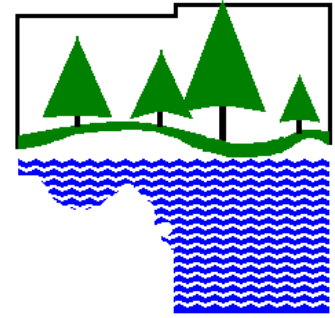


ITASCA COUNTY

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



DATE: November 27, 2023

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 2024 County Board Meetings and Request for Board Action (RBA) Due Dates

At their November 21, 2023 County Board meeting, the Itasca County Board of Commissioners set the Year 2024 schedule of Itasca County Board meetings (Resolution #2023-46).

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 topic/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 2024.

Organizational Meeting

The **Year 2024 Organizational Meeting** will be held on **Tuesday, January 2, 2024**, at 2:30 p.m. pursuant to M.S. 375.07. The RBAs for this meeting are due Thursday, December 28, 2023, 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 2024 and the due dates for RBA's for these Work Sessions are as follows:

COUNTY BOARD WORK SESSION

MEETING DATES 2:30 p.m.

Tuesday, January 2, 2024
Tuesday, January 16, 2024
Tuesday, February 6, 2024
Tuesday, February 20, 2024
Tuesday, March 19, 2024
Tuesday, April 2, 2024
Tuesday, April 16, 2024
Tuesday, May 7, 2024
Tuesday, May 21, 2024
Tuesday, June 4, 2024
Tuesday, June 18, 2024
Tuesday, July 2, 2024
Tuesday, July 16, 2024
Tuesday, August 6, 2024
Tuesday, August 20, 2024
Tuesday, September 3, 2024
Tuesday, September 17, 2024
Tuesday, October 1, 2024
Tuesday, October 15, 2024
Tuesday, November 19, 2024
Tuesday, December 3, 2024
Tuesday, December 17, 2024

RBA'S ARE DUE

BY 12 NOON

Thursday, December 28, 2023
Thursday, January 11, 2024
Thursday, February 1, 2024
Thursday, February 15, 2024
Thursday, March 14, 2024
Thursday, March 28, 2024
Thursday, April 11, 2024
Thursday, May 2, 2024
Thursday, May 16, 2024
Thursday, May 30, 2024
Thursday, June 13, 2024
Thursday, June 27, 2024
Thursday, July 11, 2024
Thursday, August 1, 2024
Thursday, August 15, 2024
Thursday, August 29, 2024
Thursday, September 12, 2024
Thursday, September 26, 2024
Thursday, October 10, 2024
Thursday, November 14, 2024
* Wednesday, November 27, 2024
Thursday, December 12, 2024

*Please Note – There are no County Board Work Sessions scheduled on the following dates due to elections:

Tuesday, March 5, 2024
Tuesday, November 5, 2024

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 2024 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 9, 2024	Thursday, January 4, 2024
Tuesday, January 23, 2024	Thursday, January 18, 2024
Tuesday, February 13, 2024	Thursday, February 8, 2024
Tuesday, February 27, 2024	Thursday, February 22, 2024
Tuesday, March 12, 2024	Thursday, March 7, 2024
Tuesday, March 26, 2024	Thursday, March 21, 2024
Tuesday, April 9, 2024	Thursday, April 4, 2024
Tuesday, April 23, 2024	Thursday, April 18, 2024
Tuesday, May 14, 2024	Thursday, May 9, 2024
Tuesday, May 28, 2024	Thursday, May 23, 2024
Tuesday, June 11, 2024	Thursday, June 6, 2024
Tuesday, June 25, 2024	Thursday, June 20, 2024
Tuesday, July 9, 2024	* Wednesday, July 3, 2024
Tuesday, July 23, 2024	Thursday, July 18, 2024
* Wednesday, August 14, 2024	Thursday, August 8, 2024
Tuesday, August 27, 2024	Thursday, August 22, 2024
Tuesday, September 10, 2024	Thursday, September 5, 2024
Tuesday, September 24, 2024	Thursday, September 19, 2024
Tuesday, October 8, 2024	Thursday, October 3, 2024
Tuesday, October 22, 2024	Thursday, October 17, 2024
Tuesday, November 12, 2024	Thursday, November 7, 2024
Tuesday, November 26, 2024	Wednesday, November 21, 2024
Tuesday, December 10, 2024	Thursday, December 5, 2024

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