



**ITASCA COUNTY  
BOARD OF COMMISSIONERS**

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

Tuesday, June 13, 2017

2:30 PM

Itasca County Boardroom

**FINAL  
REGULAR MEETING MINUTES**

**I. CALL TO ORDER**

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

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

**II. PLEDGE OF ALLEGIANCE**

**III. APPROVAL OF AGENDA**

**Motion To:** Add Item #5.25 (Request for Payment from Recorder's Compliance Fund) and approve the agenda as amended.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Leo Trunt, District #3  
**SECONDER:** Burl Ives, District #4  
**AYES:** Davin Tinquist, Terry Snyder, Leo Trunt, Burl Ives  
**ABSENT:** Mark Mandich

**IV. MINUTES APPROVAL**

**Motion To:** Approve the minutes of the Tuesday, June 6, 2017 County Board Work Session.

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

**V. CONSENT AGENDA**

**Motion To:** Approve the Consent Agenda, as delineated below.

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

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.

**Resolution 2017-24**

**RE: APPROVAL OF APPLICATION BY KOOTASCA COMMUNITY ACTION, INC. FOR THE MINNESOTA HOUSING AND FINANCE AGENCY FAMILY HOMELESSNESS PREVENTION AND ASSISTANCE PROGRAM**

**WHEREAS**, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide funds for Family Homeless Prevention & Assistance Projects; and

**WHEREAS**, KOOTASCA Community Action, Inc., on behalf of households who are homeless or a risk of homelessness in Itasca County, has developed an application for the Minnesota Housing Finance Agency Family homelessness Prevention and Assistance Program; and

**WHEREAS**, KOOTASCA Community Action Inc. has demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency Family Homelessness Prevention and Assistance Program.

**NOW, THEREFORE, BE IT RESOLVED** that KOOTASCA Community Action Inc. is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency Family Homelessness Prevention and Assistance Program in the County of Itasca, Minnesota.

2. Appoint Mark Mathisen to the Bowstring Airport Commission effective June 13, 2017 to fill a vacant, unexpired term through December 31, 2019.
3. 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.
4. Appoint Don Klande to the unexpired vacant term representing District #3 on the Water Plan Implementation Committee (WPIC) effective June 13, 2017 through December 31, 2019.
5. 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.
6. Approve a one day temp liquor license, as requested by Edge of Wilderness, for their wine tasting fundraiser to be held at the Marcell Family Center on August 19, 2017 to benefit the Edge Center Art Gallery.
7. Approve a 3.2 Liquor License for Jake & Amanda Perrington who have purchased Cut Foot Sioux Resort located at 44394 State Highway 46, Deer River.
8. Approve the following Firework Permit requests for the City of Nashwauk on July 3, 2017 with display located at 34565 County Rd 86 in Nashwauk; Sugar Lake Assn/Ruttger's Lodge on July 3, 2017 with display located at Rutger's Sugar Lake Lodge; City of Grand Rapids on July 4, 2017 with display located at Drumbeater Island in Grand Rapids; and City of Bovey on September 3, 2017 with display located at 1st Ave & 2nd St W in Bovey.

9. Approve and accept the State of Minnesota, Department of Human Services Multi-County Grant Contract between Itasca County Health & Human Services and the State of Minnesota for the Fraud Prevention Program.
10. Approve Out of State Travel for Public Health Division Manager to attend CADCA in Atlanta, Georgia from July 23 - July 28, 2017, with all travel expenses paid by the GRIP Coalition in Grand Rapids.
11. Approve and sign MOA between Public Health and Minnesota State University Mankato to allow nurses to have their Public Health Nursing Experience with Itasca County Public Health.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. Adopt the Resolution Re: Authorizing and Fixing the Terms of Sale of Tax-Forfeited Property to a Private Party.

**Resolution 2017-25**

**RE: AUTHORIZING AND FIXING THE TERMS OF SALE OF TAX-FORFEITED PROPERTY TO A PRIVATE PARTY**

**WHEREAS**, the County Board previously passed Resolution 2017-4 requesting that the State of Minnesota approve special legislation to allow sale of the tract named in this Notice of Sale through private sale, and

**WHEREAS**, special legislation presented to the 2017 Regular Session of the 90<sup>th</sup> Legislature has passed into law as 2017 Minnesota Laws, Chapter 54, Section 16, and

**WHEREAS**, said special legislation allows for sale of the tax-forfeited land to a private party, and

**WHEREAS**, the County Board is by law designated with authority to provide for the sale of such forfeited land on terms included in the Notice of Sale,

**NOW, THEREFORE, BE IT RESOLVED**, that the Notice of Tax-forfeited County Land Sale be given by certified mail to adjoining landowners as provided by Minnesota Statute 282.01, subdivision 7a, that the County Auditor of Itasca County offer such tract of land for sale.

19. 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.
20. Approve and authorize necessary signatures for Service Contract with Pro-West and Associates for professional forestry software application development and deployment.
21. Approve Memorandum of Understanding between the Leech Lake Band of Ojibwe (LLBO) and Itasca County, and authorize necessary signatures.
22. 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.
23. Adopt the Resolution Re: Promoting the Use of Local and Intrastate Mutual Aid Agreements.

**Resolution 2017-26**

**RE: PROMOTING THE USE OF LOCAL AND INTRASTATE MUTUAL AID AGREEMENTS**

**WHEREAS**, Chapter 12, Sections 12.27 and 12.331, allows for Local and Intrastate Mutual Aid, and direct, timely assistance between jurisdictions is critical; and

**WHEREAS**, the possibility of the occurrence of natural and other disasters of major size and destructiveness exists and is increasing; and

**WHEREAS**, there is a need to ensure that preparations of Itasca County will be adequate to deal with disasters; generally protect the public peace, health, and safety; and preserve the lives and property of the people of the state; and

**WHEREAS**, it is necessary to provide for the rendering of mutual aid among the political subdivisions of the state and to cooperate with the federal government with respect to carrying out emergency management functions; and

**WHEREAS**, it is the policy of Minnesota that all emergency response functions of this state be coordinated to the maximum extent with the comparable functions of the state government, including its various departments and agencies, of other states and localities, and of private agencies of every type, to the end that the most effective preparations and uses may be made of the state's labor supply, resources, and facilities for dealing with any disaster that may occur; and

**WHEREAS**, the director of each local organization for emergency management may, in collaboration with other public and private agencies within this state, develop or cause to be developed mutual aid arrangements for reciprocal emergency management aid and assistance in an emergency or disaster too great to be dealt with unassisted. These arrangements must be consistent with the local emergency operations plan and, in time of emergency, each local organization for emergency management and its members shall render assistance in accordance with the provisions of the mutual-aid arrangements.

**NOW, THEREFORE, BE IT RESOLVED** that Itasca County promotes the efficiency and effectiveness of local and intrastate mutual aid by designating the Itasca County Sheriff, or his designee, who, in coordination with County Administration, exercising discretion and considering the needs of the political subdivision and its inhabitants, to dispatch equipment and personnel as considered necessary if a danger of fire, hazard, casualty, or another similar occurrence exists outside the political subdivision and by its suddenness it would be impractical for the governing body of Itasca County itself to authorize the dispatch of equipment and personnel to combat that emergency or disaster.

- 24. Authorize Board Chair Terry Snyder, Administrator Brett Skyles, County Attorney Jack Muhar and Sheriff Williams to sign the Antenna Site Use Agreement and Memorandum of Agreement (MOA) between Itasca County and T-Mobile.
- 25. Approve the use of Recorder's Compliance Fund resources for the payment of a real estate tax payment scanning workstation computer with dual monitors and a raising desk stand for the sum of approximately \$2,000 (quotes are in the amount of \$1,969.02 but this amount is based on a bill for the raising desk stand from 2013).

**VI. REGULAR AGENDA**

1. Recognition of County Employees

The following employees were recognized:

Michele Tarbuck will be retiring from her position as the Lead Child Support Officer, Health & Human Services Department, on June 30, 2017 after 34+ years of service.

Rachelle Dethloff has been hired as a Human Resources Specialist, HR Department, effective June 5, 2017 due to a resignation.

Denise Cleveland has been hired as a Human Services Support Specialist, Human Services Department, effective May 30, 2017.

Carolyn Randall has resigned her position of Clerk Treasurer, Auditor/Treasurer Department effective June 2, 2017 after 10+ years of service.

Jeff Roerick has resigned his position of Surveillance Officer, Probation Department effective June 16, 2017 after 2+ years of service.

Jacob McCartney has been hired as a Highway Maintenance Worker, Transportation Department, effective June 5, 2017 due to a promotion.

**RESULT: INFORMATIONAL-NO ACTION TAKEN**

2. Appointment – Northern Counties Land Use Coordinating Board

**Motion To:** Appoint Chair Snyder as Delegate and Commissioner Ives as Alternate to the Northern Counties Land Use Coordinating Board (NCLUCB) effective June 12, 2017 through December 31, 2017.

<b>RESULT:</b>	<b>ADOPTED AS AMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Leo Trunt, District #3
<b>SECONDER:</b>	Davin Tinquist, District #1
<b>AYES:</b>	Davin Tinquist, Terry Snyder, Leo Trunt, Burl Ives
<b>ABSENT:</b>	Mark Mandich

3. Commissioner Warrants

**Motion To:** Approve Commissioner Warrants with a check date of 06/16/2017, in the amount of \$2,010,719.36.

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

4. Award of Honor

County Auditor/Treasurer Jeff Walker informed the County Board that Itasca County is one of 25 Minnesota employers to be named a recipient of the Minnesota Safety Council's top award, the Award of Honor, for the year of 2016 in recognition of exceptional workplace safety performance.

**RESULT: INFORMATIONAL-NO ACTION TAKEN**

5. Construction Update

Transportation Engineer Rachel Metelak provided a Construction Update for June 2017.

**RESULT: INFORMATIONAL-NO ACTION TAKEN**

6. Highway Maintenance Update

Maintenance Engineer Matt Pellinen provided a Highway Maintenance Update for May 2017.

**RESULT: INFORMATIONAL-NO ACTION TAKEN**

7. ATV Ordinance

**Motion To:** Authorize staff to publish a notice of intention to enact the ordinance in the official newspaper of the county and to hold a public hearing on June 27, 2017 as part of the regular board meeting which begins at 2:30 pm in the Itasca County Boardroom.

**RESULT: APPROVED [UNANIMOUS]**  
**MOVER:** Leo Trunt, District #3  
**SECONDER:** Burl Ives, District #4  
**AYES:** Davin Tinquist, Terry Snyder, Leo Trunt, Burl Ives  
**ABSENT:** Mark Mandich

**VII. COMMISSIONER COMMENTS**

Commissioner Snyder and County Engineer Karin Grandia provided an informational update regarding the West Range Connector project.

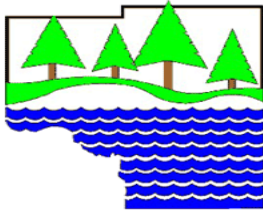
**VIII. ADJOURN**

Chair Snyder adjourned the meeting at 3:13 p.m.

**ATTEST**

  
\_\_\_\_\_  
Terry Snyder  
Chair of the County Board

  
\_\_\_\_\_  
Brett Skyles  
Clerk of the County Board



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June 13, 2017  
Regular Meeting

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**RESOLUTION 2017-24**

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FOR THE MINNESOTA HOUSING AND FINANCE AGENCY FAMILY  
HOMELESSNESS PREVENTION AND ASSISTANCE PROGRAM**

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<b>RESULT:</b>	<b>ADOPTED BY CONSENT VOTE [UNANIMOUS]</b>
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STATE OF MINNESOTA  
Office of County Administrator  
ss. County of Itasca

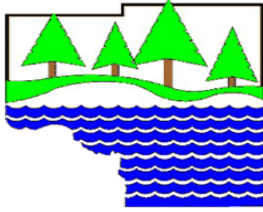
I, BRETT SKYLES, Administrator of the County of Itasca, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 13th day of June A.D. 2017 and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Grand Rapids, Minnesota, this 13th day of June A.D. 2017

  
\_\_\_\_\_  
Administrator

By  Deputy





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**RESOLUTION 2017-25**

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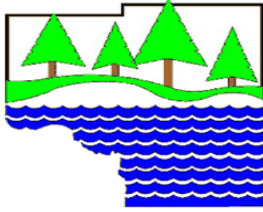
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Office of County Administrator  
ss. County of Itasca

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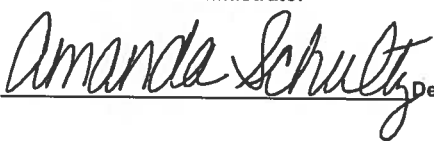
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STATE OF MINNESOTA  
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WITNESS MY HAND AND SEAL OF OFFICE at Grand Rapids, Minnesota, this 13th day of June A.D. 2017

  
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Administrator

By  Deputy