



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

**CITY COUNCIL MEETING AGENDA**  
**Monday, March 23, 2026**  
**5:00 PM**

CALL TO ORDER: Pursuant to due notice and call thereof, a Regular meeting of the Grand Rapids City Council will be held on Monday, March 23, 2026 at 5:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL:

PROCLAMATIONS/PRESENTATIONS:

1. Proclaim April 2026 Fair Housing Month

POSITIVE HAPPENINGS IN THE CITY:

PUBLIC FORUM:

COUNCIL REPORTS:

APPROVAL OF MINUTES:

2. Approve minutes for March 9, 2026 Regular Council meeting and summary for March 9, 2026 Closed meeting.

VERIFIED CLAIMS:

3. Approve the verified claims for the period March 3, 2026 to March 16, 2026 in the total amount of \$5,130,974.38 of which \$312,831.25 are debt service payments.

CONSENT AGENDA:

4. Consider approving the purchase of a smooth drum roller for public works
5. Consider adopting an ordinance amending Chapter 2, Division 6. Human Rights Commission of the Grand Rapids Municipal Code.
6. Consider entering into an Advertising Agreement with a business at Yanmar Arena.
7. Consider approving the purchase of a mower for public works
8. Consider approval of payment to ISD 318 assistant coaches
9. Consider approval of a resolution authorizing a grant request to MN IRRR for sewer and water infrastructure to the Garden Court Chateau Assisted Living Facility.

[10.](#) Consider Golf Course job descriptions and title changes and hiring and rehiring of seasonal golf staff.

[11.](#) Consider awarding engineering consulting services at GPZ Airport

SET REGULAR AGENDA:

CITY COUNCIL:

[12.](#) Consider appointment to the Human Rights Commission

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR MONDAY, APRIL 13, 2026 AT 5:00 PM

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

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

ATTEST: Kimberly Gibeau, City Clerk

# Proclamation

## *FAIR HOUSING MONTH*

WHEREAS, the month of April marks the anniversary of the passage of the Federal Fair Housing Law of 1968, recognizing that no American should have their right to purchase or rent shelter of choice abridged because of race, color, religion, sex, handicap, familial status or national origin, sexual orientation or gender identity; and

WHEREAS, equality of opportunity for all is a fundamental policy of this nation and the City of Grand Rapids; and

WHEREAS, the location where people live has a direct impact on the quality of their health, education and access to economic opportunities; and

WHEREAS, historical racial discriminatory housing practices have created racial and economic segregation in communities that have created disparate outcomes in overall quality of life, including access to homeownership, quality education, healthcare, and transportation as a few examples; and

WHEREAS, the City of Grand Rapids is committed to promoting housing choices and fostering inclusive communities, free from housing discrimination; and

WHEREAS, the City Council establishes the City of Grand Rapids as an inclusive community committed to fair housing by applying this to its housing programs and services; and promotes appropriate activities by private and public entities intended to provide or advocate for equal housing opportunities for all residents and prospective residents of Grand Rapids.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Grand Rapids, hereby proclaims the month of April 2026 to be Fair Housing Month in the City of Grand Rapids, County of Itasca, State of Minnesota, USA.

IN WITNESS WHEREOF, I have hereto subscribed my name and the seal of the City of Grand Rapids, Minnesota, this 23<sup>rd</sup> day of March, Two thousand twenty-six.

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Tasha Connelly, Mayor  
City of Grand Rapids



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**CITY COUNCIL MEETING MINUTES**  
**Monday, March 09, 2026**  
**5:00 PM**

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

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

**STAFF:** Tom Pagel, Kimberly Gibeau, Chad Sterle, Carl Babich, Jeremy Nelson, Will Richter, Kevin Ott, Rob Mattei

**POSITIVE HAPPENINGS IN THE CITY:**

Mayor Connelly shared two positive updates for the community. First, the City Government Academy has nearly reached its capacity with 24 participants registered for 25 spots in the upcoming nine-week program beginning next Wednesday. The free program is designed to help residents learn about city government operations and encourage greater community involvement. The Mayor thanked staff for organizing the program and expressed excitement about the strong interest compared to the previous year. Second, she highlighted the success of local youth, noting several state tournament qualifications and praising the community's representation at the state level. Congratulations to the students!

**PUBLIC FORUM:**

No one from the public wished to speak.

**COUNCIL REPORTS:**

Councilor Blake reported attending several government and advocacy meetings. He represented Grand Rapids Public Utilities at the American Public Power Association event in Washington, D.C., where they advocated for federal priorities supporting municipal utilities and met with members of Minnesota's congressional delegation. There was an opportunity during these meetings to share a community project funding request related to Central School. Attended a RAMS meeting where the Minnesota DNR explained the cause of a \$2.65 million overpayment issue and the steps taken to prevent it from happening again. Participated in Minnesota Community Action Partnership lobby day to advocate for programs that benefit local residents through Kootasca services, meeting with several state legislators. Councilor Blake also attended the RAMS legislative dinner and update, where regional priorities were discussed, including a proposal for increased annual funding for water infrastructure.

Mayor Connelly announced an upcoming K-9 unit fundraiser hosted by the Cass County and Grand Rapids Police Departments. The event will take place on Sunday, March 15, from 11 a.m. to 3 p.m. at Timberlake Lodge Hotel. Community members are invited to attend and support the local K-9 programs. The fundraiser will include bingo, auctions, raffles, prizes, and live K-9 demonstrations, along with food

such as sloppy joes for purchase. The event aims to raise funds while engaging the community in supporting law enforcement K-9 units.

#### APPROVAL OF MINUTES:

1. Approve minutes for Monday, February 23, 2026 City Council Worksession and Regular meetings.

Motion made by Councilor MacGregor, Seconded by Councilor Mertes to approve Council minutes for February 23, 2026 meetings as presented. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Blake, Councilor Mertes

#### VERIFIED CLAIMS:

2. Approve the verified claims for the period February 18, 2026 to March 2, 2026 in the total amount of \$2,484,506.90.

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

#### CONSENT AGENDA:

3. Consider Approving Updated Prior Approval List
4. Consider entering into a Memorandum of Understanding between Support Within Reach and the Grand Rapids Police Department.
5. Consider adopting a resolution approving LG214 Premises Permit Application for Grand Rapids Amateur Hockey Association

#### **Adopted Resolution 26-08**

6. Consider approving an agreement with SEH for the 5-23 Slurry Seal project at the Grand Rapids / Itasca County Airport
7. Consider approving an agreement with SEH for the Taxilane Extension project at the Grand Rapids / Itasca County Airport
8. Consider approving an agreement with SEH for the SRE Acquisition at the Grand Rapids / Itasca County Airport
9. Consider approving the General Liability insurance coverage through the League of Minnesota Cities Insurance Trust.
10. Consider approving on-sale liquor license for Pours LLC dba Pinched LLC

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

SET REGULAR AGENDA:

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

POLICE:

11. Consider adopting a resolution accepting a GRPD donation from the Grand Rapids Woodland Bank

Police Captain Jeremy Nelson stated that the Grand Rapids Police Department hosted a meeting on February 10th with 61 representatives from local banks and credit unions to discuss ATM thefts, scams, and general banking security. Several department members presented information, and the event was considered very successful. The following week, local law enforcement attended an appreciation gathering hosted by Woodland Bank, where the bank presented the department with a \$500 donation. The funds will be added to the department's public safety account to support technology and equipment improvements.

Motion made by Councilor MacGregor, Seconded by Councilor Mertes to **adopt Resolution 26-09**, accepting \$500 donation from Woodland Bank on behalf of the Grand Rapids Police Department as presented. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Blake, Councilor Mertes

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

12. Conduct a public hearing to consider the vacation of an alley right-of-way in Block 26, Grand Rapids Second Division.

Mayor Connelly introduced the public hearing regarding a proposal to vacate an alley right-of-way located in Block 26 of the Grand Rapids Second Division plat in Grand Rapids.

Zoning Administrator Will Richter presented a recommendation from the Planning Commission to vacate an unused platted alley right-of-way located in Block 26 at the former Itasca County Farm Service site at 900 NW 4th Street in Grand Rapids. The alley, originally platted in 1890, is currently unimproved and sits between parcels owned by the petitioner. The request is intended to establish clear title so the property can potentially be sold and redeveloped as a single contiguous parcel. The proposal was reviewed by the Community Development Department, city engineering staff, and Grand Rapids Public Utilities staff, all of whom determined the alley is not needed for traffic, pedestrian access, or utilities. The Grand Rapids Planning Commission recommended approval, noting the vacation could remove blight, support redevelopment, and place additional property back on the tax rolls.

Mayor Connelly confirmed with staff that all required notices had been made and no related correspondence had been received.

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

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

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

COMMUNITY DEVELOPMENT:

13. Consider the adoption of a resolution approving the vacation of an alley right-of-way within Block 26, Grand Rapids Second Division.

Will Richter follows the public hearing on the proposed vacation of an alley right-of-way in Block 26 of the Grand Rapids Second Division, advising the council of the option to accept the Planning Commission's recommendation and adopt the staff-prepared resolution, or to make independent findings to approve or deny the request.

Motion made by Councilor Blake, Seconded by Councilor Mertes to **adopt Resolution 26-10**, approving the vacation of an alley right-of-way within Block 26, Grand Rapids Second Division. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Blake, Councilor Mertes

ADJOURNMENT:

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

Respectfully submitted:

*Kimberly Gibeau*  
Kimberly Gibeau, City Clerk



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## **CITY COUNCIL CLOSED MEETING SUMMARY**

**Monday, March 09, 2026**

**4:15 PM**

Mayor Connelly called the meeting to order at 4:16 PM.

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

STAFF: Chad Sterle, Kimberly Gibeau, Tom Pagel (arrived at 4:26 PM)

### BUSINESS:

Mayor Connelly stated the purpose of the meeting and asked for a motion to close the meeting.

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

1. Conduct annual performance review for Tom Pagel, City Administrator

Conducted annual review of City Administrator Tom Pagel. Mr. Pagel joined the meeting at 4:26 PM. Discussion regarding past performance and goals for 2026.

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

There being no further business, the meeting adjourned at 4:40 PM.

Respectfully submitted:

*Kimberly Gibeau*  
 Kimberly Gibeau, City Clerk

## Summary Report

<b>VENDOR NAME/INVOICE #</b>	<b>AMOUNT</b>
5 STAR PEST CONTROL &	\$ 275.00
ALL FLAGS, LLC	\$ 571.43
ARROW EMBROIDERY/PHOTO EXPRESS	\$ 78.00
AUTO VALUE - GRAND RAPIDS	\$ 142.99
BURGGRAF'S ACE HARDWARE	\$ 465.78
CARQUEST AUTO PARTS	\$ 562.71
CENTRAL LANDSCAPE SUPPLY INC	\$ 3,078.05
COLE HARDWARE INC	\$ 93.50
COMPASS MINERALS AMERICA, INC.	\$ 5,633.96
COMPUTERSHARE	\$ 312,831.25
DANIEL SKOGLUND	\$ 1,810.64
DAVIS OIL INC	\$ 1,947.50
DSC COMMUNICATIONS	\$ 82.50
EARL F ANDERSEN	\$ 1,584.60
EDWARDS OIL INC	\$ 1,356.90
FOREMOST PROMOTIONS	\$ 1,668.79
FOREST LAKE RESTAURANT	\$ 404.76
GARTNER REFRIGERATION CO	\$ 7,240.41
GRAND RAPIDS HERALD REVIEW	\$ 98.33
H & L MESABI	\$ 2,216.00
HAYDEN-MURPHY EQUIPMENT COMPANY	\$ 2,200.00
IIA LIFTING SERVICES INC	\$ 3,488.02
ITASCA COUNTY TREASURER	\$ 2,270.33
ITASCA DRIFTSKIPPERS	\$ 3,000.00
KTJ 435 LLC	\$ 3,225,887.95
L&M SUPPLY	\$ 18.78
MADDEN GALANTER HANSEN LLP	\$ 329.00
MIDWEST SECURITY & FIRE INC	\$ 312.00
NEOGOV	\$ 2,226.63
NUSS TRUCK GROUP INC	\$ 94.35
OTIS ELEVATOR COMPANY	\$ 3,488.64
PUBLIC UTILITIES COMMISSION	\$ 4,400.00
RAMS	\$ 1,173.00
SANDSTROM'S INC	\$ 643.95
SEH - GRAND RAPIDS	\$ 1,710.00
STOP STICK LTD	\$ 574.00
STREICHER'S INC	\$ 902.00
THE PLUM CATALYST LLC	\$ 20,000.00
TNT CONSTRUCTION GROUP LLC	\$ 2,025.00

## Summary Report

ULINE, INC	\$	160.22
VESTIS GROUP, INC	\$	73.29
YANMAR COMPACT EQUIPMENT NORTH AMERICA	\$	243.44

**TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 3,617,363.70**

**CHECKS ISSUED/PRIOR APPROVAL:**

AMAZON CAPITAL SERVICES	1QRX-X6LY-RY37	\$	46.96
CENTURYLINK QC	333508017/Feb26-C	\$	55.45
CITY OF COHASSET	10065102/Feb26-G	\$	335.83
GRAND RAPIDS PAYROLL	1/23/2026	\$	387,613.60
GRAND RAPIDS PAYROLL	2/6/2026	\$	412,630.79
GRAND RAPIDS PAYROLL	2/20/2026	\$	389,852.96
HOME DEPOT CREDIT SERVICES	1091/Jan26	\$	520.25
HUNTINGTON NATIONAL BANK, THE	2506255-G	\$	5,725.99
ITASCA COUNTY RECORDER	J Pulkrabek Cem Deed	\$	46.00
LEAGUE OF MN CITIES INS TRUST	25923	\$	146.12
LEAGUE OF MN CITIES INS TRUST	40003953/2026GL	\$	300,276.00
LOFFLER COMPANIES INC	5287671	\$	128.15
LOFFLER COMPANIES INC	41427090	\$	447.80
MARCO TECHNOLOGIES, LLC	INV14963832	\$	8.92
MARCO TECHNOLOGIES, LLC	INV14955868	\$	97.85
MINNESOTA ENERGY RESOURCES	0615241258-01/Feb26-A	\$	19.51
MINNESOTA ENERGY RESOURCES	0502552454-01/Feb26-A	\$	896.56
MINNESOTA ENERGY RESOURCES	0503250588-01/Feb26	\$	367.46
MINNESOTA REVENUE	1/1/2026	\$	1,240.00
MN BCA TRAINING	45363	\$	275.00
MN STATE RETIREMENT SYSTEM-GR	Clerical/HCSP/Apr26	\$	2,088.00
NORTHERN STAR COOPERATIVE	160060/FEB26	\$	8,784.43
PAUL BUNYAN COMMUNICATIONS	4026700/Mar26-L	\$	248.92
PAUL BUNYAN COMMUNICATIONS	8293800/Mar26-G	\$	157.58
PAUL BUNYAN COMMUNICATIONS	4205000/Mar26-C	\$	77.56
PAUL BUNYAN COMMUNICATIONS	6464100/Mar26	\$	1,198.24
PAUL BUNYAN COMMUNICATIONS	8798300/Mar26	\$	70.00
RICK BLAKE	022626	\$	79.75
WILLIAM SAW	030426	\$	175.00

**TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 1,513,610.68**

**TOTAL ALL DEPARTMENTS: \$ 5,130,974.38**



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## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** March 23<sup>rd</sup>, 2026

**AGENDA ITEM:** Consider approving the purchase of a smooth drum roller for public works

**PREPARED BY:** Matt Wegwerth

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### **BACKGROUND:**

Public works is requesting the approval to purchase a used Bomag 47" double smooth drum roller from Road Machinery & Supplies (RMS) for \$38,500.00. Our current roller is a 1998 Rosco Brand roller that can no longer be repaired. PW uses this piece of equipment for roadway maintenance, alley repairs, stormwater projects and many other maintenance activities. A roller is an integral part of our work. Quotes were received on new and used models, and it is recommended to purchase the used Bomag from RMS.

### Equipment Specs:

2021 Bomag Model BW120SL-5  
 47" Double roller  
 S/N 961880701157  
 128 Hours

### Quotes:

Nuss(New) - \$48,142.00  
 Ziegler (New) - \$52,800.00  
 RMS (New) - \$48,500.00  
 RMS (Used) - \$38,500.00 (recommended)

Equipment will be purchased with the PIR account.

### **REQUESTED COUNCIL ACTION:**

Make a motion approving the purchase of a used 2021 Bomag 47" smooth drum roller from Road Machinery & Supplies Co. for \$38,500.00 and authorize payment



## Road Machinery & Supplies Co.

We supply the equipment, support, and technology solutions that enable our customers to build infrastructure and industry in the communities we serve.

Quote #: jk5-0818  
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Item 4.

jkesanen@rmseq.com

Billing Address:  
CITY OF GRAND RAPIDS GRAND002  
500 SE 4TH ST  
GRAND RAPIDS MN 55744  
Main Phone# 2183267600  
Contact:  
Email:

Shipping Address:  
05 - VIRGINIA Store  
315 N HOOVER RD  
VIRGINIA MN 55792

### **2021 BOMAG MODEL BW120SL-5 BW120SL-5 ROLLER, 47" DOUBLE, ROPS S/N 961880701157, STOCK # 056643 W/ 128 HOURS**

**\$38,500.00**

Equipped as follows:

- S19 ROPS, hinged
- FS33 Sliding seat plus extras
- VM25 Economizer+ C/F -display
- E26 Battery disconnect switch
- E16 Rotary beacon

FOB RMS Virginia

Standard equipment

- ? Multi-function display incl. operating hour meter
- ? Water level
- ? Electronic fuel gauge
- ? Emergency STOP
- ? Individual control,vibration '
- ? Intelligent Vibration Control (IVC)
- ? Integrated stowage compartment
- ? Adjustable operator's seat
- ? Lashing eyes, galvanized
- ? Back-up alarm
- ? Single point lifting device
- ? Vandalism protection
- ? Lockable engine cover
- ? Working lights, front and rear
- ? 12 V socket
- ? Seat contact switch

*\* Subject to all applicable taxes. This proposal is good for 30 days and subject to availability. Pricing is subject to change without notice.*

 Savage, MN • 952-895-9595  
Duluth, MN • 218-727-8611  
Virginia, MN • 218-741-9011

Negaunee, MI • 906-475-6488  
Des Moines, IA • 515-282-0404  
Cedar Rapids, IA • 319-363-9655

Sioux City, IA • 712-252-0538  
East Moline, IL • 309-755-7203  
Rochester, MN • 507-701-0199

 [rmsequipment.com](http://rmsequipment.com)



**Road Machinery & Supplies Co.**

*We supply the equipment, support, and technology solutions that enable our customers to build infrastructure and industry in the communities we serve.*

Item 4.

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jkesanen@rmseq.com

**Warranty Details:**

**Sub Total:** **\$38,500.00**

**Total Selling Price:** **\$38,500.00**

The 3-2-1 warranty upgrade only applies to orders for new equipment/machines from the date of machine transfer, and at the latest from 6 months after the BOMAG delivery date. Otherwise the same terms and conditions apply as for the BOMAG standard warranty. Service parts, wear parts and lubricants as well as damage caused by excessive stress or improper usage are not covered under this warranty.

On behalf of Road Machinery & Supplies Co., thank you for the opportunity to quote this equipment!

Sincerely,

Jacob Kesanen  
Territory Manager

*\* Subject to all applicable taxes. This proposal is good for 30 days and subject to availability. Pricing is subject to change without notice.*

 Savage, MN • 952-895-9595  
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jkesanen@rmseq.com

### Terms and Provisions

1. If Purchaser contemporaneously herewith or subsequently executes a security agreement or a lease agreement relating to the Equipment described on the face hereof (herein called "Equipment"), the terms and provisions of such security agreement or lease Agreement shall supersede all terms and provisions of this Equipment Order and Agreement (herein called "Agreement"). Without limiting the generality of the foregoing, if this agreement is superseded by a lease agreement, all payments made hereunder shall be determined to be rental, and Purchaser shall not be deemed to have acquired any equity in the Equipment.
2. Subject to the provisions of Paragraph 1, Seller agrees to sell and Purchaser agrees to purchase the Equipment for the price or prices and on the terms and conditions stated on the face hereof and on this page 2. Unless otherwise specified, the terms of this agreement are net cash on receipt of invoice. If payment is not made on or before the due date, the full unpaid balance shall, at Seller's option, be subject to interest until paid at the rate of 1 ½% per month if Purchaser is a corporation or at the highest legal rate permitted by law if the Purchaser is a partnership or an individual. Neither the loss, destruction, or damage of the Equipment, nor the renewal or extension of this contract, nor the institution of suit or procurement or judgement thereon; nor the hypothecation, assignment or discounting of this Agreement shall operate as payment or in any manner relieve Purchaser from his obligations hereunder.
3. To secure the performance of Purchaser's obligations under this Agreement, Purchaser hereby grants to Seller a security interest in the Equipment, effective upon delivery of the Equipment to Purchaser. Such interest shall be enforceable by Seller in accordance with the provisions of Article IX of the Minnesota Uniform Commercial Code. Until Purchaser has performed all obligations on the part of Purchaser to be performed under this Agreement, Purchaser agrees: (a) to keep the Equipment in good condition and repair at his own expense; (b) not to assign or transfer any interest in this Agreement, nor sell, assign, pledge, mortgage, encumber, suffer the creation of any lien, nor dispose of the Equipment or any part thereof, nor make any material change in Equipment, without the prior written consent of Seller; (c) to pay all taxes, charges and assessments of every character levied or assessed against the Equipment; (d) to keep the Equipment insured at his own expense, against all physical loss or damage, of whatsoever kind and nature and however caused, excepting only loss or damage occasioned by so-called uninsurable perils, such as war risk, nuclear energy peril and normal wear and tear, in an amount not less than the remaining balance due to the Seller with deductible amount not to exceed \$1,000.00 per loss, and to place such insurance through agencies or brokers and with insurance companies acceptable to Seller, with the proceeds thereon payable to Seller and Purchaser as their interest may appear; (e) to execute all documents which may be necessary for the perfection and recording of Seller's security interest in the Equipment.
4. Purchaser shall pay all transportation charges. Within five (5) days after delivery of the Equipment at the point of destination, Purchaser shall notify Seller in writing of any claimed defects in the Equipment or of any claimed failure by Seller to comply with its promises and obligations concerning the Equipment. If such notice in writing is not given to Seller by Purchaser within said time, then the Equipment shall be deemed to have been accepted by Purchaser and to be in full compliance with all terms, conditions, covenants and representations herein contained. Purchaser will ensure all persons operating equipment will have read the equipment operator's manual. If unable to locate, please contact the Seller to request a copy.
5. Purchaser may not return the Equipment without the written consent of Seller. If Seller consents in writing to such return, a charge of 10 percent may be made to Purchaser to cover handling expenses, except for Equipment found upon return to have been defective.
6. Seller shall not be liable to Purchaser if Seller cannot obtain the Equipment through the exercise of reasonable diligence, or if delivery is delayed or prevented by the manufacturer or by strike, accident, act of God, war, civil commotion or riot, governmental action or requirement, or other cause beyond the control of Seller. Seller assumes no responsibility and shall not be liable for any loss or damages, direct or consequential, alleged to have been caused by or resulting from the operation or non-operability of the Equipment.
7. If any equipment owned by Purchaser is to be traded in as part of this Agreement, but the same is not to be delivered to Seller until a time later than the date of this Agreement, Seller shall have the right to reappraise said trade-in equipment at the time of actual delivery to Seller, and said reappraisal value shall determine the Trade-In Allowance for said equipment.
8. PURCHASER ACKNOWLEDGES: (a) THAT PURCHASER MAKES THE FINAL SELECTION, IN ALL RESPECTS, OF THE EQUIPMENT; (b) THAT SELLER IS NOT A MANUFACTURER OF THE EQUIPMENT; (c) THAT PURCHASER ACCEPTS THE EQUIPMENT WITH ALL FAULTS, SUBJECT ONLY TO MANUFACTURERS AND/OR DEALER'S WRITTEN NEW EQUIPMENT WARRANTIES, IF ANY; (d) THAT UNLESS OTHERWISE SPECIFICALLY STATED ON THE FACE HEREOF, USED EQUIPMENT IS NOT SUBJECT TO ANY WARRANTY BY MANUFACTURER OR SELLER; (e) THAT NOTWITHSTANDING ANY WARRANTY, IF ANY, BY THE MANUFACTURER AND/OR SELLER, NEITHER MANUFACTURER NOR SELLER SHALL BE LIABLE FOR THE COST OF REPAIRS MADE OUTSIDE OF SELLER'S OR MANUFACTURER'S PLACE OF BUSINESS, UNLESS AUTHORIZED IN WRITING; (f) THAT THERE ARE NO WARRANTIES - EXPRESS, IMPLIED OR STATUTORY - ON THE PART OF SELLER AS TO FITNESS OF THE EQUIPMENT FOR ANY GENERAL OR SPECIFIC PURPOSE OR AS TO MERCHANTABILITY OR QUALITY; (g) NO PAYMENT REQUIRED HEREUNDER TO BE MADE BY PURCHASER SHALL BE DELAYED AWAITING SETTLEMENT OF ANY CLAIM.
9. If upon tender of delivery of the Equipment by Seller to Purchaser, Purchaser fails or refuses for any reason to complete the purchase transaction, Seller may in its discretion retain the Down Payment and the trade-in equipment as liquidated damages; or, at its option, Seller may resell or retain the trade-in equipment, and shall apply the Down Payment and the amount received on resale, or the fair market value of said equipment (if no resale) as of the date of Purchaser's breach, in reduction of Seller's damages, costs and expenses.
10. The following shall be deemed to be events of default by Purchaser: (a) the failure by Purchaser to comply with any term or provision of this Agreement, (b) the failure by Purchaser to make any payment provided for herein when due or payable; (c) any cessation or interruption of Purchaser's business as a going concern; (d) any assignment by Purchaser for the benefit of creditors; (e) any assignment or purported assignment by Purchaser, whether voluntary or by operation of law, of Purchaser's interest in the Equipment without the prior written consent of Seller; (f) the institution of any proceeding under the Bankruptcy Act, voluntary or involuntary, by or against Purchaser; (g) the commencement of any insolvency or receivership proceeding, voluntary or involuntary, against Purchaser; (h) the levy upon or seizure by judicial process of the Equipment or any part thereof; (i) the occurrence of any unusual or unreasonable depreciation in the value of the Equipment arising out of its use by Purchaser; or (j) the determination by Seller that it is insecure, for whatever reason, with respect to the Equipment or PURCHASER'S obligations hereunder. Upon Purchaser's default, the entire unpaid balance of the purchase price, together with accrued interest thereon and all other sums payable hereunder, at the option of the Seller and without notice, shall become immediately due and payable and Seller may exercise all rights and remedies available to it under the Minnesota Uniform Commercial Code as now enacted or as may be from time to time amended, and, in conjunction with, and in addition to or substitution for those rights and remedies, at Seller's discretion, Seller may, in conformity with law, and without liability to purchaser therefore, (a) enter upon Purchaser's premises to take possession of, assemble and collect the Equipment or to render it unusable, or (b) require purchaser to assemble the Equipment and make it available at a place Seller designates which is mutually convenient to allow Seller to take possession or dispose of the Equipment.
11. Purchaser agrees to pay Seller or its assignees the reasonable expenses of retaking, holding, preparing for sale, selling, and the like, and the reasonable attorney's fees and legal expenses incurred by Seller or said assignees in recovering possession of the equipment or in collecting any installment or the unpaid balances of the purchase price. If Purchaser fails to pay any installment or the unpaid balance when due, Seller or its assignees may refer the collection thereof to any person or collection agency or to any of the employees of Seller or its assignees, and Purchaser agrees to Pay Seller or its assignees a reasonable collection charge, which shall in no event be less than 5 percent of said delinquent installment or unpaid balance, or \$150.00 whichever is the greater.
12. The failure of Seller in any one or more instances to insist upon the performance of any term or provision of this Agreement or to exercise any right or privilege conferred by this Agreement, shall not be construed as thereafter waiving any such term, provision, right or privilege.

\* Subject to all applicable taxes. This proposal is good for 30 days and subject to availability. Pricing is subject to change without notice.

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Sioux City, IA • 712-252-0538  
East Moline, IL • 309-755-7203  
Rochester, MN • 507-701-0199

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### Road Machinery & Supplies Co.

We supply the equipment, support, and technology solutions that enable our customers to build infrastructure and industry in the communities we serve.

Quote #: jk5-0818  
10/30/2025 3:52 PM  
Page 4 of 4

jkesanen@rmseq.com

- 13. If Purchaser fails or refuses, for any reason, to perform any provision of this Agreement required by Purchaser to be performed, Seller may, at its option, perform the same and, upon demand, shall be reimbursed its costs therefor by Purchaser.
- 14. If any provision of this Agreement is finally adjudged by any court to be invalid, the remaining provisions shall remain in full force and effect, and they shall be interpreted, performed and enforced as if said invalid provision did not appear herein.
- 15. All matters, whether sounding in tort or in contract, relating to the validity, construction, interpretation, performance, or enforcement of this Agreement shall be determined according to the laws of the State of Minnesota. Purchaser hereby waives the right to move for a change of venue in any action affecting the Equipment, and Seller may, at its option, bring said action in the city and county of its main office, or any branch office, or other location selected by it. All rights of exemption and homestead laws are hereby waived by Purchaser.
- 16. This Agreement and such security agreement or lease agreement as may hereafter be executed by the parties, embodies the entire agreement between Seller and Purchaser, and there are not other agreements, either oral or written. No change or modification of the terms of this Agreement or such security agreement or lease agreement shall be binding on Seller unless such change or modification be in writing and signed by an officer of Seller. A true and correct copy of this contract has been delivered to Purchaser, receipt of which is hereby acknowledged by Purchaser.

Pursuant to an Exchange Agreement between Road Machinery & Supplies Co. and North Star Deferred Exchange LLC, as Qualified Intermediary, the rights under this agreement to sell this equipment to you have been assigned by Road Machinery & Supplies Co. to North Star Deferred Exchange LLC. It is intended that this transaction be treated by Road Machinery & Supplies Co. as part of a tax deferred exchange. This treatment has no effect on your ownership of this equipment.

Customer Acceptance By: \_\_\_\_\_ Printed Name: \_\_\_\_\_

\_\_\_\_\_ Customer Initials: *All quoted prices are subject to change and will be confirmed at time of delivery. All applicable taxes, surcharges, and tariffs will apply at time of equipment invoicing – taxes are based on deliver/pick-up location and may vary from amount quoted. Additionally, if tax-exemption is being claimed, it is the customer's responsibility to provide RMS with a copy of their tax-exempt form.*

Date Signed: \_\_\_\_\_ Purchase order#: \_\_\_\_\_

Requested delivery date: \_\_\_\_\_ Ship Via: \_\_\_\_\_

Terms: \_\_\_\_\_

Subject to RMS Management approval

RMS Management Approval: \_\_\_\_\_

Credit Approval: \_\_\_\_\_

CA #: \_\_\_\_\_

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## Road Machinery & Supplies Co.

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Item 4.

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10/30/2025 3:50 PM  
Page 1 of 4

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Billing Address:  
CITY OF GRAND RAPIDS GRAND002  
500 SE 4TH ST  
GRAND RAPIDS MN 55744  
Main Phone# 2183267600  
Contact:  
Email:

Shipping Address:  
05 - VIRGINIA Store  
315 N HOOVER RD  
VIRGINIA MN 55792

### **2024 BOMAG MODEL BW120SL-5 BW120SL-5 ROLLER, 47" DOUBLE, ROPS S/N 961880931237, STOCK # 067883 W/ 3 HOURS**

**\$48,500.00**

E16-Rotary beacon  
FS33-Sliding seat plus extras  
S19-ROPS, hinged

FOB RMS Virginia

#### Standard equipment

- ? Multi-function display incl. operating hour meter
- ? Water level
- ? Electronic fuel gauge
- ? Emergency STOP
- ? Individual control,vibration '
- ? Intelligent Vibration Control (IVC)
- ? Integrated stowage compartment
- ? Adjustable operator's seat
- ? Lashing eyes, galvanized
- ? Back-up alarm
- ? Single point lifting device
- ? Vandalism protection
- ? Lockable engine cover
- ? Working lights, front and rear
- ? 12 V socket
- ? Seat contact switch

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## Road Machinery & Supplies Co.

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10/30/2025 3:50 PM  
Page 2 of 4

Item 4.

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**Sub Total: \$48,500.00**

**Total Selling Price: \$48,500.00**

The 3-2-1 warranty upgrade only applies to orders for new equipment/machines from the date of machine transfer, and at the latest from 6 months after the BOMAG delivery date. Otherwise the same terms and conditions apply as for the BOMAG standard warranty. Service parts, wear parts and lubricants as well as damage caused by excessive stress or improper usage are not covered under this warranty.

On behalf of Road Machinery & Supplies Co., thank you for the opportunity to quote this equipment!

Sincerely,

Jacob Kesanen  
Territory Manager

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Item 4.

Quote #: jk5-0817  
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Page 3 of 4

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## Terms and Provisions

1. If Purchaser contemporaneously herewith or subsequently executes a security agreement or a lease agreement relating to the Equipment described on the face hereof (herein called "Equipment"), the terms and provisions of such security agreement or lease Agreement shall supersede all terms and provisions of this Equipment Order and Agreement (herein called "Agreement"). Without limiting the generality of the foregoing, if this agreement is superseded by a lease agreement, all payments made hereunder shall be determined to be rental, and Purchaser shall not be deemed to have acquired any equity in the Equipment.
2. Subject to the provisions of Paragraph 1, Seller agrees to sell and Purchaser agrees to purchase the Equipment for the price or prices and on the terms and conditions stated on the face hereof and on this page 2. Unless otherwise specified, the terms of this agreement are net cash on receipt of invoice. If payment is not made on or before the due date, the full unpaid balance shall, at Seller's option, be subject to interest until paid at the rate of 1 ½% per month if Purchaser is a corporation or at the highest legal rate permitted by law if the Purchaser is a partnership or an individual. Neither the loss, destruction, or damage of the Equipment, nor the renewal or extension of this contract, nor the institution of suit or procurement or judgement thereon; nor the hypothecation, assignment or discounting of this Agreement shall operate as payment or in any manner relieve Purchaser from his obligations hereunder.
3. To secure the performance of Purchaser's obligations under this Agreement, Purchaser hereby grants to Seller a security interest in the Equipment, effective upon delivery of the Equipment to Purchaser. Such interest shall be enforceable by Seller in accordance with the provisions of Article IX of the Minnesota Uniform Commercial Code. Until Purchaser has performed all obligations on the part of Purchaser to be performed under this Agreement, Purchaser agrees: (a) to keep the Equipment in good condition and repair at his own expense; (b) not to assign or transfer any interest in this Agreement, nor sell, assign, pledge, mortgage, encumber, suffer the creation of any lien, nor dispose of the Equipment or any part thereof, nor make any material change in Equipment, without the prior written consent of Seller; (c) to pay all taxes, charges and assessments of every character levied or assessed against the Equipment; (d) to keep the Equipment insured at his own expense, against all physical loss or damage, of whatsoever kind and nature and however caused, excepting only loss or damage occasioned by so-called uninsurable perils, such as war risk, nuclear energy peril and normal wear and tear, in an amount not less than the remaining balance due to the Seller with deductible amount not to exceed \$1,000.00 per loss, and to place such insurance through agencies or brokers and with insurance companies acceptable to Seller, with the proceeds thereon payable to Seller and Purchaser as their interest may appear; (e) to execute all documents which may be necessary for the perfection and recording of Seller's security interest in the Equipment.
4. Purchaser shall pay all transportation charges. Within five (5) days after delivery of the Equipment at the point of destination, Purchaser shall notify Seller in writing of any claimed defects in the Equipment or of any claimed failure by Seller to comply with its promises and obligations concerning the Equipment. If such notice in writing is not given to Seller by Purchaser within said time, then the Equipment shall be deemed to have been accepted by Purchaser and to be in full compliance with all terms, conditions, covenants and representations herein contained. Purchaser will ensure all persons operating equipment will have read the equipment operator's manual. If unable to locate, please contact the Seller to request a copy.
5. Purchaser may not return the Equipment without the written consent of Seller. If Seller consents in writing to such return, a charge of 10 percent may be made to Purchaser to cover handling expenses, except for Equipment found upon return to have been defective.
6. Seller shall not be liable to Purchaser if Seller cannot obtain the Equipment through the exercise of reasonable diligence, or if delivery is delayed or prevented by the manufacturer or by strike, accident, act of God, war, civil commotion or riot, governmental action or requirement, or other cause beyond the control of Seller. Seller assumes no responsibility and shall not be liable for any loss or damages, direct or consequential, alleged to have been caused by or resulting from the operation or non-operability of the Equipment.
7. If any equipment owned by Purchaser is to be traded in as part of this Agreement, but the same is not to be delivered to Seller until a time later than the date of this Agreement, Seller shall have the right to reappraise said trade-in equipment at the time of actual delivery to Seller, and said reappraisal value shall determine the Trade-In Allowance for said equipment.
8. PURCHASER ACKNOWLEDGES: (a) THAT PURCHASER MAKES THE FINAL SELECTION, IN ALL RESPECTS, OF THE EQUIPMENT; (b) THAT SELLER IS NOT A MANUFACTURER OF THE EQUIPMENT; (c) THAT PURCHASER ACCEPTS THE EQUIPMENT WITH ALL FAULTS, SUBJECT ONLY TO MANUFACTURERS AND/OR DEALER'S WRITTEN NEW EQUIPMENT WARRANTIES, IF ANY; (d) THAT UNLESS OTHERWISE SPECIFICALLY STATED ON THE FACE HEREOF, USED EQUIPMENT IS NOT SUBJECT TO ANY WARRANTY BY MANUFACTURER OR SELLER; (e) THAT NOTWITHSTANDING ANY WARRANTY, IF ANY, BY THE MANUFACTURER AND/OR SELLER, NEITHER MANUFACTURER NOR SELLER SHALL BE LIABLE FOR THE COST OF REPAIRS MADE OUTSIDE OF SELLER'S OR MANUFACTURER'S PLACE OF BUSINESS, UNLESS AUTHORIZED IN WRITING; (f) THAT THERE ARE NO WARRANTIES - EXPRESS, IMPLIED OR STATUTORY - ON THE PART OF SELLER AS TO FITNESS OF THE EQUIPMENT FOR ANY GENERAL OR SPECIFIC PURPOSE OR AS TO MERCHANTABILITY OR QUALITY; (g) NO PAYMENT REQUIRED HEREUNDER TO BE MADE BY PURCHASER SHALL BE DELAYED AWAITING SETTLEMENT OF ANY CLAIM.
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Page 4 of 4

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- 13. If Purchaser fails or refuses, for any reason, to perform any provision of this Agreement required by Purchaser to be performed, Seller may, at its option, perform the same and, upon demand, shall be reimbursed its costs therefor by Purchaser.
14. If any provision of this Agreement is finally adjudged by any court to be invalid, the remaining provisions shall remain in full force and effect, and they shall be interpreted, performed and enforced as if said invalid provision did not appear herein.
15. All matters, whether sounding in tort or in contract, relating to the validity, construction, interpretation, performance, or enforcement of this Agreement shall be determined according to the laws of the State of Minnesota. Purchaser hereby waives the right to move for a change of venue in any action affecting the Equipment, and Seller may, at its option, bring said action in the city and county of its main office, or any branch office, or other location selected by it. All rights of exemption and homestead laws are hereby waived by Purchaser.
16. This Agreement and such security agreement or lease agreement as may hereafter be executed by the parties, embodies the entire agreement between Seller and Purchaser, and there are not other agreements, either oral or written. No change or modification of the terms of this Agreement or such security agreement or lease agreement shall be binding on Seller unless such change or modification be in writing and signed by an officer of Seller. A true and correct copy of this contract has been delivered to Purchaser, receipt of which is hereby acknowledged by Purchaser.

Pursuant to an Exchange Agreement between Road Machinery & Supplies Co. and North Star Deferred Exchange LLC, as Qualified Intermediary, the rights under this agreement to sell this equipment to you have been assigned by Road Machinery & Supplies Co. to North Star Deferred Exchange LLC. It is intended that this transaction be treated by Road Machinery & Supplies Co. as part of a tax deferred exchange. This treatment has no effect on your ownership of this equipment.

Customer Acceptance By: \_\_\_\_\_ Printed Name: \_\_\_\_\_

\_\_\_\_\_ Customer Initials: All quoted prices are subject to change and will be confirmed at time of delivery. All applicable taxes, surcharges, and tariffs will apply at time of equipment invoicing – taxes are based on deliver/pick-up location and may vary from amount quoted. Additionally, if tax-exemption is being claimed, it is the customer's responsibility to provide RMS with a copy of their tax-exempt form.

Date Signed: \_\_\_\_\_ Purchase order#: \_\_\_\_\_

Requested delivery date: \_\_\_\_\_ Ship Via: \_\_\_\_\_

Terms: \_\_\_\_\_

Subject to RMS Management approval

RMS Management Approval: \_\_\_\_\_

Credit Approval: \_\_\_\_\_

CA #: \_\_\_\_\_

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**Quote Valid for 90 days**



**Contract:**  
011723-  
VCE

**Date:** 10/23/2025

<b>Buying Agency:</b>	City of Grand Rapids	<b>Dealership:</b>	Nuss Truck & Equipment
<b>SW Member #:</b>	25394	<b>Prepared By:</b>	Shane Custer
<b>Contact Person:</b>	Kevin Koetz	<b>Phone:</b>	218-221-4785
<b>Phone/Email:</b>	2183267659 kkoetz@ci.grand-rapids.mn.us	<b>Email:</b>	scuster@nussgrp.com

**Sourcwell Product Code** | L - Volvo Pricing Catalog: Tandem Drum Vibratory Rollers (Asphalt Compactors)

**A. Catalog / Price Sheet Items being purchased**

Quan	Description	Unit Pr	Total
1	Volvo DD25B Compactor	\$46,142	\$46,142
	See next page for machine specs at List Price, Contract Discount, Machine Price		
	TOTAL Purchase Price at Bottom of this Page		
		<b>Sourcewell Machine Price:</b>	\$46,142
		<b>Additional Discount:</b>	\$0
		<b>Subtotal A:</b>	\$46,142

**B. Sourced Contracted Items**

Quan	Description	Unit Pr	Total
1			\$0
1			\$0
1			\$0
1			\$0
1			\$0
1			\$0
1			\$0
1			\$0
1			\$0
		<b>Subtotal B:</b>	\$0

**C. Freight / Installation / Ext Warranty / Trade-Ins / Other Allowances/ Miscellaneous Charges**

<b>Freight</b>	\$1,500
<b>PDI</b>	\$500
	<b>Subtotal C:</b> \$2,000

<b>Delivery Date:</b>		<b>D. TOTAL PURCHASE PRICE (A+B+C):</b>	\$48,142
-----------------------	--	-----------------------------------------	----------



237900-01

Nov 25, 2025

CITY OF GRAND RAPIDS  
420 N POKEGAMA AVE  
GRAND RAPIDS  
MN  
55744-2658

Dear KEVIN,

We would like to thank you for your interest in our company and our products, and are pleased to quote the following for your consideration.

**Caterpillar Model: CB2.7-03GC Paving Compaction**

**STOCK NUMBER:** EQ0075411

**SERIAL NUMBER:** 64100630

**YEAR:** 2023

**SMU:** 312

We wish to thank you for the opportunity of quoting on your equipment needs. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Ryan Milette  
Territory Manager

**Caterpillar Model: CB2.7-03GC Paving Compaction**

**MACHINE SPECIFICATIONS**

**DESCRIPTION**

CB2.7 GC 03A UTILITY COMPACTOR  
ENGINE, CAT C1.7T

**DESCRIPTION**

LIGHTS, WORKING, LED  
 SEAT, WITH SAFETY SWITCH  
 SUPPORT, FIXED FOR SEAT  
 SEAT BELT, 3"  
 ROPS, FOLDABLE, LOCKABLE  
 TRAVEL CONTROL, CUP HOLDER  
 PRODUCT LINK, CELLULAR PL243  
 PLUG (NON SINGLE LIFT)  
 PLUG (NO GUARDS, BUMPER)  
 DRUM SCRAPER, FIXED  
 OIL, HYD, STANDARD  
 INSTRUCTIONS, ANSI  
 SWITCH, BATTERY DISCONNECT  
 CERTIFICATE OF ORIGIN  
 ROLL ON-ROLL OFF  
 HYDRAULICS, STD

---

SELL PRICE	\$52,800.00
<b>NET BALANCE DUE</b>	<b>\$52,800.00</b>
<b>BALANCE</b>	<b>\$52,800.00</b>

---

**F.O.B/TERMS: BUHL**

**WARRANTY COVERAGE**

Type	Start Date	Expire Date	Description	Expiration SMU	H/M Ind
reGCEW_TOT	May 09, 2023	May 08, 2028	Emission Warranty Coverage	3000	H
reGFMC_TOT	May 09, 2023	May 08, 2026	Cat Premier ESC Warranty	3000	H
reGSTD_TOT	May 09, 2023	May 08, 2024	Cat Standard Warranty	999999	H



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** March 23, 2026

**AGENDA ITEM:** Consider adopting an ordinance amending Chapter 2, Division 6. Human Rights Commission of the Grand Rapids Municipal Code.

**PREPARED BY:** Kimberly Gibeau

---

### **BACKGROUND:**

The Human Rights Commission is requesting the City Council consider amending the Grand Rapids Municipal Code with updated guidelines relative to the Commission. If adopted, this ordinance will be effective upon passage and publication.

### **REQUESTED COUNCIL ACTION:**

Make a motion to adopt an ordinance amending Chapter 2, Division 6. Human Rights Commission and authorize publication in summary form.

Councilor introduced the following Ordinance and moved for its adoption:

**ORDINANCE NO. 26- -**

**AN ORDINANCE AMENDING CHAPTER 2, DIVISION 6. HUMAN RIGHTS COMMISSION**

WHEREAS, the City Council has decided that Chapter 2, Division 6. Human Rights Commission of the City of Grand Rapids Municipal Code shall be amended as follows: See Exhibit A.

This Ordinance shall become effective after its passage and publication in summary form.

ADOPTED AND PASSED BY THE City Council of the City of Grand Rapids on the 23<sup>rd</sup> day of March, 2026.

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

Attest:

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

Councilor seconded the foregoing ordinance and the following voted in favor thereof:  
Opposed: None, whereby the ordinance was declared duly passed and adopted.

## EXHIBIT A

## DIVISION 6. - HUMAN RIGHTS COMMISSION

## Sec. 2-301. - Establishment and composition.

- (a) A human rights commission, composed of nine (9) members, is hereby established for the purpose of securing for all citizens freedom from discrimination:
- (1) In employment because of one or more of the following: race, color, creed, religion, national origin, sex, gender identity, marital status, disability, status with regard to public assistance, sexual orientation, familial status and age;
  - (2) In housing and real property because of one or more of the following: race, color, creed, religion, national origin, sex, gender identity, marital status, disability, status with regard to public assistance, sexual orientation, and familial status;
  - (3) In public accommodations because of one or more of the following: race, color, creed, religion, national origin, sex, gender identity, sexual orientation, and disability;
  - (4) In public services because of one or more of the following: race, color, creed, religion, national origin, sex, gender identity, marital status, disability, sexual orientation, and status with regard to public assistance; and
  - (5) In education because of one or more of the following: race, color, creed, religion, national origin, sex, gender identity, marital status, disability, status with regard to public assistance, sexual orientation, and age. ~~Such discrimination threatens the rights and privileges of the inhabitants of this state and menaces the institutions and foundations of democracy.~~
- (b) ~~Such discrimination threatens the rights and privileges of the inhabitants of this state and menaces the institutions and foundations of democracy.~~ It is also the ~~purpose of the human rights commission~~ public policy of this state to protect all persons from wholly unfounded charges of discrimination. Nothing in this section shall be interpreted as restricting the implementation of positive action programs to combat discrimination.
- (c) It is also the purpose of the human rights commission to secure for all citizens full participation in the affairs of the city by assisting the Minnesota Department of Human Rights in implementing state laws against discrimination and by advising the council in long-range programs to improve community relations in the city.
- (d) Members shall be appointed by the city council for three (3) year terms. An administrative assistant who is a permanent city staff person shall, and the city attorney may, function as ex officio members of the commission. It is desirable that commission members be representative of the broad spectrum of the citizens of the city. Commission members should be willing to attend training sessions for the purpose of facilitating the discharge of their duties. Members shall serve without compensation. Commissioners may resign prior to the normal end of their appointed term by notifying the City Clerk. Commissioners who do not attend at least 50% of regular meetings during a calendar year without providing prior notification will be deemed to have resigned without notice.

(Ord. No. 04-05-09, § 1(1), 5-24-2004; Ord. No. 05-08-13, 8-8-2005)

## Sec. 2-302. - Meetings.

- (a) Regular meetings ~~of the human rights commission~~ shall be scheduled on a ~~monthly~~ basis to handle regular commission business and further efforts of information dissemination. Special meetings ~~shall~~ may be held at the call of the chairperson and or the written request of at least 50% of the current Commissioners. Such business meetings shall be open for public attendance. Minutes shall be kept of all commission proceedings. The administrative assistant shall be responsible for all minute and record-keeping duties. The commission shall adopt its own bylaws after approval by the city council.
- (b) No meeting shall be conducted by the commission without a quorum, being a majority of all members, being present. The concurring vote of a majority of the commissioners present shall be necessary for any action.

(Ord. No. 04-05-09, § 1(2, 3), 5-24-2004)

Sec. 2-303. - Purpose and duties.

The human rights commission shall have the following purpose and duties ~~and shall comply with the following:~~

- (1) ~~To initiate, implement, and administer the policies and regulations of the city with respect to preventing and prohibiting all unfair discriminatory practices based on race, color, creed, religion, national origin, sex, marital status, and disability status with regard to public assistance, sexual orientation, and age. Monitoring and Advising. To review community information, public feedback, and emerging issues related to human rights, and to advise city staff and the City Council on notable trends or concerns affecting residents.~~
- (2) ~~To assess the human relations and civil rights needs of the community and to advise the administration and the city council of the results of these assessments. Community Resource and Referral. To serve as a point of contact for residents seeking information on human rights issues and to refer individuals to the Minnesota Department of Human Rights or other appropriate agencies for investigation or assistance. The Human Rights Commission will not participate in the investigation, nor opinion rendering of human rights violation complaints. They will simply refer such matters to the Minnesota Department of Human Services.~~
- (3) ~~To cooperate with other groups and governmental agencies concerned with human rights. Public Education and Awareness. To support the City's efforts to promote nondiscrimination by participating in or co-sponsoring public information activities, community events, and awareness initiatives when feasible.~~
- (4) ~~The human rights commission will not participate in the investigation, nor opinion rendering of human rights violation complaints. It will simply refer such matters to the Minnesota Department of Human Service. Collaboration with Community Partners. To maintain communication and foster cooperative relationships with local organizations, schools, tribal governments, advocacy groups, and entities engaged in human rights work.~~
- (5) ~~To take positive measures to disseminate the nondiscriminatory policies of the city with respect to all unfair discriminatory practices by conducting public information meetings. Policy and Ordinance Review. To provide feedback to City staff and the City Council on selected policies, ordinances, and practices, offering recommendations to promote accessibility, inclusion, fairness, and equitable impact.~~
- (6) ~~To initiate data collection and evaluation activities that will identify minority and low-income concentrations within the city, and to prepare recommendations for submission to the planning commission and council that will contribute to lessening such concentrations, strengthen the fair housing policies of the city, and eliminate discrimination based on race, color, creed, religion, sex, national origin, disability, marital status, status with regard to public assistance, sexual orientation, and age. Input on City Initiatives. To advise the City on human rights considerations within City plans, programs, and communications, including accessibility and equity implications, upon request or when opportunities arise.~~
- (7) ~~The commission shall have the power to seek outside funding sources in addition to any resources supplied by the city to assist in its mission. All outside monies or grants received by the commission are subject to ordinance, as well as within the discretion of the city council to accept or reject. Reporting and Transparency. To prepare and submit an annual report summarizing the Commission's activities, community insights, and recommendations for improving equity and inclusion within the city.~~

(Ord. No. 04-05-09, § 1(4), 5-24-2004)

Sec. 2-304. - Duties of ~~the Staff Liaison~~ Commission Members.

~~The duties of the city staff person designated as staff liaison to the human rights commission by the mayor shall be:~~

- (1) ~~To act as the authorized liaison representative of the commission, both with complainants and the public in general for dissemination of nondiscriminatory policies.~~Duties of the Chair. The duties of the elected Commission Chair shall be:
  - (a) Organizing meetings, meeting with outside community organizations or persons, and providing overall leadership for the Commission;
  - (b) To act as the authorized liaison representative of the Commission, both with complainants and public in general;
  - (c) Appoint Commissioners to task-focused committees;
  - (d) Delegate duties to the Vice Chair and/or other Commissioners as appropriate.
- (2) ~~In consultation and cooperative with the city attorney, to interview and evaluate complainant charges of discriminatory acts, advise the complainant of his/her rights, procedures for redress, responsibilities of the commission and disposition alternatives in the case.~~Duties of Vice Chair. The duties of the elected Commission vice Chair shall be:
  - (a) Performing the duties of the chair in the absence or at the request of the chair;
  - (b) Assist the chair in planning, administering, and conducting the Commission business.
- (3) ~~To function as correspondent for communications with federal and state agencies as are directed by the commission.~~Duties of the Administrative Assistant. The duties of the City staff person designated as Administrative Assistant to the Commission by the City Administrator shall be:
  - (a) To prepare and distribute agendas, take minutes and keep official records of all Commission proceedings. Commission
- (4) ~~To conduct, or arrange to have conducted, such socio-economic research as is authorized by the commission to enable the commissioners to function affirmatively and effectively in implementing the nondiscriminatory policies of the city.~~Duties of Non-Officer Commissioners. The duties of all commissioners shall be:
  - (a) To act in accordance with standards that are expected of elected officials and consistent with Commission bylaws;
  - (b) Participate on task-focused committees and work groups to move the goals and objectives of the Commission forward;
  - (c) Organize meetings, meet with outside community organizations or persons to discuss Commission activities, policies, and objectives of the Commission;
  - (d) Participate in Commission programs and volunteer opportunities.

(Ord. No. 04-05-09, § 1(5), 5-24-2004)

Sec. 2-305. - Budget.

The human rights commission must establish a yearly budget for the city council's consideration and approval. This budget must be submitted in accordance with the regular city budgeting process on a yearly basis and it is to cover all expenses including but not limited to legal services, staffing, and all expenses related to publication or promotion of the commission's activities.

In the performance of its duties, and with pre-authorization from the City Council, the Commission may seek grants, donations, in-kind contributions, or other support from non-City sources to supplement any

financial or nonfinancial support appropriated by the City. If City funds appropriated for the Commission in a given budget year are insufficient to fund planned activities, the Commission may seek non-City funding or support to carry out its authorized functions. The Commission may submit requests to the City for direct funding for specific projects or initiatives. The Commission shall not accept or expend gifts, grants, or donations from any source unless such funds are formally accepted and appropriated by the City Council.

(Ord. No. 04-05-09, § 1(6), 5-24-2004)

Secs. 2-306—2-320. - Reserved.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** March 23, 2026

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

**PREPARED BY:** Dale Anderson, Director of Parks & Recreation

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### BACKGROUND:

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

- Northwoods Acupuncture

### REQUESTED COUNCIL ACTION:

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

# AGREEMENT FOR RENTAL OF ADVERTISING SIGN

WHEREAS, the City of Grand Rapids, acting through Yanmar Arena, Lessor, owns a multi-purpose facility; and

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

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

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

1. Signs will be placed on the interior walls and/or dasherboard of Yanmar Arena only, and Lessor shall have the final decision as to exact location of each sign. The choice of each sign and location shall be on a "FIRST COME, FIRST SERVED" basis. Lessor reserves the right to take into consideration actual placement of signs to insure maximum utilization of all advertising areas on the interior walls and/or dasherboard of Yanmar Arena.
2. The Lessee shall pay to the Lessor in consideration of the sign and/or dasherboard, the sum of \$600.00 in cash to the Lessor at the commencement of the rental term as set forth below.
3. The Lease term for the advertising space shall be as follows: July 1, 2026, to June 30, 2028. This contract will automatically be renewed by the Lessor and Lessee yearly unless the Lessee provides written notice to the Lessor of their intent not to renew said lease. This written notice must be provided no later than December 1 of the year prior to the Lessee's cancellation. For example, if the lease has been automatically renewed for a third year, which would end June 30, 2028, the Lessee must notify the Lessor in writing no later than June 1, 2028, for cancellation effective June 30, 2028.
4. Lessee shall have the first right to rent the advertising signs to Lessee for successive years. Although the signed contract is due within 30 days, lessee will be invoiced and payment in full is due July 30, 2026. The Lessor reserves the right to sell sign space if the payment is not received by July 30, 2026.
5. The Advertising logo and design to be used on the signs shall be provided by the Lessee and subject to approval by the Lessor. The Lessor will not unreasonably withhold its approval of any design submitted by Lessee; however, Lessor reserves the right to set standards for the substance and appearance of any advertising to be placed in Yanmar Arena pursuant to this Agreement.
6. The expense of setup and artwork of the sign shall be borne by the Lessee.
7. This agreement shall not be changed unless done so in writing by the Lessee.

- 8. The Lessee's advertising space cannot be sublet or resold.
- 9. All signs and materials are the property of the Lessor.
- 10. All maintenance of the signs will be the responsibility of Yanmar Arena.
- 11. Lease rates and terms are \$600.00 per year for 2026-27 and 2027-28 for one interior wall advertisement.

BY: *Amy Dolan*  
Lessee

DATE: 3/10/26

CITY OF GRAND RAPIDS (Lessor)

BY: \_\_\_\_\_  
Mayor

DATE: \_\_\_\_\_

\_\_\_\_\_  
Tom Pagel, City Administrator

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



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** March 23<sup>rd</sup>, 2026

**AGENDA ITEM:** Consider approving the purchase of a mower for public works

**PREPARED BY:** Matt Wegwerth

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**BACKGROUND:**

Public works is requesting the approval to purchase a new 2026 John Deere X354 Select Series Tractor with 42-inch mower deck from Northland Lawn and Sport for \$5,412.82. This mower is mainly used for Central School / Area Parks and the current machine is a 2015 that needs extensive maintenance work. The quote from Northland Lawn and Sport is based on Sourcewell pricing.

The existing mower will be auctioned. Equipment will be purchased with the PIR account.

**REQUESTED COUNCIL ACTION:**

Make a motion approving the purchase of a 2026 John Deere X354 Select Series Tractor with 42-inch mower deck from Northland Lawn and Sport for \$5,412.82, authorize payment and authorize the sale of the existing mower at auction.



**Prepared For**

CITY OF GRAND RAPIDS  
500 SE 4TH ST  
GRAND RAPIDS, MN 557443666  
(218) 326-7659

**Prepared By**

Kraig Strand  
Northland Lawn & Sport, LLC  
20648 US Highway 169  
Grand Rapids, MN 55744  
2183261200  
kstrand@mynorthland.com

**Quote Id** 1731932

**Creation Date** 09-Mar-2026

**Expiration Date** 09-Apr-2026

**Customer Notes**

Sourcwell Member Number 25394  
Dealer Settled Sourcwell

**Quote Summary**

Equipment Summary	Suggested List	Selling Price	QTY In Group	Extended
<b>New 2026 John Deere X354 Select Series™ Tractor with 42-in. Accel Deep™ Mower Deck 5197M</b>	\$6,525.35	\$5,412.82	1	\$5,412.82
<b>Contract:</b> Sourcwell Grounds Maint 112624-DAC (PG BT CG 76)				
<b>Equipment Total</b>				<b>\$5,412.82</b>

**Quote Summary**

Total Selling Price	\$5,412.82
<b>Sub-total</b>	<b>\$5,412.82</b>
<b>Balance Due</b>	<b>\$5,412.82</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



## Selling Equipment

Quote # 1731932  
 Customer CITY OF GRAND RAPIDS

<b>New 2026 John Deere X354 Select Series™ Tractor with 42-in. Accel Deep™ Mower Deck 5197M</b>		QTY In Group : 1
Equipment Notes		Suggested List
Hours	0	\$6,525.35
Serial Number	1M0X354ATTM210275	Selling Price
Stock Number	---	\$5,412.82
Contract	Sourcewell Grounds Maint 112624-DAC (PG BT CG 76)	Discount Amount
PUK Parent Serial #	---	(\$1,112.53)

### Equipment Summary

Code	Description	Qty	List Price	Discount %	Discount \$	Adjusted Selling Price
5197M	X354 Select Series™ Tractor with 42-in. Accel Deep™ Mower Deck	1	\$5,099.00	18.0%	(\$917.82)	\$4,181.18

### Base / Options

Code	Description	Qty	List Price	Discount %	Discount \$	Adjusted Selling Price
001A	001A United States and Canada	1	\$0.00	18.0%	\$0.00	\$0.00
<b>Total Base / Options</b>			<b>\$5,099.00</b>		<b>(\$917.82)</b>	<b>\$4,181.18</b>

### Dealer Attachments

Code	Description	Qty	List Price	Discount %	Discount \$	Adjusted Selling Price
BM25370	Weight bracket, front (X300/X500 M-T) Serial Number: --- Stock Number: ---	1	\$92.01	18.0%	(\$16.56)	\$75.45
UC13263	Quik-Tatch Weight, 42 lb (19 kg) Serial Number: --- Stock Number: ---	2	\$160.52	18.0%	(\$28.89)	\$131.63
BUC11233	7-bu (247-L) 2-Bag Hopper Assembly Serial Number: --- Stock Number: ---	1	\$602.41	18.0%	(\$108.43)	\$493.98



BUC11244	Rear bagger chute for 42A Mower Serial Number: - - - Stock Number: - - -	1	\$226.84	18.0%	(\$40.83)	\$186.01
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<b>Total Dealer Attachments</b>			<b>\$1,081.78</b>		<b>(\$194.71)</b>	<b>\$887.07</b>
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<b>Other Charges</b>						
<b>Description</b>						<b>List Price</b>
PDI Charge						\$130.86
MST Bagger						\$213.71
<b>Total Adjustments</b>						<b>\$344.57</b>
<b>Selling Price Subtotal</b>						<b>\$5,412.82</b>
<b>Total Selling Price</b>			<b>\$6,525.35</b>		<b>(\$1,112.53)</b>	<b>\$5,412.82</b>



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 3/23/2026

**AGENDA ITEM:** Consider approval of payment to ISD 318 assistant coaches

**PREPARED BY:** Tom Beaudry

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### BACKGROUND:

The Senior High assistant golf coaches have been paid by the golf course from the funds raised by the indoor golf simulators. Past practice has been to pay the total amount until the golf committee took action to align payments with other sports at the April 16<sup>th</sup> meeting in 2025. There remains a gap in what was submitted for reimbursement and the total owed. The golf committee is recommending the difference of \$1,372.26 be paid.

### REQUESTED COUNCIL ACTION:

Make a motion to approve payment to ISD 318 for invoice 0062500078 in the amount of \$5,9540.26 be paid.



CITY OF  
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IT'S IN MINNESOTA'S NATURE

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** March 23, 2026

**AGENDA ITEM:** Consider approval of a resolution authorizing a grant request to MN IRRR for sewer and water infrastructure to the Garden Court Chateau Assisted Living Facility.

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

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### BACKGROUND:

Staff was contacted by the owners of the Garden Court Assisted Living facility located at 2495 SW 8<sup>th</sup> Street. This facility has operated since 2006, which predates the extension of municipal sewer and water infrastructure for the West Rapids Elementary School project. Garden Court has been experiencing water volume issues from the three private wells serving their 24-resident facility. The cost for them to connect to the municipal sewer and water is approximately \$106,000. The grant request to IRRR is for 50% of that amount.

The resolutions attached for approval authorizes an application to the IRRR Public Works Program.

### REQUESTED COUNCIL ACTION:

Make a motion to approve a resolution authorizing a grant request to MN IRRR for sewer and water infrastructure to the Garden Court Chateau Assisted Living Facility.

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

**City of Grand Rapids, Minnesota  
RESOLUTION NO. 26-\_\_**

**RESOLUTION AUTHORIZING THE CITY OF GRAND RAPIDS TO MAKE APPLICATION TO AND  
ACCEPT FUNDS FROM THE MINNESOTA DEPARTMENT OF IRRR PUBLIC WORKS GRANT  
PROGRAM**

WHEREAS THE authorizing authority approves of the attached application for the City of Grand Rapids, Minnesota for development infrastructure costs associated with water and sewer infrastructure in Grand Rapids located at 2495 SW 8<sup>th</sup> Street, Grand Rapids, MN 55744; and

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

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

Adopted by the Council this 23rd day of March 2026.

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

ATTEST:

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

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



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** March 23, 2026

**AGENDA ITEM:** Consider Golf Course job descriptions and title changes and hiring and rehiring of seasonal golf staff.

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

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### BACKGROUND:

Previously, Pokegama Golf Course maintained two staff positions titled Outside Grounds Crew and Pro Shop. No formal job description could be located for either role. To better organize staff responsibilities and clearly establish performance expectations, job descriptions have been developed for both positions.

Tom Beaudry, Director of Golf, has reviewed the proposed changes and recommends the following title changes along with approval of the job descriptions:

Outside Grounds Crew to Seasonal Equipment Operator

Pro Shop to Seasonal Golf Shop Assistant

At this time, we are not requesting wage changes for these positions. Both positions are currently budgeted for 2026.

In addition, Pokegama Golf Course has several seasonal positions open. We are recommending **rehiring** the following seasonal golf staff as follows:

### SEASONAL EQUIPMENT OPERATOR

Zachary Lagergren at \$18.00 per hour starting on or around April 1, 2026, with an end date of no later than September 30, 2026.

Todd Cournoyer at \$15.50 per hour starting on or around May 1, 2026, with an end date of no later than October 31, 2026.

James Sweeney at \$18.00 per hour starting on or around May 1, 2026, with an end date of no later than October 31, 2026.

Jacob Garski at \$16.00 per hour starting on or around May 11, 2026, with an end date of no later than October 31, 2026.

Aidan Stanley at \$16.00 per hour starting on or around May 11, 2026, with an end date of no later than October 31, 2026.

Nolan Svatos at \$15.50 per hour starting on or around May 18, 2026, with an end date of no later than October 31, 2026.

Lucas Varin at \$15.50 per hour starting on or around June 8, 2026, with an end date of no later than October 31, 2026.

Andrew Stanley at \$15.50 per hour starting on or around June 8, 2026, with an end date of no later than October 31, 2026.

Hayden Jackson at \$16.00 per hour starting on or around June 8, 2026, with an end date of no later than October 31, 2026.

Frank Rohde at \$16.50 per hour starting on or around May 1, 2026, with an end date of no later than October 31, 2026.

### **SEASONAL OUTSIDE SERVICES**

Thomas Carlson at \$16.50 per hour starting on or around April 1, 2026, with an end date of no later than September 30, 2026.

Peyton Emerson at \$15.50 per hour starting on or around April 1, 2026, with an end date of no later than September 30, 2026.

Cassidy Alleman at \$16.00 per hour starting on or around April 1, 2026, with an end date of no later than September 30, 2026.

Tom Grundmeyer at \$17.00 per hour starting on or around April 1, 2026, with an end date of no later than September 30, 2026.

### **SEASONAL GOLF SHOP ASSISTANT**

Zachary Roy at \$15.50 per hour starting on or around April 1, 2026, with an end date of no later than September 30, 2026.

Colton Stupar at \$16.00 per hour starting on or around April 1, 2026, with an end date of no later than September 30, 2026.

Lila Ugrich at \$15.50 per hour starting on or around April 1, 2026, with an end date of no later than September 30, 2026.

Rebecca LaPlant at \$16.50 per hour starting on or around April 1, 2026, with an end date of no later than September 30, 2026.

William Kenowski at \$15.50 per hour starting on or around April 1, 2026, with an end date of no later than September 30, 2026.

We are also recommending **hiring** the following seasonal golf staff:

### **SEASONAL EQUIPMENT OPERATOR**

Joel Frost at \$15.00 per hour starting on or around April 1, 2026, with an end date of no later than September 30, 2026.

Will Huttner at \$15.00 per hour starting on or around June 8, 2026, with an end date of no later than October 31, 2026.

Keith Duckett at \$15.00 per hour starting on or around May 1, 2026, with an end date of no later than October 31, 2026.

### **SEASONAL OUTSIDE SERVICES**

Jack Johnson at \$15.00 per hour starting on or around April 1, 2026, with an end date of no later than September 30, 2026.

### **REQUESTED COUNCIL ACTION:**

Make a motion to approve the job descriptions and title changes for the positions of Seasonal Equipment Operator and Seasonal Golf Shop Assistant and approve hiring and rehiring of seasonal employees mentioned above with the respective hourly rate of pay and timeframe of seasonal of employment.

## City of Grand Rapids Job Description

**Job Title:** Golf Shop Assistant  
**Department:** Pokegama Golf Course  
**FLSA:** Part-time, Seasonal, Hourly, Non-Exempt  
**Approved By:** City Council  
**Approved Date:**

**Supervision Received:**

Works under the supervision of the Director of Golf and Assistant Golf Professional.

**Supervises:**

None.

**Position Summary:**

Responsible for selling golf shop merchandise to customers, handling cash and credit transactions, answering phones, interacting with patrons, and providing information and handling request and complaints with a positive attitude and in a friendly, professional manner. Assists with inventory control, maintains the cleanliness of the golf shop and ensures the merchandise displays are properly stocked and organized.

**Essential Duties and Responsibilities:**

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.

- Be fully knowledgeable of golf shop merchandise. Sell merchandise and/or provide suggestions to patrons as appropriate to meet their needs. Assist customers with special merchandise orders.
- Collect money or process credit cards, record sales transactions and issue receipts for all merchandise sales, greens fees, car/pull cart rental fees and club rental fees.
- Answer phones, maintain pleasant and professional telephone manner at all times. Schedule tee times and handle customer inquiries and/or complaints in accordance with operating policies and procedures. Take messages for patrons who may be on course.
- Interact with pass-holders, members and guests in a congenial and professional manner. Assist patrons with information regarding tournaments, special events, club activities, policies, etc.
- Assist in packing and/or unpacking inventory, arranging and displaying golf shop inventory. Assist with physical inventory at month end in accordance with inventory procedures.
- Ensure that the golf shop is maintained per company cleanliness and appearance standards. Maintain clean, presentable and fully stocked merchandise displays.

- Assist with organizing and implementing tournaments, group outings and special events. Ensure efficient operation and coordination of golf shop, cart service and other services as applicable.
- Assist with organizing and maintaining ancillary services such as the handicapping system, membership programs and driving range facilities.
- Perform other duties as appropriate.

**Education/Qualifications/Certifications:**

- High school preferred.
- 1 year experience in golf shop and/or customer service/retail sales environment preferred.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

**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 of the job at a satisfactory level.

- Read and write (English).
- Communicate verbally with staff members and/or customers with or without the use of two-way radios.
- Give and/or follow verbal and written instructions.
- Visually inspect all work areas, golf course, and grounds.
- See players on the golf course, and to follow the flight of golf balls.
- Perform mathematical calculations involving fractions, decimals, and percentages.
- Retrieve, read and interpret information from technical sources.

**Machine/Equipment/Tools Used**

General office machines, such as personal computers, printers, copiers, fax machines, calculators, telephones, etc. VDT glare screen and wrist rest.

**Working Conditions**

Work hours may include days and evenings on weekdays and weekends. Subject to inside and outside environmental conditions. May be exposed to inclement weather, potentially dangerous chemicals, solvents, pesticides, herbicides, and fertilizers, misdirected golf balls, sharp and rapid equipment movement on a daily basis. Injury may result as a result of exposure to the above if safety policies and practices are not properly followed.

**Physical Requirements:**

This work requires standing, walking, pushing, pulling, lifting, grasping, bending, and kneeling for up to five (5) hours at a time. Lifting up to 50 pounds occasionally, 30 pounds frequently, and 10 pounds constantly. Work regularly requires sitting, speaking, or hearing, using hands, handle or feel and repetitive motions. Work frequently requires reaching with

hands and arms and requires standing, walking and lifting. Work has standard vision requirements. Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly. Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound. Work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities. Work has exposure to environmental conditions. The regular, on-going work environment of this position requires inside work and also outdoor activities. May be exposed to inclement weather, potentially dangerous chemicals, solvents, pesticides, herbicides, and fertilizers, misdirected golf balls, sharp and rapid equipment movement on a daily basis. Injury may result as a result of exposure to the above if safety policies and practices are not properly followed.

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.

**Seasonal Golf Shop Assistant Position Description Acknowledgement**

I have read and understand all of the above. I have reviewed the essential functions and responsibilities for which I am responsible as well as the working conditions and physical requirements. I understand this document does not create an employment contract, and that I am employed by the Company on an “At Will” basis. I further understand that this position description supersedes any and all prior descriptions issued.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

## City of Grand Rapids Job Description

**Job Title:** Equipment Operator  
**Department:** Pokegama Golf Course - Maintenance  
**FLSA:** Part-time, Seasonal, Hourly, Non-Exempt  
**Approved By:** City Council  
**Approved Date:**

### **Supervision Received:**

Works under the supervision of the Golf Course Superintendent and Assistant Superintendent.

### **Supervises:**

None.

### **Position Summary:**

Under general direction from the Golf Course Superintendent and Assistant Superintendent, the Equipment Operator safely utilizes a variety of tools, machinery and equipment to perform maintenance duties around the golf course and grounds. Responsibilities also include cleaning equipment after each use and performing minor repairs and/or routine maintenance on the equipment.

### **Essential Duties and Responsibilities:**

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.

- Safely operate equipment and accessories as trained and assigned including, but not limited to, greens mowers, rotary mowers, flymowers, gang mowers, tri-plex mowers, vertical mowers, line trimmers, edgers, utility vehicles, back-pack blowers, portable pumps, aerifiers, spikers, mechanical top dressers, sod cutters, mechanical bunker rakes, tractors, sweepers, blades, loaders, backhoes, trenchers, chain saws, and miscellaneous hand tools.
- Properly care for assigned equipment by inspecting machinery before and after each use, cleaning machinery after each use, making necessary minor adjustments to equipment and reporting machinery/equipment problems to the mechanic.
- Maintain maintenance and fluid use logs (gas and oil) on assigned equipment.
- Perform daily maintenance tasks on the golf course and grounds as well as the maintenance facility and clubhouse as assigned and directed. Duties may include, but not limited to, loading and unloading materials, trimming trees, removing cuttings, laying sod, hand raking bunkers, drainage installation and repair, and repairing ball marks and filling divots.
- Perform golf course service and set up work as directed.
- Perform other duties as assigned.

**Education/Qualifications/Certifications:**

- High school, college degree, required or preferred.
- 1 year experience with equipment and/or in golf course maintenance or landscaping preferred.
- Valid driver's license. Driving record meeting City safety policies and guidelines.
- Demonstrated ability to operate golf course equipment.
- Demonstrated quality verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

**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 of the job at a satisfactory level.

- Read and write (English).
- Communicate verbally with staff members and/or customers with or without the use of two-way radios.
- See players on the golf course, and to follow the flight of golf balls.
- Give and/or follow verbal and written instructions.
- Operate vehicles and equipment for several hours at a time.
- Ability to operate vehicles and equipment in a safe manner at all times.
- Perform mathematical calculations involving fractions, decimals, and percentages.
- Retrieve, read and interpret information from technical sources.

**Machine/Equipment/Tools Used**

Greens mowers, rotary mowers, flymowers, gang mowers, tri-plex mowers, vertical mowers, line trimmers, edgers, utility vehicles, back-pack blowers, portable pumps, aerifiers, spikers, mechanical top dressers, sod cutters, mechanical bunker rakes, tractors, sweepers, blades, loaders, backhoes, trenchers, chain saws, and miscellaneous ha Visually inspect all work areas, golf course and grounds.

**Working Conditions**

Work hours may include days and evenings on weekdays and weekends. Subject to inside and outside environmental conditions. May be exposed to inclement weather, potentially dangerous chemicals, solvents, pesticides, herbicides, and fertilizers, misdirected golf balls, sharp and rapid equipment movement on a daily basis. Injury may result as a result of exposure to the above if safety policies and practices are not properly followed.

**Physical Requirements:**

This work requires standing, walking, pushing, pulling, lifting, grasping, bending, and kneeling for up to five (5) hours at a time. Lifting up to 100 pounds occasionally, 50 pounds frequently, and 20 pounds constantly. Work regularly requires sitting, speaking, or hearing, using hands, handle or feel and repetitive motions. Work frequently requires

reaching with hands and arms and requires standing, walking and lifting. Work has standard vision requirements. Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly. Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound. Work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities. Work has exposure to environmental conditions. The regular, on-going work environment of this position requires inside work and also outdoor activities. May be exposed to inclement weather, potentially dangerous chemicals, solvents, pesticides, herbicides, and fertilizers, misdirected golf balls, sharp and rapid equipment movement on a daily basis. Injury may result as a result of exposure to the above if safety policies and practices are not properly followed.

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.

**Seasonal Equipment Operator Position Description Acknowledgement**

I have read and understand all of the above. I have reviewed the essential functions and responsibilities for which I am responsible as well as the working conditions and physical requirements. I understand this document does not create an employment contract, and that I am employed by the Company on an “At Will” basis. I further understand that this position description supersedes any and all prior descriptions issued.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

I have been issued a **Code of Safe Practices for Course and Grounds Maintenance** and will strive to perform my job tasks in a safe manner for me and those around me.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** March 23, 2026

**AGENDA ITEM:** Consider awarding engineering consulting services at GPZ Airport

**PREPARED BY:** Matt Wegwerth

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### BACKGROUND:

The Federal Aviation Administration (FAA) requires airports to request qualifications and select a firm for engineering consulting services every 5 years. Our previous agreement expired in 2025 and proposals needed to be requested/accepted.

Staff solicited RFQ's from three aviation firms (TKDA, Bolton & Menk and SEH) and received 1 submittal from SEH.

SEH has provided engineering services at the Grand Rapids / Itasca County Airport since 2014 and has exceeded expectations. Based on their submittal and past performance, city staff are recommending awarding engineering services at the GPZ airport to SEH for a 5-year term (2026-2030). Specific project contracts will be submitted as necessary for approval.

### REQUESTED COUNCIL ACTION:

Make a motion awarding engineering consulting services at GPZ Airport to SEH for a 5-year period, beginning in January 1, 2026 and ending December 31, 2030



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** March 23, 2026

**AGENDA ITEM:** Consider appointment to the Human Rights Commission

**PREPARED BY:** Kimberly Gibeau

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### **BACKGROUND:**

There is currently one vacancy on the Human Rights Commission, with an unexpired term through March 1, 2027. Councilor MacGregor contacted the only applicant, Renee Ducharme, and is recommending appointment.

### **REQUESTED COUNCIL ACTION:**

Make a motion to appoint Renee Ducharme to the Human Rights Commission to fill an unexpired term through March 1, 2027.