



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

## **CITY COUNCIL MEETING AGENDA**

**Monday, August 10, 2026**

**5:00 PM**

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular meeting of the Grand Rapids City Council will be held on Monday, August 10, 2026 at 5:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL:

POSITIVE HAPPENINGS IN THE CITY:

PUBLIC FORUM:

COUNCIL REPORTS:

APPROVAL OF MINUTES:

1. Approve minutes for Monday, July 27, 2026 Council Worksession and Regular meetings.

VERIFIED CLAIMS:

2. Approve the verified claims for the period July 21, 2026 to August 3, 2026 in the total amount of \$705,455.79.

CONSENT AGENDA:

3. Consider Voiding Lost Accounts Payable Check and Issue Replacement Check.
4. Consider authorizing the Police Department to enter into Educational Tobacco Compliance Check annual plan agreement / contract with Minnesota Department of Human Services.
5. Consider Voiding Lost Accounts Payable Check and Issue Replacement Check.
6. Consider Budget Reductions and Elimination of Positions and Layoffs.
7. Consider approving revised job description for Police Department Administrative Assistant.
8. Consider approving temporary liquor license for Klockow Brewing Co. event
9. Consider a State required budget resolution for Yanmar Arena.
10. Consider entering into an agreement with Plan-IT Software LLC.

- [11.](#) Consider hiring Grady Haskins as seasonal hire at Pokegama Golf Course and Matthew Brenny as PT Arena Attendant II at the Civic Center.
- [12.](#) Consider accepting the resignation of Jennifer Gorman from the Arts & Culture Commission, effective immediately.
- [13.](#) Consider accepting resignation of Cyndy Martin from the Grand Rapids Area Library Board.
- [14.](#) Consider approving renewal of Zix/Office 365 licenses.
- [15.](#) Consider revision to original RCA amount for tee markers
- [16.](#) Consider authorizing public works staff to obtain quotes for the rain garden rehabilitation project
- [17.](#) Consider approving an agreement with Oracle NetSuite for Government for additional assistance with the Planning & Budgeting software and accept the signature of the Finance Director after the fact.

SET REGULAR AGENDA:

POLICE:

- [18.](#) Consider adopting a resolution accepting a \$400 donation to the GRPD Public Safety Education Fund from an anonymous community member.
- [19.](#) Consider adopting a resolution accepting donations from the Blandin Foundation, Barnabas 22LLC, Cohasset Fire Hook & Ladder, Sandstrom's, Pepsi, Walmart, S&S Meats, SuperOne, Rapids Welding, and that proceeds from 2026 National Night Out remain supporting Grand Rapids Police Reserves.
- [20.](#) Consider approving donation from Itasca County K-9 Fundraiser

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR AUGUST 24, 2026 AT 5:00 PM

Hearing Assistance Available: This facility is equipped with a hearing assistance system.

MEETING PROTOCOL POLICY: Please be aware that the Council has adopted a Meeting Protocol Policy which informs attendees of the Council's desire to conduct all City meetings in an orderly manner which welcomes all civil input from citizens and interested parties. If you are unaware of the policy, copies (orange color) are available in the wall file by the Council entrance.

ATTEST: Kimberly Gibeau, City Clerk



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## CITY COUNCIL WORKSESSION MINUTES

**Monday, July 27, 2026**

**4:00 PM**

Mayor Connelly called the meeting to order at 4:00 PM.

COUNCIL PRESENT: Mayor Tasha Connelly, Councilor Molly MacGregor, Councilor Tom Sutherland, Councilor Rick Blake, Councilor Dan Mertes

STAFF PRESENT: Tom Pagel, Kimberly Gibeau, Chad Sterle, Erik Scott, Dale Schneider, Chery Pierzina, Rob Mattei, Carl Babich

VISITORS: Linda Harringer, Renee Ducharme

### DEPARTMENT HEAD REPORT:

#### 1. Information Technology - Erik Scott

Erik Scott, Director of IT, provided overview of various department activities including:

- ~ Virtual Server System Replacement
- ~ Backup System upgrade/replacement
- ~ Cybersecurity training program
- ~ Library Public network refresh
- ~ Police CAD/RMS Migration
- ~ Endpoint Detection & Response Enhancements

A complete report is available for review.

### BUSINESS:

#### 2. Municipal Dispensary Update

City Administrator Pagel presented information related to the proposed Municipal Cannabis Dispensary. The City website has a page dedicated to the project primarily focused on frequently asked questions and answers.

Upon review of the Regular Agenda, no changes or additions are noted.

There being no further business, the meeting adjourned at 5:01 PM.

Respectfully submitted:

*Kimberly Gibeau*  
 Kimberly Gibeau, City Clerk



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## **CITY COUNCIL MEETING MINUTES**

**Monday, July 27, 2026**

**5:00 PM**

Mayor Connelly called the meeting to order at 5:10 PM.

**COUNCIL PRESENT:** Mayor Tasha Connelly, Councilor Molly MacGregor, Councilor Tom Sutherland, Councilor Rick Blake, Councilor Dan Mertes

**STAFF PRESENT:** Tom Pagel, Kimberly Gibeau, Chad Sterle, Andy Morgan, Travis Cole, Carl Babich, Rob Mattei

**VISITORS:** Renee Ducharme, Linda Harringer

### **POSITIVE HAPPENINGS IN THE CITY:**

Mayor Connelly acknowledged years of service for City employees.

### **PUBLIC FORUM:**

No one from the public wished to speak.

### **COUNCIL REPORTS:**

Councilor Blake provided overview of recent meetings attended including Arrowhead Regional Development Commission meeting and Coalition of Greater Minnesota Cities summer conference.

Mayor Connelly reminded residents that this is election season and there are laws surrounding signage, and gave an overview of Mutual Aid assistance provided by the Grand Rapids Fire Department regarding wildfires in Ely area.

Councilor Sutherland noted that Yanmar arena is extremely busy with hockey camps and there will be a one day event when D1 Hockey coaches will be in the area and observing players.

### **APPROVAL OF MINUTES:**

1. Approve Council minutes for Monday, July 13, 2026 Regular meeting and Monday, July 20, 2026 Special meeting.

Motion made by Councilor MacGregor, Seconded by Councilor Mertes to approve Council minutes as presented. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

### **VERIFIED CLAIMS:**

2. Approve the verified claims for the period June 7, 2026 to July 20, 2026 in the total amount of \$2,482,946.57.

Motion made by Councilor Mertes, Seconded by Councilor MacGregor to approve the verified claims as presented. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

#### ACKNOWLEDGE MINUTES FOR BOARDS AND COMMISSIONS:

3. Acknowledged minutes for:

~ January 6, 2026 Arts & Culture Commission  
 ~ May 7, 2026 Planning Commission  
 ~ May 13, 2026 Library Board  
 ~ May 19, 2026 Golf Board  
 ~ May 21, 2026 PCA Board  
 ~ May 27, 2026 Human Rights Commission  
 ~ May 28, 2026 GREDA  
 ~ June 10, 2026 Library Board

#### CONSENT AGENDA:

4. Consider awarding a quote to Polar Insulating, LLC for roof repair at the Grand Rapids – Itasca County Airport.
5. Consider adopting a resolution approving LG230 Application for Off-Site Gambling for Confidence Learning Center

#### **Adopted Resolution 26-52**

6. Consider accepting the Grand Rapids Economic Development Authority Annual Report for 2025.
7. Consider approval of a resolution authorizing a grant request to MN IRRR Culture and Tourism Grant Program for the Pokegama Golf Course Bunker Rehabilitation Project.

#### **Adopted Resolution 26-53**

8. Consider the approval of a lease agreement with Rapids Brewing Company.
9. Consider the adoption of a resolution finding parcels located at 900 NW 4th Street are occupied by a structurally substandard building.

#### **Adopted Resolution 26-54**

10. Consider entering into a Joint Powers Agreement between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the State Fire Marshal and the City of Grand Rapids to conduct all hotel inspections in the City of Grand Rapids.
11. Consider the purchase of new tee markers

12. Consider hiring Taylor Ruppelius Klopp as seasonal hire at Pokegama Golf Course.
13. Consider approving temporary liquor license for American Legion Post 476 for Itasca County Fair Beer Garden

Motion made by Councilor Blake, Seconded by Councilor Sutherland to approve the Consent Agenda as presented. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

#### SET REGULAR AGENDA:

Motion made by Councilor MacGregor, Seconded by Councilor Mertes to approve the Regular Agenda as presented. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

#### ADMINISTRATION:

14. Consider appointment of Kaden Oldham as Police Officer with the Grand Rapids Police Department.

Motion made by Councilor Blake, Seconded by Councilor Mertes to appoint Kaden Oldham to the position of Police Officer as recommended. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

#### FIRE:

15. Consider allowing the Grand Rapids Fire Department to purchase a replacement RDC Water Rescue Craft from Oceanid and accessories.

Motion made by Councilor Mertes, Seconded by Councilor Sutherland to approve purchase of replacement RDC Water Rescue Craft as presented. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

#### PUBLIC HEARINGS: (scheduled to begin no earlier than 5:00 PM)

16. Conduct a Public hearing to consider the establishment of TIF District 1-18, Elevation Apartment Project.

Rob Mattei, Director of Community Development, provided background presentation on project.

Mayor Connelly stated the purpose of the public hearing, confirmed all notices have been sent and that the Clerk's office has received no correspondence on this matter.

Motion made by Councilor Blake, Seconded by Councilor MacGregor to open the public hearing. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

No one from the public wished to speak, therefore the following motion was made.

Motion made by Councilor MacGregor, Seconded by Councilor Sutherland to close the public hearing. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

#### COMMUNITY DEVELOPMENT:

17. Consider the adoption of a resolution approving the establishment of TIF District 1-18, Elevation Apartments Project and a TIF Plan therefore.

Motion made by Councilor Mertes, Seconded by Councilor MacGregor to **adopt Resolution 26-55**, approving modification to development program and establishing TIF District 1-18, Elevation Apartments Project and TIF Plan. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

18. Consider the adoption of a resolution approving a TIF Development Agreement and awarding the sale of, and providing the form, terms, covenants and directions for the issuance of it TIF revenue note to Elevation Grand Rapids, LLC.

Motion made by Councilor Blake, Seconded by Councilor Sutherland to **adopt Resolution 26-56**, approving TIF Development Agreement and award sale and provide form, terms, covenants and directions for issuance of TIF revenue note to Elevation Grand Rapids LLC as presented. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

19. Consider the adoption of a resolution authorizing interfund loan for advance of certain costs in connection with Tax Increment Financing District No. 1-18: Elevation Apartments Project

Motion made by Councilor MacGregor, Seconded by Councilor Sutherland to **adopt Resolution 26-57**, authorizing interfund loan in connection with TIF Financing District 1-18, Elevation Apartments Project as presented. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

There being no further business, the meeting adjourned at 6:06 PM.

Respectfully submitted:

*Kimberly Gibeau*  
Kimberly Gibeau, City Clerk

## Summary Report

Item 2.

| <b>VENDOR NAME/INVOICE #</b>               | <b>AMOUNT</b> |
|--------------------------------------------|---------------|
| ACHESON TIRE INC                           | \$ 923.68     |
| ALEX AIR APPARATUS 2 LLC                   | \$ 1,078.73   |
| ASHLEY BRUBAKER                            | \$ 533.80     |
| AUTOMOTIVE ELECTRIC LLC                    | \$ 196.43     |
| BETZ EXTINGUISHER COMPANY                  | \$ 100.00     |
| BURGGRAF'S ACE HARDWARE                    | \$ 433.79     |
| CARQUEST AUTO PARTS                        | \$ 1,080.94   |
| COLE HARDWARE INC                          | \$ 62.45      |
| COMMERCIAL REFRIGERATION                   | \$ 1,962.07   |
| DAKOTA FLUID POWER, INC                    | \$ 62.62      |
| EARL F ANDERSEN                            | \$ 148.95     |
| EMERGENCY APPARATUS                        | \$ 11,418.82  |
| ENVIRONMENTAL EQUIPMENT AND SERVICES, INC. | \$ 249.19     |
| FASTENAL COMPANY                           | \$ 3,642.27   |
| GARTNER REFRIGERATION CO                   | \$ 2,750.18   |
| GOVCONNECTION INC                          | \$ 397.80     |
| GRAND RAPIDS HERALD REVIEW                 | \$ 322.00     |
| HIRSHFIELDS PAINT MANUFACTURING INC        | \$ 214.86     |
| ITASCA COUNTY AUDITOR/TREAS.               | \$ 15.00      |
| KRISS PREMIUM PRODUCTS, INC                | \$ 55.11      |
| L&M SUPPLY                                 | \$ 2,140.97   |
| MARTIN'S SNOWPLOW & EQUIP                  | \$ 11.98      |
| MCCOY CONSTRUCTION & FORESTRY              | \$ 170.09     |
| MICHELS LAW                                | \$ 8,750.00   |
| MINUTEMAN PRESS                            | \$ 249.26     |
| NORTHERN LIGHTS TRUCK                      | \$ 529.32     |
| NORTHERN STAR COOPERATIVE                  | \$ 1,599.60   |
| NORTHLAND LAWN & SPORT LLC                 | \$ 299.27     |
| NORTHLAND PORTABLES                        | \$ 1,584.00   |
| ORACLE AMERICA INC                         | \$ 2,100.00   |
| PHILS GARAGE DOOR                          | \$ 8,805.50   |
| PUBLIC UTILITIES COMMISSION                | \$ 2,200.00   |
| RADKO IRON & SUPPLY INC                    | \$ 232.68     |
| RAPIDS PLUMBING & HEATING INC              | \$ 145.00     |
| SANDSTROM'S INC                            | \$ 757.92     |
| SHERWIN-WILLIAMS                           | \$ 91.46      |
| SHI INTERNATIONAL CORP                     | \$ 18,862.00  |
| STELLAR MEDICAL & EQUIPMENT                | \$ 292.96     |
| STOKES PRINTING & OFFICE SUPPLY INC.       | \$ 19.98      |

## CITY OF GRAND RAPIDS BILL LIST - August 10, 2026

Item 2.

## Summary Report

|                               |    |           |
|-------------------------------|----|-----------|
| TIMECLOCK PLUS LLC            | \$ | 957.90    |
| TNT CONSTRUCTION GROUP LLC    | \$ | 10,711.51 |
| TROUT ENTERPRISES INC         | \$ | 3,636.00  |
| ULINE, INC                    | \$ | 157.01    |
| VESTIS GROUP, INC             | \$ | 82.48     |
| WW THOMPSON CONCRETE PRODUCTS | \$ | 454.65    |

**TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 90,490.23**

**CHECKS ISSUED/PRIOR APPROVAL:**

|                                 |                        |    |            |
|---------------------------------|------------------------|----|------------|
| AMAZON CAPITAL SERVICES         | 11PM-WWNM-4HDF-L       | \$ | 74.96      |
| AMAZON CAPITAL SERVICES         | 1HPT-3J3C-DNRT-L       | \$ | 70.48      |
| AMAZON CAPITAL SERVICES         | 19N1-YXKG-DG7X-L       | \$ | 44.07      |
| BAILY LAMOUNTAIN                | 072726-L               | \$ | 50.00      |
| BAILY LAMOUNTAIN                | 072026-L               | \$ | 50.00      |
| CAITLYN COONS                   | 072726-L               | \$ | 50.00      |
| CAITLYN COONS                   | 072026-L               | \$ | 50.00      |
| CENTURYLINK QC                  | 333508017/Jul26-C      | \$ | 55.48      |
| CONSTELLATION NEWENERGY-GAS DIV | 4648279                | \$ | 281.64     |
| DIANA R MAGNER                  | 072926-L               | \$ | 125.00     |
| FIDELITY SECURITY LIFE          | 3343173                | \$ | 102.09     |
| FM ALL-STARs LLP                | TALLTIMBER/2026        | \$ | 2,500.00   |
| GRAND RAPIDS PAYROLL            | 7/24/2026              | \$ | 421,872.28 |
| HOLIDAY STATIONSTORES LLC       | 027901082600           | \$ | 335.50     |
| HOME DEPOT CREDIT SERVICES      | 1091/6023101           | \$ | 72.28      |
| ICTV - Grand Rapids             | 5073                   | \$ | 5,000.00   |
| ICTV - Grand Rapids             | MC/2NDQTR26/FEES       | \$ | 8,630.28   |
| METROPOLITAN LIFE INSURANCE CO  | TS05396331 - AUGUST 26 | \$ | 2,564.47   |
| MICHELLE JOHNSON                | 062326-L               | \$ | 88.45      |
| MINNESOTA ENERGY RESOURCES      | 0506372672-01/Jun26-C  | \$ | 491.74     |
| MINNESOTA ENERGY RESOURCES      | 0507783569-01/Jun26-L  | \$ | 49.96      |
| MINNESOTA ENERGY RESOURCES      | 0502903931-02/Jun26    | \$ | 48.77      |
| MINNESOTA ENERGY RESOURCES      | 0502380460-01/Jun26    | \$ | 292.20     |
| MINNESOTA ENERGY RESOURCES      | 0615241258-01/Jul26-A  | \$ | 19.51      |
| MINNESOTA ENERGY RESOURCES      | 0503250588-01/Jul26    | \$ | 135.11     |
| MINNESOTA ENERGY RESOURCES      | 0502552454-01/Jul26-A  | \$ | 47.25      |
| MINNESOTA ENERGY RESOURCES      | 0508787492-07/Jul26    | \$ | 61.88      |
| MINNESOTA ENERGY RESOURCES      | 0502809781-03/jul26    | \$ | 45.60      |
| MINNESOTA ENERGY RESOURCES      | 0508787492-09/Jul26    | \$ | 18.00      |
| MINNESOTA ENERGY RESOURCES      | 0506528413-02/Jul26    | \$ | 19.51      |
| MINNESOTA HISTORICAL SOCIETY    | SWP25-044/Refund       | \$ | 1,000.00   |

07/21/26 - 08/03/26

**CITY OF GRAND RAPIDS BILL LIST - August 10, 2026***Item 2.***Summary Report**

|                               |                  |    |            |
|-------------------------------|------------------|----|------------|
| MINNESOTA MN IT SERVICES      | DV26060428       | \$ | 467.35     |
| MN DEPT OF REVENUE            | 6/1/2026         | \$ | 11,512.00  |
| MUTUAL OF OMAHA               | 002153015808     | \$ | 651.71     |
| NORTHERN CONTRACTING LLC      | SWP25-040/Refund | \$ | 500.00     |
| NORTHERN CONTRACTING LLC      | SWP25-011/Refund | \$ | 500.00     |
| NORTHERN CONTRACTING LLC      | SWP25-039/Refund | \$ | 500.00     |
| NORTHERN CONTRACTING LLC      | SWP25-009/Refund | \$ | 500.00     |
| OPERATING ENGINEERS LOCAL #49 | SEP26 HEALTH/HRA | \$ | 139,262.00 |
| RICK BLAKE                    | 072426           | \$ | 775.38     |
| RYAN COMPANIES US INC         | SWP25-004/Refund | \$ | 10,000.00  |
| SUPERIOR USA BENEFITS CORP    | 0145250-IN       | \$ | 195.00     |
| THOMAS J PAGEL                | 080326           | \$ | 1,907.00   |
| WM CORPORATE SERVICES, INC    | 0135529-2808-0   | \$ | 3,948.61   |

**TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:       \$       614,965.56**

**TOTAL ALL DEPARTMENTS:       \$       705,455.79**



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## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** August 10, 2026

**AGENDA ITEM:** Consider Voiding Lost Accounts Payable Check and Issue Replacement Check.

**PREPARED BY:** Laura Pfeifer

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### BACKGROUND:

Accounts payable check #159667 issued to Visit Grand Rapids, Inc. on March 24, 2025, for \$635.40 is lost. An authorized representative of payee has completed the required Affidavit of Lost Check.

### REQUESTED COUNCIL ACTION:

Make a motion to void lost accounts payable check #159667, issue new check and waive bond requirements for the check to Visit Grand Rapids, Inc. for the amount of \$635.40.

AFFIDAVIT

STATE OF ) Minnesota

) SS

COUNTY OF ) Itasca

**Visit Grand Rapids Inc**, being first duly sworn on oath, states that he/she resides at **PO Box 886, Grand Rapids, MN, 55744** and that he/she is the payee named in a check number **159667**, issued to **Visit Grand Rapids, Inc.**, drawn by **City of Grand Rapids** dated **3/24/2025**, for the sum of **\$635.40**; that to my knowledge this check was never endorsed by me, that I did not authorize anyone to endorse it for me, and that the circumstances of the loss or destruction of the check are as follows:

**Accounts Payable lost check**

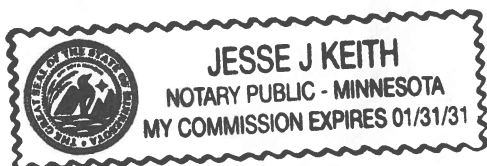
I am making this Affidavit in conjunction with my request that the **City of Grand Rapids** issue a duplicate check. I understand that I make this Affidavit under oath and that I may be subject to criminal penalty if my statements in this Affidavit are false.

SIGNED *McClintock*

Subscribed and sworn to before me

This 21 day of July, 2026

*Jesse Keith* . 01/31/2031  
Notary Public





CITY OF  
**GRAND RAPIDS**  
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## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** August 10, 2026

**AGENDA ITEM:** Consider authorizing the Police Department to enter into Educational Tobacco Compliance Check annual plan agreement / contract with Minnesota Department of Human Services.

**PREPARED BY:** Chief Andy Morgan

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**BACKGROUND:**

The Police Department is interested in collaborating with Minnesota Department of Human Services to conduct annual tobacco compliance checks. This program is educational in purpose and does not impose a penalty for noncompliance. If authorized, a GRPD Staff member will conduct the 22 educational tobacco compliance checks on the 22 locally licensed tobacco vendors by June 30, 2026. Per contract, the City of Grand Rapids would be compensated \$50 per compliance check. GRPD has considerable history and recognizes the value in participating in this program.

GRPD also participates in another annual Tobacco Compliance Check per MN Statute 461.12 that does impose fines for noncompliance.

All 22 compliance checks were completed by GRPD personnel prior to the June 30, 2026 deadline.

**REQUESTED COUNCIL ACTION:**

Make a motion authorizing the Police Department to enter into annual plan agreement / contract with Minnesota Department of Human Services allowing for 2026 Educational Tobacco Compliance Checks.

|                       |                                               |                                              |                         |
|-----------------------|-----------------------------------------------|----------------------------------------------|-------------------------|
| DHS USE ONLY          | Vendor Name<br>Grand Rapids Police Department | Supplier ID<br>0000195352                    | PO Number<br>3000122973 |
| EIOR Number<br>298394 | Originator Name<br>Vicki Berg                 | Division<br>Behavioral Health Administration |                         |



## State of Minnesota Department of Human Services FY26 Annual Plan Agreement

SWIFT Contract Number: 267868

This Annual Plan Agreement (“Agreement”) is for professional/technical services, interpreted pursuant to laws of the State of Minnesota, between the State of Minnesota, acting through its Department of Human Services, Behavioral Health Administration (“State”) and Grand Rapids Police Department (“Contractor”).

Pursuant to Minnesota Statutes § 15.061 and 256.01, the State is empowered to enter into professional/technical agreements.

### 1. Term of Agreement

- 1.1 The effective date of the Agreement is February 23, 2026, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.
- 1.2 The expiration date of this Agreement is June 30, 2026, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

### 2. Duties

- 2.1 By written acceptance below, the Contractor, who is not a State employee, agrees to perform the following work:

A. Contractor, who is a participating Sheriff’s Office, Police Department, or Public Health Department, will conduct educational tobacco compliance checks (“compliance checks”) with the approved number of retail locations (per 2.1.B) that sell tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products to confirm compliance with sections 609.685 and [609.6855](#).

- Pursuant to Minn. Stat. § 461.12, subd. 5, compliance checks must involve persons who are at least 17 years old, but under the age of 21. If the person participating in the compliance check is under 18 years of age, prior written consent from a parent or legal guardian is required.
- The educational compliance checks conducted under this Agreement will NOT fulfill the statutorily required compliance checks mandated under Minn. Stat. § 461.12, subd. 5. because no penalty is imposed on retailers as a result of these checks. These checks are educational in nature only and are separate from any enforcement-based compliance checks that Contractor may be required to conduct under state law.

B. Complete twenty-two (22) educational tobacco compliance checks by June 30, 2026. (no exceptions). Compliance checks will be reimbursed at \$50.00 per check.

|                       |                                               |                                              |                         |
|-----------------------|-----------------------------------------------|----------------------------------------------|-------------------------|
| DHS USE ONLY          | Vendor Name<br>Grand Rapids Police Department | Supplier ID<br>0000195352                    | PO Number<br>3000122973 |
| EIOR Number<br>298394 | Originator Name<br>Vicki Berg                 | Division<br>Behavioral Health Administration |                         |

C. Ensure that no penalty, fine, or enforcement action is levied on the retail clerk or the business owner from the county or city as a result of these educational compliance checks. The purposes of these checks is education and awareness, not enforcement.

D. Provide an educational publication to the clerk who fails the compliance check. Contractor will review the educational publication with the clerk at the time of the failed compliance check to ensure understanding of tobacco sales laws and requirements.

E. Provide clerks who pass the compliance checks with a certificate of appreciation signed by an authorized representative of Contractor.

F. Provide the business owner with a written notification that includes the date the compliance check was conducted and result (pass or fail) of the compliance check.

G. Complete a short survey online provided by State.

H. Email the completed vendor invoice form to [vicki.berg@state.mn.us](mailto:vicki.berg@state.mn.us) for payment by July 6, 2026.

### 3. Consideration and Payment

3.1 The total obligation of the State to Contractor for the above services is: \$1,100.00 .

3.2 The Contractor must submit one invoice upon completion of the above services to: Vicki Berg, [vicki.berg@state.mn.us](mailto:vicki.berg@state.mn.us), 651-431-2459.

### 4. Conditions of Payment

4.1 All services provided by the Contractor pursuant to this Agreement must be performed to the satisfaction of the State, as determined in the sole discretion of the State, and not in violation of any federal, state or local laws, ordinances, rules and regulations. The Contractor will not receive payment for work found by the State to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation. Under Minnesota Statutes § 16C.08, subdivision 2(10), no more than 90 percent of the amount due under this Agreement may be paid until the final product of this Agreement has been reviewed by the State's agency head. The balance due will be paid when the State's agency head determines that the Contractor has satisfactorily fulfilled all the terms of this Agreement.

4.2 **Federal funds.** Payments are to be made from federal funds. If at any time such funds become unavailable, this Agreement shall be terminated immediately upon written notice of such fact by State to Contractor. In the event of such termination, Contractor shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed. State has determined that Contractor is a "contractor" pursuant to 2 C.F.R section 200.331.

### 5. Cancellation

This Agreement may be canceled by the State or the Commissioner of Administration at any time, with or without cause, upon 30 days' written notice to the Contractor. In the event of such a cancellation, the Contractor will be entitled to payment, determined on a pro rata basis, for the work or services satisfactorily performed.

### 6. Authorized Representatives and Responsible Authority.

|                       |                                               |                                              |                         |
|-----------------------|-----------------------------------------------|----------------------------------------------|-------------------------|
| DHS USE ONLY          | Vendor Name<br>Grand Rapids Police Department | Supplier ID<br>0000195352                    | PO Number<br>3000122973 |
| EIOR Number<br>298394 | Originator Name<br>Vicki Berg                 | Division<br>Behavioral Health Administration |                         |

6.1 **State.** State's authorized representative is Vicki Berg, Program Manager, vicki.berg@state.mn.us or successor, who has the responsibility to monitor Contractor's performance and the authority to accept the services provided under this contract. If the services are satisfactory, State's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2 **Contractor.** Contractor's Authorized Representative is Tim Dirkes, Sergeant tdirkes@grandrapidsmn.gov, or successor. If the Contractor's Authorized Representative changes at any time during this contract, Contractor must immediately notify State.

## 7. Amendments

Any amendments or modifications to this Agreement must be in writing and will not be effective until executed by the parties to this Agreement and approved by all State officials as required by law.

## 8. Indemnification

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- a. Intentional, willful, or negligent acts or omissions; or
- b. Actions that give rise to strict liability; or
- c. Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

## 9. State Audit

Under Minn. Stat. § 16C.05, subd.5, the Contractor's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State, the State Auditor, or Legislative Auditor, as appropriate, for a minimum of six years from the expiration of this Agreement.

## 10. Government Data Practices Act

State will not be disclosing or providing private or nonpublic information protected under the Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes Chapter 13, (or, if the State contracting party is part of the Judicial Branch, the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time). The Contractor and State must comply with the MGDPA as it applies to any data provided by the State under this Agreement, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the Contractor under this Agreement. The civil remedies of Minnesota Stat. § 13.08, apply to the release of the data governed by the Minnesota Data Practices Act, Minn. Stat. Ch.13, by either the Contractor or the State. If the Contractor receives a request to release the data referred to in this clause, the Contractor must immediately notify and consult with the State as to how the Contractor should respond to the request. The Contractor's response to the request shall comply with applicable law.

## 11. Data Disclosure

Under Minnesota Statute § 270C.65, subd. 3 and other applicable law, the Contractor consents to disclosure of its social security number, federal employer tax identification number, and Minnesota tax identification number, already provided to the State, to federal and state agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state laws which could

|                       |                                               |                                              |                         |
|-----------------------|-----------------------------------------------|----------------------------------------------|-------------------------|
| DHS USE ONLY          | Vendor Name<br>Grand Rapids Police Department | Supplier ID<br>0000195352                    | PO Number<br>3000122973 |
| EIOR Number<br>298394 | Originator Name<br>Vicki Berg                 | Division<br>Behavioral Health Administration |                         |

result in action requiring the Contractor to file state tax returns, pay delinquent state tax liabilities, if any, or pay other state liabilities.

## 12. Governing Law, Jurisdiction and Venue

This Agreement is governed by the laws of the State of Minnesota, without regard to its choice-of-law provisions. Venue for all legal proceedings arising out of this Agreement, or breach thereof, will be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

### 1. State Encumbrance Verification

*Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05*

Print Name: DeeAnn Tucci

Signature: 

Title: Contract Coordinator Date: 2/27/2026

SWIFT Contract No. PTK 267868

### 3. State Agency

*With delegated authority*

Print Name: Kristine Preston

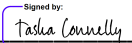
Signature: 

Title: Deputy Assistant Commissioner Date: 3/7/2026

### 2. Contractor

*The Contractor certifies that the appropriate person(s) has executed the Agreement on behalf of the Contractor as required by applicable articles, bylaws, resolutions, or ordinances.*

Print Name: Tasha Connelly

Signature: 

Title: Mayor Date: 3/6/2026



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** August 10, 2026

**AGENDA ITEM:** Consider Voiding Lost Accounts Payable Check and Issue Replacement Check.

**PREPARED BY:** Laura Pfeifer

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### BACKGROUND:

Accounts payable check #163063 issued to Cengage Learning, Inc., on May 14, 2026, for \$271.50 is lost. An authorized representative of payee has completed the required Affidavit of Lost Check.

### REQUESTED COUNCIL ACTION:

Make a motion to void lost accounts payable check #163063, issue new check and waive bond requirements for the check to Cengage Learning, Inc. for the amount of \$271.50.

AFFIDAVIT

STATE OF ) Minnesota  
                   ) SS  
 COUNTY OF ) Itasca

**Cengage Learning**, being first duly sworn on oath, states that he/she resides at **P.O. Box 936743, Atlanta, GA, 31193-6743** and that **Cengage Learning** is the payee named in a check number **#163063**, issued to **Cengage Learning**, drawn by the **City of Grand Rapids** dated **5/14/26**, for the sum of **\$271.50**; that to my knowledge this check was never endorsed by me, that I did not authorize anyone to endorse it for me, and that the circumstances of the loss or destruction of the check are as follows:

**Accounts Payable lost check**

I am making this Affidavit in conjunction with my request that the **City of Grand Rapids** issue a duplicate check. I understand that I make this Affidavit under oath and that I may be subject to criminal penalty if my statements in this Affidavit are false.

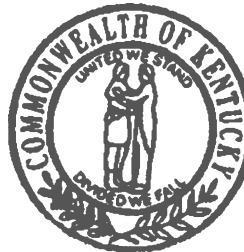
SIGNED Chandra Dunn

Subscribed and sworn to before me

This 28 day of July, 2026.

Vickie Sue Fugate

Notary Public



**VICKIE SUE FUGATE**  
 Notary Public, Kentucky  
 State At Large  
 My Commission Expires  
 November 27, 2027  
 Notary ID# KYNP83029



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** August 10, 2026

**AGENDA ITEM:** Consider Budget Reductions and Elimination of Positions and Layoffs.

**PREPARED BY:** Chery Pierzina, Human Resources Officer

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### BACKGROUND:

Due to budgetary reductions, the City has made the difficult decision to eliminate two positions. As a result, the employees currently serving in those roles will be laid off effective August 10, 2026.

The Community Service Officer (CSO) position will be eliminated, resulting in the layoff of Carl Fischer. The Building Maintenance position will also be eliminated, resulting in the layoff of Michael Randall.

This was an extraordinarily difficult decision and was not made lightly. Both Carl and Mike have been valued members of our organization who have made meaningful contributions to the City of Grand Rapids and the community we serve. We are sincerely grateful for their dedication, professionalism, and years of service, and we thank them for the positive impact they have had on our organization.

### REQUESTED COUNCIL ACTION:

Make a motion to approve the elimination of the Community Service Officer (CSO) position and the Building Maintenance position due to budgetary reductions, resulting in the layoff of the employees currently occupying those positions, effective August 10, 2026.



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** August 10, 2026

**AGENDA ITEM:** Consider approving revised job description for Police Department Administrative Assistant.

**PREPARED BY:** Chery Pierzina, Human Resources Officer

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### BACKGROUND:

Attached for Council consideration is a revised job description for the position of Police Department Administrative Assistant. The revisions modernize the document, clarify the essential duties and responsibilities of the position, update the knowledge, skills, and abilities required, and better align the job description with the City's current operational needs and hiring practices. The revised version also incorporates updated minimum qualifications, including keyboarding proficiency expectations, and reflects current job description formatting and terminology. A red-lined version highlighting the proposed changes is included for Council's reference.

### REQUESTED COUNCIL ACTION:

Motion to approve the revised job description for the position of Police Department Administrative Assistant, effective August 10, 2026.

# City of Grand Rapids Job Description

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**Job Title:** Administrative Assistant

**Department:** Police

**FLSA Status:** Non-exempt

**Approved By:** City Council

**Approved Date:**

## Position Summary

Performs skilled and specialized administrative, records, and customer service work in support of the Police Department. The position prepares and transcribes police documents; processes, classifies, codes, maintains, and releases law enforcement records; completes required state and federal reporting; operates criminal justice information systems; compiles data and statistics; and provides service to the public and partner agencies. Work requires a high degree of accuracy, confidentiality, sound judgment, professionalism, and compliance with applicable laws, rules, policies, and records-retention requirements. General supervision is provided by the Police Captain.

## Essential Duties and Responsibilities

*The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.*

- Provide specialized administrative and records support to the Police Department, including the preparation, transcription, proofreading, formatting, and distribution of police reports, interviews, correspondence, forms, and other technical or confidential documents.
- Serve as a primary point of contact for the department by greeting visitors, answering telephone calls, responding to routine questions, directing calls and visitors, and providing records or information when authorized.
- Enter, review, retrieve, update, and maintain data in the Police Records Management System (RMS) and other authorized criminal justice information systems.
- Classify and code incidents and offenses in accordance with current state reporting requirements; review reports for completeness, accuracy, consistency, and proper routing; and resolve or refer discrepancies within established procedures.
- Prepare, submit, and maintain required reports and records for the Minnesota Bureau of Criminal Apprehension (BCA), Federal Bureau of Investigation (FBI), courts, prosecutors, and other authorized agencies.
- Maintain electronic and paper police records, files, images, and supporting documentation in accordance with applicable retention schedules, security requirements, department procedures, and the Minnesota Government Data Practices Act.

- Process authorized requests for police reports, records checks, and other law enforcement information; determine appropriate routing or referral and collect applicable fees when required.
- Enter and query persons, property, warrants, incidents, and related information through authorized state and national criminal justice systems while maintaining required operator certification and security standards.
- Route reports and information to appropriate department staff, courts, prosecutors, law enforcement agencies, victim advocates, social service organizations, and other authorized recipients.
- Compile, verify, and prepare statistics, spreadsheets, summaries, and other reports at the direction of department supervisors.
- Process photographs and related documentation for registrants and other records as required.
- Receive, sort, distribute, and prepare departmental mail, notices, and other communications.
- Operate computers, telephone and radio systems, transcription equipment, scanners, copiers, and other office or law enforcement technology.
- Assist with records audits, quality-control reviews, process improvements, special projects, and other departmental administrative functions.
- Maintain dependable attendance and perform other duties and responsibilities as assigned.

### **Working Relationships**

Regular verbal and written communication with:

- Local, state, and federal law enforcement agencies
- City departments and other city, county, state, and federal agencies
- Courts, prosecutors, corrections, and criminal justice organizations
- Fire, emergency medical, social service, and victim-advocacy agencies
- News media, businesses, and members of the public

### **Decision Making and Independent Judgment**

- Exercise discretion and maintain confidentiality when handling protected, private, nonpublic, or security-sensitive information.
- Apply established laws, policies, procedures, and records practices when reviewing, coding, processing, routing, and releasing information.
- Identify incomplete, conflicting, or inaccurate information and determine whether it can be resolved within established guidelines or requires referral to supervisory or sworn personnel.
- Prioritize competing assignments, public contacts, deadlines, and time-sensitive requests while maintaining accuracy and service standards.

### **Knowledge, Skills, Abilities, and Competencies Required**

*The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.*

- Knowledge of modern administrative practices, records management, document preparation, filing systems, and office technology.
- Knowledge of, or ability to learn, law enforcement terminology, police records practices, criminal justice databases, court processes, state incident-based reporting, and applicable records-retention requirements.
- Knowledge of applicable federal and Minnesota laws, administrative rules, city ordinances, and department policies governing criminal justice information and government data.

- Skill in accurate data entry, transcription, proofreading, grammar, spelling, punctuation, document formatting, and records review.
- Demonstrated proficiency using Microsoft Word, Excel, Outlook, and document management systems, including the ability to create complex documents, spreadsheets, reports, forms, and correspondence with a high degree of accuracy.
- Demonstrated keyboarding ability of at least 60 words per minute (WPM) with a high degree of accuracy.
- Ability to maintain strict confidentiality and exercise sound judgment with sensitive information.
- Ability to organize work, manage multiple priorities, meet deadlines, and complete detailed work with minimal supervision.
- Ability to communicate clearly and professionally, both orally and in writing, including during difficult, stressful, or emotional interactions.
- Ability to provide courteous, equitable, and responsive service to employees, partner agencies, and the public.
- Ability to work effectively as part of a team and establish productive working relationships with department members, other city employees, criminal justice partners, and community members.
- Ability to successfully complete and maintain all required BCA, FBI, CJIS, and department training and certifications.

### **Minimum Education and Experience**

High school diploma or GED and at least two years of progressively responsible administrative, clerical, records, customer service, or related office experience. Experience in a law enforcement, public safety, legal, court, or governmental setting is preferred. An equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities necessary to successfully perform the essential functions of the position may be considered.

### **Required Training and Certifications**

Must successfully complete and obtain required Minnesota BCA Portals, Basic Operator, and Security Awareness training and certification within six (6) months of hire, or within another timeframe established by the BCA or Police Department. Must complete recurring and additional training and maintain all certifications required for assigned system access and duties. Employment may be subject to a criminal history and fingerprint-based background investigation consistent with applicable requirements.

### **Physical Demands and Work Environment**

Work is primarily performed in an office environment. Performs work in a fast-paced public safety environment requiring frequent interruptions, shifting priorities, and strict deadlines. The position frequently requires sitting, speaking, hearing, keyboarding, data entry, repetitive hand and finger movements, and viewing computer screens and detailed documents. The employee occasionally stands, walks, reaches, bends, pushes, pulls, and lifts or moves items weighing up to 10 pounds. The position requires close visual acuity, the ability to adjust focus, and the ability to receive and exchange detailed information through oral communication. The work environment is generally moderately noisy and may involve regular contact with members of the public and exposure to information or material that may be sensitive or disturbing.

### **Reasonable Accommodation and General Disclaimer**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements described are representative of the knowledge, skill, ability, physical demands, and working

conditions associated with the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

This job description is intended to describe the general nature and level of work performed and is not an exhaustive list of all duties, responsibilities, or qualifications. Duties may be changed or assigned based on operational needs. This job description does not constitute an employment agreement, contract, or guarantee of continued employment.

## **Police Department – Administrative Assistant Employee Acknowledgment**

I acknowledge that I have received, reviewed, and understand the essential functions, duties, responsibilities, and physical requirements of this position as described in this job description.

I certify that I am able to perform the essential functions of this position, with or without reasonable accommodation. If I believe I require a reasonable accommodation to perform the essential functions of my position, I understand it is my responsibility to notify the Human Resources Department so that the City and I may engage in the interactive process in accordance with the Americans with Disabilities Act (ADA) and applicable state law.

I understand that this job description is intended to describe the general nature and level of work performed and is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this position. I understand that the City may modify or assign additional duties consistent with the needs of the organization.

By signing below, I acknowledge receipt of this job description and my understanding of its contents.

---

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## City of Grand Rapids Job Description

**Job Title:** **Administrative Assistant**

**Department:** Police

**FLSA Status:** Non-exempt

**Approved By:** City Council

**Approved Date:** May 26, 2015

### Summary:

Performs skilled and specialized administrative, records, and customer service work in support of support for the Police Department. ~~Transcribes interviews, police reports and other documents. Classifies, using State Coding, police incidents. Maintains the police records system and reports police records to the State of Minnesota as required by law and administrative rule. Compiles statistics for analysis at the direction of police department supervisors. Distributes materials as appropriate and performs a variety of clerical duties. Receives general supervision from the Police Captain.~~ The position prepares and transcribes police documents; processes, classifies, codes, maintains, and releases law enforcement records; completed required state and federal reporting; operation criminal justice information systems; complies data and statistics; and provides service to the public and other partner agencies. Work requires a high degree of accuracy, confidentiality, sound judgement, professionalism, and compliance with applicable laws, rules, policies, and records-retention requirements. General supervision is provided by the Police Captain.

### Essential Duties and Responsibilities:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- ~~• Transcribes reports for use by city, county and state law enforcement agencies.~~
- ~~• Acts as receptionist answering telephone calls, waiting on the public, providing and making copies of reports.~~
- ~~• Provides specialized office support to the Police Department in the transcription of documents, technical, complex and confidential police reports.~~
- ~~• Types materials, reports and documents.~~
- ~~• Prepares and maintains police records and files.~~
- ~~• Ensures correct transcription format and grammar.~~
- ~~• Prepares and maintains police records, including coding and required State reporting.~~
- ~~• Resolves incomplete information, inaccuracies within established guidelines.~~
- ~~• Photocopies, prints and distributes materials in accordance with established department procedures.~~
- ~~• Enters photographs of sex registrants for attachment to their file.~~
- ~~• Performs police records checks for authorized agencies and authorities~~
- ~~• Prepares reports and correspondence.~~
- ~~• Answers in coming telephone calls transferring the call to the appropriate department employee or dispatcher.~~
- ~~• Provides general clerical support in report preparation and submission.~~
- Routes reports to appropriate criminal justice, support and advocate organizations as directed.

- ~~Enters and retrieves data in the Police Records Management System.~~
- ~~Conducts mailings and routes daily mails to the appropriate department members.~~
- ~~Prepares and maintains a variety of files and records; updates files and records as needed.~~
- ~~Operates a variety of office machines including telephone, radio, transcription equipment, computer, copying machine, telephone and related equipment.~~
- ~~Acts as a certified operator of State/National crime records computer in accordance with requirements of the Minnesota Bureau of Criminal Apprehension and the Federal Bureau of Investigation, entering and querying persons, items, warrants and incidents.~~
- ~~Performs related duties as required.~~

### Working Relationships:

~~Oral and written communication with the following:~~ Regular verbal and written communication with:

- Local, state and national law enforcement agencies
- City departments and other ~~Various~~ city, county state and federal agencies
- ~~Local, state and national news media~~
- ~~Area fire and emergency service agencies~~
- ~~Businesses and the public~~
- ~~Other criminal justice and advocate agencies~~
- Courts, prosecutors, corrections, and criminal justice organizations
- Fire, emergency medical, social service, and victim-advocacy agencies
- News media, businesses, and members of the public

### Decision Making and Independent Judgement:

- Exercises discretion and maintains confidentiality when handling protected, private, nonpublic, or security-sensitive information. ~~in handling confidential information.~~
- ~~Uses discretion and accuracy to report incidents and emergencies to other law enforcement agencies.~~
- ~~Exercises appropriate judgment in analyzing complaints and emergencies to determine importance, time and proper authorities to resolve situations.~~
- Apply established laws, policies, procedures, and records practices when reviewing, coding, processing, routing, and releasing information.
- Identify incomplete, conflicting, or inaccurate information and determine whether it can be resolved within established guidelines or requires referral to supervisory or sworn personnel.
- Prioritize competing assignments, public contacts, deadlines, and time-sensitive requests while maintaining accuracy and service standards.

### Knowledge, Skills, Abilities and Competencies Required:

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

- ~~Ability to think independently and work with minimal supervision~~
- ~~Ability to follow direction, work rules, guidelines, procedures, laws and department policies~~
- ~~Knowledge of criminal justice databases and protocol for maintaining, processing and releasing information~~
- ~~Knowledge of applicable codes, ordinances, statutes and other rules.~~
- ~~Skill in operating office equipment, hardware and software.~~

- ~~• Knowledge and ability in maintaining applicable police/criminal/service records~~
- ~~• Experience in the law enforcement field utilizing public relations/communication skills, comprehension, accuracy and confidentiality relative to police work.~~
- ~~• Knowledge of state laws, city ordinances, administrative rules and court processes.~~
- ~~• Ability to type at a speed, with accuracy, appropriate for the duties, as determined by the City of Grand Rapids Human Resources Director.~~
- ~~• The ability and skills to work well as a member of a team, interacting satisfactorily with members of the police department, other city departments and other criminal justice and social service agencies.~~
- ~~• Ability to establish and maintain effective working relationships with the public, department members, other city employees and other agencies.~~
- Knowledge of modern administrative practices, records management, document preparation, filing systems, and office technology.
- Knowledge of, or ability to learn, law enforcement terminology, police records practices, criminal justice databases, court processes, state incident-based reporting, and applicable records-retention requirements.
- Knowledge of applicable federal and Minnesota laws, administrative rules, city ordinances, and department policies governing criminal justice information and government data.
- Skill in accurate data entry, transcription, proofreading, grammar, spelling, punctuation, document formatting, and records review.
- Demonstrated proficiency using Microsoft Word, Excel, Outlook, and document management systems, including the ability to create complex documents, spreadsheets, reports, forms, and correspondence with a high degree of accuracy.
- Demonstrated keyboarding ability of at least 60 words per minute (WPM) with a high degree of accuracy.
- Ability to maintain strict confidentiality and exercise sound judgment with sensitive information.
- Ability to organize work, manage multiple priorities, meet deadlines, and complete detailed work with minimal supervision.
- Ability to communicate clearly and professionally, both orally and in writing, including during difficult, stressful, or emotional interactions.
- Ability to provide courteous, equitable, and responsive service to employees, partner agencies, and the public.
- Ability to work effectively as part of a team and establish productive working relationships with department members, other city employees, criminal justice partners, and community members.
- Ability to successfully complete and maintain all required BCA, FBI, CJIS, and department training and certifications.

- ~~Experience and certification in the operation of the law enforcement criminal justice computer reporting system and successfully complete training and pass examinations to receive certifications required by the Minnesota Bureau of Criminal Apprehension and the Federal Bureau of Investigation.~~
- ~~Ability to use a high level of judgment and analysis of varied complaints/emergencies to determine importance and routing of calls/information.~~
- ~~Knowledge of the design and operation of records systems.~~

### **Education/Experience:**

~~High school diploma or GED and experience working in an office with clerical support duties or equivalent combination of education and experience. Successfully complete and obtain initial certification in the Minnesota Bureau of Criminal Apprehension Portals testing and certification process, successfully complete and obtain certification in the Basic Operators Course and the Security Awareness Course, within six (6) months of hire. Successfully complete additional related courses as required by the Minnesota Bureau of Criminal Apprehension and the Grand Rapids Police Department.~~

### **Physical Demands:**

~~This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motion and occasionally requires reaching with hands and arms, pushing or pulling and lifting; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of spoken word; hearing is required to perceived information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written for computer data, operating machines and observing general surroundings and activities; work has not exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).~~

### **Minimum Education and Experience**

High school diploma or GED and at least two years of progressively responsible administrative, clerical, records, customer service, or related office experience. Experience in a law enforcement, public safety, legal, court, or governmental setting is preferred. An equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities necessary to successfully perform the essential functions of the position may be considered.

### **Required Training and Certifications**

Must successfully complete and obtain required Minnesota BCA Portals, Basic Operator, and Security Awareness training and certification within six (6) months of hire, or within another timeframe established by the BCA or Police Department. Must complete recurring and additional training and maintain all certifications required for assigned system access and duties. Employment may be subject to a criminal history and fingerprint-based background investigation consistent with applicable requirements.

### **Physical Demands and Work Environment**

Work is primarily performed in an office environment. Performs work in a fast-paced public safety environment requiring frequent interruptions, shifting priorities, and strict deadlines. The position frequently requires sitting, speaking, hearing, keyboarding, data entry, repetitive hand and finger movements, and viewing computer screens and detailed documents. The employee occasionally stands, walks, reaches, bends, pushes, pulls, and lifts or moves items weighing up to 10 pounds. The position requires close visual acuity, the ability to adjust focus, and the ability to receive and exchange detailed information through oral communication. The work environment is generally moderately noisy and may involve regular contact with members of the public and exposure to information or material that may be sensitive or disturbing.

## Reasonable Accommodation and General Disclaimer

To perform this job successfully, an individual must be able to perform each essential ~~duty~~ function satisfactorily. The requirements ~~listed~~ described are representative of the knowledge, skills, ~~and~~ ability, physical demands, and working conditions associated with the position. ~~required~~. Reasonable accommodations may be made to enable ~~qualified~~ individuals with disabilities to perform the essential functions.

~~The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.~~

~~The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.~~

This job description is intended to describe the general nature and level of work performed and is not an exhaustive list of all duties, responsibilities, or qualifications. Duties may be changed or assigned based on operational needs. This job description does not constitute an employment agreement, contract, or guarantee of continued employment.

## Police Department – Administrative Assistant Employee Acknowledgment

I acknowledge that I have received, reviewed, and understand the essential functions, duties, responsibilities, and physical requirements of this position as described in this job description.

I certify that I am able to perform the essential functions of this position, with or without reasonable accommodation. If I believe I require a reasonable accommodation to perform the essential functions of my position, I understand it is my responsibility to notify the Human Resources Department so that the City and I may engage in the interactive process in accordance with the Americans with Disabilities Act (ADA) and applicable state law.

I understand that this job description is intended to describe the general nature and level of work performed and is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this position. I understand that the City may modify or assign additional duties consistent with the needs of the organization.

By signing below, I acknowledge receipt of this job description and my understanding of its contents.

---

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** August 10, 2026

**AGENDA ITEM:** Consider approving temporary liquor license for Klockow Brewing Co. event

**PREPARED BY:** Kimberly Gibeau

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### BACKGROUND:

Klockow Brewing has submitted an application for temporary liquor license for their annual Klockboterfest event scheduled for September 26, 2026. Staff recommends approval contingent upon receipt of fees and required insurance.

### REQUESTED COUNCIL ACTION:

Make a motion to approve temporary liquor license for Klockow Brewing Co. event on September 26, 2026.



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 8-10-26

**AGENDA ITEM:** Consider a State required budget resolution for Yanmar Arena.

**PREPARED BY:** Tom Pagel, City Administrator

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**BACKGROUND:**

In accepting a \$5.0 million grant from the State to make improvements at Yanmar Arena, the City agreed to provide a budget resolution, on an annual basis, to the State MMB. The resolution is attached.

**REQUESTED COUNCIL ACTION:**

Make a motion to approve a State required budget resolution for Yanmar Arena.

**CITY OF GRAND RAPIDS  
Yanmar Arena - CIVIC CENTER**

|                                                  | ACTUAL<br>2024/25<br>FINAL | ACTUAL<br>2025/26<br>FINAL | FUTURE<br>2026/27<br>BUDGET | FUTURE<br>2027/28<br>BUDGET | FUTURE<br>2028/29<br>BUDGET |
|--------------------------------------------------|----------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>USE AGREEMENT REVENUES:</b>                   |                            |                            |                             |                             |                             |
| Star of the North Skating                        | 30,338                     | 32,927                     | 39,041                      | 40,449                      | 41,218                      |
| GRAHA                                            | 223,684                    | 246,804                    | 289,338                     | 299,776                     | 305,470                     |
| ISD 318                                          | 187,977                    | 193,617                    | 199,425                     | 207,402                     | 215,698                     |
| Use Agreements - Yanmar                          | 80000                      | 80000                      | 80000                       | 80000                       | 80000                       |
| Use Agreements - Paul Bunyan                     | 10000                      | 10000                      | 10000                       | 10000                       | 10000                       |
| Use Agreements - Grand Itasca Fairview           | 10000                      | 10000                      | 10000                       | 10000                       | 10000                       |
| <b>TOTAL USE AGREEMENT REVENUE</b>               | <b>542,000</b>             | <b>573,348</b>             | <b>627,804</b>              | <b>647,628</b>              | <b>662,386</b>              |
| <b>EXPENDITURES:</b>                             |                            |                            |                             |                             |                             |
| Operating Supplies                               | -                          | -                          | -                           | -                           | -                           |
| Cleaning Service Contract                        | 14,988                     | 13,430                     | 13,967                      | 14,526                      | 15,107                      |
| Internet Streaming Service                       | 1,769                      | 1,692                      | 1,759                       | 1,830                       | 1,903                       |
| General Insurance                                | 38,766                     | 37,656                     | 39,162                      | 40,729                      | 42,358                      |
| Electricity                                      | 154,351                    | 169,228                    | 175,997                     | 183,037                     | 190,359                     |
| Water                                            | 7,983                      | 9,854                      | 10,248                      | 10,658                      | 11,084                      |
| Sewer                                            | 6,599                      | 7,554                      | 7,856                       | 8,170                       | 8,497                       |
| Garbage Removal                                  | 8,242                      | 8,425                      | 8,762                       | 9,113                       | 9,477                       |
| Natural Gas                                      | 42,591                     | 38,209                     | 39,738                      | 41,327                      | 42,980                      |
| Building Maint/Repairs                           | 85,304                     | 135,240                    | 140,650                     | 146,276                     | 152,127                     |
| Gen EQPT Maint/Repairs                           | 3,035                      | 4,496                      | 4,676                       | 4,863                       | 5,057                       |
| HVAC Permits                                     | 90                         | 275                        | 286                         | 297                         | 309                         |
| Total Other Charges & Services:                  | 363,718                    | 426,059                    | 443,101                     | 460,825                     | 479,258                     |
| Debt Service                                     | -                          | -                          | -                           | -                           | -                           |
| Temporary Bond Principal Payment                 | -                          | -                          | -                           | -                           | -                           |
| Total Debt Service:                              | 316,695                    | 326,436                    | 340,463                     | 342,563                     | 338,888                     |
| <b>TOTAL ALLOWED STATE EXPENDITURES</b>          | <b>680,413</b>             | <b>752,495</b>             | <b>783,564</b>              | <b>803,388</b>              | <b>818,146</b>              |
| <b>Allowable Expenditures Less Revenue</b>       | <b>\$ (138,413)</b>        | <b>\$ (179,147)</b>        | <b>\$ (155,760)</b>         | <b>\$ (155,760)</b>         | <b>\$ (155,760)</b>         |
| <b>USER RATES</b>                                |                            |                            |                             |                             |                             |
| GRAHA                                            | 1461                       | 1460                       | 1460                        | 1460                        | 1460                        |
| Star of the North Skating                        | 197                        | 197                        | 197                         | 197                         | 197                         |
| Total Annual Hours                               | 1658                       | 1657                       | 1657                        | 1657                        | 1657                        |
| Initial Hourly Rate - W/O Misc. Revenue Included | \$236.69                   | \$276.93                   | \$292.18                    | \$299.33                    | \$303.23                    |
| <b>MISCELLANEOUS REVENUE</b>                     |                            |                            |                             |                             |                             |
| Rent-Miscellaneous Ice Rental Annually           | 86,203                     | 109,679                    | 80,000                      | 80,000                      | 80,000                      |
| Rent - Dry Floor                                 | 12,463                     | 36,963                     | 20,000                      | 20,000                      | 20,000                      |
| Rent - Table/Chair                               | 2,740                      | 3,124                      | 2,000                       | 2,000                       | 2,000                       |
| Advertising Signs                                | 62,000                     | 69,900                     | 70,000                      | 70,000                      | 70,000                      |
| Zamboni Advertising                              | 2,000                      | 3,500                      | 2,000                       | 2,000                       | 2,000                       |
| Misc.                                            | -                          | 3,004                      | 1,500                       | 1,500                       | 1,500                       |
|                                                  | 165,406                    | 226,169                    | 175,500                     | 175,500                     | 175,500                     |
| Misc Revenue Deduct/Hour                         | \$88.55                    | \$121.14                   | \$94.00                     | \$94.00                     | \$94.00                     |
| <b>Final Hourly Rate with Misc. Revenue</b>      | <b>\$148.14</b>            | <b>\$155.79</b>            | <b>\$198.18</b>             | <b>\$205.33</b>             | <b>\$209.23</b>             |

**A RESOLUTION APPROVING THE  
YANMAR (CIVIC CENTER) FISCAL YEAR BUDGET FOR  
2026/2027**

**WHEREAS,** The City of Grand Rapids accepted a \$5.0 million grant from the State of Minnesota; and

**WHEREAS,** The City entered into a grant agreement with the State in May of 2023; and

**WHEREAS,** The grant agreement, under Section 2.04, requires the City to adopt, by resolution, a budget for the operation of Civic Center, that clearly shows forecasted revenues will be equal to or greater than forecasted expenses for each fiscal year, and will supply to the State Entity and the Commissioner of MMB certified copies of such resolution and budget.

**NOW THEREFORE BE IT RESOLVED** that the City Council of Grand Rapids approves attached budget for Yanmar Arena (Civic Center) for fiscal year July 1, 2026 to June 30, 2027, and directs staff to submit said budget.

Adopted by the City Council of the City of Grand Rapids this 10th day of August, 2026.

Tasha Connelly, Mayor

ATTEST: Kim Gibeau, City Clerk



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 08/10/2026

**AGENDA ITEM:** Consider entering into an agreement with Plan-IT Software LLC.

**PREPARED BY:** Erik Scott

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### BACKGROUND:

The Administration and Finance Departments needed a system for better managing the capital budgeting process. Plan-IT is a proven software solution that provides simple but powerful tools for managing capital budgeting.

The attached contract is for a term of three years, commencing on September 1, 2026 through September 1, 2029 at an annual cost of \$6000.00.

### REQUESTED COUNCIL ACTION:

Make a motion to enter into agreement with Plan-IT Software LLC, approving annual cost of \$6,000.00 per year for the term of the contract and authorize the Mayor to sign necessary documents.

# Plan-It License Agreement

City of Grand Rapids, Minnesota

This Software License Agreement (the "Agreement") is entered into by and between **Plan It Software LLC** ("Licensor") and the **City of Grand Rapids, Minnesota** ("Licensee").

These Software Terms of Use ("Terms of Use") govern your use of the Plan-It web-based software (the "Software"), including all user manuals, technical manuals, and any other materials provided by Licensor, in printed, electronic, or other form, that describe the Software or its use or specifications (the "Documentation") provided to you for use pursuant to and subject to a software license agreement (the "Agreement") between PLAN IT SOFTWARE LLC ("Licensor") and your employer or other person or entity who owns or otherwise lawfully controls the computer on which the Software is used ("Licensee").

## SOFTWARE SERVICE LICENSE PROTECTION

- **License Grant.** Subject to your compliance with this Agreement, Licensor hereby grants you a non-exclusive, non-transferable, non-sublicensable, license to use the Software solely in accordance with the Documentation, as installed on the equipment provided by Licensee and for Licensee's internal business purposes.

**Term.** This Agreement shall commence on September 1, 2026 (the "Effective Date") and shall remain in effect for a period of three (3) years, expiring on the third anniversary of the Effective Date, unless earlier terminated as provided herein. Subject to the earlier termination provisions below, this Agreement may be renewed for an additional twelve (12) month period upon the terms and conditions agreed upon in writing by both parties. At least sixty (60) days prior to the expiration of the then-current term, Licensor shall provide Licensee with a proposed renewal invoice for review and consideration.

**Agreement Termination.** Either party may terminate this Agreement, with or without cause, upon sixty (60) days' prior written notice to the other party.

**Intellectual Property.** You acknowledge that the Software is provided under license, and not sold, to you. You do not acquire any ownership interest in the Software under this Agreement, or any other rights to the Software other than to use the Software in accordance with the license granted under this Agreement, subject to all terms, conditions, and restrictions. Licensor reserves and shall retain its entire right, title, and interest in and to the Software and all intellectual property rights arising out of or relating to the Software, subject to the license expressly granted to the Licensee in this Agreement. You shall use commercially reasonable efforts to safeguard all Software, including all copies thereof, from infringement, misappropriation, theft, misuse, or unauthorized access.

## LIMITATIONS

- **Annual Subscription Service.** The Software is provided exclusively on an annual subscription basis, governed by the terms of this agreement, and is non-transferable. It may not be resold, redistributed, or sublicensed without the express prior written consent of Licensor. Unauthorized resale, redistribution, or sublicensing may result in the enforcement of Licensor's rights under applicable law.
- **Authorized Users.** Access to the Software is strictly limited to the number of authorized users expressly designated in your annual subscription plan. These users have full edit access to create, modify, and manage your CIP data. View-Only Users (unlimited, at no additional cost): Licensee can add unlimited view-only users, including Licensee employees outside the core team or even external stakeholders (example, consultants, board members, etc.) who need to review plans and reports, data. Sharing login credentials or granting access to unauthorized individuals is strictly prohibited and constitutes a material breach of this agreement, which may result in immediate termination of the subscription and enforcement of Licensor's rights under applicable law.
- **Service Modification.** You may not, without the prior written consent of Licensor: (a) modify, translate, adapt, or create derivative works or improvements, whether patentable or not, of the Software or any part thereof; (b) combine or incorporate the Software or any part thereof with or into any other programs; (c) reverse engineer, disassemble, decompile, decode, or otherwise attempt to derive or access the source code of the Software or any part thereof; or (d) remove, delete, alter, or obscure any trademarks, copyright, patent, or other intellectual property or proprietary rights notices included on or in the Software or its Documentation, including any copies thereof. Any violation of these restrictions constitutes a material breach of this agreement, which may result in immediate termination of the subscription and enforcement of Licensor's rights under applicable law.
- **Third-Party Access.** Subject to the Authorized Users provision above, Licensee may not rent, lease, lend, sell, sublicense, assign, distribute, publish, transfer, or otherwise provide any access to or use of the Software or any features or functionality of the Software, for any reason, to any other person or entity, including any subcontractor, independent contractor, affiliate, or service provider of Licensee, whether or not over a network and whether or not on a hosted basis, including in connection with the internet, web hosting, wide area network (WAN), virtual private network (VPN), virtualization, time-sharing, service bureau, software as a service, cloud, or other technology or service.
- **Support Services.** Licensor may, at its discretion, provide technical assistance for the Software through designated channels, including online help resources, email support, or other methods as specified. The use of such support services is subject to Licensor's prevailing support policies, as amended from time to time, and does not guarantee resolution of all issues. Any violation of these policies may result in suspension or termination of support services at Licensor's sole discretion.

## DATA SECURITY AND PRIVACY

Plan It Software LLC, as Licensor, implements robust, industry-standard security measures to protect data entered into the Software by Licensee, ensuring its confidentiality, integrity, and availability. All

business and technical data provided by Licensee shall be deemed confidential and used by Licensor solely for the purpose of delivering the contracted services, except as otherwise permitted by this agreement. Licensor may disclose such data only with Licensee's prior written consent, as required by applicable law, regulation, or valid judicial order, or as necessary for Licensor's internal operational purposes, including but not limited to service enhancements, analytics, or compliance with Licensor's policies. Licensor shall have no liability for disclosures made in accordance with this clause or for data breaches resulting from Licensee's failure to comply with applicable security protocols or usage guidelines.

Upon termination of this Agreement for any reason, the Licensee shall have the right to retrieve all of their data, in a commercially reasonable format, from the Licensor's systems. The Licensor agrees to provide access to such data and any necessary assistance to facilitate the retrieval, provided that the Licensee makes such request within sixty (60) days of the effective date of termination. After such period, the Licensor may delete or archive such data in accordance with its standard data retention policies, unless otherwise required by applicable law.

## SERVICE AVAILABILITY

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Licensor is committed to providing reliable and consistent access to the Software. We maintain robust infrastructure and monitoring systems designed to achieve 99.9% uptime availability. Our service level commitment includes:

- **Infrastructure Reliability:** We utilize enterprise-grade hosting infrastructure with redundant systems and automated failover capabilities to minimize service interruptions.
- **Proactive Monitoring:** Our systems are continuously monitored 24/7 to identify and address potential issues before they impact service availability.
- **System Updates:** Software updates and enhancements are deployed seamlessly without service interruption through our continuous deployment infrastructure.
- **Service Commitment:** We maintain enterprise-grade systems and processes designed to deliver consistent, reliable service availability throughout your subscription period.

Notwithstanding these efforts, the Software is provided on an "as available" basis. Licensor does not guarantee uninterrupted or error-free access to the Software, as service availability may be affected by factors beyond Licensor's reasonable control, including but not limited to internet connectivity disruptions, force majeure events, or essential emergency maintenance. Licensor shall not be liable for any interruptions or downtime resulting from such factors, and Licensee acknowledges that access to the Software is subject to these limitations.

## LIMITATION OF LIABILITY

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Licensor's total cumulative liability for any and all claims arising under or related to this Agreement, whether in contract, tort, strict liability, or otherwise, shall not exceed the total amount actually paid by you for the Software in the twelve months immediately preceding the event giving rise to such claim.

## SUBSCRIPTION TERMS

The Software is licensed on an annual subscription basis. The subscription fee, authorized user count, and any optional modules for the initial term are set forth in the accompanying quote or order form provided by Licensor. Licensor will issue a renewal invoice to Licensee no later than sixty (60) days prior to the expiration of the then-current subscription term. For any renewal term mutually agreed by the parties, the subscription fees shall increase by no more than five percent (5%) over the fees in effect for the prior term. Licensee may remit payment by check, ACH, or credit card. Payment must be received by the subscription renewal date to ensure uninterrupted access to the Software and related services.

## MISCELLANEOUS

**Complete Agreement.** This Agreement constitutes the entire understanding between Licensee and Plan It Software LLC, as Licensor, with respect to the subject matter hereof and supersedes all prior or contemporaneous agreements, whether written or oral, relating to the Software. Any previous discussions, representations, or understandings not expressly included in this agreement are null and void.

**Execution Format.** This Agreement may be executed in counterparts, each of which is deemed an original, but all of which constitutes one and the same agreement. Delivery of an executed counterpart of this Agreement electronically or by facsimile shall be effective as delivery of an original executed counterpart of this Agreement.

**IN WITNESS WHEREOF,** the parties have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

### LICENSOR

**Plan It Software LLC**

SIGNATURE \_\_\_\_\_

NAME Shaylan Hurley

TITLE Chief Executive Officer

DATE \_\_\_\_\_

EMAIL shaylan@cipsoftware.com

### LICENSEE

**City of Grand Rapids, Minnesota**

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

EMAIL \_\_\_\_\_

## Your Plan-It subscription for Grand Rapids, MN

**Bill To:****City of Grand Rapids, MN**

Attn: Erik Scott

**Invoice Details:****No. PLAN-3017**

Issued July 27, 2026

Terms: Net 30 · PO2607001899

Service: Sep 1, 2026 – Sep 1, 2027

**Due September 1, 2026**

### Included in your subscription

**Plan-It CIP — Core Platform**

The first editing user, all reports, the live dashboard, controlled project data entry, and unlimited support.

**Additional Editing Users | 4**

Full edit access for extra staff.

**View-Only & Submitter Users**

Department heads, council members, and project submitters — always free.

**Implementation & Setup**

One-time onboarding and setup to get your team live.

**Balance Due**

Payable by September 1, 2026

**\$6,000.00****WAYS TO PAY****Credit card, check, or ACH transfer.**

Your secure payment link is in the accompanying email.

**MAIL CHECKS TO****Plan It Software, LLC**

PO Box 148

Lockbox #121880-0166

Sartell, MN 56377

**ACCOUNT & TERMS****EIN 92-1938578**[View our W-9 →](#)

Subject to a standard 5% annual increase.



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** August 10, 2026

**AGENDA ITEM:** Consider hiring Grady Haskins as seasonal hire at Pokegama Golf Course and Matthew Brenny as PT Arena Attendant II at the Civic Center.

**PREPARED BY:** Chery Pierzina, Human Resources Officer

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### BACKGROUND:

We are recommending **hiring** Grady Haskins as a Seasonal Shop Assistant at Pokegama Golf Course with a rate of pay of \$15.00 per hour, starting on August 11, 2026, with an end date of no later than November 30, 2026.

We are also recommending **rehiring** Matthew Brenny as a PT Arena Attendant II at the Civic Center, with a rate of pay of \$18.00 per hour, starting on August 11, 2026.

These positions are budgeted for 2026 and 2027.

### REQUESTED COUNCIL ACTION:

Make a motion to approve hiring Grady Haskins as a Seasonal Shop Assistant at Pokegama Golf Course, with a rate of pay of \$15.00 per hour, starting on August 11, 2026, with an end date of no later than November 30, 2026, and rehiring Matthew Brenny as a PT Arena Attendant II at the Civic Center, with a rate of pay of \$18.00 per hour, starting on August 11, 2026.



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** August 10, 2026

**AGENDA ITEM:** Consider accepting the resignation of Jennifer Gorman from the Arts & Culture Commission, effective immediately.

**PREPARED BY:** Kimberly Gibeau

---

### BACKGROUND:

Jennifer Gorman has been serving on the Arts & Culture Commission since January 2021. Due to personal and professional commitments, Ms. Gorman has submitted her resignation. This creates a vacancy for an unexpired term through December 31, 2026.

### REQUESTED COUNCIL ACTION:

Make a motion to accept the resignation of Jennifer Gorman from the Arts & Culture Commission and authorize staff to begin the process of filling the position.



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 8-10-26

**AGENDA ITEM:** Consider accepting resignation of Cyndy Martin from the Grand Rapids Area Library Board.

**PREPARED BY:** Tom Pagel, City Administrator

---

### BACKGROUND:

Cyndy Martin has submitted her resignation from the Library Board, which was a Non-Resident position with a term to expire December 31, 2027. There are currently no applicants for the position.

### REQUESTED COUNCIL ACTION:

Make a motion to accept the resignation of Cyndy Martin from the Library Board and authorize staff to advertise the vacancy.

August 1, 2026

Grand Rapids Area Library Board Members  
Library Director Amy Dettmer  
Grand Rapids Area Library Board

Dear Grand Rapids Area Library Board Members and Director Dettmer,

Please accept this letter as my formal resignation from the Grand Rapids Area Library Board, effective August 1, 2026.

It has been an honor to serve on the Board and to contribute to the important work of supporting the library, its staff, and the community it serves. I am grateful for the opportunity to have worked alongside dedicated Board members and Library Director Amy Dettmer in furthering the mission and continued success of the Grand Rapids Area Library.

I appreciate the time, collaboration, and commitment shared by everyone involved, and I wish the Board, the Director, the library staff, and the Grand Rapids Area Library continued success in the years ahead.

Sincerely,

Cyndy Martin



## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 08/10/2026

**AGENDA ITEM:** Consider approving renewal of Zix/Office 365 licenses.

**PREPARED BY:** Erik Scott

---

### BACKGROUND:

The time has come to renew our Zix/Office 365 licensing. The cost of this renewal has not changed from 2025 and is quoted at \$44,168.73. This is a budgeted item.

### REQUESTED COUNCIL ACTION:

Make a motion to approve the Zix/Office 365 renewal at a cost of \$44,168.73.

, TX  
Phone:

**Bill to:**

City of Grand Rapids  
420 N Pokegama Ave  
Grand Rapids, MN 55744-2658  
US

**Billing Contact Information**

Name: Erik Scott  
Phone: (218) 326-7618  
Email: escott@ci.grand-rapids.mn.us

☒ Issue Invoice

☐ Initiate Credit Card Payment

Date: August 4, 2026  
Expires On: August 18, 2026  
Payment Terms: Net 30  
Email Domains: ci.grand-rapids.mn.us

**Ship to:**

City of Grand Rapids  
420 N Pokegama Ave  
Grand Rapids, MN 55744-2658  
US

**Technical Contact Information**

Name: Erik Scott  
Phone: (218) 326-7618  
Email: escott@ci.grand-rapids.mn.us

**Purchase Order No.:**

(If P.O. No. provided, please attach copy of P.O.)

Acct Exec.: DRC Account  
Order Type: Order Reinstatement

| Product                                                                                                                                   | Qty / No. of Users | Term (mos.) | Sales Price | Extended Price     |
|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|-------------|--------------------|
| Essentials Email Security & Compliance Suite, Annual                                                                                      | 137                | 12          | \$68.14     | \$9,335.01         |
| Email Continuity, Annual                                                                                                                  | 137                | 12          | \$3.78      | \$517.86           |
| Secure Large File Add-on, Annual                                                                                                          | 137                | 12          | \$7.48      | \$1,024.93         |
| Secure Messaging Portal Large Files Add-on Option for any email encryption service                                                        |                    |             |             |                    |
| Microsoft 365 Backup Bundle, Annual                                                                                                       | 137                | 12          | \$26.93     | \$3,689.75         |
| <ul style="list-style-type: none"> <li>• Exchange</li> <li>• OneDrive</li> <li>• Groups</li> <li>• Teams</li> <li>• SharePoint</li> </ul> |                    |             |             |                    |
| Microsoft 365 G3 GCC, Annual                                                                                                              | 98                 | 12          | \$254.61    | \$24,951.78        |
| NCE                                                                                                                                       |                    |             |             |                    |
| Office 365 G1 GCC, Annual                                                                                                                 | 42                 | 12          | \$110.70    | \$4,649.40         |
| NCE                                                                                                                                       |                    |             |             |                    |
| <b>Total:</b>                                                                                                                             |                    |             |             | <b>\$44,168.73</b> |

Total: \$44,168.73

\*\*\*Do not pay, this is not an invoice\*\*\*

**1 Payment Schedule:**

|                  |             |
|------------------|-------------|
| First Year Total | \$44,168.73 |
| Grand Total      | \$44,168.73 |

**2 Special Terms:**

All amounts are invoiced upon execution of this Services Agreement as described in Item 3, 'Invoicing and Payment.'

**3 Invoicing & Payment:**

By accepting and signing this Quotation, effective as of the signature date below, you are entering into a binding contract between ZixCorp Systems, Inc. for and on behalf of itself and its affiliates, which may provide Services hereunder ("Zix"), and the legal entity set out below. You represent and warrant that you have the authority to bind that entity (henceforth the terms "You" and "Your" throughout shall refer to such entity) to the subscriptions for Zix and third party services set herein (the "Services"). By signing below, acceptance of these terms by email, issuance of a non—cancellable purchase order for the amounts set forth herein, or by your use of the Services, you are entering into a subscription for the Services (including licenses related thereto) indicated on the face of this Quotation that shall continue for the term length stated in this Quotation following the Commencement Date (the "Term"). Zix may issue invoices or initiate credit card payments, if applicable, upon the execution of this Quotation, and you agree to pay all invoices in U.S. dollars (or other currency specified herein) within the number of days specified under 'Payment Terms' on page 1 of this Quotation, or if nothing is specified, thirty (30) days from your receipt of a Zix invoice. Unless otherwise stated on the Quotation, payment of invoices for the Services fees ("Fees") are due upon the earlier to occur of: (i) the thirtieth (30th) day following date of signature below or, (ii) the date the installation is completed and/or the services are initiated and made available to you (the "Commencement Date"). Installation and availability will occur and may be billed, on a service-by-service basis.

Secure Cloud Terms: If you purchase and/or manage Services through the Zix Secure Cloud Portal ("Portal"), any changes to your Services you make are subject to the options and applicable terms and conditions provided in the Portal at such time, including applicable subscription term options (as such may be amended by Zix from time to time). If your Services include any services which are provisioned or managed through the Portal on a monthly subscription, or you subscribe to a Microsoft service in-conjunction with any other Services, you expressly acknowledge and agree that all such Services (including, without limitation, Microsoft Cloud Services) will be subject to automatic renewal at the end of the selected Term without the requirement for any further notice or action. Each such subscription will automatically extend (as binding fixed-term commitments) for subsequent fixed periods matching the Term selected by you for those Services (each, a "renewal period") and no cancellation or refund will be available unless written notice of non-renewal is provided no less than thirty (30) days prior to the end of the current Term. Such notice of non-renewal must be provided to Zix by email at [smb-customersuccess@opentext.com](mailto:smb-customersuccess@opentext.com).

**4 Taxes; F.O.B.** Upon presentation of invoices by Zix, the Customer agrees to pay any tariffs, duties, or taxes imposed or levied by any government or governmental agency, including without limitation, federal, state, and local sales, imposed use, value-added, and personal property taxes (other than franchise and income taxes imposed on Zix's net income). Products are sent F.O.B. shipping location.**5 SALES AND USE TAX - MARK (X) ONE OF THE FOLLOWING:** If no box is checked, sales and use tax will be charged. You will be charged sales and use tax upon invoicing. For tax purposes only, the pricing and discounts outlined on the first page of this Quotation may be allocated to the various components of the Zix solution on the invoice. This is done for tax purposes only and does not change the pricing or payment terms of the Agreement.

A. ☐ Invoice sales tax to Customer.

B. ☐ The customer is a tax-exempt organization (please attach a state tax exemption certificate to the contract). The customer name on the certificate and the Quotation should be the same. No sales and use tax will be included on the invoice.

**6** Other than as expressly set out in this Quotation, this Quotation and your use of the Services are governed by the applicable terms and conditions (for the service(s) you subscribe for) as set forth at <https://cybersecurity.opentext.com/legal/agreements-for-cybersecurity-data-security-and-data-protection-solutions/> (as such may be amended from time to time). In addition, if you subscribe for any Microsoft services you agree and acknowledge that your use thereof is strictly subject to your acceptance of the Microsoft service terms and operating guide which may be found here <https://www.microsoft.com/licensing/docs/customeragreement>. In the event you require a purchase order or any other document to be issued in connection with your acceptance of this Quotation, you acknowledge and agree that any preprinted terms contained in or accompanying such purchase order shall have no legal effect even if such purchase order is later in time or Zix acknowledges or issues an invoice after receiving the purchase order.

To accept this proposal, please sign below and return.

Company:

City of Grand Rapids

Accepted by:

Printed Name:

Title:

Date:



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 8/10/2026

**AGENDA ITEM:** Consider revision to original RCA amount for tee markers

**PREPARED BY:** Tom Beaudry

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**BACKGROUND:**

The golf course has had the same tee markers for over 20 years. We would like to upgrade the markers to enhance the guest experience. There is only one supplier that makes the tee marker we are looking to upgrade to and is the reason for one quote. The attached confirmation from Prestwick Golf Group is in the amount of \$7,910.00, which includes shipping.

**REQUESTED COUNCIL ACTION:**

Make a motion to approve the purchase of new tee markers from Prestwick Golf Group in the amount of \$7,9100 plus applicable tax.

## WHAT CAN YOU EXPECT NEXT?

### DOWN PAYMENT

If a down payment is required, our Accounting team will send you an invoice within 3-5 business days of approving your order confirmation. You will need to make any necessary payments at that time. Prompt response and payment will help ensure timely completion of your order. Down payments are typically required when

- You're A New Customer
- You're An Existing Customer That Has Not Ordered in 5 Years
- The Terms Are Not Net 30
- The Order is Over \$5,000

### RELEASED TO PRODUCTION

Your order will be added to our production schedule after approvals are final, including payment, if terms apply. Status updates are available upon request throughout the production process.

*Revisions or cancellations made after final approval must be submitted in writing, and additional fees may apply.*

### DISCUSSING THE DETAILS

Please reach out to your Sales Rep or Customer Success Specialist to clarify shipping terms or best determine your location's delivery needs.

*If shipping via your own logistics or chosen carrier, please provide contact information for our Shipping team to coordinate with. Orders must be scheduled for pickup within 4 business days of initial contact. We reserve the right to ship Best Way or to a local warehouse for storage until we receive response. Incurred fees may be billed separately.*

### SHIPPED WITH CARE

Freight is routinely delivered on a 53' long trailer. Urban areas, residential neighborhoods, or schools typically require transferring to a smaller delivery truck for final delivery. Depending upon the size of your order and the capabilities of your receiving location, different delivery options may be necessary. Limited Access \$75

- Volume shipments are typically contact-less, wherein you are responsibly for removing your products from the truck.
- LTL (less than truckload) shipments are typically offloaded by the driver.

*\*All shipping methods may experience unplanned delays (weather, local/government events, acts of god). The Prestwick Group will try to account for possible delays, but cannot provide guarantees and are not responsible for late deliveries.\**

### SCHEDULING DELIVERY

Our third-party carriers will call to confirm their estimated delivery window. If you require a specific date and time for delivery, please notify your Sales Rep or Customer Success Specialist. **If a delivery appointment or phone notification is NOT needed, please specify receiving hours.**

- Call Ahead - Included at No Charge
- Delivery Appointment - \$75
- Liftgate (motorized platform on the back of the truck) - \$100
- Driver Assistance (includes liftgate and driver offload) - \$190

*\*Additional services, such as inside delivery, unpackaging, placement, etc., may be available for an additional premium.*

### SHIPMENT & NOTIFICATION

Once your items are ready for shipment, we will provide you with tracking information. All items are dispatched from our headquarters in Sussex, WI. The estimated transit time is approximately 2-4 days, depending on the destination.

Please note any rips, holes, or damages to the packaging on the carrier's paperwork when signing for the shipment. **Report shipping damage within 48 hours** of accepting delivery to your Customer Success Team or Sales Rep.

- Postponing expressed on-site requests may result in storage fees.
- Returned orders will have associated shipping fees assessed upon reshipment.
- Addition of services after shipment or inability to reach noted contact may result in storage fees with the carrier and delayed receipt.



Scan or go to [prestwick-companies.com/faq](https://prestwick-companies.com/faq) for answers to frequently asked questions, care & maintenance recommendations, and brief shipping info. Please reach out to our Customer Success team for assistance. We're always happy to help!



## SALES ORDER CONFIRMATION: 216059

|                                                                                                                                                                                                         |                            |                                                                                                                                  |                |                                                                                                                 |                   |                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| <b>Account Name</b>                                                                                                                                                                                     | Pokegama Golf Club - MN    | <b>Ship Via</b>                                                                                                                  | *Prepaid & Add | <b>Rep</b>                                                                                                      | Golf 4            |                   |
| <b>Contact Name</b>                                                                                                                                                                                     | Cody Alleman               | <b>Terms</b>                                                                                                                     | PrePaid        | <b>Created By</b>                                                                                               | Nick Henke        |                   |
| <b>Phone</b>                                                                                                                                                                                            | 2183261000                 | <b>PO Number</b>                                                                                                                 | -              | <b>Approved/Closed Date</b>                                                                                     | 7/30/26   8/7/26  |                   |
| <b>Email</b>                                                                                                                                                                                            | calleman@grandrapidsmn.gov | <b>Tracking Email</b>                                                                                                            | -              | <b>Customer ID</b>                                                                                              | -                 |                   |
| <b>Bill To:</b> ap@grandrapidsmn.gov, calleman@grandrapidsmn.gov<br><br><b>Tax Exempt:</b> Yes<br><br>Pokegama Golf Club -MN<br>3910 Golf Course Road<br>Grand Rapids, Minnesota 55744<br>United States |                            | <b>Ship To:</b><br><br>Pokegama Golf Club -MN<br>3910 Golf Course Road<br>Grand Rapids, Minnesota 55744<br>United States         |                | <b>Shipping Contact Information:</b><br><br><b>Full Name</b> Cody Alleman<br><br><b>Phone Number</b> 2183261000 |                   |                   |
| <b>Qty.</b>                                                                                                                                                                                             | <b>Product</b>             | <b>Short Description –</b> Full details outlined on product spec sheets when applicable                                          |                |                                                                                                                 | <b>Unit Price</b> | <b>Line Total</b> |
| 40                                                                                                                                                                                                      | TEE MARKER                 | [220539] TEE MARKER - WEDGE - VERTICAL - BLUE                                                                                    |                |                                                                                                                 | \$39.00           | \$1,560.00        |
| 40                                                                                                                                                                                                      | TEE MARKER                 | [220540] TEE MARKER - WEDGE - VERTICAL - WHITE                                                                                   |                |                                                                                                                 | \$39.00           | \$1,560.00        |
| 40                                                                                                                                                                                                      | TEE MARKER                 | [220541] TEE MARKER - WEDGE - VERTICAL - YELLOW                                                                                  |                |                                                                                                                 | \$39.00           | \$1,560.00        |
| 40                                                                                                                                                                                                      | TEE MARKER                 | [220542] TEE MARKER - WEDGE - VERTICAL - GREEN                                                                                   |                |                                                                                                                 | \$39.00           | \$1,560.00        |
| 40                                                                                                                                                                                                      | TEE MARKER                 | [220543] TEE MARKER - WEDGE - VERTICAL - RED                                                                                     |                |                                                                                                                 | \$39.00           | \$1,560.00        |
| <b>Subtotal</b>                                                                                                                                                                                         |                            |                                                                                                                                  |                |                                                                                                                 | \$7,800.00        |                   |
| PGG Disc                                                                                                                                                                                                |                            | CUSTOMER DISCOUNT -- CONTINGENT ON MEETING THE PAYMENT TERMS                                                                     |                |                                                                                                                 | -\$200.00         |                   |
| S/H                                                                                                                                                                                                     |                            | SHIPPING & HANDLING - **ADDITIONAL SERVICES AVAILABLE UPON REQUEST (CHARGES MAY APPLY)**<br><br>SHIPPING QUOTE VALID FOR 30 DAYS |                |                                                                                                                 | \$310.00          |                   |
| <b>Grand Total</b>                                                                                                                                                                                      |                            |                                                                                                                                  |                |                                                                                                                 | <b>\$7,910.00</b> |                   |

*Per US tax law, we're required to collect sales tax in the majority of states. If applicable, sales tax will be applied upon invoice.*

Company Address

W248N5499 Executive Drive  
Sussex, Wisconsin 53089  
USA

Phone

(800) 505-7926

Organization (Fax)

888-868-7184





Spec Sheet For Wedge Tee Marker 22

Item 15.

Pokegama Golf Club -MN | Qty: 40 | \$39.00 Each | \$1,560.00 Total

|                         |              |
|-------------------------|--------------|
| Marker Style            | Wedge        |
| Shape                   | Vertical     |
| Material                | All Plastic  |
| Color                   | Blue         |
| Logo/Symbol             | Single Sided |
| Logo/Symbol Description | CLUB LOGO    |



|                         |              |
|-------------------------|--------------|
| Marker Style            | Wedge        |
| Shape                   | Vertical     |
| Material                | All Plastic  |
| Color                   | White        |
| Logo/Symbol             | Single Sided |
| Logo/Symbol Description | CLUB LOGO    |

Spec Sheet For Wedge Tee Marker 22

Item 15.

Pokegama Golf Club -MN | Qty: 40 | \$39.00 Each | \$1,560.00 Total



## Spec Sheet For Wedge Tee Marker 22

Item 15.

Pokegama Golf Club -MN | Qty: 40 | \$39.00 Each | \$1,560.00 Total

|                         |              |
|-------------------------|--------------|
| Marker Style            | Wedge        |
| Shape                   | Vertical     |
| Material                | All Plastic  |
| Color                   | Yellow       |
| Logo/Symbol             | Single Sided |
| Logo/Symbol Description | CLUB LOGO    |



|                         |              |
|-------------------------|--------------|
| Marker Style            | Wedge        |
| Shape                   | Vertical     |
| Material                | All Plastic  |
| Color                   | Green        |
| Logo/Symbol             | Single Sided |
| Logo/Symbol Description | CLUB LOGO    |

Item 15.

Spec Sheet For Wedge Tee Marker 22

Pokegama Golf Club -MN | Qty: 40 | \$39.00 Each | \$1,560.00 Total



|                         |              |
|-------------------------|--------------|
| Marker Style            | Wedge        |
| Shape                   | Vertical     |
| Material                | All Plastic  |
| Color                   | Red          |
| Logo/Symbol             | Single Sided |
| Logo/Symbol Description | CLUB LOGO    |

## 1. General Product Use and Performance

All products manufactured and sold by The Prestwick Companies and its brands, including Sister Bay Furniture, are designed for use in commercial, municipal, and hospitality settings under normal conditions, with proper installation and care. While we take great pride in our craftsmanship, no product is guaranteed to be free from failure due to misuse, improper application, or unforeseen environmental or structural conditions.

## 2. Custom Products and Design Modifications

Custom-built products—including furniture, furnishings, or accessories that vary from our standard specifications in size, material, structural elements, finishes, or integrated features—are created based on input provided by the customer and/or the sales representative. Due to the one-off and often experimental nature of custom units:

- There is an inherently increased risk of product failure or unexpected performance limitations.
- The customer assumes responsibility for reviewing and approving all drawings, materials, and design elements prior to production.
- Sales representatives are expected to clearly communicate to the customer that any deviation from a standard offering may impact product durability, structural integrity, or compatibility with installation and usage environments.
- The Prestwick Companies and Sister Bay Furniture are not liable for failure, aesthetic variations, or performance issues that result from customer-requested design modifications, deviations from standard use, or environmental conditions outside of our testing scope.



**NEED HELP?** [Check our FAQ](https://prestwick-companies.com/faq)  
([prestwick-companies.com/faq](https://prestwick-companies.com/faq))

## 3. Standard Products

Products listed in our catalogs or quoted as standard offerings are tested and validated for performance within typical commercial use. However, all products—standard or custom—are subject to limitations and should not be used outside of their intended design purpose. Failures may occur due to, but not limited to:

- Overloading
- Excessive exposure to moisture, UV, or chemicals
- Vandalism or improper handling
- Failure to follow care and maintenance guidelines
- Incorrect or incomplete installation

## 4. Acknowledgement of Terms

By accepting a quote or placing an order, you acknowledge that:

- You have reviewed and approved the design specifications provided
- You understand the limitations and care requirements associated with your product(s)
- You accept responsibility for product performance when based on requested customizations or installation outside standard conditions

## 5. Warranty Limitations

Our limited warranty does not cover:

- Product failures caused by customer-directed design changes
- Improper installation or handling by a third party
- Normal wear and tear or cosmetic aging
- Use in conditions not appropriate for the materials selected
- Damage from misuse, neglect, or non-compliance with care instructions



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** August 14<sup>th</sup>, 2026

**AGENDA ITEM:** Consider authorizing public works staff to obtain quotes for the rain garden rehabilitation project

**PREPARED BY:** Matt Wegwerth

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### BACKGROUND:

1<sup>st</sup> Avenue NW, from 6<sup>th</sup> Street NW to 11<sup>th</sup> Street NW, has 16 rain gardens that were originally installed in 2008 and have become overgrown. Staff would like to rehabilitate these rain gardens to ensure they continue to function as designed. This would include plant removal, soil replacement and replanting.

Once quotes are received, staff will bring a recommendation back to council for approval.

Project will be funded with the Stormwater Utility.

### REQUESTED COUNCIL ACTION:

Make a motion authorizing public works staff to obtain quotes for the rain garden rehabilitation project



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** August 10, 2026

**AGENDA ITEM:** Consider approving an agreement with Oracle NetSuite for Government for additional assistance with the Planning & Budgeting software and accept the signature of the Finance Director after the fact.

**PREPARED BY:** Laura Pfeifer

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**BACKGROUND:**

As the budgeting process for 2027 and 2028 are in full swing, we have discovered initial training of the new City-wide Enterprise Resource Planning (ERP) Budgeting software was not sufficient. Initial training was provided well before the new finance director was hired and before the new software was even installed.

At the direction of City Administrator, Tom Pagel, we contacted Oracle NetSuite for Government (NS4G) to provide us with additional training for the planning and budgeting software. The attached agreement provides for up to fifty-two (52) hours at a cost not to exceed \$8,200.00.

**RECOMMENDATION:**

Make a motion to approve an agreement with Oracle NetSuite for Government for additional assistance with the Planning & Budgeting software and accept the signature of the Finance Director after the fact, at a cost not to exceed \$8,200.00 to be paid from the finance department professional services expenditures.


**ORDERING DOCUMENT  
AMENDMENT ONE**

**Your Name:** City of Grand Rapids  
**Your Address:** 420 N. Pokegama Avenue  
 Grand Rapids, MN 55744

Oracle America, Inc.  
 500 Oracle Parkway Redwood Shores, CA 94065

This amendment ("Amendment One") amends the order identified below and all amendments thereto (the "order") between You and Oracle America, Inc. ("Oracle").

**Offer Valid through: 31-JUL-2026**

**A. AMENDMENT DETAILS**

You and Oracle agree to amend the order as follows:

1. Ordering Document Number: **US-21263618**

a. Delete the Services table in its entirety and replace with the following:

| Services                                 | Reference | Fees       | Estimated Expenses | Total Fees and Estimated Expenses |
|------------------------------------------|-----------|------------|--------------------|-----------------------------------|
| Fixed Price Services                     | Exhibit 1 | \$6,300.00 | \$0.00             | \$6,300.00                        |
| Fixed Price Services                     | ODA1      | \$1,900.00 | \$0.00             | \$1,900.00                        |
| <b>Total Fees and Estimated Expenses</b> |           |            |                    | <b>\$8,200.00</b>                 |

2. Exhibit: **Exhibit 1**

a. Section 1.A. – Delete this section in its entirety and replace with the following:

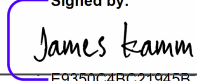
"For a period not to exceed four (4) consecutive months (the "Services Period") from a mutually agreed upon start date (the "Start Date") unless a change to services period is mutually agreed upon in writing, Oracle will provide up to fifty-two (52) hours of assistance with the following activities related to Your Oracle NetSuite for Government Cloud Service, ("NetSuite for Government") hosted environment ("the Services")."

b. Section 2. Fees, Expenses, and Taxes. – Delete the table in its entirety and replace with the following:

| Installment No.        | Installment Date                                           | Payment Amount    |
|------------------------|------------------------------------------------------------|-------------------|
| 1                      | One (1) month from the Ordering Document Effective Date    | \$2,100.00        |
| 2                      | Two (2) months from the Ordering Document Effective Date   | \$2,100.00        |
| 3                      | Three (3) months from the Ordering Document Effective Date | \$2,100.00        |
| 4                      | Four (4) months from the Ordering Document Effective Date  | \$1,900.00        |
| <b>Total Fixed Fee</b> |                                                            | <b>\$8,200.00</b> |

**B. ADDITIONAL TERMS**

In the event of any inconsistencies between the order and this Amendment One, this Amendment One shall take precedence. Subject to the modifications herein, the order shall remain in full force and effect.

**City of Grand Rapids:**Authorized Signature: Carl BabichName: CARL BABICHTitle: FINANCE DIRECTORSignature Date: 7/23/26Amendment Effective Date: 24-Jul-2026**Oracle America, Inc.:**Authorized Signature:   
Signed by: James Kamm  
E9350C4BC21945B...Name: James KammTitle: DirectorSignature Date: 24-Jul-2026 | 12:28 PM PDT

{to be completed by Oracle}



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** August 10, 2026

**AGENDA ITEM:** Consider adopting a resolution accepting a \$400 donation to the GRPD Public Safety Education Fund from an anonymous community member.

**PREPARED BY:** Chief Andy Morgan

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**BACKGROUND:**

On July 28, 2026, a community member wanting to remain anonymous, came into Grand Rapids Police Department wishing to speak with a supervisor. Upon meeting with this party, they expressed extreme appreciation to law enforcement and ongoing efforts to educate and connect with our area youth. The anonymous party shared their story and provided \$400 cash.

We ask that the Council make a motion to adopt a resolution accepting a \$400 donation from the anonymous party. These funds will be placed in a Public Safety Education Fund which meets the desire of the anonymous party.

**Requested council action:**

Make a motion to adopt a resolution accepting a \$400 donation to the GRPD Public Safety Education Fund from an anonymous community member.

Council member introduced the following resolution and moved for its adoption:

RESOLUTION NO. 26-

A RESOLUTION ACCEPTING A DONATION OF \$400 FROM AN ANONYMOUS PARTY TO THE GRAND RAPIDS' POLICE DEPARTMENT'S PUBLIC SAFETY EDUCATION FUND

WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by two-thirds majority of its members,

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donation and terms of the donor as follows:

- \$400 cash donation to be placed in Grand Rapids Police Department's Public Safety Education Fund

Adopted this 10th day of August, 2026

---

Tasha Connelly, Mayor

Attest:

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Kimberly Gibeau, City Clerk

Councilmember seconded the foregoing resolution and the following voted in favor thereof ; and the following voted against same: None, whereby the resolution was declared duly passed and adopted.



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** August 10, 2026

**AGENDA ITEM:** Consider adopting a resolution accepting donations from the Blandin Foundation, Barnabas 22LLC, Cohasset Fire Hook & Ladder, Sandstrom's, Pepsi, Walmart, S&S Meats, SuperOne, Rapids Welding, and that proceeds from 2026 National Night Out remain supporting Grand Rapids Police Reserves.

**PREPARED BY:** Chief Andy Morgan

---

**BACKGROUND:**

National Night Out is an annual community-building event that promotes a stronger partnership between police and community. Grand Rapids Police Department has hosted numerous successful National Night Out gatherings in the past. None would be possible without considerable community support.

- Blandin Foundation donated \$1,000
- Barnabas 22 LLC \$100
- Cohasset Fire Hook & Ladder donated \$200
- Sandstorms- approximately \$200 hot dog boats and chips
- Pepsi- approximately \$400 pop and water
- Walmart- approximately \$300 water, napkins, ketchup, mustard, relish, cookies
- S&S Meats- approximately \$300 hot dogs
- Super one- approximately \$100 hot dog buns
- Rapids welding- approximately \$75 helium tank

Because of these gracious partners' donations, Grand Rapids Police Reserves collected \$1,320.46 in food sales.

Grand Rapids Police request that all proceeds be dedicated to ensuring the future success of Grand Rapids Police Reserve Program.

We greatly value continued partnerships with all.

**REQUESTED COUNCIL ACTION:**

Make a motion adopting a resolution accepting donations from the Blandin Foundation, Barnabas 22LLC, Cohasset Fire Hook & Ladder, Sandstrom's, Pepsi, Walmart, S&S Meats, SuperOne, Rapids Welding, and that proceeds from 2026 National Night Out remain supporting Grand Rapids Police Reserves.

Council member introduced the following resolution and moved for its adoption:

RESOLUTION NO. 26-

A RESOLUTION ACCEPTING DONATIONS FROM THE BLANDIN FOUNDATION, BARNABAS 22LLC, COHASSET FIRE HOOK & LADDER, SANDSTROMS, PEPSI, WALMART, S&S MEATS, SUPERONE, AND RAPIDS WELDING AND THAT PROCEEDS FROM 2026 NATIONAL NIGHT OUT REMAIN SUPPORTING GRAND RAPIDS POLICE RESERVE UNIT.

WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by two-thirds majority of its members,

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

- Blandin Foundation donated \$1,000
- Barnabas 22 LLC \$100
- Cohasset Fire Hook & Ladder donated \$200
- Sandstorms- approximately \$200 hot dog boats and chips
- Pepsi- approximately \$400 pop and water
- Walmart- approximately \$300 water, napkins, ketchup, mustard, relish, cookies
- S&S Meats- approximately \$300 hot dogs
- Super one- approximately \$100 hot dog buns
- Rapids welding- approximately \$75 helium tank

And

Grand Rapids Police request that all proceeds be dedicated to ensuring the future success of Grand Rapids Police Reserve Program.

Adopted this 10<sup>th</sup> day of August 2026

\_\_\_\_\_  
Tasha Connelly, Mayor

Attest:

\_\_\_\_\_  
Kimberly Johnson-Gibeau, City Clerk

Councilmember seconded the foregoing resolution and the following voted in favor thereof; and the following voted against same: None, whereby the resolution was declared duly passed and adopted.



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** August 10, 2026

**AGENDA ITEM:** Consider approving donation from Itasca County K-9 Fundraiser

**PREPARED BY:** Police Chief Andy Morgan

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**BACKGROUND:**

The Itasca County Sheriff's Office K-9 Unit has put on an annual K-9 Fundraiser for many years to raise money to help fund the K-9 Unit. The Itasca County Sheriff's Office currently has multiple K-9's in their department.

In 2024, the Itasca County Sheriff's Office invited the Grand Rapids Police Department K-9 Unit to be part of the fundraiser. K-9 Murphy and Officer Edmundson participated in helping organize and run the event, which was held on March 15<sup>th</sup>, 2026, at the Timberlake Lodge.

The proceeds were divided amongst all K-9 teams. Officer Edmundson and Murphy received a check for \$5000.00.

This money will be placed into the K-9 account that is used to purchase equipment for Murphy and will also be used to help fund the replacement of Murphy when the time comes.

**REQUESTED COUNCIL ACTION:**

Make a motion adopting a resolution for the police department to accept \$5,000.00 from Itasca County Sheriff's Office from the Itasca County K-9 Fundraiser.

Council member introduced the following resolution and moved for its adoption:

RESOLUTION NO. 26-

A RESOLUTION ACCEPTING A DONATION OF \$5,000 FROM 2026 K9 FUNDRAISER  
EVENT TO THE GRAND RAPIDS POLICE DEPARTMENT'S K-9 PROGRAM

WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by two-thirds majority of its members,

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donation and terms of the donor as follows:

- Grand Rapids Police Department K-9 program received \$5,000 from Itasca County Sheriff's Department from 2026 Spring K9 Fundraiser proceeds.

Adopted this 10<sup>th</sup> day of August, 2026

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Tasha Connelly, Mayor

Attest:

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Kimberly Gibeau, City Clerk