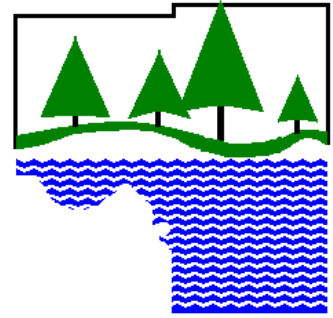


ITASCA COUNTY

Courthouse
Administrative Services
123 NE 4th Street
Grand Rapids, MN 55744-2600
Office (218) 327-7363 Fax (218) 327-2848



DATE: December 3, 2018

TO: Individuals on County Board Agenda Mailing List
Individuals Responsible for Preparing RBA's
Posting to County Website

FROM: Amanda Schultz, Deputy Clerk of the County Board

SUBJECT: Schedule of 2019 County Board Meetings and Request for Board Action
(RBA) Due Dates

At their November 27, 2018, County Board meeting, the Itasca County Board of Commissioners set the Year 2019 schedule of Itasca County Board meetings (Resolution #2018-52), as delineated below.

By accessing the MinuteTraq software, County staff complete Requests for Board Action (RBAs), attach supporting documents and submit their requests by 4:30 p.m. on the Thursday prior to a scheduled meeting day, unless otherwise noted. If a member of the public or outside entity would like to be placed on a County Board agenda, it is recommended that they contact the Department which most closely represents their concern. Please contact the Deputy Clerk of the County Board if you have any questions or need MinuteTraq instructions and assistance.

If you have documents that require signature following their approval, please route originals for signature to the Deputy Clerk of the County Board prior to the meeting date to ensure timeliness of receiving signatures. Alternatively, Itasca County has an eSignature service which allows documents to be signed electronically. Please contact the Deputy Clerk of the County Board for more information regarding this service.

Please save this memo/schedule for reference throughout Year 2019. For your information, the above dates also appear on the calendar that is distributed with the County Board Meeting agendas.

Organizational Meeting

The **Year 2019 Organizational Meeting** will be held on **Tuesday, January 8, 2019**, at 2:30 p.m. pursuant to M.S. 375.07. The RBAs for this meeting are due Thursday, January 3, 2019, at 4:30 p.m.

Work Sessions

County Board Work Sessions are scheduled for 2:30 p.m., on the first and third Tuesday of the month, unless otherwise noted. The Work Session dates for the Year 2019 and the due dates for RBA's for these Work Sessions are as follows:

<u>COUNTY BOARD WORK SESSION</u> <u>MEETING DATES 2:30 p.m.</u>	<u>RBA'S ARE DUE</u> <u>BY 4:30 p.m.</u>
Tuesday, January 8, 2019	Thursday, January 3, 2019
Tuesday, January 22, 2019	Thursday, January 17, 2019
Tuesday, February 5, 2019	Thursday, January 31, 2019
Tuesday, February 19, 2019	Thursday, February 14, 2019
Tuesday, March 5, 2019	Thursday, February 28, 2019
Tuesday, March 19, 2019	Thursday, March 14, 2019
Tuesday, April 2, 2019	Thursday, March 28, 2019
Tuesday, April 16, 2019	Thursday, April 11, 2019
Tuesday, May 7, 2019	Thursday, May 2, 2019
Tuesday, May 21, 2019	Thursday, May 16, 2019
Tuesday, June 4, 2019	Thursday, May 30, 2019
Tuesday, June 18, 2019	Thursday, June 13, 2019
Tuesday, July 2, 2019	Thursday, June 27, 2019
Tuesday, July 16, 2019	Thursday, July 11, 2019
Tuesday, August 6, 2019	Thursday, August 1, 2019
Tuesday, August 20, 2019	Thursday, August 15, 2019
Tuesday, September 3, 2019	Thursday, August 29, 2019
Tuesday, September 17, 2019	Thursday, September 12, 2019
Tuesday, October 1, 2019	Thursday, September 26, 2019
Tuesday, October 15, 2019	Thursday, October 10, 2019
Tuesday, November 5, 2019	Thursday, October 31, 2019
Tuesday, November 19, 2019	Thursday, November 14, 2019
Tuesday, December 3, 2019	* Tuesday, November 26, 2019
Tuesday, December 17, 2019	Thursday, December 12, 2019

Regular Sessions

County Board Regular Sessions are scheduled for 2:30 p.m., on the second and fourth Tuesday of the month, unless otherwise noted. The Regular Session dates for the Year 2019 and the due dates for RBA's for these Regular Sessions are as follows:

<u>COUNTY BOARD REGULAR SESSION</u> <u>MEETING DATES 2:30 p.m.</u>	<u>RBA'S ARE DUE</u> <u>BY 4:30 p.m.</u>
Tuesday, January 15, 2019	Thursday, January 10, 2019
Tuesday, January 29, 2019	Thursday, January 24, 2019
Tuesday, February 12, 2019	Thursday, February 7, 2019
Tuesday, February 26, 2019	Thursday, February 21, 2019
Tuesday, March 12, 2019	Thursday, March 7, 2019
Tuesday, March 26, 2019	Thursday, March 21, 2019
Tuesday, April 9, 2019	Thursday, April 4, 2019
Tuesday, April 23, 2019	Thursday, April 18, 2019
Tuesday, May 14, 2019	Thursday, May 9, 2019
Tuesday, May 28, 2019	Thursday, May 23, 2019
Tuesday, June 11, 2019	Thursday, June 6, 2019
Tuesday, June 25, 2019	Thursday, June 20, 2019
Tuesday, July 9, 2019	* Tuesday, July 2, 2019
Tuesday, July 23, 2019	Thursday, July 18, 2019
Tuesday, August 13, 2019	Thursday, August 8, 2019
Tuesday, August 27, 2019	Thursday, August 22, 2019
Tuesday, September 10, 2019	Thursday, September 5, 2019
Tuesday, September 24, 2019	Thursday, September 19, 2019
Tuesday, October 8, 2019	Thursday, October 3, 2019
Tuesday, October 22, 2019	Thursday, October 17, 2019
Tuesday, November 12, 2019	Thursday, November 7, 2019
Tuesday, November 26, 2019	Thursday, November 14, 2019
Tuesday, December 10, 2019	Thursday, December 5, 2019

As always, please do not hesitate to contact me if you have any questions or concerns regarding any County Board related matter!