



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

## **CITY COUNCIL MEETING AGENDA**

**Monday, June 08, 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, June 8, 2026 at 5:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:**

**POSITIVE HAPPENINGS IN THE CITY:**

**PUBLIC FORUM:**

**COUNCIL REPORTS:**

**APPROVAL OF MINUTES:**

1. Approve Council minutes for May 26, 2026 Regular meeting and May 26, 2026 Closed meeting summary.

**VERIFIED CLAIMS:**

2. Approve the verified claims for the period May 19, 2026 to June 1, 2026 in the total amount of \$423,659.64.

**CONSENT AGENDA:**

3. Consider approving temporary liquor licenses for MacRostie Art Center for 2026 First Friday events.
4. Consider adopting a resolution accepting a MN Department of IRRR Public Works grant for sewer and water service improvements at Garden Court Chateau and authorizing grant contract signatures.
5. Consider adopting a resolution accepting a MN Department of IRRR Demolition grant related to improvements at the Itasca Curling Club and authorizing grant contract signatures.
6. Consider adopting a resolution accepting a MN Department of IRRR Housing grant for demolition and site improvements at the former ISD 318 Administration Building site and authorizing grant contract signatures.
7. Make a motion to authorize the Grand Rapids Police Department to accept \$1483.93 from the FY2025 Patrick Leahy Bulletproof vest Program and to adopt a resolution accepting the same.

- [8.](#) Consider adopting a resolution appointing election judges for 2026 elections.
- [9.](#) Consider entering into an agreement with Bolton & Menk for the Block 19 Improvements Project
- [10.](#) Consider Resolution Agreement for Eligible 457 Plan with Orion Portfolio Solutions.
- [11.](#) Consider updates to seasonal employment at Pokegama Golf Course, Public Works, and Civic Center/Parks & Recreation.
- [12.](#) Consider the adoption of a resolution authorizing the issuance of a taxable general obligation tax abatement bond, series 2026A, in the amount of \$420,000, in favor of the Department of Employment and Economic Development.
- [13.](#) Consider entering into an agreement with Becher Hoppe for engineering services related to the Taxiway A – Phase 2 project at the Grand Rapids-Itasca County Airport
- [14.](#) Consider adopting resolutions approving LG230 Applications for Off-Site Gambling for Loyal Order of Moose Lodge 2023
- [15.](#) Consider adopting a resolution approving an operating transfer from the Capital Projects fund-2025 Infrastructure Bonds to the Capital Projects Fund-Grand Rapids Arts & Culture Projects.
- [16.](#) Consider adopting a resolution approving budgeted transfers from the General Fund to Special Revenue Funds-Domestic Animal Control Facility and Central School.
- [17.](#) Consider adopting a resolution approving an operating transfer from the Special Revenue Fund-Airport Operations to the Airport Capital Improvement Projects Fund.
- [18.](#) Consider adopting a resolution authorizing the 2025 budgeted operating transfers.
- [19.](#) Consider policy revisions to City of Grand Rapids Personnel Policies, Article XI - Benefits, Section 11.06, Health Care Savings Plan (HCSP).

SET REGULAR AGENDA:

FIRE:

- [20.](#) Consider adopting a resolution accepting a \$100 from Ronald and Debra Meyer to the Grand Rapids Fire Department's Public Safety Education Fund.

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

- [21.](#) Conduct a public hearing to consider vacating a portion of public infrastructure easement within the Crowder Addition.

COMMUNITY DEVELOPMENT:

- [22.](#) Consider the adoption of a resolution vacating a portion of public easement within the Crowder Addition to Grand Rapids.

ADJOURNMENT:

NEXT REGULAR MEETING IS SCHEDULED FOR MONTH DD, AT H:MM PM

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

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

ATTEST: Kimberly Gibeau, City Clerk



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

## CITY COUNCIL CLOSED MEETING SUMMARY

Tuesday, May 26, 2026

4:00 PM

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

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

STAFF: Tom Pagel, Chad Sterle, Chery Pierzina, Carl Babich, Aurimy Groom.

### BUSINESS:

1. Pursuant to Minnesota Statute 13D.05, Subd. 3 (a), conduct a closed meeting to discuss annual performance review of City Administrator Tom Pagel.

Mayor Connelly stated the closed meeting here today is Pursuant to Minnesota Statute 13D.05, Subd. 3 (a), conduct a closed meeting to discuss annual performance review of City Administrator Tom Pagel.

Motion by Councilor Blake, second by Councilor MacGregor to close the meeting. The following voted in favor thereof: Blake, Mertes, Sutherland, MacGregor, Connelly. Opposed: None, motion passed unanimously.

The Council's summary is as follows:

- 1.) Tom has done a thorough job.
- 2.) He has appropriately utilized his staff in providing the City Council beneficial information on his work to date.
- 3.) It was noted that he provided good solid information that he has to date to support his continued work.
- 4.) The Council appreciates the fact that he visited the Anoka Minnesota municipal dispensary to gain insight.
- 5.) They found his conservative approach towards potential income to be a value, adding that he obviously has put a lot of time and work into meeting this goal.
- 6.) They also believe that he has done his due diligence on this issue to the Council. Although the Council needs more information as to potential financial gain/loss, the information provided to date has been very helpful.
- 7.) They also found the *pro forma* information that he provided has been a great help to them.
- 8.) They ended by saying he has done his due diligence and provided active efforts towards meeting this goal and asked that he be directed to continue to keep working on this goal as 2026 progresses.

Motion by Councilor Mertes, second by Councilor MacGregor to close the closed meeting. The following voted in favor thereof: MacGregor, Sutherland, Mertes, Blake, Connelly. Opposed: None, motion passed unanimously.

There being no further business the meeting adjourned at 5:04 p.m.

Respectfully submitted:

Aurimy Groom, Administrative Assistant



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

**CITY COUNCIL MEETING MINUTES**  
**Tuesday, May 26, 2026**  
**5:00 PM**

Mayor Connelly called the meeting to order at 5:09 P.M.

**CALL OF ROLL:**

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

**STAFF:** Tom Pagel, Chad Sterle, Aurimy Groom, Carl Babich, Rob Mattei, Will Richter, Chery Pierzina, Andy Morgan, Jeremy Nelson

**POSITIVE HAPPENINGS IN THE CITY:**

Mayor Connelly thanked the employees celebrating years of service anniversary's in the month of May for their continued commitment to the City of Grand Rapids.

**PUBLIC FORUM:**

No one from the public wished to speak.

**COUNCIL REPORTS:**

There were no reports from the Council.

**APPROVAL OF MINUTES:**

1. Approve Council minutes for Monday, May 11, 2026 Worksession and Regular meetings.

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

**VERIFIED CLAIMS:**

2. Approve the verified claims for the period May 5, 2026 to May 18, 2026 in the total amount of \$385,787.48.

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

**CONSENT AGENDA:**

3. Consider updates to seasonal employment and approval of new hires at Pokegama Golf Course and Parks & Recreation.
4. Consider separation of employment for Police Officer Phillip Murphy effective May 15, 2026.
5. Consider approving the Airport Layout Plan at the GPZ Airport
6. Consider entering into agreement with Paul Bunyan Communications
7. Consider awarding a quote to Trout Enterprises, Inc. for building removal.

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

#### SET REGULAR AGENDA:

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

#### ADMINISTRATION:

8. Consider approval of Cannabis Dispensary Manager job description and authorize Human Resources to post, advertise, and hire for this position.

Human Resources Officer Pierzina reviewed the job duties and compensation with the Council.

Motion made by Councilor MacGregor, Seconded by Councilor Blake to approve a Cannabis Dispensary Manager job description and authorize Human Resources to post, advertise, and hire for this position.

Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

9. Consider approving an Architect/Owner agreement for design and construction services related to the dispensary building.

City Administrator Pagel is recommending entering into an agreement for design and construction services with Oertel Architects who specialize in cannabis dispensaries.

Motion made by Councilor Blake, Seconded by Councilor Sutherland to approve an Architect/Owner agreement for design and construction services related to the dispensary building. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

#### COMMUNITY DEVELOPMENT:

10. Consider the recommendation of the Planning Commission regarding the adoption of a Resolution granting a Conditional Use Permit (CUP) amendment to Walmart Real Estate Business Trust.

Zoning Administrator Richter provided background information on the proposed amendment. LK Architecture, on behalf of Walmart Real Estate Business Trust, has requested a sixth amendment to a Conditional Use Permit originally approved in December 2006, allowing for the construction of a Walmart Supercenter, as provided for under Division 14 of the City Code (Large Scale Commercial Development Standards). The requested amendment would allow changing exterior paint colors on the building to the new Walmart brand standard of dark gray with blue accent and updating of building signage.

The Planning Commission has forwarded a recommendation to grant the requested amendment with the condition all previous conditions under CUP resolution 06-130 remain in effect.

Motion made by Councilor MacGregor, Seconded by Councilor Mertes to adopt Resolution 26-23 granting a Conditional Use Permit (CUP) amendment to Walmart Real Estate Business Trust and that all previous imposed conditions under CUP Resolution 06-130 remain in effect. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

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

11. Conduct a public hearing to consider approval of tax abatements for the GREDA Highway 2 W. Redevelopment Project – DEED Demolition Loan

Community Development Director Mattei provided a power point reviewing the tax abatement requests for the GREDA Highway 2 W Redevelopment Project-DEED Demolition Loan.

MN DEED awarded a requested \$420,000 Demolition Loan to GREDA. With this Loan Program, DEED requires the City to issue a general obligation bond in the amount of the loan, with that note provided to the State as security for the loan. This was discussed at the January 8, 2026, City Council meeting, when a resolution committing local match was adopted. Tax Abatement General Obligation Bonds can be used by the City, for this purpose. Seven properties have been selected for this tax abatement, which are along the Highway 2 Corridor and will indirectly benefit from this and other redevelopment efforts along the corridor. 91-420-2750, 91-420-2105, 91-420-2130, 91-420-2135, 91-420-2140, 91-420-2145, 91-420-1810. The total City portion of the property taxes of these seven properties is adequate to pay the annual principal and interest of the DEED Demolition Loan over the maximum 10-year term. The total annual abatement equals \$52,791. The revenues from the Abatements will be pledged to repay a Revenue Bond to be issued by GREDA to DEED to finance the principal amount of the \$420,000 Loan.

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

No one from the public wished to speak.

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

COMMUNITY DEVELOPMENT:

12. Consider the adoption of a resolution approving property tax abatement for certain improvements and providing for the issuance of a general obligation tax abatement bond.

Motion made by Councilor Mertes, Seconded by Councilor MacGregor to adopt Resolution 26-24 approving property tax abatement for certain improvements and providing for the issuance of a general obligation tax abatement bond. Voting Yea: Mayor Connelly, Councilor MacGregor, Councilor Sutherland, Councilor Blake, Councilor Mertes

ADJOURNMENT:

There being no further business the meeting adjourned at 5:40 P.M.

Respectfully submitted:

Aurimy Groom, Administrative Assistant

**CITY OF GRAND RAPIDS BILL LIST - June 8, 2026  
Summary Report**

Item 2.

<b>VENDOR NAME/INVOICE #</b>	<b>AMOUNT</b>
5 STAR PEST CONTROL &	315.00
APPLIED CONCEPTS INC	165.00
ASHLEY BRUBAKER	533.80
BLOOMERS GARDEN CENTER	234.52
Burggraf's Ace Hardware	540.50
Carquest Auto Parts	30.07
CHAD B STERLE LAW OFFICE P.C.	349.00
CHAMBER OF COMMERCE	20.00
CLIFTONLARSONALLEN LLP	6,300.00
COLE HARDWARE INC	109.99
DANIEL SKOGLUND	5,410.55
EARL F ANDERSEN	93.60
EPOKE NORTH AMERICA INC	3,042.32
Fastenal Company	97.06
GARTNER REFRIGERATION CO	3,231.67
GOVCONNECTION INC	3,136.00
IRON OAKES FENCE LLC	600.00
ITASCA COUNTY AUDITOR/TREAS.	2,042.92
KRISS PREMIUM PRODUCTS, INC	2,455.26
L&M SUPPLY	250.92
MAKI BODY & GLASS	4,196.55
MICHAEL RUSSELL	445.00
MICHELS LAW	8,750.00
NELSON TRUCK AND TRAILER LLC	310.00
NEO ELECTRICAL SOLUTIONS LLC	881.91
NORTHLAND COUNSELING CENTER	480.00
NORTHLAND HYDRAULIC SERVICE	1,224.08
NORTHLAND PORTABLES	465.00
RMB ENVIRONMENTAL	30.00
SANDSTROM'S INC	370.06
SHERWIN-WILLIAMS	359.70
ST CLOUD ACOUSTICS INC	3,300.00
THE PLUM CATALYST LLC	20,000.00
TNT CONSTRUCTION GROUP LLC	25,925.50
TROUT ENTERPRISES INC	1,359.60
VESTIS GROUP, INC	292.03

**TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 97,347.61**

**CHECKS ISSUED PRIOR APPROVAL**

AMAZON CAPITAL SERVICES	1N9N-F1RQ-GJ36-L	130.74
AT&T MOBILITY	27376417	2,491.29
AT&T MOBILITY	27376416	1,590.35
CANON FINANCIAL SERVICES, INC	43157518	62.01
CANON FINANCIAL SERVICES, INC	43157516-G	45.48
CENTURYLINK QC	334014654/May26	66.00
CENTURYLINK QC	334015245/May26	66.00
CENTURYLINK QC	333931501/May26	127.00
CENTURYLINK QC	333508017/May26-C	54.80
CHAD KEECH	050826	103.00
CHAD TROUMBLY	050826	150.00
CIRCLE K/HOLIDAY	111847210	13.01
CONSOLIDATED COMMUNICATIONS	ROW25-031/Refund	500.00
CONSTELLATION NEWENERGY-GAS DIV	4597084	2,080.29
DLL FINANCE LLC	67125033-G	1,168.90
EMILY LINDNER	050426-L	175.00

**CITY OF GRAND RAPIDS BILL LIST - June 8, 2026  
Summary Report**

Item 2.

ENTERPRISE FM TRUST	FBN5636014	54,303.90
FIDELITY SECURITY LIFE	3325017	102.09
HEATH SMITH	050826	355.30
HOME DEPOT CREDIT SERVICES	1091/042426	2,850.00
HOME DEPOT CREDIT SERVICES	1091/050626	64.98
HOME DEPOT CREDIT SERVICES	7762260	1,699.70
ICTV - Grand Rapids	5064	100.00
ICTV - Grand Rapids	PB/1STQTR26/FEES	16,702.65
ICTV - Grand Rapids	LAPRAIRIE/1STQTR26/FEES	1,001.82
ICTV - Grand Rapids	HARRIS/1STQTR26/FEES	6,379.74
ITASCA COUNTY RECORDER	253087	46.00
JEREMY GAMBILL	050826	150.00
JOHN R. LINDER	051626	35.75
LAKE COUNTRY POWER	8705029400/Apr26	55.08
LANCE KUSCHEL	050826	150.00
METROPOLITAN LIFE INSURANCE CO	TS05396331001/JUN26	2,564.47
MINNESOTA ENERGY RESOURCES	0502903931-02/Apr26	48.77
MINNESOTA ENERGY RESOURCES	0507783569-01/Apr26-L	200.02
MINNESOTA ENERGY RESOURCES	0508787492-07/May26	173.14
MINNESOTA ENERGY RESOURCES	0506372672-01/Apr26-C	728.96
MINNESOTA ENERGY RESOURCES	0502380460-01/Apr26	545.59
MINNESOTA ENERGY RESOURCES	0502809781-03/May26	18.00
MINNESOTA MN IT SERVICES	DV26040428	467.35
MN BCA TRAINING	46635	300.00
MN BCA TRAINING	46636	300.00
MN DEPT OF PUBLIC SAFETY	RJF042/#2411/2026	16.25
MUTUAL OF OMAHA	002106251992	651.71
OPERATING ENGINEERS LOCAL #49	JUL26 HEALTH/HRA	144,751.00
PUBLIC UTILITIES COMMISSION	Lib/Apr26-L	2,691.22
PUBLIC UTILITIES COMMISSION	PW/Apr26	9,491.81
PUBLIC UTILITIES COMMISSION	Golf/Apr26-G	2,389.23
PUBLIC UTILITIES COMMISSION	EDA/Apr26-E	329.96
PUBLIC UTILITIES COMMISSION	Fire Hall/Apr26	1,285.50
PUBLIC UTILITIES COMMISSION	Yanmar/Apr26	11,366.94
PUBLIC UTILITIES COMMISSION	City Hall/Apr26	2,245.64
PUBLIC UTILITIES COMMISSION	Airport/Apr26-A	1,209.69
PUBLIC UTILITIES COMMISSION	DACF/Apr26	415.11
PUBLIC UTILITIES COMMISSION	Ev Chg/Apri26	56.18
PUBLIC UTILITIES COMMISSION	ST/LIGHTS/EFT/APR26	7,987.72
PUBLIC UTILITIES COMMISSION	Refund/Inv527864	871.62
RICK BLAKE	042326	184.15
ROB'S BOBCAT SERVICE INC	SWP25-048/REFUND	500.00
Sam Grigsby	050226	30.00
SHAWN GRAEBER	050826	150.00
THOMAS J PAGEL	060126	1,907.00
TRACY KAMPA	052026-L	114.55
TRAVIS COLE	050826	150.00
US BANK	8158074	500.00
VISA	9403/APR26	3,559.81
VISIT GRAND RAPIDS INC	LDGTAX/FEB26	24,673.40
WEX INC	112740990/FD	3,510.16
WEX INC	112740990/PW/SWU	280.56
WEX INC	112740990/GRPD	6,825.64

**TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$ 326,312.03**

**TOTAL ALL DEPARTMENTS: \$ 423,659.64**



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 8, 2026

**AGENDA ITEM:** Consider approving temporary liquor licenses for MacRostie Art Center for 2026 First Friday events.

**PREPARED BY:** Kimberly Gibeau

---

### BACKGROUND:

MacRostie Art Center has submitted applications for 2026 First Friday events as listed below. All required documentation and fees have been submitted.

First Friday events:

1. July 3, 2026
2. August 7, 2026
3. September 4, 2026
4. October 2, 2026
5. November 6, 2026
6. December 4, 2026

### REQUESTED COUNCIL ACTION:

Make a motion to approve temporary liquor licenses for MacRostie Art Center for First Friday events July through December 2026 as presented.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 8, 2026

**AGENDA ITEM:** Consider adopting a resolution accepting a MN Department of IRRR Public Works grant for sewer and water service improvements at Garden Court Chateau and authorizing grant contract signatures.

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

---

### **BACKGROUND:**

Previously, the council authorized GREDA to apply for a IRRR Public Works grant to fund sewer and water service improvements at Garden Court Chateau. GREDA has been awarded a grant in the amount of \$53,000. Council action is needed to accept the grant and execute the attached grant contract agreement.

### **REQUESTED COUNCIL ACTION:**

Make a motion to adopt a resolution accepting a MN Department of IRRR Public Works grant for sewer and water service improvements at Garden Court Chateau and authorizing grant contract signatures.

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

RESOLUTION NO. 26-

A RESOLUTION ACCEPTING AN \$53,000.00 GRANT FROM THE MINNESOTA DEPARTMENT OF IRON RANGE RESOURCES AND REHABILITATION (IRRR) PUBLIC WORKS GRANT PROGRAM FOR SEWER AND WATER SERVICE IMPROVEMENTS AT GARDEN COURT CHATEAU

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

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

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Grand Rapids, Itasca County, Minnesota, accepts the \$53,000.00 Public Works grant award from the IRRR for sewer and water service improvements at Garden Court Chateau..

BE IT FURTHER RESOLVED that the City Council authorizes the Mayor and City Administrator to execute the grant contract

Adopted this 8<sup>th</sup> day of June 2026.

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

Attest:

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

Councilmember \_\_\_\_\_seconded the foregoing resolution and the following voted in favor thereof: \_\_\_\_\_; and the following voted against same: \_\_\_\_\_, 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:** June 8, 2026

**AGENDA ITEM:** Consider adopting a resolution accepting a MN Department of IRRR Demolition grant related to improvements at the Itasca Curling Club and authorizing grant contract signatures.

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

---

### **BACKGROUND:**

Previously, the council authorized GREDA to apply for a IRRR Demolition grant to fund demolition related to improvements at the Itasca Curling Club. GREDA has been awarded a grant in the amount of \$7,900. Council action is needed to accept the grant and execute the attached grant contract agreement.

### **REQUESTED COUNCIL ACTION:**

Make a motion to adopt a resolution accepting a MN Department of IRRR Demolition grant related to improvements at the Itasca Curling Club and authorizing grant contract signatures.

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

RESOLUTION NO. 26-

A RESOLUTION ACCEPTING AN \$7,900.00 GRANT FROM THE MINNESOTA DEPARTMENT OF IRON RANGE RESOURCES AND REHABILITATION (IRRR) DEMOLITION GRANT PROGRAM RELATED TO IMPROVEMENTS AT THE ITASCA CURLING CLUB

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

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

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Grand Rapids, Itasca County, Minnesota, accepts the \$7,900.00 Demolition grant award from the IRRR related to improvements at the Itasca Curling Club.

BE IT FURTHER RESOLVED that the City Council authorizes the Mayor and City Administrator to execute the grant contract

Adopted this 8<sup>th</sup> day of June 2026.

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

Attest:

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

Councilmember \_\_\_\_\_ seconded the foregoing resolution and the following voted in favor thereof: \_\_\_\_\_; and the following voted against same: \_\_\_\_\_, 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:** June 8, 2026

**AGENDA ITEM:** Consider adopting a resolution accepting a MN Department of IRRR Housing grant for demolition and site improvements at the former ISD 318 Administration Building site and authorizing grant contract signatures.

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

---

### BACKGROUND:

Previously, the council authorized GREDA to apply for a IRRR Housing grant to fund a portion of the building demolition and site improvements at the former ISD 318 Administration Building site. GREDA has been awarded a grant in the amount of \$350,000. Council action is needed to accept the grant and execute the attached grant contract agreement.

### REQUESTED COUNCIL ACTION:

Make a motion to adopt a resolution accepting a MN Department of IRRR Housing grant for demolition and site improvements at the former ISD 318 Administration Building site and authorizing grant contract signatures.

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

RESOLUTION NO. 26-

A RESOLUTION ACCEPTING AN \$350,000.00 GRANT FROM THE MINNESOTA DEPARTMENT OF IRON RANGE RESOURCES AND REHABILITATION (IRRR) HOUSING GRANT PROGRAM FOR DEMOLITION AND SITE IMPROVEMENTS AT THE FORMER ISD 318 ADMINISTRATION BUILDING

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

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

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Grand Rapids, Itasca County, Minnesota, accepts the \$350,000.00 Housing grant award from the IRRR for building demolition and site improvements at the former ISD 318 Administration Building site.

BE IT FURTHER RESOLVED that the City Council authorizes the Mayor and City Administrator to execute the grant contract

Adopted this 8<sup>th</sup> day of June 2026.

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

Attest:

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

Councilmember \_\_\_\_\_ seconded the foregoing resolution and the following voted in favor thereof: \_\_\_\_\_; and the following voted against same: \_\_\_\_\_, 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:** June 8, 2026

**AGENDA ITEM:** Make a motion to authorize the Grand Rapids Police Department to accept \$1483.93 from the FY2025 Patrick Leahy Bulletproof vest Program and to adopt a resolution accepting the same.

**PREPARED BY:** Captain Jeremy Nelson

---

### BACKGROUND:

Created by the Bulletproof Vest Partnership Grant Act of 1998, the Patrick Leahy Bulletproof Vest Partnership (BVP) Program, administered by the Bureau of Justice Assistance (BJA), reimburses states, units of local government, and federally recognized Indian tribes for up to 50 percent of the cost of body armor vests purchased for law enforcement officers.

After the initial purchase of for new officers, bulletproof vests are replaced every five years. The cost of the vests are reimbursed, half by the BVP and half by the State of Minnesota.

The Grand Rapids Police Department has applied for and been awarded reimbursement by this program numerous times in the past 10 years. The amount each year varies depending on the number of vests due to be replaced.

For FY2025 the Grand Rapids Police Department has been granted \$1483.93 through the BVP. This will cover half of the cost of replacing 2 officers bulletproof vests.

### REQUESTED COUNCIL ACTION:

Make a motion to authorize the Grand Rapids to apply for and accept \$1483.93 from the FY2025 Patrick Leahy Bulletproof vest Program and to adopt a resolution accepting the same.

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

RESOLUTION NO. 26 -

A RESOLUTION ACCEPTING A \$1483.93 GRANT FROM THE PATRICK LEAHY BULLETPROOF VEST PARTNERSHIP (BVP) PROGRAM, ADMINISTERED BY THE BUREAU OF JUSTICE ASSISTANCE (BJA) TO THE GRAND RAPIDS POLICE DEPARTMENT TOWARDS THE PURCHASE OF BULLETPROOF VESTS

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

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

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

- The Bureau of Justice Assistance (BJA) has granted the Grand Rapids Police Department a \$1483.93 grant towards the purchase of 2 bulletproof vests.

Adopted this 8<sup>th</sup> day of June, 2026

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

Attest:

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

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



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 8, 2026

**AGENDA ITEM:** Consider adopting a resolution appointing election judges for 2026 elections.

**PREPARED BY:** Kimberly Gibeau

---

### **BACKGROUND:**

Attached is a resolution listing individuals that have agreed to serve the City of Grand Rapids as election judges in the Primary and General elections on August 11, 2026 and November 3, 2026, respectively.

Each precinct will be staffed with five (5) election judges. Two (2) student judges will serve at polling places in a trainee role.

### **REQUESTED COUNCIL ACTION:**

Make a motion to adopt a resolution appointing election judges for 2026 elections at City of Grand Rapids Precincts 1 through 4.

Councilor introduced the following resolution and moved for its adoption:

**CITY OF GRAND RAPIDS**

**RESOLUTION NO. 26-**

**A RESOLUTION APPOINTING ELECTION JUDGES FOR THE PRIMARY ELECTION OF AUGUST 11, 2026 AND THE GENERAL ELECTION OF NOVEMBER 3, 2026**

**WHEREAS**, a Primary Election will be held on August 11, 2026 and a General Election will be held on November 5, 2026; and

**WHEREAS**, polling places must remain open on those days from 7:00 a.m. to 8:00 p.m.; and

**WHEREAS**, the City must appoint and pay the wages and applicable mileage of election judges to staff the polling places.

**NOW THEREFORE, BE IT RESOLVED** that the Grand Rapids City Council hereby appoints the following election judges for the August 11, 2026 Primary Election and the November 3, 2026 General Election:

Precinct 1 – Grand Rapids Fire Hall

Cindy Eckert  
Emmet Stemwedel  
Amy Savela  
Rick Blake  
Connie Andrews

Precinct 2 – Grand Rapids Library

Michael Eckert  
Robert Gibbs  
Michelle Basarich  
Kathleen Blake  
David Lorenz

Precinct 3 – Yanmar Arena (Upper Level)

Catherine McLynn  
Kathy Krook  
Linda Harringer  
Renee Ducharme  
Darcy Rose  
Maryn Bergstrand – Student

Precinct 4 – Zion Lutheran Church

Jim Martinetto  
Pam Casio  
Kathy Theis  
Vicki Lorenz  
Scotty Puglisi  
Elliott Spahn – Student

Alternate Judges:

David Marty  
Sonja Merrild  
Peggy Brennan  
Sheila Brogger

The City will add additional judges if required in the future.

Adopted by the City Council of Grand Rapids, Minnesota this 8th day of June 2026.

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

Attested:

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

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



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 8, 2026

**AGENDA ITEM:** Consider entering into an agreement with Bolton & Menk for the Block 19 Improvements Project

**PREPARED BY:** Matt Wegwerth

---

### BACKGROUND:

At the April 27, 2026 regular meeting, council authorized staff to obtain proposals from engineering firms for the Block 19 Improvements project. The Block 19 Improvements project includes the reconstruction of the existing City parking lot (located behind the Pokegama Hotel), utilities and partial reconstruction of adjacent streets.

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

### REQUESTED COUNCIL ACTION:

Make a motion entering into an agreement with Bolton & Menk for the Block 19 Improvements project and authorize the Mayor and Clerk to sign.

Block 19 Engineering Assistance Services  
 Ranking Summary of Proposals  
 Reviewer: Matt Wegwerth

Firm Name	General	Construction		Budget	Schedule	Project Approach	Proposed Cost	Total Ranking Score
	Firm	Key Staff	Management					
Short Elliott Hendrickson	18	25	45	15	15	40	15	173.0
Bolton & Menk	18	25	45	15	15	48	20	186.0
<b>Max Points per Category</b>	<b>20</b>	<b>30</b>	<b>50</b>	<b>15</b>	<b>15</b>	<b>50</b>	<b>20</b>	<b>200</b>

**I. General Firm and Key Staff Information - 50 points**

Key point is the understanding of the project and the staff assigned

Rate General Firm with a maximum score of 20

Rate Key Staff with a maximum score of 30

**II. Proven success of Construction Management - 50 points**

Key point: Effective coordination and management of contractors, property owners and other stakeholders

Rate with a maximum score of 50

**III. Proven track record of maintaining budget and schedule- 30 points**

Key Point: Experianeece of both firm and staff

Rate Budget with a maximum score of 15

Rate Schedule with a maximum score of 15

**IV. Proposed approach to the project - 50 points**

Key Point: What is the approach to managing the businesses and customers.

Rate with a maximum score of 50

**V. Proposed cost - 20 points**

1st place = 20 points

2nd place = 15 points

3rd place = 10 points

4th and below = 0 points

**Notes:**

Cost Comparison

BM = \$292,842, which included a RJR for \$14,792. Also included construction staking

Block 19 Engineering Assistance Services  
 Ranking Summary of Proposals  
 Reviewer: Tom Pagel

Firm Name	General	Construction	Budget	Schedule	Project	Proposed	Total Ranking	
	Firm	Key Staff						Management
Short Elliott Hendrickson	20	30	50	10	15	50	15	190.0
Bolton & Menk	20	30	50	15	15	50	20	200.0
<b>Max Points per Category</b>	<b>20</b>	<b>30</b>	<b>50</b>	<b>15</b>	<b>15</b>	<b>50</b>	<b>20</b>	<b>200</b>

**I. General Firm and Key Staff Information - 50 points**

Key point is the understanding of the project and the staff assigned

Rate General Firm with a maximum score of 20

Rate Key Staff with a maximum score of 30

**II. Proven success of Construction Management - 50 points**

Key point: Effective coordination and management of contractors, property owners and other stakeholders

Rate with a maximum score of 50

**III. Proven track record of maintaining budget and schedule- 30 points**

Key Point: Experience of both firm and staff

Rate Budget with a maximum score of 15

Rate Schedule with a maximum score of 15

**IV. Proposed approach to the project - 50 points**

Key Point: What is the approach to managing the businesses and customers.

Rate with a maximum score of 50

**V. Proposed cost - 20 points**

1st place = 20 points

2nd place = 15 points

3rd place = 10 points

4th and below = 0 points



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

Proposal for Professional Engineering Services

# BLOCK 19 IMPROVEMENTS

---



**CONTACT**

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

**LOCATION**

504 NW 1<sup>st</sup> Avenue | Suite 205  
Grand Rapids, MN 55744  
218-571-4347 | Bolton-Menk.com

**DATE**

May 29, 2026





Real People. Real Solutions.

504 NW 1<sup>st</sup> Avenue | Suite 205  
Grand Rapids, MN 55744  
218-571-4347 | Bolton-Menk.com

May 29, 2026

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

RE: Proposal for Professional Engineering  
Services Block 19 Improvements

This proposal will remain valid for 90 days  
or until August 27, 2026.

Dear Matt,

The City of Grand Rapids has initiated the Block 19 Improvements project to modernize a highly visible downtown parking facility while addressing aging utilities, stormwater treatment, and pedestrian safety enhancements. This project must balance infrastructure performance with continued access to nearby businesses and community spaces throughout construction. Bolton & Menk understands what it will take to deliver a successful project that is technically sound, cost-conscious, and carefully coordinated with the public.

**Local, Invested Project Team** – Grand Rapids is not a new community for our team. Our staff has been actively supporting the City and the Economic Development Authority on recent planning and infrastructure efforts, giving us firsthand familiarity with downtown conditions, expectations, and stakeholders. For Block 19, we are proposing a locally based, multidisciplinary team that brings engineering, stormwater, survey, streetscape, transportation, and public engagement expertise together under one roof. This integrated approach allows for consistent communication, efficient decision making, and solutions that reflect the City’s goals for both infrastructure performance and downtown vitality.

**Proven Experience** – Our team brings direct experience delivering projects that mirror the key components of the Block 19 Improvements including parking lot reconstruction, utility replacement, stormwater treatment, and pedestrian-focused improvements. We understand how these elements must work together to create a functional and durable downtown space. Just as important, we bring experience working in Grand Rapids, allowing us to apply lessons learned and proven approaches to deliver a well-coordinated and efficient project.

**Proactive Communication for a Public-Facing Project** – Block 19 is a heavily used, highly visible area that plays an important role in supporting downtown businesses and visitors. Thoughtful communication and access planning will be critical throughout design and construction. Our team brings direct experience facilitating public engagement and business coordination in Grand Rapids, including proactive communication, phased access planning, and clear construction messaging. We will work closely with City staff and stakeholders to maintain access, support businesses, and keep the community informed as the project progresses.

In continued service to the City of Grand Rapids, we are excited at the opportunity to complete the Block 19 Improvements. Kory Johnson will serve as your lead client contact. Please contact him at 218-259-6323 or kory.johnson@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,  
**Bolton & Menk, Inc.**

Andrew Brotzler, PE  
Principal-in-Charge

Kory Johnson, PE  
Project Manager

# FIRM OVERVIEW



Our commitment to communities began in 1949, serving the needs of municipal clients. As we continue to grow in both numbers and experience, our dedication to building trust and ensuring a true partnership with our clients remains the same. Our goal is to help communities make progress by listening to what people want,

finding the best solutions for their needs, and treating them right. Simply put, we're people helping people. Today, Bolton & Menk, Inc. has more than 1,000 multiregional employees including a professional staff of more than 400 engineers, planners, landscape architects, and surveyors.

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

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

## SOLUTIONS PROVIDED

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

## EMPLOYEE COUNT

257	Civil Engineers
116	Transportation Engineers and Planners
12	Structural Engineers
11	Aviation Engineers and Planners
42	Water/Wastewater Engineers
60	Water Resources Engineers
19	Natural Resources Specialists
35	Land Surveyors
79	Survey Technicians
79	CADD Technicians
45	Construction Inspectors
31	GIS Specialists
7	Architects
25	Urban/Regional Planners
62	Landscape Architects
5	Community Outreach Specialists
8	Communication Specialists
21	Visual Communications Specialists
8	Funding Specialists
136	Corporate/Administrative

### NORTHEAST MINNESOTA EMPLOYEE COUNT - 42 TOTAL

15	Civil Engineers	7	Survey Technicians
2	Land Surveyors	3	CAD Technicians
3	Transportation Engineers	2	Construction Inspector
4	Administrative Professionals	4	Water Resources/ Environmental Specialist
1	GIS Specialists	1	Aviation

# PROJECT UNDERSTANDING

The City of Grand Rapids is seeking a qualified engineering partner to plan, design, and support construction of the Block 19 Improvements. The project is intended to improve functionality, accessibility, and long-term durability of public infrastructure while supporting ongoing downtown revitalization and economic activity.

The scope of the project includes full reconstruction of the Block 19 municipal parking lot, partial reconstruction of adjacent roadways, streetscaping and pedestrian improvements, and replacement of watermain, sanitary sewer, and storm sewer infrastructure and treatment system.

Bolton & Menk recognizes the importance of efficient parking layout, ADA-compliant access, lighting, landscaping, and streetscape features in achieving the City's goals for a functional and welcoming downtown core. The preliminary layout reflects an increase in total parking capacity, and the final design must balance stall efficiency, pedestrian connectivity, snow storage, and long-term maintenance considerations. ADA accessibility will be fully integrated into both parking and pedestrian facilities in accordance with current standards.

Adjacent roadway improvements include curb modifications, new concrete walks, pavement mill and overlay, and streetscape elements designed to enhance connectivity and visual continuity with surrounding downtown infrastructure. The project design must comply with Municipal State Aid (MSA) standards and City of Grand Rapids Standards, recognizing that the project will be funded through a combination of MSA and local sources, with no special assessments anticipated.

Underground infrastructure improvements are a critical component of the project. Watermain and sanitary sewer systems within the parking lot will be replaced, and a new storm sewer system with treatment features will be constructed in accordance with the Itasca SWCD Subsurface BMP Feasibility Report. Stormwater design will focus on regulatory compliance, constructability, and long-term performance while minimizing conflicts with other utilities and surface features.

Public involvement is recognized as a key factor in successful project delivery. This will involve public meetings and proactive communication with property owners, businesses, utilities, and other stakeholders.

Construction is anticipated to begin in May 2027, with professional services starting in July 2026 and extending through warranty inspection and preparation of record drawings. The scope of professional services includes topographic survey, public engagement, plans and specifications, bidding, construction inspection and management services, and record drawings.

The City of Grand Rapids will contract with a geotechnical consultant for soil borings and materials testing as required for the project. Bolton & Menk will schedule and direct the geotechnical consultant as needed for the project.

Overall, Bolton & Menk understands that the City is seeking a firm with demonstrated experience delivering complex municipal infrastructure projects that require technical expertise, public engagement, and disciplined construction management. We are committed to delivering a project that meets City standards, remains within budget, and supports the long-term functionality and vitality of the Block 19 area.



# PROJECT APPROACH

## PROJECT COORDINATION AND MANAGEMENT

Successful delivery of the Block 19 Improvements will depend on proactive coordination, clear communication, and effective project management from project initiation through completion. Bolton & Menk will serve as the City's partner, working closely with City staff to establish roles, communication protocols, decision-making processes, and schedule expectations at the outset of the project. Coordination will extend across City departments, regulatory agencies, utility providers, public stakeholders, and contractors to ensure that design decisions, public input, and construction activities are aligned with project goals, funding requirements, and operational needs. Through regular meetings, clear documentation, and responsive communication, we will actively manage scope, schedule, and budget while minimizing risk and disruption in this highly visible downtown setting. We propose the following tasks to complete the Block 19 Improvements Project.



### ✓ TASK 1: SURVEY AND GEOTECHNICAL INVESTIGATION (59 HOURS)

Bolton & Menk will perform a comprehensive topographic survey of the Block 19 project area to support accurate and coordinated design of parking, roadway, utility, stormwater, and streetscape improvements. The survey will capture existing right-of-way limits, existing surface features, utilities, structures, pavement limits, curb lines, landscaping, and other relevant improvements. All survey work will be coordinated with available record drawings and mapping provided by the City.

Bolton & Menk will identify the required soil boring locations for the project and coordinate with the City's geotechnical consultant to complete the borings. The results will support completion of the Block 19 design.

### ✓ TASK 2: ROUNDABOUT JUSTIFICATION REPORT (78 HOURS)

As part of the planning process, we understand the City is seeking out an option to construct a mini-roundabout at the intersection of 1<sup>st</sup> Avenue/2<sup>nd</sup> Street. To proceed with this alternative, traffic counts will be obtained and a roundabout justification report will be drafted, finalized, and submitted for approval with State Aid. The report will be consistent

with the MnDOT Design Guide for State Aid Projects and include existing traffic and safety conditions, future traffic projections, alternative intersection control operations analysis, crash evaluation, capacity evaluation, pedestrian and bicycle impacts, right-of-way impacts, and conclusion recommendations. The consultant will coordinate with all jurisdictional agencies for all RJR document processing, including obtaining all required signatures and approvals for the documents.

## TASK 3: PUBLIC ENGAGEMENT (40 HOURS)

To someone unfamiliar with the City, it could be perceived that these two blocks of 1<sup>st</sup> Avenue NE are insignificant. However, Bolton & Menk knows that this is an important corridor for pedestrians, bicyclists, and vehicles accessing local businesses and key destinations such as the library, Rapids Brewing Company, Blandin Foundation, and trails along the Mississippi River. Early and often communication

as well as intentional engagement will be critical to ensure that the design meets the community's needs and that businesses and the traveling public are informed of the construction timeline and detours. In addition to the two public meetings to present the concepts and prepare for construction, Bolton & Menk is best positioned to support the communication and public engagement the Grand Rapids community expects given the robust engagement we've successfully delivered on the Hwy 2 Corridor Study, Hwy 2 Redevelopment and Land Use Study, and the Legion Park Master Plan.

## COMMUNICATION

The first step in the engagement process is to ensure that stakeholders and the public are aware of the project and let them know how they can get involved.

### Deliverables:

- Project fact sheet/flyer
- Three social media posts



## ENGAGEMENT

Based on our experience, we know Grand Rapids is a very engaged community! Following is our proposed engagement strategies, with a focus on area businesses as well as people that walk, bike, and drive on this short but important stretch of 1<sup>st</sup> Avenue NE.

### Deliverables:

- Two meetings with the City of Grand Rapids staff
- Two Open House Meetings: Concept/Layout and Construction Phasing Access
  - Bolton and Menk will provide open house boards, powerpoint presentations, and necessary graphics Engagement summaries for each open house will be provided to the City

## ✓ TASK 4: FINAL DESIGN (748 HOURS)

Bolton & Menk will prepare a detailed design of the proposed improvement in accordance with the City of Grand Rapids design standards and following all federal and state laws, rules, and regulations. Our team envisions biweekly correspondence to ensure the City of Grand Rapids' input on the design is included throughout the process. We intend to submit final design plans, specifications, and an engineer's estimate for review at the following stages of completion:

- 60% Plan Review – Submittal to include existing conditions, proposed removals, street construction plan and profiles, utility plans and details, storm plan and profiles, construction details, landscape plan, traffic control plan, and preliminary cost estimate
- 95% Plan Review – Submittal of final design plans, project proposal and specifications, and engineer's estimate for approval and signatures
- Submit plans to MnDOT State Aid for review and approval

## ✓ TASK 5: PROJECT ADVERTISEMENT AND BID ADMINISTRATION (36 HOURS)

Bolton & Menk will prepare and assemble bidding documents which will include project specifications,

instructions to bidders, bid proposal form, and any necessary labor/wage requirements. Our project manager will perform the following bid administration responsibilities:

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

### Deliverables:

- Bid advertisement documentation
- Bidding documents (Project Manual)
- Final contract documents
- Bid abstract

## ✓ TASK 6: CONSTRUCTION MANAGEMENT AND OBSERVATION (696 HOURS)

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

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

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



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

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

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

## TASK 7: PROJECT CLOSEOUT AND AS-BUILTS (67 HOURS)

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

## GENERAL ASSUMPTIONS

This proposal is based upon the following assumptions:

- A. Bolton & Menk will perform the services outlined in the proposal for the stated fee. Changes required by the owner or other controlling entities (regulatory agencies, contractors, courts, etc.) from the scope of services, or title issues that may arise will be considered additional services and will be invoiced on an hourly basis in addition to the stated fee.
- B. Wetland delineation and mitigation is not anticipated.
- C. Due to the undetermined scope of the mini-roundabout at the intersection of NE 2<sup>nd</sup> Street and NE 1<sup>st</sup> Avenue, this proposal includes scope through creating a MnDOT State Aid Roundabout Justification Report (RJR) to determine the feasibility of the mini-roundabout.
- D. Construction management and observation services for this proposal have been estimated for a 12-week construction duration.
- E. One minor revision to the plans based on owner comments is included; other revisions will be provided as additional services.



# KEY PERSONNEL



## KORY JOHNSON, PE

PROJECT MANAGER

### EDUCATION

Bachelor of Science - Civil Engineering  
University of North Dakota - Grand Forks

Associate of Science - Engineering  
Itasca Community College

### REGISTRATION

- Professional Engineer, MN



### SUMMARY

Kory is a municipal project manager at Bolton & Menk with a wealth of experience in civil engineering, project management, and infrastructure development. Having begun his career in 2011, his expertise spans diverse sectors including transportation, construction engineering, and oil and gas transmission. In his current role, Kory leads the development, design, and construction of municipal projects, ensuring technical excellence and alignment with community needs.

Kory's technical expertise is grounded in a passion for building and problem-solving. He thrives in roles that allow him to bring complex infrastructure projects to life, and he is especially energized by returning to a position focused on project development and execution. His approach is hands-on, collaborative, and driven by a commitment to delivering lasting value to the communities he serves.

### EXPERIENCE

- North Lake Bemidji Water and Sanitary Sewer Extension, City of Bemidji, MN
- 2025 Hydrant Replacement, Hibbing Public Utilities Commission, MN
- Crystal Lake Estates Second Addition Demo and Utility Project, Grand Rapids Economic Development Authority, MN
- Palmer Bus Garage Utility Extension, City of Bovey, MN
- Shallow Lake Road Culvert Replacement, Feeley Township, MN
- Force Main Manhole Evaluations, City of Grand Forks, ND
- US 83 Grading Project, North Dakota Department of Transportation
- TH 61 Project - City Utility, City of Two Harbors, MN
- Line 6B Replacement in Michigan and Indiana, Enbridge
- Line 3 Pipeline Replacement in North Dakota, Enbridge
- Line 41 Pipeline Replacement, Enbridge, IL/IN
- Line 5 Pipeline Straights of Mackinac Hydrostatic Testing, Enbridge, MI
- Line 3 Pipeline Replacement Design, Enbridge, MN
- Line 5 Pipeline St Clair River HDD & Valve Replacement, Enbridge, MI/Ontario
- Line 41 Pipeline Mississippi River HDD, Enbridge, MO, IL
- Transco Pipeline 175 Hydrostatic Testing and Meter Station Take Off in Virginia, Williams Companies
- Transco Pipeline 170 Hydrostatic Testing in North Carolina, Williams Companies
- Transco Pipeline 125 Segment & Valve Replacement in Georgia, Williams Companies
- Swan River Highway Maintenance Facility Construction
- CSAH 37 Culvert Replacement
- CSAH 54 FHWA ER Grading Project
- FEMA Highway Events (Multiple Years)
- CSAH 3, 40, 69, 71 Culvert Lining
- County Wide Pavement Markings (Multiple Years)

# KEY PERSONNEL



## ANDREW BROTZLER, PE

PRINCIPAL-IN-CHARGE / QUALITY CONTROL MANAGER

### EDUCATION

Bachelor of Science - Civil Engineering  
North Dakota State University

### REGISTRATION

- Professional Engineer, MN



### SUMMARY

Andy is a municipal senior project manager who began his career in 1995. Having served as both a consultant city engineer and on-staff public works director, he brings a collaborative approach to project delivery. Andy has extensive experience leading public engagement processes for diverse and complex projects and understands the value that effective engagement brings to developing the right solutions. He is an expert in working with the public, agency representatives, and elected officials to communicate project information and support the advancement of projects and initiatives. His project experience ranges from locally-funded projects that follow Minnesota Statute 429 to State Aid and federally-funded county and state highway and trail projects. Andy is passionate about working as a team to find the right solutions for our clients.

### EXPERIENCE

- 2025 CWI - 30" WMN Rehabilitation, Hibbing Public Utilities Commission, MN
- 2025 CWI 17<sup>th</sup> St/5<sup>th</sup> and 6<sup>th</sup>, Hibbing Public Utilities Commission, MN
- TH 61 Project - City Utility, City of Two Harbors, MN
- TH 61 - MnDOT Reconstruction, City of Two Harbors, MN
- Lighthouse Point Road, City of Two Harbors, MN
- 2025 CWI 2<sup>nd</sup> Avenue East, Hibbing Public Utilities Commission, MN
- 2025 Hydrant Replacement, Hibbing Public Utilities Commission, MN
- 2025 CWI - 30" WMN Rehab P2, Hibbing Public Utilities Commission, MN
- 2024-2025 Street Improvements, City of Two Harbors, MN
- Overhead Power Relocate, Hibbing Public Utilities Commission
- 2025 CWI - 23<sup>rd</sup> Street, Hibbing Public Utilities Commission, MN
- Black Water Banks - Civil Design, ICS
- Street Report and Mapping, City of Silver Bay, MN
- 2024 Capital Watermain, Hibbing Public Utilities Commission, MN
- 2025 Street Seal Coat, City of Two Harbors, MN
- 2024/2025 Street & Utility Improvements, Lake County, MN
- Water System Improvements, City of Two Harbors, MN
- US TH 169 - 2025 Lighting, City of Grand Rapids, MN
- West End Utilities, City of Two Harbors, MN
- Water Treatment Facility, City of Marble, MN
- NAI Legacy Development, City of Two Harbors, MN
- 2025 RAISE Grant Application, Hibbing Public Utilities Commission, MN
- 2024 Street and Utility, City of Silver Bay, MN
- Level II MHPR, Benchmark Engineering, Inc.
- Municipal Liquor Store, City of Two Harbors, MN
- WWTF Engineering, City of Two Harbors, MN
- Chlorine Contact Tank, City of Two Harbors, MN
- Power Plant Turbine 3, Hibbing Public Utilities Commission, MN
- LPP Shared Use Trail, City of Cromwell, MN
- 2025 City Zoning Map Update, City of Marble, MN

# KEY PERSONNEL



## SAMI BONN-MILLER

DESIGN LEAD / SITE REPRESENTATIVE

### EDUCATION

Bachelor of Science - Civil Engineering  
Michigan Technological University

Associate of Science - Engineering  
Itasca Community College

### SUMMARY

As a municipal design engineer, Sami works with municipal clients to deliver public infrastructure projects from preliminary design through construction. Beginning her career in 2024, her responsibilities include assisting with design computations; preparing layouts, technical reports, and feasibility studies; and developing detailed plans, specifications, cost estimates, and quantity takeoffs. During construction, Sami provides observation and administration, including staking, documenting progress, coordinating testing, and facilitating communication among contractors, residents, and city staff. She is passionate about municipal engineering because it meaningfully strengthens communities—creating practical, sustainable designs that enhance safety, efficiency, and everyday quality of life.

### EXPERIENCE

- Wastewater Treatment Facility Improvements, City of Nashwauk, MN
- Roadway and Utility Improvements, City of Gilbert, MN
- MNDOT Hwy 210 Traffic Control Plan, Carlton, MN
- MNDOT Hwy 61 Box Culvert Replacements, Hovland, MN
- MNDOT Hwy 2 LaPrairie Mill and Overlay, LaPrairie and Grand Rapids, MN
- MNDOT Hwy 74 Bridge Replacement, St. Charles, MN
- MNDOT Hwy 169 Road Reconstruction and Roundabout, Garrison, MN
- MNDOT Hwy 61 Road Reconstruction and Roundabout, Duluth, MN
- 2026 23<sup>rd</sup> Street Capital Watermain and Steam Improvements, Hibbing Public Utilities Commission, MN
- 2026 4<sup>th</sup> Avenue Capital Watermain Improvements and Road Reconstruction, Hibbing Public Utilities Commission, MN
- 15<sup>th</sup> Street Watermain Reconstruction, City of Two Harbors, MN
- Central Park Improvements, City of Meadowlands, MN
- 6<sup>th</sup> Avenue W Paving Project, City of International Falls, MN



Real People. Real Solutions.

# KEY PERSONNEL



## DEREK ARNES, PE

TRANSPORTATION SENIOR PROJECT ENGINEER

### EDUCATION

Bachelor of Arts, Engineering Science,  
Bethel University

Bachelor of Science, Civil Engineering,  
University of Minnesota - Twin Cities

### REGISTRATION

- Professional Engineer, MN

### SUMMARY

Derek is passionate about serving the public and takes pride in enhancing the safety and quality of the communities he serves. As a transportation senior project engineer, he is responsible for preliminary and final roadway design layouts, cost estimates, specifications, and assembling construction plans. Derek began his career in 2011 and has all-around experience from concept design to construction delivery. His design knowledge spans from retaining walls to trails to access management. He specializes in roundabout design and has a history of geotechnical experience. Derek enjoys bringing our clients' visions to life with the 3D design aspect of roadway design technology. He is an expert in software such as MicroStation/GEOPAK, OpenRoads, and Site/Corridor Modeler.

### EXPERIENCE

- TH 10 Improvements, City of Anoka, MN
- TH 13/21 Downtown Improvements, Scott County, MN
- CR 2/91, City of Elko New Market, MN
- CR 2/15, Scott County, MN
- CSAH 33/CSAH 34, Carver County, MN
- CSAH 10 in Waconia, Carver County, MN
- CR 45 Roundabout in Princeton, Sherburne County, MN
- CSAH 21 Downtown Reconstruction in Prior Lake, Scott County, MN
- CSAH 52 and CSAH 12 Roundabout, Clay County, MN
- CSAH 33/CSAH 34 Roundabout, Carver County, MN
- CR 45 Roundabout, Sherburne County, MN - Roadway Design
- Roadway Design TH 97/Goodview Road Roundabout, City of Forest Lake, MN
- Forthun Road/Isle Drive, City of Baxter, MN
- TH 10/Main Street/Thurston Avenue, City of Anoka, MN
- CSAH 10 in Waconia, Carver County, MN
- CSAH 30 Diffley Road/Braddock Trail, City of Eagan, MN
- TH 10 Improvements, City of Anoka, MN
- US 52 from Cannon Falls to Hader, MnDOT District 6
- TH 75/50th Intersection, MnDOT District 4
- TH 59/Willow Road Roundabout, MnDOT District 4
- TH 75/TH 210, MnDOT District 4



Real People. Real Solutions.

# KEY PERSONNEL



## DEREK BENOY, PE

### WATER RESOURCES/STORMWATER MANAGEMENT

#### EDUCATION

Bachelor of Science - Civil Engineering  
Michigan Technological University

Master of Science - Environmental Engineering  
Michigan Technological University

#### REGISTRATION

- Professional Engineer, MN

#### CERTIFICATIONS

- Bolton & Menk Authorized Trainer
- Low Salt Design Strategies - LSiD TM

#### SUMMARY

Derek is a water resources project engineer, starting his career at Bolton & Menk in 2016. Derek has immense experience in stormwater management and is passionate about protecting the valuable water resources in northern Minnesota. He has a diverse project background that includes drainage and water quality design for numerous county and municipal street and utility reconstruction projects, private site development, development of stormwater management plans, and environmental and hydraulic permitting through local, state, and federal agencies.

#### EXPERIENCE

##### Design Experience

- Street and Alley Improvements, City of Two Harbors, MN
- West Point Douglas Road, City of Cottage Grove, MN
- Black Beach Campground, City of Silver Bay, MN
- South Interceptor North Forestview Stormwater Outlet, City of Baxter, MN
- Hamburg Avenue Improvements, City of Lakeville, MN
- B Line, Robert District Sanitary Analysis, City of Inver Grove Heights, MN
- Woodbury Public Works Building Expansion, City of Woodbury, MN
- Bridlewood Farms Street & Utility Improvements, City of Woodbury, MN
- Roadway Rehabilitation Project, City of Woodbury, MN
- Clear Lake Water Quality Improvements, City of Forest Lake, MN
- Safe Routes to School, City of Forest Lake, MN
- Street & Utility Improvements, City of Apple Valley, MN
- Kenyon Avenue Reconstruction, City of Lakeville, MN
- Street & Utility Improvements, City of Scandia, MN
- Hadley Avenue Street & Utility Improvements, City of Cottage Grove, MN

##### Field Experience

- Empire Township Stormwater Pond Assessment, Empire Township, MN
- Forest Lake MS4 Stormwater Pond Assessment, City of Forest Lake, MN
- Donegal South Utility Improvements, City of Maple Grove, MN
- Northfield Stormwater Pond Assessment, City of Northfield, MN
- Hartley Park Green Infrastructure Improvements, St. Louis County, MN
- Stormwater Management Plan, City of Silver Bay, MN
- Stormwater Management Plan, City of Two Harbors, MN



# SUPPORT STAFF



**JOSH BARSNESS, PLS**  
Survey

**Josh will manage the project's survey crews, survey computations, and quality control. He has a depth of experience in managing survey projects and survey crews. He will coordinate the needs of the project team from a survey perspective and provide all survey mapping as necessary to complete the final design.**

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



**ROBIN CAUFMAN**  
Community Engagement

**Robin will support an engaging public involvement strategy through focused community engagement efforts.**

Since beginning her career in 1994, Robin has filled multiple roles on regional infrastructure plans and projects, including transportation corridors, wastewater plans, environmental studies, and streetscape designs. As a community planning project manager, her primary areas of expertise include community engagement, metropolitan area comprehensive planning, and land use analysis. Prior to joining Bolton & Menk, Robin spent 21 years between Metropolitan Council and Metro Transit where she was responsible for working with local governments and communities on comprehensive planning, regional infrastructure planning, and engineering and construction of large transit projects. Robin uses her expertise in listening to project partners and community stakeholders and communicating technical information to ensure that there is clear understanding by all parties of project needs, purpose, benefits, and impacts.



**JONATHAN NELSEN, PLA**  
Streetscape/Landscape Architecture

**Jonathan will work collaboratively with the design team to develop creative, aesthetically pleasing, and functional landscape features.**

Jonathan is a landscape architect and project manager specializing in parks and park planning. Since beginning his career in 2012, he has worked in city and university planning departments, collaborating with the public, policymakers, and developers on master planning and development projects. His experience spans urban design, multimodal transportation, and downtown and civic spaces, with a primary focus on parks and recreation. Jonathan has contributed to impactful projects across Minnesota and Iowa and is driven by creative problem-solving and the use of innovative tools to deliver practical, sustainable solutions.

# SIMILAR EXPERIENCE

Bolton & Menk has assembled an experienced and proven team to complete the project tasks required by the City of Grand Rapids. Below are several examples of our recent work.



## 2024-2025 Street Improvements City of Two Harbors, MN

The 2024–2025 Street Improvement Project in Two Harbors, Minnesota involved the reconstruction of 10 city blocks through a collaborative effort between the City of Two Harbors and Lake County. The project included comprehensive roadway and utility upgrades, encompassing roadway, sanitary sewer, watermain, and storm sewer improvements. The storm sewer system was designed in accordance with Minnesota State Aid standards.

Bolton & Menk collaborated closely with the Lake County Soil and Water Conservation District (SWCD) to incorporate enhanced water quality treatment measures into the stormwater system. These measures included the installation of two hydrodynamic separators and a debris separating baffle box (DSBB), designed to remove pollutants such as total suspended solids (TSS), total phosphorus (TP), and trash/debris. These improvements help protect the downstream water quality in Skunk Creek, which ultimately discharges into Lake Superior.

## Municipal Liquor Store City of Two Harbors, MN

The City of Silver Bay completed construction of a \$5 million multimodal trailhead facility along the bluffs of Lake Superior, with a ribbon-cutting scheduled in May 2026. The project, led by Bolton & Menk, involved transforming an existing city park into a multimodal trailhead and wayside rest facility. The project provides safe, separated recreational trail access for both non-motorized and motorized users, serving the Gitchi-Gami State Bike Trail, CJ Ramstad ATV/Snowmobile Trail, Superior Hiking Trail, Black Beach Park, and other local ATV, snowmobile, and biking trails.



The facility features a two-level trailhead building with 24/7 lavatory and shower facilities on the lower level and an upper level designed for meetings and events. Additional amenities include ample parking, an outdoor plaza, playground, picnic areas, and green spaces, all situated near local businesses and services. The redevelopment replaced two existing buildings, improved accessibility, and created a prominent new community asset that supports tourism and local economic activity.

Fully funded through grants, this project provides a welcoming, versatile space for all trail users, strengthening Silver Bay’s trail connectivity while offering a new gathering space for community activities.



## Multimodal Trailhead Center City of Silver Bay, MN

In 2025, the City of Silver Bay is constructing a \$5 million multimodal trailhead facility along the bluffs of Lake Superior. The project, led by Bolton & Menk, involves converting a city park into a multimodal trailhead and wayside rest facility. The project will provide safe and separate recreational trail access for both non-motorized and motorized traffic, serving the Gitchi-Gami State Bike Trail, C.J. Ramstad ATV/Snowmobile Trail, Superior Hiking Trail, Black Beach Park, and other local ATV, snowmobile, and biking trails.

The facility will feature a two-level trailhead building with 24/7 lavatory and shower facilities on the lower level and an upper level for meetings and events. Additional amenities include ample parking, an outdoor plaza, playground, picnic areas, and green spaces, all situated near local businesses and services. The redevelopment will replace two existing buildings, enhance accessibility, and significantly boost tourism and local business. The new trailhead building will be a valuable public asset for the community, enhancing the area's appeal and accessibility.

This project, fully funded by grants, aims to create a welcoming space for all trail users, contributing to the local economy and providing a new, versatile facility for community activities.

## REFERENCES

**PATRICIA NORDEAN**  
 City Administrator  
 City of Two Harbors, MN  
 218-834-5631  
 pnordean@twoharborsmn.gov

**JEFF JACOBSON**  
 City Administrator  
 City of Aurora, MN  
 218-229-2614  
 cityclerk@ci.aurora.mn.us

**LANA FRALICH**  
 City Administrator  
 City of Silver Bay, MN  
 218-226-4408  
 lanaf@silverbay.com

# SCHEDULE

**MAY 29, 2026** ● Proposals due for consideration by the City of Grand Rapids

**JULY 2026** ●

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

## TASK 1: SURVEY AND GEOTECHNICAL INVESTIGATION

**JULY-AUG 2026** ●

- Topographic survey
- Right-of-way identification
- Identify geotechnical boring locations

**SEPT 2026** ●

- Final geotechnical report

## TASK 2: ROUNDABOUT JUSTIFICATION REPORT

**OCT 2026** ● Roundabout justification report will be drafted, finalized, and submitted for approval with State Aid

## TASK 3: PUBLIC ENGAGEMENT

**NOV - DEC 2026** ●

- Public meeting for plan layout
- Public meeting for construction phasing

## TASK 4: FINAL DESIGN

**NOV 15, 2026** ● 60% Plan Review – Submittal to include existing conditions, proposed removals, street construction plan and profiles, utility plans and details, and preliminary cost estimate

**JAN 19, 2027** ● 95% Plan Review – Submittal of final design plans, project proposal and specifications, and engineer’s estimate for approval and signatures

**FEB 2027** ● Complete plan set to MnDOT State Aid for final review and approval

## TASK 5: PROJECT ADVERTISEMENT AND BID ADMINISTRATION

**MARCH 2027** ● Advertisement

- Advertise the project for sealed competitive bids – March 10, 17, and 24
- Respond to bidder questions and issue addenda

**APRIL 2027** ● Bid Award

- Bid opening – April 6, 2027
- Bid tabulation and recommendation of award to the lowest responsible bidder – April 8
- Grand Rapids awards project – April 12, 2027
- Contractor contract execution and notice to proceed – April 23, 2027

## TASK 6: CONSTRUCTION PHASE

**MAY - AUG 2027** ●

- Construction staking
- Construction administration
- Construction project representative

## TASK 7: PROJECT CLOSEOUT AND AS-BUILTS

**AUG 2027** ●

- Punch list completion
- Construction complete by August 31, 2027

**OCT 2027** ● Record drawings, testing summaries, and final documentation delivered to Grand Rapids

# FEE

Bolton & Menk, Inc. will provide the scope of services as described for a total not-to-exceed fee of \$292,842. We will bill work according to our standard hourly billing rates and will not exceed our estimate without prior authorization from the city.

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

Client: City of Grand Rapids, MN Project: Block 19 Improvements		Bolton & Menk, Inc.												
Task No.	Work Task Description	Quality Control Manager	Project Manager	Design Engineer	Stormwater Management	Survey	Community Engagement	Streetscape	Administration	Construction Project Representative	Transportation Project Manager	Transportation Project Engineer	Total Hours	Total Cost
1.0	Survey & Geotechnical Investigation	0	6	8	0	45	0	0	0	0	0	0	59	\$11,245
2.0	Roundabout Justification Report	0	0	0	0	0	0	0	0	0	38	40	78	\$14,792
3.0	Public Engagement	0	4	0	0	0	36	0	0	0	0	0	40	\$9,172
4.0	Final Design	24	124	474	52	0	0	28	4	0	6	36	748	\$128,182
5.0	Public Advertisement and Bid Administration	2	14	0	0	0	0	0	20	0	0	0	36	\$5,722
6.0	Construction Management and Observation	0	52	0	0	80	0	0	24	540	0	0	696	\$112,744
7.0	Project Closeouts & As-builts	0	12	40	0	0	0	0	0	15	0	0	67	\$10,985
<b>Total Hours</b>		26	212	522	52	125	36	28	48	555	44	76	1724	
<b>Total Fee</b>														<b>\$292,842</b>



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY) 12/31/2026 5/18/2026

Item 9.

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

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

PRODUCER Lockton Companies, LLC DBA Lockton Insurance Brokers, LLC in CA CA license #0F15767 444 W. 47th St., Ste. 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED 1565200 BOLTON & MENK, INC. 1960 PREMIER DR MANKATO MN 56001	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Zurich American Insurance Company	NAIC # 16535
	INSURER B : American Guarantee and Liab. Ins. Co.	26247
	INSURER C : Continental Casualty Company	20443
	INSURER D :	
INSURER E :		
INSURER F :		

COVERAGES CERTIFICATE NUMBER: 23531223 REVISION NUMBER: XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONTRACTUAL LIAB  GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> SUBJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	N	N	GLO 1340010-00	1/1/2026	1/1/2027	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMPIOP AGG \$ 4,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	N	N	BAP 1340009-00	1/1/2026	1/1/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ \$0	N	N	SXS 1340013-00	1/1/2026	1/1/2027	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in IN) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC 1340011-00	1/1/2026	1/1/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	<input checked="" type="checkbox"/> PROF LIAB <input checked="" type="checkbox"/> POLL LIAB <input checked="" type="checkbox"/> E&O \$25K SIR	N	N	AEH114019718	12/31/2025	12/31/2026	\$15,000,000 PER CLAIM/AGG \$15,000,000 PER CLIAM/AGG RETRO DATE: 12/31/1997

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 RE: PROPOSALS FOR PROFESSIONAL ENGINEERING SERVICES BLOCK 19 IMPROVEMENTS;

## CERTIFICATE HOLDER

23531223  
 CITY OF GRAND RAPIDS  
 ATTN: MATT WEGWERTH,  
 P.E., PUBLIC WORKS DIRECTOR / CITY ENGINEER  
 420 NORTH POKEGAMA AVENUE  
 GRAND RAPIDS, MN 55744

## CANCELLATION

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

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES

# BLOCK 19 IMPROVEMENTS

The City of Grand Rapids, Minnesota

GRAND RAPIDS, MINNESOTA | MAY 29, 2026



Building a Better World  
for All of Us®

May 29, 2026  
Matt Wegwerth, PE  
Director of Public Works/City Engineer  
420 N. Pokegama Avenue  
Grand Rapids, MN 55744



**RE: Block 19 Improvements – Proposal for Professional Engineering Services**

Dear Members of the Evaluation Committee,

Short Elliott Hendrickson Inc. (SEH®) is pleased to submit this proposal to provide professional engineering services for the Block 19 Improvements project. We are highly qualified to deliver this work and have a strong understanding of the project area, its stakeholders, and the city’s expectations for successful delivery.

SEH has a long-standing presence in Grand Rapids, with over 25 years serving the community from our local office. Our team has extensive experience delivering municipal infrastructure projects, including parking lot reconstruction, roadway improvements, utility replacement, stormwater design, and construction administration. This experience, combined with our familiarity with downtown conditions and ongoing coordination with city staff and local partners, positions us to provide practical, effective solutions for this project.

We understand the importance of this project to the downtown area and recognize the need to maintain access, support local businesses, and minimize disruption during construction. Our team is committed to proactive communication, thoughtful phasing, and strong coordination with all stakeholders to achieve a successful outcome. SEH offers the following key strengths for the Block 19 Improvements project:



**PROVEN EXPERIENCE AND QUALIFICATIONS:**

Extensive record delivering similar municipal projects in Grand Rapids, including design, bidding, construction administration, and closeout services.



**LOCAL KNOWLEDGE AND UNDERSTANDING:**

Deep familiarity with downtown Grand Rapids, existing site conditions, utilities, stakeholders, and community priorities that directly inform practical, constructible design solutions.



**STRONG WORKING RELATIONSHIP WITH THE CITY:**

Established history of successful coordination with the City of Grand Rapids, Grand Rapids Public Utilities, and local stakeholders, supporting efficient project delivery and clear communication.

Our project team, mostly based in Grand Rapids, brings hands-on experience and leadership throughout all phases of our projects, from initial design through construction and closeout. Her involvement, combined with our integrated team approach, ensures consistency, accountability, and high-quality project delivery.

We appreciate the opportunity to submit this proposal and look forward to the opportunity to partner with the City of Grand Rapids on the Block 19 Improvements project. Please feel free to contact us with any questions or for additional information. Please note that this proposal is valid until August 27, 2026 (90 days).

Respectfully submitted,



**SARA CHRISTENSON** PE (MN)  
**CLIENT SERVICE MANAGER AND LEAD CIVIL ENGINEER**

# CONTENTS

- 1. General Information ..... 1
- 2. Project Understanding ..... 2
- 3. Project Approach ..... 3
  - 3.1 - Topographic Survey ..... 3
  - 3.2 - Public Involvement ..... 3
  - 3.3 - Design (includes plans and specifications in accordance with MSA and City Standards)..... 4
  - 3.4 - Contract Bidding and Award ..... 6
  - 3.5 - Construction and Management services ..... 7
  - 3.6 - Warranty Inspection and Preparation of Record Drawings ..... 8
- 4. Proposed Project Team and Experience ..... 9
  - 4.a - Project Team ..... 9
  - 4.b & 4.d - Relevant Experience & Specific Description of Proposed Team Members Roles ..... 10
  - 4.c - Resumes of Key Members of the Project Team ..... 15
- 5. Schedule ..... 24
- 6. Additional Information ..... 25
- 7. Total Consultant Cost ..... 26
  - 7.a - Scope Based Costs ..... 26
  - 7.b - Hourly Rates ..... 26
  - 7.c - Reimbursable Costs ..... 26
  - 7.d - Not to Exceed Cost ..... 26
- 8. Insurance Certificate ..... 27

The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.

©2026 Short Elliott Hendrickson Inc.

The information contained in this Proposal was prepared specifically for you and contains proprietary information. We would appreciate your discretion in its reproduction and distribution. This information has been tailored to your specific project based on our understanding of your needs. Its aim is to demonstrate our ideas and approach to your project compared to our competition. We respectfully request that distribution be limited to individuals involved in your selection process.

SEH is a registered trademark of Short Elliott Hendrickson Inc.

# Proposal for Professional Engineering Services

## Block 19 Improvements

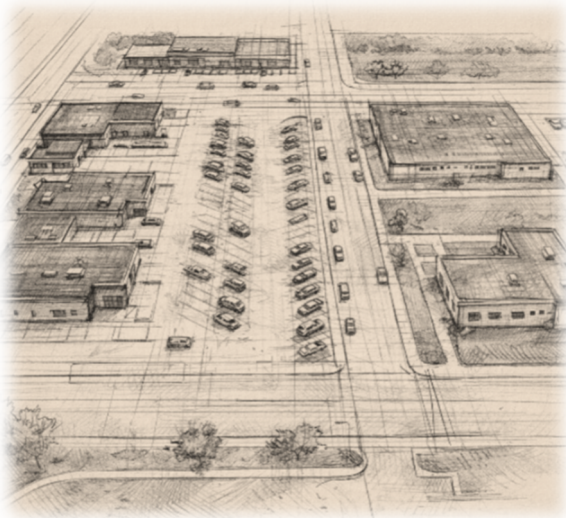
Prepared for the City of Grand Rapids  
Prepared by Short Elliott Hendrickson  
Inc. (SEH)

Municipal parking lot reconstruction, adjacent roadway improvements, utility replacement, stormwater design, bidding, and construction services.

### 1. General Information

Short Elliott Hendrickson Inc. (SEH®) is pleased to submit this proposal to provide professional engineering services for the Block 19 Improvements project for the City of Grand Rapids. SEH is a full-service engineering firm with extensive experience delivering municipal infrastructure projects throughout Minnesota, including projects funded through Municipal State Aid (MSA).

SEH is a 100% employee-owned firm, originally established as P.R. Banister, Consulting Engineer in 1927, with headquarters in St. Paul, Minnesota. Today, SEH operates 35 affiliated offices, including our local office in Grand Rapids.



Our Grand Rapids office has served the local community for more than 25 years, providing civil engineering, surveying, project coordination, and environmental services. This strong local presence allows SEH to deliver responsive, community-focused service while also leveraging the depth and technical resources of a nationwide firm.

SEH places a strong emphasis on proactive coordination and collaboration, which has been a key component of our success on projects in the Grand Rapids area. Our team has developed strong working relationships with Grand Rapids Public Utilities (GRPU), the City of Grand Rapids, local contractors, and materials testing firms through ongoing coordination on utility design, relocations, permitting, and construction-phase services.

We understand the importance of early and continuous communication with utility providers, regulatory agencies, and project stakeholders. SEH supports this coordination through regular meetings, clear documentation, and timely plan updates to address review comments and evolving project needs. Our team also has extensive experience coordinating geotechnical investigations and construction materials testing to support both design and construction.

SEH brings extensive experience in parking facility reconstruction, urban roadway improvements, roundabout construction, underground utility replacement, stormwater design, and construction management services for public agencies. Our approach emphasizes practical design solutions, proactive public involvement, and strong coordination throughout design and construction. We are committed to producing clear, constructible plans that minimize conflicts, reduce change orders, and support efficient project delivery on schedule and within budget.

SEH understands that all information submitted as part of this proposal is subject to the Minnesota Government Data Practices Act and that the contents of the RFP will become part of the contractual obligations if a contract is awarded.

This proposal is valid until August 27, 2026 (90 days from submittal).

## 2. Project Understanding

SEH understands the project includes design and construction support for reconstruction of the existing municipal parking lot at Block 19, along with targeted reconstruction of adjacent downtown roadways in Grand Rapids. Design is anticipated to begin in July 2026, with construction starting in May 2027.

SEH brings direct, relevant experience in downtown Grand Rapids and a strong understanding of the challenges associated with this project. Our familiarity with the site, stakeholders, and local conditions positions us to deliver practical, efficient solutions that support technical success and community priorities.

### Key areas of understanding include:

- Proven experience delivering similar downtown projects, including work within constrained sites and managing construction impacts
- Strong understanding of poor subgrade conditions due to roughly fifteen feet of buried woodchips and design approaches that support performance
- Recognition of the parking lot's critical role in supporting downtown businesses and activities such as concerts
- Established working relationship with the City through ongoing coordination and evaluation of the site dating back over a decade
- Familiarity with adjacent stakeholders, including restaurants, bars, apartments, retailers, and nearby services
- Commitment to maintaining access, minimizing disruption, and building public support throughout the project

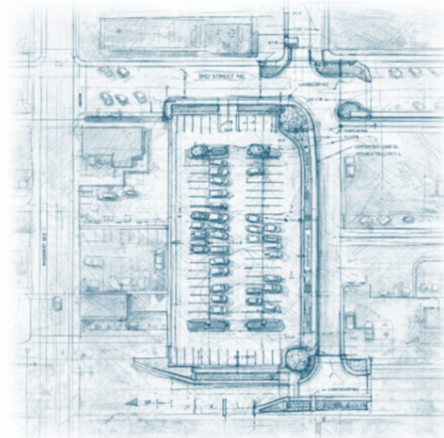
### Key project elements include:

- Reconstruction of the Block 19 city parking lot (Parcel IDs 91-410-1905 and 91-410-1910)
- Partial reconstruction of adjacent roadways, including curb modifications, streetscape features, and pavement mill and overlay
- Replacement of portions of sanitary sewer infrastructure within the lot as well as looping the watermain
- Installation of storm sewer infrastructure, including treatment consistent with the Itasca SWCD Subsurface BMP Feasibility Report

**Successful delivery of this project will require careful coordination and proactive communication.**

### SEH will support this effort through:

- Coordinate with City staff, utilities, and regulatory agencies to align design and construction activities
- Facilitate timely reviews and approvals to maintain project schedule
- Engage adjacent property owners, businesses, and the public throughout design and construction
- Provide clear, consistent communication regarding construction impacts and project updates
- Develop strategic staging plans to maintain access and minimize disruptions to parking, businesses, and residences
- Adhere to MSA and City of Grand Rapids Design Standards
- Deliver practical, constructible solutions that support long-term performance and durability



### 3. Project Approach

SEH will deliver the Block 19 Improvements project through an approach that aligns with the scope of services identified in the RFP.

#### 3.1 - TOPOGRAPHIC SURVEY

A topographic (topo) survey will be completed to document existing conditions within the project area. Survey data will include 1-foot contour intervals, as well as the location and elevation of existing monuments and benchmarks. The survey will also identify physical features such as trees, fencing, and other surface improvements, and capture adjacent parking lot grades.

**Utility information will also be collected, including:**

- Invert elevations for storm and sanitary drainage structures
- Overhead utilities
- Underground utilities identified through Gopher State One Call

The survey will further delineate the extent and surface type of paved and gravel areas throughout the project limits.

#### 3.2 - PUBLIC INVOLVEMENT

SEH will support a public involvement process to ensure stakeholders are informed, engaged, and able to provide meaningful input throughout the project.

**At a minimum, this process will include:**

- One public meeting to present and review proposed plans and layouts
- One public meeting to discuss construction staging, phasing, and anticipated impacts

**For each meeting, SEH will:**

- Prepare and present design materials illustrating layout, phasing, and impacts
- Provide clear visual exhibits such as plan sheets, renderings, and graphics
- Gather stakeholder input and incorporate feedback into design decisions, where feasible

Recognizing that public engagement continues beyond design, SEH will maintain communication throughout construction by:

- Coordinating with City staff, adjacent businesses, and the public
- Addressing questions and concerns in a timely manner
- Supporting efforts to maintain access and minimize disruption to downtown operations

## CONNECTING WITH THE COMMUNITY



### PUBLIC ENGAGEMENT

Giving everyone a voice who wishes to comment



### TYPES OF ENGAGEMENT

A combination of face-to-face, letters, and open house meetings



### COORDINATION

Coordination with owners, committees, and staff to discuss public feedback



### SEQUENCE

Sequence of engagement: where to start, communication plan, interactive strategies

### 3.3 - DESIGN (INCLUDES PLANS AND SPECIFICATIONS IN ACCORDANCE WITH MSA AND CITY STANDARDS)

The proposed layout (Block 19 Preliminary Layout, Figure No. 3) reflects the City's vision and provides a strong, well-considered foundation for final design. Based on our experience working with the City, SEH understands what is needed to advance design from concept through construction, including how to communicate effectively, respond to feedback, and deliver work that consistently meets the City's standards and expectations.

SEH is committed to maintaining the overall intent of the concept while incorporating practical refinements that enhance constructability, aesthetics, durability, and long-term performance. We will work closely with City staff and stakeholders throughout the process to ensure modifications are thoughtful, well-communicated, and aligned with community priorities.

#### Watermain and Sanitary Sewer:

- Coordination with Grand Rapids Public Utilities (GRPU) to confirm pipe materials, appurtenances, and system expectations, leveraging SEH's strong working relationship and familiarity with GRPU standards
- Review and evaluation of existing utility records and field conditions to confirm alignment, identify conflicts early, and reduce risk during construction
- Watermain design consistent with Minnesota Department of Health (MDH) requirements, incorporating proven approaches for material selection, separation, system redundancy, and long-term reliability
- Sanitary sewer design aligned with Minnesota Pollution Control Agency (MPCA) requirements, and constructability based on SEH's experience delivering municipal systems

#### Stormwater Management:

- Refine the stormwater management approach based on the 11/07/24 SWCD Subsurface BMP Feasibility Report, applying SEH's experience implementing subsurface BMP systems that perform reliably in northern Minnesota conditions
- Perform storm sewer analysis and sizing in accordance with local and state standards, using proven methodologies to balance system capacity, resilience, and long-term maintenance considerations

- Integrate stormwater infrastructure with overall site design to provide a cohesive and constructable solution that supports long-term drainage performance and aligns with the City's expectations

#### Parking Lot & Site Design:

- Parking layout refinement informed by SEH's experience with public facilities, focusing on efficient circulation, appropriate stall sizing, and ADA-compliant design that ties into existing site conditions
- Development of striping, signage, and traffic control elements to improve safety, clarity, and ease of navigation for all users
- Design of pedestrian circulation and accessible routes that are intuitive, ADA-compliant, and integrated with site access points and existing sidewalk connections
- Development grading design that responds to existing topography and drainage constraints, provides compliant slopes and transitions, and supports efficient construction
- Intersection reconstruction to improve vehicular and pedestrian operations, including pedestrian bump-outs and potential mini or compact roundabout
- Integration of dumpster locations and streetscape elements, including lighting and landscaping, to create a cohesive site that aligns with City standards and enhances the overall user experience

### Geotechnical Services:

- Coordinating a geotechnical investigation to inform pavement design, subgrade evaluation, and utility trench design
- Reviewing geotechnical findings and incorporating recommendations into the project design to ensure consistency with site conditions and design assumptions
- Refining and adjusting design elements, as necessary, based on subsurface conditions to improve constructability and reduce the potential for unforeseen conditions during construction

### Utility Coordination:

- Review existing private utility infrastructure and identify potential conflicts with proposed improvements
- Coordinate closely with Grand Rapids Public Utilities and the City regarding transformer relocation, if required
- Coordinate with private utility providers to confirm facility locations, understand relocation requirements, and align schedules
- Incorporate utility relocation needs into the project design and construction phasing to minimize impacts and avoid construction delays



### Permitting and Regulatory Reviews:

- Obtain Minnesota Department of Health (MDH), permit and MPCA sanitary sewer permit if necessary
- Recognize that the MPCA NPDES Construction Stormwater Permit will be obtained by the Contractor
- If coordination with BNSF Railway is required, understand that associated permit and flagging costs will be paid by SEH and reimbursed by the City. Due to variable license agreements and hourly flagging fees the price may change compared to our estimated fee, SEH requests reimbursement based on actual fees.
- Based on current project understanding, additional permits such as MnDOT, Shoreland, USACE, USFWS, WCA, and Itasca County are not anticipated
- Verify permit requirements during final design and track all permit fees for reimbursement by the City as necessary

### Project Plans and Specifications:

- SEH prepares clear, complete, and well-coordinated plans and specifications that align with MSA and City of Grand Rapids requirements and support efficient bidding and construction
- Prepare plans in an 11-inch by 17-inch format consistent with MSA and City standards
- Develop technical specifications following MSA format and standards to ensure consistency with design criteria, bidding requirements, and construction expectations

SEH delivers a fully integrated design approach that combines watermain and sanitary sewer design, stormwater management, and site development with geotechnical evaluation, utility coordination, and permitting. By coordinating these elements throughout design and applying established quality assurance and quality control processes, we provide cohesive, bid-ready plans that minimize risk, reduce uncertainty, and support efficient construction.

Right-of-way acquisition and easement preparation are not included in this scope of services, as it is assumed that all required right-of-way and easements will be provided by the City or addressed under a separate scope.

### 3.4 - CONTRACT BIDDING AND AWARD

SEH will support a smooth, transparent, and competitive bidding process that aligns with MSA requirements and the City of Grand Rapids' established procedures. The project will be bid on a unit price basis to promote fair competition, clear cost comparisons, and flexibility during construction.

SEH will coordinate closely with the City of Grand Rapids to facilitate advertisement of the project, including publication in the Grand Rapids Herald Review and posting on QuestCDN. Bidding will be conducted electronically through QuestCDN to streamline access for contractors and ensure an efficient and well-documented bid process.

During the bidding period, SEH will serve as the primary point of coordination to ensure consistent communication and timely resolution of questions, including:

**During bidding, SEH will:**

- o Respond to bidder questions and provide clear, written clarifications to maintain a consistent understanding of the contract documents
- o Prepare and issue addenda, as necessary, to clarify, correct, or supplement the bidding documents
- o Facilitate communication between the City and bidders to support a fair and well-managed bidding process

SEH will prepare a bid tabulation and provide a Recommendation to Award to assist the City in selecting the lowest responsible bidder.

**Contract Award and Project Initiation:**

Following award, SEH will assist the City in completing and reviewing all contract documentation to ensure all requirements are satisfied prior to construction. This will include:

- o Performance bond
- o Payment bond
- o Certificates of insurance

**Bid submittals will include:**

- o Executed agreement
- o Bid bond
- o List of proposed suppliers
- o Affidavit of Non-Collusion
- o Verification of compliance with Minnesota Statutes 16C.285
- o Certification of compliance with Minnesota Statutes 363A.36
- o Proposed project schedule


Upon completion of the contract documents, SEH will finalize and distribute materials to support timely project initiation, including:

- o Compile and finalize all contract documents into a complete, coordinated contract package
- o Provide the contract documents to the City for review and execution
- o Distribute executed contract documents to the Contractor
- o Support the City in issuing the Notice to Proceed

Following bid opening, SEH will review all bids for responsiveness, completeness, and contractor qualifications.



Finalize Plan, Specifications, and Bidding Documents



Upload Bidding Documents and any associated Addendums



Review all Bids for Responsiveness, and Qualifications



Complete Contract Award Package, Distribute and Issue Notice to Proceed

### 3.5 - CONSTRUCTION AND MANAGEMENT SERVICES

SEH will provide Construction Administration (CA), observation, and management services from startup through closeout. Our team has extensive experience delivering similar projects for the City and understands local processes, expectations, and coordination requirements. We will proactively manage construction to maintain schedule and budget, ensure compliance with plans, specifications, and regulatory requirements, and provide clear, consistent communication with all stakeholders.

Prior to construction, SEH will coordinate and lead a preconstruction meeting with the City, Contractor, and private utility providers to:

- Review project scope, schedule, and key milestones
- Discuss construction phasing, staging, and access coordination requirements
- Confirm utility locations, relocation needs, and coordination with private utilities
- Identify potential conflicts and define procedures for issue resolution

SEH will provide construction administration in accordance with MSA requirements to support project schedule, budget, and documentation.

Responsibilities will include:

- Change in Construction Status notifications
- Schedule tracking
- Prevailing wage compliance review
- Pay estimate preparation and review, including retainage
- Change Orders, (if necessary)

Throughout construction, SEH will provide full time on-site observation, documentation, and coordination to confirm compliance with the Contract Documents while maintaining clear communication with the Contractor, City, and stakeholders.

Services will include:

- Full-time on-site construction observation and facilitation of progress meetings
- Detailed documentation of construction activities, including daily reports, photo logs, and tracking of actual quantities installed for pay item verification

- Measurement and verification of quantities in place to support accurate pay estimates and project cost control
- Ongoing coordination with the Contractor to confirm work is being completed in accordance with plans, specifications, and quality standards
- Identification of deviations, conflicts, or field issues, with timely communication and coordination to resolve them efficiently
- Monitoring of testing requirements for utilities, soils, and pavement to confirm compliance with project specifications
- Coordination with utilities, property owners, and stakeholders to maintain access and minimize disruption
- Oversight of geotechnical and materials testing performed under contract with the City

SEH recommends a phased construction approach to maintain access and minimize disruption. Based on our experience with similar projects, the following sequence is proposed and will be refined with the City and Contractor:

1. Temporary parking, with potential locations to include diagonal parking on 2nd Street NE east of 1st Avenue NE and use of the library parking lot
2. Temporary driveway access to the Blandin Foundation, parking lot sanitary sewer replacement, and construction of the west curb line and access aisle
3. South half parking lot reconstruction, 2nd Street NE and associated utilities, followed by opening of this portion
4. North half parking lot reconstruction, 1st Street NE and associated utilities, followed by opening of this portion
5. Final tie-in and completion of 1st Avenue NE

### 3.6 - WARRANTY INSPECTION AND PREPARATION OF RECORD DRAWINGS

Following construction, SEH will provide comprehensive post-construction services to support project closeout, complete and accurate documentation, and long-term performance of the improvements. Based on our experience delivering similar projects for the City of Grand Rapids, SEH understands the specific closeout procedures, documentation standards, and coordination required to successfully finalize MSA-funded projects. Services will include preparation of record drawings, administration of all closeout requirements, and completion of warranty inspections.

Record drawings will be developed using contractor redlines, field observations, and verified construction data collected throughout construction to accurately reflect final constructed conditions. Our team will review and reconcile field documentation with bid quantities and approved changes to confirm consistency and completeness. Record drawings will be prepared following interim substantial completion, anticipated in fall 2027, and will clearly document final grades, utilities, and site features.

Record drawing deliverables will be prepared in formats consistent with City standards and long-term use needs.

These efforts include:

- Record drawings in PDF format for official documentation
- Electronic drawing files (.dwg) for utilities and geometric design elements
- Associated spreadsheets or tabular data to support GIS implementation of utilities and other City data integration needs

SEH will coordinate and lead the final punch list process, working directly with the City and Contractor to confirm the project is complete and ready for acceptance.

This effort will include:

- Verification that all contract items have been completed in accordance with plans, specifications, and project requirements
- Detailed documentation and tracking of any remaining corrective work through final resolution



As part of project closeout, SEH will administer all required documentation and final contract procedures in accordance with MSA and City requirements.

Responsibilities will include:

- Compile, review, and process all required MSA documentation
- Prepare and submit IC-134 materials to certify project completion and funding eligibility
- Prepare and review the Contractor's final pay application, including reconciliation of final quantities, verification of supporting documentation, and confirmation that all contract requirements are satisfied prior to final payment authorization
- Issue Balancing Change Order

Warranty period services extend beyond construction to confirm long-term performance of installed improvements and protect the City's investment. Typical warranty items include turf establishment, landscaping, and surface restoration elements, which are monitored for one (1) year following substantial completion or final planting, as applicable.

Warranty services will include:

- Perform formal warranty inspections at appropriate intervals
- Document deficiencies and areas requiring corrective action
- Coordinate with the City and Contractor to ensure timely and complete resolution of all warranty items

## 4. Proposed Project Team and Experience

### 4.A - PROJECT TEAM

Primary Team Member	Role	Primary Responsibility
Sara Christenson, PE (Lic. MN)	Project Manager / Lead Civil Designer	Leads overall project delivery, client coordination, scope, schedule, budget, and technical decision-making throughout design and construction.
Tom Olson, PE (Lic. MN)	Project Advisor / QA/QC Lead	Provides independent quality assurance, design technical oversight, and review for compliance with City and MSA requirements.
Jason Engstrom	Civil Lead Technician / Construction Representative	Leads detailed civil design, constructability review, plan development, and on-site construction observation and coordination.
Emily Jennings, PE (Lic. MN)	Water Resources Engineer	Leads stormwater design, drainage analysis, treatment coordination, and regulatory compliance integration.
Andrew Felber	Electrical Technician	Designs lighting and associated electrical infrastructure and coordinates electrical elements with site improvements.
Tim Seeley	Survey Crew Chief	Leads field survey operations, utility locate coordination, and collection of accurate topographic data.
Mike Hudec	Civil Technician / Construction Support	Supports design development, plan production, construction documentation, coordination, and prevailing wage compliance.
Marissa Berguson	Project Coordinator	Provides document management, scheduling, meeting coordination, and administrative support for project communication and deliverables.

Additional staff will be available to support survey, design, and construction activities as needed to maintain schedule and ensure successful project delivery. SEH does not propose having any subconsultants for this project.

## 4.B & 4.D - RELEVANT EXPERIENCE & SPECIFIC DESCRIPTION OF PROPOSED TEAM MEMBERS ROLES

SEH, supported by an integrated project team that consistently collaborates across a range of projects, has successfully completed similar projects in the area within the last five years, including:



**City of Grand Rapids, Minnesota**  
**7th Avenue SE Improvements (CP 2025-1)**  
**Design: 2024 | Const: 2025 | \$499,100**

MSA roadway mill and overlay project including plan development and construction administration. Included bidding and pay applications for CSAH 96.

**References:**

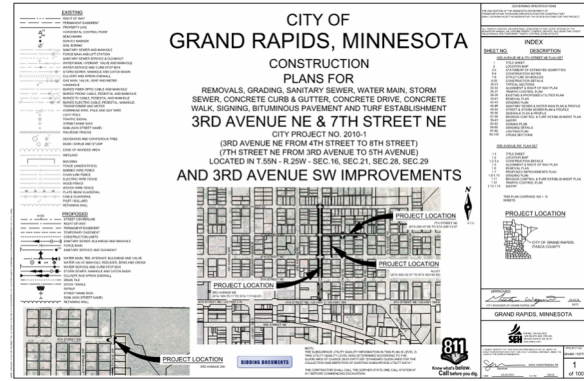
Matt Wegwerth, PE | 218.326.7625  
 Director of Public Works/City Engineer  
 mwegwerth@grandrapidsmn.gov

Aurimy Groom | 218.326.7601  
 Administrative Assistant  
 agroom@grandrapidsmn.gov

**SEH Role:** Topo Survey, Civil Site Design and Specifications, Bidding, CA, Warranty Inspection, and Record Drawings

ROLE	TEAM LEAD
Topographic Survey:	Tim Seeley
Public Involvement:	Sara Christenson
Plan Production:	Jason Engstrom
Bidding & Award:	Marissa Berguson
CA On-Site:	Jason Engstrom
CA Project Management:	Sara Christenson
CA Prevailing Wage:	Mike Hudec

Led by Sara Christenson, the project included continuous involvement across all stages.



**City of Grand Rapids, Minnesota**  
**3rd Avenue NE and 7th Street NE (CP 2010-1)**  
**Design: 2024 | Const: 2024–2025 | \$4.7 M**

Full municipal reconstruction including roadway reconstruction and replacement of lighting, watermain, sanitary sewer, and storm sewer systems, along with ADA-compliant walks.

**References:**

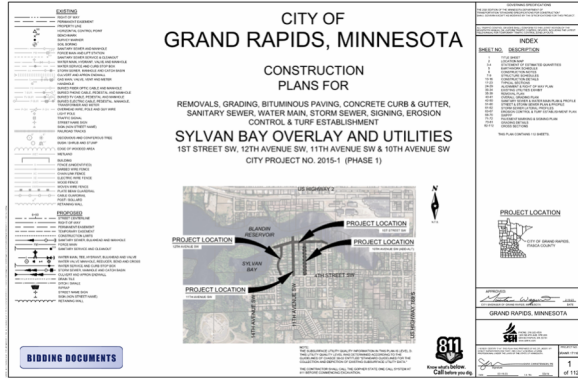
Matt Wegwerth, PE | 218.326.7625  
 Director of Public Works/City Engineer  
 mwegwerth@grandrapidsmn.gov

Aurimy Groom | 218.326.7601  
 Administrative Assistant  
 agroom@grandrapidsmn.gov

**SEH Role:** Topo Survey, Civil Site Design and Specifications, Bidding, CA, Warranty Inspection, and Record Drawings

ROLE	TEAM LEAD
Topographic Survey:	Tim Seeley
Public Involvement:	Sara Christenson
Stormwater Design:	Emily Jennings
Sanitary & Water Design:	Jason Engstrom
Electrical Design:	Andrew Felber
Plan Production:	Mike Hudec
Bidding & Award:	Marissa Berguson
CA On-Site:	Jason Engstrom
CA Project Management:	Sara Christenson
CA Prevailing Wage:	Mike Hudec

Sara Christenson led and provided involvement throughout all project phases.



**City of Grand Rapids, Minnesota**  
**Sylvan Bay Improvements (CP 2015-1, Ph 1)**  
**Design: 2023 | Const: 2023–2024 | \$3.5 M**

Partial and full-depth roadway reconstruction with installation of new watermain, sanitary sewer, and storm sewer infrastructure, including overlay segments, utility coordination, and construction administration.

**References:**

Matt Wegwerth, PE | 218.326.7625  
 Director of Public Works/City Engineer  
 mwegwerth@grandrapidsmn.gov

Aurimy Groom | 218.326.7601  
 Administrative Assistant  
 agroom@grandrapidsmn.gov

**SEH Role:** Topographic Survey, Civil Site Design and Specifications, Bidding, Construction Administration, Warranty Inspection, and Record Drawings

ROLE	TEAM LEAD
Topographic Survey:	Tim Seeley
Public Involvement:	Sara Christenson
Stormwater Design:	Emily Jennings
Sanitary & Water Design:	Jason Engstrom
Plan Production:	Mike Hudec
Bidding & Award:	Marissa Berguson
CA On-Site:	Jason Engstrom
CA Project Management:	Tom Olson
CA Prevailing Wage:	Marissa Berguson

Sara Christenson provided hands-on leadership and remained actively engaged throughout the project lifecycle.



**City of Grand Rapids, Minnesota**  
**21st Street SW Improvements (CP 2003-18)**  
**Design: 2022 | Const: 2022–2023 | \$1.9 M**

New municipal construction including roadway, lighting, placement of watermain, sanitary sewer, and storm sewer systems, along with ADA-compliant pedestrian improvements with MSA Funding.

**References:**

Matt Wegwerth, PE | 218.326.7625  
 Director of Public Works/City Engineer  
 mwegwerth@grandrapidsmn.gov

Aurimy Groom | 218.326.7601  
 Administrative Assistant  
 agroom@grandrapidsmn.gov

**SEH Role:** Topographic Survey, Civil Site Design and Specifications, Bidding, Construction Administration, Warranty Inspection, and Record Drawings

ROLE	TEAM LEAD
Topographic Survey:	Tim Seeley
Public Involvement:	Sara Christenson
Stormwater Design:	Emily Jennings
Sanitary & Water Design:	Jason Engstrom
Electrical Design:	Andrew Felber
Plan Production:	Mike Hudec
Bidding & Award:	Sara Christenson
CA On-Site:	Tom Olson
CA Project Management:	Sara Christenson
CA Prevailing Wage:	Marissa Berguson

Sara Christenson led the effort with ongoing involvement across each phase of the project.



**City of Cohasset, Minnesota**  
**SRTS and NW 3rd Street Improvements**  
**Design: 2024 | Const: 2025 | \$310,000**

Partial and full-depth roadway reconstruction including new sidewalks, drainage improvements, and coordination of municipal water and sanitary utilities.

**References:**

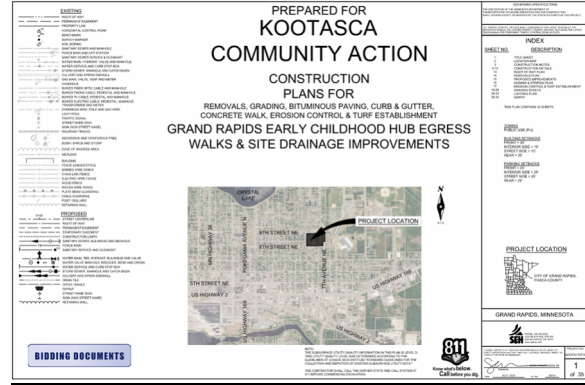
Josh Casper | 218.259.7339  
 Mayor of Cohasset  
 JoshC@cohasset-mn.com

Andy MacDonell | 218.244.1062  
 City Councilor, Former Mayor of Cohasset  
 AMacDonell@cohasset-mn.com

**SEH Role:** Topographic Survey, Civil Site Design and Specifications, Bidding, Construction Administration, Warranty Inspection, and Record Drawings

ROLE	TEAM LEAD
Topographic Survey:	Tim Seeley
Public Involvement:	Tom Olson
Stormwater Design:	Emily Jennings
Electrical Design:	Andrew Felber
Plan Production:	Mike Hudec
Bidding & Award:	Marissa Berguson
CA On-Site:	Jason Engstrom
CA Project Management:	Tom Olson
CA Prevailing Wage:	Mike Hudec

*Sara Christenson provided senior leadership and maintained involvement throughout every phase.*



**Kootasca Community Action**  
**Early Childhood Hub Site Development**  
**Design: 2022 | Const: 2023 | \$640,000 (Civil)**

Re-development of site infrastructure including grading, stormwater best management system, parking, lighting, and ADA access improvements.

**References:**

Isacc Meyer | 701.610.6140  
 Special Projects Program Director  
 isaac@itascacountyhra.com

Randy Mattfield | 218.99.0821  
 Housing & Energy Programs Director  
 RandyM@kootasca.org

**SEH Role:** Topographic Survey, Civil Site Design and Specifications, Bidding, Construction Administration and Warranty Inspection

ROLE	TEAM LEAD
Topographic Survey:	Tim Seeley
Stormwater Design:	Emily Jennings
Electrical Design:	Andrew Felber
Plan Production:	Sara Christenson
Bidding & Award:	Sara Christenson
CA On-Site:	Jason Engstrom
CA Project Management:	Sara Christenson

*Sara Christenson led and maintained consistent involvement from project initiation through completion.*



**City of Grand Rapids, Minnesota  
Fire Hall Site Improvements**  
Design: 2020 | Const: 2021 | \$1 M (Civil Only)

New parking lot development for a fire station, including lighting, grading, pavement, and access drives to support emergency response. Work included utility infrastructure and onsite stormwater treatment using underground systems and infiltration basins, with coordinated site features for safe access, efficient operations, and long-term performance.

**References:**

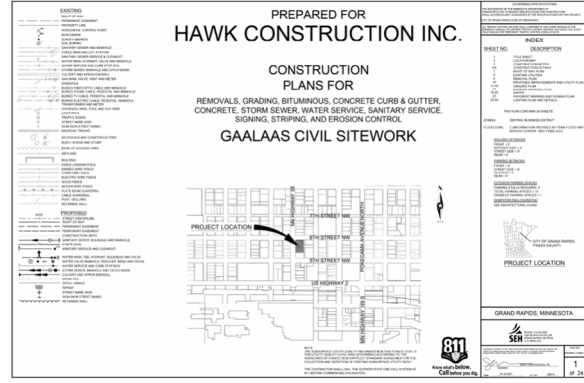
Travis Cole | 218.326.7639  
Fire Chief  
[tcole@grandrapidsmn.gov](mailto:tcole@grandrapidsmn.gov)

Aurimy Groom | 218.326.7601  
Administrative Assistant  
[agroom@grandrapidsmn.gov](mailto:agroom@grandrapidsmn.gov)

**SEH Role:** Topographic Survey, Civil Site Design and Specifications, and part-time Construction Administration

ROLE	TEAM LEAD
Topographic Survey:	Tim Seeley
Stormwater Design:	Emily Jennings
Sanitary & Water Design:	Jason Engstrom
Electrical Design:	Andrew Felber
Plan Production:	Mike Hudec
CA On-Site:	Jason Engstrom
CA Project Management:	Sara Christenson

*Sara Christenson provided experienced leadership with active engagement throughout project execution.*



**Hawk Construction Inc.  
Gaalaas Civil Sitework**  
Design: 2021 | Const: 2021 | Price Unknown

New construction of a private medical office facility, including development of site infrastructure such as grading, parking, access drives, lighting, and pedestrian circulation.

**References:**

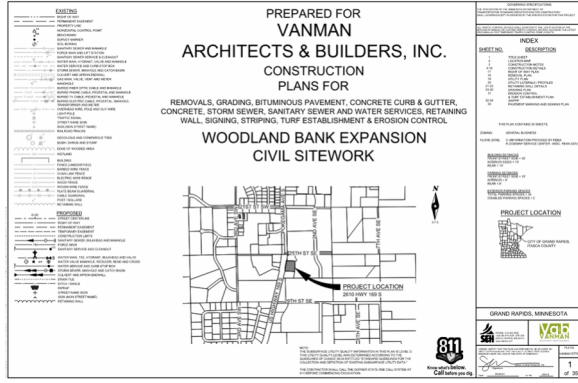
Dr. Sara Gaalaas | 218.326.0377  
Owner  
[sgaalaas@gmail.com](mailto:sgaalaas@gmail.com)

Dan Fillbrant | 218.259.3088  
Architect/Project Manager  
[dan@hawkconstructioninc.com](mailto:dan@hawkconstructioninc.com)

**SEH Role:** Topographic Survey, Civil Site Design and Specifications

ROLE	TEAM LEAD
Topographic Survey:	Tim Seeley
Stormwater Design:	Emily Jennings
Sanitary & Water Design:	Sara Christenson
Electrical Design:	Andrew Felber
Plan Production:	Sara Christenson

*Sara Christenson led the project and maintained continuous involvement from start through final delivery.*



**Vanman Architects & Builders, Inc.**  
**Woodland Bank Site Improvements**  
 Design: 2021 | Const: 2021 | Price Unknown

New construction of a commercial banking facility, including full site development with grading, parking, access drives, and circulation improvements. The project incorporated complex grading features and retaining wall construction to address site constraints, along with installation of water and sanitary services, storm sewer infrastructure, and stormwater management systems.

**References:**

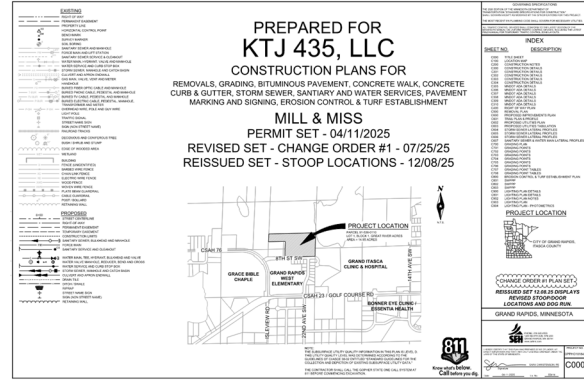
Brian Nicklason | 218.999.0595  
 CEO  
[Briann@woodlandbank.bank](mailto:Briann@woodlandbank.bank)

Dan Fillbrant | 218.259.3088  
 Contractor/Project Manager  
[dan@hawkconstructioninc.com](mailto:dan@hawkconstructioninc.com)

**SEH Role:** Topographic Survey, Civil Site Design and Specifications

ROLE	TEAM LEAD
Topographic Survey:	Tim Seeley
Stormwater Design:	Emily Jennings
Sanitary & Water Design:	Sara Christenson
Electrical Design:	Andrew Felber
Plan Production:	Mike Hudec

*Sara Christenson's leadership included active participation throughout all stages of the project.*



**Oppidan Holdings, LLC (KTJ 435, LLC)**  
**Mill and Miss Site Development**  
 Design: 2025 | Const: Ongoing | Price Unknown

New construction of a multifamily residential development, including full site development with grading, stormwater management best management practices, utility infrastructure, and parking improvements.

**References:**

Joe Hughes | 651.815.3873  
 VP of Construction  
[joeh@oppidan.com](mailto:joeh@oppidan.com)

Travis Johnson | 763.691.0444  
 Project Manager  
[tjohnson@bjbaas.com](mailto:tjohnson@bjbaas.com)

**SEH Role:** Topographic Survey, Civil Site Design and Specifications, and part-time Construction Administration

ROLE	TEAM LEAD
Topographic Survey:	Tim Seeley
Stormwater Design:	Emily Jennings
Sanitary & Water Design:	Sara Christenson
Electrical Design:	Andrew Felber
Plan Production:	Mike Hudec
CA On-Site:	Jason Engstrom
CA Project Management:	Sara Christenson

*Sara Christenson led the work with sustained involvement throughout the project lifecycle.*

# 4.C - RESUMES OF KEY MEMBERS OF THE PROJECT TEAM



# SARA CHRISTENSON, PE (LIC. MN)

ASSOCIATE | ENGINEER V (MGR), CIVIL



## 15 years

OF EXPERIENCE

Sara Christenson is a licensed professional engineer with broad experience as both Client Service Manager and Project Manager. She has managed significant civil infrastructure and site development projects, such as three ISD 318 school sites, the Grand Rapids Fire Hall, various commercial and private developments, and numerous municipal street and utility upgrades. Sara is also the leading engineer for several townships and cities throughout the greater Grand Rapids region. Valued for her well-rounded communication skills, she focuses on building strong relationships with clients, contractors, and community members, always demonstrating genuine commitment to each project and its impact on people.

### EXPERIENCE

#### Mill and Miss (Oppidan Holdings LLC) – Grand Rapids, MN

*Sara served as Project Manager and Civil Lead for the Grand Rapids Housing project for Oppidan Holdings LLC, providing full civil engineering design, permitting coordination, and construction documentation for a multifamily housing development in Grand Rapids, Minnesota. Her responsibilities included comprehensive site planning, grading design, stormwater management system coordination, utility layout, and parking lot design. Sara led the preparation of final construction plans, SWPPP documentation, detailed technical specifications, and exhibits for bidding, permitting, and agency review. Throughout the project, she directed coordination with City staff, Oppidan, and multidisciplinary design teams to ensure accurate plan development, timely revisions, and alignment with project requirements.*

#### Early Childhood Sitework (Kootasca) – Grand Rapids, MN

*Sara led the design effort on the Kootasca project, focusing on developing a practical and durable site layout that prioritized parking performance and effective drainage. She evaluated site constraints and drainage patterns to shape a grading plan that efficiently conveyed runoff away from the parking surface while maintaining access and usability. Her work included refining the parking lot configuration to support future expansion, clear circulation and accommodating stormwater management features that integrated seamlessly with the site and the surrounding area. Sara coordinated closely with the client and project team to address design challenges, adapt to site conditions, and ensure the final plans met both functional needs and regulatory expectations. Her thoughtful approach resulted in a cohesive design that supports long-term performance and ease of maintenance for the Grand Rapids Community.*

#### Woodland Bank Site Development (Woodland Bank) – Grand Rapids, MN

*Sara served as the lead designer and project manager on the Woodland Bank project, overseeing site development within a constrained urban site that required careful coordination of parking, access, and utilities. She led the design of a compact and efficient parking lot layout, balancing stall counts, circulation, and ADA accessibility within limited available space. Sara worked closely with the client and City staff to navigate tight site constraints, ensuring that grading, drainage, and utility systems were fully integrated without compromising functionality. Throughout the project, she maintained clear communication with stakeholders and guided design decisions to address challenges related to spacing, access, and constructability. Her leadership and attention to detail resulted in a well-coordinated design that maximized site usability while meeting all regulatory requirements.*

### EDUCATION

Masters of Science  
Civil/Structural Engineering  
University of Minnesota-Duluth (2013)

Bachelor of Science  
Civil Engineering  
University of Minnesota-Duluth (2012)

Associate of Arts  
Rainy River Community College -  
International Falls, MN (2009)

### REGISTRATIONS/CERTIFICATIONS

Professional Engineer in MN (#55414,  
2017)

### PROFESSIONAL ASSOCIATIONS

American Society of Civil Engineers,  
Member (2010-2025)

American Society of Civil Engineers,  
Duluth Chapter President (2023)

University of Minnesota Duluth Civil  
Engineering Industrial Advisory Board  
(Vice-Chair)

City Engineers of Minnesota, Member  
(2018-present)

Society of Women Engineers, Vice  
President (2010-2012)

# THOMAS OLSON, PE (LIC. MN)

## ENGINEER III

Tom is a licensed professional engineer with experience in site development and municipal infrastructure, including urban roadway and utility design. He places a strong emphasis on working directly with adjacent property owners and community business owners, recognizing the importance of maintaining access, minimizing disruption, and incorporating stakeholder input into project solutions. Tom has a proven ability to facilitate productive conversations, address concerns, and build trust with both public and private stakeholders throughout planning, design, and construction. His collaborative approach supports successful public engagement efforts and helps navigate the social and practical challenges that accompany downtown and high-visibility projects. Tom is proficient in AutoCAD Civil 3D and Microsoft Office and brings strong communication and leadership skills that support effective coordination with agencies, contractors, and the public.



# 5 years

OF EXPERIENCE

### EDUCATION

Bachelor of Science  
Civil Engineering  
North Dakota State University (2021)

Associate of Science - Engineering  
Itasca Community College  
Associate of Science (2019)

Associate of Arts  
Itasca Community College  
Associate of Science (2019)

### REGISTRATIONS/CERTIFICATIONS

Professional Engineer in MN (#63553,  
2024)

ADA Construction (2023), Minnesota  
Department of Transportation

Erosion and Stormwater Management  
(2023), University of Minnesota

### PROFESSIONAL ASSOCIATIONS

City Engineers Association of Minnesota  
(2023 – present)

### EXPERIENCE

#### **CP 2015-1: Sylvan Bay Phase 1 (City of Grand Rapids) – Grand Rapids, MN**

*Tom served in an assistant project management role on a multi-agency project, supporting coordination between city, state, and federal partners throughout design and construction. His responsibilities included managing construction inspection activities, coordinating with contractors to address field issues, and maintaining clear and consistent communication with homeowners affected by the project. Tom worked directly with property owners to explain construction impacts, respond to concerns, and help set expectations throughout each phase of the work. Through organized documentation, consistent follow-up, and a collaborative problem-solving approach, he helped maintain project progress while balancing agency requirements, contractor needs, and community expectations.*

#### **21<sup>st</sup> Street SW (City of Grand Rapids) – Grand Rapids, MN**

*Tom Olson served in a Construction Administration Role on the 21st Street SW project, where he played a key role in coordinating with residents and local stakeholders throughout construction to minimize disruption and maintain access. He communicated directly with adjacent property owners and community members to address concerns related to construction impacts, schedule changes, and access needs, helping ensure that residents and businesses remained informed and engaged as work progressed. In addition to community coordination, Tom worked closely with the contractor and project team to monitor progress, relay field updates, and address issues in real time. Through proactive communication, attention to stakeholder needs, and consistent coordination between residents, the contractor, and the project team, he helped maintain project momentum while supporting a positive experience for the surrounding community.*

#### **SRTS and NW 3<sup>rd</sup> Street Improvements (City of Cohasset) – Cohasset, MN**

*Tom provided day-to-day project management, coordinating closely with city, county, and state agency staff to advance the project through construction. He facilitated communication among local businesses and city offices, managed evolving priorities, and helped resolve challenges related to changing site conditions. Through proactive coordination and clear documentation, Tom supported timely decision-making and maintained project continuity while ensuring designs remained compliant with regulatory requirements.*

# JASON ENGSTROM

CIVIL TECHNICIAN IV

Jason is an experienced civil engineering technician with a broad background in design, construction administration, surveying, and field representation as a Resident Project Representative (RPR). He is known for his ability to effectively engage with community members, including business owners and residents, to communicate project impacts, address concerns, and maintain positive relationships throughout construction. Serving as a full-time RPR, Jason works closely with contractors, City staff, and stakeholders to ensure clear, consistent communication and responsive coordination in the field. A long-time staple of the Grand Rapids community, Jason brings extensive state and federally funded project experience, regularly overseeing street reconstruction and rehabilitation projects, drainage system improvements, utility rehabilitation and replacement, and private site developments. Jason's combination of technical expertise, field presence, and strong interpersonal skills has made him a trusted point of contact for many city officials, contractors, and residents on complex, high-visibility infrastructure projects.

## EXPERIENCE

### CP 2025-1: 7<sup>th</sup> Avenue SE (City of Grand Rapids) – Grand Rapids, MN

Jason supported the State Aid funded 7th Ave SE project by assisting with plan development and serving as a Resident Project Representative during construction. His work included on-site observation, construction documentation, and field quantity verification to ensure compliance with project plans, specifications, and State Aid funding requirements.

### CP 2010-1: 3<sup>rd</sup> Avenue NE and 7<sup>th</sup> Street NE (City of Grand Rapids) – Grand Rapids, MN

Jason served as the lead designer for sanitary sewer and watermain improvements on the 3rd Avenue NE and 7th Street NE project in Grand Rapids, Minnesota, and led construction administration efforts on-site. He was responsible for the design and coordination of utility rerouting to accommodate project needs, as well as working with adjacent property owners to maintain access and confirm alignment for property entrances. During construction, Jason provided on-site leadership, coordinated with the contractor and stakeholders, and addressed field conditions in real time to support continued access and successful project delivery.

### SRTS and NW 3 Street (City of Cohasset) – Cohasset MN, MN

Jason supported the Safe Routes to School project through design, plan production, and drainage improvements. He assisted with quantities and coordination and provided construction support, verifying field conditions and ensuring compliance with plans and MnDOT State Aid requirements.

### Early Childhood Sitework (Kootasca) – Grand Rapids, MN

Jason served as Resident Project Representative on the project, overseeing construction observation and coordinating with the contractor and stakeholders. He ensured parking lot and drainage improvements met plans and specifications while communicating impacts, addressing concerns, and resolving field issues to maintain project progress.



33 years

OF EXPERIENCE

## EDUCATION

Associate

Civil Engineering Technology

Northwest Technical College - Detroit Lakes, MN (1999)

## REGISTRATIONS/CERTIFICATIONS

Signals and Lighting (current),  
Minnesota Department of Transportation

Aggregate Production (current),  
Minnesota Department of Transportation

Bituminous Street I and II (current),  
Minnesota Department of Transportation

Concrete Field I and II (current),  
Minnesota Department of Transportation

Grade and Base I and II (current),  
Minnesota Department of Transportation

ADA Construction (current), Minnesota  
Department of Transportation

Erosion and Stormwater Management  
Construction Installer (current),  
University of Minnesota

Erosion and Stormwater Management  
Construction Site Management  
(current), Minnesota Department of  
Transportation

## EMILY JENNINGS, PE (LIC. MN)

ASSOCIATE | SR. WATER RESOURCES ENGINEER

Emily is a senior professional engineer specializing in municipal, industrial and construction stormwater permitting, hydraulic and hydrological analysis, permanent stormwater management facility design and stormwater conveyance modeling and design, including roadways and ditches. Emily's project experience includes stormwater related feasibility studies, planning, analysis, final design, and construction. Emily has extensive experience in assisting clients with maintaining compliance with stormwater regulation, policy, and infrastructure.



# 13 years

OF EXPERIENCE

### EXPERIENCE

#### **Downtown Parking Lot Improvements – White Bear Lake, MN**

*The Downtown Parking Lot Improvement Project involved a comprehensive drainage analysis and permitting support to assist the City with planned parking lot and lighting upgrades. Emily oversaw the project work which included evaluation of stormwater treatment options within the existing parking lot footprint and coordination with the Rice Creek Watershed District to ensure compliance with applicable regulatory requirements. The drainage analysis encompassed a full review of existing conditions hydrology, development of a permitting matrix, and preparation of proposed conditions modeling to assess stormwater performance under the improved layout. The project also included storm sewer design updates to support the City's planned site enhancements and ensure adequate conveyance and treatment capacity.*

#### **Germane Street and Utility Reconstruction – Apple Valley, MN**

*The Germane Street and Utility Reconstruction Project in Apple Valley consisted of full roadway and utility reconstruction, including upgrades to the storm sewer system to meet MnDOT State Aid standards. Because the project triggered the City's local stormwater management treatment requirements, an alternative compliance sequencing analysis was completed to identify feasible treatment options within the project constraints. This analysis evaluated multiple approaches and ultimately supported the selection and siting of a hydrodynamic separator located just downstream of the project area. Project work included assessment of existing hydrology, development of treatment and permitting pathways, and refinement of storm sewer design to integrate the selected treatment system. Emily provided QA/QC on the final design and contributed preliminary analysis support during the conceptual design phase, ensuring technical accuracy and alignment with regulatory expectations throughout project development.*

#### **Glencoe Concrete Mobility Parking Expansion – Glencoe, MN**

*The Concrete Mobility Parking Expansion Project in Glencoe, Minnesota involved the development of conceptual grading and drainage designs to support a proposed parking lot expansion at the intersection of Cardinal Avenue and 11th Street East. Work included an existing conditions analysis, where SEH evaluated the site's natural low point and its role in providing informal rate control. An existing hydrologic model was developed using HydroCAD to assess contributing drainage areas and inform conceptual design decisions. The project also included the development of up to four conceptual stormwater treatment alternatives, such as wet ponds, infiltration/filtration systems, green infrastructure practices, permeable pavements, and underground treatment facilities. Each alternative included preliminary sizing, layout, and routing to meet regulatory expectations from the City of Glencoe, the Buffalo Creek Watershed District, and the Minnesota Pollution Control Agency.*

### EDUCATION

Bachelor of Science  
Civil Engineering  
University of Minnesota-Duluth (2013)

### REGISTRATIONS/CERTIFICATIONS

Professional Engineer in MN (#56622, 2018)

Design and Construction for Stormwater  
Pollution Prevention Plan (SWPPP)  
(2013), University of Minnesota

# ANDREW FELBER

## ELECTRICAL DESIGNER V

Andrew is a project design leader/lead lighting and electrical designer with extensive electrical engineering experience. He has wide-ranging lighting design experience for downtown areas and streetscapes, roadways, landscape, and architectural lighting and lighting maintenance, as well as construction inspection for projects involving any type of lighting. Andrew has been involved in many projects with developers, energy providers, and city, county, and state agencies.



18 years  
OF EXPERIENCE

### EXPERIENCE

#### **CP 2010-1: 3<sup>rd</sup> Avenue NE and 7<sup>th</sup> Street NE (City of Grand Rapids) – Grand Rapids, MN**

Andrew completed electrical design for multiple lighting units on the 3rd Avenue NE and 7th Street NE project in Grand Rapids, Minnesota, performed shop drawing reviews, and conducted on-site field verification to support proper installation and compliance with project requirements.

#### **CP 2003-18: 21<sup>st</sup> Street SW Improvements (City of Grand Rapids) – Grand Rapids, MN**

Andrew provided electrical design and coordination for the State Aid 21st Street SW Improvements project. His work included corridor-wide roadway lighting design, coordination with GRPU for connection to an existing lighting cabinet, shop drawing review, and on-site field verification to support proper installation and compliance with project requirements.

#### **Early Childhood Sitework (Kootasca) – Grand Rapids, MN**

Andrew provided electrical design for the Kootasca Community Action project including site lighting design and coordination of electrical connections to the building. He also performed photometric analysis to ensure compliance with City lighting ordinances and conducted an on-site final construction evaluation to verify proper installation and compliance with project requirements.

#### **Fire Hall Site Improvements (ICS) – Grand Rapids, MN**

Andrew supported lighting design for the Grand Rapids Fire Hall project, coordinating closely with geometrics, civil design, and other disciplines to develop accurate lighting unit placement across the site. He prepared a detailed photometric plan to support appropriate light levels and coverage for public safety and operational needs. His work also included coordination with building electrical systems and preparation of lighting plans that aligned with site layout and project requirements, helping ensure constructible solutions and accurate installation in the field.

#### **Gaalaas Civil Sitework (Hawk Construction) – Grand Rapids, MN**

Andrew Felber provided electrical design for the Gaalaas Orthodontics site development project in Grand Rapids, Minnesota, including parking lot lighting design and coordination. He participated in numerous design meetings with the owner and project team to review lighting options, evaluate pole and luminaire selections, and refine layout based on both performance and visual goals. Andrew was thoughtful in balancing cost, aesthetics, and functionality, helping guide decisions that met project budget while achieving a cohesive and effective site lighting solution.

### EDUCATION

Associate of Applied Science  
Electrical Construction Design and Management  
Dunwoody College of Technology -  
Minneapolis, MN (2008)

### REGISTRATIONS/CERTIFICATIONS

Design and Inspection Certification  
(2009), Minnesota Department of  
Transportation

### PROFESSIONAL ASSOCIATIONS

Illuminating Engineering Society,  
Member (2009-present)

## TIM SEELEY

### CREW CHIEF III/PROJECT MANAGER

Tim brings extensive experience as a Survey Crew Chief, specializing in municipal, transportation, and land development surveying. He manages and directs field crews, ensuring construction layouts are both precise and efficient through careful preparation of survey data, staking files, and field calculations. His expertise encompasses boundary and platting assignments, topographic and ALTA/ACSM surveys, as well as establishing accurate control for roadway, utility, and site development initiatives. Tim has carried out complex computations, developed thorough survey documentation, and provided dependable data to support design teams working on a variety of municipal and highway projects, including multi-use trail corridors, road reconstructions, resurfacing endeavors, and building or site layouts. His leadership on-site and comprehensive knowledge of construction practices and surveying standards play a crucial role in delivering successful projects throughout Minnesota.



# 30 years

OF EXPERIENCE

#### EDUCATION

Associate  
Surveying Technology  
Hennepin Technical College - Eden  
Prairie, MN (1996)

#### REGISTRATIONS/CERTIFICATIONS

Aggregate Production (2000), Minnesota  
Department of Transportation  
  
Certified Survey Technician, Level III  
(Current), National Society of  
Professional Surveyors

#### EXPERIENCE

##### **CP 2010-1: 3<sup>rd</sup> Avenue NE and 7<sup>th</sup> Street NE (City of Grand Rapids) – Grand Rapids, MN**

*Tim provided survey services for the project in Grand Rapids, Minnesota, including development of the base topographic mapping used for design. His work included collection of detailed ground surface data, location of existing utilities through Gopher State One Call coordination, and identification of overhead and underground utility features within the corridor. Tim obtained structure inverts for storm and sanitary systems and verified field conditions to support accurate utility design and grading. He also prepared survey control and facilitated construction staking to guide installation and ensure the project was constructed in accordance with plan alignments and elevations.*

##### **CP 2015-1, Ph 1: Sylvan Bay Improvements (City of Grand Rapids) – Grand Rapids, MN**

*Tim completed survey services for the Sylvan Bay Improvements project, including topographic data collection, utility locates through Gopher State One Call, and invert collection for existing storm and sanitary systems. He provided construction staking and completed record survey shots to document final as-built conditions.*

##### **CP 2003-18: 21<sup>st</sup> Street SW Improvements (City of Grand Rapids) – Grand Rapids, MN**

*Tim completed survey services for the State Aid project, including topographic data collection and locating right-of-way pins to establish existing property locations. His work also included utility locates through Gopher State One Call and invert collection for storm and sanitary systems. Tim provided construction staking to guide field layout and support accurate installation of roadway and utility improvements.*

##### **Fire Hall Site Improvements (ICS) – Grand Rapids, MN**

*Tim provided survey services for the Grand Rapids Fire Hall parking lot improvements, including establishment of survey control and construction staking for site grading and layout. His work included staking of underground stormwater infrastructure, including subsurface storage and holding tank systems, as well as utility, curb and gutter, and pavement features. Tim supported staking to guide construction of site improvements and ensure proper installation in accordance with design plans.*

# MICHAEL HUDEC

## TECHNICIAN II



7 years  
OF EXPERIENCE

Mike is a civil engineering technician with seven years of experience supporting the design and delivery of municipal and site development projects. He brings strong technical drafting and design capabilities along with a collaborative approach to working with project teams, City staff, and stakeholders. Mike has experience developing plan sets, preparing exhibits, coordinating utilities, and maintaining accurate GIS data, and is known for producing clear, well-organized documents that support effective communication throughout project development. His project experience includes street and utility improvements, site development, trails, and water and sewer projects, with a focus on delivering designs that are both practical and responsive to community needs.

### EXPERIENCE

**CP 2025-1: 7th Avenue SE Improvements (City of Grand Rapids) - City of Grand Rapids, MN**

*Michael served as the design technician for the mill and overlay 7th Avenue SE. His focus was supporting plan production, revisions, and QAQC. He also completed prevailing wage review during construction.*

**CP 2010-1: 3rd Avenue NE & 7th Street NE (City of Grand Rapids) – Grand Rapids, MN**

*Michael served as the design technician for the full reconstruction of 3rd Avenue NE and 7th Street NE. His focus was processing survey data, supporting plan production, revisions, and QAQC, developing grading point sheets, and assisting with review of potential utility conflicts to ensure coordination between proposed and existing systems. During construction, he completed prevailing wage review.*

**CP 2015-1, Ph 1: Sylvan Bay Improvements (City of Grand Rapids) - City of Grand Rapids, MN**

*Michael supported the Sylvan Bay Improvements project as a Civil Design Technician, processing survey data, contributing to plan development and revisions, reviewing for QAQC, preparing grading information, and assisting with SWPPP documentation to support permitting and construction compliance.*

**CP 2003-18: 21st Street SW Improvements (City of Grand Rapids) – Grand Rapids, MN**

*Michael served as a Civil Design Technician on 21st Street SW Improvements, processing survey data, assisting with plan production, revisions, and QAQC, developing grading and quantity information, and supporting preparation of SWPPP materials to ensure alignment with permitting requirements and construction documentation standards.*

**Fire Hall Site Improvements (City of Grand Rapids) – Grand Rapids, MN**

*For the Fire Hall Site Improvements, Michael served as a Civil Design Technician, processing survey data, assisting with plan production and revisions, and supporting preparation of SWPPP materials to ensure alignment with permitting requirements and construction documentation standards.*

**Mill & Miss Site (Oppidan Holdings LLC) – Grand Rapids, MN**

*Michael served as a Civil Design Technician on the Mill & Miss Site design, processing survey data, supporting plan production, completing plan revisions, developing grading point sheets, and assisting with SWPPP preparation to support accurate and complete construction documentation.*

### EDUCATION

Bachelor of Science  
Geography  
Bemidji State University -  
Bemidji, MN (2016)

Bachelor of Science  
Design Technology  
Bemidji State University -  
Bemidji, MN (2010)

### REGISTRATIONS/CERTIFICATIONS

Design of Construction  
SWPPP (2019), University of  
Minnesota

ADA Construction (2023),  
Minnesota Department of  
Transportation

# MARISSA BERGUSON

## PROJECT COORDINATOR I

Marissa Berguson serves as a Project Coordinator at SEH, supporting integrated project teams through effective project tasks and administrative support. She works closely with engineers and project managers across multiple offices, including those in the Grand Rapids and Twin Cities Metropolitan Area. As part of the project team, Marissa supports project delivery through project setup, bidding, and construction administration support, including coordination of bidding and construction documentation, pay applications, certified payroll, and related project tracking and closeout activities. Known for her swift work style and attention to detail, Marissa contributes to successful project delivery through clear communication, responsiveness, and a consistent focus on accuracy.



**4 years**  
OF EXPERIENCE

### EDUCATION

Associate of Arts & Sciences  
Rainy River Community College

### REGISTRATIONS/CERTIFICATIONS

Procure Construction Management  
Professional Certificate

### EXPERIENCE

#### **CP 2025-1: 7th Avenue SE Improvements (City of Grand Rapids) - Grand Rapids, MN**

*Marissa supported the 7th Avenue SE Improvements project, a roadway mill and overlay project that included plan development and construction administration, by assisting with bidding and construction documentation. She helped coordinate specifications and assemble complete contract documents, ensuring all materials were accurate, organized, and properly maintained throughout the project.*

#### **CP 2010-1: 3rd Ave NE and 7th Street NE (City of Grand Rapids) - Grand Rapids, MN**

*Marissa contributed to the 3rd Avenue NE and 7th Street NE reconstruction by assembling a comprehensive specification package and producing complete, bid-ready contract documents for a municipal project involving roadway, utility replacements, and ADA improvements. She prepared and issued procurement and award documentation, ensuring materials were structured correctly and progressed in the proper sequence into construction.*

#### **CP 2015-1, Ph 1: Sylvan Bay Improvements (City of Grand Rapids) - Grand Rapids, MN**

*Marissa provided project support for the Sylvan Bay Improvements by assembling construction and bidding documentation for roadway reconstruction and new utility infrastructure. She organized specification content, compiled contract materials, prepared procurement and award documents, and coordinated review of certified payroll submissions to verify compliance with prevailing wage requirements, helping maintain accurate and consistent records throughout construction.*

#### **CP 2003-18: 21st Street SW Improvements (City of Grand Rapids) - Grand Rapids, MN**

*Marissa prepared and coordinated bidding and construction materials for the project with MSA funding. Her work focused on structuring specifications, compiling contract documents, generating award-related documentation, and reviewing certified payroll submissions to confirm prevailing wage compliance while keeping documentation aligned with project requirements.*

#### **SRTS and NW 3rd Street Improvements (City of Cohasset) - Cohasset, MN**

*Marissa assembled bid packages and organized contract documentation for the SRTS and NW 3rd Street Improvements, aligning specification sections and preparing formal award materials to support an efficient and well-documented bidding process.*

## 5. Schedule

SEH will initiate services within two weeks of a fully executed contract, coordinating with the City to confirm priorities, establish milestones, and begin data collection and design. The preliminary schedule will remain flexible to align with City needs, funding, and stakeholder expectations, with ongoing communication to adjust as needed and support a smooth transition from design through construction while minimizing disruption.

Proposed Schedule:

<u>Milestone</u>	<u>Target Date</u>
<b>Project Initiation</b>	
City/SEH Contract Award/Signed	July 2026
Stakeholder Meeting with Owner	July 2026
Topographic Survey Begins	July 2026
Design Begins	July 2026
Public Involvement Meeting (Plans/Layouts)	July 2026
<b>Design Development</b>	
60% Plan Review	August 2026
90% Plan Review	September 2026
100% Plan Review (MnDOT Certified)	October 2026
<b>Bidding Phase</b>	
City Authorizes Advertisement for Bid	October 2026
Advertisement for Bid via QuestCDN and Herald Review	November 1 & 8, 2026
Bid Opening	November 25, 2026
City Awards Project Based on Recommendation of SEH	December 7, 2026
<b>Preconstruction</b>	
Public Involvement Meeting (Construction/Phasing)	Spring 2027
Preconstruction Meeting	Spring 2027
<b>Construction</b>	
Construction Start	May 2027
Substantial Completion / Punch List	August 2027 (1)
Record Drawings	Winter 2027
<b>Project Closeout</b>	
Final Completion	June 2028 (1)
Administrative Project Closeout	June 2028 (1)
Warranty Inspection	Fall 2028 (2)

(1) Based on current phasing assumptions, interim pavement markings are anticipated to be installed in fall 2027 to maintain safe operation through the winter season. Final surface improvements, including placement of the bituminous wearing course and installation of permanent pavement markings, are anticipated to occur in spring 2028, consistent with best practices for long-term pavement performance.

(2) Assumed one (1) year warranty period after placement of utilities, turf, and plantings.

## 6. Additional Information

SEH emphasizes proactive communication, responsiveness to City needs, and careful coordination with stakeholders to minimize disruption during construction. SEH will coordinate permitting and regulatory reviews as required, with associated fees tracked separately for reimbursement by the City, consistent with the RFP.

Each member of the proposed project team has visited the Block 19 area and is familiar with the existing conditions, surrounding businesses, and operational constraints of downtown Grand Rapids. In addition, this project is located in the heart of the community where our staff live and work. Our team regularly frequents this area for dinner, drinks, workshops, shopping, concerts, and community gatherings. This personal connection provides us with a strong understanding of how the space is used daily, the expectations of the City, and the history and character of downtown Grand Rapids. This familiarity strengthens our ability to develop practical solutions that reflect real-world use of the site and the needs of the community.

SEH recognizes that construction staging, maintaining access to adjacent properties, and overall coordination will be critical to the success of this project. The Block 19 parking lot serves as essential parking for nearby restaurants, bars, service businesses, and residential units, and any disruption must be carefully managed.

Our team understands that construction will impact daily operations for these businesses and their customers. SEH is committed to working closely with the City, stakeholders, and the Contractor to:

- o Maintain reasonable access to businesses throughout construction
- o Clearly communicate changes in parking availability and circulation
- o Provide timely updates on construction progress and upcoming impacts
- o Respond promptly to stakeholder concerns and adjust strategies as feasible

SEH will prioritize clear, consistent communication through pre-construction coordination, regular updates during construction, and direct engagement with property owners, business operators, and residents. Our goal is to minimize disruption, support continued business operations, and help ensure the project is successful not only from a technical standpoint, but also from a community perspective.

SEH has also reviewed the contract terms and conditions in detail and coordinated revisions in advance of this proposal submission directly with Matt Wegwerth and the City Attorney. The final executed agreement for this project shall govern and take precedence over any contract terms and conditions included in the RFP.

### SEH'S PHILOSOPHY

SEH's core values – honesty, integrity, respect, inclusion, service, and accountability – guide our commitment to social, economic, human, and environmental responsibility. These values support our mission: Building a Better World for All of Us®.

We foster a diverse and inclusive culture, deliver cost-effective solutions that balance quality and budget, and integrate sustainable design to benefit both communities and ecosystems.

This holistic approach helps ensure that we provide lasting, responsible solutions for our clients and the world around us.

## 7. Total Consultant Cost

### 7.A - SCOPE BASED COSTS

Scope Item	Proposed Cost
Topographic Survey	Hourly Not-to-Exceed <b>\$2,900.00</b>
Public Involvement and Meetings	Hourly Not-to-Exceed <b>\$3,700.00</b>
Design (includes Plans and Specifications)	Hourly Not-to-Exceed <b>\$125,900.00</b>
Contract Bidding and Award	Hourly Not-to-Exceed <b>\$3,150.00</b>
Construction Inspection and Management Services	Hourly Not-to-Exceed <b>\$141,400.00</b>
Warranty Inspection and Preparation of Record Drawings	Hourly Not-to-Exceed <b>\$9,400.00</b>

**SEH can also provide Construction Staking for the project for an additional \$12,000.00**

### 7.B - HOURLY RATES

Hourly rates are provided for all staff roles expected to be involved in a majority of the project's work. These same rates will also apply if the city requests any extra services. Computer expenses are included.

Team Member	Role	2026 Rate	2027/28 Rate
Sara Christenson, PE*	Project Manager   Lead Civil Designer	\$249.00	\$263.50
Tom Olson, PE*	Project Advisor   QA/QC Lead	\$166.00	\$176.00
Jason Engstrom	Civil Lead Technician   On-Site CA	\$149.00	\$157.50
Emily Jennings, PE*	Water Resources Engineer	\$259.50	\$275.00
Andrew Felber	Electrical Technician	\$191.50	\$203.00
Tim Seeley	Survey Crew Chief	\$165.00	\$175.50
Mike Hudec	Civil Technician   Construction Support	\$117.00	\$124.00
Marissa Berguson	Project Coordinator	\$118.00	\$124.75

\*Licensed in Minnesota

### 7.C - REIMBURSABLE COSTS

A detailed list of reimbursable items, including applicable unit costs, are displayed below. Please note that these rates will change on July 1 of each year. Only these Reimbursable Expense Items and Proposed Permit Fees are included in the Hourly Not-to-Exceed amount of the Scope-Based Cost.

Reimbursable Expense Items:

- Survey Vehicle (Hour): \$7.50
- Mileage (IRS Rate) (Mile): \$0.73
- Vehicle on the Site (Day): \$16.00
- Robotic Total Station (Hour): \$45.00

Proposed Permit Fees:

- MDH Watermain Plan Review: \$150.00
- MPCA Sanitary Sewer Extension Permit Application: \$310.00

Assumed BNSF Fees (items in parentheses are most current pricing found):

- Application/Process Fee: \$2000-\$3,000 (\$2,067)
- License Fee: No Standard Fee – based on location, track class, risk, extent of work
- Flagging: \$1,000-\$2,500 a day per flagger completed through Wilson & Company (\$3,500)
- Insurance: \$2M / \$4M general liability and \$2M / \$6M railroad protective liability (\$600-\$1000)

All BNSF coordination work is included in the scope. Applicable agency and third-party fees vary and will be paid directly by the City of Grand Rapids due to varying costs.

### 7.D - NOT TO EXCEED COST

A total Not-to-Exceed cost for the project: **\$286,450**

# 8. Insurance Certificate



# Building a Better World for All of Us<sup>®</sup>

Sustainable buildings, sound infrastructure, safe transportation systems, clean water, renewable energy, and a balanced environment. Building a Better World for All of Us communicates a company-wide commitment to act in the best interests of our clients and the world around us.

We're confident in our ability to balance these requirements.

JOIN OUR SOCIAL COMMUNITIES





## STANDARD AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT (“Agreement”) is made this 8 day of June, 2026, between the City of Grand Rapids, Minnesota (“City”), whose business address is 420 North Pokegama Avenue, Grand Rapids, MN 55744 and Bolton & Menk (“Consultant”) whose business address is 504 NW 1<sup>st</sup> Avenue, Suite 205, Grand Rapids, MN 55744.

### PRELIMINARY STATEMENT

The City has adopted a policy regarding the selection and hiring of consultants to provide a variety of professional services for City projects. That policy requires that persons, firms, or corporations providing such services enter into written agreements with the City. The purpose of this agreement is to set forth the terms and conditions for the professional services Consultant will provide in connection with the Block 19 Improvements Project, herein referred to as the “Work”.

The City and Consultant agree as follows:

1. **Work.** The Consultant agrees to provide the professional services described in the Request for Proposals, Exhibit “A” attached hereto (the “Work”).
2. **Time for Performance of Services.** The Consultant shall perform the services described in Exhibit A according to the schedule shown in the Proposal for Professional Services, attached as Exhibit B, hereto.
3. **Compensation for Services.** City agrees to pay the Consultant hourly for work performed, with a not-to-exceed amount of \$292,842 for the Work. Any changes in the scope of the Work which may result in additional compensation due to the Consultant shall require prior written approval by an authorized representative of the City or by the City Council. The City will not pay additional compensation for services that do not have prior written authorization.
4. The City agrees to provide the Consultant with the information required to complete the Work.

5. **Method of Payment.** The Consultant shall submit itemized bills for professional services performed under this Agreement on a monthly basis. Bills submitted shall be paid in the same manner as other claims made to the City.
6. **Project Manager and Staffing.** The Consultant has designated the individuals identified in Exhibit B as the Project Manager to serve on the Project. The Project Manager shall be assisted by other staff members as necessary to facilitate the completion of the Project in accordance with the terms established herein. Consultant may not remove or replace the Project Manager without the approval of the City.
7. **Standard of Care.** Consultant shall exercise the same degree of care, skill and diligence in the performance of the Work as is ordinarily exercised by members of the profession under similar circumstances in Minnesota. Consultant shall be liable to the fullest extent permitted under applicable law, without limitation, for any injuries, loss, or damages proximately caused by Consultant's breach of this standard of care. Consultant shall put forth reasonable efforts to complete its duties in a timely manner. Consultant shall not be responsible for delays caused by factors beyond its control or that could not be reasonably foreseen at the time of execution of this Agreement. Consultant shall be responsible for costs or damages arising from unreasonable delays in the completion of the Work.
8. **Audit Disclosure.** The Consultant shall allow the City or its duly authorized agents reasonable access to such of the Consultant's books and records as are pertinent to the work performed under this Agreement. Any reports, information, data, etc. given to, or prepared or assembled by, the Consultant under this Agreement which the City requests to be kept confidential shall not be made available to any individual or organization without the City's prior written approval. All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Consultant shall become the property of the City upon termination of this Agreement, but Consultant may retain copies of such documents as records of the services provided.
9. **Term.** The term of the Agreement shall be from June 8, 2026 through the completion of the work as described in Exhibit B. This Agreement may be extended upon the written mutual consent of the parties for such additional period as they deem appropriate, and upon the terms and conditions as herein stated.
10. **Termination.** This Agreement may be terminated by the Consultant effective upon sixty (60) days' written notice delivered to the City at the address written above. The City may terminate this Agreement for any reason effective immediately, upon with notice to the consultant. Upon termination under this provision, the Consultant shall be paid for services rendered and reimbursable expenses until the effective date of termination.

If, however the City terminates this Agreement because the Consultant has failed to perform in accordance with this Agreement, no further payment shall be made to the

Consultant, and the City may retain another consultant to undertake or complete the Work.

11. **Independent Consultant.** At all times and for all purposes herein, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.
12. **Non-Discrimination.** During the performance of this Agreement, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, or age. The Consultant shall post in places available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Consultant shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for program work and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work.
13. **Assignment.** Neither party shall assign this Agreement, nor any interest arising herein, without the prior written consent of the other party.
14. **Services Not Provided For.** No claim for services furnished by the Consultant not specifically provided for in Exhibit A shall be honored by the City.
15. **Severability.** The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.
16. **Entire Agreement.** The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.
17. **Compliance with Laws and Regulations.** In providing services hereunder, the Consultant shall abide by all statutes, ordinances, rules and regulations pertaining to the provisions of services to be provided. The Consultant and City, together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation of statutes, ordinances, rules and regulations pertaining to the services to be provided shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.

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

19. **Indemnification.** Consultant agrees to indemnify and hold harmless the City and its officials, employees and agents from any liability, claims, damages, costs, losses judgments, or expenses, including reasonable attorney’s fees, resulting directly from a negligent act or omission (including without limitation professional errors or omissions) of the Consultant, its agents, employees, or subcontractors in the performance of the services provided by this Agreement and against all losses by reason of the failure of said Consultant fully to perform, in any respect, all obligations under this Agreement.

**20. Insurance.**

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

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

Workers Compensation	Statutory Limits
Employer’s Liability	\$500,000 each accident \$500,000 disease policy limit \$500,000 disease each employee
Comprehensive General Liability	\$1,500,000 property damage and bodily injury per occurrence \$2,000,000 general aggregate \$2,000,000 Products – Complete Operations Aggregate \$100,000 fire legal liability each occurrence \$5,000 medical expense

Comprehensive Automobile Liability	\$1,000,000 combined single limit each accident (shall include coverage for all owned, hired and non-owned vehicles.
Umbrella or Excess Liability	\$1,000,000

- C. The Comprehensive General/Commercial General Liability policy(ies) shall be equivalent in coverage to ISO form CG 0001, and shall include the following:
- a. Premises and Operations coverage with no explosions, collapse, or underground damage exclusion (XCU).
  - b. Products and Completed Operations coverage. Consultant agrees to maintain this coverage for a minimum of two (2) years following completion of its work. Said coverage shall apply to bodily injury and property damage arising out of the products-completed operations hazard.
  - c. Personal injury with Employment Exclusion (if any) deleted.
  - d. Broad Form CG 0001 0196 Contractual Liability coverage, or its equivalent.
  - e. Broad Form Property Damage coverage, including completed operations, or its equivalent.
  - f. Additional Insured Endorsement(s), naming the “City of Grand Rapids” as an Additional Insured, on ISO form CG 20 10 07 04 or such other endorsement form as is approved by the City.
  - g. If the Work to be performed is on an attached community, there shall be no exclusion for attached or condominium projects.
  - h. “Stop gap” coverage for work in those states where Workers’ Compensation Insurance is provided through a state fund if Employer’s liability coverage is not available.
  - i. Severability of Insureds provision.

- D. Professional Liability Insurance. The Consultant agrees to provide to the City a certificate evidencing that they have in effect, with an insurance company in good standing and authorized to do business in Minnesota, a professional liability insurance policy. Said policy shall insure payment of damage for legal liability arising out of the performance of professional services for the City. Said policy shall provide an aggregate limit of \$2,000,000. Said policy shall not name the City as an insured.
- E. Consultant shall maintain in effect all insurance coverages required under this Agreement at Consultant's sole expense and with insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless specifically accepted by City in writing. In addition to the requirements stated above, the following applies to the insurance policies required under this Paragraph:
- a. All policies, except the Professional Liability Insurance policy, shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable);
  - b. All policies, except the Professional Liability Insurance policy, shall be applied on a "per project" basis;
  - c. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall contain a waiver of subrogation naming "the City of Grand Rapids";
  - d. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall name "the City of Grand Rapids" as an additional insured;
  - e. All policies, except the Professional Liability Insurance and Worker's Compensation Policies, shall insure the defense and indemnity obligations assumed by Consultant under this Agreement; and
  - f. All policies shall contain a provision that coverages afforded thereunder shall not be canceled or non-renewed, nor shall coverage limits be reduced by endorsement, without thirty (30) days prior written notice to the City.

**A copy of the Consultant's Certificate of Insurance which evidences the compliance with this Paragraph 20, must be filed with City prior to the start of Consultant's Work.** Upon request, a copy of the Consultant's insurance declaration page, Rider and/or Endorsement, as applicable shall be provided. Such documents evidencing Insurance shall be in a form acceptable to City and shall provide satisfactory evidence that Consultant has complied with all insurance requirements. Renewal certificates shall be

provided to City prior to the expiration date of any of the required policies. City will not be obligated, however, to review such Certificate of Insurance, declaration page, Rider, Endorsement or certificates or other evidence of insurance, or to advise Consultant of any deficiencies in such documents and receipt thereof shall not relieve Consultant from, nor be deemed a waiver of, City's right to enforce the terms of Consultant's obligations hereunder. City reserves the right to examine any policy provided for under this paragraph.

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

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

- a. Furnish and pay for a surety bond, satisfactory to the City, guaranteeing performance of the indemnity obligation; or
- b. Furnish a written acceptance of tender of defense and indemnity from Consultant's insurance company.

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

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

22. **Ownership of Documents.** All plans, diagrams, analyses, reports and information generated in connection with the performance of the Agreement (“Information”) shall become the property of the City. The City may use the Information for its purposes and the Contractor also may use the Information for its purposes. Reuse of the Information for the purposes of the project contemplated by this Agreement (“Project”) does not relieve any liability on the part of the Contractor, but any reuse of the Information by the City or the Contractor beyond the scope of the Project is without liability to the other, and the party reusing the Information agrees to defend and indemnify the other from any claims or liability resulting therefrom.
23. **Subcontractor.** The Consultant shall not enter into subcontracts for services provided under this Agreement except as noted in Exhibit A, without the express written consent of the City. The Consultant shall pay any subcontractor involved in the performance of this Agreement within the ten (10) days of the Consultant’s receipt of payment by the City for undisputed services provided by the subcontractor. If the Consultant fails within that time to pay the subcontractor any undisputed amount for which the Consultant has received payment by the City, the Consultant shall pay interest to the subcontractor on the unpaid amount at the rate of 1.5 percent per month or any part of a month. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the Consultant shall pay the actual interest penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Consultant shall be awarded its costs and disbursements, including attorney’s fees, incurred in bringing the action. In addition, no subcontractor can file a lien against the City.
24. **Dispute Resolution/Mediation.** Each dispute, claim or controversy arising from or related to this Agreement or the relationships which result from this Agreement shall be subject to mediation as a condition precedent to initiating legal or equitable actions by either party. Unless the parties agree otherwise, the mediation shall be in accordance with the mediation standards currently in effect. A request for mediation shall be filed in writing with the other party. No legal or equitable action may be instituted for a period of ninety (90) days from the filing of the request for mediation unless a longer period of time is provided by agreement of the parties. Cost of mediation shall be shared equally between the parties. Mediation shall be held in the City of Grand Rapids unless another location is mutually agreed upon by the parties. The parties shall memorialize any agreement resulting from the mediation in a Mediated Settlement Agreement, which Agreement shall be enforceable as a settlement in any court having jurisdiction thereof.
25. **Conflicts.** No salaried officer or employee of the City and no member of the City Council of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision renders the Agreement void. Any federal regulations and applicable state statutes shall not be violated.

- 26. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.
  
- 27. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter hereof, whether oral or written.
  
- 28. **Governing Law.** This Agreement shall be controlled by laws of the State of Minnesota. Executed as of the day and year first written above.

**City of Grand Rapids**

\_\_\_\_\_  
Mayor

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

**Bolton & Menk**

By: \_\_\_\_\_

Its: \_\_\_\_\_



# Request for Proposals for Professional Engineering Services Block 19 Improvements

## SECTION 1: GENERAL INFORMATION

### Contract Administration

All persons or firms who download this RFP are requested to register their name and email address by sending an email to [mwegwerth@grandrapidsmn.gov](mailto:mwegwerth@grandrapidsmn.gov). Any revisions or corrections to this RFP, after it has been advertised, will be communicated to those registered RFP holders. Failure to register your contact information is at your own risk. A proposal will not be considered if it fails to include all requested information as detailed in this original RFP and any subsequent modifications.

The contents of this RFP will be included as part of the contractual obligations if a contract ensues. All information in the proposal is subject to disclosure under the provisions of Minnesota Statutes Chapter 13 – Minnesota Government Data Practices Act.

### Project Overview & Background

The City of Grand Rapids intends to retain a professional consulting firm to provide professional engineering services needed to successfully implement the design and construction of the Block 19 Improvements. Construction is expected to begin in May 2027. Funding for the project is expected to be in part Municipal State Aid (MSA) and Local sources. No special assessments will be needed.

The improvements to be undertaken with this project are shown in the attached figure and summarized below:

- Reconstruction of Block 19 city parking lot (parcel id's: 91-410-1905 & 91-410-1910)
- Partial reconstruction of adjacent roadways, which includes curb modifications, streetscape and mill and overlay of pavement
- Watermain and Sanitary Sewer replacement within parking lot
- Storm Sewer installation, including treatment as noted in the 11/07/24 SWCD Report

## SECTION 2: SCOPE OF SERVICES

The services required of the Consultant are anticipated to be provided beginning in July 2026 and ending when the warranty inspection for the constructed improvements has been completed. The following are general work tasks and deliverables that shall be included in the Consultant's scope for both projects:

1. Topographic survey
2. Public involvement and meetings
  - a. minimum of 1 public meeting to discuss plans/layouts
  - b. minimum of 1 public meeting to discuss construction and phasing
3. Design, includes Plans and Specifications in accordance with MSA and City standards
4. Contract bidding and award
5. Construction inspection and management services
6. Warranty inspection and preparation of record drawings

Construction management services include, but are not limited to, review of prevailing wage requirements, preparation of contractor pay estimates, weekly construction meetings and coordination with property owners.

Soil borings (if needed) and materials testing during construction, will be contracted by the City of Grand Rapids. The fees for geotechnical work shall not be included in the engineering proposal. The City will require the selected engineering consultant to schedule and direct the geotechnical consultant as needed to fully implement the project.

The City will provide all available record drawings and mapping information to the selected consultant.

All permit and other regulatory review fees shall be paid by the engineering consultant and will be reimbursed by the City. These costs shall not be included in the consultants not to exceed fee for the project.

## SECTION 3: PROPOSALS

The proposal shall contain the type of information summarized below. Additional information is allowable if it is directly relevant to the proposed project.

### Proposal Format

The submittal should follow the Table of Contents listed below:

1. General Information

2. Project Understanding
3. Project Approach
4. Proposed Project Team and Experience
5. Schedule
6. Any Additional Information as Needed
7. Total Consultant Cost
8. Insurance Certificate

A brief description of each section is included below.

1. General Information

General information and a brief history of the Consultant's firm. Include similar information on key subconsultants, if any, proposed for the project.

2. Project Understanding

A summary of the Consultant's understanding of the work.

3. Project Approach

Provide specific approaches, methods, and assumptions that will be utilized to accomplish the development of this project, including each work phase. Include details about the Consultant's approach to coordinating a public process.

4. Proposed Project Team and Experience

- a. Identify the key project team members and describe their specific roles on the project. Include key team members from sub-consultant firms if any.
- b. Describe relevant experience and provide information on at least three (3) reference projects completed in the last five (5) years. Provide personal references and contact information.
- c. Include one-page resumes only for key members of the project team, including field personnel.
- d. Include specific descriptions of proposed team members' roles on reference projects. Provide a contact name and information for each of the work items.

5. Schedule

A proposed schedule from project initiation to final completion of construction. The schedule should include a listing of key tasks within each phase, key milestones and approximate dates, and deliverables. Project will need authorization from Council to advertise and move to bidding.

## 6. Additional Information

Include any other information that is believed to be pertinent, but not specifically requested elsewhere in this RFP.

## 7. Total Consultant Cost

The consultant cost should be broken out as follows:

- a. Proposed costs for each scope of work for the project as listed in Section 2.
- b. Hourly rates for all consultant employees who are expected to work on this project. These rates shall be the agreed upon costs for any additional services requested by the City of Grand Rapids above what is detailed in the scope of this RFP.
- c. Reimbursable costs including detail of service or item and applicable charge per unit. These costs shall be included in the total Not to Exceed amount.
- d. Not to Exceed cost for the project.

Proposals that do not include a 'Not to Exceed' cost will be disregarded with no further consideration. It is the responsibility of the proposing firm to accurately predict the amount of time that they will need to spend on all design and construction services for the project. The City of Grand Rapids requires the consultant to have a full-time construction observer to be onsite during all work.

## 8. Insurance Certificate

Indicate ability to provide all necessary insurance certificates.

## **SECTION 4: CONSULTANT SELECTION**

Proposals will be reviewed and evaluated by a team of City staff on the basis of the following criteria:

1. Consulting firm and key project staff experience with similar projects to this. In addition to understanding technical issues and having sound technical/ engineering expertise, the Consultant must also have an awareness and understanding of the social/political issues that can surround projects of this nature, and must possess the personal and leadership skills necessary to navigate the project through the public process.
2. Proven successful construction management of projects of this nature is required. This includes the effective coordination and management of private and public utilities, contractors, adjacent property owners, and other stakeholders.
3. Proven track record in successfully completing similar projects on time and within budget. Successful experience of both the firm itself and the individual team members will be considered.

4. Proposed approach to completing the project
5. Proposed consultant cost

Following review of the Proposals, if necessary, selected Consultants will be asked to make oral presentations of their proposals to City representatives. Upon conclusion of the presentations, staff will select a Consultant to negotiate a contract as follows:

1. If, for any reason, a firm is not able to commence the services in that firm's Proposal within 30 days of the award, the City reserves the right to contract with another qualified firm.
2. The City shall not be liable for any expenses incurred by the Consultant prior to the signing of a contract including, but not limited to, the Proposal preparation, attendance at interviews, or final contract negotiations.
3. The Proposal must be signed in ink by an official authorized to bind the Consultant to its provisions that will be included as part of an eventual contract. The Proposal must include a statement as to the period during which the Proposal remains valid. This period must be at least 90 days from the date of the submittal.
4. The City reserves the right to reject any and all Proposals submittals or to request additional information from any or all of the proposing firms.

## **SECTION 5: CONTRACT TERMS AND CONDITIONS**

Upon selection of a Consultant, an Agreement or Contract for Services, attached to this RFP, shall be entered into by the City and the Consultant. It is expected that the contract will provide for compensation for actual work completed on a not to exceed basis, and the following conditions:

1. Deletions of specific itemized work tasks will be at the discretion of the City. Payment or reimbursement shall be made based on tasks that have been satisfactorily completed. Billing that exceed the not to exceed amount will not be compensated unless a contract extension has been approved in advance by the City Council.
2. The City shall retain ownership of all documents, plans, maps, reports and data prepared under this proposal. In addition to being provided hard copy and digital documents throughout the project, upon completion the consultant shall supply the City of Grand Rapids with a fully scanned (Laserfiche) project file.
3. If, for any reason, the Consultant is unable to fulfill the obligations under the contract in a timely and proper manner, the City shall reserve the right to terminate the contract by written notice. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory completed work tasks, as determined by the City Engineer.

4. The Consultant shall not assign or transfer any interest in the contract without prior written consent of the City.
5. The Consultant shall maintain comprehensive general liability insurance in accordance with Section 466.04 of the Minnesota Statutes.
6. The Consultant shall defend, indemnify and hold harmless the City of Grand Rapids, its officials, employees and agents, from any and all claims, causes of action, lawsuits, damages, losses or expenses, including attorney fees, arising out of or resulting from the Consultant's (including its officials, agents, subconsultants or employees) performance of the duties required under the contract, provided that any such claim, damages, loss or expense is attributable to bodily injury, sickness, diseases or death or injury to or destruction of property including the loss of use resulting therefrom and is caused in whole or in part by any negligent act or omission or willful misconduct of Consultant.
7. The Consultant contract shall be governed by the laws of the State of Minnesota.
8. Project summaries shall be submitted with each invoice during the course of the project. Each summary shall detail the amount billed to date, work items that need to be completed, the estimated costs to complete these tasks and the projected timeline for the completion of the project. Invoices submitted to the City shall include a detailed breakdown of times, personnel, mileage, etc. chargeable for that period.

## **SECTION 6: CONCLUSION AND SUBMITTAL**

Any requests for additional information that may be needed for the preparation of the proposal should be directed via email to Matt Wegwerth at [mwegwerth@grandrapidsmn.gov](mailto:mwegwerth@grandrapidsmn.gov). All questions must be received before 4:30 pm, May 22, 2026. No responses will be provided for questions received after that time and answers will be emailed to registered firms on Monday, May 25, 2026.

Please provide 3 paper and one electronic (pdf) copies of the Proposal for the evaluation process.

Proposals shall be addressed to:

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








**Proposals will be accepted until 11:30 a.m. on May 29, 2026**

### **Attachments:**

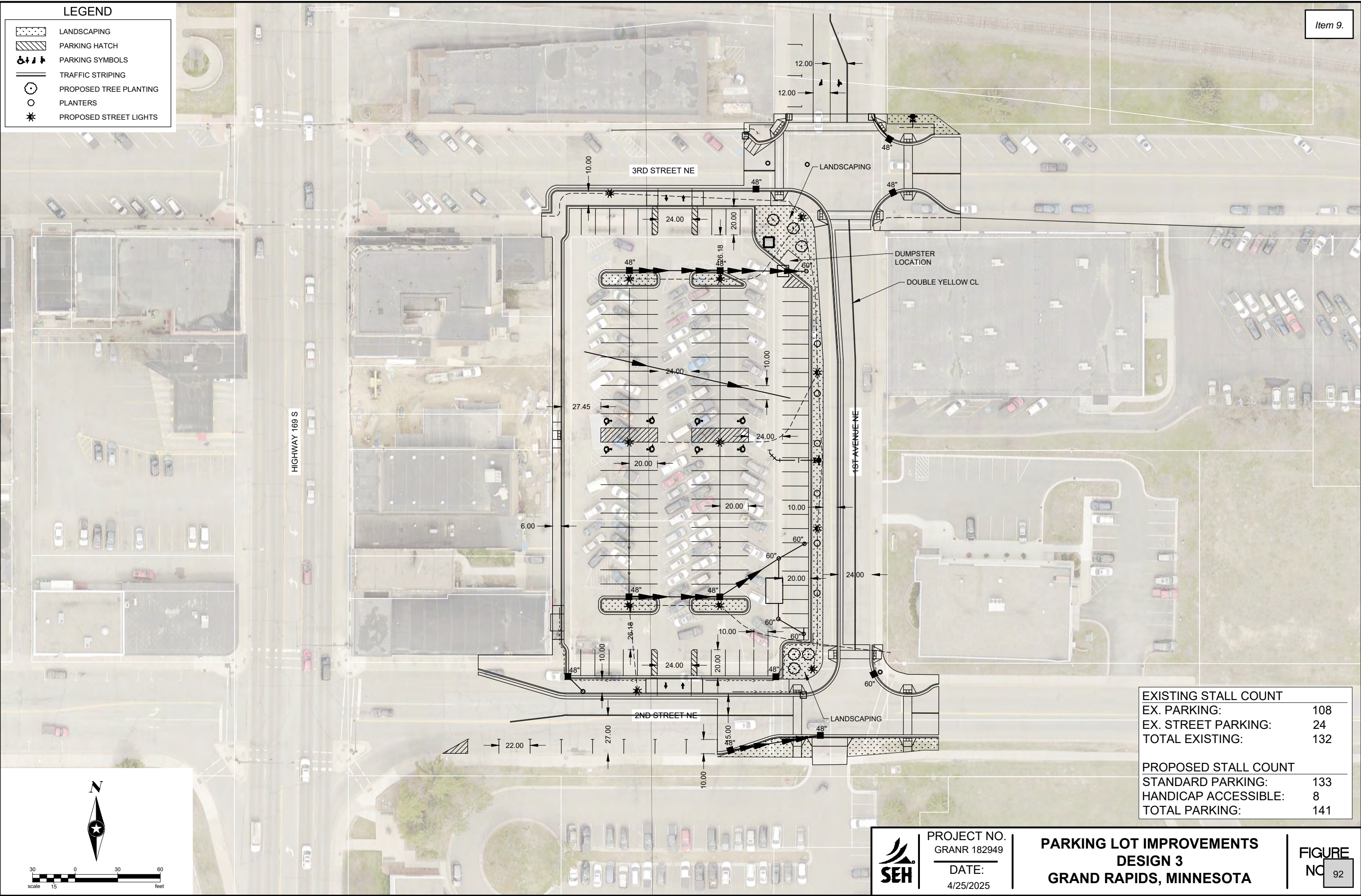
Block 19 Preliminary Layout  
 Itasca SWCD Subsurface BMP Feasibility Report – Dated 11/07/24  
 City of Grand Rapids - Standard Agreement for Professional Services

Block 19 Improvements – Request for Proposals


LEGEND

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

Save: 4/16/2025 11:52 AM mhuidec Plot: 4/25/2025 12:58 PM X:\E\G\GRANR\182949\Block 19 alleys\5-final-dsgn\5-1-drawings\10-Civil\cd\exhibit\GFI182949\_2025 Parking\_X.dwg



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

 PROJECT NO.  
GRANR 182949  
DATE:  
4/25/2025

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

**FIGURE  
NO. 92**



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

Proposal for Professional Engineering Services

# BLOCK 19 IMPROVEMENTS

---



**CONTACT**

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

**LOCATION**

504 NW 1<sup>st</sup> Avenue | Suite 205  
Grand Rapids, MN 55744  
218-571-4347 | Bolton-Menk.com

**DATE**

May 29, 2026





Real People. Real Solutions.

504 NW 1<sup>st</sup> Avenue | Suite 205  
Grand Rapids, MN 55744  
218-571-4347 | Bolton-Menk.com

May 29, 2026

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

RE: Proposal for Professional Engineering  
Services Block 19 Improvements

This proposal will remain valid for 90 days  
or until August 27, 2026.

Dear Matt,

The City of Grand Rapids has initiated the Block 19 Improvements project to modernize a highly visible downtown parking facility while addressing aging utilities, stormwater treatment, and pedestrian safety enhancements. This project must balance infrastructure performance with continued access to nearby businesses and community spaces throughout construction. Bolton & Menk understands what it will take to deliver a successful project that is technically sound, cost-conscious, and carefully coordinated with the public.

**Local, Invested Project Team** – Grand Rapids is not a new community for our team. Our staff has been actively supporting the City and the Economic Development Authority on recent planning and infrastructure efforts, giving us firsthand familiarity with downtown conditions, expectations, and stakeholders. For Block 19, we are proposing a locally based, multidisciplinary team that brings engineering, stormwater, survey, streetscape, transportation, and public engagement expertise together under one roof. This integrated approach allows for consistent communication, efficient decision making, and solutions that reflect the City’s goals for both infrastructure performance and downtown vitality.

**Proven Experience** – Our team brings direct experience delivering projects that mirror the key components of the Block 19 Improvements including parking lot reconstruction, utility replacement, stormwater treatment, and pedestrian-focused improvements. We understand how these elements must work together to create a functional and durable downtown space. Just as important, we bring experience working in Grand Rapids, allowing us to apply lessons learned and proven approaches to deliver a well-coordinated and efficient project.

**Proactive Communication for a Public-Facing Project** – Block 19 is a heavily used, highly visible area that plays an important role in supporting downtown businesses and visitors. Thoughtful communication and access planning will be critical throughout design and construction. Our team brings direct experience facilitating public engagement and business coordination in Grand Rapids, including proactive communication, phased access planning, and clear construction messaging. We will work closely with City staff and stakeholders to maintain access, support businesses, and keep the community informed as the project progresses.

In continued service to the City of Grand Rapids, we are excited at the opportunity to complete the Block 19 Improvements. Kory Johnson will serve as your lead client contact. Please contact him at 218-259-6323 or kory.johnson@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,  
**Bolton & Menk, Inc.**

Andrew Brotzler, PE  
Principal-in-Charge

Kory Johnson, PE  
Project Manager

# FIRM OVERVIEW



Our commitment to communities began in 1949, serving the needs of municipal clients. As we continue to grow in both numbers and experience, our dedication to building trust and ensuring a true partnership with our clients remains the same. Our goal is to help communities make progress by listening to what people want,

finding the best solutions for their needs, and treating them right. Simply put, we're people helping people. Today, Bolton & Menk, Inc. has more than 1,000 multiregional employees including a professional staff of more than 400 engineers, planners, landscape architects, and surveyors.

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

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

## SOLUTIONS PROVIDED

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

## EMPLOYEE COUNT

257	Civil Engineers
116	Transportation Engineers and Planners
12	Structural Engineers
11	Aviation Engineers and Planners
42	Water/Wastewater Engineers
60	Water Resources Engineers
19	Natural Resources Specialists
35	Land Surveyors
79	Survey Technicians
79	CADD Technicians
45	Construction Inspectors
31	GIS Specialists
7	Architects
25	Urban/Regional Planners
62	Landscape Architects
5	Community Outreach Specialists
8	Communication Specialists
21	Visual Communications Specialists
8	Funding Specialists
136	Corporate/Administrative

### NORTHEAST MINNESOTA EMPLOYEE COUNT - 42 TOTAL

15	Civil Engineers	7	Survey Technicians
2	Land Surveyors	3	CAD Technicians
3	Transportation Engineers	2	Construction Inspector
4	Administrative Professionals	4	Water Resources/ Environmental Specialist
1	GIS Specialists	1	Aviation

# PROJECT UNDERSTANDING

The City of Grand Rapids is seeking a qualified engineering partner to plan, design, and support construction of the Block 19 Improvements. The project is intended to improve functionality, accessibility, and long-term durability of public infrastructure while supporting ongoing downtown revitalization and economic activity.

The scope of the project includes full reconstruction of the Block 19 municipal parking lot, partial reconstruction of adjacent roadways, streetscaping and pedestrian improvements, and replacement of watermain, sanitary sewer, and storm sewer infrastructure and treatment system.

Bolton & Menk recognizes the importance of efficient parking layout, ADA-compliant access, lighting, landscaping, and streetscape features in achieving the City's goals for a functional and welcoming downtown core. The preliminary layout reflects an increase in total parking capacity, and the final design must balance stall efficiency, pedestrian connectivity, snow storage, and long-term maintenance considerations. ADA accessibility will be fully integrated into both parking and pedestrian facilities in accordance with current standards.

Adjacent roadway improvements include curb modifications, new concrete walks, pavement mill and overlay, and streetscape elements designed to enhance connectivity and visual continuity with surrounding downtown infrastructure. The project design must comply with Municipal State Aid (MSA) standards and City of Grand Rapids Standards, recognizing that the project will be funded through a combination of MSA and local sources, with no special assessments anticipated.

Underground infrastructure improvements are a critical component of the project. Watermain and sanitary sewer systems within the parking lot will be replaced, and a new storm sewer system with treatment features will be constructed in accordance with the Itasca SWCD Subsurface BMP Feasibility Report. Stormwater design will focus on regulatory compliance, constructability, and long-term performance while minimizing conflicts with other utilities and surface features.

Public involvement is recognized as a key factor in successful project delivery. This will involve public meetings and proactive communication with property owners, businesses, utilities, and other stakeholders.

Construction is anticipated to begin in May 2027, with professional services starting in July 2026 and extending through warranty inspection and preparation of record drawings. The scope of professional services includes topographic survey, public engagement, plans and specifications, bidding, construction inspection and management services, and record drawings.

The City of Grand Rapids will contract with a geotechnical consultant for soil borings and materials testing as required for the project. Bolton & Menk will schedule and direct the geotechnical consultant as needed for the project.

Overall, Bolton & Menk understands that the City is seeking a firm with demonstrated experience delivering complex municipal infrastructure projects that require technical expertise, public engagement, and disciplined construction management. We are committed to delivering a project that meets City standards, remains within budget, and supports the long-term functionality and vitality of the Block 19 area.



# PROJECT APPROACH

## PROJECT COORDINATION AND MANAGEMENT

Successful delivery of the Block 19 Improvements will depend on proactive coordination, clear communication, and effective project management from project initiation through completion. Bolton & Menk will serve as the City's partner, working closely with City staff to establish roles, communication protocols, decision-making processes, and schedule expectations at the outset of the project. Coordination will extend across City departments, regulatory agencies, utility providers, public stakeholders, and contractors to ensure that design decisions, public input, and construction activities are aligned with project goals, funding requirements, and operational needs. Through regular meetings, clear documentation, and responsive communication, we will actively manage scope, schedule, and budget while minimizing risk and disruption in this highly visible downtown setting. We propose the following tasks to complete the Block 19 Improvements Project.



### ✓ TASK 1: SURVEY AND GEOTECHNICAL INVESTIGATION (59 HOURS)

Bolton & Menk will perform a comprehensive topographic survey of the Block 19 project area to support accurate and coordinated design of parking, roadway, utility, stormwater, and streetscape improvements. The survey will capture existing right-of-way limits, existing surface features, utilities, structures, pavement limits, curb lines, landscaping, and other relevant improvements. All survey work will be coordinated with available record drawings and mapping provided by the City.

Bolton & Menk will identify the required soil boring locations for the project and coordinate with the City's geotechnical consultant to complete the borings. The results will support completion of the Block 19 design.

### ✓ TASK 2: ROUNDABOUT JUSTIFICATION REPORT (78 HOURS)

As part of the planning process, we understand the City is seeking out an option to construct a mini-roundabout at the intersection of 1<sup>st</sup> Avenue/2<sup>nd</sup> Street. To proceed with this alternative, traffic counts will be obtained and a roundabout justification report will be drafted, finalized, and submitted for approval with State Aid. The report will be consistent

with the MnDOT Design Guide for State Aid Projects and include existing traffic and safety conditions, future traffic projections, alternative intersection control operations analysis, crash evaluation, capacity evaluation, pedestrian and bicycle impacts, right-of-way impacts, and conclusion recommendations. The consultant will coordinate with all jurisdictional agencies for all RJR document processing, including obtaining all required signatures and approvals for the documents.

### **TASK 3: PUBLIC ENGAGEMENT** **(40 HOURS)**

To someone unfamiliar with the City, it could be perceived that these two blocks of 1<sup>st</sup> Avenue NE are insignificant. However, Bolton & Menk knows that this is an important corridor for pedestrians, bicyclists, and vehicles accessing local businesses and key destinations such as the library, Rapids Brewing Company, Blandin Foundation, and trails along the Mississippi River. Early and often communication

as well as intentional engagement will be critical to ensure that the design meets the community's needs and that businesses and the traveling public are informed of the construction timeline and detours. In addition to the two public meetings to present the concepts and prepare for construction, Bolton & Menk is best positioned to support the communication and public engagement the Grand Rapids community expects given the robust engagement we've successfully delivered on the Hwy 2 Corridor Study, Hwy 2 Redevelopment and Land Use Study, and the Legion Park Master Plan.

### **COMMUNICATION**

The first step in the engagement process is to ensure that stakeholders and the public are aware of the project and let them know how they can get involved.

#### **Deliverables:**

- Project fact sheet/flyer
- Three social media posts



## ENGAGEMENT

Based on our experience, we know Grand Rapids is a very engaged community! Following is our proposed engagement strategies, with a focus on area businesses as well as people that walk, bike, and drive on this short but important stretch of 1<sup>st</sup> Avenue NE.

### Deliverables:

- Two meetings with the City of Grand Rapids staff
- Two Open House Meetings: Concept/Layout and Construction Phasing Access
  - Bolton and Menk will provide open house boards, powerpoint presentations, and necessary graphics Engagement summaries for each open house will be provided to the City

## ✓ TASK 4: FINAL DESIGN (748 HOURS)

Bolton & Menk will prepare a detailed design of the proposed improvement in accordance with the City of Grand Rapids design standards and following all federal and state laws, rules, and regulations. Our team envisions biweekly correspondence to ensure the City of Grand Rapids' input on the design is included throughout the process. We intend to submit final design plans, specifications, and an engineer's estimate for review at the following stages of completion:

- 60% Plan Review – Submittal to include existing conditions, proposed removals, street construction plan and profiles, utility plans and details, storm plan and profiles, construction details, landscape plan, traffic control plan, and preliminary cost estimate
- 95% Plan Review – Submittal of final design plans, project proposal and specifications, and engineer's estimate for approval and signatures
- Submit plans to MnDOT State Aid for review and approval

## ✓ TASK 5: PROJECT ADVERTISEMENT AND BID ADMINISTRATION (36 HOURS)

Bolton & Menk will prepare and assemble bidding documents which will include project specifications,

instructions to bidders, bid proposal form, and any necessary labor/wage requirements. Our project manager will perform the following bid administration responsibilities:

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

### Deliverables:

- Bid advertisement documentation
- Bidding documents (Project Manual)
- Final contract documents
- Bid abstract

## ✓ TASK 6: CONSTRUCTION MANAGEMENT AND OBSERVATION (696 HOURS)

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

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

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



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

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

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

## TASK 7: PROJECT CLOSEOUT AND AS-BUILTS (67 HOURS)

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

## GENERAL ASSUMPTIONS

This proposal is based upon the following assumptions:

- A. Bolton & Menk will perform the services outlined in the proposal for the stated fee. Changes required by the owner or other controlling entities (regulatory agencies, contractors, courts, etc.) from the scope of services, or title issues that may arise will be considered additional services and will be invoiced on an hourly basis in addition to the stated fee.
- B. Wetland delineation and mitigation is not anticipated.
- C. Due to the undetermined scope of the mini-roundabout at the intersection of NE 2<sup>nd</sup> Street and NE 1<sup>st</sup> Avenue, this proposal includes scope through creating a MnDOT State Aid Roundabout Justification Report (RJR) to determine the feasibility of the mini-roundabout.
- D. Construction management and observation services for this proposal have been estimated for a 12-week construction duration.
- E. One minor revision to the plans based on owner comments is included; other revisions will be provided as additional services.



# KEY PERSONNEL



## KORY JOHNSON, PE

PROJECT MANAGER

### EDUCATION

Bachelor of Science - Civil Engineering  
University of North Dakota - Grand Forks

Associate of Science - Engineering  
Itasca Community College

### REGISTRATION

- Professional Engineer, MN



Real People. Real Solutions.

### SUMMARY

Kory is a municipal project manager at Bolton & Menk with a wealth of experience in civil engineering, project management, and infrastructure development. Having begun his career in 2011, his expertise spans diverse sectors including transportation, construction engineering, and oil and gas transmission. In his current role, Kory leads the development, design, and construction of municipal projects, ensuring technical excellence and alignment with community needs.

Kory's technical expertise is grounded in a passion for building and problem-solving. He thrives in roles that allow him to bring complex infrastructure projects to life, and he is especially energized by returning to a position focused on project development and execution. His approach is hands-on, collaborative, and driven by a commitment to delivering lasting value to the communities he serves.

### EXPERIENCE

- North Lake Bemidji Water and Sanitary Sewer Extension, City of Bemidji, MN
- 2025 Hydrant Replacement, Hibbing Public Utilities Commission, MN
- Crystal Lake Estates Second Addition Demo and Utility Project, Grand Rapids Economic Development Authority, MN
- Palmer Bus Garage Utility Extension, City of Bovey, MN
- Shallow Lake Road Culvert Replacement, Feeley Township, MN
- Force Main Manhole Evaluations, City of Grand Forks, ND
- US 83 Grading Project, North Dakota Department of Transportation
- TH 61 Project - City Utility, City of Two Harbors, MN
- Line 6B Replacement in Michigan and Indiana, Enbridge
- Line 3 Pipeline Replacement in North Dakota, Enbridge
- Line 41 Pipeline Replacement, Enbridge, IL/IN
- Line 5 Pipeline Straights of Mackinac Hydrostatic Testing, Enbridge, MI
- Line 3 Pipeline Replacement Design, Enbridge, MN
- Line 5 Pipeline St Clair River HDD & Valve Replacement, Enbridge, MI/Ontario
- Line 41 Pipeline Mississippi River HDD, Enbridge, MO, IL
- Transco Pipeline 175 Hydrostatic Testing and Meter Station Take Off in Virginia, Williams Companies
- Transco Pipeline 170 Hydrostatic Testing in North Carolina, Williams Companies
- Transco Pipeline 125 Segment & Valve Replacement in Georgia, Williams Companies
- Swan River Highway Maintenance Facility Construction
- CSAH 37 Culvert Replacement
- CSAH 54 FHWA ER Grading Project
- FEMA Highway Events (Multiple Years)
- CSAH 3, 40, 69, 71 Culvert Lining
- County Wide Pavement Markings (Multiple Years)

# KEY PERSONNEL



## ANDREW BROTZLER, PE

PRINCIPAL-IN-CHARGE / QUALITY CONTROL MANAGER

### EDUCATION

Bachelor of Science - Civil Engineering  
North Dakota State University

### REGISTRATION

- Professional Engineer, MN



### SUMMARY

Andy is a municipal senior project manager who began his career in 1995. Having served as both a consultant city engineer and on-staff public works director, he brings a collaborative approach to project delivery. Andy has extensive experience leading public engagement processes for diverse and complex projects and understands the value that effective engagement brings to developing the right solutions. He is an expert in working with the public, agency representatives, and elected officials to communicate project information and support the advancement of projects and initiatives. His project experience ranges from locally-funded projects that follow Minnesota Statute 429 to State Aid and federally-funded county and state highway and trail projects. Andy is passionate about working as a team to find the right solutions for our clients.

### EXPERIENCE

- 2025 CWI - 30" WMN Rehabilitation, Hibbing Public Utilities Commission, MN
- 2025 CWI 17<sup>th</sup> St/5<sup>th</sup> and 6<sup>th</sup>, Hibbing Public Utilities Commission, MN
- TH 61 Project - City Utility, City of Two Harbors, MN
- TH 61 - MnDOT Reconstruction, City of Two Harbors, MN
- Lighthouse Point Road, City of Two Harbors, MN
- 2025 CWI 2<sup>nd</sup> Avenue East, Hibbing Public Utilities Commission, MN
- 2025 Hydrant Replacement, Hibbing Public Utilities Commission, MN
- 2025 CWI - 30" WMN Rehab P2, Hibbing Public Utilities Commission, MN
- 2024-2025 Street Improvements, City of Two Harbors, MN
- Overhead Power Relocate, Hibbing Public Utilities Commission
- 2025 CWI - 23<sup>rd</sup> Street, Hibbing Public Utilities Commission, MN
- Black Water Banks - Civil Design, ICS
- Street Report and Mapping, City of Silver Bay, MN
- 2024 Capital Watermain, Hibbing Public Utilities Commission, MN
- 2025 Street Seal Coat, City of Two Harbors, MN
- 2024/2025 Street & Utility Improvements, Lake County, MN
- Water System Improvements, City of Two Harbors, MN
- US TH 169 - 2025 Lighting, City of Grand Rapids, MN
- West End Utilities, City of Two Harbors, MN
- Water Treatment Facility, City of Marble, MN
- NAI Legacy Development, City of Two Harbors, MN
- 2025 RAISE Grant Application, Hibbing Public Utilities Commission, MN
- 2024 Street and Utility, City of Silver Bay, MN
- Level II MHPR, Benchmark Engineering, Inc.
- Municipal Liquor Store, City of Two Harbors, MN
- WWTF Engineering, City of Two Harbors, MN
- Chlorine Contact Tank, City of Two Harbors, MN
- Power Plant Turbine 3, Hibbing Public Utilities Commission, MN
- LPP Shared Use Trail, City of Cromwell, MN
- 2025 City Zoning Map Update, City of Marble, MN

# KEY PERSONNEL



## SAMI BONN-MILLER

DESIGN LEAD / SITE REPRESENTATIVE

### EDUCATION

Bachelor of Science - Civil Engineering  
Michigan Technological University

Associate of Science - Engineering  
Itasca Community College

### SUMMARY

As a municipal design engineer, Sami works with municipal clients to deliver public infrastructure projects from preliminary design through construction. Beginning her career in 2024, her responsibilities include assisting with design computations; preparing layouts, technical reports, and feasibility studies; and developing detailed plans, specifications, cost estimates, and quantity takeoffs. During construction, Sami provides observation and administration, including staking, documenting progress, coordinating testing, and facilitating communication among contractors, residents, and city staff. She is passionate about municipal engineering because it meaningfully strengthens communities—creating practical, sustainable designs that enhance safety, efficiency, and everyday quality of life.

### EXPERIENCE

- Wastewater Treatment Facility Improvements, City of Nashwauk, MN
- Roadway and Utility Improvements, City of Gilbert, MN
- MNDOT Hwy 210 Traffic Control Plan, Carlton, MN
- MNDOT Hwy 61 Box Culvert Replacements, Hovland, MN
- MNDOT Hwy 2 LaPrairie Mill and Overlay, LaPrairie and Grand Rapids, MN
- MNDOT Hwy 74 Bridge Replacement, St. Charles, MN
- MNDOT Hwy 169 Road Reconstruction and Roundabout, Garrison, MN
- MNDOT Hwy 61 Road Reconstruction and Roundabout, Duluth, MN
- 2026 23<sup>rd</sup> Street Capital Watermain and Steam Improvements, Hibbing Public Utilities Commission, MN
- 2026 4<sup>th</sup> Avenue Capital Watermain Improvements and Road Reconstruction, Hibbing Public Utilities Commission, MN
- 15<sup>th</sup> Street Watermain Reconstruction, City of Two Harbors, MN
- Central Park Improvements, City of Meadowlands, MN
- 6<sup>th</sup> Avenue W Paving Project, City of International Falls, MN



Real People. Real Solutions.

# KEY PERSONNEL



## DEREK ARNES, PE

TRANSPORTATION SENIOR PROJECT ENGINEER

### EDUCATION

Bachelor of Arts, Engineering Science,  
Bethel University

Bachelor of Science, Civil Engineering,  
University of Minnesota - Twin Cities

### REGISTRATION

- Professional Engineer, MN

### SUMMARY

Derek is passionate about serving the public and takes pride in enhancing the safety and quality of the communities he serves. As a transportation senior project engineer, he is responsible for preliminary and final roadway design layouts, cost estimates, specifications, and assembling construction plans. Derek began his career in 2011 and has all-around experience from concept design to construction delivery. His design knowledge spans from retaining walls to trails to access management. He specializes in roundabout design and has a history of geotechnical experience. Derek enjoys bringing our clients' visions to life with the 3D design aspect of roadway design technology. He is an expert in software such as MicroStation/GEOPAK, OpenRoads, and Site/Corridor Modeler.

### EXPERIENCE

- TH 10 Improvements, City of Anoka, MN
- TH 13/21 Downtown Improvements, Scott County, MN
- CR 2/91, City of Elko New Market, MN
- CR 2/15, Scott County, MN
- CSAH 33/CSAH 34, Carver County, MN
- CSAH 10 in Waconia, Carver County, MN
- CR 45 Roundabout in Princeton, Sherburne County, MN
- CSAH 21 Downtown Reconstruction in Prior Lake, Scott County, MN
- CSAH 52 and CSAH 12 Roundabout, Clay County, MN
- CSAH 33/CSAH 34 Roundabout, Carver County, MN
- CR 45 Roundabout, Sherburne County, MN - Roadway Design
- Roadway Design TH 97/Goodview Road Roundabout, City of Forest Lake, MN
- Forthun Road/Isle Drive, City of Baxter, MN
- TH 10/Main Street/Thurston Avenue, City of Anoka, MN
- CSAH 10 in Waconia, Carver County, MN
- CSAH 30 Diffley Road/Braddock Trail, City of Eagan, MN
- TH 10 Improvements, City of Anoka, MN
- US 52 from Cannon Falls to Hader, MnDOT District 6
- TH 75/50th Intersection, MnDOT District 4
- TH 59/Willow Road Roundabout, MnDOT District 4
- TH 75/TH 210, MnDOT District 4



Real People. Real Solutions.

# KEY PERSONNEL



## DEREK BENOY, PE

### WATER RESOURCES/STORMWATER MANAGEMENT

#### EDUCATION

Bachelor of Science - Civil Engineering  
Michigan Technological University

Master of Science - Environmental Engineering  
Michigan Technological University

#### REGISTRATION

- Professional Engineer, MN

#### CERTIFICATIONS

- Bolton & Menk Authorized Trainer
- Low Salt Design Strategies - LSiD TM

#### SUMMARY

Derek is a water resources project engineer, starting his career at Bolton & Menk in 2016. Derek has immense experience in stormwater management and is passionate about protecting the valuable water resources in northern Minnesota. He has a diverse project background that includes drainage and water quality design for numerous county and municipal street and utility reconstruction projects, private site development, development of stormwater management plans, and environmental and hydraulic permitting through local, state, and federal agencies.

#### EXPERIENCE

##### Design Experience

- Street and Alley Improvements, City of Two Harbors, MN
- West Point Douglas Road, City of Cottage Grove, MN
- Black Beach Campground, City of Silver Bay, MN
- South Interceptor North Forestview Stormwater Outlet, City of Baxter, MN
- Hamburg Avenue Improvements, City of Lakeville, MN
- B Line, Robert District Sanitary Analysis, City of Inver Grove Heights, MN
- Woodbury Public Works Building Expansion, City of Woodbury, MN
- Bridlewood Farms Street & Utility Improvements, City of Woodbury, MN
- Roadway Rehabilitation Project, City of Woodbury, MN
- Clear Lake Water Quality Improvements, City of Forest Lake, MN
- Safe Routes to School, City of Forest Lake, MN
- Street & Utility Improvements, City of Apple Valley, MN
- Kenyon Avenue Reconstruction, City of Lakeville, MN
- Street & Utility Improvements, City of Scandia, MN
- Hadley Avenue Street & Utility Improvements, City of Cottage Grove, MN

##### Field Experience

- Empire Township Stormwater Pond Assessment, Empire Township, MN
- Forest Lake MS4 Stormwater Pond Assessment, City of Forest Lake, MN
- Donegal South Utility Improvements, City of Maple Grove, MN
- Northfield Stormwater Pond Assessment, City of Northfield, MN
- Hartley Park Green Infrastructure Improvements, St. Louis County, MN
- Stormwater Management Plan, City of Silver Bay, MN
- Stormwater Management Plan, City of Two Harbors, MN



Real People. Real Solutions.

# SUPPORT STAFF



**JOSH BARSNESS, PLS**  
Survey

**Josh will manage the project's survey crews, survey computations, and quality control. He has a depth of experience in managing survey projects and survey crews. He will coordinate the needs of the project team from a survey perspective and provide all survey mapping as necessary to complete the final design.**

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



**ROBIN CAUFMAN**  
Community Engagement

**Robin will support an engaging public involvement strategy through focused community engagement efforts.**

Since beginning her career in 1994, Robin has filled multiple roles on regional infrastructure plans and projects, including transportation corridors, wastewater plans, environmental studies, and streetscape designs. As a community planning project manager, her primary areas of expertise include community engagement, metropolitan area comprehensive planning, and land use analysis. Prior to joining Bolton & Menk, Robin spent 21 years between Metropolitan Council and Metro Transit where she was responsible for working with local governments and communities on comprehensive planning, regional infrastructure planning, and engineering and construction of large transit projects. Robin uses her expertise in listening to project partners and community stakeholders and communicating technical information to ensure that there is clear understanding by all parties of project needs, purpose, benefits, and impacts.



**JONATHAN NELSEN, PLA**  
Streetscape/Landscape Architecture

**Jonathan will work collaboratively with the design team to develop creative, aesthetically pleasing, and functional landscape features.**

Jonathan is a landscape architect and project manager specializing in parks and park planning. Since beginning his career in 2012, he has worked in city and university planning departments, collaborating with the public, policymakers, and developers on master planning and development projects. His experience spans urban design, multimodal transportation, and downtown and civic spaces, with a primary focus on parks and recreation. Jonathan has contributed to impactful projects across Minnesota and Iowa and is driven by creative problem-solving and the use of innovative tools to deliver practical, sustainable solutions.

# SIMILAR EXPERIENCE

Bolton & Menk has assembled an experienced and proven team to complete the project tasks required by the City of Grand Rapids. Below are several examples of our recent work.



## 2024-2025 Street Improvements City of Two Harbors, MN

The 2024–2025 Street Improvement Project in Two Harbors, Minnesota involved the reconstruction of 10 city blocks through a collaborative effort between the City of Two Harbors and Lake County. The project included comprehensive roadway and utility upgrades, encompassing roadway, sanitary sewer, watermain, and storm sewer improvements. The storm sewer system was designed in accordance with Minnesota State Aid standards.

Bolton & Menk collaborated closely with the Lake County Soil and Water Conservation District (SWCD) to incorporate enhanced water quality treatment measures into the stormwater system. These measures included the installation of two hydrodynamic separators and a debris separating baffle box (DSBB), designed to remove pollutants such as total suspended solids (TSS), total phosphorus (TP), and trash/debris. These improvements help protect the downstream water quality in Skunk Creek, which ultimately discharges into Lake Superior.

## Municipal Liquor Store City of Two Harbors, MN

The City of Silver Bay completed construction of a \$5 million multimodal trailhead facility along the bluffs of Lake Superior, with a ribbon-cutting scheduled in May 2026. The project, led by Bolton & Menk, involved transforming an existing city park into a multimodal trailhead and wayside rest facility. The project provides safe, separated recreational trail access for both non-motorized and motorized users, serving the Gitchi-Gami State Bike Trail, CJ Ramstad ATV/Snowmobile Trail, Superior Hiking Trail, Black Beach Park, and other local ATV, snowmobile, and biking trails.



The facility features a two-level trailhead building with 24/7 lavatory and shower facilities on the lower level and an upper level designed for meetings and events. Additional amenities include ample parking, an outdoor plaza, playground, picnic areas, and green spaces, all situated near local businesses and services. The redevelopment replaced two existing buildings, improved accessibility, and created a prominent new community asset that supports tourism and local economic activity.

Fully funded through grants, this project provides a welcoming, versatile space for all trail users, strengthening Silver Bay’s trail connectivity while offering a new gathering space for community activities.



## Multimodal Trailhead Center City of Silver Bay, MN

In 2025, the City of Silver Bay is constructing a \$5 million multimodal trailhead facility along the bluffs of Lake Superior. The project, led by Bolton & Menk, involves converting a city park into a multimodal trailhead and wayside rest facility. The project will provide safe and separate recreational trail access for both non-motorized and motorized traffic, serving the Gitchi-Gami State Bike Trail, CJ Ramstad ATV/Snowmobile Trail, Superior Hiking Trail, Black Beach Park, and other local ATV, snowmobile, and biking trails.

The facility will feature a two-level trailhead building with 24/7 lavatory and shower facilities on the lower level and an upper level for meetings and events. Additional amenities include ample parking, an outdoor plaza, playground, picnic areas, and green spaces, all situated near local businesses and services. The redevelopment will replace two existing buildings, enhance accessibility, and significantly boost tourism and local business. The new trailhead building will be a valuable public asset for the community, enhancing the area's appeal and accessibility.

This project, fully funded by grants, aims to create a welcoming space for all trail users, contributing to the local economy and providing a new, versatile facility for community activities.

# REFERENCES

**PATRICIA NORDEAN**  
 City Administrator  
 City of Two Harbors, MN  
 218-834-5631  
 pnordean@twoharborsmn.gov

**JEFF JACOBSON**  
 City Administrator  
 City of Aurora, MN  
 218-229-2614  
 cityclerk@ci.aurora.mn.us

**LANA FRALICH**  
 City Administrator  
 City of Silver Bay, MN  
 218-226-4408  
 lanaf@silverbay.com

# SCHEDULE

**MAY 29, 2026** ● Proposals due for consideration by the City of Grand Rapids

**JULY 2026** ●

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

## TASK 1: SURVEY AND GEOTECHNICAL INVESTIGATION

**JULY-AUG 2026** ●

- Topographic survey
- Right-of-way identification
- Identify geotechnical boring locations

**SEPT 2026** ●

- Final geotechnical report

## TASK 2: ROUNDABOUT JUSTIFICATION REPORT

**OCT 2026** ● Roundabout justification report will be drafted, finalized, and submitted for approval with State Aid

## TASK 3: PUBLIC ENGAGEMENT

**NOV - DEC 2026** ●

- Public meeting for plan layout
- Public meeting for construction phasing

## TASK 4: FINAL DESIGN

**NOV 15, 2026** ● 60% Plan Review – Submittal to include existing conditions, proposed removals, street construction plan and profiles, utility plans and details, and preliminary cost estimate

**JAN 19, 2027** ● 95% Plan Review – Submittal of final design plans, project proposal and specifications, and engineer’s estimate for approval and signatures

**FEB 2027** ● Complete plan set to MnDOT State Aid for final review and approval

## TASK 5: PROJECT ADVERTISEMENT AND BID ADMINISTRATION

**MARCH 2027** ● Advertisement

- Advertise the project for sealed competitive bids – March 10, 17, and 24
- Respond to bidder questions and issue addenda

**APRIL 2027** ● Bid Award

- Bid opening – April 6, 2027
- Bid tabulation and recommendation of award to the lowest responsible bidder – April 8
- Grand Rapids awards project – April 12, 2027
- Contractor contract execution and notice to proceed – April 23, 2027

## TASK 6: CONSTRUCTION PHASE

**MAY - AUG 2027** ●

- Construction staking
- Construction administration
- Construction project representative

## TASK 7: PROJECT CLOSEOUT AND AS-BUILTS

**AUG 2027** ●

- Punch list completion
- Construction complete by August 31, 2027

**OCT 2027** ● Record drawings, testing summaries, and final documentation delivered to Grand Rapids

# FEE

Bolton & Menk, Inc. will provide the scope of services as described for a total not-to-exceed fee of \$292,842. We will bill work according to our standard hourly billing rates and will not exceed our estimate without prior authorization from the city.

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

Client: City of Grand Rapids, MN Project: Block 19 Improvements		Bolton & Menk, Inc.												
Task No.	Work Task Description	Quality Control Manager	Project Manager	Design Engineer	Stormwater Management	Survey	Community Engagement	Streetscape	Administration	Construction Project Representative	Transportation Project Manager	Transportation Project Engineer	Total Hours	Total Cost
1.0	Survey & Geotechnical Investigation	0	6	8	0	45	0	0	0	0	0	0	59	\$11,245
2.0	Roundabout Justification Report	0	0	0	0	0	0	0	0	0	38	40	78	\$14,792
3.0	Public Engagement	0	4	0	0	0	36	0	0	0	0	0	40	\$9,172
4.0	Final Design	24	124	474	52	0	0	28	4	0	6	36	748	\$128,182
5.0	Public Advertisement and Bid Administration	2	14	0	0	0	0	0	20	0	0	0	36	\$5,722
6.0	Construction Management and Observation	0	52	0	0	80	0	0	24	540	0	0	696	\$112,744
7.0	Project Closeouts & As-builts	0	12	40	0	0	0	0	0	15	0	0	67	\$10,985
<b>Total Hours</b>		26	212	522	52	125	36	28	48	555	44	76	1724	
<b>Total Fee</b>														<b>\$292,842</b>



# CERTIFICATE OF LIABILITY INSURANCE

12/31/2026

DATE (MM/DD/)  
5/18/2026

Item 9.

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

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

PRODUCER Lockton Companies, LLC DBA Lockton Insurance Brokers, LLC in CA CA license #0F15767 444 W. 47th St., Ste. 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED 1565200 BOLTON & MENK, INC. 1960 PREMIER DR MANKATO MN 56001	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Zurich American Insurance Company	NAIC # 16535
	INSURER B : American Guarantee and Liab. Ins. Co.	26247
	INSURER C : Continental Casualty Company	20443
	INSURER D :	
INSURER E :		
INSURER F :		

COVERAGES CERTIFICATE NUMBER: 23531223 REVISION NUMBER: XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONTRACTUAL LIAB  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PER OBJECT <input checked="" type="checkbox"/> LOC OTHER:	N	N	GLO 1340010-00	1/1/2026	1/1/2027	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/OP AGG \$ 4,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	N	N	BAP 1340009-00	1/1/2026	1/1/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0	N	N	SXS 1340013-00	1/1/2026	1/1/2027	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ XXXXXXXX
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in IH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC 1340011-00	1/1/2026	1/1/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	<input checked="" type="checkbox"/> PROF LIAB <input checked="" type="checkbox"/> POLL LIAB <input checked="" type="checkbox"/> E&O \$25K SIR	N	N	AEH114019718	12/31/2025	12/31/2026	\$15,000,000 PER CLAIM/AGG \$15,000,000 PER CLAIM/AGG RETRO DATE: 12/31/1997

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 RE: PROPOSALS FOR PROFESSIONAL ENGINEERING SERVICES BLOCK 19 IMPROVEMENTS;

**CERTIFICATE HOLDER****CANCELLATION**

23531223  
 CITY OF GRAND RAPIDS  
 ATTN: MATT WEGWERTH,  
 P.E., PUBLIC WORKS DIRECTOR / CITY ENGINEER  
 420 NORTH POKEGAMA AVENUE  
 GRAND RAPIDS, MN 55744

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

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 8, 2026

**AGENDA ITEM:** Consider Resolution Agreement for Eligible 457 Plan with Orion Portfolio Solutions.

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

---

### BACKGROUND:

The City of Grand Rapids has maintained a long-standing relationship with Orion Portfolio Solutions (formerly FTJ FundChoice) for deferred compensation and Roth IRA services. The City's deferred compensation and Roth IRA plans with Orion Portfolio Solutions were last reviewed in 2014.

Approval is requested for the adoption of the attached Resolution Agreement for Eligible Governmental 457 Plan with Orion Portfolio Solutions, which will serve as the City's official Plan Document. The updated Plan Document reflects a revised Service Fee Agreement, including a modest increase in administrative fees. The Plan Document also incorporates procedures for processing Qualified Domestic Relations Orders (QDRO) in accordance with applicable IRS regulations and plan requirements.

As part of the adoption of the updated Plan Document, the City is also requesting authorization for either the Human Resources Officer or the Director of Finance to serve as Plan Administrator. These positions are responsible for the day-to-day administration and oversight of the City's deferred compensation and Roth IRA plans, including the performance of administrative duties and operational functions with Orion Portfolio Solutions.

### REQUESTED COUNCIL ACTION:

Consider adopting the Resolution Agreement for Eligible Governmental 457 Plan and Service Fee Agreement, effective May 19, 2026. Additionally, authorize either the Human Resources Officer or the Director of Finance to serve as Plan Administrator and oversee the day-to-day administrative duties and operational functions of the City's deferred compensation and Roth IRA plans with Orion Portfolio Solutions.

**ADOPTING RESOLUTION**

The undersigned authorized representative of City of Grand Rapids (the Employer) hereby certifies that the following resolutions were duly adopted by the Employer on 6/8/2026, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of amended 457 Plan and Trust effective May 19, 2026, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

The undersigned further certifies that attached hereto as Exhibits A and B, respectively, are true copies of City of Grand Rapids 457b as amended and restated and the Summary of 457 Provisions, which are hereby approved and adopted.

Date: 6/8/2026

Signed: \_\_\_\_\_

Tasha Connelly, Mayor  
[print name/title]



**SERVICE FEE AGREEMENT**  
FOR  
**City of Grand Rapids 457b**

**Agreement Date:** May 2026

**Plan Name:** City of Grand Rapids 457b

This 457(b) Plan, hereinafter referred to as the "Plan", does hereby agree to utilize the services of Orion Portfolio Solutions, LLC hereinafter referred to as "OPS", for the 457(b) investments which are offered through OPS.

The Plan does hereby authorize OPS to transfer monies between funds offered through OPS in accordance with the plan provisions at the direction of plan participants. OPS shall affect no transactions outside the above-mentioned funds without prior written consent of the Plan. Market losses resulting from transfers among funds are normal market risks and the risk of the Plan and plan participants.

Detailed information regarding our services and fees can be found in our Terms and Conditions agreement. A copy of this agreement has been included with this notice. Please review, date, sign and return.

Investment related performance data, expense, and compensation information has been compiled into a comparative chart which can be found on our plan sponsor website at [www.orionportfoliosolutions.com](http://www.orionportfoliosolutions.com).

Below is a summary of the fees that will or may be assessed to your account by OPS.

**Asset Based Fees**

**The asset-based fees listed below are annual fees and are deducted directly from the participant's accounts on a monthly basis (one-twelfth each month). The asset-based fee is based upon that month's average daily account balance.**

OPS Administration Fee  
401(a), 401(k), 403(b) ERISA, and 457 plans: 311 Breakpoint Fee

From	To	%
\$0.00	\$50,000	0.45
\$50,00.01	\$100,000	0.35
\$100,000 .01	\$250,000	0.20
\$250,00.01	\$500,000	0.175
\$500,000.01	\$100,0000+	0.15



Additional Fees may apply for Asset Allocation Strategist Options:

<b>Mutual Fund Strategist</b>	<b>Fees</b>
Advanced Asset Management Advisors	0 bps
American Funds	10 bps
Ashmore Investment Advisors	0 bps
Brinker Capital – American Hybrid Models	10 bps
Brinker Capital Destinations Single Tickers	0 bps
Brinker Capital Investments	0 bps
Fidelity	0 bps
First Affirmative Financial Network <sup>#</sup>	14 bps
Focus Partners Advisor Solutions SA <sup>#</sup>	0 bps
iMGP <sup>#</sup>	12 bps
Janus Henderson	0 bps
JO Hambro	0 bps
Ladenburg Thalmann American Funds	0 bps
Ladenburg Thalmann Asset Management	10 bps
Ladenburg Thalmann Franklin Templeton	0 bps
Market Cyle Advised Mandate Portfolios Single Sleeve	0 bps
Meeder Advisory Services – Diversifiers	10 bps
Meeder Target Withdraw	0 bps
Ocean Park Asset Management	0 bps
PIMCO <sup>#</sup>	2 bps
Potomac Fund Management	0 bps
Russell Investments <sup>#</sup>	2 bps
Single Product Strategies	0 bps
Toews Asset Management	0 bps
Vanguard – Mutual Fund Models <sup>#</sup>	2 bps
Wilshire <sup>#</sup>	2 bps
Wilshire Active Income <sup>#</sup>	2 bps
Wilshire – Alternative Strategy <sup>#</sup>	2 bps

<sup>#</sup>OPS retains the first 2 bps

Please Note: These fees entitle the Plan and/or its participants to unlimited trading on the OPS platform.

**Miscellaneous Fees & Expenses**

Plan Termination or Transfer Out Fee	\$500.00
Annual Account Maintenance Fee per Account w/ Electronic Statement Delivery	\$25.00*
Annual Account Maintenance Fee per Account w/ Mailed Statements	\$50.00*

\*As may be agreed to between the financial advisor and the Plan, the financial advisor may reimburse account(s) in the amount of \$25.00 toward the Annual Account Maintenance Fee.

Individual Expenses that may be charged against a participant's individual account, rather than on a plan-wide basis.

ACH:	No Charge
Check Fee:	\$5.00/occurrence
Overnight Check:	\$30.00/occurrence (In addition to \$5 check fee)
Wire Transfer:	\$25.00/occurrence



Returned Check:	\$25.00/occurrence
Stop Payment:	\$25.00/occurrence
Full Liquidation Non-ACAT:	\$75.00/account
Stale Dated Check:	\$25.00/occurrence
Rejected ACH Transfer:	\$25.00/occurrence
Voided Check	\$25.00/occurrence

- Loan            \$100 One-time set up fee if applicable to your plan. (If your plan's third-party administrator is responsible for processing and monitoring your loan, an additional fee may apply. Please contact them directly for that information.)
- Distribution administrator.    No Charge (A separate fee may be assessed by your plan's third-party administrator. Please contact them directly for that information.)
- Hardship administrator.        No Charge (A separate fee may be assessed by your plan's third-party administrator. Please contact them directly for that information.)
- QDRO** administrator.                No Charge (A separate fee may be assessed by your plan's third-party administrator. Please contact them directly for that information.)

Expenses that *may* be charged against participant's individual investments.

Short Term Redemption Fees - May be assessed by the mutual fund company on any fund redemption regardless of the reason for the redemption. Please see fund prospectus for more details.

Mutual Fund 12b-1 Fees – These are annual fees assessed by some mutual funds to cover the costs of marketing and distribution; they are charged as a percentage of the fund's total assets for servicing accounts and are not paid to OPS or any of its affiliates. Please see applicable fund prospectus for more details.

The following expenses are either waived or not applicable on the OPS platform.

Sales Loads	Waived	Sales Charges	N/A
Surrender Fees	N/A	Deferred Sales Charges	N/A
Custodial Fees	Waived	Transaction Fees	N/A
Exchange Fees	N/A	Transfers In-Kind	N/A

The accounts established hereunder are governed by the current version of the OPS Terms and Conditions agreement. This Agreement shall remain in effect from the date all parties execute same until receipt of written notice by either party to terminate the Agreement. Fees shall be accrued to the date of receipt of such written notice.

\_\_\_\_\_  
Plan Sponsor or Trustee Signature

6/8/2026  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Orion Portfolio Solutions, LLC

\_\_\_\_\_  
Date

ADOPTION AGREEMENT FOR ELIGIBLE GOVERNMENTAL 457 PLAN

The undersigned Employer, by executing this Adoption Agreement, establishes an Eligible 457 Plan ("Plan"). The Employer, subject to the Employer's Adoption Agreement elections, adopts fully the Plan provisions. This Adoption Agreement, the basic plan document and any attached Appendices, amendments, or agreements permitted or referenced therein, constitute the Employer's entire plan document. All "Election" references within this Adoption Agreement or the basic plan document are Adoption Agreement Elections. All "Article" or "Section" references are basic plan document references. Numbers in parentheses which follow election numbers are basic plan document references. Where an Adoption Agreement election calls for the Employer to supply text, the Employer may lengthen any space or line, or create additional tiers. When Employer-supplied text uses terms substantially similar to existing printed options, all clarifications and caveats applicable to the printed options apply to the Employer-supplied text unless the context requires otherwise. The Employer makes the following elections granted under the corresponding provisions of the basic plan document.

1. EMPLOYER (1.11).

Name: City of Grand Rapids
Address: 420 N Pokegama Ave Street
Grand Rapids Minnesota 55744 City State Zip
Telephone: 218-326-7600
Taxpayer Identification Number (TIN): 41-6005201

2. PLAN NAME.

Name: City of Grand Rapids 457b

3. PLAN YEAR (1.25). Plan Year means the 12 consecutive month period (except for a short Plan Year) ending every (Choose one of a. or b. and choose c. if applicable): [Note: Complete any applicable blanks under Election c. with a specific date, e.g., "June 30" OR "the last day of February" OR "the first Tuesday in January." In the case of a Short Plan Year or a Short Limitation Year, include the year, e.g., "May 1, 2013."]

- a. [X] December 31.
b. [ ] Plan Year: ending:
c. [ ] Short Plan Year: commencing: and ending:

4. EFFECTIVE DATE (1.08). The Employer's adoption of the Plan is a (Choose one of a. or b. Complete c. if new plan OR complete c. and d. if an amendment and restatement. Choose e. if applicable):

- a. [ ] New Plan.
b. [X] Restated Plan. The Plan is a substitution and amendment of an existing 457 plan.

Initial Effective Date of Plan

c. [X] July 28, 2014 (enter month day, year; hereinafter called the "Effective Date" unless 4d is entered below)

Restatement Effective Date (If this is an amendment and restatement, enter effective date of the restatement.)

d. [X] May 19, 2026 (enter month day, year)

Special Effective Dates: (optional)

e. [ ] Describe:

5. CONTRIBUTION TYPES. (If this is a frozen Plan (i.e., all contributions have ceased), choose a. only):

Frozen Plan

a. [ ] Contributions cease. All Contributions have ceased or will cease (Plan is frozen).

- 1. Effective date of freeze: [Note: Effective date is optional unless this is the amendment or restatement to freeze the Plan.]

## Eligible 457 Plan

**Contributions.** The Employer and/or Participants, in accordance with the Plan terms, make the following Contribution Types to the Plan (Choose one or more of b. through d. if applicable):

- b.  **Pre-Tax Elective Deferrals.** The dollar or percentage amount by which each Participant has elected to reduce his/her Compensation, as provided in the Participant's Salary Reduction Agreement (Choose one or more as applicable.):

And will Matching Contributions be made with respect to Elective Deferrals?

1.  **Yes.** See Question 16.

2.  **No.**

And will Roth Elective Deferrals be made?

3.  **Yes.** [Note: The Employer may not limit Deferrals to Roth Deferrals only.]

4.  **No.**

- c.  **Nonelective Contributions.** See Question 17.

- d.  **Rollover Contributions.** See Question 30.

6. **EXCLUDED EMPLOYEES (1.10).** The following Employees are Excluded Employees and are not eligible to participate in the Plan (Choose one of a. or b.):

- a.  **No exclusions.** All Employees are eligible to participate.

- b.  **Exclusions.** The following Employees are Excluded Employees (Choose one or more of 1. through 4.):

1.  **Part-time Employees.** The Plan defines part-time Employees as Employees who normally work less than \_\_\_\_\_ hours per week.

2.  **Hourly-paid Employees.**

3.  **Leased Employees.** The Plan excludes Leased Employees.

4.  **Specify:** \_\_\_\_\_

7. **INDEPENDENT CONTRACTOR (1.16).** The Plan (Choose one of a., b. or c.):

- a.  **Participate.** Permits Independent Contractors to participate in the Plan.

- b.  **Not Participate.** Does not permit Independent Contractors to participate in the Plan.

- c.  **Specified Independent Contractors.** Permits the following specified Independent Contractors to participate: \_\_\_\_\_

[Note: If the Employer elects to permit any or all Independent Contractors to participate in the Plan, the term Employee as used in the Plan includes such participating Independent Contractors.]

8. **COMPENSATION (1.05).** Subject to the following elections, Compensation for purposes of allocation of Deferral Contributions means:

**Base Definition** (Choose one of a., b., c. or d.):

- a.  Wages, tips and other compensation on Form W-2.

- b.  Code §3401(a) wages (wages for withholding purposes).

- c.  415 safe harbor compensation.

- d.  Alternative (general) 415 Compensation.

[Note: The Plan provides that the base definition of Compensation includes amounts that are not included in income due to Code §§401(k), 125, 132(f)(4), 403(b), SEP, 414(h)(2), & 457. Compensation for an Independent Contractor means the amounts the Employer pays to the Independent Contractor for services, except as the Employer otherwise specifies below.]

**Modifications to Compensation definition.** The Employer elects to modify the Compensation definition as follows (Choose one of e. or f.):

- e.  **No modifications.** The Plan makes no modifications to the definition.

- f.  **Modifications** (Choose one or more of 1. through 5.):

1.  **Fringe benefits.** The Plan excludes all reimbursements or other expense allowances, fringe benefits (cash and noncash), moving expenses, deferred compensation and welfare benefits.

2.  **Elective Contributions.** [1.05(E)] The Plan excludes a Participant's Elective Contributions.

3.  **Bonuses.** The Plan excludes bonuses.

4.  **Overtime.** The Plan excludes overtime.

## Eligible 457 Plan

5.  Specify: \_\_\_\_\_.

**Compensation taken into account.** For the Plan Year in which an Employee first becomes a Participant, the Plan Administrator will determine the allocation of matching and nonelective contributions by taking into account (Choose one of g. or h.):

- g.  **Plan Year.** The Employee's Compensation for the entire Plan Year. (N/A if no matching or nonelective contributions)
- h.  **Compensation while a Participant.** The Employee's Compensation only for the portion of the Plan Year in which the Employee actually is a Participant. (N/A if no matching or nonelective contributions)

9. **POST-SEVERANCE COMPENSATION (1.05(F)).** Compensation includes the following types of Post-Severance Compensation paid within any applicable time period as may be required (Choose one of a. or b.):

- a.  **None.** The Plan does not take into account Post-Severance Compensation as to any Contribution Type except as required under the basic plan document.
- b.  **Adjustments.** The following Compensation adjustments apply (Choose one or more):
1.  **Regular Pay.** Post-Severance Compensation will include Regular Pay and it will apply to all Contribution Types.
  2.  **Leave-Cashouts.** Post-Severance Compensation will include Leave Cashouts and it will apply to all Contribution Types.
  3.  **Nonqualified Deferred Compensation.** Post-Severance Compensation will include Deferred Compensation and it will apply to all Contribution Types.
  4.  **Salary Continuation for Disabled Participants.** Post-Severance Compensation will include Salary Continuation for Disabled Participants and it will apply to all Contribution Types.
  5.  **Differential Wage Payments.** Post-Severance Compensation will include Differential Wage Payments (military continuation payments) and it will apply to all Contribution Types.
  6.  **Describe alternative Post-Severance Compensation definition, limit by Contribution Type, or limit by Participant group:** \_\_\_\_\_.

10. **NORMAL RETIREMENT AGE (1.20).** A Participant attains Normal Retirement Age under the Plan (Choose one of a. or b.):

- a.  **Plan designation.** [Plan Section 3.05(B)] When the Participant attains age \_\_\_\_\_. [Note: The age may not exceed age 70 1/2. The age may not be less than age 65, or, if earlier, the age at which a Participant may retire and receive benefits under the Employer's pension plan, if any.]
- b.  **Participant designation.** [Plan Section 3.05(B) and (B)(1)] When the Participant attains the age the Participant designates, which may not be earlier than age 57 and may not be later than age 65. [Note: The age may not exceed age 70 1/2.]

**Special Provisions for Police or Fire Department Employees** (Choose c. and/or d. as applicable):

- c.  **Police department employees.** [Plan Section 3.05(B)(3)] (Choose 1. or 2.):
1.  **Plan designation.** [Plan Section 3.05(B)] When the Participant attains age \_\_\_\_\_. [Note: The age may not exceed age 70 1/2 and may not be less than age 40.]
  2.  **Participant designation.** [Plan Section 3.05(B) and (B)(1)] When the Participant attains the age the Participant designates, which may not be earlier than age 53 (no earlier than age 40) and may not be later than age 65. [Note: The age may not exceed age 70 1/2.]
- d.  **Fire department employees.** [Plan Section 3.05(B)(3)] (Choose 1. or 2.):
1.  **Plan designation.** [Plan Section 3.05(B)] When the Participant attains age \_\_\_\_\_. [Note: The age may not exceed age 70 1/2 and may not be less than age 40.]
  2.  **Participant designation.** [Plan Section 3.05(B) and (B)(1)] When the Participant attains the age the Participant designates, which may not be earlier than age 53 (no earlier than age 40) and may not be later than age 65. [Note: The age may not exceed age 70 1/2.]

11. **ELIGIBILITY CONDITIONS (2.01).** (Choose one of a. or b.):

- a.  **No eligibility conditions.** The Employee is eligible to participate in the Plan as of his/her first day of employment with the employer.
- b.  **Eligibility conditions.** To become a Participant in the Plan, an Eligible Employee must satisfy the following eligibility conditions (Choose one or more of 1., 2. or 3.):
1.  **Age.** Attainment of age \_\_\_\_\_.
  2.  **Service.** Service requirement (Choose one of a. or b.):
    - a.  **Year of Service.** One year of Continuous Service.
    - b.  **Months of Service.** \_\_\_\_\_ month(s) of Continuous Service.

## Eligible 457 Plan

3.  Specify: \_\_\_\_\_.
12. **PLAN ENTRY DATE (1.24).** "Plan Entry Date" means the Effective Date and (Choose one of a. through d.):
- a.  **Monthly.** The first day of the month coinciding with or next following the Employee's satisfaction of the Plan's eligibility conditions, if any.
- b.  **Annual.** The first day of the Plan Year coinciding with or next following the Employee's satisfaction of the Plan's eligibility conditions, if any.
- c.  **Date of hire.** The Employee's employment commencement date with the Employer.
- d.  **Specify:** \_\_\_\_\_.
13. **SALARY REDUCTION CONTRIBUTIONS (1.30).** A Participant's Salary Reduction Contributions under Election 5b. are subject to the following limitation(s) in addition to those imposed by the Code (Choose one of a. or b.):
- a.  **No limitations.**
- b.  **Limitations.** (Choose one or more of 1., 2. or 3.):
1.  **Maximum deferral amount.** A Participant's Salary Reductions may not exceed: \_\_\_\_\_ (specify dollar amount or percentage of Compensation).
2.  **Minimum deferral amount.** A Participant's Salary Reductions may not be less than: \_\_\_\_\_ (specify dollar amount or percentage of Compensation).
3.  **Specify:** \_\_\_\_\_.
- [Note: Any limitation the Employer elects in b. 1. through b.3. will apply on a payroll basis unless the Employer otherwise specifies in b.3.]
- Special NRA Catch-Up Contributions (3.05).** The Plan (Choose one of c. or d.):
- c.  **Permits.** Participants may make NRA catch-up contributions.  
**AND, Special NRA Catch-Up Contributions (Choose one of 1. or 2.): (N/A if no matching contributions)**
1.  will be taken into account in applying any matching contribution under the Plan.
2.  will not be taken into account in applying any matching contribution under the Plan.
- d.  **Does not permit.** Participants may not make NRA catch-up contributions.
- Age 50 Catch-Up Contributions (3.06).** The Plan (Choose one of e. or f.):
- e.  **Permits.** Participants may make age 50 catch-up contributions.  
**AND, Age 50 Catch-Up Contributions (Choose one of 1. or 2.): (N/A if no matching contributions)**
1.  will be taken into account in applying any matching contribution under the Plan.
2.  will not be taken into account in applying any matching contribution under the Plan.
- f.  **Does not permit.** Participants may not make age 50 catch-up contributions.
14. **SICK, VACATION AND BACK PAY (3.02(A)).** The Plan (Choose one of a. or b.):
- a.  **Permits.** Participants may make Salary Reduction Contributions from accumulated sick pay, from accumulated vacation pay or from back pay.
- b.  **Does Not Permit.** Participants may not make Salary Reduction Contributions from accumulated sick pay, from accumulated vacation pay or from back pay.
15. **AUTOMATIC ENROLLMENT (3.02(B)).** Does the Plan provide for automatic enrollment (Choose one of the following) [Note: if Eligible Automatic Contribution Arrangement (EACA), select 15c and complete Questions 31 & 32]:
- a.  **Does not apply.** Does not apply the Plan's automatic enrollment provisions.
- b.  **Applies.** Applies the Plan's automatic enrollment provisions. The Employer as a Pre-Tax Elective Deferral will withhold \_\_\_\_\_% from each Participant's Compensation unless the Participant elects a different percentage (including zero) under his/her Salary Reduction Agreement. The automatic election will apply to (Choose one of 1. through 3.):
1.  **All Participants.** All Participants who as of \_\_\_\_\_ are not making Pre-Tax Elective Deferrals at least equal to the automatic amount.
2.  **New Participants.** Each Employee whose Plan Entry Date is on or following: \_\_\_\_\_.
3.  **Describe Application of Automatic Deferrals:** \_\_\_\_\_.

**Eligible 457 Plan**

c.  **EACA.** The Plan will provide an Eligible Automatic Contribution Arrangement (EACA). Complete Questions 31 & 32.

16. **MATCHING CONTRIBUTIONS (3.03).** The Employer Matching Contributions under Election 5.b.1. are made as follows (Choose one or more of a. through d.):

- a.  **Fixed formula.** An amount equal to \_\_\_\_\_ of each Participant's Salary Reduction Contributions.
- b.  **Discretionary formula.** An amount (or additional amount) equal to a matching percentage the Employer from time to time may deem advisable of each Participant's Salary Reduction Contributions.
- c.  **Tiered formula.** The Employer will make matching contributions equal to a uniform percentage of each tier of each Participant's Salary Reduction Contributions, determined as follows:

**NOTE:** Fill in only percentages or dollar amounts, but not both. If percentages are used, each tier represents the amount of the Participant's applicable contributions that equals the specified percentage of the Participant's Compensation (add additional tiers if necessary):

Tiers of Contributions (indicate \$ or %)	Matching Percentage
First _____	_____ %
Next _____	_____ %
Next _____	_____ %
Next _____	_____ %

d.  **Specify:** \_\_\_\_\_.

**Time Period for Matching Contributions.** The Employer will determine its Matching Contribution based on Salary Reduction Contributions made during each (Choose one of e. through h.):

- e.  **Plan Year.**
- f.  **Plan Year quarter.**
- g.  **Payroll period.**
- h.  **Specify:** \_\_\_\_\_.

**Salary Reduction Contributions Taken into Account.** In determining a Participant's Salary Reduction Contributions taken into account for the above-specified time period under the Matching Contribution formula, the following limitations apply (Choose one of i. through l.):

- i.  **All Salary Reduction Contributions.** The Plan Administrator will take into account all Salary Reduction Contributions.
- j.  **Specific limitation.** The Plan Administrator will disregard Salary Reduction Contributions exceeding \_\_\_\_\_% of the Participant's Compensation.
- k.  **Discretionary.** The Plan Administrator will take into account the Salary Reduction Contributions as a percentage of the Participant's Compensation as the Employer determines.
- l.  **Specify:** \_\_\_\_\_.

**Allocation Conditions.** To receive an allocation of Matching Contributions, a Participant must satisfy the following allocation condition(s) (Choose one of m. or n.):

- m.  **No allocation conditions.**
- n.  **Conditions.** The following allocation conditions apply to Matching Contributions (Choose one or more of 1. through 4.):
  - 1.  **Service condition.** The Participant must complete the following number of months of Continuous Service during the Plan Year: \_\_\_\_\_.
  - 2.  **Employment condition.** The Participant must be employed by the Employer on the last day of the Plan Year.
  - 3.  **Limited Severance Exception.** Any condition specified in 1. or 2. does not apply if the Participant incurs a Severance from Employment during the Plan Year on account of death, disability or attainment of Normal Retirement Age in the current Plan Year or in a prior Plan Year.
  - 4.  **Specify:** \_\_\_\_\_.

17. **NONELECTIVE CONTRIBUTIONS (1.19).** The Nonelective Contributions under Election 5.c. are made as follows: (Choose one):

- a.  **Discretionary - Pro-Rata.** An amount the Employer in its sole discretion may determine.
- b.  **Fixed - Pro Rata.** \_\_\_\_\_% of Compensation.

## Eligible 457 Plan

- c.  **Other.** A Nonelective Contribution may be made as follows:

\_\_\_\_\_.

**Allocation Conditions. (3.08).** To receive an allocation of Nonelective Contributions, a Participant must satisfy the following allocation condition(s) (Choose one of d. or e.):

- d.  **No allocation conditions.**

- e.  **Conditions.** The following allocation conditions apply to Nonelective Contributions (Choose one or more of 1. through 4.):

1.  **Service condition.** The Participant must complete the following number of months of Continuous Service during the Plan Year: \_\_\_\_\_.
2.  **Employment condition.** The Participant must be employed by the Employer on the last day of the Plan Year.
3.  **Limited Severance Exception.** Any condition specified in 1. or 2. does not apply if the Participant incurs a Severance from Employment during the Plan Year on account of death, disability or attainment of Normal Retirement Age in the current Plan Year or in a prior Plan Year.
4.  **Specify:** \_\_\_\_\_.

18. **TIME AND METHOD OF PAYMENT OF ACCOUNT (4.02).** The Plan will distribute to a Participant who incurs a Severance from Employment his/her Vested Account as follows:

**Timing.** The Plan, in the absence of a permissible Participant election to commence payment later, will pay the Participant's Account (Choose one of a. through e.):

- a.  **Specified Date.** \_\_\_\_\_ days after the Participant's Severance from Employment.
- b.  **Immediate.** As soon as administratively practicable following the Participant's Severance from Employment.
- c.  **Designated Plan Year.** As soon as administratively practicable in the \_\_\_\_\_ Plan Year beginning after the Participant's Severance from Employment.
- d.  **Normal Retirement Age.** As soon as administratively practicable after the close of the Plan Year in which the Participant attains Normal Retirement Age.
- e.  **Specify:** Participant's Choice \_\_\_\_\_.

**Method.** The Plan, in the absence of a permissible Participant election, will distribute the Participant's Account under one of the following method(s) of distribution (Choose one or more of f. through j. as applicable):

- f.  **Lump sum.** A single payment.
- g.  **Installments.** Multiple payments made as follows: Monthly, Quarterly, Semi-Annually, Annually \_\_\_\_\_.
- h.  **Installments for required minimum distributions only.** Annual payments, as necessary under Plan Section 4.03.
- i.  **Annuity distribution option(s):** \_\_\_\_\_.
- j.  **Specify:** Partial Withdrawal \_\_\_\_\_.

**Participant Election.** [Plan Sections 4.02(A) and (B)] The Plan (Choose one of k., l. or m.):

- k.  **Permits.** Permits a Participant, with Plan Administrator approval of the election, to elect to postpone distribution beyond the time the Employer has elected in a. through e. and also to elect the method of distribution (including a method not described in f. through j. above).
- l.  **Does not permit.** Does not permit a Participant to elect the timing and method of Account distribution.
- m.  **Specify:** \_\_\_\_\_.

**Mandatory Distributions.** Notwithstanding any other distribution election, following Severance from Employment (Choose n. or o.):

- n.  **No Mandatory Distributions.** The Plan will not make a Mandatory Distribution.
- o.  **Mandatory Distribution.** If the Participant's Vested Account is not in excess of \$5,000 (unless a different amount selected below) as of the date of distribution, the Plan will make a Mandatory Distribution following Severance from Employment.
  1.  **Mandatory Distribution.** If the Participant's Vested Account is not in excess of \$\_\_\_\_\_ as of the date of distribution, the Plan will make a Mandatory Distribution following Severance from Employment.

**Rollovers in determination of \$5,000 threshold.** Unless otherwise elected below, amounts attributable to rollover contributions (if any) will be **included** in determining the \$5,000 threshold for timing of distributions, form of distributions or consent rules.

- p.  Exclude rollovers (rollover contributions will be **excluded** in determining the \$5,000 threshold)

**NOTE:** Regardless of the above election, if the Participant consent threshold is \$1,000 or less, then the Administrator must include amounts attributable to rollovers for such purpose. In such case, an election to exclude rollovers above will apply for purposes of the timing and form of distributions.

## Eligible 457 Plan

19. **BENEFICIARY DISTRIBUTION ELECTIONS.** Distributions following a Participant's death will be made as follows (Choose one of a. through d.):

- a.  **Immediate.** As soon as practical following the Participant's death.
- b.  **Next Calendar Year.** At such time as the Beneficiary may elect, but in any event on or before the last day of the calendar year which next follows the calendar year of the Participant's death. (N/A if participant is restricted)
- c.  **As Beneficiary elects.** At such time as the Beneficiary may elect, consistent with Section 4.03. (N/A if participant is restricted)
- d.  **Describe:** \_\_\_\_\_.

[Note: The Employer under Election 19d. may describe an alternative distribution timing or afford the Beneficiary an election which is narrower than that permitted under Election 19c., or include special provisions related to certain beneficiaries, (e.g., a surviving spouse). However, any election under Election 19d. must require distribution to commence no later than the Section 4.03 required date.]

20. **DISTRIBUTIONS PRIOR TO SEVERANCE FROM EMPLOYMENT (4.05).** A Participant prior to Severance from Employment may elect to receive a distribution of his/her Vested Account under the following distribution options (Choose one of a. or b.):

- a.  **None.** A Participant may not receive a distribution prior to Severance from Employment.
- b.  **Distributions.** Prior to Severance from Employment are permitted as follows (Choose one or more of 1. through 4.):
1.  **Unforeseeable emergency.** A Participant may elect a distribution from his/her Account in accordance with Plan Section 4.05(A) (for the Participant, spouse, dependents or beneficiaries)
  2.  **De minimis exception.** [Plan Section 4.05(B)] If the Participant: (i) has an Account that does not exceed \$5,000; (ii) has not made or received an allocation of any Deferral Contributions under the Plan during the two-year period ending on the date of distribution; and (iii) has not received a prior Plan distribution under this de minimis exception, then (Choose one of a., b. or c.):
    - a.  **Participant election.** The Participant may elect to receive all or any portion of his/her Account.
    - b.  **Mandatory distribution.** The Plan Administrator will distribute the Participant's entire Account.
    - c.  **Hybrid.** The Plan Administrator will distribute a Participant's Account that does not exceed \$ \_\_\_\_\_ and the Participant may elect to receive all or any portion of his/her Account that exceeds \$ \_\_\_\_\_ but that does not exceed \$5,000.
  3.  **Age 70 1/2.** A Participant who attains age 70 1/2 prior to Severance from Employment may elect distribution of any or all of his/her Account.
  4.  **Specify:** A participant who attains age 59 1/2 \_\_\_\_\_.

[Note: An Employer need not permit any in-service distributions. Any election must comply with the distribution restrictions of Code Section 457(d).]

21. **QDRO (4.06).** The QDRO provisions (Choose one of a., b. or c.):

- a.  **Apply.**
- b.  **Do not apply.**
- c.  **Specify:** \_\_\_\_\_.

22. **ALLOCATION OF EARNINGS (5.07(B)).** The Plan allocates Earnings using the following method (Choose one or more of a. through f.):

- a.  **Daily.** See Section 5.07(B)(4)(a).
- b.  **Balance forward.** See Section 5.07(B)(4)(b).
- c.  **Balance forward with adjustment.** See Section 5.07(B)(4)(c). Allocate pursuant to the balance forward method, except treat as part of the relevant Account at the beginning of the Valuation Period \_\_\_\_\_% of the contributions made during the following Valuation Period: \_\_\_\_\_.
- d.  **Weighted average.** See Section 5.07(B)(4)(d). If not a monthly weighting period, the weighting period is \_\_\_\_\_.
- e.  **Directed Account method.** See Section 5.07(B)(4)(e).
- f.  **Describe Earnings allocation method:** \_\_\_\_\_.

[Note: The Employer under Election 22f. may describe Earnings allocation methods from the elections available under Election 22 and/or a combination thereof as to any: (i) Participant group (e.g., Daily applies to Division A Employees OR to Employees hired after "x" date. Balance forward applies to Division B Employees OR to Employees hired on/before "x" date.); (ii) Contribution Type (e.g., Daily applies as to Discretionary Nonelective Contribution Accounts. Participant-Directed Account applies to Fixed Nonelective Contribution Accounts); (iii) investment type, investment vendor or Account type (e.g., Balance forward applies to investments placed

Eligible 457 Plan

with vendor A and Participant-Directed Account applies to investments placed with vendor B OR Daily applies to Participant-Directed Accounts and balance forward applies to pooled Accounts].

23. HEART ACT PROVISIONS (1.31(C)(3)/3.13). The Employer elects to (Choose one of a. or b. and c. or d.):

Continued Benefit Accruals.

- a. [ ] Not apply the benefit accrual provisions of Section 3.13.
b. [X] Apply the benefit accrual provisions of Section 3.13.

Distributions for deemed severance of employment (1.31(C)(3))

- c. [ ] The Plan does NOT permit distributions for deemed severance of employment.
d. [X] The Plan permits distributions for deemed severance of employment.

24. VESTING/SUBSTANTIAL RISK OF FORFEITURE (5.11). A Participant's Deferral Contributions are [Note: If a Participant incurs a Severance from Employment before the specified events or conditions, the Plan will forfeit the Participant's non-vested Account. Caution: if a Deferral is subject to vesting schedule or other substantial risk of forfeiture, it does not count as a deferral for purposes of the annual deferral limit until the year it is fully vested.] (Choose all that apply of a. through d.):

- a. [X] 100% Vested/No Risk of Forfeiture. Immediately Vested without regard to additional Service and no Substantial Risk of Forfeiture. The following contributions are 100% Vested:
1. [X] All Contributions. (skip to 25.)
2. [ ] Only the following contributions. (select all that apply):
a. [ ] Salary Reduction Contributions.
b. [ ] Nonelective Contributions.
c. [ ] Matching Contributions.
b. [ ] Forfeiture under Vesting Schedule. Vested according to the following:

Contributions affected. The following contributions are subject to the vesting schedule (Choose one or more of 1., 2. or 3.):

- 1. [ ] Salary Reduction Contributions.
2. [ ] Nonelective Contributions.
3. [ ] Matching Contributions.
4. [ ] Vesting Schedule.

Table with 2 columns: Years of Service, Vested Percentage. Includes horizontal lines for input.

For vesting purposes, a "Year of Service" means:

5. \_\_\_\_\_

[Note: It is extremely rare to apply a vesting schedule to Salary Reduction Contributions.]

- c. [ ] Substantial Risk of Forfeiture. Vested only when no longer subject to the following Substantial Risk of Forfeiture as follows:

Contributions affected. The following contributions are subject to the substantial risk of forfeiture under c. (Choose one or more of 1., 2. or 3.):

- 1. [ ] Salary Reduction Contributions.
2. [ ] Nonelective Contributions.
3. [ ] Matching Contributions.

Risk Provisions: Vested only when no longer subject to the following Substantial Risk of Forfeiture as follows (Choose one of 4. or 5.):

- 4. [ ] The Participant must remain employed by the Employer until \_\_\_\_\_, unless earlier Severance from Employment occurs on account of death or disability, as the Plan Administrator shall establish.
5. [ ] Specify: \_\_\_\_\_

Additional Provisions (Choose d. if applicable)

d. [ ] Specify: \_\_\_\_\_.

**FORFEITURE ALLOCATION.** [Plan Sections 5.11(A) and 5.14] The Plan Administrator will allocate any Plan forfeitures as selected below. The Employer has the option to use forfeitures to pay plan expenses first and then allocate the remaining forfeitures in accordance with the selections below: (Choose one of the following):

e. [ ] **Additional Contributions.** As the following contribution type (Choose one of 1. or 2.):

- 1. [ ] **Nonelective.** As an additional Nonelective Contribution.
- 2. [ ] **Matching.** As an additional Matching Contribution.

f. [ ] **Reduce Fixed Contributions.** To reduce the following fixed contribution (Choose one of 1. or 2.):

- 1. [ ] **Nonelective.** To reduce the Employer's fixed Nonelective Contribution.
- 2. [ ] **Matching.** To reduce the Employer's fixed Matching Contribution.

g. [ ] **Specify:** \_\_\_\_\_.

25. **TRUST PROVISIONS.** The following provisions apply to Article VIII of the Plan (Choose as applicable; leave blank if not applicable):

- a. [ ] **Modifications.** The Employer modifies the Article VIII Trust provisions as follows: \_\_\_\_\_ The remaining Article VIII provisions apply.
- b. [ ] **Substitution.** The Employer replaces the Trust with the Trust Agreement attached to the Plan.

26. **CUSTODIAL ACCOUNT/ANNUITY CONTRACT (8.16).** The Employer will hold all or part of the Deferred Compensation in one or more custodial accounts or annuity contracts which satisfy the requirements of Code §457(g) (Choose a. or b., c. if applicable):

- a. [X] **Custodial account(s).**
- b. [ ] **Annuity contract(s).**
- c. [ ] **Specify:** \_\_\_\_\_.

[Note: The Employer under c. may wish to identify the custodial accounts or annuity contracts or to designate a portion of the Deferred Compensation to be held in such vehicles versus held in the Trust.]

27. **VALUATION.** In addition to the last day of the Plan Year, the Trustee (or Plan Administrator as applicable) must value the Trust Fund (or Accounts) on the following Valuation Date(s) (Choose one of a. or b.):

- a. [X] **No additional Valuation Dates.**
- b. [ ] **Additional Valuation Dates.** (Choose one or more of 1., 2. or 3.):
  - 1. [ ] **Daily Valuation Dates.** Each business day of the Plan Year on which Plan assets for which there is an established market are valued and the Trustee or Employer is conducting business.
  - 2. [ ] **Last day of a specified period.** The last day of each \_\_\_\_\_ of the Plan Year.
  - 3. [ ] **Specified Valuation Dates:** \_\_\_\_\_.

[Note: The Employer under Election 26b.3. may describe Valuation Dates from the elections available under Election 26b. and/or a combination thereof as to any: (i) Participant group (e.g., No additional Valuation Dates apply to Division A Employees OR to Employees hired after "x" date. Daily Valuation Dates apply to Division B Employees OR to Employees hired on/before "x" date.); (ii) Contribution Type (e.g., No additional Valuation Dates apply as to Discretionary Nonelective Contribution Accounts. The last day of each Plan Year quarter applies to Fixed Nonelective Contribution Accounts); (iii) investment type, investment vendor or Account type (e.g., No additional Valuation Dates apply to investments placed with vendor A and Daily Valuation Dates apply to investments placed with vendor B OR Daily Valuation Dates apply to Participant-Directed Accounts and no additional Valuation Dates apply to pooled Accounts).]

28. **TRUSTEE** (Select all that apply; leave blank if not applicable.):

- a. [ ] Individual Trustee(s) who serve as Trustee(s) over assets not subject to control by a corporate Trustee. (Add additional Trustees as necessary.)

Name(s)	Title(s)
_____	_____
_____	_____
_____	_____
_____	_____

**Address and Telephone number** (Choose one of 1. or 2.):

- 1.  Use Employer address and telephone number.
- 2.  Use address and telephone number below:

Address: \_\_\_\_\_  
Street

\_\_\_\_\_

City State Zip

Telephone: \_\_\_\_\_

- b.  Corporate Trustee

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street

\_\_\_\_\_

City State Zip

Telephone: \_\_\_\_\_

**AND**, the Corporate Trustee shall serve as:

- c.  a Directed (nondiscretionary) Trustee over all Plan assets except for the following:

\_\_\_\_\_

- d.  a Discretionary Trustee over all Plan assets except for the following:

\_\_\_\_\_

29. **PLAN LOANS (5.02(A))**. The Plan permits or does not permit Participant Loans (Choose one of a. or b.):

- a.  Does not permit.
- b.  Permitted pursuant to the Loan Policy.

30. **ROLLOVER CONTRIBUTIONS (3.09)**. The Rollover Contributions under Election 5.d. are made as follows:

**Who may roll over** (Choose one of a. or b.):

- a.  Participants only.
- b.  Eligible Employees or Participants.

**Sources/Types**. The Plan will accept a Rollover Contribution (Choose one of c. or d.):

- c.  **All**. From any Eligible Retirement Plan and as to all Contribution Types eligible to be rolled into this Plan.
- d.  **Limited**. Only from the following types of Eligible Retirement Plans and/or as to the following Contribution Types:

\_\_\_\_\_

**Distribution of Rollover Contributions** (Choose one of e., f. or g.):

- e.  **Distribution without restrictions**. May elect distribution of his/her Rollover Contributions Account in accordance with Plan Section 4.05(C) at any time.
- f.  **No distribution**. May not elect to receive distribution of his/her Rollover Contributions Account until the Plan has a distributable event under Plan Section 4.01.
- g.  **Specify**: \_\_\_\_\_

31. EACA Automatic Deferral Provisions (3.14).

**Participants subject to the Automatic Deferral Provisions.** The Automatic Deferral Provisions apply to Employees who become Participants after the Effective Date of the EACA (except as provided in d. below). Employees who became Participants prior to such Effective Date are subject to the following (a. – d. are optional):

- a.  **All Participants.** All Participants, regardless of any prior Salary Reduction Agreement, unless and until a Participant makes an Affirmative Election after the Effective Date of the EACA.
- b.  **Election of at least Automatic Deferral amount.** All Participants, except those who, on the Effective Date of the EACA, are deferring an amount which is at least equal to the Automatic Deferral Percentage.
- c.  **No existing Salary Reduction Agreement.** All Participants, except those who have in effect a Salary Reduction Agreement on the effective date of the EACA regardless of the Salary Reduction Contribution amount under the Agreement.
- d.  **Describe:** \_\_\_\_\_.

**Automatic Deferral Percentage.** Unless a Participant makes an Affirmative Election, the Employer will withhold the following Automatic Deferral Percentage (select e. or f.):

- e.  **Constant.** The Employer will withhold \_\_\_\_\_% of Compensation each payroll period.

**Escalation of deferral percentage (select one or leave blank if not applicable)**

1.  **Scheduled increases.** This initial percentage will increase by \_\_\_\_\_% of Compensation per year up to a maximum of \_\_\_\_\_ of Compensation.
2.  **Other (described Automatic Deferral Percentage):** \_\_\_\_\_

**Automatic Deferral Optional Elections**

- f.  **Optional elections (select all that apply or leave blank if not applicable)**

**Suspended Salary Reduction Contributions.** If a Participant's Salary Reduction Contributions are suspended pursuant to a provision of the Plan (e.g., distribution due to military leave covered by the HEART Act), then a Participant's Affirmative Election will expire on the date the period of suspension begins unless otherwise elected below.

1.  A Participant's Affirmative Election will resume after the suspension period.

**Special Effective Date.** Provisions will be effective as of the earlier of the Effective Date of the EACA provisions unless otherwise specified below.

2.  Special Effective Date: \_\_\_\_\_

32. **In-Plan Roth Rollover Contributions.**

- a.  **Yes, allowed.**

**Effective Date (enter date)**

1.  In-Plan Roth Rollover Effective Date: \_\_\_\_\_

33. **In-Plan Roth Rollover Transfers.**

- a.  **Yes, allowed.**

**Effective Date (enter date)**

1.  In-Plan Roth Rollover Transfers Effective Date: \_\_\_\_\_

Eligible 457 Plan

This Plan is executed on the date(s) specified below:

**Use of Adoption Agreement.** Failure to complete properly the elections in this Adoption Agreement may result in disqualification of the Employer's Plan. The Employer only may use this Adoption Agreement only in conjunction with the corresponding basic plan document.

EMPLOYER: City of Grand Rapids

By: Mayor, City of Grand Rapids

6/8/2026  
DATE SIGNED



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 8, 2026

**AGENDA ITEM:** Consider updates to seasonal employment at Pokegama Golf Course, Public Works and Civic Center/Parks & Recreation.

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

---

### **BACKGROUND:**

We are requesting consideration of several updates to seasonal employment at Pokegama Golf Course, Public Works and Parks & Recreation.

Griffin Raitanen was previously approved for hire as a Seasonal Worker in the Public Works Department. He has since declined the position. Approval is requested to rescind the employment offer.

In April, Aidric Adam's employment at the Civic Center/Parks & Recreation was extended through June 5, 2026. We are requesting to further extend his employment to June 30, 2026.

### **Golf Course New Hire:**

Conner Flohaug as Golf Shop Assistant from June 9, 2026, through October 31, 2026, with an hourly rate of pay of \$15.00.

### **Public Works New Hires:**

Adrienne Venditto as Seasonal Summer Maintenance I worker from June 9, 2026, through September 25, 2026, with an hourly rate of pay of \$16.00.

Brady Mattson as Seasonal Summer Maintenance I worker from June 15, 2026, through September 25, 2026, with an hourly rate of pay of \$16.00.

**REQUESTED COUNCIL ACTION:**

Make a motion to rescind the employment offer for Griffin Raitanen at Public Works, extend employment at the Civic Center/Parks & Recreation for Aidric Adam through June 30, 2026, and approve the new hires at Pokegama Golf Course and Public Works as stated above.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 8, 2026

**AGENDA ITEM:** Consider the adoption of a resolution authorizing the issuance of a taxable general obligation tax abatement bond, series 2026A, in the amount of \$420,000, in favor of the Department of Employment and Economic Development.

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

---

### BACKGROUND:

At the May 26<sup>th</sup> meeting, the City Council held a public hearing to consider approving the use of property tax abatements for the GREDA Hwy. 2 Redevelopment Project DEED Demolition Loan. Following that public hearing, the City Council adopted a resolution approving the use of property tax abatements and providing for the issuance of a general obligation tax abatement bond.

With this proposed action, through adoption of the attached resolution, the City Council will authorize the issuance of the taxable general obligation tax abatement bond, series 2026A, in the amount of \$420,000, in favor of the Department of Employment and Economic Development.

### REQUESTED COUNCIL ACTION:

Make a motion to adopt a resolution authorizing the issuance of a taxable general obligation tax abatement bond, series 2026A, in the amount of \$420,000, in favor of the Department of Employment and Economic Development.

Extract of Minutes of Meeting  
of the City Council of the  
City of Grand Rapids, Itasca County, Minnesota

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Grand Rapids, Minnesota, was duly held at City Hall of the City on Monday, June 8, 2026, commencing at 5:00 p.m.

The following members were present:

and the following were absent:

\*\*\*

\*\*\*

\*\*\*

The Mayor announced that the next order of business was consideration of the sale of the City's Taxable General Obligation Tax Abatement Bond, Series 2026A, to be issued in the original aggregate principal amount of \$420,000.

Member \_\_\_\_\_ then introduced the following resolution and moved its adoption:

## RESOLUTION NO. \_\_\_\_\_

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

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

Section 1. Recitals.

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

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

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

(d) In order to provide security for the repayment of the Loan, the Authority will issue a revenue bond to DEED (the “Authority Bond”) in accordance with a resolution to be adopted by the Board of Commissioners of the Authority on June 11, 2026 (the “Authority Resolution”).

(e) To meet the requirements of DEED, the City has proposed to issue a general obligation bond payable from tax abatement revenues, which revenues will be used to make payments under the Authority Bond.

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

(g) Pursuant to a resolution adopted by the City Council on May 26, 2026 (the “Abatement Resolution”), following a duly noticed public hearing, the City Council approved a

property tax abatement (the “Abatements”) in the maximum amount of \$420,000 for certain property in the City (the “Abatement Parcels”) over a period of 8 years, in an amount sufficient to pay the principal amount of bonds issued to help finance the Project.

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

(i) The City Council finds it necessary and expedient to the sound financial management of the affairs of the City to issue its Taxable General Obligation Tax Abatement Bond, Series 2026A (the “Bond”), in the original aggregate principal amount of \$420,000, pursuant to the Act, to help provide financing for the Project by securing the payment of the Loan. The Bond will be issued in favor of DEED for the benefit of the Authority.

(j) In accordance with Section 475.60, subdivision 2(4) of the Act, the City is authorized to issue obligations to a board, department or agency of the State by negotiation and without advertisement for bids and DEED is, and has represented that it is, a board, department or agency of the State.

Section 2. Acceptance of Offer; Payment.

(a) Contingent upon the execution and delivery of the Loan Agreement by the Authority, the City hereby agrees to issue the Bond in the original aggregate principal amount of \$420,000 at the rate of interest hereinafter set forth and to make payments on the Bond as set forth below. The sale of the Bond is awarded to DEED as security for the payment of the Authority Bond. Payment for the Bond will be from DEED in the form of disbursements to the Authority for the Project in accordance with the Loan Agreement. The terms set forth in this resolution relating to the Bond are intended to be consistent with the provisions of the Loan Agreement, and to the extent that any provision in the Loan Agreement is in conflict with this resolution, the Loan Agreement shall control.

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

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

(d) Interest and principal in the installment amounts set out in the Bond are payable by wire transfer, or if by check or draft of the City to the Authority who will make payments directly to DEED in accordance with the Authority Bond.

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

Section 4. Registration of Bond. At the time of issuance and delivery of the Bond, the Finance Director shall register the Bond in the name of the payee in a note register which the Finance Director and the officer’s successors in office shall maintain for the purpose of registering the ownership of the Bond. The Bond

shall be prepared for execution with appropriate text and spaces for notation of registration. The force and effect of such registration shall be as stated in the form of Bond hereinafter set forth. Payment of principal installments and interest, whether upon redemption or otherwise, made with respect to the Bond, may be made to the registered holder thereof or to the registered holder's legal representative, without presentation or surrender of the Bond.

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

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

Section 7. Payment; Security; Pledges and Covenants.

(a) Debt Service Fund. The Bond will be payable from the Taxable General Obligation Tax Abatement Bond, Series 2026A Debt Service Fund (the "Debt Service Fund") hereby created. The Debt Service Fund shall be administered and maintained by the Finance Director as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. The Abatements from the Abatement Parcels and proceeds of ad valorem taxes hereinafter levied (the "Taxes") are hereby pledged to the Debt Service Fund and will be transferred to the Authority to be used to repay the Authority Bond in accordance with the Loan Agreement. Such amounts will be transferred to the Authority as described in subsection (f) below. There is also appropriated to the Debt Service Fund any other money which is properly available and appropriated by the City Council or the Board of Commissioners to the Debt Service Fund.

(b) Construction Fund. Proceeds of the Loan from DEED together with any other funds appropriated for the Project, will be deposited in the Construction Fund created and held by the Authority to finance costs of the Project in accordance with the Authority Resolution.

(c) General Obligation Pledge. For the prompt and full payment of the principal of and interest on the Bond, as the same respectively become due, the full faith, credit and taxing powers of the City will be and are hereby irrevocably pledged. If the balance in the Debt Service Fund is ever insufficient to pay all principal and interest then due on the Bond and any other bonds payable therefrom, the deficiency will be promptly paid out of monies in the general fund of the City which are available for such purpose, and such general fund may be reimbursed with or without interest from the Debt Service Fund when a sufficient balance is available therein. The general obligation pledge with respect to the Bond is pledged as security to DEED for the Authority Bond.

(d) Pledge of Tax Levy. For the purpose of paying all or a portion of the interest on the Bond and the five percent (5%) in excess of the amount needed to meet when due the principal of and interest on the Bond, there is levied a direct annual irrevocable ad valorem tax upon all of the taxable property in the City, which will be spread upon the tax rolls and collected with and as part of other general taxes of the City. The Taxes will be credited to the Debt Service Fund above provided and will be in the years and amounts as attached hereto as EXHIBIT B.

(e) Certification to County Auditor/Treasurer as to Debt Service Fund Amount. It is hereby determined that the estimated collections of Abatements and Taxes will produce at least five percent (5%) in excess of the amount needed to meet when due the principal and interest payments on the Bond. The tax levy herein provided is irrevocable until the Bond is paid, provided that at the time the City makes its annual tax levies the Finance Director may certify to the County Auditor/Treasurer of Itasca County, Minnesota (the “County Auditor/Treasurer”) the amount available in the Debt Service Fund to pay principal and interest due during the ensuing year, and the County Auditor/Treasurer will thereupon reduce the levy collectible during such year by the amount so certified.

(f) Pledge of Abatements to Authority Bond. The Abatements and Taxes collected by the City in the Debt Service Fund will be transferred to the Authority to be used to repay the Authority Bond.

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

Section 9. Loan Agreement. The City Council has reviewed the Loan Agreement and approves the execution and delivery of the Loan Agreement by the officials of the Authority, subject to final review by the City, the Authority, their attorneys and consultants, and the executed form is incorporated by reference and made a part of this resolution. The provisions of this resolution relating to the Bond are intended to be consistent with the provisions of the Loan Agreement, and to the extent that any provision in the Loan Agreement is in conflict with this resolution as it relates to the Bond, that provision controls. The execution of the Loan Agreement by the appropriate officers is conclusive evidence of the approval of the Loan Agreement in accordance with the terms hereof. The Loan Agreement may be attached to the Bond.

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

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

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

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

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Approved by the City Council of the City of Grand Rapids, Minnesota this June 8, 2026.

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

Attest:

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

**EXHIBIT A**  
**FORM OF BOND**

No. R-1	UNITED STATES OF AMERICA STATE OF MINNESOTA COUNTY OF ITASCA CITY OF GRAND RAPIDS	\$420,000
---------	--	-----------

**TAXABLE GENERAL OBLIGATION TAX ABATEMENT BOND**  
**SERIES 2026A**

Date of Original Issue: July \_\_\_, 2026

The City of Grand Rapids, Minnesota, a municipal corporation in Itasca County, Minnesota (the “City”), certifies that it is indebted for value received and promises to pay to the State of Minnesota through its Department of Employment and Economic Development (“DEED”) or registered assigns, the principal sum of \$420,000, or so much as has actually been disbursed, and interest thereon, on the dates and in the amounts as attached hereto as EXHIBIT A until August 15, 2036 (the “Maturity Date”). The City is providing this Bond on behalf of the Grand Rapids Economic Development Authority (the “Authority”) to secure its obligations to DEED under the Authority’s Taxable Revenue Bond, Series 2026A which evidences the Authority’s obligations under the Loan Agreement, dated \_\_\_\_\_, 2026 (the “Loan Agreement”), between the Authority and DEED.

Interest shall accrue at the rate of 2.00% per annum (calculated on the basis of a 360 day year of twelve 30-day months) provided that interest shall accrue beginning on July 3, 2028. Interest shall be payable on each August 15 and February 15, commencing February 15, 2029, as set forth in the Loan Agreement and principal payments shall be made in the amount of \$52,500 each August 15, commencing August 15, 2029 all as set forth in the Amortization Schedule attached hereto. The principal installments shall be paid in the amounts scheduled above even if at the time of payment the full principal amount of this Bond has not been disbursed; provided that if the full principal amount of this Bond is never disbursed, the repayment schedule shall be reamortized as set forth in the Loan Agreement. The principal and interest payments on this Bond may be adjusted by written agreement of the City, the Authority and DEED. Payments under this Bond shall be used by the Authority to make payments under the Authority Bond to repay the Loan from DEED.

Principal and Interest payments. Interest and principal in the installment amounts set out in the Bond are payable by wire transfer, or if by check or draft of the City to the Authority who will make payments directly to DEED in accordance with the Authority Bond and the Loan Agreement.

Redemption. This Bond is subject to optional redemption and prepayment in whole or in part as provided in the Loan Agreement.

Reamortization. All or a portion of this Bond may be forgiven by DEED in accordance with the Loan Agreement provided that in the event of such forgiveness, DEED will reamortize the loan in accordance with the Loan Agreement.

Purpose; General Obligation. This Bond has been issued pursuant to and in full conformity with the Constitution and laws of the State of Minnesota, specifically Minnesota Statutes, Chapter 475, as amended, and Minnesota Statutes, Sections 469.1812 through 469.1815, as amended, and pursuant to a resolution adopted by the City Council of the City on June 8, 2026 (the “Resolution”), for the purpose of securing a loan from

DEED to the Authority to help finance the costs of demolition of an existing structure on property located at 900 NW Fourth Street (MN Hwy 2) in the City and owned by the Authority. The principal hereof and interest hereon are payable in part from abatements collected from certain property in the City and in part from ad valorem taxes, as set forth in the Resolution to which reference is made for a full statement of rights and powers thereby conferred. The full faith and credit of the City are irrevocably pledged for payment of this Bond and the Authority's obligations under the Authority Bond and the Loan Agreement and the City Council has obligated itself to levy additional ad valorem taxes on all taxable property in the City in the event of any deficiency in abatements and taxes pledged, which additional taxes may be levied without limitation as to rate or amount.

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

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

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to exist, to happen and to be performed preliminary to and in the issuance of this Bond in order to make it a valid and binding general obligation of the City in accordance with its terms, have been done, do exist, have happened and have been performed as so required, and that the issuance of this Bond does not cause the indebtedness of the City to exceed any constitutional or statutory limitation of indebtedness.

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

IN WITNESS WHEREOF, the City of Grand Rapids, Itasca County, Minnesota, has caused this Bond to be executed with the manual or facsimile signatures of its Mayor and City Administrator, both as of the nominal date of original issue specified above.

Dated: July \_\_\_\_, 2026

**CITY OF GRAND RAPIDS, MINNESOTA**

\_\_\_\_\_  
(Facsimile)  
Mayor

\_\_\_\_\_  
(Facsimile)  
City Administrator

\_\_\_\_\_  
**CERTIFICATE OF AUTHENTICATION  
AND REGISTRATION**

This is the Bond described above and has been registered as to the principal and interest in the name of the Registered Owner identified below on the registration books of the Finance Director of the City. The transfer of ownership of the principal amount of this Bond may be made only by the Registered Owner or by the Registered Owner's legal representative last noted below.

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



**EXHIBIT B**  
**TAX LEVY**

**Tax Levy Schedule**

<b>Tax Levy Year</b>	<b>Tax Collect Year</b>	<b>Bond Pay Year</b>	<b>Total P+I</b>	<b>Net New D/S</b>	<b>P &amp; I @105%</b>	<b>Tax Abatement Revenue</b>	<b>Net Levy</b>
2027	2028	2029	5,180.00	5,180.00	5,439.00	-	5,439.00
2028	2029	2030	60,375.00	60,375.00	63,393.75	52,500.00	10,893.75
2029	2030	2031	59,325.00	59,325.00	62,291.25	52,500.00	9,791.25
2030	2031	2032	58,275.00	58,275.00	61,188.75	52,500.00	8,688.75
2031	2032	2033	57,225.00	57,225.00	60,086.25	52,500.00	7,586.25
2032	2033	2034	56,175.00	56,175.00	58,983.75	52,500.00	6,483.75
2033	2034	2035	55,125.00	55,125.00	57,881.25	52,500.00	5,381.25
2034	2035	2036	54,075.00	54,075.00	56,778.75	52,500.00	4,278.75
2035	2036	2037	53,025.00	53,025.00	55,676.25	52,500.00	3,176.25
<b>Total</b>	-	-	<b>\$458,780.00</b>	<b>\$458,780.00</b>	<b>\$481,719.00</b>	<b>\$420,000.00</b>	<b>\$61,719.00</b>

**Bond Data**

Dated Date 7/03/2028

*The principal amount of the Bond will be payable from Abatements levied pursuant to the City's Abatement Resolution. The above tax levy represents interest on the Bond and the 5% in excess of the amount needed to pay debt service on the Bond.*

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

I, the undersigned, being the duly qualified and acting City Clerk of the City of Grand Rapids, Minnesota (the “City”), do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of said City held on June 8, 2026, with the original thereof on file in my office and the same is a full, true and correct copy thereof, insofar as the same relates to the issuance and sale of the City’s Taxable General Obligation Tax Abatement Bond, Series 2026A, in the original aggregate principal amount of \$420,000.

WITNESS my hand as such City Clerk and the corporate seal of the City this \_\_\_\_ day of May, 2026.

\_\_\_\_\_  
City Clerk  
City of Grand Rapids, Minnesota

(SEAL)



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 8, 2026

**AGENDA ITEM:** Consider entering into an agreement with Becher Hoppe for engineering services related to the Taxiway A – Phase 2 project at the Grand Rapids-Itasca County Airport

**PREPARED BY:** Matt Wegwerth

**BACKGROUND:**

Due to the size of the Taxiway A – Phase 2 reconstruction project, the FAA requires that an Independent Fee Estimate (IFE) be completed on the construction administration contract for the proposed work. IFE's were completed for phase 1 and phase 2 design services.

Quotes were requested from two companies, and the summary of the bids is below:

Becher Hoppe

Taxiway A - Phase 2 (construction services) = \$4,250.00

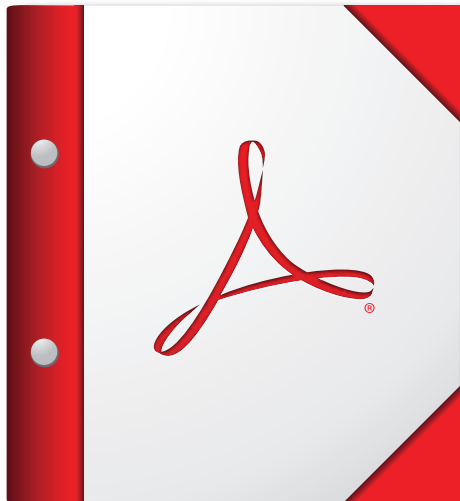
HDR Engineering

Taxiway A – Phase 2 (construction services) = \$4,400.00

Staff recommending awarding the low bid to Becher Hoppe.

**REQUESTED COUNCIL ACTION:**

Make a motion entering into an agreement with Becher Hoppe for engineering services related to the Taxiway A – Phase 2 project at the Grand Rapids-Itasca County Airport



**For the best experience, open this PDF portfolio in  
Acrobat X or Adobe Reader X, or later.**

[Get Adobe Reader Now!](#)



330 N. 4th Street, Wausau, WI 54403-5417  
715-845-8000 | becherhoppe.com

## SERVICES AGREEMENT

June 4, 2026

Matt Wegwerth, Public Works Director / City Engineer  
City of Grand Rapids  
420 N. Pokegama Ave.  
Grand Rapids, MN 55744

Via Email: [mwegwerth@grandrapidsmn.gov](mailto:mwegwerth@grandrapidsmn.gov)

Project: IFE for Consultant Construction Administration Services  
Taxiway A - Phase 2 Reconstruction (North Portion Between Taxiway A1 and A3), and  
Realignment of Taxiway A and Runway 5, including a 50-foot extension to Runway 5  
Grand Rapids / Itasca County Airport, Grand Rapids, Minnesota

This is an Agreement for services between Becher-Hoppe Associates, Inc., Wausau, Wisconsin (Consultant) and the City of Grand Rapids, Minnesota (Client),

### Scope of Services

Becher Hoppe will prepare an Independent Fee Estimate (IFE) for the project referenced above as follows:

1. Prepare an IFE for consultant construction administration services for the Taxiway A Reconstruction – Phase 2. This scope includes review of the consultant’s Scope of Services and preparing an estimate of labor effort and fee for those services. Subconsultant Scope of Services and reimbursable expenses will be included in the information provided by the Client.
2. Deliverables will be provided via email and will include a Transmittal Letter with an estimated consultant fee range, Consultant Scope of Services to be rendered, and a spreadsheet tabulating the estimated effort (hours) and cost by employee classification.

### Completion Schedule

The timeline for IFE preparation and deliverables follows:

- o June 9, 2026– Sponsor to provide IFE materials to Becher Hoppe
- o June 17, 2026 – Becher Hoppe provides IFE deliverables to Airport Sponsor
- o June 18 to June 26, 2026 – Becher Hoppe responds to IFE questions as needed

### Basis for Compensation

Compensation for our services shall be a lump fee of \$4,250.00.

**Project Personnel**

The Project Manager will be Randy Van Natta, P.E. who may be reached at telephone 715.571.8116, or email at rvannatta@becherhoppe.com. The secondary contact is Karl Kemper, P.E. at telephone 715.551.5507, or email at kkemper@becherhoppe.com.


**Standard Consultant Provisions**

Included as part of this Agreement are our Standard Terms and Conditions, which are hereby, made a part of this Agreement.

**Acceptance**

Return one signed copy to our office, email is acceptable. This agreement is valid for 30 days.

**Signatures**

	President	June 4, 2026
Becher-Hoppe Associates, Inc. (Consultant)	Title	Date
<hr/>		
City of Grand Rapids, Minnesota (Airport Sponsor)	Title	Date

**1. STANDARD OF CARE.** Becher Hoppe's Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession under similar circumstances at the same time and in the locality where the Services are performed. Professional services are not subject to, and Becher Hoppe does not provide, any warranty or guarantee, express or implied. Any warranties or guarantees contained in any purchase orders, requisitions, or notices to proceed Issued by Owner are void and not binding upon Becher Hoppe. Notwithstanding any other representations made elsewhere in this Agreement or in the execution of the Project, this Standard of Care shall not be modified. Becher Hoppe shall act as an independent consultant at all times during the performance of its services, and no terms of this Agreement, either express or implied, shall create an agency fiduciary relationship.

**2. CHANGE OF SCOPE.** The Scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by Owner. For some projects involving conceptual or process development services, scope may not be fully definable during initial phases. As the Project progresses, facts discovered may indicate that the scope must be redefined. Becher Hoppe will promptly provide Owner with a written amendment to this Agreement to recognize such change.

**3. HAZARDOUS ENVIRONMENTAL CONDITIONS.** Unless expressly stated otherwise in the Scope of Services of this Agreement, Becher Hoppe's scope of services does not include any services relating to a Hazardous Environmental Condition, including but not limited to the presence at the Project site of asbestos, mold, PCBs, petroleum, hazardous substances or any other pollutant or contaminant, as those terms are defined in pertinent federal, state, and local laws. In the event Becher Hoppe or any other party encounters a Hazardous Environmental Condition, Becher Hoppe may at its option suspend performance of services until Owner: a) retains appropriate consultants or contractors to identify and remediate or remove the Hazardous Environmental Condition; and b) warrants that the Project site is in full compliance with all applicable environmental laws.

**4. SAFETY.** Unless specifically included as a service to be provided under this Agreement, Becher Hoppe specifically disclaims any authority or responsibility for general job site safety, or the safety of persons (other than Becher Hoppe employees) or property.

**5. DELAYS.** If performance of Becher Hoppe's Services is delayed through no fault of Becher Hoppe, Becher Hoppe shall be entitled to an extension of time equal to the delay and an equitable adjustment in compensation.

**6. TERMINATION/SUSPENSION.** Either party may terminate this Agreement upon 30 days written notice to the other party. Owner shall pay Becher Hoppe for all Services, including profit relating thereto, rendered prior to termination, plus any expenses of termination. If either party defaults in its obligations under this Agreement (including Owner's obligation to make required payments), the non-defaulting party may, after giving seven days written notice, suspend performance under this Agreement. The non-defaulting party may not suspend performance if the defaulting party commences to cure such default within the seven-day notice period and completes such cure within a reasonable period of time.

Becher Hoppe may terminate this Agreement upon seven days written notice if: a) Becher Hoppe believes that Becher Hoppe is being requested by Owner to perform services contrary to law or Becher Hoppe's responsibilities as a licensed professional; or b) Becher Hoppe's Services for the Project are delayed, suspended, or interrupted for a period of at least 90 days for reasons not attributable to Becher Hoppe's performance of Services; or c) Owner has failed to pay any amount due and owing to

Becher Hoppe for a period of at least 60 days. Becher Hoppe shall have no liability to Owner on account of such termination.

**7. OPINIONS OF CONSTRUCTION COST.** Any opinion of construction costs prepared by Becher Hoppe is supplied for the general guidance of the Owner only. Since Becher Hoppe has no control over competitive bidding or market conditions, Becher Hoppe cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Owner.

**8. RELATIONSHIP TO CONTRACTORS.** Becher Hoppe shall serve as Owner's professional representative for the Services and may make recommendations to Owner concerning actions relating to Owner's contractors. Becher Hoppe specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected or used by Owner's contractors. Becher Hoppe neither guarantees the performance of any construction contractor nor assumes responsibility for any contractor's failure to perform in accordance with the construction contract documents.

**9. CONSTRUCTION REVIEW.** For projects involving construction, Owner acknowledges that under generally accepted professional practice, interpretations of construction documents in the field are normally required, and that performance of construction-related services by the design professional for the Project permits errors or omissions to be identified and corrected at comparatively low cost. Performance of construction-related professional services by a third party or the Owner risks misinterpretation or alternate interpretation of the design intent. Owner agrees to hold Becher Hoppe harmless from any claims resulting from performance of construction-related professional services by persons other than Becher Hoppe.

**10. BETTERMENT.** If any Item or component of the Project is required due to omission from the construction documents, Becher Hoppe's liability shall be limited to the reasonable costs of correction of the construction, less the cost to the Owner if the omitted item or component had been initially included in the construction contract documents. It is intended by this provision that Becher Hoppe will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the Project.

**11. INSURANCE.** Becher Hoppe will maintain Professional Liability, Commercial General Liability, Automobile, Worker's Compensation, and Employer's Liability Insurance coverage in amounts in accordance with legal and Becher Hoppe's business requirements. Becher Hoppe shall provide to Owner certificates demonstrating such coverage upon request. For projects involving construction, Owner agrees to protect Becher Hoppe's interests through appropriate property and Liability Insurance, and to require its construction contractor, if any, to include Becher Hoppe as an additional Insured on Contractor's policies relating to the Project. Becher Hoppe's coverages referenced above shall, in such case, be excess over contractor's primary coverage.

**12. INDEMNIFICATION.** To the fullest extent permitted by law, Owner and Becher Hoppe each agree to indemnify the other party and the other party's officers, directors, partners, employees, and representatives, but not defend, from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of the indemnifying party or any of the indemnifying party's officers, directors, members, partners, agents, employees, or subconsultants in the performance of services under this Agreement. If claims, losses, damages, and judgments are found to be caused by the joint or concurrent negligence of Owner and Becher Hoppe, they shall be borne by each party in proportion to its negligence.

To the fullest extent permitted by law, Owner shall indemnify and hold harmless Becher Hoppe, its employees, agents, and representatives, and Becher Hoppe's subconsultants, from and against any loss, liability, claims and damages caused by, arising out of, or resulting from the presence at the Project site of asbestos, mold, PCBs petroleum, hazardous substances, or any other pollutant or contaminant, as those terms are defined in pertinent federal, state, and local laws, except to the extent that the loss, liability, or damages are caused solely by the willful misconduct or negligence of Becher Hoppe, its agents or employees.

**13. LIMITATIONS OF LIABILITY.** No owner, shareholder, principal, employee, or agent of Becher Hoppe shall have individual liability to Owner; and Owner covenants and agrees not to sue any such individual in connection with the Services under this Agreement.

Neither Becher Hoppe, Becher Hoppe's subconsultants, nor their agents or employees shall be jointly, severally, or individually liable to the Owner in excess of the compensation to be paid pursuant to this Agreement or two hundred fifty thousand dollars (\$250,000), whichever is greater, by reason of any act or omission, in tort or contract, including breach of contract, breach of warranty or negligence. To the fullest extent permitted by Laws and Regulations, Owner and Becher Hoppe waive against each other, and the other's employees, officers, directors, members, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, from any cause or causes.

**14. OWNERSHIP AND REUSE OF PROJECT DOCUMENTS.** All documents and other deliverables, in all media, prepared by or on behalf of Becher Hoppe in connection with this Agreement are instruments of service, and Becher Hoppe shall hold the copyright to and all other ownership and property interests in such instruments of service. Upon payment for services rendered, Becher Hoppe grants Owner a license to use instruments of Becher Hoppe's services for the purpose of constructing, occupying, or maintaining the Project. Owner shall not reuse any such documents or other deliverables pertaining to the Project for any purpose other than that for which such documents or deliverables were originally prepared. Owner shall not cause or allow the alteration of such documents or deliverables without written verification and approval by Becher Hoppe for the specific purpose intended, and any alteration by Owner shall be at the Owner's sole risk. Owner agrees to indemnify and hold harmless Becher Hoppe from all claims, damages, and expenses (including reasonable and necessary defense costs), arising out of such reuse or alteration by Owner or others acting through Owner.

**15. ELECTRONIC MEDIA.** Copies of documents that may be relied upon by Owner are limited to printed copies that are signed and sealed by Becher Hoppe. Files or information in electronic media are furnished by Becher Hoppe to Owner solely for convenience of Owner. Because data stored in electronic media format can deteriorate or be modified, the Owner agrees to perform acceptance tests within 60 days. Becher Hoppe will not be responsible to correct any errors or for maintenance of documents in electronic media format after the acceptance period.

**16. RECORDS RETENTION.** Becher Hoppe shall retain on file, for a period of ten years following completion or termination of its services, copies of contract documents, final deliverables, and accounting records related to Engineer's services under this Agreement. Upon Owner's request, Becher Hoppe shall provide a copy of maintained item to Owner at cost.

**17. AMENDMENT.** This Agreement, upon execution by both parties hereto, can be amended only by a written Instrument signed by both parties.

**18. SUCCESSORS, BENEFICIARIES AND ASSIGNEES.** This Agreement shall be binding upon and inure to the benefit of the owners, administrators, executors, successors, and legal representatives of the Owner and Becher Hoppe. The rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and inure to the benefit of any permitted assignees.

**19. NO THIRD-PARTY BENEFICIARY.** Nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party, including Owner's construction contractors, if any.

**20. STATUTE OF LIMITATION.** To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims under this Agreement shall expire one year after Substantial Completion, as defined by the construction documents prepared by Becher Hoppe, or, if no construction documents are prepared, one year after the submittal date of Becher Hoppe's most recent invoice for this Agreement. Any action not brought within that one-year time period shall be barred, without regard to any other limitations period set forth by law or statute.

**21. DISPUTE RESOLUTION.** Owner and Becher Hoppe shall provide written notice of a dispute within a reasonable time and after the event giving rise to the dispute. Owner and Becher Hoppe agree to negotiate any dispute between them in good faith for a period of 30 days following such notice, Owner and Becher Hoppe may mutually agree to submit any dispute to mediation or binding arbitration but doing so shall not be required or a prerequisite to initiating a lawsuit to enforce this Agreement.

**22. CONTROLLING LAW.** This Agreement is governed by the laws of the state in which the Project is located.

**23. NO WAIVER.** No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate any other section of this Agreement or operate as a waiver of any future default, whether like or different in character.

**24. SEVERABILITY.** The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

**25. AUTHORITY.** The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

**26. SURVIVAL.** All express representations, indemnifications and limitations of liability included in this Agreement will survive its completion or termination for any reason.

Rev. 04/22



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 8, 2026

**AGENDA ITEM:** Consider adopting resolutions approving LG230 Applications for Off-Site Gambling for Loyal Order of Moose Lodge 2023

**PREPARED BY:** Kimberly Gibeau

---

### BACKGROUND:

Loyal Order of Moose Lodge 2023 has submitted applications to conduct off-site gambling at the Yanmar Arena, 1401 NW 3<sup>rd</sup> Avenue on June 26, July 21 and August 14, 2026. Minnesota State Gambling Board requires adoption of Resolutions by the City Council prior to issuing permit. Loyal Order of Moose Lodge meets all required conditions for requested permit.

### REQUESTED COUNCIL ACTION:

Make a motion to adopt resolutions approving LG230 Applications for Off-Site Gambling for Loyal Order of Moose Lodge 2023 on specified dates.

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

RESOLUTION NO. 26-

RESOLUTION APPROVING LOYAL ORDER OF MOOSE LODGE 2023  
LG230 APPLICATION TO CONDUCT OFF-SITE GAMBLING

WHEREAS, Loyal Order of Moose Lodge 2023 has presented the City Council of Grand Rapids a LG230 Application to Conduct Off-Site Gambling at Yanmar Arena, 1401 NW 3<sup>rd</sup> Avenue, Grand Rapids, Minnesota on June 26, 2026; and

WHEREAS, the Gambling Control board may not issue a Off-Site Gambling without City Council approval.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Grand Rapids approves the LG230 Application to Conduct Off-Site Gambling for Loyal Order of Moose Lodge 2023 to conduct gambling at Yanmar Arena, 1401 NW 3<sup>rd</sup> Avenue, Grand Rapids, Minnesota on June 26, 2026.

Adopted by the City Council this 8<sup>th</sup> day of June 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 the same: None, whereby the resolution was declared duly passed and adopted.

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

RESOLUTION NO. 26-

RESOLUTION APPROVING LOYAL ORDER OF MOOSE LODGE 2023  
LG230 APPLICATION TO CONDUCT OFF-SITE GAMBLING

WHEREAS, Loyal Order of Moose Lodge 2023 has presented the City Council of Grand Rapids a LG230 Application to Conduct Off-Site Gambling at Yanmar Arena, 1401 NW 3<sup>rd</sup> Avenue, Grand Rapids, Minnesota on July 21, 2026; and

WHEREAS, the Gambling Control board may not issue an Off-Site Gambling without City Council approval.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Grand Rapids approves the LG230 Application to Conduct Off-Site Gambling for Loyal Order of Moose Lodge 2023 to conduct gambling at Yanmar Arena, 1401 NW 3<sup>rd</sup> Avenue, Grand Rapids, Minnesota on July 21, 2026.

Adopted by the City Council this 8<sup>th</sup> day of June 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 the same: None, whereby the resolution was declared duly passed and adopted.

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

RESOLUTION NO. 26-

RESOLUTION APPROVING LOYAL ORDER OF MOOSE LODGE 2023  
LG230 APPLICATION TO CONDUCT OFF-SITE GAMBLING

WHEREAS, Loyal Order of Moose Lodge 2023 has presented the City Council of Grand Rapids a LG230 Application to Conduct Off-Site Gambling at Yanmar Arena, 1401 NW 3<sup>rd</sup> Avenue, Grand Rapids, Minnesota on August 14, 2026; and

WHEREAS, the Gambling Control board may not issue an Off-Site Gambling without City Council approval.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Grand Rapids approves the LG230 Application to Conduct Off-Site Gambling for Loyal Order of Moose Lodge 2023 to conduct gambling at Yanmar Arena, 1401 NW 3<sup>rd</sup> Avenue, Grand Rapids, Minnesota on August 14, 2026.

Adopted by the City Council this 8<sup>th</sup> day of June 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 the same: None, whereby the resolution was declared duly passed and adopted.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 8, 2026

**AGENDA ITEM:** Consider adopting a resolution approving an operating transfer from the Capital Projects fund-2025 Infrastructure Bonds to the Capital Projects Fund-Grand Rapids Arts & Culture Projects.

**PREPARED BY:** Laura Pfeifer

---

### BACKGROUND:

The Arts & Culture road map (GRMN Creates) was developed by the Arts & Culture Commission and was adopted into the City's Comprehensive Plan in the spring of 2015. At the September 11, 2017 City Council meeting, the City Council approved the Art Adopting and Acquisition Policy. The policy states that the City Council will fund public art by earmarking 1.5% of funding from public works programs.

The CP2010-1, 3<sup>rd</sup> Ave NE/7<sup>th</sup> St NE Reconstruction included the Arts & Culture funding at \$61,408 as part of the project costs and financing.

### REQUESTED COUNCIL ACTION:

Make a motion adopting a resolution approving an operating transfer from the Capital Projects fund-2025 Infrastructure Bonds in the amount of \$61,408 to the Capital Projects Fund-Grand Rapids Arts & Culture Projects as of December 31, 2025.

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

RESOLUTION NO. 26-

A RESOLUTION AUTHORIZING AN OPERATING TRANSFER FROM THE CAPITAL PROJECTS FUND-2025 INFRASTRUCTURE BONDS IN THE AMOUNT OF \$61,408 TO THE CAPITAL PROJECT FUND-GRAND RAPIDS ARTS & CULTURE PROJECTS AS OF DECEMBER 31, 2025

WHEREAS, the arts and culture roadmap (GRMN Creates) was developed by the Arts and Culture Commission and was adopted into the City’s Comprehensive Plan in the spring of 2015, and

WHEREAS, at the September 11, 2017 City Council meeting, the Council approved the Art Adoption and Acquisition Policy, and

WHEREAS, the policy states that the City of Grand Rapids will fund public art by earmarking 1.5% of funding from public works programs, and

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, authorizes an operating transfer from the Capital Projects fund-2025 Infrastructure Bonds in the amount of \$61,408 to the Capital Projects Fund-Grand Rapids Arts & Culture Projects as of December 31, 2025.

Adopted this 8<sup>th</sup> day of June 2026.

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

Attest:

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

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



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 8, 2026

**AGENDA ITEM:** Consider adopting a resolution approving budgeted transfers from the General Fund to Special Revenue Funds-Domestic Animal Control Facility and Central School.

**PREPARED BY:** Laura Pfeifer

---

### BACKGROUND:

The city adopted the 2025 budget on December 16, 2024. The budget included an operating transfer in the amount of \$40,936 from the General Fund to the Special Revenue Fund-Domestic Animal Control Facility. Our actual revenues were less than budgeted, so the operating transfer needed is \$43,000. The budget also included an operating transfer in the amount of \$75,435 from the General Fund to the Special Revenue Fund-Central School. The actual expenditures for Central School were more than budgeted so the required operating transfer is \$81,000.

### REQUESTED COUNCIL ACTION:

Make a motion adopting a resolution approving budgeted transfers from the General Fund to Special Revenue Funds-Domestic Animal Control Facility in the amount of \$43,000 and transfer from the General Fund to the Special Revenue Fund-Central School in the amount of \$81,000 as of December 31, 2025.

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

RESOLUTION NO. 26-

A RESOLUTION AUTHORIZING THE FOLLOWING BUDGETED OPERATING TRANSFERS FROM THE GENERAL FUND TO THE SPECIAL REVENUE FUND- DOMESTIC ANIMAL CONTROL FACILITY IN THE AMOUNT OF \$43,000 AND A TRANSFER FROM THE GENERAL FUND TO SPECIAL REVENUE FUND-CENTRAL SCHOOL IN THE AMOUNT OF \$81,000 AS OF DECEMBER 31, 2025

WHEREAS, on December 16, 2024, the Grand Rapids City Council approved the 2025 budget that included the following transfers:

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, authorizes the following budgeted operating transfers as of December 31, 2025:

- \$43,000 from the General Fund to the Special Revenue Fund- Domestic Animal Control Facility, an increase of \$2,064 over budgeted, and
- \$81,000 from the General Fund to the Special Revenue Fund-Central School, an increase of \$5,565 over budgeted.

Adopted this 8<sup>th</sup> day of June 2026.

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

Attest:

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

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



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 8, 2026

**AGENDA ITEM:** Consider adopting a resolution approving an operating transfer from the Special Revenue Fund-Airport Operations to the Airport Capital Improvement Projects Fund.

**PREPARED BY:** Laura Pfeifer

---

### BACKGROUND:

In 2023 the Airport Utilities Extension Project was awarded to TNT Construction, with the project contractor costs covered by an IRRR grant of \$264,000. With the final two private hangars built and paid for by owners in 2025, IRRR has released all dollars. Costs not covered by the grant include professional services and engineering, totaling \$41,352, to be paid with airport operations fund balance.

### REQUESTED COUNCIL ACTION:

Make a motion adopting a resolution approving an operating transfer from the Special Revenue Fund-Airport Operations to the Airport Capital Improvement Projects Fund in the amount of \$41,352 as of December 31, 2025.

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

RESOLUTION NO. 26-

A RESOLUTION AUTHORIZING AN OPERATING TRANSFER FROM THE SPECIAL REVENUE FUND-AIRPORT OPERATIONS IN THE AMOUNT OF \$41,352 TO THE AIRPORT CAPITAL IMPROVEMENT PROJECTS FUND AS OF DECEMBER 31, 2025

WHEREAS, at the October 10, 2022 City Council meeting, the Council approved the grant application to the IRRR for the Hangar Development Project at the GPZ Airport, and

WHEREAS, in January 2023 and April 2023, grant was awarded and project contractor TNT Construction was hired, and

WHEREAS, hangar utilities extension project was completed in 2025 with additional funds needed to cover professional services and engineering fees of \$41,352.

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, authorizes an operating transfer from the Special Revenue Fund-Airport Operations to the Airport Capital Improvement Projects Fund in the amount of \$41,352 as of December 31, 2025.

Adopted this 8<sup>th</sup> day of June 2026.

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

Attest:

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

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



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 8, 2026

**AGENDA ITEM:** Consider adopting a resolution authorizing the 2025 budgeted operating transfers.

**PREPARED BY:** Laura Pfeifer

**BACKGROUND:**

The City Council adopted the 2025 budget on December 16, 2024. That budget included several operating transfers and funding sources for various projects. We are requesting City Council approval for operating transfers. They are as follows:

- \*\$576,000 from the General Fund to the Capital Equipment Fund,
- \*\$150,000 from the General Fund to the 2013B St. Reconstruction Debt Service Fund,
- \*\$ 20,000 from the General Fund to the Airport Operations Fund,
- \*\$125,000 from the General Fund to the Capital Equipment Fund for the Fire Department Depreciation,
- \*\$ 85,000 from the Capital Equipment Fund-Public Safety Money to the General Fund.

**REQUESTED COUNCIL ACTION:**

Make a motion adopting a resolution authorizing the 2025 transfers from the General Fund to the following: \$576,000 to the Capital Equipment Fund, \$150,000 to the 2013B St. Reconstruction Debt Service Fund, \$20,000 to the Airport Operations Fund, and \$125,000 to the Capital Equipment Fund for the Fire Department depreciation. And \$85,000 from the Capital Equipment Fund-Public Safety Money to the General Fund.

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

RESOLUTION NO. 26-

**A RESOLUTION TO AUTHORIZE THE FOLLOWING BUDGETED OPERATING TRANSFERS FROM THE GENERAL FUND: \$507,500 TO THE CAPITAL EQUIPMENT FUND, \$150,000 TO THE 2013B STREET RECONSTRUCTION DEBT SERVICE FUND, \$20,000 TO THE AIRPORT OPERATIONS FUND, \$125,000 TO THE CAPITAL EQUIPMENT FUND FOR FIRE DEPARTMENT DEPRECIATION AND \$85,000 FROM THE CAPITAL EQUIPMENT FUND-PUBLIC SAFETY MONEY TO THE GENERAL FUND**

WHEREAS, on December 16, 2024, the Grand Rapids City Council approved the 2025 General Fund Expenditure Budget, which included the following transfers,

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, authorizes the following budgeted transfers as of December 31, 2025:

- \$507,500 from the General Fund to the Capital Equipment Fund,
- \$150,000 from the General Fund to the 2013B Street Reconstruction Debt Service Fund,
- \$ 20,000 from the General Fund to the Airport Operations Fund,
- \$125,000 from the General Fund to the Capital Equipment Fund for Fire Department depreciation,
- \$85,000 from the Capital Equipment Fund-Public Safety Money to the General Fund.

Adopted this 8<sup>th</sup> day of June 2026.

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

Attest:

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

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



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 8, 2026

**AGENDA ITEM:** Consider policy revisions to City of Grand Rapids Personnel Policies, Article XI - Benefits, Section 11.06, Health Care Savings Plan (HCSP).

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

---

### BACKGROUND:

The proposed revisions to the City of Grand Rapids Personnel Policies, Article XI – Benefits, Section 11.06, Health Care Savings Plan (HCSP), are necessary to align the City's policy with the requirements of the Minnesota State Retirement System (MSRS) and the City's HCSP Plan administered through MSRS.

A redlined copy of the proposed policy revisions is attached for review and consideration.

### REQUESTED COUNCIL ACTION:

Consider approving policy revisions to the City of Grand Rapids Personnel Policy Manual as presented above, effective June 8, 2026.

## Red-Lined Version

### Article XI. BENEFITS

#### Section 11.06 Health Care Savings Plan (HCSP)

The Health Care Savings Plan (HCSP) is an employer-sponsored program that allows Minnesota Public employees to invest money in a medical savings plan while employed. The HCSP is administered by the Minnesota State Retirement System and is used to reimburse for any qualified premiums (such as health or dental insurance) or medical expenses (such as eyeglasses, prescriptions, fees to doctors, hospitals, nursing care, etc.). after leaving City employment. Since payouts are used for medical expenses, they will remain *tax-free*. Funds are available for reimbursement only after termination of employment.

Full-time non-represented employees are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, Section 358.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents.

All full time non-represented employees will contribute the following amounts based on their years of service as follows:

- 2-5 years      \$75.00 per pay period
- 6-10 years    \$100.00 per pay period
- 11-15 years         \$125.00 per pay period
- 16+ years      \$150.00 per pay period

All full time non-represented employees with two (2) years of service or more that have accumulated over 248 hours of PTO on their hire date of each year will have those hours, up to a maximum of forty (40) hours, converted into cash and deposited into their post-employment health care savings account. (The conversion is available only if the employee has used at least eighty (80) hours of PTO during the twelve (12) months preceding the hire date).

Upon separation or retirement from City employment, a severance payment computed at the regular employee's current salary rate shall be made for PTO earned to all eligible employees. Employees who are terminated for just cause, for reasons other than a layoff or reduction in force, shall not be entitled to receive this severance payment.

At the time of separation or retirement, all eligible employees will have ~~the option to select one of the options listed below:~~

- ~~1. The entire balance of their accrued PTO deposited into their HCSP account., or~~  
~~2. The employee may have their accrued PTO balance paid in cash at their regular rate of pay in effect at the time of separation or retirement.~~

~~The employee is expected to notify Human Resources which option they select prior to their last date of employment.~~

~~Cash payment will be subject to state and federal taxes.~~

Please see Human Resources to receive information on HCSP investment options, eligibility reimbursements, the benefits of a Health Care Savings Plan, and the City of Grand Rapids HCSP Plan Document.

## Revised Version

### Article XI. BENEFITS

#### Section 11.06 Health Care Savings Plan (HCSP)

The Health Care Savings Plan (HCSP) is an employer-sponsored program that allows Minnesota Public employees to invest money in a medical savings plan while employed. The HCSP is administered by the Minnesota State Retirement System and is used to reimburse for any qualified premiums (such as health or dental insurance) or medical expenses (such as eyeglasses, prescriptions, fees to doctors, hospitals, nursing care, etc.). after leaving City employment. Since payouts are used for medical expenses, they will remain *tax-free*. Funds are available for reimbursement only after termination of employment.

Full-time non-represented employees are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, Section 358.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents.

All full time non-represented employees will contribute the following amounts based on their years of service as follows:

- 2-5 years      \$75.00 per pay period
- 6-10 years    \$100.00 per pay period
- 11-15 years     \$125.00 per pay period
- 16+ years     \$150.00 per pay period

All full time non-represented employees with two (2) years of service or more that have accumulated over 248 hours of PTO on their hire date of each year will have those hours, up to a maximum of forty (40) hours, converted into cash and deposited into their post-

employment health care savings account. (The conversion is available only if the employee has used at least eighty (80) hours of PTO during the twelve (12) months preceding the hire date).

Upon separation or retirement from City employment, a severance payment computed at the regular employee's current salary rate shall be made for PTO earned to all eligible employees. Employees who are terminated for just cause, for reasons other than a layoff or reduction in force, shall not be entitled to receive this severance payment.

At the time of separation or retirement, all eligible employees will have the entire balance of their accrued PTO deposited into their HCSP account.

Please see Human Resources to receive information on HCSP investment options, eligibility reimbursements, the benefits of a Health Care Savings Plan, and the City of Grand Rapids HCSP Plan Document.



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** 6/8/2026

**AGENDA ITEM:** Consider adopting a resolution accepting a \$100 from Ronald and Debra Meyer to the Grand Rapids Fire Department's Public Safety Education Fund.

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

---

**BACKGROUND:**

The Fire Department received a donation from Ronald and Debra Meyer. This donation was a thank you from them for our fire department assisting with a fire that occurred at their home in May 2026.

**REQUESTED COUNCIL ACTION:**

Make a motion to adopt a resolution accepting a \$100 donation from Ronald and Debra Meyer to the Grand Rapids Fire Department's Public Safety Education Fund.

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

RESOLUTION NO. 26-

A RESOLUTION ACCEPTING \$100 DONATION FROM RONALD & DEBRA MEYER FOR THE GRAND RAPIDS FIRE DEPARTMENT’S PUBLIC SAFETY EDUCATION FUND

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

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

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

- Ronald & Debra Meyer have donated \$100.00 to the Grand Rapids Fire Department’s Public Safety Education Fund.

Adopted this 26<sup>th</sup> day of May, 2026

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

Attest:

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

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



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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 8, 2026

**AGENDA ITEM:** Conduct a public hearing to consider vacating a portion of public infrastructure easement within the Crowder Addition.

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

---

**BACKGROUND:**

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

**REQUESTED COUNCIL ACTION:**

Conduct a public hearing to consider vacating a portion of public infrastructure easement within the Crowder Addition to Grand Rapids.



# Planning Commission Staff Report

<b>Vacation</b>	<b>Community Development Department</b>	<b>Date: 5/7/26</b>
<b>Statement of Issue:</b>	Consider a recommendation to the City Council regarding the vacation of the portion of an easement within the Crowder Addition Plat to Grand Rapids.	
<b>Background:</b>	<p>Community Development staff have initiated the process to vacate a portion of a public right-of-way easement within the Crowder Addition plat to Grand Rapids. The vacation will help to establish clear title for potential future development in the area.</p> <p>The legal description of the easement is:</p> <p><b>That portion of the perpetual easement for street, alley and utility purposes established under Document No. 402815 recorded in the Office of the Itasca County, Minnesota Recorder, described as follows:</b></p> <p><b>That part of vacated 12<sup>th</sup> Street (13<sup>th</sup> Street as shown in the Plat of Crowder Addition) lying between the southerly extension of the east line of the vacated N/S alley in Block 7 and the southerly extension of the center line of vacated 3<sup>rd</sup> Avenue SE; AND</b></p> <p><b>The west half of vacated 3<sup>rd</sup> Avenue SE lying adjacent to Lots 4-6, Block 7, Crowder Addition to Grand Rapids, Itasca County, MN.</b></p> <p>Please see the attached location map with proposed vacation shaded in black.</p> <p>The requested vacation is for a discrete portion of a larger public right-of-way easement dating back to the 1980s. The portion of easement brought forward for vacation consideration was identified in collaboration with the staff review committee – with valuable input from the Public Utilities Commission water and electric department managers.</p> <p>The staff review committee have no concerns or objections regarding the identified portion of easement / right-of-way vacation. The staff review committee consists of the Engineering/Public Works Department, Community Development Department, Fire Department, Police Department, and the Grand Rapids Public Utilities Commission department managers.</p> <p>Minnesota Statutes 412.851 governs the procedures for vacating right-of-way (or a portion of) in a statutory city. Under this statute the City Council has the authority to vacate public right-of-way on its own motion or through a petition of the majority of the landowners.</p>	

<b>Considerations:</b>	When considering the vacation of public right-of-way, the Planning Commission must make findings of fact based on the attached list of considerations.
<b>Recommendation:</b>	<p>Staff recommends that the Planning Commissioners visit the site, review the comments submitted by the Review Committee, and review the relevant sections of the Comprehensive Plan.</p> <p>Prior to making a recommendation to the City Council to approve/not approve the vacations, the Planning Commission should make specific findings to support its recommendation and reference those specific findings in their motion to either approve or not approve the right-of-way vacation.</p>
<b>Required Action:</b>	<p>Pass a motion forwarding a recommendation to the City Council for approval or non-approval of the proposed public right-of-way.</p> <p><u>Example Motion:</u></p> <p>Motion by _____, second by _____ that, based on the findings of fact presented here today, and in the public’s best interest, the Planning Commission does hereby forward to the City Council a recommendation to <b>(approve) (not approve)</b> the vacation of public rights-of-way described as:</p> <p><b>That portion of the perpetual easement for street, alley and utility purposes established under Document No. 402815 recorded in the Office of the Itasca County, Minnesota Recorder, described as follows:</b></p> <p><b>That part of vacated 12<sup>th</sup> Street (13<sup>th</sup> Street as shown in the Plat of Crowder Addition) lying between the southerly extension of the east line of the vacated N/S alley in Block 7 and the southerly extension of the center line of vacated 3<sup>rd</sup> Avenue SE; AND</b></p> <p><b>The west half of vacated 3<sup>rd</sup> Avenue SE lying adjacent to Lots 4-6, Block 7, Crowder Addition to Grand Rapids, Itasca County, MN.</b></p> <p><i>Contingent on the following stipulation(s):</i></p> <ul style="list-style-type: none"> <li>• _____.</li> </ul>
<b>Attachments:</b>	<ul style="list-style-type: none"> <li>• Site/Area Maps and Plat</li> <li>• Staff Review Committee Comments</li> <li>• List of the Planning Commissions Vacation Considerations</li> <li>• Staff presentation</li> </ul>

--	--



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

Item 21.

# **Public Vacation Request**

**A Portion of Public Infrastructure  
Easement within the**

***Crowder Addition to Grand Rapids***

**June 8, 2026**



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

# Public Vacation Request

## Key Points from the Staff Report:

- **Subject area is a public infrastructure easement**
- **City staff are seeking to remove an unneeded easement for potential future development in the area**
- **Request has undergone staff and committee review**
- **Portion identified is not needed for a public purpose**



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

# Public Vacation Request

- **Mover:** Community Development staff
- **Initiation Date:** March 9, 2026
- **Requested Vacation:** portion of public infrastructure easement

**Petitioner's Stated Reason for Request:** If approved, the vacation would remove an unneeded easement and help establish clear title for potential future development in the area.

- **Legally Described Vacation Request:**

*That portion of the perpetual easement for street, alley and utility purposes established under Document No. 402815 recorded in the Office of the Itasca County, Minnesota Recorder, described as follows:*

*That part of vacated 12th Street (13th Street as shown in the Plat of Crowder Addition) lying between the southerly extension of the east line of the vacated N/S alley in Block 7 and the southerly extension of the center line of vacated 3rd Avenue SE; AND*

*The west half of vacated 3rd Avenue SE lying adjacent to Lots 4-6, Block 7, Crowder Addition to Grand Rapids, Itasca County, MN.*

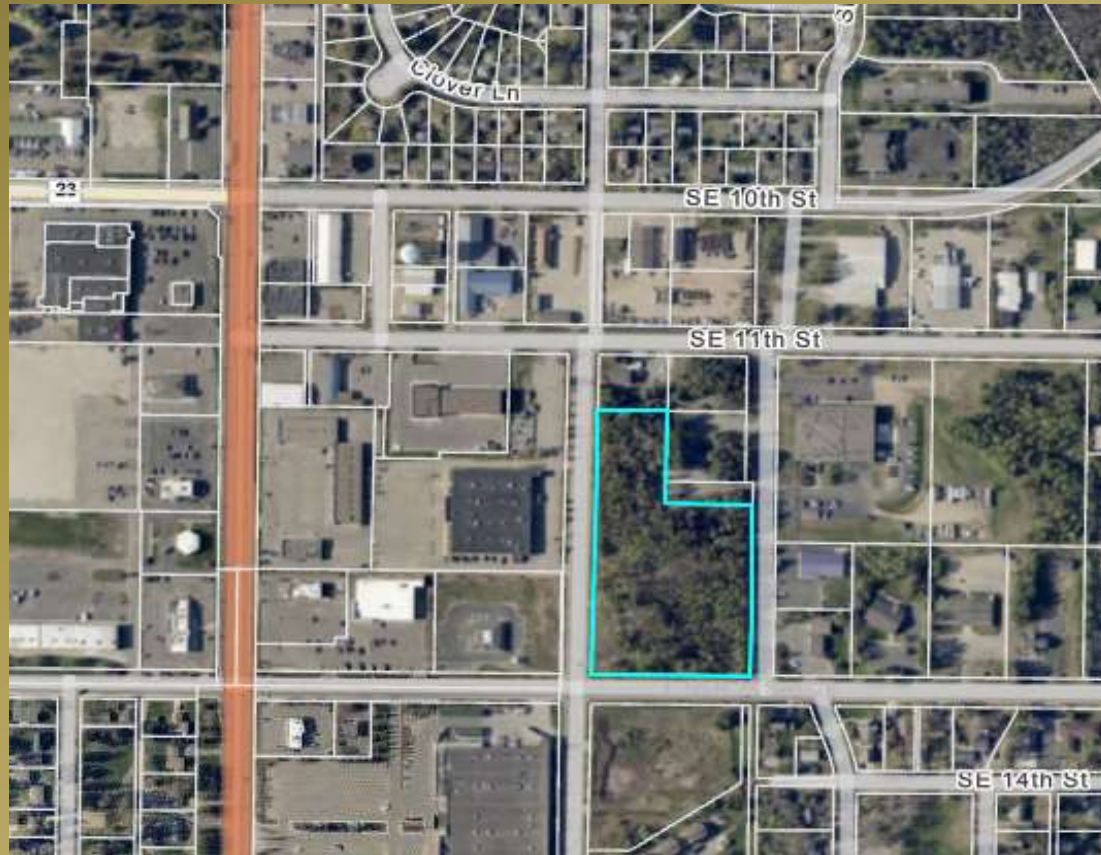




CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

# Public Vacation Request

- General location in SE Grand Rapids





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

# Public Vacation Request

- Entire easement shaded in black





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

# Public Vacation Request

- PUC WATER DEPT  
Notes:





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

# Public Vacation Request

- Revised Vacation – segment of easement in black:





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

# Public Vacation Request

## Staff Review Committee:

- **Staff review committee consists of: Engineering/Public Works Department, Community Development Department, Fire Department, Police Department, and the Grand Rapids Public Utilities Commission.**
- **No issues/concerns with vacating - the segment of public infrastructure easement is not needed for a public purpose.**



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

# Public Vacation Request

## Planning Commission Considerations:

### PLANNING COMMISSION

Considerations

### RIGHT-OF-WAY VACATIONS

1. Is the right-of-way needed for traffic purposes?  
Why/Why not?
  
2. Is the right-of-way needed for pedestrian purposes?  
Why/Why not?
  
3. Is the right-of-way needed for utility purposes?  
Why/Why not?
  
4. Would vacating the right-of-way place additional land on the tax rolls?  
Why/Why not?
  
5. Would vacating the right-of-way facilitate economic development in the City?  
Why/Why not?



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

# Public Vacation Request

## Planning Commission Findings:

**The rights-of-way is not needed for traffic purposes.**

**The right-of-way is not needed for pedestrian purposes.**

**The right-of-way is not needed for utility purposes.**

**Vacating the right-of-way will encourage potential future improvement that will positively impact the tax rolls.**

**Vacating the right-of-way will facilitate economic development by clearing an unneeded easement from the property title.**



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

Item 21.

# Questions?

This Indenture, Made this 14<sup>th</sup> day of Feb, 1981.

between  
**ROBERT TREMBATH and EMILIE M. TREMBATH, husband and wife,**  
of the County of Itasca and State of Minnesota  
parties of the first part and **THE CITY OF GRAND RAPIDS**  
municipal  
a corporation under the laws of the State of Minnesota, party of the  
second part,

Witnesseth, That the said parties of the first part, in consideration of the sum of  
One Dollar and Other Good and Valuable Consideration HEREIN,  
to them in kind paid by the said party of the second part, the receipt whereof is hereby  
acknowledged, do hereby Grant, Bargain, Sell, and Convey unto the said party of the second part,  
its successors and assigns, Forever, all the tract or parcels of land lying and being in the County of  
Itasca and State of Minnesota, described as follows, to-wit:

A perpetual easement for street, alley and utility purposes over and  
across all that property described on Exhibit A attached hereto and  
made a part hereof.

OFFICE OF COUNTY RECORDER  
STATE OF MINNESOTA  
County of Itasca  
I hereby certify that the within instrument  
was filed in this office for record on

State of Minnesota Deed Tax  
Chas. D. Berkey  
Deputy County Recorder

Document No: 402815  
MAR 17 1989 4:15 P.M.

LARRY A. EINGER  
County Recorder  
Charles Berkey  
Deputy

THIS INSTRUMENT IS EXEMPT FROM STATE DEED TAX.

To Have and to Hold the Same, Together with all the hereditaments and appurtenances there-  
unto belonging or in anywise appertaining, to the said party of the second part, its successors and assigns,  
Forever. And the said **ROBERT TREMBATH and EMILIE M. TREMBATH,**  
their  
parties of the first part, for themselves, their executors and administrators, do cove-  
nant with the said party of the second part, its successors and assigns, that they have not made,  
done, executed, or suffered any act or thing whatsoever whereby the above described premises or any part  
thereof, now, or at any time hereafter, shall or may be impaired, charged or incumbered in any manner  
whatever.

and the title to the above granted premises against all persons lawfully claiming the same from, through,  
or under them, except items, if any, heretofore mentioned, the said party of the first  
part Warrant and Defend.

In Testimony Whereof, The said parties of the first part have hereunto set their  
hands the day and year first above written.

Robert Trembath  
ROBERT TREMBATH

Emilie M. Trembath  
EMILIE M. TREMBATH

402815

State of Minnesota, }  
} ss.

The foregoing instrument was acknowledged before me  
on the 19th day of Feb., 19 81.



by ROBERT TREMBATH and EMILIE M. TREMBATH, husband and wife  
(NAME OF PERSON ACKNOWLEDGED)

Ansell M. Miner  
(SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT)

(TITLE OR RANK)

THIS INSTRUMENT WAS DRAFTED BY  
BOYSEY, Windhorst, Hannaford,  
Whitney & Halladay  
3200 First National Bank Building  
Minneapolis, Minnesota 55402

**REVISED WARRANTY DEED**  
Individual or Corporation

TO

Office of County Recorder  
State of Minnesota

County of \_\_\_\_\_

I hereby certify that the within Deed  
was filed in this office for record on the  
\_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

at \_\_\_\_\_ o'clock \_\_\_\_\_ M.,  
and was duly recorded in Book \_\_\_\_\_  
of Deeds, page \_\_\_\_\_  Copied  Microfilmed  
and was duly recorded as Instrument  
No. \_\_\_\_\_

County Recorder,  
Deputy.

No Delinquent Taxes and Transfer  
entered this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_.

County Auditor,  
Deputy.

Two statements for the real property  
described in this instrument should be  
sent to:

Name

Address

402815

EXHIBIT A

That part of the vacated alley, in Block 5 adjoining Lots 4, 5, 6, 7, 8, 9;

The vacated alley in Block 7; between Lots 1-6 & 7-12

That part of vacated Twelfth Street lying between the easterly right-of-way line of U.S. Highway No. 169 and the East line of the SE  $\frac{1}{4}$  of NW  $\frac{1}{4}$  of Section 28, Township 55 North, Range 25 West; South & adjacent to Blocks 5, 6, 7, & 8

That part of vacated Third Avenue S.E. lying between the South line of Eleventh Street and the North line of vacated Twelfth Street; adjacent & between Lots 1-6, Blk 8 & Lots 1-6 Blk 7

That part of vacated Second Avenue S.E. lying between the South line of Eleventh Street and the North line of vacated Twelfth Street; adjacent & between Lots 7-12 Blk 7 & Lots 1-6, Blk 6

That part of vacated First Avenue S.E. lying between the South line of Eleventh Street and the North line of vacated Twelfth Street; adjacent & between Lots 7-12, Blk 6 & Lots 1-6, Blk 5

All in Crowder Addition to Grand Rapids, according to the plat thereof on file and of record in the office of the County Recorder in and for Itasca County, Minnesota.

That portion of the perpetual easement for street, alley and utility purposes established under Document No. 402815 recorded in the Office of the Itasca County, Minnesota Recorder, described as follows:

That part of vacated 12<sup>th</sup> Street (13<sup>th</sup> Street as shown in the Plat of Crowder Addition) lying between the southerly extension of the east line of the vacated N/S alley in Block 7 and the southerly extension of the center line of vacated 3<sup>rd</sup> Avenue SE; AND

The west half of vacated 3<sup>rd</sup> Avenue SE lying adjacent to Lots 4-6, Block 7, Crowder Addition to Grand Rapids, Itasca County, MN.

Grand Rapids Police Department see no immediate public safety concern regarding the proposed vacation

**Andy Morgan | Chief of Police**

---

**Grand Rapids Police Department**

[amorgan@grandrapidsmn.gov](mailto:amorgan@grandrapidsmn.gov)

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

Office: 218-326-3464 • Fax: 218-326-7610

---

420 North Pokegama Avenue • Grand Rapids • MN • 55744-2662

**From:** Will Richter <[wrichter@grandrapidsmn.gov](mailto:wrichter@grandrapidsmn.gov)>

**Sent:** Monday, March 9, 2026 3:32 PM

**To:** Travis Cole <[tcole@grandrapidsmn.gov](mailto:tcole@grandrapidsmn.gov)>; Julie Kennedy <[jakennedy@grpuc.org](mailto:jakennedy@grpuc.org)>; Andy Morgan <[amorgan@grandrapidsmn.gov](mailto:amorgan@grandrapidsmn.gov)>; Matt Wegwerth, PE <[mwegwerth@grandrapidsmn.gov](mailto:mwegwerth@grandrapidsmn.gov)>

**Cc:** Steve Mattson <[srmattson@grpuc.org](mailto:srmattson@grpuc.org)>; Chad M. Troumbly <[cmtroumbly@grandrapidsmn.gov](mailto:cmtroumbly@grandrapidsmn.gov)>

**Subject:** easement vacation

All;

Please review the attached memo.

Thank you,

**Will Richter | Zoning Administrator**

---

**City of Grand Rapids**

[wrichter@grandrapidsmn.gov](mailto:wrichter@grandrapidsmn.gov)

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

Office: 218-326-7650 • Fax: 218-326-7621

---

420 N Pokegama Ave. • Grand Rapids • MN • 55744-2662

No issues from a Park & Rec. perspective.

**Dale Anderson | Director of Parks & Recreation**

---

**City of Grand Rapids**

[danderson@grandrapidsmn.gov](mailto:danderson@grandrapidsmn.gov)

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

Office: 218-326-2500 • Fax:

---

420 North Pokegama Avenue • Grand Rapids • MN • 55744-2662



**From:** Will Richter <[wrichter@grandrapidsmn.gov](mailto:wrichter@grandrapidsmn.gov)>

**Sent:** Tuesday, March 24, 2026 8:33 AM

**To:** Dale Anderson <[danderson@grandrapidsmn.gov](mailto:danderson@grandrapidsmn.gov)>

**Subject:** FW: easement vacation

Dale,

Can you send me a response on this one?

Thank you,

**Will Richter | Zoning Administrator**

---

**City of Grand Rapids**

[wrichter@grandrapidsmn.gov](mailto:wrichter@grandrapidsmn.gov)

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

Office: 218-326-7650 • Fax: 218-326-7621

---

420 N Pokegama Ave. • Grand Rapids • MN • 55744-2662

**From:** Will Richter

**Sent:** Monday, March 9, 2026 3:32 PM

**To:** Travis Cole <[tcole@grandrapidsmn.gov](mailto:tcole@grandrapidsmn.gov)>; Julie Kennedy <[jakennedy@grpuc.org](mailto:jakennedy@grpuc.org)>; Andy Morgan <[amorgan@grandrapidsmn.gov](mailto:amorgan@grandrapidsmn.gov)>; Matt Wegwerth, PE <[mwegwerth@grandrapidsmn.gov](mailto:mwegwerth@grandrapidsmn.gov)>

**Cc:** Steve Mattson <[srmattson@grpuc.org](mailto:srmattson@grpuc.org)>; Chad M. Troumbly <[cmtroumbly@grandrapidsmn.gov](mailto:cmtroumbly@grandrapidsmn.gov)>

**Subject:** easement vacation

All;

Please review the attached memo.

Thank you,

**Will Richter | Zoning Administrator**

---

**City of Grand Rapids**

[wrichter@grandrapidsmn.gov](mailto:wrichter@grandrapidsmn.gov)

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

Office: 218-326-7650 • Fax: 218-326-7621

---

420 N Pokegama Ave. • Grand Rapids • MN • 55744-2662

No issues from the fire department.

Get [Outlook for iOS](#)

---

**From:** Will Richter <[wrichter@grandrapidsmn.gov](mailto:wrichter@grandrapidsmn.gov)>

**Sent:** Monday, March 9, 2026 3:32:20 PM

**To:** Travis Cole <[tcole@grandrapidsmn.gov](mailto:tcole@grandrapidsmn.gov)>; Julie Kennedy <[jakennedy@grpuc.org](mailto:jakennedy@grpuc.org)>; Andy Morgan <[amorgan@grandrapidsmn.gov](mailto:amorgan@grandrapidsmn.gov)>; Matt Wegwerth, PE <[mwegwerth@grandrapidsmn.gov](mailto:mwegwerth@grandrapidsmn.gov)>

**Cc:** Steve Mattson <[srmattson@grpuc.org](mailto:srmattson@grpuc.org)>; Chad M. Troumbly <[cmtroumbly@grandrapidsmn.gov](mailto:cmtroumbly@grandrapidsmn.gov)>

**Subject:** easement vacation

All;

Please review the attached memo.

Thank you,

**Will Richter | Zoning Administrator**

---

**City of Grand Rapids**

[wrichter@grandrapidsmn.gov](mailto:wrichter@grandrapidsmn.gov)

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

Office: 218-326-7650 • Fax: 218-326-7621

---

420 N Pokegama Ave. • Grand Rapids • MN • 55744-2662

No concerns regarding the vacation on parcel 91-653-0210

**Matt Wegwerth | Public Works Director / City Engineer**

---

**City of Grand Rapids**

[mwegwerth@grandrapidsmn.gov](mailto:mwegwerth@grandrapidsmn.gov)

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

Office: 218-326-7625 • Fax: 218-326-7621

---

420 North Pokegama Avenue • Grand Rapids • MN • 55744-2662

**From:** Will Richter <[wrichter@grandrapidsmn.gov](mailto:wrichter@grandrapidsmn.gov)>

**Sent:** Tuesday, March 24, 2026 8:44 AM

**To:** Matt Wegwerth, PE <[mwegwerth@grandrapidsmn.gov](mailto:mwegwerth@grandrapidsmn.gov)>

**Subject:** FW: easement vacation

Matt,

Please send me a reply on this potential easement vacation. Based on feedback from PUC staff, the vacation request will be limited to the portion of the easement located on parcel 91-653-0210.

Thank you,

**Will Richter | Zoning Administrator**

---

**City of Grand Rapids**

[wrichter@grandrapidsmn.gov](mailto:wrichter@grandrapidsmn.gov)

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

Office: 218-326-7650 • Fax: 218-326-7621

---

420 N Pokegama Ave. • Grand Rapids • MN • 55744-2662

**From:** Will Richter

**Sent:** Monday, March 9, 2026 3:32 PM

**To:** Travis Cole <[tcole@grandrapidsmn.gov](mailto:tcole@grandrapidsmn.gov)>; Julie Kennedy <[jakennedy@grpuc.org](mailto:jakennedy@grpuc.org)>; Andy Morgan <[amorgan@grandrapidsmn.gov](mailto:amorgan@grandrapidsmn.gov)>; Matt Wegwerth, PE <[mwegwerth@grandrapidsmn.gov](mailto:mwegwerth@grandrapidsmn.gov)>

**Cc:** Steve Mattson <[srmattson@grpuc.org](mailto:srmattson@grpuc.org)>; Chad M. Troumbly <[cmtroumbly@grandrapidsmn.gov](mailto:cmtroumbly@grandrapidsmn.gov)>

**Subject:** easement vacation

All;

Please review the attached memo.

Thank you,

**Will Richter | Zoning Administrator**

---

**City of Grand Rapids**

[wrichter@grandrapidsmn.gov](mailto:wrichter@grandrapidsmn.gov)

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

Office: 218-326-7650 • Fax: 218-326-7621

---

420 N Pokegama Ave. • Grand Rapids • MN • 55744-2662

Will,

As long as we as we still have the utility easements in yellow, elect is good. They should be a layer on your maps.



Chad Troumbly | Electric Department Manager

Grand Rapids Public Utilities

500 SE 4th St. | Grand Rapids, MN 55744

W: 218-326-7182 | M: 218-256-9753 | F: 218-326-7499

[grpuc.org](http://grpuc.org) | “GRPUC – Service is Our Nature”



**From:** Steve R. Mattson <[srmattson@grpuc.org](mailto:srmattson@grpuc.org)>

**Sent:** Monday, March 9, 2026 4:11 PM

**To:** Will Richter <[wrichter@grandrapidsmn.gov](mailto:wrichter@grandrapidsmn.gov)>; Julie Kennedy <[jakennedy@grpuc.org](mailto:jakennedy@grpuc.org)>; Matt Wegwerth <[mwegwerth@grandrapidsmn.gov](mailto:mwegwerth@grandrapidsmn.gov)>

**Cc:** Chad M. Troumbly <[cmtroumbly@grandrapidsmn.gov](mailto:cmtroumbly@grandrapidsmn.gov)>

**Subject:** RE: easement vacation

**Caution:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Will,

GRPU Water/Wastewater has concerns over the following areas of the proposed vacation requests. Please see attached image.

Steve Mattson | Water/Wastewater Department Manager

Grand Rapids Public Utilities

500 SE 4th St. | Grand Rapids, MN 55744

W: 218-326-7195 | M: 218-244-5092 | F: 218-326-7499

[grpuc.org](http://grpuc.org) | “GRPUC – Service is Our Nature”



**From:** Will Richter <[wrichter@grandrapidsmn.gov](mailto:wrichter@grandrapidsmn.gov)>

**Sent:** Monday, March 9, 2026 3:32 PM

**To:** Travis Cole <[tcollection@grandrapidsmn.gov](mailto:tcollection@grandrapidsmn.gov)>; Julie Kennedy <[jakennedy@grpuc.org](mailto:jakennedy@grpuc.org)>; Andy Morgan <[amorgan@grandrapidsmn.gov](mailto:amorgan@grandrapidsmn.gov)>; Matt Wegwerth <[mwegwerth@grandrapidsmn.gov](mailto:mwegwerth@grandrapidsmn.gov)>

**Cc:** Steve R. Mattson <[srmattson@grpuc.org](mailto:srmattson@grpuc.org)>; Chad M. Troumbly <[cmtroumbly@grandrapidsmn.gov](mailto:cmtroumbly@grandrapidsmn.gov)>

**Subject:** easement vacation

**Caution:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This message was sent securely using Zix<sup>®</sup>

All;

Please review the attached memo.

Thank you,

**Will Richter | Zoning Administrator**

---

**City of Grand Rapids**

[wrichter@grandrapidsmn.gov](mailto:wrichter@grandrapidsmn.gov)

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

Office: 218-326-7650 • Fax: 218-326-7621

---

420 N Pokegama Ave. • Grand Rapids • MN • 55744-2662

Will,

GRPU Water/Wastewater has concerns over the following areas of the proposed vacation requests. Please see attached image.

Steve Mattson | Water/Wastewater Department Manager

Grand Rapids Public Utilities

500 SE 4th St. | Grand Rapids, MN 55744

W: 218-326-7195 | M: 218-244-5092 | F: 218-326-7499

[grpuc.org](http://grpuc.org) | “GRPUC – Service is Our Nature”



**From:** Will Richter <[wrichter@grandrapidsmn.gov](mailto:wrichter@grandrapidsmn.gov)>

**Sent:** Monday, March 9, 2026 3:32 PM

**To:** Travis Cole <[tcole@grandrapidsmn.gov](mailto:tcole@grandrapidsmn.gov)>; Julie Kennedy <[jakennedy@grpuc.org](mailto:jakennedy@grpuc.org)>; Andy Morgan <[amorgan@grandrapidsmn.gov](mailto:amorgan@grandrapidsmn.gov)>; Matt Wegwerth <[mwegwerth@grandrapidsmn.gov](mailto:mwegwerth@grandrapidsmn.gov)>

**Cc:** Steve R. Mattson <[srmattson@grpuc.org](mailto:srmattson@grpuc.org)>; Chad M. Troumbly <[cmtroumbly@grandrapidsmn.gov](mailto:cmtroumbly@grandrapidsmn.gov)>

**Subject:** easement vacation

**Caution:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This message was sent securely using Zix<sup>?</sup>

All;

Please review the attached memo.

Thank you,

**Will Richter | Zoning Administrator**

---

**City of Grand Rapids**

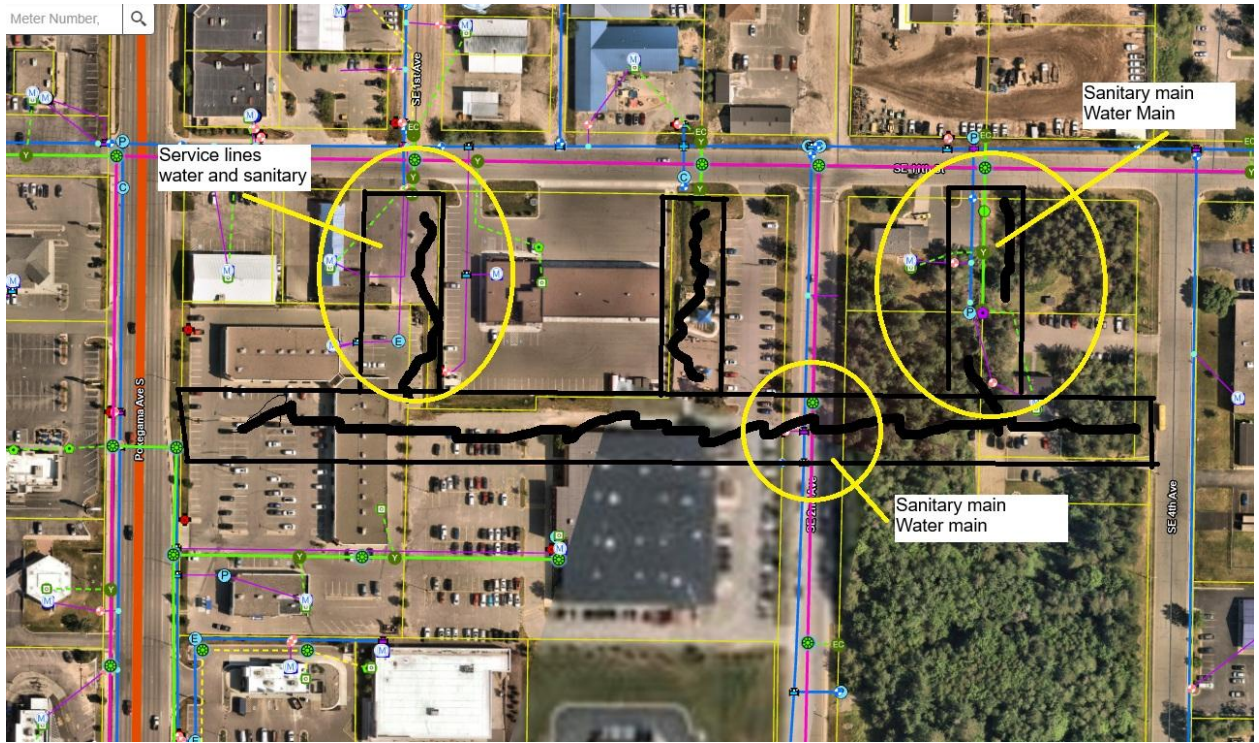
[wrichter@grandrapidsmn.gov](mailto:wrichter@grandrapidsmn.gov)

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

Office: 218-326-7650 • Fax: 218-326-7621

---

420 N Pokegama Ave. • Grand Rapids • MN • 55744-2662





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

## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** June 8, 2026

**AGENDA ITEM:** Consider the adoption of a resolution vacating a portion of public easement within the Crowder Addition to Grand Rapids.

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

---

### **BACKGROUND:**

After holding a public hearing, the City Council considers the public testimony received and reviews the Planning Commission recommendation.

The Council can accept the recommendation of the Planning Commission and adopt the staff prepared resolution included in the Agenda Packet or make its own findings to support approving or denying the vacation.

### **REQUESTED COUNCIL ACTION:**

Make a motion to adopt a resolution vacating a portion of public easement within the Crowder Addition to Grand Rapids.

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

RESOLUTION NO. 26-\_\_

**A RESOLUTION VACATING A PORTION OF A MUNICIPAL STREET RIGHT-OF-WAY  
WITHIN THE PLAT OF GRAND RAPIDS SECOND DIVISION**

WHEREAS, the City Planning Commission, at a regular meeting on May 7, 2026, reviewed the vacation request for a public easement right-of-way, described as:

**That portion of the perpetual easement for street, alley and utility purposes established under Document No. 402815 recorded in the Office of the Itasca County, Minnesota Recorder, described as follows:**

**That part of vacated 12<sup>th</sup> Street (13<sup>th</sup> Street as shown in the Plat of Crowder Addition) lying between the southerly extension of the east line of the vacated N/S alley in Block 7 and the southerly extension of the center line of vacated 3<sup>rd</sup> Avenue SE; AND**

**The west half of vacated 3<sup>rd</sup> Avenue SE lying adjacent to Lots 4-6, Block 7, Crowder Addition to Grand Rapids, Itasca County, MN.**

WHEREAS, the Planning Commission found the vacation to be in the best interest of public health, safety, and general welfare; and

WHEREAS, the Planning Commission forwarded a recommendation for approval of the requested vacation; and

WHEREAS, the City Clerk’s affidavit of publication of Notice of Public Hearing and of mailing notices to area residents were provided; and

WHEREAS, the Grand Rapids City Council conducted a public hearing on EDIT May 11, 2026, to consider the vacation of the public right-of-way described above; and

WHEREAS, all persons who wished to voice their opinion in regard to the above-mentioned

vacation were allowed to be heard; and

WHEREAS, it appears that it will be in the best interest of the City to approve such petition.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA: that the City Council does concur with the Planning Commission’s findings that the vacation is in the best interest of the public’s health, safety, and general welfare, and hereby vacate the above-described public right-of-way based on the following findings of fact:

- The rights-of-way is not needed for traffic purposes.
- The right-of-way is not needed for pedestrian purposes.
- The right-of-way is not needed for utility purposes.
- Vacating the right-of-way will is a step leading to placing additional land on the tax rolls.
- Vacating the right-of-way will help establish clear title for future sale and redevelopment of the property.

AND BE IT FURTHER RESOLVED, that:

1. The City Council directs City Staff to submit a copy of this resolution to the Itasca County Assessor, Itasca County Auditor, and Itasca County Recorder.

Adopted by the Council this 11<sup>th</sup> day of May 2026.

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

ATTEST:

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

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