



CITY COUNCIL MEETING AGENDA

Monday, January 26, 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, January 26, 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 Council minutes for Monday, January 12, 2026 Regular meeting.

VERIFIED CLAIMS:

2. Approve the verified claims for the period January 6, 2026 to January 20, 2026 in the total amount of \$4,043,165.25 of which \$3,317,043.13 are debt service payments.

ACKNOWLEDGE MINUTES FOR BOARDS AND COMMISSIONS:

3. Acknowledge:

~ December 10, 2025 Library Board meeting
~ December 1, 2025 Golf Board meeting

CONSENT AGENDA:

4. Consider approval of revised job description and authorization for Human Resources to repost, interview and hire for seasonal Assistant Golf Professional.
5. Consider approval of an agreement for Rapids Rockfest 2026
6. Consider approving Pay Equity Implementation Report.
7. Consider adopting a resolution to approve a Master Subscriber Amendment to the Agreement for Minnesota Court Data Services for Governmental Agencies

8. Consider approving On-sale Intoxicating Liquor License for Woodford LLC dba Woody's Bar & Grill
9. Consider authorizing Human Resources to make clerical edits and formatting changes to the City of Grand Rapids Personnel Policy Manual.

SET REGULAR AGENDA:

POLICE:

10. Consider Adopting amendment to City Ordinance relative to Police Community Advisory Board

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR FEBRUARY 9, 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



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

CITY COUNCIL MEETING MINUTES
Monday, January 12, 2026
5:00 PM

Mayor Connelly called the meeting to order at 5:00 PM.

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

STAFF: Tom Pagel, Kimberly Gibeau, Chad Sterle, Tom Beaudry, Cody Alleman, Travis Cole, Rob Mattei, Chery Pierzina

PRESENTATIONS:

1. 2025 Mayor's Art Award Presentation - Stained Glass with Class

Mayor Connelly presented the Mayor's Art Award to Stained Glass with Class.

ORGANIZATIONAL MEETING:

2. Appoint a Councilmember to serve as Mayor Pro-Tem for 2026.

Motion made by Mayor Connelly, Seconded by Councilor Blake to appoint Councilor Molly MacGregor to serve as Mayor Pro-tem for 2026. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Blake, Councilor Mertes

3. Appoint Council representatives to selected agencies

Mayor Connelly makes the following recommendations:

- ~ RAMS Board: Councilor Blake, Alternate: Councilor Mertes
- ~ WMMPB: Councilor Sutherland, Alternate: Councilor Mertes
- ~ City/County Co-Op: Mayor Connelly and Councilor Mertes
- ~ Joint Gas Board: Councilor Sutherland
- ~ CGMC: Councilor Blake, Alternate: Mayor Connelly
- ~ LMC: Councilor Mertes, Alternate: Councilor MacGregor
- ~ ARDC: Councilor Blake
- ~ Range Mayors Assoc.: Mayor Connelly

Motion made by Mayor Connelly, Seconded by Councilor Mertes to accept appointments as recommended. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Blake, Councilor Mertes

4. Appoint Council Representatives to Boards & Commissions

- ~ Greenway Joint Park & Rec Board: Councilor Sutherland, Alternate: Councilor Mertes
- ~ Civic Center Advisory Board: Councilor Sutherland
- ~ GREDA: Councilors MacGregor and Sutherland
- ~ PUC: Councilor Blake
- ~ Cable Commission: Councilor Mertes, Alternate: MacGregor
- ~ Human Rights Commission: Councilor MacGregor

Motion made by Mayor Connelly, Seconded by Councilor MacGregor to approve appointments as recommended. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Blake, Councilor Mertes

5. Consider appointing the following financial institutions as depository designations for 2026, and delegate the Finance Director or Finance Director's Designee authorization for electronic funds transfers.

Motion made by Councilor MacGregor, Seconded by Councilor Blake as presented. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Blake, Councilor Mertes

6. Designate an official newspaper for the City of Grand Rapids for 2026.

The City received one bid from Herald Review to serve as the official newspaper. Herald Review meets all criteria.

Motion made by Councilor MacGregor, Seconded by Councilor Mertes to appoint the Grand Rapids Herald Review as the official newspaper for the City of Grand Rapids for calendar year 2026. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Blake, Councilor Mertes

POSITIVE HAPPENINGS IN THE CITY:

Mayor Connelly highlighted the Mayor's Art Award that was presented to Stained Glass with Class. Councilor Blake attended Chamber annual legislative dinner and highlighted attendees and updates provided.

PUBLIC FORUM:

No one from the public wished to speak.

COUNCIL REPORTS:

Councilor Blake provided overview from recent RAMS Board meeting.

Councilor MacGregor noted that though there have been changes to the Human Rights Commission, they will continue to meet monthly.

Administrator Pagel advised that the Arts & Culture Commission has decided to meet three times per year.

APPROVAL OF MINUTES:

7. Approve Council minutes for Monday, December 15, 2025 Worksession and Regular Meetings.

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

VERIFIED CLAIMS:

8. Approve the verified claims for the period December 9, 2025 to January 12, 2026 in the total amount of \$617,435.42.

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

ACKNOWLEDGE MINUTES FOR BOARDS AND COMMISSIONS:

9. Acknowledged:
 - ~ November 13 and 25, 2025 Golf Board meeting
 - ~ November 13, 2025 GREDA Closed summary and Regular meeting
 - ~ November 19, 2025 Library Board meeting
 - ~ November 19, 2025 Human Rights Commission meeting
 - ~ December 2, 2025 Arts & Culture Commission meeting

CONSENT AGENDA:

10. Consider accepting the resignations of Katelyn Dokken and Julee Jackson from the Human Rights Commission
11. Consider renewing the Consulting Services Contract with Madden Galanter Hansen, PLLC, Attorneys at Law, for labor relations.
12. Consider entering into an Advertising Agreement with a business at Yanmar Arena.
13. Consider entering an Itasca County Mental Health Court Memorandum of Understanding
14. Consider adoption of City of Grand Rapids Personnel Policy Manual.
15. Consider entering into a Venue Agreement with LiveBarn to provide video and audio streaming of on-ice activities at Yanmar Arena.
16. Consider adopting a resolution accepting a MN Department of IRRR Commercial Redevelopment grant for demolition at the GREDA Hwy 2 West Redevelopment Project site and authorizing grant contract signatures.

Adopted Resolution 26-01

17. Consider renewing support agreement with Forte.
18. Consider approving the purchase of a LED message board

19. Consider revised job description for Public Works Maintenance worker position.

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

SET REGULAR AGENDA:

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

ADMINISTRATION:

20. Consider accepting the retirement from Andy Horton from his position as Firefighter.

Motion made by Councilor Blake, Seconded by Councilor MacGregor to accept the notice of retirement from Andy Horton as presented. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Blake, Councilor Mertes

21. Consider appointing Cody Alleman to the position of Golf Course Superintendent at Pokegama Golf Course and authorize Human Resources to post, interview and hire for Assistant Golf Course Superintendent and seasonal Assistant Golf Professional.

Motion made by Councilor Mertes, Seconded by Councilor MacGregor to appoint Cody Alleman to position of Golf Course Superintendent, authorize staff to begin the hiring process for Assistant Golf Course Superintendent and seasonal Assistant Golf Professional. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Blake, Councilor Mertes

22. Consider a letter of support for permit amendments related to Mesabi Metallicas mine

Motion made by Councilor Blake, Seconded by Councilor Mertes to approve letter of support for Mesabi Metallicas as presented. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Blake, Councilor Mertes

COMMUNITY DEVELOPMENT:

23. Consider the adoption of a resolution committing local match for Department of Employment and Economic development (DEED) Demolition Loan Program and authorizing contract signature

Motion made by Councilor Mertes, Seconded by Councilor MacGregor to **adopt Resolution 26-02**, committing local match of DEED Demolition Loan Program as presented. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Blake, Councilor Mertes

24. Consider adopting a resolution authorizing submittal of Demolition Loan Program Application to Minnesota Department of Employment and Economic Development (DEED).

Motion made by Councilor Blake, Seconded by Councilor MacGregor to **adopt Resolution 26-03**, authorizing Demolition Loan Program application to MN DEED. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Blake, Councilor Mertes

FIRE:

25. Consider allowing the Grand Rapids Fire department to purchase hose, nozzles and structural firefighting PPE.

Motion made by Councilor Blake, Seconded by Councilor Mertes authorizing purchase of hose, nozzles and structural firefighting PPE for the Fire Department. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Blake, Councilor Mertes

GOLF:

26. Consider adopting a resolution accepting a Blandin Foundation Grant

Motion made by Councilor MacGregor, Seconded by Councilor Mertes to **adopt Resolution 26-04**, accepting \$8000 grant from Blandin Foundation for Golf Course bunker renovation project. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Blake, Councilor Mertes

ADJOURNMENT:

There being no further business, the meeting adjourned at 5:37 PM.

Respectfully submitted:

Kimberly Gibeau
Kimberly Gibeau, City Clerk

CITY OF GRAND RAPIDS BILL LIST - January 26, 2026
Summary Report

Item 2.

VENDOR NAME/INVOICE #	AMOUNT
Acheson 1030168	\$ 772.52
AMI Consulting 251217	\$ 2,540.00
Anderson Glass I058622	\$ 325.00
Arena Warehouse	\$ 489.00
Arrowhead Regional Firefighters Assn 2026 Dues	\$ 75.00
Auto Value 175191113	\$ 5.99
Auto Value 175191914	\$ 25.98
Auto Value 175191915	\$ 22.58
Axon INUS412234	\$ 77,184.15
Bobcat of Duluth	\$ 178.61
Burggraf's 412007	\$ 109.94
Carquest 2025	\$ 640.56
Carquest 2026	\$ 2,094.86
Civic Plus 358954	\$ 2,995.00
Clarey's Safety 220809	\$ 318.20
Cole's 162654	\$ 79.70
Cole's 164518-C	\$ 59.97
Cole's 165005-C	\$ 6.11
Cole's 165157	\$ 40.97
Cole's 165160	\$ 25.56
Cole's 165233-A	\$ 33.96
Cole's 165266	\$ 8.80
Cole's 165289	\$ 1.04
Computershare	\$ 311,663.13
Dakota Fluid 7418408	\$ 102.86
Dakota Fluid 7420004	\$ 86.91
Datel 631104	\$ 267.00
Davis December 2026 Statement	\$ 3,384.12
Davis Oil	\$ 1,917.59
Eickhof Columbaria Inc.	\$ 718.34
Eickhof Columbaria Inc.	\$ 1,181.54
Epoke U-8869	\$ 5,057.95
Fastenal 148102	\$ 353.24
Fastenal 148378	\$ 43.11
Ferguson 2305922-C	\$ 31.62
Figgins Truck 54062	\$ 486.82
Forte/AVI	\$ 10,450.00
Fortra	\$ 539.84
Gartner #107692	\$ 1,833.84

CITY OF GRAND RAPIDS BILL LIST - January 26, 2026
Summary Report

Item 2.

GFL LQ03212655	\$	114.95
Govconnection 77233875	\$	223.56
Govconnection 77233875	\$	145.20
GR Herald 226739	\$	245.43
GR Sawmill TIF 1-11	\$	61,121.31
Grand Plaza Housing TIF	\$	18,407.30
GR State Bank Block 37 TIF 1-7	\$	12,893.60
Industrial Lubricant 0186161-IN	\$	1,056.00
Itasca County Sheriff's Off-2026 SWAT	\$	10,000.00
Itasca County Treasure-Fuel/Dec25	\$	616.48
Itasca Gun Club 1046	\$	500.00
ITL Patch	\$	1,882.76
L&M GRR-03-10052880	\$	517.71
L&M GRR-03-10053078	\$	87.36
L&M GRR-09-10057524	\$	19.48
Lake Superior Cutting Edge INV-220400901	\$	400.00
Lakewood Heights TIF	\$	28,151.26
League of MN Cities 440370	\$	1,180.00
Little Falls 375485	\$	2,245.81
Madden Dec25	\$	652.50
Martin's Snowplow 38672	\$	637.87
MN Building Permit Technicians Assn	\$	2,300.43
MN State Fire Dept Association	\$	450.00
Morton Salt 5403954557	\$	4,501.74
Morton Salt 5403963546	\$	3,953.88
Morton Salt 5403989503	\$	4,714.62
NAPA 241878	\$	69.67
North Country Veterinary Clinic 368865	\$	297.44
Northern Laundry 9077	\$	1,144.47
Nuch's 020401 & 035695	\$	50.00
Nuch's 020403	\$	5.00
Nuch's 020412, 4 & 5	\$	100.00
Oracle 102276126	\$	16,080.48
Paul's Locks and Keys LLC 00003510	\$	114.00
PDQ 72954	\$	4,207.50
Plum Catalyst 1573	\$	20,000.00
PUC AR2512000603	\$	4,978.54
PUC-2025 ERP Proj Coordinator AR2512000577	\$	44,272.13
R&R Specialties 0092022-IN	\$	1,010.17
Rapids Radio 789/December 2025	\$	850.00
Reese Rubber Stamps 4322	\$	85.90
River Hills TIF 1-10	\$	45,876.07

CITY OF GRAND RAPIDS BILL LIST - January 26, 2026
Summary Report

Item 2.

Salt Source 32191	\$	5,975.63
Sandstrom's 571175	\$	432.30
Sandstrom's 572254	\$	867.28
Sandstrom's 572715	\$	117.54
Scenic Range News Forum 9285	\$	35.00
SEH 500294	\$	180.00
SEH 501301 GRAIT 185097	\$	20,180.00
SEH 501741	\$	475.00
SEH 501747	\$	360.00
Skoglund 2430	\$	198.95
Skoglund 2431	\$	282.45
Storm Training 001071	\$	1,398.00
Treasure Bay Printing 281616	\$	22.50
Tru North 1607	\$	150.00
Tru North 1608	\$	284.66
Tru North 1609	\$	1,231.70
U.S. Highway 169 Range Gateway Coalition 10010	\$	5,000.00
Unique Opport TIF 1-13	\$	29,892.13
US Bank	\$	3,005,380.00
Vestis 2630507129	\$	73.29
Vestis 2630509491	\$	88.92
Yanmar ASV	\$	6,349.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: **\$ 3,801,286.38**

CHECKS ISSUED/PRIOR APPROVAL:

V03391 AMAZON CAPITAL SERVICES	19.48
V04406 CITY OF COHASSET	374.73
V00810 FIDELITY SECURITY LIFE	102.09
V04230 HOLIDAY STATIONSTORES LLC	308.00
V04119 ICTV - Grand Rapids	7,428.28
V04114 MARCO TECHNOLOGIES, LLC	121.74
V03458 MATTHEW WEGWERTH	175.00
V03458 MATTHEW WEGWERTH	35.00
V03477 METROPOLITAN LIFE INSURANCE CO	2,549.76
V02144 MINNESOTA ENERGY RESOURCES	319.52
V02144 MINNESOTA ENERGY RESOURCES	25.64
V02144 MINNESOTA ENERGY RESOURCES	849.55
V02144 MINNESOTA ENERGY RESOURCES	57.24
V04378 PAUL BUNYAN COMMUNICATIONS	77.56

CITY OF GRAND RAPIDS BILL LIST - January 26, 2026
Summary Report

Item 2.

V04378 PAUL BUNYAN COMMUNICATIONS	70.00
V04378 PAUL BUNYAN COMMUNICATIONS	157.78
V04378 PAUL BUNYAN COMMUNICATIONS	1,190.83
V04378 PAUL BUNYAN COMMUNICATIONS	248.92
V04187 RANDY MYHRER	1,658.00
V03520 THOMAS J PAGEL	1,772.00
V01567 MN State Retirement Systems	15,000.00
V01567 MN State Retirement Systems	13,342.00
V01567 MN State Retirement Systems	15,000.00
V03558 WEX INC	517.51
V03558 WEX INC	4,330.60
V03558 WEX INC	609.71
V04114 MARCO TECHNOLOGIES, LLC	17.40
V04382 PUBLIC UTILITIES COMMISSION	21.40
V04382 PUBLIC UTILITIES COMMISSION	108.18
V04122 TASC - Grand Rapids	43.30
V01550 Public Employees Retirement Association	53.93
V01066 CENTURYLINK QC	66.00
V01066 CENTURYLINK QC	66.00
V01066 CENTURYLINK QC	127.00
V03915 MN DEPT OF PUBLIC SAFETY	100.00
V02286 ALLEN WINDT	300.00
V00573 ANTHONY BEER	300.00
V00566 BRUCE BAIRD	300.00
V01024 CARL EDWARD FISCHER	300.00
V04177 CHAD MOEN	300.00
V00005 CODY KRASKEY	300.00
V00997 DOMINIC DEGUISEPPI	300.00
V00529 EVERETT BAUMGARNER	300.00
V02285 JEFF ERIK WILSON	300.00
V04205 JESSE HIDDE	300.00
V04234 LARRY HOOPMAN	300.00
V00747 MARTY BRINK	300.00
V02113 MICHAEL J. MCINERNEY	300.00
V04082 MICHAEL RANDALL	300.00
V04073 SHERRIE LUNDQUIST	300.00
V02930 STEVE ANDERSON	300.00
V04297 TONY SIMONSON	300.00
V03967 LOFFLER COMPANIES INC	447.80
V00589 CHARLES BRUEMMER	550.00
V00592 MATTHEW BUSH	550.00
V04090 BRIAN MATTSON	1,000.00

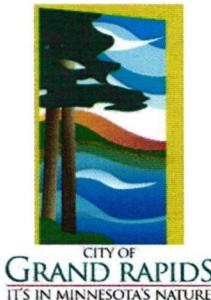
CITY OF GRAND RAPIDS BILL LIST - January 26, 2026
Summary Report

Item 2.

V04017 BRYCE PRUDHOMME	1,000.00
V04483 Brooks Bachmann	1,000.00
V00830 JEFF CARLSON	1,000.00
V03679 JEFF D ROERICK	1,000.00
V00075 JEFFREY MADSEN	1,000.00
V00662 JUSTIN EDMUNDSON	1,000.00
V00532 LEAGUE OF MN CITIES INS TRUST	1,000.00
V03827 MICHELLE KORTEKAAS	1,000.00
V00034 SAMUEL HUSSMAN	1,000.00
V04127 SEAN SMALLEN	1,000.00
V01100 TIMOTHY DIRKES	1,000.00
V04222 TROY SCOTT	1,000.00
V02129 WILLIAM SAW	1,000.00
V04167 MN STATE RETIREMENT SYSTEM-GR	1,863.00
V00878 AT&T MOBILITY	2,492.38
V03429 OPERATING ENGINEERS LOCAL #49	3,519.00
V03429 OPERATING ENGINEERS LOCAL #49	88,600.00
V03429 OPERATING ENGINEERS LOCAL #49	40,690.00
V02147 MN MANAGEMENT & BUDGET	3,760.00
V03836 NORTHERN STAR COOPERATIVE	10,343.56
V03391 AMAZON CAPITAL SERVICES	18.98
V03984 ASHLEY MORAN	1,000.00
V04128 HEATH SMITH	1,000.00
V04039 SHAUN POMPLUN	1,000.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 241,878.87

TOTAL ALL DEPARTMENTS: \$ 4,043,165.25



GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

Wednesday, December 10, 2025

5:00 PM

CALL TO ORDER:

Vice-President Richards called the meeting to order at 5:00pm.

CALL OF ROLL:

Present: Barr, Dobbs, Litchke, Richards, Squadroni, King

Absent: Casteel, Martin, Teigland

Staff present: Amy Dettmer, Library Director

APPROVAL OF AGENDA:

Mover: Dobbs

Seconder: King

PUBLIC COMMENT (if anyone wishes to address the Board):

None.

APPROVAL OF MINUTES:

1. Consider approval of Minutes from the 11-19-2025 Special Meeting.

Mover: Dobbs

Seconder: King

COMMUNICATIONS:

None.

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Review library financials and consider approval of Library Bill List.

Result: Approved unanimously by roll call vote.

CONSENT AGENDA (Roll Call Vote Required):

3. Consider a resolution accepting donations.

Item 3.

Mover: Squadroni

Seconder: Dobbs

Result: Approved unanimously by roll call vote.

REGULAR AGENDA:

4. IMLS update.

Library Director Dettmer reported a judge found the dismantling of the Institute for Museum and Library Services illegal and unconstitutional. In Minnesota, funds from IMLS help support the statewide sharing program.

5. Grand Rapids Area Library Fund.

Grand Rapids City Councilor Molly MacGregor reported on the Grand Rapids Area Library Fund held at the Community Foundation.

6. How a Book Gets on the Shelf Presentation.

Children's Librarian Tracy Kampa presented How a Book Gets on the Shelf via PowerPoint.

UPDATES:

7. Friends

Holiday Book Boutique sale in November netted about \$950.00.

Foundation

Foundation met in November and will meet again in February. The Foundation continues to approve receipts.

STAFF REPORTS:

8. Review library reports and statistics.

Library Director Dettmer reported 31 people attended a Reif Center Nutcracker story time in November.

ADJOURNMENT:

Vice-President Richards adjourned the meeting at 6:03pm.

NEXT REGULAR MEETING IS SCHEDULED FOR JANUARY 14, 2026 AT 5:00 PM.

ATTEST: Amy Dettmer, Director of Library Services

GRAND RAPIDS AREA PUBLIC LIBRARY BILL LIST - DECEMBER 10, 2025
DETAILED REPORT

PUBLIC LIBRARY

ARROWHEAD LIBRARY SYSTEM	00015363-L	42.50
DEMCO INC	7728982-L	54.56
DEMCO INC	7731686-L	827.20
EBSCO SUBSCRIPTION SERVICE	1803840-L	3,847.22
INGRAM LIBRARY SERVICES LLC	91749150-L	23.56
INGRAM LIBRARY SERVICES LLC	91773181-L	23.38
INGRAM LIBRARY SERVICES LLC	91773182-L	16.07
INGRAM LIBRARY SERVICES LLC	91813995-L	155.52
INGRAM LIBRARY SERVICES LLC	91829103-L	24.73
INGRAM LIBRARY SERVICES LLC	91838912-L	50.05
INGRAM LIBRARY SERVICES LLC	91838913-L	16.85
INGRAM LIBRARY SERVICES LLC	91838914-L	9.38
INGRAM LIBRARY SERVICES LLC	91838915-L	35.43
INGRAM LIBRARY SERVICES LLC	91838916-L	18.39
INGRAM LIBRARY SERVICES LLC	91838917-L	11.44
INGRAM LIBRARY SERVICES LLC	91838918-L	444.40
INGRAM LIBRARY SERVICES LLC	91838919-L	14.75
INGRAM LIBRARY SERVICES LLC	91838920-L	20.88
INGRAM LIBRARY SERVICES LLC	91838921-L	66.55
INGRAM LIBRARY SERVICES LLC	91944958-L	25.80
INGRAM LIBRARY SERVICES LLC	92012529-L	25.24
INGRAM LIBRARY SERVICES LLC	92052811-L	107.89
INGRAM LIBRARY SERVICES LLC	92052812-L	16.99
INGRAM LIBRARY SERVICES LLC	92052813-L	17.94
INGRAM LIBRARY SERVICES LLC	92052814-L	19.51
INGRAM LIBRARY SERVICES LLC	92052815-L	17.55
INGRAM LIBRARY SERVICES LLC	92052816-L	12.19
INGRAM LIBRARY SERVICES LLC	92052817-L	9.12
INGRAM LIBRARY SERVICES LLC	92052818-L	51.42
INGRAM LIBRARY SERVICES LLC	92052819-L	10.58
INGRAM LIBRARY SERVICES LLC	92052820-L	24.67
INGRAM LIBRARY SERVICES LLC	92091516-L	26.92
INGRAM LIBRARY SERVICES LLC	92100151-L	26.92
INGRAM LIBRARY SERVICES LLC	92160625-L	17.24
INGRAM LIBRARY SERVICES LLC	92300327-L	12.90
INGRAM LIBRARY SERVICES LLC	92300328-L	41.60
INGRAM LIBRARY SERVICES LLC	92300329-L	12.54
INNOVATIVE OFFICE SOLUTIONS LL	IN4962015-L	303.74
INNOVATIVE OFFICE SOLUTIONS LL	IN4976283-L	61.81
INNOVATIVE OFFICE SOLUTIONS LL	IN4978173-L	20.14
INNOVATIVE OFFICE SOLUTIONS LL	IN4987325-L	317.66
INNOVATIVE OFFICE SOLUTIONS LL	IN4992428-L	21.10
MIDWEST TAPE LLC	507986844-L	26.24
MIDWEST TAPE LLC	508030559-L	417.85
NARDINI FIRE EQUIPMENT CO INC	IVN00360978-L	1,290.75
NARDINI FIRE EQUIPMENT CO INC	IVN00360980-L	128.00
PERSONNEL DYNAMICS LLC	55140-L	255.30
PERSONNEL DYNAMICS LLC	55157-L	561.66
PERSONNEL DYNAMICS LLC	55172-L	306.36
PERSONNEL DYNAMICS LLC	55184-L	485.07
PLAYAWAY PRODUCTS LLC	517636-L	71.24
PLAYAWAY PRODUCTS LLC	517638-L	1,016.98
UNIQUE MANAGEMENT SERVICES INC	6143357-L	93.20
UNIQUE MANAGEMENT SERVICES INC	6144489-L	221.35
VESTIS GROUP, INC	2630489939-L	76.23

TOTAL ALL INVOICES: \$ 11,854.56

Item 3.
Item 2.

GRAND RAPIDS AREA PUBLIC LIBRARY BILL LIST - DECEMBER 10, 2025
DEPARTMENT SUMMARY REPORT

PUBLIC LIBRARY

ARROWHEAD LIBRARY SYSTEM	42.50
DEMCO INC	881.76
EBSCO SUBSCRIPTION SERVICE	3,847.22
INGRAM LIBRARY SERVICES LLC	1,408.40
INNOVATIVE OFFICE SOLUTIONS LL	724.45
MIDWEST TAPE LLC	444.09
NARDINI FIRE EQUIPMENT CO INC	1,418.75
PERSONNEL DYNAMICS LLC	1,608.39
PLAYAWAY PRODUCTS LLC	1,088.22
UNIQUE MANAGEMENT SERVICES INC	314.55
VESTIS GROUP, INC	76.23

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 11,854.56

CHECKS ISSUED PRIOR APPROVAL

AMAZON CAPITAL SERVICES	1LJW-1KF7-D9Q4-L	36.98
AMAZON CAPITAL SERVICES	1XFL-4HPJ-3XN7-L	334.25
AT&T	26202001	52.42
FIDELITY SECURITY LIFE	3267128	6.90
FIDELITY SECURITY LIFE	3273637	6.90
GRAND RAPIDS PAYROLL	11/14/2025	19,628.00
GRAND RAPIDS PAYROLL	11/28/2025	20,843.92
JOHNSON, MICHELLE	111925-L	81.74
LINDNER, EMILY	111725-L	175.00
MARCO	567887385-L	165.65
MEDTOX LABORATORIES	082025503826-L	26.38
METROPOLITAN LIFE INSURANCE	TS053963310001/DEC25	80.64
MINNESOTA REVENUE	TAX0525	55.54
MINNESOTA REVENUE	TAX0625	46.47
MINNESOTA REVENUE	TAX0725	56.00
MINNESOTA REVENUE	TAX0825	65.00
MINNESOTA REVENUE	TAX0925	103.00
MINNESOTA REVENUE	TAX1025	66.00
PAUL BUNYAN COMMUNICATIONS	4026700/NOV25-L	249.04
PUC UTILITIES	LIB/OCT25	2,835.61
VISA	9403/OCT25	1,147.50
WASTE MANAGEMENT	0129126-2808-3	145.86

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 46,208.80

TOTAL: \$ 58,063.36

RESOLUTION NO. 2025-13
A RESOLUTION ACCEPTING DONATIONS

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 a two-thirds majority of its members,

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

Grand Rapids Area Library Foundation \$1,982.20

PEO Chapter FV \$530.00 (deferred revenue-funds to be used in 2026 to purchase adult fiction and nonfiction titles)

PEO Chapter ED \$1,493.00 (deferred revenue-funds to be used in 2026 to purchase adult fiction and nonfiction titles)

Adopted this 10th day of December 2025

Sheena Richards

Cyndy Martin, President
Sheena Richards VP

Jennifer Barr

Jennifer Barr, Secretary



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

POKEGAMA GOLF COURSE BOARD MEETING MINUTES

Tuesday, December 16, 2025
7:30 AM

Chair McDonald called the meeting to order at 7:30 AM.

PRESENT: Chair Rick McDonald, Board Member John Ryan, Board Member Tom Lagergren, Board Member Deb Godfrey. ABSENT: Board Member Gabrielle Jerulle.

STAFF: Tom Beaudry, Kimberly Gibeau, Cody Alleman

PUBLIC INPUT:

No one from the public was present.

SETTING THE AGENDA: (This is an opportunity to approve the regular agenda as presented or add/delete an Agenda item by a majority vote of the Board members present.)

Motion made by Board Member Godfrey, Seconded by Board Member Lagergren to approve the agenda as presented. Voting Yea: Chair McDonald, Board Member Ryan, Board Member Lagergren, Board Member Godfrey

APPROVE MINUTES:

1. Approve minutes for November 13, 2025 Regular meeting and November 25, 2025 Special meeting.

Motion made by Chair McDonald, Seconded by Board Member Lagergren to approve Golf Board minutes for November 13, 2025 and November 25, 2025 as presented. Voting Yea: Chair McDonald, Board Member Ryan, Board Member Lagergren, Board Member Godfrey

CLAIMS AND FINANCIAL STATEMENTS:

2. Consider approving verified claims.

Motion made by Board Member Ryan, Seconded by Board Member Godfrey to approve the verified claims as presented. Voting Yea: Chair McDonald, Board Member Ryan, Board Member Lagergren, Board Member Godfrey

REPORTS:

Cody Alleman, Maintenance:

Minimal activity at this time of year. All equipment ordered through the lease program has been received, totaling seven pieces, and receipts have been completed. Regarding the old equipment sold by sealed bid process, there is one sold piece pending pickup by the purchaser who has been on vacation. Preparations are underway for the upcoming season, including plans to order maintenance parts at the beginning of the new year. Routine organization and shop activities are ongoing. Simulators are operational, with no issues to date, and activity has been quiet over the past month.

Tom Beaudry, Manager:

The simulators opened on December 5, and have seen some use to date. New screens were purchased and installed with assistance by Cody. Stewart and Janelle Bastian continue to oversee simulators, with staffing as part of their budget. Outreach was conducted via social media to gauge interest in leagues or tournaments, with moderate initial response noted, consistent with broader national trends.

An update was provided regarding the process to replace Steve Ross, Superintendent, with a position posting already completed and discussions underway. Staff indicated the goal is to have the position filled by January.

Staff are working to finalize and publish the 2026 event schedule, including coordination with tournament organizers. Upcoming events include a tournament hosted by Matt Prokop, scheduled for July, the week prior to the Hockey Classic, as a Thursday through Saturday event. Organizers have been advised of the required financial threshold and expressed confidence moving forward.

CORRESPONDENCE AND OPEN DISCUSSION:

Discussed planned fundraising for bunker restoration project. A fundraising committee has been established to identify and contact potential donors. The Grand Rapids Community Foundation has agreed to serve as the fiscal host, allowing donors to receive 501(c)(3) tax benefits. Coordination is ongoing with John Bauer regarding the role and timing of a consultant from Rainer, with clarification sought to ensure the consultant provides advisory support and oversight during initial installations. In addition, a fundraising outreach plan was described that includes distributing a video via email to a broad audience, followed by targeted phone calls.

Brief discussion on tree trimming, which has not yet occurred due to unresolved financial discrepancies that need to be reviewed and aligned before making commitments.

There being no further business, the following motion was made.

Motion made by Board Member Lagergren, Seconded by Board Member Ryan to adjourn the meeting at 7:43 AM. Voting Yea: Chair McDonald, Board Member Ryan, Board Member Lagergren, Board Member Godfrey

Respectfully submitted:

Kimberly Gibeau
Kimberly Gibeau, City Clerk



REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 26, 2026

AGENDA ITEM: Consider approval of revised job description and authorization for Human Resources to repost, interview and hire for seasonal Assistant Golf Professional.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

At the last City Council Meeting, a job description for Assistant Golf Professional was approved and Human Resources was authorized to post, interview and hire for a seasonal Assistant Golf Professional vacancy.

An error was found in the approved job description; therefore, we are requesting approval of the 2nd revision of the job description for the Assistant Golf Professional position and authorization for Human Resources to repost, interview, and hire for the seasonal Assistant Golf Professional vacancy. This seasonal position works 40 hours per week, with a seasonal salary range of \$28.32 to \$30.16 per hour.

A red-lined copy of the job description is attached.

This salary is included in the 2026 budget.

REQUESTED COUNCIL ACTION:

Make a motion to approve revised job description for Assistant Golf Professional and authorize Human Resources to repost, interview, and hire for the Assistant Golf Professional position, with a salary range of \$28.32 to \$30.16 per hour.

City of Grand Rapids Job Description

Job Title:	Assistant Golf Professional
Department:	Pokegama Golf Course
FLSA Status:	Full Time Seasonal; Hourly; Non-Exempt
Approved By:	City Council
Approved Date:	January 12, 2026

Position Summary:

The Assistant Golf Professional assists the Director of Golf with all golf shop activities and outside services operations and is responsible for ensuring that pass-holders and guests receive outstanding customer service, which meets or exceeds their expectations. The Assistant Golf Professional is instrumental in organizing and implementing golf events, tournaments, outings, leagues, teaching clinics and other golf programs designed to improve Pokegama Golf Courses products and services, as well as its competitive position in the marketplace.

Supervision Received:

Works under the supervision of the Director of Golf.

Supervision Exercised:

Supervises golf shop staff, outside services, starters, rangers.

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.

- Assist in implementing applicable operating and safety policies and procedures pertaining to golf shop and outside service activities. Ensure procedures are followed to open, close, and secure the golf shop and storage buildings.
- Handle cash flow in the golf shop, ensuring that cash and credit card charges balance with sales receipts, in accordance with operating procedures.
- Monitor the performance of assigned staff including golf shop attendants, starters, rangers, and outside service staff to ensure customer service standards and productivity goals are achieved.
- Ensure the golf shop, storage areas, and grounds are maintained per Pokegama Golf Course cleanliness and appearance standards. Maintain clean, presentable, and fully stocked merchandise displays.
- Ensure accurate tracking of types and quantity of golf rounds played. Monitor customer preferences, usage patterns, and satisfaction with Pokegama Golf Course products and services. Assess the quality of internal and/or external customer service and speed of play. Recommend plans for continued improvement.

- Interact with pass-holders and guests in a congenial and professional manner.
- Maintain pleasant and professional telephone manners at all times. Schedule tee times and handle customer inquiries and/or feedback in accordance with Pokegama Golf Course standards.
- Plan and conduct individual and group lesson programs and golf clinics.
- Assist with organizing and implementing tournaments, group outings and special events. Ensure efficient operation and coordination of golf shop, cart service and other services as applicable.
- Be fully knowledgeable of golf shop merchandise. Sell merchandise and/or provide suggestions to patrons as appropriate to meet their needs.
- Assist with organizing and maintaining ancillary services such as the handicapping system, membership programs, and driving range facilities.
- Assure the efficient and timely submission of all required reports.
- Perform additional duties as required.

Education/Qualifications/Certifications:

- Preferred 1-year experience in the golf or hospitality industry.
- **Preference given to applicants enrolled in or completed Professional Golf Management (PGM) Associate Program.**
- ~~Minimum five (5) years experience on golf course grounds crew.~~
- Valid Minnesota driver's license, or the ability to obtain.
- Demonstrated experience and capability in the areas of retailing, marketing, and/or sales, customer service, and guest relations preferred.
- Demonstrated quality written, verbal, interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision.
- Work flexible and irregular hours as required including evenings, holidays, and weekends.
- Positive attitude, professional manner and appearance in all situations.

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 of the job at a satisfactory level.

- Read and write (English).
- Communicate verbally with staff members and/or customers with or without the use of two-way radios.
- Give and/or follow verbal and written instructions.
- Supervise subordinates.
- Visually inspect all work areas, golf course and grounds.
- Give physical demonstrations of the golf swing.
- See players on the golf course, and the ability to follow the flight of golf balls.
- Operate vehicles and equipment for several hours at a time.
- Perform mathematical calculations involving fractions, decimals, and percentages.

- Retrieve, read and interpret information from technical source.
- Ability to operate general office machines such as typewriters, personal computers, printers, copiers, fax machines, calculators, telephones, etc. Internet software; Outlook; Excel Spreadsheet software and Word Processing software. VDT glare screen and wrist rest.
- Ability to operate Golf clubs and golf carts.

Physical Requirements:

This work requires standing, walking, pushing, pulling, lifting, grasping, bending, and kneeling for up to five (5) hours at a time. Lifting up to 100 pounds occasionally, 50 pounds frequently, and 20 pounds constantly. Work regularly requires sitting, speaking, or hearing, using hands, handle or feel and repetitive motions. Work frequently requires reaching with hands and arms and requires standing, walking and lifting. Work has standard vision requirements. Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly. Hearing is required to perceive 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 or computer data, operating machines and observing general surroundings and activities. Work has exposure to environmental conditions. The regular, on-going work environment of this position requires inside work and also outdoor activities. May be exposed to inclement weather, potentially dangerous chemicals, solvents, pesticides, herbicides, and fertilizers, misdirected golf balls, sharp and rapid equipment movement on a daily basis. Injury may result as a result of exposure to the above if safety policies and practices are not properly followed.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable 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.



REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 26, 2026

AGENDA ITEM: Consider approval of an agreement for Rapids Rockfest 2026

PREPARED BY: Matt Wegwerth

BACKGROUND:

Rapids Radio, LLC and Rapids Brewing Company, LLC are planning to hold the 2nd Annual Rapids Rockfest on July 24, 2026. The event will take place in the parking lot behind the Pokegama Hotel and will require city resources. The attached agreement outlines each parties responsibilities for the event.

REQUESTED COUNCIL ACTION:

Make a motion to approve an agreement with Rapids Radio, LLC and Rapids Brewing Company, LLC for Rapids Rockfest 2026 and authorize the mayor and clerk to sign.

AGREEMENT

This Agreement is between the City of Grand Rapids (“City”), Rapids Radio, LLC (“Station”) and Rapids Brewing Company, LLC. (“RBC”), to create and manage a music festival (“Event”) on Block 19 in Grand Rapids, Minnesota.

WHEREAS, The City, Station, and RBC, desire to create and manage a music festival on the third weekend of July that will positively impact the community’s tourism, non-profit, and entertainment industries;

NOW, THEREFORE, in exchange for the promises and other consideration set forth below, the parties agree as follows:

1. Scope of Work.
 - a. The name of the Event is “Rapids Rockfest”.
 - b. The Event shall occur July 24, 2026.
 - c. The Event shall be held at the parking lot located on Block 19 in the plat of Grand Rapids with the use of 1st Avenue NE, from 2nd Street NE to 3rd Street NE and 2nd Street NE, from Pokegama Avenue to 1st Avenue NE. 3rd Street NE shall remain open
2. Responsibilities
 - a. The City shall provide the following items at no-cost to the Event:
 - i. Provide the venue.
 - ii. Provide temporary traffic control.
 - iii. Create temporary fencing around the venue.
 - iv. Provide tables and chairs.
 - v. Provide portable toilets to accommodate up to 2,000 people.
 - vi. Provide garbage/refuse.
 - vii. Assist Station and RBC by sharing promotional information on the City social media platform.
 - viii. The City shall allow for an Event variance of City Ordinance 42-81, specifically allowing the consumption of edible cannabis products, and lower-potency hemp edibles and hemp-derived consumer products, as defined by Minn. Stat. Section 342.01. This City does not authorize the smoking or vaping of said products.
 - ix. The City allows music to be performed until 11:00 pm.
 - b. Station shall be responsible the following items at no-cost to City or RBC:
 - i. Act as the fiscal agent and manage tickets sales for the Event.
 - ii. Secure all required music equipment, including the stage.
 - iii. Provide staffing and volunteers to operate the Event.
 - iv. Utilize the promotional platforms available to promote the Event.
 - v. Secure/negotiate contracts for the headliner and a minimum of three opening acts for the Event.
 - vi. Any other items required to hold such Event.
 - c. RBC shall be responsible for the following items at no cost to the City or Station:
 - i. Coordinate event with Station.

3. Financials
 - a. The City shall:
 - i. Not receive any proceeds for the Event.
 - b. Station shall:
 - i. Shall contribute 5% of profit from the Event to the Grand Rapids Area Library Foundation.
4. Hold harmless
 - a. The City, Station, and RBC, agree to hold the City of Grand Rapids, its officers, agents, employees, successors and assigns, harmless and to indemnify them against any and all claims or liability for any claims, actions, causes of action, suits, or demands of any sort for damages on account of personal injuries related to or arising out of the use of the premises by the above-named parties or any of its agents, employees, officers, or independent contractors.
 - b. The City, Station, and RBC, must maintain Worker Compensation Policies covering all of their employees, and will ensure that subcontractors, and all other personnel who are involved in the installation, operation and or maintenance of the equipment provided by the Producer do as well. Volunteers are exempt from this agreement.

IN WITNESS WHEREOF the parties have signed this Agreement as of the date set forth below.

City of Grand Rapids:

By: _____

Name: Tasha Connelly, Mayor

By: _____

Name: Kim Gibeau, City Clerk

Rapids Radio, LLC:

By: 

Name: Marcus Lind, GM

Rapids Brewing Company, LLC:

By: 

Name: Bill Martinetto, GM



REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 26, 2026

AGENDA ITEM: Consider approving Pay Equity Implementation Report.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

The Local Government Pay Equity Act, Minnesota Statutes § 471.991–471.999, and Minnesota Rules, Chapter 3920, require local government jurisdictions to submit a pay equity report to the State of Minnesota every three years. The City of Grand Rapids' pay equity report is due January 31, 2026.

Human Resources submitted the City's pay equity implementation report prior to the January 31, 2026 deadline, using payroll data as of December 31, 2025. Based on this submission, the City of Grand Rapids is following Minnesota Statutes.

REQUESTED COUNCIL ACTION:

Consider approving the 2026 Pay Equity Implementation Form and authorize electronic signature and filing of the report with the Minnesota Office of Management and Budget.



Minnesota Pay Equity Management System - Grand Rapids(26-No Submission)

[Home](#)
[Utilities](#)
[Go To](#)
[Log Out](#)

Pay Equity Implementation Form

Information entered on this page is not submitted until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

Part A: Jurisdiction Identification

Jurisdiction: Grand Rapids

420 North Pokegama Avenue

Grand Rapids

Jurisdiction Type: CITY - City

Contact:	Name	Title	Phone	Email
	Chery Pierzina	HR Officer	218-326-7606	cierzina@grandrapidsmn.gov

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

State Job Match ▼

Describe below if the job evaluation system used is: "The same as last year", "A new system", "A substantially modified system from last year", or another descriptor not listed here: (*less than 240 characters)

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and

There is no difference ▼ and female classes are not at a disadvantage.

3. An official notice has been posted at:

City of Grand Rapids City Hall
(prominent location) (*less than 60 characters)

informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

City Council
(governing body) (*less than 60 characters)

Tasha Connely
(chief elected official)(*less than 60 characters)

Mayor
(title) (*less than 60 characters)

Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Part C: Total Payroll

\$7,472,703.41 is the annual payroll
for the calendar year just ended
December 31.

Item 6.

[Save Changes](#)

[Sign & Submit](#)

[Return to Test Results](#)

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at pay.equity@state.mn.us so that we can follow up. Thank you.



REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 26, 2026

AGENDA ITEM: Consider adopting a resolution to approve a Master Subscriber Amendment to the Agreement for Minnesota Court Data Services for Governmental Agencies

PREPARED BY: Police Chief Andy Morgan

BACKGROUND:

The Court offers Court Data Services to Minnesota Government Subscribers as authorized by the Rules of Public Access and Court Order. The Court Data Services are offered to Government Subscribers as governmental units and are offered solely for certain governmental use as permitted. Government Subscribers desire to use Court Data Services, and the Court Desires to provide the same, to assist Government Subscriber in the efficient performance of its governmental duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State or local court or agency or before any self-regulatory body.

The original agreement was entered April of 2021 and was intended on standing for a five (5) year period. Amendments have been made requiring additional review.

City attorney Chad Sterle approved this agreement.

REQUESTED COUNCIL ACTION:

Make a motion adopting a resolution approving a Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies between the City of Grand Rapids and the Court.



State of Minnesota Joint Powers Agreement

This Agreement is between the State of Minnesota, acting through its Department of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the City of Grand Rapids on behalf of its Police Department ("Governmental Unit"). The BCA and the Governmental Unit may be referred to jointly as "Parties."

Recitals

Under Minn. Stat. § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. Under Minn. Stat. § 299C.46, the BCA must provide a criminal justice data communications network to benefit political subdivisions as defined under Minn. Stat. § 299C.46, subd. 2 and subd. 2(a). The Governmental Unit is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this Agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit authorized political subdivisions in performing their duties. The Governmental Unit wants to access data in support of its official duties.

The purpose of this Agreement is to create a method by which the Governmental Unit has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

- 1.1 **Effective Date.** This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.
- 1.2 **Expiration Date.** This Agreement expires five years from the date it is effective.

2 Agreement Between the Parties

- 2.1 **General Access.** BCA agrees to provide Governmental Unit with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Governmental Unit is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.

2.2 Methods of Access.

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

- A. **Direct access** occurs when individual users at the Governmental Unit use the Governmental Unit's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.
- B. **Indirect Access** occurs when individual users at the Governmental Unit go to another Governmental Unit to obtain data and information from BCA's systems and tools. This method of access generally results in the Governmental Unit with indirect access obtaining the needed data and information in a physical format like a paper report.
- C. **Computer-to-Computer System Interface** occurs when the Governmental Unit's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Governmental Unit employees or contractors may use any of these

methods to use BCA's systems and tools as described in this Agreement. Governmental Unit will select a method of access and can change the methodology following the process in Clause 2.10.

2.3 Federal Systems Access. In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA may provide Governmental Unit with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.

2.4 Governmental Unit Policies. Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Governmental Unit has created its own policies to ensure that Governmental Unit's employees and contractors comply with all applicable requirements. Governmental Unit ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://bcanextest.x.state.mn.us/launchpad/>.

2.5 Governmental Unit Resources. To assist Governmental Unit in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at <https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx>. Additional information on appropriate use is found in the Minnesota Bureau of Criminal Apprehension Policy on Appropriate Use of Systems and Data available at <https://bcanextest.x.state.mn.us/launchpad/cjisdocs/docs.cgi?cmd=FS&ID=795&TYPE=DOCS>.

2.6 Access Granted.

- Governmental Unit is granted permission to use all current and future BCA systems and tools for which Governmental Unit is eligible. Eligibility is dependent on Governmental Unit (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Governmental Unit's written request for use of a specific system or tool.
- To facilitate changes in systems and tools, Governmental Unit grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Governmental Unit needs to meet its criminal justice obligations and for which Governmental Unit is eligible.

2.7 Future Access. On written request from the Governmental Unit, BCA also may provide Governmental Unit with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Governmental Unit agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.

2.8 Limitations on Access. BCA agrees that it will comply with applicable state and federal laws when making information accessible. Governmental Unit agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.

2.9 Supersedes Prior Agreements. This Agreement supersedes any and all prior agreements between the BCA and the Governmental Unit regarding access to and use of systems and tools provided by BCA.

2.10 Requirement to Update Information. The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving the Governmental Unit as its prosecutor. Any change in performance of the prosecutorial function must be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

2.11 Transaction Record. The BCA creates and maintains a transaction record for each exchange of data utilizing

its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Governmental Unit conducted a particular transaction.

If Governmental Unit uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Governmental Unit's method of access is a computer-to-computer interface as described in Clause 2.2C, the Governmental Unit must keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If a Governmental Unit accesses data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety and keeps a copy of the data, Governmental Unit must have a transaction record of all subsequent access to the data that are kept by the Governmental Unit. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

2.12 Court Information Access. Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Governmental Unit if the Governmental Unit completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by the Governmental Unit under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Governmental Unit's access to and/or submission of the Court Records delivered through the BCA systems and tools.

2.13 Vendor Personnel Screening. The BCA will conduct all vendor personnel screening on behalf of Governmental Unit as is required by the FBI CJIS Security Policy. The BCA will maintain records of the federal, fingerprint-based background check on each vendor employee as well as records of the completion of the security awareness training that may be relied on by the Governmental Unit.

3 Payment

The Governmental Unit currently accesses the criminal justice data communications network described in Minn. Stat. §299C.46. The bills are sent annually for a total annual cost of One Thousand Five Hundred Sixty and 00/100 Dollars (\$1,560.00).

The Governmental Unit will identify its contact person for billing purposes, and will provide updated information to BCA's Authorized Representative within ten business days when this information changes.

If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is the person below, or her successor:

Name: Kathryn Meiers, Interim Deputy Superintendent

Address: Minnesota Department of Public Safety; Bureau of Criminal Apprehension
1430 Maryland Avenue
Saint Paul, Minnesota 55106

Telephone: 651-793-7050

Email Address: kathryn.meiers@state.mn.us

The Governmental Unit's Authorized Representative is the person below, or his successor:

Name: Andy Morgan, Chief

Address: 420 Pokegama Ave N
Grand Rapids, Minnesota 55744

Telephone: 218-326-3464

Email Address: amorgan@ci.grand-rapids.mn.us

5 Assignment, Amendments, Waiver, and Agreement Complete

- 5.1 **Assignment.** Neither party may assign nor transfer any rights or obligations under this Agreement.
- 5.2 **Amendments.** Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, their successors in office, or another individual duly authorized.
- 5.3 **Waiver.** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.
- 5.4 **Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466 and other applicable laws, governs the Governmental Unit's liability.

7 Audits

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

Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

- 7.2 Under applicable state and federal law, the Governmental Unit's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.
- 7.3 If the Governmental Unit accesses federal databases, the Governmental Unit's records are subject to examination by the FBI and BCA; the Governmental Unit will cooperate with FBI and BCA auditors and make any requested data available for review and audit.

- 7.4 If the Governmental Unit accesses state databases, the Governmental Unit's records are subject to examination by the BCA: the Governmental Unit will cooperate with the BCA auditors and make any requested data available for review and audit.
- 7.5 To facilitate the audits required by state and federal law, Governmental Unit is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

- 8.1 **BCA and Governmental Unit.** The Governmental Unit and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.
- 8.2 **Court Records.** If Governmental Unit chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 but is subject to the *Rules of Public Access to Records of the Judicial Branch* promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Governmental Unit comply with the *Rules of Public Access* for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of Alleged Violations; Sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Governmental Unit.

- 9.1 **Investigation.** The Governmental Unit and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal and state law referenced in this Agreement. Governmental Unit and BCA agree to cooperate in the investigation of suspected violations of the policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Governmental Unit of the suspected violation, subject to any restrictions in applicable law. When Governmental Unit becomes aware that a violation has occurred, Governmental Unit will inform BCA subject to any restrictions in applicable law.

9.2 Sanctions Involving Only BCA Systems and Tools.

The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment. None of these provisions alter the Governmental Unit internal discipline processes, including those governed by a collective bargaining agreement.

- 9.2.1 For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Governmental Unit must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Governmental Unit must report the status of the Individual User's access to BCA without delay. BCA reserves the right to make a different determination concerning an Individual User's access to systems or tools than that made by Governmental Unit and BCA's determination controls.

- 9.2.2 If BCA determines that Governmental Unit has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools

under this Agreement until the failure is remedied to the BCA's satisfaction. If Governmental Unit's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

9.3 Sanctions Involving Only Court Data Services

The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Governmental Unit. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Governmental Unit. The agreement further provides that only the Court has the authority to reinstate access and use.

- 9.3.1** Governmental Unit understands that if it has signed the Court Data Services Subscriber Amendment and if Governmental Unit's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Governmental Unit also understands that reinstatement is only at the direction of the Court.
- 9.3.2** Governmental Unit further agrees that if Governmental Unit believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

11.1 Termination. The BCA or the Governmental Unit may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Governmental Unit is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: Liability; Audits; Government Data Practices; 9. Investigation of Alleged Violations; Sanctions; and Venue.

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The Parties indicate their agreement and authority to execute this Agreement by signing below.

1. GOVERNMENTAL UNIT

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

2. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION

As delegated to the Office of State Procurement

By: _____

Date: _____

ADMIN ID#: _____

RESOLUTION NO. _____

RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF GRAND RAPIDS ON BEHALF OF ITS POLICE DEPARTMENT

WHEREAS, the City of Grand Rapids on behalf of its Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Grand Rapids, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Grand Rapids on behalf of its Police Department, are hereby approved.
2. That the Police Chief Andy Morgan, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
3. That Tasha Connelly-, the Mayor for the City of Grand Rapids, and Kim Gibeau, the City Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

Passed and Adopted by the Council on this 26 day of January-, 2026.

CITY OF GRAND RAPIDS

By: Tasha Connelly
Its Mayor

ATTEST: _____
By: Kim Gibeau
Its City Clerk

COURT DATA SERVICES SUBSCRIBER AMENDMENT TO CJDN SUBSCRIBER AGREEMENT

This Court Data Services Subscriber Amendment (“Subscriber Amendment”) is entered into by the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension, (“BCA”) and the City of Grand Rapids on behalf of its Police Department (“Agency”), and by and for the benefit of the State of Minnesota acting through its State Court Administrator’s Office (“Court”) who shall be entitled to enforce any provisions hereof through any legal action against any party.

Recitals

This Subscriber Amendment modifies and supplements the Agreement between the BCA and Agency, SWIFT Contract Number 281376, of even or prior date, for Agency use of BCA systems and tools (referred to herein as “the CJDN Subscriber Agreement”). Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes this Subscriber Amendment. The Agency desires to use one or more BCA systems and tools to access and/or submit Court Records to assist the Agency in the efficient performance of its duties as required or authorized by law or court rule. Court desires to permit such access and/or submission. This Subscriber Amendment is intended to add Court as a party to the CJDN Subscriber Agreement and to create obligations by the Agency to the Court that can be enforced by the Court. It is also understood that, pursuant to the Master Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA, the BCA is authorized to sign this Subscriber Amendment on behalf of Court. Upon execution the Subscriber Amendment will be incorporated into the CJDN Subscriber Agreement by reference. The BCA, the Agency and the Court desire to amend the CJDN Subscriber Agreement as stated below.

The CJDN Subscriber Agreement is amended by the addition of the following provisions:

1. TERM; TERMINATION; ONGOING OBLIGATIONS. This Subscriber Amendment shall be effective on the date finally executed by all parties and shall remain in effect until expiration or termination of the CJDN Subscriber Agreement unless terminated earlier as provided in this Subscriber Amendment. Any party may terminate this Subscriber Amendment with or without cause by giving written notice to all other parties. The effective date of the termination shall be thirty days after the other party's receipt of the notice of termination, unless a later date is specified in the notice. The provisions of sections 5 through 9, 12.b., 12.c., and 15 through 24 shall survive any termination of this Subscriber Amendment as shall any other provisions which by their nature are intended or expected to survive such termination. Upon termination, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

2. Definitions. Unless otherwise specifically defined, each term used herein shall have the meaning assigned to such term in the CJDN Subscriber Agreement.

a. “Authorized Court Data Services” means Court Data Services that have been authorized for delivery to CJDN Subscribers via BCA systems and tools pursuant to an Authorization Amendment to the Joint Powers Agreement for Delivery of Court Data Services to CJDN Subscribers (“Master Authorization Agreement”) between the Court and the BCA.

b. “Court Data Services” means one or more of the services set forth on the Justice Agency Resource webpage of the Minnesota Judicial Branch website (for which the current address is www.courts.state.mn.us) or other location designated by the Court, as the same may be amended from time to time by the Court.

c. “Court Records” means all information in any form made available by the Court to Subscriber through the BCA for the purposes of carrying out this Subscriber Amendment, including:

- i. **“Court Case Information”** means any information in the Court Records that conveys information about a particular case or controversy, including without limitation Court Confidential Case Information, as defined herein.
- ii. **“Court Confidential Case Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that conveys information about a particular case or controversy.
- iii. **“Court Confidential Security and Activation Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access and that explains how to use or gain access to Court Data Services, including but not limited to login account names, passwords, TCP/IP addresses, Court Data Services user manuals, Court Data Services Programs, Court Data Services Databases, and other technical information.
- iv. **“Court Confidential Information”** means any information in the Court Records that is inaccessible to the public pursuant to the Rules of Public Access, including without limitation both i) Court Confidential Case Information; and ii) Court Confidential Security and Activation Information.

d. “DCA” shall mean the district courts of the state of Minnesota and their respective staff.

e. “Policies & Notices” means the policies and notices published by the Court in connection with each of its Court Data Services, on a website or other location designated by the Court, as the same may be amended from time to time by the Court. Policies & Notices for each Authorized Court Data Service identified in an approved request form under section 3, below, are hereby made part of this Subscriber Amendment by this reference and provide additional terms and conditions that govern Subscriber’s use of Court Records accessed through such services, including but not limited to provisions on access and use limitations.

f. "Rules of Public Access" means 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, including without limitation lists or tables published from time to time by the Court entitled *Limits on Public Access to Case Records or Limits on Public Access to Administrative Records*, all of which by this reference are made a part of this Subscriber Amendment. It is the obligation of Subscriber to check from time to time for updated rules, lists, and tables and be familiar with the contents thereof. It is contemplated that such rules, lists, and tables will be posted on the Minnesota Judicial Branch website, for which the current address is www.courts.state.mn.us.

g. "Court" shall mean the State of Minnesota, State Court Administrator's Office.

h. "Subscriber" shall mean the Agency.

i. "Subscriber Records" means any information in any form made available by the Subscriber to the Court for the purposes of carrying out this Subscriber Amendment.

3. REQUESTS FOR AUTHORIZED COURT DATA SERVICES. Following execution of this Subscriber Amendment by all parties, Subscriber may submit to the BCA one or more separate requests for Authorized Court Data Services. The BCA is authorized in the Master Authorization Agreement to process, credential and approve such requests on behalf of Court and all such requests approved by the BCA are adopted and incorporated herein by this reference the same as if set forth verbatim herein.

a. Activation. Activation of the requested Authorized Court Data Service(s) shall occur promptly following approval.

b. Rejection. Requests may be rejected for any reason, at the discretion of the BCA and/or the Court.

c. Requests for Termination of One or More Authorized Court Data Services. The Subscriber may request the termination of an Authorized Court Data Services previously requested by submitting a notice to Court with a copy to the BCA. Promptly upon receipt of a request for termination of an Authorized Court Data Service, the BCA will deactivate the service requested. The termination of one or more Authorized Court Data Services does not terminate this Subscriber Amendment. Provisions for termination of this Subscriber Amendment are set forth in section 1. Upon termination of Authorized Court Data Services, the Subscriber shall perform the responsibilities set forth in paragraph 7(f) hereof.

4. SCOPE OF ACCESS TO COURT RECORDS LIMITED. Subscriber's access to and/or submission of the Court Records shall be limited to Authorized Court Data Services identified in an approved request form under section 3, above, and other Court Records necessary for Subscriber to use Authorized Court Data Services. Authorized Court Data Services shall only be used according to the instructions provided in corresponding Policies & Notices or other materials and only as necessary to assist Subscriber in the efficient performance of Subscriber's duties

required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body. Subscriber's access to the Court Records for personal or non-official use is prohibited. Subscriber will not use or attempt to use Authorized Court Data Services in any manner not set forth in this Subscriber Amendment, Policies & Notices, or other Authorized Court Data Services documentation, and upon any such unauthorized use or attempted use the Court may immediately terminate this Subscriber Amendment without prior notice to Subscriber.

5. GUARANTEES OF CONFIDENTIALITY. Subscriber agrees:

- a.** To not disclose Court Confidential Information to any third party except where necessary to carry out the Subscriber's duties as required or authorized by law or court rule in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body.
- b.** To take all appropriate action, whether by instruction, agreement, or otherwise, to insure the protection, confidentiality and security of Court Confidential Information and to satisfy Subscriber's obligations under this Subscriber Amendment.
- c.** To limit the use of and access to Court Confidential Information to Subscriber's bona fide personnel whose use or access is necessary to effect the purposes of this Subscriber Amendment, and to advise each individual who is permitted use of and/or access to any Court Confidential Information of the restrictions upon disclosure and use contained in this Subscriber Amendment, requiring each individual who is permitted use of and/or access to Court Confidential Information to acknowledge in writing that the individual has read and understands such restrictions. Subscriber shall keep such acknowledgements on file for one year following termination of the Subscriber Amendment and/or CJDN Subscriber Agreement, whichever is longer, and shall provide the Court with access to, and copies of, such acknowledgements upon request. For purposes of this Subscriber Amendment, Subscriber's bona fide personnel shall mean individuals who are employees of Subscriber or provide services to Subscriber either on a voluntary basis or as independent contractors with Subscriber.
- d.** That, without limiting section 1 of this Subscriber Amendment, the obligations of Subscriber and its bona fide personnel with respect to the confidentiality and security of Court Confidential Information shall survive the termination of this Subscriber Amendment and the CJDN Subscriber Agreement and the termination of their relationship with Subscriber.
- e.** That, notwithstanding any federal or state law applicable to the nondisclosure obligations of Subscriber and Subscriber's bona fide personnel under this Subscriber Amendment, such obligations of Subscriber and Subsriber's bona fide personnel are founded independently on the provisions of this Subscriber Amendment.

6. APPLICABILITY TO PREVIOUSLY DISCLOSED COURT RECORDS.

Subscriber acknowledges and agrees that all Authorized Court Data Services and related Court Records disclosed to Subscriber prior to the effective date of this Subscriber Amendment shall be subject to the provisions of this Subscriber Amendment.

7. LICENSE AND PROTECTION OF PROPRIETARY RIGHTS. During the term of this Subscriber Amendment, subject to the terms and conditions hereof, the Court hereby grants to Subscriber a nonexclusive, nontransferable, limited license to use Court Data Services Programs and Court Data Services Databases to access or receive the Authorized Court Data Services identified in an approved request form under section 3, above, and related Court Records. Court reserves the right to make modifications to the Authorized Court Data Services, Court Data Services Programs, and Court Data Services Databases, and related materials without notice to Subscriber. These modifications shall be treated in all respects as their previous counterparts.

a. Court Data Services Programs. Court is the copyright owner and licensor of the Court Data Services Programs. The combination of ideas, procedures, processes, systems, logic, coherence and methods of operation embodied within the Court Data Services Programs, and all information contained in documentation pertaining to the Court Data Services Programs, including but not limited to manuals, user documentation, and passwords, are trade secret information of Court and its licensors.

b. Court Data Services Databases. Court is the copyright owner and licensor of the Court Data Services Databases and of all copyrightable aspects and components thereof. All specifications and information pertaining to the Court Data Services Databases and their structure, sequence and organization, including without limitation data schemas such as the Court XML Schema, are trade secret information of Court and its licensors.

c. Marks. Subscriber shall neither have nor claim any right, title, or interest in or use of any trademark used in connection with Authorized Court Data Services, including but not limited to the marks "MNCIS" and "Odyssey."

d. Restrictions on Duplication, Disclosure, and Use. Trade secret information of Court and its licensors will be treated by Subscriber in the same manner as Court Confidential Information. In addition, Subscriber will not copy any part of the Court Data Services Programs or Court Data Services Databases, or reverse engineer or otherwise attempt to discern the source code of the Court Data Services Programs or Court Data Services Databases, or use any trademark of Court or its licensors, in any way or for any purpose not specifically and expressly authorized by this Subscriber Amendment. As used herein, "trade secret information of Court and its licensors" means any information possessed by Court which derives independent economic value from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. "Trade secret information of Court and its licensors" does not, however, include information which was known to Subscriber prior to Subscriber's receipt thereof, either directly or indirectly, from Court or its licensors, information which is independently developed by Subscriber without reference to or use of information received from Court or its licensors, or information which would not qualify as a trade secret under Minnesota law. It will not be a violation of this section 7, sub-section d, for Subscriber to make up to one copy of training materials and configuration documentation, if any, for each individual authorized to access, use, or configure Authorized Court Data Services, solely for its own use in connection with this Subscriber Amendment. Subscriber will take all steps reasonably necessary to protect the copyright, trade secret, and trademark rights of Court and its licensors and Subscriber will advise its bona fide personnel who are permitted access to any of the Court Data Services Programs and Court Data Services Databases, and trade secret information of Court and its licensors, of the restrictions upon duplication, disclosure and use contained in this Subscriber Amendment.

e. Proprietary Notices. Subscriber will not remove any copyright or proprietary notices included in and/or on the Court Data Services Programs or Court Data Services Databases, related documentation, or trade secret information of Court and its licensors, or any part thereof, made available by Court directly or through the BCA, if any, and Subscriber will include in and/or on any copy of the Court Data Services Programs or Court Data Services Databases, or trade secret information of Court and its licensors and any documents pertaining thereto, the same copyright and other proprietary notices as appear on the copies made available to Subscriber by Court directly or through the BCA, except that copyright notices shall be updated and other proprietary notices added as may be appropriate.

f. Title; Return. The Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration material, if any, and logon account information and passwords, if any, made available by the Court to Subscriber directly or through the BCA and all copies, including partial copies, thereof are and remain the property of the respective licensor. Except as expressly provided in section 12.b., within ten days of the effective date of termination of this Subscriber Amendment or the CJDN Subscriber Agreement or within ten days of a request for termination of Authorized Court Data Service as described in section 4, Subscriber shall either: (i) uninstall and return any and all copies of the applicable Court Data Services Programs and Court Data Services Databases, and related documentation, including but not limited to training and configuration materials, if any, and logon account information, if any; or (2) destroy the same and certify in writing to the Court that the same have been destroyed.

8. INJUNCTIVE RELIEF. Subscriber acknowledges that the Court, Court's licensors, and DCA will be irreparably harmed if Subscriber's obligations under this Subscriber Amendment are not specifically enforced and that the Court, Court's licensors, and DCA would not have an adequate remedy at law in the event of an actual or threatened violation by Subscriber of its obligations. Therefore, Subscriber agrees that the Court, Court's licensors, and DCA shall be entitled to an injunction or any appropriate decree of specific performance for any actual or threatened violations or breaches by Subscriber or its bona fide personnel without the necessity of the Court, Court's licensors, or DCA showing actual damages or that monetary damages would not afford an adequate remedy. Unless Subscriber is an office, officer, agency, department, division, or bureau of the state of Minnesota, Subscriber shall be liable to the Court, Court's licensors, and DCA for reasonable attorneys fees incurred by the Court, Court's licensors, and DCA in obtaining any relief pursuant to this Subscriber Amendment.

9. LIABILITY. Subscriber and the Court agree that, except as otherwise expressly provided herein, each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Liability shall be governed by applicable law. Without limiting the foregoing, liability of the Court and any Subscriber that is an office, officer, agency, department, division, or bureau of the state of Minnesota shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, section 3.376, and other applicable law. Without limiting the foregoing, if Subscriber is a political subdivision of the state of Minnesota, liability of the Subscriber shall be governed by the provisions of Minn. Stat. Ch. 466 (Tort Liability, Political Subdivisions) or other applicable law. Subscriber and Court further acknowledge that the liability, if any, of the BCA is governed by a separate agreement between the Court and the BCA dated December 13, 2010 with DPS-M -0958.

10. AVAILABILITY. Specific terms of availability shall be established by the Court and communicated to Subscriber by the Court and/or the BCA. The Court reserves the right to terminate this Subscriber Amendment immediately and/or temporarily suspend Subscriber's Authorized Court Data Services in the event the capacity of any host computer system or legislative appropriation of funds is determined solely by the Court to be insufficient to meet the computer needs of the courts served by the host computer system.

11. [reserved]

12. ADDITIONAL USER OBLIGATIONS. The obligations of the Subscriber set forth in this section are in addition to the other obligations of the Subscriber set forth elsewhere in this Subscriber Amendment.

a. Judicial Policy Statement. Subscriber agrees to comply with all policies identified in Policies & Notices applicable to Court Records accessed by Subscriber using Authorized Court Data Services. Upon failure of the Subscriber to comply with such policies, the Court shall have the option of immediately suspending the Subscriber's Authorized Court Data Services on a temporary basis and/or immediately terminating this Subscriber Amendment.

b. Access and Use; Log. Subscriber shall be responsible for all access to and use of Authorized Court Data Services and Court Records by Subscriber's bona fide personnel or by means of Subscriber's equipment or passwords, whether or not Subscriber has knowledge of or authorizes such access and use. Subscriber shall also maintain a log identifying all persons to whom Subscriber has disclosed its Court Confidential Security and Activation Information, such as user ID(s) and password(s), including the date of such disclosure. Subscriber shall maintain such logs for a minimum period of six years from the date of disclosure, and shall provide the Court with access to, and copies of, such logs upon request. The Court may conduct audits of Subscriber's logs and use of Authorized Court Data Services and Court Records from time to time. Upon Subscriber's failure to maintain such logs, to maintain accurate logs, or to promptly provide access by the Court to such logs, the Court may terminate this Subscriber Amendment without prior notice to Subscriber.

c. Personnel. Subscriber agrees to investigate, at the request of the Court and/or the BCA, allegations of misconduct pertaining to Subscriber's bona fide personnel having access to or use of Authorized Court Data Services, Court Confidential Information, or trade secret information of the Court and its licensors where such persons are alleged to have violated the provisions of this Subscriber Amendment, Policies & Notices, Judicial Branch policies, or other security requirements or laws regulating access to the Court Records.

d. Minnesota Data Practices Act Applicability. If Subscriber is a Minnesota Government entity that is subject to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, Subscriber acknowledges and agrees that: (1) the Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court; (2) Minn. Stat. section 13.03, subdivision 4(e) requires that Subscriber comply with the Rules of Public Access and other rules promulgated by the Minnesota Supreme Court for access to Court Records provided via the

BCA systems and tools under this Subscriber Amendment; (3) the use of and access to Court Records may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law; and (4) these applicable restrictions must be followed in the appropriate circumstances.

13. FEES; INVOICES. Unless the Subscriber is an office, officer, department, division, agency, or bureau of the state of Minnesota, Subscriber shall pay the fees, if any, set forth in applicable Policies & Notices, together with applicable sales, use or other taxes. Applicable monthly fees commence ten (10) days after notice of approval of the request pursuant to section 3 of this Subscriber Amendment or upon the initial Subscriber transaction as defined in the Policies & Notices, whichever occurs earlier. When fees apply, the Court shall invoice Subscriber on a monthly basis for charges incurred in the preceding month and applicable taxes, if any, and payment of all amounts shall be due upon receipt of invoice. If all amounts are not paid within 30 days of the date of the invoice, the Court may immediately cancel this Subscriber Amendment without notice to Subscriber and pursue all available legal remedies. Subscriber certifies that funds have been appropriated for the payment of charges under this Subscriber Amendment for the current fiscal year, if applicable.

14. MODIFICATION OF FEES. Court may modify the fees by amending the Policies & Notices as provided herein, and the modified fees shall be effective on the date specified in the Policies & Notices, which shall not be less than thirty days from the publication of the Policies & Notices. Subscriber shall have the option of accepting such changes or terminating this Subscriber Amendment as provided in section 1 hereof.

15. WARRANTY DISCLAIMERS.

a. WARRANTY EXCLUSIONS. EXCEPT AS SPECIFICALLY AND EXPRESSLY PROVIDED HEREIN, COURT, COURT'S LICENSORS, AND DCA MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY, NOR ARE ANY WARRANTIES TO BE IMPLIED, WITH RESPECT TO THE INFORMATION, SERVICES OR COMPUTER PROGRAMS MADE AVAILABLE UNDER THIS AGREEMENT.

b. ACCURACY AND COMPLETENESS OF INFORMATION. WITHOUT LIMITING THE GENERALITY OF THE PRECEDING PARAGRAPH, COURT, COURT'S LICENSORS, AND DCA MAKE NO WARRANTIES AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE COURT RECORDS.

16. RELATIONSHIP OF THE PARTIES. Subscriber is an independent contractor and shall not be deemed for any purpose to be an employee, partner, agent or franchisee of the Court, Court's licensors, or DCA. Neither Subscriber nor the Court, Court's licensors, or DCA shall have the right nor the authority to assume, create or incur any liability or obligation of any kind, express or implied, against or in the name of or on behalf of the other.

17. NOTICE. Except as provided in section 2 regarding notices of or modifications to Authorized Court Data Services and Policies & Notices, any notice to Court or Subscriber

hereunder shall be deemed to have been received when personally delivered in writing or seventy-two (72) hours after it has been deposited in the United States mail, first class, proper postage prepaid, addressed to the party to whom it is intended at the address set forth on page one of this Agreement or at such other address of which notice has been given in accordance herewith.

18. NON-WAIVER. The failure by any party at any time to enforce any of the provisions of this Subscriber Amendment or any right or remedy available hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, remedy or option or in any way affect the validity of this Subscriber Amendment. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed.

19. FORCE MAJEURE. Neither Subscriber nor Court shall be responsible for failure or delay in the performance of their respective obligations hereunder caused by acts beyond their reasonable control.

20. SEVERABILITY. Every provision of this Subscriber Amendment shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Subscriber Amendment so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Subscriber Amendment, and all other provisions shall remain in full force and effect.

21. ASSIGNMENT AND BINDING EFFECT. Except as otherwise expressly permitted herein, neither Subscriber nor Court may assign, delegate and/or otherwise transfer this Subscriber Amendment or any of its rights or obligations hereunder without the prior written consent of the other. This Subscriber Amendment shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns, including any other legal entity into, by or with which Subscriber may be merged, acquired or consolidated.

22. GOVERNING LAW. This Subscriber Amendment shall in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the United States and of the State of Minnesota.

23. VENUE AND JURISDICTION. Any action arising out of or relating to this Subscriber Amendment, its performance, enforcement or breach will be venued in a state or federal court situated within the State of Minnesota. Subscriber hereby irrevocably consents and submits itself to the personal jurisdiction of said courts for that purpose.

24. INTEGRATION. This Subscriber Amendment contains all negotiations and agreements between the parties. No other understanding regarding this Subscriber Amendment, whether written or oral, may be used to bind either party, provided that all terms and conditions of the CJDN Subscriber Agreement and all previous amendments remain in full force and effect except as supplemented or modified by this Subscriber Amendment.

IN WITNESS WHEREOF, the Parties have, by their duly authorized officers, executed this Subscriber Amendment in duplicate, intending to be bound thereby.

1. SUBSCRIBER (AGENCY)

Subscriber must attach written verification of authority to sign on behalf of and bind the entity, such as an opinion of counsel or resolution.

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

**2. DEPARTMENT OF PUBLIC SAFETY,
BUREAU OF CRIMINAL APPREHENSION**

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. COMMISSIONER OF ADMINISTRATION
delegated to Materials Management Division

By: _____

Date: _____

4. COURTS

Authority granted to Bureau of Criminal Apprehension

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with authorized authority)

Date: _____



REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 26, 2026

AGENDA ITEM: Consider approving On-sale Intoxicating Liquor License for Woodford LLC dba Woody's Bar & Grill

PREPARED BY: Kimberly Gibeau

BACKGROUND:

Woodford LLC dba Woody's Bar & Grill has submitted an application for an On-sale Intoxicating Liquor License. The new business is located at 31 3rd Street NE within the Grand Rapids city limits. All required documents, insurance and fees have been received.

License period will be March 1, 2026 through December 31, 2026.

REQUESTED COUNCIL ACTION:

Make a motion to approve On-sale Intoxicating Liquor License for Woodford LLC dba Woody's Bar & Grill located at 31 3rd Street NE, Grand Rapids, MN.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
 444 Cedar Street, Suite 222, St. Paul, MN 55101-5133
 Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types:

- 1) City issued on sale intoxicating and Sunday liquor licenses
- 2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License **Grand Rapids** License Period From: **3/1/2024** To: **12/31/2024**

Circle One: **New License** License Transfer Suspension Revocation Cancel
(former licensee name) (Give dates)

License type: (circle all that apply) **On Sale Intoxicating** **Sunday Liquor** 3.2% On sale 3.2% Off Sale

Fee(s): On Sale License fee: \$ 2,500.00 Sunday License fee: \$ 200.00 3.2% On Sale fee: \$ 150.00 3.2% Off Sale fee: \$ 100.00

Licensee Name: **Woodford LLC** (corporation, partnership, LLC, or individual) DOB **[REDACTED]**

Business Trade Name **Woody's Bar & Grill** Business Address **31 3rd St NE** City **Grand Rapids**

Zip Code **55744** County **Itasca** Business Phone **[REDACTED]** Home Phone **[REDACTED]**

Home Address **[REDACTED]** Licensee's MN Tax ID # **[REDACTED]**
(To Apply call 651-296-6181)

Licensee's Federal Tax ID # **[REDACTED]**
(To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Estefania Sachiko Woodford **[REDACTED]** DOB **[REDACTED]** Social Security # **[REDACTED]** Home Address **[REDACTED]**

Partner/Officer Name (First Middle Last) DOB Social Security # Home Address

Partner/Officer Name (First Middle Last) DOB Social Security # Home Address

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.

2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes **No**) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: **Grinnell Mutual** Policy # **[REDACTED]**

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.
 City Clerk or County Auditor Signature **[Signature]** Date **1-26-26**
(title)

On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at www.dps.state.mn.us.

State of Minnesota
License Applicant Information

Under Minnesota Law (M.S. 270.72), the agency issuing you this license is required to provide to the Minnesota Commissioner of Revenue your Minnesota business tax identification number and the Social Security number of each license applicant.

Under the Minnesota Government Data Practices Act and the Federal Privacy Act of 1974, we must advise you that:

- This information may be used to deny the issuance, renewal or transfer of your license if you owe the Minnesota Department of revenue delinquent taxes, penalties or interest;
- The licensing agency will supply it only to the Minnesota of Revenue. However, under the Federal Exchange of Information Act, the Department of Revenue is allowed to supply this information to the Internal Revenue Service;
- Failing to supply this information may jeopardize or delay the issuance of your license or processing your renewal application.

Please fill in the following information and return this form along with your application to the agency issuing the license. Do not return this form to the department of revenue.

Please print or type

On Sale Intoxicating Liquor
 Name of license being applied for and license number

City of Grand Rapids
 Licensing authority (name of city, county or state agency issuing license)

12/31/2026
 License renewal date

Personal Information:

Woodford
 Applicant's last name

[REDACTED]
 Applicant's address

Business information (if applicable):

Woodford LLC DBA: Woody's Bar & Grill
 Business name

31 3rd St NE Grand Rapids, MN 55744
 Business address

[REDACTED]
 Minnesota tax identification number

[REDACTED]
 Federal tax identification number

If a Minnesota tax identification number is not required, please explain on the reverse side of this form.

WJD
 Signature

Owner
 Title

1/20/2026
 Date



REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 26, 2026

AGENDA ITEM: Consider authorizing Human Resources to make clerical edits and formatting changes to the City of Grand Rapids Personnel Policy Manual.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

The City of Grand Rapids Personnel Policy Manual was adopted at the January 12, 2026 City Council meeting. We are requesting authorization for Human Resources to make clerical and formatting updates to the manual that do not affect the intent or integrity of the policy. Future policy changes or revisions will be presented to the City Council for approval.

REQUESTED COUNCIL ACTION:

Consider authorizing Human Resources to make clerical edits and formatting changes to the City of Grand Rapids Personnel Policy Manual.



REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 26, 2026

AGENDA ITEM: Consider Adopting amendment to City Ordinance relative to Police Community Advisory Board

PREPARED BY: Police Chief Andy Morgan

BACKGROUND:

Grand Rapids Police Community Advisory Board (PCAB) was created in 2015 with the intention of enhancing lines of communication between Grand Rapids residents, Police Department and City Council. Together the Advisory Board and the Police Department identify and focus on public safety issues and collaborate with community leaders, community organizations and stakeholders in developing solutions to multi-faceted community concerns.

ORDINANCE NO. 16-04-04 ARTICLE V, DIVISION 2-POLICE COMMUNITY ADVISORY BOARD, SECTION 2-353- MEMBERSHIP / APPOINTMENTS established membership at nine (9). Grand Rapids Police Department requests that Sec. 2-353. – Membership / Appointments, is amended, decreasing membership from nine (9) to seven (7) and added to Grand Rapids Code, Chapter V.

Proposed Amendment to Sec. 2-353. – Membership / Appointments.

The Police Community Advisory Board shall be composed of seven (7) members, with members being appointed by the city council. Members of the board shall exclude themselves from taking any action when personal business relationships are acted upon by this board.

REQUESTED COUNCIL ACTION:

Make a motion to adopting amendment to City Ordinance relative to Police Community Advisory Board and authorize publication in summary form.

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

ORDINANCE NO. 16-04-04

AN ORDINANCE AMENDING ARTICLE V, DIVIDION 2-POLICE COMMUNITY ADVISORY BOARD, SECTION 2-353- MEMBERSHIP / APPOINTMENTS

THE CITY COUNCIL OF THE CITY OF GRAND RAPIDS, MINNESOTA, DOES ORDAIN:

The following Division 2, Police Community Advisory Board, Sec. 2-353, Membership / Appointments, is amended, decreasing membership from nine (9) to seven (7) and added to Grand Rapids Code, Chapter V.

Sec. 2-353. – Membership / Appointments.

The Police Community Advisory Board shall be composed of seven (7) members, with members being appointed by the city council. Members of the board shall exclude themselves from taking any action when personal business relationships are acted upon by this board.

Adopted by City Council of the City of Grand Rapids, Minnesota this 26th day of January, 2026

Tasha Connelly, Mayor

Attest:

Kimberly Gibeau, City Clerk

Councilmember seconded the foregoing ordinance and the following voted in favor thereof: ; and the following voted against same: , whereby the resolution was declared duly passed and adopted.