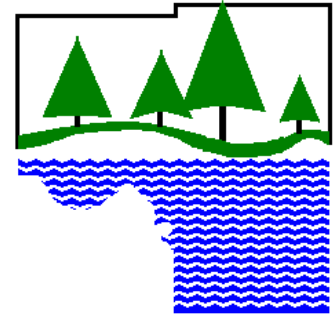


ITASCA COUNTY

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



DATE: December 28, 2022

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 2023 County Board Meetings and Request for Board Action (RBA) Due Dates

At their November 22, 2022 County Board meeting, the Itasca County Board of Commissioners set the Year 2023 schedule of Itasca County Board meetings (Resolution #2022-68), as delineated below.

By accessing the CivicClerk agenda management system, County staff complete Requests for Board Action (RBAs), attach supporting documents and submit their requests **by 12 noon 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 CivicClerk 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 can utilize a 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 2023.

Organizational Meeting

The **Year 2023 Organizational Meeting** will be held on **Tuesday, January 3, 2023**, at 2:30 p.m. pursuant to M.S. 375.07. The RBAs for this meeting are due Thursday, December 29, 2022, at 12 noon.

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 2023 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 12 NOON</u>
Tuesday, January 3, 2023	Thursday, December 29, 2022
Tuesday, January 17, 2023	Thursday, January 12, 2023
Tuesday, February 7, 2023	Thursday, February 2, 2023
Tuesday, February 21, 2023	Thursday, February 16, 2023
Tuesday, March 7, 2023	Thursday, March 2, 2023
Tuesday, March 21, 2023	Thursday, March 16, 2023
Tuesday, April 4, 2023	Thursday, March 30, 2023
Tuesday, April 18, 2023	Thursday, April 13, 2023
Tuesday, May 2, 2023	Thursday, April 27, 2023
Tuesday, May 16, 2023	Thursday, May 11, 2023
Tuesday, June 6, 2023	Thursday, June 1, 2023
Tuesday, June 20, 2023	Thursday, June 15, 2023
* Wednesday, July 5, 2023	Thursday, June 29, 2023
Tuesday, July 18, 2023	Thursday, July 13, 2023
Tuesday, August 1, 2023	Thursday, July 27, 2023
Tuesday, August 15, 2023	Thursday, August 10, 2023
Tuesday, September 5, 2023	Thursday, August 31, 2023
Tuesday, September 19, 2023	Thursday, September 14, 2023
Tuesday, October 3, 2023	Thursday, September 28, 2023
Tuesday, October 17, 2023	Thursday, October 12, 2023
Tuesday, November 7, 2023	Thursday, November 2, 2023
Tuesday, November 21, 2023	Thursday, November 16, 2023
Tuesday, December 5, 2023	Thursday, November 30, 2023
Tuesday, December 19, 2023	Thursday, December 14, 2023

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 2023 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 12 NOON</u>
Tuesday, January 10, 2023	Thursday, January 5, 2023
Tuesday, January 24, 2023	Thursday, January 19, 2023
Tuesday, February 14, 2023	Thursday, February 9, 2023
Tuesday, February 28, 2023	Thursday, February 23, 2023
Tuesday, March 14, 2023	Thursday, March 9, 2023
Tuesday, March 28, 2023	Thursday, March 23, 2023
Tuesday, April 11, 2023	Thursday, April 6, 2023
Tuesday, April 25, 2023	Thursday, April 20, 2023
Tuesday, May 9, 2023	Thursday, May 4, 2023
Tuesday, May 23, 2023	Thursday, May 18, 2023
Tuesday, June 13, 2023	Thursday, June 8, 2023
Tuesday, June 27, 2023	Thursday, June 22, 2023
Tuesday, July 11, 2023	Thursday, July 6, 2023
Tuesday, July 25, 2023	Thursday, July 20, 2023
Tuesday, August 8, 2023	Thursday, August 3, 2023
Tuesday, August 22, 2023	Thursday, August 17, 2023
Tuesday, September 12, 2023	Thursday, September 7, 2023
Tuesday, September 26, 2023	Thursday, September 21, 2023
Tuesday, October 10, 2023	Thursday, October 5, 2023
Tuesday, October 24, 2023	Thursday, October 19, 2023
Tuesday, November 14, 2023	Thursday, November 9, 2023
Tuesday, November 28, 2023	* Wednesday, November 22, 2023
Tuesday, December 12, 2023	Thursday, December 7, 2023

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