



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

## **CITY COUNCIL MEETING AGENDA**

**Monday, September 22, 2025**

**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, September 22, 2025 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, September 8, 2025 Regular meeting.

**VERIFIED CLAIMS:**

2. Approve the verified claims for the period September 3, 2025 to September 15, 2015 in the total amount of \$341,190.64 of which \$7,831.25 are debt service payments.

**ACKNOWLEDGE MINUTES FOR BOARDS AND COMMISSIONS:**

3. August 13, 2025 Library Board meeting  
August 19, 2025 Golf Board meeting

**CONSENT AGENDA:**

4. Consider approving temporary liquor license for Itasca Curling Association
5. Consider approving rate of pay increase for Public Works Maintenance -Winter position and approve rehiring Jim Columbus as seasonal worker.
6. Consider rescinding appointment of Daniel Chase as PT Maintenance Shift Lead at Yanmar Arena.
7. Adopt a Resolution Accepting a State of MN Grant in the amount of \$7,836.00 for the Vehicle Gate Replacement Project at the Grand Rapids/Itasca County Airport

- [8.](#) Consider a request by the police department to enter into a memorandum of understanding with the United States Special Operations Command (USSOCOM) Warrior Care Program Internship Initiative and the Grand Rapids Police Department.
- [9.](#) Consider approval of golf car lease

SET REGULAR AGENDA:

ADMINISTRATION:

- [10.](#) Consider approving the 2025 Preliminary Levy Payable 2026

CITY COUNCIL:

- [11.](#) Consider a letter of support related to Mining

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR **TUESDAY** OCTOBER 14, 2025 AT 5:00 PM

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

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

ATTEST: Kimberly Gibeau, City Clerk



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## **CITY COUNCIL MEETING MINUTES**

**Monday, September 08, 2025**

**5:00 PM**

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

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

**STAFF:** Tom Pagel, Kimberly Gibeau, Chad Sterle, Andy Morgan, Rob Mattei, Will Richter, Kevin Ott, Amy Dettmer, Carl Babich

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

Mayor Connelly noted that the Historic Central School celebrated its 130th Birthday and the recent annual Riverfest music event on September 6th.

### **PUBLIC FORUM:**

Sue Bigwood, 223 NE 8th Street, Grand Rapids addressed the Council regarding big sewer project and continuing issues.

### **COUNCIL REPORTS:**

Councilor Sutherland, announced that on January 31, 2026 at 4:00 PM, Yanmar Arena will be hosting the US Hockey Hall of Fame Museum Women's Face-Off Classic.

Mayor Connelly provided an update on the Library Study group and ongoing discussions related to Library funding and operations.

### **APPROVAL OF MINUTES:**

1. Approve Council minutes for Monday, August 25, 2025 Regular meeting and Council summary for Monday, August 25, 2025 Closed meeting.

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

### **VERIFIED CLAIMS:**

2. Approve the verified claims for the period August 19, 2025 to September 2, 2025 in the total amount of \$1,126,429.00.

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

#### ACKNOWLEDGE MINUTES FOR BOARDS AND COMMISSIONS:

3. Acknowledged the following:

March 20, 2025 PCA Board  
 June 24, 2025 Planning Commission  
 July 15, 2025 Golf Board  
 July 23, 2025 Public Utilities Commission  
 July 30, 2025 Human Rights Commission  
 August 13, 2025 Library Board  
 August 14, 2025 GREDA

#### CONSENT AGENDA:

4. Consider accepting the resignation of Nikki Roberts from the Police Community Advisory Board and authorize filling the vacancy.
5. Consider approving airport land leases
6. Consider rehiring and hiring part-time employees at Yanmar Arena.
7. Consider hiring a part-time seasonal golf course employee.
8. Consider adopting a resolution approving updated City-wide fee schedule

#### **Adopted Resolution 25-59**

9. Consider labor agreement with Library Union.

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

#### SET REGULAR AGENDA:

Staff requested addition of item #14a, considering member appointment to GREDA.

Motion made by Councilor MacGregor, Seconded by Councilor Blake to approve the Regular agenda, including the addition of item #14a. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

#### ADMINISTRATION:

10. Consider appointment of Dale Schneider to the Assistant IT Director position.

City Administrator Pagel presented staff recommendation to appoint Dale Schneider to the position of Assistant IT Director.

Motion made by Councilor MacGregor, Seconded by Councilor Mertes to appoint Dale Schneider to the position of Assistant IT Director contingent upon completion and passing all pre-employment requirements. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

11. Consider accepting the retirement from Jacob (Jake) Barsness from his position as Firefighter.

Motion made by Councilor Mertes, Seconded by Councilor Sutherland accepting the retirement from Jacob Barsness from the position of Firefighter. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

#### POLICE:

12. Consider adopting a resolution accepting a 2025-2026 Toward Zero Death (TZD) grant from the Minnesota Department of Public Safety- Office of Traffic Safety in the amount of \$37,200.00.

Captain Ott provided overview of TZD grant and recommended adoption of the resolution.

Motion made by Councilor Blake, Seconded by Councilor MacGregor to **adopt Resolution 25-60**, accepting a 2025-2026 TZD grant from MN Dept. of Public Safety in the amount of \$37,200.00. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

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

13. Conduct a Public Hearing to consider the adoption of an Ordinance amending and updating sections of Chapter 30 Land Development Regulations and Chapter 10 Animals.

Mayor Connelly noted the purpose of the public hearing, and confirmed that all required notices have been made. Staff affirmed that no correspondence was received by the Clerk's office.

Zoning Administrator Will Richter provided background information related to the proposed amendments to the City's Municipal code.

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

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

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

#### COMMUNITY DEVELOPMENT:

14. Consider the recommendation of the Planning Commission regarding the adoption of an Ordinance amending and updating sections of Chapter 30 Land Development Regulations and Chapter 10 Animals.

Motion made by Councilor MacGregor, Seconded by Councilor Mertes to **adopt City Ordinance 25-09-02**, amending and updating sections of Chapter 30 Land Development Regulations and Chapter 10 Animals. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

- 14a. Consider the appointment of Jean MacDonnell to the Grand Rapids Economic Development Authority.

Motion made by Councilor Blake, Seconded by Councilor MacGregor to appoint Jean MacDonnell to the Economic Development Authority, filling an unexpired term through March 1, 2030. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

ADJOURNMENT:

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

Respectfully submitted:



Kimberly Gibeau, City Clerk

<b>VENDOR NAME/INVOICE #</b>	<b>AMOUNT</b>
218 TREE SERVICE LLC	3,500.00
5 STAR PEST CONTROL &	1,475.00
ACHESON TIRE INC	35.00
ARENA WAREHOUSE, LLC	2,363.16
BIG PICTURE UNLIMITED INC	500.00
Burggraf's Ace Hardware	588.71
Carquest Auto Parts	1,626.07
CENTRAL MCGOWAN, INC	195.44
COLE HARDWARE INC	86.48
Computershare	7,831.25
DAVIS OIL INC	2,345.54
ENVIRONMENTAL EQUIPMENT AND	3,424.60
EPOKE NORTH AMERICA INC	1,199.61
Fastenal Company	319.10
GALLS LLC	439.03
GARTNER REFRIGERATION CO	3,168.00
HAWKINSON CONSTRUCTION CO INC	1,690.08
HAWKINSON SAND & GRAVEL	1,528.82
IRON OAKES FENCE, LLC	485.00
ITASCA COUNTY TREASURER	5,033.62
KRISS PREMIUM PRODUCTS, INC	1,241.35
L&M SUPPLY	273.69
LATVALA LUMBER COMPANY INC.	143.16
LEFTYS TENT & PARTY RENTAL	3,134.19
NEO ELECTRICAL SOLUTIONS LLC	477.87
NORTHLAND HYDRAULICS SERVICE	850.37
NORTHLAND PORTABLES	2,272.00
NORTHWEST GAS	4,472.50
ORACLE AMERICA INC	25,466.91
PAULS LOCKS AND KEYS LLC	10.00
PSHRA	652.50
RICHARD F RYSAVY	60.00
SANDSTROM'S INC	207.44
SEH - Grand Rapids	38,100.00
SHI INTERNATIONAL CORP	67,167.60
SKOGLUND ELECTRIC LLC	3,032.50
STREICHER'S INC	9,683.81
TREASURE BAY PRINTING	182.00
TROUT ENTERPRISES INC	80.00

## CITY OF GRAND RAPIDS BILL LIST - September 22, 2025

## Department Summary Report

Item 2.

ULINE, INC	149.99
VESTIS GROUP, INC	208.23
VIKING ELECTRIC SUPPLY INC	674.88
WESCO RECEIVABLES CORP	596.80

**TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 196,972.30**

**CHECKS ISSUED/PRIOR APPROVAL:**

V00067 HAZARD CLASS LLC	Bill #081225	4,337.00
V00075 JEFFREY MADSEN	Bill #090425	15.16
V00572 THOMAS BEAUDRY	Bill #Aug25/Ducto/ProShop-G	9,493.64
V00710 ENTERPRISE FM TRUST	Bill #FBN543320	35,316.12
V00908 CANON FINANCIAL SERVICES, INC	Bill #41780001-G	45.48
V00908 CANON FINANCIAL SERVICES, INC	Bill #41780003	62.01
V01066 CENTURYLINK QC	Bill #334015245/Sep25	66.00
V01066 CENTURYLINK QC	Bill #333931501/SEPT25	127.00
V01066 CENTURYLINK QC	Bill #334014654/SEPT25	66.00
V02129 WILLIAM SAW	Bill #090425	20.00
V02144 MINNESOTA ENERGY RESOURCES	Bill #0503250588-01/Aug25	144.58
V02144 MINNESOTA ENERGY RESOURCES	Bill #0615241258-01/Aug25-A	19.78
V02144 MINNESOTA ENERGY RESOURCES	Bill #0502552454-01/Aug25-A	47.88
V02144 MINNESOTA ENERGY RESOURCES	Bill #0508787492-09/Aug25	18.27
V02144 MINNESOTA ENERGY RESOURCES	Bill #0507783569-01/Aug25-L	45.00
V02218 UNITED PARCEL SERVICE	Bill #000000568125345	65.47
V02271 VISIT GRAND RAPIDS INC	Bill #June Lodging Tax	61,759.50
V03391 AMAZON CAPITAL SERVICES	Bill #11X1-LW66-1W9J-L	139.32
V03456 WM CORPORATE SERVICES, INC	Bill #0127523-2808-3	3,209.68
V03580 PARSONS ELECTRIC LLC	Bill #ROW25-027/Refund	1,050.00
V03792 MN DEPT OF LABOR & INDUSTRY	Bill #ABR0356485X	275.00
V03792 MN DEPT OF LABOR & INDUSTRY	Bill #ABR0356484X-L	75.00
V03792 MN DEPT OF LABOR & INDUSTRY	Bill #ABR0356975X	25.00
V03792 MN DEPT OF LABOR & INDUSTRY	Bill #ABR0357131X-A	25.00
V03792 MN DEPT OF LABOR & INDUSTRY	Bill #ABR0356481X-C	50.00
V03836 NORTHERN STAR COOP SERV	Bill #083125	2,333.77
V03964 EMILY LINDNER	Bill #081125-L	150.00
V03964 EMILY LINDNER	Bill #071425-L	150.00
V03967 LOFFLER COMPANIES INC	Bill #40067851	447.80
V03967 LOFFLER COMPANIES INC	Bill #5118891	163.13
V04089 PAUL MARTINETTO	Bill #090425	99.99
V04114 MARCO TECHNOLOGIES, LLC	Bill #INV14263536	97.85
V04114 MARCO TECHNOLOGIES, LLC	Bill #INV14266050	33.49

09/03/25 - 09/15/25

Debt Service Pmt - \$7,831.25



## CITY OF GRAND RAPIDS BILL LIST - September 22, 2025

Item 2.

## Department Summary Report

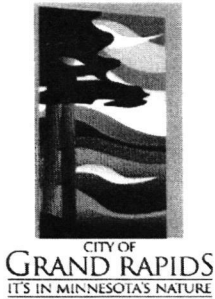
V04114 MARCO TECHNOLOGIES, LLC	Bill #INV14150159-G	29.86
V04119 ICTV - Grand Rapids	Bill #5044	100.00
V04119 ICTV - Grand Rapids	Bill #5043	1,505.60
V04119 ICTV - Grand Rapids	Bill #HARRIS/2NDQTR25/FEE\$	7,665.63
V04167 MN STATE RETIREMENT SYSTEM-GI	Bill #OCT25/CLERICAL/H CSP	1,863.00
V04249 US BANK	Bill #7867040	575.00
V04302 VISA	Bill #6170/AUG25	903.45
V04364 ITASCA COUNTY RECORDER	Bill #244726	46.00
V04366 LAKE COUNTRY POWER	Bill #8705029400/Aug25	53.55
V04378 PAUL BUNYAN COMMUNICATIONS	Bill #8293800/Sep25-G	157.58
V04378 PAUL BUNYAN COMMUNICATIONS	Bill #8798300/Sep25	70.00
V04378 PAUL BUNYAN COMMUNICATIONS	Bill #6464100/Sep25	1,197.67
V04378 PAUL BUNYAN COMMUNICATIONS	Bill #4026700/Sep25-L	248.52
V04378 PAUL BUNYAN COMMUNICATIONS	Bill #4205000/Sep25-C	77.36
V04382 PUBLIC UTILITIES COMMISSION	Bill #ST/LIGHTS/EFT/AUG25	8,395.53
V04382 PUBLIC UTILITIES COMMISSION	Bill #511135-130544/AUG25-E	20.15
V04382 PUBLIC UTILITIES COMMISSION	Bill #504836-130544/AUG25-E	194.61
V04406 CITY OF COHASSET	Bill #10065102	80.91
V04462 Reed Larson	Bill #SWP24-029/REFUND	500.00
V04463 Ryan Sunne	Bill #SWP25-032/REFUND	500.00
Grand Rapids State Bank		60.00

**TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 144,218.34**

**TOTAL ALL DEPARTMENTS: \$ 341,190.64**

09/03/25 - 09/15/25

Debt Service Pmt - \$7,831.25



## GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

**Wednesday, August 13, 2025**

**5:00 PM**

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Regular meeting of the Grand Rapids Area Library Board will be held on Wednesday, August 13, at 5:00 PM in City Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

Chair Martin called meeting to order at 5:00 PM.

### CALL OF ROLL:

Present: Barr, Casteel, Dobbs, Litchke, Martin, Richards, Squadroni, Teigland

Absent: King

Staff: Amy Dettmer, Library Director

### APPROVAL OF AGENDA:

Motion: approve agenda

Mover: Richards

Seconder: Dobbs

Result: Passed unanimously

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

None

### APPROVAL OF MINUTES:

1. Consider approval of Library Board Minutes

Motion to approve Minutes

Mover: Richards

Seconder: Litchke

Result: Passed unanimously

COMMUNICATIONS:

2. Note of appreciation from Danielle.

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Consider approval of Library Bill List.

Motion to approve Bill List

Mover: Barr

Seconder: Dobbs

Result: Passed 8-0 via roll-call

CONSENT AGENDA (Roll Call Vote Required):

3. Consider accepting donations.

Motion to: approve Consent Agenda

Mover: Dobbs

Seconder: Casteel

Result: Passed 8-0 via roll-call

REGULAR AGENDA:

4. Library advocacy update  
Informational

UPDATES:

Friends

By Teigland – book sale in July was a huge success.

By Dettmer- 19 volunteers 75 hours at book sale.

Foundation

By Barr – Next meeting is 9-18 at CPC.

STAFF REPORTS:

6. Review library reports and statistics.

ADJOURNMENT:

Chair Martin adjourned the meeting at 5:17.

NEXT REGULAR MEETING IS SCHEDULED FOR SEPTEMBER 10, 2025, AT 5:00 PM.

ATTEST: AMY DETTMER, Director of Library Services



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## **POKEGAMA GOLF COURSE BOARD MEETING MINUTES**

**Tuesday, August 19, 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, Natalee Bushman, Steve Ross, Cody Alleman

### **PUBLIC INPUT:**

There was no one from the public 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 Ryan, Second 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 board minutes for July 15, 2025.

Motion made by Board Member Godfrey, Second by Board Member Lagergren to approve the minutes for July 15, 2025 as presented. Voting Yea: Chair McDonald, Board Member Ryan, Board Member Lagergren, Board Member Godfrey

### **CLAIMS AND FINANCIAL STATEMENTS:**

2. Approve the verified claims in the amount of \$47,823.30.

Motion made by Board Member Lagergren, Second 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:**

#### **Maintenance Report:**

The report opened with an update on staffing, noting that six student employees left the previous week and two more are expected to leave by the end of the current week. Despite this, operations remain

steady. Bunkers were recently prepped and held up well despite concerns about possible heavy rain during the Grand Slam amateur event. Turf maintenance updates included a second fungicide application on the fairways, along with granular fertilizer to aid recovery after stress during hot, humid days in early July. These treatments are expected to carry the course into mid-to-late September. The greens are generally in good condition aside from heavy ball mark damage, and the divot crew has been very effective in reducing wear on the fairways.

Maintenance will begin tee aerification after Labor Day, with fairways to follow the men's championship on September 14th. The plan is to close nine holes at a time to complete the work efficiently, similar to the October process for greens. Green aerification was discussed for early October, depending on weather and the ability to dry sand.

Regarding equipment, reported progress with Toro despite delays related to software compliance and leasing paperwork, which should be finalized by November 1st. Preferring to keep all equipment under one lease agreement to avoid multiple bills, even though some items could be delivered earlier. Still on target for spring delivery.

#### Manager's Report:

Discussion related to 2026 budgeting, with a reminder that a proposal needs to be submitted to City Council in November. While no major adjustments to rates are anticipated, a slight increase in daily play fees is being considered—\$76 during the week and \$78 on weekends, with senior rates increasing to \$52 per person. These rates include cart fees. The goal is to cover an estimated 3% increase in expenditures while maintaining balance with course demand. The Board was asked to review the rate sheet and provide any feedback or alternative suggestions.

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

Motion made by Board Member Lagergren, Second by Board Member Ryan to adjourn the meeting at 7:50 AM. Voting Yea: Chair McDonald, Board Member Ryan, Board Member Lagergren, Board Member Godfrey

Respectfully submitted,

  
Kimberly Gibeau, City Clerk



## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** September 22, 2025

**AGENDA ITEM:** Consider approving temporary liquor license for Itasca Curling Association

**PREPARED BY:** Kimberly Gibeau

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### BACKGROUND:

Itasca Curling Association has submitted an application for temporary liquor license for a curling event October 24 – 25, 2025. All required fees and documentation have been received.

### REQUESTED COUNCIL ACTION:

Make a motion to approve temporary liquor license for Itasca Curling Association for scheduled event October 24-25, 2025.



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## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** September 22, 2025

**AGENDA ITEM:** Consider approving rate of pay increase for Public Works Maintenance - Winter position and approve rehiring Jim Columbus as seasonal worker.

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

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### BACKGROUND:

The hourly rate of pay for the position of Maintenance – Winter (Public Works) was last increased in October 2024. After discussion with Public Works leadership, we are recommending increasing the hourly rate of pay for Maintenance – Winter (Public Works) from \$21.50 per hour to \$22.50 per hour. Our part-time, seasonal, and temporary employees fill our needs during busy times of year, and this increase is consistent with increases given to other part-time, and seasonal positions.

This wage increase is supported in the 2025 and 2026 budget.

The Public Works Department utilizes intermittent, part-time, and seasonal employees to facilitate snow removal and maintenance during the fall-winter season. We are recommending rehiring Jim Columbus as a seasonal Maintenance – Winter (Public Works) worker, on an as needed basis beginning October 1, 2025 through the end of March 31, 2026, with a rate of pay as set by the City Council for the Maintenance – Winter (Public Works) position. The hours worked by Jim Columbus this fall will be at Pokegama Golf Course, for approximately two weeks, and the remainder of his time will be at public works.

### REQUESTED COUNCIL ACTION:

Make a motion to approve the increase in the hourly rate of pay for Maintenance – Winter (Public Works) to \$22.50 per hour beginning September 23, 2025, and approve rehiring Jim Columbus as seasonal Maintenance – Winter (Public Works) worker, on an as needed basis beginning October 1, 2025, through the end of March 31, 2026, with a rate of pay as set by the City Council for the Maintenance – Winter (Public Works) position.





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## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** September 22, 2025

**AGENDA ITEM:** Consider rescinding appointment of Daniel Chase as PT Maintenance Shift Lead at Yanmar Arena.

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

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### BACKGROUND:

At the September 8, 2025, City Council Meeting, the City Council appointed Daniel Chase for a regular part-time position, as Maintenance Shift Lead at Yanmar Arena.

Human Resources requests rescinding the appointment of Daniel Chase from the regular part-time position as Maintenance Shift Lead at Yanmar Arena.

### REQUESTED COUNCIL ACTION:

Make a motion to rescind the appointment of Daniel Chase from the regular part-time position as Maintenance Shift Lead at Yanmar Arena.



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## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** September 22<sup>nd</sup>, 2025

**AGENDA ITEM:** Adopt a Resolution Accepting a State of MN Grant in the amount of \$7,836.00 for the Vehicle Gate Replacement Project at the Grand Rapids/Itasca County Airport

**PREPARED BY:** Matt Wegwerth

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### BACKGROUND:

This project includes the replacement of two vehicle gates the Grand Rapids / Itasca County Airport. The FAA will be covering 95% of the project costs, the State of Minnesota will cover 2.5% and the local share is 2.5%. The local share is split with the County 50/50, which equals a City amount of \$3,918.27.

This is a budgeted project for 2025.

### REQUESTED COUNCIL ACTION:

Make a motion to adopt a resolution accepting a State of MN Grant in the amount of \$7,836.00 for the Vehicle Gate Replacement Project at the Grand Rapids/Itasca County Airport and authorize the Mayor and City Clerk to execute.

State of Minnesota  
Department of Transportation  
Office of Aeronautics  
Airport Development Section

Item 7.

**Encumber Funds Routing Slip**

State Project Number: A3101-104

Expiration Date: 12/31/2029

FAA: 3-27-0037-031-2025

Agreement Number: 1061260

Vendor Number: 0000195352

Supplier Contract ID 276466

Municipality: CITY OF GRAND RAPIDS & ITASCA COUNTY

Project: AIG-Reconstruct Perimeter Fencing (Vehicle Gates)

Encumber FAA:	\$ 297,788.00	FY: 2026	Purchase Order Number: 3-843708
Encumber State:	\$ 7,836.00	FY: 2026	Purchase Order Number:
Encumber Mun:	\$ 7,837.00		

**Route as Follows:**

**Initials**

**Date**

ADS

Jessica McBroom

9.10.25

ABS Jana Carr-Weerts

JCW

9.11.25

Purchasing - Tina Skala

TS 9/15/25

SL 9-15-25

Aeronautics Mail Stop: 410

STATE OF MINNESOTA ENCUMBRANCE WORKSHEET	MnDOT Agreement #	1061260
	Federal Project #	3-27-0037-031-2025
	State Project #	A3101-104

AGREEMENT TYPE (Check appropriately)		State Accounting Information	AMENDMENT INFORMATION	
<input type="checkbox"/>	Annual Plan Agreement (APK)	Swift Contract (SC) ID #: 276466	Amendment No	Yes or No
<input type="checkbox"/>	Work Order Agreement (MWK)		If Yes:	
<input type="checkbox"/>	■ T-Number:	Purchase Order (PO) ID #:	Amend Expiration Date	
<input type="checkbox"/>	■ SC #:	3000843708	Change Total Contract Amount	
<input type="checkbox"/>	Interagency (LAK)	Encumbered by:	Amendment Amount	
<input type="checkbox"/>	Partnership			
<input type="checkbox"/>	Receivable	Date:		
<input type="checkbox"/>	Payable			
X	Other Current Type GRK			

Agency	Fiscal Year	Vendor ID: 0000195352	Vendor location: 003
TRANSPORTATION	2026	Vendor Name: CITY OF GRAND RAPIDS & ITASCA COUNTY	
Total Contract Amount: \$305,624.00		Amount of Contract for Current FY: \$305,624.00	

Accounting Line 1: STATE FUNDS		Accounting Line 2: FEDERAL FUNDS		Accounting Line 3: M & O FUNDS	
Fund Code:	2720 1000	Fund Code:	3000	Fund Code:	2720
Fin. Dept.:	T7934100	Fin. Dept.:	T7934100	Fin. Dept.:	T7934100
Approp ID:	T790154	Approp ID:	T790015	Approp ID:	T790036
Category:	84101501	Category:	84101501	Category:	84101501
Account Code: City 441351 County 441301 Special 441501	441351	Account Code: City 441351 County 441301 Special 441501	441351	Account Code: City 441351 County 441301 Special 441501	
Project:	T0A21100	Project:	TMNFAA_AIG	Project:	T0A21100
Source Type:	4009	Source Type:	4010	Source Type:	4012
Amount to Encumber:	\$7,836.00	Amount to Encumber:	\$297,788.00	Amount to Encumber:	

Agreement Start Date (Upon execution)	Agreement Expiration Date	Encumbrance Requester (Please Print)
	12/31/2029	Shari LeBlanc
		Phone number
		651-234-7205

**STATE OF MINNESOTA  
STATE AIRPORTS FUND  
GRANT AGREEMENT**

This agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), and the **Grand Rapids-Itasca County Airport Commission acting through its Grand Rapids City Council as Fiscal Agent for the Itasca County/Grand Rapids Airport** ("Grantee").

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**RECITALS**

1. Minnesota Statutes Chapter 360 authorizes State to provide financial assistance to eligible airport sponsors for the acquisition, construction, improvement, marketing, maintenance, or operation of airports and other air navigation facilities.
2. Grantee owns, operates, controls, or desires to own an airport ("Airport") in the state system, and Grantee desires financial assistance from the State for an airport improvement project (**State Project #A3101-104**) ("Project").
3. Grantee represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State. Pursuant to [Minn.Stat.§16B.98](#), Subd.1, Grantee agrees to minimize administrative costs as a condition of this Agreement.

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**AGREEMENT TERMS**

1. **Term of Agreement, Survival of Terms, Project Plans, and Incorporation of Exhibits**
  - 1.1 **Effective Date.** This Agreement will be effective on the date the State obtains all required signatures under [Minn.Stat.§16B.98](#), Subd. 5. As required by [Minn.Stat.§16B.98](#) Subd. 7, no payments will be made to Grantee until this Agreement is fully executed. Grantee must not begin work under this Agreement until it is fully executed, and Grantee has been notified by the State to begin the work.
  - 1.2 **Expiration Date.** This Agreement will expire on **December 31, 2029**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
  - 1.3 **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: Airport Operations, Maintenance and Conveyance; Transfer of Interest; Indemnification; State Audits; Government Data Practices and Intellectual Property; Workers Compensation; Publicity and Endorsement; Governing Law, Jurisdiction and Venue; and Data Disclosure.
  - 1.4 **Project Plans, Specifications, Descriptions.** Grantee has provided the State with the plans, specifications, and a detailed description of the Project which are on file with the State's Office of Aeronautics and are incorporated into this Agreement by reference.
  - 1.5 **Exhibits.** Exhibit(s) **A** through **B** are attached and incorporated into this Agreement
2. **Grantee's Duties**
  - 2.1 **Project Completion and Changes.** Grantee will complete the Project in accordance with the plans, specifications, and detailed description of the Project. Grantee will notify State's Authorized Representative in advance of any meetings taking place relating to the Project. Any changes to the plans or specifications of the Project after the effective date of this Agreement will be valid only if made by written amendment signed by the same parties who executed the original agreement, or their successors in office.
  - 2.2 **Registered Engineer Designation.** If the Project involves construction, Grantee will designate a registered engineer to oversee the Project work. If, with the State's approval, Grantee elects not to have such services performed by a registered engineer, then Grantee will designate another responsible person to oversee such work.
  - 2.3 **Policy Compliance.** Grantee will comply with all the required grants management policies and procedures of [Minn.Stat.§16B.97](#), Subd. 4(a)(1).
  - 2.4 **Asset Monitoring.** If Grantee uses funds obtained through this Agreement to acquire a capital asset, the Grantee is required to use that asset for a public aeronautical purpose for the normal useful life of the asset. Grantee may

not sell or change the purpose of use for the capital asset(s) obtained with grant funds under this Agreement without prior written consent of the State and an amendment to this Agreement executed and approved by the same parties who executed and approved this Agreement, or their successors in office.

**2.5 Airport Operations, Maintenance, and Conveyance.** Pursuant to Minnesota Statutes §360.305, subd. 4(d)(1), Grantee must operate the Airport as a licensed, municipally owned public airport at all times of the year for a period of, **20 years** from the date Grantee receives final reimbursement under this Agreement. The Airport must be maintained in a safe, serviceable manner for public aeronautical purposes only.

**2.6 Transfer of Interest.** Without prior written approval from the State, Grantee will not transfer, convey, encumber, assign, or abandon its interest in the Airport or in any real or personal property purchased or improved under this Agreement. If the State approves such a transfer or change in use, the State may impose, at its sole discretion, conditions and/or restrictions on such transfer, with which Grantee must comply.

**3. Time.** Grantee must comply with all the time requirements described in this Agreement. In the performance of this Agreement, time is of the essence.

**4. Cost Participation and Payment**

**4.1 Cost Participation.** Costs for the Project will be proportionate and allocated accordingly between the federal government, the State, and Grantee as described in **Exhibit B**.

**4.1.1 Federal Funding.** The federal multiyear amount is an estimate only. These funds are not committed and are only available after being made so by the federal government. Federal funds for the Project will be received and disbursed by the State.

**4.1.1.1 Requests for Additional Federal Reimbursement.** If Grantee intends to request additional federal reimbursement for Project costs, it must make all reasonable efforts to do so, and notify the State of the same, no later than thirty (30) days prior to the expiration of this Agreement. If federal reimbursement becomes available or is increased for the Project, the State will be entitled to recover from such federal funds an amount not to exceed the total state funds granted under this Agreement. Any further state match funding provided as part of this Agreement will be based on the State's current rate letter available at:

<https://www.dot.state.mn.us/aero/airportdevelopment/fundingandgrants.html>.

**4.2 Sufficiency of Funds.** Pursuant to Minnesota Rule 8800.2500, Grantee certifies that: (1) it presently has sufficient unencumbered funds available to pay for its share of the Project; (2) it has the legal authority to engage in the Project as proposed; and (3) the Project will be completed without undue delay.

**4.3 Total Obligation.** The **State's total obligation** for all compensation and reimbursements to Grantee under this Agreement will not exceed **\$7,836.00**.

**4.4 Payment**

**4.4.1 Invoices.** Grantee will submit invoices for payment by credit application via email. The form Grantee will use to submit invoices can be found on the Airport development forms website:

<https://www.dot.state.mn.us/aero/airportdevelopment/forms.html>. The State's Authorized Representative, as named in this Agreement, will review each invoice against the approved grant budget and grant expenditures to-date before approving payment. The State will promptly pay Grantee after Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule: **Invoices will be submitted timely and according to the following schedule: Upon completion of services.**

**4.4.2 All Invoices Subject to Audit.** All invoices are subject to audit, at the State's discretion.

**4.4.3 Expiration of Reimbursement.** Grantee must submit all final invoices for reimbursement no later than ninety (90) calendar days after the expiration date of this Agreement. Any invoices received after this 90-day period will not be eligible for payment.

**4.4.4 State's Payment Requirements.** The State will promptly pay all valid obligations under this Agreement as required by Minnesota Statutes §16A.124. The State will make undisputed payments no later than thirty (30) days after receiving Grantee's invoices for services performed. If an invoice is incorrect, defective or

otherwise improper, the State will notify Grantee within ten (10) days of discovering the error. After the State receives the corrected invoice, the State will pay Grantee within thirty (30) days of receipt of such invoice.

**4.4.5 Grantee Payment Requirements.** Grantee must pay all Project contractors promptly. Grantee will make undisputed payments no later than thirty (30) days after receiving an invoice. If an invoice is incorrect, defective, or otherwise improper, Grantee will notify the contractor within ten (10) days of discovering the error. After Grantee receives the corrected invoice, Grantee will pay the contractor within thirty (30) days of receipt of such invoice.

**4.4.6 Grant Monitoring Visit and Financial Reconciliation.** If the State's total obligation is greater than \$50,000.00, the State will conduct at least one monitoring visit and financial reconciliation of Grantee's expenditures. If the State's total obligation is greater than \$250,000.00, the State will conduct annual monitoring visits and financial reconciliations of Grantee's expenditures

**4.4.6.1** The State's Authorized Representative will notify Grantee's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which state employees and/or contractors will participate, and which Grantee staff members should be present. Grantee will be provided notice prior to any monitoring visit or financial reconciliation.

Prior to any scheduled monitoring visit or financial reconciliation, the State's Authorized Representative will notify Grantee which state employees and/or contractors will participate, and which Grantee staff members should be present. This schedule is subject to change at the State's sole discretion. Scheduling changes, if any, will be timely communicated to Grantee's Authorized Representative.

**4.4.6.2** Following a monitoring visit or financial reconciliation, Grantee will take timely and appropriate action on all deficiencies identified by the State.

**4.4.6.3** At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Grantee.

**4.4.7 Closeout.** The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.

**4.4.8 Closeout Deliverables.** At the close of the Project, Grantee must provide the following deliverables to the State before the final payment will be released by the State:

**4.4.8.1** Electronic files of construction plans as both PDF and MicroStation compatible formats.

**4.4.8.2** Electronic files of as-builts as both PDF and MicroStation compatible formats.

**4.4.8.3** Electronic files of planning documents, including without limitation, airport layout plans and airport zoning plans, as PDF, MicroStation and GIS compatible formats. .

**4.5 Contracting and Bidding Requirements.** Prior to publication, Grantee will submit to the State all solicitations for work to be funded by this Agreement. Prior to execution, Grantee will submit to the State all contracts and subcontracts between Grantee and third parties to be funded by this Agreement. The State's Authorized Representative has the sole right to approve, disapprove, or modify any solicitation, contract, or subcontract submitted by Grantee. All contracts and subcontracts between Grantee and third parties must contain all applicable provisions of this Agreement. The State's Authorized Representative will respond to a solicitation, contract, or subcontract submitted by Grantee within ten (10) business days.

**5. Conditions of Payment.** All services provided by Grantee under this Agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law. No more than 95% of the amount due to Grantee under this Agreement will be paid by the State until it determines that Grantee has complied with all terms and conditions of this Agreement and has furnished all necessary records. In the event the Airport fails to pass any periodic inspection conducted by a representative of the State's Office of Aeronautics,

Grantee will not receive payment under this Agreement until all deficiencies identified by any such inspection have been rectified to the Office of Aeronautics' satisfaction.

## 6. Authorized Representatives

### 6.1 The State's Authorized Representatives Are:

**Matt Lebens**, North Region Airports Engineer; (matthew.lebens@state.mn.us) and/or

**Jessica McBroom**, Grant Specialist; (jessica.mcBroom@state.mn.us), or their successor.

State's Authorized Representative has the responsibility to monitor Grantee's performance and the authority to accept the services provided under this agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

### 6.2 Grantee's Authorized Representative is:

Matt Wegwerth, Director of Public Works/City Engineer

Phone: 218-326-7625

Email: mwegwerth@ci.grand-rapids.mn.us

City of Grand Rapids

420 North Pokegama Ave

Grand Rapids, MN 55744

Or their successor. If Grantee's Authorized Representative changes at any time during the term of this agreement, Grantee must immediately notify the State.

## 7. Assignment; Amendments; Waiver; Agreement Complete; Electronic Records; Certification

**7.1 Assignment.** Grantee may neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.

**7.2 Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

**7.2.1 FAA Letter Amendments.** Notwithstanding the foregoing, if the Federal Aviation Administration ("FAA") issues a Letter Amendment for this Agreement that results in an increase in the federal share of grant funds indicated in clause 4.1 herein, MnDOT's receipt of such Letter Amendment has the effect of automatically amending the total amount and respective shares granted under this Agreement without the requirement of a written amendment.

**7.3 Waiver.** If the State fails to enforce any provision of this Agreement, that failure does not waive the provision or the State's right to subsequently enforce it.

**7.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the State and Grantee. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

**7.5 Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.

**7.6 Certification.** By signing this Agreement, Grantee certifies that it is not suspended or debarred from receiving federal or state awards.

**8. Liability and Indemnification.** Each party is responsible for its own acts, omissions, and the results thereof to the extent authorized by law and will not be responsible for the acts or omissions of others, or the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of Grantee. Notwithstanding the foregoing, Grantee will indemnify, hold harmless, and defend (to the extent permitted by the Minnesota Attorney General) the State against any claims, causes of actions, damages, costs (including reasonable attorneys' fees), and expenses arising in connection with the services performed under this Agreement, asserted by, or resulting from the acts or omissions of, Grantee's contractors, consultants, agents or other third parties under the direct control of Grantee.



9. **State Audits.** Under Minn. Stat. § 16B.98 Subd. 8, the books, records, documents, and accounting procedures and practices of Grantee, or those of any other party relevant to this Agreement, or transactions resulting from this Agreement, are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six (6) years from: (1) the expiration or termination of this Agreement, (2) the receipt and approval of all final reports, or (3) the period of time required to satisfy all state and program retention requirements (available at: [https://edocs-public.dot.state.mn.us/edocs\\_public/DMResultSet/download?docId=10358099](https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=10358099)), whichever is later. Grantee will take timely and appropriate action on all deficiencies identified by an audit.

## 10. Government Data Practices and Intellectual Property Rights

- 10.1 **Government Data Practices.** Grantee and the State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Grantee under this Agreement. The civil remedies of [Minn. Stat. § 13.08](#) apply to the release of the data referred to in this clause by either Grantee or the State. If Grantee receives a request to release the data referred to herein, Grantee must immediately notify the State and consult with the State as to how Grantee should respond to the request. Grantee's response to the request must comply with applicable law.

## 10.2 Intellectual Property Rights.

- 10.2.1 **Ownership.** The State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the Works and Documents created and paid for under this Agreement. "Works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by Grantee, its employees, agents and subcontractors, either individually or jointly with others in the performance of this Agreement. Works includes Documents. "Documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by Grantee, its employees, agents or subcontractors, in the performance of this Agreement. The Documents will be the State's exclusive property, and Grantee must immediately return all such Documents to the State upon completion or cancellation of this Agreement. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." Grantee assigns all right, title and interest it may have in the Works and the Documents to the State. Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

### 10.2.2 Obligations

10.2.2.1 **Notification.** Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by Grantee, including its employees and subcontractors, in the performance of this Agreement, Grantee will immediately give the State's Authorized Representative written notice thereof and must promptly furnish the State's Authorized Representative with complete information and/or disclosure thereon.

10.2.2.2 **Representation.** Grantee must perform all acts and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State and that neither Grantee nor its employees, agents or subcontractors retain any interest in and to the Works and Documents. Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Other indemnification obligations of this Agreement notwithstanding, Grantee will indemnify, defend, to the extent permitted by the Attorney General, and hold harmless the State from any action or claim brought against the State to the extent such action is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorneys' fees. If such a claim or action arises, or in either party's opinion is likely to arise, Grantee, at the State's discretion, must either: (1) procure for the State the right or license to use the intellectual property rights

at issue, or (2) replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of State will be in addition to and not exclusive of other remedies provided by law.

11. **Workers' Compensation.** Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#) subd. 2, pertaining to workers' compensation insurance coverage. Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of Grantee's employees, as well as any claims made by any third party as a consequence of any act or omission on the part of Grantee's employees are in no way the State's obligation or responsibility.

## 12. **Publicity and Endorsement**

- 12.1 **Publicity.** Any publicity regarding the subject matter of this Agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Agreement. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on Grantee's website when practicable.

- 12.2 **Endorsement.** Grantee must not claim that the State endorses its products or services.

13. **Governing Law, Jurisdiction, and Venue.** Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## 14. **Termination; Suspension**

- 14.1 **Termination.** The State or Commissioner of Administration may unilaterally terminate this Agreement at any time, with or without cause, upon written notice to Grantee. Upon termination, Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

- 14.2 **Termination for Cause.** The State may immediately terminate this Agreement if the State finds that there has been a failure to comply with the provisions of this Agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Grantee has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

- 14.3 **Termination for Insufficient Funding.** The State may immediately terminate this Agreement if:

14.3.1 It does not obtain funding from the Minnesota Legislature; or

14.3.2 If funding cannot be continued at a level sufficient to pay for the services contracted for under this Agreement. Termination must be by written or fax notice to Grantee. The State is not obligated to pay for any services that are performed after notice and effective date of termination. However, Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not 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. The State will provide Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

- 14.4 **Suspension.** The State may immediately suspend this Agreement in the event of a total or partial government shutdown due to its failure to pass an approved budget by the legal deadline. Work performed by Grantee during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

15. **Data Disclosure.** Under [Minn. Stat. § 270C.65](#) subd. 3, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16. **Fund Use Prohibited.** Grantee will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a state contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent Grantee from utilizing these funds to pay any party who might be disqualified or debarred after Grantee has been awarded funds for the Project. For a list of disqualified or debarred vendors, see [www.mmd.admin.state.mn.us/debarredreport.asp](http://www.mmd.admin.state.mn.us/debarredreport.asp).
17. **Discrimination Prohibited by Minnesota Statutes §181.59.** Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Grantee agrees that:
- 17.1 In the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Grantee, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates;
  - 17.2 No Grantee, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified herein, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color;
  - 17.3 A violation of this Section is a misdemeanor; and
  - 17.4 This Agreement may be canceled or terminated by the State, or any county, city, town, township, school, school district or any other person authorized to enter into agreements for employment, and all money due, or to become due under said agreements, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.
18. **Limitation.** Under this Agreement, the State is only responsible for receiving and disbursing funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by Grantee; however, Grantee will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. Grantee's consultants and contractors are not intended to be third party beneficiaries of this Agreement.
19. **Telecommunications Certification.** By signing this Agreement, Grantee certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), and 2 CFR 200.216, Grantee will not use funding covered by this Agreement to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Grantee will include this certification as a flow down clause in any contract related to this Agreement.
20. **Title VI/Non-discrimination Assurances.** Grantee agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: [https://edocs-public.dot.state.mn.us/edocs\\_public/DMResultSet/download?docId=11149035](https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035). Grantee will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. The State may conduct a review of Grantee's compliance with this provision. Grantee must cooperate with the State throughout the review process by supplying all requested information and documentation to the State, making Grantee staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by the State.
21. **Additional Provisions**  
Intentionally left blank.

**The remainder of this page has intentionally been left blank.**

**STATE ENCUMBRANCE VERIFICATION**

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

By/Date: \_\_\_\_\_

SWIFT Contract # \_\_\_\_\_

SWIFT Purchase Order # \_\_\_\_\_

**DEPARTMENT OF TRANSPORTATION  
AS DELEGATED**

By/Date: \_\_\_\_\_

**MnDOT CONTRACT MANAGEMENT**

By/Date: \_\_\_\_\_

**GRANTEE**

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

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

**AUTHORIZATION TO EXECUTE  
MINNESOTA DEPARTMENT OF TRANSPORTATION  
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT  
EXCLUDING LAND ACQUISITION**

1. That the state of Minnesota Agreement No. 1061260,  
"Grant Agreement for Airport Improvement Excluding Land Acquisition," for  
State Project No. A3101-104 at the Grand Rapids/Itasca County Airport-Gordon  
Newstrom Field Airport is accepted.

## CERTIFICATION

COUNTY OF \_\_\_\_\_

(Name of the Recipient)

as shown by the minutes of the meeting in my possession.

NOTARY PUBLIC

29

**AUTHORIZATION TO EXECUTE  
MINNESOTA DEPARTMENT OF TRANSPORTATION  
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT  
EXCLUDING LAND ACQUISITION**

It is resolved by the **County of Itasca** as follows:

1. That the state of Minnesota Agreement No. 1061260,  
"Grant Agreement for Airport Improvement Excluding Land Acquisition," for  
State Project No. A3101-104 at the Grand Rapids/Itasca County Airport-Gordon  
Newstrom Field Airport is accepted.
2. That the \_\_\_\_\_ and \_\_\_\_\_ are  
(Title) (Title)
- authorized to execute this Agreement and any amendments on behalf of the  
**County of Itasca.**

## CERTIFICATION

STATE OF MINNESOTA

COUNTY OF \_\_\_\_\_

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the

(Name of the Recipient)

at an authorized meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

as shown by the minutes of the meeting in my possession.

Signature: \_\_\_\_\_  
(Clerk or Equivalent)

CORPORATE SEAL

**/OR/**

NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

# GRAND RAPIDS - ITASCA COUNTY AIRPORT

*1500 SE 7th Avenue - Grand Rapids, MN 55744*

September 9, 2025

**EXHIBIT A**

RE: Grand Rapids-Itasca County Airport  
2025 IIJA/AIG Federal and State Grant Request

Matt Lebens, P.E.  
Airport Development Engineer  
Minnesota Department of Transportation  
Office of Aeronautics  
395 John Ireland Blvd.  
St. Paul, MN 55155

Dear Mr. Lebens:

The City of Grand Rapids is requesting a Infrastructure Investment and Jobs Act (IIJA) / Airport Infrastructure Grant (AIG - Allocated) grant from the Federal Aviation Administration (FAA) for Federal Fiscal Year 2025. The grant request is for the design, construction, and construction administration for the vehicle gates of Grand Rapids – Itasca County Airport (GPZ) in Grand Rapids, Minnesota. Associated costs with this project are as follows:

Design (SEH)	\$ 38,100.00
Construction Administration (SEH)	\$ 54,300.00
Vehicle Gate Replacement (Century Fence Replacement)	\$ 218,561.00
City of Grand Rapids – Administrative Costs	\$ 2,500.00
<b>TOTAL PROJECT COSTS:</b>	<b>\$ 313,461.00</b>

The City of Grand Rapids is requesting federal FAA entitlement participation for this project at 95 percent (\$297,788), a state fund request of 2.5% (\$7,836) and a local share of 2.5% (\$7,837) for a total grant request of \$313,461.00.

Please contact me if you have any questions.

Sincerely,



Matt Wegwerth, PE  
Public Works Director, City Engineer  
City of Grand Rapids, Minnesota

Airport: Grand Rapids-Itasca County Airport

Airport Sponsor: Grant Rapids, MN

Ident: GPZ

UEI: VCKFMLCGNYW9

State Project No.: A3101-104

Federal Project No.: GPZ-GLG-3-27-0037-031-2025

Agreement No.: 1061260

Project Description: AIG- Reconstruct Perimeter Fencing (Vehicle Gates)

EXHIBIT B

Construction	Description	Total	Funding Rates		Federal	State	Local
			Federal	State			
	Vehicle Gate Replacement (Century Fence Replacement) \$	218,561.00	95.00%	2.50%	\$ 207,632.95	\$ 5,464.00	\$ 5,464.00
	<b>CONSTRUCTION SUBTOTAL \$</b>	<b>218,561.00</b>			<b>\$ 207,632.95</b>	<b>\$ 5,464.00</b>	<b>\$ 5,464.00</b>
Engineering	Description	Total	Federal	State	Federal	State	Local
	Vehicle Gate Replacement - Design (SEH) \$	38,100.00	95.00%	2.50%	\$ 36,195.00	\$ 952.50	\$ 952.50
	Vehicle Gate Replacement - Construction Administration (SEH) \$	54,300.00	95.00%	2.50%	\$ 51,585.00	\$ 1,357.50	\$ 1,357.50
			95.00%	2.50%	\$ -	\$ -	\$ -
			95.00%	2.50%	\$ -	\$ -	\$ -
			95.00%	2.50%	\$ -	\$ -	\$ -
	<b>ENGINEERING SUBTOTAL \$</b>	<b>92,400.00</b>			<b>\$ 87,780.00</b>	<b>\$ 2,310.00</b>	<b>\$ 2,310.00</b>
Administration	Description	Total	Federal	State	Federal	State	Local
	City of Grand Rapids - Administrative Costs \$	2,500.00	95.00%	2.50%	\$ 2,375.00	\$ 62.00	\$ 63.00
	<b>ADMINISTRATION SUBTOTAL \$</b>	<b>2,500.00</b>			<b>\$ 2,375.00</b>	<b>\$ 62.00</b>	<b>\$ 63.00</b>
	Total (before adjustments) \$	313,461.00			\$ 297,788.00	\$ 7,836.00	\$ 7,837.00
	Adjustments to round Fed amount				\$ 297,788.00	\$ 7,836.00	\$ 7,837.00
	<b>Grant Amounts \$</b>	<b>313,461.00</b>			<b>\$ 297,788.00</b>	<b>\$ 7,836.00</b>	<b>\$ 7,837.00</b>
	<b>Overall Share Percentages</b>				<b>95.00%</b>	<b>2.50%</b>	<b>2.50%</b>



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

RESOLUTION NO. 25-

A RESOLUTION ACCEPTING A \$7,836.00 GRANT FROM THE STATE OF MINNESOTA  
FOR THE VEHICLE GATE REPLACEMENT PROJECT AT THE GRAND  
RAPIDS/ITASCA COUNTY AIRPORT

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

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

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, accepts the \$7,836.00 grant from the State of Minnesota for the Vehicle Gate Replacement Project at the Grand Rapids/Itasca County Airport and furthermore authorizes the Mayor and City Clerk to execute the associated grant agreement.

Adopted this 22<sup>nd</sup> day of September, 2025

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Tasha Connelly, Mayor

Attest:

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Kimberly Johnson-Gibeau, City Clerk

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



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 9/22/2025

**AGENDA ITEM:** Consider a request by the police department to enter into a memorandum of understanding with the United States Special Operations Command (USSOCOM) Warrior Care Program Internship Initiative and the Grand Rapids Police Department.

**PREPARED BY:** Captain Kevin Ott

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### BACKGROUND:

The Grand Rapids Police Department was made aware of a program called the Warrior Care Program Internship Initiative which is operated by the United States Special Operations Command (USSOCOM). This program is under the Department of Defense Instruction (DODI) and supported by the Secretary of Defense under the National Defense Authorization Act (NDAA). The purpose of this internship initiative is to mutually benefit Special Operations Forces Service Members of the United States military and civilian organizations by allowing qualified service members to engage in an internship with a civilian organization. This program allows the service member to gain valuable experience in a field that they wish to pursue after completing their military service contract.

This program is unique, as it allows the service member to complete the final months of their service contract in an internship opportunity. The service member will continue to be compensated by the U.S. military while engaging in the internship opportunity. The Grand Rapids Police department believes that this collaboration with the military will not only benefit the service member but will also benefit the department through an increased relationship with the U.S. military, recruitment and service to the Grand Rapids community. The service member would be supervised by the Police Captains and Sergeants during the internship.

### REQUESTED COUNCIL ACTION:

Make a motion to enter into a memorandum of understanding with the United States Special Operations Command (USSOCOM) Warrior Care Program Internship Initiative and the Grand Rapids Police Department.

**MEMORANDUM OF UNDERSTANDING BETWEEN  
UNITED STATES SPECIAL OPERATIONS COMMAND  
AND  
GRAND RAPIDS POLICE DEPARTMENT  
FOR  
WARRIOR CARE PROGRAM INTERNSHIP INITIATIVE**

This is a Memorandum of Understanding (MOU) between U.S. Special Operations Command (USSOCOM) and Grand Rapids Police Department. When referred to collectively, USSOCOM and Grand Rapids Police Department are referred to as the “Parties.”

**1. PURPOSE:** The purpose of this MOU is to set forth a cooperative understanding of support between USSOCOM and Grand Rapids Police Department in Grand Rapids, MN. The service and support provided herein will be on a non-reimbursable basis and the relationship will be guided by the following authorities:

1.1. 10 U.S. Code §1143, Employment assistance.

1.2. Department of Defense Instruction (DODI) 1322.29, Job Training, Employment Skills Training, Apprenticeships, and Internships (JEST-AI) for Eligible Service Members, January 24, 2014. DODI 1300.25, Guidance for the Education and Employment Initiative (E2I) and Operation WARFIGHTER (OWF), March 25, 2013.

1.3. Secretary of Defense Memorandum, U.S. Special Operations Command Authority to Implement Employment Skills Training Programs under Fiscal Year 2012 National Defense Authorization Act (NDAA), June 29, 2012.

1.4. DODI 4000.19, Support Agreements, December 16, 2020.

**2. BACKGROUND:**

2.1. The USSOCOM Warrior Care Program (WCP) Internship Initiative was implemented to mutually benefit Special Operations Forces (SOF) Service Members (SMs) and the company. The WCP Internship Initiative was designed to benefit the company by providing a recruitment tool for top leadership talent. SOF SMs embody leadership skills that exceed the skills and abilities of the civilian population due to their unique training. The USSOCOM Warrior Care Program Internship Initiative also provides interaction between the Intern and the Grand Rapids Police Department on projects of mutually beneficial interest.

2.2. The Grand Rapids Police Department (GRPD) is a full-service law enforcement agency in Grand Rapids, Minnesota, with a mission to build trust and legitimacy through community policing and transparent, accountable service. Grand Rapids Police Department is offering to provide an unpaid developmental internship under the DODI - JEST-AI or OWF to

provide educational experience and learning opportunities that will enable them to develop their technical skills and business knowledge, to expand their understanding of the company, and to learn about different career paths that may be available.

**3. SCOPE:** This MOU clarifies services and support that USSOCOM and Grand Rapids Police Department will seek to provide in order to ensure the success of this internship and further outlines general areas of understanding.

**4. RESPONSIBILITIES OF THE PARTIES:** Administration of this understanding shall not create any obligations of appropriated or non-appropriated funds available to USSOCOM.

**4.1. USSOCOM will:**

4.1.1. Identify SMs for potential participation in the Internship Initiative based on the following criteria:

4.1.1.1. Enrollment in the USSOCOM WCP;

4.1.1.2. Have at least 180 days of active duty service (note that SMs may be subject to early termination of service or discharge without USSOCOM's knowledge);

4.1.1.3. Able to provide transportation for him or herself to and from the location of the internship.

4.1.2. Along with the Company, advise the Intern of his or her responsibilities regarding participation in the Internship.

4.1.3. The USSOCOM WCP will add the following statement to their print or digital materials concerning their MOU with the Company: "Appearance of a non-Department of Defense (DOD) entity's name does not constitute an endorsement by U.S. Special Operations Command Warrior Care Program-Care Coalition, U.S. Special Operations Command or the DOD."

**4.2. The Company Intends To:**

4.2.1. Make any final decision about the assignment of a SM to the Company as an Intern;

4.2.2. Along with USSOCOM, advise the Intern of his or her responsibilities regarding participation in the Internship Initiative, including expected professional conduct (including dress code) and the requirement to follow the rules and standards set by Grand Rapids Police Department and USSOCOM;

4.2.3. Provide the Intern meaningful professional work experience that supports the intent of the Warrior Care Program Internship Initiative, as described above. Grand Rapids Police Department will make reasonable efforts to ensure the Intern is provided with exposure to varied tasks and experiences within the organization;

4.2.4. Provide quality supervision of the Intern during the Internship and will report periodically to USSOCOM on the Intern's performance, as may be mutually agreed;

4.2.5. Provide input to USSOCOM upon completion of the Internship or as requested by USSOCOM;

4.2.6. Follow USSOCOM policies on media releases and publicly available information of its Intern, which includes USSOCOM WCP's pre-publication review and approval of any public release pertaining to the Intern and the WCP;

4.2.7. The Company will add the following statement to their print or web materials concerning their MOU with the USSOCOM WCP: "The appearance of U.S. Special Operations Command Warrior Care Program-Care Coalition, U.S. Special Operations Command or the DOD does not constitute Grand Rapids Police Department endorsement" and

4.2.8. Ensure the Intern is not assigned to any position which would require the Intern to act as the Company's agent before the federal government or involve performance of government contract requirements by the Intern.

4.2.9. USSOCOM Sensitive Unit Designation Policy; the names and personal information of individual assigned to the internship program must be withheld from the public, in response to FOIA requests. IAW Title 10 U.S. Code (USC) 130 (b), this includes telephone numbers and emails addresses, as well. All lists of USSOCOM personnel to include rosters in both electronic and paper format must be marked Controlled Unclassified Information ("CUI"), safeguarded as such and not released outside of DoD or the internship program.

#### **4.3. Both Parties agree:**

4.3.1. Internships will be scheduled for a period of up to 179 days and may be extended based on the mutual agreement of the Company, USSOCOM, and the SM. Internships are unpaid and are no cost to the Government. USSOCOM may find it necessary to terminate the internship prior to 179 days as a result of medical discharge, reassignment, or other unforeseen reasons. USSOCOM has limited influence over the Integrated Disability Evaluation System (IDES) process;

4.3.2. Grand Rapids Police Department recognizes that the SM may be required to participate in medical appointments and other activities required to complete the IDES process and any other directed military duties by the SM's chain of command. All such requirements take precedence over internship duties. In such an event, the SM and/or USSOCOM will provide as much advance notice to the company as possible so that the Company can plan accordingly. The geographical location of the internship, including unpaid temporary travel, will be designed to facilitate the Intern completing all required appointments scheduled pursuant to the IDES, medical, and military processes;

4.3.3. During the course of this internship, the SM's official place of duty will be at Grand Rapids Police Department designated location, unless otherwise agreed to voluntarily by the SM intern;

4.3.4. There will be ongoing, open communication between the WCP and the Company to ensure understanding of the expectations and roles of the parties in providing a meaningful experience for the Intern;

4.3.5. Either USSOCOM or Grand Rapids Police Department may dismiss the Intern from the Internship if, in the opinion of either Party, the Intern is not meeting applicable requirements or is not being utilized consistent with the goals of the Internship Initiative. Prior to dismissing the Intern, USSOCOM and the Company may confer and try to resolve any issue(s);

4.3.6. USSOCOM, Company, and SM understand that participation in the Internship Initiative does not guarantee or imply that the SM will be offered a paid position with the Company upon his or her release from active duty or upon completion of the Internship;

4.3.7. Consistent with Title 18, U.S. Code §205, the Intern will not act as an agent for Grand Rapids Police Department before any agency or department of the United States;

4.3.8. USSOCOM and the Company may provide public release of establishment of this MOU on websites and public releases. USSOCOM does not allow use of its logos or emblem by the Company and must approve any website or public release prior to publication or distribution. USSOCOM will ask for permission for use of Company's logo or emblem prior to use.

4.3.9 While traveling, as required, for the internship, the intern remains subject to the Joint Travel Regulations and cannot accept reimbursement or payment of travel costs beyond the GSA rate for per diem and cannot accept upgraded travel. The company understands that USSOCOM does not provide funding for any travel associated with or required by the internship and that these costs are at the SM or company's expense.

**5. PERSONNEL:** For purposes of the Fair Labor Standards Act, this is not an unpaid internship. The DOD is responsible for paying the Interns' ongoing base salary, bonus (if applicable), and other forms of payment. The SM is not and will not be Grand Rapids Police Department employee, agent or contractor during the program. As such, the SM will remain an employee of DOD and be eligible for all benefits, including workers' compensation, from DOD. The Intern will not receive any form of compensation or benefits from the Company.

## **6. GENERAL PROVISIONS:**

6.1. POINTS OF CONTACT (POC): The following POCs will be used by the Parties to communicate in the implementation of this MOU. Each Party may change its point of contact upon reasonable notice to the other Party.

6.1.1. **For USSOCOM WCP-CC:**

6.1.1.1. **Primary POC:** Chief, Career Transition Section, WCP, Office: 813-826-0973.

6.1.1.2. **Alternate POC:** Career Transition Assistant, Career Transition Section, WCP, Office: 813-826-4708.

6.1.2. **For Grand Rapids Police Department:**

6.1.2.1. **Primary POC:** Kevin Ott, Police Captain, 218-326-3464, kott@grandrapidsmn.gov

6.2. **REVIEW OF AGREEMENT:** This MOU will be reviewed in its entirety triennially on or around the anniversary of its effective date. This MOU will automatically expire after 3 years of the last date the MOU is signed.

6.3. **MODIFICATION OF AGREEMENT:** This MOU may only be modified by the written agreements of the Parties, duly signed by their authorized representatives. Amendments to this MOU necessitated by administrative or organizational changes shall not require renegotiation of this MOU and will be implemented following coordination between the parties.

6.4. **DISPUTES:** Any disputes relating to this MOU will, subject to any applicable law, Executive Order, Directive or Instruction, be resolved by consultation between the Parties or in accordance with DODI 4000.19.

6.5. **TERMINATION OF AGREEMENT:** This MOU may be terminated at any time by the Parties.

6.6. **ENTIRE AGREEMENT:** It is expressly understood and agreed that this MOU embodies the entire agreement between the Parties regarding the MOUs subject matter.

6.7. **EFFECTIVE DATE:** This MOU takes effect on the day after the last Party signs.

6.8. **EXPIRATION DATE:** This MOU will automatically expire after 3 years of last signature received, unless the MOU is terminated by either party before the 3 years.

6.9. **RECORDS:** There are three copies of this MOU; one copy is maintained by each Party and one copy is maintained by the assigned Intern.

**Agreed:**

For USSOCOM

For Grand Rapids Police Department

\_\_\_\_\_  
JAMES C. BOISSELLE

\_\_\_\_\_  
Tasha Connelly

SES

Mayor

Director, Command Support

Grand Rapids Police Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 9/22/2025  
**AGENDA ITEM:** Consider approval of golf car lease  
**PREPARED BY:** Tom Beaudry

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### BACKGROUND:

During the golf committee meeting in July Tom spoke about the need to update the 10 cars still in the fleet that are from 2015. We currently have 50 of the new fleet and leasing 10 new ones will align the entire fleet to match the rate folks pay to use them.

### REQUESTED COUNCIL ACTION:

Make a motion to approve the 54 month lease. Payments May through October for total of 30 payments. Total monthly payment \$1,168.90. Total annual payment \$7,013.40. Payments 2026 through 2030.





Club Car LLC  
4125 Washington Road,  
Evans, GA 30809  
952-913-7414  
TOLL FREE (800) 227-0739  
www.ClubCar.com

Item 9.

September 19, 2025  
Expiration Date: October 31, 2025  
Quote #: Q-26259

For:  
Tom Beaudry  
POKEGAMA GOLF COURSE  
3910 GOLF COURSE RD  
GRAND RAPIDS, MN 55744-9680 US  
Payment Terms: Net 30

On Behalf of:  
Andy Hochmuth  
952-913-7414  
andrew.hochmuth@clubcar.com  
CLUB CAR, LLC

Dear Tom,

Please find attached a quotation for the following vehicles:

2025 Club Car Tempo 2P Electric

Please find attached a quotation for POKEGAMA GOLF COURSE. The pricing is based on Sourcewell (US) Contract Number 091024-CCR. Your Sourcewell (US) member Id is 25394. Thank you for the opportunity to present this proposal to you. We look forward to working with you and please let me know if any questions or anything else is needed.

POKEGAMA GOLF COURSE	Customer Price	Sales Tax	Freight	Per unit	Total after trade-in
(10) 2026 Tempo Electric Golf Car 10 - Tempo 2P Electric	58,142.80	0.00	3,557.20	4,670.00	46,700.00
Proposal Currency: USD					46,700.00

All credit terms must be approved by CLUB CAR, Inc. prior to delivery. Customer is to submit required information for credit approval upon request. Taxes are estimated or additional if applicable. Final tax calculations will be determined based on tax qualifications and submittal of certificates.

**Sourcewell Contract Number 091024-CCR**

**\*Total cost does not include sales tax as applicable**

**54 month lease. Payments May through October for total of 30 payments. Total monthly payment \$1,168.90. Total annual payment \$7,013.40. Payments 2026 through 2030.**



**This is an operating lease. At end of lease all equipment is property of Club Car, LLC. Monthly payments do not include sales tax as applicable.**

**(10) 2025 Club Car Tempo 2P Electric**

Qty	Product	List Price	Customer Price	Sales Tax	Customer Total
10	Tempo 2P Electric	10,664.00	5,029.87	0.00	50,298.70
10	No Connectivity	0.00	0.00	0.00	0.00
10	Platinum Body Color	0.00	0.00	0.00	0.00
10	Gray Seat Color	0.00	0.00	0.00	0.00
10	Standard Wheel Cover	0.00	0.00	0.00	0.00
10	Kenda Hole-N-1 18x8.50x8 4 Ply Steel Wheel(Front)	0.00	0.00	0.00	0.00
10	Silver Club Car Nameplate	0.00	0.00	0.00	0.00
10	Std Silver Domed Decal, Side of Body, Drvr Side, Loc 3	0.00	0.00	0.00	0.00
10	Std Silver Domed Decal, Side of Body, Psgr Side, Loc 6	0.00	0.00	0.00	0.00
10	Kenda Hole-N-1 18x8.50x8 4 Ply Steel Wheel (Rear)	0.00	0.00	0.00	0.00
10	Standard Electric System (Trojan T-875) SPWS	0.00	0.00	0.00	0.00
10	Trojan T875 with Single Point	0.00	0.00	0.00	0.00
10	Shelf charger, 20' DC Cord with (Trojan batteries)	50.00	42.50	0.00	425.00
10	Custom Logo, Cowl Front Center, Location 1	28.00	23.80	0.00	238.00
10	Permanent, Standard/Heavy Duty	138.00	117.30	0.00	1,173.00
10	2 Passenger Canopy with Handles - Black	0.00	0.00	0.00	0.00
10	Magnetic Bag Cover - Black	279.00	237.15	0.00	2,371.50
10	Deluxe Info Holder (QTY 1)	29.00	24.65	0.00	246.50
10	Strut Mounted Sand Bottle (QTY 2)	111.19	94.51	0.00	945.10
10	Clear Hinged Windshield Kit	170.00	144.50	0.00	1,445.00
10	PREP/DELIVERY TEMPO E 2PASS	100.00	100.00	0.00	1,000.00
-10	Used 2016 Club Car electric golf car		1,500.00	0.00	-15,000.00
10	Club Car Truck Freight Less Than Truckload Quantity	355.72	355.72	0.00	3,557.20
<b>Proposal Currency: USD</b>				<b>Total:</b>	<b>46,700.00</b>

Trade-In Vehicles		
Car Type	Quantity	Total Trade Amount
USED 16 PRECEDENT ELEC ERIC	10	\$15,000.00

### *Terms and Conditions for Returning Vehicles or Trade-Ins*

#### **Sole Responsibility**

POKEGAMA GOLF COURSE agrees to accept sole responsibility for any loss, damage, or reduction in trade in value to its returned or trade-in cars beyond ordinary wear and tear due to normal use. Any cars not in good operating condition or damaged will be reduced in trade-in value accordingly.

The returned cars must meet the following conditions:

All cars must be free of all liens and encumbrances.

All cars must be capable of running at least 9 holes of golf.

All cars must be the same quantity and year model as originally evaluated.

All cars must be clean, and free of trash, scorecards, pencils, tees, etc.

All cars must have a working charger.

All cars must have four serviceable tires that retain proper air pressure.

All cars must steer properly in all directions.

All batteries must be free of corrosion, and properly filled with water.

POKEGAMA GOLF COURSE agrees to pay the charges at current market rates if the below conditions are found upon Club Car 's inspection of the returned cars:

1. Severely damaged or missing chargers
2. Inoperable cars excluding due to Lithium Battery Pack
3. Minor damage (damage to bodies, bumpers or seats)
4. Major damage (frame damage, wrecked cars, etc.)
5. Cars deemed unrepairable-total loss
6. Dead or non-working battery pack or power train

Accepted By:

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Company: POKEGAMA GOLF COURSE

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Title:

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Date: August 19, 2025

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***Confidentiality of Pricing. All discount percentages (and the resulting Product pricing) are the confidential and proprietary information of Club Car. Customer shall not disclose such information to any third party without Club Car's prior consent.***

***The products set forth in this proposal are intended only for the Customer set forth above and may not be resold within twelve months of delivery without Club Car's prior written consent. Customer shall be responsible for, and expressly agrees to pay, the difference between prices quoted herein and Consumer Retail Pricing for any vehicles resold within twelve months of delivery.***

***Please note the actual price will be determined by the interest rate at the time of delivery. The above pricing are firm for the next 60 days. Club Car LLC reserves the right to adjust the pricing within 60 days of delivery.***

Prices quoted herein are projected for a future estimated date of delivery of Club Car golf and utility products. Due to current market conditions and estimated lead times, pricing and interest rates are subject to change prior to projected delivery. In the event customer's current fleet is not available for trade-in at the time of delivery, Club Car reserves the right to adjust pricing accordingly, and Customer agrees to be responsible for any prices increases and to promptly pay any invoices therefor. Customer is to submit required credit information for credit approval. Any applicable State or Local Taxes or any additional fees associated with documentation are not included. If for any reason projected delivery is delayed, customer will continue to make existing lease payments per current lease contract terms and conditions.

©2024 Club Car, LLC. All rights reserved. Club Car believes the information and specifications in this quote were correct as of the date of this proposal. Due to current market conditions and estimated lead times, pricing and interest rates are subject to change prior to projected delivery. Specifications, standard features, options, fabrics, and colors are subject to change 60 days prior to delivery. Some features may be unavailable when your vehicle is built. Some vehicles are pictured with options that may be available at extra cost or may not be available on some models. Ask your dealer or Club Car representative about the availability of options and verify that the vehicle you ordered includes the equipment you ordered. There are no warranties, expressed or implied, contained herein. See the Limited Warranty in the owner's manual or write to: Club Car, PO Box 204658, Augusta, GA 30917. Club Car reserves the right to make design changes without obligation to make these changes on previously sold units or systems. These vehicles are designed and manufactured for off-road use only. They do not conform to Federal Motor Vehicle Safety Standards for automobiles or to FMVSS 500 for low-speed vehicles and are not equipped for operation on public streets, roads, or highways. Please see the Operator's Manual for important safety and operating instructions for your vehicle(s).

This quote for products, equipment, and parts is subject to Club Car's Terms and Conditions of Equipment Sale, as revised or amended from time to time (the "Terms"). The Terms, which are incorporated into this quote by reference, are located at [Terms and Conditions](#), and Customer hereby acknowledges receipt, review, and acceptance of the Terms. At Customer's written request, Club Car will mail Customer a copy of the Terms. Club Car hereby gives notice of its objection to any additional or different terms included in any purchase order or other form submitted by Customer.

Terms: FCA – Club Car, Augusta Georgia (Incoterms 2020).



Notes/Comments:

Vendor Name: Sourcewell (US)  
Vendor Number: 091024-CCR  
Contract Number: 091024-CCR  
Contract Expiration Date: November 13, 2028

Mailing Address: Club Car LLC  
4125 Washington Road,  
Evans, GA 30809  
952-913-7414  
andrew.hochmuth@clubcar.com

Respectfully,

Accepted by:

August 19, 2025

Date

Print name:

Title:

Andy Hochmuth  
Territory Manager

Printed name \ title

Date:

PO Number:



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** September 22, 2025

**AGENDA ITEM:** Consider approving the 2025 Preliminary Levy Payable 2026

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

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### BACKGROUND:

Attached is the resolution setting the City's 2025 Preliminary Levy payable 2026. The final levy will be approved in December of this year. The final levy cannot be higher than the preliminary levy.

The attached Levy and Tax Rate sheet assumes that there will be an addition \$450k in cuts to the operating budget, use of Fund Reserves, and/or a combination of both.

### REQUESTED COUNCIL ACTION:

Make a motion to approve a resolution establishing the 2025 Preliminary Levy Payable 2026.

**PROJECTED LEVY & TAX RATE**  
**CITY OF GRAND RAPIDS**  
**PREVIOUSLY CERTIFIED LEVIES AND 2024 PROPOSED LEVY**

Item 10.

	2021 Levy Payable 2022	2022 Levy Payable 2023	2023 Levy Payable 2024	2024 Levy Payable 2025	2025 Levy Payable 2026
General Fund	5,243,850	5,828,363	5,805,969	6,395,780	7,479,858
Library Fund	759,331	759,331	825,128	830,187	710,151
Cemetery	218,427	226,157	238,199	252,892	257,739
GREDA Levy	60,000	80,000	100,000	125,000	125,000
Levy Internal Loan-Equip Purchases	224,000	224,000	224,000	225,000	225,000
Abatement Levies-Yanmar	15,000	20,000	25,000	25,000	25,000
Special Levies	-	-	-	-	-
<b>Total Levy Required for Operations</b>	<b>6,520,608</b>	<b>7,137,851</b>	<b>7,218,296</b>	<b>7,853,859</b>	<b>8,822,748</b>
Bonded Indebtedness	1,680,512	2,082,657	1,965,076	1,803,306	1,917,513
<b>GROSS LEVY</b>	<b>8,201,120</b>	<b>9,220,508</b>	<b>9,183,372</b>	<b>9,657,165</b>	<b>10,740,260</b>
Less:					
Fund Balance Contribution/Add. Cuts	-	(499,662)	-	-	(450,000)
<b>CERTIFIED LEVY</b>	<b>8,201,120</b>	<b>8,720,846</b>	<b>9,183,372</b>	<b>9,657,165</b>	<b>10,290,260</b>
		6.34%	5.30%	5.16%	6.56%

**2024 ESTIMATED TAX CAPACITY AND PROPOSED LEVY**

TAX CAPACITY	\$15,456,031	Ass. 5% inc.	CERTIFIED LEVY	10,290,260
Less:				
Abatement Levy	-			
TIF Captured tax increment	(834,555)	Ass. No Change	Fiscal disparities distribution levy	(847,282)
Fiscal Disparities contribution	(1,620,000)	Ass. No Change		
<b>Taxable tax capacity*</b>	<b>\$13,001,476</b>		<b>Net amount levied to property owners</b>	<b>9,442,978</b>

**2013 - 2024 TAXABLE TAX CAPACITY, CERTIFIED LEVY and CITY TAX RATE**  
**and 2024 ESTIMATED TAXABLE TAX CAPACITY**  
**and 2025 ESTIMATED LEVY and CITY TAX RATE**

TAX YEAR PAYABLE	TAXABLE TAX CAPACITY	NET CERTIFIED LEVY	CITY TAX RATE	CEMETERY TAX RATE	TOTAL TAX RATE
2014	7,014,208	5,562,859	76.842	2.466	79.308
2015	8,067,867	6,393,379	77.206	2.039	79.245
2016	8,140,678	6,450,063	76.794	2.438	79.232
2017	8,171,794	6,717,854	79.890	2.318	82.208
2018	8,142,204	6,716,767	80.054	2.439	82.493
2019	8,329,612	6,937,752	80.847	2.443	83.290
2020	8,475,628	7,073,543	81.094	2.363	83.457
2021	8,851,302	7,386,756	81.050	2.404	83.454
2022	9,421,233	7,777,491	80.234	2.318	82.553
2023	11,129,938	7,975,967	69.630	2.032	71.662
2024	11,783,879	8,623,501	71.159	2.021	73.180
2025	12,270,006	8,912,466	3.4% 71.617	1.019	72.636
2026	13,001,476	9,442,978	6.0% 70.899	1.731	72.630

**2025 to 2026 Increases**

	Yearly	Monthly
Inc./\$100k	\$0	\$0
Median \$226.5k	\$0	\$0
Mean \$289.5k	\$0	\$0

**2026 Estimated Total City Tax**

	Yearly	Monthly
Inc./\$100k	\$726	\$61
Median \$226.5k	\$1,645	\$137
Mean \$289.5k	\$2,102	\$175

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

RESOLUTION NO. 25-

A RESOLUTION ADOPTING THE PROPOSED 2025 LEVIES PAYABLE IN 2026 AND THE  
PROPOSED 2026 OPERATING EXPENDITURE BUDGET

WHEREAS, as a result of legislation passed in the 2009 Legislative session, the requirement to hold a special Truth in Taxation public hearing, continuation hearing, and levy adoption hearing have been repealed, and

WHEREAS, cities are still required to hold a single meeting to discuss the budget and levy and at which time the public is allowed to speak, and

WHEREAS, this meeting may be part of a regularly scheduled meeting, but must occur between the dates of November 25, 2025 and no later than December 30, 2025 and be held at 6:00 p.m. or later and the public must be allowed to speak, and

WHEREAS, the City staff has been working with the City Council to set the 2026 proposed budget and this budget and levy were presented to the City Council on September 22, 2025, and

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Grand Rapids, Minnesota that it does establish a proposed operating expenditure budget for the year of 2026 of \$13,453,121, and

BE IT FURTHER RESOLVED, by the City Council of the City of Grand Rapids, Minnesota, that the initial levy for the City of Grand Rapids for 2024 taxes collectible 2025 be as follows:

General Fund	\$7,479,858
Library Fund	710,151
Itasca Calvary Cemetery	257,739
Grand Rapids Economic Development Authority	125,000
Inter-fund Loan Repayment	225,000
Abatement Levies	25,000
2010 Debt Study Reduction	(120,000)
2011B Improvement Bonds	60,309
2012A Improvement Bonds	124,165
2013B Reconstruction Bonds	104,522
2014A Reconstruction Bonds	163,345
2016A Reconstruction Bonds	150,184
2017A Reconstruction Bonds	167,670
2018A St. Reconst. & CIP Bonds	140,690
2019A Improvement Bonds	85,114
2020A Reconstruction Bonds	163,331
2021B GO/Abatement Bonds	102,939
2021B Fire Hall GO Bonds	304,579
2023A GO Improvement Bonds	215,670
2024B Equipment Certificates	62,108
2025A Street Reconstruction	311,220
Franchise Fee Buy Down	(118,333)
Less Fund Balance/Additional Cuts	(450,000)
TOTAL CERTIFIED TO COUNTY AUDITOR	<u>\$10,290,260</u>



BE IT FURTHER RESOLVED, this proposed 2025 levy payable in 2026 is 6.56% higher than the final 2025 levy payable 2025 of \$9,657,165 and

BE IT FURTHER RESOLVED, by the City Council of the City of Grand Rapids, Minnesota, that the City certifies to the County Auditor the following dates:

- December 1, 2025 at 6:00 p.m.to discuss the proposed budget and levy and allow for public comment and
- December 15, 2025 for the subsequent meeting for the adoption of the final levy and budget.

Adopted this 22<sup>nd</sup> day of September 2025.

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Tasha Connelly, Mayor

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Kim Gibeau, City Clerk

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

**MONTH DATE, 2025**

Minnesota Pollution Control Agency  
c/o Stephanie Handeland  
Minnesota Pollution Control Agency  
520 Lafayette Road North  
St. Paul, MN 55155

RE: Mayoral Support for Iron Mining, Keetac site-specific standard and variance

Dear Ms. Handeland,

As Iron Range mayors in Northern Minnesota facing a funding crisis in our cities, we strongly urge your support of the variance and site-specific standard for Keetac.

In 2024-2025, taconite mining at Keetac generated at minimum over \$16 million in local funding for the cities, townships, and counties in the Taconite Assistance Area. Funds generated from taconite mining generate additional millions in local property tax relief. Any disruption to operations at these facilities is financially unacceptable and would directly and negatively impact our citizens and our city budgets.

This funding supports our ability to provide critical city services ranging from water and wastewater infrastructure, business development in our downtowns, and housing. We cut our budgets year after year – and this funding remains an important constant, sustaining our city services and operations, and in many cases, allows us to make necessary and forward-thinking improvements to our communities for the benefit of our rural citizens.

Our residents work in mines in communities across the region, including Keetac. We have thousands of additional mining and vendor employees earning family-supporting wages in our districts. These people have children in our schools and are active in their communities. Their jobs matter. We must be able to keep tax base and families in our communities. This industry and these jobs allow our citizens the opportunity to afford their lives here.

Please support the variance request and site-specific sulfate standard for Keetac.

Sincerely,  
**Iron Range Mayors**

[Name], Mayor of [City]



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** September 22, 2025

**AGENDA ITEM:** Consider a letter of support related to Mining

**PREPARED BY:** Tasha Connelly, Mayor

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### BACKGROUND:

Attached is a draft letter of support provided by Paul Peltier, Executive Director of RAMS. This letter is requesting the MPCA approve a variance from sulfate standards and create site-specific standards for Keetac Mine.

### REQUESTED COUNCIL ACTION:

Make a motion to approve a letter of support related to mining and Keetac site-specific standards and variances.