

MINNESOTA HISTORICAL SOCIETY

MINNESOTA HISTORICAL AND CULTURAL HERITAGE GRANT AGREEMENT

<u>Account No.</u>	<u>Fiscal Year</u>	<u>Object Code</u>	<u>MNHS Grant No.</u>	<u>Amount</u>	
02484	2026	5260	2507-30552	<b>\$39,500.00</b>	grant
				\$0.00	match

This agreement is made by and between the Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, Minnesota 55102, hereinafter called the SOCIETY, acting through its Director, and **City of Ramsey**, 7550 Sunwood Drive NW Ramsey, Minnesota herein called the GRANTEE.

WHEREAS, the Minnesota Legislature, under Minnesota Session Laws 2025, Chapter 36, Article 4, Section 4, Subdivision 3 approved funding to the SOCIETY for statewide historic and cultural grants to local, county, regional, or other historical or cultural organizations or for activities to preserve significant historic and cultural resources such as that which is contemplated by GRANTEE, and

WHEREAS, the GRANTEE and its project *Historic Ramsey Town Hall/District No. 28 School House: Design* meets the eligibility criteria for funding under the grants program; and

WHEREAS, the SOCIETY'S Governing Board approved a grant recommended for funding by the Historical Resources Advisory Committee on December 11, 2025.

NOW THEREFORE, in consideration of the award of the grant, the GRANTEE agrees to administer said grant in accordance with the following policies and procedures:

I. PROJECT DESCRIPTION

- A. The project period for this activity is from January 01, 2026 to January 01, 2027.
- B. The project will be carried out in accordance with the provisions of the *Minnesota Historical and Cultural Heritage Grants Manual*. The project will also be carried out in accordance with the GRANTEE'S Minnesota Historical and Cultural Heritage Grants Program Grant Application. Page 1 of the application is included as Attachment A, and the entire application is hereby incorporated by reference.

In addition, the following conditions must be met:

1. Grantee must submit architectural drawings for review and comment at 30% completion. (Upload to Milestone/Condition 1 report in the SOCIETY'S grants portal, <https://mnhs.fluxx.io>. Reviews may take up to 30 working days. Incomplete materials, or revisions to already submitted requests, restart the review clock.)
2. Grantee must submit architectural drawings for review and comment at 60% completion. (Upload to Milestone/Condition 2 report in the SOCIETY'S grants portal, <https://mnhs.fluxx.io>. Reviews may take up to 30 working days. Incomplete materials, or revisions to already submitted requests, restart the review clock.)
3. Grantee must submit architectural drawings at 90% completion, specifications, and draft grant program Scope of Work form for review, comment, and potential edits prior to finalization of the document. (Upload to Milestone/Condition 3 report in the SOCIETY'S grants portal, <https://mnhs.fluxx.io>. Reviews may take up to 30 working days.)

- C. The official project budget as approved by the SOCIETY supersedes the GRANTEE'S grant application budget and is included as Attachment B and hereby incorporated by reference.
- D. Only the items set forth in the Approved Project Budget (Attachment B) may be charged against the grant project.
- E. Any project expense not specifically approved in the Approved Project Budget will not be allowed except upon prior written request by the GRANTEE and prior written approval by the SOCIETY.
- F. Changes in the Approved Project Budget may not exceed twenty (20) percent of any line item. Changes occurring after the project begins that exceed twenty (20) percent of any line item will not be allowed except upon prior written request by the GRANTEE and prior written approval by the SOCIETY.
- G. Changes in the Project Completion Date will not be allowed except upon prior written request by the GRANTEE and prior written approval by the SOCIETY.
- H. No grant funds may be used to pay indirect costs, commonly referred to as overhead.

## II. ASSURANCES

- A. The GRANTEE understands that this agreement is funded by a grant financed by the State of Minnesota.
- B. The GRANTEE agrees that this project will be administered and conducted in accordance with the following:
  - a. Minn. Stat. 129D.17 for Arts and Cultural Heritage Fund;
  - b. Minn. Stat. 16B.98 for Grants Management.
  - c. Secretary of the Interior's Standards for Archaeology and Historic Preservation;
  - d. History and Architecture Survey Manual (August 2017) and the SHPO Manual for Archaeological Projects in Minnesota (July 2005).
- C. The Grantee agrees that work will be carried out by project personnel who meet the Secretary of the Interior's Professional Qualifications Standards (as published in the Federal Register of September 29, 1983).
- D. The GRANTEE shall hold the SOCIETY and the State of Minnesota harmless from any loss, damage, or expense including reasonable attorneys' fees and other costs of defense, arising as the result of any claim, action, complaint, proceeding, or litigation of any kind whatsoever, directly or indirectly brought about as a result of the funded project.
- E. The GRANTEE agrees that in hiring of common or skilled labor for the performance of any work on the grant project that no contractor, material supplier or vendor shall, by reason of race, creed, color, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age, discriminate against any person or persons who are citizens of the United States, or resident aliens, who are qualified and available to perform the work to which the employment relates.

- F. The GRANTEE agrees no contractor, material supplier or vendor shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in the preceding paragraph, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, color, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.
- G. This Agreement may be canceled or terminated by the SOCIETY, and all money due, or to become due hereunder may be forfeited for a second or any subsequent violation of the terms of this section.
- H. The GRANTEE assures that no part of the project budget will be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device intended or designed to influence in any manner a member of the Minnesota Legislature, to favor or oppose, by vote or otherwise, any legislation or appropriation by the Legislature, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation. This shall not prevent communicating to members of the Minnesota Legislature on the request of any member or to the Legislature, through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business.
- I. Both parties agree that if intellectual property is created in project, the parties will discuss the allocation of ownership and use rights.
- J. Copyright to copyrightable materials, including computer software, resulting from this project shall vest in the GRANTEE with a non-transferable royalty-free license to the SOCIETY for its non-commercial use. The GRANTEE shall grant the SOCIETY an option to license any such material(s) it wishes to develop for commercial purposes on terms and conditions, including a royalty, as the parties hereto agree in a subsequent writing.
- K. Except for (a) the above limitation, (b) the GRANTEE's right to control publication of its own research results, (c) patented and patent-pending property and (d) the GRANTEE's confidential information, the SOCIETY will have the free, irrevocable, non-exclusive unlimited right to use any research results collected in project by both the GRANTEE and the SOCIETY for any purpose worldwide.
- L. The GRANTEE agrees to include the Arts and Cultural Heritage logo on all public reports, final products, communications, website, and promotional materials associated with the approved project. The logo can be found at <https://www.legacy.mn.gov/legacy-logo>. If unable, the reason(s) must be included in the final report and acceptable to the SOCIETY.
- M. The GRANTEE agrees to include the following acknowledgement statement on all publicity releases, informational brochures, public reports, and signage for restoration/preservation work at the worksite relating to an approved grant project: *"This project [or program, exhibit, publication, website, brochure, etc.] was made possible in part by the people of Minnesota through a grant funded by an appropriation to the Minnesota Historical Society from the Minnesota Arts and Cultural Heritage Fund."*

### III. PROCEDURES FOR CONTRACTING SERVICES AND MATERIALS

- A. Any services and/or materials that are expected to cost \$20,000 or more must undergo a formal notice and bidding process. Evidence of the process along with copies of the bids received must be included in the GRANTEE's financial records for the project.
- B. Any services and/or materials that are expected to cost between \$10,000 and \$19,999 must be scoped out in writing and offered to a minimum of three (3) bidders. The GRANTEE must maintain financial records that verify the cost was competitively based on at least three written quotes submitted in response to written specifications.
- C. Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes. The GRANTEE must maintain financial records that verify the cost was competitively based on at least three verbal quotes.

#### IV. PAYMENT SCHEDULE

- A. The total obligation of the SOCIETY for all compensation and reimbursements to the GRANTEE under this grant agreement will not exceed **\$39,500.00**.
- B. Grantee must obtain and supply matching funds as indicated in the approved budget (Attachment B) or for any project overages necessary to complete the approved project.
- C. Once the Grant Agreement has been fully executed, the GRANTEE will receive a check from the SOCIETY for ninety percent (90%) of the grant award.
- D. Reimbursement. A total of ten percent (10%) of the grant funds will be released as the final payment after work is complete and financial documentation and the project completion report, have been reviewed and accepted by the SOCIETY.

#### V. FINANCIAL DOCUMENTATION AND FINAL REPORTING

- A. The GRANTEE will submit a completed final report including documentation for project expenditures and project products on or before February 01, 2027. (Work on the project must be concluded by January 01, 2027)
- B. The final report must be completed electronically in the Minnesota Historical Society's Grants Portal (<https://mnhs.fluxx.io>).
  - a. The financial documentation for project costs to be uploaded with the final report shall include acceptable types of documentation such as: (1) copies of paid invoices/receipts, (2) copies of project personnel timesheets (if applicable), (3) copies of in-kind and/or donated services timesheets (if applicable), and (4) copies of donated materials forms.
  - b. The Final Products to be uploaded with the final report are: **Digital PDF copy of the final drawings, specifications, and completed Grants Office Scope of Work Form.**
- C. Unexpended Funds. The Grantee must promptly return any unexpended funds that have not been accounted in the financial documentation to the SOCIETY at grant closeout.

VI. AUDIT

- A. The GRANTEE must maintain records and accounts consistent with generally accepted accounting principles, and to provide for such fiscal control as is necessary to assure the proper disbursing of and accounting for grant funds. The GRANTEE must maintain records and accounts for this project on file for a minimum of six (6) years after approval of the Final Report.
- B. The GRANTEE agrees to maintain records to document any matching funds claimed as part of the project. The GRANTEE further agrees to secure reasonable written proof of the value of Staff or Volunteer Labor, and for Donated Materials contributed to the project.
- C. The GRANTEE agrees that accounts and supporting documents relating to project expenditures will be adequate to permit an accurate and expeditious audit. An audit may be made at any time by the SOCIETY, its designated representatives, or any applicable agency of the State of Minnesota.

VII. AMENDMENTS AND CANCELLATION

A. Amendments

Any significant variations from proposed work, costs, and/or time frames described in this agreement which are experienced or anticipated during the course of the project and any significant problems, delays, or adverse conditions which materially affect planned performance should be submitted in writing through the SOCIETY's grant portal (<https://mnhs.fluxx.io/>) or mailed to Grants Office, Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, Minnesota 55102.

The SOCIETY will respond in writing, either approving or not approving the changes, and may amend the agreement if deemed necessary. Variations which are not known until the conclusion of the project may be submitted with the Financial Documentation; however, the GRANTEE understands that costs may be disallowed if changes are not approved. Any amendments to this agreement shall be in writing, and shall be executed by the same parties who executed the original agreement or their successors in office.

B. Cancellation

The SOCIETY may withhold, cancel, or revoke in whole or in part the grant amount if it determines that the GRANTEE has materially breached any term or condition of this agreement. GRANTEES will be given a 30-day notice. In lieu of cancellation, GRANTEES may be given proposed remedies to ensure successful completion of the project.

In addition, both parties may mutually agree to cancel the agreement if they determine that the project will not produce beneficial results commensurate with further expenditure of funds or because of circumstances beyond the control of either party. In the event of cancellation, the SOCIETY may withhold proceeds of the Grant; demand that the GRANTEE return any already disbursed proceeds to the Finance Commissioner; and seek any additional legal or equitable remedy(ies).

Finally, the GRANTEE hereby acknowledges that the proceeds of the Grant are being financed in part with funds provided by the State of Minnesota and administered through the SOCIETY, and that, per Minnesota Session Laws 2025, Chapter 36, Article 4, Section 4, Subdivision 3 the funding will be canceled to the extent

City of Ramsey  
Historic Ramsey Town Hall/District No. 28 School House: Design  
2507-30552

a court determines that the appropriation, or portion thereof, unconstitutionally substitutes for a traditional source of funding.

I have read the above agreement and agree to abide by all of its provisions. Upon execution, this Agreement controls all activities during the project period.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed on the date(s) indicated below intending to be bound thereby.

MINNESOTA HISTORICAL SOCIETY  
345 KELLOGG BOULEVARD WEST  
SAINT PAUL, MINNESOTA 55102

CITY OF RAMSEY  
7550 SUNWOOD DRIVE NW  
RAMSEY, MINNESOTA

\_\_\_\_\_  
Carolyn Veesper-Egbide (date)  
Grants Manager

\_\_\_\_\_  
signature (authorized official)

\_\_\_\_\_  
Mary Green-Toussaint (date)  
Contract Manager

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(print title) (date)



*MINNESOTA HISTORICAL AND CULTURAL HERITAGE PROGRAM*

---

City of Ramsey  
G-MHCG-2507-30552 | \$39,500.00 | MN Historical and Cultural  
Historic Ramsey Town Hall/District No. 28 School House: Design

**APPLICANT INFORMATION**

---

Program Organization: City of Ramsey  
Project Director: Stephanie Hanson  
Authorized Officer: Sean Sullivan  
Applicant County: Anoka  
Applicant Organization Type: Local/Regional Government  
Governance/Board Members:  
Ryan Heineman, Mayor; Chris Riley, At-Large City Councilmember; Kirsten Buscher, At-Large City Councilmember; Michael Olson, Ward 1 City Councilmember; Eric Peters, Ward 2 City Councilmember; Dan Specht, Ward 3 City Councilmember; Shanna Stewart, Ward 4 City Councilmember

**PROJECT INFORMATION**

---

Project Title: Historic Ramsey Town Hall/District No. 28 School House: Design

Brief Project Summary:  
Grant funds to be used for the design of a concrete path with an ADA ramp, design of heating and air conditioning installation, and design of an ADA compliant historic period bathroom

MINNESOTA HISTORICAL SOCIETY  
 MINNESOTA HISTORICAL AND CULTURAL HERITAGE GRANTS  
 APPROVED PROJECT BUDGET

Grantee:	CITY OF RAMSEY
MNHS Grant #:	2507-30552
Project:	HISTORIC RAMSEY TOWN HALL/DISTRICT No. 28 SCHOOL HOUSE: DESIGN

	Budget Item	Amount Requested	Grant Amount	Match
1.	Scope of Work Phase Preliminary Design and Engineering	\$12,700.00	\$12,700.00	\$0.00
2.	Design phase of ADA exterior accessible route, HVAC, ADA period toilet, assess floor bearing points,	\$9,200.00	\$9,200.00	\$0.00
3.	Prepare construction documents	\$17,600.00	\$17,600.00	\$0.00
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
	<b>TOTAL</b>		\$39,500.00	\$0.00