



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

**CITY COUNCIL MEETING AGENDA**  
**Monday, April 27, 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, April 27, 2026 at 5:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:**

**POSITIVE HAPPENINGS IN THE CITY:**

**PUBLIC FORUM:**

**COUNCIL REPORTS:**

**APPROVAL OF MINUTES:**

1. Approve Council minutes for Monday, April 13, 2026 Regular Council meeting.

**VERIFIED CLAIMS:**

2. Approve the verified claims for the period April 7, 2026 to April 20, 2026 in the total amount of \$220,173.65.

**ACKNOWLEDGE MINUTES FOR BOARDS AND COMMISSIONS:**

3. ~ February 11, 2026 Library Board Meeting  
~ March 11, 2026 Golf Board Meeting  
~ March 11, 2026 Library Board Meeting

**CONSENT AGENDA:**

4. Consider approval of a resolution authorizing a grant request to MN IRRR for demolition work associated with a project to replace equipment at the Itasca Curling Club.
5. Consider approving the attached memorandum establishing the 2026 goals for the City Administrator
6. Consider Voiding Lost Accounts Payable Check and Issue Replacement Check.
7. Adopt a resolution calling a public hearing on tax abatement and issuance of a general obligation tax abatement bond.
8. Consider accepting the resignation of Amy Blomquist from the Human Rights Commission

- [9.](#) Consider authorizing the Library Director to apply for a Minnesota Association of Library Friends Good Neighbor Grant
- [10.](#) Consider adopting a standard agreement with Requests for Proposals for professional services
- [11.](#) Considering approving the HMEP grant from the Minnesota Department of Public Safety.
- [12.](#) Authorize the Fire Chief to file an attestation with PERA to correct a retirement payout.
- [13.](#) Consider Voiding Lost Accounts Payable Check and Issue Replacement Check.
- [14.](#) Consider rehiring Shari Huson as seasonal golf shop assistant at Pokegama Golf Course.
- [15.](#) Consider approving an agreement with LHB for the Horn Bridge Rehabilitation Study
- [16.](#) Consider authorizing staff to request proposals for engineering services related to the Block 19 Improvements
- [17.](#) Consider after the fact approval of an agreement with Point 7 Group for consulting services related to a municipal dispensary

SET REGULAR AGENDA:

COMMUNITY DEVELOPMENT:

- [18.](#) Consider authorizing staff to submit a lease agreement application to BNSF Railway Company.

ENGINEERING PUBLIC WORKS:

- [19.](#) Consider adopting a resolution accepting the Highway 2 Corridor Study

POLICE:

- [20.](#) Consider adopting a resolution to accept a \$250 donation from the Itasca County YMCA, for the Grand Rapids Police Reserve Unit, for volunteer services at 2026 Itasca Father Daughter Ball.

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

- [21.](#) Conduct a Public Hearing to consider the adoption of an Ordinance amending and updating sections of Municipal Code Chapter 30 - Land Development Regulations (R-4 Maximum Height).

COMMUNITY DEVELOPMENT:

- [22.](#) Consider the recommendation of the Planning Commission regarding the adoption of an Ordinance amending and updating sections of Municipal Code Chapter 30 - Land Development Regulations (R-4 Maximum Height).

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR MONDAY, MAY 11, 2026 AT 5:00 PM

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

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

ATTEST: Kimberly Gibeau, City Clerk



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## CITY COUNCIL MEETING MINUTES

Monday, April 13, 2026

5:00 PM

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

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

STAFF: Tom Pagel, Kimberly Gibeau, Chad Sterle, Chery Pierzina, Carl Babich

VISITORS: Linda Harringer, Renee Ducharme, Stacia Rom, Matt Maves

### POSITIVE HAPPENINGS IN THE CITY:

Mayor Connelly shared that North in Bloom, with the owner Madeline Cook, was chosen as the only shop selected outside the Twin Cities to showcase her floral talent at the Galleria in Edina. Ms. Cook has an up-north theme, so she's bringing Grand Rapids down to the Twin Cities. The showcase is April 10th to the 19th and is free and open to the public at the Galleria in Edina. There is voting that happens, so hopefully she wins, however, we're really just proud of people who are doing really creative things and showcasing our city.

### PUBLIC FORUM:

No one from the public wished to speak.

### COUNCIL REPORTS:

Councilor Blake reports on multiple recent meetings and legislative events attended since the last council meeting. Key topics included:

1. Municipal utilities priorities, including a push to lift Minnesota's nuclear energy moratorium
2. Advocacy at the state Capital, meeting with legislators about local priorities
3. Concerns about zoning preemption, which could reduce local government control
4. Infrastructure discussions including road design and water systems
5. Economic development updates, especially significant activity at Mesabi Metallics
6. Business and utility legislative updates from statewide organizations

### APPROVAL OF MINUTES:

1. Approve minutes for Monday, March 23, 2026 Council Worksession and Regular Meetings.

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

**VERIFIED CLAIMS:**

2. Approve the verified claims for the period March 17, 2026 to April 6, 2026 in the total amount of \$577,858.66.

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

**ACKNOWLEDGE MINUTES FOR BOARDS AND COMMISSIONS:**

3. Acknowledged minutes for:
  - ~ November 30, 2025 Police Community Advisory Board
  - ~ February 20, 2026 Golf Board Special Meeting
  - ~ February 25, 2026 Human Rights Commission
  - ~ February 26, 2026 GREDA Meeting
  - ~ March 12, 2026 GREDA Meeting

**CONSENT AGENDA:**

4. Consider adopting a resolution accepting a grant from Catholic Community Foundation of Minnesota

**Adopted Resolution 26-12**

5. Consider adopting Election Day Emergency Response Plan
6. Consider adopting a resolution accepting Minnesota DNR grant to purchase protective equipment and water movement apparatus for the Fire Department.

**Adopted Resolution 26-13**

7. Consider adopting a resolution approving LG214 Premises Permit Application for Heroes Helping Heroes

**Adopted Resolution 26-14**

8. Consider entering into an Elevator Inspection Agreement with Larson Elevator at Yanmar Arena.
9. Consider adopting a resolution requesting changes to portions of the MSAS street system

**Adopted Resolution 26-15**

10. Consider accepting the resignation of Stephanie Meittunen from the Human Rights Commission

11. Consider rehiring and hiring of seasonal golf staff.
12. Consider approving the disposal of 3 retired squad vehicles, 1 Grand Rapids FD retired pickup, and 2 forfeited vehicles at auction.
13. Consider approving the purchase of radio equipment for public works
14. Consider approving a Lease Agreement with ISD 318 for use of the City's athletic fields.
15. Consider hiring staff for Public Works for the 2026 Spring/Summer Maintenance Season.
16. Consider extending the employment for seasonal Civic Center employee, Aidric Adam and accept resignation of PT Civic Center employee, John Arnold.
17. Consider allowing the police department to enter a contract with Rampart Audit LLC for the purposes of fulfilling Minnesota statute 13.824 requirement.
18. Consider approving seasonal golf contractors

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

#### SET REGULAR AGENDA:

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

#### ADMINISTRATION:

19. Consider approving Peace Labor Agreements with the Local 49ers related to a cannabis dispensary license.

City Administrator Pagel stated that the city is considering opening a municipal cannabis dispensary and must meet state requirements to move forward. One key requirement is entering into a peace labor agreement with a union to receive preliminary approval. However, this agreement does not automatically unionize employees, future staff would decide on union representation.

Motion made by Councilor Mertes, Seconded by Councilor Sutherland to approve Peace Labor Agreements with Local 49ers. Voting Yea: Mayor Connelly, Councilor Sutherland, Councilor Blake, Councilor Mertes

#### CITY COUNCIL:

20. Consider appointing Matt Maves to the Arts & Culture Commission and Planning Commission

Mayor Connelly noted Councilor MacGregor has made the recommendation to appoint Matt Maves to both the Arts and Culture Commission and the Planning Commission. Based on that recommendation, the following motion was made.

Motion made by Mayor Connelly, seconded by Councilor Mertes to appoint Matt Maves to the Arts & Culture Commission to fill an unexpired term through December 31, 2026 and to the Planning Commission to fill an unexpired term through March 1, 2027. Voting Yea: Mayor Connelly, Councilor Sutherland, Councilor Blake, Councilor Mertes

There being no further business, the meeting adjourned at 5:10 PM.

Respectfully submitted:

*Kimberly Gibeau*  
Kimberly Gibeau, City Clerk

## Summary Report

<b>VENDOR NAME/INVOICE #</b>	<b>AMOUNT</b>
A&B MISHAPS	615.51
ACHESON TIRE INC	35.00
AUTO VALUE - GRAND RAPIDS	170.99
BETZ EXTINGUISHER COMPANY	84.50
BOREALIS HEALTH PLLC	240.00
BURGGRAF'S ACE HARDWARE	514.57
CARQUEST AUTO PARTS	723.16
CENTRAL-MCGOWAN INC	1,448.63
CITY OF GRAND RAPIDS	4,625.01
COLE HARDWARE INC	54.17
DAKOTA FLUID POWER, INC	431.05
DANIEL SKOGLUND	2,921.25
DISPLAY SALES COMPANY	570.00
DTM FLEET SERVICE LLC	1,697.06
EARL F ANDERSEN	3,382.52
FASTENAL COMPANY	394.70
GAMETIME	3,014.82
GLEN'S ARMY NAVY STORE INC	239.90
GUARDIAN PEST SOLUTIONS, INC	142.00
H & L MESABI	1,760.00
HIRSHFIELDS PAINT MANUFACTURING INC	1,246.56
INDUSTRIAL LUBRICANT COMPANY	714.75
ITASCA COUNTY AUDITOR/TREAS.	3,966.84
ITASCA COUNTY TREASURER	891.00
J T SERVICES	12,500.00
L&M SUPPLY	488.83
MACQUEEN EQUIPMENT INC	2,625.00
MINUTEMAN PRESS	185.03
MN DEPARTMENT OF LABOUR AND INDUSTRY	1,265.08
MN FIRE SERV CERTIFICATION BRD	1,181.25
NORTHERN LIGHTS TRUCK	247.19
NORTHLAND LAWN & SPORT LLC	5,607.91
OMG NATIONAL	652.28
ORACLE AMERICA INC	26,800.80
PIONEER RESEARCH CORPORATION	2,329.95
PUBLIC UTILITIES COMMISSION	15,778.55
ROAD MACHINERY & SUPPLIES CO	38,500.00
SANDSTROM'S INC	755.30
SCOTT'S AUTO ELECTRIC INC	180.00

**Summary Report**

STOKES PRINTING & OFFICE SUPPLY INC.	120.81
SUPERONE FOODS NORTH	24.27
THOMAS W STEARNS	24.00
TROUT ENTERPRISES INC	471.25
VACKER INC	1,792.00
VESTIS GROUP, INC	412.89
YANMAR COMPACT EQUIPMENT NORTH AMERICA	7,602.83

**TOTAL UNPAID TO BE APPROVED IN THE SUM OF:**      \$      149,429.21

**CHECKS ISSUED/PRIOR APPROVAL:**

ADAM KORTEKAAS	032826	63.00
AMAZON CAPITAL SERVICES	19CW-G13Y-9TRW	698.42
AMAZON CAPITAL SERVICES	1QRX-X6LY-RY37.	92.12
AMAZON CAPITAL SERVICES	1Q4G-YGHR-LLJC	71.69
AMAZON CAPITAL SERVICES	1YNT-R4TD-4WN4-L	39.83
AMAZON CAPITAL SERVICES	1HNM-FJVV-4T9N	55.11
AMAZON CAPITAL SERVICES	1CC7-CC79-1C79-L	29.87
ANDY MORGAN	040726	91.42
AT&T MOBILITY	27192180	2,492.02
BRUCE BAIRD	032826	63.00
CENTURYLINK QC	334015245/Apr26	66.00
CENTURYLINK QC	333931501/Apr26	127.00
CENTURYLINK QC	334014654/Apr26	66.00
CHAD TROUMBLY	032826	63.00
CITY OF COHASSET	10065102/MAR26-G	224.20
CITY OF GRAND RAPIDS	AR2512000636-L	12,226.69
CITY OF GRAND RAPIDS	AR2512000637-L	7,600.00
COMPUTERSHARE TRUST CO, NA	2542450	1,050.00
HOLIDAY STATIONSTORES LLC	027901042600	330.00
JEFFREY INGLE	032826	63.00
KEVIN OTT	040226	145.86
KEVIN OTT	033126	116.95
LOFFLER COMPANIES INC	5312336	160.51
LOFFLER COMPANIES INC	41707967	447.80
MARCO TECHNOLOGIES, LLC	576930887-L	165.65
MARCO TECHNOLOGIES, LLC	INV15090336	97.85
MARCO TECHNOLOGIES, LLC	INV15079848	25.53
MINNESOTA ENERGY RESOURCES	0502552454-01/Mar26-A	572.54
MINNESOTA ENERGY RESOURCES	0508787492-09/Mar26	32.34
MINNESOTA ENERGY RESOURCES	0502809781-03/Mar26	38.32

**CITY OF GRAND RAPIDS BILL LIST - April 27, 2026**

Item 2.

**Summary Report**

MINNESOTA ENERGY RESOURCES	0503250588-01/Mar26	249.39
MINNESOTA ENERGY RESOURCES	0508787492-07/Mar26	401.36
MINNESOTA ENERGY RESOURCES	0615241258-01/Mar26-A	25.51
MN DEPT OF LABOR & INDUSTRY	ALR0189406X	145.00
MN STATE RETIREMENT SYSTEM-GR	MAY 26 CLERICAL HCSP	2,088.00
NORTHERN STAR COOPERATIVE	160060/Mar26	5,759.72
NORTHPOINT EMERGENCY TRAINING LLC	1350	1,350.00
PAUL BUNYAN COMMUNICATIONS	8293800/Apr26-G	157.70
PAUL BUNYAN COMMUNICATIONS	4026700/Apr26-L	248.96
PAUL BUNYAN COMMUNICATIONS	8798300/Apr26	70.00
PAUL BUNYAN COMMUNICATIONS	4205000/Apr26-C	77.48
PAUL BUNYAN COMMUNICATIONS	6464100/Apr26	1,173.24
PUBLIC UTILITIES COMMISSION	Kent Mar26-E	112.52
RICK BLAKE	032626	451.52
SEAN MARTINSON	032826	63.00
SEAN SMALLEN	032726	494.55
SHAWN GRAEBER	032826	63.00
TASC-GRAND RAPIDS	IN3680654	43.30
TASC-GRAND RAPIDS	IN3705612	43.30
THOMAS J PAGEL	040626	1,907.00
TRAVIS COLE	032826	63.00
VISA	6170/MAR26	95.00
VISIT GRAND RAPIDS INC	LDGTAX/JAN26	25,297.55
WM CORPORATE SERVICES, INC	0133212-2808-5	3,048.62

**TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:      \$      70,744.44**

**TOTAL ALL DEPARTMENTS:      \$      220,173.65**



CITY OF  
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**POKEGAMA GOLF COURSE BOARD  
MEETING MINUTES**

**Tuesday, March 17, 2026  
7:30 AM**

Meeting called to order at 7:30 AM.

PRESENT: Board Member John Ryan, Board Member Tom Lagergren, Board Member Gabrielle Jerulle

ABSENT: Board Member Deb Godfrey, Board Member Anea Hedin

STAFF: Tom Beaudry, Cody Alleman, Kimberly Gibeau

Election of Officers:

Motion made by Board Member Lagergren, Seconded by Board Member Jerulle to nominate Board Member John Ryan as Chair of the Board. Voting Yea: Board Member Ryan, Board Member Lagergren, Board Member Jerulle

PUBLIC INPUT:

No one from the public was present.

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

Upon review, no additions or changes are noted.

APPROVE MINUTES:

1. Approve minutes for Friday, February 20, 2026 Special Golf Board meeting.

Motion made by Board Member Lagergren, Seconded by Board Member Ryan to approve minutes for February 20, 2026 as presented. Voting Yea: Board Member Ryan, Board Member Lagergren, Board Member Jerulle

CLAIMS AND FINANCIAL STATEMENTS:

2. Consider approving verified claims in the amount of \$76,837.45.

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

VISITORS:

No visitors present.

#### REPORTS:

##### Maintenance Report - Cody Alleman

Update on preparations for the upcoming season, noting that there is not much activity yet as they finish organizing equipment and prepare to begin work once the snow melts. New assistant, Josh Saunders, began work the previous day and has already started learning the operations. Chemicals have been organized, and the turf management program has been planned based on soil samples collected last fall, so everything is ready once conditions allow work to begin. Staffing is nearly complete, with about 90% of positions filled and one final interview scheduled. Regarding bunker work, five bunkers have been filled in along with two or three partial reductions that reshaped larger bunkers into smaller ones. The next steps include seeding and establishing soil caps to grow grass around the filled areas, along with sod where necessary. Two bunkers have already been excavated and only need drainage installed before liners can be added, and a possible third bunker may still be dug out. Once grass is established and excavation is complete, the team plans to proceed with installing liners as materials become available.

##### Management Report - Tom Beaudry

Main discussion focused on current status of fundraiser and annual financials. Tom noted that the Assistant Golf Pro position remains unfilled. Board Member Jerulle will assist with advertising and media updates. Hoping for a break in the weather to allow for an early season.

#### BUSINESS:

##### 3. Consider payment of Junior High Golf Coach wages

Tom Beaudry provided background, stating that Dale Christy, Athletic Director for ISD318 advised that the school district would no longer fund the Junior High Golf Coach wage and inquired if the Golf Board would be willing to assume the expense.

Motion made by Board Member Lagergren, Seconded by Board Member Ryan to pay the fee for Junior High Golf Coach wages as presented. Voting Yea: Board Member Ryan, Board Member Lagergren, Board Member Jerulle

#### CORRESPONDENCE AND OPEN DISCUSSION:

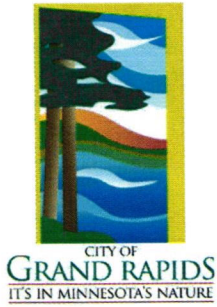
No correspondence was received.

Motion made by Board Member Lagergren, Seconded by Board Member Jerulle to adjourn the meeting at 7:48 AM. Voting Yea: Board Member Ryan, Board Member Lagergren, Board Member Jerulle

Respectfully submitted:

*Kimberly Gibeau*

Kimberly Gibeau, City Clerk



# GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

**Wednesday, March 11, 2026**

**5:00 PM**

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular meeting of the Grand Rapids Area Library Board will be held on Wednesday, March 11, 2026 at 5:00 PM in City Hall Council Chambers, 420 N. Pokegama Avenue, Grand Rapids, Minnesota

**CALL OF ROLL:**

**PRESENT:**

- Member Cyndy Martin
- Member Ellen Teigland
- Member Sheena Richards
- Member Aaron Squadroni
- Member Janelle Dobbs
- Member Jennifer Barr
- Member Beau Casteel

**ABSENT:**

- Member Tabbatha Litchke
- Member Amanda King

**STAFF:** Amy Dettmer, Library Director

**APPROVAL OF AGENDA:**

Motion made by Member Dobbs, Seconded by Member Casteel.

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

None.

**APPROVAL OF MINUTES:**

1. Consider a motion to approve 2-11-2026 Library Board Meeting Minutes  
Motion made by Member Richards, Seconded by Member Dobbs.

**COMMUNICATIONS:**

2. Note of thanks from patron.  
Library Director reported on a note of thanks from a patron.

#### FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

3. Consider a motion to authorize payment of the Library Bill List.  
Motion made by Member Richards, Seconded by Member Barr.  
Voting Yea: Member Martin, Member Teigland, Member Squadroni, Member Dobbs, Member Casteel

#### CONSENT AGENDA (Roll Call Vote Required):

4. Consider a resolution accepting donations.  
Motion made by Member Dobbs, Seconded by Member Teigland.  
Voting Yea: Member Martin, Member Richards, Member Squadroni, Member Barr, Member Casteel

#### REGULAR AGENDA:

5. Consider submittal of Minnesota Public Library Annual Report and authorize the Board Chair and Library Director to sign the Approval Form.

Library Director Dettmer discussed the Annual Report. Asked for a motion to submit the Annual Report and authorize signatures. Motion by Member Richards, seconded by Member Casteel.

6. Review 2026 Arrowhead Library System budget.

Informational-no action taken.

7. Catholic Community Foundation Grant.

Library Director Dettmer updated the Board about the grant. The Library received a grant in the amount of \$2,500 to retrofit water fountains with water bottle filler/fountain machines.

8. Consider authorizing Library Director to purchase EnvisionWare print and reservation service.

Library Director asked for authorization to move forward and purchase a computer print and reservation system for the public. Motion made by Member Dobbs, seconded by Member Teigland.

9. Review Herald-Review article.

Informational-no action taken.

10. Review City 2026 Legislative Priorities.

Informational-no action taken.

#### UPDATES:

11. Friends and Foundation.

Member Teigland reported the Friends will be having a book sale on Monday, March 23 from 10:30AM-5:30PM in the Library Program Room. Member Barr reported the Foundation will meet in April.

STAFF REPORTS:

12. Review February Library stats and reports.

Library Director reported a new staff person started March 4<sup>th</sup> and another celebrated 34 years of working at the Library. 281 people participated in Winter Reading. Displays in the Library include March Into Adventure in Children's, March Meowdness on the main display table, and Authors We Love in YA.

ADJOURNMENT:

There being no further business, the meeting adjourned at 5:30PM.

Respectfully submitted:

Amy Dettmer, Library Director

**GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 11, 2026  
DETAILED REPORT**

**PUBLIC LIBRARY**

BLACKSTONE PUBLISHING	2226348-L	\$	94.00
BLACKSTONE PUBLISHING	2225623-L	\$	73.24
BLACKSTONE PUBLISHING	2225215-L	\$	141.00
BOUNDARY WATERS JOURNAL	2026/Renewal-L	\$	30.00
CENGAGE LEARNING INC	999102334506-L	\$	146.95
COLE HARDWARE INC	168939-L	\$	1.62
COLE HARDWARE INC	168623-L	\$	13.39
DEMCO INC	7759454-L	\$	118.40
GRAND RAPIDS HERALD REVIEW	231658-L	\$	316.00
INGRAM LIBRARY SERVICES LLC	94250009-L	\$	50.73
INGRAM LIBRARY SERVICES LLC	94250012-L	\$	21.81
INGRAM LIBRARY SERVICES LLC	94250011-L	\$	20.22
INGRAM LIBRARY SERVICES LLC	94250008-L	\$	18.06
INGRAM LIBRARY SERVICES LLC	94250007-L	\$	16.97
INGRAM LIBRARY SERVICES LLC	94303907-L	\$	34.59
INGRAM LIBRARY SERVICES LLC	94303905-L	\$	33.33
INGRAM LIBRARY SERVICES LLC	94289927-L	\$	21.97
INGRAM LIBRARY SERVICES LLC	94289926-L	\$	20.63
INGRAM LIBRARY SERVICES LLC	94303906-L	\$	16.59
INGRAM LIBRARY SERVICES LLC	94817775-L	\$	15.73
INGRAM LIBRARY SERVICES LLC	94405140-L	\$	20.94
INGRAM LIBRARY SERVICES LLC	94435701-L	\$	37.58
INGRAM LIBRARY SERVICES LLC	94435702-L	\$	31.43
INGRAM LIBRARY SERVICES LLC	94435700-L	\$	22.87
INGRAM LIBRARY SERVICES LLC	94435703-L	\$	21.06
INGRAM LIBRARY SERVICES LLC	94435704-L	\$	20.98
INGRAM LIBRARY SERVICES LLC	94435699-L	\$	19.10
INGRAM LIBRARY SERVICES LLC	94538821-L	\$	21.63
INGRAM LIBRARY SERVICES LLC	94538822-L	\$	20.41
INGRAM LIBRARY SERVICES LLC	94574350-L	\$	25.23
INGRAM LIBRARY SERVICES LLC	94601649-L	\$	59.40
INGRAM LIBRARY SERVICES LLC	94632474-L	\$	26.92
INGRAM LIBRARY SERVICES LLC	94673822-L	\$	73.89
INGRAM LIBRARY SERVICES LLC	94673824-L	\$	34.93
INGRAM LIBRARY SERVICES LLC	94673827-L	\$	21.05
INGRAM LIBRARY SERVICES LLC	94673826-L	\$	20.98
INGRAM LIBRARY SERVICES LLC	94673821-L	\$	17.74
INGRAM LIBRARY SERVICES LLC	94673825-L	\$	11.35
INGRAM LIBRARY SERVICES LLC	94673823-L	\$	9.54
INGRAM LIBRARY SERVICES LLC	94763880-L	\$	25.77
INGRAM LIBRARY SERVICES LLC	94781583-L	\$	37.77
INGRAM LIBRARY SERVICES LLC	94781584-L	\$	18.82
INGRAM LIBRARY SERVICES LLC	94781585-L	\$	18.57
INGRAM LIBRARY SERVICES LLC	94781582-L	\$	18.39
INGRAM LIBRARY SERVICES LLC	94817777-L	\$	597.13
INGRAM LIBRARY SERVICES LLC	94828838-L	\$	157.36
INGRAM LIBRARY SERVICES LLC	94817776-L	\$	33.89
INGRAM LIBRARY SERVICES LLC	94817774-L	\$	16.85
INGRAM LIBRARY SERVICES LLC	94250006-L	\$	51.39
INGRAM LIBRARY SERVICES LLC	94250010-L	\$	257.36
INGRAM LIBRARY SERVICES LLC	94217619-L	\$	40.92
INGRAM LIBRARY SERVICES LLC	94183194-L	\$	25.80
INGRAM LIBRARY SERVICES LLC	94130585-L	\$	19.66
INGRAM LIBRARY SERVICES LLC	94130586-L	\$	19.99
INGRAM LIBRARY SERVICES LLC	94130587-L	\$	21.42
INGRAM LIBRARY SERVICES LLC	94130588-L	\$	47.23
INGRAM LIBRARY SERVICES LLC	94130589-L	\$	503.06
INGRAM LIBRARY SERVICES LLC	94405139-L	\$	21.66
INNOVATIVE OFFICE SOLUTIONS	IN5064405-L	\$	421.04
INNOVATIVE OFFICE SOLUTIONS	IN5065839-L	\$	6.74

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 11, 2026  
DETAILED REPORT

LIBRARY IDEAS LLC	123921-L	\$	253.24
MIDWEST TAPE LLC	508502210-L	\$	26.24
MIDWEST TAPE LLC	508468977-L	\$	71.97
PERSONNEL DYNAMICS LLC	55335-L	\$	204.24
PERSONNEL DYNAMICS LLC	55360-L	\$	319.13
PERSONNEL DYNAMICS LLC	55347-L	\$	331.89
PERSONNEL DYNAMICS LLC	55320-L	\$	306.36
SANDSTROM'S INC	576178-L	\$	141.20
SANDSTROM'S INC	F576660-L	\$	52.03
UNIQUE MANAGEMENT SERVICES INC	6150516-L	\$	163.10
VESTIS GROUP, INC	2630518659-L	\$	89.89
VESTIS GROUP, INC	2630523419-L	\$	89.89

**TOTAL ALL INVOICES: \$ 6,132.26**

**GRAND RAPIDS PUBLIC LIBRARY BILL LIST - MARCH 11, 2026  
DEPARTMENT SUMMARY REPORT**

**PUBLIC LIBRARY**

BLACKSTONE PUBLISHING	\$	308.24
BOUNDARY WATERS JOURNAL	\$	30.00
CENGAGE LEARNING INC	\$	146.95
COLE HARDWARE INC	\$	15.01
DEMCO INC	\$	118.40
GRAND RAPIDS HERALD REVIEW	\$	316.00
INGRAM LIBRARY SERVICES LLC	\$	2,720.70
INNOVATIVE OFFICE SOLUTIONS	\$	427.78
LIBRARY IDEAS LLC	\$	253.24
MIDWEST TAPE LLC	\$	98.21
PERSONNEL DYNAMICS LLC	\$	1,161.62
SANDSTROM'S INC	\$	193.23
UNIQUE MANAGEMENT SERVICES INC	\$	163.10
VESTIS GROUP, INC	\$	179.78

**TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 6,132.26**

**CHECK ISSUED PRIOR APPROVAL**

AMAZON CAPITAL SERVICES	1FT7-QQFK-KRML-L	\$	113.09
AMAZON CAPITAL SERVICES	1N3P-VH19-7LN6-L	\$	100.49
AT&T	26825783 2026/FEBRUARY	\$	55.23
DIANA MAGNER	022526-L	\$	125.00
EMILY LINDNER	020926-L	\$	175.00
GRAND RAPIDS PAYROLL	LIB - 02/06/26	\$	20,596.85
GRAND RAPIDS PAYROLL	LIB - 02/20/26	\$	20,666.32
LEAGUE OF MN CITIES INS TRUST	10002479/2026	\$	2,373.77
MARCO TECHNOLOGIES	574702205-L	\$	165.65
MINNESOTA ENERGY	0507783569-01/JAN26-L	\$	1,843.30
MN REVENUE	2026/JANUARY	\$	54.00
PAUL BUNYAN COMMUNICATIONS	4026700/FEB26-L	\$	248.92
PUC UTILITIES	LIB/JAN26-L	\$	3,394.28
WASTE MANAGEMENT	0131615-2808-1 2026/JANUARY	\$	145.86

**TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 50,057.76**

**TOTAL: \$ 56,190.02**

RESOLUTION NO. 2026-03  
A RESOLUTION ACCEPTING DONATIONS

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

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

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

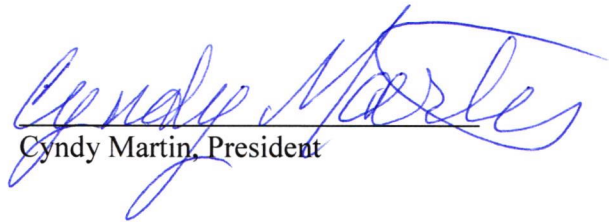
**Grand Rapids Area Library Foundation – \$253.24**

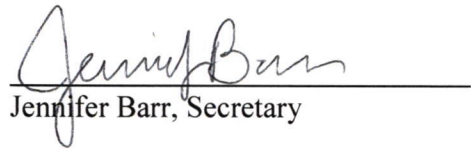
**N. Eltgroth - \$500.00 (unrestricted)**

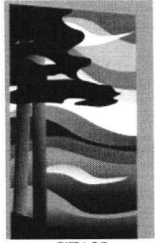
**L. Loveland - \$3,000.00 (restricted for Children’s Department)**

**M. Demers - \$200.00 (unrestricted)**

Adopted this 11th day of March 2026

  
Cyndy Martin, President

  
Jennifer Barr, Secretary



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

# GRAND RAPIDS AREA LIBRARY BOARD MEETING MINUTES

Wednesday, February 11, 2026

5:00 PM

## CALL TO ORDER:

Meeting called to order by President Martin at 5:00PM

## CALL OF ROLL:

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

Absent: Casteel

Staff: Amy Dettmer

## APPROVAL OF AGENDA:

Motion to approve agenda

Mover: Richards

Secunder: Teigland

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

None.

## APPROVAL OF MINUTES:

1. Consider approval of Library Board Meeting minutes from 1-14-2026.

Motion to approve 1-14-2025 Minutes

Mover: Dobbs

Secunder: Litchke

## COMMUNICATIONS:

None.

FINANCIAL REPORT & CLAIMS (Roll Call Vote Required):

2. Consider approval of Library Bill List.

Motion to approve payment of Bill List.

Mover: Barr

Seconded: Richards

Result: Passed 8-0 via roll call.

CONSENT AGENDA (Roll Call Vote Required):

3. Consider adopting a resolution accepting donations.

Motion to approve adopting a resolution accepting donations.

Mover: Dobbs

Seconded: Squadroni

Results: Passed 8-0 via roll call.

REGULAR AGENDA:

4. Review ALS Automation Costs.

Informational – No action taken.

5. Consider Library Director applying for a Catholic Community Foundation grant.

Richards moved to allow Dettmer to apply for the grant. Dobbs seconded. The rest of the Board agreed Dettmer should apply for the grant.

6. Review 2026 Materials Budget.

Dettmer presented the 2026 materials budget. While down significantly from 2025, the Library Foundation will fill the gaps.

7. Library Public Services Clerk I

Dettmer reported interviews occurred and a candidate has been selected. The appointment will now go to City Council on Monday, February 23.

8. Review article about St. Louis County Schools.

Informational – No action taken.

UPDATES:

9. Friends and Foundation.

Friends update by Teigland- Friends will have a book sale on Monday March 23 at the Library.

Foundation update by Barr – Next meeting in April.

STAFF REPORTS:

10. Review Library reports and statistics.

Dettmer reported 3,326 people came through the doors in January. It has been very busy the days the library is open.

Dettmer reported she and the City IT Director made a field trip to Ely Public Library to see their coin operated printing system.

The library received 60 Legacy take and make bracelet kits during the month of January and all the kits are gone.

Dettmer reported the display in the library is Love Your Library Month. There is a board where people can post a Post-It note with what they love about the Library.

ADJOURNMENT:

President Martin adjourned the meeting at 5:37 PM

NEXT REGULAR MEETING IS SCHEDULED FOR MARCH 11, 2026, AT 5:00 PM.

ATTEST: Amy Dettmer, Director of Library Services

RESOLUTION NO. 2026-02  
A RESOLUTION ACCEPTING DONATIONS

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

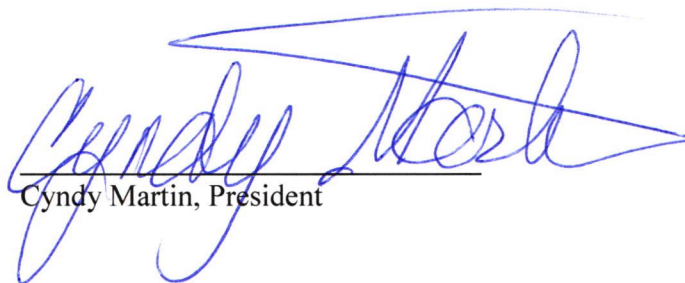
WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

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

**Grand Rapids Area Library Foundation - \$2,593.67**

**J. Gardner - \$1,000**

Adopted this 11th day of February 2026



Cyndy Martin, President



Jennifer Barr, Secretary

**GRAND RAPIDS PUBLIC LIBRARY BILL LIST - FEBRUARY 11, 2026  
DETAILED REPORT**

**PUBLIC LIBRARY**

ARROWHEAD LIBRARY SYSTEM	00015372-L	\$	32.00
BLACKSTONE PUBLISHING	2222271-L	\$	47.00
BLACKSTONE PUBLISHING	2223800-L	\$	94.00
BLACKSTONE PUBLISHING	2223189-L	\$	94.00
BURGGRAF'S ACE HARDWARE	412345-L	\$	184.84
CENGAGE LEARNING INC	999102146208-L	\$	116.24
CENGAGE LEARNING INC	999101866464-L	\$	49.01
DULUTH NEWS TRIBUNE	178103720/2026	\$	380.89
GOVCONNECTION INC	77246276-L	\$	187.13
INGRAM LIBRARY SERVICES LLC	93930345-L	\$	622.03
INGRAM LIBRARY SERVICES LLC	93766757-L	\$	156.55
INGRAM LIBRARY SERVICES LLC	93766758-L	\$	12.03
INGRAM LIBRARY SERVICES LLC	93990735-L	\$	25.23
INGRAM LIBRARY SERVICES LLC	93898885-L	\$	42.04
INGRAM LIBRARY SERVICES LLC	93898886-L	\$	19.03
INGRAM LIBRARY SERVICES LLC	93693823-L	\$	27.47
INGRAM LIBRARY SERVICES LLC	93711207-L	\$	25.80
INGRAM LIBRARY SERVICES LLC	94105525-L	\$	127.75
INGRAM LIBRARY SERVICES LLC	94091239-L	\$	25.80
INGRAM LIBRARY SERVICES LLC	93354467-L	\$	25.80
INGRAM LIBRARY SERVICES LLC	93354468-L	\$	48.99
INGRAM LIBRARY SERVICES LLC	93450637-L	\$	23.12
INGRAM LIBRARY SERVICES LLC	93450636-L	\$	20.60
INGRAM LIBRARY SERVICES LLC	93494455-L	\$	23.16
INGRAM LIBRARY SERVICES LLC	93494456-L	\$	18.11
INGRAM LIBRARY SERVICES LLC	93494457-L	\$	35.76
INGRAM LIBRARY SERVICES LLC	93494458-L	\$	15.65
INGRAM LIBRARY SERVICES LLC	93494459-L	\$	17.83
INGRAM LIBRARY SERVICES LLC	93494460-L	\$	28.79
INGRAM LIBRARY SERVICES LLC	93528023-L	\$	651.84
INGRAM LIBRARY SERVICES LLC	93837219-L	\$	26.92
INGRAM LIBRARY SERVICES LLC	94022426-L	\$	25.80
INGRAM LIBRARY SERVICES LLC	93575149-L	\$	79.71
INNOVATIVE OFFICE SOLUTIONS LL	IN5041981-L	\$	487.85
MIDWEST TAPE LLC	508371014-L	\$	109.02
MIDWEST TAPE LLC	508344700-L	\$	106.46
MIDWEST TAPE LLC	508217520-L	\$	35.98
MIDWEST TAPE LLC	508308635-L	\$	24.74
MIDWEST TAPE LLC	508244196-L	\$	83.92
PERSONNEL DYNAMICS	55285-L	\$	102.12
PHAROS SYSTEMS INT'L INC	I2026113-L	\$	1,726.01

**GRAND RAPIDS PUBLIC LIBRARY BILL LIST - FEBRUARY 11, 2026**

**DETAILED REPORT**

PLAYAWAY PRODUCTS LLC	521377-L	\$	331.45
SANDSTROM'S INC	572317-L	\$	233.18
SANDSTROM'S INC	S572799-L	\$	33.06
UNIQUE MANAGEMENT SERVICES INC	6146122-L	\$	221.35
VESTIS GROUP, INC	2630508995-L	\$	76.23
VESTIS GROUP, INC	2630513728-L	\$	76.23
<b>TOTAL ALL INVOICES:</b>			<b>\$ 6,958.52</b>

**GRAND RAPIDS PUBLIC LIBRARY BILL LIST -FEBRUARY 11, 2026  
DEPARTMENT SUMMARY REPORT**

**PUBLIC LIBRARY**

ARROWHEAD LIBRARY SYSTEM	\$	32.00
BLACKSTONE PUBLISHING	\$	235.00
BURGGRAF'S ACE HARDWARE	\$	184.84
CENGAGE LEARNING INC	\$	165.25
DULUTH NEWS TRIBUNE	\$	380.89
GOVCONNECTION INC	\$	187.13
INGRAM LIBRARY SERVICES LLC	\$	2,125.81
INNOVATIVE OFFICE SOLUTIONS LL	\$	487.85
MIDWEST TAPE LLC	\$	360.12
PERSONNEL DYNAMICS	\$	102.12
PHAROS SYSTEMS INT'L INC	\$	1,726.01
PLAYAWAY PRODUCTS LLC	\$	331.45
SANDSTROM'S INC	\$	266.24
UNIQUE MANAGEMENT SERVICES INC	\$	221.35
VESTIS GROUP, INC	\$	152.46

**TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 6,958.52**

**CHECKS ISSUED-PRIOR APPROVAL**

AMAZON	1CHR-HCP7-M3GL-L	\$	25.67
AMAZON	1KMJ-G17H-KVHN-L	\$	123.49
AT&T	2026/January	\$	55.24
DIANA MAGNER	012826-L	\$	125.00
EMILY LINDER	120825-L	\$	175.00
EMILY LINDER	011226-L	\$	175.00
GRAND RAPIDS PAYROLL	LIB - 01/09/26	\$	22,206.84
GRAND RAPIDS PAYROLL	LIB - 01/23/26	\$	20,660.07
MARCO	57255688-L	\$	165.65
MN ENERGY	0507783569-01/DEC25-L	\$	1,525.01
MN REVENUE	2025/November	\$	39.00
MN REVENUE	2025/December	\$	55.00
PAUL BUNYAN COMMUNICATIONS	4026700/JAN26-L	\$	248.92
PUC UTILITIES	2025/December	\$	2,802.13
VISA	2025/December	\$	(459.50)
WASTE MANAGEMENT	2025/December	\$	145.86

**TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 48,068.38**

**TOTAL ALL DEPARTMENTS: \$ 55,026.90**



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 27, 2026

**AGENDA ITEM:** Consider approval of a resolution authorizing a grant request to MN IRRR for demolition work associated with a project to replace equipment at the Itasca Curling Club.

**PREPARED BY:** Rob Mattei, Director of Community Development

---

### BACKGROUND:

Staff has been working with leadership of the Itasca Curling Club on their proposed project to replace failing chiller equipment necessary to maintain the operation of the Curling Club.

The Itasca Curling Club was established in 1968 and became a 501c3 in 2020. Its mission is to provide and promote curling opportunities to Itasca County and the surrounding area, with an emphasis on youth and skill development for curlers of all ages and skill levels. It is the only curling facility in Itasca County and has occupied its current site since 1973.

A project to renovate the club's ice rink began before the 23-24 season when new mats (tubular coils embedded in the ice) were installed and the walkway around the rink was replaced. The mats carry the fluid that cools the ice to the correct temperature for curling. The new ice mat system created additional pressure on the aging chiller/compressor unit, which cools and distributes the circulating fluid. The unit has broken down repeatedly in the last two seasons and nearly caused their past season to be canceled. An emergency repair is keeping the chiller/compressor running currently, but replacement is essential.

The total budget for the project is \$201,000. The grant request seeks the full cost of demolishing and removing the existing equipment which is \$7,900.

The project qualifies for two IRRR grant programs. The resolution attached for approval authorizes an application to the IRRR Commercial Redevelopment Program.

### REQUESTED COUNCIL ACTION:

Make a motion to approve a resolution authorizing a grant request to MN IRRR for demolition work associated with a project to replace equipment at the Itasca Curling Club.

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 COMMERCIAL REDEVELOPMENT  
GRANT PROGRAM**

WHEREAS THE authorizing authority approves of the attached application for the City of Grand Rapids, Minnesota for demolition associated with the replacement of chiller equipment at the Itasca Curling Club located at 902 Hale Lake Pointe, 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 27th day of April 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:** April 27, 2026

**AGENDA ITEM:** Consider approving the attached memorandum establishing the 2026 goals for the City Administrator

**PREPARED BY:** Tom Pagel

---

### **BACKGROUND:**

The employment agreement between the City and the City Administrator require that the city council establish up to four goals for the administrator on an annual basis. The attached memorandum establishes the goals for 2026.

### **REQUESTED COUNCIL ACTION:**

Make a motion to approve the attached memorandum establishing the 2026 goals for the City Administrator.



## 2026 GOALS

Date: March 9, 2026

To: Tom Pagel, City Administrator

From: Mayor Connelly and Council

Re: Review of 2025 Goals and Establishment of 2026 Goals

---

In accordance with your employment agreement, you are directed by the City Council to work on up to five goals per year. This correspondence will summarize progress on the goals for 2025 that the City Council established for you along with four goals to focus on in 2026.

The following were your goals for 2025 along with a progress summary:

1. Goal 1 – Move forward with community survey. *This was completed and presented to the city council.*
2. Goal 2 – Continue to lead renovations of Central School. *I continue to work with staff and lobbyist to secure funding.*
3. Goal 3 – Review the structure of existing lodging tax use and explore alternatives to assist with the marketing of the central business district. *Preliminary work has been completed. Visit GR is playing an active role in the DBA.*
4. Goal 4 - Develop concepts to maximize returns on cannabis markets. *Staff has determined that the concept of utilizing a contractor operator to run a municipal dispensary is not cost effective. A feasibility report is now being developed to own and operate a municipal dispensary.*
5. Goal 5 – Advancing and accelerating the Legion Park Master Plan. *A master plan is currently being developed and should be complete by September of this year (2026).*

The following are your goals for 2026:

1. Goal 1 – Continue to secure funding to renovate Central School.
2. Goal 2 – Complete feasibility report for a municipal dispensary.
3. Goal 3 – Develop budgets for Calendar Year 2027 and 2028.
4. Goal 4 – Develop a funding plan for the Legion Park Master Plan.

Best regards,

---

Mayor Tasha Connelly



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 27, 2026

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

**PREPARED BY:** Laura Pfeifer

---

### BACKGROUND:

Accounts payable check #162603 issued to Demco, Inc. on March 12, 2026, for \$118.40 is lost. An authorized representative of payee has completed the required Affidavit of Lost Check.

### REQUESTED COUNCIL ACTION:

Make a motion to void lost accounts payable check #162603, issue new check and waive bond requirements for the check to Demco, Inc. for the amount of \$118.40.

AFFIDAVIT

STATE OF ) Minnesota

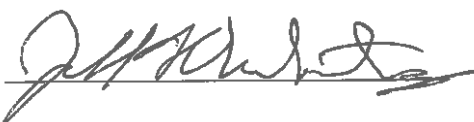
) SS

COUNTY OF ) Itasca

Jeff Klubertanz, being first duly sworn on oath, states that he/she resides at **Demco Inc, PO Box 88623, Milwaukee, WI, 53288-8623** and that he/she is the payee named in a check number **162603**, issued to **Demco Inc.**, drawn by **City of Grand Rapids** dated **3/12/26**, for the sum of **\$118.40**; that to my knowledge this check was never endorsed by me, that I did not authorize anyone to endorse it for me, and that the circumstances of the loss or destruction of the check are as follows:

**Accounts Payable lost check**

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

SIGNED 

Subscribed and sworn to before me

This 20 day of April, 2026

  
\_\_\_\_\_  
Notary Public

AMY JO CROSS  
NOTARY PUBLIC  
STATE OF WISCONSIN



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 27, 2026

**AGENDA ITEM:** Adopt a resolution calling a public hearing on tax abatement and issuance of a general obligation tax abatement bond.

**PREPARED BY:** Rob Mattei, Community Development Director

---

### BACKGROUND:

The City proposes to issue a general obligation tax abatement bond in order to assist in financing the costs of demolition of an existing structure on property located at 900 NW Fourth Street (MN Hwy 2) in the City and owned by the Grand Rapids Economic Development Authority. The proceeds of the Bond will secure a loan from the Minnesota Department of Employment and Economic Development to the Grand Rapids Economic Development Authority for the Project.

Before approving a property tax abatement, the City Council is required to hold a public hearing regarding the Abatement. Staff request Council to consider scheduling the hearing for May 27, 2026, at 5:00 p.m.

### REQUESTED COUNCIL ACTION:

Make a motion adopting a resolution calling a public hearing on tax abatement and issuance of general obligation tax abatement bond for May 27, 2026, at 5:00 p.m.

**CITY OF GRAND RAPIDS, MINNESOTA**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION CALLING A PUBLIC HEARING ON TAX ABATEMENT AND ISSUANCE OF A GENERAL OBLIGATION TAX ABATEMENT BOND**

BE IT RESOLVED By the City Council of the City of Grand Rapids, Minnesota (the “City”) as follows:

Section 1. Background.

1.01. The City is authorized under Minnesota Statutes, Sections 469.1812 through 469.1815, as amended (the “Act”), to grant an abatement of all or a part of the taxes levied by the City on real property within its boundaries (the “Abatement”) and to issue general obligation bonds to finance to the cost of improvements that increase or preserve the tax base in the City, help redevelop or renew blighted areas, provide access to services for residents, and provide employment opportunities.

1.02. Pursuant to the Act, before approving a property tax abatement, the City Council is required to hold a public hearing regarding the Abatement.

1.03. The City proposes to issue a general obligation tax abatement bond (the “Bond”) in order to assist in financing the costs of demolition of an existing structure on property located at 900 NW Fourth Street (MN Hwy 2) in the City and owned by the Grand Rapids Economic Development Authority (the “Project”). The proceeds of the Bond will secure a loan from the Minnesota Department of Employment and Economic Development to the Grand Rapids Economic Development Authority for the Project.

Section 2. Hearing Scheduled.

2.01. The City Council will hold a public hearing regarding the approval of the Abatement and issuance of the Bond to assist in financing the costs of the Project on Tuesday, May 26, 2026, at approximately 5:00 p.m. at City Hall. The City Clerk is authorized and directed to publish a notice in substantially the form to be approved by the City Administrator in the official newspaper of the City at least 10 days but less than 30 days before the date of the hearing.

2.02. City staff and consultants are authorized to take all other actions needed to bring the proposed Abatement and issuance of the Bond before the City Council.

Approved by the City Council of the City of Grand Rapids, Minnesota this 27<sup>th</sup> day of April, 2026.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk





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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 27, 2026

**AGENDA ITEM:** Consider accepting the resignation of Amy Blomquist from the Human Rights Commission

**PREPARED BY:** Kimberly Gibeau

---

### **BACKGROUND:**

Amy Blomquist has submitted her resignation from the Human Rights Commission, effective immediately. This resignation leaves a vacancy with an unexpired term through March 1, 2027. The official resignation is attached for your review.

### **REQUESTED COUNCIL ACTION:**

Make a motion to accept the resignation of Amy Blomquist from the Human Rights Commission and authorize staff to begin the process of filling the vacancy.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 27, 2026

**AGENDA ITEM:** Consider authorizing the Library Director to apply for a Minnesota Association of Library Friends Good Neighbor Grant

**PREPARED BY:** Amy Dettmer

---

### **BACKGROUND:**

The Minnesota Association of Library Friends provides grants up to or equal to a \$1000 for public libraries to support solutions to library needs.

### **REQUESTED COUNCIL ACTION:**

Make a motion to authorize the Library Director to apply for a Minnesota Association of Library Friends Good Neighbor Grant.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 27<sup>th</sup>, 2026

**AGENDA ITEM:** Consider adopting a standard agreement for professional services

**PREPARED BY:** Matt Wegwerth

---

### BACKGROUND:

In an effort to provide a variety of professional services for City Projects, staff are recommending the use of Request for Proposals (RFP) and a Standard Agreement on Engineering and Community Development projects. In the past, the City has solicited proposals from engineering firms for an exclusive 5-year term. This method of selection and contracting does not provide an equal opportunity to consulting firms and the CIP is actively changing. The proposed process will utilize RFP's for all projects and once selected, the attached agreement will be entered into by and between the City and the Firm.

All projects will be brought before council for approval prior to selection and entering into the agreement.

### REQUESTED COUNCIL ACTION:

Make a motion adopting a standard agreement for professional services and authorize staff to utilize Request for Proposals on engineering and community development projects.



## STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT (“Agreement”) is made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the City of Grand Rapids, Minnesota (“City”), whose business address is 420 North Pokegama Avenue, Grand Rapids, MN 55744 and \_\_\_\_\_ (“Consultant”) whose business address is \_\_\_\_\_.

### 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 \_\_\_\_\_, 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” attached hereto (the “Work”).
2. **Time for Performance of Services.** The Consultant shall perform the services described in Exhibit A according to the schedule attached as Exhibit B, hereto.
3. **Compensation for Services.** City agrees to pay the Consultant \$ \_\_\_\_\_ 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 B 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 \_\_\_\_ through \_\_\_\_ 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 agrees to defend, indemnify and hold harmless the City and its officials, employees and agents from any liability, claims, damages, costs, losses judgments, or expenses, including reasonable attorney's fees, resulting directly or indirectly from a negligent act or omission (including without limitation professional errors or omissions) of the Consultant, its agents, employees, or subcontractors in the performance of the services provided by this Agreement and against all losses by reason of the failure of said Consultant fully to perform, in any respect, all obligations under this Agreement.

**20. 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.

21. **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.

22. **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.

23. **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.
24. **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.
25. **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.
26. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.
27. **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.

28. **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:** 04/27/2026

**AGENDA ITEM:** Considering approving the HMEP grant from the Minnesota Department of Public Safety.

**PREPARED BY:** Travis Cole-Fire Chief

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### BACKGROUND:

The Grand Rapids Fire Department hazmat team submits request for HMEP grant funds for our Hazardous Material Chemical Response team to be used for training and educational purposes through the State Fire Marshal and then they determine what each team will be allocated depending on how much funding they have available based on each team's request and priority. Grand Rapids Hazmat team requested funding to send staff to the MN Cold Zone 2026 Conference.

We received a letter from the MN State Fire Marshal informing us our request for the 2026 Cold Zone Conference under the HMEP grant was approved. Total grant allocation (award + match) would be \$20,000 and our grant match required is \$4,000 which is accounted for within our fire department training wages.

### REQUESTED COUNCIL ACTION:

Make a motion to accept the HMEP grant from the Department of Public Safety to be used for Hazmat training for a total of \$20,000 with a grant match of \$4,000 to be paid out of our fire department training wages and authorize proper signatures on grant forms.



Alcohol and Gambling Enforcement

Bureau of Criminal Apprehension

Driver and Vehicle Services

Emergency Communication Networks

Homeland Security and Emergency Management

Minnesota State Patrol

Office of Communications

Office of Justice Programs

Office of Pipeline Safety

Office of Traffic Safety

State Fire Marshal

# State Fire Marshal

445 Minnesota Street • Suite 145 • Saint Paul, Minnesota 55101-5145  
Phone: 651.201.7200 • Fax: 651.215.0525 • TTY: 651.282.6555  
dps.mn.gov

November 20<sup>th</sup>, 2025

Grand Rapids HMRT  
Attn: Travis Cole  
104 SE 11th Street  
Grand Rapids, Minnesota 55744

The Minnesota State Fire Marshal Division is pleased to inform you that your 2026 Cold Zone Conference funding request under the Hazardous Materials Emergency Preparedness (HMEP) Grant has been approved.

- Total Grant Allocation (award + match): *\$20,000.00*
- Total Grant Award (80%) (reimbursable amount): *\$16,000.00*
- Total Grant Match Required (20%): *\$4,000.00*

Due to delays resulting from the government shutdown, the overall grant award and match amount will be finalized and communicated within the next 30 days. The Cold Zone portion you requested has been approved and will be included in the overall grant allocation for the period ending 9/30/2026.

If you have any questions regarding your award, please contact State Emergency Response Teams Coordinator John Kreuser at [john.kreuser@state.mn.us](mailto:john.kreuser@state.mn.us) or (612) 619-8964.

Respectfully,

Jodie Ryan  
State Emergency Response Teams Supervisor

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

RESOLUTION NO. 26-

A RESOLUTION ACCEPTING A \$20,000.00 (Award + Match) HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP YR 2024E) GRANT FROM THE MINNESOTA DEPARTMENT OF PUBLIC SAFETY: STATE FIRE MARSHAL DIVISION FOR HAZARDOUS MATERIALS TRAINING WITH A REQUIRED LOCAL MATCH OF \$4,000.00 FOR THE GRAND RAPIDS FIRE DEPARTMENT

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

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

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

- The Minnesota Department of Public Safety: State Fire Marshal Division has granted the Grand Rapids Fire Department a \$20,000.00 HMEP grant which requires a match of \$4,000.00. Training includes attending the 2026 Cold Zone Conference.

Adopted this 27<sup>th</sup> day of April 2026.

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

Attest:

\_\_\_\_\_  
Kimberly Gibeau, City Clerk

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



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 4-27-2026

**AGENDA ITEM:** Authorize the Fire Chief to file an attestation with PERA to correct a retirement payout.

**PREPARED BY:** Travis Cole, Fire Chief

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### BACKGROUND:

In 2025, the Grand Rapids Fire Department Relief Association assets transferred to the Statewide Volunteer Firefighter (SVF) Plan administered by the Public Employees Retirement Association (PERA). As part of this transition, several retirees with existing accounts were rolled over into the SVF plan. Retiree Bryan Zuehlke's account was transferred to SVF on 11-1-2024.

Earlier this year, Mr. Zuehlke – who recently turned 50 and became eligible to withdraw his pension – filed paperwork to get paid out. PERA processed the request and issued payment. The Fire Chief – in consultation with PERA staff – has determined an error was made with the payout as the calculation was based on an outdated version of the Grand Rapids Relief Association bylaws. Mr. Zuehlke's payout did not include \$33,712.20 in account gains from 2025 when the applicable rate of return was 14.99%.

PERA has directed the Fire Chief to complete an attestation form and obtain City Council approval to correct this error and ensure Mr. Zuehlke receives the full amount owed. The funds required for this administrative correction are from the Grand Rapids Fire Relief Association account and not part of the City budget.

### REQUESTED COUNCIL ACTION:

Make a motion to authorize the Fire Chief to file an attestation with PERA to correct a retirement payout to Bryan Zuehlke in the amount of \$33,712.20 and authorize the Fire Chief and governing body to sign the attestation form.

# Statewide Volunteer Firefighter Plan

FIRE DEPARTMENT FOR THE CITY OF GRAND RAPIDS, MN

## ATTESTATION OF FIRE CHIEF TO ADJUST THE TOTAL PAYMENT FOR A FIREFIGHTER

The Fire Chief of the CITY OF GRAND RAPIDS Fire Department does attest that:

- WHEREAS: The Fire Department joined the Statewide Volunteer Firefighter (SVF) Plan administered by the Public Employees Retirement Association (PERA); and
- WHEREAS: The Fire Chief certified the member’s initial starting date in the fire department; and
- WHEREAS: The Fire Chief certified the number of service credits earned by the member in the fire department; and
- WHEREAS: The certified SVF information for the member listed below by the Fire Chief has since been determined to be incorrect:

NOW THEREFORE, BE IT RESOLVED BY THE FIRE CHIEF OF THE CITY OF GRAND RAPIDS FIRE DEPARTMENT:

- 1) The Fire Chief hereby directs PERA to change the TOTAL BENEFIT PAYMENT TO BRYAN ZUEHKE:

	INCORRECT AMOUNT	CORRECTED AMOUNT (as determined by the Fire Chief)
Total (includes supplemental amount of \$1,000.00)	\$123,529.00	\$157,241.20
*Benefits paid directly to the member are subject to federal taxes and stated taxes.		

The member elected a split payment on their original application. This election cannot be changed.

**SPLIT RETIREMENT BENEFIT/ROLLOVER:** partial amount payable to me, remainder payable to qualified plan/IRA

AMOUNT PAYABLE TO ME ON WHOLE DOLLARS	NAME OF COMPANY RECEIVING REMAINDER	<input type="checkbox"/> Check if Roth IRA
\$ 30,000 <small>Taxes will be withheld from this amount</small>	Empower Trust Company, LLC <small>If the qualified plan/IRA is not provided, PERA will pay entire benefit with taxes withheld</small>	

The member elected the default tax withholding. This tax election will remain the same.

**Option 1 – Default Tax Withholding/No Tax forms**

If no tax forms are submitted with your application, PERA will automatically withhold:

- Federal: 20%
- MN State (MN residents only): 6.25%

- 2) The Fire Chief has notified each member identified in this document of the changes to the member's SVF data in the SVF Plan and has allowed each member time to challenge the determination of these changes. If the change determination is challenged in a timely fashion, the Fire Chief shall hold a hearing on the challenge and accept and consider any additional pertinent information. The Fire Chief shall make a final determination based on the minimum firefighter activity standards of the fire department, as set by the fire department's governing body, the CITY OF GRAND RAPIDS. The final determination is not reviewable by PERA.
- 3) The Fire Chief has notified the fire department's governing body, the CITY OF GRAND RAPIDS, of the changes to the member's total benefit amount attested to in this document.
- 4) This Attestation was made by Travis Cole, who is the current Fire Chief, on [DATE].

FIRE CHIEF SIGNATURE:

GOVERNING BODY REPRESENTATIVE:

\_\_\_\_\_  
Fire Chief Travis Cole of  
City of Grand Rapids Fire Department

\_\_\_\_\_  
(TITLE) [NAME] of  
City of Grand Rapids



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

**AGENDA DATE:** April 27, 2026

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

**PREPARED BY:** Laura Pfeifer

---

### BACKGROUND:

Accounts payable check #162257 issued to Morton Salt on January 29, 2026, for \$13,170.24 is lost. An authorized representative of payee has completed the required Affidavit of Lost Check.

### REQUESTED COUNCIL ACTION:

Make a motion to void lost accounts payable check #162257, issue new check and waive bond requirements for the check to Morton Salt for the amount of \$13,170.24.

AFFIDAVIT

STATE OF ) ~~Minnesota~~ Kansas

) SS

COUNTY OF ) ~~Itasea~~ Johnson

**Michelle Gage**, being first duly sworn on oath, states that he/she resides at **Morton Salt, 444 West Lake St, Suite 3000, Chicago, IL, 60606** and that he/she is the payee named in a check number **162257**, issued to **Morton Salt**, drawn by **City of Grand Rapids** dated **1/29/26**, for the sum of **\$13,170.24**; 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 Michelle Gage

Subscribed and sworn to before me

This 22 day of April, 2026.

Elizabeth Merriman  
Notary Public





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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 27, 2026  
**AGENDA ITEM:** Consider rehiring Shari Huson as seasonal golf shop assistant.  
**PREPARED BY:** Chery Pierzina, Human Resources Officer

---

### **BACKGROUND:**

We are recommending **rehiring** seasonal golf staff as follows:

#### **SEASONAL SHOP ASSISTANT**

Shari Huson at \$17.50 per hour starting April 28, 2026, with an end date of no later than October 28, 2026.

This position is budgeted for 2026.

### **REQUESTED COUNCIL ACTION:**

Make a motion to approve rehiring the seasonal employee mentioned above with the respective hourly rate of pay and timeframe of seasonal of employment.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 27<sup>th</sup>, 2026

**AGENDA ITEM:** Consider approving an agreement with LHB for the Horn Bridge Rehabilitation Study

**PREPARED BY:** Matt Wegwerth

---

**BACKGROUND:**

The Horn Bridge (#31514) will require rehabilitation work in the coming years, and to determine the extent of this work, a rehabilitation study is required. This study will involve field sampling, lab testing, review and report development. Ultimately, the results of the study will dictate future projects and aid in funding procurement.

The study will follow MnDOT's Bridge Preservation and Improvement Guidelines and the MnDOT Bridge Scoping Flow Chart. LHB has performed bridge inspection and

Project will be funded with MSA Bridge and Maintenance Funds

**REQUESTED COUNCIL ACTION:**

Make a motion approving an agreement with LHB for the Horn Bridge Rehabilitation Study and authorize necessary signatures



i. Finalized Preservation Study

**Assumptions**

1. Traffic control will be provided by the city if/as needed for Braun to take core samples from bridge deck.
2. Services do not include:
  - a. Site survey or engineering design
  - b. Field work or site visits by LHB
3. Deliverables will be in PDF format.

**Schedule**

- Field sampling work can begin within 3 weeks of project authorization. Lab results, and an engineering report will be completed within 3 weeks of conducting site work. The preservation study work will begin upon receiving the materials report and will be completed within 8 weeks.

**Proposed Fee**

LHB proposes an hourly not to exceed fee of \$32,388 including subconsultant (Braun) and their reimbursable expenses.

**Terms and Conditions**

Upon your approval of this proposal, we will prepare an agreement consistent with the terms and conditions of our standard LHB agreement form.

We appreciate the opportunity to provide you with our services. We look forward to working with you. Please contact me at 218-590-0048 if you have any questions.

**LHB, INC.**



**JON W. SIITER, PE – DIRECTOR OF ENGINEERING**

Attachments: LHB Fee Estimate  
Braun Proposal

c: LHB Project No. 260102

q:\26proj\260102\100 financial\proposals\to city\bridge 31514 preservation study.docx



March 27, 2026

Proposal 10009666\_001

Jon Siiter  
**LHB, Inc.**  
21 W Superior Street  
Duluth, MN 55802

via email: [Jon.Siiter@LHBcorp.com](mailto:Jon.Siiter@LHBcorp.com)

Re: Proposal for Chloride Ion Testing  
Bridge 31514 (Horn Bridge)  
7th Ave SE over Mississippi  
Grand Rapids, Minnesota

Dear Mr. Siiter:

Braun Intertec Corporation (Braun Intertec) is pleased to submit this proposal to provide core sample extraction and chloride ion testing on the bridge deck concrete for the Horn Bridge in Grand Rapids, Minnesota.

## Background

It is our understanding that the concrete overlay that was installed during the last bridge deck remediation project is approaching the end of its service life. Proposed chloride testing locations throughout the bridge deck have been provided by LHB in order to evaluate the condition of the concrete in the overlay, near and at the depth of steel, and below the depth of steel.

It has been requested that Braun Intertec provide concrete core sampling and chloride ion testing at the proposed locations. The proposed chloride testing locations are provided in the attachments of this proposal.

## Scope of Services

### Activity 1.1 – Field Work

This activity will involve a two-person crew mobilizing to the site from Bloomington, MN to Grand Rapids, MN. Mobilization cost includes a 1-night stay in Grand Rapids.

Ground penetrating radar (GPR) will be used to estimate the depth of steel at each proposed core location as well as avoid striking any steel during core extraction. Twelve core samples will be extracted to a depth of at least two inches below the depth of steel, and four core samples will be extracted to a depth of 3/4 the estimated thickness of the deck.

It is not anticipated that any core samples will be cut completely through the deck thickness as requested on the attached proposed chloride testing locations document as the core samples will fall to the underside of the bridge without upward core extraction from a snooper truck.

Holes left behind from coring will be filled with a high-strength, non-shrink grout.

### **Activity 1.2 – Laboratory Testing**

The core samples will be transported to our laboratory in Bloomington, MN for laboratory testing in accordance with ASTM C1152, “Standard Test Method for Acid-Soluble Chloride in Mortar and Concrete.” The chloride ion content will be measured at multiple depths for each core sample; it is anticipated that twelve core samples will be tested at three depths and four core samples will be tested at four depths.

The service life of a bridge deck is often controlled by the corrosion of the steel in the concrete. The high alkali environment of fresh concrete creates a passivation layer on the steel which protects it from corrosion. Over time, chloride ions will penetrate into the concrete. When a certain chloride-ion threshold level is reached at the depth of the steel, the protective passivation layer will be lost and corrosion commences. This is especially true for uncoated steel such as in the Horn Bridge. ACI 222R-01, “Protection of Metals in Concrete Against Corrosion” provides guidance on the corrosion of reinforcing steel and chloride thresholds that cause corrosion. Typically, the range of 1.0 to 1.5 pounds per cubic yard of concrete is assumed to be the threshold for corrosion.

The application of overlays involves removing the top portion of concrete, which is expected to contain the highest level of chlorides from deicing salts, and replacing it with fresh concrete – effectively extending the time it takes to de-passivate the steel for corrosion. LHB and Braun Intertec will determine appropriate depths at which to test the chloride ion content in the core samples to create a chloride ion profile in the concrete. The profiles will be used to determine the potential for corrosion in the existing overlay, near the depth of steel, at the depth of steel, and below the depth of steel.

### **Activity 1.3 – Project Management and Reporting**

This activity will consist of the consulting time for meetings, assembling reports, and general engineering time for this project. A deliverable providing the depth of steel and the chloride-ion profile at each core sample location will be developed. This activity also includes time for necessary administrative tasks associated with the project.

## **Assumptions**

The proposed scope of service is based on the following assumptions:

- Traffic control will be provided and is not the responsibility of Braun Intertec.
- Testing will be performed in accordance with the most current editions unless specified otherwise. Modifications of any test method are subject to additional fees.

- Prices are in US dollars.
- Expedited requests are subject to additional fees.
- Remnants of tested samples and any extra material will be discarded 30 days from the final report unless otherwise requested.
- Any materials shipped back to the client are subject to shipping and handling fees.

## Cost

We will furnish the services described in this proposal for an estimated fee of **\$18,623**. A tabulation showing hourly and/or unit rates associated with our proposed scope of services is attached.

Our work may extend over several invoicing periods. As such, for work that is performed during the course of each invoicing period, we will submit partial progress invoices.

## Schedule

We anticipate the site work commencing within 3 weeks of authorization. A final engineering report will be provided within 3 weeks of conducting site work.

If our proposed scope of services cannot be completed according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completion.

## Safety

We assume the conditions found at the site will provide a safe working environment for our staff. If conditions are encountered that we feel are not safe, we will contact you immediately and reserve the right to not complete tasks that are felt unsafe. Our staff will supply the following items for personal safety:

- Gloves
- Hard hat
- Class II reflective safety vest
- Puncture resistance work boots
- Safety glasses

## General Remarks

We based the proposed fee on the scope of services described and the assumption that you will authorize our services within 30 days and that others will not delay us beyond our proposed schedule.

We include the Braun Intertec General Conditions, which provide additional terms and are a part of our agreement. To accept this proposal and authorize us to proceed, please sign and return it to us in its entirety.

We appreciate the opportunity to present this proposal to you. We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Ron Koran at 651.431.1499 or [RKoran@braunintertec.com](mailto:RKoran@braunintertec.com).

Sincerely,

### Braun Intertec Corporation



Ronald Koran, PE  
Project Engineer, Concrete Science



Alfred Gardiner, PE  
Principal Engineer, Director – Concrete Science

#### Attachments:

Proposed Chloride Testing Locations  
Cost Estimate  
General Conditions (11/04/2024)

The proposal is accepted, and Braun Intertec is authorized to proceed.

\_\_\_\_\_  
Authorizer's Firm

\_\_\_\_\_  
Authorizer's Signature

\_\_\_\_\_  
Authorizer's Name (please print or type)

\_\_\_\_\_  
Authorizer's Title

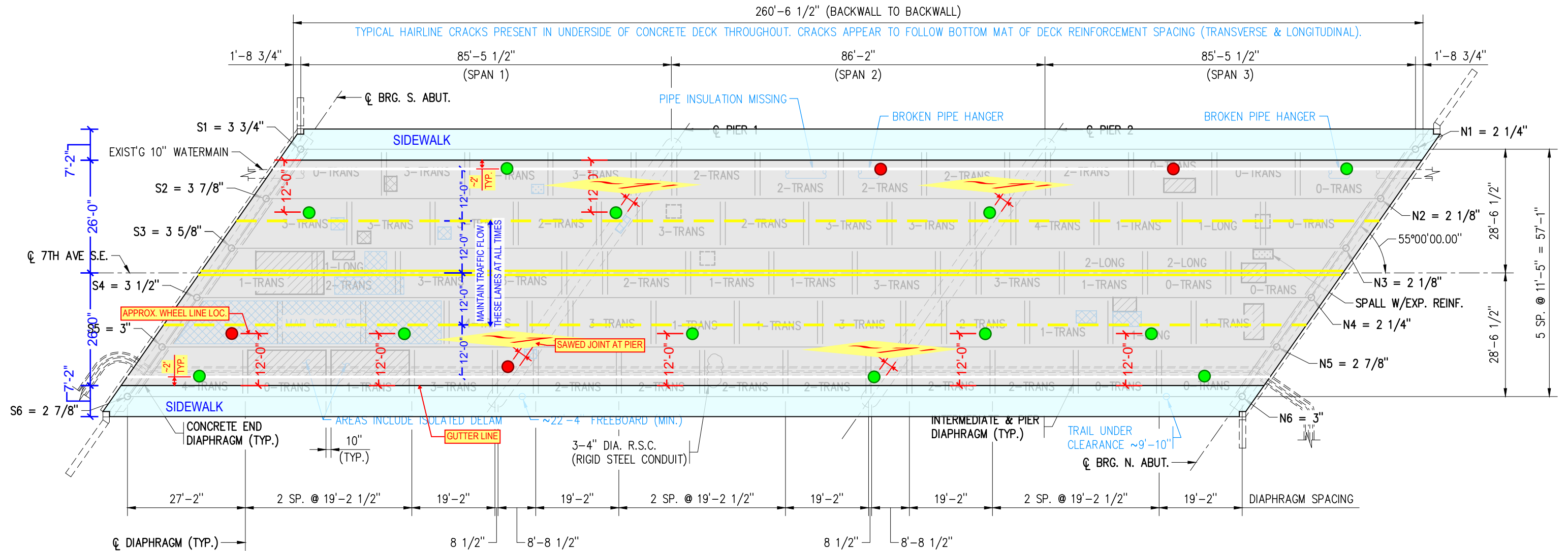
\_\_\_\_\_  
Date

# BRIDGE 31514 (HORN BRIDGE)

INSPECTION DATE: 06/17/2025

BLUE DENOTES CHANGED CONDITION FROM PREVIOUS INSPECTION.

## PROPOSED CHLORIDE TESTING LOCATIONS



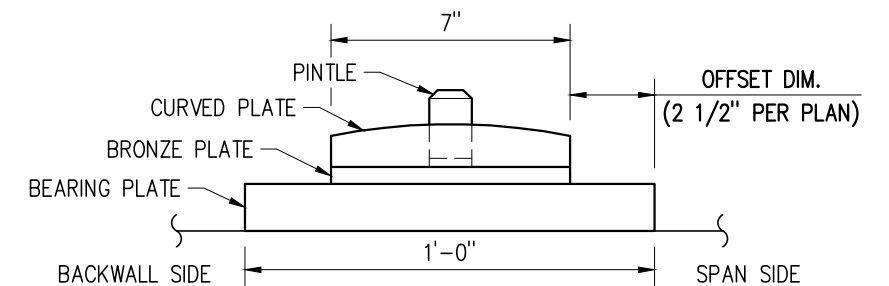
**LEGEND:**

X-TRANS = X TRANSVERSE CRACKS IN BAY  
 X-LONG = X LONGITUDINAL CRACKS IN BAY  
 (LONGIT. CRACKS TYP. LOCATED APPROX. 8" TO 12" FROM BEAM FLANGE)

- = MAP CRACKS
- = DELAMINATED CONCRETE (INCLUDES MAP CRACKING)
- = SPALLED CONCRETE
- = PREVIOUS SLAB REPAIR LOCATION

### UNDERSIDE OF SLAB CONDITION

SCALE: 0 15'



### ABUTMENT EXPANSION BEARING DIMENSION REFERENCE

(SEE PLAN FOR OFFSET DIMENSION AT EACH ABUTMENT BEARING LOC.)  
 (DIMENSIONS REMAINED WITHIN 1/8" OF PREVIOUS; NO CHANGE TO REPORTED VALUES ABOVE)

- DENOTES ROADWAY SURFACE
- DENOTES SIDEWALK SURFACE
- DENOTES TEST LOCATION WITH 3 HORIZ. PLANE TESTS (PARTIAL DEPTH CORE)
- DENOTES TEST LOCATION WITH 4 HORIZ. PLANE TESTS (FULL DEPTH CORE)



**Fee Estimate**  
**10009666\_001**  
**Br. 31514 Chloride Ion Testing**

**Client:**  
 LHB, Inc.  
 Jon Siiter  
 701 Washington Ave N, Suite 200  
 Minneapolis, Minnesota 55401  
 (218) 279-2456

**Work Site Address:**  
 13 Southeast 7th Avenue  
 Grand Rapids, Minnesota 55744

	Qty/Hours	Rate	Amount
<b>Task 1: Concrete Testing</b>			
<b>Subtask 1.1: Field Work</b>			<b>\$7,285.00</b>
Project Engineer	16.00	243.00	\$3,888.00
Field Service Technician II	16.00	137.00	\$2,192.00
Trip Charge - Bloomington to Grand Rapids	1.00	265.00	\$265.00
Coring Equipment and Core Barrel Wear (per 1/2 day)	2.00	191.00	\$382.00
Concrete patch, per bag	2.00	34.00	\$68.00
Hotel	2.00	200.00	\$400.00
PerDiem	2.00	45.00	\$90.00
<b>Subtask 1.2: Laboratory Testing</b>			<b>\$9,100.00</b>
Acid Soluble Chloride ion (ASTM C1152) < 3 Specimens	52.00	175.00	\$9,100.00
<b>Subtask 1.3: Project Management and Reporting</b>			<b>\$2,238.00</b>
Project Assistant III	1.00	93.00	\$93.00
Project Control Specialist II	1.50	134.00	\$201.00
Project Engineer	8.00	243.00	\$1,944.00
<b>Task 1 Total:</b>			<b>\$18,623.00</b>
<b>Project Total</b>			<b>\$18,623.00</b>

**BRAUN INTERTEC GENERAL CONDITIONS****SECTION 1: AGREEMENT**

**1.1 Agreement.** This agreement consists of these General Conditions and the accompanying written proposal or authorization (“Agreement”). This Agreement is the entire agreement between Consultant and Client and supersedes all prior negotiations, representations or agreements, either written or oral.

**1.2 Parties to the Agreement.** The parties to this Agreement are the Braun Intertec entity (“Consultant”) and the client (“Client”) as described in the accompanying written proposal or authorization. Consultant and Client may be individually referred to as a Party or collectively as the Parties.

**SECTION 2: SCOPE OF SERVICES**

**2.1 Services.** Consultant will provide services (“Services”) in connection with the project (“Project”) which are specifically described in this Agreement. Client understands and agrees that Consultant’s Services are limited to those which are expressly set forth in this Agreement.

**2.2 Additional Services.** Any Services not specifically set forth in the Agreement constitute “Additional Services.” Additional Services must be agreed upon in writing by the Parties prior to performance of the Additional Services and may entitle Consultant to additional compensation and schedule adjustments. Additional compensation will be based upon Consultant’s then current rates and fees.

**SECTION 3: PERFORMANCE OF SERVICES**

**3.1 Standard of Care.** Consultant will perform its professional Services consistent with the degree of care and skill exercised by members of Consultant’s profession performing under similar circumstances at the same time and in the same locality in which the professional Services are performed. CONSULTANT DISCLAIMS ALL STATUTORY, ORAL, WRITTEN, EXPRESS, AND IMPLIED WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR PERFORMANCE OF SERVICES IN A GOOD AND WORKMANLIKE MANNER.

**3.2 Written Reports and Findings.** Unless otherwise agreed in writing, Consultant’s findings, opinions, and recommendations will be provided to Client in writing and may be delivered via electronic format. Client agrees not to rely on oral findings, opinions, or recommendations.

**3.3 Observation or Sampling Locations.** Locations of field observations or sampling described in Consultant’s report or shown on Consultant’s sketches reference Project plans or information provided by others or estimates made by Consultant’s personnel. Consultant will not survey, set, or check the accuracy of those points unless Consultant accepts that duty in writing. Client agrees that such dimensions, depths, or elevations are approximations unless specifically stated otherwise in the report. Client accepts the inherent risk that samples or observations may not be representative of items not sampled or seen and further that site conditions may vary over distance or change over time.

**3.4 Project Site Information.** Client will provide Consultant with prior environmental, geotechnical and other reports, specifications, plans, and information to which Client has access about the Project site and which are necessary for Consultant to carry out Consultant’s Services. Client agrees to provide Consultant with all plans, changes in plans, and new information as to Project site conditions until Consultant has completed its Services.

**3.5 Subsurface Objects.** To the extent required to carry out Consultant’s Services, Client agrees to provide Consultant, in a timely manner, with information that Client has regarding buried objects at the Project site. Consultant will not be responsible for locating buried objects or utilities at the Project site unless expressly set forth in this Agreement, or expressly required by applicable law. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from claims, damages, losses, penalties and expenses (including attorney fees) involving buried objects or utilities that were not properly marked or identified or of which Client had or should have had knowledge but did not timely notify Consultant or correctly identify on the plans Client or others furnished to Consultant. Consultant, from time to time, may hire a third party to locate underground objects or utilities and, unless otherwise expressly stated in this Agreement, such action shall be for the sole benefit of Consultant and in no way will alleviate Client of its responsibilities hereunder.

**3.6 Hazardous Materials.** Client will notify Consultant of any knowledge or suspicion of the presence of hazardous or dangerous materials present on any Project site or in any sample or material provided to Consultant. Client agrees to provide Consultant with information in Client’s possession or control relating to such samples or materials. If Consultant observes or suspects the presence of contaminants not anticipated in this Agreement, Consultant may terminate Services without liability to Client or to others, and Client will compensate Consultant for fees earned and expenses incurred up to the time of termination.

**3.7 Supervision of Others.** Consultant shall have no obligation to supervise or direct Client’s representatives, contractors, or other third parties retained by Client. Consultant has no authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by Client, Client’s representatives, contractors, or other third parties retained by Client.

**3.8 Safety.** Consultant will provide a health and safety program for its employees as well

as reasonable personal protective equipment (“PPE”) typical for the project. Services provided by this Agreement and as required by law. Consultant shall be entitled to compensation for all extraordinary PPE required by Client. Client will provide, at no cost to Consultant, appropriate Project site safety measures which are necessary for Consultant to perform its Services at the Project location or work areas in connection with the Project. Consultant’s employees are expressly authorized by Client to refuse to work under conditions that may, in an employee’s sole discretion, be unsafe. Consultant shall have no authority over or be responsible for the safety precautions and programs, or for security, at the Project site (except with respect to Consultant’s own Services and those of its subconsultants).

**3.9 Project Site Access and Damage.** Client will provide or ensure access to the site. In the performance of Services some Project site damage is normal even when due care is exercised. Consultant will use reasonable care to minimize damage to the Project site. Unless otherwise expressly stated in this Agreement, the cost of restoration for such damage has not been included in the estimated fees and will be the responsibility of the Client.

**3.10 Monitoring Wells.** To the extent applicable to the Services, monitoring wells are Client’s property, and Client is responsible for monitoring well permitting, maintenance, and abandonment unless otherwise expressly set forth in this Agreement.

**3.11 Contaminant Disclosures Required by Law.** Client agrees to make all disclosures related to the discovery or release of contaminants that are required by law. In the event Client does not own the Project site, Client acknowledges that it is Client’s duty to inform the owner of the Project site of the discovery or release of contaminants at the site. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from claims, damages, penalties, or losses and expenses, including attorney fees, related to Client’s failure to make any disclosure required by law or for failing to make the necessary disclosure to the owner of the Project site.

**SECTION 4: SCHEDULE**

**4.1 Schedule.** Consultant shall complete its obligations within a reasonable time and shall make decisions and carry out its responsibilities in a manner consistent with the Standard of Care. Specific periods of time for rendering Services or specific dates by which Services are to be completed are provided in this Agreement. If Consultant is delayed in the performance of the Services by actions, inactions, or neglect of Client or others for whom Client is responsible, by changes ordered in the Services, or by other causes beyond the control of Consultant, including force majeure events, then the time for Consultant’s performance of Services shall be extended and Consultant shall receive payment for all expenses attributable to the delay in accordance with Consultant’s then current rates and fees.

**4.2 Scheduling On-Site Observations or Services.** To the extent Consultant’s Services require observations, inspections, or testing be performed at the Project site, Client understands and agrees that Client, directly or indirectly through its authorized representative, has the sole right and responsibility to determine and communicate to Consultant the scheduling of observations, inspections, and testing performed by Consultant. Accordingly, Client also acknowledges that Consultant bears no responsibility for damages that may result because Consultant did not perform such observations, inspections, or testing that Client failed to request and schedule. Client understands that the scheduling of observations, inspections, or testing will dictate the time Consultant’s field personnel spend on the job site and agrees to pay for all services provided by Consultant due to Client’s scheduling demands in accordance with Consultant’s then current rates and fees.

**SECTION 5: COST AND PAYMENT OF SERVICES**

**5.1 Cost Estimates.** Consultant’s price or fees provided for in this Agreement are an estimate and are not a fixed amount unless otherwise expressly stated in this Agreement. Consultant’s estimated fees are based upon Consultant’s experience, knowledge, and professional judgment as well as information available to Consultant at the time of this Agreement. Actual costs may vary and are not guaranteed or warranted.

**5.2 Payment.** Consultant will invoice Client on a monthly basis for Services performed. Client will pay for Services as stated in this Agreement together with costs for Additional Services or costs otherwise agreed to in writing within thirty (30) days of the invoice date. Unless otherwise stated in this Agreement or agreed to in writing, Consultant’s costs for all services performed will be based upon Consultant’s then current rates, fees, and charges. No retainage shall be withheld by Client. All unpaid invoices will incur an interest charge of 1.5% per month or the maximum allowed by law.

**5.3 Other Payment Conditions.** Consultant will require Client credit approval and Consultant may require payment of a retainer fee. Client agrees to pay all applicable taxes. Client’s obligation to pay for Services under this Agreement is not contingent on Client’s ability to obtain financing, governmental or regulatory agency approval, permits, final adjudication of any lawsuit, Client’s successful completion of any project, receipt of payment from a third party, or any other event.

**5.4 Third Party Payment.** Provided Consultant has agreed in writing, Client may request Consultant to invoice and receive payment from a third party for Consultant’s Services. Consultant, in its sole discretion, may also require the third party to provide written acceptance of all terms of this Agreement. Neither payment to Consultant by a third party nor a third party’s written acceptance of all terms of this Agreement will alter Client’s rights and responsibilities under this Agreement. Client expressly agrees

the Agreement contains sufficient consideration notwithstanding Consultant being paid by a third party.

**5.5 Non-Payment.** If Client does not pay for Services in full as agreed, Consultant may retain work not yet delivered to Client and Client agrees to return all Project Data (as defined in this Agreement) that may be in Client's possession or under Client's control. If Client fails to pay Consultant in accordance with this Agreement, such nonpayment shall be considered a default and breach of this Agreement for which Consultant may terminate for cause consistent with the terms of this Agreement and without liability to Client or to others. Client will compensate Consultant for fees earned and expenses incurred up to the time of termination. Client agrees to be liable to Consultant for all costs and expenses Consultant incurs in the collection of amounts invoiced but not paid, including but not limited to attorney fees and costs.

#### SECTION 6: OWNERSHIP AND USE OF DATA

**6.1 Ownership.** All reports, notes, calculations, documents, and all other data prepared by Consultant in the performance of the Services ("Project Data") are instruments of Consultant's Services and are the property of Consultant. Consultant shall retain all common law, statutory and other reserved rights, including the copyright thereto, of Project Data.

**6.2 Use of Project Data.** The Project Data of this Agreement is for the exclusive purpose disclosed by Client and, unless agreed to in writing, for the exclusive use of Client. Client may not use Project Data for a purpose for which the Project Data was not prepared without the express written consent of Consultant. Consultant will not be responsible for any claims, damages, or costs arising from the unauthorized use of any Project Data provided by Consultant under this Agreement. Client agrees to hold harmless, defend and indemnify Consultant from any and all claims, damages, losses, and expenses, including attorney fees, arising out of such unauthorized use.

**6.3 Samples, Field Data, and Contaminated Equipment.** Samples and field data remaining after tests are conducted, as well as field and laboratory equipment that cannot be adequately cleansed of contaminants, are and continue to be the property of Client. Samples may be discarded or returned to Client, at Consultant's discretion, unless within fifteen (15) days of the report date Client gives Consultant written direction to store or transfer the samples and materials. Samples and materials will be stored at Client's expense.

**6.4 Data Provided by Client.** Electronic data, reports, photographs, samples, and other materials provided by Client or others may be discarded or returned to Client, at Consultant's discretion, unless within 15 days of the report date Client gives Consultant written direction to store or transfer the materials at Client's expense.

#### SECTION 7: INSURANCE

**7.1 Insurance.** Consultant shall keep and maintain the following insurance coverages:

- a. Workers' Compensation: Statutory
- b. Employer's Liability: \$1,000,000 bodily injury, each accident | \$1,000,000 bodily injury by disease, each employee | \$1,000,000 bodily injury/disease, aggregate
- c. General Liability: \$1,000,000 per occurrence | \$2,000,000 aggregate
- d. Automobile Liability: \$1,000,000 combined single limit (bodily injury and property damage)
- e. Excess Umbrella Liability: \$5,000,000 per occurrence | \$5,000,000 aggregate
- f. Professional Liability: \$2,000,000 per claim | \$2,000,000 aggregate

**7.2 Waiver of Subrogation.** Client and Consultant waive all claims and rights of subrogation for losses arising out of causes of loss covered by the respective insurance policies.

**7.3 Certificate of Insurance.** Consultant shall furnish Client with a certificate of insurance upon request.

#### SECTION 8: INDEMNIFICATION, CONSEQUENTIAL DAMAGES, LIABILITY LIMITS

**8.1 Indemnification.** Consultant's only indemnification obligation shall be to indemnify and hold harmless the Client, its officers, directors, and employees from and against those damages and costs incurred by Client or that Client is legally obligated to pay as a result of third party tort claims, including for the death or bodily injury to any person or for the destruction or damage to any property, but only to the extent proven to be directly caused by the negligent act, error, or omission of the Consultant or anyone for whom the Consultant is legally responsible. This indemnification provision is subject to the Limitation of Liability set forth in this Section 8.

**8.2 Intellectual Property.** Client agrees to indemnify Consultant against losses and costs arising out of claims of patent or copyright infringement as to any process or system that is specified or selected by Client or others on behalf of Client.

**8.3 Mutual Waiver of Consequential Damages.** NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREUNDER, NEITHER CONSULTANT NOR CLIENT SHALL BE LIABLE TO THE OTHER FOR ANY CONSEQUENTIAL, PUNITIVE, INDIRECT, INCIDENTAL OR SPECIAL DAMAGES, OR LOSS OF USE OR RENTAL, LOSS OF PROFIT, LOSS OF BUSINESS OPPORTUNITY, LOSS OF PROFIT OR REVENUE OR COST OF FINANCING, OR OTHER SUCH SIMILAR AND RELATED DAMAGE ASSERTED IN THIRD PARTY CLAIMS, OR CLAIMS BY EITHER PARTY AGAINST THE OTHER.

**8.4 Limitation of Liability.** TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL LIABILITY IN THE AGGREGATE OF CONSULTANT, CONSULTANT'S OFFICERS, DIRECTORS, PARTNERS, EMPLOYEES, AGENTS, AND SUBCONSULTANTS, TO CLIENT AND ANYONE CLAIMING BY, THROUGH OR UNDER CLIENT FOR ANY CLAIMS, LOSSES, COSTS, OR DAMAGES WHATSOEVER ARISING OUT OF, RESULTING FROM OR IN ANY WAY RELATED

CONSULTANT'S PERFORMANCE OF THE SERVICES OR THIS AGREEMENT, CAUSE OR CAUSES, INCLUDING BUT NOT LIMITED TO NEGLIGENCE, ERRORS AND OMISSIONS, STRICT LIABILITY, BREACH OF CONTRACT, IND Item 15. OBLIGATIONS OR BREACH OF WARRANTY, SHALL NOT EXCEED THE TOTAL COMPENSATION RECEIVED BY CONSULTANT OR \$50,000, WHICHEVER IS GREATER.

#### SECTION 9: MISCELLANEOUS PROVISIONS

**9.1 Services Prior to Agreement.** Directing Consultant to commence Services prior to execution of this Agreement constitutes Client's acceptance of this unaltered Agreement in its entirety.

**9.2 Confidentiality.** To the extent Consultant receives Client information identified as confidential, Consultant will not disclose that information to third parties without Client consent. Additionally, any Project Data prepared in performance of the Services will remain confidential and Consultant will not release the reports to any third parties not involved in the Project. Neither of the aforesaid confidentiality obligations shall apply to any information in the public domain, information lawfully acquired from others on a nonconfidential basis, or information that Consultant is required by law to disclose.

**9.3 Relationship of the Parties.** Consultant will perform Services under this Agreement as an independent contractor, and its employees will at all times be under its sole discretion and control. No provision in this Agreement shall be deemed or construed to create a joint venture, partnership, agency or other such association between the Parties.

**9.4 Resource Conservation and Recovery Act.** To the extent applicable to the Services, neither this Agreement nor the providing of Services will operate to make Consultant an owner, operator, generator, transporter, treater, storer, or a disposal facility within the meaning of the Resource Conservation and Recovery Act, as amended, or within the meaning of any other law governing the handling, treatment, storage, or disposal of hazardous substances. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from any claims, damages, penalties or losses resulting from the storage, removal, hauling or disposal of such substances.

**9.5 Services in Connection with Legal Proceedings.** Client agrees to compensate Consultant in accordance with its then current fees, rates, or charges if Consultant is asked or required to respond to legal process arising out of a proceeding related to the Project and as to which Consultant is not a party.

**9.6 Assignment.** This Agreement may not be assigned by Consultant or Client without the prior written consent of the other Party, which consent shall not be unreasonably withheld.

**9.7 Third Party Beneficiaries.** Nothing in this Agreement, express or implied, is intended, or will be construed, to confer upon or give any person or entity other than Consultant and Client, and their respective permitted successors and assigns, any rights, remedies, or obligations under or by reason of this Agreement.

**9.8 Termination.** This Agreement may be terminated by either Party for cause upon seven (7) days written notice to the other Party. Should the other Party fail to cure and perform in accordance with the terms of this Agreement within such seven-day period, the Agreement may terminate at the sole discretion of the Party that provided the written notice. The Client may terminate this Agreement for its convenience. If Client terminates for its convenience, then Consultant shall be compensated in accordance with the terms hereof for Services performed, reimbursable costs and expenses incurred prior to the termination, and reasonable costs incurred as a result of the termination.

**9.9 Force Majeure.** Neither Party shall be liable for damages or deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations (other than the payment of money) results, without its fault or negligence, from any cause beyond its reasonable control, including but not limited to acts of God, acts of civil or military authority, embargoes, pandemics, epidemics, war, riots, insurrections, fires, explosions, earthquakes, floods, adverse weather conditions, strikes or lock-outs, declared states of emergency, and changes in laws, statutes, regulations, or ordinances.

**9.10 Disputes, Choice of Law, Venue.** In the event of a dispute and prior to exercising rights at law or under this Agreement, Consultant and Client agree to negotiate all disputes in good faith for a period of 30 days from the date of notice of such dispute. This Agreement will be governed by the laws and regulations of the state in which the Project is located and all disputes and claims shall be heard in the state or federal courts for that state. Client and Consultant each waive trial by jury.

**9.11 Individual Liability.** No officer or employee of Consultant, acting within the scope of employment, shall have individual liability for any acts or omissions, and Client agrees not to make a claim against any individual officers or employees of Consultant.

**9.12 Severability.** Should a court of law determine that any clause or section of this Agreement is invalid, all other clauses or sections shall remain in effect.

**9.13 Waiver.** The failure of either Party hereto to exercise or enforce any right under this Agreement shall not constitute a release or waiver of the subsequent exercise or enforcement of such right.

**9.14 Entire Agreement.** The terms and conditions set forth herein constitute the entire understanding of the Parties relating to the provision of Services by Consultant to Client. This Agreement may be amended only by a written instrument signed by both Parties. In the event Client issues a purchase order or other documentation to authorize Consultant's Services, any conflicting or additional terms of such documentation are expressly excluded from this Agreement.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 27<sup>th</sup>, 2026

**AGENDA ITEM:** Consider authorizing staff to request proposals for engineering services related to the Block 19 Improvements

**PREPARED BY:** Matt Wegwerth

---

### BACKGROUND:

The Block 19 Improvements project includes the reconstruction of the existing City parking lot, utilities and partial reconstruction of adjacent streets. This project is scheduled for 2027, and staff would like to solicit proposals for professional engineering services. Proposals will be reviewed by staff and a recommendation will be brought to Council for final approval prior to moving ahead.

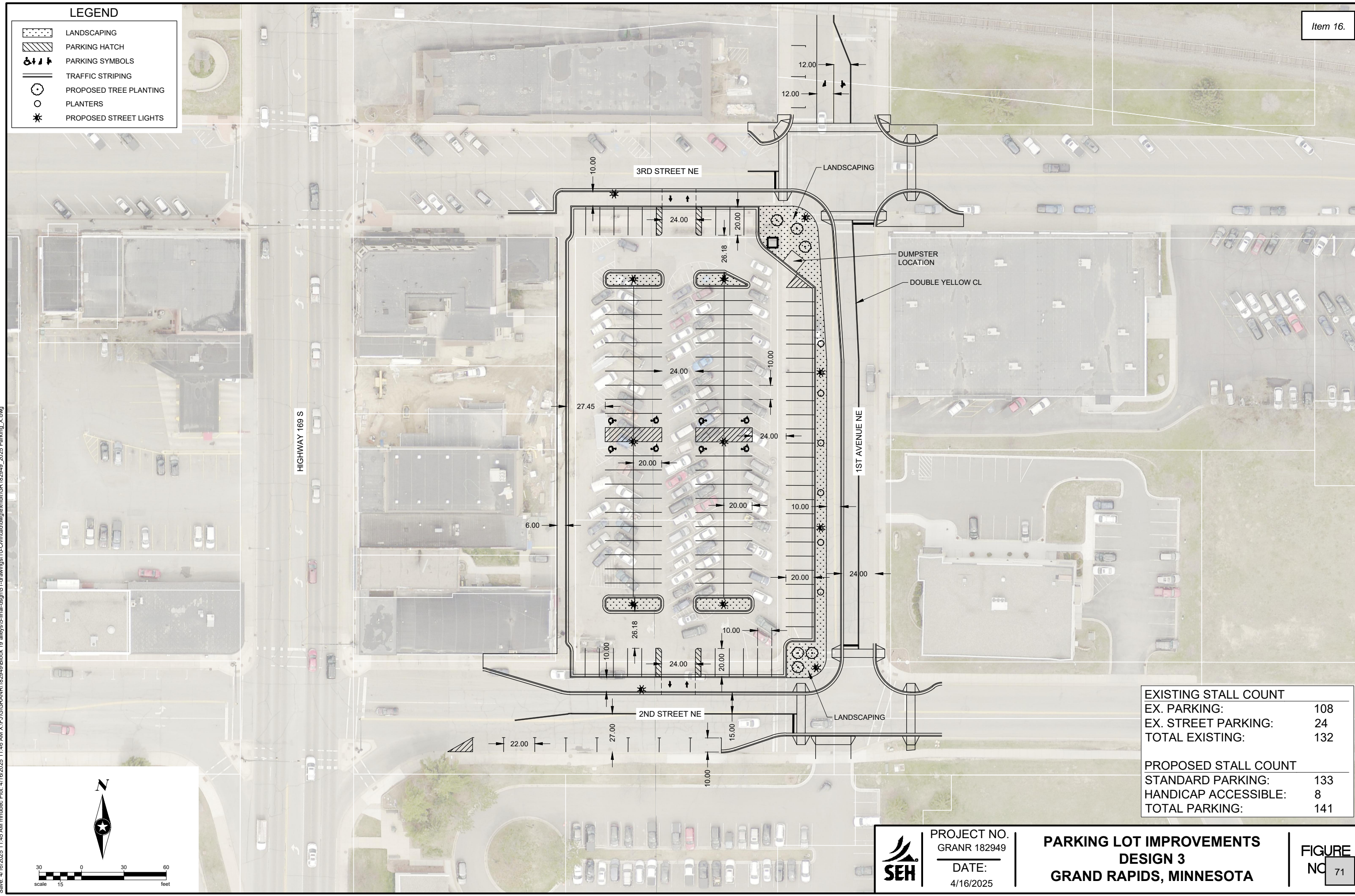
### REQUESTED COUNCIL ACTION:

Make a motion authorizing staff to request proposals for engineering services related to the Block 19 Improvements


**LEGEND**

-  LANDSCAPING
-  PARKING HATCH
-  PARKING SYMBOLS
-  TRAFFIC STRIPING
-  PROPOSED TREE PLANTING
-  PLANTERS
-  PROPOSED STREET LIGHTS

Save: 4/16/2025 11:45 AM mhuidec Plot: 4/16/2025 11:46 AM X:\E\G\GRANR\182949\Block 19 alleys\5-final-dsgn\5-1-drawings\10-Civil\cd\exhibit\GFI182949\_2025 Parking\_X.dwg



<b>EXISTING STALL COUNT</b>	
EX. PARKING:	108
EX. STREET PARKING:	24
<b>TOTAL EXISTING:</b>	<b>132</b>
<b>PROPOSED STALL COUNT</b>	
STANDARD PARKING:	133
HANDICAP ACCESSIBLE:	8
<b>TOTAL PARKING:</b>	<b>141</b>

 PROJECT NO.  
GRANR 182949  
DATE:  
4/16/2025

**PARKING LOT IMPROVEMENTS  
DESIGN 3  
GRAND RAPIDS, MINNESOTA**

**FIGURE  
NO. 71**



## ENGAGEMENT LETTER FOR CONSULTING SERVICES

**April 10, 2026**

Tom Pagel  
City Administrator  
tpagel@grandrapidsmn.gov

Dear Mr. Pagel,

Point Seven LLC (herein "Point7") is pleased to provide the following Engagement Letter outlining the consulting services discussed on our previous two phone calls.

If you have any questions about this, or if you would like to discuss possible modifications, do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "AP", with a long horizontal flourish extending to the right.

Ashley Picillo  
Founder & CEO  
[ap@pointsevengroup.com](mailto:ap@pointsevengroup.com)  
Office: 844-764-6874  
Mobile: 774-571-7956

## CONSULTING AGREEMENT

This **CONSULTING AGREEMENT** (hereinafter referred to as the "**Agreement**") is entered into between the City of Grand Rapids (hereinafter referred to as "**Client**"), a City in Minnesota having a current address at 420 N. Pokegama Ave, Grand Rapids, MN 55744 and Point Seven LLC (hereinafter referred to as "**Point7**"), a limited liability company registered in the State of Colorado having a current address at 520 E. Cooper Ave, Aspen, CO 81611, effective upon the signature of the parties (hereinafter referred to as the "**Effective Date**"). Client and Point7 are collectively referred to herein as the "**Parties**" and each a "**Party**." Point7 will begin to complete work described in **Exhibit A** on the **Work Commencement Date** determined to be ten (10) business days following payment receipt.

The Parties agree that work will not begin prior to receipt of payment and that the Work Commencement Date is subject to change due to nonpayment at the sole discretion of Point7.

### RECITALS

**WHEREAS, Point7** is a Management Consulting Firm in the cannabis industry providing consulting services to Clients.

**WHEREAS, Client** wishes to obtain consulting services from Point7 as described in "**Exhibit A,**" made part of this Agreement.

**WHEREAS, Parties** acknowledge and understand that Point7 is to complete work on an hourly basis and will initially invoice Client for thirty five (35) hours of consulting services. The Parties acknowledge and agree that thirty five (35) hours may not be sufficient to complete all work requested by Client. Should the Parties decide to continue the engagement, Point7 will issue subsequent hourly invoices to Client or will work with Client to develop a mutually favorable flat-fee scope of work.

**WHEREAS, Parties** acknowledge that Addendums, described in Section 4, may be added to this Agreement if additional services are requested by Client. Each Addendum describes the additional scope of work and its associated fee.

**NOW THEREFORE,** for and in consideration of the foregoing, the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **POINT7 RESPONSIBILITIES:** Point7 shall be responsible for providing consulting services to Client as set forth in **Exhibit A**. At no time shall Point7's scope of work exceed the items listed in **Exhibit A** unless mutually agreed by the Parties in writing.

## 2. **CLIENT RESPONSIBILITIES:**

- 2.1. **PROVISION OF MATERIALS:** Client is responsible for providing Point7 with all requested materials necessary for Point7 to provide Client the consulting services described in Exhibit A. Point7 will notify Client in writing of the requested materials throughout the duration of this engagement. Client acknowledges that failure to provide Point7 with requested information may necessitate a modification to previously agreed upon deadlines and may also result in Point7 becoming unable to complete the scope of work. Point7 modifying agreed upon deadlines and/or becoming unable to complete the scope of work.
- 2.2. **NOTIFICATION:** Should Client need to cancel a scheduled consulting call, Client agrees to provide Point7 with notice 24 hours prior to the scheduled call time. Client acknowledges that failure to notify Point7 of the cancellation at least 24 hours prior will result in Point7 recording the meeting time as work performed for the total length of the time allotted for the scheduled call.
- 2.3. **COMMUNICATION:** Client agrees to respond to all email and telephone business communications in a timely manner, generally within two (2) business days, to ensure that Point7 may successfully complete all services provided herein within agreed upon timeframes, as applicable.
- 2.4. **PROVISION OF ACCURATE INFORMATION:** Point7 will rely on information submitted from Client. Client acknowledges that Client is solely responsible for ensuring that information provided to Point7 is correct, complete, accurate and not false in any way. Point7 is not responsible for validating information provided by Client. Client acknowledges that Point7 may request information or deliverables from Client that are not currently included within Exhibit A and agrees to collaborate and cooperate with Point7 to produce requested deliverables.
- 2.5. **WORK COMMENCEMENT DATE:** The Work Commencement Date is defined as a date to be scheduled by Client and Point7 generally five (5) to ten (10) business days after payment has been received.
- 2.6. **USE OF GOOGLE DOCS:** Client has been informed that Point7 develops written content on Google Docs, an online platform which allows both Client and Point7 to access, read, and edit content. Point7 and Client agree to adhere to the Content Development Process included as Exhibit C. Client acknowledges that Point7 will only review Client contributions to

narrative content made using Google’s “Suggesting Mode,” which tracks content changes made to the file.

### 3. **RETAINED SERVICE FEE & AGREEMENT TERM:**

3.1. **TERM:** This Agreement will commence on the Effective Date and work will begin on the Work Commencement Date. This Agreement is a time-based Agreement which will expire when thirty five (35) hours of consulting have been provided to Client from Point7 in alignment with the scope of work described in Exhibit A unless the Parties agree to extend the engagement.

3.2. **RETAINED SERVICE FEE:** Point7 has agreed to perform consulting services at an hourly rate of \$250.00 per hour and will invoice Client \$8,750.00 for the initial thirty five (35) hours of consulting time. Point7 will not begin work until payment is received and reserves the right to modify the Work Commencement Date if payment has not been received in accordance with this Section.

3.3. **TIME TRACKING:** Point7 will record time in increments of fifteen (15) minutes. Point7 will present Client with an itemization report detailing all work performed upon Client request.

4. **ADDITIONAL SERVICES:** If Client requests Point7 to provide additional services, not set forth in **Exhibit A**, Point7 may at its sole discretion decide whether to provide such services. If Point7 agrees to provide additional services, Point7 will provide Client with an amended scope of work and Compensation Addendum (the “**Addendum**”), which shall be deemed effective, and incorporated herein, upon mutual execution of the Addendum by the Parties. Point7 retains the right to develop and attach an addendum to this Agreement for the additional scope of work.

### 5. **PAYMENT, BILLING & EXPENSE**

5.1. **PAYMENT METHOD:** Payments must be submitted via wire transfer, electronic bank transfer or by check. Should Client wish to remit payment by cash, or other method of payment, Point7 must first approve of the alternative form(s) of payment in writing. Fees incurred by Point7 due to the method of payment must be reimbursed by the Client. Payment instructions are hereto attached as **Exhibit B**.

5.2. **EXPENSES:** Point7 will not incur expenses without first obtaining written Client approval. Client shall reimburse Point7 for all reasonable expenses incurred by Point7 for completion of services, including, without limitation: (i) any third-party costs, and

equipment required for completing the services; and (ii) all travel related to the services provided herein or required by Client. Travel expenses shall include, without limitation, airfare, ground transportation, lodging and meals. Point7 shall provide appropriate documentation of all such expenses to Client (the “**Expense Documentation**”).

- 5.3. TRAVEL BILLING:** Should the Parties agree that Point7 will travel to a location either with, or on behalf of the Client, the attending Point7 Consultant will record time in accordance with Section 3.4 beginning at time of departure from the Consultant’s home or office, and terminating at the conclusion of the work or travel day. All travel expenses must be paid for, or reimbursed by, Client in accordance with Section 5.3.
- 5.4. BILLING:** If Client has questions or concerns about an invoice, Client should contact their Engagement Manager and [accounting@pointsevengroup.com](mailto:accounting@pointsevengroup.com). Client will not be charged for discussing Client’s invoices. If Client does not contact Point7 within ten (10) business days of receiving its invoice, Client waives the right to request changes to the items billed on the statement
- 5.5. PAST DUE INVOICES:** If Client has an outstanding balance at time of Agreement signing, Client is required to pay the Past Due Invoice before work will begin under this Agreement.
- 6. TERMINATION:** This Agreement may be canceled or terminated by either Party by providing thirty (30) days notice to the other Party or for a material breach of the other Party. For purposes of this Section, a material breach is defined as noncompliance with any deadline or due date explicitly stated in this Agreement, including deadlines associated with provision of work, as well as deadlines associated with payment terms. If a Party suffers a material breach, it has the following remedies:
- 6.1. NO CAUSE TERMINATION BY POINT7:** Point7 may terminate this agreement by providing written notice to terminate prior to receiving the first Retained Service Fee. Once the Retained Service Fee has been remitted to Point7, work shall commence and the Retained Service Fee is deemed earned and payable. If Point7 is unable to complete the 35 hours of work for any reason, Point7 will present Client with an itemization of time utilized, and hours not utilized, and will refund Client for hours not performed.
- 6.2. NO CAUSE TERMINATION BY CLIENT:** Client may terminate this agreement by providing written notice to terminate prior to remitting the first Retained Service fee to Point7. Once the Retained Service Fee has been remitted to Point7, the Retained Service Fee is deemed earned and payable to Point7.

- 6.3. **TERMINATION BY CLIENT FOR MATERIAL BREACH:** If Client is able to demonstrate that Point7 has materially breached this Agreement: Client must provide written notice to Point7 specifying the material breach and provide three (3) business days for Point7 to cure. If Point7 fails to cure within three business days, Client may elect to terminate this Agreement, and Point7 will refund Client for time not utilized at the time of Agreement termination. Point7 will not reimburse the Client for time utilized. Parties agree that no liability incurred by Point7 will ever be more than the total value paid on this Agreement.
- 6.4. **TERMINATION BY POINT7 FOR MATERIAL BREACH:** If Client materially breaches this Agreement: Point7 must provide written notice to Client specifying the material breach and provide three (3) business days for Client to cure. If Client fails to cure within three business days, Point7 may elect to terminate this Agreement. All compensation listed in Section 3 (whether or not paid by Client) is deemed earned and payable to Point7. Parties agree the amount is fair and reasonable.
7. **ACKNOWLEDGEMENTS:**
- 7.1. **NO GUARANTEES:** The Parties acknowledge and agree that cannabis is an evolving area of governance and Point7 does not guarantee any particular outcome associated with any work product delivered to Client as part of this Agreement. Client hereby releases Point7 from any and all claims, demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities, costs and expenses related, in any manner whatsoever, for the failure of Client to achieve any particular goal based on the content and services provided by Point7.
- 7.2. **COMPLIANCE WITH APPLICABLE LAWS:** Client and Point7 shall perform this Agreement in compliance with all applicable laws, ordinances, orders, rules and regulations. The Parties acknowledge and understand that the use, possession, cultivation and distribution of cannabis is prohibited under United States federal law, and agree that such prohibition shall not excuse the performance of this Agreement by either Party or constitute a defense to the enforcement of this Agreement.
8. **INTENTIONALLY BLANK.**
9. **OWNERSHIP OF INTELLECTUAL PROPERTY:** Client acknowledges that material provided by Point7 in connection with this Agreement was developed by Point7 at considerable expense and constitutes the intellectual property and proprietary business material of Point7 (hereinafter “**Proprietary Business Material**”). Client may not share the Proprietary Business Material with any other individual, municipality or company applying for a cannabis business license, or operating a cannabis business license, without Point7’s

written consent. This Agreement grants Client a non exclusive, non transferable, limited license to use Point7's Proprietary Business Material for its own business purposes.

10. **NOTICES**: All notices, requests, demands or other communication required or permitted by this Agreement shall be deemed properly given when sent via email (with confirmation of receipt). Point7's email: [counsel@pointsevengroup.com](mailto:counsel@pointsevengroup.com) If sent via email to Client: Tom tpagel@grandrapidsmn.gov.
11. **MISCELLANEOUS**:
- 11.1. **INDEPENDENT CONTRACTOR STATUS**: The relationship of the Parties in this Agreement is that of independent contractors, and nothing in this Agreement is intended as, and nothing shall be construed to create, an employer-employee, agency, partnership, joint venture, or any other similar relationship between the Parties, or in any manner render Point7 liable for any of the debts, obligations, or liabilities of Client.
- 11.2. **SEVERABILITY**: If any provision of this Agreement is held by a court of competent jurisdiction or arbitration tribunal to be unenforceable for any reason, the remainder of the Agreement shall remain in full force and effect and shall in no way be impaired.
- 11.3. **SECTION HEADINGS**: Section headings in this Agreement are included for convenience of reference only, and if there is any conflict between any of such headings and the text of this Agreement, the text shall control.
- 11.4. **MODIFICATION**: This Agreement may be amended or modified only if the amendment is made in writing and is signed by both Parties.
- 11.5. **ASSIGNMENT**: Neither Party shall assign any of its rights or obligations under this Agreement unless they have obtained the prior written consent from the other Party. Any attempted assignment in violation of this Section shall be of no force or effect.
- 11.6. **CHOICE OF LAW**: This Agreement shall be interpreted and construed in accordance with the laws of the State of Colorado, as this is where the majority of work will be performed. Any and all claims, controversies, and causes of action arising out of or relating to this Agreement, whether sounding in contract, tort, or statute, shall be governed by the substantive and procedural laws of the State of Colorado, without giving effect to any conflict-of-laws or other rule that would result in the application of the laws of a different jurisdiction. This Section shall survive termination of this Agreement.

- 11.7. **AUTHORITY TO EXECUTE**: The Parties represent and warrant that the execution of this Agreement by the undersigned representatives binds the Parties to the matters set forth in this Agreement and that no further organizational action is required for this Agreement to be in full force and effect.
- 11.8. **CONFLICTS & DISCLOSURES**: Client understands that this Agreement is a nonexclusive engagement, that Point7 may be representing or partnering with other parties who are operating, or intend to operate, in the same jurisdiction as Client. Client waives any right to object to any engagement Point7 may pursue in connection with a cannabis operator. Point7 also consults with other companies and individuals with regard to strategy and interaction with government or regulatory officials, and some of their interests may compete with Client's interests. Client understands and consents to such activities.
- 11.9. **COUNTERPARTS AND ELECTRONIC SIGNATURES**: This Agreement will expire unless accepted in writing, by Point7 and Client, as evidenced by their signatures below and Point7 receives notice of such acceptance on or before ten (10) days after Client's receipt of this Agreement (hereinafter the "**Acceptance Deadline Date**"). If Client executes its portion of the Agreement after the Acceptance Deadline Date, Point7 has sole discretion in determining whether to void this Agreement. If accepted, this Agreement will become a legally binding contract between Point7 and Client. A copy of this Agreement may be executed by each Party, separately and when each Party has executed a copy thereof, such as when copies taken together are deemed to be a full and complete contract between the Parties.
- 11.10. **WAIVER**: Waiver by either Party of any term or condition of this Agreement or any breach shall not constitute a waiver of any other term or condition or breach of this Agreement.
- 11.11. **GENERAL PROVISIONS**: This Agreement sets forth the entire understanding of the Parties. Any amendments must be in writing and signed by both Parties. If any provision of this agreement is held to be invalid, illegal, or unenforceable, the remaining portions of this agreement shall remain in full force and effect and construed to best effectuate the original intent and purpose of this agreement. Waiver by either Party of any term or condition of this Agreement or any breach shall not constitute a waiver of any other term or condition or breach of this Agreement.
- 11.12. **SURVIVAL**: The terms that shall survive the termination of this Agreement are included in Section 7.1 (No Guarantees), Section 8 (Confidentiality), Section 9 (Ownership), Section 11.2 (Mutual Non-Disparagement), Section 12 (Arbitration), Section 13

(Indemnification), Section 14 (Limitation on Liability) and any other Section that so states.

12. **ARBITRATION**: In the event of any dispute, controversy or claim arising out of, or relating to this Agreement, (each a “**Dispute**”) including the determination of the scope or applicability of this Agreement to arbitrate shall be determined by Arbitration. The Parties agree that all Disputes will be resolved by binding arbitration before one arbitrator in Denver, Colorado. Arbitration shall be administered by Judicial Arbitrator Group (JAG) pursuant to the American Arbitration Association rules. Judgment of the award may be entered in any court having jurisdiction. This clause shall not preclude Parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction. Client acknowledges that there are charges for using the services of JAG, and such services can be expensive. Client further understands that in an arbitration proceeding, the Parties are responsible for paying their own attorney fees and costs that may be incurred in that proceeding, and that an arbitrator may award a recovery of attorney fees and costs to the prevailing party in such proceeding. Client understands and agrees that by agreeing to arbitration for any and all issues that arise in any way related to this Agreement or Point7’s Services, Client relinquishes its right to bring an action in court and right to a jury trial. Client further understands that discovery in an arbitration proceeding may be limited, and the arbitrator’s decision is not appealable.
13. **INDEMNIFICATION**: Client shall indemnify, defend, protect and hold harmless Point7, its officers, directors, members, managers, employees, agents, and representatives from any claim from Client submitting incomplete or false information to the State, from and against any and all claims, demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities, costs and expenses (including reasonable attorneys’ fees, and court costs) of every kind and nature whatsoever which arise from or in any manner related (directly or indirectly) to the gross negligence or willful or wanton misconduct of the Client, its officers, directors, members, managers, employees, agents or any third party claim against Point7 related to its product or services. This Section shall survive termination of this Agreement.
14. **LIMITATION ON LIABILITY**: Notwithstanding any damages that Client might incur, the entire liability of Point7 and any of its suppliers related to this Agreement and Client’s exclusive remedy for all of the foregoing shall be limited to the amount actually paid by Client for the services provided. To the maximum extent permitted by applicable law, neither Point7 nor any affiliate, officer, director, employee, attorney, or agent of the Point7 shall have any liability with respect to, and the Client hereby waives, releases, and agrees not to sue any of them upon, any claim for any special, indirect, incidental, or consequential damages suffered or incurred by the Client in connection with, arising out of, or in any way related to, this Agreement, or any of the transactions contemplated by this Agreement. The

Client hereby waives, releases, and agrees not to sue Point7 or any of the Agent’s affiliates, officers, directors, employees, attorneys, or agents for punitive damages in respect of any claim in connection with, arising out of, or in any way related to, this engagement, or any of the transactions contemplated by this engagement.

- 15. **ENTIRE AGREEMENT:** This Agreement, together with **Exhibit A** and any Addendum agreed to in writing, sets forth the entire understanding and agreement of the Parties with respect to the subject matter hereof and supersedes any and all prior oral and written understandings, quotations, communications, and agreements in regard to the matters discussed in it.

**SIGNATURES**

**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be executed on the day and date set forth below. Point7 will not begin work until the agreed upon Work Commencement Date, and until the Monthly Retained Service Fee is received and has fully cleared in Point7’s bank account.



\_\_\_\_\_  
Tom Pagel, City Administrator  
City of Grand Rapids, MN  
tpagel@grandrapidsmn.gov

April 14, 2026

\_\_\_\_\_  
DATE



\_\_\_\_\_  
ASHLEY PICILLO, Managing Member  
Point Seven LLC

4/14/2026

\_\_\_\_\_  
DATE

## **EXHIBIT A**

### **Scope of Work**

Point7 will complete up to 35 hours of work for Client. This List of Approved Services (hereinafter referred to as “**List**”) itemizes the services Point7 may perform as part of this Agreement. Services that are not explicitly listed herein are not included as part of this Agreement or the rate of \$250.00 per hour. Point7 and Client agree to co-develop Point7’s priorities, selecting assignments from the following List.

At time of Engagement Letter issuance, the Parties agree that Point7 will begin working on the following:

- Development of project plan
- Supporting Client in finalizing its application submission to Minnesota’s Office of Cannabis Management
- Site evaluation work which may include any of the following services:
  - Collaboration with Client and Client’s designated design/build team to work on the site layout
  - Optimal layout for front of house customer experience and back of house operations
  - Ensuring the facility is in compliance with OCM regulations
    - All OCM requirements as well as operational best practices
    - Client’s operational desires (for instance having a pre-order area; space for private consultations with customers etc)
    - Security requirements and best practices
- Development of preliminary pro forma utilizing information provided by Client, Client’s design/build team and historical data provided by Point
  - Point7 to develop a brief summary for use by Client

**While Client has not indicated need for any of the following services at present time, Point7 is able to provide the following services at the rate of \$250.00 per hour:**

- **People Operations**

- Provision of Job Descriptions
    - Pay scale recommendations by role
  - Headcount Determination
  - Development of Organizational Chart / Management Structure
  - Management and/or Employee Training Program Design/Development
  - Development of Hiring Processes, including Staffing and Recruitment
  - Development of HR Paperwork and Manuals
  - Candidate Recruitment, Evaluation and Management
    - Pay scale recommendations by role
  - Benefit Requirements / Recommendations
  - Payroll Management System Recommendations
  - Development of Hiring Process
  - Training Material Development
- **Market, Location, Real Estate & General Research**
    - Municipal and State Regulatory Research
    - Community Evaluation & Related Research
    - Community Engagement Strategy
      - If applicable/requested, Point7 can develop your Community Presentation and support presenting this to your local municipality
- **Dispensary Operations**
    - **Customer Experience, Merchandising & Design**
      - Strategy for displays and customer experience
      - In-store technology (digital displays and learning; order management)
      - Inventory presentation
    - **Technology**
      - Develop a software and equipment list inclusive of in-store technology (point of sale; payment processor etc.)
    - **Inventory Control (Back of House)**
      - Storage design
      - Process for inventory management
      - Process for day-of inventory management
    - **Inventory Purchasing, Diversification and Forecasting**
      - Product Selection
      - Pricing
      - Supplier assessment/evaluation (examining vendors/suppliers for cannabis)

- inventory)
    - Cadence for ordering/forecasting (based not only on sales, but perceived market shortages / lead times to obtain customer-desired products)
- **METRC**
  - Implementation of required system Metrc
  - Training of team
  - Metrc audits (can be conducted remotely until Client is no longer experiencing challenges/errors within the system)
- **Sustainability**
  - Selection of Packaging
  - Evaluation of Sustainable Equipment, Designs and Operational Practices
  - Implementation of Renewable Energy Sources
  - Sustainable Supply Chain Management
  - Employee Sustainability Training and Engagement Programs
  - Community-Based Environmental Initiatives
- **Standard Operating Procedure (SOP) Development**
  - Review and Evaluation of Existing SOPs
  - Customization of Client-provided SOPs
  - Customization of separately purchased Point7 SOPs
  - Technical Writing for New/Original SOPs
  - Support Implementing SOPs
  - Development of Aligned Training Materials
- **Brand, Marketing & Sales Strategy**
  - Brand development
    - Ethos
    - Story
    - Initial artwork
    - Positioning
    - Communication strategy (community facing)
    - Exploration of local partnerships
    - Exploration of local event/cross-marketing opportunities
  - Marketing and sales compliance
  - Web and social strategy
  - Customer experience online
    - Preordering
    - Online product learning

- Develop a marketing and design plan encompassing the various design assets Client will need prior to opening day. Support Client in engaging with a third-party designer to complete design work.
- Develop pricing recommendations; supporting business development initiatives and programs to promote recurring sales. We can implement your company's CRM system and guide the sales process as your business comes online.

## Exhibit B PAYMENT INSTRUCTIONS

### POINT OF CONTACT

Have a question? Contact our Accounting Team: [accounting@pointsevengroup.com](mailto:accounting@pointsevengroup.com)

### WIRE TRANSFER

Point7's preferred form of payment is wire transfer.

**PLEASE** include the invoice number in the memo section, and notify us by email when a wire transfer is executed so we may more easily confirm your payment

- **Recipient Information:** Point Seven LLC (dba Point Seven Group)
- **Recipient Bank:** Mercury Bank
- **Recipient Account Number:** 202443639389
- **Recipient Routing Number:** 091311229

### CHECK

When mailing a check, please include the invoice number in the memo section, and notify us by email ([accounting@pointsevengroup.com](mailto:accounting@pointsevengroup.com)) when a check is mailed so we may more easily confirm your payment.

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*Thank you for your business and on-time payment!*

## EXHIBIT C

### Document & Content Development Process

Should Point7 complete any writing or editorial work for Client as part of this engagement that requires collaboration with Client, Client agrees to adhere to the following Document & Content Development Process using Google Docs, an online platform which allows both Client and Point7 to access, read, and edit Application content. Client acknowledges that Point7 will only review Client contributions made using Google's "Suggesting Mode," which tracks content changes made to the file. The Document Process Flow is as follows:

**STAGE 1 — DRAFT 1:** Point7 will draft narrative content on the Google Docs Platform. In Stage 1, Point7 will draft an initial narrative. Point7 reserves the right to allow Client to view the first draft ("Draft 1") while content is in Stage 1. Point7 also reserves the right to release Draft 1 content to Client on a rolling basis as specific sections are finalized.

**STAGE 2 — COMPLETION & RELEASE OF DRAFT 1:** Once Draft 1 is complete, Point7 will grant file access to Client in Google Docs. Client is responsible for reviewing all content presented by Point7. Client understands and agrees that upon release of Draft 1, the Client has taken custody of the files and that changes made to the files are the responsibility of the Client. Point7 is not responsible for the quality of the final submission file once changes have been made by Client. Content will be presented to Client as follows:

- Content deemed "final" by Point7 will be indicated in black text. Content presented in black font indicates that the content does not require additional information from the Client team, unless otherwise indicated by a comment within the file. Content presented in black font must be reviewed by Client for accuracy and consistency with intended operations.
- While Client is responsible for, and encouraged to, review all content presented in Draft 1, Point7 reserves the right to leave "Comments" in the file, indicating to Client that a specific section of content may require additional review, or would benefit from additional information, at the sole discretion of Client.
- Content requiring Client customization will be indicated in red text. Red text will be used for all instances that require additional information, such as, but not limited to: job titles; room names; equipment selections; names of organizations; names of software programs; document name references; or biographical information. Client is solely responsible for customizing red text and is encouraged to change text to black once customization has occurred. Point7 is not responsible for itemizing missing items for Client, but will indicate to Client using red text, and Google Doc comments, if additional information is required, or encouraged. Client acknowledges, and agrees, that finalizing all red text is solely the responsibility of Client.
- Should Client desire Point7's review of newly added information, Client is required to: 1) add new information using Google "Suggesting Mode," which tracks all changes made by the Client team; and 2) leave a comment for Point7 requesting a review of specific

sentences, paragraphs or strategic changes. Client acknowledges and agrees that Point7 **will not** complete a comprehensive review of Draft 1 once Client has taken custody of the file, but will complete one (1) final review of any comments or questions directed to Point7, by Client, as described within *Stage 3* herein.

**STAGE 3 — POINT7 FINAL REVIEW:** Client will have up to five (5) business days to review Draft 1. Once the five days have expired, or upon notification that Client has completed its review (whichever comes first), Point7 will complete one (1) final review of the content, responding to questions directed to Point7 by Client during the Client review process. Point7 **has not** been engaged to reread Draft 1 and will only review content that has been clearly assigned to Point7. Point7 will be granted up to five (5) business days to complete the final review. Point7 **does not** indicate whether or not a file is “Final,” a decision that is solely that of the Client.

**STAGE 4 — DOCUMENT FINALIZATION:** Once Point7 has completed its final review, as described within *Stage 3*, Client may make changes to the Final Draft at its sole discretion, but assumes all liability for such changes made to the final draft. Client is solely responsible for finalizing content files and preparing them for submission to the State.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 27, 2026

**AGENDA ITEM:** Consider after the fact approval of an agreement with Point 7 Group for consulting services related to a municipal dispensary

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

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### BACKGROUND:

The city is exploring the potential of owning/operating a municipal dispensary. A key piece of information is developing a business Performa. City Administrator, under the city's purchasing policy has executed an agreement (see attached) with the Point 7 Group who assisted the city of Anoka with their business Performa. Anoka was extremely pleased with the consultant's services.

### REQUESTED COUNCIL ACTION:

Make a motion to approve after the fact an agreement with Point 7 Group for consulting services related to a municipal dispensary.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 27, 2026

**AGENDA ITEM:** Consider authorizing staff to submit a lease agreement application to BNSF Railway Company.

**PREPARED BY:** Rob Mattei, Community Development Director

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### BACKGROUND:

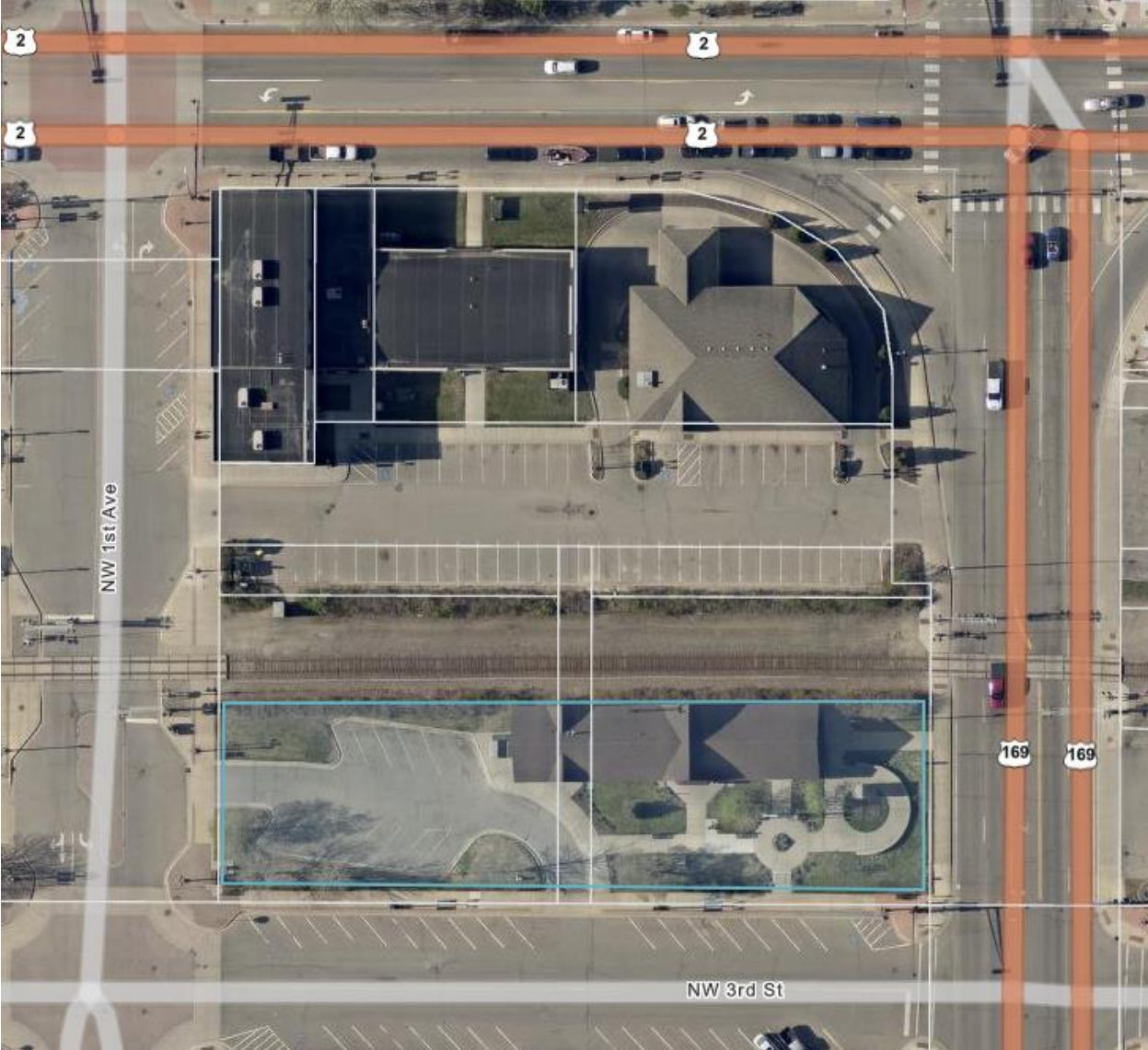
Since 1983, the City of Grand Rapids has held an indefinite term lease from the railroad on the land where the Depot sits at 1 NW 3<sup>rd</sup> St. At that time, BNSF granted the City a consent to sublease the land to the Grand Rapids Area Chamber of Commerce. In 1984, BNSF donated the Depot building to the City to be used for a public purpose. Subsequently, the City entered into an agreement with the Chamber of Commerce to rent the “Old Depot Building.” This building lease ran until 1994 when the City sold the building for \$1 to the Depot Commons, a non-profit formed to take over stewardship of the building. While separate entities, the Chamber Board of Directors and the Depot Commons have some common membership.

The Depot Commons seeks railroad approval to change the name on the consent to sublease from the Grand Rapids Area Chamber of Commerce to the Depot Commons. Aligning ownership of the building and assignment of the lease on the land it sits will enhance the ability of the Depot Commons to pursue grant opportunities to maintain and improve the building.

Prior to changing the consent to sublease agreement, BNSF requires the lease between the City and BNSF be updated and approved in their current format. Therefore, the first step in the process to update the consent to sublease is for the City to submit a new lease agreement application to BNSF Railway Company. The Depot Commons is paying the application fee.

### REQUESTED COUNCIL ACTION:

Make a motion authorizing staff to sign and submit lease agreement application materials to BNSF Railway Company.



Lease area is 21,000 sq. ft. - shaded in light blue.

# LEASE AGREEMENT - PROCESS INSTRUCTIONS

Item 18.

## How to apply for a lease agreement:

To effectively facilitate the lease process, BNSF has partnered with Jones Lang LaSalle who is committed to provide professional Real Estate Services. Regarding your interest in leasing BNSF property, I have enclosed an application that will need to be completed, signed, and returned to my attention. If acceptable, I will begin to process a new lease when the application is returned.

Complete the application, print, and mail with the following:

- The **\$1,700 (non-refundable) one-time new lease application fee (plus GST for Canada applications)**, check made payable to BNSF Railway Company. This fee is not applicable to rent. BNSF requires the application fee be sent with the application, or it will be **returned**. The acceptance and deposit of this check does not constitute an agreement between you and BNSF for the requested lease.
- Please **return the application, map, and application fee** to the following address

**BNSF/JLL- ATTN: Stephanie Gwizdz  
2650 Lou Menk Drive MOB- 2  
Fort Worth, TX 76131**

## Insurance Requirements:

No lease with BNSF will be executed without an approved Certificate of Liability Insurance (COI). **BNSF Railway Company must be listed as a certificate holder on this document with the following address:**

**BNSF Railway Company  
c/o CertFocus  
P.O. Box 140528  
Kansas City, MO 64114**

Please **DO NOT** send the Insurance Certificate to the address above. Please **send your certificate of insurance via email to: stephanie.gwizdz@bnsf.com**

The following limits are required to be listed on the Certificate of Liability Insurance (COI):

- **Commercial General Liability Insurance.** This insurance shall contain broad form contractual liabilities with a combined single limit of a minimum of \$1,000,000 each occurrence and an aggregate limit of at least \$2,000,000.
- **Business Automobile Insurance.** This insurance shall contain a combined single limit of at least \$1,000,000 per occurrence.
- **Workers Compensation and Employers Liability insurance** including coverage for Employers' Liability (Part B) with limits of at least \$500,000 each accident, \$500,000 by disease policy limit, \$500,000 by disease each employee.

**Please note:** The BNSF Railway Company and Jones Lang LaSalle shall be named as additional insured/certificate holder. These limits are subject to change at any time without notice. Also, additional coverage may be required depending on the use of the premises. A lease agreement will be provided to you that will contain details concerning insurance requirements. A lease agreement cannot be executed without an approved insurance certificate.

**APPLICATION FOR LEASE OF LAND**

**Complete - Land Information, Part III - Material Addendum, and Part IV - Credit Information**

1. Community or station where site located:  
City Grand Rapids County Itasca State MN

2. Exact legal name of Applicant: City of Grand Rapids  
If corporation, state in which incorporated: \_\_\_\_\_  
If subsidiary, name parent company: \_\_\_\_\_  
If individual, names in which business is conducted: \_\_\_\_\_  
If partnership, list names of all partners: \_\_\_\_\_

3. Is Applicant a BNSF Shipper? Yes \_\_\_\_\_ No <sup>x</sup> \_\_\_\_\_  
If "Yes", please include the name of Applicant's BNSF Marketing Representative: \_\_\_\_\_

4. Applicant's **Street** Address: City of Grand Rapids 420 N Pokegama Ave Grand Rapids, MN 55744 Applicant's **Billing** Address (Notice Address): City of Grand Rapids 420 N Pokegama Ave Grand Rapids, MN 55744  
\_\_\_\_\_  
\_\_\_\_\_

5. Contact Information (including area code): \_\_\_\_\_ Name (Printed): Tom Pagel  
Cell: \_\_\_\_\_ Office: 218-326-7600  
Fax: \_\_\_\_\_ Email: tpagel@grandrapidsmn.gov

6. Comprehensive General Liability, Automotive Liability and Worker's Compensation/Employer's Liability coverages are all required for land and track leases/licenses. Do you currently carry these coverages:  
Amounts per Occurrence/Aggregate:  
Insurance Carrier: League of Minnesota Cities Email: jamie.sheiman@marshmma.com  
Contact Name: Jami Sheiman Phone: 218-301-0364

\$ 2,000,000 / \$ \_\_\_\_\_ Comprehensive General Liability  
\$ 2,000,000 / \$ \_\_\_\_\_ Automotive Liability  
\$ 1,500,000 / \$ \_\_\_\_\_ Worker's Compensation/Employer's Liability

7. Date Applicant requests occupancy: TBD

The information in this completed application is correct and true to the best of my knowledge.

\_\_\_\_\_  
City Administrator  
Signature / Title

\_\_\_\_\_  
Date

# LAND LEASE INFORMATION

Item 18.

1. Are you represented in this transaction by a broker? No  
If yes, broker's name: \_\_\_\_\_  
Broker phone No. \_\_\_\_\_
  
2. Will entity other than Applicant occupy any of the premises you propose to lease? Yes  
If yes, occupant must also complete application.
  
3. Describe total area to be included and attach sketch or print outlining total *property* to be leased including dimensions: 21,000 Sq. Ft. (See attached map)  
\_\_\_\_\_  
\_\_\_\_\_
  
4. What use will be made of site? - Applicant's business operations/commodities handled  
Sublease to Depot Commons for use as Visitor Center / Chamber of Commerce Offices  
\_\_\_\_\_
  
5. Number of years established in business: 30+
  
6. List all buildings or structures existing on the property indicating dimensions and construction material (steel, frame). Include wells, septic tanks, drain fields. If buildings or structures are privately-owned include bill of sale. Former depot building approximately 24.5 ft. by 94.6 ft. (see attached ownership history - Bill(s) of Sale)  
\_\_\_\_\_  
\_\_\_\_\_  
  
Check if existing on site: Concrete Slab  Asphalt  Paved  Gravel  Fencing  Signboard  Lighting/Poles   
Roadway  Storage Tanks underground/above Ground  Electric Transformers  HVAC Units
  
7. List and describe any future buildings or structures to be erected on site and estimated cost (attach building plans including dimensions): n/a  
\_\_\_\_\_  
\_\_\_\_\_
  
8. List and describe any wastes (oils, hazardous wastes, solid wastes, water discharges, etc.) generated, stored, disposed: None  
\_\_\_\_\_  
\_\_\_\_\_  
  
Will your use include changing oil, washing cars or changing tires? No
  
9. Does applicant have other property under lease? No  
If yes, specify Lease No.(s): \_\_\_\_\_
  
10. If this application is to cover lease of additional property or deletion of property currently held by Applicant under lease, list lease number and date of lease: n/a  
\_\_\_\_\_
  
11. If this application is to cover transfer or assignment of an existing lease or leases from another party, list name of current lessee, lease number(s), date of lease(s). (Applicant must attach letter from current lessee authorizing transfer / assignment, or copy of bill of sale for all improvements):  
Lease No. 244,992; Consent to Sublease Lease No. 244,992; Sublease agreement (all attached)  
  
List current utilities: Grand Rapids Public Utilities (electric, sewer,water); Minnesota Energy Resources (gas)  
  
Name utilities are under: PUC (Depot Chamber of Commerce); MN Energy (Chamber of Commerce)  
  
List utilities account numbers: PUC (300400); MN Energy (0504944526-00001)  
  
List times that business is operating and when it is expected to be closed: M-F (8:00-4:30)

**MATERIAL ADDENDUM**  
(If None - Write 'NONE' and sign below)

Item 18.

1. List all chemicals, hazardous materials, and/or petroleum products you anticipate using or handling on the premises:

NONE \_\_\_\_\_  
\_\_\_\_\_

2. Name/address of disposal company, if applicable

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Type of Storage:	<u>Above Ground</u>	<u>Below Ground</u>	<u>Existing</u>	<u>Future Need</u>
---------------------	-------------------------	-------------------------	-----------------	------------------------

a) Number of Tank(s)	_____	_____	_____	_____
b) Capacity of Each Tank	_____	_____	_____	_____
c) Type of Tank(s)	_____	_____	_____	_____
d) Age of Tank(s)	_____	_____	_____	_____
e) Location of Tank(s). Show exact location on drawing (note if above or below ground, existing or future need).				

4. If any tanks or pipes are underground, you must complete the following:

a) Type of corrosion resistant coating: \_\_\_\_\_  
b) Type of Cathodic protection used: \_\_\_\_\_  
c) Type of material of piping and sealant: \_\_\_\_\_  
d) Type of leak detection test performed: \_\_\_\_\_  
    Date performed: \_\_\_\_\_  
    Certification of Testing Contractor: \_\_\_\_\_  
e) Type monitoring devices for tank(s): \_\_\_\_\_  
f) Attach a copy of a completed Registration Underground Storage tanks form.

5. If completely above ground, you must complete the following:

a) Containment Berm: Yes / No  
b) Securing Fence: Yes / No  
c) Night Lighting: Yes / No

6. Distance from nearest storage tank to nearest railroad track: \_\_\_\_\_

7. Has local Fire Department or other regulatory agency approved installation: Yes / No

8. Have necessary permits been obtained from local, county, state and/or Federal authorities (including fire marshals)?  
Yes / No    If yes, attach copy. If no, give explanation as to why: \_\_\_\_\_  
\_\_\_\_\_

9. Provide any MSDS sheets for all commodities and hazardous products on site and safety containment plans/documents

Signature of Applicant: \_\_\_\_\_

Title: City Administrator

# LEASE TENANT QUESTIONNAIRE

The purpose of this questionnaire is to gather historical and current information so the BNSF Real Estate Department can understand the lessee's operations, monitor the use of the railroad's property, and best serve its customers and other business partners. The questionnaire should be completed by the previous and/or current lessee/entity (as available) occupying BNSF property/track. If a new lease is requested, JLL should complete the information based on prior property use. If the lessee is new and the property is undeveloped, then a completed questionnaire is not required.

**The Questionnaire should be completed by someone with knowledge of the current and historical operations on BNSF property. Please enter below the name and title of the person completing the questionnaire.**

Lessee Name: City of Grand Rapids Lease Location One NW Third Street Grand Rapids, MN 55744  
 Name of Lease Contact: Tom Pagel Title: City Administrator  
 Email/Phone: tpagel@grandrapidsmn.gov Project ID: \_\_\_\_\_  
 Is Lessee a BNSF Shipper at this location? No Another Location? No  
 Form Completed By: Will Richter Title: Zoning Administrator

### PREVIOUS PROPERTY USE

1. What were the previous property uses? Choose from the following categories that BEST describe the activities that have occurred on this lease site. Check all activities that apply with an "X" in the space to the left of each activity.

- Agriculture
- Manufacturing
- Wood Product Manufacturing / Storage
- Petroleum & Coal Products
- Chemical Manufacturing / Storage / Blending
- Metal Recycling
- Transportation Equipment Storage / Repair
- Storage or Transloading of Whole Grains and Legumes (potential use of chemical fumigants)
- Storage or Transloading of Bulk Meals and Flours (processed grains and legumes)
- Crude Oil, Gasoline, Diesel, Lube/Grease, Solvents & Mixtures, Monomers, Vegetable or Mineral Oils, Chemically Based Liquids (Asphalt, Paint, Resins, etc.) Hazardous Wastes, Ethanol, Condensates.
- Acids (Hydrochloric, Sulfuric, Nitric, etc.) and Caustics/Bases (Fly Ash)
- Herbicides, Insecticides (Liquid/Granular/Powder) Fertilizers, Urea, Agricultural Chemicals (Liquid/Granular/Powder)
- LPG, LNG, Argon, Carbon Dioxide, Nitrogen, etc.
- Granular and Powdered Products (including salt, sand, cement, bentonite, plastic pellets, etc.)
- Hazardous Materials and Wastes (as defined by state or federal law)
- Operations Related to Ore and Metal Processing, Slag, Metal Scrapping and Recycling Activities
- Chemically Based Material Treatment Operations
- Equipment Maintenance, Washing (or similar operations)
- Other Products: \_\_\_\_\_  
\_\_\_\_\_
- Other Activities: Visitor center / Chamber of Commerce Office  
\_\_\_\_\_  
\_\_\_\_\_

### CURRENT PROPERTY USE

2. What is the property use? Choose from the following categories that BEST describe the activities that are occurring on this lease site. Check all activities that apply with an "X" in the space to the left of each activity.

- Agriculture
- Manufacturing
- Wood Product Manufacturing / Storage
- Petroleum & Coal Products
- Chemical Manufacturing / Storage / Blending
- Metal Recycling
- Transportation Equipment Storage / Repair
- Storage or Transloading of Whole Grains and Legumes (potential use of chemical fumigants)
- Storage or Transloading of Bulk Meals and Flours (processed grains and legumes)
- Crude Oil, Gasoline, Diesel, Lube/Grease, Solvents & Mixtures, Monomers, Vegetable or Mineral Oils, Chemically Based Liquids (Asphalt, Paint, Resins, etc.) Hazardous Wastes, Ethanol, Condensates.
- Acids (Hydrochloric, Sulfuric, Nitric, etc.) and Caustics/Bases (Fly Ash)
- Herbicides, Insecticides (Liquid/Granular/Powder) Fertilizers, Urea, Agricultural Chemicals (Liquid/Granular/Powder)
- LPG, LNG, Argon, Carbon Dioxide, Nitrogen, etc.
- Granular and Powdered Products (including salt, sand, cement, bentonite, plastic pellets, etc.)
- Hazardous Materials and Wastes (as defined by state or federal law)
- Operations Related to Ore and Metal Processing, Slag, Metal Scrapping and Recycling Activities
- Chemically Based Material Treatment Operations
- Equipment Maintenance, Washing (or similar operations)
- Other Products: \_\_\_\_\_  
\_\_\_\_\_
- Other Activities: Visitor center / Chamber of Commerce Office  
\_\_\_\_\_  
\_\_\_\_\_

(Continued on next page)

**STRUCTURES AND FACILITIES**

3. Describe all BUILDING, OFFICE, WAREHOUSE & STRUCTURES that exist on the BNSF leased property. Those on private property are not needed at this step.

**TYPE: B-Building; O-Office; W-Warehouse; S-Structure**

**NUMBER OF BUILDINGS: 1-10; More than 10**

**OWNER: T-Tenant; R-Railroad; O-Other; U-Unknown**

Building/Structure	Number of Buildings		
	Type	Offices, Etc.	Owner
	O	1	Depot Commons
Building/Structure	_____	_____	_____
Building/Structure	_____	_____	_____
Building/Structure	_____	_____	_____
Building/Structure	_____	_____	_____

4. Describe all STORAGE TANKS that exist on the BNSF leased property. Tanks on private property are not needed at this step.

**TYPE: D-Diesel; G-Gasoline; F-Fuel Oil; K-Kerosene; P-Propane; O-Other**

**NUMBER OF TANKS: 1, 2, 3 etc.**

**OWNER: T-Tenant; R-Railroad; O-Other; U-Unknown**

	Type	Number of Tanks	Owner
Aboveground Tank	_____	_____	_____
Aboveground Tank	_____	_____	_____
Aboveground Tank	_____	_____	_____
Underground Tank	_____	_____	_____
Underground Tank	_____	_____	_____

5. Describe OTHER FACILITIES that exist on the BNSF leased property. Facilities on private property are not needed at this step.

**EXIST: Y-Yes; N-No**

**OWNER: T-Tenant; R-Railroad; O-Other; U-Unknown**

	Exist?	Owner
Water Wells	_____	_____
Transformers	_____	_____
Storm Sewer	_____	_____
Sanitary Sewer	_____	_____
Industrial Sewer	_____	_____
Unloading Dock	_____	_____
Fuel Dispenser	_____	_____
Underground Piping	_____	_____
Pits & Sumps	_____	_____
Evaporation Ponds	_____	_____
Warehouse	_____	_____
Cesspools & Septic Tanks	_____	_____
Storage Silos & Bins	_____	_____
Hydraulic Equipment	_____	_____
Monitoring Wells	_____	_____
Oil/Water Separator	_____	_____
Other (please specify)	_____	_____

Parking lot

**MATERIALS & STORAGE**

6. What type of MATERIALS are used or stored on the BNSF leased property? Materials on private property are not needed at this step.

- |                                                       |                                                                   |
|-------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Diesel                       | <input type="checkbox"/> Pesticides & Herbicides                  |
| <input type="checkbox"/> Gasoline                     | <input type="checkbox"/> Sand & Gravel                            |
| <input type="checkbox"/> Fuel Oil                     | <input type="checkbox"/> Ready Mix Concrete & Gravel              |
| <input type="checkbox"/> Kerosene                     | <input type="checkbox"/> Wood Preservatives                       |
| <input type="checkbox"/> Anhydrous Ammonia            | <input type="checkbox"/> Wood, Lumber timber                      |
| <input type="checkbox"/> Acid                         | <input type="checkbox"/> Impoundments                             |
| <input type="checkbox"/> Chlorine Gas                 | <input type="checkbox"/> Ponds                                    |
| <input type="checkbox"/> Coal                         | <input type="checkbox"/> Hydraulic Oil                            |
| <input type="checkbox"/> Cyanide Gas                  | <input type="checkbox"/> Waste Oil                                |
| <input type="checkbox"/> Grain                        | <input type="checkbox"/> Office Trash                             |
| <input type="checkbox"/> Lime                         | <input type="checkbox"/> Wood Waste                               |
| <input type="checkbox"/> Scrap Metal                  | <input type="checkbox"/> Sanitary Waste                           |
| <input type="checkbox"/> Batteries                    | <input type="checkbox"/> Industrial Wastewater                    |
| <input type="checkbox"/> Slag                         | <input type="checkbox"/> Petroleum Contaminated Soil              |
| <input type="checkbox"/> PCB                          | <input type="checkbox"/> Paint                                    |
| <input type="checkbox"/> Solvents                     | <input type="checkbox"/> Lube Oil                                 |
| <input type="checkbox"/> Transformers                 | <input type="checkbox"/> Drums                                    |
| <input type="checkbox"/> Tanks                        | <input type="checkbox"/> Fertilizers other than Anhydrous Ammonia |
| <input type="checkbox"/> Other (please specify) _____ |                                                                   |

**COMMENTS**

7. Please provide any additional environmental information for the property, if known.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

The CU Determination Checklist should be completed by the BNSF/JLL person working with the Lessee to gather information on the transaction and proposed/current facility operations. Please ensure the information is accurate.

# Controlled Use Determination Checklist

## General Guidelines:

- For use by BNSF/JLL when reviewing a Lessee’s lease renewal application or a Customer’s new lease application to evaluate the need for a Controlled Use (CU) Approval request or a CU Determination request.
- If the answer to any question is yes, then proceed with the normal CU Approval review process.
- If the answer to all questions is no, and there are no other unique circumstances, then the project is not a CU, and a CU Determination request is not needed.
- Seek clarification for unique circumstances or property uses as needed for your specific project through the CU Determination process in Salesforce.
- Include this checklist in the Files section in Salesforce for this transaction.

The CU Determination Checklist should be completed by the BNSF/JLL person working with the Lessee to gather information on the transaction and proposed/current facility operations. Please ensure the information is accurate.

# Controlled Use Determination Checklist

**City of Grand Rapids**

- 1. Lessee Name: \_\_\_\_\_
- 2. Location: One NW Third Street Grand Rapids, MN 55744
- 3. Form Completed By: Will Richter
- 4. Name of Lease Contact: Tom Pagel (City Administrator)
- 5. Contact Information for Questions: tpagel@grandrapidsmn.gov

6. Does the lessee load/unload/transload materials or commodities on BNSF property other than grains or the following virgin/new finished goods: new automobiles, housing construction products (particle board, untreated wood or lumber), paper, new steel/pipe/coil products, or clean rock/gravel/sand?

Yes  No

7. Does the lessee use, transfer, or store any fuels or oils (including biofuels or seed oils) on BNSF property (excluding small propane canisters with an aggregate amount of < 1,000 gallons that are stored in a NFPA approved cage and used for heating or to fuel forklifts)?

Yes  No

8. Does the lessee use or store (in tanks, bins, drums or totes or any ground storage) any materials or commodities on BNSF property?

Yes  No

9. Does the lessee store or stage loaded railcars on BNSF property with any commodities other than grains, housing construction products (particle board, untreated wood or lumber), new automobiles, paper, new steel/pipe/coil products, or clean rock/gravel/sand?

Yes  No

The CU Determination Checklist should be completed by the BNSF/JLL person working with the Lessee to gather information on the transaction and proposed/current facility operations. Please ensure the information is accurate.

10. Does the lessee conduct any of the following activities on BNSF property: parking, fueling, storage, maintenance/repair, manufacturing, blending, processing, recycling, refining, salvage, wrecking, waste processing or management/storage, mining related, construction or other soil disturbance, equipment washing or degreasing, dry cleaning, or does the property include any company with on-site customers (e.g., restaurant, auto sales, etc.)?

Yes       No

11. Is the lease within 1,000 feet of a BNSF Remediation site, deed restriction, or other environmental record per BNSF GIS Environmental Layers?

Yes       No



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 27<sup>th</sup>, 2026

**AGENDA ITEM:** Consider adopting a resolution accepting the Highway 2 Corridor Study

**PREPARED BY:** Matt Wegwerth

---

**BACKGROUND:**

Mn/DOT has been working on a corridor study for Highway 2 and 169 through Grand Rapids. The final report is complete and requires approval. The attached resolution accepts the report, but notes that further design is necessary as projects become scheduled to finalize the layout. The acceptance of this report does not constitute full approval of the proposed design.

**REQUESTED COUNCIL ACTION:**

Make a motion adopting a resolution accepting the Highway 2/169 Grand Rapids and LaPrairie Corridor and Safety Study and authorize the City Engineer to sign the report.

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

RESOLUTION NO.26-\_\_

**A RESOLUTION SUPPORTING THE HIGHWAY 2/169 GRAND RAPIDS AND LAPRAIRIE CORRIDOR AND SAFETY STUDY**

WHEREAS, the Minnesota Department of Transportation (MnDOT), partnered with the City of Grand Rapids and the City of LaPrairie to identify transportation system improvements on Highway 2 and Highway 169;

WHEREAS, the study area on Highway 2 goes from to NW 18<sup>th</sup> Ave to Highway 169

WHEREAS, the study area on Highway 169 goes from the Mississippi River Bridge to NE 7<sup>th</sup> Street; and

WHEREAS, the City of Grand Rapids, City of LaPrairie, and MnDOT are responsible for the planning and development of a safe and functional multimodal transportation system within their jurisdictional boundaries; and

WHEREAS, the Highway 2/169 Grand Rapids and LaPrairie Corridor Safety Study recommends a roadway corridor vision including: roadway typical sections and corridor footprints, pedestrian and bicycle facilities, and access type and intersection controls that support existing and future development and transportation infrastructure needs; and

WHEREAS, the City of Grand Rapids recognizes that the study recommendations establish a future planning-level corridor vision for agencies to jointly work towards, noting the vision is likely to be constructed in phases over time as needs dictate and funding allows; and

WHEREAS, the City of Grand Rapids recognizes additional design and environmental review will be required before construction of future projects; and

WHEREAS, the City of Grand Rapids acknowledges that future projects are subject to funding availability and all Highway 2/169 Grand Rapids and LaPrairie Corridor Safety Study partners will continue to coordinate to advance the goals and objectives of the plan, seek and maximize outside funding sources; and

WHEREAS, the study recommendations are a guide to support coordinated transportation planning among MnDOT, and the cities of LaPrairie and Grand Rapids and the study recommendations are not a commitment to invest in a specific improvement at a specific time; and

WHEREAS, this resolution does not act as municipal consent to any of the recommendations in the study; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Grand Rapids, Minnesota does hereby Supports the Highway 2/169 Grand Rapids and LaPrairie Corridor and Safety Study and its recommendations;

BE IT FURTHER RESOLVED, that the City Council of the City of Grand Rapids, Minnesota recognizes that funding pursuits will be based off the recommendations in the Highway 2/169 Grand Rapids and LaPrairie Corridor and Safety Study;

BE IT FURTHER RESOLVED, that the City Council of the City of Grand Rapids, Minnesota does hereby adopt this resolution

Adopted by the Council this 13<sup>th</sup> day of April, 2026.

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

ATTEST:

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

Council member \_\_\_\_\_ 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.

# Highway 2/169 Corridor and Safety Study

Final Presentation  
April 27, 2026

GRAND RAPIDS  
IT'S IN MINNESOTA'S NATURE



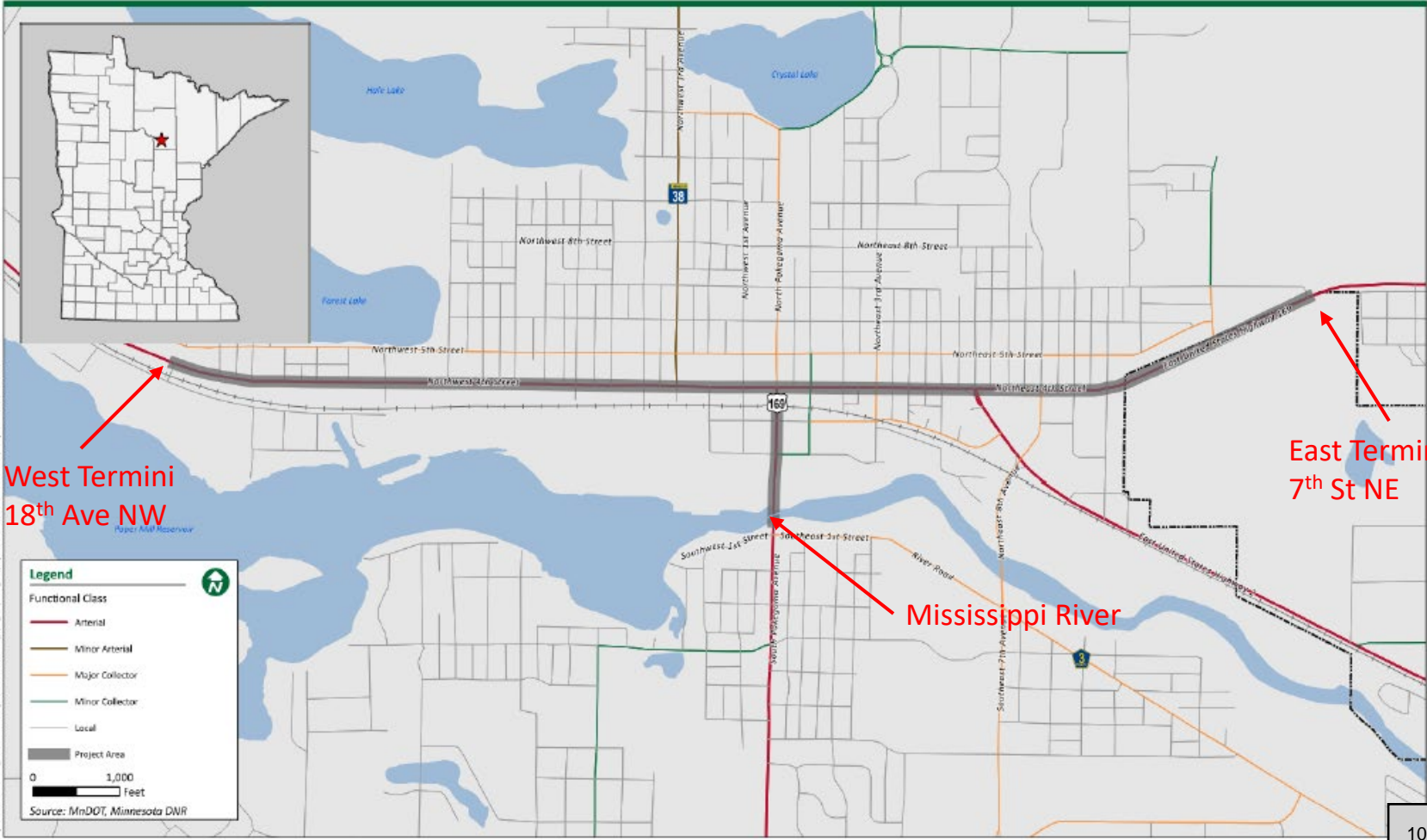
# Highway 2/169 Corridor and Safety Study

## **Project Introduction and Background**

- MnDOT's priority was to evaluate the existing conditions (traffic volumes, operations and safety) and future conditions accounting for growth and development
- The study's main goal is to improve traffic operations along the corridor
- The study also provided intersection and corridor recommendations to increase safety for all traffic
- Core study area focused on the trunk highway system and the railroad

# Highway 2/169 Corridor and Safety Study

## Study Area





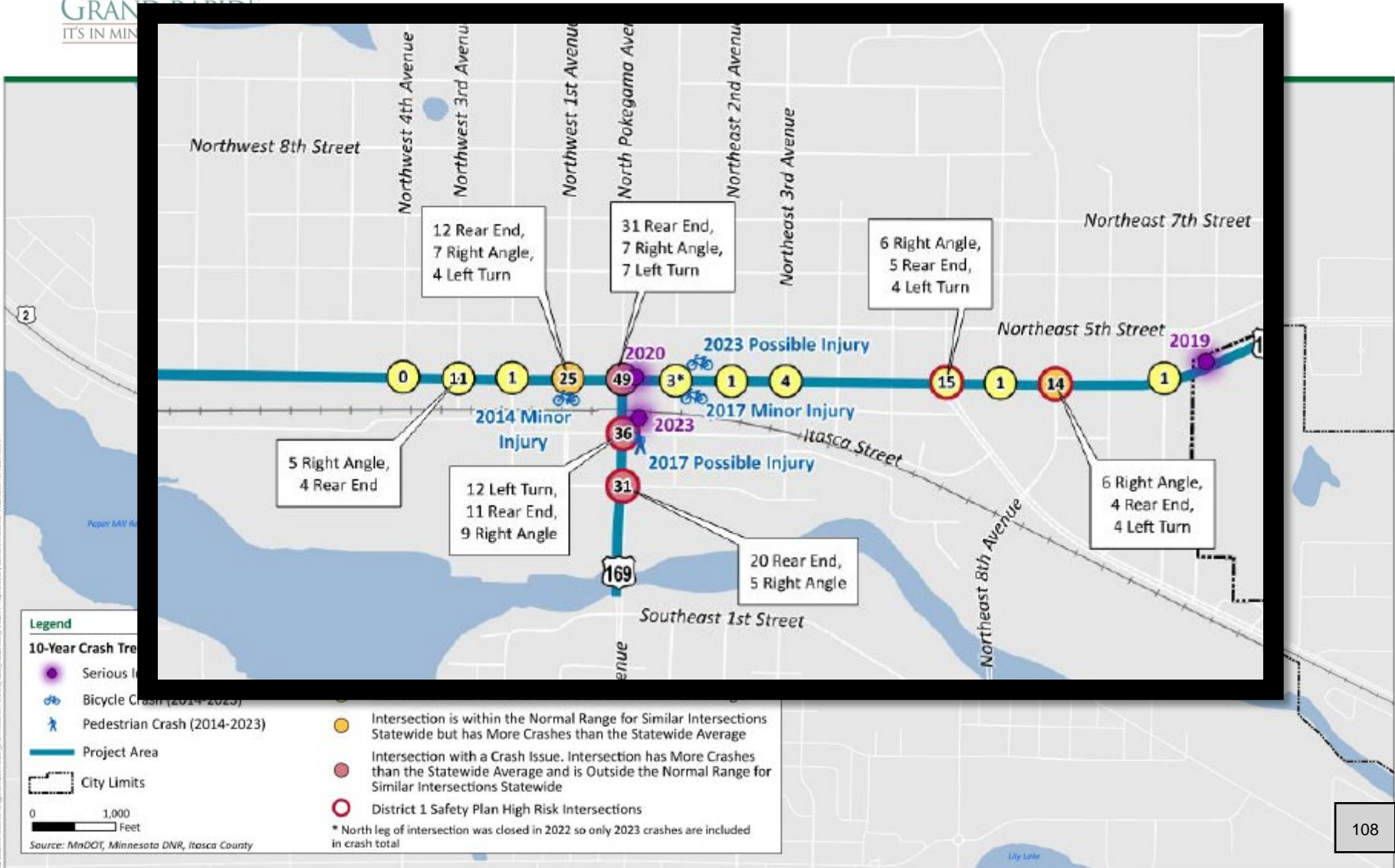
# Highway 2/169 Corridor and Safety Study

## Corridor Conditions Criteria

- Land Use and Zoning: Existing and Future
- Transportation: Data Collection and Traffic Operations
- Intersection Evaluation: Operations and Signal Warrants
- Access Management
- Crash History
- Freight and Rail
- Pedestrian, Bicycle and Trails

# Highway 2/169 Corridor and Safety Study

## Crash History





# Highway 2/169 Corridor and Safety Study

## Community Engagement

### *Phase 1: Existing Conditions and Issues Identification*

- Freight focus group meeting (October 14, 2024)
- Agency meeting (October 14, 2024)
- Business focus group meeting (October 15, 2024)
- Public meeting (October 15, 2024)
- Online engagement (Materials posted following public meeting)
- Survey (October 15, 2024 - October 31, 2024)

### *Phase 2: Alternatives Development and Evaluation*

- Combined agency and business/freight focus group meeting (February 25, 2025)
- Public meeting (February 25, 2025)
- Online engagement (Materials posted following public meeting)
- Survey (February 25, 2025 - March 14, 2025 & May 16, 2025 - June 13, 2025)
- Grand Rapids and LaPrairie City Council Work Sessions (May 2025)

### *Phase 3: Final Recommendation*

- Agency meeting (August 11, 2025)
- Public meeting (September 10, 2025)
- Online engagement (Materials posted following public meeting)
- Grand Rapids and LaPrairie City Council Work Sessions (August 2025)



# Highway 2/169 Corridor and Safety Study

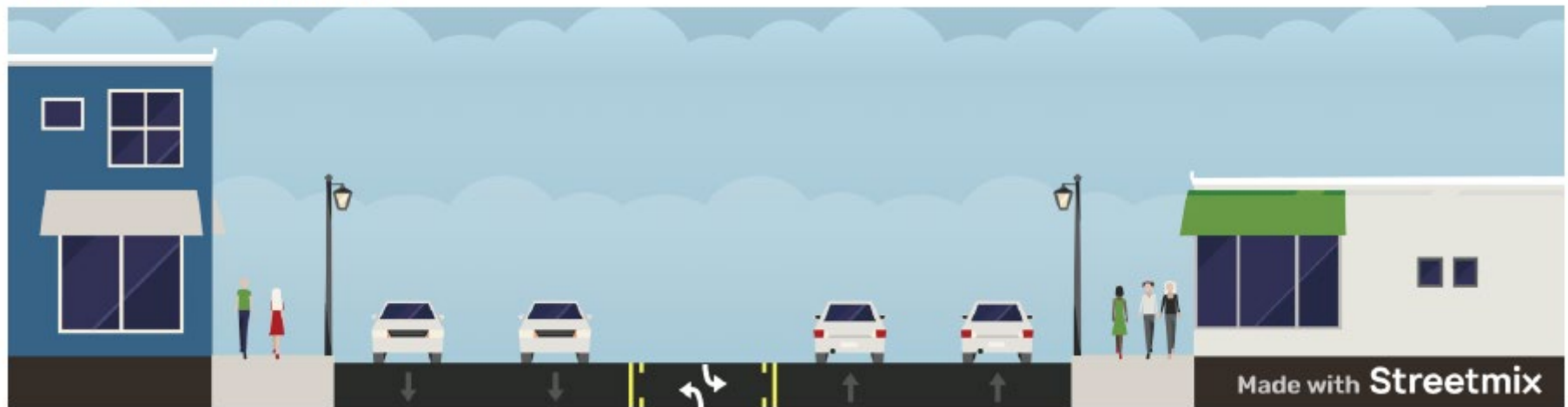
## Alternatives Considered

- 3 Alternatives were considered
  - 5 Lane Concept
  - 3 Lane Concept
  - One-Way Pairs

# Highway 2/169 Corridor and Safety Study

## Alternatives Considered

Figure 29: 5-Lane Concept



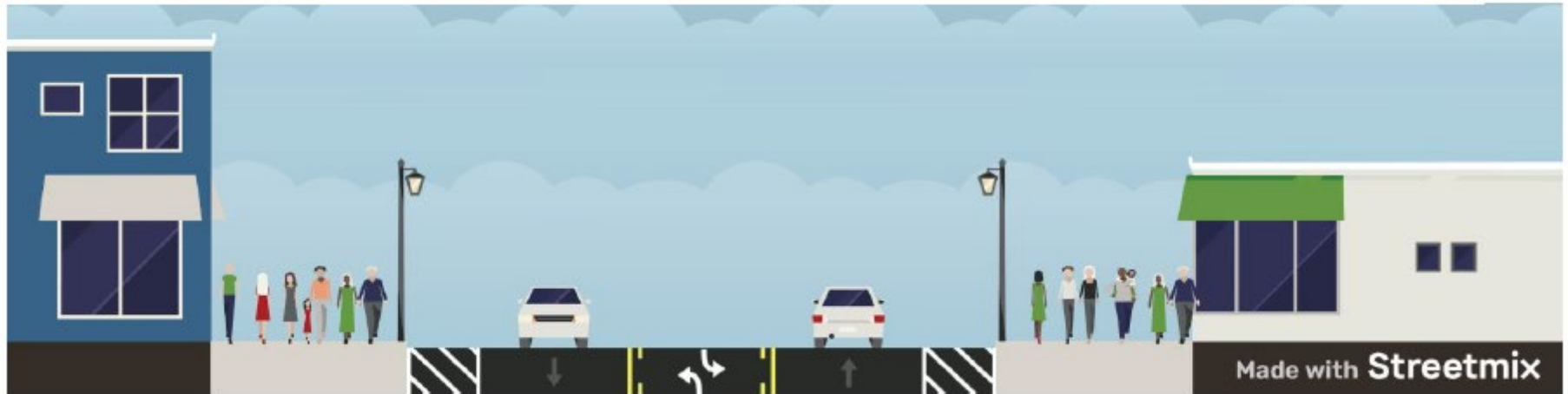
### 5 Lane Concept

- Reconstructing as-is with intersection improvements
- 2 travel lanes with center turn lane

# Highway 2/169 Corridor and Safety Study

## Alternatives Considered

Figure 30: 3-Lane Concept



### 3 Lane Concept

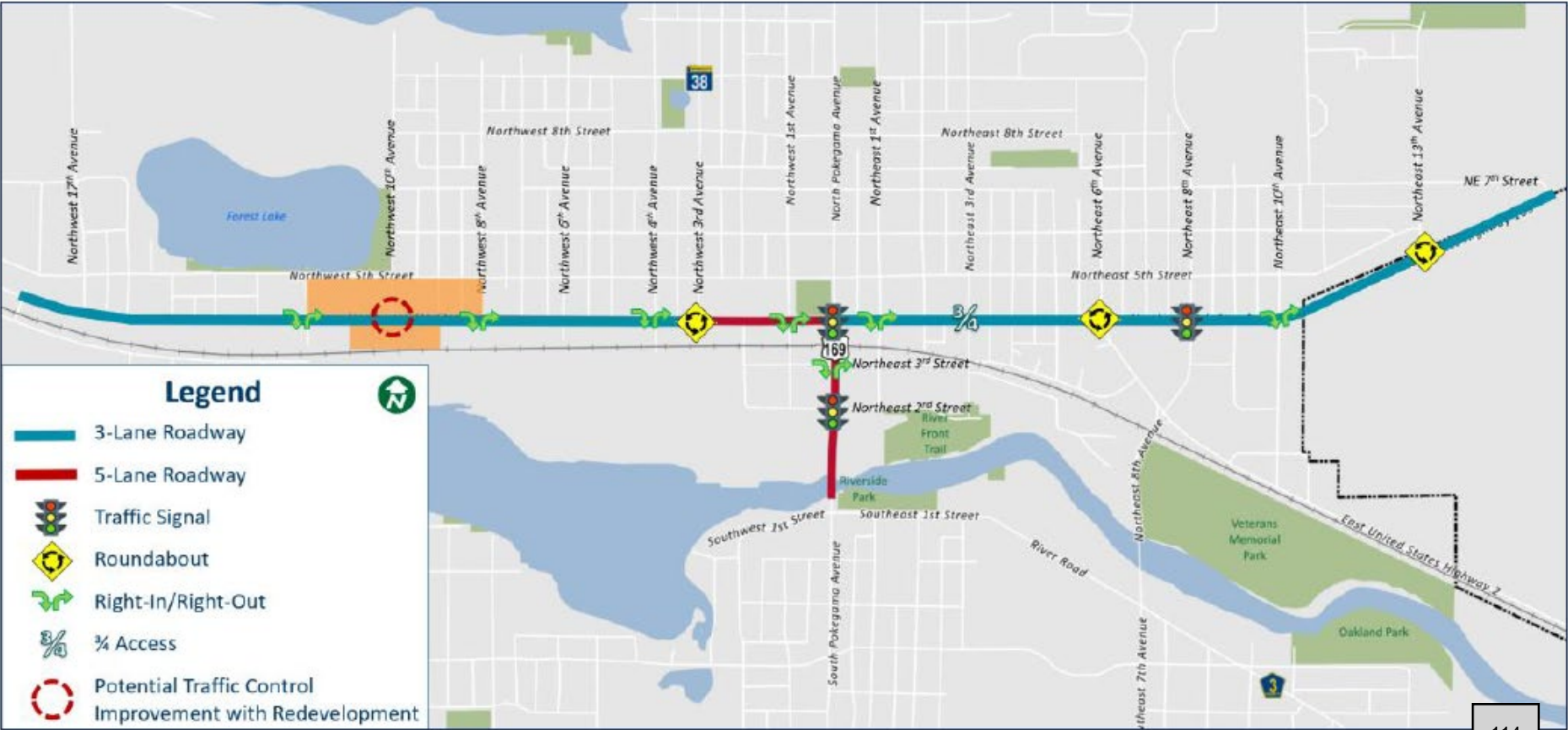
- Roadway narrows to accommodate enhanced pedestrian movement
- 1 travel lanes with center turn lane



# Highway 2/169 Corridor and Safety Study Recommendations



Figure 35: Preferred Study Alternative



# Highway 2/169 Corridor and Safety Study

## Renderings



Proposed Conceptual Rendering



# Highway 2/169 Corridor and Safety Study

## Renderings



# Highway 2/169 Corridor and Safety Study

## Renderings



Proposed Conceptual Rendering



# Highway 2/169 Corridor and Safety Study

## Renderings



Proposed Conceptual Rendering

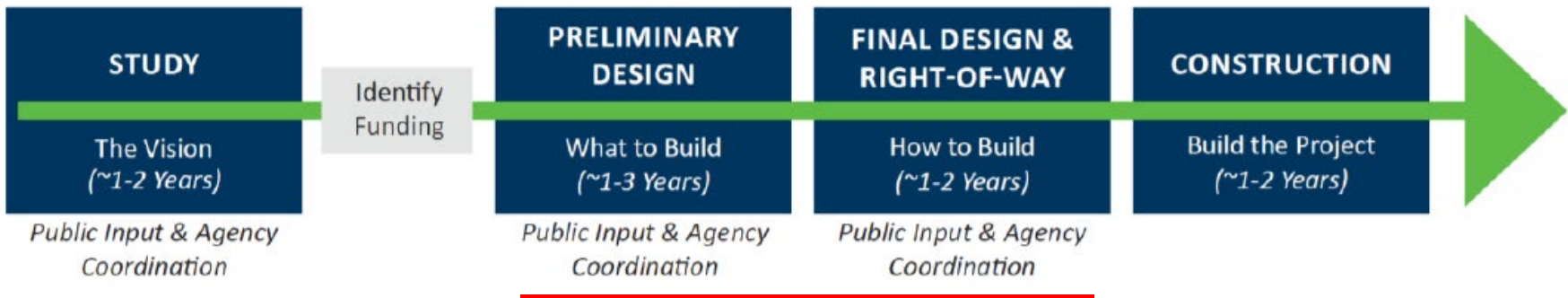




# Highway 2/169 Corridor and Safety Study

## Project Timeline

- Study Phase is complete
- Next step is identifying funding to determine project
- Once project is identified, preliminary design will begin
- Study will be used as starting point, but design will dictate
- Municipal consent **will be** required for any future project



# Highway 2/169 Corridor and Safety Study

## Questions



Questions?



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 27, 2026

**AGENDA ITEM:** Consider adopting a resolution to accept a \$250 donation from the Itasca County YMCA, for the Grand Rapids Police Reserve Unit, for volunteer services at 2026 Itasca Father Daughter Ball.

**PREPARED BY:** Chief Andy Morgan

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### BACKGROUND:

Grand Rapids Police Reserve Unit is comprised of fifteen (15) civilian volunteers that provide several hundred hours of department uniformed presence per year at events such as Tall Timber Days, Car Show, National Night Out, High School Games, 4th July fireworks and the Itasca County Fair. The Grand Rapids Police Reserve Unit is a truly valued aspect of GRPD that seldom receives the credit they deserve.

The Itasca County Father Daughter Ball was held on April 11, 2026. It was a great community event and was well attended. Grand Rapids Police Department Reserves partnered with coordinators, provided a police presence, and ensured a safe environment for area father figures and daughters to enjoy an evening.

Recognizing the value of the service, the Itasca County YMCA Father Daughter Daughter Ball coordinators showed appreciation to the Grand Rapids Police Reserve Unit by donating \$250.

### REQUESTED COUNCIL ACTION:

Make a motion to adopt a resolution to accept a \$250 donation from the Itasca County YMCA, for the Grand Rapids Police Reserve Unit, for volunteer services at 2026 Itasca Father Daughter Ball.

# Hello Grand Rapids Police Reserve.

Thank you for your generous contribution to our annual father daughter event. Your support was invaluable and helped make our event a wonderful success. Through your donation, we can keep the cost down to those that attend in our community.



2026 ITASCA FATHER DAUGHTER BALL



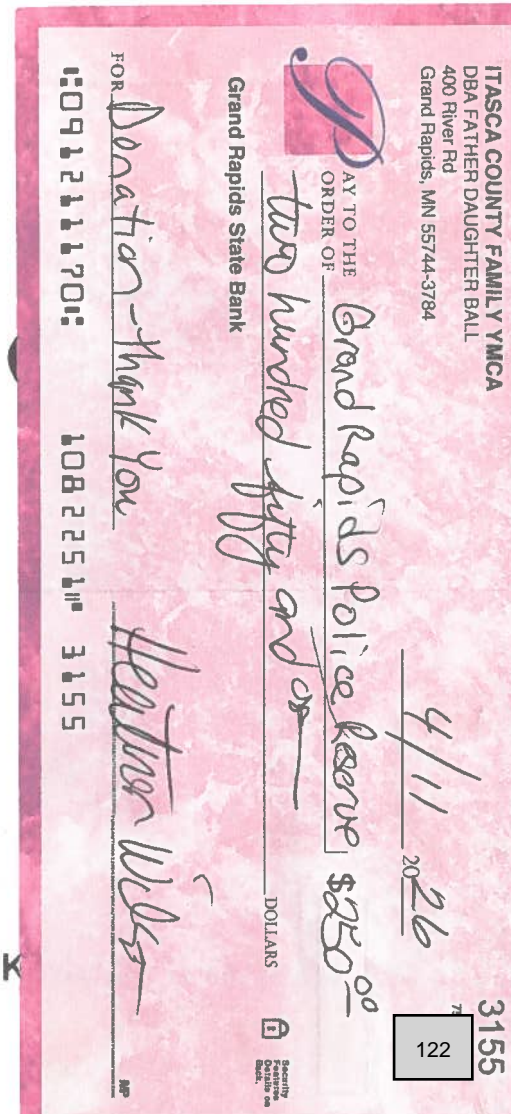
"ONCE UPON A WONDERLAND"



THE CREW

Sincerely,

The Itasca Father Daughter Ball committee  
Melinda, Jill, Marsha, Amber, Amanda, Heather, Risa, Sasha, K



3155  
122

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

RESOLUTION NO. 26-

A RESOLUTION ACCEPTING A \$250.00 DONATION FROM  
ITASCA COUNTY YMCA FATHER DAUGHTER BALL TO THE GRAND RAPIDS’  
POLICE DEPARTMENT  
RESERVE PROGRAM FOR EXPENDITURES

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

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

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

- Itasca County YMCA has donated \$250.00 to the Grand Rapids Police Department for Police Reserve Expenditures

Adopted this 27<sup>th</sup> day of April 2026

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

Attest:

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

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



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## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 27, 2026

**AGENDA ITEM:** Conduct a Public Hearing to consider the adoption of an Ordinance amending and updating sections of Municipal Code Chapter 30 - Land Development Regulations (R-4 Maximum Height).

**PREPARED BY:** Will Richter, Zoning Administrator

---

### **BACKGROUND:**

Staff will present the attached PowerPoint presentation as background for this item.

### **REQUESTED COUNCIL ACTION:**

Conduct a Public Hearing to consider amending and updating sections of Municipal Code Chapter 30 - Land Development Regulations.

# HOUSING DASHBOARDS

Item 21.

## GRAND RAPIDS SUBMARKET

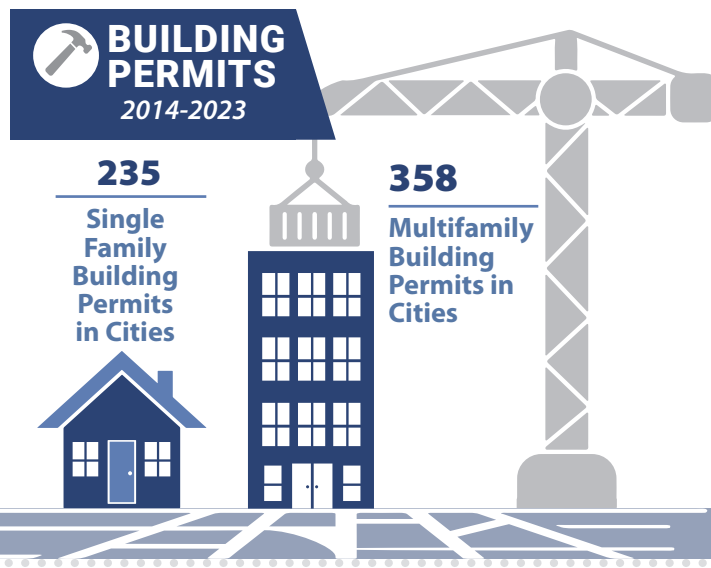
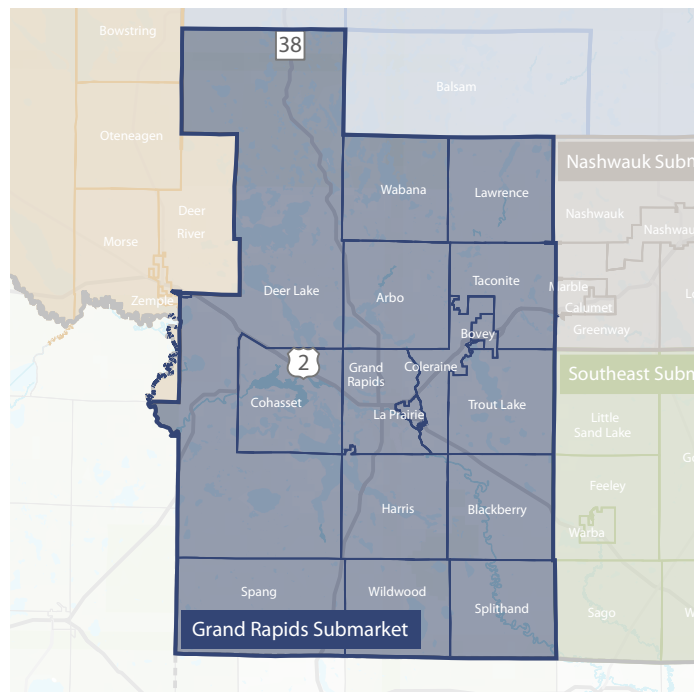
Grand Rapids Submarket    Itasca County

**Population**  
29,281  
65%

**Number of Households**  
12,192  
64%

**Median Household Income**

Category	Value
Submarket	72,576
County	70,058



## ESTIMATED HOUSING DEMAND (2024-2029)

### For Sale Housing Units

<b>60-70</b> Market-Rate Single-Family	<b>35-40</b> Affordable Single and Multi-Family	<b>20-30</b> Market-Rate Townhomes
-------------------------------------------	----------------------------------------------------	---------------------------------------

Total For-Sale Housing Demand  
**115-140**

### Rental Housing Units

<b>FOR RENT</b> <b>135-145</b> Affordable Rentals	<b>FOR RENT</b> <b>65-70</b> Workforce Rentals	<b>FOR RENT</b> <b>40-50</b> Market-Rate Rentals
---------------------------------------------------------	------------------------------------------------------	--------------------------------------------------------

**240-265**

### Senior Housing Units

<b>35-40</b> Affordable Senior Housing	<b>30-35</b> Market-Rate Active Adult	<b>FOR RENT</b> <b>10-15</b> Market-Rate Active Adult Rentals
<b>10-15</b> Market-Rate Independent Living	<b>5-10</b> Market-Rate Assisted Living	<b>10-15</b> Memory Care Unit

**100-130**



# Planning Commission Staff Report

<b>Text Amendment</b>	<b>Community Development Department</b>	<b>Date: 4/2/26</b>
<b>Statement of Issue:</b>	Consider a recommendation to the City Council regarding amendment to Chapter 30 of the Municipal Code increasing the maximum height for R-4 Multiple Family Residence (high density) zoning from 45' to 60'.	
<b>Background:</b>	<p><b>Introduction</b> Community Development staff recommend the Planning Commission consider initiating a text amendment increasing the maximum height in R-4 zoning. This suggestion comes from a review of recent R-4 multifamily (high density) projects and Planning Commission recommendations on variances and district regulations, along with feedback from various developers in the multifamily housing space.</p> <p>Through this analysis, staff have identified an increase in R-4 building height as an opportunity for review, and potential update, to better reflect current building and land use trends. Most of the text in the City's Zoning Ordinance dates to 1978, and through the guidance of the Planning Commission has gradually been enhanced and modernized several times per year as community needs change. The Last district wide height change was 2018 when the General Business (GB) maximum height increased from 35' to 50'.</p> <p><b>Goal of a Change to R-4 Maximum Height</b> Allow for economically feasible four-story projects – like those discussed below – to move forward in the zoning intended for multifamily (high density) development by identifying a path for creating more housing units <b>and</b> compliance with site development requirements such as lot coverage, open space, and parking.</p> <p><b>A Note on How the Zoning Ordinance Defines Height (30-421)</b> <i>Building height</i> means the distance between the average ground level at the building line and the highest point of the roof or flat roof, to the decline of a mansard or to the highest gable on a pitched or hipped roof. In a shoreland district, the height of building means the vertical distance between the highest adjoining ground level at the building or ten feet above the lowest ground level, whichever is lower, and the highest point of a flat roof or average height of the highest gable of a pitched or hipped roof.</p>	

	<p><b>Survey of Recent Projects</b></p> <p>R-4 maximum height is currently 45'</p> <p>Pillars SR-4 Height to peak measurement = 56' – 6" Variance allowed for the construction of a four story, 120-unit senior living community building with an average building height to the mid-point of the roof of 50' 4"</p> <p>Mill + Miss SR-4 Height to peak measurement = 57' 6" Variance allowed for the construction of a four story, 132-unit multi-family housing community building with an average building height to the mid-point of the roof of 48'</p> <p>Riverview Apartments CBD Height to peak measurement = 50' 6" Underlying Central Business District (CBD) zoning permitted a Maximum Building Height of 60'</p> <p><u>All</u> these projects exceed the maximum height for R-4 zoning.</p> <p><b>Increased Multifamily Housing is a Community Need</b> The HRA Comprehensive Housing Study for Itasca County suggests strong demand for multifamily housing – especially affordable and workforce rentals. Please see the Grand Rapids Submarket Housing Dashboard included with this report.</p> <p><b>Result of Last Maximum Height Change</b> Previous district level changes in maximum height have encouraged developments in General Business zoning including Best Western Plus and My Place.</p> <p><b>Staff recommendation:</b></p> <ol style="list-style-type: none"><li>1. Amend 30-512 Table 2A District Development Regulations; Principal Structures by increasing the Maximum Height for R-4 zoning to 60'.</li></ol>
<p><b>Considerations:</b></p>	<p>The Planning Commission should make specific findings of fact regarding the proposed amendments to the ordinance:</p> <ol style="list-style-type: none"><li>1. Will the change affect the character of the neighborhood?</li><li>2. Will the change foster economic growth in the community?</li><li>3. Would the proposed change be in keeping with the spirit and intent</li></ol>

	<p>of the Zoning Ordinance?</p> <ol style="list-style-type: none"> <li>4. Would the change be in the best interest of the general public?</li> <li>5. Would the change be consistent with the Comprehensive Plan?</li> </ol>
<b>Recommendation:</b>	Based on the above findings the Commission should consider a recommendation to the City Council regarding these draft changes.
<b>Required Action:</b>	<p>Pass a motion, based on the findings of fact, to forward either a favorable recommendation, either with or without changes to the draft amendments, to the City Council, or pass a motion, based on the findings of fact, forwarding an unfavorable recommendation to the City Council regarding and amendment to Chapter 30 of the Zoning Ordinance.</p> <p><u>Example Motion:</u></p> <p>Motion by _____, second by _____ that, based on the findings of fact presented here today, and in the public’s best interest, the Planning Commission does hereby forward a <b>(favorable)(unfavorable)</b> recommendation to the City Council regarding a draft amendment to Table 2A District Development Regulations; Principal Structures - increasing the Maximum Height for R-4 zoning to 60’.</p>
<b>Attachments:</b>	<ul style="list-style-type: none"> <li>• Staff presentation</li> <li>• Housing Study (Grand Rapids submarket dashboard)</li> <li>• Text Amendment Considerations</li> </ul>



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Item 21.

# **Planning Commission Recommendation: Municipal Code Text Amendment**

## **Increase Maximum Height in R-4 Multiple Family Residence Zoning to 60 Ft.**

**April 27, 2026**



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## Text Amendment

### Key Points from the Staff Report / PC:

- **Goal:** identify a path for economically viable development that complies with site development requirements
- **Issue:** current R-4 maximum height restricts projects otherwise appropriate for the zoning
- **Review:** based on analysis of recent multiple family projects in various zoning designations
- **Process:** the Planning Commission recommends a text amendment to the City Council for consideration



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## Text Amendment

### A Note on How the Zoning Ordinance Defines Height:

- ***Building height*** means the distance between the average ground level at the building line and the highest point of the roof or flat roof, to the deck line of a mansard or to the highest gable on a pitched or hipped roof. In a shoreland district, the height of building means the vertical distance between the highest adjoining ground level at the building or ten feet above the lowest ground level, whichever is lower, and the highest point of a flat roof or average height of the highest gable of a pitched or hipped roof.

**R-4 zoning height is measured to the peak or highest point of the roof.**



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# Text Amendment

## Pillars of Grand Rapids

**56' 6"**

(Planning Commission  
variance)





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# Text Amendment

## Mill + Miss

**57' 6"**

(Planning Commission  
variance)





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# Text Amendment

## Mill + Miss





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# Text Amendment

## Riverview (near library)

**50' 6"**  
(CBD Max Height is 60')





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## **Text Amendment**

### **Updating the Municipal Code to reflect current building and land use trends:**

- **The Last district wide height change was 2018 when the General Business (GB) maximum height increased from 35 ft. to 50 ft.**
- **A couple of GB developments have utilized the increased height**
- **Recent projects in other zoning show what potential R-4 projects might look like with an increase in maximum height**



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# Text Amendment

Benefits of  
General  
Business GB  
height increase





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# Text Amendment

Benefits of  
General  
Business GB  
height increase





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## Text Amendment

### **Updating the Municipal Code to reflect current building and land use trends:**

- **2040 Comprehensive Plan – Chapter 4 (Land Use):**

***Promote the best use of the land, from the community's long-term perspective, for conservation, new development, or redevelopment.***



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# Text Amendment

## Planning Commission Considerations:

PLANNING COMMISSION

Considerations

**ZONING ORDINANCE AMENDMENT**

1. Will the change affect the character of neighborhoods?  
Why/Why not?
  
2. Would the change foster economic growth in the community?  
Why/Why not?
  
3. Would the proposed change be in keeping with the spirit and intent of the ordinance?  
Why/Why not?
  
4. Would the change be in the best interest of the general public?  
Why/Why not?
  
5. Would the change be consistent with the Comprehensive Plan?  
Why/Why not?



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# Text Amendment

## Planning Commission Findings

- The amendment will not have an adverse effect on the character of neighborhoods. R-4 is already a high-density zoning district.
- The amendment would foster economic growth in the community by encouraging future projects and better land use.
- That the amendment to Chapter 30 would be in keeping with the spirit and intent of the Zoning Ordinance by maintaining an updated Ordinance responsive to community needs.
- That the amendment would be in the best interest of the public by allowing for development of more housing.
- That the amendment would be consistent with the Comprehensive Plan, as the amendment will directly address the need for housing units.



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Item 21.

# Questions?



CITY OF  
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## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** April 27, 2026

**AGENDA ITEM:** Consider the recommendation of the Planning Commission regarding the adoption of an Ordinance amending and updating sections of Municipal Code Chapter 30 - Land Development Regulations (R-4 Maximum Height).

**PREPARED BY:** Will Richter, Zoning Administrator

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### BACKGROUND:

After the public hearing on this matter, the City Council reviews the Planning Commission recommendation and considers the public testimony received.

The Council can accept the recommendation of the Planning Commission and adopt the ordinance as prepared or make its own findings to support approving or denying the text amendment.

### REQUESTED COUNCIL ACTION:

Make a motion to adopt an ordinance, amending and updating Municipal Code Chapter 30 - Land Development Regulations increasing Maximum Height in R-4 Zoning to 60' - and publishing the change in summary form.

ORDINANCE NO. 26-\_\_

**AN ORDINANCE AMENDING AND UPDATING SECTIONS OF CHAPTER 30 *LAND DEVELOPMENT REGULATIONS***

WHEREAS, from time to time, the City of Grand Rapids deems it important to review, and update, if necessary, its Zoning Ordinance (Land Development Regulations); and

WHEREAS, at their meeting on April 2, 2026, the Grand Rapids Planning Commission initiated the process to update and amend one section of the Zoning Ordinance (Land Development Regulations) identified by city staff; and

WHEREAS, the Planning Commission on April 2, 2026, took up consideration of draft amendments to Chapters 30, as prepared by staff, and found that the amendments were consistent with the Comprehensive Plan and would be in the best interest of public health, safety, and general welfare, and recommended that the City Council adopt the draft amendment to said portions of 30-512 Table 2A District Development Regulations; Principal Structures - of the City Code; and

WHEREAS, the City Council conducted a public hearing on Monday, April 27, 2026, at 5:00 p.m., to consider the amendments to Chapter 30; and

WHEREAS, the City Clerk presented the affidavit of publication of the notice of the public hearing; and

WHEREAS, the City Council has heard all persons who wished to be heard regarding the proposed text amendments.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA, that it adopts the Planning Commission's following findings of fact relative to the amendment to Chapter 30 Land Development Regulations of the City Code:

- The amendment will not have an adverse effect on the character of neighborhoods – it only impacts current R-4 zoning.
- The amendments will have a positive impact on economic growth in the community by encouraging development.
- That the amendment to Chapter 30 would be in keeping with the spirit and intent of the Zoning Ordinance by maintaining an updated Ordinance based on Planning Commission variances.
- That the amendments would be in the best interest of the public by encouraging more housing.
- That the amendments would be consistent with the goals of the Comprehensive Plan, as the amendment will directly address the need for housing.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA, that the amendments to the City Code are in the best interest of the public's health, safety, and general welfare, and hereby ordains that the Grand Rapids City Code be amended as follows: *R-4 Maximum Height (feet) 60'*

This Ordinance shall become effective after its passage and publication.

ADOPTED AND PASSED BY THE City Council of the City of Grand Rapids on the 27th day of April 2026.

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

Attest:

\_\_\_\_\_  
Kim Gibeau, City Clerk

Councilmember \_\_\_\_\_ seconded the foregoing ordinance and the following voted in favor thereof: \_\_\_\_\_. Opposed: \_\_\_\_\_, whereby the ordinance was declared duly passed and adopted.