



GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY MEETING AGENDA

Thursday, June 11, 2026
4:00 PM

NOTICE IS HEREBY GIVEN, that a regular meeting of the Grand Rapids Economic Development Authority will be held in the City Council Chambers in the Grand Rapids City Hall, 420 North Pokegama Avenue, in Grand Rapids, Minnesota on Thursday, June 11, 2026 at 4:00 PM.

CALL TO ORDER

CALL OF ROLL

SETTING OF THE REGULAR AGENDA - *This is an opportunity to approve the regular agenda as presented, or to add/delete an agenda item by a majority vote of the Commissioners present .*

APPROVE MINUTES

1. Consider approval of minutes from the May 28, 2026 regular meeting.

APPROVE CLAIMS

2. Consider approval of claims in the amount of \$181,480.65.

BUSINESS

3. American Legion Park Master Plan Presentation – Bolton & Menk
4. Consider adopting a resolution authorizing the issuance of a Taxable Revenue Bond, Series 2026A, in the principal amount of \$420,000, in favor of the Department of Employment and Economic Development; providing for its issuance; and authorizing the execution of related documents
5. Consider adopting a resolution approving a Right of Entry Agreement
6. Consider the approval of an amendment to the proposal scope/agreement with Baldwin Creative, LLC

UPDATES

ADJOURN

MEMBERS & TERMS

Molly MacGregor - 12/31/2026 Council Representative

Tom Sutherland - 12/31/2026 Council Representative

Wayne Bruns - 3/1/31

Sholom Blake - 3/1/31

Al Hodnik - 3/1/27
Bill Martinetto - 3/1/29
Jean MacDonell - 3/1/30



GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY MEETING AGENDA

**Thursday, May 28, 2026
4:00 PM**

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CALL TO ORDER

CALL OF ROLL

SETTING OF THE REGULAR AGENDA - *This is an opportunity to approve the regular agenda as presented, or to add/delete an agenda item by a majority vote of the Commissioners present .*

APPROVE MINUTES

1. Consider approval of minutes from the May 19, 2026 special meeting.

APPROVE CLAIMS

2. Consider approval of claims in the amount of \$940.13

PUBLIC HEARING

3. Conduct a public hearing to consider approval of a Purchase and Development Agreement with and conveyance of property to the Itasca County HRA

BUSINESS

4. Consider adopting a resolution accepting low bid and entering into a contract with TNT Construction Group for the Crystal Lake Estates Second Addition Demolition and Utility Project in the amount of \$583,800.
5. Consider approval of a proposal from LHB for TIF analysis of the buildings at 533 and 900 NW 4th St.
6. Consider approval of a general engineering professional services agreement with Short Elliot Hendrickson (SEH) for 2026
7. Consider a request from Eclipse Building Partners for a temporary forbearance of loan payments.

UPDATES

ADJOURN

MEMBERS & TERMS

Molly MacGregor - 12/31/2026 Council Representative

Tom Sutherland - 12/31/2026 Council Representative

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**GRAND RAPIDS EDA BILL LIST - JUNE 11, 2026
DEPARTMENT SUMMARY REPORT**

Item 2.

EDA

Blandin Foundation	163,297.10
Braun Intertec Corporation	2,906.25
Grand Rapids Herald Review	151.50
J King Consulting	539.80
MN Pollution Control Agency	1,050.00
Pierson Henry Executive Seach	8,536.00
Primacy Strategy Group LLC	5,000.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 181,480.65



REQUEST FOR GRAND RAPIDS EDA ACTION

AGENDA DATE: June 11, 2026

STATEMENT OF ISSUE: American Legion Park Master Plan Presentation – Bolton & Menk

PREPARED BY: Rob Mattei, Executive Director

BACKGROUND:

Bolton & Menk, the planning consultant hired by GREDA to prepare the plan for American Legion Park, will provide an overview of the status of the planning process and the concept for the Park that has been developed.

(A quorum of the City Council may also be in attendance for this presentation.)

RECOMMENDATION:

REQUIRED ACTION: None



REQUEST FOR GRAND RAPIDS EDA ACTION

AGENDA DATE: June 11, 2026

STATEMENT OF ISSUE: Consider adopting a resolution authorizing the issuance of a Taxable Revenue Bond, Series 2026A, in the principal amount of \$420,000, in favor of the Department of Employment and Economic Development; providing for its issuance; and authorizing the execution of related documents

PREPARED BY: Rob Mattei, Executive Director

BACKGROUND:

Regarding the DEED Demolition Loan for the Hwy. 2 West Redevelopment Project, on May 14, GREDA adopted resolution approving a loan agreement with DEED and providing for the issuance of a revenue bond.

As we've discussed this was structured this to have a GREDA revenue bond that essentially pledges revenues from the City general obligation abatement bond to repay DEED. So, two bonds. The City will collect abatements and taxes pursuant to the schedule shown in the attached resolution then transfer those funds to the Authority to repay DEED.

The attached resolution authorizes the issuance of the taxable revenue bond.

RECOMMENDATION:

REQUIRED ACTION: Make a motion to adopt a resolution authorizing the issuance of a Taxable Revenue Bond, Series 2026A, in the principal amount of \$420,000, in favor of the Department of Employment and Economic Development; providing for its issuance; and authorizing the execution of related documents

RESOLUTION NO. _____

AUTHORIZING THE ISSUANCE OF A TAXABLE REVENUE BOND, SERIES 2026A, IN THE ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF \$420,000, IN FAVOR OF THE DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT; PROVIDING FOR ITS ISSUANCE; AND AUTHORIZING THE EXECUTION OF RELATED DOCUMENTS

BE IT RESOLVED By the Board of Commissioners (the “Board”) of the Grand Rapids Economic Development Authority (the “Authority”), as follows:

Section 1. Recitals.

(a) The Authority has applied for a loan from the Department of Employment and Economic Development, a department of the State of Minnesota (“DEED”), to finance costs of the demolition of an existing structure on property located at 900 NW Fourth Street (MN Hwy 2) in the City of Grand Rapids, Minnesota (the “City”) and owned by the Authority (the “Project”).

(b) Pursuant to Minnesota Statutes, Sections 116J.5761 through 116J.5765, as amended (the “DEED Act”), DEED is authorized to provide loans for demolition costs.

(c) DEED has committed to make a loan to the Authority in the principal amount of \$420,000 (the “Loan”) from DEED’s Demolition Loan Program (the “Program”), to be disbursed and repaid in accordance with the terms of a Loan Agreement for Loan No. RDLP-26-0001-o-FY26 Hwy. 2 West Redevelopment Project, effective as of March 13, 2026 or the date of execution (the “Loan Agreement”), between the Authority and DEED. The Loan Agreement, as executed, is incorporated herein by reference and was approved by the Board on May 14, 2026.

(d) In order to provide security for the repayment of the Loan, DEED has required that the Authority issue a revenue bond to DEED secured by the general obligation pledge of the City. On May 14, 2026, the Board adopted a resolution providing its intention to issue a revenue bond to DEED, as described further herein.

(e) To meet the requirements of DEED, the City has proposed to issue a general obligation bond payable from tax abatement revenues, which revenues will be used to make payments under the revenue bond to be issued by the Authority to secure the Authority’s obligations under the Loan Agreement and the Bond.

(f) Under Minnesota Statutes, Chapter 475, as amended, and Sections 469.1812 through 469.1815, as amended (collectively, the “Act”), the City is authorized to grant a property tax abatement on specified parcels in order to accomplish certain public purposes, including the redevelopment or renewal blighted areas, help preserve and increase the tax base, provide access to services for residents of the political subdivision, and help provide employment opportunities, including construction jobs.

(g) Pursuant to a resolution adopted by the City Council on May 26, 2026 (the “Abatement Resolution”), following a duly noticed public hearing, the City Council approved a property tax abatement (the “Abatements”) in the maximum amount of \$420,000 for certain

property in the City (the “Abatement Parcels”) over a period of 8 years, in an amount sufficient to pay the principal amount of bonds issued to help finance the Project.

(h) In the Abatement Resolution, the City found and determined that the Project benefits the Abatement Parcels and that the maximum principal amount of bonds to be secured by Abatements does not exceed the estimated sum of Abatements from the Abatement Parcels for the term authorized under the Abatement Resolution.

(i) Pursuant to a resolution adopted on June 8, 2026 (the “City Resolution”), the City Council authorized the issuance of its Taxable General Obligation Tax Abatement Bond, Series 2026A (the “City Bond”), in the original aggregate principal amount of \$420,000, pursuant to the Act, to help provide financing for the Project. The City Bond will be issued in favor of DEED for the benefit of the Authority, and the City will pledge the Abatement revenues and ad valorem taxes levied and collected to repay the Bond.

(j) The Authority has the powers set forth in Minnesota Statutes, Section 469.090 through 469.1082, as amended (the “EDA Act”), and Minnesota Statutes, Sections 469.001 through 469.047, as amended (the “HRA Act”), including but not limited to the power to borrow money from the state government in accordance with Section 469.011 of the HRA Act and to issue revenue bonds pursuant to Section 469.103 of the EDA Act.

(k) The Board finds it necessary and expedient to the sound financial management of the City and the Authority to issue its Taxable Revenue Bond, Series 2026A (the “Bond”), in the original aggregate principal amount of \$420,000, pursuant to Section 469.103 of the EDA Act, to DEED. The Bond will be payable from the Abatement revenues and ad valorem taxes levied and collected from the City and will be secured by the general obligation pledge of the City in accordance with the City Bond and the City Resolution.

Section 2. Acceptance of Offer; Payment.

(a) The Authority hereby agrees to issue the Bond to DEED in the original aggregate principal amount of \$420,000 at the rate of interest hereinafter set forth, and to repay the Bond as set forth below. The Bond will be provided as security for the payment of the Loan. The terms set forth in this resolution relating to the Bond are intended to be consistent with the provisions of the Loan Agreement, and to the extent that any provision in the Loan Agreement is in conflict with this resolution, the Loan Agreement shall control.

(b) The Bond is to be issued in the aggregate principal amount of \$420,000, originally and nominally dated as of the date of delivery as a fully registered Bond. The Bond will be in the denomination of the entire principal amount thereof, numbered R-1, and will bear interest at 2.00% per annum and be payable in the amounts specified in the form of the Bond attached hereto as EXHIBIT A subject to such changes as required by DEED and approved by the Authority.

(c) The Bond is subject to redemption and prior payment as provided in the Loan Agreement.

(d) Interest and principal in the installment amounts set out in the Bond are payable by wire transfer, or if by check or draft of the Authority or its designated Registrar, mailed no later than five (5) business days prior to the payment date to the registered holder thereof at the holder’s address as it appears on the bond register at the close of business on the fifteenth day (whether or not a business day) immediately preceding the interest payment date.

Section 3. Date; Denomination; Interest Rate. The Bond will be a fully registered negotiable obligation, dated as of date of delivery and issued forthwith. The Bond shall be issued in substantially the form attached hereto as EXHIBIT A subject to such changes as required by DEED and approved by the Authority.

Section 4. Registration of Bond. At the time of issuance and delivery of the Bond, the Executive Director shall register the Bond in the name of the payee in a note register which the Executive Director and the officer's successors in office shall maintain for the purpose of registering the ownership of the Bond. The Bond shall be prepared for execution with appropriate text and spaces for notation of registration. The force and effect of such registration shall be as stated in the form of Bond hereinafter set forth. Payment of principal installments and interest, whether upon redemption or otherwise, made with respect to the Bond, may be made to the registered holder thereof or to the registered holder's legal representative, without presentation or surrender of the Bond.

Section 5. Execution. The Bond is to be executed on behalf of the Authority by the manual or facsimile signatures of its President and Executive Director, and is to be authenticated by the manual signature of the Executive Director, acting as authenticating agent of the Authority. In the event of disability or resignation or other absence of any of such officers, the Bond may be signed by any officer who is authorized to act on behalf of such absent or disabled officer. If an officer whose signature will appear on the Bond ceases to be such officer before the delivery of the Bond, such officer's signature will nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

Section 6. Delivery; Application of Proceeds. The Bond when so prepared and executed will be delivered by the Executive Director to DEED prior to disbursement pursuant to the Loan Agreement and DEED is not obliged to see to the proper application thereof.

Section 7. Payment; Security; Pledges and Covenants.

(a) Debt Service Fund. The Bond will be payable from the debt service administered by the City for the City Bond in accordance with the City Resolution (the "Debt Service Fund"). The Abatements from the Abatement Parcels and proceeds of ad valorem taxes levied by the City in the the City Resolution for payment of the Bond (the "Taxes") will be deposited into the Debt Service Fund held by the City and will be transferred to the Authority to be used to repay the Bond in accordance with the Loan Agreement. Such amounts will be transferred to the Authority as described in subsection (f) below. There is also appropriated to the Debt Service Fund any other money which is properly available and appropriated by the Board or the City Council to the Debt Service Fund and to the repayment of the Loan.

(b) Construction Fund. Proceeds of the Loan from DEED together with any other funds appropriated for the Project, will be deposited in the Taxable Revenue Bond, Series 2026A Construction Fund (the "Construction Fund") hereby created and held by the Authority, to be used solely to defray expenses of the Project. Amounts will be drawn by the Authority from proceeds of the Loan in accordance with the Loan Agreement and deposited into the Construction Fund. It is recognized that the sale proceeds of the Bond are received in reimbursement for costs expended on the Project or in direct payment of such costs, and that accordingly the money need not be placed in the Construction Fund upon receipt but may be applied immediately to reimburse the source from which the expenditure was made. Money in the Construction Fund is to be used solely for the purpose of paying for the cost of the Project by the Authority, including all costs enumerated in the DEED Act and authorized by the Abatement Resolution, provided that such money may only be expended by the Authority for costs and expenses which are permitted under the Loan Agreement.

(c) General Obligation Pledge of the City as Security for the Bond. Pursuant to the City Bond Resolution, the City pledged the full faith, credit and taxing powers of the City to the payment of the City Bond as security for the payment by the Authority of the Bond and, therefore, the repayment of the Loan.

(d) Special, Limited Obligation of the Authority. The Bond is a special, limited obligation of the Authority and is not a general obligation of the Authority. The Bond is secured solely by the Taxes and Abatements pledged in accordance with the City Bond and the City Resolution. The City shall transfer Abatements and Taxes to the Authority for the payment of the Bond.

(e) Certification to County Auditor/Treasurer as to Debt Service Fund Amount. It is hereby determined that the estimated collections of Abatements and Taxes to be transferred by the City to the Authority will produce at least five percent (5%) in excess of the amount needed to meet when due the principal and interest payments on the Bond.

(f) Pledge of Abatements to Bond. The Abatements and Taxes collected by the City will be transferred to the Authority to be used to repay the Bond which evidences the Loan from DEED. The Authority hereby pledges such payments from the City to the Bond.

Section 8. Certificate of Registration. The Executive Director is authorized and directed to file a certified copy of this resolution with the County Auditor/Treasurer of Itasca County, Minnesota (the “County Auditor/Treasurer”), together with such other information as the County Auditor/Treasurer may require, and to obtain the certificate of the County Auditor/Treasurer that the Bond has been entered in the Bond Register of the County Auditor/Treasurer.

Section 9. Loan Agreement. The Board previously approved the execution and delivery of the Loan Agreement by the President and Executive Director of the Authority, and the executed form is incorporated by reference and made a part of this resolution. The provisions of this resolution relating to the Bond are intended to be consistent with the provisions of the Loan Agreement, and to the extent that any provision in the Loan Agreement is in conflict with this resolution as it relates to the Bond, that provision controls. The execution of the Loan Agreement by the President and Executive Director is conclusive evidence of the approval of the Loan Agreement in accordance with the terms hereof. The Loan Agreement may be attached to the Bond and shall be attached to the Bond if the holder of the Bond is anyone other than DEED.

Section 10. Records and Certificates. The officers of the Authority are hereby authorized and directed to prepare and furnish to DEED, and to the attorneys approving the legality of the issuance of the Bond, certified copies of all proceedings and records of the Authority relating to the Bond and to the financial condition and affairs of the Authority, and such other affidavits, certificates and information as are required to show the facts relating to the legality and marketability of the Bond as the same appear from the books and records under their custody and control, or as otherwise known to them, and all such certified copies, certificates and affidavits including any heretofore furnished, are to be deemed representations of the Authority as to the facts recited therein.

Section 11. Electronic Signatures. The electronic signature of the President, the Executive Director, and/or the Secretary of the Board to this resolution and to any certificate authorized to be executed hereunder shall be as valid as an original signature of such party and shall be effective to bind the Authority thereto. For purposes hereof, (i) “electronic signature” means (a) a manually signed original signature that is then transmitted by electronic means or (b) a signature obtained through DocuSign or Adobe or a similarly digitally auditable signature gathering process; and (ii) “transmitted by electronic means” means sent in the form of a facsimile or sent via the internet as a portable document format (“pdf”) or other replicating image attached to an electronic mail or internet message.

Section 12. Severability. If any section, paragraph or provision of this resolution is held to be invalid or unenforceable for any reason, the validity or unenforceability of such section, paragraph or provision will not affect any of the remaining provisions of this resolution.

Section 13. Headings. Headings in this resolution are included for convenience of reference only and are not a part hereof, and do not limit or define the meaning of any provision hereof.

(The remainder of this page is intentionally left blank.)

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner _____, and upon the vote being taken thereof, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Approved by the Board of Commissioners of the Grand Rapids Economic Development Authority this June 11, 2026.

President

Attest:

Secretary

property located at 900 NW Fourth Street (MN Hwy 2) in the City and owned by the Authority. The principal hereof and interest hereon are payable in part from abatements collected from certain property in the City and in part from ad valorem taxes, as pledged by the City to the payment of this Bond pursuant to the City’s Taxable General Obligation Tax Abatement Bond, Series 2026A (the “City Bond”), as set forth in the Resolution to which reference is made for a full statement of rights and powers thereby conferred. This Bond is a special, limited obligation of the Authority.

Payments on this Bond shall be made from payments of abatements and transferred from the City in accordance with the City Bond and a resolution adopted by the City Council of the City adopted on June 8, 2026.

Registration: Transfer. This Bond must be registered in the name of the payee on the books of the Authority by presenting this Bond for registration to the Executive Director, who will endorse the Executive Director’s name and note the date of registration opposite the name of the payee in the certificate of registration attached hereto. Thereafter this Bond may be transferred to a bona fide purchaser only by delivery with an assignment duly executed by the registered owner or owner’s legal representative, and the Authority may treat the registered owner as the person exclusively entitled to exercise all the rights and powers of an owner until this Bond is presented with such assignment for registration of transfer, accompanied by assurance of the nature provided by law that the assignment is genuine and effective, and until such transfer is registered on said books and noted hereon by the Executive Director.

Fees Upon Transfer or Loss. The Executive Director may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer of this Bond and any legal or unusual costs regarding transfers and lost notes.

Loan Agreement. The terms and conditions of the Loan Agreement are incorporated herein by reference and made a part hereof.

This Bond is not valid or obligatory for any purpose or entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon has been executed by the Registrar by manual signature of one of its authorized representatives.

IN WITNESS WHEREOF, the Grand Rapids Economic Development Authority has caused this Bond to be executed with the manual or facsimile signatures of its President and Executive Director, both as of the nominal date of original issue specified above.

Dated: July ___, 2026

**GRAND RAPIDS ECONOMIC
DEVELOPMENT AUTHORITY**

(Facsimile)
President

(Facsimile)
Executive Director

**CERTIFICATE OF AUTHENTICATION
AND REGISTRATION**

This is the Bond described above and has been registered as to the principal and interest in the name of the Registered Owner identified below on the registration books of the Executive Director of the Authority.

The transfer of ownership of the principal amount of this Bond may be made only by the Registered Owner or by the Registered Owner's legal representative last noted below.

<u>Date of Registration</u>	<u>Registered Owner</u>	<u>Signature of Executive Director</u>
<hr/>	Minnesota Department of Employment and Economic Development Federal Employer I.D. No. <hr/>	<hr/>
	<hr/>	

EXHIBIT A

AMORTIZATION SCHEDULE

Grand Rapids EDA scheduled closing date: 07/02/26 Amount: 420,000.00
 RDLP-26-0001-O-FY26 interest accrual date: 07/03/28 Rate: 2.00%
 Hwy. 2 West Redevelopment Project maturity date: 07/02/36 adj maturity dt: 08/15/36

Date	Effective	Disbursement	Repayment	Interest	Principal	Loan Balance
estimated	07/02/26	420,000.00				420,000.00
accrual date	07/03/28					420,000.00
	07/03/28					420,000.00
	02/15/29		5,180.00	5,180.00		420,000.00
	08/15/29		56,700.00	4,200.00	52,500.00	367,500.00
	02/15/30		3,675.00	3,675.00		367,500.00
	08/15/30		56,175.00	3,675.00	52,500.00	315,000.00
	02/15/31		3,150.00	3,150.00		315,000.00
	08/15/31		55,650.00	3,150.00	52,500.00	262,500.00
	02/15/32		2,625.00	2,625.00		262,500.00
	08/15/32		55,125.00	2,625.00	52,500.00	210,000.00
	02/15/33		2,100.00	2,100.00		210,000.00
	08/15/33		54,600.00	2,100.00	52,500.00	157,500.00
	02/15/34		1,575.00	1,575.00		157,500.00
	08/15/34		54,075.00	1,575.00	52,500.00	105,000.00
	02/15/35		1,050.00	1,050.00		105,000.00
	08/15/35		53,550.00	1,050.00	52,500.00	52,500.00
	02/15/36		525.00	525.00		52,500.00
	08/15/36		53,025.00	525.00	52,500.00	-
totals		420,000.00	458,780.00	38,780.00	420,000.00	

Notes:

Interest will accrue on the outstanding loan balance on a 30/360 basis, beginning on the interest accrual date. Final payment, for the outstanding principal balance and all unpaid accrued interest is due on the maturity date.

Semi-annual repayments will be due each February 15th and August 15th, beginning February 15, 2029 and continuing until the maturity date.

The draft schedule above reflects projected timing and amounts of loan disbursements, and is subject to change as provided in the Loan Agreement.

STATE OF MINNESOTA)
)
COUNTY OF ITASCA)
)
CITY OF GRAND RAPIDS)

I, the undersigned, being the duly qualified and acting Executive Director of the Grand Rapids Economic Development Authority (the “Authority”), do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a **[regular]** **[special]** meeting of the Board of Commissioners of said Authority held on June 11, 2026, with the original thereof on file in my office and the same is a full, true and correct copy thereof, insofar as the same relates to the issuance and sale of the Authority’s Taxable Revenue Bond, Series 2026A, in the original aggregate principal amount of \$420,000.

WITNESS my hand as such Executive Director this ____ day of May, 2026.

Executive Director
Grand Rapids Economic Development Authority



REQUEST FOR GRAND RAPIDS EDA ACTION

AGENDA DATE: June 11, 2026

STATEMENT OF ISSUE: Consider adopting a resolution approving a Right of Entry Agreement

PREPARED BY: Rob Mattei, Executive Director

BACKGROUND:

At the previous GREDA meeting, the Board approved a proposal from LHB Architects to perform TIF inspections on two properties along the Hwy. 2 W. corridor, located at 900 and 533 W. 4th Street.

It is necessary for GREDA to enter into a Right of Entry Agreement with the owners of 533 W. 4th, Jack and Glenna Kellin, to provide that access for the inspection of the property, which is scheduled for June 12th. The attached agreement, which the owners have agreed to, is attached.

RECOMMENDATION:

REQUIRED ACTION: Make a motion to adopt a resolution approving a Right of Entry Agreement

RIGHT OF ENTRY AGREEMENT

This Right of Entry Agreement (“Agreement”) is made and entered into as of this ____ day of June, 2026, by and between the Grand Rapids Economic Development Authority, a body corporate and politic in the State of Minnesota (the “Authority”) and the Glenna M. Kellin and John Kellin (collectively, the “Property Owners”).

RECITALS

- A. The Property Owners are the owners of property legally described as:
- Parcel ID 91-420-1940 Legal Description to be determined by survey.
- (the “Property”).
- B. The Authority is considering purchasing the Property and would like to inspect the Property, conduct land and building analysis for TIF designation and conduct other investigations relating to the Property (“Investigations”), which will require access to the Property.
- C. The Property Owners have agreed to allow the Authority and its employees, officials, contractors, subcontractors, representatives, and agents on the Property in order to conduct the Investigations.

TERMS

The Authority and the Property Owners agree as follows:

1. Right of Entry. The Property Owners hereby agree to permit the Authority and its employees, officials, contractors, subcontractors, representatives, and agents to enter upon the Property for the purpose of conducting the Investigations. The Investigations shall be paid for by the Authority or its agents.

2. Scope of Right of Entry. The grant of this Right of Entry to the Authority shall not confer any estate, title, or exclusive possessory rights in the Property upon the Authority.

The Authority and its authorized personnel shall have the right to bring onto the Property such vehicles, equipment, materials, and tools as are reasonably necessary to conduct the Investigations. Upon request, the Property Owners shall provide the Authority with reasonable access to existing surveys, title documents, environmental reports, permits, and other records related to the Property that are in the Property Owners’ possession or control.

3. Indemnification. Except to the extent arising out of pre-existing conditions located on the Property or the Property Owners’ negligence or intentional misconduct, the

Authority agrees to indemnify and defend the Property Owners from and against any liens, claims, losses, or damage directly attributable by the Authority's exercise of its right to enter and conduct the Investigations upon the Property.

Notwithstanding anything to the contrary in this Agreement, in no event shall either party be liable to the other for any consequential, incidental, indirect, punitive, or speculative damages arising out of or related to this Agreement.

4. Insurance. The Authority will or carry or shall cause its contractors, representatives, and agents who enter the Property to carry insurance in accordance with the following requirements:

- A. Workers' Compensation Insurance, if required by law, with limits as required by statute;
- B. Comprehensive Auto Liability Insurance with minimum combined single limits of \$1 million per occurrence; and
- C. Comprehensive General Liability Insurance with minimum combined single limits of \$1.5 million per occurrence.

5. Restoration of the Property. Except to the extent arising out of any pre-existing condition on the Property or the Property Owners' negligence or intentional misconduct, the Authority agrees that it will take all reasonable and necessary precautions to avoid any damage to the Property from the activities of its employees, officials, contractors, subcontractors, representatives, or agents. Any damage to the Property to the extent resulting from the activities of the Authority will be restored at the Authority's expense to a condition substantially similar to its condition immediately prior to the activity causing such damage. The Property Owners shall notify the Authority in writing of any claimed damage within thirty (30) days of the activity alleged to have caused such damage; failure to provide such timely notice shall constitute a waiver of such claim.

6. Term. This Agreement shall automatically terminate on (i) June 30, 2026 or, (ii) the execution of a definitive purchase agreement between the Authority and the Property Owners, whichever occurs first.

7. Binding Effect; Modification. This Agreement shall be binding on and shall inure to the benefit of the parties hereto and their successors and permitted assigns and may only be modified by written agreement of the parties. This Agreement may not be assigned, transferred, or conveyed by either party without the prior written consent of the other, which consent may be granted in such other party's sole and absolute discretion. No third party shall have any rights, remedies, obligations, or benefits under any provision of this Agreement; provided, however, that the Authority's employees, officials, contractors, subcontractors, representatives, and agents are authorized to enter the Property and act on the Authority's behalf as contemplated by this Agreement.

8. Governing Law. The laws of the State of Minnesota shall govern this Agreement.

9. Representations and Warranties of Property Owners. The Property Owners represent and warrant to the Authority that they hold fee simple title to the Property, free and clear of any liens, encumbrances, or restrictions that would prevent or impair the Authority's exercise of the rights granted under this Agreement, and have full power and authority to enter into this Agreement and grant the access rights contemplated herein.

10. Counterparts. This Agreement may be executed in multiple counterparts (including by means of telecopied signature pages or electronic transmission in portable document format (pdf)), any one of which need not contain the signatures of more than one party hereto, but all such counterparts taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first above written.

GRAND RAPIDS ECONOMIC
DEVELOPMENT AUTHORITY

By: _____

Its: President

By: _____

Its: Executive Director

Glenna M. Kellin and John Kellin

By: _____

Glenna M. Kellin and John Kellin
Property Owners



REQUEST FOR GRAND RAPIDS EDA ACTION

AGENDA DATE: June 11, 2026

STATEMENT OF ISSUE: Consider the approval of an amendment to the proposal scope/agreement with Baldwin Creative, LLC

PREPARED BY: Rob Mattei, Executive Director

BACKGROUND:

In November of last year, GREDA approved a proposal from Baldwin Creative, LLC to assist with the development and implementation of an enhanced GREDA communications effort. As you will recall, this is work that is budgeted within GREDA's grant from the Blandin Foundation.

Since that time, staff has worked with Baldwin on analysis and specific recommendations that will add needed direction to GREDA's website restructuring and modernization. We have also worked on the development of a communications and PR strategy, which we are hoping to present at a GREDA meeting soon.

The proposed first amendment to the original proposal and scope of work involves:

1. Contractor Assignment and Replacement – Baldwin has reorganized as Paperwhite Marketing, LLC, so the references to Baldwin will be replaced by Paperwhite Marketing.
2. Revision to Services – The most significant revision involves diving much deeper into the content and structure for the GREDA website, as detailed further in the amendment. This is necessary because utilizing a web designer that followed the format of the old website did not achieve the desired outcome and was therefore put on hold. Much of this website analysis and messaging recommendations has been done to date. The amendment makes that area of work consistent with the scope of Paperwhites work.

RECOMMENDATION:

REQUIRED ACTION: Make a motion to approve an amendment to the proposal scope/agreement with Baldwin Creative, LLC

FIRST AMENDMENT TO SCOPE OF WORK AGREEMENT

Grand Rapids Economic Development Authority (GREDA) – 2026 Marketing & Website Strategy Services

This First Amendment to the Scope of Work Agreement (“Amendment”) is entered into effective as of June 1, 2026, by and between:

Client: Grand Rapids Economic Development Authority (GREDA), located at 420 N Pokegama Ave, Grand Rapids, MN 55744

and

Contractor: Paperwhite Marketing, LLC (“Paperwhite Marketing”), located at 21113 Grand Lake Ct. Cold Spring, MN 56320

This Amendment modifies the original Scope of Work Agreement effective December 1, 2025 between GREDA and Baldwin Creative Co., LLC.

Except as expressly modified herein, all other terms and conditions of the original Agreement remain in full force and effect.

1. Contractor Assignment and Replacement

Effective upon execution of this Amendment:

- Paperwhite Marketing, LLC shall replace Baldwin Creative Co., LLC as the contracted service provider under the Agreement.
- All references to Baldwin Creative Co., LLC in the original Agreement shall be replaced with Paperwhite Marketing, LLC.
- Paperwhite Marketing assumes responsibility for all ongoing services and deliverables moving forward under the Agreement.

2. Revised Project Purpose

Paperwhite will support GREDA in strengthening its public presence, clarifying organizational messaging, and improving digital communication tools through strategic messaging development, website planning, user experience strategy, and design, and marketing support services.

The primary focus of this engagement is the strategic redesign and restructuring of the GREDA website and supporting communications framework.

3. Revised Services and Deliverables

Paperwhite Marketing will provide the following strategic marketing, communications, and website planning services on an hourly basis as needed and directed by GREDA staff.

A. Website Strategy & Planning

Discovery & Strategic Planning

- Stakeholder discovery and planning sessions
- Website goals and audience alignment
- Review of existing website structure, content, and functionality
- Recommendations for improved user experience and content organization

Sitemap & Information Architecture

- Development of revised sitemap and page structure
- User journey and navigation planning
- Content hierarchy recommendations

Messaging & Content Strategy

- Page-level messaging recommendations and content guidance
- Recommendations for clearer communication of GREDA programs, initiatives, and business resources

Wireframes & UX Planning

- Creation of website wireframes and layout concepts
- User experience planning and interface recommendations

Visual Design Direction

- Development of high-fidelity website design mockups
- Visual direction and branding recommendations
- Design revisions and stakeholder review coordination

Developer Coordination & Handoff

- Preparation of finalized design assets and documentation for developer implementation
- Coordination with third-party web developer as needed during implementation

Paperwhite Marketing is responsible for strategy, planning, design direction, and creative deliverables only unless otherwise agreed in writing. Website development, coding, hosting,

integrations, technical maintenance, and platform implementation are the responsibility of the selected web developer or technical vendor.

B. Communications & Marketing Support

Strategic Communications Support

- Communications planning and messaging workshop
- Messaging framework development
- Public relations recommendations and outreach support
- Press release drafting and editing as needed

Marketing Collateral & Templates

- Development of branded communication materials and reusable templates as requested by GREDA staff

Ongoing Consultation & Flexible Support

- Regular check-ins and strategic recommendations
- Flexible allocation of remaining hours toward priority initiatives, revisions, or time-sensitive communication needs as approved by GREDA staff

4. Compensation & Budget

Services under this Agreement shall continue to be billed at the following rate:

- Hourly Rate: \$90/hour
- Total Compensation Cap: \$12,000

Total fees under this Agreement shall not exceed \$12,000 without prior written authorization from GREDA.

Invoices shall be submitted monthly and include a summary of services performed and hours worked.

Payment terms remain net 15 days from invoice date.

5. Deliverables & Revision Process

Project timelines and priorities will be determined collaboratively between Paperwhite Marketing and GREDA staff.

Unless otherwise agreed in writing, major website deliverables shall include up to two (2) rounds of revisions per phase.

Additional revisions or expanded scope requests may require reallocation of remaining project hours or written approval for additional budget.

6. Remaining Terms

All other provisions of the original Agreement, including termination, ownership rights, confidentiality, and payment terms, shall remain unchanged and in full force and effect.