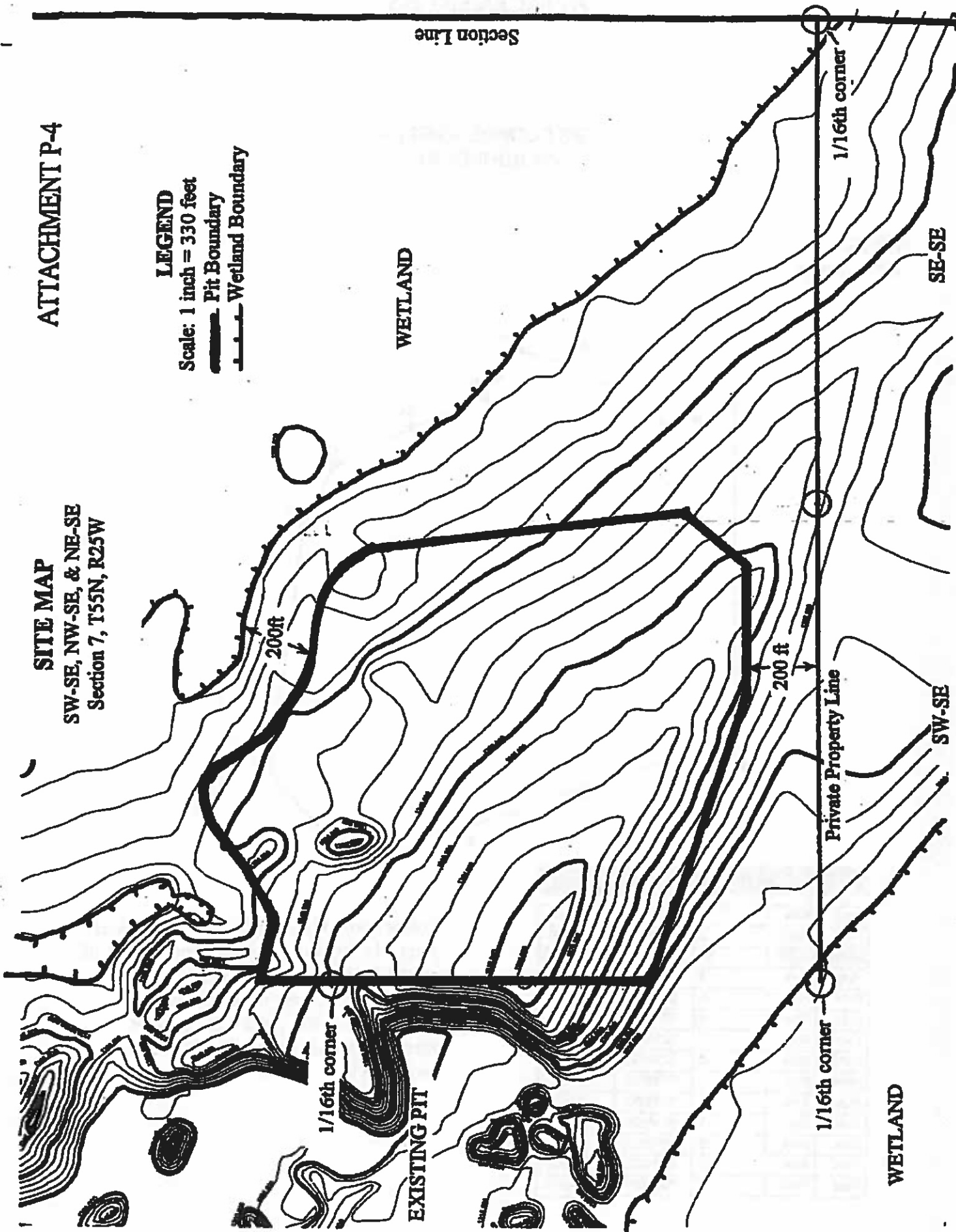
200ft

200 ft

1/16th corner

1/16th corner

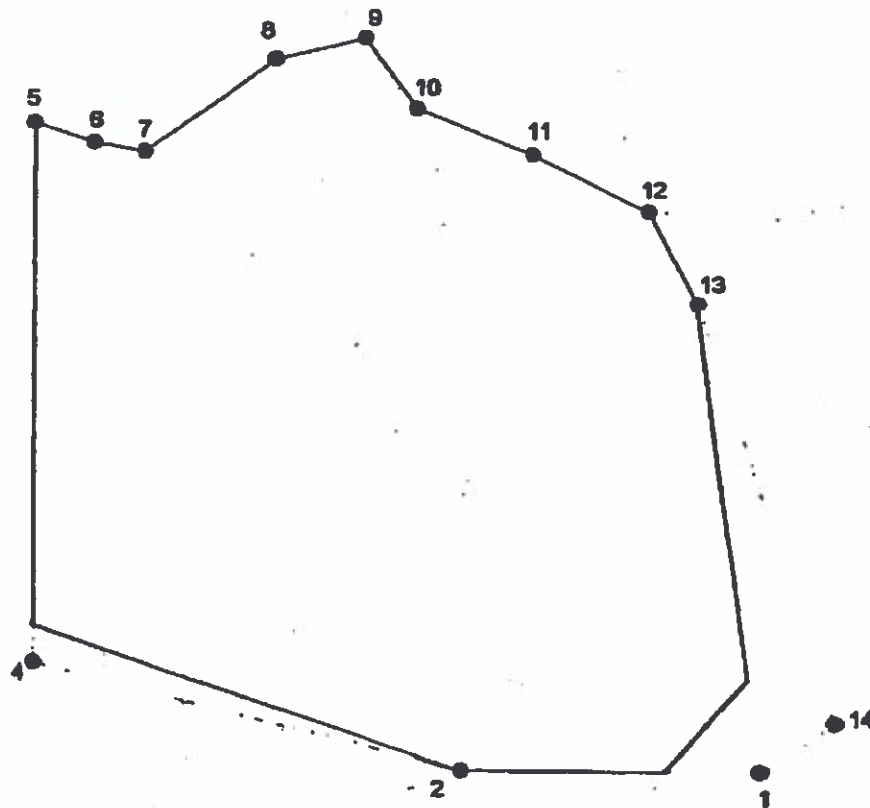
EXISTING PIT



ATTACHMENT P-5

GPS COORDINATES OF PIT BOUNDARY

1:3960
16" = 1 mile



Point	Point	1	5233857	457635
Point	Point	2	5233858	457470
Point	Point	3	5233859	457635
Point	Point	4	5234019	457241
Point	Point	5	5234323	457243
Point	Point	6	5234312	457275
Point	Point	7	5234307	457302
Point	Point	8	5234358	457371
Point	Point	9	5234368	457420
Point	Point	10	5234330	457448
Point	Point	11	5234304	457511
Point	Point	12	5234272	457575
Point	Point	13	5234220	457602
Point	Point	14	5233884	457676

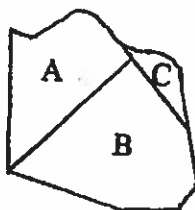
Corner north of point 1 is 165 feet north of point 1 in line with point 13. Corner west of point 1 is 165 feet west of point 1 in line with point 2. Corner north of point 4 is located in line with point 5 at the point where ground elevation reaches 1325 feet above sea level.

ATTACHMENT P-6

OPERATIONS PLAN

- ◆ Site will be salvaged logged; then cleared of stumps, slash and other woody debris.
- ◆ Clearing will be done in increments so as not to expose large areas to erosion for extended periods prior to excavation.
- ◆ Woody debris will be windrowed along perimeter of cleared area to act as a safety fence to help prevent accidental falling over cut bank. Windrow will be as high as practical and not less than five (5) feet high. Cleared area will be signed "No Trespassing". Remaining woody debris will be burned to the extent possible. Debris not burned will be stockpiled in the pit area and buried during reclamation at locations approved by Itasca County.
- ◆ Stripping materials will be pushed into piles and stockpiled near the edge of the pit area for redistribution after excavation is completed.
- ◆ Reject materials such as fine sand will also be stockpiled within the pit area until utilized.
- ◆ Will excavate gravel to not closer than 3 feet above the water table.
- ◆ The proposed pit area will be divided into three parts (Parts A, B, and C) as shown in the diagram below.
- ◆ Extractive use operation will be limited to 6:00 a.m. – 7:00 p.m. Monday through Saturday except as stated for Part B below.
- ◆ Part A will be excavated first.
- ◆ Upon completing excavation of Part A, Part B will be excavated as follows to minimize adverse affects of noise from pit operations to residences to the southeast:
 - Will proceed from northwest to southeast keeping the face of slope approximately parallel to a line running Southwest to Northeast.
 - Will limit working hours to 7:00AM-6:00 PM, Monday thru Friday during Memorial Day through Labor Day.
- ◆ Part C will be excavated upon completion of Parts A and B.
- ◆ A fifty foot buffer of natural vegetation will be left on tax-forfeited land adjacent to the private land to the south. The next 50 feet to the north will be cleared and planted to white spruce seedlings. This vegetation will serve as a visual screen and additional noise barrier for adjacent landowners after the trees have grown.
- ◆ Above ground petroleum storage tanks may be used for refueling. They will have secondary containment constructed of impermeable materials and of sufficient size to contain a catastrophic spill of the tanks. Such containment will comply with all other current regulations.
- ◆ Bituminous mixing may also be done and would have the required secondary containment.

PROPOSED PIT DIVIDED INTO PARTS

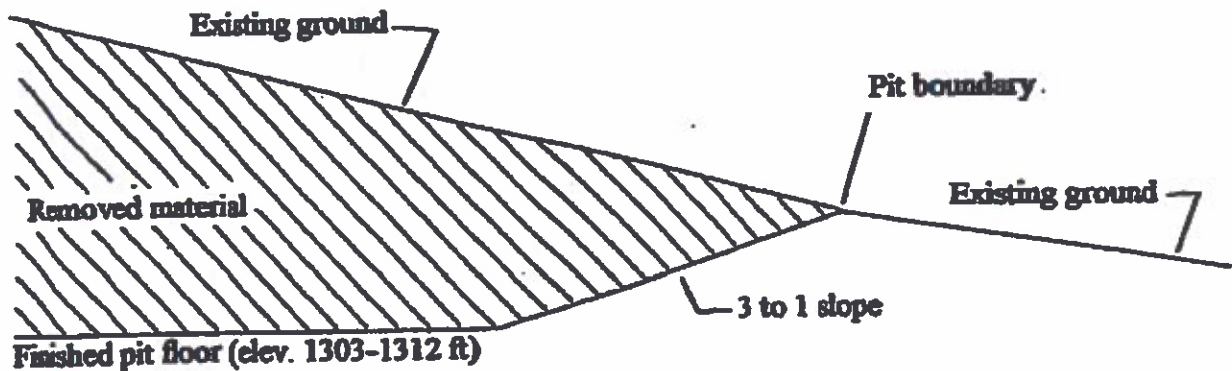


ATTACHMENT P-7

RECLAMATION PLAN

1. Windrow fence along perimeter will be properly disposed of similar to other woody debris cleared from the excavated area.
2. Walls of pit will be shaped to a 3:1 slope.
3. Stockpiled refuse will be buried at location approved by Itasca County.
4. Stockpiled stripping material will be spread uniformly across disturbed area with preference given to sloped areas.
5. Sloped areas will be seeded as stated in Item #24 and mulched as needed to stabilize slopes.
6. Pit floor and sloped walls will be planted to jack pine.

FINISHED PIT PROFILE



Section Line

RECLAIMED SITE
SW-NE; NW-SE; & NE-SE
Section 7, T55N, R25W

LEGEND

- Proposed Pit Boundary
 Wetland Boundary
 Contour Interval = 5 feet
 Scale: 1 inch = 330 feet

WETLAND

1/16th corner

MS-MS

Private Property Line

SW-SE

1/16th corner

WETLAND



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 7, 2026

REQUEST FOR BOARD ACTION: RBA-2026-174

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 8, 2026, in the amount of \$2,321,859.11.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

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



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 7, 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

07/07/2026

RESULT:	PULLED FROM AGENDA
----------------	---------------------------



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 7, 2026

REQUEST FOR BOARD ACTION: RBA-2026-490

DEPARTMENT: Land Department

TIME REQUESTED: 5 Minutes

PRESENTER: Kory Cease

AGENDA ITEM:

Award Fairgrounds Livestock Pavilion Contract

BOARD ACTION REQUESTED:

Award Sherman Buildings proposal for construction of a livestock pavilion at the Itasca County Fairgrounds Park, and authorize necessary signatures for service contract dependent on project funding from the Itasca Agricultural Association.

BACKGROUND:

Proposals were solicited for construction of a livestock pavilion at the Itasca County Fairgrounds. Three proposals were received and evaluated according to the advertised criteria on a low score award basis. Sherman Buildings received the lowest score of 10.25 at a cost estimate of \$72,964.00, Hawk Construction received a score of 17.75 at a cost estimate of \$126,310.00, and TNT Construction received a score of 22.25 at a cost estimate of 123,390.00. The project will be fully funded by the Itasca County Agricultural Association.

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. Livestock Pavilion RFP Results
2. RFP_Pavilion_05.27.2026
3. Sherman Bldgs Livestock Pavilion Proposal
4. Hawk Livestock Pavilion Proposal
5. TNT Livestock Pavilion Proposal

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

Fairground Livestock Pavilion Proposals			
Proposal Date	6/11/2026	6/11/2026	6/11/2026
Proposal:	Sherman Bldgs	Hawk Construction	TNT Construction
Evaluation Score:	10.25	17.75	22.25
Estimated Cost:	\$72,964.00	\$126,310.00	\$123,390.00

ITASCA COUNTY LAND DEPARTMENT

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

Informal Solicitation

Request For Proposals and Project Construction



RFP Submittal Deadline: June 10th, 2026

ITASCA COUNTY LAND DEPARTMENT

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



Date: May 27th, 2026

Proposal Due Date: 3:30 PM, June 10th, 2026

Project Manager: Spring Higley, Park Operation Coordinator
Project Location: Itasca County Fairgrounds

I. PROJECT SPECIFICATIONS

A. Introduction: Itasca County is accepting proposals from qualified construction contractors to provide professional design and construction phase services related to a Livestock Pavilion at the Itasca County Fairgrounds. We are requesting project quotes, proposals and qualification information on your company to complete the project.

B. Purpose of Project: The project is to build a Livestock Pavilion on the west side of the Itasca County Fairgrounds. The pavilion will be 56' wide x 54' long x 13' minimum height. This structure needs to be durable, low maintenance, compliant with Minnesota building codes and licensing and must be compatible with the existing fairground infrastructure while minimizing site impact and long-term operating costs.

C. Livestock Pavilion Description:

1. Foundation & Framing
 - a. Structural Dimensions: 56'x54' x 13'minimum
 - b. Footings: 5' depth required for all structural posts
 - c. Vertical Columns: 3-ply Laminated Post Frame
 - d. Horizontal Framing: 2x4 Wall Girts and Roof Purlins spacing???
 - e. Ceiling: Finished height of 12'
 - f. Wall height: 13'minimum
2. Truss System
 - a. Spacing: 6' on center Truss Braces
 - b. Pitch: 4/12
 - c. Loading Requirements:
 - i. Ground Snow Load: 60lbs
 - ii. Live Load: 42lbs
 - iii. Ceiling Load: 7lbs
 - iv. Dead Load: 4lbs
3. Exterior Finishes

- a. Steel Type: 29 Gage Classic Rib Steel
 - b. Color: White (Walls, Trim, and Roof)
 - c. Gables: Flush Overhang
 - d. Eaves: 6" Roof Steel Overhang
 - e. Ridge: Metal Ridge Cap with Ridge Closure and Vent Mesh
 - 4. Wall Configuration & Opening
 - a. North Wall: 56' Full Wall Steel
 - b. West Wall: 54' Full Wall Steel
 - c. South Wall: 56', 28' Steel Wall (West Half) and 28' Open Wall (East Half)
 - d. East Wall: 54', Two 12'x10' Framed openings for entry and exit from the building.
- D. Engineered Plans:** At least three weeks before starting the construction of Livestock Pavilion, successful contractor must supply the land department with copies of the detailed plans and the associated calculations of the proposed Livestock Pavilion. The plans must be prepared by a professional engineer licensed in the State of Minnesota.
- E. Existing Utilities.** Itasca County will provide known records and information on existing utility locations in the project area.
- F. Insurance Requirements:** All contractors must meet County insurance requirements and satisfactions. Please see attached insurance requirements and draft contract.
- G. Award of Contract:** The Itasca County Board reserves the right to accept or reject any or all proposals, to waive any defects or technicalities, to advertise for new proposals, or to take such action it deems lawful and in the best interests of Itasca County.

II. PROJECT PHASES

- Step 1 – Design Services & Construction Documents.** The contractor will provide RFP requirements, including cost estimates, plans specifications, company qualifications and send their RFP to the **Land Department at 1177 LaPrairie Ave., Grand Rapids, MN 55744** for evaluation and selection.
- Step 2 – Award Contract to Lowest Responsible RFP.** Itasca County and the Itasca County Agricultural Association Staff will evaluate the lowest responsible proposal based off RFP requirements and evaluation criteria. A recommendation will be submitted to the Itasca County Board of Commissioners for final approval.
- Step 3 – Pre-Construction.** Once selected by the County Board, the selected contractor will enter into a service contract with Itasca County for the project. Contractor will provide detailed construction plans and design with specific guidelines to meet current building codes and approved by a licensed engineer at least 3 weeks prior to beginning construction. The construction plans and design must be approved by Itasca County in writing prior to ordering supplies and proceeding with construction.

Step 4 – Construction. Contractor will cooperatively work with the county and the Itasca County Agricultural Association to determine construction schedule around major events at the fairgrounds. Construction substantial completion date is to be by October 31st, 2026

Step 5 – Project Close Out. The last phase will be project close-out, including but not limited to the development of final punch lists, resolution of warranty issues and recommendations of final payment. The contract will be based on a not to exceed amount and will be paid in full upon completion.

III. QUALIFYING PROPOSAL CONTENT REQUIREMENTS

- A.** Letter of interest for this project.
- B.** A detailed workplan and completed total final cost for the project.

IV. EVALUATION CRITERIA FOR SELECTION

Proposals will be evaluated using the following criteria:

- A.** Experience with public works facility and similar building design: 8%.
- B.** History of effectively meeting project budgets without overruns and change-orders for projects of similar scope, scale and budget: 8%.
- C.** Qualifications of assigned staff; experience with similar projects; successful teamwork on complex projects: 8%.
- D.** History to effectively meet construction schedules and deadlines on projects of similar scope and scale: 8%.
- E.** Proposed detailed work plan for proposed project identifying staff and schedule: 20%.
- F.** History of competent construction management of similar projects: 8%.
- G.** Total final cost for project completion for the proposed project: 40%.

The proposals will be reviewed by an RFP evaluation committee who will forward their recommendation to the Itasca County Board of Commissioners for approval. Reviewing the proposal will be two members from the Itasca County Land Department, two members of the Itasca County Agricultural Association, and a County Engineer's office designee.

V. ANTICIPATED PROJECT SCHEDULE

The following reflects the anticipated project schedule.

- A.** RFP submittal deadline– June 10, 2026
- B.** RFP/recommendation – June 12, 2026

- C. Selection of contractor by County Board: June 16, 2026
- D. Begin Construction by October 1, 2026
- E. Construction Substantial Completion by October 31, 2026
- F. Total Project Completion by November 31, 2026

VI. PROPOSAL SUBMITTAL AND CONTACT INFORMATION

Proposals must be submitted by hard copy to the Itasca County Land Department:

Spring Higley, Park Operation Coordinator
Itasca County Land Department
1177 LaPrairie Avenue
Grand Rapids, MN 55744

Above contact may be reached at 218-327-7347 for any questions on this project and Request for Proposals.

Proposal submittals must be received by 3:30 pm on June 10th, 2026

Location of Livestock Pavilion Project at Itasca County Fairgrounds Park



Proposed Improvement

 Proposed Livestock Pavilion

Existing Structures

Horse Building

Multi-Use Building

Cattle Barn

Beef Barn

Poultry Barn

Trailhead Building

Site Features

Horse Arena

West Parking Lot

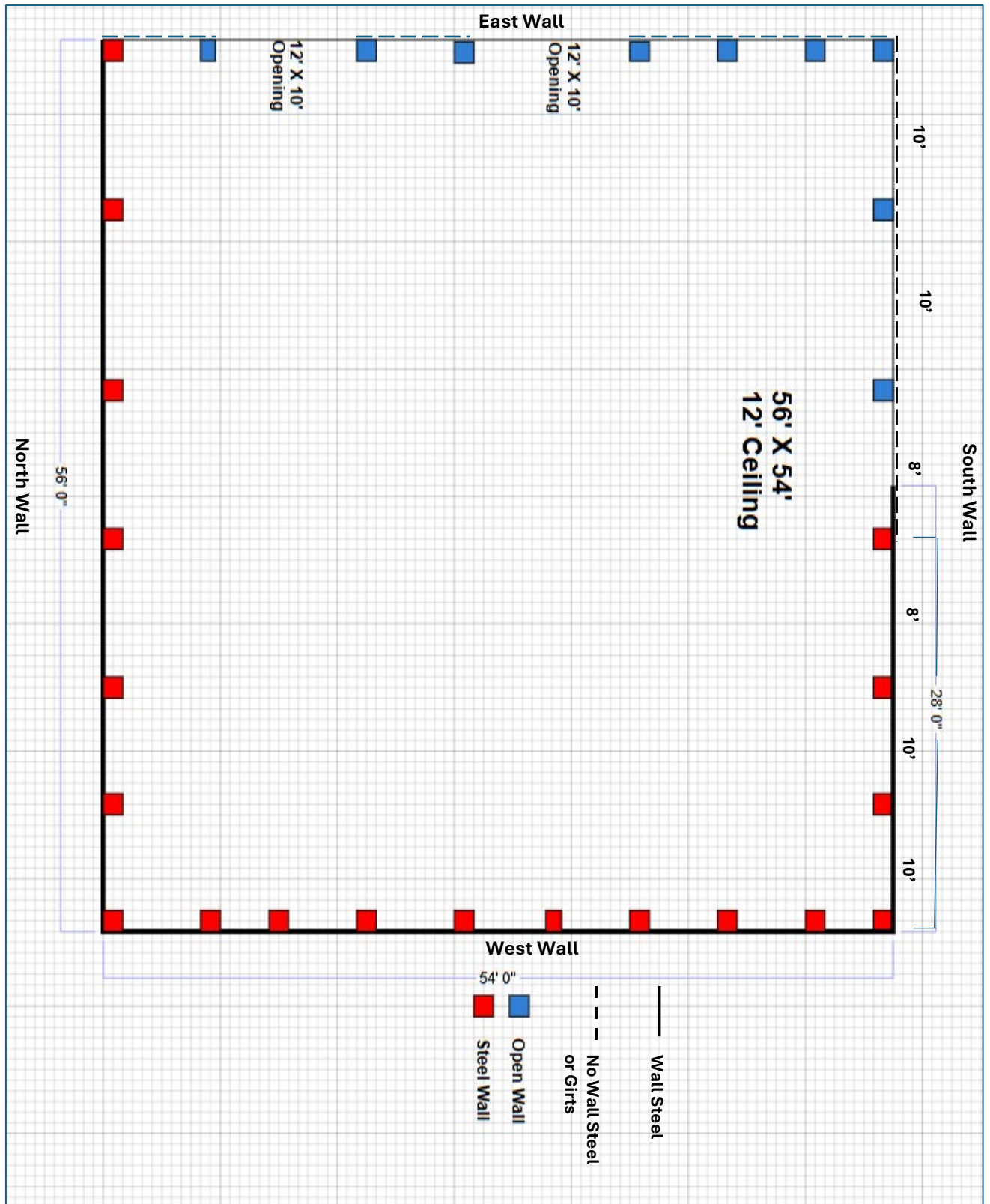
Access Drives

West Entrance

Map Reference

North arrow (N)

Livestock Pavilion Layout





Date: June 2nd, 2026

Max Oelkers, Sales Representative

2244 Hwy 65 Mora, MN 55051

Dear Spring Higley,

This letter is intended to provide notice of our intent to submit a proposal in response to your RFP to construct a Livestock Pavilion at the Itasca County Fairgrounds. We at Sherman Lumber Inc. look forward to the opportunity to be considered for this project.

Thank you for the invitation to submit a proposal. Max Oelkers will be the point person for Sherman Lumber Inc. in preparing our proposal and estimate. If you have any questions for us, I can be reached via mobile phone number or office, Monday – Friday from 9am – 5pm at 763-465-1015.

Sincerely,

Max Oelkers



Date: June 3rd, 2026

Max Oelkers, Sales Representative

2244 Hwy 65 Mora, MN 55051

Once building details are finalized, you will receive a comprehensive 7-page contract outlining all project specifications, including the scope of work, payment schedule, and color selections with elevations, and more.

Project Inclusions & Process

- Engineered Plans - Your quote includes engineered drawings, reviewed and signed by a MN licensed professional engineer.
- Site Preparation – The quote covers the building only. A compacted building pad and all required permits must be in place prior to our crew's arrival.
- Post Construction Cleanup- Upon project completion, we will remove all construction debris and conduct a thorough walkthrough with you to ensure everything meets expectations.
- Final Grading – Due to normal wear from the construction process, a final grading of the building pad will be required once our crew has departed.

Licensing & Insurance

We are fully licensed through the State of Minnesota (License #BC004619) and carry comprehensive insurance coverage. A certificate of insurance will be provided upon contract signing.

Bid Evaluation Criteria

- A. Experience with public works facilities and similar building design.
 - a. Over the years we've completed multiple projects for airports/counties/parks/apartments/schools/bus garages/business. We also completed a few projects recently at our local fairgrounds.
- B. History of effectively meeting project budgets without overruns and change orders for projects of similar scope, scale, and budget.
 - a. Once project contract has been signed and down payment has been issued, there are very minimal change orders done – most of which is the customer changing their mind – or if special equipment is needed to be brought in due to large rocks found while digging.
- C. Qualifications of assigned staff; experience with similar projects; successful teamwork on complex projects.
 - a. Sherman has been in business for 50 years, with over 300 buildings completed annually. We've completed projects from simple sheds to barndominium homes.
- D. History to effectively meet construction schedules and deadlines on projects of similar scope and scale.
 - a. Our crews have a tight schedule that we uphold them to. They are very efficient and with the pre-construction site visit to set the four corners and the elevation makes for minimal delays. We can get right to work without waiting to place the building.
- E. Proposed detailed work plan for proposed project identifying staff and schedule.
 - a. A full contract will be signed with a layout of the building. Elevations of all 4 sides of the building are included as well. A full project management team will also be introduced upon contract signing for any scheduling questions.
- F. History of competent construction management of similar projects.
 - a. We have a project management team – They have a collective 15+ years of experience in the building process.
- G. Total final cost for project completion for the proposed project.
 - a. A full contract will be signed with a payment schedule. This price is locked in and can only change with a signed change order. See Line B for clarification on change orders.

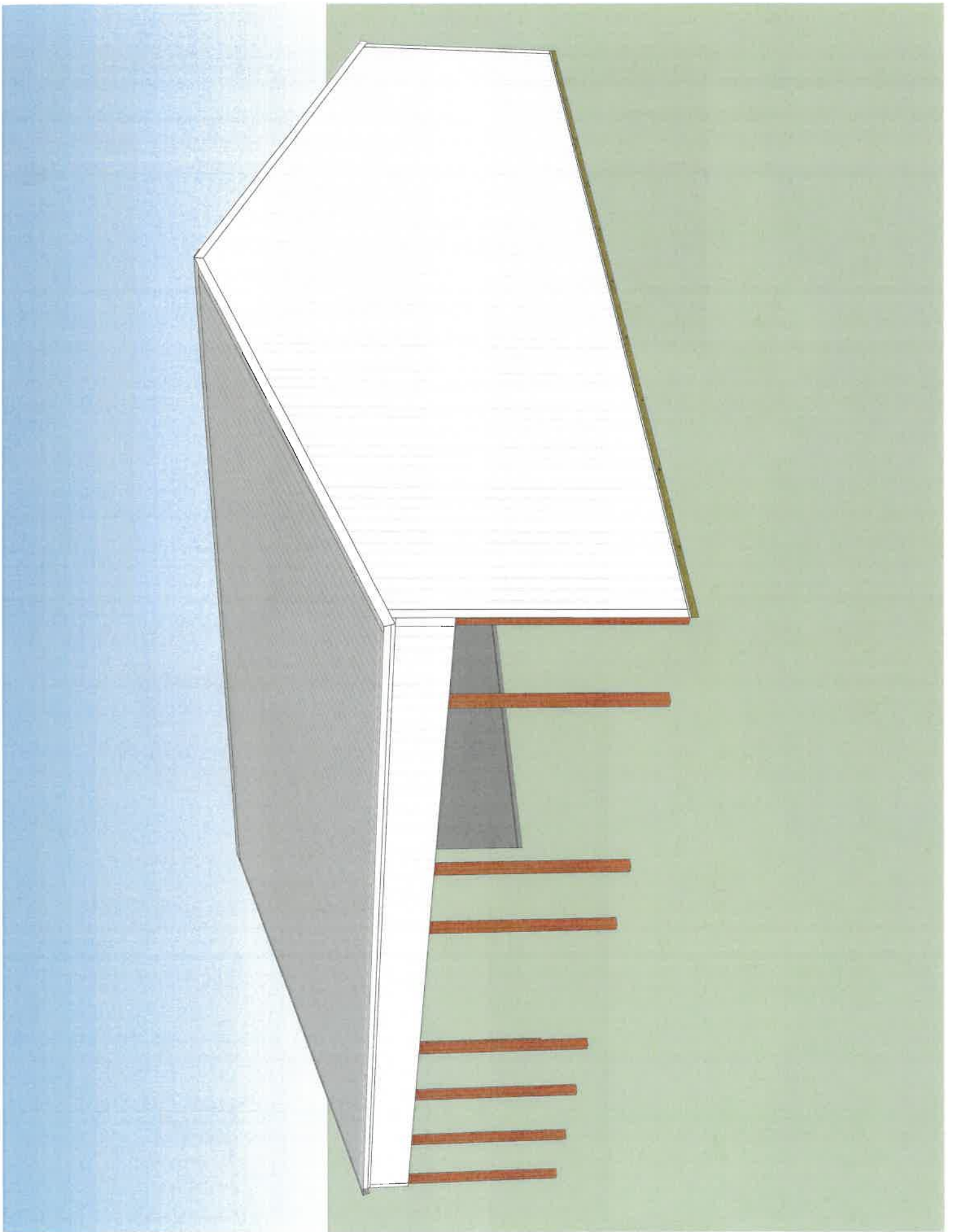
Minnesota
License #: BC004619

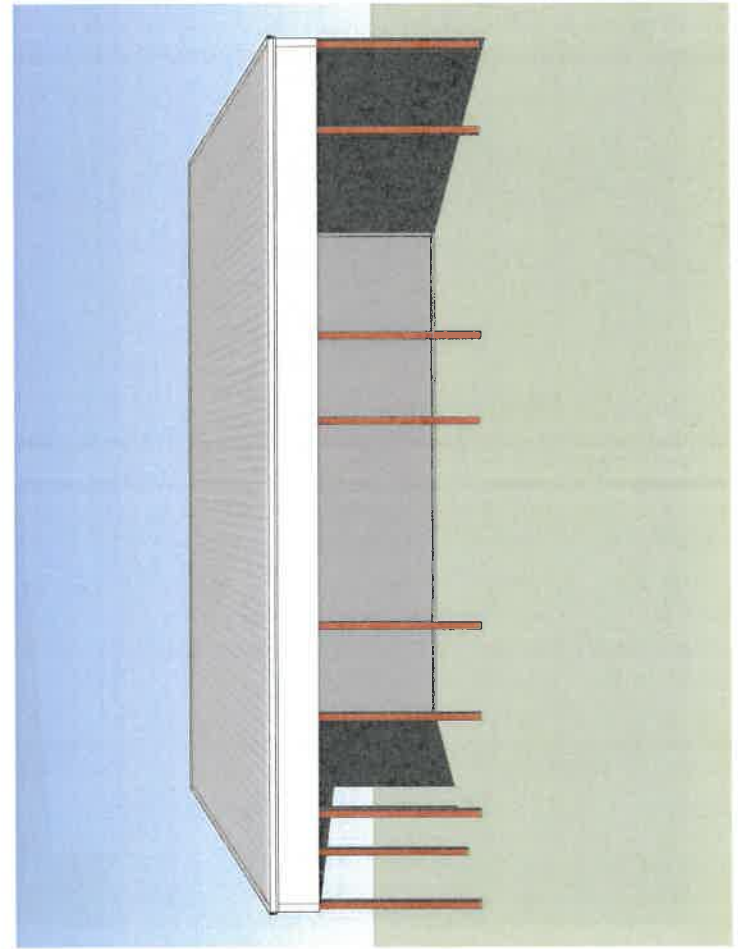
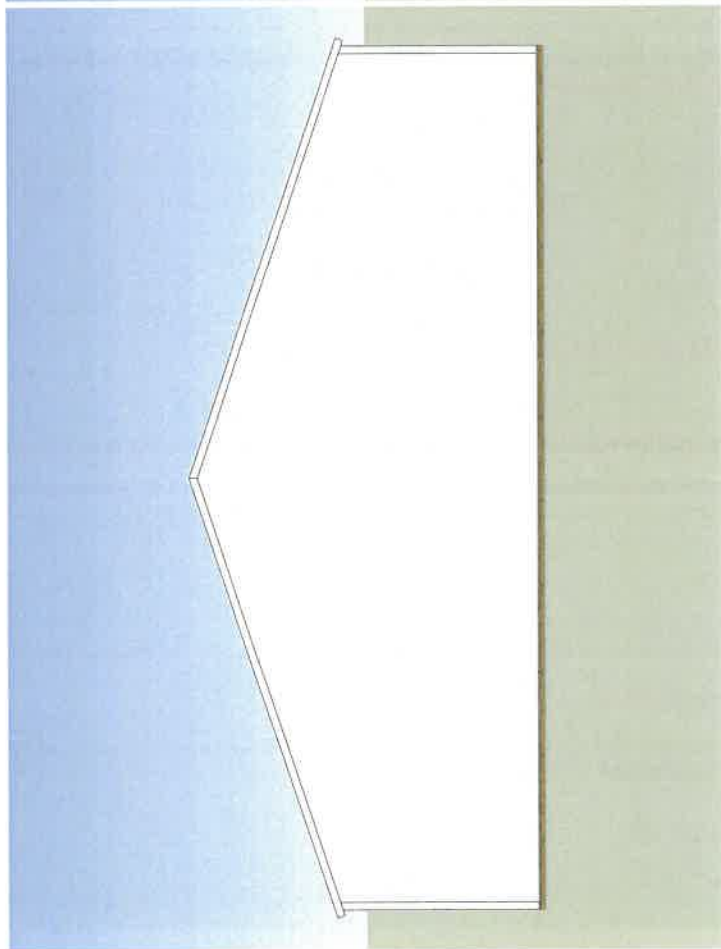
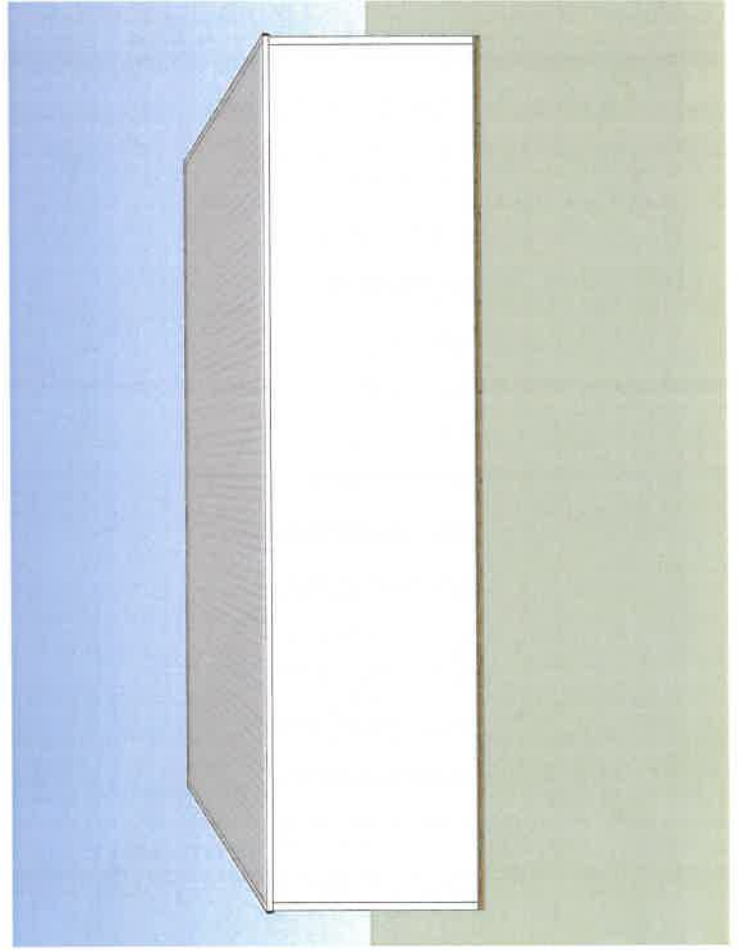
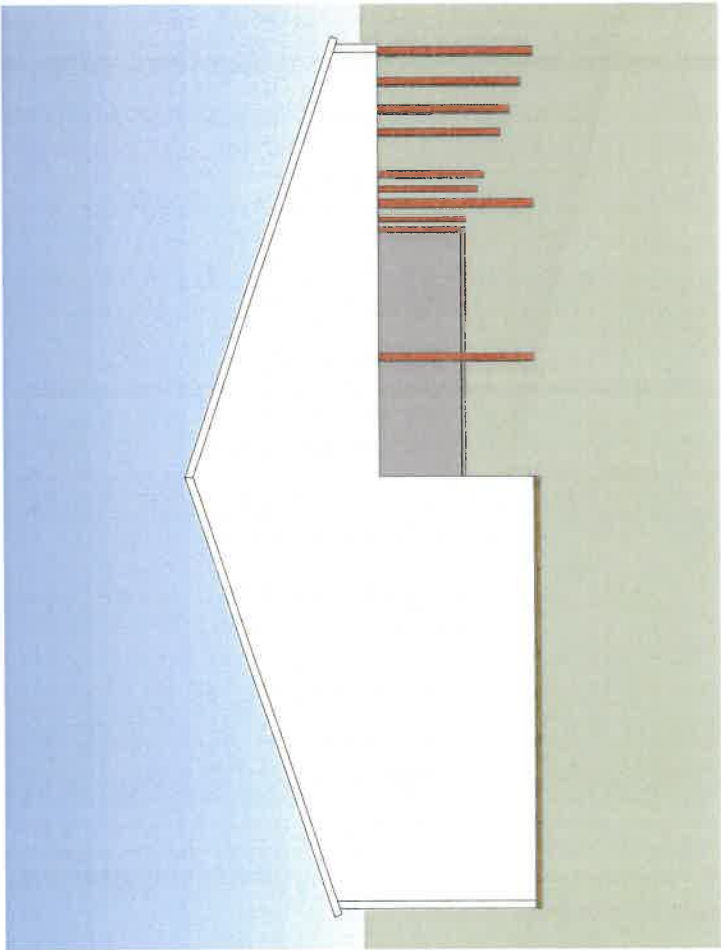
Why Sherman Buildings?

We have been a trusted name in the pole building industry since 1976, completing approximately 300-400 buildings annually. We welcome you to explore our work, read customer reviews, and learn more about our company at shermanpolebuildings.com. A project of this scope is well within our expertise, and we would be proud to build for you.

Sincerely,

Max Oelkers





2244 Hwy 65
Mora, MN 55051
320-679-3438
www.shermanbuildings.com

Sherman Buildings

Since 1976

Max Oelkers
(612) 390-0887
max@shermanbuildings.com
MN Lic # BC004619

Name:	Itasca County Fairgrounds	Quote Date:	5/29/2026	Home:	
Mailing:	1336 Fairgrounds Road	Valid Until:	6/13/2026	Work:	
City State:	Grand Rapids MN 55744	Quoted By:	Max Oelkers	Cell:	(218) 244-4705
Build Site:	1336 Fairgrounds Road	Quote #:	9.524514981	Email:	
City State:	Grand Rapids MN 55744	Site County:	Itasca		spring.higley@co.itasca.mn.us

Building Size:	56'	x	54'	x	13' 1.25"		12'
	Width		Length		Wall	Soffit	Ceiling
Stud or Post:	3-ply 2x6 lam		Post Frame			Truss Specs:	6' On Center 4 /12 Pitch
Girts & Purlins:	1650 MSR 2x4					Truss Loading:	60 lb Ground 42 lb Live
Footings:	Poured Footings @ 5' Deep						-7 lb Ceiling 4 lb Dead

Colored Wall, Roof & Trim Steel: Metal Sales Classic Rib 29 ga G60

Gable 1 Overhang:	Flush	Gable 1 Wainscoting:	n/a	Ridge Cap:	Metal
Gable 2 Overhang:	Flush	Gable 2 Wainscoting:	n/a	Ridge Closure:	Vent Mesh
Eave 1 Overhang:	6" Roof Steel	Eave 1 Wainscoting:	n/a		
Eave 2 Overhang:	6" Roof Steel	Eave 2 Wainscoting:	n/a		

visit www.shermanpolebuildings.com/components for product literature and colors

2 12x10 opening on eave (side wall)

1 Engineered Building Plan

House Wrap: n/a
Wall Insulation: n/a
Wall Liner: n/a
Ceiling Liner: n/a
Attic Insulation: n/a

Notes:

Debris Removal Included

Customer is responsible for building permit.

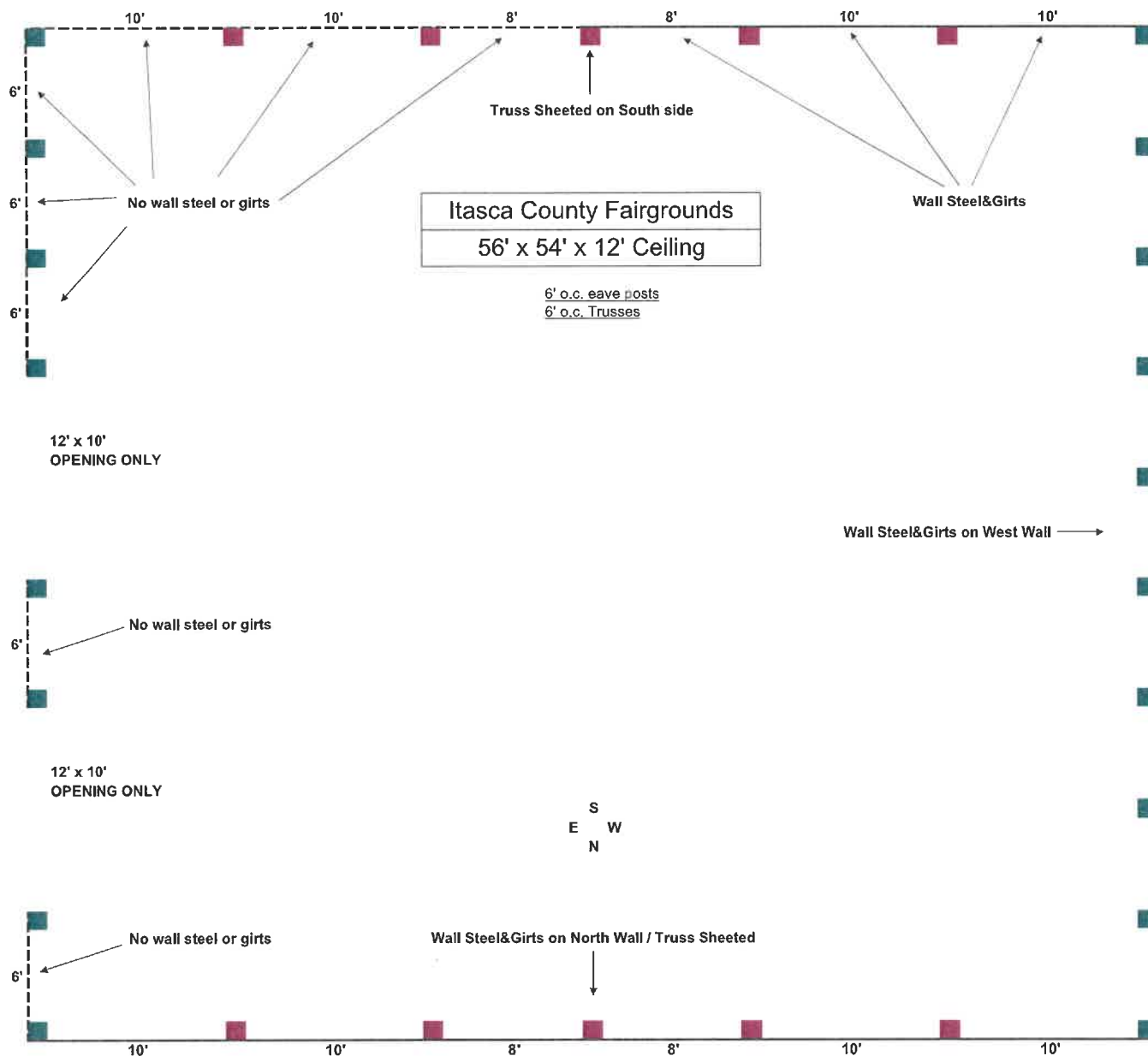
10 YEAR WORKMANSHIP & LEAK WARRANTY

Constructed On Your Prepared Site Including Materials, Tax, And Delivery Total: **\$72,900.64**

design & price subject to local building codes & construction conditions

quote assumes standard building & accessory colors

Options:



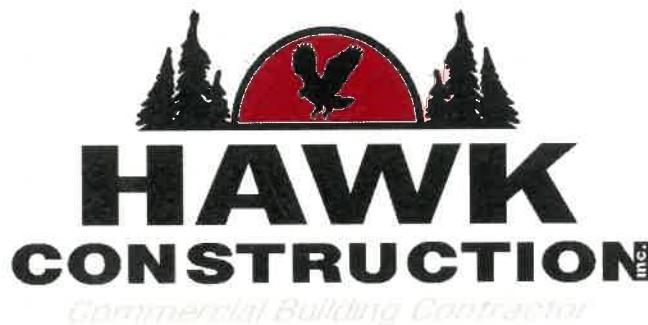
PROPOSAL FOR DESIGN-BUILD SERVICES FOR

Livestock Pavilion
Itasca Fairgrounds



Itasca County
Minnesota

SUBMITTED BY





HAWK CONSTRUCTION

Commercial Building Contractor

May 19th, 2026

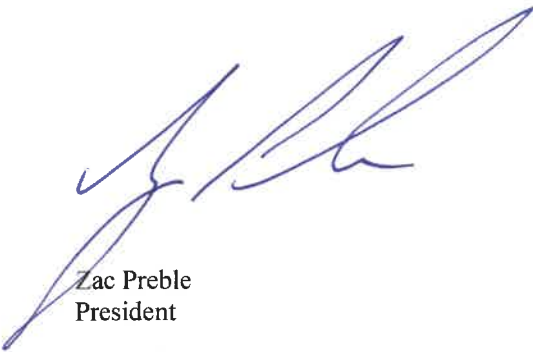
Spring Higley, Park Operation Coordinator
1177 LaPrairie Avenue

Dear Spring Higley:

This letter is intended to provide notice of our intent to submit a proposal in response to your RFP to construct a Livestock Pavilion at the Itasca Fairgrounds. We at HAWK Construction, Inc. look forward to the opportunity to be considered for this project.

Thank you for the invitation to submit a proposal. I will be the point person for Hawk in preparing our proposal and estimate. If you have any questions for us, I can be reached via my mobile number most of the time, Monday through Friday from 8:00 to 5:00. (218) 259-4374

Sincerely,
HAWK Construction, Inc.



Zac Preble
President



HAWKCONSTRUCTION

Commercial Building Contractor

CONTACT INFORMATION

Physical & Mailing

Address: 1833 West Highway 2
Grand Rapids, MN 55744

Phone: (218) 327-0069

Fax: (218) 327-1642

Email: Zac Preble - zac@hawkconstructioninc.com
Dan Fillbrandt - dan@hawkconstructioninc.com
Cameron Persons - cameron@hawkconstructioninc.com
Mike Block - mike@hawkconstructioninc.com

Website: www.hawkconstructioninc.com

TABLE OF CONTENTS

Cover Letter

Contact Information

Company Overview & History

- A. Proposed Process & Project Strategy
- B. Qualifications & Certifications
- C. Relevant Experience
- D. Proposed Fee & Schedule & Plan
- F. References and Letters of Recommendation
- G. Closing Comments



HAWK CONSTRUCTION

Commercial Building Contractor

May 19, 2026

Spring Higley, Park Operation Coordinator
1177 LaPrairie Avenue
Grand Rapids, MN 55744

Dear Spring Higley:

All of us at HAWK Construction, Inc. appreciate the opportunity to provide a design-build proposal for construction of a new Livestock Pavilion at the Itasca County Fairgrounds in Grand Rapids, MN. We believe strongly that the design-build method of project delivery yields the highest levels of satisfaction for everyone involved in a construction project and are pleased to submit a proposal for your project.

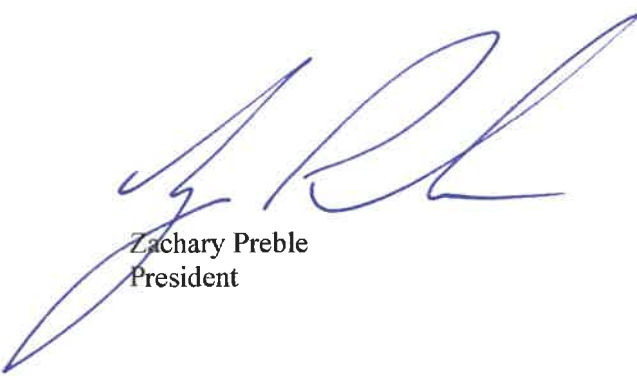
We typically utilize design-build for a good share of our projects and complete many of them each year. Design-Build has been an important and growing part of our business model for over 20 years now. During that time we have undertaken many post framed buildings and have become efficient at designing and constructing post framed buildings.

We've reviewed the proposed work scope for your project and feel that our firm is a great match to be your Design-Builder. We are currently in a comfortable place in terms of work load and will be able to move forward right away with this project as soon as we receive the building. We would consider it a great privilege to be chosen to design and build out this important project.

In this proposal we address the items identified in your RFP, mainly the importance of project timeline and completion. It is our hope to be favored with selection and have the opportunity to do that with your team.

Respectfully Submitted,

HAWK Construction, Inc.



Zachary Preble
President

COMPANY OVERVIEW & HISTORY

COMPANY HISTORY

HAWK Construction, Inc. (HAWK) has been providing professional construction services since 1998. We specialize in commercial building construction and primarily work as a general contractor and design-builder. Around half of our work is negotiated and/or design-build contracts.

For the past two decades we've worked to establish a reputation for quality work, accommodating client relationships, quality craftsmanship and fairness towards all with whom we deal. This philosophy of business has enabled us to develop lasting subcontractor and supplier relationships as well as clients that consider us worthy of their repeat business and recommendations.

OFFICE STAFF AND CREWS

HAWK is owned by Zac Preble and Ben Edwards, both residents of the Grand Rapids area. Zac works in the business as an estimator and project manager in addition to his business management duties. HAWK has four other full-time project managers and two assistant project managers. Cameron B. Persons, a licensed architect, leads the design aspect of our Design-Build service. Rounding out the HAWK design team is Dan Fillbrandt who is a Senior Draftsman as well as a senior project manager.

We support our staff with construction software such as Microsoft Schedule for project scheduling, PlanSwift for estimating, AutoCAD, SketchUp and D5 Render for drafting and design. For bidding and document distribution we utilize the Procore project management software system.

HAWK employs skilled tradespeople from building trades unions to perform certain aspects of work on our projects including primarily concrete and carpentry work. Our workforce fluctuates seasonally but typically ranges between 40 and 80 individuals. We maintain a core group of reliable and skilled tradespeople who work consistently for our company. This is critical to our success because it enables us to maintain our quality standards as well as our schedule commitments. Among that core group are a number of Project Superintendents who are particularly skilled and experienced in managing construction sites, subcontractors and material procurement.

BONDING AND FINANCIAL

Our bonding capacity is around \$20 million per single project and \$30 million aggregate uncompleted backlog. We have a great relationship with our bonding company and are financially sound.

Our market area spans from Hermantown to Bemidji and International Falls to Aitkin. The exception to that is our utility substation crews that travel in a three state area constructing substation foundations for some electrical utilities with whom we have on-going working relationships.

We've done a number of design-build projects in the \$1million to \$4 million range and our largest single construction project to date is the \$12 million Lake Country Power Headquarters facility in Cohasset.

A. PROPOSED PROCESS & PROJECT STRATEGY

HAWK DESIGN-BUILD

Design-Build services have made up a significant portion of our business for many years. We typically begin with what we call our “Phase 1” service in which we work to develop a preliminary design along with an estimated cost of construction for the design. We view it as an opportunity to begin working with prospective clients so they can become familiar and comfortable with our company and process. We then provide a proposal for full design services as described in your RFP.

If selected, we would execute a simple contract between Owner and General Contractor. In reviewing the Scope of Services as outlined in the RFP, we find that our process is very satisfactory to the one described in the RFP. We typically begin the design phase with programming meetings and reports and continue on through Schematic Design, Design Development and then Construction Documents. For the Livestock Pavilion at the Itasca Fairgrounds we anticipate little programming or Schematic Design to be necessary to complete the project, since the majority of that has already taken place. We are a *Lester Building* dealer, we will utilize Lester for the structural calculations and construction drawings, as well as our own AutoCAD drawings for any additional details necessary.

The in-house Hawk team which will participate from the beginning of the design process would include Cameron Persons, Dan Fillbrandt, Mike Block and Zac Preble. This team would lead the process along with the Itasca County Land Department and Spring Higley, Park Operation Coordinator. We typically meet face-to-face as needed and share documents electronically as the drawings are developed and reviewed with the team. Since we're located in Grand Rapids we will make our offices and conference room available for any face-to-face meetings necessary.

ESTIMATE/FINAL PRICING

SUBCONTRACTORS AND SUPPLIERS

There will be no need for any subcontractors. The entire scope of work for the building will be performed by HAWK Construction. This is with the assumption that the Itasca County already has the earthwork contracted. The only supplier will be Lester to provide us a building.

SELF-PERFORMED WORK

For this project we would propose to undertake all the concrete and carpentry work. There are significant advantages in self-performing some work items, the greatest of which are being able to control the costs, quality, and timing of that work. Our crews are highly skilled and efficient and have proven their value time and again, and as a company we value satisfying the owner through meeting budgets and schedules on all our jobs.

We will use our in-house estimate to establish a lump sum amount to construct the project. This is done in an *open book* fashion in which we review our estimates for self-performed work with you and agree upon contractor reimbursable items and markup.

CONTRACT DOCUMENT AND FEES

We will enter into a simple contract between Owner and General Contractor for an agreed upon lump sum. Our general contractor's fee for overhead and profit is included in the lump sum contract for construction after being agreed upon by the owner and design builder/general contractor. We calculate our fee based on percentages of the various components of the project. For the Itasca County Fairgrounds Livestock Pavilion, we are proposing a fee percentage on self-performed labor of 18% of cost, 10% on subcontractors and 10% on materials used in our self-performed work. The fee covers our profit and overhead costs including the project manager, administrative staff, and general office overhead.

CONSTRUCTION

During the construction period we anticipate regular communication with the project team via project meetings. These meetings may involve trade contractors, design team representatives and owner's representatives. Clear communication and documentation of any issues, decisions and changes are essential to the effective management of a construction project. Good project planning is facilitated by skilled HAWK team members that are always looking ahead to what's next and taking the necessary steps to make things run smoothly and on schedule.

On a monthly basis, an Application for Payment will be drafted to facilitate the invoicing process. Work items are billed out based on their percentage complete. This typically happens one month in arrears so that only work that is completed and inspected will be invoiced. Also, a retainage of 5% is held back by the owner from all payment requests until the project has achieved substantial completion

The architect or project manager and an Owner's representative will typically review the progress on site to confirm the accuracy of progress billings and to inspect for quality and conformance to project specifications and plans. A summary of tasks included in our service is provided on a following page.

PROJECT SCHEDULE

As it stands, the timeline to receive the building material from our supplier (Lester) is 10 weeks. If awarded by the 26th of May we anticipate ordering the material the week of June 1st. This pushes the start of construction to mid August and project final completion mid-end of September. We understand the RFP requests completion by August 15th. However, due to lead times we are unable to meet that request.

Construction schedule is provided on a following page.



HAWKCONSTRUCTION

Commercial Building Contractor

SUMMARY LIST OF SERVICES

Design & Pricing Phase

Our services for **Design & Pricing Phase** would include the following:

- Review and assessment of existing site and layout, etc.
- Planning and review sessions with owner group.
- Construction document preparation
- Preparation of Preliminary Bar Chart Construction Schedule
- Supplier/Subcontractor negotiation
- Preparation of a final construction cost estimates for self-performed work
- Review and compilation of Supplier/Subcontractor prices
- Presentation of a lump sum proposal
- Value engineering if/as needed
- Preparation and issuing of contracts

Construction Phase

Our services for **Construction Phase** would include the following:

- Material procurement
- Progress schedule revisions and updating
- Coordination of site activities
- Project meetings and documentation
- Progress billings and lien waiver management
- Arranging for and coordinating field-testing
- Office overhead costs (copies, postage, clerical, misc. supplies, etc.)
- Construction observation and quality monitoring
- Site safety evaluations
- Project close-out
- Preparation of Operating and Maintenance Manuals
- Preparation and delivery of As-Built Drawings
- Warranty Work and Follow Up

B. QUALIFICATIONS AND CERTIFICATIONS

HAWK DESIGN TEAM

Cameron Persons, a licensed architect, will lead the design throughout the design process. Another key person in our design process is Senior Draftsman, Dan Fillbrandt. Dan's experience putting construction documents together combined with his years of estimating and project management work gives him a valuable perspective. He's got the practical experience it takes to design workable details and cost effective, code compliant systems.

Zac, Dan and Cameron have worked on multiple post framed buildings. Ranging from small storage sheds to large bus garages, heat and unheated, post-in-ground or slab on grade. With their expertise and experience we feel HAWK is qualified and proficient to preform the work required to design and manage the Itasca County Fairgrounds Live Stock Pavilion.

Examples of our post framed buildings on a following page.

HAWK CONSTRUCTION TEAM

Cameron Persons with the help of owner Zac Preble and senior project manager/estimator Dan Fillbrandt as well as assistant project manager Mike Block, have put together our proposal. Cameron would continue to be engaged in the project through the final pricing and contractual processes. Once work is underway at the site Zac Preble accompanied by Mike Block, will handle the day to day duties of project management.

Prior to work beginning on site, we will assign one of our skilled and experienced superintendents to manage the work on site. At this time we won't propose a specific individual for this position but we are confident that one of our local supervisors will be available. The HAWK superintendents are all experienced construction professionals that have proven themselves over years of working on our projects. We are also open to accepting your input and thoughts on this important position as well.

C. RELEVANT EXPERIENCE

DESIGN-BUILD PROJECTS

As noted previously we've used the Design-Build method extensively for years. We are citing some of them as examples for this proposal.

Thompson Pole Building

Design/Build New 40' x 56' Cold & Heated Storage

Grand Rapids, MN

Contact Person: Kurt Thompson (218) 247-7306

U of M NCROC Equipment Storage Building

Design/Build New 42' x 102' Equipment Storage

Grand Rapids, MN

Contact Person: Dan Braaten (218) 256-7660

Cowan Pole Building

Design/Build New 30'x40' Garage/Storage

Grand Rapids, MN

Contact Person: Dave Cowan (561) 592-3535

Rapid Rooter Pole Building

Design/Build New 44'x80' Heated Shop/Garage

Grand Rapids, MN

Contact Person: Damien Fillbrandt (218) 966-0399

LLBO Food Storage Building

Design/Build New 28'x28' Heated/Storage and Cooler/freezer space.

Cass Lake, MN

Contact Person: Lee Giffen (218) 760-8055

LLBO Youth A&D Storage

Design/Build New 30'x40' Garage/Storage

Cass Lake, MN

Contact Person: Lee Giffen (218) 760-8055

E. PROPOSED FEE & SCHEDULE & PLAN

FEE AND HOURLY RATE SCHEDULE

Contractor's Fee - 18% of self-performed labor cost
10% of subcontractor amount
10% of invoice for materials used in self-performed work

Using these percentages, the final Contractor's fee will likely end up being in the range of 10%-12% of construction costs

Typically there are no additional fees for design services or contractor's fees. The design services and project management, etc. are all included in the fee items above. In the event that further design or construction management services were required our hourly rates are:

Architect:	\$ 160.00 /hr
Structural Eng.	\$ 160.00 /hr
Civil Eng.	\$ 160.00 /hr
Mech/Elect Eng.	\$ 160.00 /hr
Drafter	\$ 120.00 /hr
Project Mgr.	\$ 120.00 /hr
Clerical/Admin.	\$ 70.00 /hr

If Change Orders are required our markup rates would be 5% on costs from subcontractors and 5% for materials and 10% for self-performed labor.



HAWK CONSTRUCTION

Commercial Building Contractor

Itasca County Fairgrounds Livestock Pavilion

Tuesday, May 19, 2026

	Description	Bid Cost
1	GENERAL REQUIREMENTS	\$15,750
2	BEARING POST INSTALLATION	\$10,200
3	ROUGH CARPENTRY WALLS	\$27,370
4	ROUGH CARPENTRY ROOF	\$35,850
5	METAL PANELS	\$34,200
6	FACIA AND SOFFITS	\$2,940

Grand Total= \$126,310

Notes: 56'x54'x13' Lester Bldg. Livestock Pavilion; Post in Ground

F. REFERENCES AND LETTERS OF RECOMMENDATION

We hope our proposal adequately conveys our interest in the Itasca County Fairgrounds Livestock project. We believe our people will stack up well against any and are confident that you will be well served by a HAWK led team.

We're happy to list below some of HAWK's many satisfied customers and encourage you to check us out with them.

Brian Nicklason, Owner & Board Chair of Woodland Bank (218) 327-4000
Constructed new Woodland bank in Grand Rapids

Steve Loney, Kiesler Wellness Center, Executive Director (218) 326-5114
Constructed a new Wellness Center in Grand Rapids

Tim Schultz, Building & Grounds Mgr at Blandin Foundation Headquarters (218) 327-8747
Coordinated with HAWK through 2 major projects at Blandin Fdtn.

Bill Martinetto, Rapids Brewing Co., General Manager (218) 390-8664
Design-Build of major renovations for new Brewery/Bar/Restaurant

Dan Drennan, Itasca Reliable Insurance Agency (218) 326-8518
Constructed a new Office building in Grand Rapids

Becky LaPlant, Volunteer with Circles of Healing in Ball Club (218) 244-9948
Coordinated HAWK's participation in Ball Club Park Pavilion project

Tia Marie, Owner Smoke on the Water restaurant & winery (218) 750-0998
Design & Build for major renovation for new restaurant in Coleraine, MN

Rod Wood, Chief Operating Officer, MDI (218) 326-9544
Constructed new Minnesota Diversified Industries Building in Hibbing

Colleen MacKay, Northland Recovery Center, Director of Services (218) 327-1105
Constructed large addition to Northland Counseling Ctr. in Grand Rapids



G. CLOSING COMMENTS

As a premier local building contractor, HAWK has been working on projects that have changed the landscape of Grand Rapids for almost three decades now. We are excited to have the opportunity to be considered for this project. Our goal is to continue developing relationships with our valued clients, especially those in our home town of Grand Rapids.

The reality is that this project is the size and type that we do a lot of. We feel like we have begun to gain a good understanding of what the project needs are and our in-house design team can jump in and continue to push the design process forward quickly. We also have room in our construction schedule and think we'll be able to move this project forward to meet the requests provided in the RFP.

HAWK Construction has a great track record of completing projects on time and within budget. A number of our reference letters attest to that and we encourage you to ask them. We make it our goal to minimize contractor generated change orders and our design-build projects typically have only owner generated change orders, if any.

Our best advertising has always been the satisfied clients of our past projects. The service we give, decisions we make, and the quality of work we do will all be driven by our goal of doing a great job for you and adding the Itasca County Land Development to our list of satisfied clients.

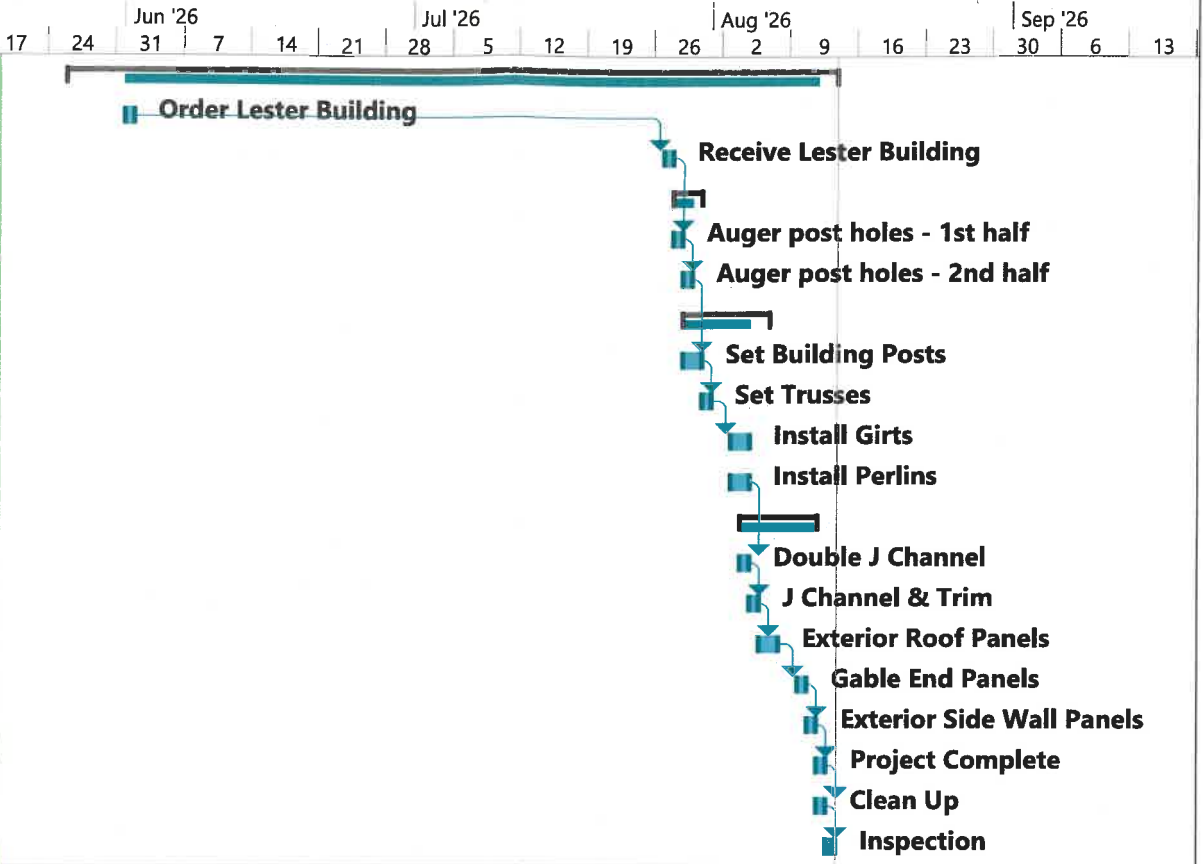
We look forward to answering any questions you may have on how we may be of service to you.

Sincerely,

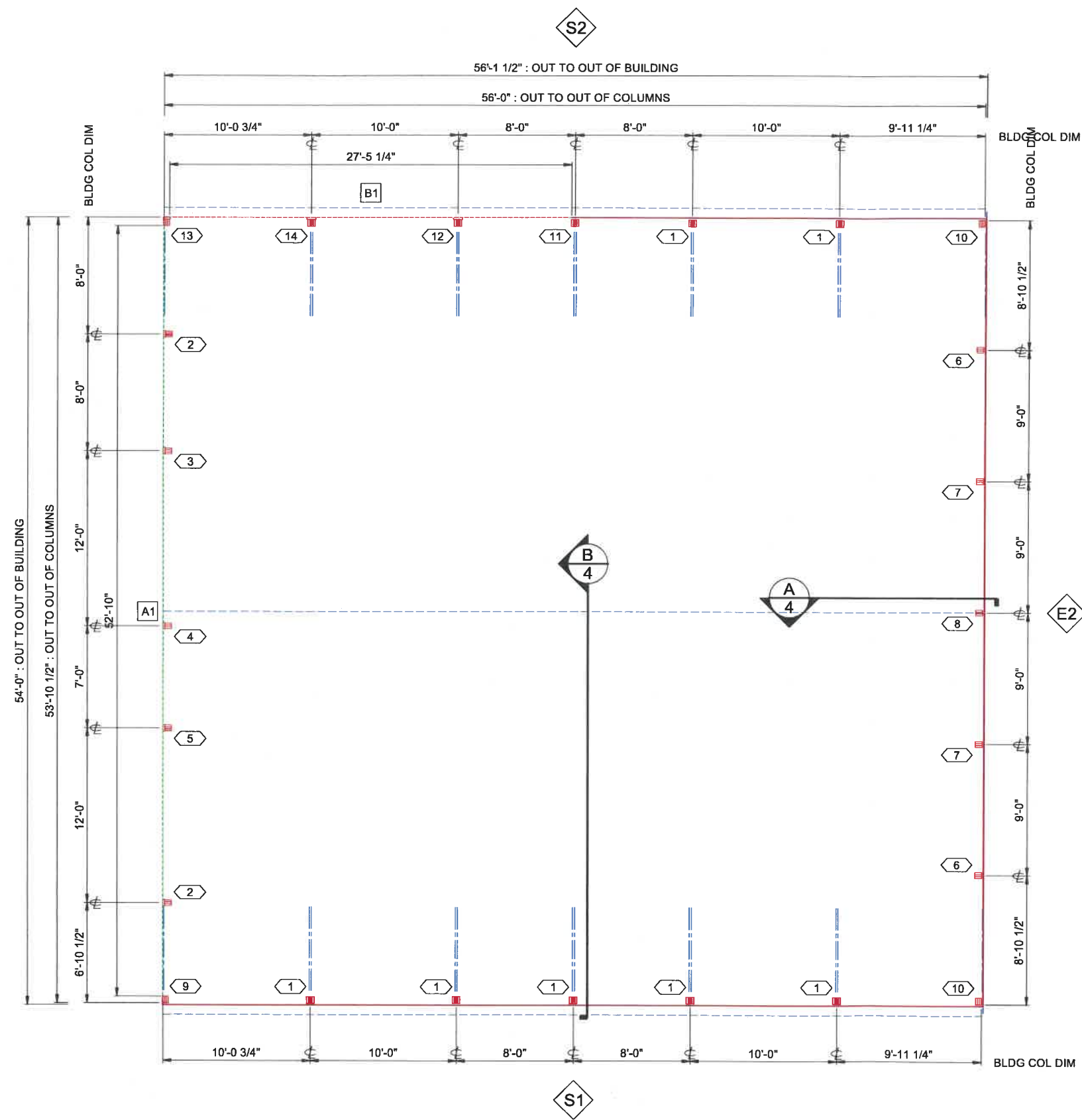


Zac Preble
President

ID	Task Name	Duration	Start	Finish	Resource Names	
1	Awarded Project	58 days	Tue 5/26/26	Thu 8/13/26		
2	Order Lester Building	1 day	Mon 6/1/26	Mon 6/8/26	Order Lester Building	
3	Receive Lester Building	1 day	Mon 7/27/26	Mon 7/27/26	2 Receive Lester Building	
4	Concrete	3 days	Tue 7/28/26	Thu 7/30/26	HAWK Concrete	
5	Auger post holes - 1st half	1 day	Tue 7/28/26	Tue 7/28/26	3 Auger post holes - 1st half	
6	Auger post holes - 2nd half	1 day	Wed 7/29/26	Wed 7/29/26	5 Auger post holes - 2nd half	
7	Framing	7 days	Wed 7/29/26	Thu 8/6/26	HAWK Construction	
8	Set Building Posts	2 days	Wed 7/29/26	Thu 7/30/26	6 Set Building Posts	
9	Set Trusses/Diagnal Bracing	1 day	Fri 7/31/26	Fri 7/31/26	8 Set Trusses	
10	Install Girts	2 days	Mon 8/3/26	Tue 8/4/26	9 Install Girts	
11	Install Perlins	2 days	Mon 8/3/26	Tue 8/4/26	Install Perlins	
12	Sheet Metal	6 days	Tue 8/4/26	Tue 8/11/26	HAWK Construction	
13	J Channel & Trim	1 day	Tue 8/4/26	Tue 8/4/26	11 Double J Channel	
14	6" Soffit & Fascia	1 day	Wed 8/5/26	Wed 8/5/26	13 J Channel & Trim	
15	Exterior Roof Panels	2 days	Thu 8/6/26	Fri 8/7/26	14 Exterior Roof Panels	
16	Gable End Panels	1 day	Mon 8/10/26	Mon 8/10/26	15 Gable End Panels	
17	Exterior Side Wall Panels	1 day	Tue 8/11/26	Tue 8/11/26	16 Exterior Side Wall Panels	
18	Project Complete	1 day	Wed 8/12/26	Wed 8/12/26	17 Project Complete	
19	Clean Up	1 day	Wed 8/12/26	Wed 8/12/26	18 Clean Up	
20	Inspection	1 day	Thu 8/13/26	Thu 8/13/26	19 Inspection	



Project: LLBO Food Storage Sch Date: Tue 5/19/26	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			



COLUMN SCHEDULE

COLUMN								FOOTING				ANCHOR		
ID	PART	SHAPE	LENGTH	BASE	SIZE	TYPE	YDS/BGS	DET	TYPE	BRS/BLTS	DET	TYPE	BRS/BLTS	DET
1	C004	FS6666	22-00-00	-85	10x32	POURED	0.1724	EF203	COLLAR	2	EF215			
2	C005	f6FE666	22-00-00	-52	4x17	PRECAST	-	EF201	BLOCK	-	EF211			
3	C006	f6FE666	24-00-00	-52	4x17	PRECAST	-	EF201	BLOCK	-	EF211			
4	C007	f6FE666	28-00-00	-52	4x17	PRECAST	-	EF201	BLOCK	-	EF211			
5	C008	f6FE666	26-00-00	-52	4x17	PRECAST	-	EF201	BLOCK	-	EF211			
6	C009	FE666	24-00-00	-76	4x17	PRECAST	-	EF201	BLOCK	-	EF211			
7	C010	FE666	28-00-00	-76	4x17	PRECAST	-	EF201	BLOCK	-	EF211			
8	C011	FE666	30-00-00	-76	4x17	PRECAST	-	EF201	BLOCK	-	EF211			
9	C012	FE666	20-00-00	-67	4x17	PRECAST	-	EF201	BLOCK	-	EF211			
10	692220	FE666	20-00-00	-55	4x17	PRECAST	-	EF201	BLOCK	-	EF211			
11	C013	FS6666	20-00-00	-61	9x29	POURED	0.1274	EF203	COLLAR	2	EF215			
12	C014	f8FS6666	20-00-00	-52	9x30	POURED	0.1364	EF203	COLLAR	2	EF215			
13	C015	f6FE666	20-00-00	-55	4x17	PRECAST	-	EF201	BLOCK	-	EF211			
14	C014	f8FS6666	20-00-00	-52	9x32	POURED	0.1551	EF203	COLLAR	2	EF215			

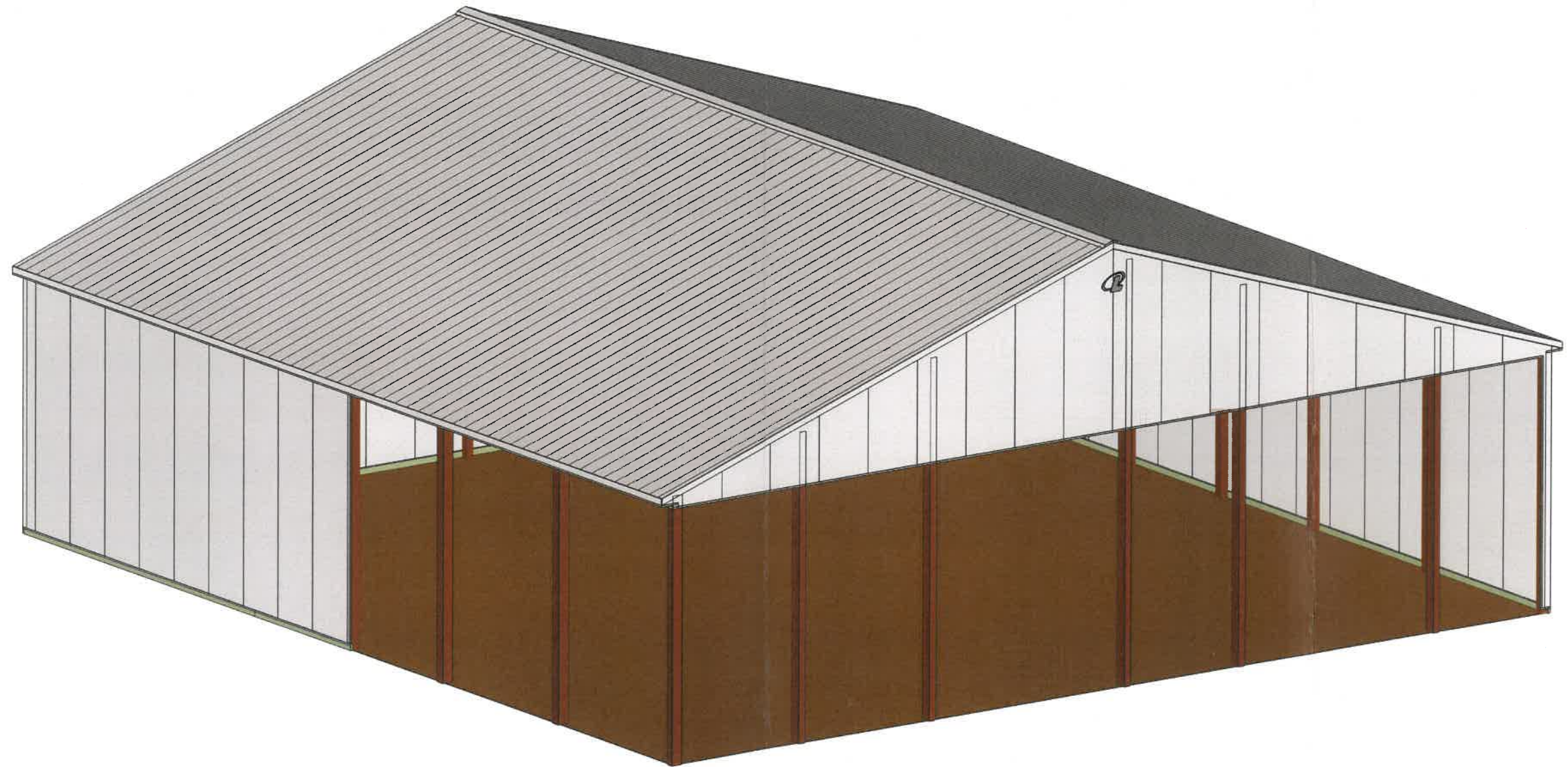
OPENING SCHEDULE

ID	MODEL	COLOR	NOMINAL	ROUGH	FRAME DET	FINISH DET
A1	CUSTOM SIZE CLEAR OPENING		648"x156"	634"x156"	?	?
B1	CUSTOM SIZE CLEAR OPENING		336"x156"	329 1/4"x158 5/16"	?	?

A3 FLOOR PLAN



DEALER INFO.	CUSTOMER INFO.	BUILDING DESCRIPTION	Customer Approval	Bldg Direction	PROJ: S13B-15026-00-00 PROPOSAL DRAWINGS ONLY Not Intended for Construction Purposes The information presented in this drawing is based on a preliminary design using the input provided. The final design is subject to Lester Engineering review. * NOT TO SCALE *
HAWK Construction Inc. 1833 W Us Highway 2 Grand Rapids, MN 55744-4736	Spring Higley 1111 2nd Ave Ssss Grand Rapids, MN 55744	54'-0" x 56'-1" x 13'-0" Uni-Frame Embedded QP042326	(Initials) DATE:	 (Mark North)	



	DEALER INFO.	CUSTOMER INFO.	BUILDING DESCRIPTION	Customer Approval _____ (Initials) DATE:	PROJ: S13B-15026-00-00 PROPOSAL DRAWINGS ONLY Not Intended for Construction Purposes The information presented in this drawing is based on a preliminary design using the input provided. The final design is subject to Lester Engineering review. * NOT TO SCALE *
	HAWK Construction Inc. 1833 W Us Highway 2 Grand Rapids, MN 55744-4736	Spring Higley 1111 2nd Ave Ssss Grand Rapids, MN 55744	54'-0" x 56'-1" x 13'-0" Uni-Frame Embedded QP042326		



Clay Witkofsky, Project Manager – TNT Construction Group, 40 County Road 63, Grand Rapids, MN 55744 (218)326-4184

June 10, 2026

Spring Higley, Parks Operations Coordinator

Itasca County Land Department

1177 LaPrairie Avenue

Grand Rapids, MN 5574

Dear Spring Higley,

I am writing to formally express our strong interest in participating in the construction of the new livestock pavilion project. As a locally based contractor with deep roots in the community, we recognize the importance of this facility to local agriculture, youth programs, and the long-term vitality of our region.

Our team brings extensive experience in agricultural and public use structures, and we are fully prepared to deliver a durable, efficient, and high-quality pavilion that meets the needs of exhibitors, visitors, and the broader community.

A core value of our company—and a point we want to emphasize—is our commitment to employing local union labor for all phases of construction. We believe that using skilled union tradespeople not only ensures the highest standards of craftsmanship and safety, but also keeps project dollars circulating within our own community. This approach strengthens the local workforce, supports area families, and reflects the spirit of a project intended to serve the public good and building up Itasca County.

We would welcome the opportunity to discuss the project further, review preliminary plans, and provide any additional information needed as you move forward with your selection process. Our team is ready to contribute to a pavilion that the community can take pride in for decades. Most importantly who doesn't want to tell their kid at the local fair, "I built that"!

Thank you for your consideration. We look forward to the possibility of working together on this important local investment.

Sincerely,

Clay Witkofsky

TNT Construction Group LLC



PROJECT REFERENCES

Below is a listing of the 5 projects of a similar nature to this project which we have completed.

1. Contracting Agent: Kraus-Anderson Construction Company
Project: Virginia Public Safety Facility
Description of work: Site clearing, earthwork, carpentry, concrete
Contracting agent contact: Sean Lewis, Project Manager (218)766-5779
Date of contract: 5/15/2024 Original contract amount: \$874,620.00 final contract: \$986,282.00
Reason for change orders: Additional items requested Met substantially completion timeline? yes
2. Contracting Agent: Kraus-Anderson Construction Company
Project: Kolar Hyundai
Description of work: Carpentry
Contracting agent contact: Pete Auvinen, Project Manager (218)390-9123
Date of contract: 11/6/2024 Original contract amount: \$140,700.00 final contract: \$152,835.00
Reason for change orders: Additional items requested Met substantially completion timeline? yes
3. Contracting Agent: Grand Rapids Schools ISD 318
Project: Grand Rapids School Pavillion
Description of work: Carpentry, concrete
Contracting agent contact: Darin Cherne, Facilities director (218)327-5836
Date of contract: 7/31/2023 Original contract amount: \$43,910.00 final contract: \$43,910.00
Reason for change orders: N/A Met substantially completion timeline? yes
4. Contracting Agent: ICS
Project: Blackduck Schools Tech Ed Pole Barn
Description of work: Carpentry
Contracting agent contact: Bekah Chapman, Project Coordinator (320)416-2004
Date of contract: 6/14/2022 Original contract amount: \$1,035,900.00 final contract: \$1,036,062.00
Reason for change orders: Additional items requested Met substantially completion timeline? yes
5. Contracting Agent: Itasca County Land Department
Project: Gunn Park Pavillion Renovation
Description of work: Carpentry
Contracting agent contact: Michael Gibbons (218)327-2855
Date of contract: 7/25/2018 Original contract amount: \$293,010.00 final contract: \$310,549.00
Reason for change orders: Additional items requested Met substantially completion timeline? yes



40 County Road 63, Grand Rapids, Minnesota 55744 Phone: 218-326-4184 Fax: 218-326-9296

Proposal/Change order

- Today's Date: 6-10-26
- Proposal submitted to: ITASCA COUNTY LAND DEPARTMENT
- Project name: Livestock Pavilion
- Project Location: Itasca county fairgrounds
- Description of work: Complete per project specifications
- Date of drawings: N/A
- Addendums:

Proposal Includes: Supply and install complete pavilion per specifications dated May 27th, 2026

We propose to furnish equipment, material, and labor for the sum of \$ 123,190.00
One Hundred Twenty Three Thousand One Hundred Ninety Dollars 00/100

Signed and prepared by: [Signature]
Project Manager/Estimator: Clay Witkowsky
Mobile: 218-398-2141
Hammerlund Inc. - UNION CONTRACTOR
clay@tnt-cg.com

[Signature]
Jond Hammerlund
President

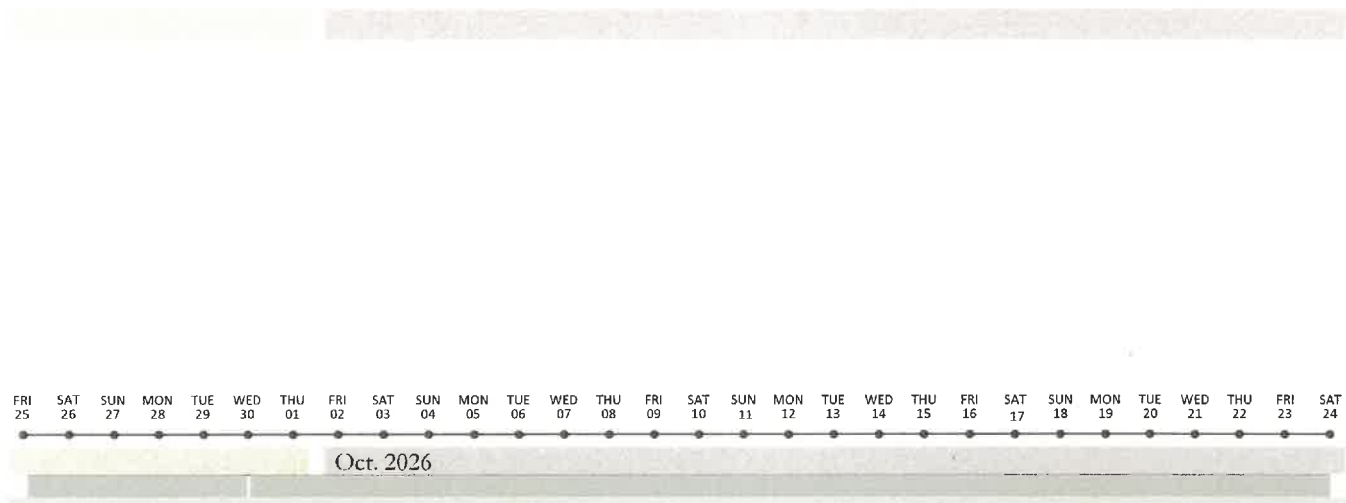
Note: Proposal may be withdrawn if not accepted within _____ days.

Acceptance of proposal: Signed _____ Date: _____

AN EQUAL OPPORTUNITY EMPLOYER

Project Timeline

Start Date 10/1/2026



Activity	Start	End	Notes
Project Start	10/1/2026		
Auger holes, install concrete, install posts, backfill	10/1/2026	10/7/2026	
set grits	10/8/2026	10/15/2026	
set stee on walls and roof	10/15/2026	10/22/2026	
clean up	10/23/2026	10/27/2026	
Project End	10/27/2026		



12/22/2025

TNT Construction Group LLC DBA (if applicable):
40 County Road 63
Grand Rapids, MN 55744

Certificate of Construction Contractor Registration

Contractor Name: TNT Construction Group LLC
Contractor DBA (if applicable):
Contractor Registration Number: IR2025-712018
Effective Date: 01/01/2026
Expiration Date: 12/31/2027

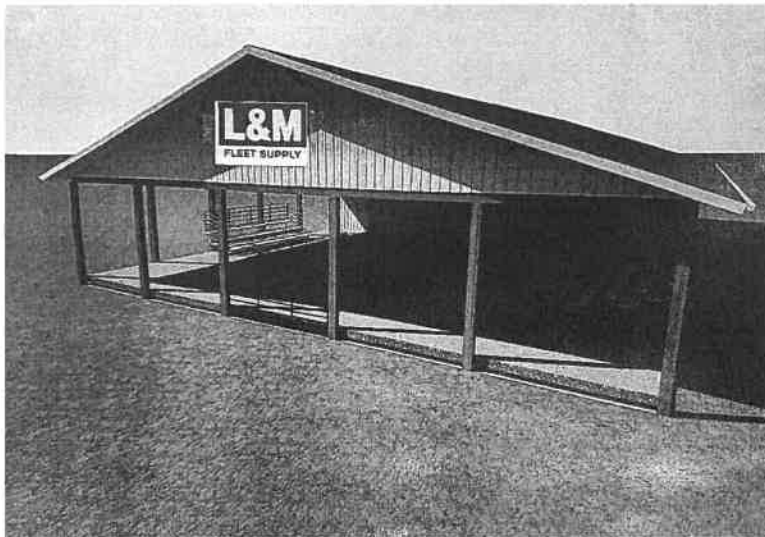


ITASCA COUNTY LAND DEPARTMENT

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

Informal Solicitation

Request For Proposals and Project Construction



RFP Submittal Deadline: June 10th, 2026

ITASCA COUNTY LAND DEPARTMENT

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



Date: May 27th, 2026

Proposal Due Date: 3:30 PM, June 10th, 2026

Project Manager: Spring Higley, Park Operation Coordinator
Project Location: Itasca County Fairgrounds

I. PROJECT SPECIFICATIONS

A. Introduction: Itasca County is accepting proposals from qualified construction contractors to provide professional design and construction phase services related to a Livestock Pavilion at the Itasca County Fairgrounds. We are requesting project quotes, proposals and qualification information on your company to complete the project.

B. Purpose of Project: The project is to build a Livestock Pavilion on the west side of the Itasca County Fairgrounds. The pavilion will be 56' wide x 54' long x 13' minimum height. This structure needs to be durable, low maintenance, compliant with Minnesota building codes and licensing and must be compatible with the existing fairground infrastructure while minimizing site impact and long-term operating costs.

C. Livestock Pavilion Description:

1. Foundation & Framing
 - a. Structural Dimensions: 56'x54' x 13'minimum
 - b. Footings: 5' depth required for all structural posts
 - c. Vertical Columns: 3-ply Laminated Post Frame
 - d. Horizontal Framing: 2x4 Wall Girts and Roof Purlins spacing???
 - e. Ceiling: Finished height of 12'
 - f. Wall height: 13'minimum
2. Truss System
 - a. Spacing: 6' on center Truss Braces
 - b. Pitch: 4/12
 - c. Loading Requirements:
 - i. Ground Snow Load: 60lbs
 - ii. Live Load: 42lbs
 - iii. Ceiling Load: 7lbs
 - iv. Dead Load: 4lbs
3. Exterior Finishes

- a. Steel Type: 29 Gage Classic Rib Steel
 - b. Color: White (Walls, Trim, and Roof)
 - c. Gables: Flush Overhang
 - d. Eaves: 6" Roof Steel Overhang
 - e. Ridge: Metal Ridge Cap with Ridge Closure and Vent Mesh
 - 4. Wall Configuration & Opening
 - a. North Wall: 56' Full Wall Steel
 - b. West Wall: 54' Full Wall Steel
 - c. South Wall: 56', 28' Steel Wall (West Half) and 28' Open Wall (East Half)
 - d. East Wall: 54', Two 12'x10' Framed openings for entry and exit from the building.
- D. Engineered Plans:** At least three weeks before starting the construction of Livestock Pavilion, successful contractor must supply the land department with copies of the detailed plans and the associated calculations of the proposed Livestock Pavilion. The plans must be prepared by a professional engineer licensed in the State of Minnesota.
- E. Existing Utilities.** Itasca County will provide known records and information on existing utility locations in the project area.
- F. Insurance Requirements:** All contractors must meet County insurance requirements and satisfactions. Please see attached insurance requirements and draft contract.
- G. Award of Contract:** The Itasca County Board reserves the right to accept or reject any or all proposals, to waive any defects or technicalities, to advertise for new proposals, or to take such action it deems lawful and in the best interests of Itasca County.

II. PROJECT PHASES

Step 1 – Design Services & Construction Documents. The contractor will provide RFP requirements, including cost estimates, plans specifications, company qualifications and send their RFP to the **Land Department at 1177 LaPrairie Ave., Grand Rapids, MN 55744** for evaluation and selection.

Step 2 – Award Contract to Lowest Responsible RFP. Itasca County and the Itasca County Agricultural Association Staff will evaluate the lowest responsible proposal based off RFP requirements and evaluation criteria. A recommendation will be submitted to the Itasca County Board of Commissioners for final approval.

Step 3 – Pre-Construction. Once selected by the County Board, the selected contractor will enter into a service contract with Itasca County for the project. Contractor will provide detailed construction plans and design with specific guidelines to meet current building codes and approved by a licensed engineer at least 3 weeks prior to beginning construction. The construction plans and design must be approved by Itasca County in writing prior to ordering supplies and proceeding with construction.

Step 4 – Construction. Contractor will cooperatively work with the county and the Itasca County Agricultural Association to determine construction schedule around major events at the fairgrounds. Construction substantial completion date is to be by October 31st, 2026

Step 5 – Project Close Out. The last phase will be project close-out, including but not limited to the development of final punch lists, resolution of warranty issues and recommendations of final payment. The contract will be based on a not to exceed amount and will be paid in full upon completion.

III. QUALIFYING PROPOSAL CONTENT REQUIREMENTS

- A. Letter of interest for this project.
- B. A detailed workplan and completed total final cost for the project.

IV. EVALUATION CRITERIA FOR SELECTION

Proposals will be evaluated using the following criteria:

- A. Experience with public works facility and similar building design: 8%.
- B. History of effectively meeting project budgets without overruns and change-orders for projects of similar scope, scale and budget: 8%.
- C. Qualifications of assigned staff; experience with similar projects; successful teamwork on complex projects: 8%.
- D. History to effectively meet construction schedules and deadlines on projects of similar scope and scale: 8%.
- E. Proposed detailed work plan for proposed project identifying staff and schedule: 20%.
- F. History of competent construction management of similar projects: 8%.
- G. Total final cost for project completion for the proposed project: 40%.

The proposals will be reviewed by an RFP evaluation committee who will forward their recommendation to the Itasca County Board of Commissioners for approval. Reviewing the proposal will be two members from the Itasca County Land Department, two members of the Itasca County Agricultural Association, and a County Engineer's office designee.

V. ANTICIPATED PROJECT SCHEDULE

The following reflects the anticipated project schedule.

- A. RFP submittal deadline– June 10, 2026
- B. RFP/recommendation – June 12, 2026

- C. Selection of contractor by County Board: June 16, 2026
- D. Begin Construction by October 1, 2026
- E. Construction Substantial Completion by October 31, 2026
- F. Total Project Completion by November 31, 2026

VI. PROPOSAL SUBMITTAL AND CONTACT INFORMATION

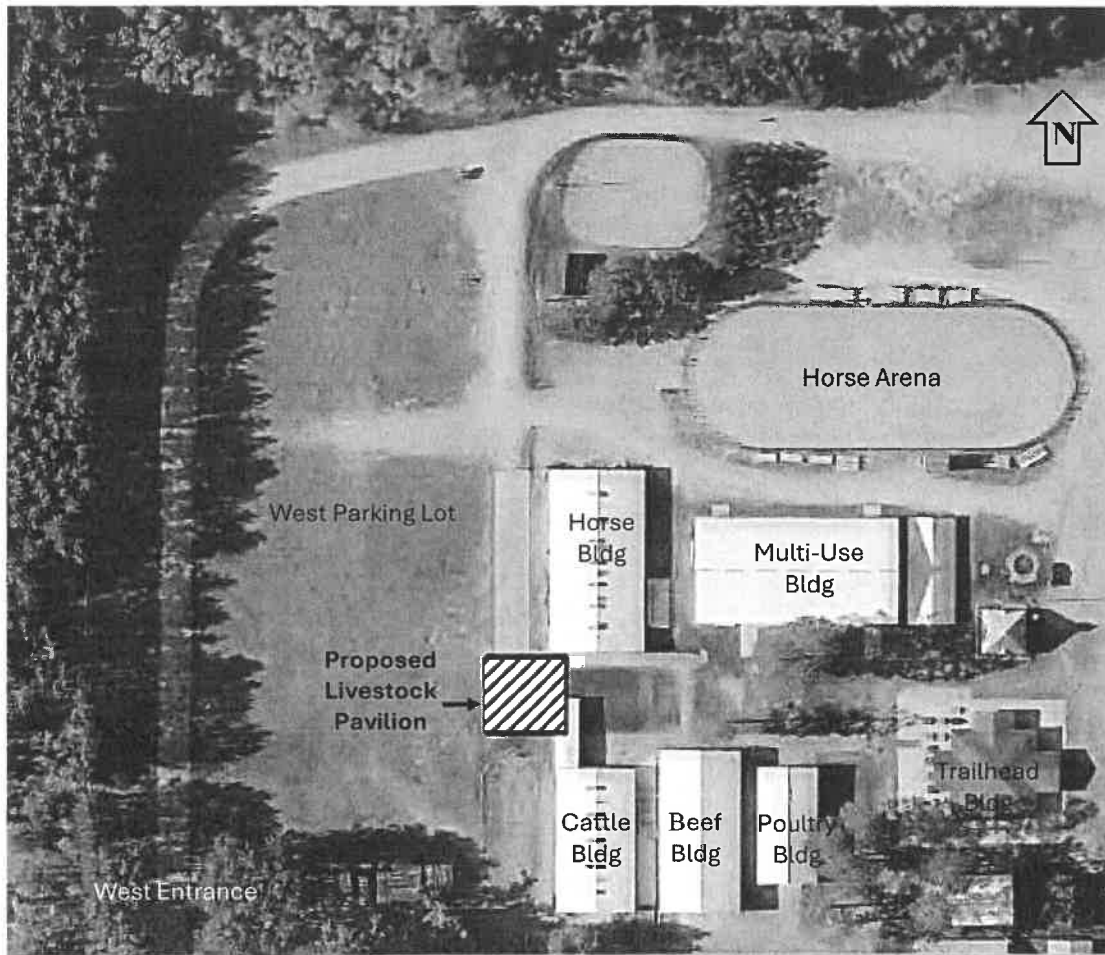
Proposals must be submitted by hard copy to the Itasca County Land Department:

Spring Higley, Park Operation Coordinator
Itasca County Land Department
1177 LaPrairie Avenue
Grand Rapids, MN 55744

Above contact may be reached at 218-327-7347 for any questions on this project and Request for Proposals.

Proposal submittals must be received by 3:30 pm on June 10th, 2026

Location of Livestock Pavilion Project at Itasca County Fairgrounds Park



Proposed Improvement

 Proposed Livestock Pavilion

Existing Structures

Horse Building

Multi-Use Building

Cattle Barn

Beef Barn

Poultry Barn

Trailhead Building

Site Features

Horse Arena

West Parking Lot

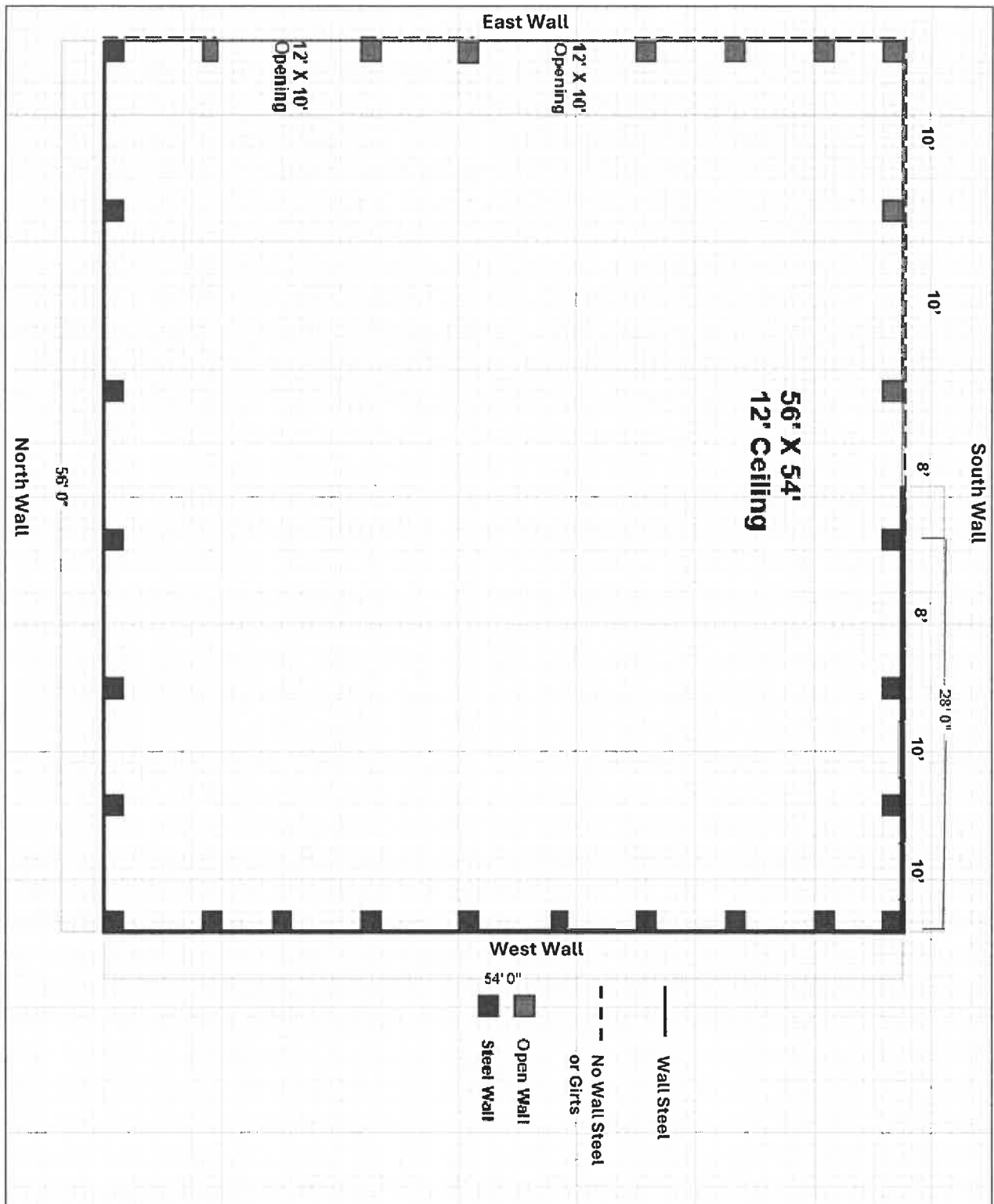
Access Drives

West Entrance

Map Reference

North arrow (N)

Livestock Pavilion Layout





**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 7, 2026

REQUEST FOR BOARD ACTION: RBA-2026-491

DEPARTMENT: Land Department

TIME REQUESTED: 5 Minutes

PRESENTER: Kory Cease

AGENDA ITEM:

Itasca County Outdoor Recreation Plan Update

BOARD ACTION REQUESTED:

Accept the outlined schedule and public review process for updating the Itasca County Outdoor Recreation Plan.

BACKGROUND:

The Land Department has been working with the Itasca County Park and Recreation Commission in developing a draft updated Itasca County Outdoor Recreation Plan to bring forward for public comment and review. All public engagement will be given Public Notice in area newspapers and on the county website. The following schedule was developed for the plan public engagement and update process:

- Draft plan availability on County Park System website: July 10, 2026
- Public Comment Period: July 10 through August 10, 2026
- Public Informational Meetings, July 15: Bigfork, MN; July 16: Nashwauk, MN; July 23: Grand Rapids, MN
- Public Hearing and County Board consideration for adopting the final recommended plan: September 1, 2026
- Public comments can be directed by email to parks@co.itasca.mn.us, or to the Itasca County Land Department, 1177 LaPrairie Ave. Grand Rapids, MN 55744; 218-327-2855.

COUNTY ATTORNEY REVIEW:

SUPPORTING DOCUMENTATION: None

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



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, July 7, 2026

REQUEST FOR BOARD ACTION: RBA-2026-446

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