



# CITY OF GRAND RAPIDS

## Meeting Agenda Full Detail City Council

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Monday, March 22, 2021

5:00 PM

City Hall Council Chambers

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**BE ADVISED:** Pursuant to Minnesota Statute 13D.021, Subdivision 1, some or all members may appear by telephone or other electronic means.

**CALL TO ORDER:** Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council will be held on Monday, March 22, 2021 at 5:00 p.m. in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

### CALL OF ROLL

### MEETING PROTOCOL POLICY

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

### PUBLIC FORUM

### COUNCIL REPORTS

### APPROVAL OF MINUTES

21-1732 Consider approving Council minutes for Monday, March 8, 2021 Regular meeting.

**Attachments:** [March 8, 2021 Regular Meeting](#)

### VERIFIED CLAIMS

21-1752 Consider approving the verified claims for the period March 2, 2021 to March 15, 2021 in the total amount of \$1,544,113.13 of which \$380,753.75 are debt service payments.

**Attachments:** [Council Bill List 3-22-2021.pdf](#)

### CONSENT AGENDA

*Any item on the consent agenda shall be removed for consideration by request of any one Councilmember, City staff, or the public and put on the regular agenda for discussion and consideration.*

1. 21-1743 Consider entering into a Trade Agreement with Mediacom Minnesota LLC for cable and internet services at the IRA Civic Center.

- Attachments:** [Mediacom Agreement](#)
2. [21-1749](#) Consider approving Seasonal Golf Employees  
**Attachments:** [2021 Employees and Wages March 22](#)
3. [21-1750](#) Consider request by the Fire Department to apply for a 2021 Enbridge Safe Community First Responder Grant.
4. [21-1755](#) Consider accepting the resignation from Bradley Timm, Part-time Hospital Security Officer.
5. [21-1756](#) Consider adopting a resolution accepting a donation of \$100.00 from Robert and Linda Stein of Grand Rapids to the Police Department.  
**Attachments:** [PD Stein Donation Res](#)
6. [21-1759](#) Consider accepting the resignation of April Chance from the position of Public Services Clerk - Circulation.  
**Attachments:** [April Chance Notice of Resignation](#)
7. [21-1761](#) Consider an agreement with Blandin Paper Company to utilize two parking lots during the Grand Rapids Riverfest event.  
**Attachments:** [UPM Parking Lot Lease](#)
8. [21-1762](#) Consider an amendment to an agreement with ICS eliminating the civil engineering services and approve SLA No. 2021/P&R IRA Civic Center Improvements with SEH for civic engineering services on IRA Civic Center project.  
**Attachments:** [GR-IRACivicCenter-G802-2017Amendment1](#)  
[SLA 2021 PR IRA Civic Center Improvements](#)
9. [21-1763](#) Consider acknowledging notice of intent to amend City Council By-laws

#### SETTING OF REGULAR AGENDA

*This is an opportunity to approve the regular agenda as presented or add/delete by a majority vote of the Council members present an agenda item.*

#### ACKNOWLEDGE BOARDS & COMMISSIONS

10. [21-1758](#) Review and acknowledge minutes for Boards & Commissions  
**Attachments:** [January 13, 2021 Library Board minutes](#)  
[February 10, 2021 Library Board minutes](#)  
[February 2, 2021 Arts & Culture Minutes](#)  
[February 17, 2021 Golf Board minutes](#)

**DEPARTMENT HEAD REPORT**

11. [21-1744](#) Community Development Department Report  
**Attachments:** [Community Development March 2021: Department Report](#)

**GOLF COURSE**

12. [21-1712](#) Consider adopting a Resolution to accept Gesme Golf Donation  
**Attachments:** [Gesme Golf Donation 2021](#)
13. [21-1630](#) Consider purchase of Golf Launch Monitor  
**Attachments:** [TrackMan Quote - Pokegama Golf Course w. 4 years subscription and warranty](#)

**LIBRARY**

14. [21-1748](#) Consider entering into an agreement with Mueller Studio LLC for functional public art at the Library.  
**Attachments:** [Mueller Studio LLC Agreement](#)  
[Bike rack drawings Mueller Studio LLC](#)

**ADMINISTRATION DEPARTMENT**

15. [21-1757](#) Consider the appointment of Steve Anderson to the position of ROW Leadperson.
16. [21-1760](#) Consider appointing Brielle Carlson to the Human Rights Commission.

**PUBLIC HEARINGS - PLEASE NOTE: If you wish to address the Council under public hearing, please call 218-327-8833 during the meeting.**

17. [21-1753](#) Conduct a public hearing to consider the vacation of platted street and alley right-of-way within Grand Rapids First Division.  
**Attachments:** [Itasca County Vacation Request: Area Maps/Plat](#)  
[Staff Comments & Draft Planning Commission Mtg. Minutes](#)  
[Itasca Co. Vacation Request: Application/Petition](#)  
[Concept Site Plan-Building Elevations](#)  
[Itasca County Vacation: PowerPoint Presentation](#)

**COMMUNITY DEVELOPMENT**

18. [21-1751](#) Consider the adoption of a resolution either approving or denying the vacation of platted street and alley right-of-way within Grand Rapids First Division.

**Attachments:** [Grand Rapids 1st Division Vacation: Resolution](#)

**PUBLIC HEARINGS - PLEASE NOTE: If you wish to address the Council under public hearing, please call 218-327-8833 during the meeting.**

19. [21-1746](#) Conduct a public hearing to consider the vacation of a public utility easement acquired by the City of Grand Rapids in July of 2002 through recorded document number 543974.

**Attachments:** [Lonson Holdings Easement Vacation: Maps](#)

[Lonson Holdings Easement Vacation: Public Hearing PowerPoint](#)

[Draft Planning Comm. Mtg. Minutes 3-4-2021](#)

[Lonson Holdings Vacation: Application/Petition](#)

### COMMUNITY DEVELOPMENT

20. [21-1747](#) Consider the adoption of a resolution either approving or denying the vacation of a public utility easement acquired by the City of Grand Rapids in July of 2002 through recorded document number 543974.

**Attachments:** [Lonson Holdings Easement Vacation: Resolution](#)

21. [21-1754](#) Consider approval work under Subproject 1 of a proposal from The Plum Catalyst.

**Attachments:** [The Plum Catalyst Proposal 3-17-21](#)

AMENDED

### ADJOURNMENT

*NEXT REGULAR MEETING IS SCHEDULED FOR APRIL 12, 2021, AT 5:00 P.M.*

*NOTE: These times are approximate only and are subject to change. If you are interested in a topic of discussion you should appear at least 10 minutes before its scheduled time.*

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

*Attest: Kimberly Gibeau, City Clerk*



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

# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 21-1732      **Version:** 1      **Name:** Council Minutes  
**Type:** Agenda Item      **Status:** Approval of Minutes  
**File created:** 3/10/2021      **In control:** City Council  
**On agenda:** 3/22/2021      **Final action:**  
**Title:** Consider approving Council minutes for Monday, March 8, 2021 Regular meeting.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [March 8, 2021 Regular Meeting](#)

Date	Ver.	Action By	Action	Result
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Consider approving Council minutes for Monday, March 8, 2021 Regular meeting.



# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council

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Monday, March 8, 2021

5:00 PM

City Hall Council Chambers

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**BE ADVISED: Pursuant to Minnesota Statute 13D.021, Subdivision 1, some or all members may appear by telephone or other electronic means.**

**CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council was held on Monday, March 8, 2021 at 5:00 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.**

### CALL OF ROLL

**Present** 5 - Mayor Dale Christy  
Councilor Dale Adams  
Councilor Rick Blake  
Councilor Tasha Connelly  
Councilor Michelle Toven

### Staff present:

*Tom Pagel, Chad Sterle, Rob Mattei, Lynn DeGrio*

### MEETING PROTOCOL POLICY

**PUBLIC FORUM - PLEASE NOTE: If you wish to address the Council under public forum, please call 218-327-8833 during the meeting.**

*None.*

### COUNCIL REPORTS

*Councilor Adams provides update from recent RAMS meeting.*

*Councilor Toven shares information regarding a new group identified as 'Cities Climate Caucus,' with a primary focus on environmental issues.*

*Councilor Connelly reviewed 'Colored Lines' film previewed by the Human Rights Commission. This is also offered through community education.*

*Mayor Christy, makes note of recent announcements regarding the next round of federal Cares Act.*

### APPROVAL OF MINUTES

Consider approving Council minutes for Monday, February 22, 2021 Regular meeting.

**A motion was made by Councilor Tasha Connelly, second by Councilor Dale Adams, to approve Council minutes as presented. The motion carried by the following vote.**

**Aye** 5 - Mayor Dale Christy  
Councilor Dale Adams  
Councilor Rick Blake  
Councilor Tasha Connelly  
Councilor Michelle Toven

## **VERIFIED CLAIMS**

Consider approving the verified claims for the period February 16, 2021 to March 1, 2021 in the total amount of \$816,462.65.

**A motion was made by Councilor Dale Adams, second by Councilor Michelle Toven, to approve the verified claims and approving payment of \$16,252.17 to Itasca County Auditor/Treasure for 2020 Elections. The motion carried by the following vote.**

**Aye** 5 - Mayor Dale Christy  
Councilor Dale Adams  
Councilor Rick Blake  
Councilor Tasha Connelly  
Councilor Michelle Toven

## **CONSENT AGENDA**

1. Consider adopting a resolution accepting \$8,125.00 for a TZD Speed and Aggressive Driving Enforcement Grant for 2021.  
**Adopted Resolution 21-13 by consent roll call**
2. Consider approving TNT Construction Group, LLC Phase 2 Work Scope 8 Police Evidence Change Order #001 in the amount of \$5421.34.  
**Approved by consent roll call**
3. Adopt a resolution to approve a Court Data Services Subscriber agreement to CJDN Subscriber Agreement with the Minnesota State Bureau of Criminal Apprehension (BCA)  
**Adopted Resolution 21-14 by consent roll call**
4. Consider approving McDowell Companies New Fire Hall phase 1, work scope 3, change order 002 in the amount of \$4400 and Northern Industrial Erectors phase 1, work scope 2, change order 001 in the amount of \$4420.  
**Approved by consent roll call**
5. Consider entering into an Agreement for Consulting Services for GASB 67 & 68 Actuarial Valuation with USI Consulting Group, Incorporated. (formerly Hildi Inc.)  
**Approved by consent roll call**

6. Consider adopting a resolution requesting the revocation of portions of the MSA Street System and the designation of new MSAS routes.  
**Adopted Resolution 21-15 by consent roll call**
7. Consider approving a professional services agreement with SEH Inc. for services related to the Ramp Lighting Project at the GPZ Airport.  
**Approved by consent roll call**
8. Consider adopting a resolution approving the plans and specifications and ordering the advertisement for bids for CP 2021-2, 5th Street SW Reconstruction Project.  
**Adopted Resolution 21-16 by consent roll call**
9. Consider adopting a resolution accepting a donation of \$100.00 from Norma Long of Grand Rapids, MN to the Police Department.  
**Adopted Resolution 21-17 by consent roll call**
- 9a. Consider entering into an Agreement with Pyrotechnic Display, Inc. to provide fireworks on July 4th, 2021.  
**Approved by consent roll call**

#### **Approval of the Consent Agenda**

**A motion was made by Councilor Michelle Toven, seconded by Councilor Tasha Connelly, to Approve the Consent Calendar. The motion carried by the following vote**

**Aye** 5 - Mayor Dale Christy  
Councilor Dale Adams  
Councilor Rick Blake  
Councilor Tasha Connelly  
Councilor Michelle Toven

#### **SETTING OF REGULAR AGENDA**

**A motion was made by Councilor Dale Adams, second by Councilor Tasha Connelly, to approve the Regular agenda as presented. The motion carried by the following vote.**

**Aye** 5 - Mayor Dale Christy  
Councilor Dale Adams  
Councilor Rick Blake  
Councilor Tasha Connelly  
Councilor Michelle Toven

#### **COMMUNITY DEVELOPMENT**

10. Consider adopting a resolution supporting Minnesota Senate File 1163 and Minnesota House File 1486 establishing an incentive for the production of wood pellets.



*Mr. Mattei presents background information regarding interest in wood pellets production in the community.*

**A motion was made by Councilor Tasha Connelly, second by Councilor Rick Blake, adopting Resolution 21-18, supporting establishment of incentive for wood pellet production. The motion carried by the following vote.**

**Aye** 5 - Mayor Dale Christy  
Councilor Dale Adams  
Councilor Rick Blake  
Councilor Tasha Connelly  
Councilor Michelle Toven

11. Consider entering into a Memorandum of Understanding (MOU) with Bird Rides, Inc.

*Mr. Mattei provides overview of Bird Rides, Inc. including type of business, service and interest in Grand Rapids.*

**A motion was made by Councilor Michelle Toven, second by Councilor Tasha Connelly, approving MOU with Bird Rides, Inc. The motion carried by the following vote.**

**Aye** 5 - Mayor Dale Christy  
Councilor Dale Adams  
Councilor Rick Blake  
Councilor Tasha Connelly  
Councilor Michelle Toven

#### ADMINISTRATION DEPARTMENT

12. Consider establishing an eligibility list for Public Works Maintenance I and appoint Robert Kubezko to the current vacancy.

**A motion was made by Councilor Dale Adams, second by Councilor Tasha Connelly, establishing eligibility list and appointing Robert Kubezko to current vacancy. The motion carried by the following vote.**

**Aye** 5 - Mayor Dale Christy  
Councilor Dale Adams  
Councilor Rick Blake  
Councilor Tasha Connelly  
Councilor Michelle Toven

13. Consider appointments to Housing and Redevelopment Authority

*The City will continue to maintain a board and appoint members until such time as the merger is completed.*

**A motion was made by Councilor Michelle Toven, second by Councilor Dale Adams, to appoint Chris Henrichsen and Marilyn Rossman to the HRA with terms to expire March 1, 2026 and appoint Councilor Michelle Toven as Council Representative. The motion carried by the following vote.**

**Aye** 5 - Mayor Dale Christy  
Councilor Dale Adams  
Councilor Rick Blake  
Councilor Tasha Connelly  
Councilor Michelle Toven

14. Consider approving an agreement between the City of Grand Rapids, Reif Center, KAXE and Visit Grand Rapids to create and manage a music festival on Block 19 in Grand Rapids.

**A motion was made by Councilor Tasha Connelly, second by Councilor Rick Blake, approving agreement with KAXE, Reif Center and Visit Grand Rapids in reference to Rapids Riverfest. The motion carried by the following vote.**

**Aye** 5 - Mayor Dale Christy  
Councilor Dale Adams  
Councilor Rick Blake  
Councilor Tasha Connelly  
Councilor Michelle Toven

**ADJOURNMENT**

**There being no further business, the meeting adjourned at 5:34 pm.**

*Respectfully submitted:*

*Kimberly Gibeau, City Clerk*



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 21-1752      **Version:** 1      **Name:** VERIFIED CLAIMS  
**Type:** Agenda Item      **Status:** Verified Claims  
**File created:** 3/17/2021      **In control:** City Council  
**On agenda:** 3/22/2021      **Final action:**  
**Title:** Consider approving the verified claims for the period March 2, 2021 to March 15, 2021 in the total amount of \$1,544,113.13 of which \$380,753.75 are debt service payments.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Council Bill List 3-22-2021.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving the verified claims for the period March 2, 2021 to March 15, 2021 in the total amount of \$1,544,113.13 of which \$380,753.75 are debt service payments.

### **Requested City Council Action**

Make a motion approving the verified claims for the period March 2, 2021 to March 15, 2021 in the total amount of \$1,544,113.13 of which \$380,753.75 are debt service payments.

DATE: 03/17/2021  
 TIME: 12:21:47  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 03/22/2021

VENDOR #	NAME	AMOUNT DUE
-----		
GENERAL FUND		
0500050	E3 CONSULTING SERVICES	-154.13
1309335	MINNESOTA REVENUE	154.13
TOTAL		0.00
CITY WIDE		
0718060	GRAND RAPIDS HERALD REVIEW	378.00
1915248	SHI INTERNATIONAL CORP	584.00
TOTAL CITY WIDE		962.00
SPECIAL PROJECTS-NON BUDGETED		
1105530	KENNEDY & GRAVEN, CHARTERED	656.25
TOTAL SPECIAL PROJECTS-NON BUDGETED		656.25
ADMINISTRATION		
1215630	LOREN SOLBERG CONSULTING, LLC	2,719.47
1309138	STATE OF MINNESOTA - OFFICE OF	1,999.50
TOTAL ADMINISTRATION		4,718.97
BUILDING MAINTENANCE-CITY HALL		
0118100	ARAMARK UNIFORM & CAREER	52.90
0315455	COLE HARDWARE INC	101.85
0920060	ITASCA COUNTY TREASURER	201.40
1615423	POKEGAMA ELECTRIC INC	229.50
1901535	SANDSTROM'S INC	97.04
TOTAL BUILDING MAINTENANCE-CITY HALL		682.69
COMMUNITY DEVELOPMENT		
0920060	ITASCA COUNTY TREASURER	119.62
TOTAL COMMUNITY DEVELOPMENT		119.62
FINANCE		
0801661	HARRIS	300.00
1309332	MN STATE RETIREMENT SYSTEM	1,758.21
1805230	REESE RUBBER STAMP COMPANY	34.50

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 03/22/2021

VENDOR #	NAME	AMOUNT DUE
-----		
GENERAL FUND		
FINANCE		
	TOTAL FINANCE	2,092.71
FIRE		
0301685	CARQUEST AUTO PARTS	9.44
0401804	DAVIS OIL INC	474.11
0601690	FASTENAL COMPANY	409.06
0920060	ITASCA COUNTY TREASURER	53.84
1200500	L&M SUPPLY	124.30
1315725	THE MOTOR SHOP LLC	45.00
1415030	NAPA SUPPLY OF GRAND RAPIDS	56.45
	TOTAL FIRE	1,172.20
INFORMATION TECHNOLOGY		
0500050	E3 CONSULTING SERVICES	616.50
	TOTAL INFORMATION TECHNOLOGY	616.50
PUBLIC WORKS		
0113223	AMERICAN DETAILING	2,700.00
0205090	BEACON ATHLETICS LLC	207.00
0221650	BURGGRAF'S ACE HARDWARE	59.98
0301685	CARQUEST AUTO PARTS	55.28
0315455	COLE HARDWARE INC	24.06
0318900	CRYSTEEL TRUCK EQUIPMENT INC	37.92
0401804	DAVIS OIL INC	1,359.02
0501650	EARL F ANDERSEN	75.65
0514802	ENVIROTECH SERVICES INC	5,333.24
0601690	FASTENAL COMPANY	115.99
0801836	HAWKINSON SAND & GRAVEL	572.88
0920060	ITASCA COUNTY TREASURER	701.97
1200500	L&M SUPPLY	44.88
1301015	MACQUEEN EQUIPMENT INC	498.83
1301213	MARTIN'S SNOWPLOW & EQUIP	18.92
1415536	NORTHLAND HYDRAULICS SERVICE	818.41
1421155	NUCH'S IN THE CORNER	15.00
1421700	NUSS TRUCK GROUP INC	3,421.47
1503150	OCCUPATIONAL DEVELOPMENT CTR	495.00
1621125	PUBLIC UTILITIES COMMISSION	57.18
1900225	SEH	3,050.00
2000522	TNT CONSTRUCTION GROUP, LLC	38.75
	TOTAL PUBLIC WORKS	19,701.43

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 03/22/2021

VENDOR #	NAME	AMOUNT DUE
-----		
GENERAL FUND		
FLEET MAINTENANCE		
0103325	ACHESON TIRE INC	75.00
0301685	CARQUEST AUTO PARTS	237.11
0920060	ITASCA COUNTY TREASURER	41.48
1301720	MATCO TOOLS	51.88
1914095	SNAP - ON DIAGNOSTICS	1,728.00
	TOTAL FLEET MAINTENANCE	2,133.47
POLICE		
0116610	APPLIED CONCEPTS INC	180.00
0205725	BETZ EXTINGUISHER COMPANY	85.00
0301685	CARQUEST AUTO PARTS	226.96
0421725	DUTCH ROOM INC	192.28
0524225	EXECUTIVE DISTRIBUTORS	1,781.55
0718021	GRAND RAPIDS GM INC	61.58
0920060	ITASCA COUNTY TREASURER	2,854.88
1301025	MAKI BODY & GLASS	262.00
1309090	SUPERONE FOODS NORTH	11.97
	TOTAL POLICE	5,656.22
RECREATION		
0805640	HERC-U-LIFT INC	148.36
	TOTAL RECREATION	148.36
CENTRAL SCHOOL		
0315455	COLE HARDWARE INC	5.16
0701650	GARTNER REFRIGERATION CO	2,888.76
1309050	MIDWEST SECURITY & FIRE INC	312.00
	TOTAL	3,205.92
AIRPORT		
0315455	COLE HARDWARE INC	43.94
0504825	EDWARDS OIL INC	604.80
0920060	ITASCA COUNTY TREASURER	79.41
1615423	POKEGAMA ELECTRIC INC	2,106.80
	TOTAL	2,834.95

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 03/22/2021

VENDOR #	NAME	AMOUNT DUE
-----		
CIVIC CENTER		
GENERAL ADMINISTRATION		
0118100	ARAMARK UNIFORM & CAREER	105.91
0221650	BURGGRAF'S ACE HARDWARE	53.31
0701650	GARTNER REFRIGERATION CO	8,012.75
0809345	NICHOLAS HIIPAKKA	18.17
1200500	L&M SUPPLY	94.99
1200855	LVC COMPANIES INC	375.90
1615423	POKEGAMA ELECTRIC INC	2,729.65
1901535	SANDSTROM'S INC	34.39
	TOTAL GENERAL ADMINISTRATION	11,425.07
STATE HAZ-MAT RESPONSE TEAM		
0312109	CLAFTON SALES - CLAFTON SKATE	65.00
0920060	ITASCA COUNTY TREASURER	75.98
	TOTAL	140.98
CEMETERY		
0920060	ITASCA COUNTY TREASURER	99.71
	TOTAL	99.71
DOMESTIC ANIMAL CONTROL FAC		
0118100	ARAMARK UNIFORM & CAREER	30.00
0920060	ITASCA COUNTY TREASURER	122.12
1615423	POKEGAMA ELECTRIC INC	116.00
	TOTAL	268.12
GO STATE-AID ST BONDS 2007B		
2305447	WELLS FARGO BANK NA	78,075.00
	TOTAL	78,075.00
GO STATE-AID BONDS 2012B		
2305447	WELLS FARGO BANK NA	302,678.75

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 03/22/2021

VENDOR #	NAME	AMOUNT DUE
-----		
GO STATE-AID BONDS 2012B		
	TOTAL	302,678.75
GO IMP REFNDING BONDS-2013A		
0508450	EHLERS AND ASSOCIATES INC	2,250.00
2114375	DEPARTMENT OF TREASURY	2,301.30
	TOTAL	4,551.30
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-FIRE DEPT		
0717995	GRAND FORKS FIRE EQUIPMENT LLC	6,740.00
	TOTAL CAPITAL OUTLAY-FIRE DEPT	6,740.00
CAPITAL OUTLAY-POLICE		
0116610	APPLIED CONCEPTS INC	620.00
	TOTAL CAPITAL OUTLAY-POLICE	620.00
2021 INFRASTRUCTURE BONDS		
CP2020/FD-1 NEW FIRE HALL		
0100024	A-Z ELECTRIC INC	19,000.00
0102697	ABSOLUTE FIRE PROTECTION INC	3,800.00
0218115	BRAUN INTERTEC CORPORATION	1,232.50
1301850	MAX GRAY CONSTRUCTION	53,640.75
1303050	MCDOWALL COMPANY	190,196.36
1908090	SHANNON'S INC	29,578.25
2000522	TNT CONSTRUCTION GROUP, LLC	21,374.98
	TOTAL CP2020/FD-1 NEW FIRE HALL	318,822.84
CP 2021-2 5TH STREET SW		
1900225	SEH	5,250.00
	TOTAL CP 2021-2 5TH STREET SW	5,250.00
2015-3 HIGHWAY 2 WEST TRAIL		
1900225	SEH	2,264.40



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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 03/22/2021

VENDOR #	NAME	AMOUNT DUE
-----		
2021	INFRASTRUCTURE BONDS	
	2015-3 HIGHWAY 2 WEST TRAIL	
	2000522 TNT CONSTRUCTION GROUP, LLC	4,596.00
	TOTAL 2015-3 HIGHWAY 2 WEST TRAIL	6,860.40
2022	INFRASTRUCTURE BONDS	
	IRA CIVIC CENTER RENOVATION	
	0900055 ICS CONSULTING INC	87,321.00
	1900225 SEH	2,115.00
	TOTAL IRA CIVIC CENTER RENOVATION	89,436.00
STORM WATER UTILITY		
	0113223 AMERICAN DETAILING	350.00
	0221650 BURGGRAF'S ACE HARDWARE	12.99
	0301685 CARQUEST AUTO PARTS	130.90
	0315455 COLE HARDWARE INC	33.98
	0401804 DAVIS OIL INC	2,226.15
	0920060 ITASCA COUNTY TREASURER	237.01
	1200495 L & L RENTAL INC	472.85
	1303039 MCCOY CONSTRUCTION & FORESTRY	221.60
	TOTAL	3,685.48
	TOTAL UNPAID TO BE APPROVED IN THE SUM OF:	\$ 873,354.94
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
	0100053 AT&T MOBILITY	3,838.67
	0102700 ABSTRACT SERVICE COMPANY	1,271.27
	0113105 AMAZON CAPITAL SERVICES	336.38
	0205640 LEAGUE OF MN CITIES INS TRUST	244,129.00
	0305530 CENTURYLINK QC	259.00
	0605191 FIDELITY SECURITY LIFE	60.99
	0718015 GRAND RAPIDS CITY PAYROLL	248,759.71
	0815440 HOLIDAY STATIONSTORES LLC	154.14
	0900060 ICTV	15,716.37
	0920055 ITASCA COUNTY RECORDER	184.00
	0920060 ITASCA COUNTY TREASURER	16,252.17
	1201402 LAKE COUNTRY POWER	44.60
	1209516 LINCOLN NATIONAL LIFE	1,874.26
	1301145 MARCO TECHNOLOGIES, LLC	65.04
	1301146 MARCO TECHNOLOGIES, LLC	2,262.07
	1305046 MEDIACOM LLC	158.95
	1309098 MINNESOTA MN IT SERVICES	439.88

DATE: 03/17/2021  
 TIME: 12:21:47  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 7

INVOICES DUE ON/BEFORE 03/22/2021

VENDOR #	NAME	AMOUNT DUE
-----		
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1309199	MINNESOTA ENERGY RESOURCES	18.00
1309332	MN STATE RETIREMENT SYSTEM	2,424.00
1309381	UNIVERSITY OF MINNESOTA	150.00
1405850	NEXTERA COMMUNICATIONS LLC	457.86
1516220	OPERATING ENGINEERS LOCAL #49	110,574.00
1601750	PAUL BUNYAN COMMUNICATIONS	280.06
1609561	PIONEER TELEPHONE	10.72
2114360	UNITED PARCEL SERVICE	24.90
2209665	VISA	2,464.24
2209705	VISIT GRAND RAPIDS INC	16,171.87
2301700	WM CORPORATE SERVICES, INC	2,238.54
T001358	KINGS MONGOLIAN GRILL	137.50
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$		670,758.19
TOTAL ALL DEPARTMENTS		1,544,113.13



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 21-1743      **Version:** 1      **Name:** Mediacom - Civic Center Agreement  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 3/12/2021      **In control:** City Council  
**On agenda:** 3/22/2021      **Final action:**  
**Title:** Consider entering into a Trade Agreement with Mediacom Minnesota LLC for cable and internet services at the IRA Civic Center.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Mediacom Agreement](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Consider entering into a Trade Agreement with Mediacom Minnesota LLC for cable and internet services at the IRA Civic Center.

**Background Information:**

This is a renewal of an Agreement that provides cable and internet services at the IRA Civic Center. In exchange for their services, Mediacom receives two dasher board ads, a back-lit wall sign, and two advertising signs adjacent to televisions in our lobby. The Agreement is attached for your review.

**Staff Recommendation:**

City staff recommends entering into a Trade Agreement with Mediacom Minnesota LLC for cable and internet services at the IRA Civic Center.

**Requested City Council Action**

Make a motion to enter into a Trade Agreement with Mediacom Minnesota LLC for cable and internet services at the IRA Civic Center.

**Mediacom Minnesota LLC**  
**with**  
**IRA Civic Center of Grand Rapids, MN**  
**Trade Agreement**

Mediacom Minnesota LLC (Mediacom) will provide IRA Civic Center of Grand Rapids, Variety TV, Digital Tier with 2 HD boxes, 5 DTA boxes, 300 MB High Speed Internet service with modem at no charge for 12 months beginning April 1<sup>st</sup>, 2021. This agreement will automatically renew yearly after April 1<sup>st</sup>, 2022.

In exchange for this service IRA Civic Center of Grand Rapids will provide Mediacom with:

- Two (2) 96”W X 33” H Dasher board panels
- One (1) 72”W X 48” H Backlight sign
- Signage on televisions advertising the service is provided by Mediacom
  - Two (2) 18”W X 24”H signs

Mediacom or IRA Civic Center of Grand Rapids, Minnesota have the right to cancel this agreement at any time after April 1<sup>st</sup>, 2022 via letter with at least a 30-day notification.



Signed  
Bill Jensen - Lakes Regional Group Vice President  
Mediacom Minnesota LLC

Date: 3/11/21

\_\_\_\_\_  
Signed

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

\_\_\_\_\_  
Print Name  
IRA Civic Center of Grand Rapids, MN



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 21-1749      **Version:** 1      **Name:** Approve Seasonal Golf Employees  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 3/17/2021      **In control:** City Council  
**On agenda:** 3/22/2021      **Final action:**  
**Title:** Consider approving Seasonal Golf Employees  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [2021 Employees and Wages March 22](#)

Date	Ver.	Action By	Action	Result
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Consider approving Seasonal Golf Employees

**Background Information:**

It appears as though we will have an early start to the 2021 golf season. We do not have a projected opening date but need to have seasonal employees approved and ready to start employment. The golf course staff requests approval of seasonal employment of the attached list of recommended employees. Seasonal employment is to begin no sooner than March 23, 2021 and end no later than November 15, 2021. This personnel expense will be funded by the city council approved 2021 Golf Course budget.

**Staff Recommendation:**

The golf staff recommends approving seasonal employment of the attached list of recommended employees. Seasonal work to begin no sooner than March 23, 2021 and end no later than November 15, 2021.

**Requested City Council Action**

Make a motion approving Seasonal Golf Employees

<b>EmplNum</b>	<b>EmplName</b>	<b>EmplFName</b>		<b>2021</b>
0345	BARIL	KENT W	030	\$ 15.25
3371	BRUEMMER	EVAN C	030	\$ 10.50
3362	BUELL	ASHLEY M	030	\$12.00
0395	CARLSON	THOMAS J	030	\$ 10.50
3363	CARLSTROM	BELLA C	030	\$ 10.50
3370	DOWNING	THOMAS A	030	\$ 10.50
3372	FURLONG	LEON N	030	\$ 10.50
3359	GANGI	FRANK	030	\$10.50
3365	HEBEISEN	MACKENZIE R	030	\$ 10.50
3332	HENRICHSEN	BLAKE A	030	\$ 10.50
3334	HUSON	SHARI L	030	\$ 13.00
3367	JANECKE	MADISON E	030	\$ 10.50
3349	JENSEN	PAUL R	030	\$ 10.50
3348	KLABOUGH	MICHAEL F	030	\$ 13.50
3336	KOTTKE	REED C	030	\$ 11.75
3360	LANGLOIS	NICOLAS J	030	\$ 10.50
3364	LEPAK	ROBERT J	030	\$ 10.50
3358	OLSEN	DAVID L	030	\$ 10.75
3337	PETERMEIER	EMMA J	030	\$ 12.50
3366	PUDDICOMBE	KADA A	030	\$ 10.50
3355	SELEDIC	HUNTER P	030	\$ 10.61
3369	YEAGER	EMILY J	030	\$ 10.50
	SKELLY	KIRK		\$ 13.00
	HENRICHSEN	Dylan		\$10.25
	HANSEN	MARLO		\$11.00



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 21-1750      **Version:** 1      **Name:** Enbridge Grant  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 3/17/2021      **In control:** City Council  
**On agenda:** 3/22/2021      **Final action:**  
**Title:** Consider request by the Fire Department to apply for a 2021 Enbridge Safe Community First Responder Grant.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Consider request by the Fire Department to apply for a 2021 Enbridge Safe Community First Responder Grant.

**Background Information:**

The Grand Rapids Fire Department is requesting Council authorization to apply for an Enbridge Safe Community First Responder grant. This grant is intended to help organizations improve public safety and make our communities safer with support from Enbridge.

If awarded, the fire department would use the Enbridge funding to help purchase tools and safety equipment. Organizations are eligible to receive one grant per calendar year.

**Staff Recommendation:**

Staff Recommendation is to allow the fire department to apply for the said grant.

**Requested City Council Action**

Make a motion authorizing the fire department to apply for an Enbridge Safe Community First Responder Grant.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 21-1755      **Version:** 1      **Name:** Consider accepting the resignation from Bradley Timm, Part-time Hospital Security Officer.  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 3/17/2021      **In control:** City Council  
**On agenda:** 3/22/2021      **Final action:**  
**Title:** Consider accepting the resignation from Bradley Timm, Part-time Hospital Security Officer.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Consider accepting the resignation from Bradley Timm, Part-time Hospital Security Officer.

**Background Information:**

Bradley Timm was hired on February 27, 2020 as a part-time Hospital Security Officer. He has given his written notice of resignation effective March 17, 2021.

**Staff Recommendation:**

Police Sergeant Kevin Ott and Director of Human Resources Lynn DeGrio are recommending accepting Bradley's resignation with gratitude for his service to Grand Itasca Clinic & Hospital and the City of Grand Rapids.

**Requested City Council Action**

Make a motion to accept the resignation of Bradley Timm, Part-time Hospital Security Officer, effective March 17, 2021.





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	21-1756	<b>Version:</b>	1	<b>Name:</b>	Consider adopting a resolution accepting a donation of \$100.00 from Robert and Linda Stein of Grand Rapids to the Police Department.
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	3/18/2021	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	3/22/2021	<b>Final action:</b>			
<b>Title:</b>	Consider adopting a resolution accepting a donation of \$100.00 from Robert and Linda Stein of Grand Rapids to the Police Department.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">PD Stein Donation Res</a>				

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution accepting a donation of \$100.00 from Robert and Linda Stein of Grand Rapids to the Police Department.

### **Background Information:**

The police department received a letter and a donation of \$100.00 from Robert and Linda Stein of Grand Rapids. The letter said "Thank you for all you do for our community".

### **Staff Recommendation:**

Please consider adopting a resolution accepting a donation of \$100.00 from Robert and Linda Stein of Grand Rapids to the Police Department.

### **Requested City Council Action**

Make a motion adopting a resolution accepting a donation of \$100.00 from Robert and Linda Stein of Grand Rapids to the Police Department.

Councilor introduced the following resolution and moved for its adoption:

RESOLUTION NO. 21-

A RESOLUTION ACCEPTING A DONATION OF \$100 ROBERT & LINDA STEIN  
TO THE GRAND RAPIDS POLICE DEPARTMENT TO BE USED TOWARDS  
POLICE COMMUNITY EDUCATION

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

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

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

- Robert & Linda Stein have donated \$100 to the Grand Rapids Police Department be used for police community education.

Adopted this 22<sup>nd</sup> day of March 2021.

\_\_\_\_\_  
Dale Christy, Mayor

Attest:

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

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



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	21-1759	<b>Version:</b>	1	<b>Name:</b>	Consider accepting the resignation of April Chance from the position of Public Services Clerk - Circulation.
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	3/18/2021	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	3/22/2021	<b>Final action:</b>			
<b>Title:</b>	Consider accepting the resignation of April Chance from the position of Public Services Clerk - Circulation.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">April Chance Notice of Resignation</a>				

Date	Ver.	Action By	Action	Result
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Consider accepting the resignation of April Chance from the position of Public Services Clerk - Circulation.

### **Background Information:**

April Chance, Public Services Clerk - Circulation at the Library, has submitted her official notice of resignation with an effective date of January 22, 2021. April has been in layoff status since July 22, 2020 and has since found employment elsewhere.

### **Staff Recommendation:**

Director of Human Resources Lynn DeGrio is recommending accepting April's notice of resignation with an effective date of January 22, 2021 with gratitude for the work performed at the Library.

### **Requested City Council Action**

Make a motion to accept the resignation of April Chance from the position of Public Services Clerk - Circulation with an effective date of January 22, 2021.

## Lynn DeGrio

---

**From:** April Chance <chance.april@gmail.com>  
**Sent:** Thursday, March 18, 2021 1:21 PM  
**To:** Lynn DeGrio  
**Subject:** Letter of resignation

Lynn,

Due to being offered employment elsewhere, I am submitting my official resignation with an effective date of January 22, 2021.

I greatly appreciate the opportunity I had to work for the City of Grand Rapids and wish you all the best!

Thank you,  
April Chance



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 21-1761      **Version:** 1      **Name:** GR Riverfest Blandin Parking  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 3/19/2021      **In control:** City Council  
**On agenda:** 3/22/2021      **Final action:**  
**Title:** Consider an agreement with Blandin Paper Company to utilize two parking lots during the Grand Rapids Riverfest event.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [UPM Parking Lot Lease](#)

Date	Ver.	Action By	Action	Result
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Consider an agreement with Blandin Paper Company to utilize two parking lots during the Grand Rapids Riverfest event.

**Background Information:**

Blandin Paper Company has two parking lots in close proximity to the Grand Rapids Riverfest Venue located on Block 19. The attached agreement allows the City to utilize both parking lots during the event.

**Staff Recommendation:**

Staff is recommending the approval of the agreement with Blandin Paper Company.

**Requested City Council Action**

A motion to approve the agreement with Blandin Paper Company.

PARKING LOT LEASE

This Lease Agreement (Lease) is entered into this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between Blandin Paper Company (Lessor) and the City of Grand Rapids (Lessee) as follows:

1. The Lessee is hosting Grand Rapids Riverfest (Event) on September 10<sup>th</sup> and 11<sup>th</sup> of 2021 and has a need for public parking and Lessor has two parking lots (Lots) in close proximity to the Event at the following locations:
  - a. Parking Lot A – Lots 1-6 and 19-24 of Block 27 of the plat of Grand Rapids; and
  - b. Parking Lot B – Lots 1-12 of Block 50 of the plat of Grand Rapids.
2. Lessor shall lease said Lots to Lessee for use by the public from Friday, September 10, 2021, through Sunday, September 12, 2021.
3. In exchange for use of the Lots Lessee shall:
  - a. Sweep the Lots on Sunday, September 12, 2021, after the Event has been completed.
  - b. Shall install permanent signs along the east and south property line of Parking Lot B that state “Private Property No Trespassing.”
  - c. There will be no monetary exchange for use of Lots by Lessee.
4. Lessor shall in no way be liable or responsible for any accident or damage that may occur during the term of this Lease. Lessee shall indemnify Lessor, defend and hold it harmless against any and all liabilities, loss, cost, damage or expense which may accrue to Lessor or be claimed against Lessor by reason of any act or omission of the Lessee in hosting this event.
5. Lessee shall name Lessor as an additional insured by endorsement to its general liability insurance through the League of Minnesota Cities for all liability arising from this Lease.
6. This Lease shall expire at midnight, September 12, 2021, upon termination of the event for which it was created.

IN WITNESS WHEREOF the parties have executed this Lease effective as of the date written above.

BLANDIN PAPER COMPANY, LESSOR

CITY OF GRAND RAPIDS, LESSEE

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

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

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

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



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 21-1762      **Version:** 1      **Name:** IRA Civic Center Civil Engineering Modification  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 3/19/2021      **In control:** City Council  
**On agenda:** 3/22/2021      **Final action:**  
**Title:** Consider an amendment to an agreement with ICS eliminating the civil engineering services and approve SLA No. 2021/P&R IRA Civic Center Improvements with SEH for civic engineering services on IRA Civic Center project.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [GR-IRACivicCenter-G802-2017Amendment1](#)  
[SLA 2021 PR IRA Civic Center Improvements](#)

Date	Ver.	Action By	Action	Result
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Consider an amendment to an agreement with ICS eliminating the civil engineering services and approve SLA No. 2021/P&R IRA Civic Center Improvements with SEH for civic engineering services on IRA Civic Center project.

**Background Information:**

The original agreement with ICS for the IRA Civic Center project included civil engineering services for work on the parking lots. From an administrative perspective it is better to eliminate this service from the ICS contract and direct contract with SEH through the City's master engineering agreement with SEH. The two attached documents accomplish this task.

**Staff Recommendation:**

City staff is recommending an amendment to an agreement with ICS eliminating the civil engineering services and approve SLA No. 2021/P&R IRA Civic Center Improvements with SEH for civic engineering services on IRA Civic Center project.

**Requested City Council Action**

A motion approving an amendment to an agreement with ICS eliminating the civil engineering services and approve SLA No. 2021/P&R IRA Civic Center Improvements with SEH for civic engineering services on IRA Civic Center project.

## Embedded Secure Document

The file <https://grandrapids.legistar.com/View.ashx?M=F&ID=9255060&GUID=4CE786C1-ACD6-4943-B255-BDE47AE71DE0> is a secure document that has been embedded in this document. Double click the pushpin to view.



# Supplemental Letter Agreement No. 2021/P&R IRA Civic Center Improvements

March 22, 2021

Mayor Christy  
City of Grand Rapids  
420 NE 4<sup>th</sup> Street  
Grand Rapids, MN 55744

RE: IRA Civic Center Improvements  
City Project 2021/P&R  
SLA for Design and Construction Administration

Dear Mayor Christy,

City Project 2021/P&R involves parking lot reconstruction and ADA improvements for the IRA Civic Center site. The improvements for the existing paved west, south, and east lot include curb replacement, ADA improvements, milling, bituminous overlay, signing, striping, and turf restoration. The north side of the west parking lot would include bituminous pavement, storm sewer, lighting, curb and gutter, signing, striping, and turf restoration.

The City Administrator has requested that we prepare this Supplemental Letter Agreement (SLA) for design and construction administration of all of these improvements for your consideration. Our estimated work scope and fee for this project is listed below and are in accordance with the Master Engineering Services Agreement that is in place between the City of Grand Rapids and Short Elliott Hendrickson, Incorporated (SEH).

## **Design**

Short Elliott Hendrickson (SEH) will perform engineering tasks as required to design the listed city projects. This includes topographic survey, design of proposed infrastructure, preparation of required permits and paperwork for necessary agencies (excluding wetland permitting), specification preparation, bidding documents, answer questions during bidding phase, bid opening, tabulation of bids, and letter of recommendation based on bids.

## **Construction Administration**

SEH will complete construction engineering, full time resident project representation, pay estimate preparation, agency documentation, prevailing wage review, as-built record drawings in electronic format, and documentation of any work related to these tasks.

**Miscellaneous Services**

SEH will coordinate any additional activities outside of the scope of Design and Construction Administration as requested by The City Engineer.

**SEH Work Scope**

The services included in this SLA are for design and construction services as listed in the Master Agreement in place between the City and SEH.

**Project Schedule**

Council considers approval of this SLA	March 22, 2021
Council orders preparation of plans and specifications	Spring, 2021
Council approves plans and specifications and authorizes bid	Fall, 2021
Advertise in Herald Review (GR – official newspaper)	Fall, 2021
Bid opening	Fall, 2021
Council considers award of contract	Fall, 2021
Construction	Spring-Fall, 2022
Substantial completion	June, 2023


**Fee Schedule**

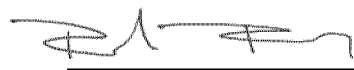
The fees for design and construction will be as listed in the Master Engineering Services Contract for a Reconstruction Project (design fee = 7.0% of low construction bid and a construction fee = 7.5% of actual construction cost). The current construction estimate for this design is \$796,299.00, which equates to an estimated SEH design fee of \$73,534.45 and an estimated SEH construction fee of \$78,786.91.

The fees for the miscellaneous services are listed in the Master Engineering Services Contract (hourly work as shown in Exhibit “B”). The estimated fee for this work is \$5,000.00.

We look forward to working with you on this project. If this SLA is acceptable, please sign in the space provided and return a copy to us. We will then begin work immediately. Please contact us if you have any questions regarding this supplemental letter agreement.

Sincerely,  
Short Elliott Hendrickson Inc.

  
 \_\_\_\_\_  
 Sara Christenson, PE (Lic. MN)      03.22.2021  
 Client Service Manager/Project Manager      Date

  
 \_\_\_\_\_  
 Robert J. Beaver, PE      03.22.2021  
 Office Manager/Principal      Date

**City of Grand Rapids Authorization:**

\_\_\_\_\_  
 Kim Johnson-Gibeau      \_\_\_\_\_  
 City Clerk      Date

\_\_\_\_\_  
 Dale Christy      \_\_\_\_\_  
 Mayor of Grand Rapids      Date



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 21-1763      **Version:** 1      **Name:** By-laws notice of intent to change  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 3/19/2021      **In control:** City Council  
**On agenda:** 3/22/2021      **Final action:**  
**Title:** Consider acknowledging notice of intent to amend City Council By-laws  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider acknowledging notice of intent to amend City Council By-laws

**Background Information:**

The City Council By-laws require notice of intent to amend prior to taking action on the requested change.

**SUSPENSION OR AMENDMENT OF THESE RULES:**

These rules, or any of them, may be temporarily suspended by a majority vote of all the Council members, (unless governed by Minnesota State Statute) and shall not be repealed or amended except by a majority vote of the whole Council after notice has been given at a preceding Council meeting.

**Requested City Council Action**

Make a motion acknowledging intent to amend City Council by-laws at the next regular meeting on April 12, 2021.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 21-1758      **Version:** 1      **Name:** Board & Commission minutes  
**Type:** Minutes      **Status:** Approved  
**File created:** 3/18/2021      **In control:** City Council  
**On agenda:** 3/22/2021      **Final action:**  
**Title:** Review and acknowledge minutes for Boards & Commissions  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [January 13, 2021 Library Board minutes](#)  
[February 10, 2021 Library Board minutes](#)  
[February 2, 2021 Arts & Culture Minutes](#)  
[February 17, 2021 Golf Board minutes](#)

Date	Ver.	Action By	Action	Result
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Review and acknowledge minutes for Boards & Commissions

# Library Board Meeting Minutes

City Council Chambers

January 13, 2021 5:00 P.M.

## **Call to Order**

Board Chair MacDonell called meeting to order at 5:01pm.

## **Roll Call**

Present: Blocker, Martin, Richards, Tabbert

Present via telephone: Kee, Lassen, MacDonell, Teigland

Absent: Thouin

Staff present: Will Richter, Library Director; Amy Dettmer, Assistant Library Director

## **Introductions (Welcome new Board members!)**

Elias Blocker

Lisa Lassen

Ellen Teigland

## **Approval of Agenda**

Motion to: approve agenda as presented

Mover: Martin

Secunder: Richards

Result: approved 7-0 on a roll call vote; ayes: Blocker, Lassen, MacDonell, Martin, Richards, Tabbert, Teigland

## **Election of 2021 President, Vice President, and Secretary**

President: MacDonell

Vice President: Martin

Secretary: Tabbert

Motion to: approve election of MacDonell to President, Martin to Vice President, and Tabbert to Secretary

Mover: Richards

Secunder: Blocker

Result: approved 8-0 on a roll call vote; ayes: Blocker, Kee, Lassen, MacDonell, Martin, Richards, Tabbert, Teigland

### **Public Comment**

No public comment received.

### **Minutes – Approval of December Minutes**

Motion to: approve December minutes as presented

Mover: Martin

Secunder: Kee

Result: approved 8-0 on a roll call vote; ayes: Blocker, Kee, Lassen, MacDonell, Martin, Richards, Tabbert, Teigland

### **Communications**

Library staff has received numerous thank you notes and calls from patrons that appreciate GRAL services.

### **Friends & Foundation Updates**

Foundation update by Tabbert:

1. Met via Zoom in Dec
2. Received \$2175 donations in honor of Randy McCarty
3. Library pavilion project moving forward

Friends update by Teigland:

1. Met via Zoom in Jan
2. 40 packets of fundraiser cards still for sale at Library

### **Financial Report (Roll Call Vote Required)**

Motion to: approve financial reports and payment of bills as listed in Board packet

Mover: Teigland

Seconder: Kee

Result: approved 8-0 on a roll call vote; ayes: Blocker, Kee, Lassen, MacDonell, Martin, Richards, Tabbert, Teigland

### **Staff Reports**

Library Director provided a summary of staff reports highlighting the following areas:

1. State Librarian Jen Nelson resigns
2. Drive up window seeing approximately 1300 patrons a month
3. Checkout statistics for 2020 were down approximately 100,000 from 2019
4. Broken windows repair process has started

### **Old Business**

2021 Legacy Art Opportunity

Board would prefer functional, kid friendly artwork. Richter to email Board artist website for review and ideas.

### **New Business**

#### **Consent Agenda (Roll Call Vote Required)**

Motion to: approve consent agenda that includes approving resolution accepting donations from:

1. John and Gina Hawkinson by way of the Grand Rapids Area Community Foundation  
(undesignated)

Mover: Kee

Seconder: Blocker

Result: approved 8-0 on a roll call vote; ayes: Blocker, Kee, Lassen, MacDonell, Martin, Richards, Tabbert, Teigland

### **Regular Agenda**

1. Fine Free Announcement  
Positive feedback from staff and community.
2. Library Board Roster  
Contact Richter with updates.

### 3. Room Use & Fee Revision

Staff provided a room use and fee policy revision for the Board to consider.  
Motion to: approve and adopt GRAL new room use fees and reservation policy as stated in the Board packet.

Mover: Richards

Secunder: Blocker

Result: approved 8-0 on a roll call vote; ayes: Blocker, Kee, Lassen, MacDonell, Martin, Richards, Tabbert, Teigland

### **Adjourn**

Motion to: adjourn

Mover: Martin

Secunder: Richards

Result: Meeting adjourned at 5:46pm by unanimous roll call vote; ayes: Blocker, Kee, Lassen, MacDonell, Martin, Richards, Tabbert, Teigland

Respectfully submitted,

A handwritten signature in black ink that reads "Lisa Tabbert". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Lisa Tabbert

Library Board Secretary



GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JANUARY 13, 2021

DATE: 01/07/2021  
 TIME: 16:32:28  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/13/2021

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0113100	AMAZON.COM	624.75
0201428	BAKER & TAYLOR LLC	728.54
0201651	BARKING DOG EXHIBITS	328.00
0212124	BLACKSTONE PUBLISHING	515.87
0221650	BURGGRAF'S ACE HARDWARE	9.98
0305485	CENGAGE LEARNING INC	4,719.00
0315455	COLE HARDWARE INC	131.94
0405500	DEMCO INC	449.10
0421455	DULUTH NEWS TRIBUNE	346.84
0609525	FINDAWAY WORLD LLC	276.21
0701650	GARTNER REFRIGERATION CO	2,968.82
0718010	CITY OF GRAND RAPIDS	11,800.00
0914325	INGRAM ENTERTAINMENT INC.	170.85
1401650	NARDINI FIRE EQUIPMENT CO INC	225.00
1415377	NORTHERN BUSINESS PRODUCTS INC	489.37
2000522	TNT CONSTRUCTION GROUP, LLC	3,202.00
2018680	TRU NORTH ELECTRIC LLC	588.26

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$27,574.53

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0100053	AT&T MOBILITY	54.53
0718015	GRAND RAPIDS CITY PAYROLL	33,623.98
1209516	LINCOLN NATIONAL LIFE	39.00
1301146	MARCO TECHNOLOGIES, LLC	120.43
1309199	MINNESOTA ENERGY RESOURCES	791.09
1309335	MINNESOTA REVENUE	7.68
1405850	NEXTERA COMMUNICATIONS LLC	75.23
1516220	OPERATING ENGINEERS LOCAL #49	12,216.00
1601750	PAUL BUNYAN COMMUNICATIONS	246.64
2114750	UNUM LIFE INSURANCE CO OF AMER	2.05
2301700	WM CORPORATE SERVICES, INC	129.61

TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: \$47,306.24

TOTAL ALL DEPARTMENTS \$74,880.77

# Library Board Meeting Minutes

City Council Chambers

February 10, 2021 5:00 P.M.

## **Call to Order**

Board Chair MacDonell called meeting to order at 5:00pm.

## **Roll Call**

Present: Blocker, Lassen, Martin, Richards

Present via telephone: MacDonell, Tabbert, Teigland, Thouin

Absent: Kee

Staff present: Will Richter, Library Director

## **Approval of Agenda**

Motion to: approve agenda as presented

Mover: Martin

Secunder: Teigland

Result: approved 8-0 on a roll call vote; ayes: Blocker, Lassen, MacDonell, Martin, Richards, Tabbert, Teigland, Thouin

## **Public Comment**

No public comment received.

## **Minutes – Approval of January Minutes**

Motion to: approve January minutes as presented

Mover: Teigland

Secunder: Martin

Result: approved 8-0 on a roll call vote; ayes: Blocker, Lassen, MacDonell, Martin, Richards, Tabbert, Teigland, Thouin

## **Communications**

Fax from Itasca County Auditor via Arrowhead Library System.

### **Friends & Foundation Updates**

Foundation update by Tabbert:

1. No meeting in Jan
2. Still receiving memorials for Randy

Friends update by Teigland:

1. Looking into Sustainable Shelves program
2. Cards still available at Library to purchase

### **Financial Report (Roll Call Vote Required)**

Motion to: approve financial reports and payment of bills as listed in Board packet

Mover: Martin

Secunder: Thouin

Result: approved 8-0 on a roll call vote; ayes: Blocker, Lassen, MacDonell, Martin, Richards, Tabbert, Teigland, Thouin

### **Staff Reports**

Library Director provided a summary of staff reports highlighting the following areas:

1. Met with Mayor
2. Modified services remain consistent
3. Working on annual report
4. Broken windows replaced

### **Old Business**

2021 Legacy Art Opportunity

Working with Arts & Culture Commission to collaborate on bike rack art project.

### **New Business**

#### **Consent Agenda (Roll Call Vote Required)**

NONE

### **Regular Agenda**

1. Community Room Update – Informational
2. Annual Report Introduction – Will present to the board when finished.
3. Initial 2020 Data – Pandemic impacted county. 3 out of 4 physical books were checked out at GRAL. Audio and eBook checkouts increased significantly enhancing services for patrons.

**Adjourn**


Motion to: adjourn

Mover: Thouin

Secunder: Teigland

Result: Meeting adjourned at 5:31pm by unanimous roll call vote; ayes: Blocker, Lassen, MacDonell, Martin, Richards, Tabbert, Teigland, Thouin

Respectfully submitted,

A handwritten signature in black ink that reads "Lisa Tabbert". The signature is written in a cursive, flowing style.

Lisa Tabbert

Library Board Secretary

DATE: 02/03/2021  
 TIME: 13:12:49  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 02/10/2021

VENDOR #	NAME	AMOUNT DUE
-----		
PUBLIC LIBRARY		
0113100	AMAZON.COM	116.32
0118100	ARAMARK UNIFORM & CAREER	44.40
0118660	ARROWHEAD LIBRARY SYSTEM	198.62
0201428	BAKER & TAYLOR LLC	2,405.53
0212124	BLACKSTONE PUBLISHING	34.95
0221650	BURGGRAP'S ACE HARDWARE	187.05
0914325	INGRAM ENTERTAINMENT INC.	174.56
1415377	NORTHERN BUSINESS PRODUCTS INC	288.30
1903225	SCENIC RANGE NEWS FORUM	25.00
1903322	SCHECK MECHANICAL CORPORATION	2,782.68
1908248	SHERWIN-WILLIAMS	62.34
1920065	STAR TRIBUNE	552.76
2018680	TRU NORTH ELECTRIC LLC	139.20
2209421	VIKING ELECTRIC SUPPLY INC	280.80
TOTAL UNPAID TO BE APPROVED IN THE SUM OF:		\$7,292.51
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100053	AT&T MOBILITY	54.53
0718015	GRAND RAPIDS CITY PAYROLL	50,001.89
1309199	MINNESOTA ENERGY RESOURCES	967.30
1309335	MINNESOTA REVENUE	18.33
1405850	NEXTERA COMMUNICATIONS LLC	75.23
1516220	OPERATING ENGINEERS LOCAL #49	9,162.00
1601750	PAUL BUNYAN COMMUNICATIONS	247.92
1621130	P.U.C.	4,201.61
2114750	UNUM LIFE INSURANCE CO OF AMER	15.05
2301700	WM CORPORATE SERVICES, INC	129.61
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$64,873.47
TOTAL ALL DEPARTMENTS		\$72,165.98



## ARTS AND CULTURE COMMISSION MINUTES

**CALL TO ORDER:** Pursuant to due notice and call thereof the regular meeting of the Grand Rapids Arts and Culture Commission was held in Council Chambers at 420 N. Pokegama Avenue, Grand Rapids, Minnesota on Tuesday, February 2, 2021 at 4:03 PM.

**Call of Roll:** On a call of roll, the following members were present: Ed Zabinski, Kayla Aubid, Kari Hedlund, Myrna Peterson, Jennifer Gorman, Gail Otteson, Tom Sippola, Sonja Merrild, Anne-Marie Erickson. Absent: None.

**Staff Present:** Tom Pagel, Will Richter, Kimberly Gibeau

**Public Input:** None.

### **Setting the Agenda:**

**Motion by Peterson, second by Erickson to approve the agenda as presented. Motion passed by unanimous vote.**

**Correspondence:** None.

### **Approval of Minutes:**

Noted correction: spelling of Commissioner Hedlund last name.

**Motion by Hedlund, second by Merrild to approve the minutes for November 10, 2020 with correction. Motion passed by unanimous vote.**

**Financials:** Fund consists of \$5,924 roll over from 2020 budget and current annual budget of \$7,500, providing a total balance of \$13,424 for 2021.

**Artist in Residence:** Katie Marshall provided update on current happenings at the artist loft. David Dobbs has agreed to assume management responsibilities for program.

### **Old Business:**

**Mapping Project:** Megan Christianson presented web application. Visit Grand Rapids will keep app updated.

Goodwin Art show: Commissioner Aubid is working with Mr. Pagel, Commissioner Hedlund and Will Richter. Discussed idea for developing panels to place in front of areas throughout the city, pictures of artists work with descriptions. Perhaps working with local writers and poets to reflect on sculpture being worked on at Riverside Park and have those on panels also. Will continue to develop ideas and return with more information at March meeting.

Library Public Art Project:

Mr. Richter states that he is currently waiting for a fresh site specific proposal from artist Greg Mueller for a sculpture to be placed near trail and fishing pier. Library board prefers a piece that is specific to the library, perhaps a functional piece. Updates on art project will be provided as they are received.

**New Business:**

Review of Art Plan: Members are encouraged to become familiar with plan for year two public art and plan to work on goal setting at March meeting, keeping in mind that the revenue coming into capital fund will be lower in 2021 due to less road construction projects.

City Email: All City Boards and Commissions are transitioning to official City emails. IT Department will be contacting members to set up and will continue through end of service.

**Announcements:**

- City creating “Rapids Riverfest”, to be held September 10 – 11, 2021. In planning process for entertainment and location. Would like to set up art village, a children’s area and include as many area businesses and restaurants as possible. We will continue to monitor the Covid impact and event would be cancelled if necessary.
- City is working with “May Mobility.” Limited art may be created for small areas near right-of-way.

**Items for next agenda:**

- Art Plan and Goal Setting
- Update on Goodwin Art Exhibit
- Mayor’s Art Award – Tom and Kim work on press release
- Cultural Sensitivity education

There being no further business, the meeting adjourned at 5:13 pm.

Respectfully submitted:

Kimberly Gibeau, City Clerk

GRAND RAPIDS GOLF COURSE BOARD  
REGULAR MONTHLY MEETING  
February 17, 2021  
7:30 AM

Present: Rick McDonald, Larry O'Brien, Kelly Kirwin, John Bauer

Absent: Brad Gallop

Staff: Bob Cahill Director of Golf

- I. Bob Cahill called the meeting to order.
- II. John Bauer made a motion to accept the minutes of the January 19, 2021. Rick McDonald seconded the motion. The motion passed.
- III. Consideration of monthly bills: John Bauer made a motion to approve the bills. Rick McDonald seconded the motion. The motion passed. Kelly Kirwin made a motion to approve one additional bill: Itasca County Sheriff - \$10.00. Rick McDonald seconded the motion. The motion passed.

AT&T MOBILITY	54.53
AMERICAN BANK	142.41
CITY OF COHASSET	256.20
COLE HARDWARE INC	3.20
GOLFNOW G1 LLC	1,175.63
GRAND RAPIDS CITY PAYROLL	7,605.08
MN STATE RETIREMENT SYSTEM	2,000.00
MINNESOTA REVENUE	52.94
NEXTERA COMMUNICATIONS LLC	15.84
NORTHLAND FLOORING & DESIGN	240.00
OPERATING ENGINEERS LOCAL #49	1,527.00
PLACKNER TREE CARE INC	5,400.00
P.U.C.	1,246.95
ROSS GOLF COURSE	9,358.30
TDS Metrocom	123.99
UNUM LIFE INSURANCE CO OF AMER	2.15
WM CORPORATE SERVICES, INC 3	64.09
TOTAL ALL VENDORS:	29,268.31

IV. Visitors: None

V. Grounds Superintendent: No report.

VI. Concessions: Bob Cahill reported. Stewart and Janelle Bastian attended the meeting and highlighted events scheduled for 2021, new equipment plans, and staffing. The Board discussed renewal of their contract. Larry O'Brien made a motion to recommend to the City Council an extension of the Bastian's concessionaire contract for 3 more years beginning with the 2022 year. Rick McDonald seconded the motion. The motion passed.

VII. Director of Golf: Bob Cahill reported. An update on repairing the maintenance building was provided. Further information is needed and more discussion will take place at future meetings. The plan to purchase two golf simulators was discussed. More work needs to be completed on that project and it is moving forward.

VIII. Old Business: None



IX. New Business: None

X. Correspondence and Open Discussion: None.

XI. Adjourn: Rick McDonald made a motion to adjourn the meeting. Kelly Kirwin seconded the motion. The motion passed.

Respectfully Submitted,

Larry O'Brien  
Recording Secretary



CITY OF  
GRAND RAPIDS  
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# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

---

**File #:** 21-1744      **Version:** 1      **Name:** Community Development Department Report  
**Type:** Department Head Report      **Status:** Department Head Report  
**File created:** 3/15/2021      **In control:** City Council  
**On agenda:** 3/22/2021      **Final action:**  
**Title:** Community Development Department Report  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Community Development March 2021: Department Report](#)

Date	Ver.	Action By	Action	Result
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Community Development Department Report  
*Report for 2020 attached.*

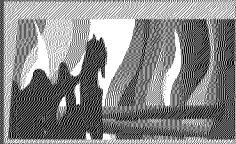


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# Community Development

Department Report

March 22, 2021



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# Community Development

Planning Commission

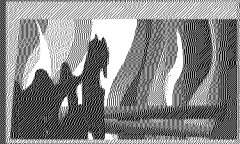
Economic Development

Development Codes

Planning Zoning

MN State Building Code  
 MN State Fire Code  
 International Property Maintenance

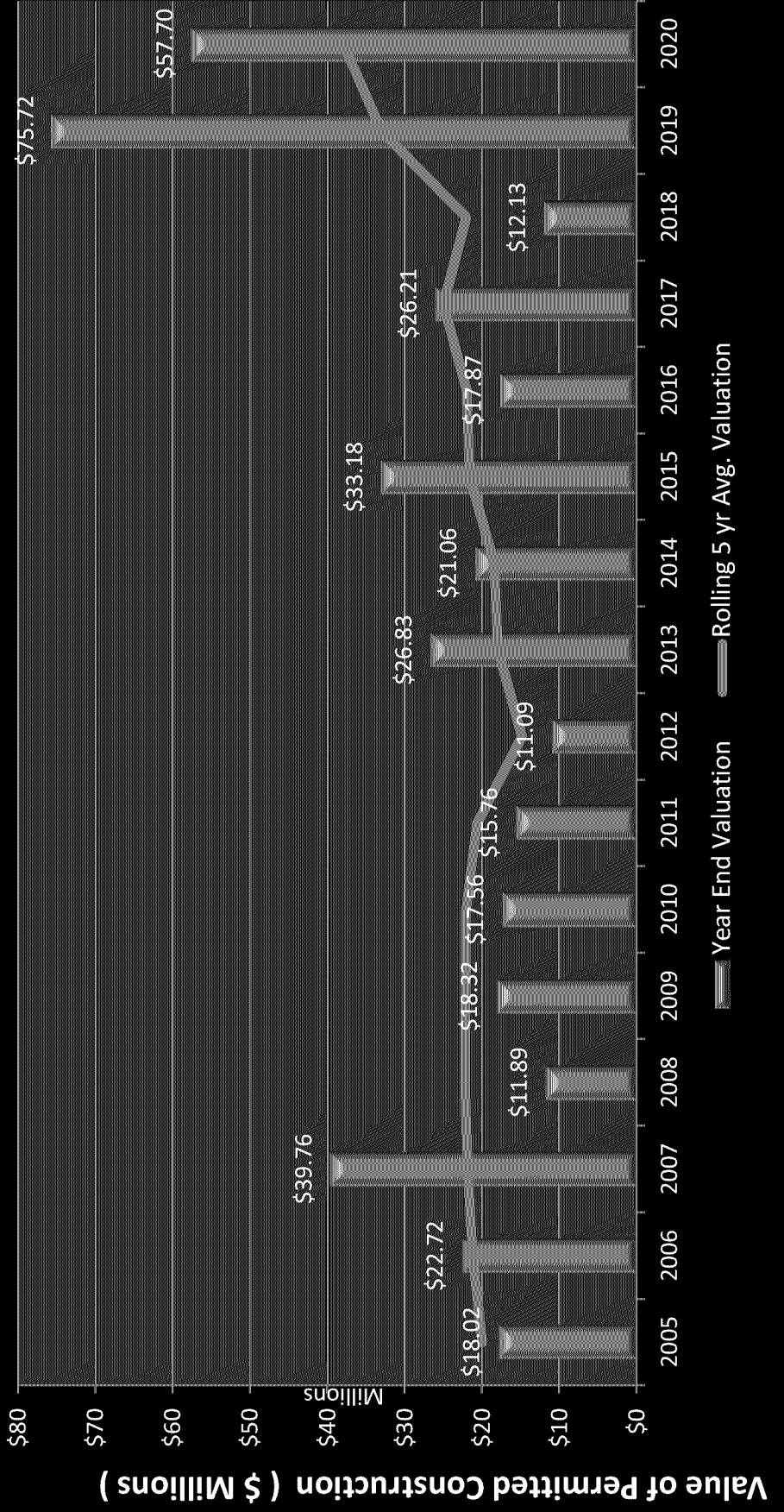
**Staff:**  
 Director of Community Development  
 Community Development Specialist – Eric Trast  
 Administrative Assist./Permit Tech. – Aurimy Groom  
 Building Official – Nathan Morlan  
 Building Inspector – Jon Peterson

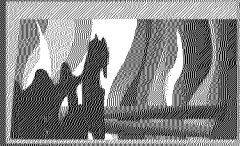


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# Building Permit Valuation Year End Statistics

## Building Permit Valuation History 2005-2020 Year End Statistics

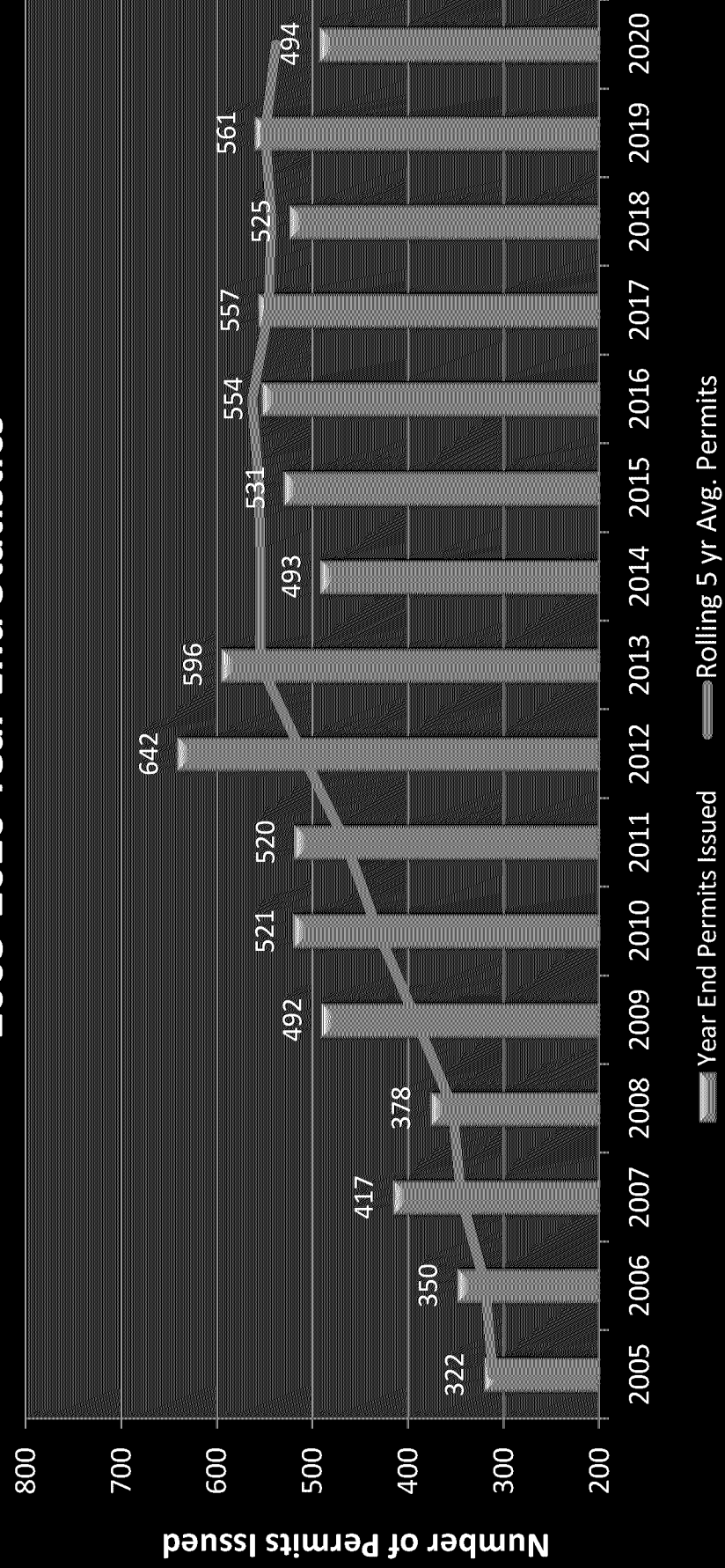


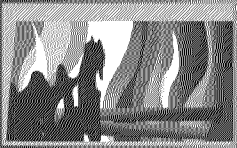


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# Issued Building Permits Year End Statistics

## Building Permit Totals 2005-2020 Year End Statistics

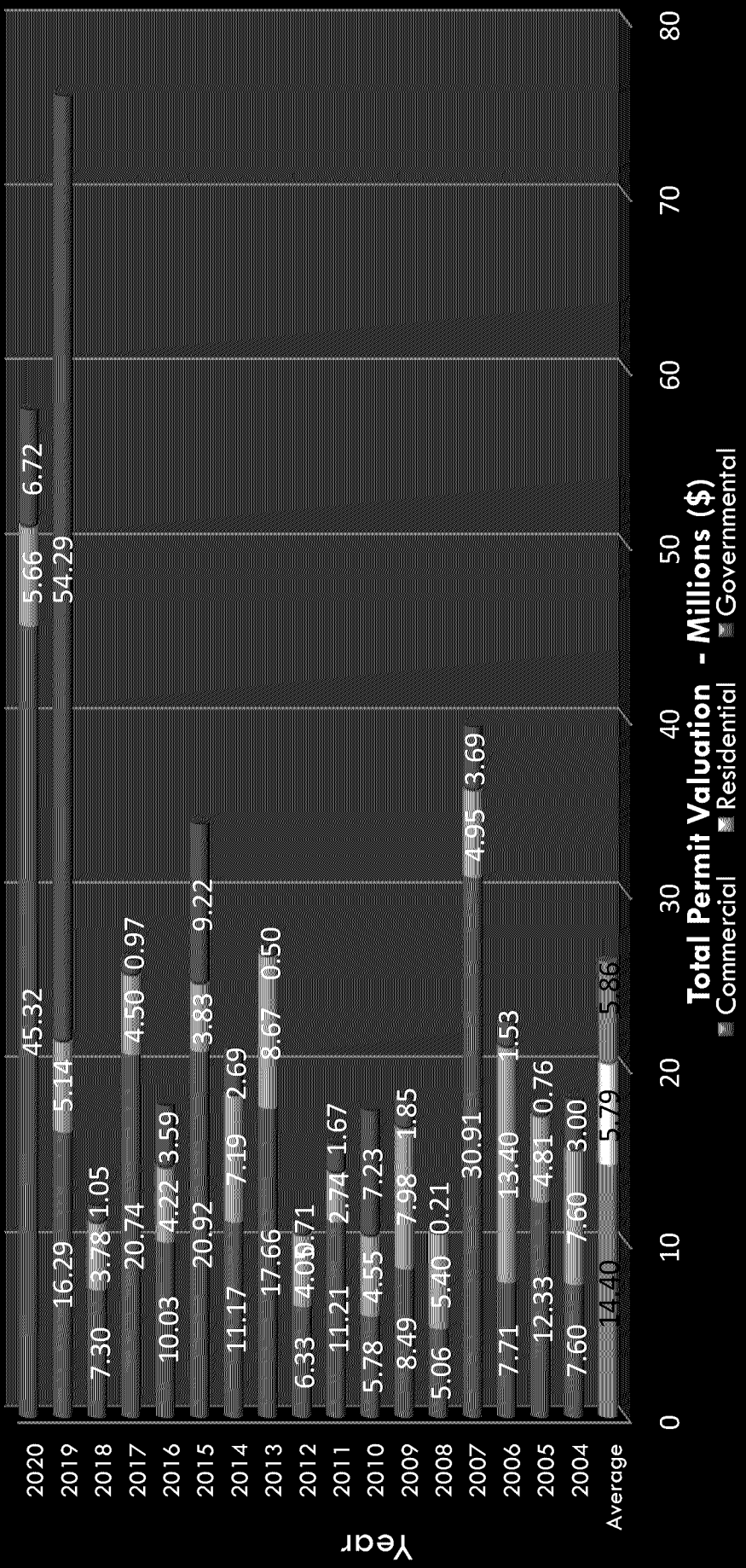




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# Building Permit Valuation by Category Year End Statistics

## Yearly Building Permit Valuation by Category

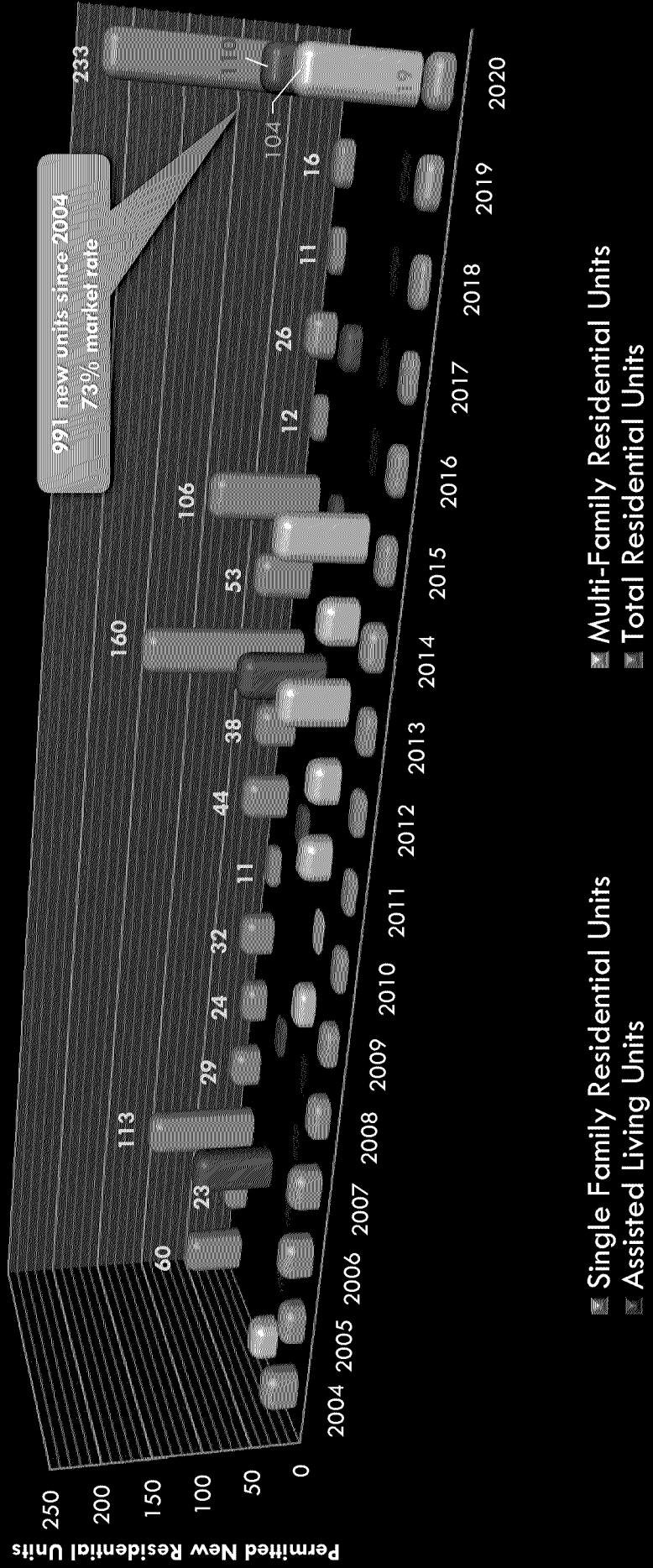




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# New Housing Statistics

## Grand Rapids New Residential Development History





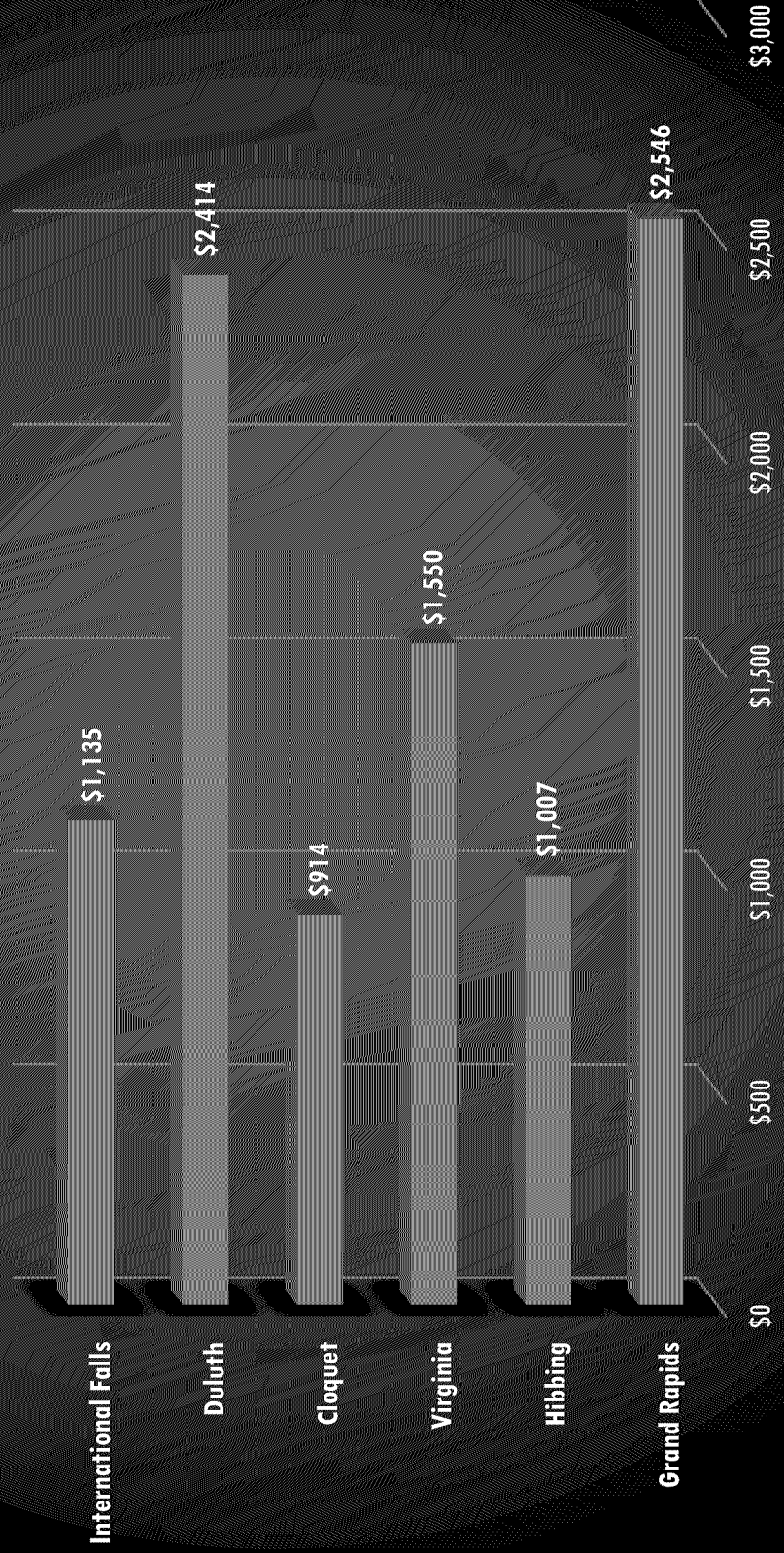


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# Construction Activity Benchmarking

## Average Annual Permitted Construction Value Per Capita 2010-2020

Sources: MN Department of Labor and Industry Building Permit Surcharge Reports  
MN State Demographer population estimates.





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# 2020 Permitted Construction Highlights

- ❖ **19 New Single Family (6 Twin-homes, 6 manufactured, & 7 site built SFD's) - \$3.42M**
  - (11 in 2018, 16 in 2019, - Ten year – year end average = 12.7)

## ❖ Major New Commercial

- The Pillars – New Senior Housing Facility – 118 units (2060 SW 8<sup>th</sup> St.) - \$17M
- Unique Opportunities – New Apartment Building - 48 units (2105 SE 7<sup>th</sup> Ave.) - \$3M
- Aurora Heights – New Apartment Bldg. and Townhomes (200 SE 4<sup>th</sup> St.) - \$10.2M
- Grand Rapids Hotel Properties – New 82 Room Hotel (2309 SW 1<sup>st</sup> Ave.) - \$7.2M
- Grand Rapids Sawmill Retail – New 3-Tenant Strip Mall (105 SW 23<sup>rd</sup> St.) - \$1.5M

## ❖ Commercial/Institutional Additions, Remodels & Repairs

- McDonalds Corporation – Interior/exterior remodel (1221 S. Pokegama Ave.) - \$450K
- Grand Rapids HRA – bathroom renovations (401 River Rd.) - \$502K
- Grand Rapids Real Estate Partners – Interior remodel/tenant buildout (1200 SE 4<sup>th</sup> Ave.) - \$229K
- North Homes Inc. - Rec Center Add./Remodel & Add. (1920 & 1880 River Rd.) - \$2.4M
- Suhka Properties (Center) – Building Addition & parking stalls (320 SE 21<sup>st</sup> St.) \$360K

## ❖ New Institutional

- ICC – New Student Center/Remodel Media Center – \$3.67M



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# Building Safety Activity

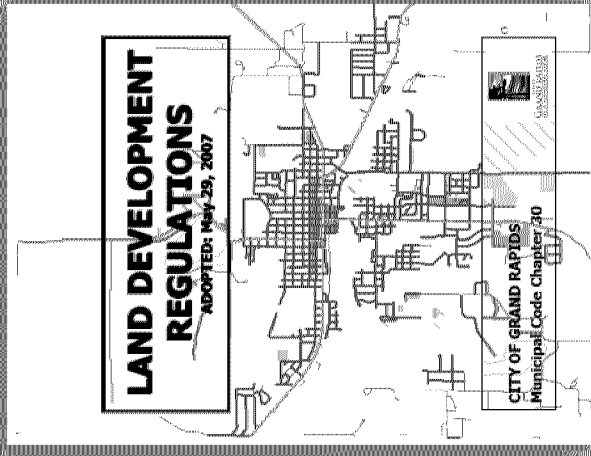
- ❖ **Addressed 8 Hazardous Building/Property Maintenance Code violations**
- ❖ **Performed 1,662 on-site construction inspections**
- ❖ **Completed 137 commercial and 257 residential plan reviews**
- ❖ **Building Safety staff had a booth at the Home & Cabin Show.**
- ❖ **8 commercial permits including plan review and inspections for the City of LaPrairie (they assumed duties for residential permitting and inspections).**



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# Planning/Zoning Activity

- ❖ **2020 Zoning Requests Addressed by the Planning Commission**
  - **4 Zoning Map Amendments – 1 Easement Vacation – 1 Subdivision – 1 Variance – 1 CUP Amendment – 1 Text Amendment to Zoning Ordinance.**

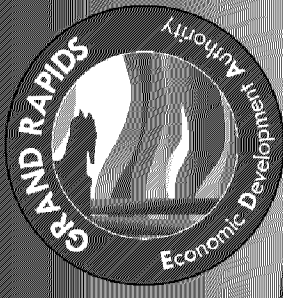


- ❖ **The City adopted the updated Comprehensive Plan after just of over 1-year of public meetings and community engagement.**





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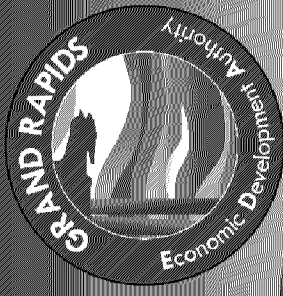


# Pandemic Response Activity

- **Emergency Working Capital Loan Program (EWCL)**
  - On March 30<sup>th</sup> GREDA launched a new program to provide working capital loans to businesses impacted by the pandemic.
  - The first round of the EWCL program was funded with a \$500,000 Blandin Foundation loan to GREDA.
  - The second round of the EWCL program, which was made available on August 20<sup>th</sup>, was funded with a \$200,000 IRRRB grant to GREDA and an additional \$150,000 loan from the Blandin Foundation.
  - The EWCL provided zero interest loans of up to \$30,000/business. Payments on the loans are deferred for 6 months and amortized over a 5 year term.
  - In all, GREDA provided 50 loans totaling \$880,000 to Grand Rapids businesses and nonprofit corporations following a social enterprise model.
- **Coronavirus Relief Fund Small Business Grant Program**
  - On August 20<sup>th</sup> GREDA launched a new small business grant program funded with \$411,000 of the City of Grand Rapids' Federal CARES Act Coronavirus Relief Fund allotment.
  - The grants were offered as matching funds to EWCL recipients.
  - The grant amounts were based upon a percentage of the EWCL amount, ranging between 50% of loans <= \$15K and 75% of \$30K loans
  - Grants were provided to a total of 30 businesses.



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# Economic Development Activity

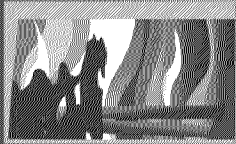
## ■ **Commercial Building Improvement Loan Program (CBIL)**

- The objective of the CBIL is to fill the financing gap between project costs and private debt financing and private equity by making direct, below market interest, loans to building owners and leaseholders improve the appearance and function of their buildings.
- Since the restructuring of the program in 2006 GREDA has provided \$844K loans to 26 projects.
- The CBIL program can provide up to \$40,000 per project. Loans are amortized over 20 years with a 5 year balloon. The interest rate has been lowered recently from 4% to 2% through the use of PRI funds from the Foundation.

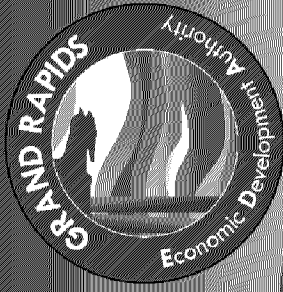
## ■ **Small Cities Development Program (SCDP)**

- GREDA is in the final year of implementing the 3<sup>rd</sup> DEED Comprehensive SCDP grant awarded to the City in the last 10 years.
- In combination, these three SCDP grants have allowed GREDA to provide an additional \$665K of deferred/forgivable loans of up to \$32,000 to 23 commercial building rehabilitation projects in targeted areas of Grand Rapids.
- The current SCDP program has assisted in the rehabilitation of 8 commercial buildings and 16 owner-occupied single family homes.
- The term of the SCDP grant runs through September of 2021.





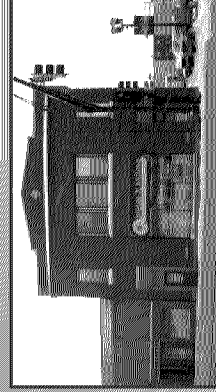
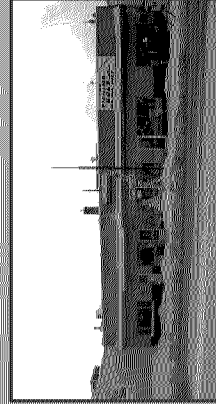
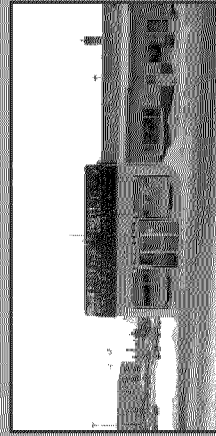
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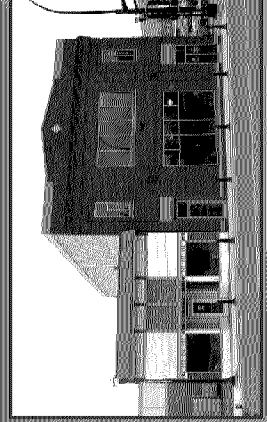
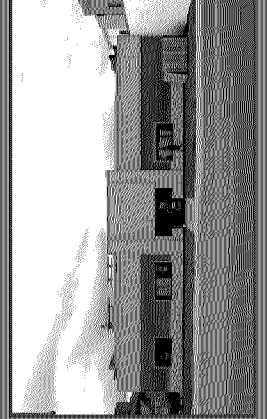
# Economic Development Activity

## ■ Redevelopment Loan Fund

- The Blandin Foundation has recently re-established a \$1,000,000 Program Related Investment (PRI) with GREDA for the Redevelopment Loan Fund.
- This fund allows timely access to short-term bridge and gap financing for commercial acquisitions and activities that lead the redevelopment of blighted/substandard/underutilized commercial property.
- The interest on each loan will be within a range of 0% to 0.25% over Prime, depending on project specifics and whether the loan is being made to GREDA or if GREDA is using the funds to make a loan to a private developer.



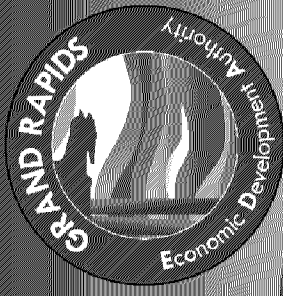
Block 37  
Pre-  
Redevelopment



Block 37  
Post-  
Redevelopment



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# Economic Development Activity

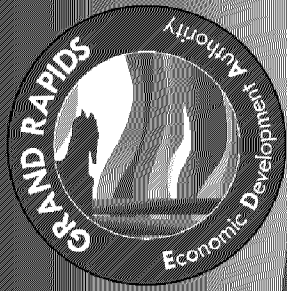
## ■ **North Homes Expansion**

- The City was successful in their application to IRRRB for a \$350K Development Infrastructure Grant to support North Homes in their planned establishment of a new 52 bed psychiatric rehabilitation treatment facility for youth and young adults. The project would convert and expand their existing facility at 1920 River Rd.
- The North Home facility will be one of three in Minnesota and the only in the Northeast Region. This project involves approximately 45 new jobs with wages ranging from \$32,240 - \$75,000 annually, plus benefits.

## ■ **Former Ainsworth**

- We continue to work with our partners at IEDC, APEX, IRRRB and the City of Cohasset to promote the redevelopment of this industrial site.
- The City and GREDA, anticipating the need to assist the future developer of the site with the extension of infrastructure (sanitary sewer and water), have applied for a Public Infrastructure Grant from the US Economic Development Administration, which would fund 80% of this \$4.0 million project. If the Federal EDA grant is approved, other funding will be requested from IRRRB, DEED and the City of Cohasset has committed to provide a contribution for those properties in Cohasset that will be served.



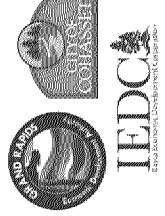


# Economic Development Activity



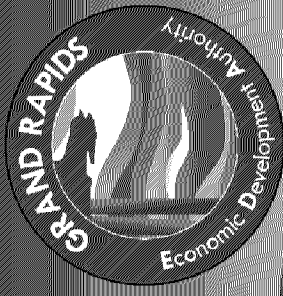
CITY OF  
**GRAND RAPIDS**  
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Grand Rapids & Cohasset Industrial Park Expansion/Redevelopment Utility Extension (Map 1 of 2)





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



# Economic Development Activity

## ■ **GRPUC Wastewater Treatment Plant (WWTP) Improvements**

- The City was awarded a \$300,000 IRRR Development Infrastructure grant that partially funds the purchase and installation of infrastructure that will oxygenate the industrial effluent coming to the WWTP from Blandin Paper Mill to eliminate odors.
- This project will lower the wastewater treatment costs passed on to the Mill by \$600,000 annually. This project will also reduce impacts to the Mississippi River from the current use of chemicals to treat odor.
- This infrastructure is in the final stages of construction and testing at two locations along the 2 mile effluent line between the Mill and the WWTP. The most notable location is along the River Rd. directly east of the former Hospital.

## ■ **ICC Student Center**

- ICC broke ground last spring for a new student center. The project involves the reconstruction of approximately 5,000 square feet of existing space in the library and media center as well as the construction of an additional 5,000 square feet near Davies Hall.
- The City was awarded a \$175,000 IRRRB Commercial Redevelopment grant for demolition associated with this \$5,475,000 project.

## ■ **Minnesota Diversified Industries (MDI) Expansion Project.**

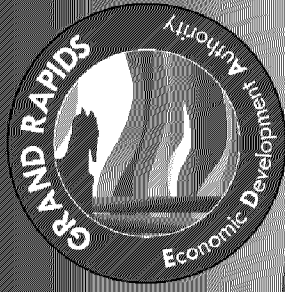
- The City was recently awarded a \$250,000 IRRRB grant which will support the addition of a new hollow core polypropylene extrusion line at the MDI facility in Grand Rapids.
- This project will expand MDI's market for their products and is expected to provide 60 new FTE positions at the Grand Rapids and Cohasset facilities over the next ten years.





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# Economic Development Activity



## ❖ Plat of Great River Acres

- GREDA continues to market the 14 remaining single family home sites and one large multi-family site.
- One single family home site sold last fall, and a purchase agreement on a second lot, and there has been interest in the multi-family site.
- Properties are listed on [www.grandrapidseda.com](http://www.grandrapidseda.com)

## ❖ Downtown Block 18 Site

- GREDA completed the acquisition
- **VEW/Rose Property Lot for sale**

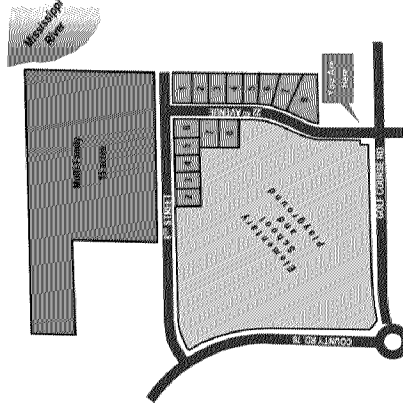
Welcome to

## Great River Acres

### RESIDENTIAL LOTS FOR SALE

- Convenient Location
- Many Amenities Nearby
- City Utility Services
- Access to Trails/Parks

For Information:  
[www.grandrapidseda.com](http://www.grandrapidseda.com)  
or call (218) 326-7622

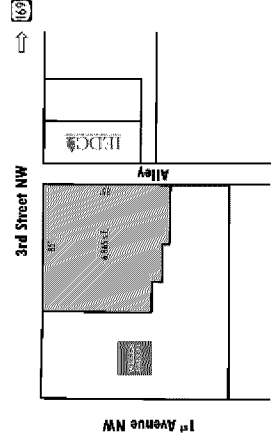


## Downtown Business District – Block 18

### Development Site For Sale

For pricing and information about discounts and economic assistance programs available to qualified projects,

**Contact:**  
Grand Rapids Economic Dev. Authority  
(218) 326-7622  
[www.grandrapidseda.com](http://www.grandrapidseda.com)





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# Questions?



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 21-1712      **Version:** 1      **Name:** Resolution to accept Gesme Golf Donation  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 3/1/2021      **In control:** City Council  
**On agenda:** 3/22/2021      **Final action:**  
**Title:** Consider adopting a Resolution to accept Gesme Golf Donation  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Gesme Golf Donation 2021](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a Resolution to accept Gesme Golf Donation

**Background Information:**

Tiffany and Andrew Gesme would like to donate \$32,000 to Pokegama Golf Course/City of Grand Rapids. This donation will fund the purchase of a Trackman 4 Launch Monitor and hardware such as an Ipad for recording and storing data from the launch monitor. The purpose of the Gesme donation is for the enhancement of junior golf at Pokegama Golf Course and in the Grand Rapids area. A launch monitor is a teaching aid and a golf club fitting aid that will greatly benefit our youth. This donation will accompany the projected Gesme donation of two Trackman 4 Golf Simulators in late summer 2021 for use in the Pokegama Golf Course clubhouse this coming winter of 2021/2022.

**Staff Recommendation:**

Accept the Tiffany and Andrew Gesme donation of \$32,000

**Requested City Council Action**

Make a motion to accept the donation of \$32,000 from Tiffany and Andrew Gesme for the purchase of a Trackman 4 Launch Monitor, and hardware, such as an ipad for recording and storing data from the launch monitor.

RESOLUTION NO. 21-

A RESOLUTION ACCEPTING A \$32,000 DONATION FROM TIFFANY AND ANDREW GESME FOR THE PURCHASE OF A GOLF LAUNCH MONITOR AND HARDWARE SUCH AS AN IPAD FOR VIEWING AND STORING LAUNCH MONITOR DATA.

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

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

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

- Tiffany and Andrew Gesme have donated \$32,000 to the City of Grand Rapids/Pokegama Golf Course for the purchase of a Trackman Launch Monitor and accompanying hardware such as an IPAD for viewing and storing data.

Adopted this 8th day of March, 2021

---

Dale Christy, Mayor

Attest:

---

Kim Johnson-Gibeau, City Clerk



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 21-1630      **Version:** 1      **Name:** Golf Launch Monitor Purchase  
**Type:** Agenda Item      **Status:** Golf Course  
**File created:** 3/1/2021      **In control:** City Council  
**On agenda:** 3/22/2021      **Final action:**  
**Title:** Consider purchase of Golf Launch Monitor  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [TrackMan Quote - Pokegama Golf Course w. 4 years subscription and warranty](#)

Date	Ver.	Action By	Action	Result
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Consider purchase of Golf Launch Monitor

**Background Information:**

The Pokegama Golf Staff with the January 19, 2021 approval of the Pokegama Golf Board is seeking approval to purchase and authorization of payment of an amount not to exceed \$30,500 for the purchase of the Trackman 4 Golf Launch Monitor identified in the attachment. Funding for this launch monitor comes from a donation from Tiffany and Andrew Gesme to support the newly formed Pokegama Golf Course Junior Golf Simulator Project Fund.

**Staff Recommendation:**

Pokegama Golf Staff recommends approval to purchase and authorization of payment for the Trackman 4 Golf Launch Monitor identified in the attachment.

**Requested City Council Action**

Make a motion to approve the purchase and authorize payment in an amount not to exceed \$30,500 for the purchase of the Trackman Indoor Golf Launch Monitor identified in the Trackman 4 attachment. Funding will come from the Pokegama Golf Course Junior Golf Simulator Project Fund.



# TRACKMAN

## GOLF

Sales Rep Dustin Arnold [dma@trackman.com](mailto:dma@trackman.com)  
(305) 890-6825

Customer **Pokegama Golf Course** Issue Date: 2/25/2021  
 Address **3910 Golf Course Rd.** Payment Terms: Prepayment  
 City, State **Grand Rapids, MN 55744** Expiration Date: 30 days from issue date  
 Phone **218-326-3444**  
 Email **[golf@pokegamagolf.com](mailto:golf@pokegamagolf.com)**

	Description	Unit Price	Qty	Total
New	TrackMan™ 4 – Outdoor	\$24,995.00	1	\$24,995.00
Software	Software Subscription - 1st. Year Included	\$0.00	1	\$0.00
Hardware	Hardware Maintenance Plan - 1st. Year Included	\$0.00	1	\$0.00
Software	Software Subscription - 1 Additional Year	\$1,000.00	0	\$0.00
Hardware	Hardware Maintenance Plan - 1 Additional Year	\$1,000.00	0	\$0.00
Software	Software Subscription - 3 Additional Years	\$2,000.00	1	\$2,000.00
Hardware	Hardware Maintenance Plan - 3 Additional Years	\$2,000.00	1	\$2,000.00
			<b>Subtotal</b>	<b>\$28,995.00</b>
Shipping	Shipping, Handling, & Insurance	\$500.00	1	\$500.00
Tax	Sales Tax (estimated)			\$624.88
			<b>Total</b>	<b>\$30,119.88</b>

To accept this Quotation, please sign and return.

Signature: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Total investment is ex. VAT, taxes and duties for countries outside the United States unless specified. Shipping and installation costs based on one location within the United States. The sale and delivery of the goods and services specified in this Quote is subject to the terms and conditions of TrackMan's General Terms and License Terms available on TrackMan.com. These terms are an integral part of this purchase agreement.

TrackMan Inc., 16445 N 91st St, Ste 104, Scottsdale AZ, 85260  
 Telephone: 1 (810) 225-9855, Fax: +45 4574 0039, E-mail: [main@trackman.dk](mailto:main@trackman.dk)

Bank: Bank Of America, One Atlantic Street, Stamford, CT 06901, USA  
 Phone: +1 203.351.1207, Account No. 385018033522

Wire Transfer Routing No.: 026009593, SWIFT: BOFAUS3N; ACH/Transfer Routing No. 011900254 (Electronic)

INITIALS



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	21-1748	<b>Version:</b>	1	<b>Name:</b>	Consider entering into an agreement with Mueller Studio LLC for functional public art at the Library
<b>Type:</b>	Agenda Item	<b>Status:</b>			Library
<b>File created:</b>	3/16/2021	<b>In control:</b>			City Council
<b>On agenda:</b>	3/22/2021	<b>Final action:</b>			
<b>Title:</b>	Consider entering into an agreement with Mueller Studio LLC for functional public art at the Library.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Mueller Studio LLC Agreement</a> <a href="#">Bike rack drawings Mueller Studio LLC</a>				

Date	Ver.	Action By	Action	Result
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Consider entering into an agreement with Mueller Studio LLC for functional public art at the Library.

**Background Information:**

The Library Board and Arts and Culture Commission have selected artist Greg Mueller to design and install functional public art at the Library. The artist will create a bike rack to be located adjacent to the pedestrian trail near the fishing pier. The total project cost is \$10,000. The Arts and Culture Commission has approved \$6,000 toward the project which is augmented by a \$1,000 pledge from the Grand Rapids Area Library Foundation. A Legacy Art Grant administered by the Arrowhead Library System will contribute the remaining \$3,000.

**Staff Recommendation:**

City Staff is recommending approval of an agreement with Mueller Studio LLC to install functional public art at the Library.

**Requested City Council Action**

Make a motion to approve a contract with Mueller Studio LLC to install functional public art at the Library with the City's funding coming from the Arts & Culture Operation Budget.

**ARTWORK DESIGN AGREEMENT**

This Agreement is between the City of Grand Rapids (“City”) and Greg Mueller dba Mueller Studio LLC, PO Box 196, Lutsen, MN 55612 (“Artist”) selected by the Grand Rapids Arts & Culture Commission to create a Vessel Concept bike rack to be placed near the pedestrian trail at the Grand Rapids Area Library in Grand Rapids, Minnesota.

WHEREAS, City wishes to create a visible and creative project to engender visible improvements and encourage citizen engagement within the City of Grand Rapids; and

WHEREAS, City has selected the (“Artist”) to for the project;

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

1. Scope of Work.  
Artist agrees to create and install the bike rack near the pedestrian trail at the Library. The City will install a concrete pad to which the rack will be mounted.
2. Schedule. The Artists shall complete and install the mural prior to August 31, 2021.
3. Compensation. The Artist shall be paid a total Lump Sum fee of \$10,000 to complete the Scope of Work. The Arrowhead Library System, under a separate agreement will be paying \$3,000 of the total Lump Sum fee. The City, under this agreement will be paying \$7,000 of the total Lump Sum fee. The City’s Payment to Artist shall be as follows: \$3,500 upon execution of the Agreement and \$3,500 upon final completion of Scope of Work.
4. Insurance. City waives any insurance requirements for Artist.

IN WITNESS WHEREOF the parties have signed this Agreement as of the date set forth below.

**City of Grand Rapids:**

**ARTISTS:**

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

\_\_\_\_\_

Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

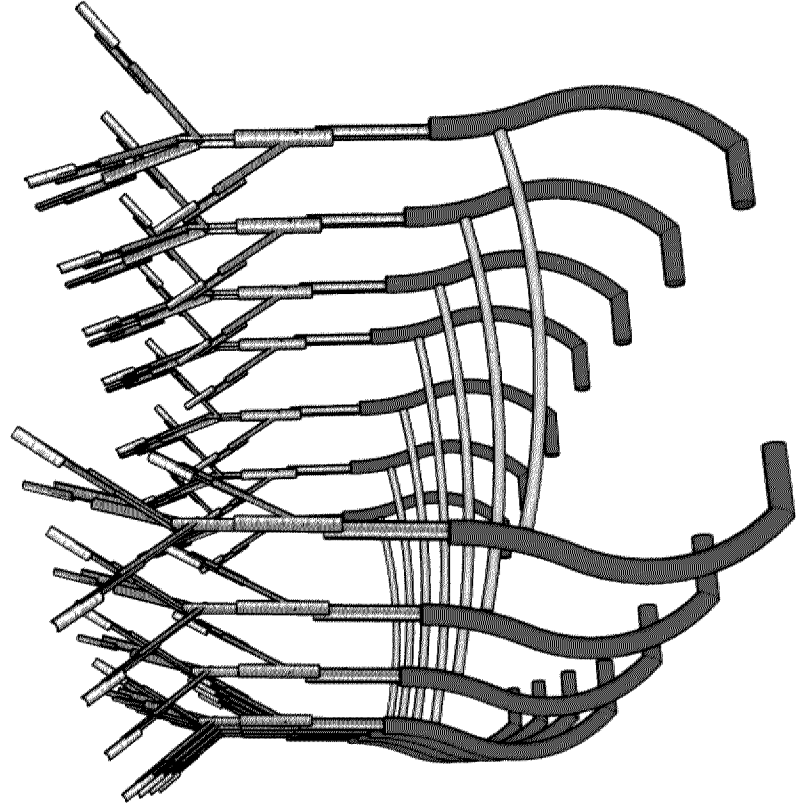
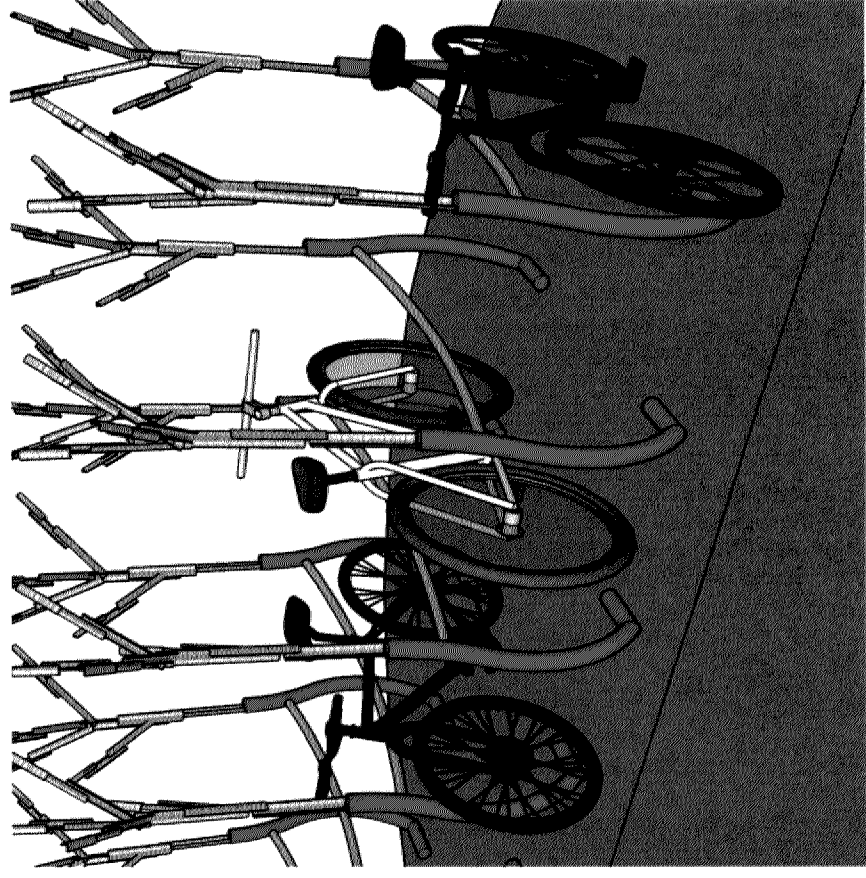
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Name: \_\_\_\_\_

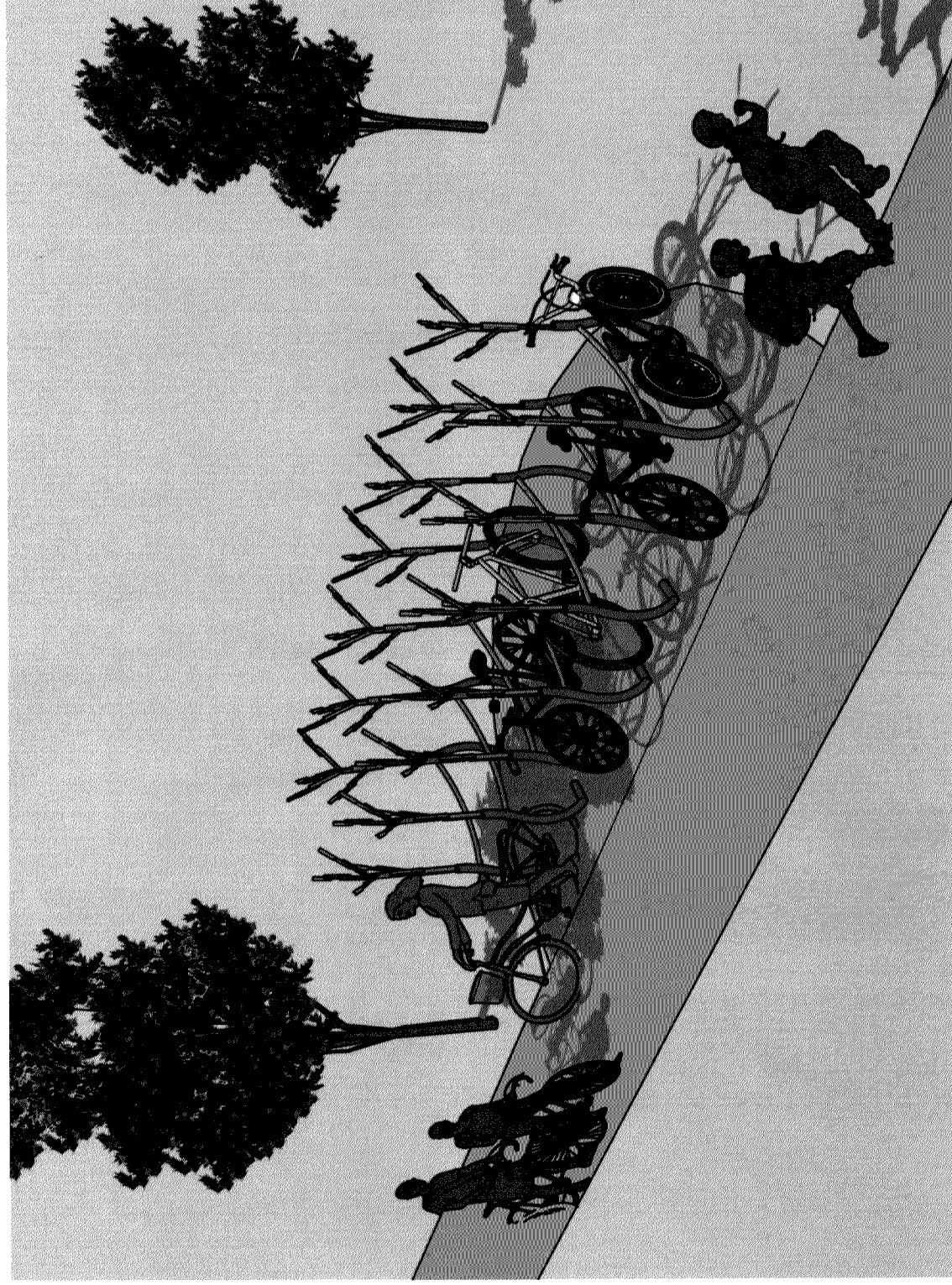
Printed Name: \_\_\_\_\_

DETAIL DRAWING 1: VESSEL FORM AS FUNCTIONAL PUBLIC ART

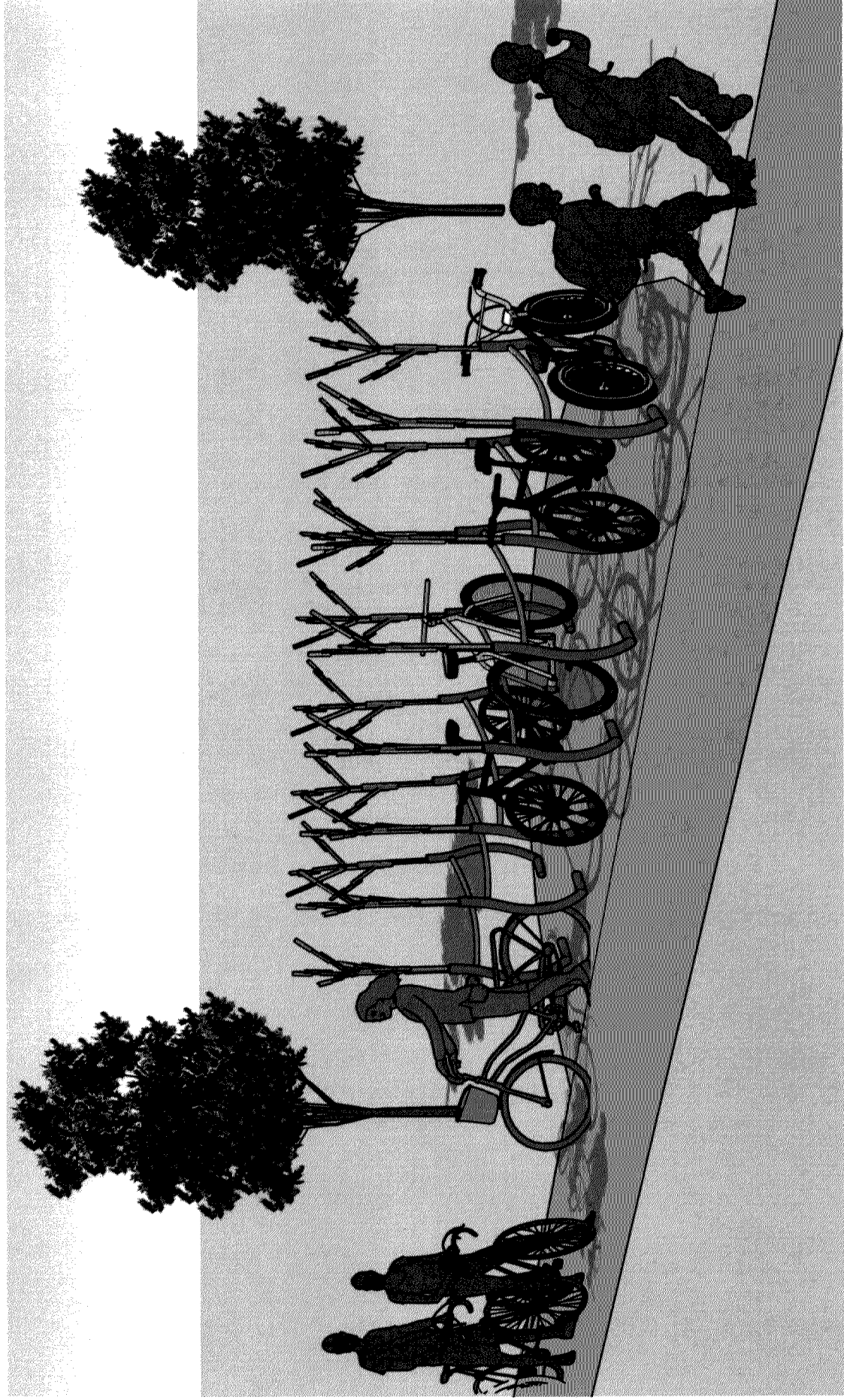
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DETAIL DRAWING 2: VESSEL BIKE RACK CONCEPT



DETAIL DRAWING 3: VESSEL BIKE RACK CONCEPT





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 21-1757      **Version:** 1      **Name:** Consider the appointment of Steve Anderson to the position of ROW Leadperson  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 3/18/2021      **In control:** City Council  
**On agenda:** 3/22/2021      **Final action:**  
**Title:** Consider the appointment of Steve Anderson to the position of ROW Leadperson.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider the appointment of Steve Anderson to the position of ROW Leadperson.

**Background Information:**

With the upcoming retirement of Jim Columbus, the ROW Leadperson position will be vacant. There was an internal posting for the vacancy and two letters of interest were submitted. Both employees were interviewed by Public Works Director/City Engineer Matt Wegwerth and Street Superintendent Kevin Koetz. They are recommending the appointment of Steve Anderson to the position effective June 1, 2021. Because Steve is currently in the same class as this position, there will not be a change in his hourly wage.

**Staff Recommendation:**

Director of Public Works/City Engineer Matt Wegwerth and Street Superintendent Kevin Koetz are recommending the appointment of Steve Anderson to the position of ROW Leadperson effective June 1, 2021.

**Requested City Council Action**

Make a motion to appoint Steve Anderson to the position of ROW Leadperson effective June 1, 2021.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 21-1760      **Version:** 1      **Name:** Human Rights Commission Appointment  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 3/19/2021      **In control:** City Council  
**On agenda:** 3/22/2021      **Final action:**  
**Title:** Consider appointing Brielle Carlson to the Human Rights Commission.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider appointing Brielle Carlson to the Human Rights Commission.

**Background Information:**

Brielle Carlson has submitted an application expressing interest in serving on the Grand Rapids Human Rights Commission. There is currently one vacancy with a term to expire March 1, 2024. Councilor Connelly has interviewed the applicant and is recommending appointment.

**Requested City Council Action**

Make a motion appointing Brielle Carlson to the Human Rights Commission, term to expire March 1, 2024.





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	21-1753	<b>Version:</b>	1	<b>Name:</b>	Conduct a public hearing to consider the vacation of platted street and alley right-of-way within Grand Rapids First Division.
<b>Type:</b>	Public Hearing	<b>Status:</b>		<b>Status:</b>	Public Hearing
<b>File created:</b>	3/17/2021	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	3/22/2021	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Conduct a public hearing to consider the vacation of platted street and alley right-of-way within Grand Rapids First Division.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Itasca County Vacation Request: Area Maps/Plat</a> <a href="#">Staff Comments &amp; Draft Planning Commission Mtg. Minutes</a> <a href="#">Itasca Co. Vacation Request: Application/Petition</a> <a href="#">Concept Site Plan-Building Elevations</a> <a href="#">Itasca County Vacation: PowerPoint Presentation</a>				

Date	Ver.	Action By	Action	Result
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Conduct a public hearing to consider the vacation of platted street and alley right-of-way within Grand Rapids First Division.

**Background Information:**

Itasca County submitted a valid petition, on January 21, 2021 requesting the vacation of the following described public right-of-ways:

*That part of Sleeper Avenue (First Avenue NE), according to the plat of Grand Rapids First Division, on file and of record in the Office of the Itasca County Recorder, that lies southerly of the easterly extension of the north line of Lot 1, Block 29 of said plat, and northerly of a line defined between the Minnesota Department of Transportation monuments B2 and B3 as shown on the Minnesota Department of Transportation Right of Way Plat No. 31-131 on file and of record in the Office of the Itasca County Recorder;*  
 AND,

*That part of the north - south alley located within Block 29, according to the plat of Grand Rapids First Division, on file and of record in the Office of the Itasca County Recorder, that lies between Lots 4 through 21 inclusive.*

Itasca County has acquired properties within Block 29, Grand Rapids First Division, with the exception of City Hall, for a planned expansion of the Itasca County Court House. Properties include: Grand Rapids Fire Hall, the former Northprint Building, Vanity Cleaners, and the former Judy Garland Museum building. For the westward expansion of the Court House to proceed, Itasca County has petitioned the vacation of the portion of 1<sup>st</sup> Avenue NE lying between the Fire Hall and Vanity Cleaners, as well as the majority of the N/S alley lying with Block 29 (between the Northprint Building and the Fire Hall parking area and former Judy Garland Museum building).

Upon approval, the vacation would allow for the removal of buildings from Block 29 (exception - City Hall) and the expansion to the west, over 1st Avenue NE and the N/S alley, of the Court House (new jail & receiving area, new court facilities, widened sidewalk along 4th Street, and an improved public entry), as depicted on the attached schematic design

concept drawings.

As described in the attached email correspondence, the Engineering/Public Works Department and the Fire Department support the petitioned vacation. Travis Cole, Fire Chief, noted that two existing fire hydrants will be impacted with the project, and requested review of the utility plan, showing their relocation.

It should be noted that members of the County's project design team, County Staff, architects, civil and electrical engineers have been meeting and communicating regularly with City Staff, Grand Rapids Public Utilities Staff, and MNDOT Staff regarding utility infrastructure relocation, rerouting, and necessary improvements in the impacted area.

Additionally, Community Development Department staff requested of the review committee, to consider the impacts on the City initiated vacation of the remaining 75 ft. of the platted (N/S) Alley within Block 29, as the area is between two parcels owned by the City (west- City Hall and east side- parking area for Police Department).

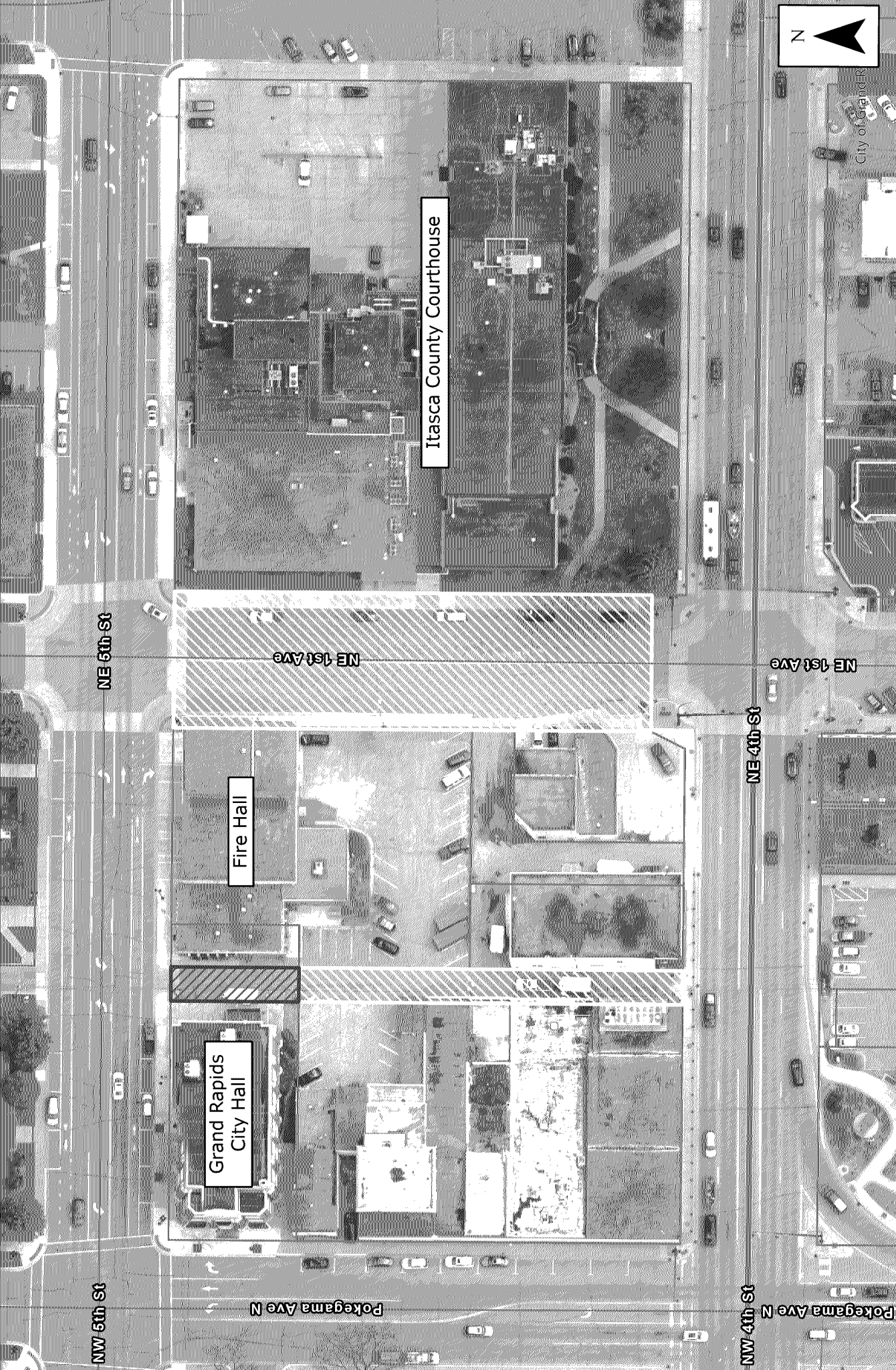
On March 4, 2021, the Planning Commission formally reviewed the proposed street and alley right-of-way vacations, as well as the staff recommended remaining 75' of the platted N/S Alley within Block 29, and recommended to the City Council approval of the vacations as petitioned, and expanded, based on certain findings of fact, which are incorporated into the draft resolution.

**Requested City Council Action**

Conduct a public hearing to consider the vacation of platted street and alley right-of-way within Grand Rapids First Division.

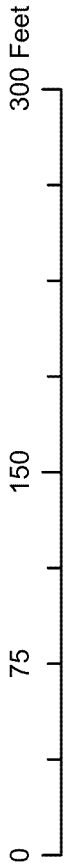
# Itasca County Vacation Request

(1st Ave NE - Sleeper Ave & the South 225 feet along with an expansion of the North 75 feet of Block 29 Alley)



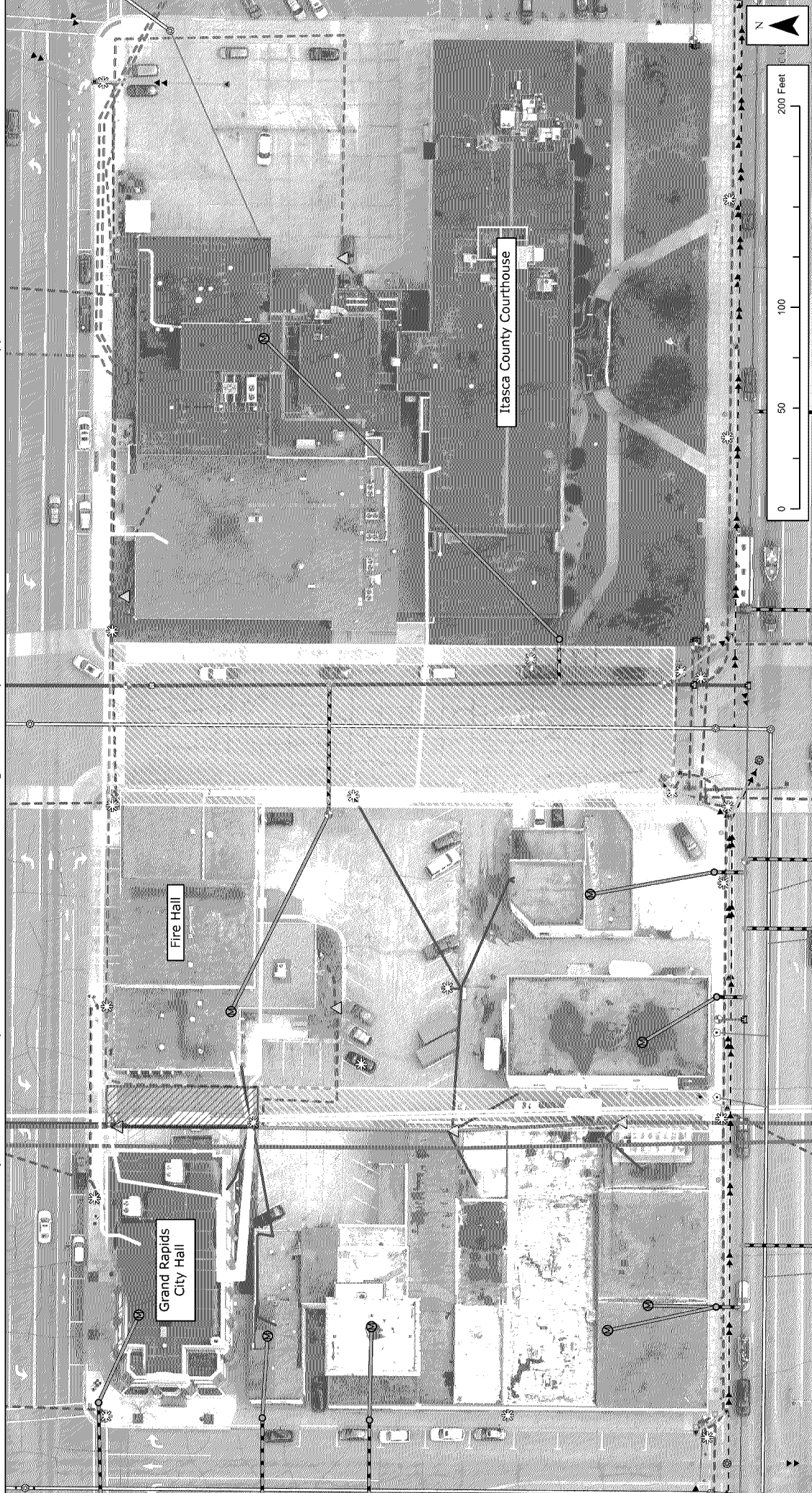
Legend:

- Itasca County Vacation Requests
- Grand Rapids Parcels
- Consideration for Vacation Expansion



# Itasca County Vacation Request

(1st Ave NE - Sleeper Ave & the South 225 feet along with an expansion of the North 75 feet of Block 29 Alley)



<b>Proposal Area</b>	Itasca County Vacation Requests	Tee	Corporation	Domestic	Sanitary	Storm Infrastructure	Electric	Streetlight
<b>Water</b>	Consideration for Vacation Expansion	Gate	Service	Fire	Manhole	Catch Basin	Communication Cable	Transformer
	Coupling	Water Customer Meter	Transmission	Cleanout	Main	Manhole	Primary Overhead Conductor	Handhole
	Cross	Fire Hydrants	Lead	Sanitary Services	Drain Tile	Drain Tile	Primary Underground Conductor	
				Lateral			Secondary Overhead Conductor	
							Secondary Underground Conductor	

0 50 100 200 Feet

City of Grand Rapids  
1000 Grand Rapids Ave NE  
Grand Rapids, MN 55740



## Eric Trast

---

**From:** Matt Wegwerth, PE  
**Sent:** Wednesday, February 3, 2021 2:23 PM  
**To:** Eric Trast  
**Cc:** Rob Mattei  
**Subject:** Petitioned vacation - Itasca County

Eric,

Engineering / Public Works have no objection to the requested vacation for the expansion of the County Courthouse.

**Matt Wegwerth, PE**  
Public Works Director / City Engineer  
City of Grand Rapids  
420 North Pokegama Avenue  
Grand Rapids, MN 55744-2662  
**Office:** 218-326-7625  
**Mobile:** 218-244-1987  
**Fax:** 218-326-7621

## Eric Trast

---

**From:** Travis Cole  
**Sent:** Wednesday, February 3, 2021 8:13 AM  
**To:** Rob Mattei  
**Cc:** Eric Trast  
**Subject:** Itasca County Petitioned vacation

Rob,

The fire department would support the vacation request with the only comment being, two fire hydrants will be impacted on 1<sup>st</sup> Ave. I would just note that with the vacation and possible impact on fire hydrants, we are able to review utility plan and look to relocate them on the north side of NE 4<sup>th</sup> Street.

**Travis Cole**

Fire Chief

City of Grand Rapids

420 North Pokegama Avenue

Grand Rapids, MN 55744-2662

**Office:** 218-326-7639

**Mobile:** 218-360-9702

**Fax:**



# CITY OF GRAND RAPIDS

NOTICE OF MEETING  
PLANNING COMMISSION

## Minutes - Final Planning Commission

DRAFT

*COUNCIL CHAMBERS  
CITY HALL - 420 N. Pokegama Ave.  
Grand Rapids, MN 55744*

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Thursday, March 4, 2021

4:00 PM

Council Chambers

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**BE ADVISED: Pursuant to Minnesota Statute 13D.021, Subdivision 1, some or all members may appear by telephone or other electronic means.**

### Call To Order

### Call of Roll

- Present** 5 - Chairperson Molly MacGregor, Vice Chair Patrick Goggin, Commissioner Mark Gothard, Commissioner Ted Hubbes, and Commissioner Betsy Johnson
- Absent** 2 - Commissioner Susan Lynch, and Commissioner Lester Kachinske

**Setting of Agenda - This is an opportunity to approve the regular agenda as presented or add/delete an agenda item by a majority vote of the Commissioners present.**

**Motion by Commissioner Johnson, second by Commissioner Goggin to approve the agenda as presented: The following roll call vote was taken: Yea: Johnson, Hubbes, Gothard, Goggin, MacGregor. Nay: None, motion passed unanimously.**

### Approval of Minutes

Approve the minutes of the February 4, 2021, 4:00 pm regular meeting.

**Motion by Commissioner Goggin, second by Commissioner Hubbes to approve the minutes of the February 4, 2021 regular meeting. The following roll call vote was taken: Yea: Goggin, Gothard, Hubbes, Johnson, MacGregor. Nay: None, motion passed unanimously.**

### General Business

Consider a recommendation to the City Council regarding the vacation of platted street and alley right-of-way within Grand Rapids First Division.

*Community Development Specialist Trast provided the staff report.*

*Itasca County submitted a valid petition, on January 21, 2021 requesting the vacation of the following described public right-of-ways:*



*That part of Sleeper Avenue (First Avenue NE), according to the plat of Grand Rapids First Division, on file and of record in the Office of the Itasca County Recorder, that lies southerly of the easterly extension of the north line of Lot 1, Block 29 of said plat, and northerly of a line defined between the Minnesota Department of Transportation monuments B2 and B3 as shown on the Minnesota Department of Transportation Right of Way Plat No. 31-131 on file and of record in the Office of the Itasca County Recorder;*

*AND,*

*That part of the north – south alley located within Block 29, according to the plat of Grand Rapids First Division, on file and of record in the Office of the Itasca County Recorder, that lies between Lots 4 through 21 inclusive.*

*Itasca County has acquired properties within Block 29, Grand Rapids First Division, with the exception of City Hall, for a planned expansion of the Itasca County Court House. Properties include: Grand Rapids Fire Hall, the former Northprint Building, Vanity Cleaners, and the former Judy Garland Museum building. For the westward expansion of the Court House to proceed, Itasca County has petitioned the vacation of the portion of 1st Avenue NE lying between the Fire Hall and Vanity Cleaners, as well as the majority of the N/S alley lying with Block 29 (between the Northprint Building and the Fire Hall parking area and former Judy Garland Museum building).*

*Upon approval, the vacation would allow for the removal of buildings from Block 29 (exception – City Hall) and the expansion to the west, over 1st Avenue NE and the N/S alley, of the Court House (new jail & receiving area, new court facilities, widened sidewalk along 4th Street, and an improved public entry), as depicted on the attached schematic design concept drawings.*

*As described in the attached email correspondence, the Engineering/Public Works Department and the Fire Department support the petitioned vacation. Travis Cole, Fire Chief, noted that two existing fire hydrants will be impacted with the project, and requested review of the utility plan, showing their relocation.*

*It should be noted that members of the County's project design team, County Staff, architects, civil and electrical engineers have been meeting and communicating regularly with City Staff, Grand Rapids Public Utilities Staff, and MNDOT Staff regarding utility infrastructure relocation, rerouting, and necessary improvements in the impacted area.*

*Additionally, Community Development Department staff requested of the review committee, to consider the impacts on the City initiated vacation of the remaining 75 ft. of the platted (N/S) Alley within Block 29, as the area is between two parcels owned by the City (west- City Hall and east side- parking area for Police Department).*

*There were no concerns or objections regarding the petitioned right-of-way vacation from the remaining members of the staff review committee which consists of the Engineering/Public Works Department, Community Development Department, Fire Department, Police Department, and the Grand Rapids Public Utilities Commission.*

**Motion by Commissioner Hubbes, second by Commissioner Johnson that, based on the findings of fact presented here today, and in the public's best interest, the Planning Commission does hereby forward to the City Council a recommendation to approve the vacation of public right-of-way described as: That part of Sleeper Avenue (First Avenue NE), according to the plat of Grand Rapids First Division, on file and of record in the Office of the Itasca County**

Recorder, that lies southerly of the easterly extension of the north line of Lot 1, Block 29 of said plat, and northerly of a line defined between the Minnesota Department of Transportation monuments B2 and B3 as shown on the Minnesota Department of Transportation Right of Way Plat No. 31-131 on file and of record in the Office of the Itasca County Recorder;

right-of-way described as:

That part of Sleeper Avenue (First Avenue NE), according to the plat of Grand Rapids First Division, on file and of record in the Office of the Itasca County Recorder, that lies southerly of the easterly extension of the north line of Lot 1, Block 29 of said plat, and northerly of a line defined between the Minnesota Department of Transportation monuments B2 and B3 as shown on the Minnesota Department of Transportation Right of Way Plat No. 31-131 on file and of record in the Office of the Itasca County Recorder;

AND,

That part of the north – south alley located within Block 29, according to the plat of Grand Rapids First Division, on file and of record in the Office of the Itasca County Recorder, that lies between Lots 4 through 21 inclusive.

AND: the City initiated vacation of the remaining 75' of the platted (N/S) Alley located within Block 29, according to the plat of Grand Rapids First Division, on file and of record in the Office of the Itasca County Recorder, that lies between Lots 1-3 and 22-24.

The Commissioners reviewed the considerations for the record:

1. Is the right-of-way needed for traffic purposes?

Why/Why not? No, with the removal of the fire hall it will not be needed because traffic will be reduced.

2. Is the right-of-way needed for pedestrian purposes?

Why/Why not? No, most pedestrian traffic will use the new entrances at the Itasca County Courthouse.

3. Is the right-of-way needed for utility purposes?

Why/Why not? No, staff has accounted for utility relocation so it will not be needed.

4. Would vacating the right-of-way place additional land on the tax rolls?

Why/Why not? No.

5. Would vacating the right-of-way facilitate economic development in the City?

Why/Why not? Yes, with the expansion of the Itasca County Courthouse it will facilitate economic development and clean up the block.

The following roll call vote was taken: Yea: Johnson, Hubbes, Gothard, Goggin, MacGregor. Nay: None, motion passed unanimously.

Consider a recommendation to the City Council regarding the vacation of a public utility easement acquired by the City of Grand Rapids in July of 2002 through recorded document number A543974.

*Mr. Trast provided the staff report.*

*Lonson Holdings, LLC. submitted a valid petition on February 10, 2021 requesting the vacation of the following described public utility easement:*

*A permanent utility easement in the south 20' of Outlot A of Block 1 of the Swanson Addition beginning 100' east of the west lot line ending 450' east of the west lot line adjacent to 17th St. SE., Itasca County, Minnesota*

*The utility easement is located in the rear vehicle storage/parking area at Grand Rapids GM (1610 S Pokegama Ave), and to date, has not been used for the placement of storm water infrastructure. (see attached location map)*

*As stated within the attached Public Vacation Application, the request made by the property owner, would remove an unused easement/encumbrance from the property, thus allowing for future development to take place.*

*There were no concerns or objections expressed, regarding the petitioned easement vacation, from the staff review committee which consists of: Engineering/Public Works Department, Community Development Department, Fire Department, Police Department, and the Grand Rapids Public Utilities Commission.*

**Motion by Commissioner Goggin, second by Commissioner Hubbes that, based on the findings of fact presented here today, and in the public's best interest, the Planning Commission does hereby forward to the City Council a recommendation to approve the vacation of a public utility, acquired by the City of Grand Rapids in recorded document number A543974 and described as:**

**A permanent utility easement in the south 20' of Outlot A of Block 1 of the Swanson Addition beginning 100' east of the west lot line ending 450' east of the west lot line adjacent to 17th St. SE, Itasca County, Minnesota**

**The Commissioners reviewed the considerations for the record:**

**1. Is the right-of-way needed for traffic purposes?**

**Why/Why not? No, it is not used for traffic purposes.**

**2. Is the right-of-way needed for pedestrian purposes?**

**Why/Why not? No, it is not used for pedestrian purposes.**

**3. Is the right-of-way needed for utility purposes?**

**Why/Why not? No, there is no need for utilities in that area.**

**4. Would vacating the right-of-way place additional land on the tax rolls?**

**Why/Why not? it will not add property but it will free up the land for future development.**

**5. Would vacating the right-of-way facilitate economic development in the City?**

**Why/Why not? Yes, it will allow for further development of the property.**

**The following roll call vote was taken: Yea: Goggin, Gothard, Hubbes, Johnson, MacGregor. Nay: None, motion passed unanimously.**

**Public Input**

**Miscellaneous\Updates**

**Adjourn**

There being no further business the meeting adjourned at 4:45 p.m.



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

**Public Vacation Application**  
Community Development Department  
420 North Pokegama Ave.  
Grand Rapids, MN 55744  
Tel. (218) 326-7601 Fax (218) 326-7621  
Web Site: www.cityofgrandrapidsmn.com

**General Information:**

Itasca County \_\_\_\_\_

City of Grand Rapids \_\_\_\_\_

Name of Applicant \_\_\_\_\_  
123 NE 4th St \_\_\_\_\_

Name of Owner (If other than applicant) \_\_\_\_\_  
420 N Pokegama Ave \_\_\_\_\_

Address \_\_\_\_\_  
Grand Rapids MN 55744 \_\_\_\_\_

Address \_\_\_\_\_  
Grand Rapids MN 55744 \_\_\_\_\_

City State Zip \_\_\_\_\_  
(218) 327-7363 \_\_\_\_\_

City State Zip \_\_\_\_\_  
(218) 326-7601 \_\_\_\_\_

Business Telephone/e-mail address \_\_\_\_\_

Business Telephone/e-mail address \_\_\_\_\_

Please check which of the following you are applying for:

- Street Vacation                       Alley Vacation                       Easement Vacation

Provide a legal description of the property to be vacated (for example, the North-South alley adjacent to lots 8-12, block 5, Grand Rapids 5<sup>th</sup> Division). Attach an exhibit and/or electronic file if the legal description is lengthy. \_\_\_\_\_

NE 1st Avenue between State Hwy 2 to the South and NE 5th Street to the North Between the Itasca County Courthouse to the East and the Grand Rapids Firehall/Vanity Cleaners to the West. Also request to vacate indicated Municipal Street Right of Way - alley - on the attached map.

I (we) certify that, to the best of my(our) knowledge, information, and belief, all of the information presented in this application is accurate and complete and includes all required information and submittals, and that I consent to entry upon the subject property by public officers, employees, and agents of the City of Grand Rapids wishing to view the site for purposes of processing, evaluating, and deciding upon this application.

[Signature]  
Signature(s) of Applicant(s)

1/20/2021  
Date

\_\_\_\_\_  
Signature(s) of Owner(s)-(If other than applicant)

\_\_\_\_\_  
Date

Date Received 1/21/2021 Certified Complete 1/23/2021 **Office Use Only** Fee Paid \$505

Does the boundary of the requested vacation terminate at or abut a public water body:  Yes  No

Planning Commission Recommendation                      Approved \_\_\_\_\_ Denied \_\_\_\_\_                      Meeting Date 3/4/21

City Council Action                      Approved \_\_\_\_\_ Denied \_\_\_\_\_                      Meeting Date 3/22/21

Summary of Special Conditions of Approval: \_\_\_\_\_

**Required Submittals:**

- Application Fee - \$505.00 \*1                       Location Map                       Petition for Vacation
- Proof of Ownership – (a copy of a property tax statement or deed will suffice)

*\*1 The application fees charged are used for postage to mail the required notices to adjacent properties, publication of the public hearing notice in the Grand Rapids Herald Review, and for a small portion of staff time for case review and preparation of documents. It is the policy of the City of Grand Rapids to require applicants for land use approvals to reimburse the City for costs incurred by the City in reviewing and acting upon applications, so that these costs are not borne by the taxpayers of the City.*

**Justification of Proposed Vacation:** Please answer the following question (attach additional pages if needed). The Planning Commission and City Council will consider these questions and responses, and other issues (see attached list) in making their findings of fact and recommendation on the proposed rezoning.

1. Explain why the proposed vacation would be in the public’s best interest. Please refer to the factors being considered by the Planning Commission and City Council that are listed on the final page of this application. Keeping the Itasca County Courthouse operations and staff (to include multiple departments: Sheriff’s Office, Court staff, Probation, County Administration/Assessors/Auditor-Treasurer/Environmental Services/Recorder/Surveying and Mapping/Information Systems/County Engineer/etc.) is important to the vitality of the downtown business activity.

**Additional Instructions:**

Prior to submitting your Petition for Vacation, you will need to arrange for one or more preliminary meetings with the Director of Community Development. This meeting is intended to ensure that the proposed application is complete, to answer any questions the applicant may have, discuss meeting schedules and, if applicable, the scope of the required submittals.

**Findings for Approval:**

The Planning Commission, in formulating its recommendation, and the City Council, in support of its action will make findings of fact based on their responses to the following list of considerations:

- Is the street right-of-way needed for traffic purposes?
- Is the street right-of-way needed for pedestrian purposes?
- Is the street right-of-way needed for utility purposes?
- Would vacating the street right-of-way place additional land on the tax rolls?
- Would vacating the street right-of-way facilitate economic development in the City?

In cases where a street/alley or public right-of-way is adjacent to a public water (lake or river), the City will also give consideration to comments submitted by the Minnesota Department of Natural Resources.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

Complete applications shall be submitted to the Community Development Department one month prior to the Planning Commission’s review of the vacation. More information may be requested by the City of Grand Rapids Planning Commission or City Council, if deemed necessary to properly evaluate your request. The lack of information requested may be in itself sufficient cause to deny an application.

**Petition for Vacation**

PETITION FOR VACATION OF (PART OF) \_\_\_\_\_ (STREET/ALLEY/EASEMENT) IN THE CITY OF GRAND RAPIDS.

To the City Council of Grand Rapids, Minnesota:

The undersigned, a majority of the owners of property as set forth opposite their respective names, abutting on \_\_\_\_\_ (Street/Alley/Easement), respectfully petition the City Council to vacate the aforesaid (part of) \_\_\_\_\_ (Street/Alley/Easement).

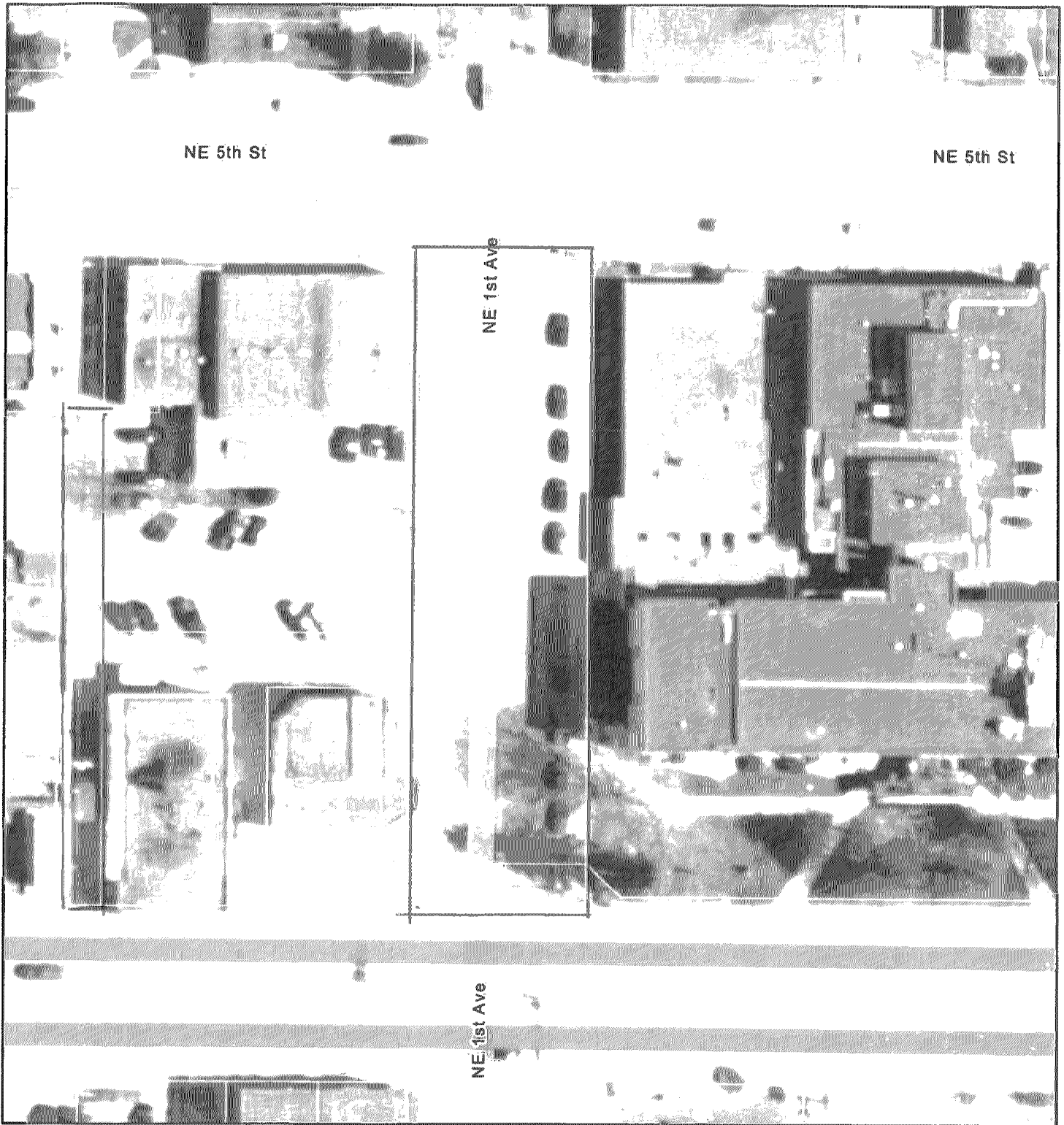
Names (If not owner, describe nature of the interest in this property)	Description of Property
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Received on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

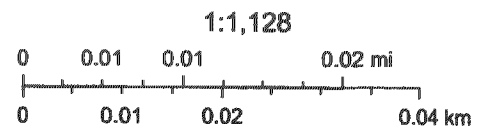
*This petition must be signed by at least **FIFTY PERCENT (50%)** of the property owners, or those with property interests abutting the property (street, alley or easement) to be vacated. Please provide the appropriate number of names and addresses and signatures, as needed to meet this requirement (attach additional sheet if necessary).*

# Itasca County GIS Web Map



1/8/2021, 8:38:58 AM

Tax Parcel





29 JERRY L. RYNDSON  
 36 KENNETH J. MAJOR

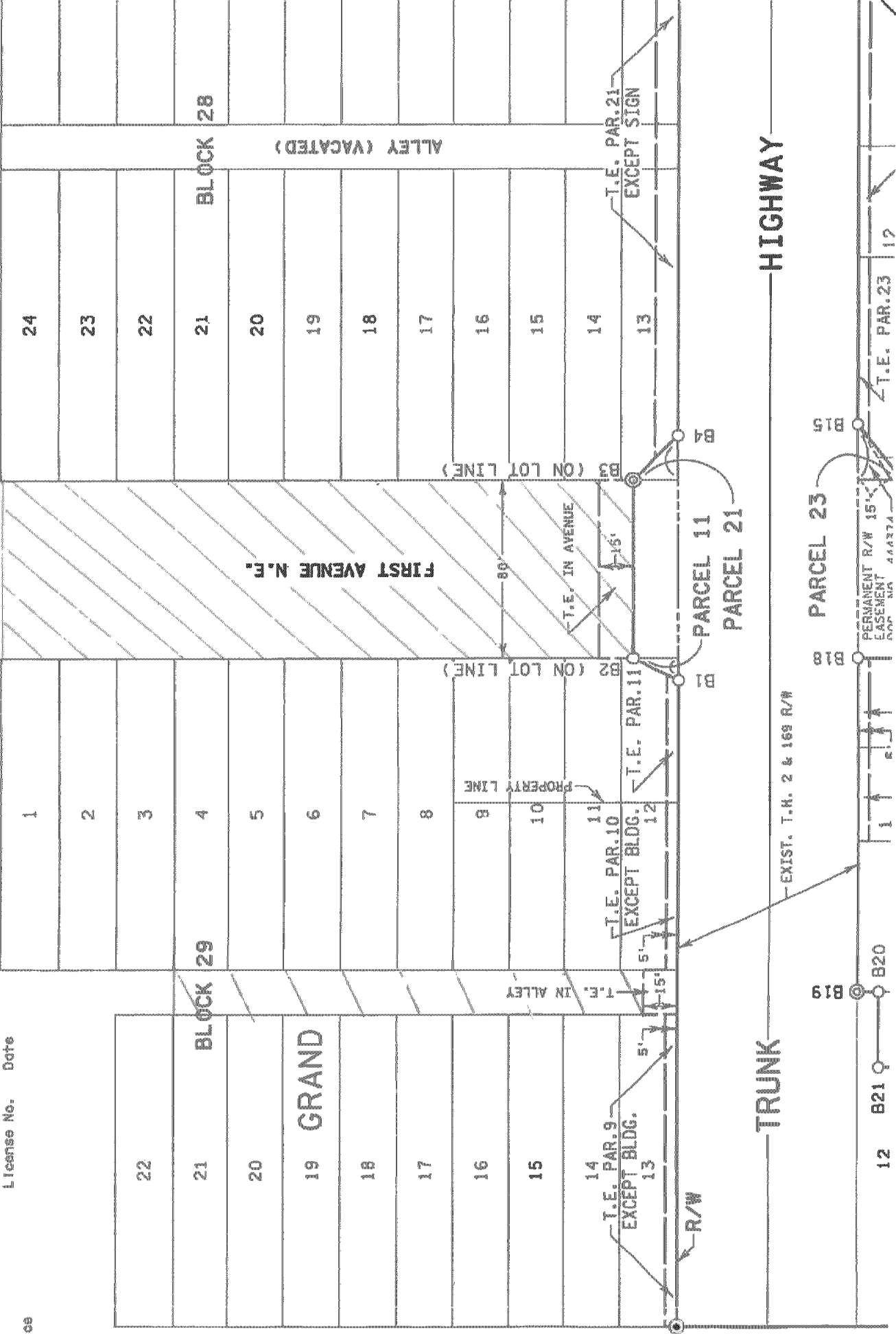
LV: 12, PLN 20  
 LOT 12, BLK 41

NOTE: TEMPORARY EASEMENTS IN PUBLIC ROADS WILL

in this plat, unless otherwise indicated, all monuments have been correctly placed  
 pieces of location for the monumented Public Land Survey  
 on file in the County Recorder's Office (if required under  
 ) and/or the County Surveyor's Office; that this plat meets  
 rules, Section 160.085, Section 160.14 subd. 1, Section 161.16  
 the parcel ownerships are correctly described and delineated  
 right of way boundary lines are correctly designated on the plat.

21107 8-25-06

License No. Date



ce

*That part of Sleeper Avenue (First Avenue NE), according to the plat of Grand Rapids First Division, on file and of record in the Office of the Itasca County Recorder, that lies southerly of the easterly extension of the north line of Lot 1, Block 29 of said plat, and northerly of a line defined between the Minnesota Department of Transportation monuments B2 and B3 as shown on the Minnesota Department of Transportation Right of Way Plat No. 31-131 on file and of record in the Office of the Itasca County Recorder.*

ALSO

*That part of the north – south alley located within Block 29, according to the plat of Grand Rapids First Division, on file and of record in the Office of the Itasca County Recorder, that lies between Lots 4 through 21 inclusive.*



**JPI ENGINEERING, INC**  
 Engineering  
 Land Surveying  
 Site Development  
 425 Grant Street  
 Hibbing, MN 55746  
 (218) 262-5528  
 5670 Miller Trunk Hwy  
 Duluth, MN 55811  
 (218) 720-6219  
 www.jpjeng.com

**CERTIFICATE OF SURVEY**  
**For: Klein McCarthy Architects**  
 18 Fifth Street NE, Grand Rapids, Minnesota 55744  
 Part of Block 29, GRAND RAPIDS FIRST DIVISION, Itasca County, Minnesota.

SURVEY BY :	JWH
DRAWN BY :	RMM
DESIGNED BY :	
APPROVED BY :	RMM
DATE:	9/24/2020
PROJECT NUMBER:	20-784
SHEET NUMBER:	1 OF 2

**LEGEND:**

- Denotes iron monument found
- Denotes 1/2 inch iron monument set, marked "JPI ENG 21401"
- ∅ Denotes power pole
- ⊙ Denotes sanitary manhole
- ⊕ Denotes storm manhole
- ⊖ Denotes manhole type unknown
- ⊗ Denotes catch basin
- Denotes guard post
- ⊕ Denotes fire hydrant
- ⊖ Denotes water valve
- ⊙ Denotes sign
- ⊕ Denotes gas meter
- ⊖ Denotes air conditioning unit
- ⊗ Denotes electric box
- ⊕ Denotes telephone box
- ⊖ Denotes sanitary clean out
- ⊗ Denotes water curb stop
- ⊕ Denotes light pole
- ⊖ Denotes traffic signal
- ⊗ Denotes hand hole
- ⊕ Denotes electric manhole
- ⊖ Denotes guy wire
- ⊗ Denotes sanitary sewer line
- ⊕ Denotes storm sewer line
- ⊖ Denotes water line
- ⊗ Denotes overhead electric line
- ⊕ Denotes underground electric line
- ⊖ Denotes underground telephone line
- ⊗ Denotes underground gas line
- ⊕ Denotes concrete surface
- ⊖ Denotes bituminous surface

**PROPERTY DESCRIPTION:**

That part of Lots 1, 2, and 3, Block 29, GRAND RAPIDS FIRST DIVISION, according to the recorded plat thereof, Itasca County, Minnesota, lying east of the west 25.00 feet of said Lots 1, 2 and 3. Part of PID = 91-415-2910.  
 and  
 Lots 4, 5, 6 and 7, Block 29, GRAND RAPIDS FIRST DIVISION, according to the recorded plat thereof, Itasca County, Minnesota. Part of PID = 91-415-2910.  
 and  
 The west 50.00 feet of Lots 8, 9, 10, 11 and 12, Block 29, GRAND RAPIDS FIRST DIVISION, according to the recorded plat thereof, Itasca County, Minnesota. PID = 91-415-2920.  
 and  
 The east 90.00 feet of Lot 8, and the east 25.00 feet of the west 75.00 feet of Lots 9, 10, 11 and 12, both in Block 29, GRAND RAPIDS FIRST DIVISION, according to the recorded plat thereof, Itasca County, Minnesota. PID = 91-415-2930.  
 and  
 The east 65.00 feet of Lots 9, 10, 11 and 12, Block 29, GRAND RAPIDS FIRST DIVISION, according to the recorded plat thereof, Itasca County, Minnesota, EXCEPT the right of way for State Trunk Highway No. 2. PID = 91-415-2940.

**SURVEYOR NOTES:**

Orientation of the bearing system is based on the north line of Lot 1, Block 29, GRAND RAPIDS FIRST DIVISION, to have a bearing of S 89°58'44" E.  
 JPI Engineering has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.  
 All elevations are based on NAVD88, contour interval is one foot. Benchmark: Top of MANDOT control point IGA MNDT, elevation = 1285.77. Benchmark: Top nail set at NE corner of Lot 1, Block 29, GRAND RAPIDS FIRST DIVISION elevation = 1289.75.  
 Parcel Identification Numbers for this property are 91-415-2910, 91-415-2920, 91-415-2930, 91-415-2940 and 91-415-2950.  
 Area of this property is 98,426 square feet or 2.2596 acres ±.

**CERTIFICATION:**

We hereby certify that this is a true and correct representation of a survey of the boundaries of the land above described and of the location of all buildings, if any, thereon, and all visible encroachments, if any, from or on said land.  
 Signed this 24th day of September, 2020 for JPI Engineering, Inc.  
 Randy M. Morten, PLS License Number 21401  
 Revised: October 7, 2020 add topography for Block 28.  
 Revised: October 20, 2020 add temporary easement.  
 Revised: November 9, 2020 Lots 1-3, Block 29 boundary.



Engineering  
Land Surveying  
Site Development

JPI ENGINEERING, INC  
425 Grant Street  
Hibbing, MN 55746  
(218) 262-5528

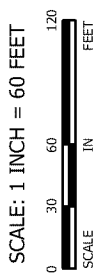
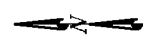
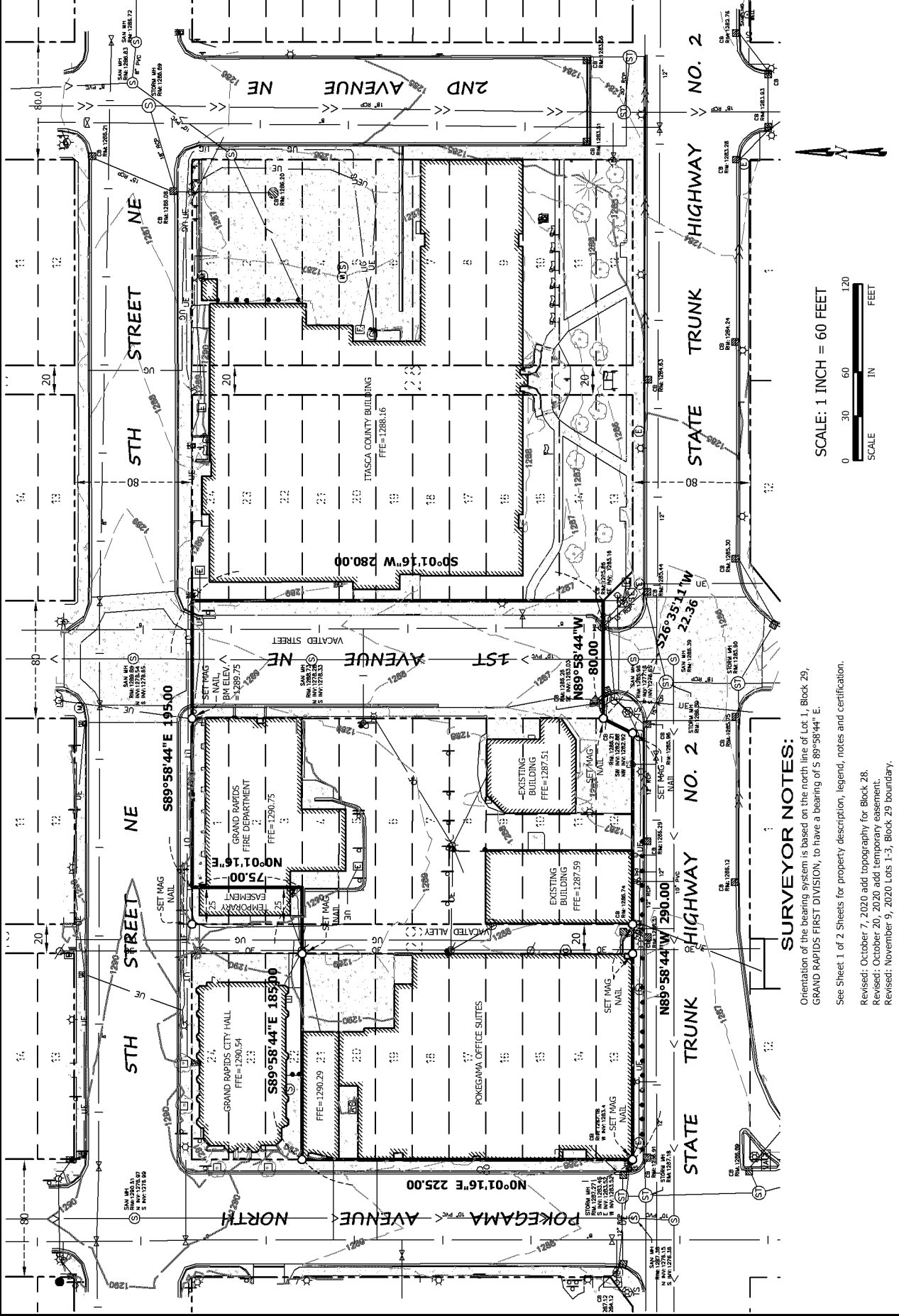
5670 Miller Trunk Hwy  
Duluth, MN 55811  
(218) 720-6219  
www.jpjeng.com

# CERTIFICATE OF SURVEY

For: Klein McCarthy Architects

18 Fifth Street NE, Grand Rapids, Minnesota 55744  
Part of Block 29, GRAND RAPIDS FIRST DIVISION, Itasca County, Minnesota.

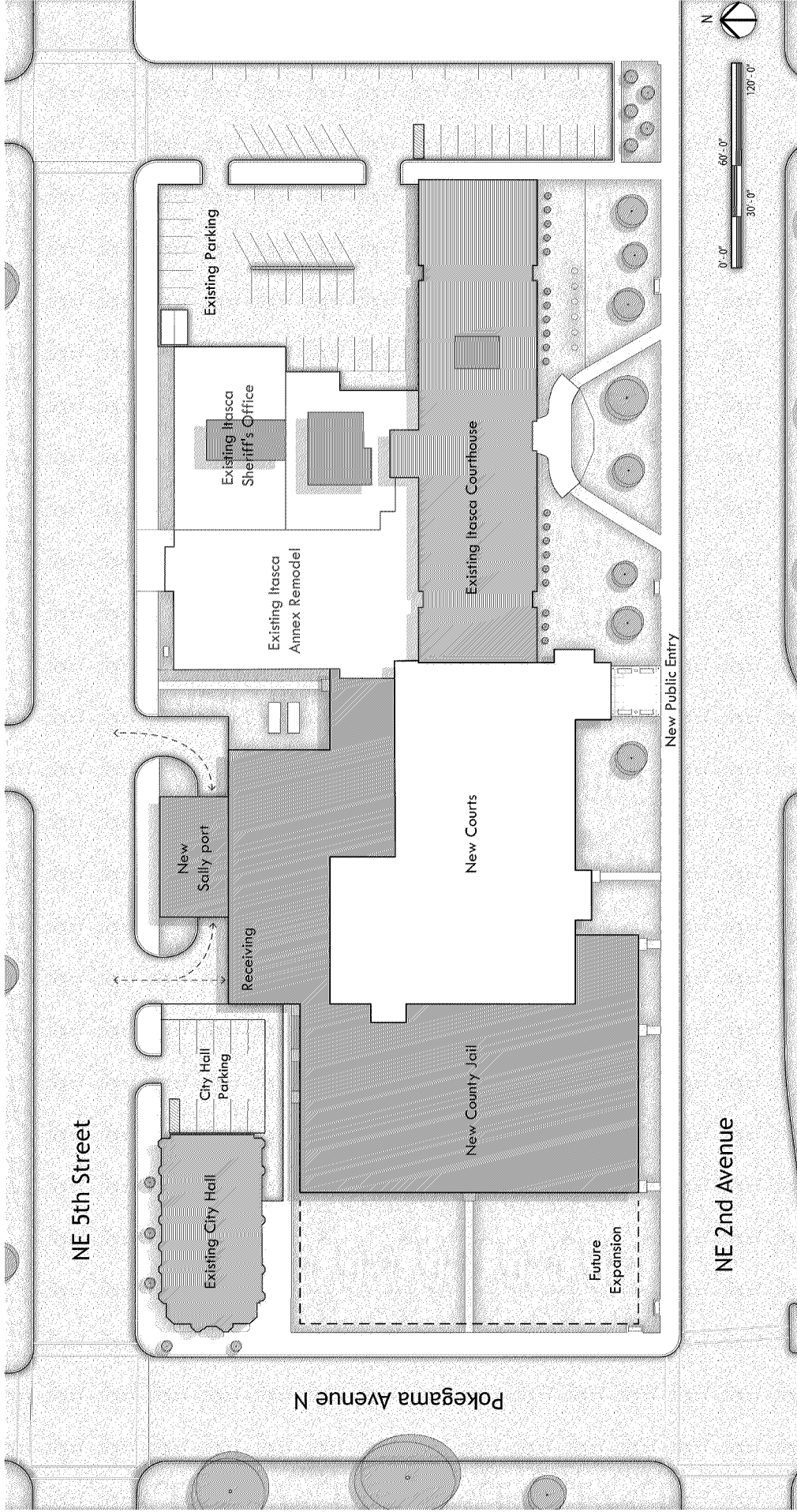
SURVEY BY:	JWH
DRAWN BY:	RMM
DESIGNED BY:	RMM
DATE:	9/24/2020
PROJECT NUMBER:	20-784
SHEET NUMBER:	2 OF 2



### SURVEYOR NOTES:

- Orientation of the bearing system is based on the north line of Lot 1, Block 29, GRAND RAPIDS FIRST DIVISION, to have a bearing of S 89°58'44\"/>
- See Sheet 1 of 2 Sheets for property description, legend, notes and certification.
- Revised: October 7, 2020 add topography for Block 28.
- Revised: October 20, 2020 add temporary easement.
- Revised: November 9, 2020 Lots 1-3, Block 29 boundary.

ITASCA COUNTY JAIL AND COURTS - SCHEMATIC DESIGN CONCEPT STUDY GRAPHICS  
SITE DIAGRAM



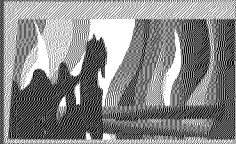
ITASCA COUNTY JAIL AND COURTS REMODEL AND ADDITION - EXTERIOR RENDERINGS

FRONT ENTRY PERSPECTIVE - LOOKING WEST



ITASCA COUNTY JAIL AND COURTS REMODEL AND ADDITION - EXTERIOR RENDERINGS  
FRONT ENTRY PERSPECTIVE - LOOKING EAST





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

# **Public Vacation Request:**

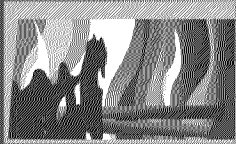
## **Public Hearing #1**

### **Segments of Platted Street and Alley**

#### ***Grand Rapids First Division***

**March 22, 2021**





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

# Public Vacation Request

- **Petitioner:** Itasca County
- **Filing Date:** January 21, 2021
- **Requested Vacation(s):**  
**Alley:** That Part of the N/S Alley Lying Between Lots 13-21 and Lots 4-12, Block 29, Grand Rapids First Division; and
- **Street:** That Part of First Avenue East (Sleeper Avenue) Lying Between Lots 1-12, Block 29, and Lots 13-24, Block 28, Grand Rapids First Division, Itasca County, Minnesota.
- **Petitioner's Stated Reason for Request:** Vacations would allow the for the expansion to the west, over 1st Avenue NE and the alley, of the Court House (new jail & receiving area, new court facilities, and improved public entrance to Court House).
- **Legally Described Vacation Request:**
  - ***Full Legal Descriptions Included within Staff Report & Vacation Petition/Application***



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

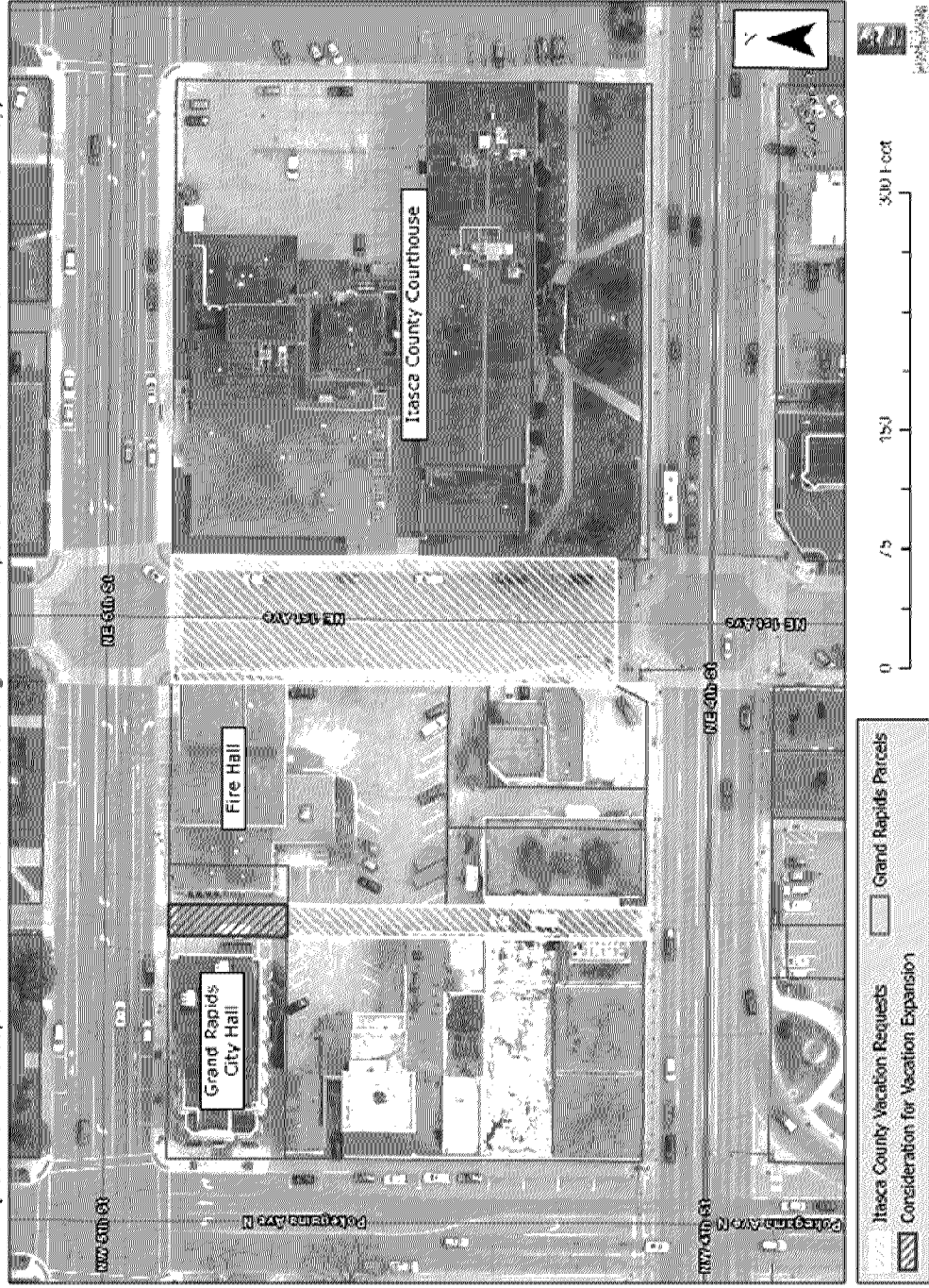
# Public Vacation Request

## Subject area:

- Segment of Platted 1<sup>st</sup> Avenue NE (Sleeper Avenue)
- Segment of N/S Alley within Block 29
- R-O-W's petitioned for Vacation outlined in yellow cross-hatched area
- Portion of N/S Alley recommended by Staff and Planning Commission as expanded area of Vacation – blue cross-hatch area

## Itasca County Vacation Request

(1st Ave NE -Sleeper Ave & the South 225 feet along with an expansion of the North 75 feet of Block 29 Alley)





CITY OF  
GRAND RAPIDS  
ITS IN MINNESOTA'S NATURE

GR First Division  
• platted 1890

# Public Vacation Request

Book 1 Page 2

## GRAND RAPIDS FIRST DIVISION

NW 1/4 of NE 1/4 and NE 1/4 of NW 1/4 of Sec. 21, and NE 1/4 of SW 1/4 of Sec. 23, All in T. 65 N., R. 55 W., 4th PM.

ITASCA COUNTY, MINN.

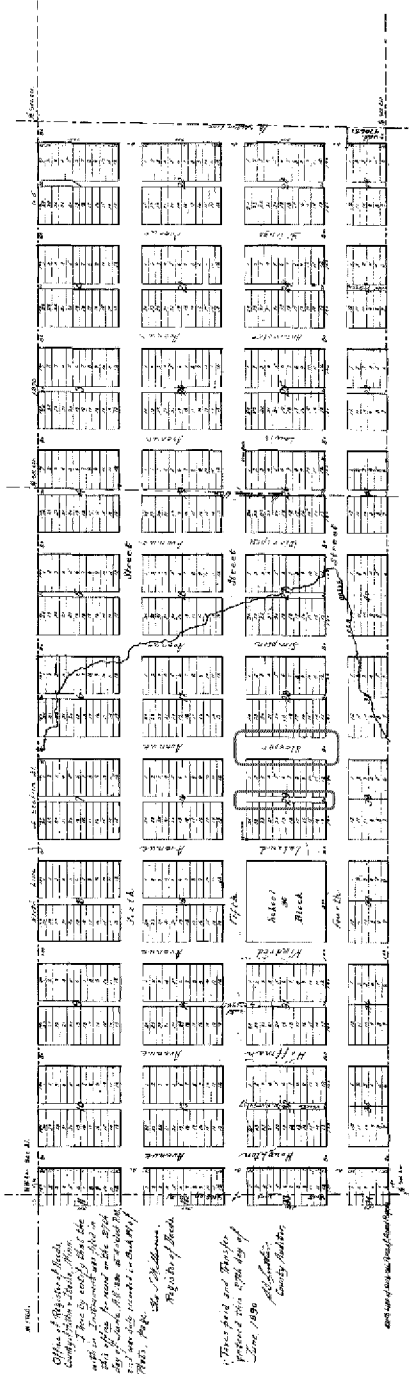
Scale 200ft = 1 inch.

The Town of Grand Rapids and the County of Itasca, Minnesota, and the State of Minnesota, do hereby certify that the following is a true and correct copy of the plat of the first division of the Grand Rapids, Minnesota, and that the same was duly recorded in the office of the County Clerk of Itasca County, Minnesota, on the 1st day of June, 1890. The plat is a true and correct copy of the original plat as the same was filed in the office of the County Clerk of Itasca County, Minnesota, on the 1st day of June, 1890, and that the same was duly recorded in the office of the County Clerk of Itasca County, Minnesota, on the 1st day of June, 1890.

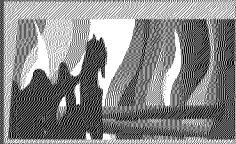
In presence of the following: *John J. ...*

*John J. ...*

*John J. ...*



For the original see Page 1

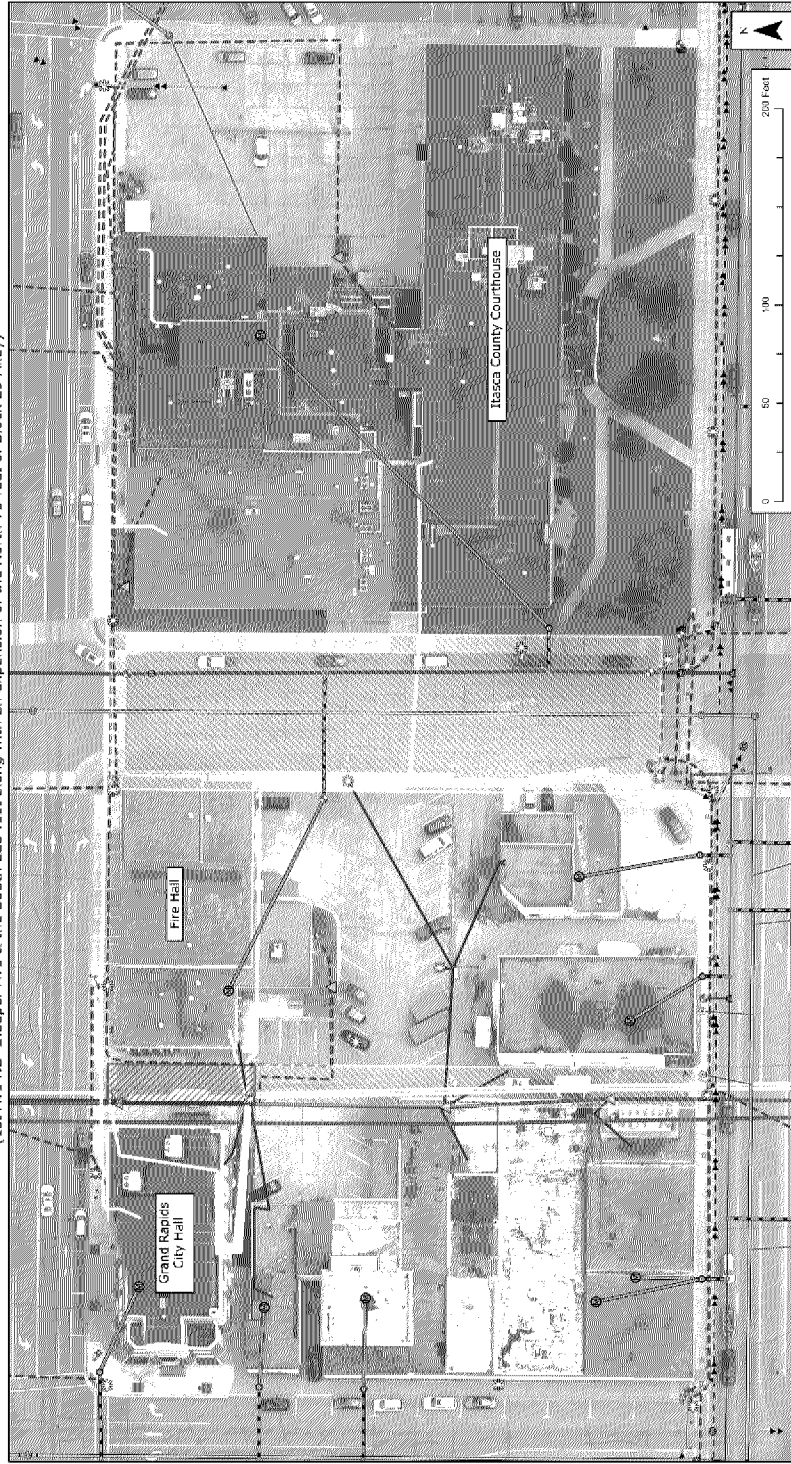


CITY OF  
**GRAND RAPIDS**  
ITS IN MINNESOTA'S NATURE

# Public Vacation Request

## Itasca County Vacation Request

(1st Ave NE -Sleeper Ave & the South 225 feet along with an expansion of the North 75 feet of Block 29 Alley)



### Subject area:

Impacted Utilities to be  
relocated, removed, or  
abandoned.

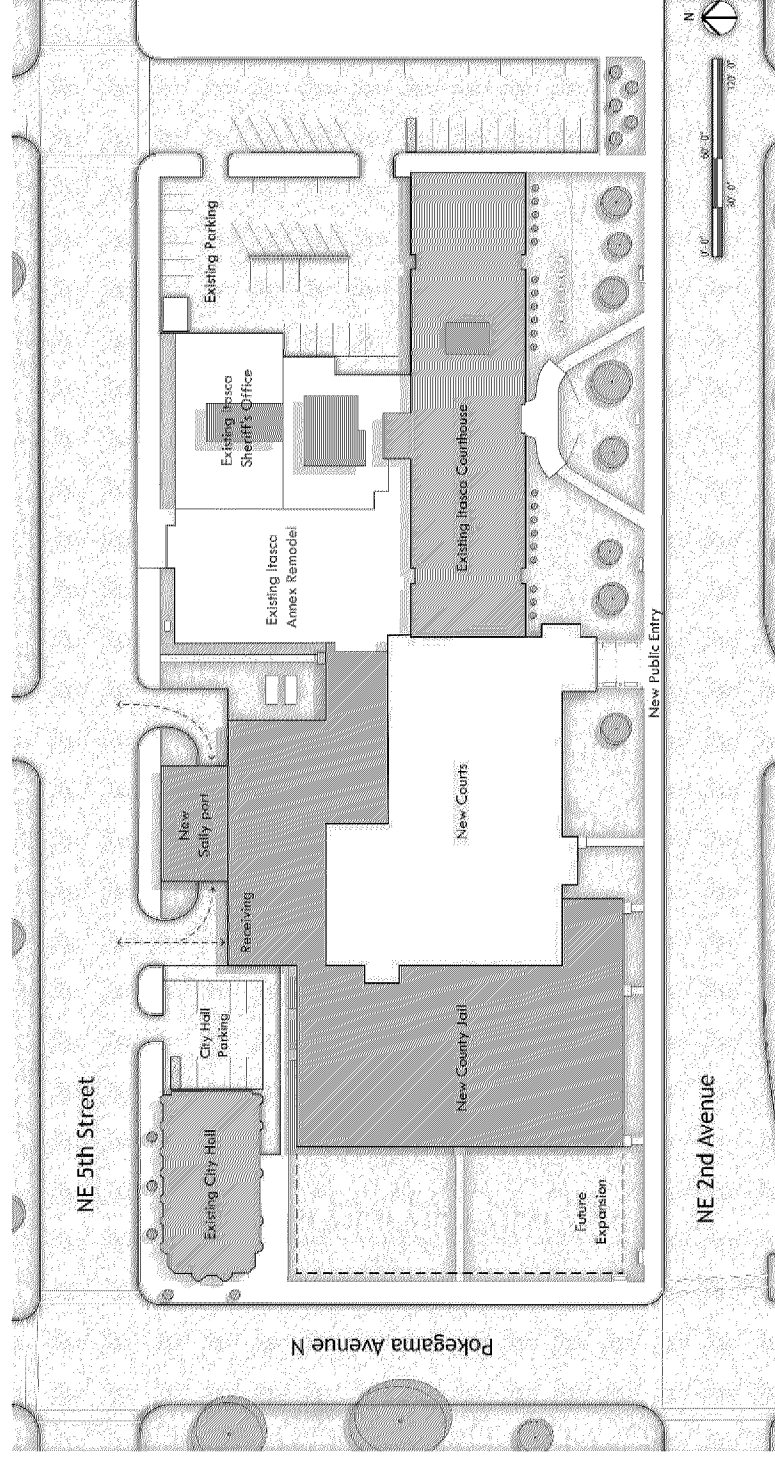


CITY OF  
**GRAND RAPIDS**  
ITS IN MINNESOTA'S NATURE

**Subject area:**  
**Conceptual Site Plan**

# Public Vacation Request

ITASCA COUNTY JAIL AND COURTS - SCHEMATIC DESIGN CONCEPT STUDY GRAPHICS  
SITE DIAGRAM



KLEIN  
MCCARTHY  
ARCHITECTS  
952-908-9999  
www.kleinmccarthy.com

ITASCA COUNTY JAIL AND COURTS  
1-23-20



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

**Subject area:  
 Conceptual Building  
 Elevations**

# Public Vacation Request

ITASCA COUNTY JAIL AND COURTS REMODEL AND ADDITION - EXTERIOR RENDERINGS  
 FRONT ENTRY PERSPECTIVE - LOOKING WEST



Itasca County Jail and Courts Remodel and Addition  
 November 14, 2022

ITASCA COUNTY JAIL AND COURTS REMODEL AND ADDITION - EXTERIOR RENDERINGS  
 FRONT ENTRY PERSPECTIVE - LOOKING EAST



KEVIN  
 ANSCHUTZ  
 ARCHITECTURE  
 312 333 8792  
 400 N. HYDE ST.  
 GRAND RAPIDS, MN 55701

Itasca County Jail and Courts Remodel and Addition  
 November 14, 2022



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# Public Vacation Request

## Staff Review Committee:

- **There were no concerns or objections expressed, regarding the petitioned (and expanded alley vacation area) segment of platted street and alley vacations.**
  - Travis Cole, Fire Chief, noted that two existing fire hydrants will be impacted with the project, and requested review of the utility plan, showing their relocation.
- **Staff review committee consists of: Engineering/Public Works Department, Community Development Department, Fire Department, Police Department, and the Grand Rapids Public Utilities Commission.**
- **\*Additional project review and consultation with District MN DOT Staff has, and continues, to take place.**



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## **Planning Commission Review/Findings:**

**March 4, 2021 Meeting**

**Planning Commission's  
findings of fact, in support  
of the petitioned Street and  
Alley (and expanded by**

**Planning Commission)  
segments Vacated, are  
incorporated into draft  
resolution.**

# Public Vacation Request

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

RESOLUTION NO. 21- \_\_\_\_\_

## **A RESOLUTION VACATING SEGMENTS OF PLATTED STREET AND ALLEY RIGHT-OF-WAY WITHIN THE PLAT OF GRAND RAPIDS FIRST DIVISION**

WHEREAS, the City Planning Commission, at their regular meeting on March 4, 2021 reviewed the vacation request for segments of public right-of-ways described as:

*That part of Sleeper Avenue (First Avenue NE), according to the plat of Grand Rapids First Division, on file and of record in the Office of the Itasca County Recorder, that lies southerly of the easterly extension of the north line of Lot 1, Block 29 of said plat, and northerly of a line defined between the Minnesota Department of Transportation monuments B2 and B3 as shown on the Minnesota Department of Transportation Right of Way Plat No. 31-131, on file and of record in the Office of the Itasca County Recorder;*

*and,*  
*That part of the north – south alley located within Block 29, according to the plat of Grand Rapids First Division, on file and of record in the Office of the Itasca County Recorder, that lies between Lots 4 through 21 inclusive, and further expanded by the Planning Commission to include;*

*That part of the north – south alley located within Block 29, according to the plat of Grand Rapids First Division, on file and of record in the Office of the Itasca County Recorder, that lies between Lots 4, 3 and 22, 24 inclusive.*

WHEREAS, the Planning Commission found the vacations to be in the best interest of the public's health, safety, and general welfare; and

WHEREAS, the Planning Commission forwarded a recommendation for approval of the requested vacations; and

WHEREAS, the City Clerk's affidavit of publication of Notice of Public Hearing and of mailing notices to area residents were provided; and

WHEREAS, the Grand Rapids City Council conducted a public hearing on March 22, 2021, to consider the vacation of the public right-of-ways described above; and

WHEREAS, all persons who wished to voice their opinion in regard to the above mentioned vacations were allowed to be heard; and

WHEREAS, it appears that it will be in the best interest of the City to approve such petition;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA, that the City Council does concur with the Planning Commission's findings that the vacations are in the best interest of the public's health, safety, and general welfare, and hereby vacate the above described segments public right-of-ways based on the following findings of fact:

- The right-of-ways are not needed for traffic purposes.
- The right-of-ways are not needed for pedestrian purposes, as the new addition to the Court House will accommodate pedestrian needs.
- Portions of the right-of-ways are not needed for utility purposes, as the existing utilities will be removed, relocated and abandoned through the Court House expansion project.
- Vacating the right-of-ways will not put additional land on the tax rolls.
- Vacating right-of-ways will allow the Court House to grow, provide public services, and maintain its location in the downtown area, which could result in continued economic development in the city.





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# Questions?



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	21-1751	<b>Version:</b>	1	<b>Name:</b>	Consider the adoption of a resolution either approving or denying the vacation of platted street and alley right-of-way within Grand Rapids First Division.
<b>Type:</b>	Agenda Item	<b>Status:</b>			Community Development
<b>File created:</b>	3/17/2021	<b>In control:</b>			City Council
<b>On agenda:</b>	3/22/2021	<b>Final action:</b>			
<b>Title:</b>	Consider the adoption of a resolution either approving or denying the vacation of platted street and alley right-of-way within Grand Rapids First Division.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Grand Rapids 1st Division Vacation: Resolution</a>				

Date	Ver.	Action By	Action	Result
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Consider the adoption of a resolution either approving or denying the vacation of platted street and alley right-of-way within Grand Rapids First Division.

### **Background Information:**

After the public hearing on this matter, the City Council will want to consider the public testimony received and review the recommendation put forward by the Planning Commission.

The Council can accept the recommendation of the Planning Commission, if they are in agreement with it, and adopt the resolution as prepared, or the Council can make its own findings to support its reasons for approving or denying the petitioned street and alley right-of-way vacation.

### **Requested City Council Action**

Make a motion adopting a resolution approving the vacation of platted street and alley right-of-way within Grand Rapids First Division.

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

RESOLUTION NO. 21-\_\_

**A RESOLUTION VACATING SEGMENTS OF PLATTED STREET AND ALLEY RIGHT-OF-WAY  
WITHIN THE PLAT OF GRAND RAPIDS FIRST DIVISION**

WHEREAS, the City Planning Commission, at their regular meeting on March 4, 2021 reviewed the vacation request for segments of public right-of-ways described as:

*That part of Sleeper Avenue (First Avenue NE), according to the plat of Grand Rapids First Division, on file and of record in the Office of the Itasca County Recorder, that lies southerly of the easterly extension of the north line of Lot 1, Block 29 of said plat, and northerly of a line defined between the Minnesota Department of Transportation monuments B2 and B3 as shown on the Minnesota Department of Transportation Right of Way Plat No. 31-131 on file and of record in the Office of the Itasca County Recorder;*

*and,*

*That part of the north – south alley located within Block 29, according to the plat of Grand Rapids First Division, on file and of record in the Office of the Itasca County Recorder, that lies between Lots 4 through 21 inclusive;*

*and further expanded by the Planning Commission to include;*

*That part of the north – south alley located within Block 29, according to the plat of Grand Rapids First Division, on file and of record in the Office of the Itasca County Recorder, that lies between Lots 1-3 and 22-24 inclusive;*

WHEREAS, the Planning Commission found the vacations to be in the best interest of the public's health, safety, and general welfare; and

WHEREAS, the Planning Commission forwarded a recommendation for approval of the requested vacations; and

WHEREAS, the City Clerk's affidavit of publication of Notice of Public Hearing and of mailing notices to area residents were provided; and

WHEREAS, the Grand Rapids City Council conducted a public hearing on March 22, 2021, to consider the vacation of the public right-of-ways described above; and

WHEREAS, all persons who wished to voice their opinion in regard to the above mentioned vacations were allowed to be heard; and

WHEREAS, it appears that it will be in the best interest of the City to approve such petition;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA: that the City Council does concur with the Planning Commission's findings that the vacations are in the best interest of the public's health, safety, and general welfare, and hereby vacate the above described segments public right-of-ways based on the following findings of fact:

- The right-of-ways are not needed for traffic purposes.
- The right-of-ways are not needed for pedestrian purposes, as the new addition to the Court House will accommodate pedestrian needs.
- Portions of the right-of-ways are not needed for utility purposes, as the existing utilities will be removed, relocated and abandoned through the Court House expansion project.
- Vacating the right-of-ways will not put additional land on the tax rolls.
- Vacating right-of-ways will allow the Court House to grow, provide public services, and maintain its location in the downtown area, which could result in continued economic development in the city.

AND BE IT FURTHER RESOLVED, that;

1. The City Council instructs City Staff to submit a copy of this resolution to the Itasca County Assessor, Itasca County Recorder, and the Itasca County Auditor.

Adopted by the Council this 22<sup>nd</sup> day of March, 2021.

\_\_\_\_\_  
Dale Christy, Mayor

ATTEST:

\_\_\_\_\_  
Kim Gibeau, City Clerk

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

This document was drafted by:  
Eric Trast, Community Development Specialist  
City of Grand Rapids  
420 North Pokegama Avenue  
Grand Rapids, MN 55744



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	21-1746	<b>Version:</b>	1	<b>Name:</b>	Conduct a public hearing to consider the vacation of a public utility easement acquired by the City of Grand Rapids in July of 2002 through recorded document number 543974.
<b>Type:</b>	Public Hearing	<b>Status:</b>		<b>Status:</b>	Public Hearing
<b>File created:</b>	3/15/2021	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	3/22/2021	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Conduct a public hearing to consider the vacation of a public utility easement acquired by the City of Grand Rapids in July of 2002 through recorded document number 543974.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Lonson Holdings Easement Vacation: Maps</a> <a href="#">Lonson Holdings Easement Vacation: Public Hearing PowerPoint</a> <a href="#">Draft Planning Comm. Mtg. Minutes 3-4-2021</a> <a href="#">Lonson Holdings Vacation: Application/Petition</a>				

Date	Ver.	Action By	Action	Result
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Conduct a public hearing to consider the vacation of a public utility easement acquired by the City of Grand Rapids in July of 2002 through recorded document number 543974.

### **Background Information:**

Lonson Holdings, LLC. submitted a valid petition on February 10, 2021 requesting the vacation of the following described public utility easement:

*A permanent utility easement in the south 20' of Outlot A of Block 1 of the Swanson Addition beginning 100' east of the west lot line ending 450' east of the west lot line adjacent to 17th St. SE., Itasca County, Minnesota*

The utility easement is located in the rear vehicle storage/parking area at Grand Rapids GM (1610 S Pokegama Ave), and to date, has not been used for the placement of storm water infrastructure. (see attached location map)

As stated within the attached Public Vacation Application, the request made by the property owner, would remove an unused easement/encumbrance from the property, thus allowing for future development to take place.

There were no concerns or objections expressed, regarding the petitioned easement vacation, from the staff review committee which consists of: Engineering/Public Works Department, Community Development Department, Fire Department, Police Department, and the Grand Rapids Public Utilities Commission.

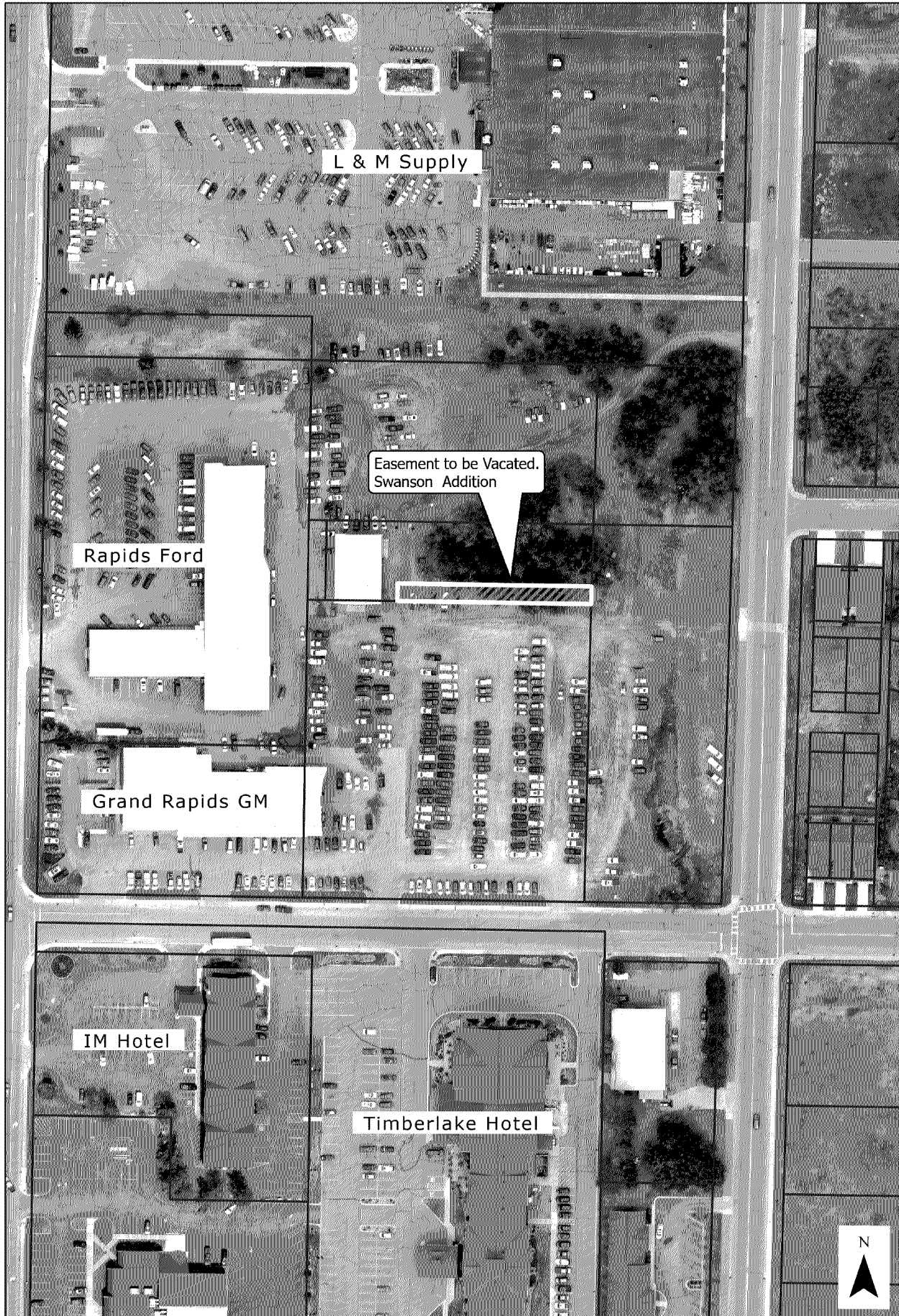
On March 4, 2021 the Planning Commission formally reviewed the proposed easement vacation and recommended to the City Council approval of the vacation as petitioned, based on certain findings of fact, which are incorporated into the draft resolution.




### **Requested City Council Action**

Conduct a public hearing to consider the vacation of a public utility easement acquired by the City of Grand Rapids in July of 2002 through recorded document number 543974.

# Public Easement Vacation Consideration

(acquired storm water easement)

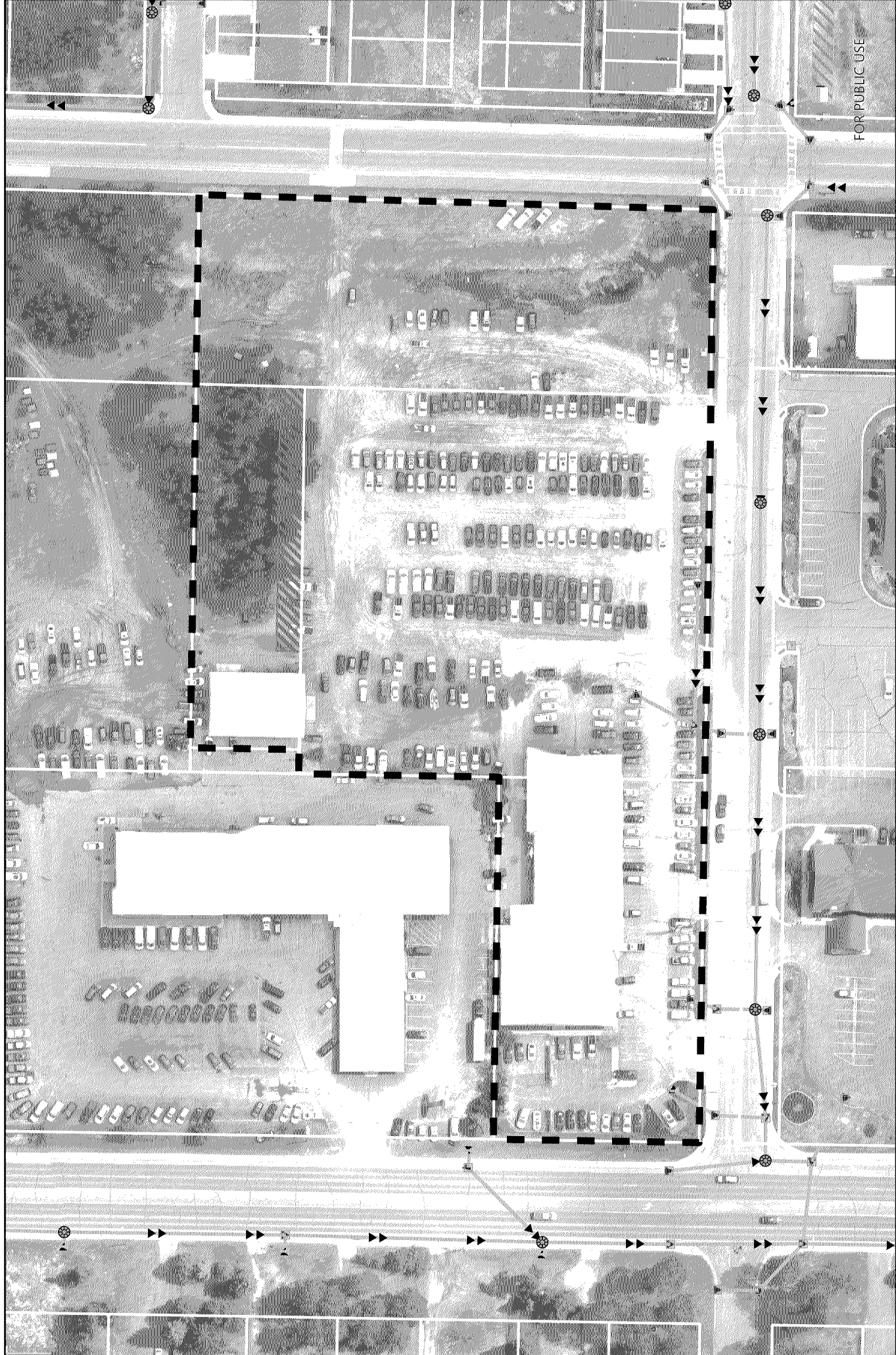


-  Grand Rapids Parcels
-  Proposed Vacated Easement Location
-  Easement

0 75 150 300 Feet



# Public Easement Vacation Consideration (acquired storm water easement)



Property of Interest
  Catch Basin
  Manhole
  Control Structure
  Apron
  Main
  Detention

Grand Rapids Parcels
  Easement

0 37.5 75 150 225 300 Feet

N

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# **Public Vacation Request:**

## **Public Hearing #2**

### **Public Utility Easement**

*Swanson Addition*

**March 22, 2021**



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# Public Vacation Request

- **Petitioner:** Lonson Holdings, LLC
- **Filing Date:** February 10, 2021
- **Requested Vacation:** City acquired public utility easement from July 2002 (recorded document #543974) *“to construct, maintain and repair a storm sewer system and for the purpose of excavating and disrupting the surface, managing vegetation, and doing all things necessary and expedient for the proper installation, replacement, maintenance, operation and control of any and all facilities which the party of the second part may cause to be located on the easement premises”* .
- **Petitioner’s Stated Reason for Request:** Vacation would remove an unused easement and encumbrance from the property, thus allowing for future development to take place.
- **Legally Described Vacation Request:**
  - A permanent utility easement in the south 20’ of Outlot A of Block 1 of the Swanson Addition beginning 100’ east of the west lot line ending 450’ east of the west lot line adjacent to 17th St. SE.

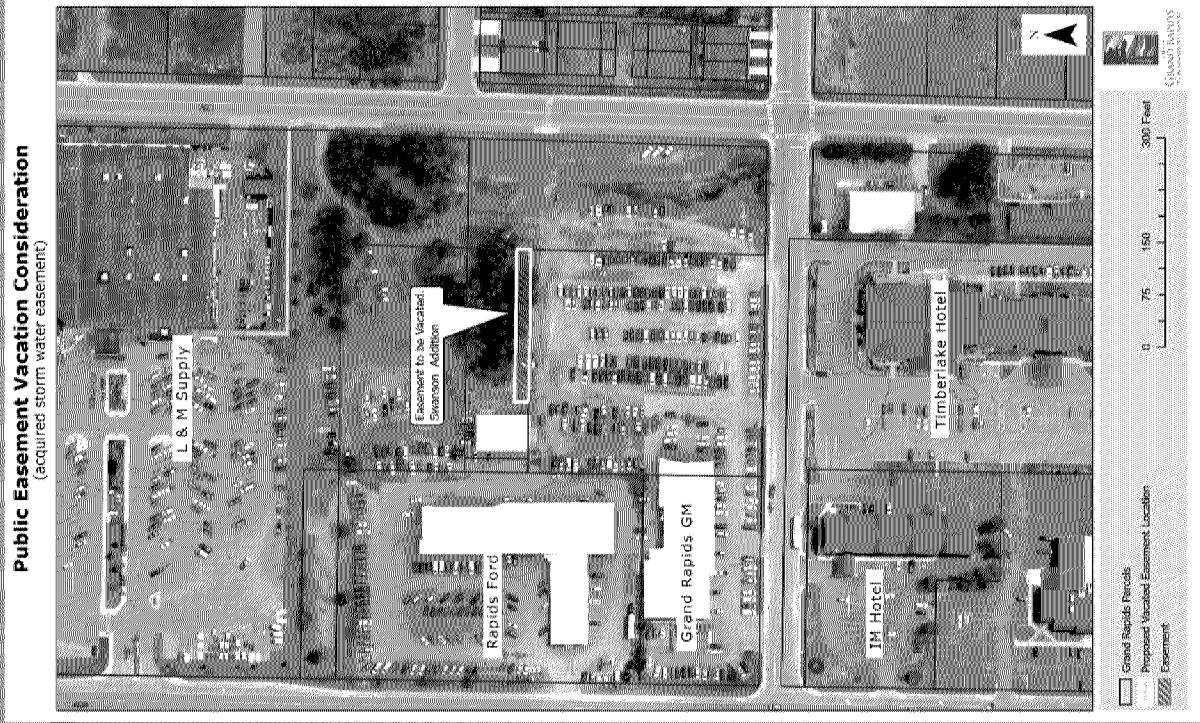


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# Public Vacation Request

## Subject area: Grand Rapids GM Property

- Subject easement outlined in yellow





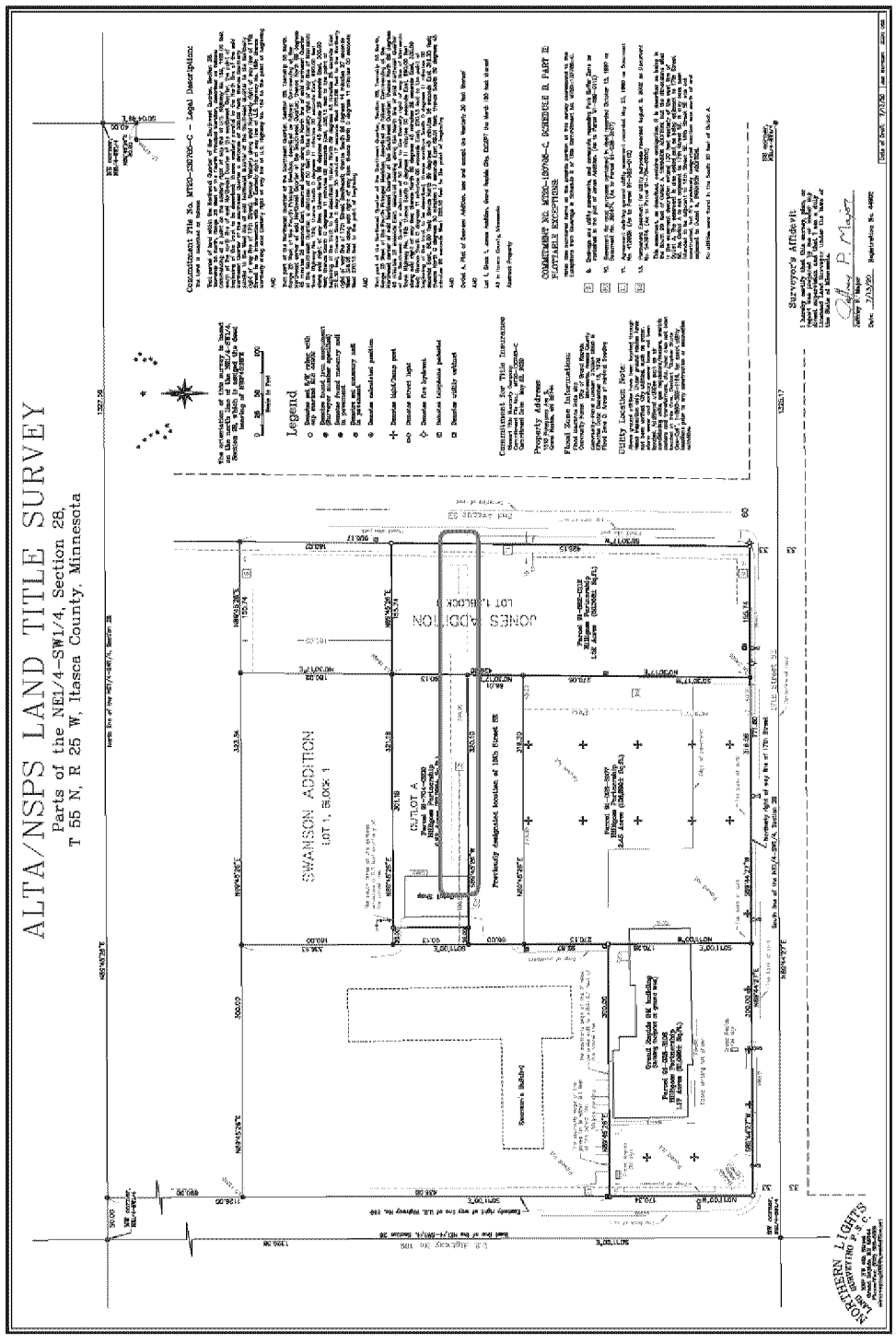
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**Subject area:**  
**ALTA/NSPS Land**  
**Title Survey**

# Public Vacation Request

## ALTA/NSPS LAND TITLE SURVEY

Parts of the NE1/4-SW1/4, Section 28,  
T 55 N, R 25 W, Itasca County, Minnesota

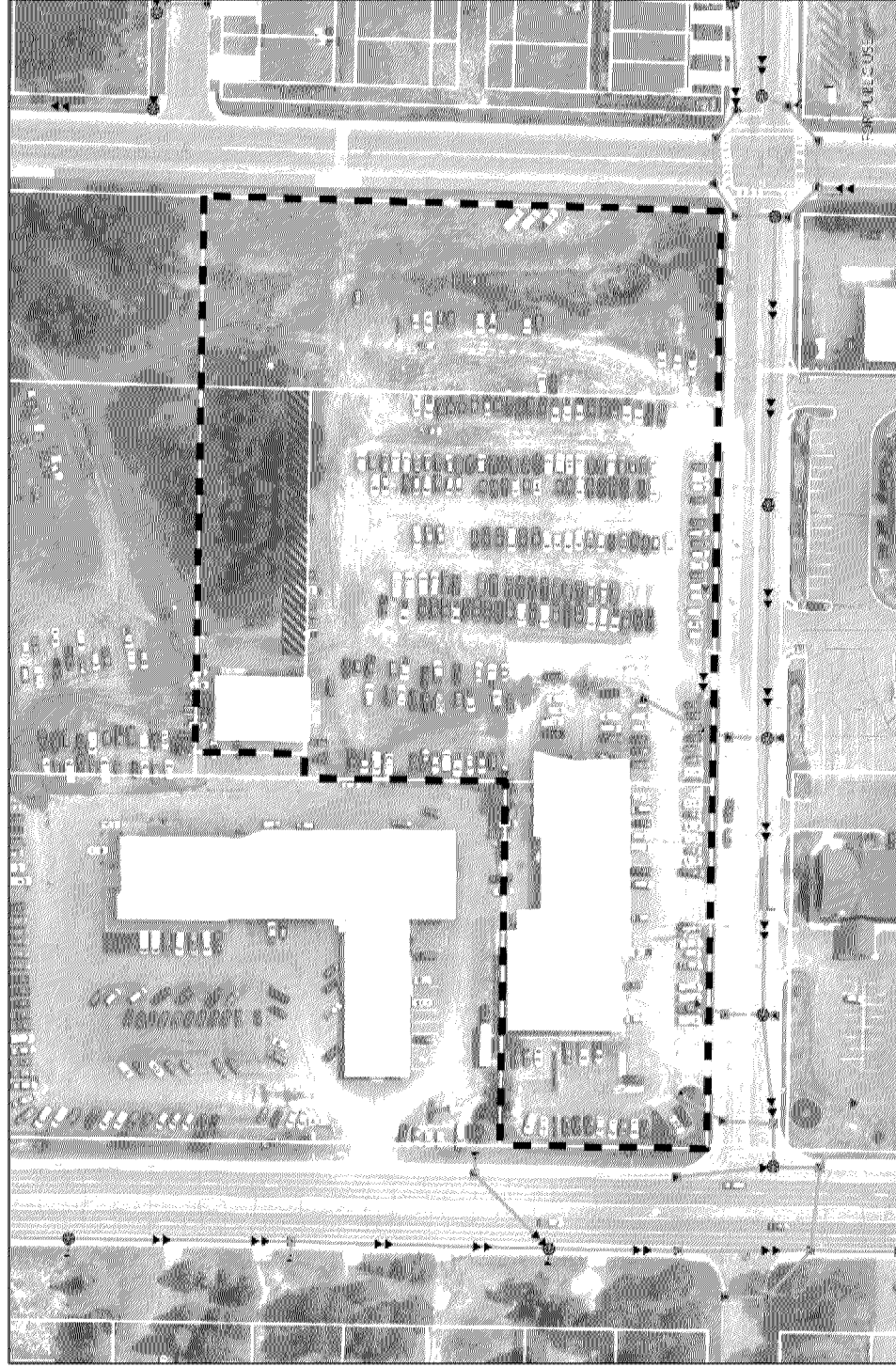




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# Public Vacation Request

## Public Easement Vacation Consideration (acquired storm water easement)



### Subject area:

Existing storm-water infrastructure in subject area.



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# Public Vacation Request

## Staff Review Committee:

- There were no concerns or objections expressed, regarding the petitioned utility easement vacation.
- Staff review committee consists of: **Engineering/Public Works Department, Community Development Department, Fire Department, Police Department, and the Grand Rapids Public Utilities Commission.**



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# Public Vacation Request

## Planning Commission Review/Findings:

## March 4, 2021 Meeting

## Planning Commission's findings of fact, in support of the petitioned Easement Vacation, are incorporated into draft resolution.

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

RESOLUTION NO. 21- \_\_\_\_\_

### A RESOLUTION FOR THE VACATING OF AN ACQUIRED PUBLIC UTILITY EASEMENT THROUGH RECORDED DOCUMENT 543974 IN JULY OF 2002

WHEREAS, the City Planning Commission, at a their regular meeting on March 4, 2021 reviewed the vacation request for an public utility easement acquired by the City of Grand Rapids in recorded document number 543974 and described as:

*A permanent utility easement in the south 20' of Dubois A of Block 1 of the Swanson Addition beginning 100' east of the west lot line ending 450' east of the west lot line adjacent to 17th St. SE., Itasca County, Minnesota*

WHEREAS, the Planning Commission found the easement vacation to be in the best interest of the public's health, safety, and general welfare; and

WHEREAS, the Planning Commission forwarded a recommendation for approval of the requested vacation; and

WHEREAS, the City Clerk's affidavit of publication of Notice of Public Hearing and of mailing notices to area residents were provided; and

WHEREAS, the Grand Rapids City Council conducted a public hearing on March 22, 2021, to consider the vacation of the acquired public utility easement described above; and

WHEREAS, all persons who wished to voice their opinion in regard to the above mentioned vacation were allowed to be heard; and

WHEREAS, it appears that the vacation will be in the best interest of the City to approve such petition;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA: that the City Council does concur with the Planning Commission's findings that this easement vacation is in the best interest of the public's health, safety, and general welfare, and hereby vacates the above described public utility easement based on the following findings of fact:

- The easement is not needed for traffic purposes, as they were designated for utility purposes.
- The easement is not needed for pedestrian purposes.
- The easement is not needed for utility purposes, as commented on by the Staff Review Committee.
- Vacating the easement will not put additional land on the tax rolls, but will rather allow for more use of the land for development with the easement's vacation.
- Vacating the easement would facilitate economic development in the City, by allowing for additional development to take place on the property after its vacation.

AND BE IT FURTHER RESOLVED, that:

1. The City Council instructs the City Clerk to submit a copy of this resolution to the Itasca County Assessor, Itasca County Recorder, and the Itasca County Auditor.

Adopted by the Council this 22<sup>nd</sup> day of March, 2021.



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# Questions?





# CITY OF GRAND RAPIDS

NOTICE OF MEETING  
PLANNING COMMISSION

## Minutes - Final Planning Commission

DRAFT

*COUNCIL CHAMBERS  
CITY HALL - 420 N. Pokegama Ave.  
Grand Rapids, MN 55744*

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Thursday, March 4, 2021

4:00 PM

Council Chambers

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**BE ADVISED: Pursuant to Minnesota Statute 13D.021, Subdivision 1, some or all members may appear by telephone or other electronic means.**

### Call To Order

### Call of Roll

- Present** 5 - Chairperson Molly MacGregor, Vice Chair Patrick Goggin, Commissioner Mark Gothard, Commissioner Ted Hubbes, and Commissioner Betsy Johnson
- Absent** 2 - Commissioner Susan Lynch, and Commissioner Lester Kachinske

**Setting of Agenda - This is an opportunity to approve the regular agenda as presented or add/delete an agenda item by a majority vote of the Commissioners present.**

**Motion by Commissioner Johnson, second by Commissioner Goggin to approve the agenda as presented: The following roll call vote was taken: Yea: Johnson, Hubbes, Gothard, Goggin, MacGregor. Nay: None, motion passed unanimously.**

### Approval of Minutes

Approve the minutes of the February 4, 2021, 4:00 pm regular meeting.

**Motion by Commissioner Goggin, second by Commissioner Hubbes to approve the minutes of the February 4, 2021 regular meeting. The following roll call vote was taken: Yea: Goggin, Gothard, Hubbes, Johnson, MacGregor. Nay: None, motion passed unanimously.**

### General Business

Consider a recommendation to the City Council regarding the vacation of platted street and alley right-of-way within Grand Rapids First Division.

*Community Development Specialist Trast provided the staff report.*

*Itasca County submitted a valid petition, on January 21, 2021 requesting the vacation of the following described public right-of-ways:*

*That part of Sleeper Avenue (First Avenue NE), according to the plat of Grand Rapids First Division, on file and of record in the Office of the Itasca County Recorder, that lies southerly of the easterly extension of the north line of Lot 1, Block 29 of said plat, and northerly of a line defined between the Minnesota Department of Transportation monuments B2 and B3 as shown on the Minnesota Department of Transportation Right of Way Plat No. 31-131 on file and of record in the Office of the Itasca County Recorder;*

*AND,*

*That part of the north – south alley located within Block 29, according to the plat of Grand Rapids First Division, on file and of record in the Office of the Itasca County Recorder, that lies between Lots 4 through 21 inclusive.*

*Itasca County has acquired properties within Block 29, Grand Rapids First Division, with the exception of City Hall, for a planned expansion of the Itasca County Court House. Properties include: Grand Rapids Fire Hall, the former Northprint Building, Vanity Cleaners, and the former Judy Garland Museum building. For the westward expansion of the Court House to proceed, Itasca County has petitioned the vacation of the portion of 1st Avenue NE lying between the Fire Hall and Vanity Cleaners, as well as the majority of the N/S alley lying with Block 29 (between the Northprint Building and the Fire Hall parking area and former Judy Garland Museum building).*

*Upon approval, the vacation would allow for the removal of buildings from Block 29 (exception – City Hall) and the expansion to the west, over 1st Avenue NE and the N/S alley, of the Court House (new jail & receiving area, new court facilities, widened sidewalk along 4th Street, and an improved public entry), as depicted on the attached schematic design concept drawings.*

*As described in the attached email correspondence, the Engineering/Public Works Department and the Fire Department support the petitioned vacation. Travis Cole, Fire Chief, noted that two existing fire hydrants will be impacted with the project, and requested review of the utility plan, showing their relocation.*

*It should be noted that members of the County's project design team, County Staff, architects, civil and electrical engineers have been meeting and communicating regularly with City Staff, Grand Rapids Public Utilities Staff, and MNDOT Staff regarding utility infrastructure relocation, rerouting, and necessary improvements in the impacted area.*

*Additionally, Community Development Department staff requested of the review committee, to consider the impacts on the City initiated vacation of the remaining 75 ft. of the platted (N/S) Alley within Block 29, as the area is between two parcels owned by the City (west- City Hall and east side- parking area for Police Department).*

*There were no concerns or objections regarding the petitioned right-of-way vacation from the remaining members of the staff review committee which consists of the Engineering/Public Works Department, Community Development Department, Fire Department, Police Department, and the Grand Rapids Public Utilities Commission.*

**Motion by Commissioner Hubbes, second by Commissioner Johnson that, based on the findings of fact presented here today, and in the public's best interest, the Planning Commission does hereby forward to the City Council a recommendation to approve the vacation of public right-of-way described as: That part of Sleeper Avenue (First Avenue NE), according to the plat of Grand Rapids First Division, on file and of record in the Office of the Itasca County**

Recorder, that lies southerly of the easterly extension of the north line of Lot 1, Block 29 of said plat, and northerly of a line defined between the Minnesota Department of Transportation monuments B2 and B3 as shown on the Minnesota Department of Transportation Right of Way Plat No. 31-131 on file and of record in the Office of the Itasca County Recorder;

right-of-way described as:

That part of Sleeper Avenue (First Avenue NE), according to the plat of Grand Rapids First Division, on file and of record in the Office of the Itasca County Recorder, that lies southerly of the easterly extension of the north line of Lot 1, Block 29 of said plat, and northerly of a line defined between the Minnesota Department of Transportation monuments B2 and B3 as shown on the Minnesota Department of Transportation Right of Way Plat No. 31-131 on file and of record in the Office of the Itasca County Recorder;

AND,

That part of the north – south alley located within Block 29, according to the plat of Grand Rapids First Division, on file and of record in the Office of the Itasca County Recorder, that lies between Lots 4 through 21 inclusive.

AND: the City initiated vacation of the remaining 75' of the platted (N/S) Alley located within Block 29, according to the plat of Grand Rapids First Division, on file and of record in the Office of the Itasca County Recorder, that lies between Lots 1-3 and 22-24.

The Commissioners reviewed the considerations for the record:

1. Is the right-of-way needed for traffic purposes?  
Why/Why not? No, with the removal of the fire hall it will not be needed because traffic will be reduced.
2. Is the right-of-way needed for pedestrian purposes?  
Why/Why not? No, most pedestrian traffic will use the new entrances at the Itasca County Courthouse.
3. Is the right-of-way needed for utility purposes?  
Why/Why not? No, staff has accounted for utility relocation so it will not be needed.
4. Would vacating the right-of-way place additional land on the tax rolls?  
Why/Why not? No.
5. Would vacating the right-of-way facilitate economic development in the City?  
Why/Why not? Yes, with the expansion of the Itasca County Courthouse it will facilitate economic development and clean up the block.

The following roll call vote was taken: Yea: Johnson, Hubbes, Gothard, Goggin, MacGregor. Nay: None, motion passed unanimously.

Consider a recommendation to the City Council regarding the vacation of a public utility easement acquired by the City of Grand Rapids in July of 2002 through recorded document number A543974.

*Mr. Trast provided the staff report.*

*Lonson Holdings, LLC. submitted a valid petition on February 10, 2021 requesting the vacation of the following described public utility easement:*

*A permanent utility easement in the south 20' of Outlot A of Block 1 of the Swanson Addition beginning 100' east of the west lot line ending 450' east of the west lot line adjacent to 17th St. SE., Itasca County, Minnesota*

*The utility easement is located in the rear vehicle storage/parking area at Grand Rapids GM (1610 S Pokegama Ave), and to date, has not been used for the placement of storm water infrastructure. (see attached location map)*

*As stated within the attached Public Vacation Application, the request made by the property owner, would remove an unused easement/encumbrance from the property, thus allowing for future development to take place.*

*There were no concerns or objections expressed, regarding the petitioned easement vacation, from the staff review committee which consists of: Engineering/Public Works Department, Community Development Department, Fire Department, Police Department, and the Grand Rapids Public Utilities Commission.*

**Motion by Commissioner Goggin, second by Commissioner Hubbes that, based on the findings of fact presented here today, and in the public's best interest, the Planning Commission does hereby forward to the City Council a recommendation to approve the vacation of a public utility, acquired by the City of Grand Rapids in recorded document number A543974 and described as:**

**A permanent utility easement in the south 20' of Outlot A of Block 1 of the Swanson Addition beginning 100' east of the west lot line ending 450' east of the west lot line adjacent to 17th St. SE, Itasca County, Minnesota**

**The Commissioners reviewed the considerations for the record:**

**1. Is the right-of-way needed for traffic purposes?**

**Why/Why not? No, it is not used for traffic purposes.**

**2. Is the right-of-way needed for pedestrian purposes?**

**Why/Why not? No, it is not used for pedestrian purposes.**

**3. Is the right-of-way needed for utility purposes?**

**Why/Why not? No, there is no need for utilities in that area.**

**4. Would vacating the right-of-way place additional land on the tax rolls?**

**Why/Why not? it will not add property but it will free up the land for future development.**

**5. Would vacating the right-of-way facilitate economic development in the City?**

**Why/Why not? Yes, it will allow for further development of the property.**

**The following roll call vote was taken: Yea: Goggin, Gothard, Hubbes, Johnson, MacGregor. Nay: None, motion passed unanimously.**

**Public Input**

**Miscellaneous\Updates**

**Adjourn**

There being no further business the meeting adjourned at 4:45 p.m.



CITY OF GRAND RAPIDS  
IT'S P.I. MINNESOTA'S NATURE

**Public Vacation Application**  
Community Development Department  
420 North Pokegama Ave.  
Grand Rapids, MN 55744  
Tel. (218) 326-7601 Fax (218) 326-7621  
Web Site: www.cityofgrandrapidsmn.com

**General Information:**

Lonson Holdings, LLC  
Name of Applicant  
2627 13th Avenue East  
Address  
Hibbing MN 55746  
City State Zip  
llonson@yahoo.com  
Business Telephone/e-mail address

N/A  
Name of Owner (If other than applicant)  
Address  
City State Zip  
Business Telephone/e-mail address

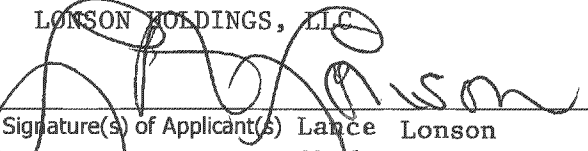
Please check which of the following you are applying for:

- Street Vacation       Alley Vacation       Easement Vacation

Provide a legal description of the property to be vacated (for example, the North-South alley adjacent to lots 8-12, block 5, Grand Rapids 5<sup>th</sup> Division). Attach an exhibit and/or electronic file if the legal description is lengthy.

Permanent utility easement in the south 20 feet of Outlot A, Block 1, Swanson Addition, beginning 100 feet ease of the west lot line and ending 450 feet ease of the west lot line adjacent to 17th Street SE. Recorded with Itasca County Recorder as Document No. A543974.

I(we) certify that, to the best of my(our) knowledge, information, and belief, all of the information presented in this application is accurate and complete and includes all required information and submittals, and that I consent to entry upon the subject property by public officers, employees, and agents of the City of Grand Rapids wishing to view the site for purposes of processing, evaluating, and deciding upon this application.

Lonson Holdings, LLC  
  
Signature(s) of Applicant(s) Lance Lonson  
Member

2.9.2021  
Date

Signature(s) of Owner(s)-(If other than applicant) \_\_\_\_\_  
Date \_\_\_\_\_

Date Received 2/10/2021 Certified Complete 2/10/2021 Office Use Only Fee Paid \$05

Does the boundary of the requested vacation terminate at or abut a public water body:  Yes  No

Planning Commission Recommendation Approved \_\_\_\_\_ Denied \_\_\_\_\_ Meeting Date 3/4/2021

City Council Action Approved \_\_\_\_\_ Denied \_\_\_\_\_ Meeting Date \_\_\_\_\_

Summary of Special Conditions of Approval: \_\_\_\_\_

**Required Submittals:**

- Application Fee - \$505.00 \*1                       Location Map                       Petition for Vacation
- Proof of Ownership – (a copy of a property tax statement or deed will suffice)

*\*1The application fees charged are used for postage to mail the required notices to adjacent properties, publication of the public hearing notice in the Grand Rapids Herald Review, and for a small portion of staff time for case review and preparation of documents. It is the policy of the City of Grand Rapids to require applicants for land use approvals to reimburse the City for costs incurred by the City in reviewing and acting upon applications, so that these costs are not borne by the taxpayers of the City.*

**Justification of Proposed Vacation:** Please answer the following question (attach additional pages if needed). The Planning Commission and City Council will consider these questions and responses, and other issues (see attached list) in making their findings of fact and recommendation on the proposed rezoning.

1. Explain why the proposed vacation would be in the public’s best interest. Please refer to the factors being considered by the Planning Commission and City Council that are listed on the final page of this application.

The easement is for construction and maintenance of a storm sewer system. No part of the City of Grand Rapids storm sewer system is located within any part of the easement. The City does not need the easement. Vacation of this non-necessary easement will remove an encumbrance from the subject property which will facilitate economic development in the future.

**Additional Instructions:**

Prior to submitting your Petition for Vacation, you will need to arrange for one or more preliminary meetings with the Director of Community Development. This meeting is intended to ensure that the proposed application is complete, to answer any questions the applicant may have, discuss meeting schedules and, if applicable, the scope of the required submittals.

**Findings for Approval:**

The Planning Commission, in formulating its recommendation, and the City Council, in support of its action will make findings of fact based on their responses to the following list of considerations:

- Is the street right-of-way needed for traffic purposes?
- Is the street right-of-way needed for pedestrian purposes?
- Is the street right-of-way needed for utility purposes?
- Would vacating the street right-of-way place additional land on the tax rolls?
- Would vacating the street right-of-way facilitate economic development in the City?

In cases where a street/alley or public right-of-way is adjacent to a public water (lake or river), the City will also give consideration to comments submitted by the Minnesota Department of Natural Resources.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

Complete applications shall be submitted to the Community Development Department one month prior to the Planning Commission’s review of the vacation. More information may be requested by the City of Grand Rapids Planning Commission or City Council, if deemed necessary to properly evaluate your request. The lack of information requested may be in itself sufficient cause to deny an application.

**Petition for Vacation**

Permanent  
PETITION FOR VACATION OF ~~(PART OF)~~ Utility Easement ~~(STREET/ALLEY/EASEMENT)~~ IN THE CITY OF GRAND RAPIDS.

To the City Council of Grand Rapids, Minnesota:

The undersigned, a majority of the owners of property as set forth opposite their respective names, abutting ~~on~~ Permanent ~~Utility Easement~~ ~~(Street/Alley/Easement)~~, respectfully petition the City Council to vacate the aforesaid ~~(Part of)~~ Easement ~~(Street/Alley/Easement)~~.

Names (if not owner, describe nature of the interest in this property)  
LONSON HOLDINGS, LLC

Description of Property

By:   
Lance Lonson, Member

Fee owner of all the property abutting the Easement to be vacated.

.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

Received on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

*This petition must be signed by at least **FIFTY PERCENT (50%)** of the property owners, or those with property interests abutting the property (street, alley or easement) to be vacated. Please provide the appropriate number of names and addresses and signatures, as needed to meet this requirement (attach additional sheet if necessary).*



Doc. No. **A 543974**

Certified filed and recorded on  
08/08/2002 at 4:00 pm

Jean E. Bengston, Itasca County Recorder  
by CU, Deputy

543974



**PERMANENT EASEMENT**

**THIS PERMANENT EASEMENT**, made this 15<sup>th</sup> day of July, 2002 by and between Swanson Motors, of the City of Grand Rapids, County of Itasca, State of Minnesota, party of the first part; and the City of Grand Rapids, a municipal corporation, of the State of Minnesota, party of the second part.

**WITNESSETH**

That the party of the first part, being the owner of the premises hereinafter described, for and in consideration of the sum of \$1.00 and other valuable consideration, to them in hand paid, the receipt whereof is hereby acknowledged, do hereby grant, convey and warrant unto the said party of the second part, its successors and assigns, a Permanent Easement to construct, maintain and repair a **storm sewer system** on the real property in the County of Itasca, State of Minnesota, described as follows:

**A permanent utility easement in the south 20' of Outlot A of Block 1 of the Swanson Addition beginning 100' east of the west lot line and ending 450' east of the west lot line adjacent to 17<sup>th</sup> St. SE.**

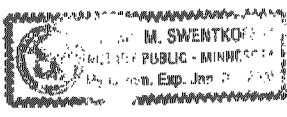
Together with the right of the party of the second part, its successors and assigns, to enter upon the premises for the purpose of excavating and disrupting the surface, managing vegetation, and doing all things necessary and expedient for the proper installation, replacement, maintenance, operation and control of any and all facilities which the party of the second part may cause to be located on the easement premises.

The permanent easement hereby created and granted shall continue for so long as the easement premises shall be used for the purposes herein provided.

**IN WITNESS WHEREOF**, the party of the first part has signed this Permanent Easement the day and year first above written.

\_\_\_\_\_  
SWANSON MOTORS  
BY: [Signature]  
Its PRES  
BY: \_\_\_\_\_  
Its \_\_\_\_\_

STATE OF MINNESOTA )  
                                  ) SS.  
COUNTY OF ITASCA )



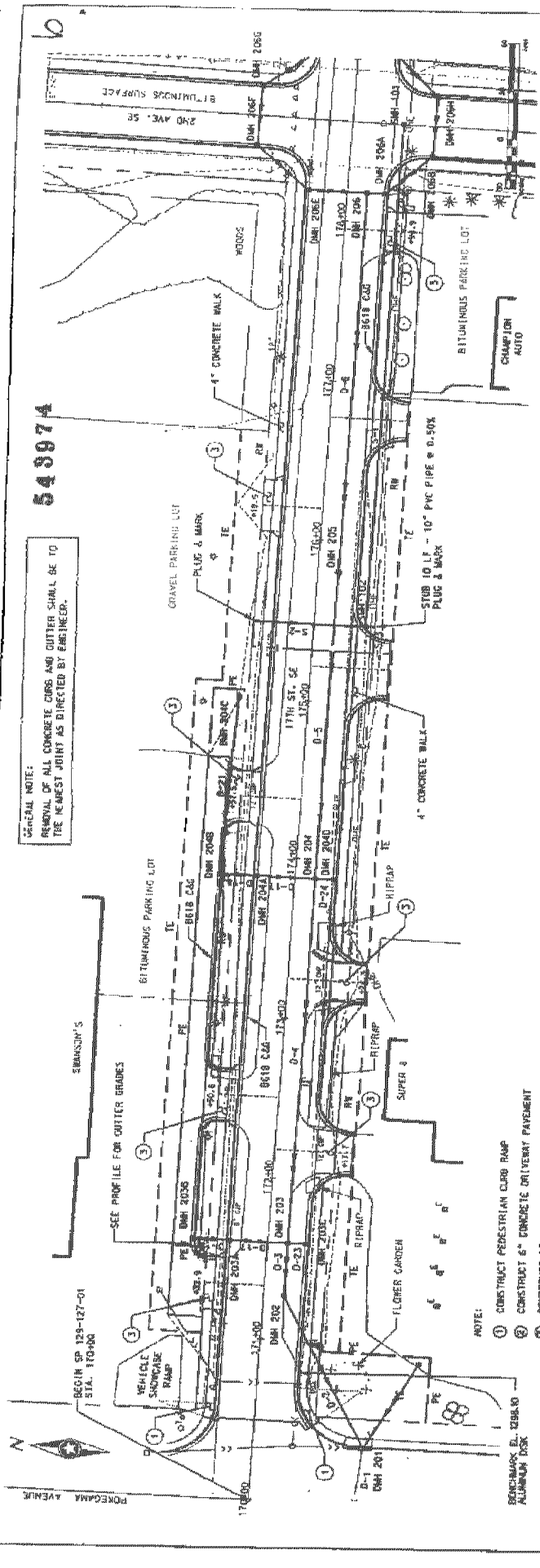
On this 15<sup>th</sup> day of July, 2002, before me a notary public within and for said County, personally appeared Robert Teichgraber, President to me known to be the person(s) described in and who executed the foregoing instrument, and acknowledged that they executed the same as their free act and deed.

[Signature]  
Notary Public

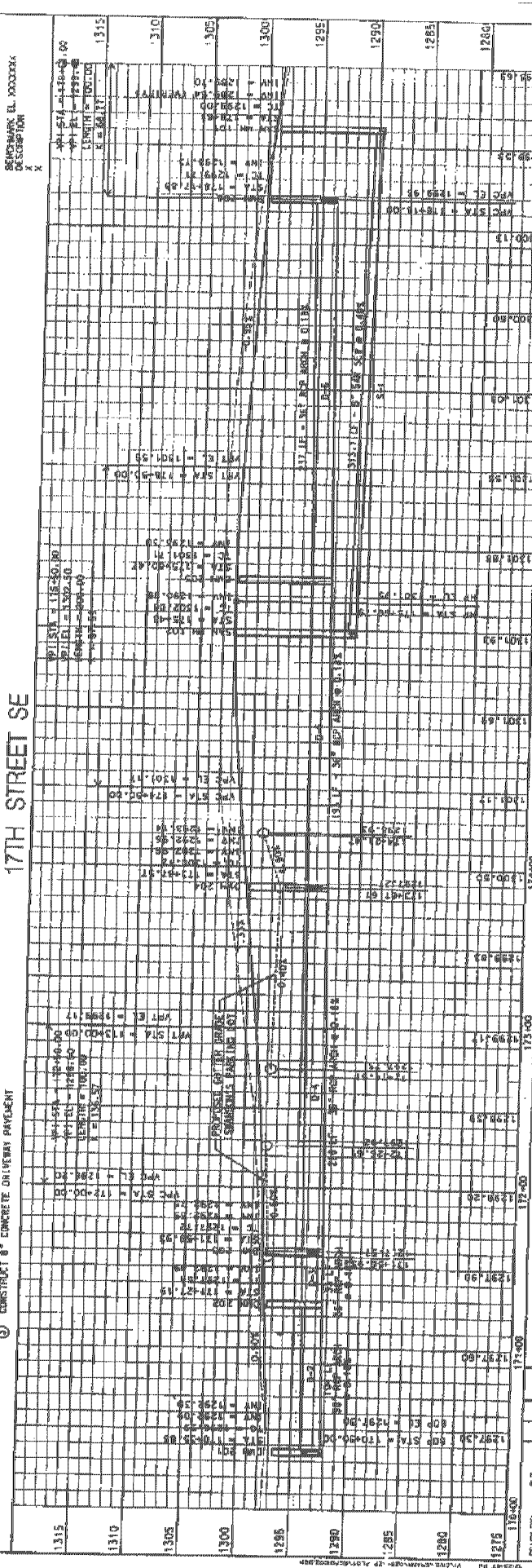
This instrument drafted by:  
  
Tom Pagel, P.E.  
Grand Rapids City Engineer

548974

GENERAL NOTE:  
REMOVAL OF ALL CONCRETE CURBS AND GUTTER SHALL BE TO THE NEAREST JOINT AS DIRECTED BY ENGINEER.



17TH STREET SE



- NOTE:
- ① CONSTRUCT PEDESTRIAN CURB RAMP
  - ② CONSTRUCT 6" CONCRETE DRIVEWAY PAVEMENT
  - ③ CONSTRUCT 8" CONCRETE DRIVEWAY PAVEMENT

DATE: 05/26/22	BY: 2533	PROJECT: SP 125-127-01	DATE: 05/26/22
DESIGNER: SLP	CHECKER: BT	CITY PROJ. 2002-2	FILE NO. 20
REVISIONS:	NO. BY DATE	STREET, STORM & SANITARY SEWER PLAN AND PROFILE	DATE 05/26/22
		CITY PROJ. 2002-2	
		GRAND RAPIDS, MINNESOTA	
		STA 170+00 TO STA 179+00	
			34

91-028-3106  
91-028-3107  
91-704-0200  
91-582-0112

No Delinquent Taxes and Transfer Entered  
This 28th Day of January, 2021  
Jeffroy T. Walker County Auditor/Treasurer  
By [Signature]  
Deputy Auditor/Treasurer

CERTIFICATE OF REAL  
ESTATE VALUE FILED  
JEFFREY T. WALKER, AUDITOR/TREASURER  
[Signature]  
Deputy

**A000748654**  
**OFFICE OF THE COUNTY RECORDER**  
**ITASCA COUNTY, MINNESOTA**  
**CERTIFIED, FILED, AND**  
**RECORDED ON**  
**1/28/2021 2:58:30 PM**  
**PAGES: 4**  
**REC FEES: 46.00**  
**NICOLLE ZUEHLKE**  
**ITASCA COUNTY RECORDER**  
**BY NZ Dep**  
**RECORDED ELECTRONICALLY**

(Top 3 Inches Reserved for Recording Data)

**LIMITED WARRANTY DEED**  
**Business Entity to Business Entity**

**Minnesota Uniform Conveyancing Blanks**  
**Form 10.2.9 (2013)**

eCRV number: 1210663

DEED TAX DUE: \$ 4455.00

DATE: January 11, 2021

FOR VALUABLE CONSIDERATION, HILLIGOSS PARTNERSHIP, a partnership under the laws of Minnesota ("Grantor"), hereby conveys and quitclaims to LONSON HOLDINGS, LLC, a limited liability company under the laws of Minnesota ("Grantee"), real property in Itasca County, Minnesota, legally described as follows:

**SEE EXHIBIT A ATTACHED HERETO AND INCORPORATED HEREIN**

Check here if part or all of the described real property is Registered (Torrens)

together with all hereditaments and appurtenances belonging thereto.

This Deed conveys after-acquired title. Grantor warrants that Grantor has not done or suffered anything to encumber the property, EXCEPT:

**SEE EXHIBIT B ATTACHED HERETO AND INCORPORATED HEREIN**

Check applicable box:

- The Seller certifies that the Seller does not know of any wells on the described real property.
- A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: \_\_\_\_\_.)
- I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate

STATE DEED TAX REC. #84125  
\$ 4,455.00 PAID 01/28/2021  
Amount Date  
Jeffrey T. Walker, Itasca Co. Auditor/Treasurer  
By [Signature] Deputy

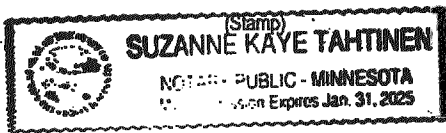
Grantor

HILLIGOSS PARTNERSHIP

By: Cynthia Hilligoss  
Cynthia Hilligoss  
Managing Partner

State of Minnesota, County of Itasca

This instrument was acknowledged before me on January 4, 2021, by Cynthia Hilligoss, as Managing Partner of Hilligoss Partnership, a Minnesota partnership, on behalf of the partnership.



[Signature]  
(signature of notarial officer)  
Title (and Rank): Notary Public  
My commission expires: \_\_\_\_\_  
(month/day/year)



THIS INSTRUMENT WAS DRAFTED BY:  
(insert name and address)

Stinson LLP (jmk)  
50 South Sixth Street, Suite 2600  
Minneapolis, MN 55402

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:  
(insert legal name and residential or business address of Grantee)

Lonson Holdings, LLC  
1610 South Pokegama Avenue PO Box 528  
Grand Rapids, MN 55744 Hibbing MN 55746

**EXHIBIT A**

**Legal Description**

That parcel of land within the Northeast Quarter of the Southwest Quarter, Section 28, Township 55 North, Range 25 West of the Fourth Principal Meridian, described as follows: Commencing at a point on the easterly right of way line of U.S. Highway No. 169, 1126.00 feet south of the north line of said Northeast Quarter of the Southwest Quarter, the point of beginning of the tract to be described; thence easterly parallel to the North line of the said Northeast Quarter of the Southwest Quarter a distance of 300.00 feet; thence Southerly parallel to the West line of said Northeast Quarter of the Southwest Quarter to the Northerly right of way line of 17<sup>th</sup> Street; thence Westerly along said Northerly right of way line of 17<sup>th</sup> Street to its intersection with the Easterly right of way line of U.S. Highway No. 169; thence Northerly along said Easterly right of way line of U.S. Highway No. 169 to the point of beginning.

And

That part of the Northeast Quarter of the Southwest Quarter, Section 28, Township 55 North, Range 25 West of the Fourth Principal Meridian, described as follows: Commencing at the Northwest corner of said Northeast Quarter of the Southwest Quarter; thence North 89 degrees 45 minutes 26 seconds East, assumed bearing along the North line of said Northeast Quarter of the Southwest Quarter, a distance of 50 feet to the Easterly right of way line of Minnesota Trunk Highway No. 169; thence South 0 degrees 11 minutes 00 seconds East, 690.00 feet along said right of way line; thence North 89 degrees 45 minutes 26 seconds East, 300.00 feet; thence South 0 degrees 11 minutes 00 seconds East, 336.13 feet to the point of beginning of the tract to be described; thence North 89 degrees 45 minutes 26 seconds East 319.30 feet; thence South 0 degrees 30 minutes 17 seconds West 270.06 feet to the Northerly right of way line of 17<sup>th</sup> Street Southeast; thence South 89 degrees 44 minutes 27 seconds West 316.06 feet along said right of way line; thence North 0 degrees 11 minutes 00 seconds West 270.13 feet to the point of beginning.

And

That part of the Northeast Quarter of the Southwest Quarter, Section 28, Township 55 North, Range 25 West of the Fourth Principal Meridian, described as follows: Commencing at the Northwest corner of said Northeast Quarter of the Southwest Quarter; thence North 89 degrees 45 minutes 26 seconds East, assumed bearing along the North line of said Northeast Quarter of the Southwest Quarter, a distance of 50 feet to the Easterly right of way line of Minnesota Trunk Highway No. 169; thence South 0 degrees 11 minutes 00 seconds East, 690.00 feet along said right of way line; thence North 89 degrees 45 minutes 26 seconds East, 300.00 feet ; thence South 0 degrees 11 minutes 00 seconds East, 270.13 feet to the point of beginning of the tract to be described; thence continue South 0 degrees 11 minutes 00 seconds East, 66.00 feet; thence North 89 degrees 45 minutes 26 seconds East 319.30 feet; thence North 0 degrees 30 minutes 17 seconds East 66.01 feet; thence South 89 degrees 45 minutes 26 seconds West 320.10 feet to the point of beginning.

And

Outlot A, Plat of Swanson Addition, less and except the Westerly 20 feet thereof.

AND

Lot 1, Block 1, Jones Addition, Grand Rapids City, EXCEPT the North 180 feet thereof.

All in Itasca County, Minnesota

Abstract Property

**EXHIBIT B**

**Permitted Encumbrances**

1. Minerals of whatsoever kind, subsurface and surface substances, including but not limited to coal, lignite, oil, gas, uranium, clay, rock, sand and gravel in, on, under and that may be produced from the land, together with all rights, privileges and immunities relating thereto, whether or not appearing in the Public Records.
2. Real estate taxes and special assessments due and payable in 2021 and thereafter, a lien not yet due and payable.
3. Drainage and utility easements and covenants regarding Park Buffer one as contained in the plat of Jones Addition.
4. Agreement defining general utility easement recorded May 25, 1990 as Document No. 412909.
5. Subdivision Agreement recorded March 26, 1996 as Document No. 469552.
6. Permanent easement for utility purposes recorded August 8, 2002 as Document No. 543974.
7. City/Land Owner Agreement (Subdivision Agreement) recorded August 29, 1991 as Document No. 424000.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 21-1747      **Version:** 1      **Name:** Consider the adoption of a resolution either approving or denying the vacation of a public utility easement acquired by the City of Grand Rapids in July of 2002 through recorded document number 543974.

**Type:** Agenda Item      **Status:** Community Development

**File created:** 3/15/2021      **In control:** City Council

**On agenda:** 3/22/2021      **Final action:**

**Title:** Consider the adoption of a resolution either approving or denying the vacation of a public utility easement acquired by the City of Grand Rapids in July of 2002 through recorded document number 543974.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Lonson Holdings Easement Vacation: Resolution](#)

Date	Ver.	Action By	Action	Result
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Consider the adoption of a resolution either approving or denying the vacation of a public utility easement acquired by the City of Grand Rapids in July of 2002 through recorded document number 543974.

**Background Information:**

After the public hearing on this matter, the City Council will want to consider the public testimony received and review the recommendation put forward by the Planning Commission.

The Council can accept the recommendation of the Planning Commission, if they are in agreement with it, and adopt the resolution as prepared, or the Council can make its own findings to support its reasons for approving or denying the petitioned public utility easement vacation.

**Requested City Council Action**

Make a motion adopting a resolution approving the vacation of a public utility easement acquired by the City of Grand Rapids in July of 2002 through recorded document number 543974.

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

RESOLUTION NO. 21-\_\_

**A RESOLUTION FOR THE VACATING OF AN AQUIRED PUBLIC UTILITY EASEMENT THROUGH  
RECORDED DOCUMENT 543974 IN JULY OF 2002**

WHEREAS, the City Planning Commission, at a their regular meeting on March 4, 2021 reviewed the vacation request for an public utility easement acquired by the City of Grand Rapids in recorded document number 543974 and described as:

*A permanent utility easement in the south 20' of Outlot A of Block 1 of the Swanson Addition beginning 100' east of the west lot line ending 450' east of the west lot line adjacent to 17th St. SE., Itasca County, Minnesota*

WHEREAS, the Planning Commission found the easement vacation to be in the best interest of the public's health, safety, and general welfare; and

WHEREAS, the Planning Commission forwarded a recommendation for approval of the requested vacation; and

WHEREAS, the City Clerk's affidavit of publication of Notice of Public Hearing and of mailing notices to area residents were provided; and

WHEREAS, the Grand Rapids City Council conducted a public hearing on March 22, 2021, to consider the vacation of the acquired public utility easement described above; and

WHEREAS, all persons who wished to voice their opinion in regard to the above mentioned vacation were allowed to be heard; and

WHEREAS, it appears that the vacation will be in the best interest of the City to approve such petition;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA: that the City Council does concur with the Planning Commission's findings that this easement vacation is in the best interest of the public's health, safety, and general welfare, and hereby vacates the above described public utility easement based on the following findings of fact:



- The easement is not needed for traffic purposes, as they were designated for utility purposes.
- The easement is not needed for pedestrian purposes.
- The easement is not needed for utility purposes, as commented on by the Staff Review Committee.
- Vacating the easement will not put additional land on the tax rolls, but will rather allow for more use of the land for development with the easement's vacation.
- Vacating the easement would facilitate economic development in the City, by allowing for additional development to take place on the property after its vacation.

AND BE IT FURTHER RESOLVED, that;

1. The City Council instructs the City Clerk to submit a copy of this resolution to the Itasca County Assessor, Itasca County Recorder, and the Itasca County Auditor.

Adopted by the Council this 22<sup>nd</sup> day of March, 2021.

\_\_\_\_\_  
Dale Christy, Mayor

ATTEST:

\_\_\_\_\_  
Kim Gibeau, City Clerk

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

This document was drafted by:  
Eric Trast, Community Development Specialist  
City of Grand Rapids  
420 North Pokegama Avenue  
Grand Rapids, MN 55744



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 21-1754      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Community Development  
**File created:** 3/17/2021      **In control:** City Council  
**On agenda:** 3/22/2021      **Final action:**  
**Title:** Consider approval work under Subproject 1 of a proposal from The Plum Catalyst.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [The Plum Catalyst Proposal 3-17-21](#)

Date	Ver.	Action By	Action	Result
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Consider approval work under Subproject 1 of a proposal from The Plum Catalyst.

**Background Information:**

In November 2020, the PLUM Catalyst brought together a team for the scoping and writing of a MnDOT Connected and Automated Vehicle (CAV) RFP program on behalf of May Mobility, and the public/private team of stakeholders. Working with the IRRR, City of Grand Rapids, May Mobility, Via, and other local stakeholders, the final MnDOT CAV Challenge RFP submission (submitted on Feb 11, 2021) proposed a funding contribution of approximately 40% of the total project, an ask of about \$1.3M which included funding for: \$935k toward 18 months of shuttle operations and \$413k of University of Minnesota AV-related research.

The Grand Rapids team members, including Itasca Community College, IEDC and the City, expressed interest in also pursuing Economic & Workforce Development related project(s) associated with the proposed CAV shuttle project, which are ineligible for MNDOT funding. The objective of this work would be to examine the potential to attract future mobility technologies to the area and to create career pathways for jobs involving this emerging technology.

Given the current timing in the industry, including the supportive MN Governor’s Advisory Council, Labor & Workforce Development sub-committee, and the available grant opportunities, The City of Grand Rapids and the economic and workforce development stakeholders would benefit from dedicated strategic planning and implementation time from The PLUM Catalyst to help champion the region with existing national/state efforts for these CAV-related industry needs.

The proposal from The Plum Catalyst assembles the full scope of the initiative in to four subprojects. Subproject 1 entitled “CAV Initiative Strategic Planning and Program Oversight” would address the objectives of: Promote and educate the local stakeholders regarding the new transportation and automation technologies, Identify and support outreach for program partnerships, Create objectives, timelines, clear goals and subproject alignment for full project funding partners, Work with existing local team members and other partners to convene kick-offs and check in meetings, Keep the program & subprojects moving forward.

The services proposed by The Plum Catalyst in the other subprojects, it is anticipated would be funded by other partners. In the case of Subproject 3, the IASC Board has approved funding already.

The attached proposal authorizes work by The Plum Catalyst for Subproject 1, cancelable with 30 day notice, at a fee of \$2,500/month.

This expense will be paid for with funds from the Capital Equipment Budget.

**Requested City Council Action**

A motion approving work under Subproject 1 of a proposal from The Plum Catalyst with funding from the Capital Equipment Budget.



# THE PLUM CATALYST

FUTURE MOBILITY | SMART COMMUNITIES

## CONSULTING PROPOSAL FOR THE CITY OF GRAND RAPIDS, MINNESOTA

PRESENTED ON MARCH 3, 2021



612-999-5670



[TAMMY@THEPLUMCATALYST.COM](mailto:TAMMY@THEPLUMCATALYST.COM)



[LINKEDIN.COM/IN/TAMMYMEEHAN](https://www.linkedin.com/in/tammymeehan)



[@THEPLUMCATALYST](https://twitter.com/THEPLUMCATALYST)



# THE PLUM CATALYST

FUTURE MOBILITY | SMART COMMUNITIES

PROJECT: GRAND IRON RANGE CAV ECONOMIC & WORKFORCE DEVELOPMENT

## JOINT OBJECTIVE

Economic and workforce development attracting future mobility technologies and creating transportation related career pathways in Grand Rapids and the Iron Range/Arrowhead region

## CONTRACT PERIOD

**12 months**  
(March 2021-  
February 2022)

## PROJECT BACKGROUND

In November 2020, the PLUM Catalyst brought together a team for the scoping and writing of a MnDOT Connected and Automated Vehicle (CAV) RFP program on behalf of May Mobility, and the public/private team of stakeholders. Working with the IRRR, City of Grand Rapids, May Mobility, Via, and other local stakeholders, the final MnDOT CAV Challenge RFP submission (submitted on Feb 11, 2021) proposed a funding contribution of approximately 40% of the total project, an ask of about \$1.3M which included funding for: \$935k toward 18 mos of shuttle operations and \$413k of University of Minnesota AV-related research. The Grand Rapids team members expressed interest in also pursuing Economic & Workforce Development related project(s) associated with the proposed CAV shuttle project. MnDOT funding could not be allocated for workforce development related efforts so this effort was saved for future scoping. Additionally, since the writing of the MNDOT proposal, new Dept of Energy (DOE) grants relating to Vehicle Technologies and "living lab" funding have been posted. The group will continue to evaluate these new federal and other related grant opportunities to continue to expand the CAV initiative in geography and timeline.

In addition to program management with the tech clients like May Mobility, The PLUM Catalyst also serves on the Minnesota Governor's Advisory Council, CAV Innovation Alliance's Labor & Workforce sub-committee and helps other public and private clients understand and prepare for future labor and workforce needs. Expanding the state's current CAV-related efforts into greater MN is always a topic of conversation.

Given the current timing in the industry, including the supportive MN Governor's Advisory Council, Labor & Workforce Development sub-committee, and the available grant opportunities, The City of Grand Rapids and the Grand Iron Range CAV initiative economic and workforce development stakeholders would benefit from dedicated strategic planning and implementation time from The PLUM Catalyst to help champion the region with existing national/state efforts for these CAV-related industry needs.

## PROJECT APPROACH

The subproject 1 as proposed will be contracted between The PLUM Catalyst and the City of Grand Rapids and additional efforts will be broken out into additional *Subproject* areas to align to funding partner objectives, goals, and deliverables. Examples of subprojects include:

**Subproject 1:** CAV Initiative Strategic Planning and Oversight

**Subproject 3:** IASC Career Pathways Development (Computer Science Technologies) (confirmed)

**Subproject 2:** *Arrowhead Regional Economic & Business Development (CAV Innovation Ecosystem)*

**Subproject 4:** *Workforce Customized Training and Apprenticeship Development*



# THE PLUM CATALYST

FUTURE MOBILITY | SMART COMMUNITIES

PROJECT: GRAND IRON RANGE CAV ECONOMIC & WORKFORCE DEVELOPMENT

## ADDITIONAL TERMS & CONDITIONS

---

### Fees:

Subproject 1: \$30,000 total or \$2500/month

**Additional time** – If additional time above the selected outlined subproject options is warranted and agreed upon in writing by both of us, those hours will be billed at \$270 per hour at the end of the monthly cycle in which they were accrued.

**Travel expenses** – The City of Grand Rapids agrees to pay reasonable and customary travel expenses for any business travel agreed upon in advance. Travel expenses include coach airfare, hotel accommodations, ground transportation, meals and related expenses. Use of my personal vehicle for travel shall be reimbursed at the IRS 2021 rate of \$0.56 per mile. Expenses will be billed monthly as they are actually accrued and are due on receipt of the invoice.

**Payment terms** – Our agreement shall begin upon receipt of the first monthly payment (an advance payment) and additional payments shall be paid monthly by bank transfer within 14 days of the receipt of an invoice and the monthly report. Additional time and travel expenses shall be included in the monthly invoice.

**Duration** – The term of this agreement shall be 12 months from receipt of the first payment. The term may be extended by our mutual agreement at any time.

**Cancellation** – Either of us has the right to cancel this agreement for any reason by providing a 30 day written notice to the other.

**Best effort** – Due to the nature of assignments and work to be carried out, specific results cannot always be guaranteed. We agree that I and The City of Grand Rapids employees will carry out work toward our joint objectives using our own best efforts and that immediate feedback is warranted if either of us feels the other is not utilizing their best effort.



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# THE PLUM CATALYST

FUTURE MOBILITY | SMART COMMUNITIES

PROJECT: GRAND IRON RANGE CAV ECONOMIC & WORKFORCE DEVELOPMENT

## JOINT ACCOUNTABILITIES

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The Plum Catalyst accountability includes:

- Adhering to agreed upon deadlines
- Providing a written monthly report on the progress of active assignments
- Responding promptly to company correspondence
- Providing timely notification when projects are nearing completion or reduction of effort so that new assignments can be agreed upon

The City of Grand Rapids accountability include:

- Ensuring access to employees and key individuals at mutually convenient times
- Providing all information that is relevant to the assignments
- Developing new assignments as time becomes available for me to work on them

Our joint accountabilities include:

- Informing each other in a timely manner of information arising that has a bearing on the assignments or our joint objectives
- Using reasonable efforts in scheduling mutually agreeable times for travel and meetings

## ACCEPTANCE

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Authorizing work under subproject 1, additional work would require City Council approval unless contracting directly with other fiscal agents:

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Tammy Meehan Russell  
Founder & Chief Catalyst  
The Plum Catalyst LLC

March 3, 2021

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Name  
Title  
City of Grand Rapids

Date:



612-999-5670



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# THE PLUM CATALYST

FUTURE MOBILITY | SMART COMMUNITIES

PROJECT: GRAND IRON RANGE CAV ECONOMIC & WORKFORCE DEVELOPMENT

## SUBPROJECT I:

## CAV Initiative Strategic Planning & Program Oversight

### Objectives

- Promote and educate the local stakeholders regarding the new transportation and automation technologies
- Identify and support outreach for program partnerships
- Create objectives, timelines, clear goals and subproject alignment for full project funding partners
- Work with existing local team members and other partners to convene kick-offs and check in meetings
- Keep the program & subprojects moving forward!

### Fee

**\$30,000**

Assumes approx. 10 hours per month  
(\$2500/month)

### Stakeholders

- IRRRB
- Blandin Foundation
- Itasca Comm College/Hibbing
- IASC (Next Pathways)
- Itasca County
- MnDOT
- DEED
- Others (TBD)

### Deliverables

1. Project team(s) contact list
2. Meeting scheduling and coordination
3. Funding partner meeting summaries
4. One-pager that outlines: the process, participants, findings, goals, and responsible parties
5. Proposals to current and additional stakeholders as needed



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PROJECT: GRAND IRON RANGE CAV ECONOMIC & WORKFORCE DEVELOPMENT

## SUBPROJECT 3: IASC Career Pathways Development

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### Objectives

1. Promote with and educate the local academic institutions regarding the new transportation and automation technologies; including current curriculum options and industry gaps.
2. Set-up customized training solutions and/or career pathway option(s) in IASC program, leading to future workforce development in the region around Autonomous Vehicle Technologies (Comp Science, Robotics, A.I., Engineering).
3. Set-up strategic partnerships for the region with private industry partners
4. Facilitate IASC strategic investments in software and equipment for curriculum support (ex: CMU Robotics Kits)
5. Build out CAV STEM Camp curriculum option(s) with ICC/Hibbing

### Fee

\$27,000  
(April-July 2021)

### Stakeholders

- IRRRB
- IASC/Next pathways partners
- Itasca Community College/Hibbing
- DEED
- City of Grand Rapids
- Others

### Deliverables

1. Current and future outlook summary powerpoint for workforce skill-set, salaries, etc to be shared with academic partners and other stakeholders
2. Autonomous Technologies Unit curriculum (coursework program summaries)
3. Curriculum software and equipment purchase recommendation summary
4. CAV STEM Camp curriculum outline



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PROJECT: GRAND IRON RANGE CAV ECONOMIC & WORKFORCE DEVELOPMENT

## SUBPROJECT 2:

### ***Arrowhead Economic & Business Development (DRAFT)***

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#### **Draft Objectives**

1. Create Arrowhead Future Mobility Innovation Ecosystem Plan
2. Set-up initial strategic partnerships for the region with private industry already operating in the future mobility industry (ie: May Mobility, sensor companies, etc)
3. Plan "Smart Rural" invitational seminars
4. Create an understanding of strengths and weaknesses for future economic development opportunities

#### **Fee**

TBD

#### **Stakeholders**

- IRRRB
- Blandin Foundation
- Itasca County
- DEED
- Others (TBD)

#### **Draft Deliverables**

1. At least ONE (1) *Arrowhead Intelligent Region* Project summary proposal (ex: Future Mobility Innovation Ecosystem, Smart Rural Seminars) and kick off (if awarded)
2. Economic Development Opportunity one-pager including Voice of Market summaries regarding Strengths/Weaknesses for the region
3. Outline of Smart Rural Seminar programming including possible content, presenting partners, invitees/target attendees, and costs



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PROJECT: GRAND IRON RANGE CAV ECONOMIC & WORKFORCE DEVELOPMENT

## SUBPROJECT 4:

### *Workforce Development - Job Skills Partnerships (Draft)*

#### Draft Objectives

1. Promote and educate the local educational institutions regarding the new transportation and automation technologies; including current curriculum options and industry gaps.
2. Set-up customized training solutions and career pathway options, leading to future economic and workforce development in the region.
3. Set-up strategic partnerships for the region where it makes sense with private industry

#### Fee

TBD

#### Stakeholders

- IRRRB
- Blandin Foundation
- IASC/Next pathways
- Itasca Community College/Hibbing
- DEED
- Others (TBD)

#### Draft Deliverables

1. Current and future outlook summary powerpoint for workforce skill-set, salaries, etc to be shared with academic partners and other stakeholders
2. At least TWO (2) Career Pathways deliverables (TBD based on conversations with IASC leadership)
3. Initial college curriculum development outline including possible private sector or other contributors
4. One (possible) MJSP grant application with Itasca Community College



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