



**ITASCA COUNTY
BOARD OF COMMISSIONERS**

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

Tuesday, June 6, 2017

2:30 PM

Itasca County Boardroom

FINAL

WORK SESSION MINUTES

I. CALL TO ORDER

Chair Snyder called the meeting to order at 2:30 p.m.

Attendee Name	Title	Status	Arrived
Davin Tinquist	District #1	Present	2:30 PM
Terry Snyder	District #2	Present	2:30 PM
Leo Trunt	District #3	Absent	
Burl Ives	District #4	Present	2:30 PM
Mark Mandich	District #5	Absent	

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Add Items #5.14 (Resignation and Appointment - Water Plan Implementation Committee) and #6.6 (Pro-West and Associates Service Contract for Forestry Database Management Software) and approve the agenda, as amended.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Davin Tinquist, District #1
SECONDER:	Burl Ives, District #4
AYES:	Davin Tinquist, Terry Snyder, Burl Ives
ABSENT:	Leo Trunt, Mark Mandich

IV. MINUTES APPROVAL

1. Approve the minutes of the Tuesday, May 23, 2017 County Board Regular Session.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Burl Ives, District #4
SECONDER:	Davin Tinquist, District #1
AYES:	Davin Tinquist, Terry Snyder, Burl Ives
ABSENT:	Leo Trunt, Mark Mandich

V. RECOMMENDED FOR CONSENT AGENDA

1. Adopt the Resolution Re: Approval of Application by KOOTASCA Community Action, Inc. for the Minnesota Housing and Finance Agency Family Homelessness Prevention and Assistance Program.

RESULT:	RECOMMENDED FOR CONSENT Next: 6/13/2017 2:30 PM
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- 2. Appoint Mark Mathisen to the Bowstring Airport Commission effective June 13, 2017 to fill a vacant, unexpired term through December 31, 2019.

RESULT: RECOMMENDED FOR CONSENT Next: 6/13/2017 2:30 PM

- 3. Appoint Don Klände to the unexpired vacant term representing District #3 on the Water Plan Implementation Committee (WPIC) effective June 13, 2017 through December 31, 2019.

RESULT: RECOMMENDED FOR CONSENT Next: 6/13/2017 2:30 PM

- 4. Award County Project 2017-14 for 2017 Pavement Marking Services to the lowest responsible bidder, AAA Striping Services, in the amount of \$139,190.00 and authorize the necessary signatures to execute the contract documents.

RESULT: RECOMMENDED FOR CONSENT Next: 6/13/2017 2:30 PM

- 5. Enter into an Agreement with Wildwood Township outlining responsibilities for each party as they relate to replacing the structurally deficient bridge #L3843 over Splithand Creek and authorize the required signatures on the Agreement documents.

RESULT: RECOMMENDED FOR CONSENT Next: 6/13/2017 2:30 PM

- 6. Award Contract 65604 - 2017 Bituminous Projects (CSAH 56, 57, County Road 336 & 539) to the lowest responsible bidder, Hawkinson Construction, in the amount of \$1,251,661.92 and authorize the required signatures on the contract documents.

RESULT: RECOMMENDED FOR CONSENT Next: 6/13/2017 2:30 PM

- 7. Award the 2017 Gravel Crushing - Antler Lake Pit (County Project #2017-15) quote to W.J Schwartz in the amount of \$37,660.00 and authorize the necessary signatures on the contract documents.

RESULT: RECOMMENDED FOR CONSENT Next: 6/13/2017 2:30 PM

- 8. Award the 2017 Gravel Crushing - Highway 2 Pit (County Project #2017-16) quote to W.J. Schwartz in the amount of \$40,460.00 and authorize the necessary signatures on the contract documents.

RESULT: RECOMMENDED FOR CONSENT Next: 6/13/2017 2:30 PM

- 9. Award the 2017 Gravel Crushing - Deer Acres Pit (County Project #2017-17) quote to TNT Aggregates in the amount of \$41,300.00 and authorize the necessary signatures on the contract documents.

RESULT: RECOMMENDED FOR CONSENT Next: 6/13/2017 2:30 PM

- 10. Adopt the Resolution Re: Authorizing and Fixing the Terms of Sale of Tax-Forfeited Property to a Private Party.

RESULT: RECOMMENDED FOR CONSENT Next: 6/13/2017 2:30 PM

- 11. Approve Easement over and across parts of Plat of Kearney's First Addition to Grand Rapids, parts of SE NW and NE SW, all in Sec 16, T55N, R25W under the terms set forth in the attached easement and authorize signatures.

RESULT: RECOMMENDED FOR CONSENT Next: 6/13/2017 2:30 PM

12. Authorize Itasca County Board Chair Terry Snyder to sign the Food Service Management Agreement between the County of Itasca and AVIAND's for providing food service in our correctional facility.

RESULT: RECOMMENDED FOR CONSENT Next: 6/13/2017 2:30 PM

13. Adopt the Resolution Re: Promoting the Use of Local and Intrastate Mutual Aid Agreements.

RESULT: RECOMMENDED FOR CONSENT Next: 6/13/2017 2:30 PM

14. Accept the resignation of Kevin Malmquist from the Water Plan Implementation Committee (WPIC) and appoint Mike Oja to the unexpired vacant term through December 31, 2019.

RESULT: RECOMMENDED FOR CONSENT Next: 6/13/2017 2:30 PM

VI. DISCUSSION/INFORMATIONAL

1. Appointment to Park and Recreation Commission

Deputy Clerk of the County Board Amanda Schultz and Park Systems Manager Roger Clark provided information regarding the request to appoint Michelle Toven to the vacant, unexpired At-Large designation expiring December 31, 2020 due to a resignation, transfer the appointment of James Keenan from an At-Large designation expiring December 31, 2017 to the vacant, unexpired term for District #4 expiring December 31, 2020, and appoint Lynn Moratzka to the subsequent At-Large unexpired vacancy created by said transfer expiring December 31, 2017 on the Itasca County Park and Recreation Commission, effective June 13, 2017.

RESULT: RECOMMENDED FOR CONSENT Next: 6/13/2017 2:30 PM

2. Appointment – Northern Counties Land Use Coordinating Board

Deputy Clerk of the County Board Amanda Schultz provided information regarding the request to appoint one (1) County Commissioner as Delegate and one (1) County Commissioner as Alternate to the Northern Counties Land Use Coordinating Board (NCLUCB) effective June 12, 2017 through December 31, 2017.

RESULT: RECOMMENDED FOR REGULAR Next: 6/13/2017 2:30 PM

3. Out of State Travel

County Administrator Brett Skyles provided information regarding the request to approve out of state travel for Administrator Brett Skyles to Scottsdale Arizona for the Honeywell Users Group conference June 11-16, 2017, with the understanding that Honeywell is covering lodging, meal and registration expenses.

Motion To: Approve out of state travel for Administrator Brett Skyles to Scottsdale, Arizona for the Honeywell Users Group conference June 11-16, 2017, with the understanding that Honeywell is covering lodging, meal, and registration expenses.

RESULT: APPROVED [UNANIMOUS]
MOVER: Davin Tinquist, District #1
SECONDER: Burl Ives, District #4
AYES: Davin Tinquist, Terry Snyder, Burl Ives
ABSENT: Leo Trunt, Mark Mandich

4. Change in Allocation

Assistant Jail Coordinator/Lieutenant Shawn Racine provided information regarding the request to authorize the change in allocation of the Corrections Sergeant position to a Corrections Deputy position and authorize filling the position.

Motion To: Authorize the change in allocation of the Corrections Sergeant position to a Corrections Deputy position and authorize filling the position.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Burl Ives, District #4
SECONDER:	Davin Tinquist, District #1
AYES:	Davin Tinquist, Terry Snyder, Burl Ives
ABSENT:	Leo Trunt, Mark Mandich

5. 2016 Minnesota Counties Intergovernmental Trust (MCIT) Member Report

Joel Swanson, Risk Management Consultant with Minnesota Counties Intergovernmental Trust (MCIT), provided a review of the 2016 MCIT Member Report.

RESULT:	INFORMATIONAL-NO ACTION TAKEN
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6. Pro-West and Associates Service Contract for Forestry Database Management Software

Land Commissioner Kory Cease provided information regarding the request to approve and authorize necessary signatures for Service Contract with Pro-West and Associates for professional forestry software application development and deployment.

RESULT:	RECOMMENDED FOR CONSENT Next: 6/13/2017 2:30 PM
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VII. COMMITTEE REPORTS

VIII. ADMINISTRATOR UPDATE

County Administrator Brett Skyles informed the County Board that he is expecting an End of Session Report from Itasca County Lobbyist Loren Solberg and discussed the potential need to schedule a Special Session prior to the June 13, 2017 Regular Session relative to developments in the Chippewa Capital Partners (Essar) bankruptcy.

IX. COMMISSIONER COMMENTS

X. ADJOURN

Chair Snyder adjourned the meeting at 3:16 p.m.

ATTEST


 Terry Snyder
 Chair of the County Board


 Brett Skyles
 Clerk of the County Board