



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

CITY COUNCIL MEETING AGENDA
Tuesday, November 12, 2024
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 Tuesday, November 12, 2024 at 5:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL:

ELECTION CANVASS:

1. Consider adopting a resolution canvassing and declaring the results of the November 5, 2024 City of Grand Rapids Elections.

PROCLAMATIONS/PRESENTATIONS:

POSITIVE HAPPENINGS IN THE CITY:

PUBLIC FORUM:

COUNCIL REPORTS:

APPROVAL OF MINUTES:

2. Approve minutes for Monday, October 28, 2024 Worksession and Regular meetings.

VERIFIED CLAIMS:

3. Approve the verified claims for the period October 22, 2024 to November 4, 2024 in the total amount of \$929,381.57.

CONSENT AGENDA:

4. Consider signing cart storage agreement
5. Consider approving a Supplemental Letter Agreement with SEH related to CP 2024-1
6. Consider Voiding Lost Accounts Payable Check and Issue a Replacement Check
7. Consider approving the Master Services Agreement with CliftonLarsonAllen, LLP (CLA), dated October 25, 2024, for audit year ending December 31, 2024.
8. Consider approving the donation/transfer of two less-lethal 12-gauge shotguns to the Coleraine Police Department

9. Consider approving agreement/contract with Liberty Arms Destruction for the destruction of 28 firearms of no monetary value.
10. Consider adopting a resolution accepting a \$94,305 grant from the IRRR Development Partnership Grant Program for the GoMarti 2.0 Project and approving amendment 1.
11. Consider approving the Assurance Information Exchange Portal Agreement with CliftonLarsonAllen LLP.
12. Consider approving temporary liquor permits for Itasca Curling Association for events in 2024 and 2025.
13. Consider approving 2025 liquor license renewals.
14. Consider Voiding Lost Accounts Payable Check and Issue a Replacement Check
15. Consider approving airport t-hangar lease template for 2025-2027
16. Consider Hiring and Rehiring Seasonal Civic Center Employees.
17. Consider adopting a resolution accepting a \$8,480 grant from the Minnesota Board of Firefighter Training and Education for the Grand Rapids Fire Department.
18. Consider an amendment to the Joint Power Agreement (JPA) with Itasca County related to lodging tax collection.
19. Consider accepting the resignation of Joan Gunderman from the Human Rights Commission.

SET REGULAR AGENDA:

ADMINISTRATION:

20. Consider appointment of Sean Smallen to the position of Police Officer with the Grand Rapids Police Department.
21. Consider accepting the resignation from Robert Kubeczko from his position as Maintenance II in Public Works and authorize Human Resources to begin the process of posting internally, advertising and hiring for the open position of Maintenance I Public Works employee.
22. Consider accepting the resignation from Barbara Baird from her position as Director of Finance, approve revised job description for Director of Finance, and authorize Human Resources to post, advertise, interview, and hire for the position of Director of Finance.
23. Consider wage increase for Assistant Golf Professional and authorize Human Resources to re-post, interview, and hire for the open position of Assistant Golf Professional.

CITY COUNCIL:

24. Consider appointing a Council member to serve as Arrowhead Regional Development Commission Representative

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR NOVEMBER 25, 2024, 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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REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 12, 2024

AGENDA ITEM: Consider adopting a resolution canvassing and declaring the results of the November 5, 2024 City of Grand Rapids Elections.

PREPARED BY: Kimberly Gibeau

BACKGROUND:

On Tuesday, November 5, 2024, the City of Grand Rapids conducted a general municipal election. On the ballot for the election was Mayor, 2 year term and Council members, 4 year terms. Official results proved that Tasha Connelly received the plurality of votes cast for the office of Mayor, and Rick Blake and Dan Mertes received the plurality of votes cast for the office of Council members.

REQUESTED COUNCIL ACTION:

Make a motion to adopt a resolution canvassing and declaring the results of the November 5, 2024 City of Grand Rapids Municipal General Election.

Councilor introduced the following resolution and moved for its adoption:

RESOLUTION NO. 24-

A RESOLUTION CERTIFYING ELECTION RESULTS

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

WHEREAS, Rick Blake and Dan Mertes received the plurality of votes cast for the Office of Councilmember, where two were to be elected; and

NOW, THEREFORE, BE IT RESOLVED, that Tasha Connelly be certified as Mayor of the City of Grand Rapids, Minnesota, for a term of two years, said term beginning January 1, 2025, expiring December 31, 2026.

BE IT FURTHER RESOLVED, that Rick Blake and Dan Mertes be certified as City Councilmembers for a four year term each, said terms beginning January 1, 2025 to expire December 31, 2028.

Adopted this 12th day of November, 2024.

Tasha Connelly, Mayor

ATTEST:

Kimberly Gibeau, City Clerk

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

CITY OF GRAND RAPIDS

I hereby certify that the Canvass Board for the City of Grand Rapid met on the 12th day of November, 2024 at the regular City Council meeting, and certified that the following is a list of all persons elected to these offices and question results.

MAYOR	tasha Connelly 805 NW 2nd Avenue Grand Rapids, MN 55744 Telephone Number: 612-308-8088 Term to Expire: 12/31/2026
COUNCIL:	Rick Blake 835 NE 3rd Avenue Grand Rapids, MN 55744 Telephone Number: 218-327-3303 Term to Expire: 12/31/2028
COUNCIL:	Dan Mertes 1102 SW 1st Street Grand Rapids, MN 55744 Telephone Number: 218-910-0349 Term to Expire: 12/31/2028

Dated this 12th day of November, 2024.

Kimberly Gibeau, City Clerk

Abstract of Votes Cast
In the Precincts of the City of Grand Rapids
State of Minnesota
at the State General Election
Held Tuesday, November 5, 2024

as compiled from the official returns.

Summary of Totals
City of Grand Rapids
Tuesday, November 5, 2024 State General Election

Number of persons registered as of 7 a.m.	6949
Number of persons registered on Election Day	632
Number of accepted regular, military, and overseas absentee ballots and mail ballots	2364
Number of federal office only absentee ballots	9
Number of presidential absentee ballots	0
Total number of persons voting	5894

Summary of Totals
City of Grand Rapids
Tuesday, November 5, 2024 State General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

Mayor (Grand Rapids)

NP Tasha Connelly 4357	WI WRITE-IN 112
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Council Member (Grand Rapids) (Elect 2)

NP Dan Mertes 2556	NP Joe Burns 2003	NP Rick Blake 2884	WI WRITE-IN 80
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Detail of Election Results
City of Grand Rapids
Tuesday, November 5, 2024 State General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
31 0140 : GRAND RAPIDS P-1	1656	174	1303
31 0145 : GRAND RAPIDS P-2	1737	194	1479
31 0151 : GRAND RAPIDS P-3	1226	88	1049
31 0155 : GRAND RAPIDS P-4	2330	176	2063
City of Grand Rapids Total:	6949	632	5894

Detail of Election Results
City of Grand Rapids
Tuesday, November 5, 2024 State General Election

Office Title: Mayor (Grand Rapids)

Precinct	NP Tasha Connelly	WI WRITE-IN
31 0140 : GRAND RAPIDS P-1	981	26
31 0145 : GRAND RAPIDS P-2	1074	41
31 0151 : GRAND RAPIDS P-3	781	15
31 0155 : GRAND RAPIDS P-4	1521	30
Total:	4357	112

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

Precinct	NP Dan Mertes	NP Joe Burns	NP Rick Blake	WI WRITE-IN
31 0140 : GRAND RAPIDS P-1	529	444	614	14
31 0145 : GRAND RAPIDS P-2	599	553	749	19
31 0151 : GRAND RAPIDS P-3	441	346	515	17
31 0155 : GRAND RAPIDS P-4	987	660	1006	30
Total:	2556	2003	2884	80

We, the legally constituted county canvassing board, certify that we have herein specified the names of the persons receiving votes and the number of votes received by each office voted on, and have specified the number of votes for and against each question voted on, at the State General Election held on Tuesday, November 5, 2024

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the City of Grand Rapids Clerk. Witness our official signature at _____ in _____ County this _____ day of _____, 2024.

Member of canvassing board

Member of canvassing board

Member of canvassing board

Member of canvassing board

Member of canvassing board

Member of canvassing board

Member of canvassing board

State of Minnesota
City of Grand Rapids

I, _____, Clerk of the City of Grand Rapids do hereby certify the within and foregoing _____ pages to be a full and correct copy of the original abstract and return of the votes cast in the City of Grand Rapids State General Election held on Tuesday, November 5, 2024.

Witness my hand and official seal of office this _____ day of _____, 2024.



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CITY COUNCIL WORKSESSION MINUTES
Monday, October 28, 2024
4:00 PM

Mayor Connelly called the meeting to order at 4:00 pm.

PRESENT: Mayor Tasha Connelly, Councilor Dale Adams, Councilor Molly MacGregor, Councilor Rick Blake. ABSENT: Councilor Tom Sutherland.

STAFF: Tom Pagel, Chad Sterle, Matt Wegwerth, Rob Mattei

BUSINESS:

1. Itasca County HRA Housing Study Update ~ Diane Larson & Isaac Meyer

Diane Larson & Isaac Meyer, Itasca County Housing & Redevelopment Authority, presented findings of Housing Study.

2. VFW Memorial Presentation

Matt Wegwerth, City Engineer, presented proposal for VFW Memorial to be placed at 7th Avenue SE and 17th Street SE. Memorial would be funded fully by donations and fundraising.

REVIEW OF REGULAR AGENDA:

Upon review, no changes or additions are noted.

There being no further business, the meeting adjourned at 4:36 pm.

Respectfully submitted:

Kimberly Gibeau
Kimberly Gibeau, City Clerk



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CITY COUNCIL MEETING MINUTES
Monday, October 28, 2024
5:00 PM

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

PRESENT: Mayor Tasha Connelly, Councilor Dale Adams, Councilor Molly MacGregor, Councilor Rick Blake. ABSENT: Councilor Tom Sutherland.

STAFF: Tom Pagel, Chad Sterle, Matt Wegwerth, Barb Baird, Kevin Ott, Chery Pierzina, Julie Kennedy, Will Richter, Dale Anderson

POSITIVE HAPPENINGS IN THE CITY:

Councilor Adams reviewed recent season of high school sports, noting appearances at State.

Mayor Connelly noted location of City of Grand Rapids polling places and expressed appreciation to election poll workers and City staff for services provided during the election season.

PUBLIC FORUM:

David Marty, 1127 Fairgrounds Road, addressed the Council regarding the proposed franchise fee on behalf of ISD 318. The school is tax exempt, but this will put the fee on the school and this cost will be passed on to the community.

COUNCIL REPORTS:

Mayor Connelly reviewed the October 21, 2024 public meeting with Minnesota Department of Transportation regarding Hwy 2 corridor study; League of Minnesota Cities is hosting Mayor for the Day essay contest for elementary school students, 4th through 6th grades; noted Affordable housing - Commonwealth Apartment project.

Councilor Blake expressed appreciation for the Greenway Joint Recreation board and collaborative efforts with the City of Grand Rapids.

APPROVAL OF MINUTES:

1. Approve Council minutes for Monday, October 14, 2024 Worksession and Regular meetings.

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

VERIFIED CLAIMS:

2. Approve the verified claims for the period October 8, 2024 to October 21, 2024 in the total amount of \$963,023.02.

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

CONSENT AGENDA:

3. Consider approving Voting Operations, Technology, & Election Resources (VOTER) Funding Agreement with Itasca County.
4. Consider approving final payment for AP 2023-2, S Taxilane Crack Seal project in the amount of \$2,403.60.
5. Consider approving the purchase of three snowplow kits from Martin's Snowplow and Equipment.
6. Consider approving the purchase of a chipper box for public works
7. Consider authorizing the retirement and sale of surplus assets.
8. Consider approving a lease agreement with VFW Post 1720 for the Purple Heart Memorial
9. Consider removal of appointment for new hire and authorize Human Resources to post, interview and hire for the open position of Police Officer.
10. Consider approving rate of pay increase for Maintenance -Winter (Public Works) position and approve Public Works PT Eligibility List for Winter Maintenance.
11. Consider Pay Adjustment for Building Inspector Paul Martinetto.
12. Consider a resolution approving the fiscal year 2024/2025 budget for Yanmar Arena.

Adopted Resolution 24-96

13. Consider quotes for Central School site work
14. Consider approving final payment in the amount of \$158,310.00 for Acoustical Panel Installation at Yanmar Arena
15. Consider approving 2 change orders for Yanmar Arena Project
16. Consider adopting an Ordinance establishing Franchise Agreements.

Adopted City Ordinances 24-10-05, 24-10-06, 24-10-07

17. Consider approval of purchase agreement for patio furniture

18. Consider adopting City Ordinance regulating cannabis businesses.

Adopted City Ordinance 24-10-08

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

SET REGULAR AGENDA:

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

ADMINISTRATION:

19. Consider accepting the resignation from Andy Horton from his position as Safety Officer from the Grand Rapids Fire Department, act on revised GRFP Officer salaries, approve revised Safety Officer job description, and authorize City staff to begin the process of filling the internal Safety Officer vacancy.

Motion made by Councilor Blake, Second by Councilor MacGregor to accept the resignation of Andy Horton, approve revised GRFD Officer salaries, revised job description and authorize filling the position as presented. Voting Yea: Mayor Connelly, Councilor Adams, Councilor MacGregor, Councilor Blake

20. Consider accepting the resignation from Amanda Mitchell from her position as Administrative Assistant with the GRPD and authorize Human Resources to post, interview and hire for the open position of Administrative Assistant.

Motion made by Councilor MacGregor, Second by Councilor Adams to accept the resignation of Amanda Mitchell and authorized the process of filling the position. Voting Yea: Mayor Connelly, Councilor Adams, Councilor MacGregor, Councilor Blake

21. Consider approving structure change with Hospital Security Staff, revised job description for Lead Hospital Security Officer, and appointment to open positions.

Motion made by Councilor Adams, Second by Councilor MacGregor to approve Hospital Security Staff structure changes, revised job description for Lead Hospital Officer and appoint Jared Anderson and Christina Davis to the position of Lead Hospital Security Officer, Samuel Grigsby to the position of Full-Time Security and Heather McNally to Part-Time Security Officer. Voting Yea: Mayor Connelly, Councilor Adams, Councilor MacGregor, Councilor Blake

CIVIC CENTER & PARKS:

22. Consider passing a resolution accepting a donation from the Greater Pokegama Lake Association for financial assistance with the July 4th Fireworks Display.

Motion made by Councilor MacGregor, Second by Councilor Adams to adopt **Resolution 24-97**, accepting \$3000 donation from Greater Pokegama Lake Association as presented. Voting Yea: Mayor Connelly, Councilor Adams, Councilor MacGregor, Councilor Blake

CITY COUNCIL:

23. Consider appointment to the Library Board.

Motion made by Councilor MacGregor, Second by Councilor Blake to appoint Amanda King to fill an unexpired non-resident term through December 31, 2026. Voting Yea: Mayor Connelly, Councilor Adams, Councilor MacGregor, Councilor Blake

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

24. Conduct a public hearing to consider the adoption of an ordinance as it pertains to Franchise Fees.

Mayor Connelly stated the purpose of the meeting.

Matt Wegwerth provided overview of proposed Franchise Fee Ordinance including fee structure, increases, schedule, etc.

Motion made by Councilor Adams, Second by Councilor Blake to open the public hearing. Voting Yea: Mayor Connelly, Councilor Adams, Councilor MacGregor, Councilor Blake

Acknowledged all notices have been made and identified correspondence received.

John Johnson, Coleraine Resident and Itasca County Commissioner, request the Council consider moving with caution, review before approving.

Melissa Bahr, Chamber of Commerce, requesting the Council slow down and table this ordinance to provide time to review and work with local businesses to raise understanding.

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

Motion made by Councilor MacGregor, Second by Councilor Adams to close the public hearing. Voting Yea: Mayor Connelly, Councilor Adams, Councilor MacGregor, Councilor Blake

ENGINEERING PUBLIC WORKS:

25. Consider adopting an Ordinance establishing Franchise Fees.

Mr. Wegwerth reviewed the proposed ordinance.

Initial motion was to bring back fee schedule for consideration on November 25, 2024, and following discussion, was amended as follows:

Motion made by Councilor MacGregor, Second by Councilor Blake to **adopt City Ordinance 24-10-09**, and bring proposed fee schedule to Council for consideration on Monday, December 2, 2024. Voting Yea: Mayor Connelly, Councilor Adams, Councilor MacGregor, Councilor Blake

ADJOURNMENT:

There being no further business, the meeting adjourned at 6:10 PM.

Respectfully submitted:

Kimberly Gibeau
Kimberly Gibeau, City Clerk

DETAILED CITY OF GRAND RAPIDS COUNCIL BILL LIST - NOVEMBER 12, 2024

DATE: 11/07/24
 TIME: 09:54:59
 ID: AP441000.WOW

CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

Item 3. 1

INVOICES DUE ON/BEFORE 11/12/2024

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0103325 ACHESON TIRE INC								
1010849	11/05/24	01	1010849 TUBE LAWN/ATV #0026	101-70-01-30-4060	20243178		11/12/24	35.00
				VEHICLE MAINT/REPAIR				
							INVOICE TOTAL:	35.00
1010927	10/29/24	01	TUBE LAWN/ATV #1801	101-80-01-30-4060	20243181		11/12/24	70.00
				VEHICLE MAINT/REPAIRS				
							INVOICE TOTAL:	70.00
1010931	10/29/24	01	1010931 18X9.50-8NHS CARL #048	101-70-01-30-4060	20243178		11/12/24	120.00
				VEHICLE MAINT/REPAIR				
		02	TUBE LAWN/UTILITY	101-70-01-30-4060	20243178			25.00
				VEHICLE MAINT/REPAIR				
							INVOICE TOTAL:	145.00
							VENDOR TOTAL:	250.00
0104095 DALE ADAMS								
1	11/04/24	01	RAMS MTG MT IRON 118 MLS @\$.67	999-99-00-00-1000			11/12/24	79.06
				HOLDING ACCOUNT				
							INVOICE TOTAL:	79.06
							VENDOR TOTAL:	79.06
0113105 AMAZON CAPITAL SERVICES								
1	10/28/24	01	KVM CABLES	999-99-00-00-1000			11/12/24	191.92
				HOLDING ACCOUNT				
		02	13 BOOKS	999-99-00-00-1000				190.16
				HOLDING ACCOUNT				
		03	13 BOOKS	999-99-00-00-1000				163.46
				HOLDING ACCOUNT				
		04	USB CABLES	999-99-00-00-1000				57.86
				HOLDING ACCOUNT				
		05	IPHONE 12 CASE	999-99-00-00-1000				39.96
				HOLDING ACCOUNT				
							INVOICE TOTAL:	643.36
							VENDOR TOTAL:	36

DETAILED CITY OF GRAND RAPIDS COUNCIL BILL LIST - NOVEMBER 12, 2024

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

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Item 3.

INVOICES DUE ON/BEFORE 11/12/2024

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT

0118100	VESTIS GROUP, INC							
2630347320	10/23/24	01	MATTS/MOPS/CLOTH/#8365512	101-60-01-20-2100	20243145		11/12/24	58.81
				OPERATING SUPPLIES				
							INVOICE TOTAL:	58.81
							VENDOR TOTAL:	58.81
0118230	ARENA WAREHOUSE, LLC							
2939	09/06/24	01	CIVIC CENTER PROJECT FLOOR	483-01-00-00-4300	20243163		11/12/24	9,552.33
				MISCELLANEOUS				
							INVOICE TOTAL:	9,552.33
2972	10/25/24	01	1/2" X 42" X 96" WHITE POLY	228-01-00-30-4010	20243158		11/12/24	600.00
		02	SHIPPING	228-01-00-30-4010	20243158			395.00
				BUILDING MAINT/REPAIRS				
							INVOICE TOTAL:	995.00
2975	10/29/24	01	1/8X36X96 LEXAN SHEET YANMAR	228-01-00-30-4010	20243186		11/12/24	689.52
		02	1/8X36X96 LEXAN SHEET GRAHA	228-01-00-30-4010	20243186			2,298.48
				BUILDING MAINT/REPAIRS				
							INVOICE TOTAL:	2,988.00
							VENDOR TOTAL:	13,535.33
0201354	B. BAIRD-PETTY CASH FUND							
1	11/04/24	01	REFUND FIN PETTY CASH DEED TX	999-99-00-00-1000			11/12/24	1.65
				HOLDING ACCOUNT				
							INVOICE TOTAL:	1.65
							VENDOR TOTAL:	1.65
0215900	BOYER FORD TRUCKS INC.							
17374	10/03/24	01	WESTERN STAR 47X TRUCK CHASSIS	407-70-00-50-5500	20243294		11/12/24	157,536.00
				EQPT/MACHINERY/FURN/FIX				
							INVOICE TOTAL:	157,536.00
							VENDOR TOTAL:	157,520.00

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

Item 3. 3

INVOICES DUE ON/BEFORE 11/12/2024

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT

0218115	BRAUN INTERTEC CORPORATION							
B405287	10/21/24	01	CP 2010-1 NE 3RD TESTING	486-03-00-00-3000	20243110		11/12/24	2,801.25
				2010-1 PROFESSIONAL SVCS				
							INVOICE TOTAL:	2,801.25
							VENDOR TOTAL:	2,801.25
0218745	ASHLEY BRUBAKER							
MGR/OCT24-C	10/31/24	01	OCT MGR FEE \$2,336.87 X 8.0%	225-00-00-30-3120	20243233		11/12/24	186.95
				MANAGEMENT CONTRACTED SERV				
							INVOICE TOTAL:	186.95
							VENDOR TOTAL:	186.95
0221650	BURGGRAF'S ACE HARDWARE							
397618-A	10/21/24	01	397618 MLW RCIP TORCH 6"18T 5P	226-00-00-30-4070	20243117		11/12/24	19.99
				GENERAL EQUIP MAINT/REPAIR				
		02	MLW RCIP TORCH 9"10T 5PK	226-00-00-30-4070	20243117			24.99
				GENERAL EQUIP MAINT/REPAIR				
		03	METAL CUTTING WHL 4.5"PK	226-00-00-30-4070	20243117			19.98
				GENERAL EQUIP MAINT/REPAIR				
		04	FASTENERS	226-00-00-30-4070	20243117			52.74
				GENERAL EQUIP MAINT/REPAIR				
							INVOICE TOTAL:	117.70
397697	10/23/24	01	397697 SNOW THROWER GS 99CC 18	101-15-01-20-2090	20243143		11/12/24	549.00
				INVENTORIAL SUPPLIES				
							INVOICE TOTAL:	549.00
397733	10/24/24	01	BATTERIES D	101-90-01-20-2150	20243151		11/12/24	19.98
				MAINTENANCE TOOLS/SUPPLIES				
		02	PREM FASTGRAB/CONST ADHESIVE	228-01-00-30-4010	20243151			27.98
				BUILDING MAINT/REPAIRS				
							INVOICE TOTAL:	47.96
397739-A	10/24/24	01	397739 1/4"DR 50PC SOCKET SET	226-00-00-20-2400	20243117		11/12/24	124.99
				SMALL TOOLS (SHOP)				
							INVOICE TOTAL:	124.99

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

Item 3.

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INVOICES DUE ON/BEFORE 11/12/2024

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0221650	BURGGRAF'S ACE HARDWARE							
397856	10/28/24	01	HOSE END SPRAYER 20GL	101-90-01-20-2150	20243169		11/12/24	9.99
		02	FOAM CAR WASH/WAX	101-90-01-20-2150	20243169			11.99
		03	MEASURE CUP ANGLE	101-90-01-20-2150	20243169			13.99
		04	FLAP DISC FINE 4.5"	101-90-01-20-2150	20243169			25.98
		05	SNAP KNIFE 8PT	101-90-01-20-2150	20243169			7.99
		06	BLADE SNAP HVY DTY	101-90-01-20-2150	20243169			9.98
							INVOICE TOTAL:	79.92
397961	10/30/24	01	OSCI BLD 1-3/4" PK1	101-90-01-20-2150	20243190		11/12/24	19.99
		02	SCREWS DW PH CS6X1-1/4 1#	228-01-00-30-4010	20243190			6.99
							INVOICE TOTAL:	26.98
398098	11/04/24	01	BASE MOUNT TIES	101-01-56-00-2100	20243258		11/12/24	4.99
		02	6X3 SCREW	101-01-56-00-2100	20243258			7.49
		03	CABLE TIES	101-01-56-00-2100	20243258			4.99
		04	CABLE TIE MOUNT	101-01-56-00-2100	20243258			3.99
							INVOICE TOTAL:	21.46
							VENDOR TOTAL:	968.01
0301685	CARQUEST AUTO PARTS							
932742	10/22/24	01	932742 BACK RACK PUC#0087	101-71-01-30-4060	20243140		11/12/24	245.58

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0301685	CARQUEST AUTO PARTS							
932742	10/22/24	02	BACK RACK INSTALL HARDWARE	101-71-01-30-4060	20243140		11/12/24	143.26
				VEHICLE/EQUIP MAINT/REPAIR				
						INVOICE TOTAL:		388.84
932805	10/22/24	01	932805 84182 LUBE/HYDRAULIC	101-71-01-30-4060	20243140		11/12/24	9.99
		02	85064 85064 LUBE	101-70-01-30-4060	20243140			6.60
		03	SHOP TOWEL-BOX	101-71-01-20-2100	20243140			15.59
				OPERATING SUPPLIES				
						INVOICE TOTAL:		32.18
933270	10/24/24	01	933270 ON-OFF TOGGLE 12V 20A	101-71-01-30-4060	20243140		11/12/24	10.60
		02	TOGGLE SWITCH 20 AMP	101-71-01-30-4060	20243140			14.12
				VEHICLE/EQUIP MAINT/REPAIR				
						INVOICE TOTAL:		24.72
933685	10/28/24	01	933685 EXT SERV STRAIGHT GA	101-71-01-20-2400	20243140		11/12/24	41.97
				SMALL TOOLS				
						INVOICE TOTAL:		41.97
933728-A	10/28/24	01	933728 HEADLAMP HALOGEN #AP74	226-00-00-30-4060	20243140		11/12/24	15.04
		02	PRIMARY AIR ELEMENT	101-70-01-30-4060	20243140			28.91
				VEHICLE MAINT/REPAIR				
						INVOICE TOTAL:		43.95
934002	10/30/24	01	934002 FUEL STABILIZER 2OZ	101-71-01-20-2100	20243140		11/12/24	15.90
				OPERATING SUPPLIES				
						INVOICE TOTAL:		15.90
934051	10/30/24	01	934051 ATO BLADE 32V	101-71-01-20-2100	20243140		11/12/24	4.82
				OPERATING SUPPLIES				

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0301685	CARQUEST AUTO PARTS							
934051	10/30/24	02	ATO BLADE32V CARD10A	101-71-01-20-2100	20243140		11/12/24	4.82
				OPERATING SUPPLIES				
							INVOICE TOTAL:	9.64
934276	10/31/24	01	934276 200 LUMEN RECHARGE LED	101-71-01-20-2400	20243140		11/12/24	89.58
				SMALL TOOLS				
							INVOICE TOTAL:	89.58
							VENDOR TOTAL:	646.78
0301705	CASPER CONSTRUCTION INC							
27665	10/17/24	03	AIRPORT POND CLEANOUT	655-00-00-00-1640			11/12/24	64,600.00
				OTHER IMPROVEMENTS				
							INVOICE TOTAL:	64,600.00
							VENDOR TOTAL:	64,600.00
0305530	CENTURYLINK QC							
1	10/28/24	01	CSCHL OCT ELEV PHN	999-99-00-00-1000			11/12/24	52.86
				HOLDING ACCOUNT				
							INVOICE TOTAL:	52.86
							VENDOR TOTAL:	52.86
0315454	TRAVIS COLE							
1	11/04/24	01	10/30-31 HAZMAT TAC MTG MEALS	999-99-00-00-1000			11/12/24	47.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	47.00
							VENDOR TOTAL:	47.00
0315543	CONSTELLATION NEWENERGY -GAS							
1	10/28/24	01	YANMAR EAST SEP NTL GAS	999-99-00-00-1000			11/12/24	353.88
				HOLDING ACCOUNT				
							INVOICE TOTAL:	353.88
							VENDOR TOTAL:	353.88

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0409501	JOHN P. DIMICH							
3644	10/31/24	01	OCT 2024 PROSECUTION RETAINER	101-80-01-30-3045	20240272		11/12/24	4,583.33
				LEGAL-PROSECUTIONS				
							INVOICE TOTAL:	4,583.33
							VENDOR TOTAL:	4,583.33
0409715	DISPLAY SALES COMPANY							
INV4746	10/31/24	01	40" BLACK ADJUSTABLE BANDING S	101-70-01-30-4900	20243123		11/12/24	220.00
				STREET LIGHT MAINTENANCE				
		02	SHIPPNG & HANDLING	101-70-01-30-4900	20243123			17.00
				STREET LIGHT MAINTENANCE				
							INVOICE TOTAL:	237.00
							VENDOR TOTAL:	237.00
0409730	IIA LIFTING SERVICES INC							
INDI88592	10/29/24	01	ANNUAL SAFETY INSPCT-119 TWR	101-60-01-30-4064	20243194		11/12/24	1,300.00
				VEHICLE MAINT/LADDER#119				
		02	321 SQ FT GROUND LADDER	101-60-01-30-4064	20243194			1,094.61
				VEHICLE MAINT/LADDER#119				
		03	4% FUEL SURCHARGE	101-60-01-30-4064	20243194			95.78
				VEHICLE MAINT/LADDER#119				
							INVOICE TOTAL:	2,490.39
							VENDOR TOTAL:	2,490.39
0421480	DTM FLEET SERVICE LLC							
2177	10/18/24	01	SQUAD 2408 BUILD-MARKED	407-80-00-20-2075	20243156		11/12/24	3,586.98
				ASSETS BETWEEN \$700-\$4,999				
							INVOICE TOTAL:	3,586.98
							VENDOR TOTAL:	3,586.98
0513233	EMERGENCY AUTOMOTIVE TECH INC							
JP102524-40	10/25/24	01	JP102524-40 WHELEN MINI-CENT L	101-71-01-30-4060	20243168		11/12/24	293.48
				VEHICLE/EQUIP MAINT/REPAIR				

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0513233 EMERGENCY AUTOMOTIVE TECH INC								
JP102524-40	10/25/24	02	SHIPPING & HANDLING #0087	101-71-01-30-4060	20243168		11/12/24	7.19
				VEHICLE/EQUIP MAINT/REPAIR				
		03	SHIPPING & HANDLING PW	101-70-01-30-4060	20243168			7.19
				VEHICLE MAINT/REPAIR				
		04	SHIPPING & HANDLING PW	101-70-01-30-4060	20243168			7.18
				VEHICLE MAINT/REPAIR				
							INVOICE TOTAL:	315.04
JP10252440A	11/05/24	01	JP10252440A WHELEN MINI-CENTUR	101-70-01-30-4060	20243168		11/12/24	586.96
				VEHICLE MAINT/REPAIR				
							INVOICE TOTAL:	586.96
							VENDOR TOTAL:	902.00
0514200 ESC SYSTEMS SOUND & LIFE SAFE								
80782	10/31/24	01	CTRL STATION MONITOR NOV-DEC24	228-01-00-30-3100	20243271		11/12/24	43.00
				OTHER CONTRACT SERVICES				
		02	CELLULAR TRANS SVCS NOV-DEC24	228-01-00-30-3100	20243271			70.00
				OTHER CONTRACT SERVICES				
		03	CTRL STATION MONITOR JAN-OCT25	228-00-00-00-1550	20243271			215.00
				PREPAID ITEMS				
		04	CELLULAR TRANS SVCS JAN-OCT25	228-00-00-00-1550	20243271			350.00
				PREPAID ITEMS				
							INVOICE TOTAL:	678.00
							VENDOR TOTAL:	678.00
0519650 ESRI INC								
94827070	10/23/24	01	ESRI ELA AGREEMENT 2025	101-00-00-00-1550	20243146		11/12/24	29,300.00
				PREPAID ITEMS				
							INVOICE TOTAL:	29,300.00
							VENDOR TOTAL:	29,300.00
0601690 FASTENAL COMPANY								

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0601690	FASTENAL COMPANY							
142835	10/24/24	01	142835 STYLUS PRO PEN LIGHT	101-71-01-20-2400	20243167		11/12/24	43.58
				SMALL TOOLS				
							INVOICE TOTAL:	43.58
							VENDOR TOTAL:	43.58
0609700	CARL EDWARD FISCHER							
1	10/28/24	01	10/21-22 TZD CONF ST CLD MEALS	999-99-00-00-1000			11/12/24	59.38
				HOLDING ACCOUNT				
		02	10/21-22 TZD CONF ST CLD CARWA	999-99-00-00-1000				23.68
				HOLDING ACCOUNT				
							INVOICE TOTAL:	83.06
							VENDOR TOTAL:	83.06
0612083	FLAGSHIP RECREATION							
F23104	10/01/24	01	6FT BLACK BENCH RANDLE	101-70-01-30-4300	20242269		11/12/24	1,596.00
				MISCELLANEOUS				
		02	2 X 12 PLAQUE	101-70-01-30-4300	20242269			420.00
				MISCELLANEOUS				
		03	SHIPPING & HANDLING	101-70-01-30-4300	20242269			390.00
				MISCELLANEOUS				
							INVOICE TOTAL:	2,406.00
							VENDOR TOTAL:	2,406.00
0701105	KARL GAALAAS							
1	11/04/24	01	10/5-6 STICO CLASS 236MLS@\$.67	999-99-00-00-1000			11/12/24	178.12
				HOLDING ACCOUNT				
							INVOICE TOTAL:	178.12
							VENDOR TOTAL:	178.12
0701505	JEREMY GAMBILL							
1	11/04/24	01	10/30-31 HAZMAT TAC MTG MEALS	999-99-00-00-1000			11/12/24	47.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	47.00
							VENDOR TOTAL:	47.00

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0701650	GARTNER REFRIGERATION CO							
102116-C	10/22/24	01	LABOR CHK FANS/REWIRE/CHK OP	225-00-00-30-4010	20243130		11/12/24	512.00
				BUILDING MAINT/REPAIR				
		02	TRUCK CHARGE	225-00-00-30-4010	20243130			20.00
				BUILDING MAINT/REPAIR				
		03	S1-02634757000 PROP FAN BLADE	225-00-00-30-4010	20243130			171.00
				BUILDING MAINT/REPAIR				
		04	NEU-1879 3/4 HP MOTOR	225-00-00-30-4010	20243130			286.90
				BUILDING MAINT/REPAIR				
		05	FREIGHT	225-00-00-30-4010	20243130			37.48
				BUILDING MAINT/REPAIR				
							INVOICE TOTAL:	1,027.38
							VENDOR TOTAL:	1,027.38
0712225	GLEN'S ARMY NAVY STORE INC							
241101-380-0	11/01/24	01	ALPHA TT25 GPS COLLAR-MURPHY	102-00-00-00-3500	20243293		11/12/24	324.00
				MISCELLANEOUS				
		02	ALPHA 300I HANDHELD	102-00-00-00-3500	20243293			775.00
				MISCELLANEOUS				
							INVOICE TOTAL:	1,099.00
							VENDOR TOTAL:	1,099.00
0715808	GOVCONNECTION INC							
75841833	10/29/24	01	NETGEAR GS108 UNMANAGED SWTCH	101-01-56-00-2100	20243184		11/12/24	42.68
				PUC IT SUPPLIES/MATERIALS				
							INVOICE TOTAL:	42.68
75846208	10/30/24	01	LENOVO M70Q PC WTP	101-01-56-00-2100	20243184		11/12/24	604.57
				PUC IT SUPPLIES/MATERIALS				
							INVOICE TOTAL:	604.57
75846277	10/30/24	01	NETGEAR 8 PORT UNMGD SWITCH	101-01-56-00-2100	20243189		11/12/24	42.68
				PUC IT SUPPLIES/MATERIALS				

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
0715808 GOVCONNECTION INC								
75846277	10/30/24	02	CANON MF465DW MULTI PRINTER	101-01-56-00-2100	20243189		11/12/24	268.07
				PUC IT SUPPLIES/MATERIALS				
						INVOICE TOTAL:		310.75
75851222	10/31/24	01	CANON 070 BLACK TONER	101-01-56-00-2100	20243189		11/12/24	111.83
				PUC IT SUPPLIES/MATERIALS				
						INVOICE TOTAL:		111.83
						VENDOR TOTAL:		1,069.83
0717988 SHAWN GRAEBER								
1	11/04/24	01	10/30-31 HAZMAT TAC MTG MEALS	999-99-00-00-1000			11/12/24	47.00
				HOLDING ACCOUNT				
						INVOICE TOTAL:		47.00
						VENDOR TOTAL:		47.00
0718010 CITY OF GRAND RAPIDS								
24/259	10/22/24	01	GOLF CARTS	102-00-00-00-3500	20243182		11/12/24	600.00
				MISCELLANEOUS				
						INVOICE TOTAL:		600.00
						VENDOR TOTAL:		600.00
0718060 GRAND RAPIDS HERALD REVIEW								
183130	10/23/24	01	NOTICE OF PH FRANCHISE FEES	101-70-01-30-3510	20243175		11/12/24	76.48
				PUBLISHING & ADVERTISING				
						INVOICE TOTAL:		76.48
						VENDOR TOTAL:		76.48
0805640 HERC-U-LIFT INC								
W650346-1	10/25/24	01	TERMINAL CONN PLUG	228-01-00-30-4010	20243165		11/12/24	9.85
				BUILDING MAINT/REPAIRS				

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0805640	HERC-U-LIFT INC							
W650346-1	10/25/24	02	FREIGHT	228-01-00-30-4010	20243165		11/12/24	22.00
		03	6V BATTERY	228-01-00-30-4010	20243165			1,374.72
		04	ENV FEE & SUPPLIES	228-01-00-30-4010	20243165			47.10
		05	LABOR SCISSOR LIFT	228-01-00-30-4010	20243165			942.00
								INVOICE TOTAL: 2,395.67
								VENDOR TOTAL: 2,395.67
0809115	MN NORTH COLLEGE							
1	11/04/24	01	EMR REFRESHER COURSE 9002-34	999-99-00-00-1000			11/12/24	1,355.00
		02	EMR REFRESHER COURSE 9002-35	999-99-00-00-1000				1,355.00
								INVOICE TOTAL: 2,710.00
								VENDOR TOTAL: 2,710.00
0815440	HOLIDAY STATIONSTORES LLC							
1	11/04/24	01	27 PD SQUAD CAR WASHES-OCT	999-99-00-00-1000			11/12/24	148.50
								INVOICE TOTAL: 148.50
								VENDOR TOTAL: 148.50
0900060	ICTV							
1	11/04/24	01	MC 3RD QTR FRANCH FEES	999-99-00-00-1000			11/12/24	10,439.42
		02	MC 3RD QTR PEG FEES	999-99-00-00-1000				2,480.05
		03	PB 3RD QTR FRANCH FEES	999-99-00-00-1000				15,047.52

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0900060	ICTV							
1	11/04/24	04	PB 3RD QTR PEG FEES	999-99-00-00-1000			11/12/24	5,439.15
				HOLDING ACCOUNT				
							INVOICE TOTAL:	33,406.14
							VENDOR TOTAL:	33,406.14
0920055	ITASCA COUNTY RECORDER							
1	10/28/24	01	G PLAGEMANN CEM DEED	999-99-00-00-1000			11/12/24	46.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	46.00
							VENDOR TOTAL:	46.00
1105444	KELLER FENCE COMPANY							
6708	10/22/24	01	GATE-LEFT FIELD-STREETAR FLD	101-70-01-30-3100	20243126		11/12/24	1,110.40
				OTHER CONTRACTED SERVICES				
							INVOICE TOTAL:	1,110.40
							VENDOR TOTAL:	1,110.40
1105530	KENNEDY & GRAVEN, CHARTERED							
184417	10/29/24	01	2019 DECERTIFY OPPIDAN TIF	378-00-00-00-3040	20243255		11/12/24	161.50
				LEGAL				
		02	OPPIDAN WORKFRCE HOUSING TIF	101-06-00-00-3075	20243255			252.00
				BUS SUBSIDY APP EXPENDITUR				
		03	UNIQUE OPPORTUNITIES 11 TIF	101-06-00-00-3075	20243255			269.00
				BUS SUBSIDY APP EXPENDITUR				
		04	ACQUISITION OF 820 NW 1ST AVE	484-03-00-00-3040	20243255			396.25
				LEGAL				
							INVOICE TOTAL:	1,078.75
							VENDOR TOTAL:	1,078.75
1121695	LANCE KUSCHEL							
1	11/04/24	01	10/30-31 HAZMAT TAC MTG MEALS	999-99-00-00-1000			11/12/24	47.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	47.00
							VENDOR TOTAL:	47.00

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1200500	L&M SUPPLY							
12089839	10/30/24	01	12089839 TOTE 27 GALL BLK/YELL	101-70-01-20-2555	20243218		11/12/24	28.47
				GROUNDS MAINT/SUPPLIES				
							INVOICE TOTAL:	28.47
12090881	10/31/24	01	12090881 TOTE SOLID GRAY 30 GA	101-70-01-20-2555	20243218		11/12/24	28.48
				GROUNDS MAINT/SUPPLIES				
							INVOICE TOTAL:	28.48
							VENDOR TOTAL:	56.95
1201730	LATVALA LUMBER COMPANY INC.							
2410-591401	10/31/24	01	2X12-14 #2 & BTR FIR DRY	101-70-01-30-4060	20243214		11/12/24	60.80
				VEHICLE MAINT/REPAIR				
		02	2X10-14 #2 & BTR FIR DRY	101-70-01-30-4060	20243214			50.02
				VEHICLE MAINT/REPAIR				
		03	2X10-08 #2 & BTR FIR DRY	101-70-01-30-4060	20243214			14.48
				VEHICLE MAINT/REPAIR				
							INVOICE TOTAL:	125.30
							VENDOR TOTAL:	125.30
1205110	LEASE LANDSCAPING INC							
1	10/28/24	01	SWP24-001 REFUND	999-99-00-00-1000			11/12/24	500.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	500.00
							VENDOR TOTAL:	500.00
1301213	MARTIN'S SNOWPLOW & EQUIP							
34596	10/22/24	01	34596 BELT V-5V-198.75 WITH SL	233-00-00-30-4070	20243129		11/12/24	148.99
				GENERAL EQUIPMENT MAINT/RE				
		02	SPK BLADE NOTCHED 20.5	233-00-00-30-4070	20243129			83.97
				GENERAL EQUIPMENT MAINT/RE				
		03	BELT BLOWER DRIVE 60 WITH SLEE	233-00-00-30-4070	20243129			30.99
				GENERAL EQUIPMENT MAINT/RE				

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1301213 MARTIN'S SNOWPLOW & EQUIP								
34596	10/22/24	04	DISCOUNT	233-00-00-30-4070	20243129		11/12/24	-13.20
				GENERAL EQUIPMENT MAINT/RE				
							INVOICE TOTAL:	250.75
							VENDOR TOTAL:	250.75
1303039 MCCOY CONSTRUCTION & FORESTRY								
2431478-A	10/28/24	01	2431478 LABOR GEN MAINT 1/2/3	226-00-00-30-4070	20243191		11/12/24	1,954.82
				GENERAL EQUIP MAINT/REPAIR				
		02	PARTS GEN MAINT 1/2/3	226-00-00-30-4070	20243191			1,844.10
				GENERAL EQUIP MAINT/REPAIR				
		03	MISC SHOP SUPPLIES/ENV FEES	226-00-00-30-4070	20243191			140.00
				GENERAL EQUIP MAINT/REPAIR				
							INVOICE TOTAL:	3,938.92
							VENDOR TOTAL:	3,938.92
1309176 MINNESOTA FALL MAINT EXPO								
1	10/28/24	01	WALK-IN REGISTRATION FALL EXPO	999-99-00-00-1000			11/12/24	160.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	160.00
							VENDOR TOTAL:	160.00
1309199 MINNESOTA ENERGY RESOURCES								
1	10/28/24	01	AP MNT OCT NTL GAS	999-99-00-00-1000			11/12/24	67.46
				HOLDING ACCOUNT				
		02	DACF OCT NTL GAS	999-99-00-00-1000				93.65
				HOLDING ACCOUNT				
		03	MS RINK OCT NTL GAS	999-99-00-00-1000				18.61
				HOLDING ACCOUNT				
		04	AP GEN OCT NTL GAS	999-99-00-00-1000				19.51
				HOLDING ACCOUNT				
		05	CITY HL SEP NTL GAS	999-99-00-00-1000				335.21
				HOLDING ACCOUNT				

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1309199 MINNESOTA ENERGY RESOURCES								
1	10/28/24	06	SW RINK OCT NTL GAS	999-99-00-00-1000			11/12/24	18.00
				HOLDING ACCOUNT				
		07	YANMAR JUN-SEP NTL GAS	999-99-00-00-1000				32.93
				HOLDING ACCOUNT				
		08	CSCHL SEP NTL GAS	999-99-00-00-1000				409.12
				HOLDING ACCOUNT				
		09	FIRE HALL OCT NTL GAS	999-99-00-00-1000				59.93
				HOLDING ACCOUNT				
								INVOICE TOTAL: 1,054.42
								VENDOR TOTAL: 1,054.42
1309332 MN STATE RETIREMENT SYSTEM								
J NELSON EXC FTO	10/29/24	01	J NELSON EXCESS FTO TO HCSP	101-80-01-10-1010	20243180		11/12/24	1,959.78
				SALARY-FULLTIME				
								INVOICE TOTAL: 1,959.78
								VENDOR TOTAL: 1,959.78
1309338 MN STATE TREAS/BLDG INSPECTOR								
1	10/28/24	01	SEPTEMBER0611102024 3RD QTR	999-99-00-00-1000			11/12/24	4,192.22
				HOLDING ACCOUNT				
								INVOICE TOTAL: 4,192.22
								VENDOR TOTAL: 4,192.22
1415030 NAPA SUPPLY OF GRAND RAPIDS								
210482	10/22/24	01	210482 FLEX TUBING #287	101-70-01-30-4060	20243128		11/12/24	36.82
				VEHICLE MAINT/REPAIR				
		02	EXH PIPE CONNECTOR	101-70-01-30-4060	20243128			14.99
				VEHICLE MAINT/REPAIR				
		03	CLAMP	101-70-01-30-4060	20243128			39.58
				VEHICLE MAINT/REPAIR				
								INVOICE TOTAL: 91.39
								VENDOR TOTAL: 91.39

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT

1415482	NORTHERN FIRE SUPPRESSION INC							
1183	10/30/24	01	ANNUAL SPRINKLER INSP 5	228-01-00-30-4010	20243277		11/12/24	1,625.00
		02	5 YEAR INSP ON 4 SYSTEMS	228-01-00-30-4010	20243277			2,700.00
							INVOICE TOTAL:	4,325.00
							VENDOR TOTAL:	4,325.00
1415484	NORTHERN LIGHTS TRUCK							
4425	10/17/24	01	0004425 N69-10-8 ELBOW #0063	101-71-01-30-4060	20243141		11/12/24	19.10
							INVOICE TOTAL:	19.10
							VENDOR TOTAL:	19.10
1415534	NORTHLAND FIRE & SAFETY INC							
N-34322	10/30/24	01	CLEAN AGENT INSPECTION	101-65-01-30-4025	20243187		11/12/24	475.00
							INVOICE TOTAL:	475.00
							VENDOR TOTAL:	475.00
1415544	NORTHLAND PORTABLES							
29851	10/31/24	01	GRSC-RENTAL ADA/CLEAN/PMP/DSPL	101-70-01-30-4180	20243221		11/12/24	85.00
		02	RENTAL-STANDARD CLEAN/PMP/DSPL	101-70-01-30-4180	20243221			53.00
		03	VET'S-RENTAL STD/CLEAN/PMP/DSP	101-70-01-30-4180	20243221			106.00
		04	RENTAL-ADA/CLEAN/PUMP & DSPL	101-70-01-30-4180	20243221			85.00
		05	BBEACH-RENTAL ADA/CLEAN/PMP/DS	101-70-01-30-4180	20243221			255.00
		06	CRYSTAL PK-RENTAL ADA/CLN/PMP/	101-70-01-30-4180	20243221			85.00

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INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT

1415544	NORTHLAND PORTABLES							
29851	10/31/24	07	RVRSIDE PK-RENTAL ADA/CLN/PMP/	101-70-01-30-4180	20243221		11/12/24	85.00
			PORTABLE RESTROOM RENTAL					
		08	CSIEM PK-RENTAL ADA/CLN/PMP/DS	101-70-01-30-4180	20243221			85.00
			PORTABLE RESTROOM RENTAL					
		09	OAKLAND PK-RENTAL ADA/CLN/PMP/	101-70-01-30-4180	20243221			85.00
			PORTABLE RESTROOM RENTAL					
		10	WILLOW PK-RENTAL ADA/CLN/PMP/D	101-70-01-30-4180	20243221			85.00
			PORTABLE RESTROOM RENTAL					
		11	SYLVAN BAY-RENTAL ADA/CLN/PMP/	101-70-01-30-4180	20243221			85.00
			PORTABLE RESTROOM RENTAL					
		12	MPLWD PK-RENTAL ADA/CLN/PMP/	101-70-01-30-4180	20243221			85.00
			PORTABLE RESTROOM RENTAL					
		13	GRSNDP PK-RENTAL ADA/PMP/DSPL	101-70-01-30-4180	20243221			85.00
			PORTABLE RESTROOM RENTAL					
							INVOICE TOTAL:	1,264.00
							VENDOR TOTAL:	1,264.00
1503245	OFFICE ENTERPRISES INC							
566172	10/29/24	01	NEOPOST INK CARTRIDGE	101-01-00-00-2026	20243185		11/12/24	241.00
			CITY WIDE POSTAGE					
		02	FREIGHT	101-01-00-00-2026	20243185			20.53
			CITY WIDE POSTAGE					
							INVOICE TOTAL:	261.53
							VENDOR TOTAL:	261.53
1520720	KEVIN OTT							
1	11/04/24	01	10/22-23 TZD CONF MEALS	999-99-00-00-1000			11/12/24	35.00
			HOLDING ACCOUNT					
		02	GROCERY/BAKERY EMR TRG REIMB	999-99-00-00-1000				13.17
			HOLDING ACCOUNT					
							INVOICE TOTAL:	48.17
							VENDOR TOTAL:	48.17

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1600200	PDQ.COM CORP							
PDQ-30825	10/22/24	01	PDQ & INVENTORY LIC	101-01-00-00-2027	20243127		11/12/24	651.65
				CITY WIDE-MAINTENANCE				
							INVOICE TOTAL:	651.65
							VENDOR TOTAL:	651.65
1601305	THOMAS J. PAGEL							
1	11/04/24	01	NOV 2024 HEALTH INS	999-99-00-00-1000			11/12/24	1,682.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	1,682.00
							VENDOR TOTAL:	1,682.00
1601750	PAUL BUNYAN COMMUNICATIONS							
1	11/04/24	01	GC NOV SERVICE	999-99-00-00-1000			11/12/24	157.50
				HOLDING ACCOUNT				
		02	CITY WIDE NOV INTERNET/PHNE	999-99-00-00-1000				1,105.81
				HOLDING ACCOUNT				
		03	LIB NOV SERVICE	999-99-00-00-1000				248.36
				HOLDING ACCOUNT				
		04	CSCHL NOV SERVICE	999-99-00-00-1000				77.28
				HOLDING ACCOUNT				
		05	PD EVDNC NOV SERVICE	999-99-00-00-1000				70.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	1,658.95
							VENDOR TOTAL:	1,658.95
1605605	PEPPERBALL							
0093724-IN	10/25/24	01	PEPPERBALL VKS-SBL SRL#50717	232-00-00-20-2075	20243183		11/12/24	1,935.00
				ASSETS BETWEEN \$700-\$4,999				
		02	PEPPERBALL VKS-SBL SRL#50719	232-00-00-20-2075	20243183			1,935.00
				ASSETS BETWEEN \$700-\$4,999				
		03	PEPPERBALL VKS-SBL SRL#50510	232-00-00-20-2075	20243183			1,935.00
				ASSETS BETWEEN \$700-\$4,999				

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1605605	PEPPERBALL							
0093724-IN	10/25/24	04	PEPPERBALL VKS-SBL SRL#50773	232-00-00-20-2075	20243183		11/12/24	1,935.00
				ASSETS BETWEEN \$700-\$4,999				
		05	PEPPERBALL VKS-SBL SRL#50527	232-00-00-20-2075	20243183			1,381.00
				ASSETS BETWEEN \$700-\$4,999				
		06	HOPPER ADAPTER	232-00-00-20-2075	20243183			20.00
				ASSETS BETWEEN \$700-\$4,999				
		07	50CT INERT VXR	232-00-00-20-2075	20243183			240.00
				ASSETS BETWEEN \$700-\$4,999				
		08	PEPPERBALL BLAST-GB LIVE-X	232-00-00-20-2075	20243183			945.00
				ASSETS BETWEEN \$700-\$4,999				
		09	BLAST INERT REFILL SINGLE PACK	232-00-00-20-2075	20243183			210.00
				ASSETS BETWEEN \$700-\$4,999				
		10	LESS DISCOUNT	232-00-00-20-2075	20243183			-500.00
				ASSETS BETWEEN \$700-\$4,999				
		11	FREIGHT	232-00-00-20-2075	20243183			40.00
				ASSETS BETWEEN \$700-\$4,999				
							INVOICE TOTAL:	10,076.00
							VENDOR TOTAL:	10,076.00
1618225	PREMIER PYROTECHNICS							
070425	10/02/24	01	7/4/25 FIREWORKS DISPLAY EARLY	101-00-00-00-1550	20242895		11/12/24	21,000.00
				PREPAID ITEMS				
							INVOICE TOTAL:	21,000.00
							VENDOR TOTAL:	21,000.00
1618600	BRYCE PRUDHOMME							
1	11/04/24	01	10/22-23 TZD CONF MEALS	999-99-00-00-1000			11/12/24	35.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	35.00
							VENDOR TOTAL:	35.00
1621105	P.E.R.A.							

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT

1621105	P.E.R.A.							
1	11/04/24	01	GRAEBER & KUSCHEL ADJUSTMENT	999-99-00-00-1000			11/12/24	6,618.22
				HOLDING ACCOUNT				
							INVOICE TOTAL:	6,618.22
							VENDOR TOTAL:	6,618.22
1621125	PUBLIC UTILITIES COMMISSION							
MISC49608	09/30/24	01	SEPT 2024 SWU BILLING FEE	655-00-50-30-4081	20243196		11/12/24	2,200.00
				PUC BILLING FEE				
							INVOICE TOTAL:	2,200.00
							VENDOR TOTAL:	2,200.00
1801555	RAPID PEST CONTROL INC							
22616	10/30/24	01	22616 INSPCT EXT/GEN CHALL	101-15-01-30-3060	20243192		11/12/24	72.00
				EXTERMINATOR SERVICE				
							INVOICE TOTAL:	72.00
							VENDOR TOTAL:	72.00
1801615	RAPIDS WELDING SUPPLY INC							
10146682	10/23/24	01	135CF ACET CONTENTS FLAM GAS	101-71-01-20-2100	20243161		11/12/24	78.80
				OPERATING SUPPLIES				
		02	125CF OXYGEN CONTENTS NON-FLAM	101-71-01-20-2100	20243161			23.74
				OPERATING SUPPLIES				
		03	HAZ MAT FEE	101-71-01-20-2100	20243161			3.00
				OPERATING SUPPLIES				
							INVOICE TOTAL:	105.54
							VENDOR TOTAL:	105.54
1805180	RED CEDAR CONSULTING LLC							
000234	10/21/24	01	CONSULTING SERVICES	101-10-01-30-3040	20243134		11/12/24	8,964.11
				LEGAL				
							INVOICE TOTAL:	8,964.11
							VENDOR TOTAL:	8,964.11

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1900225 SEH								
476149	09/28/24	01	CP 2010-1 NE 3RD INV 476149	486-03-00-00-3030	20243108		11/12/24	55,047.60
				2010-1 ENGINEERING				
							INVOICE TOTAL:	55,047.60
476151	09/28/24	01	NE 7TH UTIL ESMNT INV 476151	655-00-50-30-3030	20243108		11/12/24	337.50
				ENGINEERING FEES				
							INVOICE TOTAL:	337.50
							VENDOR TOTAL:	55,385.10
1901318 ST CLOUD ACOUSTICS INC								
1	11/04/24	01	CC ACOUSTIC PANELS	999-99-00-00-1000			11/12/24	140,460.00
				HOLDING ACCOUNT				
		02	CHANGE ORDER 1	999-99-00-00-1000				17,850.00
				HOLDING ACCOUNT				
							INVOICE TOTAL:	158,310.00
							VENDOR TOTAL:	158,310.00
1901535 SANDSTROM'S INC								
522842	10/21/24	01	OF NAPKINS 1PLY 250CT	101-15-01-20-2150	20243121		11/12/24	32.45
				MAINTENANCE SUPPLIES				
		02	DART CUP STYRO 12Z 12J16	101-15-01-20-2150	20243121			75.94
				MAINTENANCE SUPPLIES				
		03	FORK GALA WHITE #113700	101-15-01-20-2150	20243121			56.51
				MAINTENANCE SUPPLIES				
							INVOICE TOTAL:	164.90
523374-C	10/21/24	01	TOWEL ROLL WHT 700FT-HI	225-00-00-20-2150	20243122		11/12/24	56.36
				MAINTENANCE TOOLS/SUPPLIES				
		02	TOIL TISS MINI TWIN #320014	225-00-00-20-2150	20243122			89.14
				MAINTENANCE TOOLS/SUPPLIES				
							INVOICE TOTAL:	145.50
524631	10/31/24	01	CANDY-COUNT GOODS	101-80-01-20-2170	20243207		11/12/24	10.32
				POL RESERVE SUPPLIES-DONAT				

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1901535	SANDSTROM'S INC							
524631	10/31/24	02	CANDY-PEG/LAYDOWN	101-80-01-20-2170	20243207		11/12/24	118.75
		03	INSURANCE	101-80-01-20-2170	20243207			3.00
							INVOICE TOTAL:	132.07
							VENDOR TOTAL:	442.47
1903341	SCHWARTZ REDI-MIX INC							
43426	10/28/24	01	RETAINING WALL BLOCK	655-00-50-20-2555	20243199		11/12/24	450.00
							INVOICE TOTAL:	450.00
							VENDOR TOTAL:	450.00
1911545	SKOGLUND ELECTRIC LLC							
2123	10/28/24	01	LABOR MOVE OUTLET PIZZA OVEN	228-01-00-30-4010	20243166		11/12/24	157.50
							INVOICE TOTAL:	157.50
2126	10/31/24	01	60A AC DISCONNECT	101-70-01-30-3100	20243195		11/12/24	32.20
		02	LABOR-GRSC FLD2 SCOREBOARD	101-70-01-30-3100	20243195			105.00
							INVOICE TOTAL:	137.20
							VENDOR TOTAL:	294.70
1920233	STREICHER'S INC							
I1724844	10/18/24	01	.223 CAL TACTICAL 62 GR BONDED	101-80-01-20-2185	20242166		11/12/24	930.60
							INVOICE TOTAL:	930.60
I1725467	10/23/24	01	HANDCUFF KEY BARREL SWVL PNK	101-80-01-20-2170	20243124		11/12/24	19.98

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1920233	STREICHER'S INC							
I1725467	10/23/24	02	KEY HOLDER NYLON WRAP VELCRO	101-80-01-20-2170	20243124		11/12/24	50.97
		03	SHIPPING/HANDLING	101-80-01-20-2170	20243124			29.99
							INVOICE TOTAL:	100.94
I1725529	10/23/24	01	HANDCUFF PEERLESS 701C CHN LNK	101-80-01-20-2170	20243124		11/12/24	151.96
		02	HANDCUFF KEY BARREL SWVL BLK	101-80-01-20-2170	20243124			19.98
		03	RADIO HOLDER NYLON ADJ	101-80-01-20-2170	20243124			85.98
		04	NAMEPLATE: R MOEN	101-80-01-20-2170	20243124			11.99
		05	NAMEPLATE S GRIGSBY	101-80-01-20-2170	20243124			11.99
		06	NAMEPLATE C RIMA-CARLSON	101-80-01-20-2170	20243124			11.99
		07	NAMEPLATE: H MCNALLY	101-80-01-20-2170	20243124			11.99
		08	NAMEPLATE J MJOLSNESS	101-80-01-20-2170	20243124			11.99
		09	NAMEPLATE M ANDERSON	101-80-01-20-2170	20243124			11.99
		10	NAMEPLATE Z WILLSON	101-80-01-20-2170	20243124			11.99
		11	NAMEPLATE S PHILLIPS	101-80-01-20-2170	20243124			11.99
		12	NAMEPLATE T PERRY	101-80-01-20-2170	20243124			11.99
		13	NAMEPLATE J PARANTALA	101-80-01-20-2170	20243124			11.99
		14	BELT KEEPERS 4PCK ELITE BW	101-80-01-20-2170	20243124			19.99
							INVOICE TOTAL:	397.81

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1920233 STREICHER'S INC								
I1725693	10/24/24	01	PANT WMNS TACLITE KHAKI	101-80-01-20-2170	20243124		11/12/24	67.00
		02	PANT CX360 CARGO WMNS NVY	101-80-01-20-2170	20243124			79.99
							INVOICE TOTAL:	146.99
I1725812	10/25/24	01	BOOTS KINETIC 8 GTX BLK LT	101-80-01-20-2180	20243152		11/12/24	229.99
		02	BELT PANTS MED (34-40)	101-80-01-20-2180	20243152			28.99
							INVOICE TOTAL:	258.98
I1726302	10/29/24	01	.223 CAL PRACTICE AMMO 55 GR	101-80-01-20-2185	20242166		11/12/24	310.20
							INVOICE TOTAL:	310.20
I1726592	10/30/24	01	ABR PRO PANT DARK NAVY	101-80-01-20-2170	20243124		11/12/24	65.00
							INVOICE TOTAL:	65.00
							VENDOR TOTAL:	2,210.52
1920240 CHAD B STERLE								
2392	11/01/24	01	DRAFT QCD 91-425-2110	655-00-50-30-3040	20243212		11/12/24	195.00
		02	DRAFT QCD 91-415-4410 & 4415	655-00-50-30-3040	20243212			195.00
		03	DRAFT QCD 91-425-1310	655-00-50-30-3040	20243212			195.00
		04	RECORD QCD	655-00-50-30-3040	20243212			138.00
							INVOICE TOTAL:	723.00
							VENDOR TOTAL:	723.00
2000522 TNT CONSTRUCTION GROUP, LLC								

DETAILED CITY OF GRAND RAPIDS COUNCIL BILL LIST - NOVEMBER 12, 2024

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

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 Item 3.

INVOICES DUE ON/BEFORE 11/12/2024

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT

2000522	TNT CONSTRUCTION GROUP, LLC							
2637	10/29/24	01	2637 5TH ST/8TH AVE NW CRB/APR	655-00-50-30-3100	20243188		11/12/24	3,098.00
				CONTRACTED SERVICES				
							INVOICE TOTAL:	3,098.00
2638	10/29/24	01	2638 HWY2/CHALL SWALK PANELS	101-70-01-30-3100	20243188		11/12/24	1,360.00
				OTHER CONTRACTED SERVICES				
							INVOICE TOTAL:	1,360.00
2642	10/30/24	01	SLAB PAVILION YANMAR ARENA	483-01-00-00-4300	20243208		11/12/24	5,750.00
				MISCELLANEOUS				
							INVOICE TOTAL:	5,750.00
CP2010-1/APP#13	10/29/24	01	CP 2010-1 NE 3RD AVE & 7TH ST	486-03-00-00-3100	20243209		11/12/24	62,129.76
				2010-1 PROJECT CONTRACTOR				
							INVOICE TOTAL:	62,129.76
							VENDOR TOTAL:	72,337.76
2018560	TROUT ENTERPRISES INC							
24-544	10/15/24	01	24-544 10/8 TANDEM AXLE BRUSH	101-70-01-30-3840	20243119		11/12/24	75.00
				GARBAGE REMOVAL				
		02	10/9 3 TANDEM LOADS AXLE BRUSH	101-70-01-30-3840	20243119			225.00
				GARBAGE REMOVAL				
							INVOICE TOTAL:	300.00
							VENDOR TOTAL:	300.00
2300765	W.W. WALLWORK INC							
01P537252	10/24/24	01	KIT-AUTO DRAIN VALVE	101-71-01-30-4060	20243153		11/12/24	92.35
				VEHICLE/EQUIP MAINT/REPAIR				
		02	FREIGHT OUTGOING	101-71-01-30-4060	20243153			22.76
				VEHICLE/EQUIP MAINT/REPAIR				
							INVOICE TOTAL:	115.11
							VENDOR TOTAL:	115.11

DETAILED CITY OF GRAND RAPIDS COUNCIL BILL LIST - NOVEMBER 12, 2024

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT

27
Item 3.

INVOICES DUE ON/BEFORE 11/12/2024

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT

2305453	WESCO RECEIVABLES CORP							
467347	10/24/24	01	INT-MAT EK4536FWGJ GREEN LONG STREET LIGHT MAINTENANCE	101-70-01-30-4900	20243138		11/12/24	1,066.50
							INVOICE TOTAL:	1,066.50
							VENDOR TOTAL:	1,066.50
2305825	WEX INC							
1	11/04/24	01	PW & SWU DSL/UNLD	999-99-00-00-1000			11/12/24	2,278.10
		02	FD DSL/UNLD	999-99-00-00-1000				628.76
							INVOICE TOTAL:	2,906.86
							VENDOR TOTAL:	2,906.86
2500050	ITASCA COUNTY FAMILY YMCA INC							
1024	10/22/24	01	7/1-12/31/24 CONTRIBUTION	101-07-00-00-3000	20243176		11/12/24	15,000.00
							INVOICE TOTAL:	15,000.00
							VENDOR TOTAL:	15,000.00
2501525	YANMAR COMPACT EQUIPMENT NORTH							
712036	10/31/24	01	IRRR INFRASTRUCT GRNT REIMBURS MISCELLANEOUS	401-00-00-00-4300	20243211		11/12/24	216,395.00
							INVOICE TOTAL:	216,395.00
							VENDOR TOTAL:	216,395.00
T000797	ITASCA COUNTY HABITAT							
1	10/28/24	01	SWP23-040 HABITAT REFUND	999-99-00-00-1000			11/12/24	500.00
							INVOICE TOTAL:	500.00
							VENDOR TOTAL:	500.00
							TOTAL ALL INVOICES:	929,281.57

DETAILED CITY OF GRAND RAPIDS COUNCIL BILL LIST - NOVEMBER 12, 2024

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CITY OF GRAND RAPIDS
 DETAIL BOARD REPORT
 VOIDED CHECKS

Item 3. ²⁸

FROM: 10/22/2024 TO 11/04/2024

CHECK #	VENDOR #	VENDOR NAME	PAYROLL?	VOIDED DATE	VOID REASON
158298	0601690	FASTENAL COMPANY		10/29/2024	VOID LEADER CHECK
158316	1612745	PLUM CATALYST LLC, THE		10/31/2024	VOID REISSUE
158355	1601750	PAUL BUNYAN COMMUNICATIONS		11/04/2024	VOID LEADER CHECK
158361	2305825	WEX INC		11/04/2024	VOID LEADER CHECK

TOTAL NUMBER OF VOIDED CHECKS: 4

DATE: 11/07/2024
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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/12/2024

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
0519650	ESRI INC	29,300.00
1618225	PREMIER PYROTECHNICS	21,000.00
	TOTAL	50,300.00
CITY WIDE		
0221650	BURGGRAF'S ACE HARDWARE	21.46
0715808	GOVCONNECTION INC	1,069.83
1503245	OFFICE ENTERPRISES INC	261.53
1600200	PDQ.COM CORP	651.65
	TOTAL CITY WIDE	2,004.47
SPECIAL PROJECTS-NON BUDGETED		
1105530	KENNEDY & GRAVEN, CHARTERED	521.00
	TOTAL SPECIAL PROJECTS-NON BUDGETED	521.00
SPECIAL PROJECTS-BUDGETED		
2500050	ITASCA COUNTY FAMILY YMCA INC	15,000.00
	TOTAL SPECIAL PROJECTS-BUDGETED	15,000.00
ADMINISTRATION		
1805180	RED CEDAR CONSULTING LLC	8,964.11
	TOTAL ADMINISTRATION	8,964.11
BUILDING SAFETY DIVISION		
0221650	BURGGRAF'S ACE HARDWARE	549.00
1801555	RAPID PEST CONTROL INC	72.00
1901535	SANDSTROM'S INC	164.90
	TOTAL BUILDING SAFETY DIVISION	785.90
FIRE		
0118100	VESTIS GROUP, INC	58.81
0409730	IIA LIFTING SERVICES INC	2,490.39
	TOTAL FIRE	2,549.20

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/12/2024

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
INFORMATION TECHNOLOGY		
1415534	NORTHLAND FIRE & SAFETY INC	475.00
	TOTAL INFORMATION TECHNOLOGY	475.00
PUBLIC WORKS		
0103325	ACHESON TIRE INC	180.00
0301685	CARQUEST AUTO PARTS	35.51
0409715	DISPLAY SALES COMPANY	237.00
0513233	EMERGENCY AUTOMOTIVE TECH INC	601.33
0612083	FLAGSHIP RECREATION	2,406.00
0718060	GRAND RAPIDS HERALD REVIEW	76.48
1105444	KELLER FENCE COMPANY	1,110.40
1200500	L&M SUPPLY	56.95
1201730	LATVALA LUMBER COMPANY INC.	125.30
1415030	NAPA SUPPLY OF GRAND RAPIDS	91.39
1415544	NORTHLAND PORTABLES	1,264.00
1911545	SKOGLUND ELECTRIC LLC	137.20
2000522	TNT CONSTRUCTION GROUP, LLC	1,360.00
2018560	TROUT ENTERPRISES INC	300.00
2305453	WESCO RECEIVABLES CORP	1,066.50
	TOTAL PUBLIC WORKS	9,048.06
FLEET MAINTENANCE		
0301685	CARQUEST AUTO PARTS	596.23
0513233	EMERGENCY AUTOMOTIVE TECH INC	300.67
0601690	FASTENAL COMPANY	43.58
1415484	NORTHERN LIGHTS TRUCK	19.10
1801615	RAPIDS WELDING SUPPLY INC	105.54
2300765	W.W. WALLWORK INC	115.11
	TOTAL FLEET MAINTENANCE	1,180.23
POLICE		
0103325	ACHESON TIRE INC	70.00
0409501	JOHN P. DIMICH	4,583.33
1309332	MN STATE RETIREMENT SYSTEM	1,959.78
1901535	SANDSTROM'S INC	132.07
1920233	STREICHER'S INC	2,210.52
	TOTAL POLICE	8,955.70

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/12/2024

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
RECREATION		
0221650	BURGGRAF'S ACE HARDWARE	119.89
	TOTAL RECREATION	119.89
GEN FND-RETAINED CONTRIBUTIONS		
0712225	GLEN'S ARMY NAVY STORE INC	1,099.00
0718010	CITY OF GRAND RAPIDS	600.00
	TOTAL	1,699.00
CENTRAL SCHOOL		
0218745	ASHLEY BRUBAKER	186.95
0701650	GARTNER REFRIGERATION CO	1,027.38
1901535	SANDSTROM'S INC	145.50
	TOTAL	1,359.83
AIRPORT		
0221650	BURGGRAF'S ACE HARDWARE	242.69
0301685	CARQUEST AUTO PARTS	15.04
1303039	MCCOY CONSTRUCTION & FORESTRY	3,938.92
	TOTAL	4,196.65
CIVIC CENTER		
0514200	ESC SYSTEMS SOUND & LIFE SAFE	565.00
	TOTAL	565.00
GENERAL ADMINISTRATION		
0118230	ARENA WAREHOUSE, LLC	3,983.00
0221650	BURGGRAF'S ACE HARDWARE	34.97
0514200	ESC SYSTEMS SOUND & LIFE SAFE	113.00
0805640	HERC-U-LIFT INC	2,395.67
1415482	NORTHERN FIRE SUPPRESSION INC	4,325.00
1911545	SKOGLUND ELECTRIC LLC	157.50
	TOTAL GENERAL ADMINISTRATION	11,009.14

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/12/2024

VENDOR #	NAME	AMOUNT DUE
POLICE DESIGNATED FORFEITURES		
1605605	PEPPERBALL	10,076.00
	TOTAL	10,076.00
CEMETERY		
1301213	MARTIN'S SNOWPLOW & EQUIP	250.75
	TOTAL	250.75
TIF 1-12 PILLARS/KTJ338, LLC		
1105530	KENNEDY & GRAVEN, CHARTERED	161.50
	TOTAL	161.50
GENERAL CAPITAL IMPRV PROJECTS		
2501525	YANMAR COMPACT EQUIPMENT NORTH	216,395.00
	TOTAL	216,395.00
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-PUBLIC WORKS		
0215900	BOYER FORD TRUCKS INC.	157,536.00
	TOTAL CAPITAL OUTLAY-PUBLIC WORKS	157,536.00
CAPITAL OUTLAY-POLICE		
0421480	DTM FLEET SERVICE LLC	3,586.98
	TOTAL CAPITAL OUTLAY-POLICE	3,586.98
YANMAR ARENA CAPITAL IMP PJT		
IRA CIVIC CENTER RENOVATION		
0118230	ARENA WAREHOUSE, LLC	9,552.33
2000522	TNT CONSTRUCTION GROUP, LLC	5,750.00
	TOTAL IRA CIVIC CENTER RENOVATION	15,302.33

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/12/2024

VENDOR #	NAME	AMOUNT DUE

2022	INFRASTRUCTURE/ARPA	
	ISD#318 ADM BLDG REDEVELOPMENT	
	1105530 KENNEDY & GRAVEN, CHARTERED	396.25
	TOTAL ISD#318 ADM BLDG REDEVELOPMENT	396.25
2024	INFRASTRUCTURE BONDS	
	CP2010-1 3RD AVE NE RECON	
	0218115 BRAUN INTERTEC CORPORATION	2,801.25
	1900225 SEH	55,047.60
	2000522 TNT CONSTRUCTION GROUP, LLC	62,129.76
	TOTAL CP2010-1 3RD AVE NE RECON	119,978.61
STORM WATER UTILITY		
	0301705 CASPER CONSTRUCTION INC	64,600.00
	1621125 PUBLIC UTILITIES COMMISSION	2,200.00
	1900225 SEH	337.50
	1903341 SCHWARTZ REDI-MIX INC	450.00
	1920240 CHAD B STERLE	723.00
	2000522 TNT CONSTRUCTION GROUP, LLC	3,098.00
	TOTAL	71,408.50
	TOTAL UNPAID TO BE APPROVED IN THE SUM OF:	\$713,825.10
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
	0104095 DALE ADAMS	79.06
	0113105 AMAZON CAPITAL SERVICES	643.36
	0201354 B. BAIRD-PETTY CASH FUND	1.65
	0305530 CENTURYLINK QC	52.86
	0315454 TRAVIS COLE	47.00
	0315543 CONSTELLATION NEWENERGY -GAS	353.88
	0609700 CARL EDWARD FISCHER	83.06
	0701105 KARL GAALAAS	178.12
	0701505 JEREMY GAMBILL	47.00
	0717988 SHAWN GRAEBER	47.00
	0809115 MN NORTH COLLEGE	2,710.00
	0815440 HOLIDAY STATIONSTORES LLC	148.50
	0900060 ICTV	33,406.14
	0920055 ITASCA COUNTY RECORDER	46.00
	1121695 LANCE KUSCHEL	47.00
	1205110 LEASE LANDSCAPING INC	500.00
	1309176 MINNESOTA FALL MAINT EXPO	160.00
	1309199 MINNESOTA ENERGY RESOURCES	1,054.42

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 11/12/2024

VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1309338	MN STATE TREAS/BLDG INSPECTOR	4,192.22
1520720	KEVIN OTT	48.17
1601305	THOMAS J. PAGEL	1,682.00
1601750	PAUL BUNYAN COMMUNICATIONS	1,658.95
1618600	BRYCE PRUDHOMME	35.00
1621105	P.E.R.A.	6,618.22
1901318	ST CLOUD ACOUSTICS INC	158,310.00
2305825	WEX INC	2,906.86
T000797	ITASCA COUNTY HABITAT	500.00
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$215,556.47
TOTAL ALL DEPARTMENTS		\$929,381.57



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: 11/12/24

AGENDA ITEM: Consider signing cart storage agreement

PREPARED BY: Tom Beaudry

BACKGROUND:

50 golf carts are stored at 214 properties during the winter to keep them out of the elements. The golf course does not currently have storage space for this need.

REQUESTED COUNCIL ACTION:

Consider signing storage agreement for 50 golf carts. This is a budgeted item for payment of \$2,350.00 due June 1st 2025.

214 PROPERTIES, LLC

Ryan Sutherland
34990 Hanna Road
Cohasset, MN 55721
218.360.1727

STORAGE AGREEMENT

This agreement is for leasing space to Occupant for the purpose of storing personal property and expressly incorporates all terms and conditions outlined below. By signing this agreement Occupant acknowledges having read the terms and conditions contained herein and agrees to be contractually bound hereby.

- 1. **TERM:** This agreement shall be for a term of Seasonal Monthly commencing October 21, 2024 and terminating June 1, 2025 for a total of \$2350.00. 214 PROPERTIES, LLC shall have no obligation to provide and prorate refunds in the event the premises are vacated by Occupant prior to the end of any month for which the rental payment has been paid. This rental agreement shall automatically terminate in the event the Occupant’s default in payment or performance hereunder, subject only to prompt complete cure of any such default. If payments continue after term of lease has expired, this will be considered a month to month lease and all terms will apply.
- 2. **USE OF PREMISES:** Occupants use of the leased space is for purposes of personal storage only. Occupant may not store at the premises any items which would be injurious to the premises, or which would be in any way dangerous to persons or property in or around the premises. No items may be stored at the premises that would violate Owners premises insurance coverages, or cause Owners property insurance rates to increase. No explosives or highly flammable materials may be stored at the premises and the storage of any materials which are defined as toxic or hazardous under any federal, state or local law or ordinance is expressly prohibited with the exception of motor vehicles, recreational vehicles and other items containing fuel tanks. Occupant herewith expressly agrees to indemnify and hold 214 PROPERTIES, LLC harmless from and against any claims arising from any damage caused to another’s property while storing or removing Occupants property.
- 3. **INSURANCE:** 214 PROPERTIES, LLC does not provide insurance coverage for any loss, from any cause, to any personal property owned by Occupant and stored at the premises. If Occupant desires insurance coverage, for Occupants personal property stored at the premises, Occupant must independently obtain such coverage at Occupants expense from Occupants own insurer. 214 PROPERTIES, LLC shall have no liability for any loss or damage to any property of Occupant stored at the premises caused by acts of third parties, by any forces of nature, or otherwise.
- 4. **OTHER:** Occupant agrees 214 PROPERTIES, LLC may move your items at the premises. Occupant shall leave keys with any vehicle.

Occupant’s Signature: _____

Date: _____

Occupant’s Name: _____

Phone: _____

Address: _____

Description of Property: 50 Golf Carts @ \$47.00 Each

Payment Received: _____



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 12, 2024

AGENDA ITEM: Consider approving a Supplemental Letter Agreement with SEH related to CP 2024-1

PREPARED BY: Matt Wegwerth

BACKGROUND:

CP 2010-1, Sylvan Bay Phase 2, which includes the reconstruction of 10th Avenue SW, 9th Avenue SW and 8th Avenue SW, from 1st Street SE to 4th Street SE. Project includes the reconstruction of street, storm, sanitary sewer and watermain.

Attached proposal is for design and miscellaneous services

Design Services - \$163,626.05

Miscellaneous Services - \$5,000

REQUESTED COUNCIL ACTION:

Make a motion approving a Supplemental Letter Agreement with SEH related to CP 2024-1

Supplemental Letter Agreement No. 2024-1

November 12, 2024

Mayor Connelly
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids, MN 55744

RE: Sylvan Bay Phase 2
City Project 2024-1

Dear Mayor Connelly,

City Project 2024-1 Phase 2 covers the areas of 10th Avenue SW, 9th Avenue SW, and 8th Avenue SW, stretching from 4th Street SW to 1st Street SW. Initially, 10th Avenue SW was designed as an add-alternate but was not constructed. The project includes a complete reconstruct and new utility installations for all three streets, providing water, sanitary sewer, and storm sewer services. Additionally, the utility expansion will continue eastward along 2nd Street SW, extending to the dead end beyond 8th Avenue SW.

The City Engineer has requested that we prepare this Supplemental Letter Agreement (SLA) for the design of the project area for your consideration. Our estimated work scope and fees for this project are listed below.

SEH Work Scope

The services included in this SLA are for design and miscellaneous services as listed in accordance with the Master Engineering Services Contract between The City of Grand Rapids (“Client”) and Short Elliott Hendrickson Inc. (“Consultant”), effective January 4, 2021

Project Schedule

Council approves plans and specifications and authorizes bid	Jan/Feb 2025
Advertise in Herald Review (GR – official newspaper)	Early Spring 2025
Bid Opening	Early Spring 2025

Fee Schedule

Design fees will follow the Master Engineering Services Contract for a Reconstruction Project: 7.0% of the low construction bid for new design. The October 2024 estimate put 10th Avenue SW at \$833,920 and the total project at \$3,171,435, resulting in an estimated SEH design fee of \$163,626.05.

The fees for the miscellaneous services are listed in the Master Engineering Services Agreement that is in place between the City of Grand Rapids and Short Elliott Hendrickson, Inc. (SEH) (hourly work as shown in Exhibit "B"). The estimated fee for this work is \$5,000.00.

In accordance with the Master Engineering Services Contract between The City of Grand Rapids ("Client") and Short Elliott Hendrickson Inc. ("Consultant"), effective January 4, 2021, this Supplemental Letter Agreement dated December 19, 2022, authorizes and describes the scope and schedule for the Consultant's work on the project described.

We are excited to collaborate with you on this project. If the terms of this SLA are agreeable, kindly sign in the designated area and return a copy to us. We will start working right away upon receipt. Should you have any inquiries about this supplemental letter agreement, please feel free to reach out to us.

Sincerely,
Short Elliott Hendrickson Inc.



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

City of Grand Rapids Authorization:

Kimberly Gibeau
City Clerk

Tasha Connelly
Mayor of Grand Rapids

C: SEH contract file
X:\FJ\G\GRANR\Common\SLA and Proposals\Sylvan Bay\SLA 2024-1 Phase 2.docx



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 12, 2024

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

PREPARED BY: Laura Pfeifer

BACKGROUND:

Accounts payable check #149888 issued to Ashley Brubaker on June 14, 2022 for \$285.91 is lost. Payee has completed the required Affidavit of Lost Check.

REQUESTED COUNCIL ACTION:

Make a motion to void lost accounts payable check #149888, issue a new check and waive bond requirements for the check issued to Ashley Brubaker in the amount of \$285.91.

AFFIDAVIT

STATE OF) Minnesota

) SS

COUNTY OF) Itasca

Ashley Brubaker, being first duly sworn on oath, states that he/she resides at **34404 Wolfpack Path, Grand Rapids, MN, 55744** and that he/she is the payee named in a check number **149888**, issued to **Ashley Brubaker**, drawn by **City of Grand Rapids** dated **June 14, 2022**, for the sum of **\$285.91**; 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:

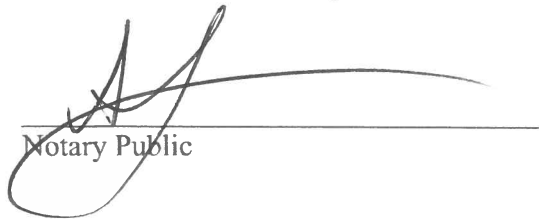
Accounts Payable lost check

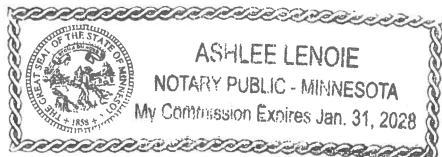
I am making this Affidavit in conjunction with my request that the **City of Grand Rapids** issue a duplicate check. I understand that I make this Affidavit under oath and that I may be subject to criminal penalty if my statements in this Affidavit are false.

SIGNED 

Subscribed and sworn to before me

This 30th day of October, 2021


Notary Public





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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 12, 2024

AGENDA ITEM: Consider approving the Master Services Agreement with CliftonLarsonAllen, LLP (CLA), dated October 25, 2024, for audit year ending December 31, 2024.

PREPARED BY: Barb Baird

BACKGROUND:

The City entered into a professional services contract with CLA on November 13, 2023. The auditing contract is for fiscal years 2024-2028.

The master service agreement (MSA) documents the terms, objectives, and the nature and limitations of service CLA will provide for the City of Grand Rapids. The terms of the MSA will apply initial and each subsequent statement of work (SOW), unless the MSA is changed in a communication that the city and CLA both sign or is terminated as permitted. The letter is attached for your review.

REQUESTED COUNCIL ACTION:

Make a motion approving the Master Services Agreement with CliftonLarsonAllen, LLP (CLA), dated October 25, 2024, for audit year ending December 31, 2024, and authorize the necessary signatures.



Master Services Agreement

City of Grand Rapids
 420 N Pokegama Ave, Grand Rapids, MN, 55744
 MSA Date: October 25, 2024

This master service agreement (“MSA”) documents the terms, objectives, and the nature and limitations of the services CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) will provide for City of Grand Rapids (“you,” or “your”). The terms of this MSA will apply to the initial and each subsequent statement of work (“SOW”), unless the MSA is changed in a communication that you and CLA both sign or is terminated as permitted herein.

1. Scope of Professional Services

CLA will provide services as described in one or more SOW that will reference this MSA. The SOW will describe the scope of professional services; the nature, limitations, and responsibilities related to the specific services CLA will provide; and the fees for such services.

If modifications or changes are required during CLA’s performance of requested services, or if you request that we perform any additional services, we will provide you with a separate SOW for your signature. Such SOW will advise you of the additional fee and time required for such services to facilitate a clear understanding of the services.

Our services cannot be relied upon to disclose all errors, fraud, or noncompliance with laws and regulations. Except as described in the scope of professional services section of this MSA or any applicable SOW, we have no responsibility to identify and communicate deficiencies in your internal controls as part of any services.

2. Management responsibilities

You acknowledge and understand that our role is to provide the services identified in an SOW and that management, and any other parties engaging CLA, have responsibilities that are fundamental to our undertaking to perform the identified services.

3. Fees and terms

See the applicable SOW for the fees for the services.

Work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagements will be deemed to have been completed even if we have not completed the services. You

will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Payments may be made utilizing checks, Bill.com, your online banking platform, CLA's electronic payment platform, or any other client-initiated payment method approved by CLA. CLA's electronic online bill pay platform claconnect.com/billpay accepts credit card and Automated Clearing House (ACH) payments. Instructions for you to make direct bank to bank wire transfers or ACH payments will be provided upon request.

4. Other Fees

You agree to compensate us for reasonable time and expenses, including time and expenses of outside legal counsel, we may incur in responding to a subpoena, a formal third-party request for records or information, or participating in a deposition or any other legal, regulatory, or other proceeding relating to services we provide pursuant to a SOW.

5. Finance charges and collection expenses

You agree that if any statement is not paid within 30 days from its billing date, the unpaid balance shall accrue interest at the monthly rate of one and one-quarter percent (1.25%), which is an annual percentage rate of 15%. In the event that any collection action is required to collect unpaid balances due us, reasonable attorney fees and expenses shall be recoverable.

6. Dispute Resolution

Any disagreement, controversy, or claim ("Dispute") that may arise out of any aspect of our services or relationship with you shall be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator.

The mediation will be conducted as specified by the mediator and agreed upon by the parties (i.e., you and CLA). The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

7. Limitation of remedies

These limitation of remedies provisions are not applicable for any audit or examination services provided to you.

Our role is strictly limited to the services described in an SOW, and we offer no assurance as to the results or ultimate outcomes of any services or of any decisions that you may make based on our communications with you. You agree that it is appropriate to limit the liability of CLA, its partners, principals, directors, officers, employees, and agents (each a "CLA party").

You further agree that you will not hold CLA or any other CLA party liable for any claim, cost, or damage, whether based on warranty, tort, contract, or other law, arising from or related to this MSA,

the services provided under an SOW, the work product, or for any plans, actions, or results of an SOW, except to the extent authorized by this MSA. In no event shall any CLA party be liable to you for any indirect, special, incidental, consequential, punitive, or exemplary damages, or for loss of profits or loss of goodwill, costs, or attorney fees.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by a CLA party of our duties owed under this MSA and the specific SOW thereunder, but any recovery on any such claims shall not exceed the fees actually paid by you to CLA pursuant to the SOW that gives rise to the claim.

8. Governing Laws, Jurisdiction, and Venue

The MSA is made under and shall be governed by the laws of the state of Minnesota, without giving effect to choice-of-law principles. This includes dispute resolution and limitation of remedies.

9. Time limitations

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any dispute that may arise between you and any CLA party. The parties (you and CLA) agree that, notwithstanding any statute or law of limitations that might otherwise apply to a dispute, including one arising out of this MSA or the services performed under an SOW, for breach of contract or fiduciary duty, tort, fraud, misrepresentation or any other cause of action or remedy, any action or legal proceeding by you against any CLA party must be commenced as provided below, or you shall be forever barred from commencing a lawsuit or obtaining any legal or equitable relief or recovery. An action to recover on a dispute shall be commenced within these periods (“Limitation Period”), which vary based on the services provided, and may be modified as described in the following paragraph:

Service	Time after the date we deliver the services or work product*
Tax Consulting Services	36 months
Tax Return Preparation	36 months
Examination, compilation, and preparation services related to prospective financial statements	12 months
Audit, review, examination, agreed-upon procedures, compilation, and preparation services other than those related to prospective financial information	24 months
All Other Services	12 months

* pursuant to the SOW on which the dispute is based

If the MSA is terminated or your ongoing relationship with CLA is terminated, then the applicable Limitation Period is the lesser of the above periods or 12 months after termination of MSA or your ongoing relationship with CLA. The applicable Limitation Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a dispute.

10. Confidentiality

Except as permitted by the “Consent” section of this MSA, CLA will not disclose any of your confidential, proprietary, or privileged information to any person or party, unless you authorize us to do so, it is published or released by you, it becomes publicly known or available other than through disclosure by us, or disclosure is required by law, regulation, or professional standard. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us. You also consent to our disclosure of information regarding the nature of services we provide to you to another independent network member of CLA Global, for the limited purpose of complying with professional obligations regarding independence and conflicts of interest.

The Internal Revenue Code contains a limited privilege for confidentiality of tax advice between you and our firm. In addition, the laws of some states likewise recognize a confidentiality privilege for some accountant-client communications. You understand that CLA makes no representation, warranty or promise, and offers no opinion with respect to the applicability of any confidentiality privilege to any information supplied or communications you have with us, and, to the extent that we follow instructions from you to withhold such information or communications in the face of a request from a third party (including a subpoena, summons or discovery demand in litigation), you agree to hold CLA harmless should the privilege be determined not to apply to particular information or communications.

The workpapers and files supporting the services we perform are the sole and exclusive property of CLA and constitute confidential and proprietary information. We do not provide access to our workpapers and files to you or anyone else in the normal course of business. Unless required by law or regulation to the contrary, we retain our workpapers and files in accordance with our record retention policy that typically provides for a retention period of seven years. After this period expires, our workpapers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The workpapers and files of our firm are not a substitute for your records.

Pursuant to authority given by law, regulation, or professional standards we may be requested to make certain workpapers and files available to a regulator for its regulatory oversight purposes. We will notify you of any such request, if permitted by law. Access to the requested workpapers and files will be provided to the regulator under the supervision of CLA personnel and at a location designated by our firm. Furthermore, upon request, we may provide copies of selected workpapers and files to such regulator. The regulator may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

11. Other provisions

You agree that CLA will not be assuming any fiduciary responsibility on your behalf during the course of this MSA, except as may be assumed in an SOW.

CLA may, at times, utilize external web applications to receive and process information from our clients; however, any sensitive data, including protected health information and personally identifiable information, must be redacted by you to the maximum extent possible prior to uploading the document or file. In the event that you are unable to remove or obscure all sensitive data, please contact us to discuss other potential options for transmitting the document or file.

CLA and certain owners of CLA are licensed by the California State Board of Accountancy. However, CLA has owners not licensed by the California State Board of Accountancy who may provide services under this MSA. If you have any questions regarding licensure of the personnel performing services under this MSA, please do not hesitate to contact us.

During the course of the engagement, there may be communication via fax or email. You are responsible to ensure that communications received by you or your personnel are secured and not shared with unauthorized individuals.

12. Consent to use financial information

We regularly aggregate anonymized client data and perform a variety of analyses using that aggregated data. Some of these analyses are published to clients or released publicly. However, we are always careful to preserve the confidentiality of the separate information that we obtain from each client, as required by the AICPA Code of Professional Conduct and various laws. Your acceptance of this MSA will serve as your consent to our use of City of Grand Rapids anonymized data in performing and reporting on these cost comparison, performance indicator and/or benchmarking analyses.

Unless authorized by law or the client consents, we cannot use a client's tax return information for purposes other than the preparation and filing of the client's tax return. By signing and dating this MSA, you authorize CLA to use any and all information furnished to CLA for or in connection with the preparation of the tax returns under this MSA, for a period of up to six (6) years from the date of this MSA, in connection with CLA's preparation of the types of reports described in the foregoing paragraph.

13. Consent to send you publications and other materials

For your convenience, CLA produces a variety of publications, hard copy and electronic, to keep you informed about pertinent business and personal financial issues. This includes published articles, invitations to upcoming seminars, webinars and webcasts, newsletters, surveys, and press releases. To determine whether these materials may be of interest to you, CLA will need to use your tax return information. Such tax information includes your name and address as well as the business and financial information you provided to us.

By signing and dating this MSA, you authorize CLA to use the information that you provide to CLA during the preparation of your tax returns to determine whether to offer you relevant materials. Your

consent is valid until further notice.

14. Subcontractors

CLA may, at times, use subcontractors to perform services under this MSA, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this MSA.

15. Technology

CLA may, at times, use third-party software applications to perform services under this MSA. You acknowledge the software vendor may have access to your data.

16. Termination of MSA

This MSA shall continue for five years from October 25, 2024, unless terminated earlier by giving appropriate notice. Either party may terminate this MSA at any time by giving 30 days written notice to the other party.

Upon termination of the MSA, the provisions of this MSA shall continue to apply to all services rendered prior to termination.

17. Agreement

We appreciate the opportunity to be of service to you and believe this MSA accurately summarizes the significant terms of our relationship. This MSA, along with the applicable addendum(s) and SOW(s), constitute the entire agreement regarding services to be performed and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. If you agree with the terms of our relationship as described in this MSA, please sign, date, and return.

CliftonLarsonAllen LLP

Mary Reedy

Principal

(320) 203-5534

mary.reedy@claconnect.com

Response:

This MSA correctly sets forth the understanding of City of Grand Rapids.

CLA

Client

CLA

City of Grand Rapids

SIGN: _____

Mary Reedy, Principal

SIGN: _____

Barb Baird

DATE: _____

DATE: _____

City of Grand Rapids

SIGN: _____

Council Member

DATE: _____



Statement of Work - Audit Services

October 25, 2024

This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated October 25, 2024, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and City of Grand Rapids ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended December 31, 2024.

Mary L Reedy is responsible for the performance of the audit engagement.

Scope of audit services

We will audit the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of City of Grand Rapids, and the related notes to the financial statements as of and for the yearended December 31, 2024.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements.

The RSI will be subjected to certain limited procedures, but will not be audited.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of your financial statements and the related notes.
- Preparation of the required supplementary information (RSI).
- Preparation of the supplementary information.
- Preparation of depreciation schedules, if necessary.
- Preparation of schedule of federal awards.

- Preparation of GASB 87/96 Tool, if necessary

Audit objectives

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports.

We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is

an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions on the financial statements or compliance are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the Minnesota Legal Compliance Audit Guide for Political Subdivisions.

It is our understanding that our auditors' report will be included in your annual report which is comprised of the financial statements and that your annual report will be issued by April 28, 2025. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS, the standards for financial audits contained in *Government Auditing Standards*, and the Uniform Guidance.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements and material noncompliance, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement or a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls
- Improper revenue recognition

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with

governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a single audit.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether

the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of

fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers), and for ensuring management information and financial information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the

schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for the preparation of other information included in your annual report. You agree to provide the final version of such information to us in a timely manner, and if possible, prior to the date of our auditors' report. If the other information included in your annual report will not be available until after the date of our auditors' report on the financial statements, you agree to provide written representations indicating that (1) the information is consistent with the financial statements, (2) the other information does not contain material misstatements, and (3) the final version of the documents will be provided to us when available, and prior to issuance of the annual report by the entity, so that we can complete the procedures required by professional standards. Management agrees to correct material inconsistencies that we may identify. You agree to include our auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also

responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Use of financial statements

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Minnesota Office of the State Auditor, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Minnesota Office of the State Auditor. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and

objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our audit engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Fees

Our professional fees are outlined in the table below:

Service	Fee
Financial Statement Audit	\$59,350
Single Audit, If Necessary	\$4,400

We will also bill for expenses including travel, internal and administrative charges, and a technology and client support fee of five (5%) of all professional fees billed, which is included in the fee noted above. Our fee is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher.

Unexpected circumstances

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Predecessor auditor communications

You agree to provide us permission to communicate with the predecessor auditor and to authorize the predecessor auditor to respond fully to our inquiries regarding any matters that will assist us in finalizing our engagement acceptance. You agree to authorize the predecessor to allow us to review their audit documentation, thereby providing us with information to assist us in planning and performing the engagement. You will be responsible for any fees billed by the predecessor auditor related to our review of

their workpapers and our inquiries. You further acknowledge that our final acceptance of the engagement is subject to the completion of those inquiries and evaluation of the responses.

Agreement

We appreciate the opportunity to provide to you the services described in this SOW under the MSA and believe this SOW accurately summarizes the significant terms of our audit engagement. This SOW and the MSA constitute the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA related to audit services. If you have any questions, please let us know. Please sign, date, and return this SOW to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP

Response:

This letter correctly sets forth the understanding of City of Grand Rapids.

CLA

CLA

SIGN: Mary Reedy
Mary Reedy, Principal

DATE: October 28, 2024

Client

City of Grand Rapids

SIGN: _____
Barb Baird

DATE: _____

City of Grand Rapids

SIGN: _____
Council Member

DATE: _____



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 12, 2024

AGENDA ITEM: Consider approving the donation/transfer of two less-lethal 12-gauge shotguns to the Coleraine Police Department

PREPARED BY: Captain Jeremy Nelson

BACKGROUND:

At the September 9, 2024, City Council Meeting it was approved for the Grand Rapids Police Department to purchase 5 PepperBall VKS Launchers and accessories as a non-lethal option to safely address certain situations.

As a result of implementation of the non-lethal PepperBall platforms in 4 Patrol vehicles, we will be removing the older less-lethal bean bag 12-gauge shotguns from those vehicles and do not have a need for them anymore. These shotguns have been painted yellow in color and have “Less Lethal” marked on the stocks. There is little to no value in selling these shotguns outright.

The Coleraine Police Department is currently looking to outfit it’s patrol vehicles with less-lethal options and would like to obtain two less-lethal 12 gauge shotguns.

The Grand Rapids Police Department would like to donate/transfer the two less-lethal 12-gauge shotguns listed below to the Coleraine Police Department.

1. Remington 870 – Serial Number RS64683Y
2. Mossberg Maverick – Serial Number MV13614A

REQUESTED COUNCIL ACTION:

Make a motion to approve the donation/transfer of two less-lethal 12-gauge shotguns to the Coleraine Police Department.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 12, 2024

AGENDA ITEM: Consider approving agreement/contract with Liberty Arms Destruction for the destruction of 28 firearms of no monetary value.

PREPARED BY: Captain Jeremy Nelson

BACKGROUND:

Over the years the Grand Rapids Police Department has accumulated numerous firearms that are not able to be sold or used for departmental purposes. The attached list outlines 28 firearms that are illegal to possess due to being fully automatic, have an illegal barrel length, have been turned in by citizens wishing to have the firearms destroyed, or are firearms that have no value in being sold.

On Tuesday October 29th, 2024, The Itasca County Sheriff's Office notified Grand Rapids PD that they had arranged for Liberty Arms Destruction to come to the Sheriff's Office on November 5th 2024, to pick up firearms they have for destruction.

Liberty Arms Destruction is a subdivision of the Liberty Management Group LLC and Liberty Firearms Training in Rosemount MN. Liberty Firearms Destruction will pick up the firearms, destroy them, and provide a certificate of destruction for each firearm at no cost to the City.

Attached is the list of 28 firearms that were turned over to Liberty Firearms Destruction to be destroyed. These firearms are unable to be sold and have no value to the police department.

There is no cost associated with this agreement.

Due to the timing of being notified and the date previously set up by the Itasca County Sheriff's Office for Liberty Firearms Destruction to be in Grand Rapids, City Administrator Tom Pagel approved the contract/agreement and to move forward with this, prior to the next scheduled council meeting.

REQUESTED COUNCIL ACTION:

Make a motion to approve the agreement/contract with Liberty Arms Destruction for the destruction of 28 firearms of no monetary value that are held by the Grand Rapids Police Department

Agency Destroyed Firearms List

Agency Name:	Grand Rapids Police Department					
Agency Contact:	Captain Jeremy Nelson					
Address	420 Pokegama Ave North Grand Rapids, MN 55744					
Phone:	218-326-3464					
Email:	jnelson@grandrapidsmn.gov					
Pickup Date:	11/5/2024					
If Firearm has No Serial Number = NSN Serial # Obliterated or Removed = DEFACED						
#	MAKE	MODEL	SERIAL #	TYPE	CAL. / GAUGE	AGENCY CASE #
<i>Example</i>	Sig Sauer	P320	ERT5674	Pistol	9 MM	23-12367
<i>Example</i>	S&W	Hellcat	259K1901	Revolver	357 Mag	09-32476
<i>Example</i>	Remington	700	Defaced	Rifle	308	15-28475
<i>Example</i>	Mossberg	500	3478543	Shotgun	12 GA	11-35589
<i>Example</i>	Bond Arms	BAPA	2345RD	Derringer	.45LC/.410	17-94563
<i>Example</i>	Glock	44	NSN	Pistol	.22 LR	21-73465
001	Mossberg - PD Less Lethal	500 AB	B64851	Shotgun	12 Gauge	GR24-8678
002	Mossberg - PD Less Lethal	500 AG	J047270	Shotgun	12 Gauge	GR24-8678
003	Canadian Industries	607H	NSN	Shotgun	12 Gauge	14001359
004	Ithaca	Mag 10	100026042	Shotgun	10 Gauge	GR20006075
005	ASM Blackpowder	D.B. Musket	BP4262	Musket	NA	GR20006075
006	Mossberg	185 KC	NSN	Bolt-Shotgun	20 Gauge	GR21000895
007	Savage Arms	29B	NSN	Rifle	.22 Cal	GR21000895
008	Mossberg	144LSA	NSN	Rifle	.22 Cal	GR20006075
009	Winchester	Model 77	128550	Rifle	.22 Cal	GR20006075
010	Savage	Sporter	NSN	Rifle	.22 Cal	GR20006075
011	Sportsman - BeeMan	RS 2 Series	00503711	Pellet Gun	4.5 Cal Pellet	GR20006075
012	Universal Firearms	D.B. - Side by Side	52281	Shotgun	20 Gauge	GR24-8678
013	Hawes Flintlock Pistol		3496	Flintlock-Pistol	NA	GR20006680
014	Winchester	Model 12	804235F	SBS	12 Gauge	13007617
015	Remington	870	1807645V	SBS	12 Gauge	21004564
016	Crescent-Davis Arms	410 Single Shot	NSN	Shotgun	410	2017005618
017	AR Lower - Twins Logo	Full-Auto	NSN	AR	NA	20007406
018	AR Lower - Reaper Logo	Full-Auto	NSN	AR	NA	20007406
019	Lorcin	Semi-Auto Pistol	018053	Pistol	9mm	96-2787 1A
020	Magazine for Lorcin	Metal Mag	NSN		9mm	96-4959 1B
021	Makarov KBI	Semi-Auto Pistol	A045582	Pistol	9mm	GR24-8678
022	S&W	Model 2213	TVH2850	Pistol	.22 Cal	GR24-8678
023	Hombre	.22 Cal Revolver	2196784	Revolver	.22 Cal	94-4959
024	.25 Cal Semi-Auto	Semi-Auto	62731	Pistol	.25 Cal	94-4959
025	Western Six Kimel Ind.	.22 Cal Revolver	K30063	Revolver	.22 Cal	GR24-8678
026	32 S&W Revolver	.32 S&W	174227	Revolver	.32 Cal	J96000087
027	Raven Model P-25	Model P-25	413824	Pistol	.25 Cal	GR24-8678
028	380 Semi-Auto	Serial # ? P439112	DEFACED	Pistol	.380 Cal	08-8199
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General Provisions:

Property is being received from the Grand Rapids PD, hereafter referred to as "Agency." The attached list of 28 (physical count) firearms is subject to final audit, designated, and earmarked for destruction.

Liberty Arms Destruction, hereafter referred to as L.A.D., shall destroy the listed frame/receiver at no charge to the Agency with the understanding that L.A.D. will sell salvaged, recyclable parts and scrap metals. Weapons may include firearms prohibited from being possessed under federal or state law, including fully automatic weapons, those having defaced serial numbers, or those that have been illegally modified.

The Agency transfers weapons and property to L.A.D.. The Agency represents that the weapons and the property are free of encumbrance, seizure, or other possessory claim. The Agency is an official law enforcement entity (federal, state, county, or local government) that, under the provisions of the Gun Control Act of 1968 ("GCA") and the National Firearms Act of 1934 ("NFA"), transfers to Liberty Arms Destruction, GCA and NFA regulated firearms, noting such process includes destruction.

L.A.D. will provide the Agency with a copy of a certificate of destruction and/or electronic copy of the untouched photo(s) and/or video clearly showing the serial number and the destruction of the ATF-defined frame(s) or receiver(s) no later than 120 days following the completion of the destruction of the weapons provided by the Agency.

Certificate of destruction and/or Picture/Video of destruction

L.A.D. shall act as an agent of the Agency for the sole purpose of destruction of the listed firearms. The Agency authorizes L.A.D. to transport, house, and destroy seized and surrendered weapons for destruction, with the Agency retaining ownership of each firearm until the moment of destruction. Accordingly, the Agency requests L.A.D. to additionally destroy such

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firearms with serial numbers that are defaced or obliterated, acknowledging L.A.D. is specifically acting as an agent of the Agency and notwithstanding 18 U.S.C. § 922(k), such agency is entitled under 18 U.S.C. § 925(a)(1) to destroy contraband under its constructive control via its agent L.A.D.

Liability:

Each party shall not be bound by any action taken by the other party in good faith in exercising the powers and authority conferred upon such party under this Agreement. The parties are not jointly and severally liable for any tort, contractual liability, misfeasance or malfeasance, violation of civil or criminal laws, or any other action arising from this Agreement.

Assignment:

Neither this Agreement nor any other interest arising from the execution of this Agreement may be assigned, pledged, transferred, or hypothecated without the prior written consent of L.A.D. and the Agency.

Entire Agreement:

This Agreement constitutes the entire agreement between L.A.D. and the Agency. It supersedes all prior and contemporaneous agreements, representations, warranties, and understandings of the parties. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by L.A.D. and the Agency. No waiver of any of the provisions of this Agreement shall be deemed or shall constitute a waiver of any other provision, whether similar or not similar nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless the waiver is in writing and signed by the party. This agreement ends when the firearms and property listed are destroyed and evidence of destruction has been supplied to the Agency.

Severability:

Suppose any provision of this Agreement, or the application of such provision to any person or circumstance, shall be held invalid. In that case, the remainder of this Agreement, or the application of such provision to persons or circumstances other than those held invalid, shall not be affected.

Arbitration:

No civil action concerning any dispute arising out of this Agreement shall be instituted before any court, and all such disputes shall be submitted to final and binding arbitration under the auspices of the American Arbitration Association in the State of Agency. Such arbitration shall follow the Commercial Arbitration Rules of that association before a single arbitrator in Minnesota.

The arbitrator's award resulting from such arbitration may be confirmed and entered as a formal judgment in any court of competent jurisdiction and enforced accordingly. The parties agree that proceeding to arbitration and obtaining an award shall be a condition precedent to the bringing and maintaining of any action in any court concerning any dispute arising under this Agreement, except for the institution of a civil action to maintain the status quo during the pendency of any arbitration proceeding.

The parties agree that the venue for any arbitration or litigation shall be the United States District Court of the state where the Agency is primarily located or the state courts located therein, per the relevant jurisdictional or choice of venue requirements.

Liberty Arms Destruction

_____	_____	_____
Name	Signature	Date

Email		

Agency Contact

<i>City Administrator</i>		
<i>Tom Pagel</i>	<i>[Signature]</i>	<i>10/31/24</i>
Name	Signature	Date

tpagel@grandrapidsmn.gov

Email

POLICE DEPT. CONTACT

CAPT. Jeremy NELSON

jnelson@grandrapidsmn.gov
218-326-3464



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: October 12th, 2024

AGENDA ITEM: Consider adopting a resolution accepting a \$94,305 grant from the IRRR Development Partnership Grant Program for the GoMarti 2.0 Project and approve amendment 1.

PREPARED BY: Matt Wegwerth

BACKGROUND:

The City of Grand Rapids, in support of GoMarti, submitted a grant application to the Minnesota Department of Iron Range Resources and Rehabilitation Development Partnership Grant Program. The application was for support operations and community engagement/route planning during the transition from GoMarti 1.0 (MNDOT funded grant) to GoMarti 2.0 (FHWA). The grant was awarded in the amount of \$94,305.

REQUESTED COUNCIL ACTION:

Make a motion adopting a resolution accepting a \$94,305 grant from the IRRR Development Partnership Grant Program for the GoMarti 2.0 Project and approve amendment 1.

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

RESOLUTION NO. 24-

A RESOLUTION ACCEPTING A \$94,305 GRANT FROM THE IRON RANGE RESOURCES AND REHABILITATION (IRRR) FOR THE GOMARTI 2.0 PROJECT

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 \$94,305 grant from the Iron Range Resources and Rehabilitation (IRRR) for the GoMarti 2.0 Project and furthermore authorizes the Mayor to execute the associated grant agreement.

Adopted this 12th day of October 2024.

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.

**STATE OF MINNESOTA
GRANT CONTRACT AGREEMENT Amendment # 1**

Item 10.

PO ID 3000010262	PO Date June 18, 2024		Fiscal Year 2024	Grant Award \$94,305.00
Vendor ID 0000195352	Fund 2370	Fin Dept ID B4335310	Approp ID B43TCPR	Account 441352

Grant Contract Agreement Start Date: June 21, 2024	Total Grant Contract Agreement Amount: \$94,305.00
Original Grant Contract Agreement Expiration Date: December 30, 2025	Original Grant Contract Agreement Amount: \$94,305.00
Current Grant Contract Agreement Expiration Date: December 30, 2025	Previous Amendment(s) Total: \$0.00
Requested Contract Expiration Date: December 30, 2025	This Amendment: \$366,000.00

This amendment is by and between the State of Minnesota, through its Commissioner of Department of Iron Range Resources and Rehabilitation and Grand Rapids City of - 420 North Pokegama Avenue, Grand Rapids, Minnesota, 55744 ("Grantee").

Recitals

1. Under Minn. Stat. § 298.22, subd.13, Taconite Environmental Protection Fund (Minn. Stat. § 298.223) and pursuant to Iron Range Resources and Rehabilitation Board Resolution No. 23-033 ,the State is empowered to enter into this grant contract agreement.
2. To support community engagement/route planning/operational bridge funding during the transition from GoMarti 1.0 (MNDOT funded 18 month pilot) to GoMarti 2.0 (FHWA ATTAIN funded 3 year continuation/expansion). Due to lengthy timeframes needed to get executed contracts from the FHWA & MNDOT, the project start date has pivoted from 10/1/24 to 4/1/25.
3. The State and the Grantee are willing to amend the Original Grant Contract Agreement, as stated below.

Grant Contract Agreement Amendment

REVISION 1. Clause 4.1.(C) "Total Obligation" is deleted in its entirety and replaced with the following:

(c) **Total Obligation.**

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$94,305.00 and be in accordance with the breakdown of costs contained in Exhibit B1 which is attached hereto and incorporated into this grant contract agreement.

REVISION 2. Clause 2. "Grantee's Duties" is deleted in its entirety and replaced with the following:

1 Grantee's Duties

The Grantee, who is not a state employee, will: perform the duties specified in Exhibit A1 which is attached hereto and incorporated into this grant contract. The grantee will comply with required grants management policies and procedures set forth through Minn. Stat. Sec. 16B.97, Subd. 4 (a) (1).

IN WITNESS WHEREOF, the parties have caused this grant to be duly executed, intending to be bound thereby.

1. STATE ENCUMBRANCE VERIFICATION:

Individual certifies that funds have been encumbered as required by Minn. Stat. 16A.15

By: Bob Scuffy
Title: Accounting Director
Date: November 7, 2024

2. GRANTEE:

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

By:
Title:
Date:

By:
Title:
Date:

3. STATE AGENCY:

By:
Title:
Date:



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 12, 2024

AGENDA ITEM: Consider approving the Assurance Information Exchange Portal Agreement with CliftonLarsonAllen LLP.

PREPARED BY: Barb Baird

BACKGROUND:

The Assurance Information Exchange portal web-based applications are exclusively provided to clients of Firm and are intended for their sole use. By using any feature of Firms Assurance Information Exchange portal, Client and Client's assigned agents consent to terms and conditions.

This will allow City employees in the finance department to upload documents for the auditors and will also provide a means to upload large documents safely.

REQUESTED COUNCIL ACTION:

Make a motion approving the Assurance Information Exchange Portal Agreement with CliftonLarsonAllen LLP, and authorize the necessary signatures.



CLA (CliftonLarsonAllen LLP)
220 South Sixth Street, Suite 300
Minneapolis, MN 55402-1436
612-376-4500 | fax 612-376-4850
CLAconnect.com

This Assurance Information Exchange Portal Agreement ("Agreement") is made by and between you ("Client") and CliftonLarsonAllen LLP ("Firm"), effective on the date it is executed by Firm's authorized representative, upon the following terms and conditions:

1. **Purpose.** Firm provides an Assurance Information Exchange portal (secure Internet site) to permit easy and secure electronic transfer of documents between Client and Firm. The Assurance Information Exchange portal may also contain documents created and uploaded by the Client to the Assurance Information Exchange portal until all engagement requirements are satisfied.

2. **Use.** The Assurance Information Exchange portal web-based applications are exclusively provided to clients of Firm and are intended for their sole use. By using any feature of Firm's Assurance Information Exchange portal, Client and Client's assigned agents consent to the following terms and conditions and acknowledge that Firm is relying on such consent in allowing Client and Client's assigned agents to use the Assurance Information Exchange portal. Firm may modify, suspend, discontinue, or restrict the use of any portion of the Assurance Information Exchange portal, including the availability of any portion of the content at any time, without notice or liability. Similarly, Firm may amend the terms and conditions of this Assurance Information Exchange Portal Agreement at any time. Such terms will be communicated in the electronic End User License Agreement. Continued use of the Assurance Information Exchange portal after the posting of any amended terms and conditions shall constitute agreement by Client and Client's assigned agents to be bound by any such changes.

3. **Service Availability.** Firm will reasonably endeavor to provide 24 hour daily availability of the Assurance Information Exchange portal. However, Firm makes no representation or warranty that 24 hour service will be available. Client agrees and acknowledges that the Assurance Information Exchange portal will, at times, be unavailable for any number of reasons, including regularly scheduled maintenance, service upgrades, or mechanical or electronic failures. Client further understands and agrees that use of the Assurance Information Exchange portal may be impacted by factors related to Client's Internet service provider(s), public networks, and such other relevant entities ("Third Party Service Providers") and by factors related to Client's workstations/hardware, Client's operating systems, Client's software, and Client's web browsers. Firm is not responsible for any such impact or for any problems or technical malfunctions of any telephone or fiber network or lines, computer on-line systems, servers or providers, computer equipment, software, or any combination thereof, including any injury or damage to Client's computer or peripherals related to downloading any materials from the Assurance Information Exchange portal, and is likewise not responsible for the failure of any e-mail to be received as a result of any such problems or technical malfunctions.

4. **Security.** Firm will reasonably endeavor to make the Assurance Information Exchange portal secure from unauthorized access. The Assurance Information Exchange portal server operating system and application software will be updated and virus-scanned regularly. However, Client recognizes that no completely secure system for electronic data transfer has yet been devised.

5. **Logon Accounts and Their Security.** In order to maintain security, Client agrees to designate Laura Pfeifer (name(s)) lpfeifer@grandrapidsmn.gov (email address(es)) as the "Client Primary Contact(s). Client may identify additional or replacement "Client Primary Contact(s)" as desired. The Client Primary Contact(s) is responsible for maintaining a Portal Access Group and notifying the CLA engagement leader when client employees need to be added or removed from the Portal. All Client Primary Contact(s) will have equal ability to authorize and communicate Portal Access Group changes to the CLA engagement leader.

Upon being added to the Portal, an initial logon password will be transmitted to each user via email. Users will be prompted to change their passwords upon initial logon. **(Firm strongly recommends that Client establish a policy that logon information not be shared among Client's employees).** For additional security, CLA has implemented client multi-factor authentication (MFA) as part of this solution. MFA requires the use of email or SMS authentication. Client will be asked to provide both cell phone and email to use this solution.

The Client Primary Contact(s) and all users of individual logon accounts will be responsible for (1) authorizing, monitoring, controlling access to and maintaining the strict confidentiality of their usernames and passwords, (2) not allowing another person to use their usernames or passwords, and (3) any charges or damages that may be incurred as a result of their neglect to maintain the strict confidentiality of their usernames and passwords.

6. **Termination of Logon Account.** As noted above, Client is solely responsible for notifying the CLA engagement leader when a Client user ceases to be an authorized agent of Client (e.g., when a user's employment or other relationship with Client terminates). Thereafter, CLA will rescind access to the respective Portal.

Firm reserves the right to terminate client logon accounts, without notice, that have remained unused for over 12 months.

7. **Documents Temporarily Stored on the Assurance Information Exchange portal.** The Client Primary Contact(s) and those identified in the Portal Access Group may upload and download documents to and from the Assurance Information Exchange portal.

Firm reserves the right to delete documents from the Assurance Information Exchange portal at any time and for any reason. That said, documents uploaded to the Portal may be retained on the Portal for no more than 18 months after all engagement requirements have been met and may be deleted earlier if Client so requests or if Client terminates this Agreement pursuant to Paragraph 13 below. Requests for deletion must be initiated by the Client Primary Contact(s) via email or in writing and will be processed by the CLA engagement leader.

Firm reserves the right at all times to disclose any information as necessary to satisfy any applicable law, regulation, legal process or governmental request, or to edit, refuse to post or to remove any information or materials, in whole or in part, in Firm's sole discretion. Client will indemnify Firm and hold Firm harmless for all time and costs (including attorney fees) that Firm is compelled to incur in responding to subpoenas, discovery requests, or other legal process (including government requests) resulting in any way from the documents contained on the Assurance Information Exchange portal.

8. **Client's Responsibility.** Client must, at Client's own cost: (a) provide for Client's own access to the Internet and pay any service fees, telephone charges and online service usage associated with such access, and (b) provide all equipment necessary for Client to make connection to the Assurance Information Exchange portal, including a computer and any network devices.

9. **No Unlawful or Prohibited Use.** As a condition of using of the Assurance Information Exchange portal, Client warrants to Firm that Client and Client's assigned agents will not use the Assurance Information Exchange portal to conduct or solicit any activity that is unlawful or that is otherwise prohibited by any contractual provision by which Client is bound. Client may not use the Assurance Information Exchange portal in any manner that could damage, disable, overburden, or impair the Assurance Information Exchange portal or interfere with any other party's use of the Assurance Information Exchange portal. Client may not obtain or attempt to obtain any materials or information through any means not intentionally made available or provided for through the Assurance Information Exchange portal. Client agrees to comply with all applicable laws, rules, and regulations in connection with the Assurance Information Exchange portal.

10. **Icons, Logos, and Other Proprietary Material.** The trademarks, logos, and service marks (collectively the "Trademarks") displayed on the Assurance Information Exchange portal are registered and common law trademarks of Firm. Nothing contained on the Assurance Information Exchange portal should be construed as granting, by implication, or otherwise, any license or right to use any of the Trademarks displayed on the Assurance Information Exchange portal without the written permission of Firm. Use of any of the Trademarks displayed on the Assurance Information Exchange portal or displayed on any content on the Assurance Information Exchange portal is strictly prohibited. Client and anyone whom Client authorizes to use the Assurance Information Exchange portal should assume that everything they see or read on the Assurance Information Exchange portal is copyrighted and is a trade secret and may not be used without the written permission of Firm.

11. **Links to Third Party Sites.** CLA has contracted with Okta, Expium, Contegix and Microsoft for the purpose of providing a seamlessly-integrated CLA-branded product. The Assurance Information Exchange portal may contain links to other Websites ("Linked Sites"). The Linked Sites are not under the control of Firm and Firm is not responsible for the contents of any Linked Site, including without limitation any link contained in a Linked Site, or any changes or updates to a Linked Site. Firm is not responsible for webcasting or any other form of transmission received from any Linked Site. Firm is providing these links only as a convenience to Client, and the inclusion of any link does not imply endorsement by Firm of the Linked Site or any association with the operators of the Linked Site.

12. **Confidentiality, Information Protection, and Protection of Data.** Notwithstanding any existing legal or contractual obligations regarding confidentiality between Client and Firm, Client undertakes to treat all knowledge relating to business secrets, which comes into Client's possession through the use of the Assurance Information Exchange portal, as confidential. Client shall assure that any protected data that comes into Client's possession through the use of the Assurance Information Exchange portal is not transmitted to any unauthorized person. Client shall notify Firm of any documents or communications that require password protection if fewer than all individual with access to the Assurance Information Exchange portal should have access to such information. In partial consideration of the opportunity to access the resources of the Assurance Information Exchange portal, Client agrees to maintain the strict confidentiality of access to the Assurance Information Exchange portal and its data to Client and Client's assigned agents, and to indemnify and hold harmless Firm and its officers, principals, and employees and their heirs, successors, and assigns from and against any and all claims, actions, demands, losses, damages, judgments, costs, and expenses, including without limitation, reasonable attorney fees and liabilities of every kind that may arise from Client's or Client's assigned agents' use of the Assurance Information Exchange portal or because of violation of these terms and conditions of use.

13. **Term and Termination.** This Agreement and the services contemplated by it may be terminated by either Firm or Client with or without cause and with or without notice at any time; provided, however, that the warranty disclaimers and liability waiver set forth below in Paragraph 14 shall survive any such termination. Upon termination of this Agreement or relationship by Client or Firm, Client has 30 days to download portal content from the Assurance Information Exchange portal. Thereafter, the Portal Access Group will be removed and documents purged. Notice of termination may be sent via email or in writing. This Agreement is automatically terminated if the Client/Firm relationship is ended.

14. **Warranty Disclaimer and Liability Waiver.** FIRM MAKES NO WARRANTY, EXPRESS OR IMPLIED, REGARDING THE EFFICACY OF THE SECURITY OF THE ASSURANCE INFORMATION EXCHANGE PORTAL. FURTHERMORE, FIRM DOES NOT WARRANT THAT THE ASSURANCE INFORMATION EXCHANGE PORTAL'S FUNCTIONS WILL BE UNINTERRUPTED OR ERROR-FREE, THAT DEFECTS WILL BE CORRECTED, OR THAT THE ASSURANCE INFORMATION EXCHANGE PORTAL OR THE SERVER THAT MAKES IT AVAILABLE IS FREE OF VIRUSES OR OTHER HARMFUL COMPONENTS. THE CONTENT AND SERVICES ARE PROVIDED ON AN "AS IS" BASIS AND FIRM SPECIFICALLY DISCLAIMS ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING WITHOUT LIMITATION, WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, WARRANTIES OF MERCHANTABILITY OR WARRANTIES AGAINST INFRINGEMENT.

EXCEPT AS OTHERWISE PROVIDED IN THIS AGREEMENT OR OTHERWISE EXPRESSLY PROVIDED BY APPLICABLE LAW OR REGULATION, CLIENT AGREES THAT NEITHER FIRM, NOR ANY PARTY THAT PROVIDES INTERNET ACCESS OR EQUIPMENT USED TO ACCESS THE ASSURANCE INFORMATION EXCHANGE PORTAL (INCLUDING "THIRD PARTY SERVICE PROVIDERS" AS DEFINED ABOVE), NOR ANY AGENT, INDEPENDENT CONTRACTOR, OR SUBCONTRACTOR OF ANY OF THE FOREGOING WILL BE LIABLE FOR ANY LOSS, INJURY, OR DAMAGE, INCLUDING, WITHOUT LIMITATION, DIRECT, INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES, WHETHER UNDER A CONTRACT, TORT, OR ANY OTHER THEORY OF LIABILITY, ARISING IN ANY WAY OUT OF THE ASSURANCE INFORMATION EXCHANGE PORTAL, ITS CONTENT, ITS SECURITY OR ANY SERVICES PROVIDED IN CONNECTION WITH IT, OR OUT OF THE INTERNET ACCESS PROVIDER USED TO ACCESS THE ASSURANCE INFORMATION EXCHANGE PORTAL OR THE EQUIPMENT USED TO ACCESS THE ASSURANCE INFORMATION EXCHANGE PORTAL, INCLUDING, WITHOUT LIMITATION, ANY LOSS, INJURY, OR DAMAGE RELATING TO ANY FAILURE OF PERFORMANCE, ERROR, OMISSION, INTERRUPTION, DEFECT, DELAY IN OPERATION OR TRANSMISSION, COMPUTER VIRUS, LINE FAILURE OR UNAUTHORIZED INTERCEPTION OR ACCESS TO THE COMMUNICATION BETWEEN FIRM AND CLIENT, EVEN IF FIRM OR THE THIRD PARTY SERVICE PROVIDERS ARE AWARE OF THE POSSIBILITY OF SUCH EVENTS.

15. **Miscellaneous.** The individuals signing this Agreement each represent and warrant that they are authorized to enter into this Agreement on behalf of Client and Firm, respectively, as those terms are defined in this Agreement. This is the entire agreement between Firm and Client regarding its subject matter. This Agreement does not modify or affect any existing or future engagement letter or agreement between Firm and Client. This Agreement is made and entered in the State of Minnesota and is to be construed under the laws of the State of Minnesota exclusive of its choice of law provisions, as they from time to time exist.

Executed by the parties acting by and through their authorized representatives on the dates set forth below.

CLIENT: _____
By _____
Printed Name _____
Title _____
Date _____

FIRM: CLIFTONLARSONALLEN LLP
By Mary Reedy
Printed Name Mary Reedy
Title Principal
Date 10/29/24
CLA Client ID _____

CliftonLarsonAllen LLP
ASSURANCE INFORMATION EXCHANGE PORTAL AGREEMENT
Additional Clients (Optional)

_____	_____
Client Name	CLA Client ID
_____	_____
Client Name	CLA Client ID
_____	_____
Client Name	CLA Client ID
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Client Name	CLA Client ID
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Client Name	CLA Client ID

[CLAconnect.com](https://www.claconnect.com)

CPAs | CONSULTANTS | WEALTH ADVISORS

CLA (CliftonLarsonAllen LLP) is an independent network member of CLA Global. See [CLAGlobal.com/disclaimer](https://www.claglobal.com/disclaimer).
Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 12, 2024

AGENDA ITEM: Consider approving temporary liquor permits for Itasca Curling Association for events in 2024 and 2025.

PREPARED BY: Kimberly Gibeau

BACKGROUND:

Itasca Curling Association has submitted applications for temporary liquor permits for events in December 2024, January, February and March of 2025. Fees have been paid and certificate of liquor liability is pending.

REQUESTED COUNCIL ACTION:

Make a motion to approve temporary liquor permits for Itasca Curling Association as presented.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization: Itasca Curling Association
Date of organization: 1/6/2022
Tax exempt number: [REDACTED]

Organization Address (No PO Boxes): 902 Hale Lake Pointe
City: Grand Rapids
State: Minnesota
Zip Code: 55744

Name of person making application: Haleigh Clevenger
Business phone: [REDACTED]
Home phone: [REDACTED]

Date(s) of event: 12/6/24 - 12/7/24
Type of organization: Club Charitable Religious Other non-profit Microdistillery Small Brewer

Organization officer's name: Jarid Arendt
City: Grand Rapids
State: Minnesota
Zip Code: [REDACTED]

Organization officer's name: Haleigh Clevenger
City: Grand Rapids
State: Minnesota
Zip Code: [REDACTED]

Organization officer's name: [REDACTED]
City: [REDACTED]
State: Minnesota
Zip Code: [REDACTED]

Location where permit will be used. If an outdoor area, describe.
Itasca Curling Assc - 902 Hale Lake Point, Grand Rapids, MN 55744

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Itasca Reliable Insurance Agency \$500,000/\$1,000,000 - Policy Number A094260

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license: Grand Rapids
Fee Amount: \$ 50.00

Date Approved: 11-12-24
Permit Date: 12/6/24 - 12/7/24

Event in conjunction with a community festival Yes No
Current population of city: 11,268

City or County E-mail Address: kgibeau@grandrapidsmn.gov

Please Print Name of City Clerk or County Official: Kimberly Gibeau

Signature City Clerk or County Official: [Signature]

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.
No Temp Applications faxed or mailed. Only emailed.
ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization: Itasca Curling Association
Date of organization: 1/6/2022
Tax exempt number: [REDACTED]

Organization Address (No PO Boxes): 902 Hale Lake Pointe
City: Grand Rapids
State: Minnesota
Zip Code: 55744

Name of person making application: Haleigh Clevenger
Business phone: [REDACTED]
Home phone: [REDACTED]

Date(s) of event: 1/18/25 - 1/19/25
Type of organization: Club Charitable Religious Other non-profit Microdistillery Small Brewer

Organization officer's name: Jarid Arendt
City: Grand Rapids
State: Minnesota
Zip Code: [REDACTED]

Organization officer's name: Haleigh Clevenger
City: Grand Rapids
State: Minnesota
Zip Code: [REDACTED]

Organization officer's name: [REDACTED]
City: [REDACTED]
State: Minnesota
Zip Code: [REDACTED]

Location where permit will be used. If an outdoor area, describe.
Itasca Curling Assc - 902 Hale Lake Point, Grand Rapids, MN 55744

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Itasca Reliable Insurance Agency \$500,000/\$1,000,000 - Policy Number A094260

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license: Grand Rapids
Fee Amount: \$ 50.00

Date Approved: 11-12-24
Permit Date: 1/18-19/25

Event in conjunction with a community festival Yes No
Current population of city: 11,268

City or County E-mail Address: kgibeau@grandrapidsmn.gov

Please Print Name of City Clerk or County Official: Kimberly Gibeau

Signature City Clerk or County Official: [Signature]

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

No Temp Applications faxed or mailed. Only emailed.

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Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101
 651-201-7507 TTY 651-282-6555

Item 12.

**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization: Itasca Curling Association
 Date of organization: 1/6/2022
 Tax exempt number: [REDACTED]

Organization Address (No PO Boxes): 902 Hale Lake Pointe
 City: Grand Rapids
 State: Minnesota
 Zip Code: 55744

Name of person making application: Haleigh Clevenger
 Business phone: [REDACTED]
 Home phone: [REDACTED]

Date(s) of event: 2/21/25 - 2/22/25
 Type of organization: Club Charitable Religious Other non-profit

Organization officer's name: Jarid Arendt
 City: Grand Rapids
 State: Minnesota
 Zip Code: [REDACTED]

Organization officer's name: Haleigh Clevenger
 City: Grand Rapids
 State: Minnesota
 Zip Code: [REDACTED]

Organization officer's name: [REDACTED]
 City: [REDACTED]
 State: Minnesota
 Zip Code: [REDACTED]

Location where permit will be used. If an outdoor area, describe.
 Itasca Curling Assc - 902 Hale Lake Point, Grand Rapids, MN 55744

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 Itasca Reliable Insurance Agency \$500,000/\$1,000,000 - Policy Number A094260

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of County approving the license: Grand Rapids
 Fee Amount: \$ 20.00

Date Approved: 11-12-24
 Permit Date: 2/21-22/25

Event in conjunction with a community festival Yes No
 Current population of city: 11,268

City or County E-mail Address: kgibeau@grandrapidsmn.gov

Please Print Name of City Clerk or County Official: Kimberly Gibeau

Signature City Clerk or County Official: [Signature]

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

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PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization: Itasca Curling Association
Date of organization: 1/6/2022
Tax exempt number: [REDACTED]

Organization Address (No PO Boxes): 902 Hale Lake Pointe
City: Grand Rapids
State: Minnesota
Zip Code: 55744

Name of person making application: Haleigh Clevenger
Business phone: [REDACTED]
Home phone: [REDACTED]

Date(s) of event: 3/28/25 - 3/29/25
Type of organization: Club Charitable Religious Other non-profit
 Microdistillery Small Brewer

Organization officer's name: Jarid Arendt
City: Grand Rapids
State: Minnesota
Zip Code: [REDACTED]

Organization officer's name: Haleigh Clevenger
City: Grand Rapids
State: Minnesota
Zip Code: [REDACTED]

Organization officer's name: [REDACTED]
City: [REDACTED]
State: Minnesota
Zip Code: [REDACTED]

Location where permit will be used. If an outdoor area, describe.
Itasca Curling Assc - 902 Hale Lake Point, Grand Rapids, MN 55744

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Itasca Reliable Insurance Agency \$500,000/\$1,000,000 - Policy Number A094260

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

Grand Rapids
City or County approving the license

\$ 50.00
Fee Amount

Event in conjunction with a community festival Yes No

11,208
Current population of city

Kimberly Gibeau
Please Print Name of City Clerk or County Official

11-12-24
Date Approved

3/28-29/25
Permit Date

Kgibeau@grandrapidsmn.gov
City or County E-mail Address

[Signature]
Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 12, 2024

AGENDA ITEM: Consider approving 2025 liquor license renewals.

PREPARED BY: Kimberly Gibeau

BACKGROUND:

Liquor licenses will expire on December 31, 2024. Please consider approving the following liquor license renewals for 2025 contingent upon receipt of all required documentation, insurance and fees.

- | | | |
|---------------------|-----------------------------|------------------------|
| Apple Minnesota | El Potro Mexican Restaurant | Forest Lake |
| Frontier Liquors | Fuji Japanese Restaurant | Holiday Station Store |
| Hotel Rapids | Itasca Curling Assoc. | American Legion |
| Moose Lodge | VFW Club | Boulder Tap House |
| Dutch Room | Eagles Club | La Tequila Taco Shop |
| NoPo Coffee | Pokegama Grill | Pokegama Plaza Liquor |
| Rapids Brewing | Sammy's Pizza | SuperOne Foods |
| SuperOne Liquor | Thunder Alley XL | Timberlake Lodge Hotel |
| Klockow Brewing Co. | UnWined Up North | Walmart |

REQUESTED COUNCIL ACTION:

Make a motion to approve liquor license renewals for 2025 contingent upon receipt of required documentation and fees.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 12, 2024

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

PREPARED BY: Laura Pfeifer

BACKGROUND:

Accounts payable check #157457 issued to the Blandin Foundation on July 26, 2024 for \$17,500.00 is lost. Payee has completed the required Affidavit of Lost Check.

REQUESTED COUNCIL ACTION:

Make a motion to void lost accounts payable check #157457, issue a new check and waive bond requirements for the check issued to Blandin Foundation in the amount of \$17,500.00.

AFFIDAVIT

STATE OF) Minnesota
) SS
COUNTY OF) Itasca

An **Athorized Representative**, being first duly sworn on oath, states that he/she resides at **100 N Pokegama Avenue, Grand Rapids, MN, 55744** and that he/she is the payee named in a check number **157457**, issued to **Blandin Foundation**, drawn by **City of Grand Rapids** dated **July 26, 2024**, for the sum of **\$17,500**; 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

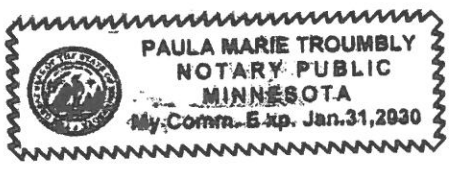
I am making this Affidavit in conjunction with my request that the **City of Grand Rapids** issue a duplicate check. I understand that I make this Affidavit under oath and that I may be subject to criminal penalty if my statements in this Affidavit are false.

SIGNED *David J. J.*

Subscribed and sworn to before me

This 6th day of November, 2024

Paula Marie Troumbly
Notary Public





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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 12th, 2024

AGENDA ITEM: Consider approving airport t-hangar lease template for 2025-2027

PREPARED BY: Matt Wegwerth

BACKGROUND:

Every 3 years the airport t-hangar lease agreements are updated and renewed. Attached is a copy of the standard lease agreement that will be used for the 3 year time period.

Currently, the lease rate for a t-hangar is \$175/month. This rate was last increased in 2012 and it is proposed to increase these rates on an annual basis based on the following:

2025 - \$185.00/month

2026 - \$195.00/month

2027 - \$200.00/month

REQUESTED COUNCIL ACTION:

Make a motion approving airport t-hangar lease template for 2025-2027, approve lease rate increases and authorize City Administrator and City Engineer to execute.

T-HANGAR LEASE AGREEMENT

This lease made on January 1st, 2025, between **NAME**, whose address is **XXXXX**, **Grand Rapids, MN, 55744** referred to as “LESSEE” and the City of Grand Rapids, referred to as “LESSOR”.

WITNESSETH:

LESSOR, in consideration of the covenants and agreements hereinafter mentioned agrees to lease to LESSEE the following described property:

XX Unit T-Hangar, Bay # X

To have and to hold the same for a period of three (3) year(s) commencing on January 01, 2025, and terminating on December 31, 2027, upon the following terms, conditions, covenants, and agreements, to-wit:

1. The total amount for said lease is \$6,960.00. LESSEE shall pay the remaining balance of \$6,960.00 as follows: 12 equal installments of \$185.00 per month in 2025, 12 equal installments of \$195.00 in 2026, and 12 equal installments of \$200.00 in 2027. Payments are due on or before the fifth (5th) day of each month.

LESSEE agrees to pay LESSOR the rent set forth above and mail or deliver said payments to:

City of Grand Rapids
C/O City of Grand Rapids Finance Department
420 North Pokegama Avenue
Grand Rapids, Minnesota 55744-2662

2. LESSEE agrees to pay LESSOR rent increases, if any, imposed by LESSOR during the term of this Lease Agreement, in addition to the rent payable above. Rent increases, if any, shall be effective January 1st of each rental year and will be made through an addendum to this Agreement. LESSOR shall notify LESSEE in writing of a pending rent increase no less than Sixty (60) days prior to the effective date for said rent increase.
3. LESSOR hereby grants and gives the LESSEE, at LESSEE’s option, the privilege to renew this lease and be subject to all the terms and conditions herein, except rental amount. LESSOR shall notify LESSEE of requirements to renew this lease at least thirty (30) days prior to the end of the term of this

T-HANGAR LEASE AGREEMENT

lease or any applicable renewal period by written notice.

4. LESSEE agrees not to refuel in the hangar and agrees not to store fuel or any flammable, combustible, or any other dangerous materials or objects in the leased area.
5. Smoking in the hangar is prohibited.
6. Spray painting in the hangar is prohibited.
7. LESSEE agrees to maintain the property in good condition except for ordinary wear and tear. LESSEE is responsible, and must pay for all; repairs, replacements, HAZMAT spills/clean-up, and damage caused by the act or neglect of the LESSEE or the LESSEE's visitors. LESSEE shall pay for and replace light bulbs as required. LESSEE shall remove all of LESSEE's property at the end of this lease or any applicable renewal. Any property that is left becomes the property of the LESSOR. LESSEE shall, at a minimum, remove snow and ice within three (3) feet of the leased premises. Snow and ice may be pushed outward to facilitate snow and ice control efforts of the LESSOR.
8. LESSEE agrees not to engage in any commercial, aviation or otherwise, endeavors, businesses, work or related enterprise on said leased premises. Further, LESSEE agrees that the premises so leased shall not be used for commercial or non-commercial use of a non-aviation purpose.
9. LESSEE agrees that only aircraft and/or aviation related property would be stored on the leased premises. Further, LESSEE shall make a request in writing to the LESSOR to store any non-aviation related property on the leased premises.
10. LESSEE agrees that LESSOR shall have no liability whatsoever for the injury or damage to any property of LESSEE stored on the leased premises. LESSEE understands that s/he may at his/her own expense provide insurance protection for multi-peril loss.
11. Lessee shall only store an aircraft owned by LESSEE. However, LESSEE shall have the right to sublet the leased premises for the storage of one (1) aircraft during six (6) months of any calendar year during which time the LESSEE is not storing his/her own aircraft. LESSEE must give LESSOR written notice of the SUBLESSEE's name and the dates of the sublease. LESSEE shall continue to be responsible for all sections of this lease, as well as, continue to make the rental payments due. Upon sale by LESSEE of LESSEE's aircraft, this contract shall immediately terminate unless the LESSOR and LESSEE have entered into a separate written agreement solely for the purpose of extending this lease for a definite period of time, but in no event longer than

T-HANGAR LEASE AGREEMENT

ninety (90) days, to allow the Lessee to purchase a different aircraft for storage in accordance with this Agreement.

12. It is further understood and agreed that this Lease and the privileges herein granted to the LESSEE, and all right, title and interest therein, and the power to execute the same are personal to the LESSEE and shall not, except as permitted herein with the consent of the LESSOR, be assigned or transferred or sublet or otherwise disposed of to any person, firm or corporation, directly or indirectly, by act of the LESSEE or by operation of law. LESSOR shall not unreasonably withhold such consent.
13. LESSEE shall have the right to park his/her privately owned vehicle in the hangar during a flight or flying trip.
14. This Airport Lease Agreement may be terminated by either the LESSEE or LESSOR without cause given one (1) rental period (1 calendar month) notice in writing from one party to the other. Verbal termination notifications will not be accepted. Lease termination by the LESSOR with cause is outlined in Paragraph #15.
15. It is expressly agreed that if default be made in the payment for rent or any other payments required herein, or any part thereof or if the LESSEE shall, without the consent of the LESSOR, assign this Lease for the whole or any part of said term, or use said premises or any part thereof for any other purpose than is hereinbefore specified, or violate any other covenant or agreement contained in this Lease, then, in any such case, the LESSOR may serve upon the LESSEE a Notice in writing by mailing a copy thereof addressed to **XXXX XXXXXX, Grand Rapids, MN 55744**, which Notice shall state the default or violation of the terms of the Lease Agreement claimed by the LESSOR to have been made by the LESSEE and of the election on the part of the LESSOR to terminate the Lease, if such default or violation is not remedied within thirty (30) days from the mailing and posting of such Notice; and unless within such period such violation shall have been remedied or corrected by the LESSEE and LESSEE has fully complied with the provisions of the Lease claimed to have been violated, the said Lease shall upon the expiration of such period of thirty (30) days, or if the LESSEE has committed the same violation within twelve (12) calendar months where Notice has been served, the LESSEE be deemed to have terminated as fully and to the same effect as if, upon said date, the original term of said Lease has expired.
16. A penalty of ten percent (10%) of the unpaid rental balance shall attach to and be payable to LESSOR should the LESSEE fail to make payment as required by this Agreement within fifteen (15) days of the payment due date. Should LESSEE fail to make two (2) successive rental payments this lease may be terminated.

T-HANGAR LEASE AGREEMENT

Neither the extension of time for payment of any sum of money to be paid hereunder nor waiver by LESSOR of LESSOR's right to terminate this contract by reason of any breach shall in any manner affect the LESSOR's right to cancel this contract because of default or breach subsequently occurring.

Upon termination of this lease, LESSEE shall vacate the premises. If LESSOR is required to take legal action to have LESSEE removed from the premises, LESSEE shall pay all costs incurred, including reasonable attorney fees related to said action.

17. The contract entered into with the understanding that both parties are subject to all the requirements of Chapter 303, Laws of Minnesota, 1945, (M.S.A 360 and subsequent), and all amendments thereto, and that all provisions hereof inconsistent with the provisions of said law shall be revised in accordance with the demands of proper authorities when such demands are made.
18. Upon reasonable notice, LESSOR may enter the property to provide services, inspect, repair or show it. In case of emergency and/or the LESSEE's absence, LESSOR may enter property without the LESSEE's consent.
19. LESSEE shall at LESSEE's expense carry liability insurance that names the City of Grand Rapids as an additional insured. The liability insurance shall be in the same amount as the maximum liability to which the Grand Rapids – Itasca County Airport is exposed pursuant to Minn. Stat. Sec. 466.04 and subsequent amendments thereto.
20. Key Record: 2 keys have been issued for this unit and must be returned on termination of this agreement.
21. Preferred Phone Contact (optional): _____
22. Preferred Email Contact: _____
23. Aircraft Type and Tail Number: _____

T-HANGAR LEASE AGREEMENT

XX Unit T-Hangar, Bay # X

CITY OF GRAND RAPIDS

BY: _____ BY: _____
CITY ADMINISTRATOR CITY ENGINEER

BY: _____
NAME



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 12, 2024

AGENDA ITEM: Consider Hiring and Rehiring Seasonal Civic Center Employees.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

The following will be re-hired as PT Seasonal Warming House Attendant / Arena Attendant I from November 13, 2024 through March 30, 2025:

Re-Hires:

- Eli Rohloff - Warming House Attendant / Arena Attendant I @ \$15.75 per hour
- Matt Brenny - Warming House Attendant / Arena Attendant I @ \$15.75 per hour
- Doug Jespersion - Warming House Attendant / Arena Attendant I @ \$15.75 per hour
- Rece Kuschel - Warming House Attendant / Arena Attendant I @ \$15.50 per hour

New Hire:

The following will be hired as PT Seasonal Warming House Attendant / Arena Attendant I from November 13, 2024 through March 30, 2025:

- Klous Jones – Warming House Attendant / Arena Attendant I @ \$15.00 per hour

These salaries are included in the 2024 and 2025 budget.

REQUESTED COUNCIL ACTION:

Make a motion to rehire and hire the PT Seasonal Warming House Attendant / Arena Attendance I as listed above, with specified dates and rates of pay for the 2024-2025 winter season.



Minnesota Board of Firefighter Training and Education

445 MINNESOTA ST., SUITE 146

SAINT PAUL, MN 55101

Telephone: 651-201-7257 Fax: 651-215-0525

Email: fire-training.board@state.mn.us

Website: www.mbfte.org

GRAND RAPIDS FIRE DEPARTMENT

104 SE 11th Street

GRAND RAPIDS, MN 55744

October 28, 2024

The Minnesota Board of Firefighter Training and Education (MBFTE) is pleased to notify you that your fire department has been awarded, under the Round 17 (FY2025) training reimbursement program, the amount of \$8,480.00. This training reimbursement award is for MBFTE approved training conducted between July 01, 2024 and June 30, 2025 (see the approved reimbursable classes list at www.mbfte.org). Award funds MUST be spent on the approved MBFTE list of classes.

The Round 17 training reimbursement program is based on a "per firefighter" amount for all fire departments in Minnesota. The MBFTE had requested current rosters and the number of firefighters on departments throughout the state. Your Round 17 reimbursement was based on the reported "number of firefighters" in your department multiplied by the "per firefighter" rate of 265.00 to equal your award. If your department failed to report the number of firefighters to MBFTE, your award amount is 2,650.00.

In order to process your reimbursement award you must:

1. Complete and sign the Request for Reimbursement form on the MBFTE website at <https://www.mbfte.org/ReimbursementForm.aspx> and remit by **July 08, 2025**. Your fire department is encouraged to send in your Request for Reimbursement Form(s) anytime during the July 01, 2024-June 30, 2025 fiscal year.
2. Attach documentation of training expenses paid. Documentation includes: invoices for training, certifications, books, backfill and overtime costs (if applicable) associated with MBFTE approved training, and payroll records for in-house trainers. **All EMS training which is approved by the EMSRB and is not primarily reimbursed through an EMS Association is eligible for reimbursement with proper documentation.**
3. Mail, fax, email, or upload the Request for Reimbursement Form and supporting documentation, **or submit your information to the MBFTE for direct payment to the training provider (if applicable) if your department has an award balance that is equal to or more than the amount of the invoice.**

The funds will be disbursed upon receipt of the signed, completed form, along with the proper supporting documentation. You will not receive a check in the mail; your reimbursement will be electronically deposited into the account that corresponds to the tax identification number provided on the Request for Reimbursement Form.

If you have questions regarding your award, please email me at steve.flaherty@state.mn.us or you may call me at 651-201-7258.

Respectfully,

Steve Flaherty, Executive Director

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

RESOLUTION NO. 24-

A RESOLUTION ACCEPTING A \$8,480.00 GRANT FROM THE MINNESOTA BOARD OF FIREFIGHTER TRAINING and EDUCATION (MBFTE) FOR THE GRAND RAPIDS FIRE DEPARTMENT TRAINING PROGRAM

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 Board of Firefighter Training & Education has granted the Grand Rapids Fire Department a \$8,480.00 Round 17 Training Reimbursement Grant for the period July 1, 2024 through June 30, 2025.

Adopted this 12th day of November, 2024.

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: 11-12-2024

AGENDA ITEM: Consider adopting a resolution accepting a \$8,480 grant from the Minnesota Board of Firefighter Training and Education for the Grand Rapids Fire Department.

PREPARED BY: Travis Cole-Fire Chief

BACKGROUND:

The Minnesota Board of Firefighter Training & Education has granted the Grand Rapids Fire Department a \$8,480.00 Round 17 Training Reimbursement Grant for the period July 1, 2024 through June 30, 2025. This training reimbursement award is for MBFTE approved training conducted between July 1, 2024 and June 30, 2025.

REQUESTED COUNCIL ACTION:

Make a motion adopting a resolution accepting the \$8,480 from the Minnesota Board of Firefighter Training and Education for the Grand Rapids Fire Department.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: 11/12/24

AGENDA ITEM: Consider an amendment to the Joint Power Agreement (JPA) with Itasca County related to lodging tax collection.

PREPARED BY: Tom Pagel, City Administrator

BACKGROUND:

Itasca County owns and manages two campgrounds located at the Itasca County Fairgrounds and Bass Lake located in the northern region of the county. The County would like to promote the campgrounds through Visit Grand Rapids. For the State to collect from a government owned facility, the county needs to agree to tax. The attached JPA achieves this desire.

REQUESTED COUNCIL ACTION:

Make a motion to approve a JPA related to lodging tax collection between the City and Itasca County.

**AMENDMENT
TO
JOINT POWERS AGREEMENT (JPA)**

This Amendment to the JPA between the City of Grand Rapids (“City”) and Itasca County (“County”), is related to the collection of lodging tax in accordance with Minnesota Statutes, section 469.190.

WHEREAS, The City is currently administering the lodging tax for the County; and

WHEREAS, The City will be transferring the tax administration to the MN Department of Revenue as of January 1, 2025;

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

1. The City will collect lodging tax from Itasca County owned campgrounds in the following locations:
 - a. Bass Lake Campground located in Section 3, 4, 9, 10, Township 61, Range 24, in Itasca County; and
 - b. Itasca County Fairgrounds Campground located in Section 16, Township 55, Range 25, located in Itasca County, in the City of Grand Rapids.

IN WITNESS WHEREOF the parties have signed this Amendment to the JPA as of the date set forth below.

City of Grand Rapids:

By: _____

Name: Tasha Connelly, Mayor

By: _____

Name: Kim Gibeau, City Clerk

Itasca County:

By: _____

Name: John Johnson, Board Chair

By: _____

Name: Brett Skyles, County Administrator



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 12, 2024

AGENDA ITEM: Consider accepting the resignation of Joan Gunderman from the Human Rights Commission.

PREPARED BY: Kimberly Gibeau

BACKGROUND:

Joan Gunderman has served on the Human Rights Commission since June 2022. On October 30, 2024 submitted her resignation from the board, leaving an unexpired term through March 1, 2026. Below is Ms. Gunderman's resignation.

I have decided (regretfully) that I need to step down from the HRC. I will be missing the first 3-4 meetings in 2025 (as in the past, we head south for the winter). Together with the many I have missed this year, as I wrote above, "I don't think this is an honorable way to participate on something like this Commission." The Commission needs fully active and fully engaged commissioners serving on it and, while my mind and heart are there, it seems my body can't be! It has been an honor to serve. I've learned a lot and have gotten to know some pretty special people. Thank you for that privilege.

If there is ever a way I can assist from the sidelines, please let me know.

Respectfully yours,

Joan Gunderman

REQUESTED COUNCIL ACTION:

Make a motion to accept the resignation of Joan Gunderman from the Human Rights Commission and authorize staff to fill the vacancy.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 12, 2024

AGENDA ITEM: Consider appointment of Sean Smallen to the position of Police Officer with the Grand Rapids Police Department.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

The Grand Rapids Police Department recently advertised for an open Police Officer position. From our posting, the City received two (2) applications. The interview committee, consisting of Chief of Police Andy Morgan, Captain Jeremy Nelson, and HR Officer Chery Pierzina are recommending the appointment of Sean Smallen to the position of Police Officer, subject to the successful completion and passing of a background check and drug screening. Based on Mr. Smallen's previous employment and recent resignation from the position of Police Officer with the City of Grand Rapids, along with confirmation from Minnesota Board of Peace Officer Standards and Training (POST), his pre-employment medical exam and psychological exam have been waived.

Sean Smallen has seven (7) years in law enforcement. He is a former employee of the City of Grand Rapids and is returning after a short hiatus from the Minneapolis/St. Paul area. Mr. Smallen has the education, experience, skills, and training that the GRPD is looking for. He is highly motivated and will fit in well with the Police Department.

Based on the current Law Enforcement Labor Services (LELS) Agreement, the Memorandum of Understanding approved at the March 13, 2023, City Council Meeting, and the Memorandum of Agreement approved at the February 12, 2024, City Council Meeting, Sean Smallen's starting wage is \$35.92 per hour, which reflects seven years of full-time service as a Police Officer. Sean will accrue Flexible Time Off (FTO) at 7.69 hours for each 80-hour pay period, based on the City FTO schedule and Memorandum of Agreement approved by City Council on February 12, 2024.

REQUESTED COUNCIL ACTION:

Make a motion to appoint Sean Smallen to the position of Police Officer, with a start date to be determined, based on the length of time necessary to successfully complete and pass the background check and drug screening, with an hourly rate of pay of \$35.92 per hour, and an FTO accrual rate of 7.69 hours for each 80-hour pay period, as indicated on the City FTO schedule and Memorandum of Understanding approved by City Council on February 12, 2024.

SEAN C. SMALLEN

October 29, 2024

City of Grand Rapids
Attn: Chery Pierzina, Human Resources
420 North Pokegama Ave
Grand Rapids, MN 55744

Dear City of Grand Rapids Human Resources,

This letter is to formally express my interest in the **POLICE OFFICER** position listed on the City of Grand Rapids website. I am highly interested in this opportunity. This position appeals to me due to my education, experience, skills, training, and career goals. I have more than 10 years of sworn law enforcement experience in Minnesota. I was also previously employed by the City of Grand Rapids as a Police Officer from May 2023 until September 2024. In addition to the aforementioned experience, I also have numerous hours of related training and certifications. I also possess an associate's and bachelor's degree in law enforcement.

I am extremely confident I would positively contribute to the City of Grand Rapids and the Police Department once again. I am highly motivated and will do absolutely whatever it takes to be successful in this position. I sincerely look forward to the possibility of spending the remainder of my career with the City of Grand Rapids and the Police Department.

I look forward to hearing from someone soon to discuss the next steps in the process.

Respectfully Submitted,



Sean C. Smallen

SEAN C. SMALLEN



Objective

Obtain a position as a **POLICE OFFICER** with the City of Grand Rapids.

Employment

October 2024 - October 2024 - City of Lakeville Lakeville, MN
 May 2023 - September 2024 - City of Grand Rapids Grand Rapids, MN
 October 2017 - April 2024 - City of Faribault Faribault, MN
 January 2017 - May 2023 - Barbara Schneider Foundation Minneapolis, MN
 December 2015 - December 2017 - Hennepin Technical College Brooklyn Park, MN
 May 2017 - October 2017 - City of Becker Becker, MN
 May 2015 – January 2017 – City of Morristown Morristown, MN
 June 2010- September 2017- Allina Health Corporate Security Minneapolis, MN

Special Skills

- Excellent investigative skills
- Natural leadership ability
- Strong and natural leadership skills
- Experience in communicating effectively with people from various departments within and outside of the workplace
- Excellent interpersonal, verbal and written communication skills
- Strong report writing and interviewing skills
- Superb ability to remain calm in stressful situations
- Natural ability to manage multiple projects simultaneously
- Excellent planning and organizational skills
- Superb ability to work on own initiative as well as part of a team

Training and Specialized Experience

I have more than 10 years of sworn law enforcement experience as well as leadership and instructing experience. I am also trained and proficient in patrol tactics, traffic enforcement, interviewing, evidence gathering, composing investigatory reports and search warrant application and service. I also possess an intermediate level of proficiency with the Microsoft Office suite and the Zuercher system. I am trained and certified as a Field Training Officer, Firearms Instructor, Red Dot Sight Instructor, Reality/Scenario Based Training Instructor, School Resource Officer, and Background Investigator, Crisis Intervention Training Scenario Coach, and Emergency Medical Responder (EMR). I am also certified in pursuit driving, Pursuit Intervention Technique (PIT), and LIDAR use operation.

Education

Fall 2013 – December 2016 Metropolitan State University, St. Paul, MN
 Graduated with a Bachelor's degree in law enforcement

August 2006 - May 2007 - Center for Criminal Justice and Law Enforcement, St. Paul, MN
 Successfully completed Peace Officer Licensing Program and received Law Enforcement Certificate

January 2004 - May 2007 - Normandale Community College, Bloomington, MN
 Graduated with Associates Degree in Law Enforcement

September 1998-June 2002 - Rosemount High School, Rosemount, MN



420 N. Pokegama Ave
 Grand Rapids, MN 55744
 (218)326-7606
 (218)326-7608 Fax
 www.cityofgrandrapidsmn.com

Employment Application

An Equal Opportunity Employer

Please complete by printing in ink or typing. Application must be signed for employment consideration.

Thank you for considering employment with the City of Grand Rapids. We welcome you as an applicant and look forward to reviewing your application information. It is the City's policy to provide equal opportunity in employment. The City will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information on the application form, so we may accurately and completely assess your qualifications. You may attach any other information that provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for guidance regarding how your application information will be used, the consequences of providing or not providing information, and more.

The City of Grand Rapids accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact Human Resources at 218-326-7606.

PERSONAL INFORMATION

NAME Last: <u>Smullen</u> First: <u>Sean</u> Middle: <u>Curtis</u>	POSITION APPLIED FOR: <u>Police Officer</u>	
MAILING ADDRESS: [REDACTED]	TODAY'S DATE: <u>10/29/24</u>	DATE AVAILABLE TO WORK: <u>11/11/24</u>
STATUS DESIRED: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal		
HOME PHONE: [REDACTED]	OTHER PHONE: [REDACTED]	EMAIL ADDRESS: [REDACTED]
Are you a U.S. citizen or do you have legal Authorization to work in the U.S.? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Proof of age and/or eligibility to work may be requested.	Do you have a valid driver's license? (For driving positions only) YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Are you <u>under</u> 18 years of age? <input type="checkbox"/> <input checked="" type="checkbox"/>	Will your continued employment require employer sponsorship? <input type="checkbox"/> <input checked="" type="checkbox"/>

EDUCATIONAL INFORMATION

School Name, City and State		Major Area of Study
High School: <i>Rosemount High</i> <i>Rosemount, MN</i>	Diploma <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO GED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
College: <i>Normandale Comm. College</i> <i>Bloomington, MN</i>	Degree Completed: <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other <input type="checkbox"/> NO # of years completed <u>2</u> Semester/Credit hours earned <u>Approx. 70</u>	<i>Law Enforcement</i>
Graduate School: <i>Metro State University</i> <i>St. Paul, MN</i>	Degree Completed: <input checked="" type="checkbox"/> YES <input type="checkbox"/> Associates <input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other <input type="checkbox"/> NO # of years completed <u>2</u> Semester/Credit hours earned <u>Approx. 30</u>	<i>Law Enforcement</i>
Technical or Vocational Programs: <i>CCJLE - St. Paul, MN</i>	(indicate type of certificate earned) <i>Law Enforcement Certificate</i>	<i>Law Enforcement</i>

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:
Use of force, firearms, AXON body worn camera / AXON Fleet, Pepperball, Mobile Field Force tactics and deployment, pursuit driving, P.I.T. maneuver, Standardized Field Sobriety Tests, ARIDE and OPUE, 40 hour CIT training.

List any current licenses or certificates you possess which may be related to this position:
Minnesota POST license "inactive" status - [redacted], Field Training Officer certification, Firearms Instructor certification, Red Dot Sight certification, Reality/Scenario Based Training Instructor certification, Law Enforcement Background Investigator certification, School Resource Officer certification, Emergency Medical Responder certification, DMT-G Operator certified, CIT Coach certification

List any current registration(s) or membership(s) related to the position for which you are applying:
Minnesota Police and Peace Officer Association (MPPOA)

EMPLOYMENT EXPERIENCE

CURRENT EMPLOYMENT INFORMATION			
EMPLOYER <i>Not Currently Employed</i>	DATES EMPLOYED		JOB TITLE:
ADDRESS	FROM	TO	NAME OF LAST SUPERVISOR:
CITY, STATE, ZIP	DESCRIBE YOUR WORK IN THIS JOB:		
TELEPHONE Area Code + Number			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other			
REASON FOR LEAVING:			

PREVIOUS EMPLOYMENT INFORMATION			
List all positions held including full-time, part-time, military, summer, volunteer work and any periods of unemployment. Explain any period of unemployment. Attach additional sheet if necessary.			
EMPLOYER <i>City of Lakeville</i>	DATES EMPLOYED		JOB TITLE:
ADDRESS <i>9237 183rd St. W</i>	FROM	TO	NAME OF LAST SUPERVISOR:
	<i>10/24</i>	<i>10/24</i>	
CITY, STATE, ZIP <i>Lakeville, MN 55044</i>	DESCRIBE YOUR WORK IN THIS JOB: <i>During tenure participated in "in-house" training and did not start field training prior to resignation.</i>		
TELEPHONE Area Code + Number <i>952 985 2800</i>			
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other			
REASON FOR LEAVING: <i>Personal and family reasons</i>			

EMPLOYER <i>City of Grand Rapids</i>	DATES EMPLOYED		JOB TITLE:
ADDRESS <i>420 N. Pokegama Ave</i>	FROM	TO	NAME OF LAST SUPERVISOR:
	<i>5/23</i>	<i>9/24</i>	
CITY, STATE, ZIP <i>Grand Rapids, MN 55744</i>	DESCRIBE YOUR WORK IN THIS JOB: <i>Respond to calls for service, traffic enforcement, accident investigation, interview/interrogate victims, witnesses + suspects, serve as Field Training officer & Firearms Instructor, compose reports, attend training, testify in court as required.</i>		
TELEPHONE Area Code + Number <i>218 326 3464</i>			
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other			
REASON FOR LEAVING: <i>For position in another jurisdiction</i>			

PREVIOUS EMPLOYMENT INFORMATION CONTINUED		
List all positions held including full-time, part-time, military, summer, volunteer work and any periods of unemployment. Explain any period of unemployment. Attach additional sheet if necessary.		
EMPLOYER City of Faribault	DATES EMPLOYED FROM TO 10/17 4/23	
ADDRESS 25 4th St. NW	JOB TITLE: Police Officer	
CITY, STATE, ZIP Faribault, MN 55021	NAME OF LAST SUPERVISOR: Sgt. Matt Knutson	
TELEPHONE Area Code + Number 567 334 4305	DESCRIBE YOUR WORK IN THIS JOB: Respond to calls for service, traffic enforcement, accident investigation, compose reports, interview/interrogate victims, witnesses, & suspects, serve as Field Training Officer & Firearms Instructor, serve as Scenario Instructor. Also served as School Resource Officer & Background Investigator	
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other		
REASON FOR LEAVING: To relocate to northern Minnesota		

EMPLOYER Barbara Schneider Foundation	DATES EMPLOYED FROM TO 1/17 5/23	
ADDRESS 2419 Nicollet Ave	JOB TITLE: CIT Scenario Coach	
CITY, STATE, ZIP Mpls, MN 55404	NAME OF LAST SUPERVISOR: Mark Anderson	
TELEPHONE Area Code + Number 612 801 8572	DESCRIBE YOUR WORK IN THIS JOB: Coach and instruct students through high stress crisis/de-escalation scenarios utilizing professional actors.	
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Other Casual basis		
REASON FOR LEAVING: Scheduling Conflicts - Work primarily in metro area		

EMPLOYER Hennepin Technical College	DATES EMPLOYED FROM TO 12/15 12/17	
ADDRESS 9110 Brooklyn Blvd	JOB TITLE: Scenario Role Player	
CITY, STATE, ZIP Brooklyn Park, MN 55445	NAME OF LAST SUPERVISOR: Anna Harder	
TELEPHONE Area Code + Number 763 457 3700	DESCRIBE YOUR WORK IN THIS JOB: Serve as role player in law enforcement scenarios for students.	
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Other Casual basis		
REASON FOR LEAVING: Schedule conflicts with full-time employment		

UNPAID EXPERIENCE

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may include, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

None

MILITARY EXPERIENCE

Did you serve in the U.S. Armed Forces? Yes No

Describe your duties:

N/A

Do you wish to apply for Veteran's Preference points: Yes No

If you answered "yes," you must complete the enclosed application for Veterans' Preference Points, and submit the application and required documentation to the City of Grand Rapids by the application deadline of the position for which you are applying.

AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

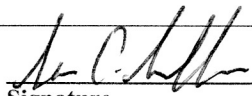
I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I understand that submission of an application does not guarantee employment. I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Grand Rapids is "at will," and that employment may be terminated by either the City of Grand Rapids or me at any time, with or without notice. I understand that none of the documents, policies, procedures, actions, statements of the City of Grand Rapids or its representatives used during the employment process is deemed a contract of employment, real or implied. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City of Grand Rapids. In consideration for employment, if employed, I agree to conform to the rules, regulations, policies, and procedures of the City of Grand Rapids at all times and understand that such obedience is a condition of employment.

I understand that if offered a position with the City of Grand Rapids, I may be required to submit to a pre-employment medical and psychological examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already offered.

With my signature below, I am providing the City of Grand Rapids authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?," contact with my current employer will not be made without my specific authorization.

I have read the included Applicant Data Practices Advisory, and I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Grand Rapids in writing of any changes to information reported in this application for employment.


Signature

10/29/24
Date

Name and number of person completing this form if other than applicant: _____



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

ADMINISTRATION DEPARTMENT

420 NORTH POKEGAMA AVENUE, GRAND RAPIDS, MINNESOTA 55744-2662

November 6, 2024

Mr. Sean Smullen
 [REDACTED]

Dear Sean,

Please consider this letter as a conditional offer of employment for the position of Police Officer for the City of Grand Rapids Police Department. Following is an outline of the terms and conditions of your pending employment.

Upon your signed and returned agreement with the terms and conditions stated herein, your appointment to the position of Police Officer will be presented to the City Council at their subsequent City Council Meeting on Tuesday, November 12, 2024, and is subject to the successful completion and passing of a background check and drug screening. Based on your previous employment and recent resignation from the position of Police Officer with the City of Grand Rapids, along with confirmation from Minnesota Board of Peace Officer Standards and Training (POST), your pre-employment medical exam and psychological exam have been waived.

Should you accept this conditional offer, the starting date of your employment is to be determined (TBD), based on the length of time necessary to successfully complete and pass the background check and drug screening. Based on your years of experience, your hourly rate of pay will be \$35.92 per hour, which reflects that you are currently in your seventh (7th) year of service.

- Please sign and return the *Authorization for Driver's License Check*.
- You will need to successfully complete and pass drug screening at Northern Drug Screening. They are located at 111 NE 10th Avenue, Grand Rapids. Office hours are Monday through Friday from 8:00 a.m. to 4:00 p.m. Please let them know you need a pre-employment drug screening for the City of Grand Rapids.
- I will be scheduling some time for a meeting with you to discuss your transition to the City and look forward to talking with you. Detailed information about your benefits and the City will be provided to you during this meeting.

Start Date: Your first date of employment will be subject to the successful completion and passing of the above-mentioned conditions.

Compensation: Your hourly wage will be \$35.92 per hour, and you will be scheduled for 84-hours each pay period, equivalent to a base wage of \$78,449.28 annually.

Representation: Law Enforcement Labor Services (LELS) – See attached Bargaining Agreement.

Benefits: See attached copy of our current Benefit Summary.

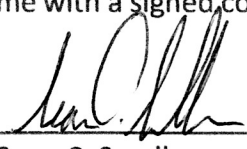
Health Insurance: The City of Grand Rapids pays 100% of the premium for family coverage. Your coverage will begin on the 1st of the month following 30 days of employment.

Flexible Time Off: Based on your seven (7) years of experience, you will accrue FTO at 7.69 hours for each 80-hour pay period, as indicated on the City FTO schedule and Memorandum of Understanding approved by City Council on March 13, 2023, and February 12, 2024.

On behalf of the City of Grand Rapids, welcome and congratulations! We look forward to working with you again.

If you have any questions, feel free to give me a call at (218) 326-7606 or (218) 256-8747.

Please sign below to indicate agreement with the terms and conditions of employment. Please provide me with a signed copy of this offer letter by no later than Thursday, November 7, 2024, by 12:00 noon.


Sean C. Smallen _____ 11/6/24
Date

Sincerely,


Chery Pierzina
Human Resources Officer

cc: Personnel File
Payroll



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 12, 2024

AGENDA ITEM: Consider accepting the resignation from Robert Kubeczko from his position as Maintenance II in Public Works and authorize Human Resources to begin the process of posting internally, advertising and hiring for the open position of Maintenance I Public Works employee.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

Rob Kubeczko has submitted a notice of resignation from his position as Maintenance II with Public Works, with an effective last day of employment being Tuesday, November 19, 2024.

Rob has been working in Public Works since April 2021. Rob has done a great job, and we truly wish him the best.

Because of this resignation, we have an open full-time Maintenance I position. We are requesting authorization for Human Resources to begin the process of posting internally, advertising, interviewing, and hiring for the open position of Maintenance I in public Works.

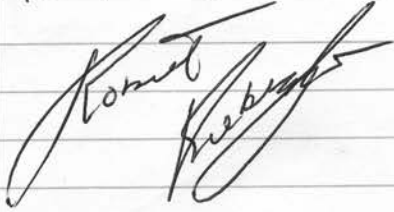
REQUESTED COUNCIL ACTION:

Make a motion to accept the resignation from Robert Kubeczko from his position as Maintenance II, effective November 19, 2024, and authorize Human Resources to begin the process of posting internally, advertising, interviewing, and hiring for the open position of Maintenance I in Public Works.

2 week notice for

Robert Kubeczko

Date 11-5-2024

A handwritten signature in black ink, appearing to read "Robert Kubeczko", written in a cursive style.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 12, 2024

AGENDA ITEM: Consider accepting the resignation from Barbara Baird from her position as Director of Finance, approve revised job description for Director of Finance, and authorize Human Resources to post, advertise, interview, and hire for the position of Director of Finance.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

Barbara Baird has resigned from her position as Director of Finance with the City of Grand Rapids. Her resignation date will be January 3, 2025. Her last day working in the office will be November 29, 2024.

Barb has worked for the City's Finance Department for a total of 24 years. She was promoted to the Director of Finance in 2013. In Barb's resignation letter, she stated she genuinely appreciated the opportunity to serve the people of Grand Rapids and work alongside such a dedicated finance team. She said experience and knowledge she gained during her tenure has been invaluable and she is grateful for the support and trust placed in her.

As the Director of Finance, in some way shape or form, most things within the City cross Barb's desk. She has provided the City with sound financial guidance, and she is a trusted resource, leader. Her knowledge and expertise will be greatly missed by all, and we truly wish her the best.

We are asking for approval of the revised job description for the position of Director of Finance and authorize Human Resources to begin the process of filling the vacancy by posting, advertising, and interviewing candidates. A copy of the updated job description is available, as well as a red-lined version for your review.

REQUESTED COUNCIL ACTION:

Make a motion to accept the resignation from Barbara Baird from her position as Director of Finance effective January 3, 2025, approve the revised job description for the Director of Finance, and authorize Human Resources to begin the process of filling the vacancy by posting, advertising, and interviewing candidates.

Barb Baird



November 1, 2024

Tom Pagel, City Administrator
City of Grand Rapids
420 N Pokegama Ave.
Grand Rapids, MN 55744

Dear Tom,

I am writing to formally resign from my position as Director of Finance with the City of Grand Rapids, my last day of work will be November 29, 2024, and my termination date will be January 3, 2025.

This decision has not been an easy one, but after careful consideration, I believe it is in the best interest of both myself and the City to step down at this time. I have genuinely appreciated the opportunity to serve the people of Grand Rapids and work alongside such a dedicated finance team. The experience and knowledge I have gained during my tenure here have been invaluable, and I am grateful for the support and trust placed in me.

I am committed to ensuring a smooth transition and will be happy to assist with any necessary handovers or outstanding matters during my remaining time. Please feel free to reach out if there are specific tasks or responsibilities that require my attention before my departure.

Thank you once again for the opportunity to serve the City of Grand Rapids.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Baird".

Barbara Baird

City of Grand Rapids Job Description

Job Title: Director of Finance
Department: Finance
FLSA Status: Exempt
Approved By: City Council
Approved Date:

Summary: Performs complex professional and administrative work managing, directing and coordinating the accounting, administrative and supervisory work of the City finance and accounting systems, maintaining controls of municipal funds, budget preparation, and financial reporting, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Administrator. Departmental supervision is exercised over all personnel within the department.

Essential Duties and Responsibilities include the following. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Administers and manages the City accounting system in the preparation of journal entries, posting and reconciling of accounts, and the monitoring of daily/monthly activity to ensure the accuracy of the accounting system in accordance with accepted governmental accounting principles and applicable laws.
- Oversees the development and maintenance of the accounting system for payables, receivables, fixed assets, general ledger, debt retirement, special assessments, investments, and risk management.
- Directs the preparation of complete, accurate financial information in proper form on a timely basis to governmental agencies, auditors, Federal and State grant administrators, City Departments, and the general public.
- Directs, coordinates, supervises and prepares the Comprehensive Annual Financial Report for examination by governmental and independent auditors.
- Reviews audits of City financial records or accounting procedures to determine adherence to prescribed policies and procedures.
- Analyzes financial data to determine conformity to overall goals, objectives, and policies and to forecast future financial performance.
- Review and establish procedures in City Departments to assure the protection of City assets.
- Coordinates City investments within the guidelines established by the investment policy regarding safety of capital, investment parameters, return on investment, and diversification for adherence to all laws, rules and regulations.
- Determines when to sell bonds and directs their sale in accordance with State and Federal statutes.

- Maintains business subsidy files and submits annual business subsidy reports to State Auditor's Office.
- Prepares and provides financial information in various formats for use in public meetings or internal communications.
- Provides assistance on Department policies, activities, and procedures in response to inquiries from the public and other City employees.
- Directs the preparation of the City's monthly Treasurer's and Investment Reports that summarizes financial cash and investment information.
- Coordinates City-wide budgeting process based on an evaluation of present and future trends in cooperation with Department Heads and within the guidelines established by the City Administrator and monitors the adopted City-wide budget for adherence to approved budget appropriations.
- Prepares and makes recommendations to the City Administrator for the development of the annual Finance Department budget.
- Serves as a member of various employee committees.
- Performs other duties and assumes additional responsibilities as apparent and as directed to ensure efficient department operation.

Knowledge, Skills, Abilities and Competencies Required: The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

Education and/or Experience

Bachelor's degree with coursework in accounting, or related field and considerable experience working in governmental accounting, or equivalent combination of education and experience.

Must be bondable.

Valid driver's license in the State of Minnesota.

LANGUAGE ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance manuals, technical and procedure manuals, legal opinions, union contracts, personnel policies, City Charter, ordinances and policies, and legislative issues.
- Ability to prepare reports and correspondence.
- Ability to give presentations before City Council, groups of customers; and employees.
- Ability to maintain records, complete forms, and prepare reports.
- Ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, and the general public.
- Ability to effectively give and follow verbal and written instructions.

MATHEMATICAL ABILITIES

- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to compute rates, ratios and percentages.

- Ability to perform statistical and risk analyses.
- Skill in preparing and administering municipal budgets.
- Ability to coach and train staff on municipal accounting techniques.
- Ability to recommend policy or procedural changes to keep in line with changing standards, rules and regulations.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of modern governmental accounting theory, principles and practices.
- Considerable knowledge of internal control procedures and management information systems.
- Knowledge of financial handling and investment principles and practices.
- Knowledge of office automation and computerized financial applications.
- Considerable knowledge of public finance and fiscal planning.
- Thorough knowledge of budgetary, accounting, and reporting systems, , GAAP, and GASB.
- Ability to use independent judgment and initiative to address complex matters.
- Skill in operating the necessary tools and equipment such as word processing, database and spreadsheet software, office computer system, and 10-key calculator.
- Ability to design and maintain efficient and effective financial systems and procedures.
- Ability to prepare and analyze complex financial reports.
- Ability to train and supervise employees.
- Must be bondable.

Physical Demands This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, reaching with hands and arms and lifting; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

City of Grand Rapids Job Description

Job Title: Director of Finance
Department: Finance
FLSA Status: Exempt
Approved By: City Council
Approved Date: ~~June 25, 2012~~

Summary: Performs complex professional and administrative work managing, directing and coordinating the accounting, administrative and supervisory work of the City finance and accounting systems, maintaining controls of municipal funds, budget preparation, and financial reporting, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Administrator. Departmental supervision is exercised over all personnel within the department.

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- Administers and manages the City accounting system in the preparation of journal entries, posting and reconciling of accounts, and the monitoring of daily/monthly activity to ensure the accuracy of the accounting system in accordance with accepted governmental accounting principles and applicable laws.
- Oversees the development and maintenance of the accounting system for payables, receivables, fixed assets, general ledger, debt retirement, special assessments, investments, and risk management.
- Directs the preparation of complete, accurate financial information in proper form on a timely basis to governmental agencies, auditors, Federal and State grant administrators, City Departments, and the general public.
- Directs, coordinates, supervises and prepares the Comprehensive Annual Financial Report for examination by governmental and independent auditors.
- Reviews audits of City financial records or accounting procedures to determine adherence to prescribed policies and procedures.
- Analyzes financial data to determine conformity to overall goals, objectives, and policies and to forecast future financial performance.
- Review and establish procedures in City Departments to assure the protection of City assets.
- Coordinates City investments within the guidelines established by the investment policy regarding safety of capital, investment parameters, return on investment, and diversification for adherence to all laws, rules and regulations.
- Determines when to sell bonds and directs their sale in accordance with State and Federal statutes.

- Maintains ~~Tax-Increment~~ business subsidy files and submits annual ~~Tax-Increment~~ business subsidy Reports to State Auditor's Office.
- Prepares and provides financial information in various formats for use in public meetings or internal communications.
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- Serves as a member of various employee committees.
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- Ability to coach and train staff on municipal accounting techniques.
- Ability to recommend policy or procedural changes to keep in line with changing standards, rules and regulations.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

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- Knowledge of office automation and computerized financial applications.
- Considerable knowledge of public finance and fiscal planning.
- Thorough knowledge of budgetary, accounting, and reporting systems, , GAAP, and GASB.
- Ability to use independent judgment and initiative to address complex matters.
- Skill in operating the necessary tools and equipment such as word processing, database and spreadsheet software, office computer system, and 10-key calculator.
- Ability to design and maintain efficient and effective financial systems and procedures.
- Ability to prepare and analyze complex financial reports.
- Ability to train and supervise employees.
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Physical Demands This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, reaching with hands and arms and lifting; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 12, 2024

AGENDA ITEM: Consider wage increase for Assistant Golf Professional and authorize Human Resources to re-post, interview and hire for the open position of Assistant Golf Professional.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

In February 2024, City Council authorized the posting, interviewing, and hiring for the open position of Assistant Golf Professional. This position was previously titled Lead Cashier. The job description was updated in February 2024; however, there was no change in the wage.

Using the PGA Compensation Survey data from the PGA of America, we are requesting to increase the 2025 wage range for the Assistant Golf Professional. The current wage range for the Assistant Golf Professional is \$18.00 per hour through \$25.00 per hour. We are requesting to increase the 2025 wage range for this position to \$28.32 per hour to \$30.16 per hour, based on experience. Future salary increases will be consistent with the pay range for part-time, seasonal, and temporary employees.

This is currently an open position; therefore, we are requesting authorization for Human Resources to re-post the position using the 2025 wage increase and begin the process of posting, interviewing, and hiring for the open position of Assistant Golf Professional.

All costs associated with this position are included in the 2025 budget.

REQUESTED BOARD ACTION:

Make a motion to increase the 2025 wage range for the position of Assistant Golf Professional to \$28.32 per hour to \$30.16 per hour, based on experience, with future salary increases consistent with the pay range for part-time, seasonal, and temporary employees, and authorize Human Resources to re-post the position and begin the process of posting, interviewing, and hiring for the open position of Assistant Golf Professional.



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

REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 12, 2024

AGENDA ITEM: Consider appointing a Council member to serve as Arrowhead Regional Development Commission Representative

PREPARED BY: Kimberly Gibeau

BACKGROUND:

Dale Adams' term as ARDC representative will expire at the end of January 2025. The ARDC is requesting the City Council appoint a member to fill the next term from January 2025 – January 2028. The deadline for submitting the appointment is December 13, 2024.

REQUESTED COUNCIL ACTION:

Make a motion to appoint a member of the City Council to serve as ARDC Commission Representative.

Memorandum

To: Mayor and Council Members – Itasca County (Grand Rapids)
From: Krista Mattila, Board Coordinator
Date: October 28, 2024
Re: Nomination for Itasca County Communities Over 10,000 (Grand Rapids)
ARDC Commission Representative

The Arrowhead Regional Development Commission has in its membership, as specified by Article III, Section 3.1 (f) of its By-Laws, *one mayor or councilperson from each municipality of over 10,000 population in each county*. Dale Adam's term for the representative for Communities over 10,000 for Grand Rapids is expiring at the end of January 2025. This memo is a request to nominate a Grand Rapids representative, either the mayor or a councilperson, to the Arrowhead Regional Development Commission. Dale is eligible for another term.

A nomination form and return envelope are enclosed for your convenience. **Please return the form with the appointment** of a representative to fill the term for January 2025 – January, 2028 via mail, e-mail at kmattila@ardc.org, or faxed to 218-529-7592 by **December 13, 2024**. **Please also include a brief bio about the Representative.**

The full commission will ratify appointments of representatives at ARDC's Annual Meeting on Thursday, January 16, 2025. The Commission meets four times a year on the 3rd Thursday of January, April, July and October, at Hermantown's Public Safety Building (Fire & Police), in the Training Center, located at 5111 Maple Grove Road, Hermantown, MN 55811, but it could be moved to various locations in the Region. These positions are unpaid, volunteer positions; however, members are reimbursed for their mileage to and from meetings and reasonable expenses.

ARDC is a multi-purpose planning organization serving the Arrowhead counties of Aitkin, Carlton, Cook, Itasca, Lake, Koochiching and St. Louis by providing local unites of government and citizen groups a means to work cooperatively to identify regional needs, solve problems and foster local leadership. The Commission is a policy-making body comprised of representatives that include counties, municipalities, townships, school boards, and at large interests.

Thank you for your continued interest and support of ARDC's work in the Arrowhead Region. Please contact Krista Mattila at 218-529-7543 if you have any questions about this process.

Respectfully,
Krista Mattila
ARDC Human Resources Manager/Board Coordinator

Enclosed: Nomination Form & Business Reply Envelope

ARROWHEAD REGIONAL DEVELOPMENT COMMISSION (ARDC)

221 West First Street

Duluth, MN 55802

Phone: 218-529-7543 / Fax: 218-529-7592 / E-mail: kmattila@ardc.org

COMMUNITES OVER 10,000 REPRESENTATIVE

NOMINATION FORM

CITY OF: Grand Rapids

I hereby nominate the following person as the Communities Over 10,000 representative on the Arrowhead Regional Development Commission:

Candidate's Name/Title: _____

City of: _____

Address: _____

Phone: _____ Email: _____

Brief Bio (or attach a resume): _____

Civic, Professional, &/Or Community Activities: _____

Nominated By: _____

Street Address: _____

City, State, Zip _____

Phone No. _____ Email: _____

DEADLINE FOR NOMINATIONS TO BE RECEIVED VIA MAIL, FAX OR E-MAIL (above): December 13th, 2024.