



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, August 4, 2026

2:30 PM

Itasca County Boardroom

FINAL

REGULAR SESSION MINUTES

I. CALL TO ORDER

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

Attendee Name	Title	Status	Arrived
Cory Smith	District #1	Absent	
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	Absent	

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Added Item #6.1A (Potential Perceived Nepotism Issue) from Consent Agenda Item #5.2 and approved the agenda, as amended.

RESULT: APPROVED (3 TO 0)
MOVER: Commissioner John Johnson
SECONDER: Commissioner Larry Hopkins
AYES: Terry Snyder, John Johnson, Larry Hopkins
ABSENT: Cory Smith, Casey Venema

IV. MINUTES APPROVAL

Motion To: Approve the minutes of the Tuesday, July 28, 2026, County Board Regular Session.

RESULT: APPROVED (3 TO 0)
MOVER: Commissioner Larry Hopkins
SECONDER: Commissioner John Johnson
AYES: Terry Snyder, John Johnson, Larry Hopkins
ABSENT: Cory Smith, Casey Venema

1. Approve the minutes of the Tuesday, July 28, 2026, Itasca County Regular Session.

V. CONSENT AGENDA

Motion To: Move Item 5.1 (Potential Perceived Nepotism Issue) to Regular Agenda Item 1A and approve the Consent agenda, as amended.

RESULT:	APPROVED (3 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Larry Hopkins
AYES:	Terry Snyder, John Johnson, Larry Hopkins
ABSENT:	Cory Smith, Casey Venema

1. Approve final payment for Contract 60730, a grading, aggregate base & bituminous surfacing project on CSAH 7, and authorize the County Board Chairperson and Clerk to the County Board to sign the necessary documents.
3. Approve the Purchase of Service Agreement between ICHHS and Dr. Justin Gambill for Clinical Supervision for the period September 1, 2026, through December 31, 2026, at a rate of \$250.00 per session and authorize County Board Chair and ICHHS Director to sign said agreement.
4. Approve the donation of three computers to First Call for Help
5. Approve the Purchase of Service Agreement between ICHHS and Ethical Solutions LLC for Guardianship/Conservatorship for the period September 1, 2026, through December 31, 2026, at a rate of \$55.00 per hour and authorize County Board Chair and ICHHS Director to sign said agreement.

VI. REGULAR AGENDA

1. Commissioner Warrants

Motion To: Approve Commissioner Warrants with a check date of July 22, 2026, in the amount of \$1,574,909.34.

RESULT:	APPROVED (3 TO 0)
MOVER:	Commissioner Larry Hopkins
SECONDER:	Commissioner John Johnson
AYES:	Terry Snyder, John Johnson, Larry Hopkins
ABSENT:	Cory Smith, Casey Venema

- 1a. Nepotism Policy Exception

RESULT:	RECOMMENDED FOR REGULAR	NEXT: 08/04/2026 2:30 PM
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2. Review and Approval of IMCare Compliance Documents

Motion To: Review and approve the IMCare Compliance Plan, Code of Conduct, and related policies and procedures.

RESULT:	APPROVED (3 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Larry Hopkins
AYES:	Terry Snyder, John Johnson, Larry Hopkins
ABSENT:	Cory Smith, Casey Venema

3. Itasca County Law Library Policy

It was the consensus of the County Board to table this item until the next scheduled Board meeting on August 18, 2026.

VII. ADMINISTRATOR UPDATE

County Administrator Brett Skyles provided an Administrator Update, including discussing AI Re: Cyber Attacks. A 2020 baseline says attackers took over 700 days on average to build working exploits for published vulnerabilities and in 2025 that duration shrunk to a median of 44 days using AI. Itasca County is looking into providing more insurance for this type of situation along with more employee training.

VIII. COMMITTEE REPORTS

Commissioner Hopkins reported on attending an IEDC meeting and Coffee with Commissioners.

Commissioner Johnson reported on attending a meeting with Kevin McKinnon (Assistant Commissioner for DEED), a Budget meeting, Grand Rapids Area of Commerce meeting, IEDC and Coffee with Commissioners. Also attended the fantastic Tall Timber Days and the Black Bear Show.

Commissioner Snyder reported on attending Coffee with Commissioners and a Budget meeting.

IX. COMMISSIONER COMMENTS

Commissioner Hopkins provided comment regarding tonight being "National Night Out" in different locations and a reminder that there is no Board meeting on August 11, 2026, due to voting; remember to get out and vote.

X. CITIZEN INPUT

1. Receive citizen input.

Jake Langslag provided input regarding Finns new leash, having a good name and reputation, the Law Library remaining closed, phone lines in Court Administration, animal rights, walking in the parade, and animal control.

Renie Dushan provided input regarding the major accidents that have occurred on Highway 169 and how dangerous it is driving on this specific part of the road where the accidents occur.

XI. CLOSED SESSIONS

XII. ADJOURN

Acting Chair Snyder adjourned the meeting at 2:53 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
(218) 327-2847

Tuesday, July 28, 2026

2:30 PM

Itasca County Boardroom

DRAFT

REGULAR SESSION MINUTES

I. CALL TO ORDER

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

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

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Add Item #6.10 (Forest Service Payment Methodology) 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, July 21, 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, July 21, 2026, Regular Session.

V. CONSENT AGENDA

Motion To: Approve the Consent agenda, as presented.

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

1. Approve Lease Amendment with the State of MN Department of Public Safety: Bureau of Criminal Apprehension and authorize necessary signatures.

2. Approve Memorandum of Understanding between Itasca County and Law Enforcement Labor Services Local 598 and authorize necessary signatures.
3. Approve Memorandum of Understanding between Itasca County and AFSCME Local 1452 Re: changes to the Post Health Care Savings Plan and authorize necessary signatures.
4. Approve LG214 Premises Permit Application, as requested by American Legion Post 122, for gambling at Richies Repete located at 48644 State Highway 38, Marcell, MN 56657.
5. Schedule a land classification meeting for Tuesday, October 6, 2026, at the regularly scheduled County Board meeting at 2:30 pm in the County Boardroom.

VI. REGULAR AGENDA

1. Employee Recognition

Farewell to David Schmit, who has retired from his position as Assistant County Attorney in The Attorneys Department after 24 years of service, effective July 16, 2026.

Farewell to Wayne Pifher, who has retired from his position as Highway Maintenance Worker in the Transportation department after 25 years of service, effective July 24, 2026.

Congratulations to Gwen Hill who has been promoted from Eligibility Specialist to Lead Eligibility Specialist in the Health and Human Services Department, effective July 6, 2026.

Congratulations to Tim Lasecki who has transferred from his position as Survey Technician in the Surveying & Mapping department to Engineering Tech in the Transportation Department, effective July 19th, 2026.

Welcome to Stephanie Troumbly who has joined Itasca County as a Social Worker in the Health and Human Services Department, effective July 20, 2026

2. Commissioner Warrants

Motion To: Approve Commissioner Warrants with a check date of July 29, 2026, in the amount of \$584,371.70.

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. ICHHS Warrants

Motion To: Approve the Itasca County Health & Human Services Warrants for July 2026 in the amount of \$1,099,875.21.

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

4. Job Postings

Motion To: Approve Job Postings :1 Assistant County Attorney, 3 Road Deputies, 1 Emergency Communications Specialist, 1 Eligibility Specialist, 1 Child Support Officer, 1 Highway Maintenance Worker.

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

5. County Based Purchasing (IMCare) Division Update/Presentation.
Sarah Anderson, Health Plan Division Manager, provided County Based Purchasing (IMCare) Division Update/Presentation Re: Quarter 1, 2026 Compliance Program Report for informational purposes only; no action taken.
6. Statewide Affordable Housing Aid (SAHA) 2026
Motion To: Approve allocating the 2024 (\$129,700) and 2025 (\$55,312) SAHA dollars to the Itasca County Housing and Redevelopment Authority (ICHRA) Community Land Trust (CLT) homes program project and committed the 2026 (\$67,765) SAHA dollars to future ICHRA CLT projects.

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

7. Youth Development Work
Keri Cavitt, Regional Director Northeast Region, provided an update on Youth Development Work from County Extension, for informational purposes only; no action taken.
8. Addition to the Swan River Deer Yard WMA
No action was taken on request to purchase 474-acre contiguous tract of land to add to the Swan River Wildlife Management Area.

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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9. License Agreement with United States Steel Corporation
Motion To: Approve License Agreement between Itasca County and United States Steel Corporation for the public water access on Blue Lake and authorize necessary signatures.

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

10. Forest Service Payment Methodology
Motion To: Approve the Forest Service Payment methodology and authorized necessary signatures.

RESULT:	APPROVED (5 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Terry Snyder
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 a Budget Session and Grand Village Board meeting.

Commissioner Johnson reported on attending the compacting program (10 ton loads going out), attending a Probation Advisory Committee meeting, met with the Deputy Commissioner for DEED, and attended the Northern MN Car Show and Swap meet.

Commissioner Snyder reported on attending a Budget Session and Grand Village Board meeting.

Commissioner Venema reported on attending a Nashwauk Library Board meeting.

IX. COMMISSIONER COMMENTS

Commissioner Smith provided comment on Coffee with Commissioners on Thursday, July 30, 2026, at 6 p.m. at Carpenter Town Hall.

X. CITIZEN INPUT

No input provided.

1. Receive citizen input.

XI. CLOSED SESSIONS**XII. ADJOURN**

Chair Smith adjourned the meeting at 3:48 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, August 4, 2026

REQUEST FOR BOARD ACTION: RBA-2026-516

DEPARTMENT: Transportation

TIME REQUESTED: < 5 Minutes

PRESENTER: Rachel Metelak

AGENDA ITEM:

Contract 60730 - Grading, Aggregate Base & Bituminous Surfacing - Final Payment Request

BOARD ACTION REQUESTED:

Approve final payment for Contract 60730, a grading, aggregate base & bituminous surfacing project on CSAH 7, and authorize the County Board Chairperson and Clerk to the County Board to sign the necessary documents.

BACKGROUND:

Kern & Tabery, Inc. has completed the grading, aggregate base & bituminous surfacing project on CSAH 7 from CSAH 59 to CSAH 8 and it is recommended that final payment be processed.

Bid Amount: \$6,428,624.39

Final Amount: \$6,295,727.64

The project came in slightly under budget, in part due to finding better soils. Therefore, less muck excavation was required.

COUNTY ATTORNEY REVIEW: NA

SUPPORTING DOCUMENTATION:

1. 60730 Closeout Packet for Board

RESULT:	APPROVED (3 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Larry Hopkins
AYES:	Terry Snyder, John Johnson, Larry Hopkins
ABSENT:	Cory Smith, Casey Venema

CERTIFICATE FOR FINAL PAYMENT

State of Minnesota

Project No.: SAP 031-607-030

County of Itasca

Contract No.: 60730

The County Board of Itasca County hereby recognizes that the work done by Kern & Tabery, Inc. of Wadena, MN, under contract with Itasca County, made and entered into on February 4, 2025, relating to the furnishing of materials, and/or, the construction of the above-named project has been completed.

We hereby approve of the Engineer's Final Estimate hereto attached, including variations from the original plans, and hereby find the Contractor entitled to total compensation for said work according to said estimate.

Dated: _____, 2026

Signed:

Chairman, Itasca County Board

Clerk to the County Board

CERTIFICATE OF PERFORMANCE FORM

County of Itasca

Project No.: SAP 031-607-030
CSAH 7- Grading, Aggregate Base & Bituminous Surfacing

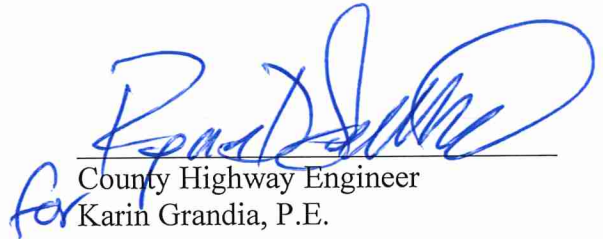
Name of Contractor: Kern & Tabery, Inc.

Contract No.: 60730

Total Value of Work: \$6,295,727.64

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

7/27/2026
Date


for County Highway Engineer
Karin Grandia, P.E.

cc County Auditor
State Aid Engineer
County Highway Engineer

** Required for all State Aid and Federal Aid Projects

Contract Number: 60730
Pay Request Number: 17

Project Number	Project Description
SAP 031-607-030	Grading, Aggregate Base & Bituminous Surfacing

Contractor: Kern & Tabery Inc. 110 2nd St. NW Wadena, MN 56482	Vendor Number: 000102017 Up To Date: 07/15/2026
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Contract Amount

Original Contract	\$6,428,624.39
Contract Changes	\$11,967.93
Revised Contract	\$6,440,592.32

Funds Encumbered

Original	\$6,428,624.39
Additional	N/A
Total	\$6,428,624.39

Work Certified To Date

Base Bid Items	\$6,271,359.11
Contract Changes	\$24,368.53
Material On Hand	\$0.00
Total	\$6,295,727.64

Project	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
SAP 031-607-030	\$0.00	\$6,295,727.64	\$0.00	\$5,980,941.26	\$314,786.38	\$6,295,727.64

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$0.00	\$6,295,727.64	\$0.00	\$5,980,941.26	\$314,786.38	\$6,295,727.64
Percent: Retained: 0%			Percent Complete: 97.75%		

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By

Rachel Metelak

County/City/Project Engineer

7/27/2026

Date

Approved By Kern & Tabery Inc.

Brad Kern

Contractor Brad Kern

July 23 2026

Date

Contract Payment Summary				
Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2025-03-11	\$55,994.40	\$2,799.72	\$53,194.68
2	2025-06-02	\$100,783.20	\$5,039.16	\$95,744.04
3	2025-06-16	\$324,349.08	\$16,217.45	\$308,131.63
4	2025-06-30	\$180,177.06	\$9,008.86	\$171,168.20
5	2025-07-14	\$298,312.11	\$14,915.60	\$283,396.51
6	2025-08-11	\$1,155,243.05	\$57,762.16	\$1,097,480.89
7	2025-08-25	\$637,983.58	\$31,899.17	\$606,084.41
8	2025-09-08	\$675,935.68	\$33,796.79	\$642,138.89
9	2025-09-22	\$576,063.96	\$28,803.20	\$547,260.76
10	2025-10-06	\$640,413.85	\$32,020.69	\$608,393.16
11	2025-10-20	\$534,172.12	\$26,708.60	\$507,463.52
12	2025-11-03	\$506,589.02	\$25,329.46	\$481,259.56
13	2025-11-17	\$13,290.00	\$664.50	\$12,625.50
14	2026-06-02	\$528,566.46	\$26,428.32	\$502,138.14
15	2026-06-16	\$64,924.80	\$3,246.24	\$61,678.56
16	2026-07-14	\$2,929.27	\$146.46	\$2,782.81
17	2026-07-15	\$0.00	(\$314,786.38)	\$314,786.38

Contract Funding Category Summary						
Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
CSAH	1	\$6,295,727.64	\$0.00	\$5,980,941.26	\$314,786.38	\$6,295,727.64

Contract Funding Source Summary					
Accounting Number	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
CSAH	Regular (CSAH)	\$314,786.38	\$6,440,592.32	\$6,428,624.39	\$6,295,727.64

Project Payment Summary					
Project	Payment Number	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
SAP 031-607-030	1	2025-03-11	\$55,994.40	\$2,799.72	\$53,194.68
SAP 031-607-030	2	2025-06-02	\$100,783.20	\$5,039.16	\$95,744.04
SAP 031-607-030	3	2025-06-16	\$324,349.08	\$16,217.45	\$308,131.63
SAP 031-607-030	4	2025-06-30	\$180,177.06	\$9,008.86	\$171,168.20
SAP 031-607-030	5	2025-07-14	\$298,312.11	\$14,915.60	\$283,396.51
SAP 031-607-030	6	2025-08-11	\$1,155,243.05	\$57,762.16	\$1,097,480.89
SAP 031-607-030	7	2025-08-25	\$637,983.58	\$31,899.17	\$606,084.41
SAP 031-607-030	8	2025-09-08	\$675,935.68	\$33,796.79	\$642,138.89
SAP 031-607-030	9	2025-09-22	\$576,063.96	\$28,803.20	\$547,260.76
SAP 031-607-030	10	2025-10-06	\$640,413.85	\$32,020.69	\$608,393.16
SAP 031-607-030	11	2025-10-20	\$534,172.12	\$26,708.60	\$507,463.52
SAP 031-607-030	12	2025-11-03	\$506,589.02	\$25,329.46	\$481,259.56
SAP 031-607-030	13	2025-11-17	\$13,290.00	\$664.50	\$12,625.50
SAP 031-607-030	14	2026-06-02	\$528,566.46	\$26,428.32	\$502,138.14
SAP 031-607-030	15	2026-06-16	\$64,924.80	\$3,246.24	\$61,678.56
SAP 031-607-030	16	2026-07-14	\$2,929.27	\$146.46	\$2,782.81
SAP 031-607-030	17	2026-07-15	\$0.00	(\$314,786.38)	\$314,786.38

Project Funding Category Summary						
Project	Funding Category Name	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
SAP 031-607-030	CSAH - Group 1	\$6,295,727.64	\$0.00	\$5,980,941.26	\$314,786.38	\$6,295,727.64

Project Funding Source Summary					
Project	Funding Source Name	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
SAP 031-607-030	CSAH (Regular (CSAH))	\$314,786.38	\$6,440,592.32	\$6,428,624.39	\$6,295,727.64

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 031-607-030	1	2021.501	MOBILIZATION	LS	\$266,354.00	1	0	\$0.00	1	\$266,354.00
SAP 031-607-030	2	2051.501	MAINT AND RESTORATION OF HAUL ROADS	LS	\$1.00	1	0	\$0.00	1	\$1.00
SAP 031-607-030	3	2101.505	CLEARING (P)	ACRE	\$9,999.00	11.2	0	\$0.00	11.2	\$111,988.80
SAP 031-607-030	4	2101.505	GRUBBING (P)	ACRE	\$3,999.00	11.2	0	\$0.00	11.2	\$44,788.80
SAP 031-607-030	5	2104.502	SALVAGE VEHICULAR GATE	EACH	\$500.00	1	0	\$0.00	1	\$500.00
SAP 031-607-030	6	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	\$10.00	102	0	\$0.00	0	\$0.00
SAP 031-607-030	7	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	\$8.00	268	0	\$0.00	152	\$1,216.00
SAP 031-607-030	8	2104.503	REMOVE PIPE CULVERTS	LF	\$15.00	2378	0	\$0.00	2489	\$37,335.00
SAP 031-607-030	9	2104.503	REMOVE FENCE	LF	\$3.50	675	0	\$0.00	675	\$2,362.50
SAP 031-607-030	10	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	\$5.00	130	0	\$0.00	88	\$440.00
SAP 031-607-030	11	2104.504	REMOVE BITUMINOUS PAVEMENT (P)	SY	\$3.31	83037	0	\$0.00	83037	\$274,852.47
SAP 031-607-030	12	2106.507	EXCAVATION - COMMON (P)	CY	\$6.64	138395	0	\$0.00	138395	\$918,942.80
SAP 031-607-030	13	2106.507	EXCAVATION - MUCK	CY	\$9.75	26025	0	\$0.00	16876	\$164,541.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 031-607-030	14	2106.507	SELECT GRANULAR EMBANKMENT (CV) (P)	C Y	\$12.52	70157	0	\$0.00	70157	\$878,365.64
SAP 031-607-030	15	2106.507	COMMON EMBANKMENT (CV) (P)	C Y	\$1.90	65957	0	\$0.00	65957	\$125,318.30
SAP 031-607-030	16	2118.509	AGGREGATE SURFACING CLASS 1	TON	\$20.00	5685	0	\$0.00	4507.28	\$90,145.60
SAP 031-607-030	17	2123.610	1.5 CU YD BACKHOE	HOURL	\$200.00	100	0	\$0.00	70	\$14,000.00
SAP 031-607-030	18	2130.523	WATER	MGAL	\$35.00	422	0	\$0.00	126	\$4,410.00
SAP 031-607-030	19	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	C Y	\$26.12	35168	0	\$0.00	35168	\$918,588.16
SAP 031-607-030	20	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	\$66.00	13815	0	\$0.00	14425.17	\$952,061.22
SAP 031-607-030	21	2360.509	TYPE SP 19.0 NON WEARING COURSE MIXTURE (2,B)	TON	\$52.50	8958	0	\$0.00	9140.35	\$479,868.38
SAP 031-607-030	22	2451.507	COARSE AGGREGATE BEDDING (CV) (P)	C Y	\$43.50	1314	0	\$0.00	1314	\$57,159.00
SAP 031-607-030	23	2501.502	18" GS PIPE APRON	EACH	\$309.00	8	0	\$0.00	8	\$2,472.00
SAP 031-607-030	24	2501.502	24" GS PIPE APRON	EACH	\$422.00	14	0	\$0.00	14	\$5,908.00
SAP 031-607-030	25	2501.502	18" CAS SAFETY APRON AND GRATE DESIGN 3128	EACH	\$706.00	116	0	\$0.00	112	\$79,072.00
SAP 031-607-030	26	2501.502	24" CAS SAFETY APRON AND GRATE DESIGN 3128	EACH	\$1,245.00	18	0	\$0.00	18	\$22,410.00
SAP 031-607-030	27	2501.503	18" CAS PIPE CULVERT	L F	\$39.00	2498	0	\$0.00	2498	\$97,422.00
SAP 031-607-030	28	2501.503	24" CAS PIPE CULVERT	L F	\$52.00	352	0	\$0.00	352	\$18,304.00
SAP 031-607-030	29	2501.503	18" CP PIPE CULVERT	L F	\$97.00	206	0	\$0.00	208	\$20,176.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 031-607-030	30	2501.503	24" CP PIPE CULVERT	L F	\$113.00	565	0	\$0.00	543	\$61,359.00
SAP 031-607-030	31	2501.503	60" PC-CS PIPE CULVERT	L F	\$223.00	125	0	\$0.00	125	\$27,875.00
SAP 031-607-030	32	2501.503	72" PC-CS PIPE CULVERT	L F	\$222.00	274	0	\$0.00	274	\$60,828.00
SAP 031-607-030	33	2501.503	108" CS PIPE CULVERT	L F	\$553.00	138	0	\$0.00	138	\$76,314.00
SAP 031-607-030	34	2501.602	TRASH GUARD FOR 18" PIPE APRON	EACH	\$220.00	2	0	\$0.00	2	\$440.00
SAP 031-607-030	35	2503.503	18" CP PIPE SEWER	L F	\$45.00	918	0	\$0.00	913	\$41,085.00
SAP 031-607-030	36	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	EACH	\$5,357.00	6	0	\$0.00	6	\$32,142.00
SAP 031-607-030	37	2506.502	CASTING ASSEMBLY	EACH	\$1,800.00	6	0	\$0.00	6	\$10,800.00
SAP 031-607-030	38	2511.507	RANDOM RIPRAP CLASS II	C Y	\$63.50	266	0	\$0.00	156	\$9,906.00
SAP 031-607-030	39	2531.503	CONCRETE CURB AND GUTTER DESIGN D418	L F	\$20.75	3455	0	\$0.00	3486	\$72,334.50
SAP 031-607-030	40	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$89.04	387	0	\$0.00	347.2	\$30,914.69
SAP 031-607-030	41	2540.602	RELOCATE MAIL BOX SUPPORT	EACH	\$120.00	46	0	\$0.00	48	\$5,760.00
SAP 031-607-030	42	2540.602	RELOCATE MAIL BOX	EACH	\$10.00	46	0	\$0.00	48	\$480.00
SAP 031-607-030	43	2563.601	TRAFFIC CONTROL	LS	\$14,100.00	1	0	\$0.00	1	\$14,100.00
SAP 031-607-030	44	2563.610	FLAGGER	HOURL	\$100.00	200	0	\$0.00	0	\$0.00
SAP 031-607-030	45	2573.501	STORM DRAIN INLET PROTECTION	LS	\$129.00	1	0	\$0.00	0	\$0.00
SAP 031-607-030	46	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$7,500.00	1	0	\$0.00	0	\$0.00

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 031-607-030	47	2573.501	EROSION CONTROL SUPERVISOR	LS	\$2,000.00	1	0	\$0.00	1	\$2,000.00
SAP 031-607-030	48	2573.503	SILT FENCE, TYPE MS	L F	\$2.85	35800	0	\$0.00	31997	\$91,191.45
SAP 031-607-030	49	2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	L F	\$19.99	55	0	\$0.00	50	\$999.50
SAP 031-607-030	50	2573.503	SEDIMENT CONTROL LOG TYPE COMPOST	L F	\$3.95	400	0	\$0.00	0	\$0.00
SAP 031-607-030	51	2573.503	SEDIMENT CONTROL LOG TYPE ROCK	L F	\$6.99	362	0	\$0.00	306	\$2,138.94
SAP 031-607-030	52	2574.508	FERTILIZER TYPE 3	LB	\$0.92	7870	0	\$0.00	8200	\$7,544.00
SAP 031-607-030	53	2575.504	MULCH MATERIAL TYPE 4 (P)	S Y	\$0.19	190454	0	\$0.00	190454	\$36,186.26
SAP 031-607-030	54	2575.504	ROLLED EROSION PREVENTION CATEGORY 20	S Y	\$1.39	8155	0	\$0.00	6640	\$9,229.60
SAP 031-607-030	55	2575.505	SEEDING (P)	ACRE	\$99.00	41	0	\$0.00	41	\$4,059.00
SAP 031-607-030	56	2575.505	DISK ANCHORING	ACRE	\$39.00	41	0	\$0.00	41	\$1,599.00
SAP 031-607-030	57	2575.509	MULCH MATERIAL TYPE 3	TON	\$139.00	61.5	0	\$0.00	17	\$2,363.00
SAP 031-607-030	58	2575.608	SEED MESIC INSLOPE	LB	\$5.00	2458	0	\$0.00	2470	\$12,350.00
SAP 031-607-030	59	2575.608	SEED NORTHEAST ROADSIDE	LB	\$5.00	53	0	\$0.00	65	\$325.00
SAP 031-607-030	60	2575.608	SEED TURFGRASS	LB	\$5.00	206	0	\$0.00	160	\$800.00
SAP 031-607-030	61	2580.503	INTERIM PAVEMENT MARKING	L F	\$0.15	27096	0	\$0.00	19510	\$2,926.50
SAP 031-607-030	62	2582.503	6" SOLID LINE MULTI-COMPONENT (WR)	L F	\$0.80	6598	0	\$0.00	7442	\$5,953.60

Contract Item Status										
Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 031-607-030	63	2582.503	6" BROKEN LINE MULTI-COMPONENT (WR)	L F	\$0.80	3390	0	\$0.00	3740	\$2,992.00
SAP 031-607-030	64	2582.503	6" DOUBLE SOLID LINE MULTI-COMPONENT (WR)	L F	\$1.60	6236	0	\$0.00	5459	\$8,734.40
SAP 031-607-030	65	2582.503	6" SOLID LINE MULTI-COMPONENT GROUND IN (WR)	L F	\$1.00	46368	0	\$0.00	46626	\$46,626.00
Base Bid Totals:								\$0.00		\$6,271,359.11

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
SAP 031-607-030	Participating	\$0.00	\$6,271,359.11

Contract Change Item Status											
Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This request	Quantity To date	Amount To Date
SAP 031-607-030	BK1	72	2360.601 Bituminous Material Test Fail (LS)	(\$1,180.93)	1	(\$1,180.93)	ITM	0	\$0.00	1	(\$1,180.93)
SAP 031-607-030	CO1	66	2104.502 REMOVE SIGN (EACH)	\$50.00	50	\$2,500.00	ITM	0	\$0.00	50	\$2,500.00
SAP 031-607-030	CO2	67	2501.502 42" CAS SAFETY APRON AND GRATE DESIGN 3148 (EACH)	\$1,980.00	2	\$3,960.00	ITM	0	\$0.00	2	\$3,960.00
SAP 031-607-030	CO2	68	2501.503 INSTALL METAL CULVERT (L F)	\$82.00	100	\$8,200.00	ITM	0	\$0.00	96	\$7,872.00
SAP 031-607-030	CO3	69	2106.507 SELECT GRANULAR EMBANKMENT (CV) (C Y)	\$12.52	400	\$5,008.00	ITM	0	\$0.00	400	\$5,008.00
SAP 031-607-030	CO4	22	2451.507 COARSE AGGREGATE BEDDING (CV) (P) (C Y)	\$43.50	107	\$4,654.50	ADJ				
SAP 031-607-030	CO5	15	2106.507 COMMON EMBANKMENT (CV) (P) (C Y)	\$1.90	-9149	(\$17,383.10)	ADJ				
SAP 031-607-030	CO6	70	2563.601 TRAFFIC CONTROL (LS)	\$1,935.96	1	\$1,935.96	ITM	0	\$0.00	1	\$1,935.96
SAP 031-607-030	CO7	71	2232.504 MILL BITUMINOUS SURFACE (1.5") (S Y)	\$16.50	259	\$4,273.50	ITM	0	\$0.00	259	\$4,273.50
Contract Change Totals:								\$0.00			\$24,368.53

Contract Change Totals			
Number	Description	Effective Date	Amount
1	Test results for asphalt cement sample No. CO-AC26-0070 failed percent recovery with a test result of 23%. The minimum acceptable recovery for PG58H-34 is 30%. Failing asphalt cement is typically assessed a price reduction based on the severity of the material being out of the acceptable limits. Using the MnDOT Combined Schedule of Reductions for Tack and Percent Recovery the Engineer has determined the failing material should be assessed a price reduction of 3% of the mix price produced with the failing material. Support paperwork is on file.	06/23/2026	(\$1,180.93)
1	Remove Signs within Construction Limits	06/04/2025	\$2,500.00
2	During construction it was discovered that a 24" diameter centerline culvert replacement planned for St. 88+25 had a 42" diameter in place. The need was determined through hydraulics for the 42" diameter culvert Due to long lead times the Engineer had a new 42" culvert delivered through our state maintenance contract as to not hold up construction, paid for separately from this contract. The Contractor agreed to purchase the aprons and install the pipe for the same price per linear foot as the other larger culverts on this job.	08/14/2025	\$12,160.00
3	On July 23rd there was over 4.5" of rain in less than 2.5 hours on the project. This caused severe damage and washouts from St. 47+50 to 49+50 400 CY select was needed to fix the road.	08/14/2025	\$5,008.00
4	Bid Item 2451.507 Coarse Aggregate Bedding(CV) was a planned quantity of 1,207 CY's. Field conditions at St. 49+15 and St. 74+10 warranted additional aggregate bedding. The Engineer determined the need to increase the planned quantity by 107 CY at the bid price of \$43.50/CY.	09/29/2025	\$4,654.50
5	The grading for the project is complete and there was less muck than anticipated. Having less muck meant less common embankment was needed. Under Spec 2106.507 - Common Embankment(CV)(P) is a planned quantity, therefore this change order is to revise the planned quantity of common embankment. Muck was not a planned quantity, so that item will just be underran.	10/28/2025	(\$17,383.10)
6	The project originally had part of bid item 2580.503 INTERM PAVEMENT MARKINGS for striping between the final lift of wear course and permanent striping. Considering traffic volume, timeframe, and the desire to have cleaner lines for a final product, the Engineer has decided to place "NO CENTER STRIPE" signs as necessary along the project instead. This CO is for the costs associated with providing and placing the signs. Part of the INTERM PAVEMENT MARKINGS item will not be used.	05/26/2026	\$1,935.96
7	The project had the final lift of TYPE SP 9.5 Wearing Course Mixture (2,C) (1.5") placed this year, 2026. Last fall side road approaches were tapered with bituminous to avoid a drop. The Plan did not include an item for milling out that taper prior to final placement. The Engineer determined the need to add Item 2232.504 MILL BITUMINOUS SURFACE (1.5") to Plan.	05/29/2026	\$4,273.50

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

Contract Total	\$6,295,727.64
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**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, August 4, 2026

REQUEST FOR BOARD ACTION: RBA-2026-517

DEPARTMENT: Human Resources

TIME REQUESTED: < 5 Minutes

PRESENTER: Mandy Windorski

AGENDA ITEM:

Potential Perceived Nepotism Issue

BOARD ACTION REQUESTED:

Approve Nepotism Policy Exception for vacant position in Health and Human Services.

BACKGROUND:

Health and Human Services, Public Health Division has a vacant position. The external applicant is related to one of the employees that would indirectly supervise them, which could create an issue of perceived nepotism. The relationship is one of the relationships currently described in the Nepotism policy. However, to avoid any potential concerns related to perceived nepotism, the Public Health management team and the HHS Director have created a plan to proactively address these concerns. A Public Health Supervisor will supervise the day-to-day activities, approve time sheets, performance reviews, etc. The Health and Human Services Director will indirectly supervise and participate in any disciplinary matters if necessary. We believe this will address any potential issues related to perceived nepotism.

The Nepotism policy language is as follows:

D. NEPOTISM 1. Relatives of County department heads and their employees or persons who live with each other and consider themselves or represent to others a relationship situationally similar to being married ["Person(s)"] may not be employed, promoted, or engaged to perform services within the same department where one relative/Person(s) will or may exercise or directly influence the recruitment, employment, salary, fees or performance review of another relative/Persons except by a majority vote of the full Board. Relatives shall be defined as individuals related by blood or marriage and include the following: spouse, parents, sons, daughters, brothers, stepchildren, sisters, grandparents, in-laws, uncles, aunts, nieces or nephews, or other relationships which may pose a conflict of interest as determined by the Human Resources Director. a. For the purpose of this section, the term by majority vote of the full Board shall mean all members voting in the affirmative except those members with which a conflict of interest may or would exist. b. When voted by majority vote of the Board the relative/Person(s) hired, promoted or engaged to perform services will not have a direct reporting relationship to the related County department head or employee. The Department Head will charge another supervisor within the department with responsibility for the direct reporting relationship.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	APPROVED (3 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Larry Hopkins
AYES:	Terry Snyder, John Johnson, Larry Hopkins
NAYS:	Cory Smith, Casey Venema
ABSTAIN:	
ABSENT:	



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, August 4, 2026

REQUEST FOR BOARD ACTION: RBA-2026-518

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Becky Lauer

AGENDA ITEM:

Dr. Justin Gambill - Clinical Supervision, Purchase of Service Agreement

BOARD ACTION REQUESTED:

Approve the Purchase of Service Agreement between ICHHS and Dr. Justin Gambill for Clinical Supervision for the period September 1, 2026 through December 31, 2026, at a rate of \$250.00 per session and authorize County Board Chair and ICHHS Director to sign said agreement.

BACKGROUND:

Expand provider pool for clinical supervision.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. Dr. Justin Gambill 9-2026

RESULT:	APPROVED (3 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Larry Hopkins
AYES:	Terry Snyder, John Johnson, Larry Hopkins
ABSENT:	Cory Smith, Casey Venema

ITASCA COUNTY HEALTH AND HUMAN SERVICES
1209 SE 2nd Avenue
Grand Rapids, Minnesota 55744

PURCHASE OF SERVICE AGREEMENT

The ITASCA COUNTY HEALTH AND HUMAN SERVICES, 1209 SE 2ND AVENUE, GRAND RAPIDS, MINNESOTA 55744, hereafter referred to as the "Agency", and **JUSTIN GAMBILL, 17320 S CRYSTAL SPRINGS ROAD, GRAND RAPIDS MN 55744**, hereafter referred to as the "Contractor", enter into this Agreement for the period from **09/01/2026 THROUGH 12/31/2026**.

WITNESSETH

WHEREAS, the Contractor is an approved vendor according to published county criteria or certified by the Public Agency ITASCA COUNTY HEALTH AND HUMAN SERVICES to provide **CLINICAL SUPERVISION** to persons; and

WHEREAS, the Agency, pursuant to Minnesota Statutes, Sections 373.01 and 373.02, wishes to purchase such program services from the Contractor; and

WHEREAS, the Contractor represents that it is duly qualified and willing to perform such services;

NOW THEREFORE, in consideration of the mutual understandings and agreements set forth, the Agency and Contractor agree as follows:

I. CONTRACT GENERAL

A. Contractor's Duties:

1. Attached to this Agreement as Exhibit "A" will be items **a through g** as follows:
 - a. **Description of services.**
 - b. **Exposition of staffing**, including job description and professional qualifications of personnel.
 - c. **Organizational chart** with names and positions.
 - d. **Line item budget.**
 - e. **Proof of professional/commercial liability insurance**, (photocopies should include expiration date and amount of coverage).
 - f. **Proof of Worker's Compensation**, (photocopies should include expiration date).
 - g. **Operating license** (photocopy, when applicable).
2. Attached to this Agreement as Exhibit "B", when applicable, are specific duties of the Contractor, as the Agency deems necessary, for the delivery and accountability of client services.
3. The Contractor shall, in writing within ten (10) days, notify the Agency whenever it is unable to, or going to be unable to, provide the required quality or quantity of purchased services. Upon such notifications, Agency shall determine whether such inability will require modification or cancellation of said Agreement.

B. Cost and Delivery of Purchased Services:

1. The Contractor certifies that the services to be provided under this Agreement are not available without cost to eligible clients. The Contractor further certifies that payment claims for purchased services will be in accordance with rates of payment which do not exceed amounts reasonable and necessary to assure quality of service. The Contractor further certifies that rates of payment do not reflect any administrative or program costs assignable to private pay or third-party pay service recipients.
2. Purchased services will be provided at **COMMUNITY SITES**.

C. Safeguard of Client Information:

1. The use or disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality provided for in Minnesota Statutes, Chapter 13, and the Health Insurance Portability and Accountability Act of 1996 (45 C.F.R. Part 160-164), or for any purpose not directly connected with the Agency's or Contractor's responsibility with respect to the purchased services hereunder is prohibited. The collection, use, maintenance and dissemination of data on clients shall be in accordance with the laws of Minnesota and the United States applicable to the data. The Contractor shall assure compliance with Minnesota Statute Section 13.46, subd. 10, Para. (b).
 - a. The parties hereto recognize that data collected, used, exchanged, and disseminated for the administration and management of activities and programs authorized by this Agreement may be classified by State or Federal Law as private or confidential. The parties agree that such data will be collected, used, exchanged, and disseminated consistent with the requirements of law applicable to that data, including the Minnesota Data Practices Act, Minn. Stat. §§ 13.01 et seq., as amended, the Rules of the Commissioner of Administration promulgated there under, MN Rules 1205.0100 et seq., as amended, and the Health Insurance Portability and Accountability Act of 1996 (45 C.F.R. Part 160-164). To the extent necessary for the administration and management of activities and programs herein provided and as otherwise specifically authorized by law, private and confidential data may be exchanged and disseminated between the respective parties, including their legal representatives.
 - b. (When applicable) In accordance with MN Rules 1205.0200 Subpart 14D. it is agreed that the Contractor shall be the responsible authority for that nonprofit corporation.
2. The Agency and Contractor shall insure that a joint release of information document is completed to permit mutual exchange of information between Agency and Contractor.

D. Equal Employment Opportunity and Civil Rights and Nondiscrimination:

1. (When applicable) the Contractor agrees to comply with the Civil Rights Act of 1964, Title VII (42 USC 2000e); including Executive Order No. 11246, and Title VI (42 USC 2000d); and the Rehabilitation Act of 1973, as amended by Section 504;
2. (When applicable) the Contractor certifies that it has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, Section 363A.36. This section only applies if the grant is for more than \$100,000, and the Contractor has employed forty or more full-time employees within the State of Minnesota on a single working day during the previous 12 months.

E. Fair Hearing and Grievance Procedures:

1. The Agency agrees to provide for a fair hearing and grievance procedure in conformance with Minnesota Statutes, Section 256.045, and in conjunction with the fair Hearing and Grievance Procedures established by administrative rules of the State Department of Human Services.

F. Conditions of the Parties' Obligations:

1. It is understood and agreed that in the event the reimbursement to the Agency from State and Federal sources is not obtained and/or continued at a level sufficient to allow for the purchase of the indicated quantity of purchased services, the obligations of each party hereunder shall thereupon be terminated.
2. This Agreement may be canceled by either party at any time, with or without cause, upon thirty (30) days notice, in writing, delivered by mail or in person.
3. Before the termination date specified in Page 1 of this Agreement the Agency may evaluate the performance of the Contractor in regard to terms of this Agreement to determine whether such performance merits renewal of this Agreement.

4. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this Agreement.
5. No claim for services furnished by the Contractor, not specifically provided in the Agreement, will be allowed by the Agency, nor shall the Contractor do any work or furnish any material not covered by this Agreement, unless this is approved in writing by the Agency. Such approval shall be considered to be a modification of the Agreement.
6. In the event that there is a revision of Federal regulations which might make this Agreement ineligible for Federal financial participation, all parties will review the Agreement and renegotiate those items necessary to bring the Agreement into compliance with the new Federal regulations.

G. Subcontracting:

1. The Contractor agrees not to enter into subcontracts for any of the work contemplated under this Agreement without written approval of the Agency.
2. All subcontractors must be subject to and must meet all of the requirements of this Agreement.
3. The Contractors must ensure that any and all subcontracts to provide services under this Agreement must contain the following language:

The subcontractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary, and as a third-party beneficiary, is an affected party under this Agreement. The subcontractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or may sue the provider for any appropriate relief in law or equity, including but not limited to rescission, damages, or specific performance, of all or any part of the Agreement. Minnesota Department of Human Services is entitled to and may recover from the provider reasonable attorney's fees, costs, and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision must not be construed to limit the rights of any party to the Agreement or any other third-party beneficiary, nor must it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any other waiver or immunity.

4. The Contractor agrees to be responsible for the performance of any subcontractor to ensure compliance to the subcontract and Minnesota Rules, part 9525.1870, subpart 3.

H. Contractor Interested in Agreement:

1. No county official or deputy or clerk or employee of such official shall be directly or indirectly interested in any agreement, contract, work, labor, or business to which the County is a party or in which it is or may be interested or in the furnishing of any article to, or the purchase or sale of any property, real or personal, by the County, or of which the consideration, price, or expense is payable from the County treasury. Any violation of the provisions of Minnesota Statutes, Section 382.18, shall be a gross misdemeanor.

I. Contractor Debarment, Suspension and Responsibility Certification:

Federal Regulations 45 CFR 92.35 prohibits the State/Agency from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minnesota Statutes, Section 16C.03, subd. 2 provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with the State/Agency. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner.

By Signing This Agreement, The Contractor Certifies That It And Its Principals* And Employees:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency; and
- b. Have not within a three-year period preceding this contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract; 2) violated any federal or state antitrust statutes; or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- c. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction; 2) violating any federal or state antitrust statutes; or 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- d. Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this Agreement are in violation of any of the certifications set forth above.
- e. Shall immediately give written notice to the Contracting Officer should Contractor come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing: a public (federal, state or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

* "Principals" for the purposes of this certification means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager; head of a subsidiary, division, or business segment and similar positions).

Directions for On Line Access to Excluded Providers

To ensure compliance with this regulation, identification of excluded entities and individuals can be found on the Office of Inspector General (OIG) website at <https://oig.hhs.gov>.

If you do not have access to the website, and/or need the information in an alternative format, contact: Crissy Krebs, Business Division Manager, Itasca County Health and Human Services at (218) 327-6152.

J. Miscellaneous:

1. Entire Agreement: It is understood and agreed that the entire Agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Contractor and any county social services agency relating to the subject matter hereof.
2. The Contractor acknowledges and agrees that the Minnesota Department of Human Services is a third- party beneficiary and, as a third-party beneficiary, is an affected party under this Agreement. The Contractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or sue the Contractor for any appropriate relief in law or equity, including, but not limited to, rescission, damages, or specific performance, of all or any part of the Agreement between the County Board and the Contractor. The Contractor specifically acknowledges that the County Board and the Minnesota Department of Human Services are entitled to and may recover from the Contractor reasonable attorney's fees and costs and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision shall not be construed to limit the rights of any party to the Agreement or

any other third-party beneficiary, nor shall it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any other waiver of immunity.

3. The Contractor agrees to acknowledge the Agency in the credits of advertisements and publicity.
4. (When applicable) The placement agreements between vendors and counties, other than Itasca, to provide services to out-of county clients under this Agreement must contain a provision stating that the county signing the placement agreement will either (1) pay the costs of other social services rendered by Itasca County or other providers that are under contract with Itasca County; and (2) will be responsible for billing Medical Assistance, Medicare, private insurance, or third-party payer.

At the time the social service is rendered, the vendor will instruct the provider to bill the county of financial responsibility directly. Any county placing a child in Itasca County will be financially responsible for any and all placement costs for that child, including but not limited to placements in secure and/or shelter facilities whether by police hold or any other means.

Itasca County will not be financially responsible for any placement costs for out of county children unless prior authorization is obtained from Itasca County Health and Human Services.

5. (When applicable) The Contractor agrees to bill all pay sources including third party insurances and obtain a denial prior to submitting a claim to Itasca County Health and Human Services. In the event the service is not covered by the third party payer, a denial must be submitted with the claim to Itasca County Health and Human Services. Payment will not be made without such denial. A denial reason for anything other than "non-covered service" does not constitute county coverage; for example: not billing within the allowed time frame for a particular carrier, wrong procedure code, diagnosis code, etc.
6. Itasca County will not pay for two placements that occur on the same date of service.

II. Contract Specific

A. Contractor's Duties

1. The Agency agrees to purchase and the Contractor agrees to furnish the following:

Clinical Supervision	\$ 250.00/session
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2. The total amount to be paid for purchased services described in "A.1." shall not exceed **\$7000.00 ITASCA COUNTY PAID.**

B. Eligibility for Services:

1. The parties understand and agree that the eligibility of the client to receive the purchased services is to be determined in accordance with eligibility criteria established by the Agency.
 - a. It is understood and agreed by the parties that, for fee eligible recipients, fees shall be charged and collected in accordance with fee policy and schedules adopted by the County Board of Commissioners.
 - b. The Contractor shall not charge any program or service fee to social services eligible clients except in accordance with "B.1.a." above.
 - c. (When applicable) When the Agency has determined that the client is no longer eligible to receive purchased services or that services are no longer needed or appropriate, the Agency must notify the Contractor within 5 days of the determination. The Agency must notify the client of proposed termination of services in writing at least 10 days prior to the proposed agency action and of the client's right to appeal this proposed agency action.

- d. (When applicable) The Contractor must notify the Agency and the client in writing whenever the Contractor proposes to discharge or terminate service(s) to a client. The notice must be sent at least 10 days prior to the proposed date of discharge or termination, and must include the specific grounds for discharge or termination of service(s). The Contractor must not discharge or terminate services to a client prior to the proposed date unless delay would seriously endanger the health, safety, or well-being of other residents or service recipients.
- e. (When applicable) The Contractor must establish written procedures for discharging a client or terminating services to a client. The written procedures must include:
 - 1) Preparation of a summary of findings, processes, and plans to be transmitted with the client;

C. Payment for Grants:

- 1. The Contractor shall submit a request for payment of the Grant for social services to the Itasca County Social Services Agency. The request shall show the total program costs.

D. Recording Requirements or Accountability:

- 1. The Contractor agrees to maintain records and documents which sufficiently and properly reflect all direct and indirect services provided to clients covered by this Agreement. Documentation includes, but is not limited to, statements relating to Client Identifying Information, all available intake data, treatment plan, progress data, discharge plan, evidence of eligibility and redetermination of eligibility status, court orders when appropriate, and a proper release of information allowing the Contract Manager at the Agency, or other Agency designee, access to the above mention data.

E. Audit and Record Disclosures:

- 1. The Contractor Shall:
 - a. Allow personnel of the Agency, the Minnesota Department of Human Services, or their representative, access to the Contractor's facility and records at reasonable hours to exercise their responsibility to monitor purchased services.
 - (1) Permit the Contract Manager or other personnel of the County, through the Agency, access to the Contractor's facility to conduct site visits, as deemed necessary, to determine compliance with this Agreement and to evaluate the quality of services provided under this Agreement. Such visits may be made with prior notice at any time within the hours of operation of the Contractor. The Contractor shall be furnished a summary of any reports prepared as a result of the visit.
 - (2) The Agreement gives the Agency, DHS, and the U.S. Department of Health and Human Services the authority to copy program and fiscal records.
 - b. Provide the Agency with information about fees collected and the fee source.
 - c. Maintain all records pertaining to the Agreement at **JUSTIN GAMBILL, 17320 S CRYSTAL SPRINGS ROAD, GRAND RAPIDS MN 55744** for four (4) years for audit purposes.
 - d. Comply with policies of the Minnesota Department of Human Services regarding social services recording and monitoring procedures, as defined in the Department of Human Services Social Service Manual, and the administrative rules of the State Agency.
 - e. If the collection of social services fees is delegated to the Contractor, the Contractor must provide the Agency with information about fees collected and the fee sources.
- 2. Books, records, documents and accounting procedures and practices of the Contractor relative to the Agreement are subject to examination by the Agency.

F. Bonding, Indemnity, Insurance, and Audit Clause:

1. Bonding: The Contractor shall obtain and maintain at all times, during the term of this Agreement, a fidelity bond covering the activity of its personnel authorized to receive or distribute monies.
2. Indemnity: The Contractor agrees that it will at all times indemnify and hold harmless the Agency from any and all liability, loss, damages, costs or expenses which may be claimed against the Agency or Contractor;
 - a. By reason of any service client's suffering personal injury, death, or property loss or damages either while participating in or receiving from the Contractor the care and services to be furnished by the Contractor under this Agreement, or while on premises owned, leased or operated by the Contractor, or while being transported to or from said premises in any vehicle owned, operated, chartered or otherwise contracted for by the Contractor or his assigns; or
 - b. By reason of any service client's causing injury to another person, or damage to the property of another person during any time when the Contractor or his assigns or employee thereof has undertaken, or is furnishing the care and service called for under this Agreement.
 - c. The Contractor agrees to comply with the Agency's/Itasca County's Indemnification and Insurance Policy attached to this Agreement as Exhibit "C."
3. Insurance: The Contractor further agrees, in order to protect itself and the Agency under the indemnity provisions set forth above, to at all times during the term of this Agreement, have and keep in force a professional/commercial liability insurance policy in the amount of **\$1,500,000.00** for total injuries or damages arising from any one incident and **\$3,000,000.00** general aggregate. Worker's Compensation shall be provided per Minnesota statutory limits and Employer's Liability shall be in the amount of Bodily Injury by Accident: **\$500,000.00** each Accident, Bodily Injury by Disease: **\$500,000.00** each employee, Bodily Injury by Disease: **\$500,000.00** policy limit. When transportation is provided by the Contractor, said Contractor shall have and keep in force automobile liability in the amount of **\$1,500,000.00** for bodily injury and property damage covering owned, non-owned and hired automobiles. Itasca County Health and Human Services must be named additional insured. The Contractor agrees to comply with the Agency's/Itasca County's Indemnification and Insurance Policy attached to this Agreement as Exhibit "C."
4. Audit: The Contractor agrees that within sixty (60) days of the close of its fiscal year, unless a later date is agreed upon between the Agency and the Contractor, an audit will be conducted by an Accountant which will meet the requirements of the Single Audit Act of 1996, P.L. 104-156 and Office of Management and Budget, Circular No. A-133. Contractors not meeting the \$750,000 minimum requirement of expending federal dollars in a single fiscal year for single audits will be required to complete a yearly financial statement. After completion of the audit and/or financial statement, a copy of the report must be filed with the Agency. The books, records, documents, and accounting procedures of the vendor or party receiving public funds are subject to audit by the state auditor.
5. The Contractor certifies that the organization is in compliance with the workers compensation insurance requirements of Minnesota Statutes, section 176.181, subdivision 2 as reflected in the attached proof of insurance.

G. Noncompliance

1. If the Contractor fails to comply with the provisions of this Agreement, the Agency may seek any available legal remedy.
2. Either party must notify the other party within 30 days when a party has reasonable grounds to believe that this Agreement has been or will be breached in a material manner. The party receiving

such notification must have 30 days, or any other such period of time as mutually agreed to by the parties, to cure the breach or anticipatory breach.

H. Independent Contractor.

1. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the Agency for any purpose or in any manner whatsoever. The Contractor is to be, and shall remain, an independent contractor with respect to all services performed under this Agreement. The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement; that all personnel of the Contractor or other persons, while engaged in the performance of any work or services required by the Contractor under this Agreement, shall have no contractual agreement with the Agency and shall not be considered employees of the Agency and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers Compensation Act of the State of Minnesota on behalf of said personnel arising out of employment or alleged employment, including without limitation, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the Agency; and that the Contractor shall defend, indemnify and hold the Agency, its officers, agents and employees, harmless from any and all such claims irrespective of any determination of any pertinent tribunal, agency, board, commission or court. Such personnel or other person shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the County, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, workers compensation, employment insurance, disability, severance pay and PERA.

.....

BY _____
(Director, Itasca County Health and Human Services)

DATED _____

BY _____
(Chairperson, Itasca County Board of Commissioners)

DATED _____

BY _____
(Director, Contracting Agency)

DATED _____

BY _____
(Chairperson, Board of Contracting Agency)

DATED _____



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, August 4, 2026

REQUEST FOR BOARD ACTION: RBA-2026-520

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

AGENDA ITEM:

Donation of Three Computers to First Call for Help

BOARD ACTION REQUESTED:

Approve the donation of three computers to First Call for Help

BACKGROUND:

The First Call for Help requested three of our decommissioned surplus laptops to be used in their training program.

COUNTY ATTORNEY REVIEW:

SUPPORTING DOCUMENTATION: None

RESULT:	APPROVED (3 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Larry Hopkins
AYES:	Terry Snyder, John Johnson, Larry Hopkins
ABSENT:	Cory Smith, Casey Venema



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, August 4, 2026

REQUEST FOR BOARD ACTION: RBA-2026-523

DEPARTMENT: Health & Human Services

TIME REQUESTED: < 5 Minutes

PRESENTER: Eric Villeneuve

AGENDA ITEM:

Ethical Solutions LLC Purchase of Service Agreement

BOARD ACTION REQUESTED:

Approve the Purchase of Service Agreement between ICHHS and Ethical Solutions LLC for Guardianship/Conservatorship for the period September 1, 2026 through December 31, 2026, at a rate of \$55.00 per hour and authorize County Board Chair and ICHHS Director to sign said agreement.

BACKGROUND:

Expand provider pool for guardianship/conservatorship.

COUNTY ATTORNEY REVIEW: No

SUPPORTING DOCUMENTATION:

1. Ethical Solutions LLC 9-2026

RESULT:	APPROVED (3 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Larry Hopkins
AYES:	Terry Snyder, John Johnson, Larry Hopkins
ABSENT:	Cory Smith, Casey Venema

ITASCA COUNTY HEALTH AND HUMAN SERVICES
1209 SE 2nd Avenue
Grand Rapids, Minnesota 55744

PURCHASE OF SERVICE AGREEMENT

The ITASCA COUNTY HEALTH AND HUMAN SERVICES, 1209 SE 2ND AVENUE, GRAND RAPIDS, MINNESOTA 55744, hereafter referred to as the "Agency", and **ETHICAL SOLUTIONS, LLC, 403 SOUTH BROAD STREET, SUITE 10, PO BOX 22, MANKATO, MN 56001** hereafter referred to as the "Contractor", enter into this Agreement for the period from **09/01/2026 THROUGH 12/31/2026**.

WITNESSETH

WHEREAS, the Contractor is an approved vendor according to published county criteria or certified by the Public Agency ITASCA COUNTY HEALTH AND HUMAN SERVICES to provide **GUARDIANSHIP AND CONSERVATORSHIP** to persons; and

WHEREAS, the Agency, pursuant to Minnesota Statutes, Sections 373.01 and 373.02, wishes to purchase such program services from the Contractor; and

WHEREAS, the Contractor represents that it is duly qualified and willing to perform such services;

NOW THEREFORE, in consideration of the mutual understandings and agreements set forth, the Agency and Contractor agree as follows:

I. CONTRACT GENERAL

A. Contractor's Duties:

1. Attached to this Agreement as Exhibit "A" will be items **a through g** as follows:
 - a. **Description of services.**
 - b. **Exposition of staffing**, including job description and professional qualifications of personnel.
 - c. **Organizational chart** with names and positions.
 - d. **Line item budget.**
 - e. **Proof of professional/commercial liability insurance**, (photocopies should include expiration date and amount of coverage).
 - f. **Proof of Worker's Compensation**, (photocopies should include expiration date).
 - g. **Operating license** (photocopy, when applicable).
2. Attached to this Agreement as Exhibit "B", when applicable, are specific duties of the Contractor, as the Agency deems necessary, for the delivery and accountability of client services.
3. The Contractor shall, in writing within ten (10) days, notify the Agency whenever it is unable to, or going to be unable to, provide the required quality or quantity of purchased services. Upon such notifications, Agency shall determine whether such inability will require modification or cancellation of said Agreement.

B. Cost and Delivery of Purchased Services:

1. The Contractor certifies that the services to be provided under this Agreement are not available without cost to eligible clients. The Contractor further certifies that payment claims for purchased services will be in accordance with rates of payment which do not exceed amounts reasonable and necessary to assure quality of service. The Contractor further certifies that rates of payment do not reflect any administrative or program costs assignable to private pay or third-party pay service recipients.
2. Purchased services will be provided to guardianships, conservatorships and representative payees established within **ITASCA COUNTY**, however client may reside outside of county.

C. Safeguard of Client Information:

1. The use or disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality provided for in Minnesota Statutes, Chapter 13, and the Health Insurance Portability and Accountability Act of 1996 (45 C.F.R. Part 160-164), or for any purpose not directly connected with the Agency's or Contractor's responsibility with respect to the purchased services hereunder is prohibited. The collection, use, maintenance and dissemination of data on clients shall be in accordance with the laws of Minnesota and the United States applicable to the data. The Contractor shall assure compliance with Minnesota Statute Section 13.46, subd. 10, Para. (b).
 - a. The parties hereto recognize that data collected, used, exchanged, and disseminated for the administration and management of activities and programs authorized by this Agreement may be classified by State or Federal Law as private or confidential. The parties agree that such data will be collected, used, exchanged, and disseminated consistent with the requirements of law applicable to that data, including the Minnesota Data Practices Act, Minn. Stat. §§ 13.01 et seq., as amended, the Rules of the Commissioner of Administration promulgated there under, MN Rules 1205.0100 et seq., as amended, and the Health Insurance Portability and Accountability Act of 1996 (45 C.F.R. Part 160-164). To the extent necessary for the administration and management of activities and programs herein provided and as otherwise specifically authorized by law, private and confidential data may be exchanged and disseminated between the respective parties, including their legal representatives.
 - b. (When applicable) In accordance with MN Rules 1205.0200 Subpart 14D. it is agreed that the Contractor shall be the responsible authority for that nonprofit corporation.
2. The Agency and Contractor shall insure that a joint release of information document is completed to permit mutual exchange of information between Agency and Contractor.

D. Equal Employment Opportunity and Civil Rights and Nondiscrimination:

1. (When applicable) the Contractor agrees to comply with the Civil Rights Act of 1964, Title VII (42 USC 2000e); including Executive Order No. 11246, and Title VI (42 USC 2000d); and the Rehabilitation Act of 1973, as amended by Section 504;
2. (When applicable) the Contractor certifies that it has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minnesota Statutes, Section 363A.36. This section only applies if the grant is for more than \$100,000, and the Contractor has employed forty or more full-time employees within the State of Minnesota on a single working day during the previous 12 months.

E. Fair Hearing and Grievance Procedures:

1. The Agency agrees to provide for a fair hearing and grievance procedure in conformance with Minnesota Statutes, Section 256.045, and in conjunction with the fair Hearing and Grievance Procedures established by administrative rules of the State Department of Human Services.

F. Conditions of the Parties' Obligations:

1. It is understood and agreed that in the event the reimbursement to the Agency from State and Federal sources is not obtained and/or continued at a level sufficient to allow for the purchase of the indicated quantity of purchased services, the obligations of each party hereunder shall thereupon be terminated.
2. This Agreement may be canceled by either party at any time, with or without cause, upon thirty (30) days notice, in writing, delivered by mail or in person.
3. Before the termination date specified in Page 1 of this Agreement the Agency may evaluate the performance of the Contractor in regard to terms of this Agreement to determine whether such performance merits renewal of this Agreement.

4. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this Agreement.
5. No claim for services furnished by the Contractor, not specifically provided in the Agreement, will be allowed by the Agency, nor shall the Contractor do any work or furnish any material not covered by this Agreement, unless this is approved in writing by the Agency. Such approval shall be considered to be a modification of the Agreement.
6. In the event that there is a revision of Federal regulations which might make this Agreement ineligible for Federal financial participation, all parties will review the Agreement and renegotiate those items necessary to bring the Agreement into compliance with the new Federal regulations.

G. Subcontracting:

1. The Contractor agrees not to enter into subcontracts for any of the work contemplated under this Agreement without written approval of the Agency.
2. All subcontractors must be subject to and must meet all of the requirements of this Agreement.
3. The Contractors must ensure that any and all subcontracts to provide services under this Agreement must contain the following language:

The subcontractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary, and as a third-party beneficiary, is an affected party under this Agreement. The subcontractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or may sue the provider for any appropriate relief in law or equity, including but not limited to rescission, damages, or specific performance, of all or any part of the Agreement. Minnesota Department of Human Services is entitled to and may recover from the provider reasonable attorney's fees, costs, and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision must not be construed to limit the rights of any party to the Agreement or any other third-party beneficiary, nor must it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any other waiver or immunity.

4. The Contractor agrees to be responsible for the performance of any subcontractor to ensure compliance to the subcontract and Minnesota Rules, part 9525.1870, subpart 3.

H. Contractor Interested in Agreement:

1. No county official or deputy or clerk or employee of such official shall be directly or indirectly interested in any agreement, contract, work, labor, or business to which the County is a party or in which it is or may be interested or in the furnishing of any article to, or the purchase or sale of any property, real or personal, by the County, or of which the consideration, price, or expense is payable from the County treasury. Any violation of the provisions of Minnesota Statutes, Section 382.18, shall be a gross misdemeanor.

I. Contractor Debarment, Suspension and Responsibility Certification:

Federal Regulations 45 CFR 92.35 prohibits the State/Agency from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minnesota Statutes, Section 16C.03, subd. 2 provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with the State/Agency. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner.

By Signing This Agreement, The Contractor Certifies That It And Its Principals* And Employees:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state or local governmental department or agency; and
- b. Have not within a three-year period preceding this contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract; 2) violated any federal or state antitrust statutes; or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- c. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for: 1) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction; 2) violating any federal or state antitrust statutes; or 3) committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- d. Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this Agreement are in violation of any of the certifications set forth above.
- e. Shall immediately give written notice to the Contracting Officer should Contractor come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing: a public (federal, state or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

* "Principals" for the purposes of this certification means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager; head of a subsidiary, division, or business segment and similar positions).

Directions for On Line Access to Excluded Providers

To ensure compliance with this regulation, identification of excluded entities and individuals can be found on the Office of Inspector General (OIG) website at <https://oig.hhs.gov>.

If you do not have access to the website, and/or need the information in an alternative format, contact: Crissy Krebs, Business Division Manager, Itasca County Health and Human Services at (218) 327-6152.

J. Miscellaneous:

1. Entire Agreement: It is understood and agreed that the entire Agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Contractor and any county social services agency relating to the subject matter hereof.
2. The Contractor acknowledges and agrees that the Minnesota Department of Human Services is a third- party beneficiary and, as a third-party beneficiary, is an affected party under this Agreement. The Contractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or sue the Contractor for any appropriate relief in law or equity, including, but not limited to, rescission, damages, or specific performance, of all or any part of the Agreement between the County Board and the Contractor. The Contractor specifically acknowledges that the County Board and the Minnesota Department of Human Services are entitled to and may recover from the Contractor reasonable attorney's fees and costs and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision shall not be construed to limit the rights of any party to the Agreement or

any other third-party beneficiary, nor shall it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any other waiver of immunity.

3. The Contractor agrees to acknowledge the Agency in the credits of advertisements and publicity.
4. (When applicable) The placement agreements between vendors and counties, other than Itasca, to provide services to out-of county clients under this Agreement must contain a provision stating that the county signing the placement agreement will either (1) pay the costs of other social services rendered by Itasca County or other providers that are under contract with Itasca County; and (2) will be responsible for billing Medical Assistance, Medicare, private insurance, or third-party payer.

At the time the social service is rendered, the vendor will instruct the provider to bill the county of financial responsibility directly. Any county placing a child in Itasca County will be financially responsible for any and all placement costs for that child, including but not limited to placements in secure and/or shelter facilities whether by police hold or any other means.

Itasca County will not be financially responsible for any placement costs for out of county children unless prior authorization is obtained from Itasca County Health and Human Services.

5. (When applicable) The Contractor agrees to bill all pay sources including third party insurances and obtain a denial prior to submitting a claim to Itasca County Health and Human Services. In the event the service is not covered by the third party payer, a denial must be submitted with the claim to Itasca County Health and Human Services. Payment will not be made without such denial. A denial reason for anything other than "non-covered service" does not constitute county coverage; for example: not billing within the allowed time frame for a particular carrier, wrong procedure code, diagnosis code, etc.
6. Itasca County will not pay for two placements that occur on the same date of service.

II. Contract Specific

A. Contractor's Duties

1. The Agency agrees to purchase and the Contractor agrees to furnish the following:

Ethical Solutions, LLC Guardian Program

- **Complete all roles/responsibilities of Guardian/Conservator as defined in MN Statute (524.5-301) (524.5-433)**
- **File annual accounting reports with the court.**
- **Maintain client data per HIPAA requirements.**
- **Maintain professional liability insurance and bonds.**

Guardianship or Conservator:

\$55.00 per hour

B. Eligibility for Services:

1. The parties understand and agree that the eligibility of the client to receive the purchased services is to be determined in accordance with eligibility criteria established by the Agency.
 - a. It is understood and agreed by the parties that, for fee eligible recipients, fees shall be charged and collected in accordance with fee policy and schedules adopted by the County Board of Commissioners.
 - b. The Contractor shall not charge any program or service fee to social services eligible clients except in accordance with "B.1.a." above.
 - c. (When applicable) When the Agency has determined that the client is no longer eligible to receive purchased services or that services are no longer needed or appropriate, the Agency must notify the Contractor within 5 days of the determination. The Agency must notify the client

of proposed termination of services in writing at least 10 days prior to the proposed agency action and of the client's right to appeal this proposed agency action.

- d. (When applicable) The Contractor must notify the Agency and the client in writing whenever the Contractor proposes to discharge or terminate service(s) to a client. The notice must be sent at least 10 days prior to the proposed date of discharge or termination, and must include the specific grounds for discharge or termination of service(s). The Contractor must not discharge or terminate services to a client prior to the proposed date unless delay would seriously endanger the health, safety, or well-being of other residents or service recipients.
- e. (When applicable) The Contractor must establish written procedures for discharging a client or terminating services to a client. The written procedures must include:
 - 1) Preparation of a summary of findings, processes, and plans to be transmitted with the client;

C. Payment for Purchased Services:

- 1. Certification of expenditures: The Contractor shall, within five (5) working days following the last day of each calendar month, submit a standard invoice for social services purchased to Itasca County Health and Human Services. The invoice shall show: (1) total program and administrative expenditures for the month and (2) an itemized account of each social services eligible individual, identifying service(s) provided, number of units, cost per unit and service dates, including administrative costs allocated to the provision of purchased services to reimbursement eligible clients.
- 2. All bills for a specific month of service **must** be in to the Agency within five days of end of service month; example, services given in January can be received no later than the fifth working day of February. **Bills older than five weeks may be rejected** due to the variety of funding sources that are utilized by the Agency.
- 3. Payment: The Agency shall, within thirty (30) days of the date of receipt of the invoice, make payment to the Contractor for all reimbursement eligible clients identified on the invoice.

D. Recording Requirements or Accountability:

- 1. The Contractor agrees to maintain records and documents which sufficiently and properly reflect all direct and indirect services provided to clients covered by this Agreement. Documentation includes, but is not limited to, statements relating to Client Identifying Information, all available intake data, treatment plan, progress data, discharge plan, evidence of eligibility and redetermination of eligibility status, court orders when appropriate, and a proper release of information allowing the Contract Manager at the Agency, or other Agency designee, access to the above mention data.

E. Audit and Record Disclosures:

- 1. The Contractor Shall:
 - a. Allow personnel of the Agency, the Minnesota Department of Human Services, or their representative, access to the Contractor's facility and records at reasonable hours to exercise their responsibility to monitor purchased services.
 - (1) Permit the Contract Manager or other personnel of the County, through the Agency, access to the Contractor's facility to conduct site visits, as deemed necessary, to determine compliance with this Agreement and to evaluate the quality of services provided under this Agreement. Such visits may be made with prior notice at any time within the hours of operation of the Contractor. The Contractor shall be furnished a summary of any reports prepared as a result of the visit.
 - (2) The Agreement gives the Agency, DHS, and the U.S. Department of Health and Human Services the authority to copy program and fiscal records.

- b. Provide the Agency with information about fees collected and the fee source.
 - c. Maintain all records pertaining to the Agreement at **ETHICAL SOLUTIONS, LLC, 403 SOUTH BROAD STREET, SUITE 10, PO BOX 22, MANKATO, MN 56001** for four (4) years for audit purposes.
 - d. Comply with policies of the Minnesota Department of Human Services regarding social services recording and monitoring procedures, as defined in the Department of Human Services Social Service Manual, and the administrative rules of the State Agency.
 - e. If the collection of social services fees is delegated to the Contractor, the Contractor must provide the Agency with information about fees collected and the fee sources.
2. Books, records, documents and accounting procedures and practices of the Contractor relative to the Agreement are subject to examination by the Agency.
- F. Bonding, Indemnity, Insurance, and Audit Clause:
- 1. Bonding: The Contractor shall obtain and maintain at all times, during the term of this Agreement, a fidelity bond covering the activity of its personnel authorized to receive or distribute monies.
 - 2. Indemnity: The Contractor agrees that it will at all times indemnify and hold harmless the Agency from any and all liability, loss, damages, costs or expenses which may be claimed against the Agency or Contractor;
 - a. By reason of any service client's suffering personal injury, death, or property loss or damages either while participating in or receiving from the Contractor the care and services to be furnished by the Contractor under this Agreement, or while on premises owned, leased or operated by the Contractor, or while being transported to or from said premises in any vehicle owned, operated, chartered or otherwise contracted for by the Contractor or his assigns; or
 - b. By reason of any service client's causing injury to another person, or damage to the property of another person during any time when the Contractor or his assigns or employee thereof has undertaken, or is furnishing the care and service called for under this Agreement.
 - c. The Contractor agrees to comply with the Agency's/Itasca County's Indemnification and Insurance Policy attached to this Agreement as Exhibit "C."
 - 3. Insurance: The Contractor further agrees, in order to protect itself and the Agency under the indemnity provisions set forth above, to at all times during the term of this Agreement, have and keep in force a professional/commercial liability insurance policy in the amount of **\$1,500,000.00** for total injuries or damages arising from any one incident and **\$3,000,000.00** general aggregate. Worker's Compensation shall be provided per Minnesota statutory limits and Employer's Liability shall be in the amount of Bodily Injury by Accident: **\$500,000.00** each Accident, Bodily Injury by Disease: **\$500,000.00** each employee, Bodily Injury by Disease: **\$500,000.00** policy limit. When transportation is provided by the Contractor, said Contractor shall have and keep in force automobile liability in the amount of **\$1,500,000.00** for bodily injury and property damage covering owned, non-owned and hired automobiles. Itasca County Health and Human Services must be named additional insured. The Contractor agrees to comply with the Agency's/Itasca County's Indemnification and Insurance Policy attached to this Agreement as Exhibit "C."
 - 4. Audit: The Contractor agrees that within sixty (60) days of the close of its fiscal year, unless a later date is agreed upon between the Agency and the Contractor, an audit will be conducted by an Accountant which will meet the requirements of the Single Audit Act of 1996, P.L. 104-156 and Office of Management and Budget, Circular No. A-133. Contractors not meeting the \$750,000 minimum requirement of expending federal dollars in a single fiscal year for single audits will be required to complete a yearly financial statement. After completion of the audit and/or financial statement, a copy of the report must be filed with the Agency. The books, records, documents, and accounting procedures of the vendor or party receiving public funds are subject to audit by the state auditor.

5. The Contractor certifies that the organization is in compliance with the workers compensation insurance requirements of Minnesota Statutes, section 176.181, subdivision 2 as reflected in the attached proof of insurance.

G. Noncompliance

1. If the Contractor fails to comply with the provisions of this Agreement, the Agency may seek any available legal remedy.
2. Either party must notify the other party within 30 days when a party has reasonable grounds to believe that this Agreement has been or will be breached in a material manner. The party receiving such notification must have 30 days, or any other such period of time as mutually agreed to by the parties, to cure the breach or anticipatory breach.

H. Independent Contractor.

1. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the Agency for any purpose or in any manner whatsoever. The Contractor is to be, and shall remain, an independent contractor with respect to all services performed under this Agreement. The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement; that all personnel of the Contractor or other persons, while engaged in the performance of any work or services required by the Contractor under this Agreement, shall have no contractual agreement with the Agency and shall not be considered employees of the Agency and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers Compensation Act of the State of Minnesota on behalf of said personnel arising out of employment or alleged employment, including without limitation, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the Agency; and that the Contractor shall defend, indemnify and hold the Agency, its officers, agents and employees, harmless from any and all such claims irrespective of any determination of any pertinent tribunal, agency, board, commission or court. Such personnel or other person shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the County, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, workers compensation, employment insurance, disability, severance pay and PERA.

BY _____
(Director, Itasca County Health and Human Services)

BY _____
(Director, Contracting Agency)

DATED _____

DATED _____

BY _____
(Chairperson, Itasca County Board of Commissioners)

BY _____
(Chairperson, Board of Contracting Agency)

DATED _____

DATED _____



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, August 4, 2026

REQUEST FOR BOARD ACTION: RBA-2026-199

DEPARTMENT: Auditor / Treasurer

TIME REQUESTED: < 5 Minutes

PRESENTER: Gail Guck

AGENDA ITEM:

Commissioner Warrants

BOARD ACTION REQUESTED:

Approve Commissioner Warrants with a check date of August 5, 2026, in the amount of \$1,574,909.34.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

RESULT:	APPROVED (3 TO 0)
MOVER:	Commissioner Larry Hopkins
SECONDER:	Commissioner John Johnson
AYES:	Terry Snyder, John Johnson, Larry Hopkins
ABSENT:	Cory Smith, Casey Venema



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, August 4, 2026

REQUEST FOR BOARD ACTION: RBA-2026-492

DEPARTMENT: Health & Human Services

TIME REQUESTED: 10 Minutes

PRESENTER: Sarah Anderson

AGENDA ITEM:

Review and approval of IMCare Compliance documents

BOARD ACTION REQUESTED:

Review and approval of IMCare Compliance Plan, Code of Conduct, and related policies and procedures.

BACKGROUND:

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION:

1. 2026 RBA CP

RESULT:	APPROVED (3 TO 0)
MOVER:	Commissioner John Johnson
SECONDER:	Commissioner Larry Hopkins
AYES:	Terry Snyder, John Johnson, Larry Hopkins
ABSENT:	Cory Smith, Casey Venema



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, August 4, 2026

REQUEST FOR BOARD ACTION: RBA-2026-524

DEPARTMENT: Administrative Services

TIME REQUESTED: 5 Minutes

PRESENTER: Administratory Skyles

AGENDA ITEM:

Itasca County Law Library Policy

BOARD ACTION REQUESTED:

Review and approve interim Itasca County Law Library Acceptable Use Policy and necessary signatures pending County Attorney review.

BACKGROUND:

COUNTY ATTORNEY REVIEW: Yes and/or Pending

SUPPORTING DOCUMENTATION:

1. Itasca County Law Library Acceptable Use

08/04/2026

RESULT:	RECOMMENDED FOR REGULAR	NEXT: 08/18/2026 2:30 PM
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ITASCA COUNTY	EFFECTIVE DATE: 07/01/2026	POLICY #:
	RBA #:	BOARD APPROVAL
	RBA Dated:	DATE:
REFERENCES: Minnesota Statutes Chapter 134A		
SUBJECT: Itasca County Law Library Acceptable Use Policy		

I. Purpose

The purpose of this policy is to establish proper regulations for the safe, lawful, orderly, and equitable use of the Itasca County Law Library, its facilities, materials, computer systems, and related resources. This policy is intended to support the Itasca County Law Library's statutory function under Minnesota Statutes Chapter 134A, including free use of the library by eligible users under the proper regulations of the Law Library Board of Trustees, and to protect library resources, property, patrons, staff, and government operations.

II. Scope

This policy applies to all patrons, visitors, staff, contractors, and members of the public accessing or using the Itasca County Law Library, including its physical space, legal materials, public-access computers, network resources, printers, and other equipment.

III. Definitions

Term	Definition
Board of Trustees	Itasca County Law Library Board of Trustees established under Minnesota Statutes Chapter 134A.
Library Resources	The physical facility, legal materials, books, electronic databases, computers, networks, printers, scanners, furniture, fixtures, and other property made available for Itasca County Law Library purposes.
Legal Research	Use of library resources for researching, preparing, reviewing, or accessing legal information, court materials, statutes, rules, ordinances, forms, legal publications, or other law-related materials.
Public-Access Computer	Any computer or workstation made available by the Itasca County Law Library for patron use.

IV. Roles & Responsibilities

Role	Responsibility
Law Library Board of Trustees	Governance, maintenance, and regulation of the Itasca County Law Library in accordance with Minnesota Statutes Chapter 134A.
Admin Services	Monitor Itasca County Law Library usage including communicating posted rules, applying time or resource limits when needed and reporting safety, security, equipment, or policy concerns to the appropriate Itasca County staff or authority.
IT	Supporting Itasca County owned or library authorized technology resources, including public-access computers, network connectivity, printers, software, security configurations, system resets, data-wiping controls, and related technical safeguards.
Board of Trustees	Establish governance for the room.
Patrons and Visitors	Comply with this policy, all posted rules, and applicable law.

V. Policy Statements

1. Free Use Subject to Proper Regulations
Use of the Itasca County Law Library shall be available in accordance with Minnesota Statutes 134A.02 and the proper regulations adopted by the Board of Trustees.
The Law Library hours are 8am – 4:15pm, Monday – Friday, excluding any recognized legal holiday. The Law Library may be closed periodically at the discretion of the Itasca County Administrator.
This policy governs the manner of use and does not impose a fee for access to the library.
Access may be managed through reasonable time, place, and manner restrictions to preserve order, security, availability of resources, and the law library’s statutory purpose.
The Law Library should only be used for legal research.
2. Priority of Access
Priority may also be given to court-related, governmental, or official law-library functions when necessary for library operations.
3. Surveillance and Facility Security
The Itasca County Law Library is subject to continuous video surveillance and recording.
Surveillance is used for security, safety, property protection, incident review, and policy compliance purposes.

	Patrons should have no expectation that their physical presence or conduct in the law library is private.
	Surveillance does not replace law enforcement response, staff direction, or building security procedures.
4.	Computer System Use and Data Retention
	Public-access computers are subject to scheduled shutdown, automatic security reset, and data wiping at designated times.
	All unsaved work, downloaded files, browser activity, user-generated documents, and other locally stored materials will be permanently deleted during shutdown, reset, or wipes.
	Patrons are solely responsible for saving, printing, or otherwise preserving their own work before a scheduled shutdown.
	Itasca County and Law Library Board of Trustees are not responsible for lost data, interrupted sessions, unavailable systems, or unsaved work.
	Patrons should not store confidential, privileged, or sensitive information on public-access computers.
5.	Acceptable Use Restrictions
	Library resources shall be used only for lawful purposes and in a manner consistent with the purpose, security, and orderly operation of the Itasca County Law Library. It should not be used to conduct other business.
	Patrons shall not use library resources to access, view, transmit, print, download, store, or distribute material that is obscene under applicable law.
	Patrons shall not use library resources to access, view, transmit, print, download, store, or distribute child sexual abuse material, child pornography, or any material involving the sexual exploitation of minors.
	Patrons shall not use library resources for illegal, fraudulent, threatening, harassing, abusive, or disruptive activity.
	Patrons shall not circumvent or attempt to circumvent security controls, system restrictions, administrative settings, or any other safeguard placed on library equipment or systems.
	Patrons shall not attempt unauthorized access to library, county, court, state, federal, or third-party systems.
	Patrons shall not damage, alter, remove, or misuse library property, equipment, software, records, or materials.
	No food or beverage is allowed in the Law Library.
	Law Library usage is limited to 3 hours per day per patron.
	Personal devices such as laptop computers, USB drives, or external hard drives should not be connected to any of the Itasca County Law Library equipment, i.e. computers or printers.
	Phone calls should be conducted with the handset. Personal cell phone devices should not utilize speaker functions; calls should be conducted with the phone and/or ear buds to respect others using the Law Library and the surrounding offices.
6.	Resource Management, Staff Authority, and Enforcement
	Authorized staff may enforce this policy, the posted rules, computer-use notices, time-limits, facility procedures, and building security requirements.

Computer, workstation, study-space, printer, or facility time limits may be imposed or modified at any time based on patron demand, staffing, hours of operation, system maintenance, security concerns, or the need to prioritize legal research use.
Persons who violate this policy, Itasca County policies, building security rules, or applicable law may be subject to warning, suspension, or termination of privileges, removal from the Itasca County Law Library or Itasca County facility, temporarily or extended access restrictions, referral to law enforcement, or other civil, criminal, administrative consequences where applicable.
Staff may take immediate action when a patron's conduct presents a safety, security, legal, operational, or property-protection concern.
7. Legal Information Disclaimer
Itasca County personnel shall not provide legal advice, legal interpretation, legal strategy, document drafting, or legal representation. Itasca County Administration staff are not able to provide any assistance with the use of the Law Library.

Approved By:

Title / Authority:

Itasca County Law Library Rule Guide

Free Use Subject to Library Rules

Use of the Itasca County Law Library is governed by Minnesota Statutes Chapter 134A and Itasca County Law Library Acceptable Use Policy.

The Law Library hours are 8am – 4:15pm.

No food or beverage is allowed in the Law Library.

No personal devices can be connected to Itasca County hardware, i.e. computers and printers.

All phone calls should be conducted privately and not with the use of a speaker phone.

Priority Access

When demand exceeds available space, computers, and/or materials, the judges of the state, state officials, judges of the district, municipal, county, and conciliation courts of the county, city and county officials, and members of the bar, will have priority access.

Video Surveillance

This facility is monitored and recorded.

Computer Notice

The Law Library public computers are subject to automatic resets at 11:45am and 4:15pm each day.

Do not input or store confidential or sensitive information on public computers.

Prohibited Activities

Obscene material as defined by applicable law.

Child sexual abuse material / child pornography.

Illegal online activity.

Security bypass attempts

Harassment, threats, or disruptive conduct

Damage, theft or misuse of library property

Time Limits

Computer, equipment, and facility time limits are 3 hours per day for legal research.

Policy Violations

Violators may be directed to stop the conduct, removed from the library, restricted from library or computer use, or referred to law enforcement.

IMPORTANT REMINDER

Use of the Itasca County Law Library facilities and resources constitutes agreement to comply with posted rules, Itasca County policy, and applicable law.



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, August 4, 2026

REQUEST FOR BOARD ACTION: RBA-2026-450

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

08/04/2026

RESULT:	INFORMATIONAL - NO ACTION TAKEN
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