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

CITY COUNCIL MEETING AGENDA

Monday, November 09, 2026
5:00 PM

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular meeting of the Grand Rapids City Council will be held on Monday, November 9, 2026 at 5:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL:

ELECTION CANVASS:

1. Consider adopting a resolution canvassing and declaring the results of the November 3, 2026 City of Grand Rapids Elections.

POSITIVE HAPPENINGS IN THE CITY:

PUBLIC FORUM:

COUNCIL REPORTS:

APPROVAL OF MINUTES:

2. Approve Council minutes for Monday, October 26, 2026 Worksession, Regular meeting and Closed meeting summary.

VERIFIED CLAIMS:

3. Approve the verified claims for the period October 20, 2026 to November 2, 2026 in the total amount of $217,298.91.

CONSENT AGENDA:

4. Consider adopting a resolution accepting $20,000 from the IRRR Culture and Tourism Grant Program for the Pokegama Golf Course Bunker Rehabilitation Project.

5. Consider adopting a resolution authorizing staff to make application to and accept funds from the Minnesota Department of IRRR Commercial Redevelopment Grant Program.

6. Consider approving 2027 liquor license renewals.

7. Consider entering into a Development Assistance Agreement with RS Legacy Properties LLC.

8. Consider Voiding Lost Accounts Payable Check and Issue Replacement Check.

9. Consider entering into an Advertising Agreement with a business at Yanmar Arena.

10. Consider entering into an agreement with SEH for the Blandin Beach Site Improvements Project

11. Consider approving amended agreements with CivicPlus for Agenda & Meeting Management and Website Central.

12. Consider approving an agreement with BS&A for software and services to replace Oracle Netsuite for Government. Authorize the Mayor to sign necessary agreements.

13. Consider adopting a resolution to authorize closing Capital Projects Fund-2021 Infrastructure Fund.

SET REGULAR AGENDA:

ADMINISTRATION:

14. Consider resignation from Brittany Warren, Grand Rapids Area Library

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR NOVEMBER 23, 2026 AT 5:00 PM

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

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

ATTEST: Kimberly Gibeau, City Clerk

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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 9, 2026

AGENDA ITEM: Consider adopting a resolution canvassing and declaring the results of the November 3, 2026 City of Grand Rapids Elections.

PREPARED BY: Kimberly Gibeau

BACKGROUND:

On Tuesday, November 3, 20264, the City of Grand Rapids conducted a general municipal election. On the ballot for the election was Mayor, 2 year term and Council members, 4 year terms. Official results proved that Tasha Connelly received the plurality of votes cast for the office of Mayor, and Tom Sutherland and Dale Adams received the plurality of votes cast for the office of Council members.

The City of Grand Rapids passed a Write-In Resolution on June 22, 2026 so no write-ins were counted since the write-in votes were less than the candidate with the least amount of votes.

REQUESTED COUNCIL ACTION:

Make a motion to adopt a resolution canvassing and declaring the results of the November 3, 2026 City of Grand Rapids Municipal General Election.

Abstract of Votes Cast
In the Precincts of the City of Grand Rapids
State of Minnesota
at the State General Election
Held Tuesday, November 3, 2026

as compiled from the official returns.

Summary of Totals
City of Grand Rapids
Tuesday, November 3, 2026 State General Election

Number of persons registered as of 7 a.m.	7374
Number of persons registered on Election Day	232
Number of accepted regular, military, and overseas absentee ballots and mail ballots	1566
Number of federal office only absentee ballots	4
Number of presidential absentee ballots	0
Total number of persons voting	4643

Summary of Totals
City of Grand Rapids
Tuesday, November 3, 2026 State General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

Mayor (Grand Rapids)

NP	WI
Tasha Connelly	WRITE-IN
3599	82

Council Member (Grand Rapids) (Elect 2)

NP	NP	WI
Dale Adams	Tom Sutherland	WRITE-IN
2899	2770	70

Detail of Election Results
City of Grand Rapids
Tuesday, November 3, 2026 State General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
31 0140 : GRAND RAPIDS P-1	1773	62	1001
31 0145 : GRAND RAPIDS P-2	1850	77	1156
31 0151 : GRAND RAPIDS P-3	1324	40	856
31 0155 : GRAND RAPIDS P-4	2427	53	1630
City of Grand Rapids Total:	7374	232	4643

Detail of Election Results
City of Grand Rapids
Tuesday, November 3, 2026 State General Election

Office Title: Mayor (Grand Rapids)

Precinct	NP Tasha Connelly	WI WRITE-IN
31 0140 : GRAND RAPIDS P-1	790	19
31 0145 : GRAND RAPIDS P-2	927	15
31 0151 : GRAND RAPIDS P-3	644	21
31 0155 : GRAND RAPIDS P-4	1238	27
Total:	**3599**	**82**

Office Title: Council Member (Grand Rapids) (Elect 2)

Precinct	NP Dale Adams	NP Tom Sutherland	WI WRITE-IN
31 0140 : GRAND RAPIDS P-1	598	591	10
31 0145 : GRAND RAPIDS P-2	726	709	19
31 0151 : GRAND RAPIDS P-3	527	498	16
31 0155 : GRAND RAPIDS P-4	1048	972	25
Total:	**2899**	**2770**	**70**

We, the legally constituted canvassing board, certify that we have herein specified the names of the persons receiving votes and the number of votes received by each office voted on, and have specified the number of votes for and against each question voted on, at the State General Election held on Tuesday, November 3, 2026

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the City of Grand Rapids Clerk. Witness our official signature at _____ in _____ County this _____ day of _____, 2026.

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

_____
Member of canvassing board

State of Minnesota
City of Grand Rapids

I, _____, Clerk of the City of Grand Rapids do hereby certify the within and foregoing _____ pages to be a full and correct copy of the original abstract and return of the votes cast in the City of Grand Rapids State General Election held on Tuesday, November 3, 2026.

Witness my hand and official seal of office this _____ day of _____, 2026.

_____

CITY OF GRAND RAPIDS

I hereby certify that the Canvass Board for the City of Grand Rapid met on the 9th day of November, 2026 at the regular City Council meeting, and certified that the following is a list of all persons elected to these offices and question results.

MAYOR	Tasha Connelly 805 NW 2nd Avenue Grand Rapids, MN 55744 Term to Expire: 12/31/2028
COUNCIL:	Tom Sutherland 2222 3rd Avenue SW Grand Rapids, MN 55744 Term to Expire: 12/31/2030
COUNCIL:	Dale Adams 1806 Fraser Drive Grand Rapids, MN 55744 Term to Expire: 12/31/2030

Dated this 9th day of November, 2026.

_____
Kimberly Gibeau, City Clerk

Councilor introduced the following resolution and moved for its adoption:

RESOLUTION NO. 26-

A RESOLUTION CERTIFYING ELECTION RESULTS

WHEREAS, Tasha Connelly received the plurality of votes cast for the Office of Mayor; and

WHEREAS, Tom Sutherland and Dale Adams received the plurality of votes cast for the Office of Councilmember, where two were to be elected; and

NOW, THEREFORE, BE IT RESOLVED, that Tasha Connelly be certified as Mayor of the City of Grand Rapids, Minnesota, for a term of two years, said term beginning January 1, 2027, expiring December 31, 2028.

BE IT FURTHER RESOLVED, that Tom Sutherland and Dale Adams be certified as City Councilmembers for a four year term each, said terms beginning January 1, 2027 to expire December 31, 2030.

Adopted this 9th day of November, 2026.

_____
Tasha Connelly, Mayor

ATTEST:

_____
Kimberly Gibeau, City Clerk

Councilor seconded the foregoing resolution and the following voted in favor:; 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

CITY COUNCIL CLOSED MEETING SUMMARY

Monday, October 26, 2026
5:15 PM

Mayor Connelly called the meeting to order at 5:28 PM.

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

STAFF: Tom Pagel, Kimberly Gibeau, Chad Sterle, Rob Mattei, Carl Babich

BUSINESS:

Mayor Connelly stated the purpose for the closed session and called for a motion to close the meeting.

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

1. Pursuant to Minn. Stat. 13D.05, subd 3(c), conduct a closed meeting to discuss purchase or sale of real or personal property identified as, 91-420-1730 and 91-653-0110.

   Conducted discussion regarding proposed property purchase or lease.

   Following discussion, Mayor Connelly called for a motion to close the Closed meeting.

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

There being no further business, the meeting adjourned at 5:44 PM.

Respectfully submitted:

Kimberly Gibeau

Kimberly Gibeau, City Clerk

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

CITY COUNCIL WORKSESSION MINUTES

Monday, October 26, 2026
4:15 PM

Mayor Pro-Tem MacGregor called the meeting to order at 4:15 PM.

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

STAFF: Tom Pagel, Kimberly Gibeau, Chad Sterle, Rob Mattei, Carl Babich

BUSINESS:

1. Site visit for potential Municipal Dispensary location.

   Council and staff conducted a site visit at 1200 S. Pokegama Avenue, Ste. 100 for potential location for Grand Rapids Cannabis Municipal Dispensary.

There being no further business, the meeting adjourned at 4:25 PM.

Respectfully submitted:

Kimberly Gibeau

Kimberly Gibeau, City Clerk

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

CITY COUNCIL MEETING MINUTES

Monday, October 26, 2026
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, Carl Babich, Dale Anderson, Travis Cole, Chery Pierzina, Amy Dettmer

POSITIVE HAPPENINGS IN THE CITY:

Mayor Connelly recognizes employee years of service and acknowledges Grand Rapids School District sports teams accomplishments.

PUBLIC FORUM:

No one from the public wished to speak.

COUNCIL REPORTS:

Councilor Blake reviewed recent RAMS meeting where updates were provided on Mesabi Metallics.

Councilor MacGregor noted that Indigenous People's Day event was successful with a good turnout.

Mayor Connelly City/County meeting update and reminder that curfew is 10pm for 12 and under and encourages residents to be mindful as Halloween approaches.

APPROVAL OF MINUTES:

1. Approve minutes for Monday, October 12, 2026 Worksession and Regular Council meetings.

   Motion made by Councilor Sutherland, Seconded by Councilor MacGregor to approve Council minutes for October 12, 2026 meetings as presented. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

VERIFIED CLAIMS:

2. Approve the verified claims for the period Octobe 6, 2026 to October 19, 2026 in the total amount of $362,529.23.

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

CONSENT AGENDA:

3. Consider allowing the IT Department to donate retired equipment

4. Consider approving seasonal golf contractors

5. Consider signing cart storage agreement

6. Consider approving Maintenance - Winter (Public Works) seasonal rehires for the 2026–2027 winter season and pay rate increase.

7. Consider approving Peyton Emerson as a Civic Center/Parks & Recreation hire for the 2026-2027 Winter season.

8. Consider approving renewal contracts for City Website and Agenda & Meeting Management with CivicPlus (formerly Municode).

9. Consider adopting a resolution in support of sustaining Deputy Registrar offices and enact a permanent state revenue sharing fund for Deputy Registrars.

   Adopted Resolution 26-81

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

SET REGULAR AGENDA:

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

ADMINISTRATION:

10. Consider approving a letter of support to Mesabi Metallics related to State leases

    Motion made by Councilor Blake, Seconded by Councilor MacGregor to approve letter of support for Mesabi Metallics. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake Voting Abstaining: Councilor Mertes

11. Consider Grand Rapids Area Library 2027 Hours and Library Public Services Clerk I Position.

    Motion made by Councilor MacGregor, Seconded by Councilor Sutherland to approve 2027 library hours and authorize staff to begin the process of filling the Library Public Services Clerk I position. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

CIVIC CENTER & PARKS:

12. Consider passing a resolution accepting a donation from the Cap Baker Lions Club for the construction of a pavilion at McGowan Park.

    City Councilors attended a ribbon cutting at the pavilion located at McGowan Park in SW Grand Rapids.

    Motion made by Councilor Mertes, Seconded by Councilor Sutherland to **adopt Resolution 26-82**, accepting donation from Cap Baker Lions Club as presented. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

FIRE:

13. Consider allowing the Grand Rapids Fire department the purchase a a skid unit for our side x side.

    Motion made by Councilor Sutherland, Seconded by Councilor Mertes to approve the purchase of a skid unit for side by side from QTAK in the total amount of $11,930. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

There being no further business, the meeting adjourned at 5:18 PM.

Respectfully submitted:

Kimberly Gibeau

Kimberly Gibeau, City Clerk

CITY OF GRAND RAPIDS BILL LIST - NOVEMBER 9, 2026

Summary Report

VENDOR NAME/INVOICE #	AMOUNT
ACHESON TIRE INC	$ 4,674.76
ACTIVE911, INC	$ 566.10
APG MEDIA OF MINNESOTA, LLC	$ 854.10
ARCHKEY SOLUTIONS	$ 1,761.68
ARENA WAREHOUSE, LLC	$ 7,135.62
ARROWHEAD TRACTOR AND EQUIPMENT INC	$ 1,535.47
ASHLEY BRUBAKER	$ 533.80
BETZ EXTINGUISHER COMPANY	$ 373.50
BURGGRAF'S ACE HARDWARE	$ 410.76
CARQUEST AUTO PARTS	$ 290.67
CHAMBER OF COMMERCE	$ 480.00
DANIEL SKOGLUND	$ 6,055.00
DAVIS OIL INC	$ 2,045.64
DINGES FIRE COMPANY	$ 3,723.02
DONDELINGER DODGE	$ 64.08
DSC COMMUNICATIONS	$ 5,051.50
EARL F ANDERSEN	$ 1,375.45
ECOLAB PEST ELIMINATION	$ 149.50
EHLERS AND ASSOCIATES INC	$ 4,400.00
EMERGENCY APPARATUS	$ 35.53
EQUIPMENT MANAGEMENT COMPANY	$ 2,565.00
FASTENAL COMPANY	$ 186.55
GARTNER REFRIGERATION CO	$ 9,447.38
GOVCONNECTION INC	$ 207.62
GRAND RAPIDS HERALD REVIEW	$ 57.50
GREAT LAKES SALT COMPANY	$ 8,705.71
GREEN AGAIN LAWN & LANDSCAPING INC	$ 13,050.00
HAWKINSON CONSTRUCTION CO INC	$ 8,599.35
HERC-U-LIFT INC	$ 326.96
INDUSTRIAL LUBRICANT COMPANY	$ 529.72
ITASCA COUNTY FAMILY YMCA INC	$ 4,000.00
JANSSEN FABRICATING ENTRP LLC	$ 45.00
KENETREK BOOTS	$ 9,782.90
L&M SUPPLY	$ 113.93
LAKE SUPERIOR CUTTING EDGE LLC	$ 307.50
LATVALA LUMBER COMPANY INC.	$ 127.54
LEASE LANDSCAPING INC	$ 729.75
LITTLE FALLS MACHINE INC	$ 5,145.00
MARTIN'S SNOWPLOW & EQUIP	$ 117.66

MESABI BITUMINOUS INC	$	1,250.00
MICHELS LAW	$	8,750.00
MN STATE RETIREMENT SYSTEM-GR	$	2,380.00
MOMENTUM ADVOCACY LLP	$	2,200.00
MORTON SALT	$	2,246.71
NAGELL APPRAISAL & CONSULTING	$	3,600.00
NORTH COUNTRY VET CLINIC	$	428.45
NORTHERN LIGHTS TRUCK	$	42.13
NUCH'S IN THE CORNER	$	15.00
PUBLIC UTILITIES COMMISSION	$	6,600.00
RANGE CORNICE & ROOFING CO	$	12,266.00
SALT SOURCE LLC	$	5,116.93
SANDSTROM'S INC	$	144.87
SHI INTERNATIONAL CORP	$	3,603.12
STREICHER'S INC	$	228.99
TNT CONSTRUCTION GROUP LLC	$	26,350.98
VESTIS GROUP, INC	$	193.64
WILLOW LEAF COMMERCIAL CLEANING LLC	$	3,140.00
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:	**$**	**184,118.07**

CHECKS ISSUED/PRIOR APPROVAL:

ADAM SADLEMYER	102226-G	$	200.00
BLAKE THOMPSON	102226-G	$	200.00
CANON FINANCIAL SERVICES, INC	44012199.00	$	62.01
CENTURYLINK QC	333508017/Oct26-C	$	55.95
CHARLES ROSKOSKI	102226-G	$	200.00
CONSTELLATION NEWENERGY-GAS DIV	4715267	$	986.69
COREY GICE	102226-G	$	200.00
EMILY LINDNER	101926-L	$	175.00
FIDELITY SECURITY LIFE	3362801	$	102.09
ICTV - GRAND RAPIDS	PB/3rdQtr26/Fees	$	15,358.73
ITASCA COUNTY RECORDER	A Archer/Cem Deed	$	46.00
ITASCA COUNTY RECORDER	M Gorham/Cem Deed	$	46.00
ITASCA COUNTY RECORDER	G Pearson/Cem Deed	$	46.00
JAMES CAMPBELL	102226-G	$	200.00
JEFF D ROERICK	102026	$	34.61
JEFF FRAZIER	102226-G	$	200.00
JIM HAROLDSON	102226-G	$	200.00
JOHN BAUER	102226-G	$	200.00
JUDY TAYLOR	102226-G	$	200.00

CITY OF GRAND RAPIDS BILL LIST - NOVEMBER 9, 2026

Summary Report

LLOYD RETTZLAFF	102226-G	$	200.00
METROPOLITAN LIFE INSURANCE CO	TS05396331 - NOVEMBER 26	$	2,529.03
MINNESOTA ENERGY RESOURCES	0502903931-02/Sep26	$	48.77
MINNESOTA ENERGY RESOURCES	0502380460-01/Sep26	$	484.38
MINNESOTA ENERGY RESOURCES	0506372672-01/Sep26-C	$	517.28
MINNESOTA ENERGY RESOURCES	0508787492-07/Oct26	$	61.55
MINNESOTA ENERGY RESOURCES	0507783569-01/Sep26-L	$	49.43
MINNESOTA UNEMPLOYMENT COMP FD	07974595 3RD QTR 2026	$	7,758.00
MUTUAL OF OMAHA	002262631842	$	651.71
ROGER VAN ANDERSON	102226-G	$	200.00
TNT CONSTRUCTION GROUP LLC	C-TBO-26-0003/REFUND	$	1,767.61
TODD WEBB	102226-G	$	200.00

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: $ 33,180.84

TOTAL ALL DEPARTMENTS: $ 217,298.91

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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 9, 2026

AGENDA ITEM: Consider adopting a resolution accepting $20,000 from the IRRR Culture and Tourism Grant Program for the Pokegama Golf Course Bunker Rehabilitation Project.

PREPARED BY: Will Richter, Community Development Department

BACKGROUND:

Earlier this year the City Council authorized staff to apply for a IRRR Culture and Tourism Grant on behalf of the Pokegama Golf Course Bunker Rehabilitation Project. The application was approved in the amount of $20,000.

REQUESTED COUNCIL ACTION:

Make a motion to adopt a resolution accepting $20,000 from the IRRR Culture and Tourism Grant Program for the Pokegama Golf Course Bunker Rehabilitation Project.

Councilor _____ introduced the following resolution and moved for its adoption:

City of Grand Rapids, Minnesota
RESOLUTION NO. 26-__

RESOLUTION AUTHORIZING THE CITY OF GRAND RAPIDS TO ACCEPT FUNDS FROM THE MINNESOTA DEPARTMENT OF IRRR CULTURE AND TOURISM GRANT PROGRAM

WHEREAS THE authorizing authority approves acceptance of $20,000 from the IRRR Culture and Tourism Grant Program for costs associated with Pokegama Golf Course Bunker Rehabilitation Project; and

WHEREAS THE authorizing authority has previously approved a grant application to the IRRRB Culture and Tourism Grant Program for the Pokegama Golf Course Bunker Rehabilitation Project.

NOW THEREFORE BE IT RESOLVED that the authorizing authority of the City of Grand Rapids, Minnesota, does hereby adopt this resolution.

Adopted by the Council this 9th day of November 2026.

_____
Tasha Connelly, Mayor

ATTEST:

_____
Kimberly Gibeau, City Clerk

Councilor _____ seconded the foregoing resolution and the following voted in favor thereof: _____; and the following voted against same: ____; 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: November 9, 2026

AGENDA ITEM: Consider adopting a resolution authorizing staff to make application to and accept funds from the Minnesota Department of IRRR Commercial Redevelopment Grant Program.

PREPARED BY: Will Richter, Community Development Department

BACKGROUND:

The requested IRRR Commercial Redevelopment grant of $15,500 – on behalf of West Pines Motel - compliments a $285,000 exterior overhaul project, including the removal and replacement of existing siding and roofing along with other improvements to the building's appearance, energy efficiency, and functionality. For several years, this property sat vacant and in significant disrepair. Since the new owners Luke and Ashley St. Germain acquired the property in 2023, they have upgraded the signage and done significant interior updating to restore the 10 rooms. The interior restoration, which required a significant amount of sweat equity by the owners, has allowed the motel to begin operating again and is currently 100% occupied as extended stay rooms with many of them for Mesabi Metallics employees.

The project will also improve the property's energy efficiency. The owners have already upgraded five units with more efficient packaged terminal air-conditioning (PTAC) units. In this next phase, they plan to complete interior and exterior demolition to enable them to upgrade the remaining five units and the manager's living area, remove eight existing window air-conditioning units and installing seven mini-split systems, replacing nine exterior unit-entry doors with properly insulated doors, and replace windows in five units. These improvements will help modernize the property, improve comfort for guests, and reduce unnecessary energy loss.

This grant application supports the efforts of the owners of West Pines Motel to improve a blighted and underperforming property and is consistent with priorities established in the *Highway 2 Land Use and Development Study.*

REQUESTED COUNCIL ACTION:

Make a motion to adopt a resolution authorizing staff to make application to and accept funds from the Minnesota Department of IRRR Commercial Redevelopment Grant Program on behalf of West Pines Motel.

Councilor _____ introduced the following resolution and moved for its adoption:

City of Grand Rapids, Minnesota
RESOLUTION NO. 26-__

RESOLUTION AUTHORIZING THE CITY OF GRAND RAPIDS TO MAKE APPLICATION TO AND ACCEPT FUNDS FROM THE MINNESOTA DEPARTMENT OF IRRR COMMERCIAL REDEVELOPMENT GRANT PROGRAM

WHEREAS THE authorizing authority approves of the attached application for the City of Grand Rapids, Minnesota for select demolition costs associated with redevelopment of the West Pines Motel, formerly the Pine Grove Motel located at 1420 NW 4th Street, Grand Rapids, MN 55744; and

WHEREAS THE authorizing authority hereby agrees to accept funding for the underlying project if approved by the IRRRB.

NOW THEREFORE BE IT RESOLVED that the authorizing authority of the City of Grand Rapids, Minnesota, does hereby adopt this resolution.

Adopted by the Council this 9th day of November 2026.

_____
Tasha Connelly, Mayor

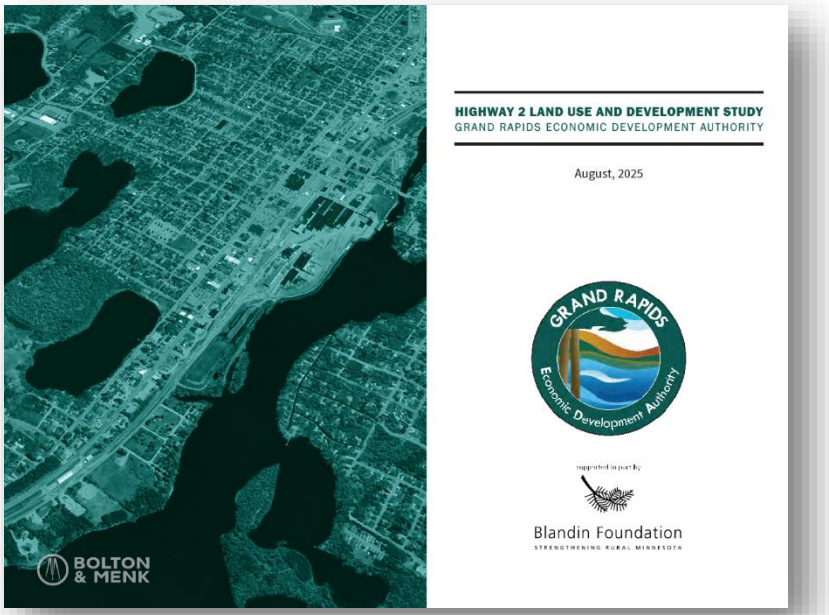
ATTEST:

_____
Kimberly Gibeau, City Clerk

Councilor _____ seconded the foregoing resolution and the following voted in favor thereof: _____; and the following voted against same: ____; whereby the resolution was declared duly passed and adopted.

Grand Rapids Highway 2 West Redevelopment – West Pines Motel – Narrative

The Grand Rapids Economic Development Authority (GREDA) recognized the need for strategic new investment to stave off the decline in the condition of properties in the Highway 2 West commercial corridor. With financial support from the Blandin Foundation, GREDA completed the *Highway 2 Land Use and Development Study* which identifies priorities for addressing blighted, underperforming properties as well as those properties being impacted by the presence of contamination. The Plan establishes a community supported vision and goals for the Corridor, and provides an actionable, implementable "toolbox" of strategies that will guide investments and improvements for the next ten to fifteen years.



The project to renovate the former Pine Grove Motel, now the West Pines Motel, could not be more aligned with the objectives of the plan for the corridor.

For two years the motel sat vacant and in significant disrepair. Since the new owners Luke and Ashley St. Germain acquired the property in 2023, they have upgraded the signage and done significant interior updating to restore the 10 rooms. The interior restoration, which required a significant amount of sweat equity by the owners, has allowed the motel to begin operating again and is currently 100% occupied as extended stay rooms with many of them for Mesabi Metallics employees.

The next phase of the project focuses on a much-needed exterior overhaul, including the removal and replacement of existing materials and improvements to the building's appearance, energy efficiency, and functionality. With more than $700,000 in total investment anticipated across the property purchase, previous renovations, and this next phase, the owners are committed to the long-term success of West Pines Motel and its continued contribution to the Grand Rapids business community.

The project will also improve the property's energy efficiency. The owners have already upgraded five units with more efficient packaged terminal air-conditioning (PTAC) units. In this next phase, they plan to complete interior and exterior demolition to enable them to upgrade the remaining five units and the manager's living area, remove eight existing window air-conditioning units and installing seven mini-split systems, replacing nine exterior unit-entry doors with properly insulated doors, and replace windows in five units. These improvements will help modernize the property, improve comfort for guests, and reduce unnecessary energy loss.

The economic impact of the project, however, extends beyond the property itself. The motel guests, including seasonal workers and other individuals staying in the area temporarily, bring business to

nearby restaurants, retailers, and other local establishments. Throughout the renovation work, the owners have also relied on local businesses for plumbing, electrical, construction, and remodeling services. Once the project is complete, we anticipate employing an on-site manager and two additional part-time cleaning employees, with wages exceeding $15 per hour for the cleaning positions.

The long-term operating plan will maintain a mix of five extended-stay units and five units available for nightly and weekly rentals. This flexible approach will serve visitors and seasonal workers while also providing temporary lodging options for residents experiencing a transition between housing arrangements.

The requested IRRR Commercial Redevelopment grant of $15,500 will leverage the total project cost of this phase of the project, $285,000 by a ratio of 18:1.

This project incorporates a targeted business owner. Luke St. Germain is a veteran that has worked with the Minnesota Assistance Council for Veterans (MACV) to help temporarily house a veteran in immediate need of housing. He has also served on the board of Grace House, a homeless shelter in Grand Rapids, and has helped individuals referred to them who needed temporary lodging.

The project is in Census Tract 4808.05 that is an Environmental Justice Area where 49% of the residents reported an income less that 200% of the federal poverty level.

This project is also supported by the *2020 City of Grand Rapids Comprehensive Plan* economic development goals to:

- Recruit new businesses and support entrepreneurs that add jobs and income opportunities.
- Support investments with tourism value.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 9, 2026

AGENDA ITEM: Consider approving 2027 liquor license renewals.

PREPARED BY: Kimberly Gibeau

BACKGROUND:

Liquor licenses will expire on December 31, 2026. Please consider approving the following liquor license renewals for 202 contingent upon receipt of all required documentation, proof of insurance and fees.

Apple Minnesota
Frontier Liquors
Hotel Rapids
Moose Lodge
Dutch Room
NoPo Coffee
Rapids Brewing
SuperOne Liquor
Klockow Brewing Co.
The Pines Restaurant
Pinched
El Potro Mexican Restaurant
Fuji Japanese Restaurant
Itasca Curling Assoc.
VFW Club
Eagles Club
Pokegama Grill
Sammy's Pizza
Thunder Alley XL-CJ
Walmart
The Tied
Woody's Bar & Grill
Forest Lake Restaurant
Holiday Station Stores
American Legion
Boulder Tap House
La Tequila Taco Shop
Pokegama Plaza Liquor
SuperOne Foods
Timberlake Lodge Hotel
Ledger & Ladle
My Place Hotel

REQUESTED COUNCIL ACTION:

Make a motion to approve liquor license renewals for 2027 contingent upon receipt of required documentation, proof of insurance and fees.

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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 9, 2026

AGENDA ITEM: Consider entering into a Development Assistance Agreement with RS Legacy Properties LLC.

PREPARED BY: Rob Mattei, Director of Community Development

BACKGROUND:

The IRRR Commercial Redevelopment grant program now requires the City and developer enter into a development assistance agreement.

The attached Development Assistance Agreement with RS Legacy Properties LLC pertains to the City Council authorized grant application requesting $15,500 from the IRRR for demolition expenses associated with the rehabilitation of the West Pines Motel located at 1420 NW 4th St.

In addition to this grant request, the Grand Rapids Economic Development Authority (GREDA) has approved a Commercial Building Improvement Loan of $40,000 for this project, which is very much aligned with GREDA's focus on supporting new investment in the Highway 2 West commercial corridor.

REQUESTED COUNCIL ACTION:

Make a motion to approve entering into a Development Assistance Agreement with RS Legacy Properties LLC.

CITY OF GRAND RAPIDS, MINNESOTA
DEVELOPMENT ASSISTANCE AGREEMENT

West Pines Motel Redevelopment Project

This Development Assistance Agreement ("Agreement") is made effective as of _____ 2026, by and between the **City of Grand Rapids, Minnesota,** a Minnesota municipal corporation ("City"), and **RS Legacy Properties LLC,** a Minnesota limited liability company ("Developer").

The City and Developer may be referred to individually as a "Party" and collectively as the "Parties."

1. Purpose of Agreement

The purpose of this Agreement is to establish the terms and conditions under which the City will provide development assistance in connection with the redevelopment of a motel within the City.

The project is intended to encourage private investment, support local economic development, provide short- and long-term housing opportunities, preserve and increase the City's tax base, and contribute to the economic vitality of the community.

The project may be supported in whole or in part by grant funding from Iron Range Resources & Rehabilitation ("IRRR"), subject to the terms of the applicable IRRR grant agreement (the "Grant Agreement").

2. Project Description

Developer agrees to renovate and rehabilitate the West Pines Motel located at:

Project Address: 1420 NW 4th St., Grand Rapids, Minnesota

Parcel Identification Number: 91-705-1910

The project shall include the renovation and rehabilitation of a 10-unit motel and leased retail space, including new siding, windows, doors, roof, deck, mini-splits and other improvements approved by the City and, where required, IRRR in the project plans and budget (the "Project").

Developer shall be responsible for obtaining all required permits, licenses, approvals, and inspections necessary to complete the Project and operate the motel and retail space.

3. Project Budget and Funding

The estimated total project cost is **$285,000.**

The anticipated sources of project funding are as follows:

- IRRR Commercial Redevelopment Grant and Loan Program funding administered by the City: $15,500.

- Developer's cash contribution or other private financing: $204,500
- Developer's property acquisition:
- Other approved funding sources: $65,000
    - AEOA BER
    - GREDA CBIL

The City's financial assistance under this Agreement shall not exceed **$15,500** and shall be limited to funds lawfully available, received by the City for the Project, and authorized for disbursement under the Grant Agreement.

No provision of this Agreement obligates the City to provide funding beyond the amount expressly authorized by the City and available to the City under the applicable grant award and Grant Agreement.

Disbursement of any City-administered grant funds is conditioned on Developer's continuing compliance with this Agreement, the applicable Grant Agreement, the approved project application, and all applicable audit, monitoring, reporting, and record-retention requirements of this Agreement and the Grant Agreement.

4. Disbursement of Funds

Subject to the applicable Grant Agreement, Developer shall submit requests for payment or reimbursement to the City in the form required by the City, together with supporting documentation demonstrating that the expenses are eligible, actually incurred and paid or payable, and directly related to the Project.

Supporting documentation may include contractor invoices, receipts, proof of payment, construction statements, lien waivers, payroll records, and other documents reasonably required by the City or IRRR.

The City may review and approve eligible expenses before submitting reimbursement requests to IRRR or disbursing available project funds.

No reimbursement shall be made for costs that are ineligible under the applicable Grant Agreement, that were incurred outside the permitted grant period, or that are not adequately documented to the City's or IRRR's satisfaction.

The City shall not be responsible for project costs exceeding the approved financial assistance. Developer shall be responsible for all remaining project costs.

5. Project Schedule

Developer shall complete the Project according to the following anticipated schedule:

- Project commencement: November 15, 2026
- Construction completion: June 30, 2027

All project activities shall comply with the deadlines and conditions established by the applicable Grant Agreement.

Any material change to the project scope, budget, or schedule must be submitted to the City for written approval and, where required, approval by IRRR before the change is implemented.

6. Representations and Warranties

Developer represents, warrants, and covenants that: (a) Developer is duly organized, validly existing, and in good standing under Minnesota law; (b) Developer has authority to enter into and perform this Agreement; (c) all information submitted to the City or IRRR in connection with the project is true, complete, and not misleading in any material respect; (d) the Project satisfies the eligibility requirements reflected in the approved project application and applicable IRRR Grant Agreement; and (e) the Project serves the public purposes described in this Agreement.

7. Developer Responsibilities

Developer agrees to:

a. Complete the Project substantially in accordance with the approved project description, plans, budget, and schedule.

b. Provide the private financing and matching funds identified in the approved project budget.

c. Comply with all applicable federal, state and local laws, ordinances, building codes, zoning requirements. licensing requirements. and permit conditions.

d. Comply with applicable state and federal grant requirements, including procurement, prevailing-wage, non-discrimination and employment-related requirements, to the extent applicable to the project.

e. Maintain adequate insurance coverage for the project and construction activities.

f. Maintain accurate financial and project records and provide information reasonably requested by the City, the IRRR, the Minnesota state auditor, the legislative auditor, or any other authorized governmental representative to verify project expenditures and compliance.

g. Notify the City promptly of any material delay, cost overrun, change in ownership, or other circumstance that may affect the project's completion or compliance with grant

requirements.

h. Comply with all provisions of the applicable Grant Agreement.

i. Maintain adequate insurance coverage for the project and construction activities, including commercial general liability, property, builder's risk, workers' compensation, and automobile liability coverage in amounts and with endorsements reasonably required by the City.

8. Business Operation and Economic Development

Developer intends to operate the completed facility as a motel and retail space serving the Grand Rapids community and surrounding area.

The anticipated employment impact of the project is:

- Existing jobs retained: 2 full-time
- Estimated positions created: 2 part-time

Developer shall comply with any job creation, job retention, reporting or business operation commitments specifically required by the applicable Grant Agreement, application for the Project, this Agreement, or applicable law.

Developer agrees that if, within five (5) years after the grant award, Developer sells, transfers, leases, assigns, or otherwise conveys all or a material portion of the business or Project, ceases operating the Project for the approved use, materially changes the use of the property, or otherwise fails to satisfy any applicable provision of this Agreement or the Grant Agreement without the City's prior written consent, Developer shall repay the full grant amount to the City.

Any required period of business operation or continued use of the property shall be governed by the applicable grant requirements and any additional written obligations approved by the Parties.

9. Records, Inspection, and Reporting

Developer shall maintain complete records of project expenditures, funding sources, construction activities, and other documentation necessary to demonstrate compliance with this Agreement.

Developer shall retain such records for at least six (6) years after the expiration of the Grant Agreement period required by applicable law and the Grant Agreement and shall make them available to the City, IRRR, and other authorized governmental representatives upon reasonable request.

Developer shall cooperate with reasonable project inspections and provide progress reports or final project documentation required by the City or IRRR.

10. Indemnification; Insurance; Liens

Developer shall indemnify, defend, and hold harmless the City and its elected officials, officers, employees, agents, representatives, and consultants from and against all claims, damages, losses, liabilities, costs, expenses, demands, liens, penalties, repayment obligations, and reasonable attorneys' fees arising out of or related to the Project, Developer's performance or nonperformance under this Agreement and the Grant Agreement, the acts or omissions of Developer or its contractors, subcontractors, employees, agents, or representatives, or any breach of this Agreement or applicable grant requirements by Developer or any such person.

Developer's indemnification, audit, record-retention, and reporting obligations survive termination of this Agreement.

11. Default and Remedies

A Party shall be in default if it materially fails to perform an obligation under this Agreement and does not correct the failure within thirty (30) days after receiving written notice, or within any longer cure period approved in writing by the non-defaulting Party; provided that Developer shall be in default immediately upon any fraud, material misrepresentation, or misuse of funds.

If Developer defaults, the City may suspend, condition, withhold, or deny payments, terminate this Agreement, or pursue other remedies available under applicable law and the grant requirements. If a repayment obligation arises from Developer's breach, misrepresentation, ineligible expense, disallowance of project expenses, failure to satisfy a continued-use requirement, or other act or omission, Developer shall repay the required amount to the City within thirty (30) days after demand, together with any penalties, audit costs, collection costs, and reasonable attorneys' fees to the extent permitted by law and required by the Grant Agreement, this Agreement, or applicable law.

Nothing in this section obligates the City to repay IRRR from unrestricted City funds solely because a grant reimbursement is denied, unless otherwise required by law or an applicable agreement executed by the City. In the event that the IRRR requests a repayment of grant funds or other funds from the City, the Developer shall repay such amount to the City within thirty (30) days after demand from the City.

12. Termination

This Agreement may be terminated by mutual written agreement of the Parties.

The City may terminate this Agreement if grant funding is withdrawn, the project becomes ineligible, or Developer materially breaches this Agreement, subject to applicable notice and cure

requirements.

Upon termination, the Parties shall cooperate in determining eligible expenditures, outstanding obligations, and any required disposition or repayment of grant funds under the applicable Grant Agreement.

13. No Partnership or Agency

Nothing in this Agreement creates a partnership, joint venture, or agency relationship between the City and Developer. Developer remains an independent business and is solely responsible for its business operations, employees, contractors, taxes, and other private business obligations.

14. General Provisions

This Agreement, together with its approved exhibits, constitutes the entire agreement between the Parties concerning the project.

Any amendment must be in writing and signed by authorized representatives of both Parties. Any amendment affecting the IRRR-funded project shall also be subject to IRRR approval when required.

If a provision of this Agreement conflicts with a mandatory requirement of the applicable Grant Agreement, the grant requirement shall control with respect to the use and administration of grant funds.

This Agreement shall be governed by the laws of the State of Minnesota.

15. Authorization and Signatures

The Parties represent that their respective signatories are authorized to execute this Agreement.

City of Grand Rapids	**Developer: RS Legacy Properties LLC**
By: _____	By: _____
Name: Tasha Connelly	Name: _____
Title: Mayor	Title: _____
Date: _____	Date: _____

Exhibit A- Approved Project Budget

Attach the approved project budget identifying total costs, eligible costs, grant funding, matching funds, and other funding sources.

Budget Table:

Uses		**Sources**	
Building materials and labor	**$285,000**	IRRR Downtown Redevelopment Grant and Loan Program (project gap)	**$15,500**
		Grand Rapids EDA Commercial Building Improvement Loan	**$40,000**
		AEOA Business Energy Retrofit	**$25,000**
		Grand Rapids State Bank	**$204,500**
Total	**$285,000**	**Total**	**$285,000**

Exhibit B - Project Work Plan

Attach the project schedule identifying major construction milestones, anticipated completion dates.

SEE TIMETABLE IN SECTION 5 OF DEVELOPMENT ASSISTANCE AGREEMENT

Exhibit C - IRRR Grant Requirements

Attach or identify the applicable IRRR grant agreement, approved application, special conditions, required certifications, and reporting obligations incorporated into this project.

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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 9, 2026

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

PREPARED BY: Laura Pfeifer

BACKGROUND:

Accounts payable check #160880 issued to Halley Ortenblad on August 4, 2025 for $50.00 is lost. Payee has completed the required Affidavit of Lost Check.

REQUESTED COUNCIL ACTION:

Make a motion to void lost accounts payable check #160880, issue new check and waive bond requirements for the check to Halley Ortenblad in the amount of $50.00.

AFFIDAVIT

STATE OF) Minnesota

) SS

COUNTY OF) Itasca

Halley Ortenblad, being first duly sworn on oath, states that he/she resides at **1006 Comstock Dr**, **Deer River**, **MN**, **56636** and that he/she is the payee named in a check number **160880**, issued to **Halley Ortenblad**, drawn by **City of Grand Rapids** dated **August 4, 2025**, for the sum of **$50.00**; that to my knowledge this check was never endorsed by me, that I did not authorize anyone to endorse it for me, and that the circumstances of the loss or destruction of the check are as follows:

Accounts Payable lost check

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

SIGNED Halley Ortenblad

Subscribed and sworn to before me

This 11th day of October, 2026

Trisha Y. Scott

Notary Public

TRISHA Y. SCOTT
NOTARY PUBLIC - MINNESOTA
My Comm. Exp. Jan. 31, 2028

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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 9, 2026

AGENDA ITEM: Consider entering into an Advertising Agreement with a business at Yanmar Arena.

PREPARED BY: Dale Anderson, Director of Parks & Recreation

BACKGROUND:

Advertising is a great source of revenue at the Arena. The following business wishes to have dasher board ads and/or a wall sign:

- Great Clips

REQUESTED COUNCIL ACTION:

Make a motion to enter into an Advertising Agreement with a business at Yanmar Arena.

AGREEMENT FOR RENTAL OF WALL LIGHTED SIGN

This Agreement, together with the Terms and Conditions Exhibit attached hereto as Exhibit A and incorporated herein by reference ("Agreement") dated as of October 7, 2026, is by and between the City of Grand Rapids ("Lessor"), acting through Yanmar Arena, and Great Clips, Inc. ("Lessee" or "Sponsor")

WHEREAS, the City of Grand Rapids owns a multi-purpose facility known as Yanmar Arena; and

WHEREAS, it will be beneficial to certain business to acquire the privilege of using the advertising signs contained on the interior walls and/or dasherboards (2) in Yanmar Arena for a certain period of years; and

WHEREAS, the Lessor desires to lease the available advertising sign to certain Lessees.

NOW, THEREFORE, IT IS HEREBY AGREED by Yanmar Arena only, Lessor, and Lessee, that the Lessee shall lease for a period of two (2) years according to the terms set forth herein and upon the following terms and conditions:

1. Lessor shall place signs on the interior walls and/or dasherboards (2) of Yanmar Arena only, and Lessor shall have the final decision as to exact location of each sign. The choice of each sign and location shall be on a "FIRST COME, FIRST SERVED" basis. Lessor reserves the right to take into consideration actual placement of signs to insure maximum utilization of all advertising areas on the interior walls and/or dasherboards (2) of Yanmar Arena.

2. Lessee hereby rents from Lessor a 4' x 6' interior wall sign and/or two 32" x 96" dasherboard advertisements for the Lease Term set forth below ("Advertising Signs").

3. In consideration of Lessee renting the Advertising Signs, Lessee shall pay to Lessor the sum of One Thousand Six Hundred U.S. dollars ($1,600.00) per year for the years 2026-2027 and 2027-2028 ("Rental Fee"), respectively. Lessee shall pay to Lessor the Rental Fee for the first year in the sum of One Thousand Six Hundred U.S. dollars ($1,600.00) payable via EFT or check at the commencement of the Lease Term as set forth below.

4. The Lease term for the advertising space shall be as follows: July 1, 2026 to June 30, 2028 ("Lease Term").

5. Lessee shall have the first right to rent the Advertising Signs for successive years after the Lease Term. Lessor shall invoice Lessee for the Rental Fee and payment in full is due from Lessee by November 1, 2026, and November 1, 2027. The Lessor reserves the right to sell the space of the Advertising Signs if the payment is not received by December 1 of each year during the Lease Term.

6. The Advertising logo and design to be used on the Advertising Signs shall be provided by the Lessee and subject to approval by the Lessor. The Lessor will not unreasonably withhold its approval of any design submitted by Lessee; however, Lessor reserves the right to set standards for the substance and appearance of any advertising to be placed in Yanmar Arena pursuant to this Agreement.

7. The expense of setup and art work of the sign shall be borne by the Lessee.

8. This Agreement shall not be changed unless done so in writing by the Lessee.

9. The Lessee's Advertising Signs space cannot be sublet or resold.

10. All signs and materials are the property of the Lessor.

11. All maintenance of the Advertising Signs will be the responsibility of Yanmar Arena.

BY: _____
Lessee

DATE: _____

CITY OF GRAND RAPIDS (Lessor)

BY: _____
Mayor

DATE: _____

_____
Tom Pagel, City Administrator

IRA Civic Center

BY: _____

DATE: _____

Dated this _____ day of _____, 20___.

Sponsor:	Great Clips, Inc.
Sponsor Representative:	Katelyn Fritz, Marketing Analyst
Sponsor's Address:	4400 West 78th St. Suite 700, Minneapolis, MN 55435
Sponsor's Telephone:	952-746-6473
Sponsor's Email:	Katelyn.Fritz@greatclips.com

EXHIBIT A

TERMS AND CONDITIONS EXHIBIT TO BE INCORPORATED AS FOLLOWS:

A. Limitations on Liability. The maximum liability of Great Clips, Inc. ("Great Clips") whatsoever arising out of or in connection with the Agreement whether such liability arises from any claim based on breach of contract, breach of warranty, negligence, tort, or otherwise, shall in no case exceed the aggregate of the total fees received from (or due from) Great Clips immediately preceding the event giving rise to such claim. To the extent permitted by law, both parties disclaim liability to the other for all consequential, incidental, punitive and/or special damages of any type or kind however caused, whether by breach of warranty, breach of contract, negligence, or any other legal cause of action and whether or not the party has been advised of the possibility of such damages.

B. Indemnification. Each party (the "Indemnifying Party") shall indemnify, defend and hold harmless the other party, including its parent, affiliates, franchisees, subsidiaries and respective officers, directors, employees, agents and permitted assigns (the "Indemnified Party"), from and against any and all loss, liability, damage, fine, cost, demand, expense, action, claim, or cause of action (including costs of defense, appeal, settlement and reasonable attorneys' fees and expenses) of whatever type or nature, including damage or destruction of property, or personal injury (including death) brought or claimed by a third-party against the Indemnified Party (collectively, "Loss"), to the extent arising out of, resulting from or relating to the Indemnifying Party's acts or performance of services under this Agreement, including (i) any negligent or fraudulent act or omission of the Indemnifying Party, its agents, employees or subcontractors; (ii) any inaccurate representation or warranty by the Indemnifying Party; (iii) the failure of the Indemnifying Party, its agents, employees or subcontractors to comply with any term or condition of this Agreement; (iv) the failure of an Indemnifying Party, its agents, employees or subcontractors to comply with any law which may directly or indirectly regulate or affect the obligations of that party under this Agreement; (v) any claims arising from or with respect to the Indemnifying Party's agents, employees, or subcontractors; or (vi) any claims that any product, component, part, document or other equipment or service provided by the Indemnifying Party under this Agreement infringes (or may infringe) any patent, copyright, trade secret, trademark or other proprietary right of a third party.

C. Intellectual Property Rights. Lessor recognizes the validity of all trademarks, service marks, trade names, logos, and other indicia of Lessee or its respective parents, subsidiaries, or affiliates and all related products and services (collectively, the "Great Clips Marks"), and the ownership thereof by Lessee or its respective parents, subsidiaries, or affiliates, and Lessor shall not place any of the Great Clips Marks on Materials developed or produced by Lessor without Lessee's prior written approval in each such instance. Any such use of the Great Clips Marks shall be limited to the specific consent granted by Lessee hereunder and shall not be deemed or considered the grant of a license to use such Great Clips Marks in any other manner or for any purpose whatsoever. Lessor shall not claim to own or acquire any right, title, or interest in any of the Great Clips Marks or other forms of intellectual property belonging to Lessee to the benefit of Lessee or its respective parents, subsidiaries, or affiliates. Lessor immediately shall discontinue all use of the Great Clips Marks upon termination of this Agreement and shall not thereafter make any further use thereof. Lessor shall not register or attempt to register the Great Clips Marks or any other trademark that may be confusingly similar to the Great Clips Marks. Lessor shall not dispute or contest the validity, enforceability, or ownership of the Great Clips Marks and shall notify Lessee promptly of any attempt by any unauthorized person to use the Great Clips Marks of which Lessor becomes aware. Subject to the terms of the Agreement, when any materials containing Great Clips Marks is no longer needed, the associated materials will be returned or destroyed, as directed by Lessee.

D. Insurance. Both parties agree to maintain, throughout the performance of its obligations under this Agreement, policies of Worker's Compensation insurance with coverage limits as may be required by the law of the states in which services are to be performed. The parties further agree to maintain, at a minimum, General Liability insurance, providing coverage against contractual liability and liability for bodily injury, death, and property damage in the amount reasonably sufficient to cover a potential claim brought against a party and subject to the above Indemnification provision.

E. Force Majeure. Neither party will be responsible for delays in or suspension of performance directly caused by catastrophic natural disaster, pandemics/endemics, war or an act of terrorism beyond the reasonable control of that

party (a "Force Majeure Event"). If such delay exceeds or is reasonably expected to exceed sixty (60) days, either party may terminate the Agreement immediately upon written notice to the other party, in which event all obligations and liabilities of the parties with respect to purchases and sales will be discharged and terminated (subject to any applicable terms of the Agreement). Notwithstanding anything to the contrary in the Agreement, in the event the Agreement or any part thereof cannot be carried out as a result of a Force Majeure Event, the parties agree that a proportional part of any prepaid fee shall be refunded to Great Clips for each week that the Agreement cannot be performed. The parties shall work together to determine the total amount of refund due to Great Clips.

F. Waiver. Waiver of any breach by either party or failure of either party to exercise any right under this Agreement on one or more occasions shall not be deemed a waiver of any other breach or right to exercise such right on another occasion.

G. Assignment. Neither party may assign its rights or obligations, whether by operation of law or otherwise, without the prior written consent of the other party, not to be unreasonably withheld.

H. Conflict; Entirety of Agreement. In the event any provision in the Agreement conflicts with this Exhibit A, the terms of this Exhibit A shall govern. This Agreement supersedes all prior oral or written representations or communications between the parties and, together with any attachments, constitutes the entire understanding of the parties. If any provision is determined to be illegal or unenforceable, it shall be removed, but its invalidity shall not affect the remaining provisions.

I. Relationship of the Parties. The parties are independent contractors. Nothing in this Agreement shall be construed to create a partnership, joint venture or agency relationship. Neither party shall have any right or authority to assume or create any obligation of any kind expressed or implied in the name of or on behalf of the other party.

J. Governing Law and Jurisdiction. The provisions of this Agreement will be construed and enforced in accordance with, and any dispute arising out of or in connection with this Agreement, including any action in tort, will be governed by the laws of the State of Minnesota, without regard to its principles of conflict of laws.

K. Notices. Except as otherwise provided herein, all notices shall be in writing and deemed given upon: (i) personal delivery, (ii) when received by the addressee if sent by a nationally recognized overnight courier (receipt requested), or (iii) the first business day after sending by confirmed email, provided that e-mail shall not be sufficient for notices of termination or a legal claim (such as indemnification). Notices shall be sent to the parties as herein identified:

If to Great Clips, Inc.: Attn: Pete Engebretson, Marketing Manager 4400 West 78th Street, Suite 700 Minneapolis, MN 55435 pete.engebretson@greatclips.com With a copy to LegalNotice@greatclips.com	If to City of Grand Rapids: Attn: Tom Pagel, City Administrator 420 North Pokegama Avenue Grand Rapids, MN 55744 admin@cityofgrandrapidsmn.com
If to IRA Civic Center: Attn: 1401 NW 3rd Avenue Grand Rapids, MN 55744 [EMAIL]	

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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 9, 2026

AGENDA ITEM: Consider entering into an agreement with SEH for the Blandin Beach Site Improvements Project

PREPARED BY: Matt Wegwerth

BACKGROUND:

Council previously authorized staff to obtain proposals from engineering firms for the Blandin Beach Site Improvements project. The project includes the demolision of the existing buildings, installation of site features (splash pad, restroom and pavilion), utilities and accessible walks.

Proposals were received from SEH and Bolton & Menk and subsequently reviewed and scored. Dale Anderson, Tom Pagel and Matt Wegwerth reviewed the proposals and recommend entering into a contract with SEH

REQUESTED COUNCIL ACTION:

Make a motion entering into an agreement with SEH for the Blandin Beach Site Improvements Project

Building a Better World for All of Us®

November 5, 2026

RE: Blandin Beach Site Improvements
Proposal for Professional Engineering Services
The City of Grand Rapids, MN
SEH No. GRANR P194402

Matt Wegwerth, P.E.
Public Works Director / City Engineer
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids, MN 55744

Dear Mr. Wegwerth:

Short Elliott Hendrickson Inc. (SEH) appreciates the opportunity to submit this proposal to the City of Grand Rapids for professional engineering services for the Blandin Beach Site Improvements. The City is advancing a coordinated redevelopment of its primary public waterfront recreation site, including demolition of the existing beach house, accessible site circulation, a new restroom/shelter, pavilion, splash pad, volleyball court, supporting utilities, drainage and stormwater improvements, bidding, construction management, and project closeout.

1. GENERAL INFORMATION

Short Elliott Hendrickson Inc. (SEH) is a 100 percent employee-owned professional services firm providing engineering, architecture, planning, environmental, and construction-phase services to public and private clients. Originally established in 1927 as P.R. Banister, Consulting Engineer, SEH is headquartered in St. Paul, Minnesota, and operates 35 affiliated offices, including an office in Grand Rapids.

SEH's Grand Rapids office has served the region for more than 25 years, providing civil engineering, surveying, environmental services, project coordination, and construction-phase support. For the Blandin Beach Site Improvements, the local project team will be supported by SEH specialists in water resources, environmental review and permitting, accessibility, utility coordination, construction administration, and quality control. This structure gives the City a responsive local team with access to the resources needed to deliver the project from survey and design through bidding, construction, record drawings, and warranty inspection.

SEH will provide the proposed services using its in-house staff, and no subconsultants are expected. SEH will therefore serve as the City's single engineering consultant, managing its engineering disciplines, coordinating with the City's separately contracted feature consultant, and maintaining clear accountability for its scope of work.

2. PROJECT UNDERSTANDING

The City of Grand Rapids is advancing a comprehensive redevelopment of Blandin Beach Park, its primary public waterfront recreation site. The project will replace aging infrastructure and improve accessibility, recreation opportunities, and overall site functionality through demolition of the existing beach house, construction of a splash pad, pavilion, restroom/shelter, volleyball court, accessible walkways, utility improvements, site grading and drainage; and parking and accessibility-related roadway modifications. Construction is anticipated to begin in May 2027, with funding expected to include Minnesota DNR grant, Blandin Foundation monies, and local sources.

The engineering assignment extends beyond preparation of plans and specifications. Successful delivery will require SEH to integrate the civil/site improvements with the specialized park features being provided by the City's separately contracted feature consultant. Utility requirements, site preparation, material requirements, equipment interfaces, drainage, accessible routes, and finished grades will need to be established early and coordinated throughout design so the individual improvements function as one complete site. The RFP specifically identifies this coordination as part of the engineering consultant's responsibility.

The waterfront setting adds another important layer to the design. Forest Lake, the adjacent wetland and shoreland setting, stormwater management, splash pad drainage, and the proposed groundwater supply must be considered together as design advances. The City's grant application anticipates a dedicated groundwater well for the splash pad, approximately 4.5 million gallons of annual water use, drainage through a system incorporating stormwater best management practices, and a Minnesota DNR water appropriation permit. The grant documentation also identifies permanent stormwater treatment and protection of shoreline resources as project considerations.

Accessibility and grant commitments are also fundamental design requirements rather than stand-alone project elements. The completed park is intended to provide an interconnected accessible route between the parking area, splash pad, pavilion, restroom/shelter, volleyball court, existing playground, and beach. Final design will need to carry these accessibility requirements, along with applicable grant commitments and environmental considerations, through bidding and construction.

In SEH's view, the key to successful delivery will be early resolution of the interfaces between the City's feature consultant and the civil/site design, followed by disciplined management of permitting, accessibility, drainage, utilities, schedule, cost, and constructability. These items are interrelated: a late change in a feature footprint, utility demand, finished elevation, or drainage requirement can affect grading, accessible routes, utilities, stormwater design, permitting, quantities, and ultimately the construction schedule.

SEH brings an established understanding of Blandin Beach Park and the proposed improvements into final design. SEH previously assisted the City with the overall site plan, project cost information supporting the Outdoor Recreation Grant application, and environmental and natural-resource review. That prior work included review of site conditions, wetlands and water resources, threatened and endangered species information, cultural-resource information, permitting considerations, and the relationship of the improvements to Forest Lake. This existing project knowledge gives the team a practical starting point for final design while recognizing that prior planning-level information must be confirmed and updated as the final design, construction limits, feature-consultant requirements, and agency requirements are established.

3. PROJECT APPROACH

SEH will deliver the Blandin Beach Site Improvements as an integrated design-bid-build project, providing consistent leadership from final design through construction and closeout. Our approach combines sound technical design, proactive coordination, disciplined construction management, and clear communication with the City, feature consultant, contractors, utilities, adjacent property owners, and other stakeholders.
Successful delivery will require the civil/site design, feature-consultant coordination, permitting, grant requirements, cost control, bidding, and construction activities to advance as one coordinated effort. SEH will identify critical information and decisions early, resolve interfaces before they affect downstream work, and maintain continuity between design and field implementation.

Design with construction in mind. SEH will address grading, utilities, drainage, accessibility, feature interfaces, permitting, access, and constructability throughout design. Coordination with the City's feature consultant will establish clear responsibilities, required information, interface elevations, utility needs, and schedule-sensitive decisions so the separate improvements come together as a complete project. The RFP specifically identifies coordination with multiple consultants as a required element of the project approach.

Carry project leadership into construction. Construction management will be a continuation of the design process rather than a handoff between phases. SEH will provide full-time construction observation as required by the RFP and coordinate the City, contractor, feature consultant, utilities, geotechnical and testing providers, and other affected parties. Weekly construction meetings, field documentation, pay estimates, submittal and RFI review, change documentation, and timely issue resolution will keep the City informed of progress, upcoming decisions, and potential cost or schedule impacts.

Manage stakeholder issues proactively. As a highly visible public improvement, the project will require effective communication with parties affected by construction and project decisions. SEH will coordinate stakeholder concerns with the City, provide clear technical information, and identify practical alternatives when issues affect access, utilities, adjacent properties, project cost, schedule, or construction. This approach directly supports the RFP's emphasis on successful coordination with utilities, contractors, adjacent property owners, and other stakeholders.

Provide consistent leadership through the public process. Sara Christenson will serve as the City's primary contact and Project Manager, providing continuity for scope, schedule, budget, design coordination, construction management, and communication through project closeout. When technical issues, stakeholder concerns, contractor questions, or competing priorities arise, SEH will clearly define the issue, identify project impacts and practical alternatives, and provide the City with the information needed for timely decisions. The RFP identifies these personal and leadership skills as important to successfully navigating the project through the public process.

SEH will work as an extension of the City's team, maintaining clear responsibilities while coordinating the many parties involved in successful project delivery. Our approach is centered on five priorities:

- Coordinate early: Establish design criteria, responsibilities, feature interfaces, utility requirements, elevations, and critical decisions before they affect schedule or construction.
- Design for construction: Address constructability, access, sequencing, accessibility, drainage, utilities, and site-feature interfaces throughout design.
- Lead through construction: Maintain continuity from design into the field through active observation, coordination, documentation, and issue resolution.
- Engage stakeholders effectively: Communicate clearly with the City and affected parties and elevate issues requiring City direction with practical alternatives.
- Protect schedule and budget: Identify risks and decisions early and communicate potential impacts before they become critical-path or construction-cost issues.

Task 1.0 - Topographic Survey, Including GSOC

SEH will begin by establishing a reliable existing-conditions base for all civil/site design and feature-consultant coordination. The survey will document the physical and vertical relationships that govern accessible circulation, utility connections, drainage, feature placement, and integration with the existing beach and playground.

- Complete a topographic survey of the project area, including visible improvements, pavement and walkways, structures, trees and landscaped areas, utilities, shoreline-related features, drainage patterns, accessible-route tie-ins, and grades needed for design.
- Coordinate Gopher State One Call utility locates and supplement field information with available City record drawings and mapping.
- Establish horizontal and vertical project control for design, construction coordination, and preparation of record drawings.
- Survey connection points to the existing playground, public parking and roadway improvements, beach access, proposed site features, and existing utilities.
- Obtain and incorporate the final recorded right-of-way vacation documentation provided by the City. Legal description preparation, platting, boundary survey, and additional right-of-way vacation services are excluded unless separately authorized.
- Review the completed base map with the City and feature consultant so discrepancies or missing information can be identified before design progresses.

Deliverables: Existing-conditions base map, topographic survey data, project control information, and base files suitable for design coordination.

Task 2.0 - Design, Including Plans and Specifications

SEH will advance the approved project concept through preliminary, intermediate, and final design. The design process will treat the park as one interconnected recreation environment rather than a collection of separate features. Grading, utilities, drainage, accessible routes, feature footprints, equipment clearances, and finished elevations will be coordinated so the splash pad, pavilion, restroom/shelter, volleyball court, existing playground, beach, parking, and supporting infrastructure function together.

2.1 - Project initiation and design criteria

SEH will conduct a kickoff meeting with the City to confirm:

- Project objectives and limits.
- Roles, decision-makers, and communication procedures.
- The final grant agreement, grant-funded facilities, and applicable funding conditions.
- City design and construction standards.
- Feature-consultant responsibilities and anticipated information dates.
- Responsibility boundaries for architectural, structural, mechanical, electrical, plumbing, controls, splash pad, and well-related/pump house design.
- Required review stages, Council actions, schedule, budget, and immediate action items.

SEH will prepare a design-criteria and responsibility matrix following kickoff. This matrix will document agreed design inputs, responsible parties, required information, and decision dates.

2.2 - Preliminary design

During preliminary design, SEH will establish the controlling site geometry and elevations, including:

- Demolition and removal limits.
- Feature footprints, finished-floor/slab interface elevations, and civil/site preparation and subgrade limits.
- Accessible circulation connecting parking, the splash pad, pavilion, restroom/shelter, volleyball court, existing playground, drinking-water facilities, and beach.
- Preliminary grading and drainage patterns.
- Stormwater best management practice locations and preliminary sizing.
- Splash pad drainage and discharge routing.
- Sanitary sewer, water, groundwater-well connection, and underground electrical routing.
- Removal of the existing overhead power line and coordination of underground replacement or service modifications.
- Accessible drinking fountain/bottle-filler interface, playground accessible-route connection, signage locations, and civil/site support for other City-confirmed grant elements.
- Civil/site accommodations for a foot-wash station, food-truck access, or event-support features if confirmed by the City at kickoff.
- Roadway and parking interface improvements.
- Tree preservation, vegetation disturbance, erosion-control, and site-restoration limits.
- Preliminary quantities and an engineer’s opinion of probable construction cost.

The grant application commits to accessible routes serving the park’s primary facilities, permanent stormwater treatment, native or climate-adaptive restoration, shoreline and wetland protection, and preservation of existing trees and shrubs to the extent practicable.

2.3 - Intermediate and Final design

Following City review, SEH will refine the design and prepare coordinated plans, specifications, quantities, bid schedules, and contract documents. Final design will include applicable:

- Demolition and removals.
- Site grading and drainage.
- Stormwater management and erosion control.
- Accessible concrete walks and bench pads.
- Complete civil/site design of the sand volleyball court, including layout, grading, drainage, excavation, aggregate and sand sections, edge treatment, accessible-route connection, and coordination of posts, sleeves, net, and associated equipment.
- Site lighting design, including fixture layout, photometric criteria, pole and base requirements, conduit routing, controls criteria, and technical specifications. At the City’s direction, site lighting may be structured as a bid alternate. Electrical design internal to or specifically serving the proprietary splash pad, pavilion, restroom/shelter, and other feature systems will be provided by the City's feature consultant.
- Utility services and feature connections.
- Roadway and parking modifications.
- Tree protection, landscaping, native restoration, and site restoration.
- Feature site preparation and interface requirements, including civil/site subgrade preparation, grading, site integration, and finished-floor/slab interface elevations. Design of feature slabs and foundations will be by the City’s feature consultant.

2.4 - Accessibility verification

Accessibility will be evaluated as an interconnected system. SEH will check proposed routes, slopes, cross-slopes, transitions, clear widths, surface requirements, turning and maneuvering areas, and connections to feature-consultant improvements at each review stage. The grant application identifies six-foot-wide accessible walkways and requires accessible connections among parking, the splash pad, pavilion, restroom/shelter, playground, volleyball court, drinking water, and beach.

Accessibility reviews will be documented as the design progresses, with identified conflicts communicated to the City and feature consultant for timely resolution. Particular attention will be given to transition points between SEH-designed improvements and feature-consultant work, where changes in finished elevations, equipment layouts, utility locations, or feature footprints could affect route continuity or compliance.

2.5 - Cost and constructability control

SEH will update the engineer's opinion of probable construction cost at the 60 percent, 90 percent, and final design stages. Each review will compare the current design against the applicable project and grant budget, identify material changes, and recommend scope, quantity, material, or bid-alternate adjustments when needed.

Cost and constructability reviews will consider quantities, material selections, construction access, sequencing, utility conflicts, feature interfaces, bid alternates, and the availability of competitive construction methods. When a design decision could materially affect cost, schedule, accessibility, permitting, or construction complexity, SEH will identify the issue, evaluate practical options, and provide the City with information needed to select an appropriate path forward.

SEH will conduct internal interdisciplinary and constructability reviews before each formal City submittal. Review comments will be documented and resolved before issuance of the subsequent package.

Through this coordinated design process, SEH will provide the City with construction documents that clearly define the civil/site work, incorporate confirmed feature-consultant requirements, and support competitive bidding and efficient construction. Design decisions, outstanding information, review comments, and responsibility boundaries will be tracked through final design so that unresolved issues affecting accessibility, permitting, cost, schedule, or constructability are identified and addressed before the project is advertised for bids.

Anticipated deliverables: 60 percent review plans and cost opinion, 90 percent review plans and updated cost estimate, final bid-ready plans, specifications, bid schedule, quality-control and comment-resolution records.

Task 3.0 - Permit Applications

SEH will provide permitting and environmental coordination to support final design and construction of the Blandin Beach Site Improvements. SEH will use the environmental and natural-resource documentation prepared for the Outdoor Recreation Grant application as a starting point and will update or supplement that information as necessary based on final construction limits, design conditions, and applicable agency requirements.

- Confirm permit applicability as final project limits, grading quantities, land-disturbance area, tree removal, excavation depths, and shoreline and wetland relationships are established.
- Coordinate applicable City demolition and stormwater permitting requirements into the civil/site documents. Based on the RFP clarification, no City Shoreland Alteration Permit is anticipated. SEH will verify applicable state permit requirements as final grading, discharge, land-disturbance, and shoreline relationships are established. SEH will provide civil/site information reasonably required to support building or zoning permits prepared by the City's feature consultant, but will not prepare or submit feature-specific building permits.
- Confirm whether the project requires coverage under the MPCA NPDES/SDS Construction Stormwater General Permit and, if required, prepare the applicable stormwater pollution prevention and permit information for filing by the designated applicant.
- Prepare the technical materials for the Minnesota DNR Water Appropriation Permit and support submission by the designated applicant, using well-design, pumping-rate, and operational information provided by the City, well contractor, and feature consultant. SEH will provide normal agency coordination associated with the application.
- Request and coordinate the Minnesota DNR Natural Heritage Review required following selection of the project for Outdoor Recreation Grant funding. SEH will review the resulting findings and incorporate applicable avoidance, minimization, or other design requirements into the project documents.
- Review and update the previously prepared U.S. Fish and Wildlife Service IPaC documentation, as appropriate, using final project limits and current regulatory information. SEH will coordinate follow-up associated with identified species and incorporate applicable avoidance or minimization measures resulting from agency coordination.
- Review proposed tree and vegetation removal relative to the migratory bird and bald eagle information identified through the prior environmental review and incorporate applicable avoidance or minimization measures.
- Support cultural-resource and State Historic Preservation Office coordination required by the project’s grant funding. SEH will compare final areas and depths of disturbance with the previously completed data searches and coordinate the applicable agency review.
- Review final grading, stormwater improvements, splash pad drainage, construction limits, and restoration limits relative to the wetland and shoreland information developed for the grant application. SEH will evaluate whether the final design remains consistent with the prior assumption that no wetland or shoreline disturbance will occur.
- Maintain applicable applications, regulatory correspondence, review comments, approvals, permit conditions, and environmental documentation as part of the project record.

Deliverables: Permit and environmental-action matrix; applicable application packages and supporting civil/site information; Minnesota DNR Natural Heritage Review documentation; updated environmental and cultural-resource documentation, as required; agency correspondence; and documentation of permit approvals, conditions, or status.

Task 4.0 - Coordination with Site Feature Consultant

Because the City will contract directly with consultants for the splash pad, pavilion, restroom/shelter, and other specialized site features, SEH will coordinate the interfaces between those consultants' work and the civil/site design. SEH's coordination will focus on obtaining, documenting, and incorporating the information needed for the separate improvements to function as one complete and accessible park site.

- Coordinate with the City and its feature consultant to confirm feature footprints, orientation, installation limits, and civil/site preparation requirements.
- Confirm utility types, sizes, demands, connection points, elevations, and other information needed to coordinate sanitary sewer, water, groundwater-well, drainage, and electrical-service interfaces.
- Coordinate finished-floor, slab, equipment-pad, and adjacent site elevations with proposed grading, drainage, accessible routes, and feature-consultant requirements. SEH will establish adjacent grading, finished interface elevations, civil/site subgrade preparation limits, drainage, utilities, and accessible connections. Structural design of slabs, foundations, buildings, shelters, and proprietary feature systems will be by the City's feature consultant.
- Confirm material specifications, equipment clearances, maintenance access, foundation or footing information provided by the responsible designer, and construction-sequencing requirements that affect the civil/site work.
- Coordinate splash pad drainage criteria, anticipated flow information, connection points, and discharge routing with the splash pad consultant and the civil stormwater design.
- Review accessible-route connections and transition elevations between the civil/site improvements and feature-consultant improvements.
- Conduct coordination reviews at appropriate design stages and incorporate applicable feature-consultant requirements into the civil/site plans, specifications, quantities, and bid documents.
- Identify interface conflicts early enough for City and consultant resolution before bidding. Items affecting accessibility, permitting, cost, schedule, or constructability will be elevated to the City for direction.
- Conduct regular coordination check-ins with the City and feature consultant during active design. Meetings will focus on upcoming information needs, design interfaces, decisions, responsible parties, and schedule-sensitive items. SEH will document action items and follow them through resolution.

Deliverables: meeting/coordination records, action-item log, and documented design interface criteria.

Task 5.0 - Contract Bidding and Award

SEH will prepare the project for competitive bidding after completion of City review, applicable permit coordination, and Council authorization to advertise. Before advertisement, SEH will complete a final bidability review to confirm that feature-consultant interfaces, bid items, allowances, alternates, responsibilities, and applicable grant and funding requirements are clearly represented in the documents.

- Prepare electronic bid documents and assist the City with advertisement following Council authorization.
- Incorporate applicable grant and funding provisions into the bid package, including prevailing-wage requirements and any confirmed Build America, Buy America requirements.
- Coordinate final feature-consultant drawings or technical requirements that are to be incorporated or referenced in the bid documents.
- Conduct or assist with a pre-bid meeting and site visit, if authorized.
- Respond to bidder questions and prepare addenda.
- Assist with bid opening and prepare a bid tabulation.
- Review bidder information and identify material irregularities for City consideration.
- Compare bids with the final cost opinion and grant-budget structure.
- Provide a written recommendation regarding award.
- Prepare conformed contract documents following award.

Deliverables: Final bid package, pre-bid meeting record if held, addenda, bid tabulation, bid review and award recommendation, and conformed contract documents.

Task 6.0 - Construction Inspection and Management Services

SEH will administer the construction contract and provide full-time construction observation for the active civil/site work designed by SEH, consistent with the City's RFP clarification. Observation of feature installation is excluded except for coordination of interfaces with SEH-designed civil/site improvements.

- Observation basis: one construction representative during active civil/site work within the construction period, assumed at 225 hours.
- Feature work: interface coordination only; technical observation of feature installation remains with the City and feature consultant.
- Conduct a preconstruction meeting to review responsibilities, communication, schedules, submittals, testing, permits, grant requirements, public access, environmental controls, safety responsibilities, and feature-consultant coordination.
- Conduct weekly construction-progress meetings during active construction.
- Coordinate the contractor, City, feature consultant, utilities, geotechnical and testing providers, and other affected parties.
- Review shop drawings and submittals for general conformance with the contract documents.
- Respond to requests for information and provide clarifications of the contract documents.
- Evaluate proposed substitutions and changes and document potential cost or schedule effects for City consideration.
- Prepare contractor pay estimates based on observed work and available supporting documentation.
- Maintain observation reports, photographs, submittal and RFI logs, change documentation, and meeting records.
- Review prevailing-wage and applicable grant documentation administratively and identify observed documentation gaps to the City. SEH will not audit or certify contractor compliance.
- Track installation of applicable grant-funded facilities and design commitments through the construction record.
- Prepare a substantial-completion punch list and conduct a final punch-list review.

Deliverables: Preconstruction meeting record; weekly meeting records; observation reports; photographic documentation; submittal, RFI, and change logs; pay estimates; grant-related construction documentation maintained by SEH; substantial-completion punch list; and final punch-list review.

Task 7.0 - Warranty Inspection and Record Drawings

SEH will manage engineering closeout so the City receives an organized record of the completed project, applicable grant facilities, design changes, permits, testing information provided to SEH, and remaining warranty obligations.

- Coordinate final inspection and confirmation of punch-list completion.
- Assist with collection and organization of contractor closeout materials identified in the contract documents.
- Prepare record drawings based on contractor markups, approved changes, SEH field information, and available final survey information.
- Compile permit approvals, relevant correspondence, construction records, and applicable grant-compliance documentation maintained by SEH.
- Compile and deliver a fully scanned electronic project file organized for import into the City’s Laserfiche system.
- Conduct a warranty inspection at the agreed warranty interval.
- Prepare a written warranty-item list for City and contractor follow-up.
- Review of IC-134 forms from prime contractor.
- Issue final balancing change order.

Deliverables: Final engineering closeout documentation; record drawings in PDF and the agreed electronic format; Laserfiche-ready project file; and warranty-inspection memorandum.

4. PROPOSED PROJECT TEAM AND EXPERIENCE

SEH has assembled a locally led, multidisciplinary team to support the City from survey and final design through permitting, bidding, construction, and closeout. Sara Christenson will serve as the City's primary contact and will lead scope, schedule, budget, design coordination, and communication with the City and its feature consultant. She will be supported by staff experienced in civil/site design, surveying, water resources, environmental permitting, construction observation, project documentation, and independent quality review.

Proposed Project Team

Team member	Project Role and Responsibility
Sara Christenson, PE*	**Project Manager and Civil/Site Design Lead.** Primary City contact responsible for scope, schedule, budget, communication, consultant coordination, civil/site design, cost opinions, construction documentation, pay-estimate preparation, change documentation, grant-related recordkeeping, and delivery of the project.
Jason Engstrom	**Civil Lead Technician.** Leads detailed grading, utility and site design; plan development; interdisciplinary coordination; constructability support; and record drawings.
Andrew Felber	**Site Lighting Lead Technician** Leads detailed site lighting design, lighting specifications, and final construction punch list.
Richard Schmidtke	**Construction Representative.** Provides full-time onsite construction observation, contractor coordination, field documentation, quantity review, and construction-meeting support.
Mike Hudec	**Civil Technician and Construction Support.** Supports design production, quantities, and prevailing wage review.
Tim Seeley	**Survey Lead.** Leads topographic survey, project control, existing-conditions mapping, construction-related survey support, and record survey information.
Dean Doneen, PE*	**Water Resources Lead.** Leads stormwater management, splash pad drainage, erosion and sediment control, and water-resource coordination.
Erin Budrow, PWS, CMWP	**Environmental and Permitting Lead.** Leads environmental review, permit coordination, Natural Heritage Review coordination, and documentation of regulatory requirements.
Tom Olson, PE*	**Quality Control Reviewer.** Provides independent review of technical deliverables, cost and constructability considerations, and interdisciplinary coordination.

* Professional Engineer licensed in Minnesota

Relevant Project Experience

Reference Project | Completion	Client / Contact	Relevant Scope
Woodland Bank Site Improvements 2021	Brian Nicklason Chief Executive Officer 218.999.0595 Briann@woodlandbank.com	New construction of a commercial banking facility, including full site development with grading, parking, access drives, and ADA-accessible circulation improvements. The project incorporated complex grading features and retaining wall construction to address site constraints, along with installation of water and sanitary services, storm sewer infrastructure, and stormwater systems.
Early Childhood Hub Site Development 2023	Kootasca Community Action Isacc Meyer Special Projects Program Director 701.610.6140 isaac@itascacountyhra.com	Redevelopment of site infrastructure including grading, stormwater BMPs, parking, site lighting, and ADA-accessible circulation. SEH provided design through construction-phase services and coordinated implementation of the site improvements within the owner's schedule and budget.
Mill and Miss Site Development 2026	Oppidan Tayler Budenski Senior Construction Manager 651.324.1493 TaylerB@Oppidan.com	New construction of a multifamily residential development, including full site development with grading, stormwater management best management practices, ADA-access, dog-park, utility infrastructure, and parking improvements.

Woodland Bank Site Improvements Team Experience:
Sara Christenson, PE | Project Management/Civil Design
Mike Hudec | Plan Production
Tim Seeley | Survey

Early Childhood Hub Team Experience:
Sara Christenson, PE | Project Management/Civil Design
Andrew Felber | Site Lighting Lead Technician
Jason Engstrom | Construction Representative
Tim Seeley | Survey

Mill and Miss Site Development Team Experience:
Sara Christenson, PE | Project Management/Civil Design
Mike Hudec | Plan Production
Jason Engstrom | Construction Representative
Tim Seeley | Survey

Directly Relevant Current Experience | Silver Lake Park Splash Pad
SEH is currently working with Commercial Recreation Specialists (CRS) on the City of Virginia's Silver Lake Park splash pad, with CRS providing the specialized splash pad design, equipment, and installation and SEH providing the supporting civil and utility engineering. SEH has worked directly with CRS and Ashley Walker to coordinate water and electrical services, drainage and discharge, equipment locations, permitting, and construction sequencing. Because Silver Lake Park uses a coordination model similar to Blandin Beach, SEH can share project experience and lessons learned across offices, giving the locally led Blandin Beach team access to staff with current experience coordinating civil infrastructure with CRS splash pad systems.

5. PROJECT SCHEDULE

SEH is prepared to begin upon written authorization. Our proposed schedule is structured around the anticipated May 2027 construction start, with survey, feature-consultant coordination, design, permitting, City review, and bidding advanced in parallel where practical.

Maintaining the schedule will require timely coordination among the City, SEH, and the City's feature consultant. At kickoff, SEH will confirm key milestones, required information dates, review periods, and decision points. Schedule-sensitive items, including feature-consultant information, utility requirements, permit coordination, City reviews, Council actions, and bidding activities, will be tracked throughout design. Consistent with the approach described in Section 3, SEH will communicate upcoming needs and potential schedule impacts early so the project team can resolve issues before they affect subsequent phases.

Milestone / Event	Anticipated Timing
Authorization, kickoff, and confirmation of design criteria	November 2026
Survey, existing-conditions review, and initial feature-consultant coordination	November–December 2026
Preliminary design and initial permit/environmental coordination	December 2026–January 2027
60% design review and updated cost opinion	January 2027
Intermediate design, feature-consultant coordination, and permit applications	February 2027
90% design review and updated cost opinion	February–March 2027
Final design, quality review, and final cost opinion	March 2027
Council authorization to advertise	March 2027
Advertisement, bidding, bid review, and award	April 2027
Anticipated construction start	May 2027
Substantial completion	September 2027
Completion and record drawings	December 2027
Warranty inspection	Spring 2028 / applicable warranty interval

SEH will actively manage the schedule throughout the project rather than treat it as a fixed list of milestones. Progress will be reviewed during project coordination meetings, with upcoming decisions, outstanding information, responsible parties, and schedule-sensitive activities identified for the City and project team. If an issue could affect a key milestone, SEH will communicate the potential impact promptly and work with the City and appropriate feature consultant to evaluate available options for maintaining project progress.

6. ADDITIONAL INFORMATION

Contract Terms: SEH has reviewed the contract terms identified in the RFP and, if selected, anticipates using its Standard Agreement for Professional Services previously provided by the City in Spring 2026, together with mutually agreed-upon project exhibits.

Proposal Validity: This proposal will remain valid for at least 90 days from November 5, 2026, subject to confirmation of the final scope, schedule, fee, and mutually acceptable contract terms.

7. TOTAL CONSULTANT COST

SEH proposes to provide the professional services described in this proposal on an hourly, not-to-exceed basis by task. The proposed fee is based on the scope, schedule, staffing, and assumptions described herein.

Task	Professional Services	Not-to-Exceed Fee
1.0	Topographic Survey, Including GSOC	$3,000
2.0	Design, Including Plans and Specifications	$49,500
3.0	Permit Applications and Regulatory Coordination	$3,900
4.0	Coordination with Site Feature Consultant	$7,500
5.0	Contract Bidding and Award Support	$3,220
6.0	Construction Inspection and Management Services	$47,500
7.0	Warranty Inspection, Record Drawings, and Closeout	$10,350
	TOTAL NOT-TO-EXCEED	**$124,970**

The proposed fees include the professional services and routine project expenses identified in the scope and are based on the project schedule and assumptions stated in this proposal. SEH will invoice based on actual hours and applicable billing rates, up to the not-to-exceed amount for each authorized task. Services beyond the stated scope or assumptions will not be performed without appropriate authorization from the City.

Hourly Billing Rates

The table below lists the primary design leaders; some disciplines may also use technicians who are not listed.

Team Member	Project Role	2026	2027/28
Sara Christenson, PE*	Project Manager / Civil-Site Design Lead	$249.00	$263.50
Jason Engstrom	Civil Lead Technician	$148.50	$157.50
Andrew Felber	Site Lighting Lead Technician	$191.50	$202.25
Richard Schmidtke	Construction Representative	$129.00	$136.25
Mike Hudec	Civil Technician / Construction Support	$117.00	$124.00
Tim Seeley	Survey Lead	$165.00	$175.50
Dean Doneen, PE*	Water Resources	$171.00	$181.50
Erin Budrow	Environmental / Permit Lead	$164.00	$173.50
Tom Olson, PE*	Quality Control Reviewer	$166.00	$176.00

* Professional Engineer licensed in Minnesota

Reimbursable expenses:
Reimbursable expenses included in the not-to-exceed fee will be billed at the applicable rates in effect when incurred. If applicable permit and regulatory review fees paid by SEH are excluded from the professional-services fee and will be reimbursed separately by the City.

Current Rates: Survey Vehicle – $7.50/hour | Mileage – $0.76/mile | Vehicle on Site – $16/day | Robotic Total Station – $45/hour. Rates are subject to adjustment annually.

Assumptions, Clarifications, and Exclusions

- The City will provide available record drawings and mapping, the final grant agreement and applicable conditions, feature-consultant contracts and design criteria, and one consolidated set of City comments at each review stage.
- The City will contract directly with one feature consultant and will have that consultant under contract in time to support the project schedule. SEH will coordinate civil/site interfaces with the feature consultant's work but will not be responsible for the technical adequacy of proprietary designs prepared by the feature consultant.
- Architectural, structural, mechanical, electrical, plumbing, controls, feature slabs and foundations, and proprietary splash-pad design responsibilities are assumed to be provided by the City's feature consultant. SEH will provide civil/site grading, finished interface elevations, subgrade preparation limits, drainage, utility interfaces, and accessible connections.
- The City will separately procure construction of the splash-pad well and will coordinate with the feature consultant to confirm the available flow rate. SEH's scope includes coordination of the well connection and civil/site interfaces, but does not include well design, procurement, drilling, testing, controls, treatment systems, or pump-system design unless subsequently authorized.
- All sewers will be gravity for the proposed scope of services.
- No retaining walls are included in the proposed scope.
- Electrical design associated specifically with the splash pad, pavilion, restroom/shelter, and other proprietary feature systems remains the responsibility of the feature consultant.
- The proposed scope assumes untreated groundwater will supply the splash pad and discharge through the designed stormwater BMPs toward Forest Lake. Requirements for treatment, recirculation, disinfection, monitoring, sampling, or an alternate discharge method would represent a change in the design criteria and may require an amendment.
- Soil borings, geotechnical engineering, and construction materials testing will be contracted and paid directly by the City. SEH will schedule and direct those services as described in the project scope.
- Task 3.0 includes the desktop environmental review and agency coordination described in this proposal. Archaeological field investigations or surveys; wetland field delineation, impact permitting, or replacement plans; threatened or endangered species field surveys; specialized habitat surveys; environmental assessment or environmental impact documentation; contaminated-material investigations; and other field studies or mitigation required by agency findings or project changes are not included.
- Permit and regulatory review fees paid by SEH are excluded from the professional-services not-to-exceed fee and will be reimbursed separately by the City.
- Property-boundary, easement, and right-of-way survey services are not included unless specifically authorized. Construction staking is also not included.
- Deliverables will be provided electronically unless hard copies are specifically identified. CAD/GIS and Laserfiche file requirements will be confirmed at kickoff.
- Public-engagement meetings and formal presentations to the City Council are not included.
- Task 6 assumes approximately 225 hours of full-time construction observation during active civil/site construction. The assumed level of effort is based on SEH's anticipated civil/site construction duration and sequencing. Observation associated with contractor-caused extensions, material changes in construction sequencing or duration, overtime, weekends, holidays, or additional construction seasons is not included in the proposed fee and would constitute Additional Services.
- Services resulting from owner-directed changes, materially changed site conditions, contractor claims, rebidding, extended construction duration, or regulatory requirements not identified in the source documents are outside the proposed scope and may require Additional Services.

Additional Services
Services not specifically included in the proposed scope, or services resulting from changes to the assumptions and conditions stated above, may be provided as Additional Services upon written authorization by the City.

8. INSURANCE

SEH will provide certificates of insurance demonstrating the coverages agreed to in the final professional services agreement.

WHY SEH?

SEH understands that the Blandin Beach Site Improvements require more than strong technical design. Successful delivery will depend on bringing the civil/site improvements, specialized park features, permitting, accessibility, utilities, stormwater management, grant commitments, bidding, and construction together as one coordinated project. Our approach is built around early coordination, timely decisions, clear communication, and consistent follow-through from design through construction and closeout.

Our locally led project team brings the technical expertise, project leadership, and construction experience needed to successfully deliver the improvements. Sara Christenson, PE, will serve as Project Manager and Civil/Site Design Lead and brings engineering experience across municipal, private-development, and athletic-facility projects in Minnesota and beyond. The team understands that public improvement projects can involve community interests, competing priorities, agency requirements, funding considerations, and public decision-making. SEH brings the technical judgment, communication skills, and personal leadership needed to help the City navigate those considerations while maintaining focus on project goals, schedule, budget, and constructability.

The proposed team also brings experience carrying projects from design into construction, where communication and coordination become especially important. Our approach emphasizes partnership among the City, SEH, feature consultant, contractors, utilities, regulatory agencies, and other project stakeholders, with clear responsibilities, timely communication, and issues addressed before they affect downstream work. SEH's broader resources also allow the locally led team to share relevant experience across offices, including lessons learned from similar project types.

SEH appreciates the opportunity to be considered for this important project. We are excited about the improvements planned for Blandin Beach and would welcome the opportunity to continue partnering with the City to bring its vision for the park successfully from design through construction.

Sincerely,
SHORT ELLIOTT HENDRICKSON INC.



Sara Christenson, PE (Lic. MN)
Client Service Manager

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

Proposal for Professional Engineering Services

BLANDIN BEACH SITE IMPROVEMENTS

BOLTON & MENK
Real People. Real Solutions.

CONTACT

Kory Johnson, PE
218-259-6323
kory.johnson@bolton-menk.com

LOCATION

506 NW 2nd Avenue
Grand Rapids, MN 55744
218-571-4347 | Bolton-Menk.com

DATE

November 5, 2026



BOLTON & MENK

Real People. Real Solutions.

November 5, 2026

506 NW 2nd Avenue
Grand Rapids, MN 55744
218-571-4347 | Bolton-Menk.com

Matt Wegwerth, P.E.
Public Works Director/City Engineer
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids, MN 55744

RE: Proposal for Professional Engineering Services Blandin Beach Site Improvements

As one of Bolton & Menk's principal owners, Jason Femrite is fully authorized to negotiate binding commitments for the firm. He has reviewed the following proposal and cost proposal and approves its submission to the City of Grand Rapids.

This proposal shall remain valid for a period of 90 days from the date of submittal.

Dear Matt,

The City of Grand Rapids has initiated the Blandin Beach Site Improvements project to enhance this important community recreation area with a new splash pad, pavilion, restroom facility, sand volleyball court, accessible walks, utilities, and improved parking and accessibility. This project will require thoughtful coordination among the City, feature consultants, contractors, and other stakeholders to successfully integrate the various site improvements while maintaining schedule and budget. Like you, Bolton & Menk, Inc. takes great pride in designing and managing projects that are safe, sustainable, and functional. We understand what needs to be accomplished for the successful completion of the Blandin Beach Site Improvements.

Keeping the Project on Schedule – Keeping the Blandin Beach Site Improvements on schedule will require proactive coordination among the City, feature consultants, contractors, and other project partners. Bolton & Menk will focus on clear communication and timely coordination throughout design and construction to keep interconnected improvements moving forward and minimize delays. A well-coordinated construction schedule will also help streamline full-time observation needs and support efficient project delivery.

Seamless Coordination – With multiple disciplines, feature consultants, and stakeholders involved, strong coordination will be essential to the success of the Blandin Beach Site Improvements. Bolton & Menk will provide a central point of coordination, maintain clear communication, and align design efforts so each project element works together seamlessly and potential conflicts are addressed early.

Local, Invested Project Team – Our established presence in Grand Rapids gives our team valuable familiarity with the City and the community it serves. Bolton & Menk's local staff will pair that knowledge with multidisciplinary expertise in municipal engineering, surveying, landscape architecture, utilities, and site design to support the Blandin Beach Site Improvements. This integrated approach provides responsive communication, efficient coordination, and solutions tailored to the City's goals for a functional, accessible, and welcoming recreational space.

In continued service to the City of Grand Rapids, we are excited at the opportunity to complete the Blandin Beach Site Improvements. I will serve as principal-in-charge and Kory Johnson will serve as your lead contact. Please contact him at 218-259-6323 or kory.johnson@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

Jason Femrite, PE
Principal-in-Charge

Kory Johnson, PE
Project Manager

Bolton & Menk is an equal opportunity employer.



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GENERAL INFORMATION



Our commitment to communities began in 1949, serving the needs of municipal clients. As we continue to grow in both numbers and experience, our dedication to building trust and ensuring a true partnership with our clients remains the same. Our goal is to help communities make progress by listening to what people want, finding the best solutions for their needs, and treating them right. Simply put, we're people helping people. Today, Bolton & Menk has more than 1,250 multiregional employees including a professional staff of more than 400 engineers, planners, landscape architects, and surveyors.

We have been successfully serving communities for more than 75 years. We are committed to helping each community prosper in its own way, at its own rate. Our dedicated team of professionals allow us to provide a full complement of services to every community— as much or as little as you need. Contrary to many of our competitors, we are not simply project engineers. We don't disappear between projects. We are long-term investors in the City of Grand Rapids.

We opened locations in Grand Rapids and Hibbing in 2023, following the opening of our Hermantown location in 2017, and added an office in Mountain Iron in 2025, further solidifying our presence in the Arrowhead. We currently provide services to several area communities and counties, including Aurora, Bovey, Calumet, Duluth, Eveleth, Hermantown, Hibbing Public Utilities, Hoyt Lakes, Grand Rapids, Itasca County, Lake County, Marble, Meadowlands, Mountain Iron, Silver Bay, St. Louis County, Taconite, and Two Harbors. Our team provides the perfect balance of local and regional expertise that we are excited to continue bringing to Grand Rapids.

EMPLOYEE COUNT

311	Civil Engineers
145	Transportation Engineers and Planners
17	Structural Engineers
19	Aviation Engineers and Planners
47	Water/Wastewater Engineers
60	Water Resources Engineers
19	Natural Resources Specialists
44	Land Surveyors
90	Survey Technicians
73	CADD Technicians
72	Construction Inspectors
35	GIS Specialists
10	Architects
26	Urban/Regional Planners
60	Landscape Architects
5	Community Outreach Specialists
8	Communication Specialists
15	Visual Communications Specialists
9	Funding Specialists
165	Corporate/Administrative

SOLUTIONS PROVIDED

- **Civil/Municipal Planning and Engineering**
- Project Funding Support
- Structural Services
- Community and Area Planning
- Urban Design and Landscape Architecture
- Transportation Planning and Engineering
- Architectural and Building Services
- Aviation Services
- Water Resources Engineering
- Environmental Planning and Permitting
- Water and Wastewater Engineering
- Construction Administration and Inspection
- Land Surveying
- Geographic Information Systems
- Engagement Services
- Visual Communications

PROJECT UNDERSTANDING

The City of Grand Rapids is seeking a qualified engineering partner to plan, design, and support construction of the Blandin Beach Site Improvements. The project is intended to replace aging and obsolete infrastructure at Blandin Beach Park, which is the City's only public swimming beach and primary waterfront recreation area.

The project will restore full functionality to a high-demand community asset and prepare the park for the anticipated neighborhood growth associated with reinvestment in the adjacent 10th Avenue Node, as identified in the Highway 2 Land Use and Development Study. By modernizing infrastructure and enhancing the site, the project ensures that Blandin Beach Park can continue to serve residents of all ages and abilities with safe, high-quality waterfront recreation for decades to come.

The scope of the selected engineering consultant will include design for the demolition of the existing beach house, which has been closed for over a decade. The beach house will be replaced with a new Americans with Disabilities Act (ADA)-compliant restroom/shelter facility to serve beach and splash pad users. The engineering consultant will support the new restroom/shelter by providing design of water and sewer utilities, utility site permitting, site integration, and grading plan in coordination with feature consultant for subgrade preparation and finished floor elevations.



The project also includes a new 60-foot by 30-foot pavilion with accessible picnic tables. The pavilion is intended to host community programs, concerts, and special events and may also be reserved by the public. The engineering consultant will support the new pavilion by providing grading plan design in coordination with feature consultant for subgrade preparation and finished floor elevations.

In addition to the pavilion, the project includes the construction of a new 36-foot by 62-foot sand volleyball court for structured and informal recreation for teens and adults. The scope of the selected engineering consultant will include design of the volleyball court, including grading plan, drainage, playing surface, and equipment.

A new 2,400-square-foot zero-depth splash pad will be constructed utilizing modern water management technology designed to operate efficiently and minimize unnecessary water use. The splash pad will be supplied with water from a new well. The splash pad discharge will be directed through native vegetated drainage areas to reduce erosion and sediment discharge into Forest Lake. The engineering consultant will support the new splash pad by providing discharge drainage channel design, site integration, and a grading plan in coordination with feature consultants for subgrade preparation and finished floor elevations.

ADA-compliant access is a key feature of the park improvements. The engineering consultant will provide design for demolition of the existing walks and construction of new ADA-compliant walks throughout the park, connecting the newly proposed features to the existing playground and beach areas. Additionally, a new 6-foot sidewalk will be installed along the 10th Avenue NW parking area.

The engineering consultant will provide design for street improvements along 10th Avenue NW, including new curb and gutter bump-outs with ADA-accessible ramps, and new parking spaces to support the park improvements.

The engineering consultant will provide design for lighting layout to support the park for all hours of operation.

Construction is anticipated to begin in May 2027, with professional services starting in November 2026 and extending through warranty inspection and preparation of record drawings. The scope of professional services includes topographic survey, plans and specifications, permit applications, coordination of feature consultants, bidding, construction observation services, warranty inspection, and record drawings.

The City of Grand Rapids will contract directly with a feature consultant by January 1, 2027, for the design and installation of the splash pad, pavilion, and restroom/shelter.

The City will also contract directly with a well driller to install the well serving the splash pad and with a geotechnical consultant to provide soil borings and materials testing as required.

Bolton & Menk will coordinate, schedule, and direct the geotechnical consultant as needed throughout the project.

Overall, Bolton & Menk understands that the City is seeking a firm with demonstrated experience delivering complex municipal infrastructure projects that require technical expertise and disciplined construction management. We are committed to delivering a project that meets City standards, remains within budget, and supports the long-term functionality and vitality of Blandin Beach Park.



PROJECT APPROACH

PROJECT COORDINATION AND MANAGEMENT

Successful delivery of the Blandin Beach Park Improvements will depend on proactive coordination, clear communication, and effective project management from project initiation through completion. Bolton & Menk will serve as the City's partner, working closely with city staff to establish roles, communication protocols, decision-making processes, and schedule expectations at the outset of the project. Coordination will extend across city departments, regulatory agencies, utility providers, feature consultant, and contractors to ensure that design decisions and construction activities are aligned with project goals, funding requirements, and operational needs. Through regular meetings, clear documentation, and responsive communication, we will actively manage scope, schedule, and budget while minimizing risk and disruption. We propose the following tasks to complete the Blandin Beach Improvements Project.

TASK 1: TOPOGRAPHIC SURVEY

Bolton & Menk will perform a comprehensive topographic survey of the Blandin Beach Park project area to support accurate and coordinated design of park and street improvements. The survey will capture existing right-of-way limits, existing surface features, utilities, structures, pavement limits, curb lines, landscaping, and other relevant improvements. All survey work will be coordinated with available record drawings and mapping provided by the City.





TASK 2: DESIGN

Bolton & Menk will prepare a detailed design of the proposed improvements in accordance with the City of Grand Rapids design standards and all applicable federal and state laws, rules, and regulations.

Our team envisions biweekly correspondence to ensure the City of Grand Rapids' input on the design is included throughout the process. We intend to submit final design plans, specifications, and an engineer's estimate for review at the following stages of completion:

- **60% Plan Review** – Submittal to include existing conditions, proposed removals, demolition plan, grading plan, lighting plan, street construction plan, utility plans and details, and preliminary cost estimate
- **95% Plan Review** – Submittal of final design plans, project proposal and specifications, and engineer's estimate for approval and signatures

Our team will work closely with city staff, feature consultant, and regulatory agencies to ensure permit applications are completed accurately and submitted in a timely manner to support the project schedule. We will coordinate directly with the applicable reviewing agencies, respond to review comments, and provide any necessary design revisions required for permit approval.

Key permitting activities are anticipated to include:

- Prepare and submit a Minnesota Department of Labor and Industry (DLI) permit application for site plumbing installations associated with the restroom facility and splash pad infrastructure

TASK 3: SITE FEATURE CONSULTANT COORDINATION

The City of Grand Rapids will retain a feature consultant responsible for the design and installation of key site features within the Blandin Beach Park Improvements project. This begins with design coordination related to the size and location of utilities for the key features, drainage requirements, subgrade requirements, and final grade finished floor elevations. Bolton & Menk will coordinate with the feature consultant to ensure a seamless transition from the general site construction to key site feature construction.

Our team recognizes that successful delivery of this project depends on proactive communication, clearly defined responsibilities, and continuous coordination among all project participants.

TASK 4: CONTRACT BIDDING AND AWARD

Bolton & Menk will prepare and assemble bidding documents, including project specifications, instructions to bidders, bid proposal form, and any necessary labor/wage requirements. Our project manager will perform the following bid administration responsibilities:

- Issue project for bid
- Issue addenda (as needed)
- Issue notification of award

We will prepare the bid advertisement documentation, bidding documents (project manual), final contract documents, and bid abstract to support the project through the bidding and contract award process.

TASK 5: CONSTRUCTION INSPECTION AND MANAGEMENT

Bolton & Menk will perform construction administration, including construction staking, project management, and full time observation on behalf of the City of Grand Rapids.

We will complete the necessary field staking to facilitate construction activities. Our survey crews will provide construction staking for the following features:

- Vertical control
- Construction limits
- Grading
- Proposed utilities
- Miscellaneous infrastructure features

Kory Johnson will oversee all construction management and construction observation services, serving as the City's primary point of contact and proactively managing risk related to scope, schedule, budget, utilities, and park access. Responsibilities include managing observation staff, administering contract documents, hosting a pre-construction meeting, reviewing pay applications and change orders, ensuring prevailing wage compliance, providing monthly progress updates for council meetings, and leading construction meetings to resolve issues early and protect the City's interests.

Bolton & Menk will provide the necessary staff to serve as construction project representatives (CPR) to assist the project manager with construction administration and perform daily observation of the contractor's work. The CPRs will be on-site full time throughout all stages of construction to observe and review the quality of work.



Our proposed CPRs are experienced in performing construction observation on similar projects and will perform the following tasks:

- Perform on-site review pertaining to work and progress as needed
- Facilitate weekly progress meetings
- Review shop drawings, material lists, and suppliers
- Provide day-to-day construction observation and coordination between contractor, City, and affected businesses and property owners
- Maintain daily construction logs, including daily notes and quantity tracking
- Review monthly pay requests
- Document construction of proposed utilities, including collection of GPS shots on proposed utility network

TASK 6: PROJECT CLOSEOUT

Bolton & Menk will perform a project closeout walkthrough on the project. We will develop a punch list of items to be completed by the contractor prior to closing the contract. We will develop drawings documenting the “as-built” conditions for the City’s records and future use. We will combine a record plan survey and all field information collected by the CPR, contractor, and subcontractors for use in preparing record drawings.

GENERAL ASSUMPTIONS

This proposal is based upon the following assumptions:

1. Bolton & Menk will perform the services outlined in the proposal for the stated fee. Changes required by the owner or other controlling entities (regulatory agencies, feature consultants, contractors, courts, etc.) that modify the scope of services, as well as any title issues that may arise, will be considered additional services and will be invoiced on an hourly basis in addition to the stated fee.
2. Wetland delineation and mitigation is not anticipated.
3. Construction management and observation services for this proposal have been estimated for an 8-week construction duration. Should construction management and observation services be extended due to circumstances outside of Bolton & Menk's control, they will be considered additional services and will be invoiced on an hourly basis in addition to the stated fee.
4. One minor revision to the plans based on owner comments is included; other revisions will be provided as additional services.



PROPOSED PROJECT TEAM AND EXPERIENCE

PROJECT TEAM

Bolton & Menk understands the importance of developing design solutions that can be supported by stakeholders and implemented efficiently. We have provided a brief background and description of key individual roles. These individuals have track records of successful projects and, just as importantly, are enthusiastic and committed to meeting and exceeding your expectations. We can provide detailed résumés of all personnel upon request.



KORY JOHNSON, PE

Project Manager

Kory will lead day-to-day project delivery, coordinate the project team, and manage the schedule, budget, design, permitting, bidding, and construction-phase services while serving as the City's primary point of contact.

Kory brings extensive experience in civil engineering and project management, leading municipal improvements from initial development through design and construction. His hands-on, collaborative approach will support the Blandin Beach site improvements by coordinating project needs, resolving design and construction challenges, and helping deliver improvements that serve the Grand Rapids community.

Relevant Experience:

- City Park Improvements, Meadowlands, MN
- Bovey Park Preliminary Engineering, Bovey, MN
- Itasca County Farm Demo and Grading Project, Grand Rapids, MN
- TH 61 Utility Improvements, Two Harbors, MN
- Block 19 Improvements, Grand Rapids, MN
- Palmer Bus Garage Utility Extension, Bovey, MN



JASON FEMRITE, PE

Principal-in-Charge

Jason will provide executive oversight and guidance, support key project decisions, and ensure the project team has the resources necessary to successfully deliver the Blandin Beach improvements.

Since 1995, Jason has been helping clients reach their goals. He excels in project administration, planning, project conception, preliminary engineering reports, and financing of capital improvements. As a land development group leader, Jason has extensive experience both as a municipal engineer and with private site development.

Relevant Experience:

- Public Works Facility - Site Design, Washington County, MN
- Police Station, Montgomery, MN
- Fire Hall, Waterville, MN
- Safe Routes to School Sidewalk Improvements, Arlington, MN
- Eastwood Energy Industrial Park Low Impact Design, Mankato, MN
- 2023 Street and Utility Improvements, Montgomery, MN



JOSH BARSNESS, PLS

Survey Manager

Josh will manage and coordinate all surveying activities, including the topographic survey and field data collection, to provide accurate base information for design and construction.

A survey manager at Bolton & Menk, Josh began his surveying career in 2018. He is responsible for survey field work, including topographic, boundary, ALTA, platting, and construction staking. His passion for the field stems from the variety it offers and his love of being kept on his toes—every project is unique!

Relevant Experience:

- City Park Improvements, Meadowlands, MN
- Pine Grove Park Parking Lot, Aurora, MN
- Multimodal Trailhead Center, Silver Bay, MN
- Municipal Liquor Store, Two Harbors, MN
- Library Expansion, Silver Bay, MN
- Topographic and Boundary Survey, Grand Rapids, MN



JAMIE RASMUSSEN, PE
Design Lead

Jamie will lead site and utility design, prepare plans and specifications, and coordinate design requirements with the project's feature consultants.

Jamie is a land development project engineer who began her career at Bolton & Menk in 2022. She specializes in municipal and transportation design, construction documents, cost estimating, and construction inspection.

Relevant Experience:

- DeLagoon Park Improvements, Fergus Falls, MN
- Reishus Park Improvements, Cottonwood, MN
- Camp Quarry Adventure Park, Mankato, MN



SAMI BONN-MILLER
Site Representative

Sami will provide onsite construction observation, document progress, verify project requirements, and coordinate with contractors and feature consultants throughout construction.

Sami is a municipal designer who supports public infrastructure projects from preliminary design through construction. Her experience includes preparing technical reports, plans, specifications, and cost estimates.

Relevant Experience:

- Block 19 Improvements, Grand Rapids, MN
- City Park Improvements, Meadowlands, MN
- Bovey Park Preliminary Engineering, Bovey, MN



AMANDA LAMPPA
Administration

Amanda will provide administrative support and help coordinate project documentation throughout design, bidding, and construction.

Amanda brings 15 years of experience to her role as an administrative coordinator at Bolton & Menk. Since joining the firm in 2026, she has provided administrative support that helps our teams stay organized and deliver projects efficiently.

PROJECT EXPERIENCE

Client satisfaction remains a top priority for us, as evidenced by quality deliverables, cost-effective rates, and timely project delivery. Please feel free to contact any of these references to evaluate our performance. Additional project information is available upon request.



CITY PARK IMPROVEMENTS
Meadowlands, MN

The City of Meadowlands secured a $700,000 grant through state legislation and Iron Range Resources and Rehabilitation (IRRR) to bring a new park and splash pad to the community. With a project of this size, the City needed a clear path to bid the improvements, manage multiple project components, and make the most of its available funding.

The City selected Bolton & Menk to provide engineering design services and guide the project through delivery. Our team evaluated multiple options and helped the City determine that two construction contracts offered the best approach. The playground equipment and installation moved forward through the state contract, while the general site improvements and splash pad followed a traditional design-bid-build process.

This approach gave the City a practical strategy for moving the project from design to construction. The City of Meadowlands was pleased with the final design and bid results and retained Bolton & Menk to provide construction administration services.

Team members/roles:
Kory Johnson, Project Manager
Sami Bonn-Miller, Designer

Reference:
Alyssa White, Council Member
605-277-5051 | awlys97@icloud.com

CRYSTAL LAKE ESTATES - SECOND ADDITION DEMOLITION AND UTILITY PROJECT

Grand Rapids Economic Development Authority



The Grand Rapids Economic Development Authority (GREDA) acquired the former ISD 318 administration building to prepare the site for eight new homes. The site required building demolition, utility installation, and grading. Bolton & Menk prepared plans and specifications and provided construction observation services. Six contractors submitted bids, and the project came in under budget.

During construction, crews uncovered foundations from an older building and identified a sanitary sewer and watermain crossing that required an offset to meet Minnesota Department of Health standards. Despite these unforeseen conditions and related change orders, Bolton & Menk delivered the project within budget, and the site is now ready for home construction.

Team members/roles:
Kory Johnson, Project Manager
Sami Bonn-Miller, Designer

Reference:
Rob Mattei, Director of Community Development
218-326-7622 | rmattei@grandrapidsmn.gov



ITASCA COUNTY FARM CO-OP DEMOLITION AND GRADING PROJECT

Grand Rapids Economic Development Authority

After the Itasca County Farm Co-op went bankrupt, the Grand Rapids Economic Development Authority (GREDA) acquired the property. With no interest in the existing building, GREDA chose to demolish the structure and prepare the site for future commercial development.

Bolton & Menk is currently providing design services to help transform the property into a development-ready site. Our work includes building demolition, site grading, storm sewer replacement, contaminated soil and regulated waste removal, and permitting with BNSF Railway for work within the railroad right-of-way. Through careful coordination of these site and environmental needs, our team is helping GREDA clear a challenging property and position it for new investment.

Team members/roles:
Kyle Johnson, Project Manager
Jason Femrite, Principal-in-Charge
Sami Bonn-Miller, Designer

Reference:
Rob Mattei, Director of Community Development
218-326-7622 | rmattei@grandrapidsmn.gov

SCHEDULE

Nov 5, 2026 Proposals due for consideration by the City of Grand Rapids

Nov 2026
- Contract execution
- Bolton & Menk schedules kickoff with City of Grand Rapids staff

TASK 1: TOPOGRAPHIC SURVEY

Nov/Dec 2026
- Topographic survey
- Right-of-way identification
- Identify geotechnical boring locations

Feb 2027
- Final geotechnical report

TASK 2: DESIGN

Feb 2027
- 60% Plan Review - Submittal to include existing conditions, proposed removals, demolition plan, grading plan, lighting plan, street construction plan, utility plans and details, and preliminary cost estimate
- 95% Plan Review - Submittal of final design plans, project proposal and specifications, and engineer's estimate for approval and signatures

Mar 2027
- March 2027: Submittal to Minnesota Department of Labor and Inudstry for Water and Sewer Site Plan

TASK 3: SITE FEATURE CONSULTANT COORDINATION

Jan 1, 2027 City contract with feature consultant

Jan/Mar 2027 Coordination with feature consultant for design

TASK 4: CONTRACT BIDDING AND AWARD

Apr 2027 Advertisement
- Advertise the project for sealed competitive bids - April 7 and 14
  - Respond to bidder questions and issue addenda

Bid Award
- Bid opening - April 20
- Bid tabulation and recommendation of award to the lowest responsible bidder - April 21
- Grand Rapids awards project - April 26

May 2027
- Contractor contract execution and notice to proceed - May 5
- Pre-Construction meeting - May 6

TASK 5: CONSTRUCTION INSPECTION AND MANAGEMENT

May/Jul 2027
- Construction staking
- Construction begins - May 10
- Construction administration
- Construction project representative
- Punch list completion - June 25

TASK 6:PROJECT CLOSEOUT

Jul 2027
- Construction complete by July 2
- Record drawings, testing summaries, and final documentation delivered to Grand Rapids

TOTAL CONSULTANT COST

The following table summarizes the hours and cost breakdown for each major work task item. Unless otherwise noted, the fees include vehicle expenses, mileage, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

Bolton & Menk will provide the scope of services as described for an hourly, **not-to-exceed** fee of $171,465. We will bill work following our standard hourly billing rates and will not exceed our estimate without prior authorization from the City.

Client: Grand Rapids, MN Project: Blandin Beach Site Improvements		Bolton & Menk, Inc.								
Task No.	Work Task Description	Project Manager	Principal-in-Charge	Survey Manager	Survey Crew	Design Lead	Site Representative	Administration	Total Hours	Total Cost
1.0	Topographic Survey	2	0	12	24	0	0	0	38	$7,774
2.0	Design	73	10	0	0	200	0	5	288	$57,155
3.0	Site Feature Consultant Coordination	30	2	0	0	0	0	4	36	$7,562
4.0	Contract Bidding and Award	10	0	0	0	8	0	20	38	$6,470
5.0	Construction Instruction and Management	64	0	10	46	0	360	16	496	$85,076
6.0	Project Closeout	12	0	0	8	0	20	0	40	$7,428
	Total Hours	191	12	22	78	208	380	45	936	
	Average Hourly Rate	$215.00	$276.00	$200.00	$206.00	$190.00	$160.00	$140.00		
	Subtotal	$41,065	$3,312	$4,400	$16,068	$39,520	$60,800	$6,300		
								Hourly, Not-to-Exceed Fee		**$171,465**

CERTIFICATE OF INSURANCE

ACORD

CERTIFICATE OF LIABILITY INSURANCE

1/1/2027

DATE (MM/DD/YYYY) 10/23/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies, LLC DBA Lockton Insurance Brokers, LLC in CA CA license #0F15767 444 W. 47th St., Ste. 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:
INSURED 1569980 BOLTON & MENK, INC. 1960 PREMIER DR MANKATO MN 56001	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Zurich American Insurance Company — 16535 INSURER B : American Guarantee and Liab. Ins. Co. — 26247 INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 24220597 **REVISION NUMBER:** XXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. *Not Applicable in WY

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [ ] OCCUR [X] X CONTRACTUAL LIAB GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [ ] PRO-JECT [X] LOC [X] OTHER:	N	N	GLO 1340010-00	1/1/2026	1/1/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$ 2,000,000 $ 1,000,000 $ 10,000 $ 2,000,000 $ 4,000,000 $ 4,000,000 $
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY	N	N	BAP 1340009-00	1/1/2026	1/1/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$ 1,000,000 $ XXXXXXX $ XXXXXXX $ XXXXXXX $ XXXXXXX
B	[ ] UMBRELLA LIAB [X] OCCUR X EXCESS LIAB [ ] CLAIMS-MADE DED [X] RETENTION $ $0	N	N	SXS 1340013-00	1/1/2026	1/1/2027	EACH OCCURRENCE AGGREGATE 	$ 10,000,000 $ 10,000,000 $ XXXXXXX
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] N/A If yes, describe under DESCRIPTION OF OPERATIONS below		N	WC 1340011-00	1/1/2026	1/1/2027	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

24220597
CITY OF GRAND RAPIDS
420 NORTH POKEGAMA AVENUE
GRAND RAPIDS, MN 55744

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Joseph M Agnello

ACORD 25 (2025/12)

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Blandin Beach Engineering Services
Ranking Summary of Proposals
Summary

	General Firm	Project Team	Project Understanding	Project Approach	Similar Projects	Proposed Cost	Total Ranking Score
Firm Name							
Short Elliott Hendrickson	19.3	30.0	29.3	49.3	30.0	40.0	198.0
Bolton & Menk	19.3	30.0	28.3	48.3	23.7	35.0	184.7
Max Points per Category	**20**	**30**	**30**	**50**	**30**	**40**	**200**

I. General Firm and Key Staff Information - 50 points
Key point is the understanding of the project and the staff assigned

Rate General Firm with a maximum score of 20
Rate Project Team with a maximum score of 30

II. Project Understanding - 30 points
Key point: Effective coordination and management of contractors, property owners and other stakeholders

Rate with a maximum score of 30

IV. Proposed Approach - 50 points
Key Point: What is the approach to managing the project, sub consultants and other interested parties

Rate with a maximum score of 50

II. Similar Projects / Experience - 30 points
Key point: Effective coordination and management of contractors, property owners and other stakeholders

Rate with a maximum score of 30

VI. Proposed cost - 40 points

1st place = 40 points
2nd place = 35 points
3rd place = 30 points
4th and below = 0 points

STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT ("Agreement") is made this 9th day of November, 2026, between the City of Grand Rapids, Minnesota ("City"), whose business address is 420 North Pokegama Avenue, Grand Rapids, MN 55744 and Short Elliott Hendrickson Inc. ("Consultant") whose business address is 1200 SE 4th Avenue, Suite 200, Grand Rapids, MN 55744.

PRELIMINARY STATEMENT

The City has adopted a policy regarding the selection and hiring of consultants to provide a variety of professional services for City projects. That policy requires that persons, firms, or corporations providing such services enter into written agreements with the City. The purpose of this agreement is to set forth the terms and conditions for the professional services Consultant will provide in connection with Blandin Beach Site Improvements, herein referred to as the "Work".

The City and Consultant agree as follows:

1. **Work.** The Consultant agrees to provide the professional services described in Exhibit "A", Proposal, attached hereto (the "Work").

2. **Time for Performance of Services.** The Consultant shall perform the services described in Exhibit A according to the schedule enclosed, hereto.

3. **Compensation for Services.** City agrees to pay the Consultant a not-to-exceed amount of $124,970 for the Work. Any changes in the scope of the Work which may result in additional compensation due to the Consultant shall require prior written approval by an authorized representative of the City or by the City Council. The City will not pay additional compensation for services that do not have prior written authorization.

4. The City agrees to provide the Consultant with the information required to complete the Work.

5. **Method of Payment.** The Consultant shall submit itemized bills for professional services performed under this Agreement on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to the City.

6. **Project Manager and Staffing.** The Consultant has designated the individuals identified in Exhibit A as the Project Manager to serve on the Project. The Project Manager shall be assisted by other staff members as necessary to facilitate the completion of the Project in accordance with the terms established herein. Consultant may not remove or replace the Project Manager without the approval of the City.

7. **Standard of Care**. Consultant shall exercise the same degree of care, skill and diligence in the performance of the Work as is ordinarily exercised by members of the profession under similar circumstances in Minnesota. Consultant shall be liable to the fullest extent permitted under applicable law, without limitation, for any injuries, loss, or damages proximately caused by Consultant's breach of this standard of care. Consultant shall put forth reasonable efforts to complete its duties in a timely manner. Consultant shall not be responsible for delays caused by factors beyond its control or that could not be reasonably foreseen at the time of execution of this Agreement. Consultant shall be responsible for costs or damages arising from unreasonable delays in the completion of the Work.

8. **Audit Disclosure.** The Consultant shall allow the City or its duly authorized agents reasonable access to such of the Consultant's books and records as are pertinent to the work performed under this Agreement. Any reports, information, data, etc. given to, or prepared or assembled by, the Consultant under this Agreement which the City requests to be kept confidential shall not be made available to any individual or organization without the City's prior written approval. All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Consultant shall become the property of the City upon termination of this Agreement, but Consultant may retain copies of such documents as records of the services provided.

9. **Term.** The term of the Agreement shall be from November 9, 2026 through completion of the project, the date of signature by the parties notwithstanding. This Agreement may be extended upon the written mutual consent of the parties for such additional period as they deem appropriate, and upon the terms and conditions as herein stated.

10. **Termination.** This Agreement may be terminated by the Consultant effective upon sixty (60) days' written notice delivered to the City at the address written above. The City may terminate this Agreement for any reason effective immediately, upon with notice to the consultant. Upon termination under this provision, the Consultant shall be paid for services rendered and reimbursable expenses until the effective date of termination.

    If, however the City terminates this Agreement because the Consultant has failed to perform in accordance with this Agreement, no further payment shall be made to the Consultant, and the City may retain another consultant to undertake or complete the Work.

11. **Independent Consultant.** At all times and for all purposes herein, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.

12. **Non-Discrimination.** During the performance of this Agreement, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, or age. The Consultant shall post in places available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Consultant shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for program work and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work.

13. **Assignment.** Neither party shall assign this Agreement, nor any interest arising herein, without the prior written consent of the other party.

14. **Services Not Provided For.** No claim for services furnished by the Consultant not specifically provided for in Exhibit A shall be honored by the City.

15. **Severability.** The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.

16. **Entire Agreement.** The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

17. **Compliance with Laws and Regulations.** In providing services hereunder, the Consultant shall abide by all statutes, ordinances, rules and regulations pertaining to the provisions of services to be provided. The Consultant and City, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation of statutes, ordinances, rules and regulations pertaining to the services to be provided shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.

18. **Waiver.** Any waiver by either party of a breach of any provision of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.

19. **Indemnification**. Consultant shall indemnify and hold harmless the City, its officers, directors, and employees ("Indemnitees") from and against those damages and costs that Indemnitee incurs as a result of third party tort claims to the extent required by law or caused by the negligent act, negligent error, or negligent omission of the Consultant or anyone for whom the Consultant is legally responsible, subject to any limitations of liability contained in this Agreement.

20. **Consequential Damages Waiver**. To the extent permitted by applicable law, neither Party shall be liable to the other for consequential damages, including without limitation lost rentals; increased rental expenses; loss of use; loss of income; lost profit, financing, business, or reputation; and loss of management or employee productivity, incurred by one another or their subsidiaries or successors, regardless of whether such damages are foreseeable and are caused by unforeseen severe weather events, breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them.

21. **Limit of Liability.** To the fullest extent permitted by law, Consultant's total liability to City for any and all claims, losses, or damages arising out of or related to this Agreement or the Project, whether based on negligence, errors, omissions, strict liability, breach of contract, or warranty, shall not exceed the lesser of (i) the total compensation paid to Consultant under this Agreement or (ii) $500,000. If City requests higher limits, such change must be agreed to in writing, and Consultant's fee shall increase by at least 1% for each additional $500,000 of liability, up to a maximum limit of $5,000,000.

22. Insurance.

A. General Liability. Prior to starting the Work, Consultant shall procure, maintain and pay for such insurance as will protect against claims for bodily injury or death, or for damage to property, including loss of use, which may arise out of operations by Consultant or by any subcontractor or by anyone employed by any of them or by anyone for whose acts any of them may be liable. Such insurance shall include, but not be limited to, minimum coverages and limits of liability specified in this Paragraph, or required by law. The policy(ies) shall name the City as an additional insured for the services provided under this Agreement and shall provide that the Consultant's coverage shall be primary and noncontributory in the event of a loss.

B. Consultant shall procure and maintain the following minimum insurance coverages and limits of liability on this Project:

Workers Compensation	Statutory Limits
Employer's Liability	$500,000 each accident $500,000 disease policy limit

	$500,000 disease each employee
Comprehensive General Liability	$1,500,000 property damage and bodily injury per occurrence $2,000,000 general aggregate $2,000,000 Products – Complete Operations Aggregate $100,000 fire legal liability each occurrence $5,000 medical expense
Comprehensive Automobile Liability	$1,000,000 combined single limit each accident (shall include coverage for all owned, hired and non-owned vehicles.
Umbrella or Excess Liability	$1,000,000

C. The Comprehensive General/Commercial General Liability policy(ies) shall be equivalent in coverage to ISO form CG 0001, and shall include the following:
   a. Premises and Operations coverage with no explosions, collapse, or underground damage exclusion (XCU).

   b. Products and Completed Operations coverage. Consultant agrees to maintain this coverage for a minimum of two (2) years following completion of its work. Said coverage shall apply to bodily injury and property damage arising out of the products-completed operations hazard.

   c. Personal injury with Employment Exclusion (if any) deleted.

   d. Broad Form CG 0001 0196 Contractual Liability coverage, or its equivalent.

   e. Broad Form Property Damage coverage, including completed operations, or its equivalent.

f. Additional Insured Endorsement(s), naming the "City of Grand Rapids" as an Additional Insured, on ISO form CG 20 10 07 04 or such other endorsement form as is approved by the City.

g. If the Work to be performed is on an attached community, there shall be no exclusion for attached or condominium projects.

h. "Stop gap" coverage for work in those states where Workers' Compensation Insurance is provided through a state fund if Employer's liability coverage is not available.

i. Severability of Insureds provision.

D. Professional Liability Insurance. The Consultant agrees to provide to the City a certificate evidencing that they have in effect, with an insurance company in good standing and authorized to do business in Minnesota, a professional liability insurance policy. Said policy shall insure payment of damage for legal liability arising out of the performance of professional services for the City. Said policy shall provide an aggregate limit of $2,000,000. Said policy shall not name the City as an insured.

E. Consultant shall maintain in effect all insurance coverages required under this Agreement at Consultant's sole expense and with insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless specifically accepted by City in writing. In addition to the requirements stated above, the following applies to the insurance policies required under this Paragraph:

a. All policies, except the Professional Liability Insurance policy, shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable);

b. All policies, except the Professional Liability Insurance policy, shall be applied on a "per project" basis;

c. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall contain a waiver of subrogation naming "the City of Grand Rapids";

d. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall name "the City of Grand Rapids" as an additional insured;

e. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall insure the defense and indemnity obligations assumed by Consultant under this Agreement; and

f. All policies shall contain a provision that coverages afforded thereunder shall not be canceled or non-renewed, nor shall coverage limits be reduced by endorsement, without thirty (30) days prior written notice to the City.

A copy of the Consultant's Certificate of Insurance which evidences the compliance with this Paragraph 20, must be filed with City prior to the start of Consultant's Work. Upon request, a copy of the Consultant's insurance declaration page, Rider and/or Endorsement, as applicable shall be provided. Such documents evidencing Insurance shall be in a form acceptable to City and shall provide satisfactory evidence that Consultant has complied with all insurance requirements. Renewal certificates shall be provided to City prior to the expiration date of any of the required policies. City will not be obligated, however, to review such Certificate of Insurance, declaration page, Rider, Endorsement or certificates or other evidence of insurance, or to advise Consultant of any deficiencies in such documents and receipt thereof shall not relieve Consultant from, nor be deemed a waiver of, City's right to enforce the terms of Consultant's obligations hereunder. City reserves the right to examine any policy provided for under this paragraph.

F. Effect of Consultant's Failure to Provide Insurance. If Consultant fails to provide the specified insurance, then Consultant will defend, indemnify and hold harmless the City, the City's officials, agents and employees from any loss, claim, liability and expense (including reasonable attorney's fees and expenses of litigation) to the extent necessary to afford the same protection as would have been provided by the specified insurance. Except to the extent prohibited by law, this indemnity applies regardless of any strict liability or negligence attributable to the City (including sole negligence) and regardless of the extent to which the underlying occurrence (i.e., the event giving rise to a claim which would have been covered by the specified insurance) is attributable to the negligent or otherwise wrongful act or omission (including breach of contract) of Consultant, its subcontractors, agents, employees, or delegates. Consultant agrees that this indemnity shall be construed and applied in favor of indemnification. Consultant also agrees that if applicable law limits or precludes any aspect of this indemnity, then the indemnity will be considered limited only to the extent necessary to comply with that applicable law. The stated indemnity continues until all applicable statutes of limitation have run.

If a claim arises within the scope of the stated indemnity, the City may require Consultant to:

a. Furnish and pay for a surety bond, satisfactory to the City, guaranteeing performance of the indemnity obligation; or

b. Furnish a written acceptance of tender of defense and indemnity from Consultant's insurance company.

Consultant will take the action required by the City within fifteen (15) days of receiving notice from the City.

23. **Records Access.** The Consultant shall provide the City access to any books, documents, papers, and records which are directly pertinent to the specific contract, for the purpose of making audit, examination, excerpts, and transcriptions, for three years after final payments and all other pending matters related to this contract are closed.

24. **Ownership of Documents.** All plans, diagrams, analyses, reports and information generated in connection with the performance of the Agreement ("Information") shall become the property of the City. The City may use the Information for its purposes and the Contractor also may use the Information for its purposes. Reuse of the Information for the purposes of the project contemplated by this Agreement ("Project") does not relieve any liability on the part of the Contractor, but any reuse of the Information by the City or the Contractor beyond the scope of the Project is without liability to the other, and the party reusing the Information agrees to defend and indemnify the other from any claims or liability resulting therefrom.

25. **Subcontractor.** The Consultant shall not enter into subcontracts for services provided under this Agreement except as noted in Exhibit A, without the express written consent of the City. The Consultant shall pay any subcontractor involved in the performance of this Agreement within the ten (10) days of the Consultant's receipt of payment by the City for undisputed services provided by the subcontractor. If the Consultant fails within that time to pay the subcontractor any undisputed amount for which the Consultant has received payment by the City, the Consultant shall pay interest to the subcontractor on the unpaid amount at the rate of 1.5 percent per month or any part of a month. The minimum monthly interest penalty payment for an unpaid balance of $100 or more is $10. For an unpaid balance of less than $100, the Consultant shall pay the actual interest penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Consultant shall be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action. In addition, no subcontractor can file a lien against the City.

26. **Dispute Resolution/Mediation.** Each dispute, claim or controversy arising from or related to this Agreement or the relationships which result from this Agreement shall be subject to mediation as a condition precedent to initiating legal or equitable actions by either party. Unless the parties agree otherwise, the mediation shall be in

accordance with the mediation standards currently in effect. A request for mediation shall be filed in writing with the other party. No legal or equitable action may be instituted for a period of ninety (90) days from the filing of the request for mediation unless a longer period of time is provided by agreement of the parties. Cost of mediation shall be shared equally between the parties. Mediation shall be held in the City of Grand Rapids unless another location is mutually agreed upon by the parties. The parties shall memorialize any agreement resulting from the mediation in a Mediated Settlement Agreement, which Agreement shall be enforceable as a settlement in any court having jurisdiction thereof.

27. **Conflicts.** No salaried officer or employee of the City and no member of the City Council of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision renders the Agreement void. Any federal regulations and applicable state statutes shall not be violated.

28. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.

29. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.

30. **Governing Law.** This Agreement shall be controlled by laws of the State of Minnesota. Executed as of the day and year first written above.

City of Grand Rapids

_____

Mayor

_____

City Clerk

Firm Name

By: _____

Its: _____

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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 23, 2026

AGENDA ITEM: Consider approving amended agreements with CivicPlus for Agenda & Meeting Management and Website Central.

PREPARED BY: Kimberly Gibeau

BACKGROUND:

CivicPlus provided amended agreements for the Agenda & Meeting Management and Website Central platforms. Upon review, the renewal terms were not included in the original agreements. Renewal terms do not alter the current agreement amounts. Renewal information can be found on page 2 of both documents.

REQUESTED COUNCIL ACTION:

Make a motion to approve amended agreements with CivicPlus for Agenda & Meeting Management and Website Central.

CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Statement of Work

Quote #: Q-125586-1
CivicPlus Pricing Approval Date: 9/18/2026 3:29 PM
Expires On: 7/10/2026

Client:
City of Grand Rapids, MN

Bill To:
GRAND RAPIDS CITY, MINNESOTA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Lindsey McElroy		lindsey.mcelroy@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	AMM Select: Conversion Pro Premium Implementation	Includes config. of up to 6 existing meeting types, up to 6 existing boards, 1 approval workflow per existing meeting type, 1 existing staff report, access to 4h of group training, 1h of consulting and recorded training resources	USD 0.00
1.00	AMM Select: Additional Board Configuration Fee	Includes configuration of up to 5 additional boards	USD 0.00

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	12 Month Value
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee	USD 7,800.00
1.00	AMM Select: AI Editing Assistant	AI Editing Assistant is an optional AMMS feature that enables authorized users to enhance agenda and meeting content using integrated AI tools to generate, summarize, rewrite, or polish text in fields like item descriptions, fiscal info, and minutes.	USD 0.00

Total Investment - Initial Term	USD 7,800.00

Annual Recurring Services (Subject to Uplift)	USD 7,800.00

Initial Term	6/1/2027 - 5/31/2028, Renewal Term 6/1 each calendar year
Initial Term Invoice Schedule	100% Invoiced on Initial Term Start Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at https://www.civicplus.help/hc/en-us/p/legal-stuff (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-125586-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit https://www.civicplus.com/verify/

Authorized Client Signature	CivicPlus
_____	_____
By (please sign):	By (please sign):
_____	_____
Printed Name:	Printed Name:
_____	_____
Title:	Title:
_____	_____
Date:	Date:

_____
Organization Legal Name:

_____
Billing Contact:

_____
Title:

_____
Billing Phone Number:

_____
Billing Email:

_____
Billing Address:

_____
Mailing Address: (If different from above)

_____
PO Number: (Info needed on Invoice (PO or Job#) if required)

CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Statement of Work

Quote #: Q-123667-1
CivicPlus Pricing Approval Date: 9/16/2026 8:41 PM
Expires On: 10/1/2026

Client:
City of Grand Rapids, MN

Bill To:
GRAND RAPIDS CITY, MINNESOTA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Lindsey McElroy		lindsey.mcelroy@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	DNS and Domain Hosting Setup	DNS and Domain Hosting Setup https://cityofgrandrapidsmn.com
1.00	Municipal Websites Central: Migration Standard Implementation	Includes full setup and configuration of the approved website design
1.00	Municipal Websites Central: Meeting Migration	All publicly available word / pdf formatted meetings and agendas migrated
1.00	Municipal Websites Central: Content Migration	All publicly available non-time sensitive published content migrated while maintaining formatting. Spelling & Links check completed.
1.00	Municipal Websites Central: Blended Training	Blended system training, online learning paired with access to a trainer for questions and learning reinforcement. Migration of the current year plus two previous years of simple meeting agendas and minutes.

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Municipal Websites Central: Starter Standard Annual Fee	Municipal Websites Central : Starter Standard Annual Fee

QTY	PRODUCT NAME	DESCRIPTION
1.00	Municipal Websites Central: Starter Hosting and Security Annual Fee	Municipal Websites Central: Module Based Hosting and Security Annual Fee
1.00	Guardian Security (Cloudflare WAF/CDN)	Cloudflare Tier 1 WAF/CDN security protection
1.00	DNS and Domain Hosting Annual Fee	DNS and Domain Hosting Annual Fee: https://cityofgrandrapidsmn.com
1.00	SSL Management CivicPlus Provided	SSL Management CivicPlus Provided: https://cityofgrandrapidsmn.com
1.00	Municipal Websites Central : Facilities Module Annual Fee	Municipal Websites Central: Facilities Module Annual Fee
1.00	Municipal Websites Central : Jobs Module Annual Fee	Municipal Websites Central: Jobs Module Annual Fee

Total Investment - Initial Term	USD 5,300.00
Annual Recurring Services (Subject to Uplift)	USD 5,300.00

Initial Term	10/1/2026 - 9/30/2027, Renewal Term 10/1 each calendar year
Initial Term Invoice Schedule	100% Invoiced on Initial Term Start Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at https://www.civicplus.help/hc/en-us/p/legal-stuff (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-123667-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit https://www.civicplus.com/verify/

Authorized Client Signature	CivicPlus
_____	_____
By (please sign):	By (please sign):
_____	_____
Printed Name:	Printed Name:
_____	_____
Title:	Title:
_____	_____
Date:	Date:

_____
Organization Legal Name:

_____
Billing Contact:

_____
Title:

_____
Billing Phone Number:

_____
Billing Email:

_____
Billing Address:

_____
Mailing Address: (If different from above)

_____
PO Number: (Info needed on Invoice (PO or Job#) if required)

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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 9, 2026

AGENDA ITEM: Consider approving an agreement with BS&A for software and services to replace Oracle Netsuite for Government. Authorize the Mayor to sign necessary agreements.

PREPARED BY: Carl Babich

BACKGROUND:

The City is currently using Oracle Netsuite for Government as well as Oracle Netsuite Planning and Budgeting since October of 2025, but has encounter numerous issues relating to performance. The Finance Department has been working diligently to work on these issues and Oracle's support staff has attempted to fix and correct some of these issues. At this point, basic reporting tools, audit items, payroll items, and the budget module still do not work, and Oracle charges the City for these items to fix because Oracle has deemed them to be implementation corrections. After countless support tickets, unresolved basic reporting issues, and inefficiencies regarding general reporting we have decided to move forward with a new ERP system. This system is proven, considered plug and play, and will help to resolve the majority of the key issues the Finance Department is currently experiencing. I have reached out to BS&A and received a quote for implementation, training, and database conversion. BS&A has a proven track record with over 34 municipalities in Minnesota. The City of Alexandria's Finance Director provided myself and Administrator Pagel with a real-time working demonstration of how they use and operate with this software, and we were extremely satisfied with this product.

The cost of replacing Oracle with BS&A is $151,465.00. This includes the annual fee $39,005.00 which won't be payable until the project go live date of January 2028.

Oracle Annual Fee $43,957.20 (support is charged by specific tickets)

BS&A Annual Fee $38,990.00 (support included)

Yearly savings $4,958.20 and no support charges

RECOMMENDATION:

Make a motion to approve signing a contract with BS&A Software for data conversion, implementation, and training employees for replacing current ERP system. Total cost $151,465.00

Proposal for:
City of Grand Rapids, Itasca County MN
November 2, 2026
Quoted by: Kevin Schafer

Software and Services for BS&A Cloud

Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to ***listen****. Delivering unparalleled customer service is the foundation of our company.*

BS&A Software
14965 Abbey Lane Bath MI 48808
(855) BSA-SOFT
bsasoftware.com

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count. Module fees are charged annually and include unlimited support.

Cloud Modules - *Annual Fee*

Financial Management		
GL-General Ledger		$5,075.00
AP-Account Payable		$4,335.00
CR-Cash Receipting		$4,720.00
AR-Account Receivables		$4,105.00
FA-Fixed Assets		$4,025.00
	Total	$22,260.00
Personnel Management		
PR-Payroll		$7,525.00
HR-Human Resources		$4,845.00
TS-Timesheets		$2,510.00
	Total	$14,880.00
BS&A Online		
BSAO-Public Record Search + Online Bill Pay		$1,865.00
	Total	$1,865.00
	Subtotal	**$39,005.00**

Data Conversions/Database Setup

CR-Manual-Database Setup Setup of Receipt Items/Tender Type	$2,450.00
HR-Manual-Database Setup Setup of Licenses, Certifications, Benefit Plans, Positions. Not assigned to Employees	$3,675.00
GL-Advanced Conversion-Oracle NetSuite COA, Balances, Budget, Journal Transaction history for up to 5 years	$9,000.00
AP- Advanced Conversion-Oracle NetSuite Vendors, Invoices and check history for up to 5 years *(Price and scope pending review of data)*	$8,000.00
AR-Standard Conversion Customer Master, Import of Open Invoices *(Price and scope pending review of data)*	$4,845.00
FA- Standard Conversion Import of Assets with Book Value and Total Accumulated Depreciation	$3,995.00
PR- Advanced Conversion-Oracle NetSuite Database setup, employee detail, YTD Values, Check history for up to 5 years *(Price and scope pending review of data)*	$15,000.00
Total	**$46,965.00**

Project Management and Implementation Planning

Services include:

- *Analyzing customer processes to ensure all critical components are addressed.*
- *Creating and managing the project schedule in accordance with the customer's existing processes and needs.*
- *Planning and scheduling training around any planned process changes included in the project plan.*
- *Modifying the project schedule to accommodate any changes to the scope and requirements of the project that are discovered.*
- *Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.*
- *Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).*

Total	**$27,020.00**

Implementation and Training

- *$1,425/day*
- *Days quoted are estimates; you are billed for actual days used*
- *Training days quoted/billed in full day increments only*

Services include:

- *Setting up users and user security rights for each application*
- *Performing final process and procedure review*
- *Configuring custom settings in each application to fit the needs of the customer*
- *Setting up application integration and workflow methods*
- *Onsite verification of converted data for balancing and auditing purposes*
- *Training and Go-Live*

Setup Days

ITS Setup - FM	Setup Days: 2	$2,850.00
ITS Setup - HRIS	Setup Days: 2	$2,850.00
	Total Setup Days: 4	Subtotal: $5,700.00

Implementation and Training Days

ITS Training - FM	Training Days: 9	$12,825.00
ITS Training - HRIS	Training Days: 14	$19,950.00
	Total Training Days: 23	Subtotal: $32,775.00
	Total Days: 27	**Total: $38,475.00**

Cost Totals

Cloud New Purchase – *Annual Fee*	Subtotal	$39,005.00
Data Conversion/Database Setup	Subtotal	$46,965.00
Project Management and Implementation Planning	Subtotal	$27,020.00
Implementation and Training	Subtotal	$38,475.00

Total Proposed **$151,465.00**

The final invoice will reflect actual expenses following the completion of training activities based on the guidelines described below.

$160/$185/$225 per day hotel, varies by state
$90 per day car rental
$70 per day meals
$730 per trip airfare/related expenses
$0.76/mile round trip for drive distance

Payment Schedule

1st Payment: **$73,985** to be invoiced upon execution of this agreement.
2nd Payment: **$39,005** to be invoiced upon the subscription start date.
3rd Payment: **$38,475** to be invoiced upon completion of training.

Addendum

Conversion Scope Definition

The successful conversion of data from a customer's legacy system(s) is contingent upon the Customer's ability to provide complete and accurate data exports. When possible, BS&A will assist with or perform the data extraction from the Customer's legacy system(s). to complete this project successfully, the Customer shall:

- *Provide access to all required data exports from legacy systems in a mutually agreed-upon format and according to the project timeline.*
- *Ensure the completeness and accuracy of all exported data.*
- *Provide documentation regarding data structures, relationships, and business rules associated with the legacy data.*
- *Designate a knowledgeable representative familiar with the legacy system to address questions or issues that may arise during the conversion process.*

BS&A's ability to complete the data conversion is dependent upon the fulfillment of these Customer responsibilities.

In addition:

- *The scope of this conversion is based on the information provided by the customer regarding their legacy system(s). If additional data sources are introduced or if the scope of the legacy system(s) changes, this may result in additional charge or changes to the project schedules.*
- *The following outlines the data points that can be converted into BS&A. Any data point that is not used or not available in the legacy system will not be included in the conversion process.*

Financial Management Suite

General Ledger

- *Bank Accounts*
- *Chart of Accounts*
  - *Fund*
  - *Department*
  - *Account*
  - *Account Classification*
  - *Grants*
  - *Projects*
- *Journal Entry/Manual Journal Entry Detail*
- *Budget*

Accounts Payable

- *Vendor*
  - *Address*
  - *Contact*
  - *Distribution*
- *Invoice*
  - *Item*
  - *Distribution*
- *Checks*

Fixed Assets

- *FA Import*
  - *All assets and asset values imported to retain full asset listing*

Accounts Receivable

- *AR Import*
  - *Customer Import*
  - *Invoice Import – Invoices with an outstanding balance only.*

Human Resources Management Suite

Personnel Management

- *Pay Codes*
- *Deductions and Expenses*
- *Departments*
- *Job Classes*
- *Leave Banks*
- *Locations*
- *Positions*
- *Rate Tables*
- *Remittance Vendors*
- *Employee Information*
    - *Pay Codes and Distributions*
    - *Deductions and Expenses*
    - *Direct Deposit Information*
    - *Emergency Contacts*
    - *Dependents*
    - *Position History*
    - *Leave Banks and Balances*
    - *Notes*
    - *Attachments*
- *5 years of payroll and remittance check history*

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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 9, 2026

AGENDA ITEM: Consider adopting a resolution to authorize closing Capital Projects Fund-2021 Infrastructure Fund.

PREPARED BY: Carl Babich

BACKGROUND:

On July 1, 2021, the City issued $6,255,000 General Obligation Bonds, Series 2021B for the construction of the new fire hall, Hwy 2 W Trail Improvement and 5th St SW Reconstruction projects. Other financing sources for these projects totaled $3,582,085 to cover costs totaling $9,597,456. The projects are complete and there is a fund balance remaining of approximately $177,229. We are recommending transferring the remaining balance to the Capital Projects Fund-Permanent Improvement Revolving Fund and close the fund as of October 31, 2026.

REQUESTED COUNCIL ACTION:

Make a motion to adopt a resolution to authorize closing Capital Projects Fund-2021 Infrastructure Fund and transfer the balance of approximately $177,229 to Capital Project Fund-Permanent Improvement Revolving Fund as of October 31, 2026.

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

RESOLUTION NO. 26-

A RESOLUTION CLOSING FUND 482 CAPITAL PROJECT FUND-2021 GENERAL OBLIGATIONS BONDS AND TRANSFERRING THE REMAINING BALANCE OF APPROXIMATELY $177,229 TO FUND 501 CAPITAL FUND-(PIR) PERMANENT IMPROVEMENT REVOLVING FUND

WHEREAS, in 2021, the City issued $6,255,000 General Obligation Bonds for the New Fire Hall Construction, Hwy 2 West Trail Improvement and CP2021-2 5th St SW Reconstruction, and

WHEREAS, the final construction payment on the projects were made in 2025, and

WHEREAS, there is a cash balance remaining of approximately $177,229 in the Capital Project Fund, and

WHEREAS, the remaining funds may be used for future infrastructure projects,

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, authorizes an operating transfer of approximately $177,229 from Fund 482 Capital Project Fund-2021 Infrastructure Bonds to Fund 501 Capital Fund-(PIR) Permanent Revolving Fund and close Fund 482 as of October 31, 2026.

Adopted this 9th day of November 2026.

_____
Tasha Connelly, Mayor

Attest:

_____
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.

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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 9, 2026

AGENDA ITEM: Consider resignation from Brittany Warren, Grand Rapids Area Library

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

Brittany Warren submitted her resignation from her position as part-time Library Public Services Clerk I at the Grand Rapids Area Library, effective November 11, 2026.

Brittany began her employment with the Grand Rapids Area Library in March 2026. She is detail-oriented, efficient, and her contributions have been invaluable to the Library. She will be missed.

As a result of Brittany's resignation, we now have an open part-time Library Public Services Clerk I position. We respectfully request authorization for Human Resources to begin the process of posting, advertising, interviewing, and hiring for this position beginning January 2027**.**

With the Library Board's approval to expand operating hours in 2027, the position will be posted at 28 hours per week, an increase from the 20 hours per week scheduled in 2026.

Because the City recently advertised this same position and received applications, we request approval to use the existing pool of applicants to fill the vacancy rather than conducting a new recruitment process.

REQUESTED COUNCIL ACTION:

Authorize Human Resources to fill the Part-Time Library Public Services Clerk I position at 28 hours per week beginning in January 2027, using the existing pool of applicants from the recent recruitment process.

10/28/2026

Dear Amy Dettmer,

Please accept this letter as formal notification that I am resigning from my position as Library Public Services Clerk at Grand Rapids Area Library. My last day of employment will be Wednesday, November 11.

Thank you very much for the support, guidance, and opportunities you have provided me during my time with the library. I have greatly appreciated working with everyone and growing my skills. It was the perfect job for me after moving to Grand Rapids and having [redacted]. I have been given an opportunity that will provide my family with more financial stability and has potential for long-term growth.

I wish you and the library all the best moving forward and plan on being a regular patron, stopping in often with my girls and supporting the library.

Sincerely,

Brittany Warren