



**City Council Meeting
Tuesday, April 7, 2026
8380 Kimbro Ave
6:30p.m.**

The regular monthly meeting of the Grant City Council will be called to order at 6:30 p.m. on Tuesday, April 7, 2026, in a teleconference format and in person at Town Hall for the purpose of conducting the business hereafter listed, and all accepted additions thereto. Council members may participate in the meeting remotely via interactive technology.

1. CALL TO ORDER

2. PUBLIC INPUT

Citizen Comments – Individuals may address the City Council about any item not included on the regular agenda. The Mayor will recognize speakers to come to the podium. Speakers will state their name and address and limit their remarks to two (2) minutes with five (5) speakers maximum. Generally, the City Council will not take any official action on items discussed at this time but may typically refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda.

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF REGULAR AGENDA

5. APPROVAL OF CONSENT AGENDA

- A. March 2026 Bill List, \$174,813.33**
- B. March 3, 2026 City Council Meeting Minutes**
- C. March 13, 2026 City Council Special Meeting Minutes**
- D. March 30, 2026 City Council Special Meeting Minutes**
- E. Approve 2026 Washington County Recycling Contract**
- F. Approve Washington County SHIP Active Living Grant Agreement**

6. STAFF AGENDA ITEMS

- A. City Engineer, Brad Reifsteck
 - i. PUBLIC HEARING: Consideration of Resolution Certifying Special Assessments for the 2026 Street Improvement Project-Resolution No. 2026-11**
 - ii. Consideration of Resolution Accepting Bids and Awarding a Construction Contract for the 2026 Street Improvement Project-Resolution No. 2026-12****
- B. City Planner, Jennifer Haskamp (no action items)**
- C. City Attorney, Amanda Johnson (no action items)**

7. NEW BUSINESS

- A. Consideration of Resolution to Accept Donation of Website Design and Authorize Work on Behalf of City-Resolution No. 2026-13-Interim Administrator Handt**
- B. Consideration of Amendments to City of Grant Rules of Procedure-Interim Administrator Handt**
- C. Consideration of Unaudited 1st Quarter 2026 Financial Report-Interim Administrator Handt**

8. UNFINISHED BUSINESS

9. DISCUSSION ITEMS (no action taken)

- A. Staff Updates (updates from Staff, no action taken)**
- B. City Council Reports/Future Agenda Items (no action taken)**

10. COMMUNITY CALENDAR APRIL 8 THROUGH APRIL 30, 2026:

Mahtomedi Public Schools Board Meeting, Monday April 27th Mahtomedi District Education Center, 7:00 p.m.

Stillwater Public Schools Board Meeting, Tuesday, April 21st Oak Park Learning Center, 5:30 p.m.

Washington County Commissioners Meeting, Tuesdays, Government Center, 9:00 a.m.

11. ADJOURNMENT

Join Zoom Webinar

<https://us06web.zoom.us/j/85091948491?pwd=k1jbUSCCIx58vFx5lqo2uRL-gpp9zQ.AywLzFydYSEbk7r1>

Webinar ID: 850 9194 8491

Passcode: 469241

Fund Name: All Funds

Date Range: 03/01/2026 To 04/01/2026

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
03/31/2026	Payroll Period Ending 03/31/2026	16978	March Payroll	N	Clerk Salary	100-41101-100-	\$ 5,286.98
	Total For Check	16978					\$ 5,286.98
03/31/2026	Payroll Period Ending 03/31/2026	16979	March Payroll	N	Clerk Salary	100-41101-100-	\$ 1,100.57
	Total For Check	16979					\$ 1,100.57
03/31/2026	Kline Bros Excavating	16988	Road Grading March Inv #68, Culvert Repair March Inv #69, Forestry Mulcher March Inv #70	N	Grader Contractor	100-43101-400-	\$ 9,490.00
		16988			Culvert Repair	100-43111-400-	\$ 1,990.00
		16988			Road Brushing	100-43114-400-	\$ 3,920.00
	Total For Check	16988					\$ 15,400.00
03/31/2026	CenturyLink	16989	City Phone	N	City Office Telephone	100-41309-321-	\$ 184.57
	Total For Check	16989					\$ 184.57
03/31/2026	CliftonLarsonAllen	16990	2025 Audit Billing - Invoice L261094728	N	Audit Fees	100-41201-300-	\$ 1,470.00
	Total For Check	16990					\$ 1,470.00
03/31/2026	Croix Valley Inspector	16991	Building Inspector-permits from 2023-83 and 2024-119-2024-311	N	Building Inspection	100-42004-300-	\$ 80,783.82
	Total For Check	16991					\$ 80,783.82
03/31/2026	Eckberg Lammers	16992	Legal Services-January 2026	N	Legal Fees - General	100-41204-304-	\$ 1,787.50
		16992			Legal Fees - Complaints	100-41205-304-	\$ 1,977.50
		16992			Legal Fees - Prosecutions	100-41206-304-	\$ 2,731.75
		16992			Escrow	100-49320-304-1049	\$ 225.00
	Total For Check	16992					\$ 6,721.75
03/31/2026	LHB	16993	Engineering-Feb 2026	N	Engineering Fees - General	100-41203-300-	\$ 3,777.50
		16993			Road Engineering Fees	100-43102-300-	\$ 5,347.50
		16993			Escrow	100-49320-300-1008	\$ 353.50
	Total For Check	16993					\$ 9,478.50
03/31/2026	KEJ Enterprises	16994	Roads Supervisor-March 2026	N	Roads Supervisor	100-43014-300-	\$ 15,025.00
		16994			Roads Fuel Surcharge	100-43015-300-	\$ 2,500.00
	Total For Check	16994					\$ 17,525.00

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<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
03/31/2026	Ken Ronnan	16995	Video Tech Services -March 2026	N	Cable Costs	100-41212-100-	\$ 150.00
		Total For Check	16995				\$ 150.00
03/31/2026	LRS	16996	Town Hall Portable-March	N	Town Hall Porta Pot	100-43007-210-	\$ 159.00
		Total For Check	16996				\$ 159.00
03/31/2026	Thomas Ludwig	16997	Reimbursed for Mailbox Damage	N	Miscellaneous Expenses	100-41306-220-	\$ 50.00
		Total For Check	16997				\$ 50.00
03/31/2026	Pauszek Inc.	16998	March Assessor Billing	N	Assessing	100-41550-300-	\$ 2,400.00
		Total For Check	16998				\$ 2,400.00
03/31/2026	Washington County	16999	2026 Property Taxes on 8380 Kimbro Ave	N	Town Hall Property Taxes	100-43008-510-	\$ 5,996.00
		Total For Check	16999				\$ 5,996.00
03/31/2026	Washington County Public Works	17000	salt and sand Invoice 235023	N	Snow & Ice Removal	100-43113-224-	\$ 1,715.13
		Total For Check	17000				\$ 1,715.13
03/31/2026	Waste Management	17001	Recycling -March 2026	N	Recycling	100-43011-384-	\$ 8,282.82
		Total For Check	17001				\$ 8,282.82
03/31/2026	Washington County Public Safety Rad	17002	1st Quarter Radio Fees Jan-Mar 26	N	Police	100-42001-210-	\$ 309.06
		Total For Check	17002				\$ 309.06
03/31/2026	Maroney's	17003	Sofa	N	Road Garbage Removal	100-43105-384-	\$ 45.60
		Total For Check	17003				\$ 45.60
03/31/2026	LHB	17004*	Engineering-March 2026	N	Engineering Fees - General	100-41203-300-	\$ 3,343.25
		17004*			Road Engineering Fees	100-43102-300-	\$ 1,129.50
		17004*			Escrow	100-49320-300-1008	\$ 896.00
		Total For Check	17004				\$ 5,368.75
03/31/2026	Adobe	ADEFT29	March Subscription-Auto Pay	N	Office Supplies	100-41313-200-	\$ 52.00
		Total For Check	ADEFT29				\$ 52.00
03/31/2026	Comcast	CCEFT43	Town Hall Wifi-Auto	N	Town Hall Supplies	100-43001-210-	\$ 190.24
		Total For Check	CCEFT43				\$ 190.24

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03/31/2026	IRS	EFT243	March Payroll-EFT243	N	Clerk FICA/Medicare	100-41103-100-	\$ 864.83
		EFT243			Clerk Medicare	100-41105-100-	\$ 163.92
		EFT243			Federal Withholding	100-41107-100-	\$ 931.17
		EFT243			Social Security Expens	100-41109-100-	\$ 700.91
		Total For Check EFT243					\$ 2,660.83
03/31/2026	Minnesota Department of Revenue	EFT326	1st Quarter Payroll Tax -Auto	N	State withholding	100-41106-100-	\$ 4,621.51
		Total For Check EFT326					\$ 4,621.51
03/31/2026	Amazon	FRCC 3-24-26	Microphone screens for council chambers-Amazon purchase on FRCC	N	Cable Costs	100-41212-210-	\$ 50.44
		Total For Check FRCC 3-24-26					\$ 50.44
03/31/2026	Minnesota State Retirement System	MNDEFT2	MNDP-Voya- March Payroll Contribution-MNDEFT2	N	Admin Def. Income Withholding	100-41114-125-	\$ 2,000.00
		Total For Check MNDEFT2					\$ 2,000.00
03/31/2026	PERA	PEFT2	PERA -March-PEEFT2	N	Clerk PERA	100-41102-120-	\$ 750.00
		PEFT2			Clerk PERA Withholding	100-41108-100-	\$ 650.00
		Total For Check PEFT2					\$ 1,400.00
03/31/2026	Minnesota Department of Employment	PFEFT1	Q1 2026 Paid Leave Premium-EFT	N	Clerk-Paid Medical Leave Premium	100-41115-136-	\$ 325.42
		PFEFT1			Clerk-Paid Medical Leave Withholding	100-41116-136-	\$ 149.22
		Total For Check PFEFT1					\$ 474.64
03/31/2026	TMobile	TMEFT54	City Cell Phone-Auto Pay	N	Road Expenses - Other	100-43116-210-	\$ 18.23
		Total For Check TMEFT54					\$ 18.23
03/31/2026	Xcel Energy	XCELEFT55	Street Lights - Town Hall - Well House-Pole Barn - Auto	N	Town Hall Electricity	100-43004-381-	\$ 216.35
		XCELEFT55			Well House Electricity	100-43004-381-	\$ 235.73
		XCELEFT55			Street Lights	100-43010-381-	\$ 3.32
		XCELEFT55				100-43117-381-	\$ 51.99
		Total For Check XCELEFT55					\$ 507.39
04/01/2026	Press Publications	17005	2026 Street Final Assessment Hearing Notice #854382	N	Publishing Costs	100-41308-351-	\$ 360.50
		Total For Check 17005					\$ 360.50

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04/01/2026	Casey Mueller	17006	Reimburement for Mailbox Damage	N	Miscellaneous Expenses	100-41306-220-	\$ 50.00
		Total For Check	17006				\$ 50.00
Total For Selected Checks							\$ 174,813.33

CITY OF GRANT
MINUTES

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DATE : : **March 3, 2026**
TIME STARTED : **6:30 p.m.**
TIME ENDED : **8:48 p.m.**
MEMBERS' PRESENT : **Councilmember Cornett,
Cremona, Anderson and Mayor Giefer. Council
Member Rog**
MEMBERS ABSENT : **None**

Staff members present: City Engineer, Brad Reifsteck, City Attorney Amanda Johnson and Interim Administrator Clerk, Kristina Handt.

CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Mayor Giefer.

PUBLIC INPUT

Jeff Schafer, 8688 Jamaca Ave N, as Fire Warden wanted to remind folks they need a burn permit now that the snow has melted and to check the DNR website for burn restrictions.

PLEDGE OF ALLEGIANCE

APPROVAL OF REGULAR AGENDA

Council Member Cremona moved to approve the agenda, as presented. Council Member Cornett seconded the motion. Motion carried 5-0.

CONSENT AGENDA

- A. February 2026 Bill List, \$132,017.46
- B. February 4, 2026 City Council Meeting Minutes

Council Member Cornett moved to approve the consent agenda, as presented. Council Member Cremona seconded the motion. Motion carried 5-0.

STAFF AGENDA ITEMS

City Engineer, Brad Reifsteck

Consideration of Resolution to Call for Public Hearing for Final Assessment for 2026 Street Improvements-Resolution No. 2026-09

City Engineer Brad Reifsteck provided background information on the 2026 Street Improvement Project and an update to council in the bids received on February 26, 2026.

1 The construction cost for the improvement is estimated at \$228,404.34, with an additional
 2 \$51,000.00 in associated project expenses. The total estimated project cost is \$279,404.34. The
 3 City of Grant will contribute \$37,573.00, resulting in an estimated assessment amount of
 4 \$241,831.34 to be levied against benefiting parcels. The estimated assessment for each buildable
 5 lot per roadway is shown in the table below:

Street Name	66th Street	Great Oaks Trail
Buildable Units	10	7
Assessment Rate / Buildable Unit	\$ 11,060	\$ 18,747

6
 7 The assessment interest rate and repayment terms are determined by the City Council. For previous
 8 roadway improvement projects, the Council has set the interest rate at 4.5%. Currently, the City earns
 9 approximately 3.7% on comparable funds held in a money market account. Consistent with past
 10 practice, staff recommends that the proposed assessments be structured as equal annual installments
 11 over a 15-year term at an interest rate of 4.5%, with the first payment due in January 2027. Property
 12 owners may pay the full assessment amount without interest if payment is received by October 31,
 13 2026.

14
 15 Therefore, Staff recommends that the Council schedule a public assessment hearing and declare
 16 project costs for the 2026 Street Improvement Project at the April 7, 2026, regular meeting.

17
 18 Council discussed interest rates and when the city last went out for bonds.

19
 20 **Motion by Council Member Cremona, seconded by Council Member Anderson to approve**
 21 **Resolution No. 2026-09 with an amendment to change the interest rate to 5.5% in the mailed**
 22 **notice. Motion approved 5-0.**

23
 24 **Consideration of Resolution Ordering Feasibility Study Feasibility Study for 2027 Street**
 25 **Improvement Project (McKusick Road and Lofton Ave)-Resolution No. 2026-10**

26
 27 City Engineer Brad Reifsteck presented information on the proposed 2027 Street Improvement
 28 Project.

29
 30 2. Background Information:

31 McKusick Road has historically been divided into two segments for planning and maintenance
 32 purposes: Highway 96 to 88th Street and 88th Street to Manning Avenue. The western segment—
 33 between 88th Street and Dell Road—is scheduled to receive a mill and overlay in 2027 as part of the
 34 development agreement tied to the former golf course redevelopment. Meanwhile, the eastern
 35 segment—88th Street North to Manning Avenue—is currently planned only for City-funded
 36 pavement patching supported by \$60,952 from the City’s 2026 roadway maintenance budget.
 37 During the neighborhood meeting held on December 1, 2025, residents along McKusick Road were
 38 informed about the option to pursue a petition-driven roadway improvement project under Minnesota
 39 Statutes Chapter 429. Staff shared information regarding assessment methodology, typical project
 40 timelines, and expected costs. Feedback from the meeting indicated that although residents

1 understood the petition option, many expressed concern about the difficulty of achieving the required
2 threshold for petition approval. Residents also questioned the fairness of differing funding
3 opportunities between road segments and wondered whether a Council-initiated project would
4 provide a more predictable process.

5 Staff also communicated that a Council-initiated project would allow better coordination with the
6 developer-funded improvement planned for the adjacent segment in 2027, provide a clearer project
7 schedule, and enhance the City's ability to pursue Local Road Improvement Program (LRIP) grant
8 funding. A petition-driven approach remains possible but is inherently uncertain and typically
9 requires more time to achieve resident support, initiate hearings, and complete statutory actions.

10 Lofton Avenue N was raised by Council during prior discussions as an additional roadway that
11 should be evaluated within the same feasibility study. Lofton Avenue N is in need of pavement
12 rehabilitation, and its close proximity to McKusick Road makes its inclusion in a combined study
13 both logical and cost-effective. Because the roadway exhibits similar maintenance needs, bundling
14 Lofton Avenue N with the McKusick Road analysis provides several advantages:

- 15 • It allows for evaluation of the corridor as a unified improvement area.
- 16 • It minimizes cost by taking advantage of economies of scale for data collection, fieldwork,
17 and report preparation.
- 18 • It provides residents along Lofton Avenue N with the same information about long-term
19 maintenance versus reconstruction that McKusick residents will receive.
- 20 • It positions Lofton Avenue N as a potential candidate for reconstruction if residents favor that
21 approach rather than periodic roadway maintenance.

22 The cost to add Lofton Avenue N into the feasibility study scope is minimal, and inclusion now
23 ensures that the City can evaluate both corridors consistently and comprehensively as part of the
24 broader 2027 planning effort.

25 Given these considerations, conducting a feasibility study will provide the technical, financial, and
26 policy foundation needed for the Council to determine whether a rehabilitation or reconstruction
27 project should proceed for McKusick Road and Lofton Avenue N during the 2027 construction
28 season.

29 3. Feasibility Study Scope

30 Staff recommends that the Feasibility Study include the following components:

31 A. Geotechnical Evaluation

- 32 • Subsurface borings
- 33 • Laboratory testing
- 34 • Analysis to determine appropriate corrective rehabilitation methods

35 (This is essential because underlying pavement structure drives the type and extent of repairs needed.)

36 B. Topographic Survey

- 37 • Establish horizontal and vertical project limits
- 38 • Identify drainage patterns and deficiencies
- 39 • Provide baseline geometries needed for estimating quantities and preparing alternatives

40 C. Feasibility Report Preparation

- 41 • Development of alternative rehabilitation methods
- 42 • Preliminary opinions of cost
- 43 • Assessment district mapping and identification of benefitting parcels
- 44 • Mock Assessment Roll
- 45 • Alignment with potential state and local funding sources

46 D. Estimated Cost

1 The estimated cost to complete the feasibility study is \$15,000, inclusive of geotechnical exploration,
2 survey work, and report preparation.

3 The Feasibility Study is necessary for the following reasons:

- 4 • It satisfies statutory requirements under Chapter 429 before any improvement may be ordered.
- 5 • It will evaluate whether mill and overlay or other rehabilitation alternatives are technically
6 and financially appropriate.
- 7 • It allows the City to compare strategies and assess where maintenance funds and potential
8 grant funds can best be applied.
- 9 • It provides a factual foundation for Council decision making and future resident engagement
10 during public hearings.
- 11 • It preserves the opportunity to coordinate the work with the adjacent developer-funded
12 improvements scheduled for 2027.

13
14 **Motion by Council Member Anderson, seconded by Council Member Cremona to approve**
15 **Resolution No. 2026-10 with an amendment to add Leeward Circle and 88th St N from**
16 **McKusick Road to 1,750 feet west to the 2027 Street Improvement Project as noted in 3 places**
17 **in the resolution. Motion approved 5-0.**
18

19 NEW BUSINESS

20 **Washington County Presentation on Highway 96 Corridor Study**

21 Madeline Dahlheimer, Senior Planner, Washington County gave a presentation on the draft study
22 recommendations for near-, mid- and long-term improvements to Highway 96 from White Bear Lake
23 to Stillwater. The draft recommendations include near, mid- and long-term improvements including
24 pavement preservation, guardrail, evaluation of lighting and passing zones, trail feasibility and a
25 westbound right turn lane at Lansing. A third open house will be held in the near future.
26

27 **Consideration of Selection of Peer Cities List**

28 Interim Administrator Handt had prepared a suggested list of peer cities for council consideration.
29 Mayor Giefer asked if Council agreed with the suggestions. Council Member Cremona suggested
30 including May Township and Stillwater Township. Mayor Giefer asked if a couple should be
31 removed from the list if a couple were added. Handt suggested removing Annandale and
32 Independence since they were in the west metro and levels of services were unknown.
33

34 **Motion by Council Member Anderson, seconded by Council Member Cornett to approve the**
35 **following list as peer group cities: Bayport, Centerville, Columbus, Deephaven, Hanover,**
36 **Montrose, Newport, Nowthen, Scandia, Stacy, May Township and Stillwater Township. Motion**
37 **approved 5-0.**
38

39 **Review LMC Info on Mayor and Council Roles and Responsibilities and Discuss Work Plan for** 40 **Updating City of Grant Rules of Procedure**

41 Interim Administrator Handt shared the resources available from the League of MN Cities about roles
42 and responsibilities for the mayor and council. Council noted they are good with these resources and
43 don't have a need for more information on this topic.
44

45 Mayor Giefer then asked Council to provide feedback on the suggested updated Handt offered to the
46 City of Grant Rules of Procedure Manual. Council agreed to update the time of meetings to 6:30pm,

1 add language about a 3-day notice of special meetings, leaving the section on adding items to the
2 agenda as is and updating language in Section 2 C. as suggest and D. to allow public comment on
3 items both on and not on the agenda. Council was supportive of Handt changing the order of business
4 to streamline the agenda. Further discussion was had about whether or not public comment should be
5 before or after the pledge of allegiance and on camera. A majority of council was in favor of public
6 comment being recorded on camera. These changes will be brought back for formal adoption by
7 council at a later meeting.

9 **Discussion of Issuing Request for Proposal for Recycling Services**

10 Mayor Giefer noted the city's contract with Waste Management is up the end of the year and asked
11 Council what they would like to do regarding the options. Council Member Anderson noted he sees
12 the bins out and in use frequently and suggested with the newsletter going out soon the city solicits
13 feedback from residents and also invite Waste Management to a meeting. The rest of the Council
14 agreed.

16 **UNFINISHED BUSINESS**

17 None

18 **DISCUSSION ITEMS (no action taken)**

19 **Staff Updates (updates from Staff, no action taken)**

20 Handt noted there will not be office hours next week. She said folks were already contacting her
21 about Spring Clean Up Day. It has been scheduled for Saturday, May 2nd from 9am to noon and the
22 Mayor will be there to make hot dogs. Handt also asked Council if they would like the Planning
23 Commission discussion back on the agenda for April after noting in December they wanted to revisit
24 in the spring. She said there had only been one application since that last discussion. Council agreed
25 to wait until May or June.

26 **City Council Reports/Future Agenda Items (no action taken)**

27 Council Member Cremona shared that she had been working with resident Celia Wirth who offered
28 to assist with the City website so it was ADA compliant and would be doing this as a volunteer
29 position. She stated we're working together to get the logistics figured out so we can present a
30 resolution at our next meeting, but it would be nice since we all know we have a deadline to be ADA
31 compliant in 2027. This will give us enough runway. Cremona noted this would be a similar
32 resolution to what the city had done previously for a volunteer. Handt asked if the rest of the council
33 was supportive of it being on the April agenda. The rest of the council agreed to have it on the
34 agenda.

36 **COMMUNITY CALENDAR MARCH 4 THROUGH MARCH 31, 2026:**

37 **Mayor Giefer read the following calendar announcements:**

38 **Mahtomedi Public Schools Board Meeting, Monday March 23rd Mahtomedi District
39 Education Center, 7:00 p.m.**

40 **Stillwater Public Schools Board Meeting, Tuesday, March 24th Oak Park Learning Center,
41 5:30 p.m.**

42 **Washington County Commissioners Meeting, Tuesdays, Government Center, 9:00 a.m.**

44 **CLOSED SESSION**

1 **Motion by Council member Cremona, seconded by Council Member Cornett to go into closed**
2 **session pursuant to the authority in Minn. Stat. 13D.05,subd.3(a), to evaluate the performance**
3 **of the Interim City Administrator. Motion approved 5-0.**
4

5 **RETURN TO OPEN SESSION**

6 **Motion by Council Member Cornett, seconded by Council Member Rog to return to open**
7 **session. Motion approved 5-0.**
8

9 **Summary of Closed Session**

10 **Motion by Council Member Cremona, seconded by Mayor Giefer that Council held a closed**
11 **session regarding Kristina Handt’s performance review. Council expressed appreciation for her**
12 **ability to quickly get up to speed on the job and related duties. Motion approved 5-0.**
13

14 **ADJOURNMENT**

15 **Council Member Cremona moved to adjourn at 8:48 p.m. Mayor Giefer seconded the motion.**
16 **Motion carried 5-0.**

17 These minutes were considered and approved at the regular Council Meeting on April 7, 2026.
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23 _____
24 Kristina Handt, Interim Administrator/Clerk
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24 Jeff Giefer, Mayor
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CITY OF GRANT
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DATE : : **March 13, 2026**
TIME STARTED : **10:01 a.m.**
TIME ENDED : **11:19 a.m.**
MEMBERS' PRESENT : **Councilmember Rog, Cornett,
Cremona, Anderson and Mayor Giefer**
MEMBERS ABSENT : **None**

Staff members present: None

CALL TO ORDER

The Mayor called the meeting to order at 10:01 a.m.

**DISCUSSION AND RELATED ACTIONS REGARDING PERMANENT CITY
ADMINISTRATOR POSITION**

Discussion on permanent City Administrator position.

Set work session for 10 am, March 30th, 2026

ADJOURNMENT

**Motion by council member Cremona, second by council member Cornett to adjourn meeting.
Motion passed 5-0 meeting adjourned at 11:19a.m.**

These minutes were considered and approved at the regular Council Meeting on April 7, 2026.

Kristina Handt, Interim City Administrator/Clerk Jeff Giefer, Mayor

CITY OF GRANT
MINUTES

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5 **DATE :** : **March 30, 2026**
6 **TIME STARTED** : **10:02 a.m.**
7 **TIME ENDED** : **11:38 a.m.**
8 **MEMBERS' PRESENT** : **Councilmember Rog, Cornett,**
9 **Cremona, Anderson and Mayor Giefer**
10 **MEMBERS ABSENT** : **None**

11
12 Staff members present: City Attorney Amanda Johnson
13

14 **CALL TO ORDER**

15
16 The Mayor called the meeting to order at 10:02 a.m.
17

18 **Motion by Council member Cremona, seconded by Council member Cornett to approve the**
19 **agenda. Motion carried.**
20

21 **Finalize discussion of City Administrator contract and pick a 2 person team to present the**
22 **City's offer to the Administrator**

23 Discussed City Administrator contract terms
24

25 **Motion by Council member Cornett, seconded by Council member Cremona to appoint 2**
26 **person committee to negotiate with City Administrator – Mayor and Councilmember Cornett.**
27 **Motion carried.**
28

29 **Motion by Mayor Giefer to have a 5 minute recess. Meeting recessed at 11:20am. Meeting**
30 **reconvened at 11:23am.**
31

32 **Discuss City Clean-up day rates**

33 Motion by Council member Cremona, seconded by Council member Cornett to adopt the following
34 for rates and information: Exclude: Construction debris, electronics or hazardous waste materials
35 from items accepted, provide details for Washington County Environmental Center, keep current
36 prices for car/truck loads, add surcharges for mattresses, appliances and tires to match Maroney's
37 pricing. Motion carried.
38

39 **ADJOURNMENT**

40
41 **Motion by Mayor Giefer, second by council member Cornett to adjourn meeting. Motion**
42 **passed 5-0 meeting adjourned at 11:38a.m.**
43

44 These minutes were considered and approved at the regular Council Meeting on April 7, 2026.
45

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Kristina Handt, Interim City Administrator/Clerk

Jeff Giefer, Mayor

DRAFT



STAFF REPORT

DATE: April 7, 2026

Consent

TO: Mayor and City Council

FROM: Kristina Handt, Interim City Administrator

AGENDA ITEM: 2026 Washington County Municipal Recycling Grant

BACKGROUND:

Municipalities in Washington County are responsible for establishing and maintaining municipal recycling programs. The County provides educational, financial and technical assistance to local governments to aid these programs. Grant funding levels are dependent on municipality household counts and recycling program activities. Based upon the number of households in Grant the city is eligible to apply for base funding of \$8,030 each year. Base funding covers administrative and program expenses to sustain existing programs and covers the BASIC category of the recycling continuum.

ISSUE BEFORE COUNCIL:

Should the Council approve the Grant Agreement for Municipal Recycling Grant Distribution?

PROPOSAL:

The grant requires the city to use all recycling grant money received in 2026 as a result of this Agreement, for base funding activities, recycling projects, and public education related to recycling. Eligible activities are outlined on page 3 of the grant program guidelines document. Our application proposed to use 75% of the grant funds (\$6,022) for administrative purposes like covering salary of the city administrator who will be responsible for communication efforts that include recycling promotion on the website, at clean up days and articles in the newsletter. The other funds (\$2,008) were proposed for the public education and promotion category, printing and postage related to the newsletter.

FISCAL IMPACT:

The 2026 budget assumes \$8,000 in revenue from this grant.

OPTIONS:

- 1) Approve the 2026 Grant Agreement for Municipal Recycling Grant Distribution
- 2) Amend and then Approve the 2026 Grant Agreement for Municipal Recycling Grant Distribution
- 3) Do not Approve the 2026 Grant Agreement for Municipal Recycling Grant Distribution

RECOMMENDATION:

If removed from the consent agenda:

“Motion to approve the 2026 Grant Agreement for Municipal Recycling Grant Distribution and authorize the Interim Administrator to execute the contract .”

ATTACHMENT:

- 2026 Grant Agreement for Municipal Recycling Grant Distribution

**2026
GRANT AGREEMENT
FOR
MUNICIPAL RECYCLING GRANT DISTRIBUTION**

THIS AGREEMENT made and entered into by and between the County of Washington, hereinafter referred to as the "County", and City of Grant, P.O. Box 577 Willernie, MN 55090, hereinafter referred to as the "Grantee".

WHEREAS, the County desires to encourage and provide opportunities for residential recycling to reduce the County's reliance on solid waste disposal facilities, and

WHEREAS, the Washington County Board of Commissioners has budgeted funds to be used to further develop recycling projects in the County.

NOW, THEREFORE, the parties hereto agree as follows:

1. Term:

The term of the Agreement shall be from the date this Agreement is approved by the County to December 31, 2026.

2. The County's Obligations:

The County will pay the Grantee an amount of up to \$8,030.00 which is to be used for recycling program expenses in 2026. Payment will be within 60 days of execution of this Agreement.

3. The Grantee's Obligations:

- a. The Grantee agrees to follow their 2026 Municipal Recycling Grant Application and the guidelines therein (Exhibit A).
- b. The Grantee will use all recycling grant money received in 2026 as a result of this Agreement, for base funding activities, recycling projects, and public education related to recycling, as indicated in Exhibit A. If all recycling grant funds are not used within the grant period, the Grantee must return unexpended funds to the County unless the County approves utilizing the unspent funds for recycling projects the following year.
- c. The Grantee shall sign and return this Agreement to the County by July 1, 2026. Failure to do so will result in a reduction or loss of grant funds.
- d. The Grantee agrees to support State efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, if needed.
- e. The Grantee will prepare and submit annual work plan project reports to the County. The reports shall cover the time period from January 1 to December 31 and shall be submitted to the County by January 31st of the year following the reporting period. The annual reports are available on the County's Municipal Recycling Grant Application and Reporting software (Re-TRAC Connect).
- f. Pursuant to Minnesota Statutes Sections 115A.46 and 115A.471, all waste generated by city/township government activities (including city/town halls, public works buildings, parks, and for city/townships that arrange for waste services on behalf of their residents) shall be delivered to the Ramsey/Washington Recycling

and Energy Center in Newport for disposal. Failure to comply with this provision shall constitute a breach of this Grant Agreement.

- g. The parties agree that if the Grantee contracts or otherwise arranges for municipal solid waste hauling service on behalf of its residents and/or businesses and the Grantee issues bills for this service, the Grantee shall bill the County Environmental Charge (CEC) as a separate line item on the solid waste bill and shall make reasonable effort to collect the CEC. Exception to this provision is if the licensed hauler collected the CEC for the previous year. All County Environmental Charges collected shall be remitted to the County according to section 14.5 of Washington County Ordinance #178 or its replacement, Ordinance #194, effective July 1st, 2014. Failure of the Grantee to comply with this provision shall constitute a breach of this Grant Agreement and will result in loss of grant funds.

4. Indemnification and Insurance:

- a. The Grantee agrees it will defend, indemnify and hold harmless the County, its officers and employees against any and all liability, loss, costs, damages, and expenses which the County, its officers, or employees may hereafter sustain, incur, or be required to pay arising out of the negligent or willful acts or omissions of the Contractor/Consultant in the performance of this Agreement.
- b. The Grantee agrees that in order to protect itself, as well as the County, under the indemnity provisions set forth above, it will at all times during the term of this Contract, keep in force the following insurance protection in the limits specified:
 - a. Commercial General Liability with Contractual liability coverage in the amount of \$1,500,000 per occurrence with a \$3,000,000 aggregate. An excess or umbrella liability policy may be used in conjunction with primary coverage limits to meet the minimum limit requirements.
 - b. Automobile coverage in the amount of \$1,500,000 on a combined single limit basis and include hired and non-owned.
 - c. Worker's Compensation in statutory amount (if applicable) of bodily injury by accident in the amount of \$500,000 each accident, bodily injury by disease in the amount of \$500,000 each employee, and bodily injury by disease in the amount of \$500,000 policy limit.

Washington County shall be listed as additional insured as it relates to Commercial General Liability and Automobile Liability.

Prior to the effective date of this Contract, the Grantee will furnish the County with a current and valid proof of insurance certificate indicating insurance coverage in the amounts required by this Contract. This certificate of insurance shall be on file with the County throughout the term of the Contract. As a condition subsequent to this Contract, Grantee shall ensure that the certificate of insurance provided to the County will at all times be current. The parties agree that failure by the Grantee to maintain a

current certificate of insurance with the County shall be a substantial breach of the Contract and payments on the Contract shall be withheld by the County until a certificate of insurance showing current insurance coverage in amounts required by the Contract is provided to the County.

Any policy obtained and maintained under this clause shall provide that it shall not be cancelled, materially changed, or not renewed without thirty days' notice thereof to the County.

5. Data Practices:

All data collected, created, received, maintained, or disseminated for any purposes by the activities of Grantee because of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such Act now in force or as adopted, as well as Federal regulations on data privacy.

6. Condition Subsequent:

It is understood and agreed that in the event that reimbursement to the County from state sources is not obtained and continued at a level sufficient to allow the Grant, the obligations of each party hereunder shall thereupon be reviewed to determine the necessity of renegotiating all or parts of this Agreement.

7. Records Availability and Retention:

Pursuant to Minnesota Statute Section 16C.05, Subd. 5, the Grantee agrees that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc. which are pertinent to the accounting practices and procedures of the Grantee and involve transactions relating to this Agreement.

Grantee agrees to maintain these records for a period of six (6) years from the date of termination of this Agreement.

8. Independent Contractor:

Nothing contained in this Agreement is intended or should be construed as creating the relationship of co-partners or joint ventures with the County. No tenure or any rights or benefits, including Worker's Compensation, Unemployment Insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to County employees, shall accrue to the Grantee or employees of the Grantee performing services under this Agreement.

9. Nondiscrimination:

The Grantee agrees to comply with the nondiscrimination provision set forth in Minnesota Statute 181.59. The Grantee's failure to comply with section 181.59 may result in cancellation or termination of the agreement, and all money due or to become

due under the contract may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

10. Possession of Firearms on County Premises:

Unless specifically required by the terms of this Contract or the person it is subject to an exception provided by 18 USC§ 926B or 926C (LEOSA) no provider of services pursuant to this Contract or subcontractors shall carry or possess a firearm on County premises or while acting on behalf of Washington County pursuant to the terms of this Contract. Violation of this provision is grounds for immediate suspension or termination of this Contract.

11. Noncompliance by Grantee:

If the County finds that there has been a failure to comply with the provisions of this Agreement, the County may terminate the Agreement at any time following seven (7) days written notice to the Grantee and upon failure of the Grantee to cure the default within the seven day period. The County will require the Grantee to repay the grant funds in full or in a portion determined by the County. Nothing herein shall be construed so as to limit the County's legal remedies to recover grant funds.

12. Termination:

This Agreement may be canceled by either party upon thirty (30) days written notice. Notice to the Cities shall be mailed to the City Administrator or to the City Clerk if there is no Administrator. Notice to Townships shall be mailed to the Township Clerk. Notice shall be sent to the official business address of the City or Township. Notice to the County shall be mailed to: Department of Public Health and Environment, 14949 62nd Street N, PO Box 6, Stillwater, MN 55082-0006.

13. Merger and Modification:

- a. It is understood and agreed that the entire Agreement between the parties is contained here and that this Agreement supersedes all oral Agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.
- b. Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall be valid only when they have been reduced to writing as an Amendment and signed by the parties.

14. Force Majeure Events:

For purposes of this Agreement, "Force Majeure" refers to an event that by its nature is unforeseen, or, if it was foreseen, was beyond reasonable control by either party. With a Force Majeure event, the parties agree to 1) make an attempt to reschedule any such municipally planned events impacted included but not limited to community clean-ups, collection events, planned performances, and promotional campaigns, or 2) substitute

the impacted event with other acceptable recycling efforts as outline in Exhibit A of this Agreement.

15. Conflict of Interest:

Grantee affirms that, to the best of its knowledge, this Contract does not present a conflict of interest with any party or entity, which may be affected by the terms of this Contract. The Grantee agrees that, should any conflict or potential conflict of interest become known, it will immediately notify the County of the conflict or potential conflict, and will advise the County whether it will or will not resign from the other engagement or representation. Unless waived by the County, a conflict or potential conflict may, in the County's discretion, be cause for cancellation or termination of this Contract.

16. Jurisdiction & Venue:

This Contract, amendments, and supplements thereto, shall be governed by the laws of the State of Minnesota. All actions brought under this Contract shall be brought exclusively in Minnesota State Courts of competent jurisdiction with venue in Washington County.

[the remainder of this page is intentionally left blank]

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

GRANTEE

BY: _____

TITLE: _____

DATE: _____

WASHINGTON COUNTY

BY: _____

David Brummel, Director
Department of Public Health
and Environment

DATE: _____

APPROVED AS TO FORM

BY: _____

Ass't Washington Co. Attorney

DATE: _____

2026 Municipal Recycling Grant Program Guidelines



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Program Overview

Municipalities in Washington County are responsible for establishing and maintaining municipal recycling programs. The County provides educational, financial and technical assistance to local governments to aid these programs. The County's municipal recycling grant program assists municipalities with recycling program expenses.

Grant funding levels are dependent on municipality household counts and recycling program activities. Municipalities are encouraged to apply for the maximum level of funding. Four levels of grant funding are available:

- **Base Funding:** funding to cover administrative and program expenses to sustain existing programs and covers the BASIC category of the recycling continuum. Base funding is dependent on the number of households in a community.
- **Project Funding:** funding to target specific grant projects that are related to achieving recycling goals and covers projects contained in the Improved Project and Advanced Funding categories of the recycling continuum.
- **Incentive Funding:** funding for one-time special projects or purchases that cannot be covered with project funding. Improved Project funding shall be used for before incentive funding is applied for.
- **Shared Resources Funding:** funding for collaboration among multiple municipalities.

Eligibility Requirements

To receive funding through the Washington County municipal recycling grant program, municipalities must meet the following eligibility requirements:

1. A municipality's curbside recycling program shall be established by; 1) ordinance, 2) contracted with a hauler, or 3) a hauler be licensed to operate within the municipality.
2. Municipality must support State efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, as needed.
3. All multi-unit dwellings (4 or more units) must have recycling service available.
4. The municipality must maintain the components under the Base Funding category of the recycling continuum (Appendix A).
 - a. Minimum website requirements include the following:
 - i. Link to the Washington County Disposal Directory
 - ii. Link to the Ramsey/Washington Food Scraps Pick-up Program webpage
 - iii. Link to the Washington County Environmental Center webpage
 - iv. Link to the R&E BizRecycling webpage
 - v. Link to the Washington County container loan webpage
5. Municipal staff must participate in two recycling coordinator meetings and/or meetings with PHE staff per year to develop the grant project work plan(s).
6. Supply Verification of Compliance with Minnesota Statute 115.471 and 115A.46 Public Entities Law (if applicable).
7. Submit completed previous grant cycle expenditures and project final reports.
8. Submit complete application and project(s) form, as applicable.
 - a. Complete projects and performance measures outlined on the application or return funds for incomplete projects.

- b. Continue to make progress along the municipal recycling performance continuum.

Washington County, on behalf of State requirements, reserves the right to withhold any and all funding from municipalities for; 1) failure to report on previous grant activities of a municipality (not in good effort), 2) failure to complete application and project work plans and 3) failure to not actively engaging with PHE staff in grant funding activities and the execution of projects.

Funding Application

Municipalities must complete a funding application by February 27th, 2026, to receive grant funding. Applications and yearly work plan(s) must be submitted using Re-TRAC Connect.

Grant Funding Allocation

Funding is separated into four (4) categories:

- **Base funding:** funding for activities that sustain the municipalities existing recycling program. This includes funding for administration of a recycling ordinance, resident questions, completing the municipal grant application, work plan(s) and annual report, residential recycling information, website maintenance and meeting the Base Funding category of the continuum, which can be found on Appendix A. The table below shows how base funding is determined for each community.

# of Households	Eligible Amount for Base Funding
≤450	\$1,500.00
451-1000	\$2,500.00
1001-2000	\$5,000.00
2001-5000	\$10,000.00
5001-10000	\$20,000.00
≥10000	\$30,000.00

Note: household data comes from the Metropolitan Council’s population estimates. Estimates are the official estimates for state government purposes to determine government aid (LGA) and street aid allocations. Previous year estimates are prepared the following year and certified by July 15.

- **Project funding:** funding to develop and implement new or expanded recycling projects that encourage movement along the recycling continuum in the Improved Project and Advanced Project categories, found on Appendix A. A municipality is eligible to receive \$0.50/household/project. A municipality may qualify for up to four projects per year.
- **Incentive funding:** one-time special project funding for large purchases that cannot be covered with project funding. Incentive funding can be applied for after the February 26th grant application deadline so long as the municipality meets to discuss with PHE staff. Funding can be requested and utilized at any time during the 2026 grant cycle.
- **Shared Resource funding:** this is targeted to fund collaborations among municipalities. Municipalities participating in shared resource funding must designate one municipality to act as representative and fiscal agent to be liaison with the County.

Eligible Expenses

Grant funds are used for the following expenses and are subject to approval by PHE staff:

- Administrative (maximum of 75% of total grant funds)
 - Salary and legal costs of personnel only while directly working on, part time or full time, the planning, implementation and promotion of eligible activities.
 - Salaries, benefits and mileage for consultant services or temporary help with prior written approval from PHE and must be related to eligible activities.
 - County-approved educators, performers, and municipal staff who help implement required education activities using County toolkits and standardized messaging.
 - Attendance or training opportunities for municipal staff
- Capital Expenses
 - Event recycling containers
 - Public space recycling containers
 - Recycling containers and education for municipally owned/operated buildings and internal spaces
 - Resident-only municipal food scraps drop-off site
- Public Education and Promotion*
 - Design, production and distribution of flyers, brochures, newsletter articles, posters, advertisements, videos, billboards, audio (radio, video, television, theater), electronic (website and e-news) and other communication promotional items reaching at least 50% of a community's population
 - Disseminating County flyers, brochures, newsletters, posters, advertisements, videos, billboards, audio (radio, video, television, theatre) electronic (website and e-news) and other communication promotional items
 - Development of promotional materials for a community event such as a clean-up day or road clean up event
 - The percentage of cost for a municipality's newsletter devoted to recycling
 - Environmental commissions and related expenses directly related to recycling and waste education (maximum of 25% of total grant funds)
 - Materials necessary for in-person or other events
- Singular Item Collection
 - ⊖ Design, production and distribution of flyers, brochures, newsletter articles, posters, advertisements, videos, billboards, audio (radio, video, television, theater), electronic (website and e-news) and other communication specific to the collection of a specific item or material.*
 - Disposal costs of items collected for recycling or reuse at special collection events by an approved County vendor
- Other
 - Yard waste, recycling or composting project
 - Reuse projects and promotion
 - Other expenses with prior written approval from the PHE

*Municipalities should reference [MN State Statute 16C.073](#) for purchasing of paper for print materials.

Ineligible Expenses

Ineligible expenses are considered the following and subject to review by PHE:

1. Permanent, single sort, year-round recycling drop-off locations
2. Print materials already supplied by PHE as outlined on the [print materials request form](#). Print materials that are customized with municipal logos are exempt
3. Disposal expenses for community clean up events or road cleanup activities where specific items are not directed to recycling or reuse
4. Expenses for non-waste abatement, such as energy or ground water
5. Ongoing recycling or garbage service fees (collection, processing, transportation)
6. Costs for office equipment and supplies
7. Street sweeping expenses
8. Beautification projects or rain gardens
9. Lobbying and legal expenses
10. Food or refreshments
11. Funding currently budgeted or being provided by applicant

Standard List of Residential Curbside Recyclables

PHE created the list of standard recyclable materials to be collected curbside after researching current materials collected curbside by haulers as well as the availability of viable end markets for those materials. This list covers only the **minimum** materials recommended for residential curbside collection. A municipality may require the collection of additional recyclable materials. A municipality may choose how to enforce such as through ordinance or hauler licensing. The Standard List of Residential Curbside recyclables can be found at the link below.

[Washington County Standard List of Residential Curbside Recyclables](#)

This standard list of recyclables for single sort recycling collection will be periodically reviewed and updated by PHE as additional materials and end markets become available. PHE may add materials to this list and require municipalities to begin collection of the new materials within one year of receiving notification from the PHE.

Verification of Compliance with Minnesota Statute 115.471 and 115A.46 Public Entities Law

As a condition of eligibility for the Washington County Municipal Recycling Grant funds, pursuant to Minnesota Statutes 115A.46, subd. 5 and 115A.471, all waste generated by municipal government activities, including, but not limited to city/town halls, public works buildings, parks, etc., and waste arranged or waste contract for on behalf of its residents (such as organized garbage collection), must be managed in accordance with the County's Solid Waste Management Plan and delivered to the

Ramsey/Washington County Resource Recovery Facility in Newport for disposal. Failure to comply with this provision shall constitute a breach of the Municipal Recycling Grant Agreement.

Reporting

Hauler Reporting

The Minnesota Pollution Control Agency (the State) will collect tonnage reports directly from haulers on behalf of counties and municipalities. Reports will be collected on a quarterly basis and will have tonnage amounts for MSW/garbage, recycling and source separated organics listed for each county. To ensure data is provided to the State quarterly, municipalities are expected to continue their role in enforcing hauler compliance through existing ordinances, contracts or licenses with haulers. Municipalities are expected to exercise punitive actions, if needed. The final, compiled hauler reports will be available on the County's Re-TRAC Connect system for municipality's to view after the reporting period has closed.

Annual Work Plan Project Status Reports

Municipalities receiving funding through the Washington County municipal recycling grant program must complete annual work plan project status reports. The annual report is a measure of a municipality's progress towards meeting components on the recycling continuum and on program expenditures. Annual reports must be completed by the municipality receiving the grant by January 31st of each year using the County's Re-TRAC Connect system.

Work plan project status report:

- project completion (yes/no)
- performance measurements (minimum of 3 forms of measurement, as identified in work plan, should be reported)
- description of information helpful to other municipalities desiring to replicate projects

Final Program Expenditures Report

Municipalities receiving funding through the Washington County municipal recycling grant program must complete final program expenditures report at the end of the grant term. Reports must be completed to receive funding in future grant cycles. Components to be included in the final report includes the following:

- **Program expenditures:** *Total program expenditures must equal total program revenue.*
 - Administrative costs including
 - Direct salaries
 - Direct membership, training, subscriptions
 - Consultant services and or temporary help
 - Promotion
 - Design, printing and postage
 - Advertisements/Videos/Promotional items
 - Special events
 - Other (list and describe)
 - **Capital Costs**
 - **Collection Costs** (grant funds cannot be used for collection costs)
 - **Other**

- For each line item on the report's expenditures sheet, indicate:
 - Total County grant funds used
 - City/Township funds contributed
 - % of County grant used for line item
 - Total expenditures

Recycling Performance

A municipality's performance will be evaluated on information from the annual work plan project status reports, and reasonable effort towards reaching outcomes from work plan activities implemented and progression along the recycling continuum. PHE reserves the right to request documentation for information submitted.

Failure by a municipality to demonstrate measurable progress towards one or more of the work plan goals will result in a Recycling Improvement Plan be submitted 90 days of being notified by PHE. The Plan must be negotiated with PHE and specify the efforts that will be undertaken by the municipality to improve its recycling program to achieve the identified goal in the work plan by implement strategies agreed upon by municipal staff and PHE. The plan should focus on components of the recycling continuum. Funding will be withheld until the municipality's Plan is completed and approved by PHE.

County Responsibilities

The County will be responsible for the following:

1. Grant documents
 - a. PHE will provide the grant application and work plan by January 1st for each municipality to use to request grant funding and to develop project work plans. PHE will also provide report forms for their recycling program(s). Annual reports are available year-round.
2. Meetings
 - a. PHE staff will host quarterly recycling coordinator meetings and will make meeting materials available on the [City Recycling Resources](#) webpage on the County's website. PHE staff will also coordinate individual work plan meetings (as needed) with each municipality to identify grant projects.
3. Technical assistance
 - a. PHE staff will help identify if and how additional technical assistance is needed. PHE staff strongly encourage municipal staff to use technical assistance as provided.
4. Payments
 - a. Grant payment will be made in one installment, which is to be used for recycling program expenses in 2026. The payment will be made within 60 days of execution of the Recycling Grant Agreement. Incentive funding will disbursed upon the verification of project completion – until such verification, the municipality is responsible for any payments necessary for the completion of the project.
5. Recycling tonnages
 - a. Recycling tonnages for each municipality will be collected by the Minnesota Pollution Control Agency (the State) from the community's recycling hauler(s) on a bi-annual basis. Reports are available by request.
6. Residential recycling survey
 - a. If requested, PHE will develop a survey on residents' recycling knowledge and behavior for municipalities to promote and distribute regularly.

7. Online recycling information and best practices
 - a. PHE will maintain the [City Recycling Resources](#) webpage on the County's website for use by municipal staff to obtain information on recycling best practices, track recycling coordinator meetings and access templates and other educational information designed specifically for use by municipalities.
8. Commercial Recycling
 - a. PHE has a separate funding mechanism to promote and support recycling in the commercial sector. This program is called BizRecycling and more information can be found at www.bizrecycling.com.
9. Recycling in multi-unit dwelling (4+ units)
 - a. PHE has a separate funding mechanism to promote and support recycling in multi-unit dwellings. More information and ways to access this program can be found on www.bizrecycling.com.

Supplemental Documents

- Updated waste and recycling ordinance(s) (if applicable)
- Updated waste and recycling contract(s) (if applicable)
- City/Township council meeting minutes discussing/approving updated ordinances/contracts (if applicable)
- Verification of public entities law (MN Statute 115.471 and 115A.46) (if applicable)
- A certificate of insurance indicating the municipalities' general liability limits as indicated in Section 4 of the Agreement. *Please include certificate with the application.*

Appendix A – Municipal Recycling Grant Continuum

Washington County Municipal Recycling Grant Continuum

<i>Base Funding</i>	<i>Improved Project</i>	<i>Advanced Project</i>
Administrative		
Actively participate in municipal recycling grant program.	Engage in professional development around recycling best practices.	Provide professional development opportunities to municipal leadership and staff on recycling best practices.
Participate in two recycling coordinator or other meetings with staff per year.	Develop partnerships within the community to create more widespread knowledge of recycling best practices.	Establish partnerships with other municipalities.
Establish a curbside recycling program by ordinance or contract.	Update solid waste/recycling ordinance and/or contract with County for assistance to meet current state requirements.	Update solid waste/recycling ordinance and/or contract with County for assistance to incorporate best practices.
Require collection of County's standard list of recyclables.	Support community-wide efforts to increase recycling of non-standard or hard to recycle items.	Adopt municipal policies to support waste reduction, reuse, and recycling for non-standard or hard to recycle items.
Support state efforts in obtaining hauler reports through ordinance, contract, or license requirements.	Audit hauler collection reports and tonnages collected.	Advance initiatives as part of the GreenStep Cities Program.
Capital Expenses		
Establish and update signage for collection best practices.	Update materials to be location/culturally specific and ADA compliant.	Establish signage and communication materials that are location/culturally specific and ADA compliant.
Provide recycling in municipally owned/operated public spaces.	Expand recycling in municipally owned/operated public spaces.	Establish permanent away-from-home drop-off recycling opportunities.
Provide recycling in municipally owned/operated buildings (non-public facing.)	Expand recycling in municipally owned/operated facilities (non-public) for collection of non-standard materials.	Establish programs or policies that target reuse.
Education & Information		
Establish and maintain webpage with recycling and waste information that meets minimum requirements set by the County. (As outlined in grant guidelines.)	Improve information on webpage to encourage waste reduction and reuse.	Provide resources on municipal webpages for materials that are not collected by haulers, the municipality, or the County.
Share designated County-created communications.	Share County or other partner created communications that promote hard to recycle items or problematic materials.	Establish recycling targets for the community and communicate these efforts in a climate or sustainability plan.
Update printed and digital resources as shared by the County.	Encourage special events in community to use the County's special event resources.	Encourage special events in the community to utilize or create municipal-owned special event resources.
Reach 50 percent of resident population with recycling and waste information and programs.	Conduct outreach specifically to new residents with city and County recycling and waste information.	Conduct targeted outreach to underserved populations within the community using resources such as trusted messengers.
Provide one educational material to residents with information on the Food Scrap Pickup Program.	Provide targeted information to new residents to participate in the Food Scrap Pickup Program.	Provide food scrap recycling for events hosted or sponsored by the municipality or located on public property.
Multi-Unit Dwellings		
Ensure all new construction, multi-unit dwellings (4 or more units) have recycling services available.	Provide educational materials to existing properties and property managers and refer them to County staff for expanding opportunities.	Host clean-up events for multi-units based on multi-unit turnover.

Washington County Municipal Recycling Grant Continuum

<i>Base Funding</i>	<i>Improved Project</i>	<i>Advanced Project</i>
Administrative		
Actively participate in municipal recycling grant program.	Engage in professional development around recycling best practices.	Provide professional development opportunities to municipal leadership and staff on recycling best practices.
Participate in two recycling coordinator or other meetings with staff per year.	Develop partnerships within the community to create more widespread knowledge of recycling best practices.	Establish partnerships with other municipalities.
Establish a curbside recycling program by ordinance or contract.	Update solid waste/recycling ordinance and/or contract with County for assistance to meet current state requirements.	Update solid waste/recycling ordinance and/or contract with County for assistance to incorporate best practices.
Require collection of County's standard list of recyclables.	Support community-wide efforts to increase recycling of non-standard or hard to recycle items.	Adopt municipal policies to support waste reduction, reuse, and recycling for non-standard or hard to recycle items.
Support state efforts in obtaining hauler reports through ordinance, contract, or license requirements.	Audit hauler collection reports and tonnages collected.	Advance initiatives as part of the GreenStep Cities Program.
Capital Expenses		
Establish and update signage for collection best practices.	Update materials to be location/culturally specific and ADA compliant.	Establish signage and communication materials that are location/culturally specific and ADA compliant.
Provide recycling in municipally owned/operated public spaces.	Expand recycling in municipally owned/operated public spaces.	Establish permanent away-from-home drop-off recycling opportunities.
Provide recycling in municipally owned/operated buildings (non-public facing.)	Expand recycling in municipally owned/operated facilities (non-public) for collection of non-standard materials.	Establish programs or policies that target reuse.
Education & Information		
Establish and maintain webpage with recycling and waste information that meets minimum requirements set by the County. (As outlined in grant guidelines.)	Improve information on webpage to encourage waste reduction and reuse.	Provide resources on municipal webpages for materials that are not collected by haulers, the municipality, or the County.
Share designated County-created communications.	Share County or other partner created communications that promote hard to recycle items or problematic materials.	Establish recycling targets for the community and communicate these efforts in a climate or sustainability plan.
Update printed and digital resources as shared by the County.	Encourage special events in community to use the County's special event resources.	Encourage special events in the community to utilize or create municipal-owned special event resources.
Reach 50 percent of resident population with recycling and waste information and programs.	Conduct outreach specifically to new residents with city and County recycling and waste information.	Conduct targeted outreach to underserved populations within the community using resources such as trusted messengers.
Provide one educational material to residents with information on the Food Scrap Pickup Program.	Provide targeted information to new residents to participate in the Food Scrap Pickup Program.	Provide food scrap recycling for events hosted or sponsored by the municipality or located on public property.
Multi-Unit Dwellings		
Ensure all new construction, multi-unit dwellings (4 or more units) have recycling services available.	Provide educational materials to existing properties and property managers and refer them to County staff for expanding opportunities.	Host clean-up events for multi-units based on multi-unit turnover.



STAFF REPORT

DATE: April 7, 2026

Consent

TO: Mayor and City Council

FROM: Kristina Handt, Interim City Administrator

AGENDA ITEM: 2026 Washington County Active Living SHIP Grant

BACKGROUND:

Living Healthy in Washington County (LHWC) strives to make a positive difference in the community by working to create health-friendly policies, programs, and resources that make it easier for residents to make healthy choices in their daily routines. This initiative provides grant funds (up to \$10,000), made possible by the Statewide Health Improvement Partnership (SHIP), to cities and townships in Washington County that create and expand opportunities for their residents to be physically active.

ISSUE BEFORE COUNCIL:

Should the Council approve the Grant Agreement with Washington County?

PROPOSAL:

In February the City of Grant applied for a SHIP grant through Washington County and recently was awarded \$10,000. The funds will be used for the CSAH 12 trail project as described in the attached grant agreement.

FISCAL IMPACT:

This is new revenue not included in the 2026 budget. It would increase budgeted revenues by \$10,000.

OPTIONS:

- 1) Approve the 2026 Washington County Active Living SHIP Grant Agreement
- 2) Amend and then Approve the 2026 Washington County Active Living SHIP Grant Agreement
- 3) Do not Approve the 2026 Washington County Active Living SHIP Grant Agreement

RECOMMENDATION:

If removed from the consent agenda:

“Motion to approve the 2026 Washington County Active Living SHIP Grant Agreement and authorize the Interim Administrator to execute the contract.”

ATTACHMENT:

- 2026 Washington County Active Living SHIP Grant Agreement

Washington County AND City of Grant

This contract is made and entered into by and between Washington County, hereinafter referred to as "County", and City of Grant located at 111 Wildwood Road Grant, MN hereinafter referred to as the Consultant/Contractor".

I. TERM OF CONTRACT

The term of this contract shall be from final signature to October 31, 2026, unless earlier terminated as provided herein.

II. SCOPE OF SERVICES

Contractor shall address Active Living strategy, covered under the Statewide Health Improvement Partnership (SHIP) grant for Washington County by the Minnesota Department of Health (MDH) funding as well as perform the duties set forth in this agreement and in Attachment A at a cost set forth in Attachment A which is hereby incorporated into this contract. In addition, the Contractor will:

- Submit regular invoices to the County for payment of services rendered.
- Act in a fiscally responsible manner, including following standard accounting procedures, charging only for the activities stated in this agreement, spending funds responsibly, properly accounting for how the funds are spent, maintaining financial records to support expenditures billed to the contracting and meeting audit requirements.
- Comply with communications approval processes outlined in the communications guidance and materials document.
- Allow the County, MDH, and others to use any products or materials produced with contracted funds.
- Assist the County with data collection in order to complete and submit required reports, if necessary.
- Assist the County by providing grant summary or other requested information requested for incorporation into state level reports, if requested.
- Work collaboratively with the County to determine a regular communication schedule for questions and progress reports.
- Work with the County on approval for any work plan or budget changes.

III. COST:

Cost will not exceed \$10,000.00

IV. INDEPENDENT CONTRACTOR.

It will be agreed that nothing within the contract is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties or as constituting the Contractor as the agent, representative, or employee of the County or Public Health & Environment for any purpose or in any manner whatsoever. The Contractor is to be

and shall remain an independent Contractor with respect to all services performed under this agreement.

The Contractor will secure, at its own expense, all personnel required in performing services under the agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required by the Contractor under this agreement shall have no contractual relationship with the County or Public Health & Environment and shall not be considered employees of the County or Public Health & Environment.

V. STANDARDS.

The Contractor shall comply with all applicable Federal law, State statutes, Federal and State regulations, and local ordinances now in effect or hereafter adopted.

Failure to meet the requirements of the above shall be a substantial breach of the agreement and will be cause for cancellation of this contract.

VI. POSSESSION OF FIREARMS ON COUNTY PREMISES.

Unless specifically required by the terms of this Contract or the person it is subject to an exception provided by 18 USC§ 926B or 926C (LEOSA) no provider of services pursuant to this Contract or subcontractors shall carry or possess a firearm on County premises or while acting on behalf of Washington County pursuant to the terms of this Contract. Violation of this provision is grounds for immediate suspension or termination of this Contract.

VII. SUBCONTRACTING AND ASSIGNMENT.

The contractor shall not enter into any subcontract for performance of any services contemplated under this agreement nor novate or assign any interest in the agreement without the prior written approval of the county. Any assignment or novation may be made subject to such conditions and provisions as the county may impose.

If the contractor subcontracts the obligations under this agreement, the contractor shall be responsible for the performance of all obligations by the subcontractors.

VIII. INDEMNIFICATION.

The Contractor agrees it will defend, indemnify and hold harmless the County, its officers and employees against any and all liability, loss, costs, damages, and expenses which the County, its officers, or employees may hereafter sustain, incur, or be required to pay arising out of the negligent or willful acts or omissions of the Contractor/Consultant in the performance of this agreement.

IX. INSURANCE REQUIREMENTS.

The Contractor agrees that in order to protect itself, as well as the County, under the indemnity provisions set forth above, it will at all times during the term of this Agreement, keep in force the following insurance protection in the limits specified:

1. Commercial General Liability with Contractual liability coverage in the amount of \$1,500,000 per occurrence with a \$3,000,000 aggregate. An excess or umbrella liability policy may be used in conjunction with primary coverage limits to meet the minimum limit requirements.
2. Automobile coverage in the amount of \$1,500,000 on a combined single limit basis and include hired and non-owned.
3. Worker's Compensation in statutory amount (if applicable) of bodily injury by accident in the amount of \$500,000 each accident, bodily injury by disease in the amount of \$500,000 each employee, and bodily injury by disease in the amount of \$500,000 policy limit.

Washington County shall be listed as additional insured as it relates to Commercial General Liability and Automobile Liability.

Prior to the effective date of this Contract, the Contractor will furnish the County with a current and valid proof of insurance certificate indicating insurance coverage in the amounts required by this Contract. This certificate of insurance shall be on file with the County throughout the term of the Contract. As a condition subsequent to this Contract, Contractor shall ensure that the certificate of insurance provided to the County will at all times be current. The parties agree that failure by the Contractor to maintain a current certificate of insurance with the County shall be a substantial breach of the Contract and payments on the Contract shall be withheld by the County until a certificate of insurance showing current insurance coverage in amounts required by the Contract is provided to the County.

Any policy obtained and maintained under this clause shall provide that it shall not be cancelled, materially changed, or not renewed without thirty days' notice thereof to the County.

Any policy obtained and maintained under this clause shall provide that it shall not be cancelled, materially changed, or not renewed without thirty days notice thereof to the County.

X. AUDITS, REPORTS, RECORDS AND MONITORING PROCEDURES/RECORDS AVAILABILITY & RETENTION.

Pursuant to Minn. Stat. section 16C.05 subd. 5, the Contractor/Consultant will:

- A. Maintain records which reflect all revenues, costs incurred and services provided in the performance of this Agreement.
- B. Agree that the County, the State Auditor, or legislative authority, or any of their duly authorized representatives at any time during normal business hours, and as often as they may deem reasonably necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., and accounting procedures and practices and involve transactions relating to this agreement. The Contractor agrees to maintain and make available these records for a period of six (6) years from the date of the termination of this agreement.

XI. DATA PRACTICES.

All data collected, created, received, maintained, or disseminated for any purpose by the activities of the contractor, because of this agreement shall be governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (Act), as amended and the Rules implementing the Act now in force or as amended. The contractor is subject to the requirements of the Act and

Rules and must comply with those requirements as if it is a governmental entity. The remedies contained in section 13.08 of the Act shall apply to the contractor.

XII. NONDISCRIMINATION

The Contractor agrees to comply with the nondiscrimination provision set forth in Minnesota Statute 181.59. The Contractor's failure to comply with section 181.59 may result in cancellation or termination of the agreement, and all money due or to become due under the contract may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

XIII. SUBCONTRACTOR PROMPT PAYMENT.

Pursuant to Minnesota Statute §471.425 subd. 4a., contractor shall pay any subcontractors within 10 days of the contractor's receipt of payment from the county for undisputed services provided by the subcontractor. The contractor shall pay interest of 1½ percent per month, or any part of a month, to the subcontractor on any disputed amount not paid on time to the subcontractor. 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 prime contractor shall pay the actual penalty due to the subcontractor. The subcontractor shall have third party rights under this agreement to enforce this provision.

XIV. JURISDICTION & VENUE.

This contract, amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. All actions brought under this agreement shall be brought exclusively in Minnesota State Courts of competent jurisdiction with venue in Washington County.

XV. TERMINATION

The County may cancel this agreement at any time upon giving fifteen (15) days written notice sent to the Consultant at the address above.

XVI. MERGER

It is understood and agreed that the entire agreement of the parties is contained here and that this contract supersedes all oral agreements and negotiations between the parties relating to this subject matter. All items referred to in this contract are incorporated or attached and deemed to be part of the contract.

XVII. CONTRACTOR DEBARMENT, SUSPENSION AND RESPONSIBILITY CERTIFICATION

Federal Regulation 45 CFR 92.35 prohibits the County from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minnesota Statutes, Section 16C.03, subdivision 2, provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to Contract with the County. Contractors may be suspended or debarred when it is determined through a duly authorized hearing process, that they have abused the public trust in a serious manner. By signing this Contract, the Contractor certifies that it and its principals* and employees:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state, or local governmental department or agency; and

- B. Have not within a three year-period preceding this Contract: 1) been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state, or local government) transaction or Contract, 2) violated any federal or state antitrust statutes, or 3) committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and are not presently indicted or otherwise criminally or civilly charged by a governmental entity for:
 - a. commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state, or local government) transaction,
 - b. violating any federal or state antitrust statutes, or
 - c. committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
- C. Are not aware of any information and possess no knowledge that any subcontractor(s), that will perform work pursuant to this Contract, are in violation of any of the certifications set forth above; and
- D. Shall immediately give written notice to the Contract manager should the Contractor come under investigation for allegations of fraud or a criminal offense in connection with obtaining or performing a public (federal, state, or local government) transaction, violating any federal or state antitrust statute, or committing embezzlement, theft, forgery, bribery, falsification of records, making false statements, or receiving stolen property.

*Principals, for the purpose of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of subsidiary division or business segment, and similar positions).

XVIII. CONFLICT OF INTEREST

Contractor affirms that, to the best of its knowledge, this Contract does not present a conflict of interest with any party or entity, which may be affected by the terms of this Contract. The Contractor agrees that, should any conflict or potential conflict of interest become known, it will immediately notify the County of the conflict or potential conflict, and will advise the County whether it will or will not resign from the other engagement or representation. Unless waived by the County, a conflict or potential conflict may, in the County's discretion, be cause for cancellation or termination of this Contract.

XIX. MODIFICATION

Any material alteration, modification, or variation shall be reduced to writing as an amendment and signed by the parties. Any alterations, modifications, or variations deemed not to be material by agreement of the County and the Consultant shall not require written approval.

IN WITNESS WHEREOF, the County and Contractor have executed this agreement as of the date written below.

City of Grant

By _____
Signature

Name & Title (please print)

Date _____

Washington County

By _____
Signature

David Brummel, Director
Name & Title

Date _____

Approved as to Form:

Assistant Washington County Attorney

Washington County Public Health & Environment
Action Plan

Contact Information

Organization: City of Grant

Primary Contact Name: Kristina Handt

Business Agent: Brad Reifsteck

Address: 111 Wildwood Road

Address:

E-mail: clerk@cityofgrant.us

E-mail: brad.reifsteck@lhbcorp.com

Phone: 651-426-3383

Phone: 763-259-8377

Date: 02/20/2026

Project Description

Project Description

The City of Grant is proposing construction of a new multi use trail segment along County State Aid Highway (CSAH) 12, extending from the Mahtomedi School entrance to Inwood Avenue. This project supports the Safe Routes to School initiative by providing a safe, continuous, and accessible walking and biking connection for students, families, and community members. The project includes the development of a fully engineered, off street shared use trail that will enhance non motorized transportation and improve safety along a corridor currently lacking dedicated pedestrian and bicycle infrastructure. As part of the project scope, Washington County and the City of Grant will complete preliminary and final engineering, utility investigations, stormwater and environmental reviews, geotechnical exploration, and wetland delineation and mitigation. These design and preparatory efforts are already underway in partnership between the City and Washington County through a cooperative agreement. This trail segment is a critical link in the community's broader active living network. Once constructed, it will provide safer, more equitable access to schools, neighborhoods, and regional trail systems, encouraging year round physical activity and reducing vehicle dependence for short local trips. The project aligns strongly with SHIP goals by addressing safety, accessibility, and infrastructure gaps that directly impact daily opportunities for active living.

How will you sustain the project beyond this funding?

The City of Grant and Washington County have an established cooperative agreement that ensures long term stewardship of the CSAH 12 trail. Washington County will lead engineering and design to create a durable, low maintenance facility, while the City will incorporate ongoing trail upkeep into its existing public works operations. This includes maintenance, snow removal management, and safety inspections. The County's cost sharing policy also provides a predictable framework for future financial responsibilities. Together, these commitments ensure the trail will remain supported and maintained well beyond the SHIP funding period.

Action Plan			
Specific Activity <i>Activities that will lead to expected outcomes.</i>	Expected Outcome(s) <i>What are the expected results or outcomes for the specific activities listed on the left? Be specific, measurable, achievable, relevant, time bound, inclusive, and equitable.</i>	Evaluation Plan <i>Simple metrics or feedback that will help you to determine if the activity is successful at meeting expected outcomes.</i>	Budget for each item
<p>These funds will support a portion of the project’s soft costs, which now total \$129,650. This includes the originally estimated \$84,650 for engineering, environmental review, geotechnical work, and wetland mitigation as detailed in the cooperative agreement between the City of Grant and Washington County, plus an additional \$45,000 allocated for construction administration activities necessary to deliver the CSAH 12 trail project.</p>	<p>By 10/31/2026, City of Grant will use funding to cover a portion of this project’s soft costs. Via the collaborative efforts of the City of Grant and Washington County this construction of this trail will increase accessibility, trail connectivity and a safe, continuous, and walking and biking connection for students, families, and community members</p>	<p>The City of Grant will evaluate this project using one primary measure: Improved safety and accessibility along the CSAH 12 corridor. City of Grant will track this measure by leveraging our existing cooperative agreement with Washington County, which already includes engineering oversight, environmental review, and corridor level coordination responsibilities. Washington County—as the project’s lead agency—is equipped to document design related safety improvements and provide technical input through its ongoing project administration role. City staff will complement this work through simple, low burden methods such as periodic on site observations during routine public works activities, documenting</p>	<p>\$10,000</p>

		resident feedback, and maintaining before and after visual records of the corridor. These activities can be integrated into staff's existing workload without requiring additional personnel or resources	
Total amount requested			\$10,000

In-Kind Contributions

In-kind Description (i.e. partner staff time, supplies, equipment, etc.)	Amount (10% required)
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The City of Grant will meet and exceed the SHIP in kind contribution requirement through the combined financial commitments made by both the City and Washington County under the cooperative agreement for the CSAH 12 trail project. The agreement establishes a 50/50 cost split for all soft costs, including engineering, environmental review, geotechnical work, wetland mitigation, and construction administration. The total soft cost budget is \$129,650, with the City and County each contributing \$64,825. These contributions—already committed and actively supporting project delivery—far exceed the required 10% match for a \$10,000 SHIP request. In addition, City staff will provide in kind support through project coordination, documentation, and routine corridor observation as part of existing operations. Together, these contributions ensure full compliance with SHIP requirements without the need for any additional resources.

Questions can be sent to your Washington County Public Health and Environment contact.

The City of Grant will contribute **\$37,573.00** toward the project.

The remaining amount to be assessed to benefiting properties is approximately **\$241,831.34**

Assessments have been calculated based on buildable units adjacent to each roadway, consistent with City policy and the requirement that assessments reflect the benefit received.

Street-Level Cost Breakdown

66th Street N

- Construction Costs: \$104,101.30
- Soft Costs: \$24,805.70
- Total Project Cost: \$128,907.00
- City Share: \$18,304.00
Assessable Amount: \$110,603.00
- Buildable Units: 10
- Assessment per Unit: \$11,060.30

Great Oak Trail N

- Construction Costs: \$124,303.04
- Soft Costs: \$26,193.91
- Total Project Cost: \$150,496.95
- City Share: \$19,269.00
Assessable Amount (rounded): \$131,227.95
- Buildable Units: 7
- Assessment per Unit: \$18,746.85

Assessment Terms

As outlined in Resolution 2026-11, the proposed assessment terms are:

- Repayment Period: 15 years
- Interest Rate: 5.50%
- Payment Structure: Equal annual installments

Property owners may prepay their assessment:

- Without interest if paid in full by October 31, 2026
- After that date, prepayment is permitted with accrued interest in accordance with Minnesota Statutes

The City Council retains full authority to establish the final assessment rate and repayment terms.

4. Public Hearing

The purpose of this public hearing is to:

- Present the proposed assessments
- Provide affected property owners the opportunity to comment or object
- Allow the Council to consider all input prior to adopting the final assessment roll

Following the hearing, the Council may adopt the assessments as proposed, modify them, or defer action if additional information is needed.

5. Recommendation

Staff recommends that the City Council:

Conduct the public hearing as scheduled; and

Following consideration of public input, adopt Resolution 2026-11 certifying the special assessments for the 2026 Street Improvement Project.

6. Action: Discussion, Adopt Resolution.

Attachments: Resolution 2026-11 Certifying Special Assessment, Assessment Rolls

**CITY OF GRANT
RESOLUTION NO. 2026-11**

**A RESOLUTION CERTIFYING SPECIAL ASSESSMENTS
FOR THE 2026 STREET IMPROVEMENT PROJECT**

WHEREAS, pursuant to proper notice duly given as required by law, the Grant City Council (“Council”) has met, heard and passed upon all objections to the assessment for 2026 Street Improvement Project which includes Great Oak Trail N and 66th Street N, as a City Improvement Project for Fiscal Year 2026; and,

WHEREAS, the Project improvement shall include street reconstruction and reclamation, pursuant to Minnesota Statutes, Sections 429.011 to 429.111; and,

WHEREAS, the costs have been calculated for the project and the portion of the cost of such improvement to be assessed against benefited property owners was declared to be \$241,831.34; and,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANT, MINNESOTA:

1. Such assessments, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. For single family residential properties such assessments shall be payable in equal annual installments extending over a period of 15 years and shall bear interest at the rate of 5.50 percent from the date of the adoption of this assessment resolution. To each subsequent installment, when due, shall be added interest for one (1) year on all unpaid installments.
3. No interest shall be charged if the entire assessment is paid prior to October 31, 2026. Residents may, at any time prior to October 31, 2026 pay the assessment in full or partial on such property to the City’s Finance Department. If you decide not to prepay the assessment before the date given above, the rate of interest that will apply is 5.50 percent. Residents may, at any time after November 15, 2026, pay to the City of Grant the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made.
4. The City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

ADOPTED this 7th day of April 2026.

Jeff Geifer, Mayor

Attest:

Kristina Handt, Interim City Clerk

**City of Grant
2026 Roadway Improvement Project**

Final Assessments for 66th Street N Roadway Improvements

Map ID	PIN	Property Address	City/State/ZIP	Fee Owner (s)	Fee Owner Property Address	City/State/ZIP	Buildable Unit	Assessment Rate	Proposed Total Assessment
1	36.030.21.23.0002	11006 66TH ST N Stillwater, MN 55082	Stillwater, MN 55082	Karin K Costa	11006 66TH ST N	Stillwater, MN 55082	1	\$11,060.30	\$11,060.30
2	36.030.21.23.0003	11018 66TH ST N Stillwater, MN 55082	Stillwater, MN 55082	Krista K & Brian A Wenner	11018 66TH ST N	Stillwater, MN 55082	1	\$11,060.30	\$11,060.30
3	36.030.21.23.0004	11032 66TH ST N Stillwater, MN 55082	Stillwater, MN 55082	Christina M & Michael G Schmidt	11032 66TH ST N	Stillwater, MN 55082	1	\$11,060.30	\$11,060.30
4	36.030.21.23.0005	11052 66TH ST N Stillwater, MN 55082	Stillwater, MN 55082	Matthew J & Erin E Stonehouse	11052 66TH ST N	Stillwater, MN 55082	1	\$11,060.30	\$11,060.30
5	36.030.21.24.0001	11068 66TH ST N Stillwater, MN 55082	Stillwater, MN 55082	Rich & Carrie Fischer	11068 66TH ST N	Stillwater, MN 55082	1	\$11,060.30	\$11,060.30
6	36.030.21.24.0002	11082 66TH ST N Stillwater, MN 55082	Stillwater, MN 55082	John D & Betty J Crandall	11082 66TH ST N	Stillwater, MN 55082	1	\$11,060.30	\$11,060.30
7	36.030.21.24.0003	11076 66TH ST N Stillwater, MN 55082	Stillwater, MN 55082	Jeffrey G & Susan B Lund	22 Spring Farm Lane	North Oaks, MN 55127	1	\$11,060.30	\$11,060.30
8	36.030.21.23.0006	11055 66TH ST N Stillwater, MN 55082	Stillwater, MN 55082	Mary C & Robert J Michels	11055 66TH ST N	Stillwater, MN 55082	1	\$11,060.30	\$11,060.30
9	36.030.21.32.0005	11033 66TH ST N Stillwater, MN 55082	Stillwater, MN 55082	Scott F & Mary K D Mogren	11033 66TH ST N	Stillwater, MN 55082	1	\$11,060.30	\$11,060.30
10	36.030.21.23.0008	11011 66TH ST N Stillwater, MN 55082	Stillwater, MN 55082	Brad S & Lori A Nidersson	11011 66TH ST N	Stillwater, MN 55082	1	\$11,060.30	\$11,060.30
Totals							10	\$11,060.30	\$110,603.00

**City of Grant
2026 Roadway Improvement Project**

Final Assessments for Great Oak Trail N Roadway Improvements

Map ID	PIN	Property Address	City/State/ZIP	Fee Owner (s)	Fee Owner Property Address	City/State/ZIP	Buildable Unit	Assessment Rate	Proposed Total Assesment
1	06.030.21.12.0009	11765 Great Oak Trl N	White Bear Lake, MN 55110	Lisa K & Scott G Sinclair	11765 Great Oak Trl N	White Bear Lake, MN 55110	1	\$ 18,746.85	\$18,746.85
2	06.030.21.12.0008	11845 Great Oak Trl N	White Bear Lake, MN 55110	Greg J & Mary Duckson	11845 Great Oak Trl N	White Bear Lake, MN 55110	1	\$18,746.85	\$18,746.85
3	06.030.21.12.0007	11945 Great Oak Trl N	White Bear Lake, MN 55110	Ronald M & Mary T Bierbaum	11945 Great Oak Trl N	White Bear Lake, MN 55110	1	\$18,746.85	\$18,746.85
4	06.030.21.12.0006	11947 Great Oak Trl N	White Bear Lake, MN 55110	Arlys A Kath and Bruce H Kath	11947 Great Oak Trl N	White Bear Lake, MN 55110	1	\$18,746.85	\$18,746.85
5	06.030.21.12.0005	11942 Great Oak Trl N	White Bear Lake, MN 55110	Robert J & Beverly A Tillges	11942 Great Oak Trl N	White Bear Lake, MN 55110	1	\$18,746.85	\$18,746.85
6	06.030.21.12.0004	11940 Great Oak Trl N	White Bear Lake, MN 55110	Susan M & Jonathan G Blais	11940 Great Oak Trl N	White Bear Lake, MN 55110	1	\$18,746.85	\$18,746.85
7	06.030.21.12.0010	11780 Great Oak Trl N	White Bear Lake, MN 55110	Chad & Wendy Swanson, Kristine Swanson	11780 Great Oak Trl N	White Bear Lake, MN 55110	1	\$18,746.85	\$18,746.85
Totals							7	\$18,746.85	\$131,227.95

CITY OF GRANT

**RESOLUTION NO. 2026-12
RESOLUTION ACCEPTING BIDS AND AWARDING A
CONSTRUCTION CONTRACT FOR THE 2026 STREET IMPROVEMENT PROJECT**

WHEREAS, the City Council (“Council”) of the City of Grant, Minnesota (“City”) has identified 2026 Street Improvement Project, which includes Great Oak Trail N and 66th Street N., as a City Improvement Project for Fiscal Year 2026; and

WHEREAS, the Project improvement shall include street reconstruction and reclamation, pursuant to Minnesota Statutes, Sections 429.011 to 429.111; and

WHEREAS, pursuant to Resolution 2026-08 passed by the Council January 6, 2026, the consultant City Engineer Brad Reifsteck, LHB, Inc., prepared and published the advertisement for bids and received bids; and

WHEREAS, on February 26, 2026 bids were opened and tabulated according to law, and Six (6) bids were received complying with the advertisement; and

WHEREAS, it appears that Winberg Companies LLC is the lowest responsible bidder with a grand total bid of \$228,404.34.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GRANT, MINNESOTA:

1. The Mayor and City Administrator are hereby authorized and directed to enter into an agreement with Winberg Companies LLLC of Shafer, Minnesota in the name of the City of Grant for the improvement of 2026 Street Improvement Project according to the plans and specifications therefor approved by the city council and on file in the office of the city clerk.

ADOPTED this 7th day of April, 2026.

Jeff Geifer, Mayor

Attest:

Kristina Handt, Interim City Clerk



BID TAB

Project Title: 2026 Street Improvement Project
City of Grant, Minnesota

Bid Close: Thursday, February 26, 2026 2:00pm

BIDDER	ADD'A	BID BOND	BASE BID	COMMENTS
Winberg Companies, LLC 17293 Furuby Rd Shafer, MN 55074	N/A	Y	\$228,404.34	
North Valley, Inc 290015 Iguana Street NW Nowthen, MN 55330	N/A	Y	\$234,311.81	
Park Construction Company 1481 81st Avenue NE Minneapolis, MN 55432	N/A	Y	\$244,966.15	
Bituminous Roadways Inc 1520 Commerce Dr Mendota Heights, MN 55120	N/A	Y	\$252,075.00	
Northwest 1490 Stagecoach Road Shakopee, MN 55379	N/A	Y	\$267,194.75	
Valley Paving 8800 13th Avenue E Shakopee, MN 55379	N/A	Y	\$288,394.06	





STAFF REPORT

DATE: April 7, 2026
New Business

TO: Mayor and City Council

FROM: Kristina Handt, Interim City Administrator

AGENDA ITEM: Donation of Website Design and Authorize Work on Behalf of City

BACKGROUND:

The 2026 budget increased website expenses by \$8,000 in order to update the city's website to meet the new ADA requirement in April 2027. Cities with populations under 50,000 must comply with the Web Content Accessibility Guidelines (WCAG) Version 2.1, Levels A and AA by April 26, 2027.

Staff began getting proposals in January of this year but with the staff turnover and other priorities, it has been a challenge to complete a thorough review.

Grant resident and website developer Celia Wirth reached out to Council member Cremona in March and offered to donate her services to develop a new website for the City of Grant. At the March Council meeting, Council Member Cremona brought this issue up and council agreed to bring forth a resolution to accept this donation at the next council meeting.

ISSUE BEFORE COUNCIL:

Should Council approve a resolution to accept the donation of services for a new website from Ceila Wirth?

PROPOSAL:

Celia would develop a new website for the city using WordPress rather than Drupal (which the city currently uses) for a couple of reasons. First, the current version the city has is out of date. Second, in looking at some comparisons she noted that WordPress is a better choice for small businesses and Drupal is better for large-scale enterprises. Third, WordPress is the largest content management system (CMS) in the world, mostly because it is relatively easy to use. Celia initially suggested hosting with GoDaddy but is open to using Bluehost (which the city currently uses) and looked at their WordPress options. She suggests recapturing cityofgrant.com since most people more likely to find .com than .us I would recommend the city actually consider moving to a .gov She does suggest pointing both .us and .com to same site so user end up at the same place and I would agree especially since we have old documents that still use the old site. Celia also has suggestions on security features. Celia is currently working with two other website customers that need WCAG 2.1, so does not at this moment know a lot, but is getting there.

She is volunteering to build a new website to replace the current website, including maintaining the current content, and training someone how to maintain it. The plan would be to build a new temporary site, and when it is satisfactory to everyone, the new site would be turned on and the old site would be turn off.

Celia will need about 2-3 hours of staff assistance at the beginning of the project to talk about what we want and don't want. I did share with her the research the high school intern did last year to provide some feedback. Celia will copy all the desired data from the old site to the new site and new content we provide and use it as a training tool. After sufficient training, she would remain available to help whenever needed for \$25/hour.

I asked Celia what other city websites she's developed and if they are easy to maintain or if those cities need her assistance following the training period. While she has not built other city websites she did provide me with a long list of sites she's built.

**** *WordPress is the largest content management system (CMS) in the world, mostly because it is relatively easy to use. I expect to teach you how to use it, and to be available whenever you need help.*

**** *The only other governmental entity site I have built is the *Brown's Creek Watershed District, <https://bcwd.org>*

**** *Grant's website needs are fairly simple. My assumption is that it is primarily an information sharing site. You are not selling things, probably not asking people to register for events, and in the unlikely event you decide to send a newsletter, you would use a bulk mailing service like Mair Chimp with a simple signup form. Following is a list of my sites with similar needs that are currently live:*

- * *Southside Pride newspaper (site still live even though they stopped publishing last month): <https://southsidepride.com/>*
- *Sibley Manor apartments in Saint Paul: <https://sibleymanor.com/>*
- * *FIRST UNITED Methodist Church, Stillwater: <https://fumcstillwater.com/>*
- *First Church of Christ, Scientist, White Bear Lake: <https://christiansciencewbl.com/>*
- *michael g mcguire studio: <https://michaelgmcguire.com/>*
- * *MN Quilters inc: <https://mnquilt.org>*
- *MN Military Order of the Purple Heart: <https://purpleheartmn.org/>*
- * *St Croix United Church: <https://peoplescongregational.org/> (this site is years old and is undergoing a major overhaul with its new name:*
- *Stillwater Area Community Foundation: <https://stillwaterareafoundation.org/>*
- *Stillwater Trolley: <https://stillwatertrolley.com/>*
- *Tim McWilliams Art: <https://www.timmcwilliamsart.com/>*
- * *White Bear Area Food Shelf: <https://whitebearfoodshelf.org/> (planning for a refresh)*
- *Withrow Cemetery: <https://withrowcemetery.com>*

**** *Sites above with an asterisk are maintained by the client.*

**** *Websites that grew out of my services:*

- *White Bear Center for the Arts*
- *Stillwater Zephyr Theatre (no longer open)*
- *Anderson Legal Services PLLC*

**** *I am not a graphic designer. Many of the sites above have professionally designed graphics.*

**** *If you are interested in fancy graphics, you will need to hire someone for that. Graphic design and building the site should occur concurrently.*

As I mentioned I had started to get quotes prior to Celia’s offer so those are included just as a point of reference. Also, since the city selected peer cities/towns, below is a list of the peer cities/towns’ websites and providers.

<u>City/Town</u>	<u>Website</u>	<u>Provider</u>
Bayport	https://www.bayportmn.gov/	Munibit
Centerville	https://www.centervillemn.com/	CivicPlus
Columbus	https://columbusmn.gov/	Catalis
Deephaven	https://cityofdeephaven.org/	Town Web
Hanover	https://www.hanovermn.org/	Catalis
Montrose	https://www.montrose-mn.com/	Revize
Newport	https://www.newportmn.gov/	Revize
Nowthen	https://www.cityofnowthen.gov/	CivicPlus
Scandia	https://www.cityofscandia.com/	Revize
Stacy	https://www.stacymn.gov/	CivicPlus
May Township	https://www.townofmay.org/	Catalis
Stillwater Township	https://stillwatertownshipmn.gov/	Catalis

In order to move forward with Celia’s offer to donate her services, Council should formally accept the donation via resolution. A resolution is attached to do so.

FISCAL IMPACT:

Accepting the donation of services from Celia Wirth to develop a new city website will save the city thousands of dollars this year.

OPTIONS:

- 1) Approve Resolution 2026-13: Resolution Accepting a Donation of Services and Authorizing Work on Behalf of the City
- 2) Amend and then Approve Resolution 2026-13: Resolution Accepting a Donation of Services and Authorizing Work on Behalf of the City
- 3) Do not Approve Resolution 2026-13: Resolution Accepting a Donation of Services and Authorizing Work on Behalf of the City

RECOMMENDATION:

“Motion to approve Resolution 2026-13: Resolution Accepting a Donation of Services and Authorizing Work on Behalf of the City.”

ATTACHMENTS:

- Resolution 2026-13: Resolution Accepting a Donation of Services and Authorizing Work on Behalf of the City
- Civic Plus Quote
- Munibit Quote

**CITY OF GRANT, MINNESOTA
RESOLUTION NO. 2026-13**

**RESOLUTION ACCEPTING A DONATION OF SERVICES
AND AUTHORIZING WORK ON BEHALF OF THE CITY**

WHEREAS, the City desires to update its website to meet the Web Content Accessibility Guidelines (WCAG) Version 2.1, Levels A and AA, but does not currently have the resources to do so; and

WHEREAS, Minnesota Statutes Section 465.03 provides that donations to the City be accepted by resolution of the City Council; and

WHEREAS, Ms. Celia Wirth, has offered to donate her time, knowledge and skills as a website developer to design a new city website for the City, including maintaining the current content and training staff to maintain the new website (“Donation of Services”); and

WHEREAS, all such Donation of Services will be contributed to the city for the benefit of its citizens, as required by law; and

WHEREAS, the City Council finds that it is appropriate to accept the Donation of Services offered.

WHEREAS, Ms. Wirth shall not be an employee, subcontractor or agent of the City while providing the Donation of Services.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRANT, WASHINGTON COUNTY, MINNESOTA that it does hereby accept the Donation of Services from Ms. Celia Wirth with gratitude.

FURTHER, BE IT RESOLVED that the City does hereby authorize Ms. Celia Wirth to design a new city website, present the temporary site to the City for consideration before turning it on, and train staff on maintaining it however Ms. Wirth shall not be considered an employee, subcontractor or agent of the City.

Adopted by the Grant City Council this 7th day of April 2026.

Jeff Giefer, Mayor

ATTEST

Kristina Handt, Interim City Administrator

Web Central Starter: Summary

Proposal valid for 60 days from date of receipt



Company Overview

CivicPlus started back in June of 1998 with a simple yet powerful vision: to create a website solution that allowed municipal staff to maintain their websites daily without needing a technical webmaster. As technology advanced, we saw our customers' need to bring more services online. We expanded our vision to make local government work better as a whole.



Today, CivicPlus provides public sector technology that automates processes, digitizes services, and enhances civic experiences. Our wide range of government software solutions are designed to be flexible, scalable, and customizable, ensuring a frictionless experience for residents and staff. Our portfolio includes solutions for:

- Process Automation and Digital Services
- Planning, Permitting, Licensing, and Code Enforcement
- Fire and Life Safety Inspections
- Asset Management
- Utility Billing
- Social Media Archiving
- FOIA Management
- Municipal Websites
- Web Accessibility
- Agenda and Meeting Management
- Codification
- Emergency and Mass Notifications
- Parks and Recreation Management
- 311 and Citizen Relationship Management

EXPERIENCE & RECOGNITION

25+ Years

10,000+ Customers

950+ Employees



CivicPlus has over 25 years of experience working with municipal organizations across the US and Canada. Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 10,000 customers and their over 100,000 administrative users. In addition, over 340 million residents engage with our solutions daily. With such experience, we are confident that we can provide the best solution for you.

CONTACT INFORMATION

Primary Office

302 S. 4th Street, Suite 500, Manhattan, KS 66502

Phone: 888.228.2233 | Fax: 785.587.8951

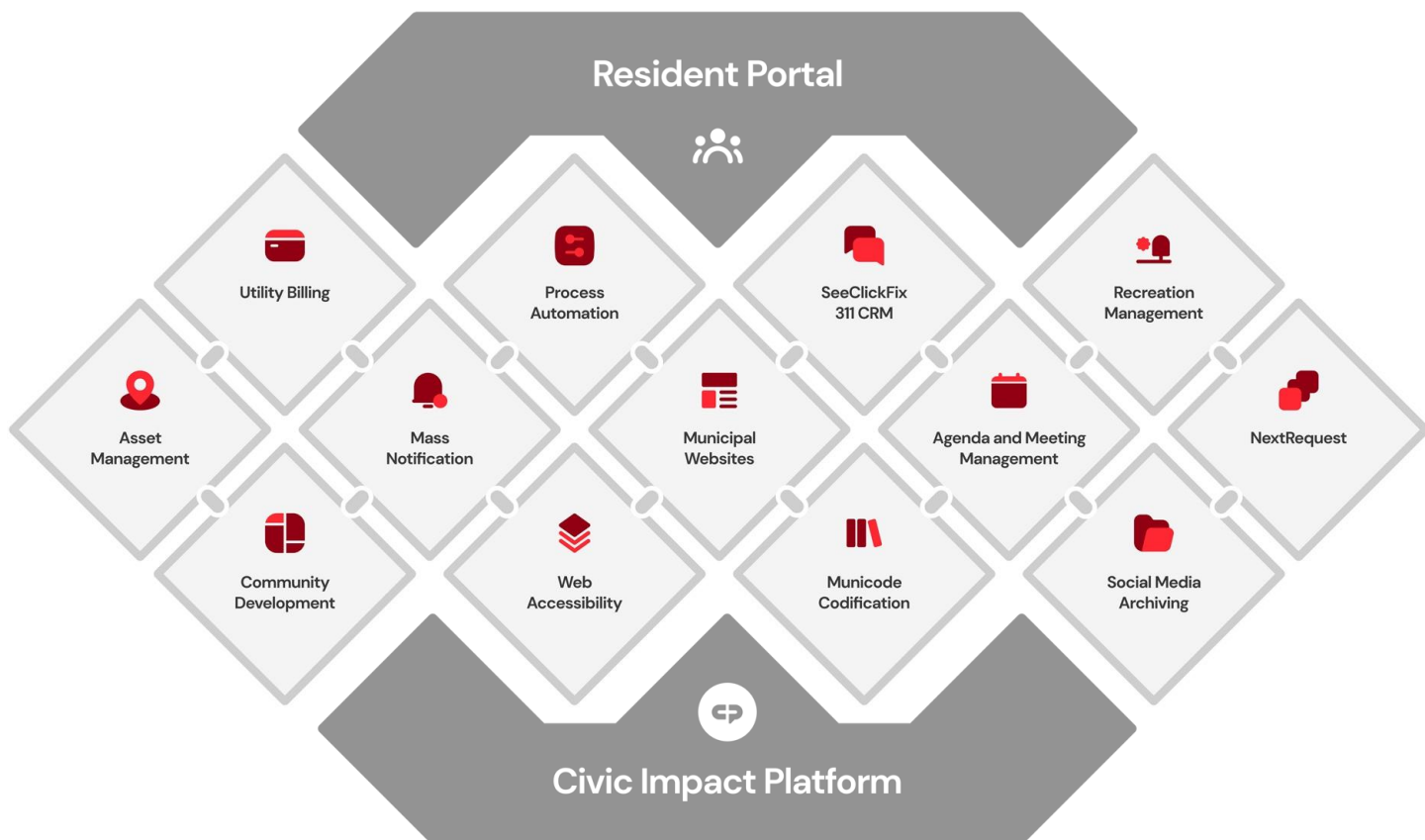
Civicplus.com

Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



Website	Standard	Premium
One-Time Standard Implementation	\$850	\$1,700
Annual Subscription Fees	\$4,664	\$5,772
Bundling Discounts Available		

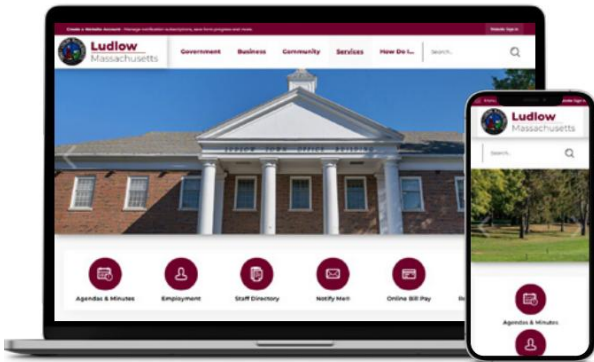
Base Inclusions			Price
Agenda Center	Graphic Links	Guardian/Cloudflare Tier 1	Included
Calendar	Quick Links	Security for PCI Compliance	
Alert Center	Info Advanced	and Visitor Surges.	
Document Center	News Flash	DNS Domain Management	
Notify Me	Staff Directory	SSL Management	
Form Center	FAQs	Hosting and Security	
Website Optional Add-On			Price
Live Training Per Module			\$375 one-time
Meetings and Agenda Migration per 100 Meetings			\$850 one-time
Standard Department Header Page			\$2,933 one-time \$813 annual fee
Premium Department Header Page			\$4,515 one-time \$938 annual fee
Accessibility with AudioEye			\$500 one-time \$2,500 annual fee
48 Month Redesign Annual Fee			Standard \$250 Premium \$425
Convert PDF Forms to Fillable Forms			\$40 per PDF page
Facilities and Reservations Module			\$350 annual fee
Business Directory Module			\$350 annual fee
Activities Module			\$350 annual fee
Bids Posting Module			\$350 annual fee
Jobs Module			\$350 annual fee
CivicSend – E Newsletter Builder Added to Notify Me			\$750 one-time \$2,374 annual fee
CivicPlus Pay with Forte			\$500 one-time \$250 annual fee
Additional Block of 500 Notify Me SMS Subscribers (Comes with a block of 500)			\$945 annual fee
Chatbot			\$2,750 annual fee
Other Popular Integrated Solutions			Price
Mass Notification			Ask Me – Scoping Necessary
Meetings and Agenda Management			Ask Me – Scoping Necessary
DocAccess PDF Accessibility			Ask Me – Scoping Necessary
Social Media Archiving			Ask Me – Scoping Necessary
Next Request (Public Records Request)			Ask Me – Scoping Necessary
Municode Codification (Code of Ordinance)			Ask Me – Scoping Necessary
SeeClickFix 311 CRM			Ask Me – Scoping Necessary
Web Accessibility			Ask Me – Scoping Necessary
Community Development (Permitting, Licensing, Code Enforcement)			Ask Me – Scoping Necessary
Asset Management			Ask Me – Scoping Necessary
Process Automation (Advanced fillable forms with automated workflow)			Ask Me – Scoping Necessary
Recreation Management			Ask Me – Scoping Necessary

Standard Package Designs

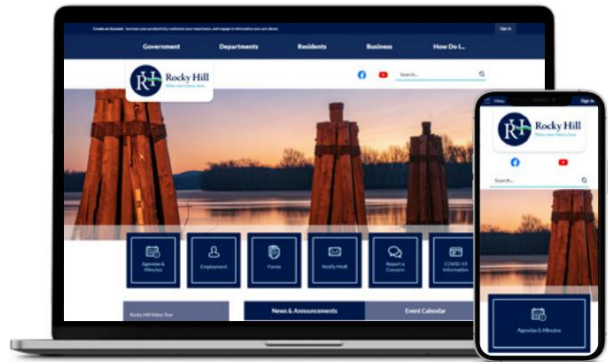
You will choose one of our fixed layout options as the base of your website. You will then be given the opportunity to submit personalized information, like imagery, branding, graphic button preferences, and more to be taken into design consideration. This finalized design will not only represent your unique community, but—combined with the functionality of the Web Central Starter CMS – will help you provide an attractive and convenient online resource for your community.

DESIGN EXAMPLES

The included design portfolio will provide you with an idea of the different directions we can take your creative design with the standard implementation package.



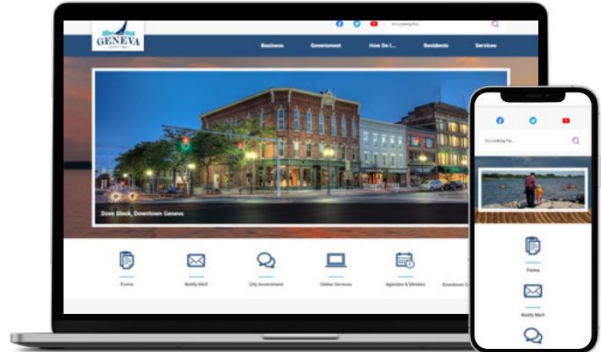
Ludlow, MA



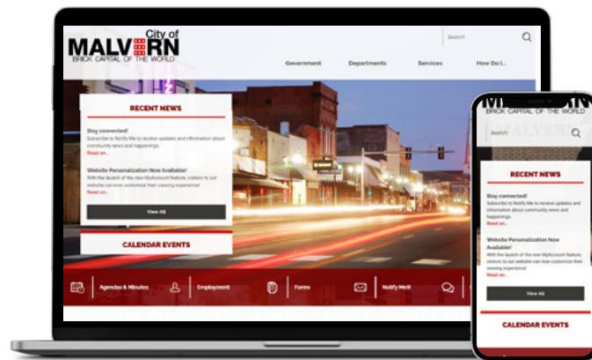
Rocky Hill, CT



Clark County, KY



Geneva, NY



Malvern, AR

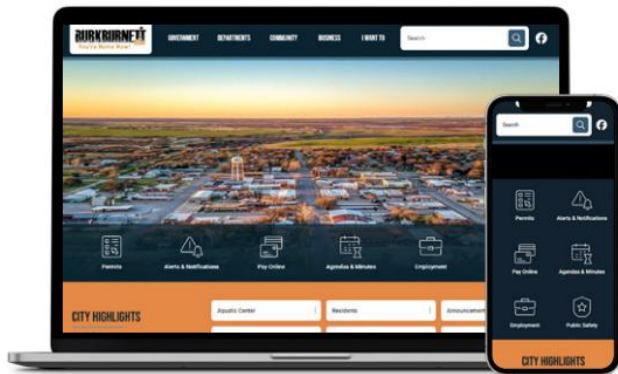
Premium Package Designs

You will meet with your art director to discuss your website vision based on the goals and needs of your users. This process involves conversing with your art director on the order, placement, and format of your homepage content and design elements, aimed at achieving your usability goals. Your preferences will be solidified into a homepage layout wireframe, which will provide the structural blueprint for the visual design application.

We will then collaborate with you to customize your design to represent your community using your logo, chosen colors, and imagery. We will focus on including the functionality to meet your website needs, including an option for up to one Advanced Design Component, if desired. Advanced Design components provide next-level user engagement by leveraging the latest design enhancements in the Web Central Starter product. Your art director will help you choose the component that works best for your website and desired site maintenance level.

DESIGN EXAMPLES

The included design portfolio will provide you with an idea of the different directions we can take your creative design with the standard implementation package.



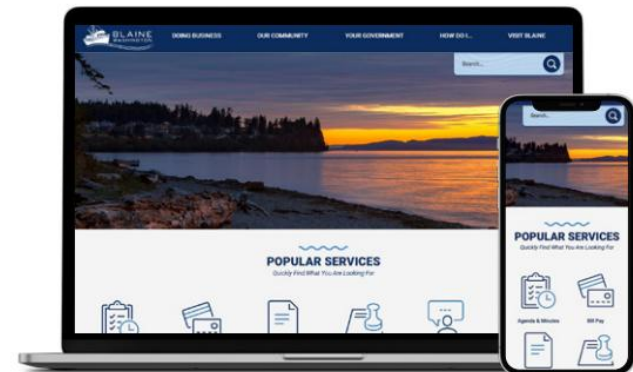
Burkburnett, TX



Greenbrier, TN



Cheverly, MD



Blaine, WA

Standard Package Timeline | 8-12 Weeks

PHASE 1: INITIATE & ANALYZE	3 Weeks	<ul style="list-style-type: none"> • Project Kickoff Meeting • Planning & Scheduling • Customer Deliverable Submission
PHASE 2: CONTENT IMPLEMENTATION & DESIGN CREATION	5 Weeks	<ul style="list-style-type: none"> • Site Map Creation • Content Implementation • Design Creation • Google Analytics Account Creation • Quality Control.
PHASE 3: EDUCATE	2 Week	<ul style="list-style-type: none"> • Group Training
PHASE 4: LAUNCH	2 Week	<ul style="list-style-type: none"> • Project Scope Completion • Website Launch

Premium Package Timeline | 12-16 Weeks

PHASE 1: INITIATE & ANALYZE	4 Weeks	<ul style="list-style-type: none"> • Project Kickoff Meeting • Planning & Scheduling • Customer Deliverable Submission • Design Discovery Meeting
PHASE 2: CONTENT IMPLEMENTATION & DESIGN CREATION	6 Weeks	<ul style="list-style-type: none"> • Site Map Creation • Content Implementation • Design Creation • Google Analytics Account Creation • Quality Control.
PHASE 3: EDUCATE	2 Weeks	<ul style="list-style-type: none"> • Training Engagement
PHASE 4: LAUNCH	2 Weeks	<ul style="list-style-type: none"> • Project Scope Completion • Website Launch

Approaching Your Project Implementation

Communication between you and your CivicPlus team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed. Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan.

- Centralized project communication and task management tools are located in a cloud-based project workspace
- Tasks, deliverables, and milestones are aligned to your specific scope of work

The tools available through Cloud Coach combined with regular communication with your project manager provide you ample opportunities to quickly and efficiently review your project, check deliverables, and communicate feedback.

Standard	Premium
<p>PHASE 1: INITIATE & ANALYZE</p> <p>Project Kickoff Email – Your project manager will kick off your project via email, introducing your CivicPlus team, detailing deliverables needed, providing a high-level overview of the development process, and introducing tools and resources used to manage your project.</p> <p>Planning & Scheduling – Your project manager will create a comprehensive project timeline based on the project scope and your specific needs.</p> <p>Customer Deliverable Submission – You will be responsible for submitting deliverables as outlined.</p>	<p>PHASE 1: INITIATE & ANALYZE</p> <p>Project Kickoff Email – Your project manager will kick off your project via email, introducing your CivicPlus team, detailing deliverables needed, providing a high-level overview of the development process, and introducing tools and resources used to manage your project.</p> <p>Planning & Scheduling – Your project manager will create a comprehensive project timeline based on the project scope and your specific needs.</p> <p>Customer Deliverable Submission – You will be responsible for submitting deliverables as outlined.</p> <p>Design Discovery Meeting – Your project manager and art director will meet with you to discuss design preferences and establish design structure from flexible layout options.</p>
<p>PHASE 2: CONTENT IMPLEMENTATION & DESIGN CREATION</p> <p>Site Map Creation – Our content development team will generate a site map of your existing website in preparation for the content implementation.</p> <p>Content Implementation – Our Content Development team will migrate up to 150 pages of content (including their text, documents, and images) from your current website to your new, Central Starter website. Additional pages of content can be added for an additional fee. Content will be enhanced for accessibility, and we will organize your website pages to make them easy to navigate. They will also migrate the current year and the previous two years of simple meeting agendas and minutes to the Agenda Center module. Additional years can be added for an additional fee.</p>	

Design Creation – You'll have the chance to review the responsive design prototype and provide feedback and/or approval.

Google Analytics Account Creation – Your website will be set up with a Google Analytics account.

Quality Control – Our Content Development team will complete a quality control check to ensure proper content migration.

PHASE 3: EDUCATE

Group Training – Throughout the development and after launch, you and your team can access on-demand training, resources, and educational opportunities. Our initial training is offered online to administrators and content contributors. Individuals can attend group training sessions in the weeks prior to going live.

PHASE 3: EDUCATE

Training Engagement – Our goal with your training plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your trainer will deliver training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will use your production website so that users are familiar with your specific configuration, and you can obtain hands-on experience.

PHASE 4: LAUNCH

Project Scope Completion – Your Central Starter project team confirms all the details that are necessary to take your website live and explain what you can expect on launch day.

Website Launch – After final confirmation, your website will be made live and available to the public.

Your Role During Implementation

- To help create the strongest possible website, we will need you to:
- Choose your desired layout – *Standard Package Only*
- Complete the Content form – *Standard Package Only*
- Gather photos and logos that will be used in the overall branding and design
- Provide website statistics to be utilized in reorganizing your website content, navigation, and design (*if available*)
- Complete the Design Form to communicate design preferences
- Provide technical information in the DNS form for the set-up of your website domain name(s)
- Perform reviews and provide official approvals throughout the project
- Update the content on your current website and delete any pages you no longer need
- Track website updates to be completed during your training session
- Ensure you have the most up-to-date web browsers installed on your organization's computers
- Compile a list of your website users and desired permission levels
- Reserve training location and necessary resources (computers, conference phone, etc.)

CMS Features & Functionality

CivicPlus' Municipal Websites Central Standard (Web Central Starter) content management system (CMS) is robust and flexible with all the features and functionality you need today and in the future. Developed for municipalities that need to update their website frequently, CivicPlus provides a powerful government content management structure and website menu management system. The easy-to-use system allows non-technical employees to efficiently update any portion of your website.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

Modules & Widgets

RESIDENT ENGAGEMENT

Web Central Starter offers many effective and easy-to-use resident engagement features. These tools easily integrate with other key features.

Calendar – Create multiple calendars and events for upcoming activities that are viewable by list, week, or month.

Notices and Alerts – Post emergency or important information on your website and notify residents through email and SMS, via Alert Center.

Form Center – Create custom, online forms via simple drag-and-drop functionality. Track form submissions within the CMS and route email notifications to the appropriate individual(s).

News – Post news items and keep your residents up to date on important information via News Flash.

Notifications – Allow your residents to subscribe to receive text and email notifications on topics that are important to them via Notify Me® (includes up to 500 SMS users).

Pop-up Module – Use a pop-up modal to call attention to important information and notices, sitewide or on specific pages.

ASSET MANAGEMENT

Web Central Starter is fully equipped with a robust set of document and image management tools that work with other key features of our CMS, making it easy to build dynamic content that is easy for residents to navigate and access.

Agenda Center – Create and display meetings and agendas on the website utilizing our built-in Agenda Center module. For advanced functionality, including live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

Document Center – Organize and management documents in one central repository.

Public Images – Store all your images in one central location, to utilize individually or create slideshows on our site. Use the built-in editor to crop and resize photos, as needed. Images are optimized for performance, mobile responsiveness, and contain alt text for accessibility compliance.

INFORMATION & NAVIGATION

Organize your content and pages to make it easy to locate the information you and your residents need most with modules that help you update information quickly.

Easy for Residents to Navigate – An intuitive design, mega menu options, prominent buttons, and dynamic breadcrumbs throughout your site, all allow residents to easily find what they're looking for.

Frequently Asked Questions (FAQs) – Provide answers to the most frequently asked questions to reduce phone and foot traffic for staff.

Graphic Links – Create visually appealing buttons to direct users to important information.

Info Advanced – Use Info Advanced to create engaging displays of information for reuse throughout the website.

Quick Links – Provide links to highly requested services and information. These are commonly displayed in website footers and right-hand navigation.

Staff Directory – Provide contact information for departments and individual staff members. Use the information throughout the site and keep updated in one location. The Staff Directory widget allows you to quickly place specific persons or departments on relevant pages.

COMMONLY USED WIDGETS

An extensive widget library is available for ease of placing dynamic and visually appealing information on specific pages. Each widget is easy to use with drag-and-drop functionality and is configurable with individual styling options.

Custom HTML Widget – Embed videos or other HTML features in your page.

Editor Widget – Edit text with word processing tools, plus web tools like code view and the Accessibility Checker.

Form Center Widget – Embed simple forms on a page.

Image Widget – Add images to a page.

Related Documents Widget – Create a dynamic list of documents referenced in the Document Center.

Slideshow Widget – Add a slideshow of images.

Tabbed Widget – Organize larger pages of information in horizontal, vertical, or stacked vertical or accordion style tabs.

ADMINISTRATIVE FEATURES

The administration of your Web Central Starter website is browser based, with no installation of software needed. You'll be able to update your website from an internet connection on any platform (Mac or PC). Administrators can control access to pages and manipulation of content as well as use automated features to streamline processes.

Administrative Dashboard – A home base for messages and quick access to your recent activities and time-sensitive action items such as pending approvals and expiring items.

Content Scheduling & Versioning – Set your content to auto-publish and auto-expire, with an archive of all published content and previous versions.

Dynamic Page Components – Modules such as Calendar, FAQs, and News Flash, may be included as dynamic page components on any page.

History Log – Track changes made to your website.

Intranet – Use permissions to set a secure location on your website that allows employees to login and access nonpublic resources and information.

Levels of Permissions – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS.

Pending Approval Items – Administrators have access to a queue of pending items to be published and reviewed.

Website Statistics – Provided website analytics for analysis.

USER-FRIENDLY FEATURES

Not only is Web Central Starter easy for your staff to use, various administrative features help make a more attractive, engaging, and intuitive website for your community.

Automatic Alt Tags – Built-in features assist with ongoing ADA compliance of your website.

Credit Card Processing – With the add-on feature CivicPlus Pay (Pay), you can integrate with an approved payment processor to accept payments on your website (separate agreement must be made directly between you and the chosen approved processor). Additional fees apply.

Preset Styling Standards and Ongoing Styling Flexibility – Site changes automatically inherit design standards and styles that you've set up for your homepage, interior layouts, and simple layouts. This keeps your website looking clean and always matching. We also offer large amounts of flexibility with placement and styles on an ongoing basis. As you edit your website, you can easily adjust the location and style of widgets, content, carousels, lists, calendars, etc. to meet the look and feel you need for that area.

Link Redirects – Instead of sending your users to <http://civicplus.com/248/Awards-and-Recognition>, you can send them to <http://civicplus.com/awards>.

Live Edit – See where your information will be posted on a page before you make any changes with our WYSIWYG editor and drag-and-drop tools.

Maps – Easily embed maps from Google, ESRI, and more using the HTML widget. **Mega Menu** – A main navigation menu makes it easy to get to any page on your website quickly.

Predictive Site Search – Our powerful site search functionality automatically indexes all content making it easy for visitors to find information across pages, documents, and images.

Site Search Log – All search words are kept in a log.

Real Simple Syndication (RSS) Feeds – Administrators and website visitors can use RSS feeds to display content or be notified of content updates.

Responsive Design – With responsive design, your website adjusts to the screen size regardless of what device is being used, providing a seamless user experience.

Social Media – Set various modules to automatically post to your Facebook and/or X (formerly Twitter) feeds and incorporate compatible social media feeds and widgets into your website.

Supported Browsers – View your website in the latest versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome.

Third-Party Access – Utilize iframes, embeds, and/or links to most of your third-party services. Or use our growing list of APIs to build applications right from your website.

Translation – Integration with Google Translate translates web pages into over 100 languages.

ACCESSIBILITY COMPLIANCE

With over 20% of adults in the United States having a disability, you need a website that conforms to all residents. CivicPlus wants to help our customers maximize accessibility for all users and surpass Section 508 ADA accessibility requirements while providing you the freedom to create a visually rich and appealing website. Our multi-faceted approach sets you up for success:

- We build websites using WCAG guidelines to be highly accessible at go live.
- Our trainers will teach your staff best-practices to keep your content and design elements accessible and up to date with the latest ADA/ WCAG standards.
- Your staff can use the Accessibility Checker included within the CMS to scan content created in the editor for accessibility issues so you can correct them before publishing.
- Any new regulations that require code changes are done automatically by our product team, at least quarterly, with no additional effort required from you.
- In addition, our product team updates our best practices and provides regular updates to customers via the CivicPlus website, blog articles, webinars, and other publications.

Due to the dynamic nature of website content updates, an ongoing accessibility solution can be incredibly beneficial in ensuring sustained accessibility compliance. CivicPlus provides three long-term web accessibility solutions offering varying approaches to help with your compliance maintenance challenges. Additional details and/or a quote can be provided upon request.

- **AudioEye Partnership** – CivicPlus partners with AudioEye to provide a suite of accessibility tools and services for WCAG 2.2 compliance at a discounted rate to our customers.
- **Acquia Optimize: Website Optimization & Compliance Tools** – Acquia Optimize is an easy-to-use web governance platform available to purchase and add to your project. Acquia Optimize’s tools help you identify, prioritize, and address content quality assurance and accessibility issues on your website so that you can achieve and maintain compliance according to WCAG 2.1 standards. Further, we can help you meet the latest data privacy and government policy standards.
- **CivicPlus CommonLook Accessibility Software** – Efficiently and accurately ensure PDFs are accessible to all members of your community. CommonLook provides an all-in-one environment for testing, remediating, and verifying PDF documents and provides a set of automated tools.

ADD-ON MODULES

In addition to our comprehensive CMS offering, we provide a range of additional modules designed to enhance functionality and meet specific organizational needs. Each module is tailored to deliver specialized capabilities, ensuring you have the flexibility to create a solution that aligns perfectly with your objectives. Please reach out if you are interested in including any of these options into your new CMS project.

Blog – Post opinions/information about various community topics and allow resident comments and subscriptions.

Get Community Input – Post initiatives and project ideas to receive feedback and interact with your residents via Community Voice.

Opinion Poll – Poll your residents on important topics by showing the Opinion Poll widget on relevant pages, to grab resident attention and quickly capture their responses to your polls. Polling helps with gathering and evaluating resident feedback, increasing resident engagement, and understanding your community.

Photo Gallery – Display photos of parades, local sporting events, or historical locations through albums or slideshows. Users can vote on favorites or share via email and social media.

Archive Center – Manage and retain serial and older documents.

Real Estate Locator – Lets community members list and manage residential and commercial properties separately, with dedicated search functions. Users can post and manage listings 24/7 after setting up a profile and paying a subscription fee, while administrators can approve or auto-publish listings.

Resource Directory – Use the Resource Directory to showcase information on local businesses and/or community resources.

Activities – Create and post activities, events, and classes so residents can register for them and even pay online. Your administrators can view and create rosters. The Activities module integrates with the Facilities module so residents can view the location of the activity.

Facilities & Reservations – Display facilities on your site for residents to browse. Allow them to filter by amenities, view facility details, and even make reservations online.

Job Postings – Post available jobs online and accept online applications.

Bids – Post open bid opportunities for contractors to view available work, download supporting documentation, receive notifications on posted opportunities and submit bid applications online.

Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available 7 a.m. – 7 p.m. CST to assist with any questions or concerns regarding technical functionality and usage of Web Central Starter.

CivicPlus Technical Support will provide a toll-free number, online chat support, as well as an online email support system for users to submit technical issues or questions. If the customer support specialist is unable to assist with the question or issue, the three-tier escalation process will begin to report issues to our product engineering team for resolution.

Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

CIVICPLUS HELP CENTER - CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

AWARD-WINNING - CivicPlus has been honored with three Gold Stevie® Awards, six Silver Stevie® Awards, and nine Bronze Stevie® Awards. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CONTINUING PARTNERSHIP - We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager who will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.

Support at a Glance

- Technical support engineers available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone, email, and chat
- 4-hour initial response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)

ENGAGEXCHANGE

The ENGAGEXCHANGE is an online community and the central hub of ideas, guidance, tips, advice, and more for our Web Central Starter customers. It reflects our commitment to:

Connection – Customers can connect with their peers to ask questions, discover solutions, share ideas, and join focus groups and beta opportunities.

Direction – Customers will have the opportunity to provide targeted input on the future direction of the Web Central Starter roadmap and will be able to submit ideas for improvements and enhancements. MAINTENANCE CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Testing
- Development
- Operating system patches

Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' websites seriously. Redundant power sources and internet access ensure consistent and stable connections. You'll find that our extensive, industry-leading process and procedures for protecting and hosting your website are unparalleled. We offer secure data center facilities, constant and vigilant monitoring, and updating of your system, including 99.9% guaranteed up-time (excluding maintenance). If you experience a DDoS attack or threat, CivicPlus has mitigation and DDoS Advanced Security options available to you at the time of an event. Whatever your needs are, we have an option that will fit your community.

Data Center	<ul style="list-style-type: none"> • Highly Reliable data center & secure facility • Managed network infrastructure • On-site power backup & generators • Multiple telecom/network providers • Fully redundant network • System monitoring – 24/7/365
Bandwidth	<ul style="list-style-type: none"> • Multiple network providers in place • Burst bandwidth – 22 Gb/s • Unlimited bandwidth usage for normal business operations (does not apply in the event of a cyber attack)
Hosting	<ul style="list-style-type: none"> • Web Central Starter software updates • Server management & monitoring • Multi-tiered software architecture • Server software updates & security patches • Database server updates & security patches • Antivirus management & updates • Server-class hardware from nationally recognized provider • Redundant firewall solutions • High performance SAN with N+2 reliability
Disaster Recovery	<ul style="list-style-type: none"> • Emergency after-hours support, live agent (24/7) • On-line status monitor by Data Center • 8-hour guaranteed recovery TIME objective (RTO) • 24-hour guaranteed recovery POINT objective (RPO) • Pre-Emptive monitoring for disaster situations • Multiple, geographically diverse data centers
DDoS Migration	<ul style="list-style-type: none"> • Defined DDoS Attach Process • Identify attack source and type • Monitor attack for threshold* engagement
DDoS Advanced Security Coverage	<ul style="list-style-type: none"> • Not Included – additional coverage available at time of event (fees will apply)

*Thresholds: Traffic exceeds 25 Mb/s sustained for 2+ hours. Traffic over 1 Gb/s at any point during an attack.

GUARDIAN SECURITY

Our Guardian Security Package provides a comprehensive, cost-effective solution tailored for local governments seeking robust security without breaking the bank. Powered by enterprise Cloudflare, this package includes:

- Web Application Firewall (WAF) fully customized for our application
- OWASP ModSecurity Core Rule Set for protection against the Top 10 vulnerabilities identified by the Open
- Web Application Security Project (OWASP), such as SQL injection (SQLi) and cross-site scripting (XSS) attacks
- User Agent Blocking rules to block specific browser or web application User-Agent request headers
- Visitor blocking or challenging by IP address, autonomous system number (ASN), or country code
- Reputation-based threat protection and collective intelligence (CI) to identify new threats

Optional Website Enhancements

RECURRING REDESIGN

At CivicPlus, we understand trends change daily and we continually analyze different ways to design our websites — making it easier and more user friendly for your residents to navigate. One of our best practices to help keep up with these new trends is by adding a redesign to your project. During the redesign, you'll also receive a quality control review to ensure content is as expected with the new design application (although no changes will be made to the content itself). With this new design, you'll stay up to date with current trends and best practices, providing a welcoming yet familiar virtual hub to engage your community.

AUDIOEYE MANAGED

AudioEye offers a range of products and services from self-service to turnkey managed solutions. At the core of AudioEye, is the Digital Accessibility Platform (DAP), this powerful tool empowers auditors, designers, and developers to understand issues of accessibility and improve website infrastructure thorough the use of an innovative and easy to-use interface. The AudioEye Toolbar offers web personalization tools. Conforming to Web Content Accessibility Guidelines (WCAG) 2.2 has never been easier.

ACQUIA OPTIMIZE: WEBSITE OPTIMIZATION & COMPLIANCE TOOLS

Acquia Optimize empowers government organizations to maintain accessible, high-quality websites that comply with WCAG 2.1 standards and other international accessibility regulations, such as ADA, Section 508, and EN 301 549. Its accessibility tools identify and address web issues, providing actionable recommendations to enhance user experiences for all. Acquia Optimize's content policies module ensures consistency and accuracy by scanning for content errors or violations of brand, regulatory, or industry standards. The quality assurance tools detect and fix broken links, images, misspellings, and other issues that could hinder navigation or usability. Additionally, the data privacy module scans for sensitive information, prioritizes high-risk violations, and helps organizations reduce privacy risks. Together, these features enable government organizations to deliver inclusive, reliable, and secure digital services.

CIVICPLUS CHATBOT POWERED BY FRASE

CivicPlus Chatbot is designed to convincingly simulate the way a human would behave during a customer service interaction. Our advanced technology combines the power of site search and artificial intelligence (AI) to deliver exceptional customer experiences to residents using your website. Our Chatbot crawls your website and other linked databases to create a continually, automatically updated, AI-powered knowledgebase that you don't have to maintain separately.

PLATFORM IDENTITY PROVIDER (IDP) INTEGRATION

CivicPlus offers IdP integration capabilities, which means you'll benefit from easier integration between your Web Central Starter website and your favorite third-party solutions. Provide single sign-on (SSO) functionality to streamline managing and supporting user credentials and identify management solutions. CivicPlus IdP partners include Microsoft's Entra ID, Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

STANDARD DEPARTMENT HEADER PACKAGE

A department or division within your organization may need a personalized digital presence. A Department Header Package is a cost-effective way for these groups to differentiate themselves informatively and graphically from the look of the main website while still benefiting from the functionality, service, and support of your Web Central Starter system. Unique customizations include:

- Department-specific URL
- Separate SSL Certificate / DNS & Hosting
- Department Logo
- Global Navigation and Menus
- Banner Image(s) and/or Slideshow Image(s) (if applicable)
- Graphic Links
- Widget Content

BANNERS

A cost-effective way to bring a different look to specific pages or departments is by placing a unique banner image on those pages. Each banner can rotate through as a slide show.

CIVICPLUS MARKETPLACE APP

The CivicPlus Marketplace App is a fully configurable mobile application that serves as a centralized digital hub for community engagement across all CivicPlus solutions. Offering residents convenient access to your agency's information and services, as well as native SeeClickFix 311 CRM starter functionality, the app enhances transparency, service accessibility, and community satisfaction by serving as a mobile gateway to essential services and civic resources.

Our app offers extensive customization options, allowing agencies to configure branding, buttons, and links in real time to maintain brand consistency and enhance the user experience with over 300 configurable icons. It integrates seamlessly with CivicPlus solutions, including SeeClickFix 311 CRM, municipal websites, and mass notifications, providing a unified platform for streamlined engagement. The app improves service visibility and trust by enabling quicker responses to resident concerns and supports diverse community needs, from reporting issues to registering for classes. Additionally, its multi-jurisdictional capabilities allow residents to engage across neighboring areas while offering agencies control over displayed branding and information.

UPGRADE TO PLATINUM SECURITY

CivicPlus' Platinum Hosting and Security package comes with enterprise-level Cloudflare software and:

- Fully customized Web Application Firewall (WAF), customized for our application
- OWASP ModSecurity Core Rule Set protects you against the Top 10 vulnerabilities identified by the Open Web Application Security Project (OWASP), such as SQL injection (SQLi) and cross-site scripting (XSS) attacks
- User agent blocking
- Block or challenge visitors by IP address, autonomous system number (ASN) or country code
- Reputation-based threat protection and collective intelligence (CI) to identify new threats

CONSULTING ENGAGEMENT

Implementing a new software solution is a huge undertaking. Not only does it touch every department in your organization, it has the potential to positively impact the end-users in your community. Sometimes getting to that

positive end point is tough with incongruent agendas from stakeholders such as elected officials and department heads. CivicPlus consulting helps your organization do the heavy-lifting, starting with data-driven research and ending with service-level process optimization. We'll help you facilitate the tough conversations and guide you to set realistic timelines and tasks for implementation as well as assist you in setting goals and sustainment plans for your launch and beyond.

CREDIT CARD PROCESSING WITH CIVICPLUS PAY

CivicPlus Pay (Pay) is our integrated, secure, PCI-compliant, utility application. Pay acts as the connector to facilitate a transaction between the CivicPlus solution and the selected payment gateway. CivicPlus has partnered with several integrated gateways which we can assist with the facilitation, set-up, support, and troubleshooting services. Pay can also integrate with many other supported gateway providers in addition to our partner network, in a more limited fashion, to assist you in developing a successful system. To utilize any of the approved gateways, an agreement will need to be executed directly between you and the vendor, that will assess separate merchant account and transaction fees. Additional information can be provided upon request.

Because EMV and Card-Swipe devices are encrypted specifically for individual payment gateways, you'll need to procure any required devices directly from your selected gateway provider for either purchase or rent.

Invoicing Details

- 100% of Year 1 cost upon contracting.
- Annual recurring services shall be invoiced on the start date of each renewal term.
- Annual recurring services shall be subject to a 5% annual increase beginning in year 2 of service.
- All invoices are due within 30 days of the date of such invoice.

If the payment terms noted above does not meet your needs, please discuss with us so that we can try to accommodate your goals.

Disclaimer

PROPOSAL AS NON-BINDING DOCUMENT

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.

A Website Platform for Small Municipalities - Easy-To-Use | Affordable | Supports ADA Compliance

YOUR PRICE

Price calculated by population: 3,950

Website Platform Subscription (\$199/mo)

\$2,388/yr

Total

\$2,388/yr

WEBSITE PLATFORM

Full municipal website — includes setup, design, basic data migration, hosting, and ongoing support.

Domain assistance included. Purchase your domain through a third-party provider (like GoDaddy) or apply for a free .gov domain. We'll help you connect it when your plan begins.

Includes unlimited website pages, and logo design (if needed).

BUILT-IN TOOLS

- Reservation Management
- Custom Forms with Workflows
- Map/Business Directory
- AI Search
- Searchable PDF Forms
- Page Alerts
- Property Listings
- Videos
- Resource Folders
- PDF Viewer
- AI Chatbot
- Resident Assistant
- Payment Processing
- Image Carousels
- Quick Links
- Private Pages
- Event & Meeting Calendars
- People Directory
- AI Text Editor
- Notifications
- News/Event/Job Posts
- External Embeds
- Ads
- Public & Legal Notices

CUSTOMER SUPPORT

Customer support available Monday – Friday, 8am–4pm CT.

Online training sessions, training guides, and video walkthroughs included.

Everything is designed, built, and managed in St. Charles, MO, USA.

PRICING NOTES

Price includes: Setup, design, hosting, ongoing support, and basic data migration. For larger municipal websites (over 10,000 population), additional data migration fees may apply.

Monthly pricing is available upon request. You save 20% when billed annually (discount reflected above).

Separate charge for Text Notification Services.

This quote is valid for 90 days from the date above.



STAFF REPORT

DATE: April 7, 2026
New Business

TO: Mayor and City Council

FROM: Kristina Handt, Interim City Administrator

AGENDA ITEM: City of Grant Rules of Procedure Updates

BACKGROUND:

As discussed at the March 3, 2026 meeting, I've used track changes to make some proposed changes to the City of Grant Rules of Procedures. The document was last updated in August 2023. In addition to the changes detailed below, I've also made a few formatting updates and corrected some spelling errors.

ISSUE BEFORE COUNCIL:

What changes should the city council approve to the City of Grant Rules of Procedure?

PROPOSAL:

Changes include:

- Updating the meeting time to 6:30pm
- Noting the three-day notice required for special meetings
- Changing it so the mayor or council may call an emergency meeting. I've found no authority for an appointed clerk to call a meeting.

The Order of Business I'm proposing would be:

Call to Order
Pledge of Allegiance
Approval of Agenda
Consent Agenda
Public Input
Regular Agenda
Discussion Items
Adjournment

A review of our peer cities/towns would find most use Unfinished Business and New Business in place of Regular Agenda. I'm proposing to use Regular Agenda instead as it gives the greatest amount of flexibility in determining the order of items presented to the council. For example, if we have people present for items that are new, they wouldn't have to wait through old business to be heard. My intention would be to always prioritize agenda items under regular business in order of those items that may involve a public hearing or guest speaker before items that just involve staff and council.

Additional changes include:

- Changing the reference to regular agenda rather than New Business for any items pulled from the consent agenda, assuming council adopts the above order of business.

- Adding clarifying language that residents may address council on any items during public comment and noting that public hearings will be handled at that point on the agenda.

Another significant change from past practice in Grant but is not a practice I've encountered in other cities so I propose deleting Section 7, F Performance Reviews of Consultants.

FISCAL IMPACT:

NA

OPTIONS:

- 1) Approve the proposed changes to the City of Grant Rules of Procedures
- 2) Further Amend and then Approve the City of Grant Rules of Procedures
- 3) Do not Approve changes to the City of Grant Rules of Procedures

RECOMMENDATION:

“Motion to approve the proposed changes to the City of Grant Rules of Procedures.”

ATTACHMENT:

- Redlined Draft Changes to City of Grant Rules of Procedure



CITY OF GRANT

Rules of Procedure For City Council Meetings, Ballfield, Newsletter, Town Hall & City Consultants

1

Amended:

12/1/15 09/04/18

4/5/16 01/28/19

1/3/17 08/01/23

11/6/17 04/07/26

02/06/18

05/01/18

CITY OF GRANT
RULES OF PROCEDURE
FOR CITY COUNCIL MEETINGS,
BALLFIELD, NEWSLETTER, TOWN HALL
& CITY CONSULTANTS

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Amended:

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05/01/18

Section 1

MEETINGS

A. Regular

The City Council shall hold regular meetings on the first Tuesday of each month at ~~7:00~~6:30 p.m., provided that when the day fixed for any regular meetings falls on a day designated by law as a legal holiday or election, such meeting shall be rescheduled per the City Council.

B. Special

The Mayor or any two members of the Council by writing filed with the Administrator/Clerk may call a special meeting. A special meeting is a meeting that is held at a time or location different from that of a regular meeting.

The City will post written notice of a special meeting at least three days before the meeting on the principal bulletin board, located at the entrance of the City office. The notice will state the date, time place and purpose of the meeting. The Administrator/Clerk shall mail or e-mail notice to all members of the time and place of the special meeting at least one day before the meeting.

-In calculating the number of days for providing notice, the first day that the notice is given will not be counted and the last of the notice will be counted. If the last day is a Saturday, Sunday or legal holiday, that day is

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omitted from the calculation and the following day is considered the last day, unless it happens again to be a Saturday, Sunday or a legal holiday.

Business transacted at a special meeting shall be limited to that mentioned in the posting for the special meeting.

C. Emergency

An “emergency meeting” is a special meeting to deal with a matter that requires immediate consideration of the City Council. A posted notice of an emergency meeting is not required. However, the City must make a good faith effort to notify each news medium and resident that has filed a written request for notice. The notice must include the subject of the meeting. The Mayor or ~~Administrator/Clerk~~Council may call an emergency meeting.

D. Place

All meetings shall be held at Town Hall in Grant unless there is a notice designating another location.

E. Presiding Officers

The Mayor shall preside at all meetings of the Council. In the absence of the Mayor, the Deputy Mayor shall preside. In the absence of both, the Council Members shall elect one of their members as temporary chairperson. It is the duty of the presiding officer to preserve strict order and decorum at all meetings of the Council. See sections K and L relating to decorum at all meetings of the Council.

F. Quorum

Three members of the Council shall constitute a quorum at any meeting of the Council.

G. Bylaws: Policies on Meeting Management

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A statutory City Council has the power to regulate its own procedures. Councils often regulate their procedures through the formal adoption of bylaws. It is recommended bylaws be adopted as rules set common values and expectations for interactions among Council Members.

The rules of parliamentary procedure apply to council proceedings only if the council formally adopts such rules in its bylaws. The Roberts Rules of Order, Newly Revised is designed for meetings of large bodies and is inappropriate according to the League of Minnesota Cities.

H. Order of Business

At the hour appointed for meeting, the members shall be called to order by the Mayor or Deputy Mayor. Upon the appearance of the quorum, the Council shall proceed to business of the city to be conducted in the established order:

A. Call to Order

B. Pledge of Allegiance

C. Approval of Regular Agenda

~~A.D.~~ Approval of Consent Agenda

~~B.~~

~~C.~~E. Public Input – Sign in sheet with name, address and topic

~~D.A.~~ Pledge of Allegiance

~~E.A.~~ Approval of Regular Agenda

~~F.A.~~ Approval of Consent Agenda

~~G.~~ Staff Agenda (action) Items

~~H.~~ New Business

~~I.~~ Unfinished Business—Agenda items not completed from the prior Council meeting

F. Regular Agenda

~~J.~~G. Discussion Items – Council/ Staff Updates/Future Agenda Items

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~~K. Community Calendar~~
~~L.H. Adjournment~~

I. Curfew

No additional agenda item will be discussed after 10:00 p.m. Meetings adjourned under this policy will be continued to -the next Tuesday at 6:00 p.m. A majority of the Council may extend the meeting beyond the 10:00 p.m. curfew to complete approved agenda items.

If a- continued meeting does occur, it will begin- at the point on the agenda where the adjournment occurred. No new items will be added to the continued meeting agenda.

J. First Regular Meeting of the Year

At the first regular council meeting in January of each year, the Council must (1) designate the official newspaper, (2) choose a Deputy Mayor, (3) designate the official depository, and 4) make any other annual appointments as necessary.

K. Council Member Seating

The Mayor will always be seated in the center of the Council table. The City Attorney is seated to the far right of the Mayor. Senior Council People -may change their seats based on the vacancy of the previous Council seats. When the senior members have chosen their seats, the incoming Council Members may pick their seat. Any seating changes after incoming Council Members have their assigned seats, requires a motion, second and approval of the majority of the Council.

L. Decorum Requirements

Typical rules of decorum require Council Members to:

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- Refrain from private conversation while in the Council chamber that interrupts the proceedings of the council.
- Refrain from the use of offensive words, threats of violence, or other objectionable language in or against the council, any Council Member or staff member.
- Limit speech to subject of current debate/agenda item.
- Abide by time limits for speaking.

M. Enforcing Decorum

Council Meetings on important community issues may become contentious very quickly. Establishing rules of decorum before a controversy arises can prevent meetings from becoming unproductive due to conflict. On occasion, however, members of the Council may not follow the rules. On these occasions, the Mayor’s role as the meetings presiding officer is particularly important. When Council Members violate rules of order and decorum, the presiding officer is authorized to:

- Not recognize a breaching Council Member’s request to speak, limiting their role in debate until decorum is observed.
- Declare the Council Member’s actions out of order.
- Order removal from the Council chambers by law enforcement until the Council Member agrees to abide by Council rules of decorum.

State law also prohibits person, including Council Members from disturbing public meetings, through fighting or threatening words and conduct. Council Members who engage in this unlawful conduct may be charged with a misdemeanor.

N. Audience Decorum, Civility and Enforcement

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When appearing at Council meetings, it is understood that everyone will follow these principles: Show respect for each other, actively listen to one another, keep emotions in check and always use respectful language.

Although meetings are open to the public, individuals who are noisy or unruly do not have the right to remain in the Council chambers. When individuals abuse their right to be present in the Council chamber, the Mayor, as presiding officer, should order their removal from the room. If the presiding officer fails to act, the Council may, by motion, second and majority vote issue such an order. The Council has authority to preserve order at its meetings. The Council can use necessary force, including the use of the police law enforcement to carry out the mandate. A person who disturbs a public meeting may be guilty of disorderly conduct. If a person is excluded from a meeting, the Council should provide an opportunity for the excluded person to give his or her interpretation of the exclusion to a designated City staff member to satisfy any due-process concerns.

Section 2

AGENDA FOR REGULAR MEETING

A. Agenda Items

Agenda items for Council meetings are typically action items that require a motion by the City Council. Agenda items are determined by City staff based on action necessary by the City Council to conduct the business of the City. Agenda items can be added upon adoption of the agenda by a motion, second and majority vote of the Council. This is generally discouraged as members of the public may not be aware of these additions.

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B. Consent Agenda

The consent agenda is used by many City Councils to help shorten the length of meetings by using time more efficiently. A consent agenda typically groups together many items that are routine and uncontroversial. Although the Council must take action on these items, they do not require further discussion.

Examples of items typically included in the consent agenda are the approval of the minutes, routine expenditures and the final approval of licenses and permits.

The Council generally approves all items on the consent agenda with the passage of one motion. If there is any item on the consent agenda that a Council Member feels warrants further discussion, it is removed by motion, second and majority vote of the Council from the consent agenda and dealt with individually. The item may be placed ~~under New Business~~ on the regular agenda. Questions regarding the consent agenda should always be submitted prior to the meeting by addressing these questions to the Administrator.

C. Addition of Agenda Items

Items not on the agenda but proposed for future agenda placement are to be brought up under Council or Staff updates to consider for a future agenda. If the majority of the Council agrees on a proposed item for the next agenda, supporting documentation and purpose of the item shall be provided in the Council packets.

~~Before~~Upon adoption of the agenda, staff may recommend an additional agenda item if immediate Council action is required.

D. Public Input

Residents of Grant -may address the City Council about any item ~~not included on the regular agenda~~ during the Public Input portion of the agenda. The Mayor will recognize speakers to come to the podium, signing in to speak is not a guarantee of the opportunity. Speakers will state and write

Amended:

12/1/15 09/04/18
4/5/16 01/28/19
1/3/17 08/01/23
11/6/17 04/07/26
02/06/18
05/01/18

their name and address and limit their remarks to two (2) minutes with five speakers maximum. Generally, the City Council will not take official action on items discussed at this time, but may refer the matter to staff for a future report or direct that the matter be scheduled on an upcoming agenda. The Council may also determine an issue should be addressed with the individual and direct the Administrator/Clerk to work with the individual directly, as no Council action would be required.

When public hearings are required by law, members of the public will be invited by the Mayor to come to the podium to provide their comments when that agenda item is under consideration.

Section 3

MINUTES

- A. The Administrator/Clerk shall keep a record of all regular Council meetings.

The Council may, by motion carried by a majority of the vote, amend the minutes. Such amending motion shall become a part of the minutes of the subsequent meeting.

Minutes for City Council meetings will be action only minutes.

- B. **Required Contents**

The following items must be included in the minutes:

- The members of the public body who are present.
- The members who make or second notions.
- Roll call vote when required on motions.

Amended:

12/1/15 09/04/18

4/5/16 01/28/19

1/3/17 08/01/23

11/6/17 04/07/26

02/06/18

05/01/18

- Subject matter of proposed resolutions or ordinance.
- Whether the resolutions or ordinances are defeated or adopted.
- The votes of each member, including the Mayor.

C. **Other Items That Are in the Minutes as Applicable**

The Office of the State Auditor has also recommended that meeting minutes include the following information in addition to the information required by state statute.

- Type of meeting (regular, special, emergency, etc.)
- Type of group meeting (City Council, etc.)
- Date and place the meeting was held.
- Time the meeting was called to order.
- Approval of minutes of the previous meetings, with any corrections.
- Identity of parties to whom contracts were awarded.
- Abstentions from voting due to a conflict and the member’s name and reason for abstention.
- Reasons the governing body awarded a particular contract to a bidder other than the lowest bidder.
- Granting of variances and conditional use permits.
- Approval of hourly rates paid for services provided, mileage rates, meal reimbursement amounts, and per diem amounts
- List of all transfers funds requiring Council approval.
- Appointments of representatives to committees or outside organizations.
- Authorizations and directions to invest excess funds, information on investment redemptions and maturities requiring Council approval.
- Time the meeting was concluded.

CITY BALLFIELD

A. **Use**

Amended:

12/1/15 09/04/18
 4/5/16 01/28/19
 1/3/17 08/01/23
 11/6/17 04/07/26
 02/06/18
 05/01/18

Use of the Town Hall ball field is scheduled through the City office. It ~~is~~ has the practice of the City to allow as many organizations as possible to use the field~~-use~~. No one organization shall be allowed exclusive use of the ball field.

B. **Fee**

There is no City fee to use the ball field. The City does provide for mowing and field maintenance within the annual budget.

CITY NEWSLETTER

A. **Purpose**

The purpose of the City newsletter is to provide City information to residents. The City budgets a specific dollar amount every year to publish and mail the newsletter. Staff is responsible for gathering and coordinating the articles for publication. The following items ~~should~~ may be included in each newsletter:

- Recycling information
- MS4 Information
- Public Safety
- City News/Services
- Gateway Trail News
- City Road Information
- County Road Projects
- State Road Projects
- Budget Information
- Property Tax/Assessor Information
- Mayor Article
- City of Grant History

Amended:

12/1/15 09/04/18

4/5/16 01/28/19

1/3/17 08/01/23

11/6/17 04/07/26

02/06/18

05/01/18

TOWN HALL

A. Use

The City of Grant utilizes Town Hall for City Council Meetings, City sponsored neighborhood meetings, work sessions and special meetings unless otherwise noted.

Because there is no staff person on site, Town Hall use is not permitted to other groups for meetings.

B. Use of Video Equipment

No groups are allowed access to the video equipment at Town Hall. Only a trained Video Tech employed by the Cable Commission will be allowed to access the video equipment for City meetings.

CITY CONSULTANTS

A. Consultants

The City utilizes consultants for carrying out the business of the City. General services are provided to the City based on an hourly wage or contracted amount and provided for within the City budget.

B. City Applications/Escrows

Applicants also utilize the service of the consultants at the same fee billed out of the submitted escrow. Typical applications include Conditional Use Permits, Certificate of Compliance, Subdivisions and Variances. Most City applications for various land use submittals require the services of all City consultants. Any funds left over after an application is completed, are returned to the applicant.

13

Amended:

12/1/15 09/04/18

4/5/16 01/28/19

1/3/17 08/01/23

11/6/17 04/07/26

02/06/18

05/01/18

C. Use of City Consultants

The City requires that any and all- required work relating to land use, engineering and legal services associated with general City business and applications are coordinated through the City office. As consultants bill the City based on an hourly fee, coordination through the City Administrator -keeps costs down and eliminates the duplication of work. City Council Members are strongly discouraged from contacting City consultants directly to minimize City costs and submit all inquiries to the City office so information from staff can be shared with all Council Members.

D. Special City Projects

Any special projects requiring the use of City consultants that are outside of typical City business shall be initiated and directed specifically by the majority of the City Council.

E. Performance Reviews

~~Performance Reviews of the City consultants will be conducted annually by the Administrator/Clerk on a specified date and time. Council Members will be asked to provide written comments, suggestions, etc. to include in those performance reviews. Council Members will also be asked to include written comments relating to the Administrator/Clerk that will be included in the review of the City consultants.~~

Amended:

12/1/15 09/04/18
4/5/16 01/28/19
1/3/17 08/01/23
11/6/17 04/07/26
02/06/18
05/01/18



STAFF REPORT

DATE: April 7, 2026
New Business

TO: Mayor and City Council
FROM: Kristina Handt, Interim City Administrator
AGENDA ITEM: Unaudited 1st Quarter Financials

BACKGROUND:

The Budget vs. Actual for 1st quarter 2026 is attached with comments alongside line items to explain variances from the budget at this point in time. This format aligns with the budget adopted by Council in December 2025. This format varies from previous reports provided. The city's budget document was created using one software system and the checks are run in a different software system. Each system has a different chart of accounts, different account titles, different formatting and layout. It is a goal to move to one software system beginning no later than the 2027 budget. That will increase transparency, improve efficiency and reduce costs.

ISSUE BEFORE COUNCIL:

Does the City Council have any questions regarding the 1st Quarter financial report?

DISCUSSION:

Revenues:

The city gets most of its revenues (75%) from the property tax, which it receives mainly in July and December with a small amount in January. In addition, building permit activity will be highest in the spring and summer months. Given these timing issues, there are no concerns with revenues being so low through only the first quarter and why it is so important for the city to maintain a healthy fund balance to pay expenses until the next tax settlement comes in.

Expenses:

Timing issues are also used to explain a number of expenses items showing variances. For example, council gets paid once a year at the end of the year. The sheriff's office bills in July and December. Office rental is paid once a year. Real estate taxes have been paid in full for the year.

The Finance category is higher than expected due to the change in staffing and combination of roles. Dues are over budget as League of Minnesota Cities dues were higher than the budget and a couple of other dues have been paid but no other dues are anticipated for the rest of the year.

Building Inspector expenses are over budget already. This amount represents the amounts due to the contractor for permits issued in 2024. Per the contract, the building inspector receives 75% of the building permit fee and 100% of the plan check fee for each permit issued after final inspection is completed. The surcharge fee is a pass through paid to the state. So while the expense budget is over this year, the city did collect the fees in a prior year. The auditor will be booking outstanding liabilities beginning with a restatement of the 2024 financial statements.

The fuel surcharge is paid to the road supervisor only during the months Oct- March so 50% is where we would expect to be there. So far, we have spent 81% of the salt and sand budget. A general rule of thumb is cities spend 2/3rds of the salt and sand budget in the first part of the year and the other thirds in the latter part of the year, so we are a bit ahead of budget which is not surprising given we saw more snowfall this year than the most recent years.

The city makes bond payments twice a year- February and August. The February payment is principal and interest while the August payment is interest only.

When the bond payments are excluded, because they are a debt fund, not general operating fund expense, general fund expenses are at about 18% for the year.

RECOMMENDATION:

“Motion to accept the 1st Quarter Financial Report.”

ATTACHMENT:

- Unaudited 1st Quarter Budget to Actual Report

City of Grant
Budget vs. Actual
January through March 2026

	<u>Jan - Mar 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Comments</u>
Income					
301-000 · TAXES					
301-100 · General Tax Levy	0.00	1,671,479.00	-1,671,479.00	0.0%	rec July, Dec, Jan
301-701 · General Fund Special Assessment	9,820.21	20,000.00	-10,179.79	49.1%	assessment paid off early
303-100 · Franchise Tax - Cable	0.00	10,000.00	-10,000.00	0.0%	receive May/June
303-150 · Cable Expense Reimbursement	0.00	2,300.00	-2,300.00	0.0%	not effective since 2023 rec month following end of quarter
303-200 · Franchise Tax - Utilities	0.00	95,760.00	-95,760.00	0.0%	
Total 301-000 · TAXES	<u>9,820.21</u>	<u>1,799,539.00</u>	<u>-1,789,718.79</u>	<u>0.55%</u>	
304-001 · LICENSES AND PERMITS					
304-000 · Liquor Licenses	13,000.00	13,000.00	0.00	100.0%	
305-000 · Other Licenses/Permits/Fees	50.00	1,000.00	-950.00	5.0%	
305-500 · Utility Permits	-700.00	200.00	-900.00	-350.0%	accrual issue actual YTD 300 activity picks up spring/summer
306-000 · Permits-Building	25,880.02	120,000.00	-94,119.98	21.57%	
306-010 · Permits-Heating	1,812.00	10,000.00	-8,188.00	18.12%	same as above
306-020 · Permits-Plumbing	81.00	3,000.00	-2,919.00	2.7%	same as above
306-045 · Permits - Variance	500.00	400.00	100.00	125.0%	
306-046 · Permits-CUP	0.00	800.00	-800.00	0.0%	
306-050 · Certificate of Compliance	300.00	250.00	50.00	120.0%	
306-053 · Pre-Application Mtg Fee	1,000.00	800.00	200.00	125.0%	
306-055 · Grading Permit	0.00	1,200.00	-1,200.00	0.0%	
307-000 · Subdivision-Adm Fee	0.00	800.00	-800.00	0.0%	
Total 304-001 · LICENSES AND PERMITS	<u>41,923.02</u>	<u>151,450.00</u>	<u>-109,526.98</u>	<u>27.68%</u>	
334-000 · INTERGOVERNMENTAL REVENUE					
334-150 · Small City Assist	0.00	74,315.00	-74,315.00	0.0%	rec July/Dec
334-201 · Ag Preserve	0.00	4,400.00	-4,400.00	0.0%	
334-300 · Fiscal Disparity-City	0.00	44,357.00	-44,357.00	0.0%	comes with taxes from county rec 8030 following grant approval
334-700 · Recycling Grant Washington Cty	0.00	8,000.00	-8,000.00	0.0%	

City of Grant
Budget vs. Actual
 January through March 2026

	<u>Jan - Mar 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Comments</u>
Total 334-000 · INTERGOVERNMENTAL REVENUE	0.00	131,072.00	-131,072.00	0.0%	
389-000 · MISCELLANEOUS					
334-600 · Assessment Searches	25.00	40.00	-15.00	62.5%	
361-000 · Fines and Fees-County	2,471.43	10,000.00	-7,528.57	24.71%	court fines rec monthly
388-000 · Lease Revenue-Tower					
388-100 · Lease Revenue Tower Interes	0.00	17,000.00	-17,000.00	0.0%	rec Dec
388-000 · Lease Revenue-Tower - Other	0.00	9,000.00	-9,000.00	0.0%	rec Dec
Total 388-000 · Lease Revenue-Tower	0.00	26,000.00	-26,000.00	0.0%	
389-300 · Refunds and Reimbursements	397.21	1,000.00	-602.79	39.72%	dust control paid by residents
389-400 · Misc Income-Roads	0.00	11,000.00	-11,000.00	0.0%	audit accrual adjustments also missing Mar investments due to timing
390-000 · Interest Income	-11,499.88	90,000.00	-101,499.88	-12.78%	
389-000 · MISCELLANEOUS - Other	2.25				
Total 389-000 · MISCELLANEOUS	-8,603.99	138,040.00	-146,643.99	-6.23%	
390-001 · DEBT SERVICES					
301-700 · Special Assessments Levy	0.00	74,000.00	-74,000.00	0.0%	
Total 390-001 · DEBT SERVICES	0.00	74,000.00	-74,000.00	0.0%	
4999 · Uncategorized Income	0.00				
Total Income	43,139.24	2,294,101.00	-2,250,961.76	1.88%	
Expense					
400-000 · GENERAL GOVERNMENT					
401-001 · Mayor and Council					
401-000 · Mayor Salary	0.00	5,500.00	-5,500.00	0.0%	paid in Dec
401-010 · Mayor-City PERA	0.00	716.00	-716.00	0.0%	
401-020 · Mayor-City FICA/Medicare	0.00	422.00	-422.00	0.0%	
403-000 · Council Salaries	0.00	14,000.00	-14,000.00	0.0%	paid in Dec
403-001 · Council Meeting Per Diem	0.00	1,000.00	-1,000.00	0.0%	
403-010 · Council-City PERA	0.00	974.00	-974.00	0.0%	
403-020 · Council-City FICA/Medicare	0.00	1,137.00	-1,137.00	0.0%	

City of Grant
Budget vs. Actual
 January through March 2026

	<u>Jan - Mar 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Comments</u>
403-030 · Council Mileage	0.00	250.00	-250.00	0.0%	
408-100 · Election Expense	0.00	26,500.00	-26,500.00	0.0%	
Total 401-001 · Mayor and Council	0.00	50,499.00	-50,499.00	0.0%	
402-001 · Finance					
402-000 · City Clerk Salary	33,915.00	92,432.00	-58,517.00	36.69%	increase due to staff change
402-010 · Clerk-PERA	2,250.00	5,729.00	-3,479.00	39.27%	
402-020 · Clerk-FICA/Medicare	2,594.49	7,108.00	-4,513.51	36.5%	
402-025 · Clerk - Medical Leave Act	325.42	5,290.00	-4,964.58	6.15%	
409-000 · Treasurer	0.00	9,000.00	-9,000.00	0.0%	costs included in clerk salary above
409-500 · Investment Advisor	476.97	5,280.00	-4,803.03	9.03%	
Total 402-001 · Finance	39,561.88	124,839.00	-85,277.12	31.69%	
405-001 · Consultants					
405-000 · Audit Fees	1,520.00	42,482.00	-40,962.00	3.58%	progress bill only will be finalized in July/Aug
406-000 · Engineering Fees-General	7,120.75	25,000.00	-17,879.25	28.48%	
406-100 · MS 4 Expenses	0.00	2,000.00	-2,000.00	0.0%	none due to change in designation
407-100 · Legal Fees - General	4,925.00	26,000.00	-21,075.00	18.94%	
407-150 · Legal Fees - Complaints	3,152.50	20,000.00	-16,847.50	15.76%	
407-300 · Legal Fees - Prosecutions	5,463.50	31,828.00	-26,364.50	17.17%	
413-100 · Assessor	7,200.00	32,000.00	-24,800.00	22.5%	
Total 405-001 · Consultants	29,381.75	179,310.00	-149,928.25	16.39%	
406-001 · Other Services & Charges					
406-010 · Dry Hydrants	0.00	250.00	-250.00	0.0%	
408-000 · Insurance	10,062.00	12,022.00	-1,960.00	83.7%	LMC dues higher than budget, MCMA dues, Mayor Assoc. dues, no more expected for year
410-120 · Dues	5,921.00	5,500.00	421.00	107.66%	
410-125 · Workshops	933.06	1,000.00	-66.94	93.31%	MCMA conference
410-200 · Assessment Expense	0.00	600.00	-600.00	0.0%	

City of Grant
Budget vs. Actual
 January through March 2026

	<u>Jan - Mar 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Comments</u>
410-290 · Miscellaneous Expense	0.00	200.00	-200.00	0.0%	
410-300 · Newsletter Costs	0.00	3,605.00	-3,605.00	0.0%	
410-301 · Publishing Costs	837.61	2,000.00	-1,162.39	41.88%	
410-400 · Telephone	366.67	2,263.00	-1,896.33	16.2%	
410-411 · Postage	14.40	500.00	-485.60	2.88%	
410-412 · Post Office Box Rental	198.00	246.00	-48.00	80.49%	paid in full for year
410-420 · Web Site Costs	146.99	10,000.00	-9,853.01	1.47%	
410-500 · Office Supplies	1,841.01	4,000.00	-2,158.99	46.03%	
410-501 · Office Equipment	661.51	1,500.00	-838.49	44.1%	laserfiche annual fee
410-510 · Bank Fees	0.00	130.00	-130.00	0.0%	
410-600 · Rental City Office	0.00	6,514.00	-6,514.00	0.0%	billed end of year
411-100 · Equipment Repair	0.00	500.00	-500.00	0.0%	
Total 406-001 · Other Services & Charges	<u>20,982.25</u>	<u>50,830.00</u>	<u>-29,847.75</u>	<u>41.28%</u>	
Total 400-000 · GENERAL GOVERNMENT	89,925.88	405,478.00	-315,552.12	22.18%	
413-000 · PUBLIC SAFETY					
413-200 · Zoning Administrator/Planner	1,738.25	25,000.00	-23,261.75	6.95%	
413-205 · Zoning Admin Pre-App Meeting	0.00	800.00	-800.00	0.0%	
417-000 · Police Services	0.00	196,309.00	-196,309.00	0.0%	
417-100 · Siren Warning System	309.06	1,000.00	-690.94	30.91%	3 radios
418-100 · Fire Services - Mahtomedi	49,183.50	184,214.00	-135,030.50	26.7%	Q1 only
418-200 · Fire Services - Stillwater	0.00	213,194.00	-213,194.00	0.0%	
419-100 · Building Inspector	144,854.33	100,000.00	44,854.33	144.85%	2024 permits, will continue to exceed budget but revenues were collected in prior years pass through to state paid the month following end of quarter
419-400 · Surcharge Building Permit	0.00	8,000.00	-8,000.00	0.0%	
420-000 · Animal Control	0.00	300.00	-300.00	0.0%	
Total 413-000 · PUBLIC SAFETY	<u>196,085.14</u>	<u>728,817.00</u>	<u>-532,731.86</u>	<u>26.91%</u>	
414-000 · PUBLIC WORKS					
414-001 · City Hall					

City of Grant
Budget vs. Actual
January through March 2026

	Jan - Mar 26	Budget	\$ Over Budget	% of Budget	Comments
414-100 · City Hall Supplies	570.72	5,000.00	-4,429.28	11.41%	
414-200 · City Hall Repairs	0.00	5,000.00	-5,000.00	0.0%	
414-300 · Utilities - 8380 Kimbro Avenue	1,076.66	3,000.00	-1,923.34	35.89%	
414-400 · City Hall Yardman	0.00	100.00	-100.00	0.0%	
490-000 · Real Estate Taxes City	5,996.00	6,000.00	-4.00	99.93%	paid in full for year, last year to pay them
Total 414-001 · City Hall	7,643.38	19,100.00	-11,456.62	40.02%	
414-002 · Other Services and Charges					
414-401 · Park Upkeep Expense	0.00	100.00	-100.00	0.0%	
414-425 · Pole Barn Expenses	833.86	1,000.00	-166.14	83.39%	Xcel charges
430-225 · Porto Pot Expense	477.00	1,867.00	-1,390.00	25.55%	
430-226 · Well House-7175 - 101st St. No.	215.21	1,500.00	-1,284.79	14.35%	
431-380 · Street Lighting	134.95	1,350.00	-1,215.05	10.0%	
432-300 · Recycling	16,623.25	96,210.00	-79,586.75	17.28%	
480-000 · Cable Costs	500.44	5,000.00	-4,499.56	10.01%	
414-002 · Other Services and Charges - Other	50.00				
Total 414-002 · Other Services and Charges	18,834.71	107,027.00	-88,192.29	17.6%	
414-003 · Roads					
501-020 · Fuel Surcharge	7,500.00	15,000.00	-7,500.00	50.0%	Oct-March only
501-300 · Grader Contractor	11,570.00	68,561.00	-56,991.00	16.88%	
502-000 · Roads Supervisor	44,199.76	180,300.00	-136,100.24	24.52%	
502-300 · Road Maintenance-Other	0.00	400.00	-400.00	0.0%	
503-020 · Mower Maintenance	0.00	400.00	-400.00	0.0%	
505-000 · Engineering Fees	0.00	25,000.00	-25,000.00	0.0%	
510-500 · Road Supplies	0.00	500.00	-500.00	0.0%	
510-600 · Garbage Removal-Roads	45.60	6,500.00	-6,454.40	0.7%	
510-700 · Gravel Costs-Roads	0.00	60,770.00	-60,770.00	0.0%	
510-701 · Gravel Reclaiming	0.00	3,000.00	-3,000.00	0.0%	
510-702 · Ditch Repair	0.00	40,170.00	-40,170.00	0.0%	
510-721 · Magnesium Chloride	0.00	120,000.00	-120,000.00	0.0%	
510-722 · Road Shouldering	0.00	10,300.00	-10,300.00	0.0%	

City of Grant
Budget vs. Actual
January through March 2026

	<u>Jan - Mar 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Comments</u>
510-723 · Road Potholes& Asphalt Repair	0.00	128,000.00	-128,000.00	0.0%	
510-724 · Sign Replacement	0.00	2,000.00	-2,000.00	0.0%	
510-725 · Culverts	1,990.00	25,750.00	-23,760.00	7.73%	
510-728 · Seal Coating & Crack Filling	0.00	80,000.00	-80,000.00	0.0%	
510-730 · Snow & Ice Removal-Roads	16,275.36	20,000.00	-3,724.64	81.38%	salt and sand
510-740 · Brushing-Roads	3,920.00	40,000.00	-36,080.00	9.8%	
510-741 · Mowing-Roads	0.00	1,000.00	-1,000.00	0.0%	
510-742 · Heavy Brushing	0.00	40,000.00	-40,000.00	0.0%	
510-745 · Road Expenses-Other	52.98	300.00	-247.02	17.66%	
Total 414-003 · Roads	85,553.70	867,951.00	-782,397.30	9.86%	
414-004 · Street Projects					
510-770 · Special Road Projects	0.00	35,171.00	-35,171.00	0.0%	
510-788 · 23 -26 Petitioned Road Projects	6,957.00				
510-790 · County/ State Road Projects	0.00	65,000.00	-65,000.00	0.0%	
Total 414-004 · Street Projects	6,957.00	100,171.00	-93,214.00	6.95%	
Total 414-000 · PUBLIC WORKS	118,988.79	1,094,249.00	-975,260.21	10.87%	
470-001 · DEBT SERVICES EXPENSE					
470-006 · Bond Interest 2020 Projects	3,027.73	18,843.00	-15,815.27	16.07%	interest only payment in Aug
470-607 · Bond Principal 2020 Projects	73,000.00	73,000.00	0.00	100.0%	
Total 470-001 · DEBT SERVICES EXPENSE	76,027.73	91,843.00	-15,815.27	82.78%	
Total Expense	481,027.54	2,320,387.00	-1,839,359.46	20.73%	
Net Income	-437,888.30	-26,286.00	-411,602.30	1,665.86%	

City Council Report for March 2026

To: Kristina Handt City Clerk

From: Jack Kramer Building Official

City Code Violations:

No new violations to report.

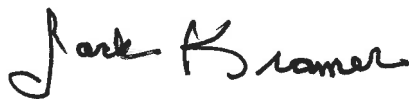
City Code Violations being Investigated.

1. Wood Chuck Tree Service 7310 Jocelyn Rd N, (Non-Conforming Use).
City Attorney reviewing.
2. Bwel Paw & Pan Ti Tan 8650-60th. St. N. Buddhist Temple (Conditional Use Permit Required.) City Attorney reviewing.

Building Permit Activity:

1. Eighteen (18) Building Permits were issued for a total valuation of \$ 287,415.00.

Respectfully submitted,



Jack Kramer

Building Official



MEMORANDUM

Date: March 31, 2026
To: Honorable Mayor and City Council,
Kristina Handt, Interim City Clerk, City of Grant
From: Brad Reifsteck, City Engineer, LHB
Re: 2027 Street Improvement Project – Project Schedule and Benefit Area Alternatives

Purpose

The purpose of this memo is to provide an update on the anticipated schedule for the 2027 Street Improvement Project and to outline alternative approaches for determining the project benefit area and associated assessments. No Council action is required at this time.

Background

On March 3, 2026, the City Council adopted a resolution directing preparation of a Feasibility Study for the proposed improvements to McKusick Road and Lofton Avenue N .

The Feasibility Study will evaluate roadway conditions, recommend rehabilitation strategies, develop cost estimates, and identify properties that may benefit from the improvements. This work represents the first step in the process outlined under Minnesota Statutes Chapter 429 and the City’s Assessment Policy.

Project Schedule

The project is currently tracking with the City’s typical Chapter 429 process. The anticipated schedule is as follows:

- **March 2026** – Feasibility Study initiated
- **June 2026 (Early)** – Neighborhood meeting
- **August 4, 2026** – Council receives Feasibility Report and sets Public Hearing
- **October 6, 2026** – Public Hearing and potential ordering of improvements
- **December 1, 2026** – Approval of plans and authorization to advertise for bids
- **January 2027 (Late)** – Bid opening
- **February–March 2027** – Assessment process and adoption
- **April 2027** – Award of contract
- **May–September 2027** – Construction



This schedule allows for coordination of public engagement, design, and statutory requirements while positioning the project for construction during the 2027 season.

Benefit Area Considerations

A key component of the Feasibility Study—and one of the more important policy decisions for Council—will be how the **benefit area** is defined. The benefit area determines which properties are eligible for special assessment based on the benefit received from the improvement.

There are several approaches the Council may consider:

1. Buildable Unit / Equal Apportionment Method

- Costs distributed evenly among buildable parcels within the defined corridor
- Often used where parcel sizes vary or where frontage is not uniform
- Aligns with the City’s recent practice on local street improvements

Consideration: Provides equity across parcels but requires clear definition of what constitutes a “buildable unit.”

2. Expanded Benefit Area (Neighborhood or Network Influence)

- Includes properties beyond direct frontage that rely on the roadway for access or connectivity
- May incorporate nearby side streets or properties that use the corridor as their primary access route

Consideration:

- Better reflects actual usage and network value
- Requires stronger justification of “special benefit” under Chapter 429
- May introduce more variability and public concern

3. Hybrid Approach

- Combines direct buildable unit assessments with a smaller allocation to a broader area
- Recognizes both immediate and secondary benefits

Consideration:

- Offers flexibility and balance
- More complex to communicate and administer

Discussion

Under Minnesota Statutes Chapter 429, assessments must be based on **special benefit received**, not simply proximity or use. As such, the benefit area must be carefully defined and supported within the Feasibility Report.

At this stage, staff is not recommending a specific approach but will evaluate these alternatives as part of the Feasibility Study and return to Council with a recommended assessment methodology, including estimated impacts to affected properties.

Next Steps

- Complete field investigations and data collection
- Develop preliminary cost estimates and improvement alternatives
- Evaluate benefit area options and assessment methodologies
- Present Feasibility Report to Council in August 2026

Conclusion

The project is progressing as planned and remains on schedule for potential construction in 2027. Upcoming work will focus on refining project scope, costs, and assessment approaches, with particular attention to defining a fair and defensible benefit area.

Staff will continue to keep the Council informed as the Feasibility Study progresses and will return with recommendations for consideration later this year.