



CITY OF GRAND RAPIDS

Meeting Agenda Full Detail City Council

Monday, June 8, 2020

5:00 PM

City Hall Council Chambers

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, June 8, 2020 at 5:00 p.m. in 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 - PLEASE NOTE: If you wish to address the Council under public forum, please call 218-327-8833 during the meeting.

COUNCIL REPORTS

APPROVAL OF MINUTES

20-1100 Consider approving City Council minutes for Tuesday, May 26, 2020 Worksession and Regular meetings.

Attachments: [May 26, 2020 Worksession](#)
[May 26, 2020 Regular Meeting](#)

VERIFIED CLAIMS

20-1110 Consider approving the verified claims for the period May 19, 2020 to June 1, 2020 in the amount of \$814,166.64.

Attachments: [Council Bill List 06/08/2020](#)

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. 20-1099 Consider adopting a resolution approving LG214 Premises Permit application for VFW Post 1720.
Attachments: 20- VFW Premises Permit

2. 20-1108 Consider making a motion to add Grant Anderson and Alan Waller to the Public Works Part-Time Eligibility List and hire each of them for the 2020 Spring/Summer Maintenance Season.

3. 20-1109 Consider approving Amendment #1 to the MNDOT Airport Maintenance and Operations Grant Contract for the Grand Rapids/Itasca County Airport.
Attachments: SFY 2020-2021 Grand Rapids amendment

4. 20-1119 Consider approving the Public Works Department's request to solicit quotes for the purchase of the 2020 budgeted sidewalk/trail machine

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

5. 20-1122 Review and acknowledge minutes for Boards and Commissions.
Attachments: January 22, 2020 - HRA Minutes
 February 26, 2020 - HRA Minutes
 March 25, 2020 - HRA Minutes
 January 15, 2020 - PUC Minutes
 February 12, 2020 - PUC Minutes
 February 25, 2020 - PUC Minutes
 March 18, 2020 - PUC Minutes
 April 15, 2020 - PUC Minutes

DEPARTMENT HEAD REPORT

FIRE DEPARTMENT

6. 20-1105 Consider entering into a Joint Powers Agreement between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the State Fire Marshal and the City of Grand Rapids to conduct all hotel inspections and adopt a resolution amending the City of Grand Rapids fee schedule.
Attachments: Joint Powers Agreement
 Fee Schedule Resolution

7. 20-1107 Consider authorizing the emergency purchase and installation of a Cast Air 7.5 hp 120

gallon vertical air compressor.

Attachments: [Cast Air Compressor](#)

ADMINISTRATION DEPARTMENT

8. [20-1121](#) Consider appointments to the Human Rights Commission.

Attachments: [Erickson, Angella - HR Applicant](#)

[Hodgson, Glen - HR Applicant](#)

[Stoll, Leann - HR Applicant](#)

ADJOURNMENT

NEXT REGULAR MEETING IS SCHEDULED FOR JUNE 22, 2020, 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

Legislation Details (With Text)

File #: 20-1100 **Version:** 1 **Name:** Council minutes
Type: Agenda Item **Status:** Approval of Minutes
File created: 5/27/2020 **In control:** City Council
On agenda: 6/8/2020 **Final action:**
Title: Consider approving City Council minutes for Tuesday, May 26, 2020 Worksession and Regular meetings.
Sponsors:
Indexes:
Code sections:
Attachments: [May 26, 2020 Worksession](#)
[May 26, 2020 Regular Meeting](#)

Date	Ver.	Action By	Action	Result
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Consider approving City Council minutes for Tuesday, May 26, 2020 Worksession and Regular meetings.



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council Work Session

Tuesday, May 26, 2020

4:30 PM

Conference Room 2A

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 Special Meeting/Worksession of the Grand Rapids City Council was held on Tuesday, May 26, 2020 at 4:30 p.m. in City Hall Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL: On a call of roll, the following members were present:

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

Others present:

Tom Pagel, Chad Sterle, Rob Mattei, Matt Wegwerth, Erik Scott

Discussion Items

1. Discuss the issuance of a Request for Proposal for engineering services pertaining to the Grand Rapids/Cohasset Industrial Redevelopment Sanitary Sewer and Water Extension Project.

Community Development Director, Rob Mattei, provided background for RFP including timeline of property transactions. This is a joint project between Grand Rapids and Cohasset. Funding is typically a 50/50 match, however, the CARES Act funding will bring City cost down to 20% of project.

Referred to the City Council due back on 5/26/2020
2. Review 5:00 PM Regular Meeting

Upon review, no changes or additions to the Regular agenda are noted.

ADJOURN

There being no further business, the meeting adjourned at 4:51 PM.

Respectfully submitted:

Kimberly Gibeau
Kimberly Gibeau, City Clerk



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council

Tuesday, May 26, 2020

5:00 PM

City Hall Council Chambers

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 Tuesday, May 26, 2020 at 5:00 p.m. in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

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

Others present:

Tom Pagel, Chad Sterle, Erik Scott, Matt Wegwerth

PRESENTATIONS/PROCLAMATIONS

Proclamations recognizes 2020 Senior Classes of Grand Rapids High School and Greenway High School

Received and Filed

MEETING PROTOCOL POLICY

PUBLIC FORUM

None.

COUNCIL REPORTS

Mayor Adams acknowledges City efforts to assist local restaurants in opening for outdoor service by loaning out picnic tables.

Councilor Blake thanks individuals who are wearing masks while in public.

Councilor Christy acknowledges EDA for working capital loan program. More loans will be approved this week. These are interest free and payments are deferred in an effort to help area businesses.

APPROVAL OF MINUTES

Consider approving Council minutes for Monday, April 27, 2020 and Monday, May 11, 2020 Regular meetings.

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

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

VERIFIED CLAIMS

Consider approving the verified claims for the period May 5, 2020 to May 18, 2020 in the total amount of \$1,014,679.47.

A motion was made by Councilor Dale Christy, second by Councilor Rick Blake, to approved the verified claims as presented. The motion carried by the following vote.

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

CONSENT AGENDA

1. Adopt a Resolution to Accept a \$50 Donation to the Fire Department
Adopted Resolution 20-32 by consent roll call
2. Consider entering in to a professional services agreement with SEH for surveying services at Itasca Calvary Cemetery.
Approved by consent roll call
3. Consider entering into an agreement with Lease Landscaping for landscaping work at Itasca Calvary Cemetery.
Approved by consent roll call
4. Consider adopting a resolution approving the plans and specifications and ordering the advertisement for bids for CP 2015-3, Highway 2 West Trail.
Adopted Resolution 20-33 by consent roll call
5. Consider entering into a timber sale contract with Pittack Logging, Inc. for work at

the Itasca Calvary Cemetery

Approved by consent roll call

6. Consider adopting a resolution ordering the Feasibility Report for CP 2020-4, Diane Lane Sanitary Sewer Extension

Adopted Resolution 20-34 by consent roll call

7. Consider the adoption of a resolution accepting a \$69,000 CARES Act Airport Grant for the Grand Rapids/Itasca County Airport.

Adopted Resolution 20-35 by consent roll call

8. Consider approving Seasonal Golf Course Employees

Approved by consent roll call

9. Consider entering into a lease agreement with ISD 318 for the use of the Grand Rapids Sports Complex and Bob Streetar Field.

Approved by consent roll call

10. Consider approving request by Toivo's Restaurant for a prorated refund of On-Sale Liquor License for 2020.

Approved by consent roll call

11. Consider adopting a resolution honoring Anne Marie Meany Huntley.

Adopted Resolution 20-36 by consent roll call

12. Consider authorizing the issuance of a Request for Proposal for engineering services pertaining to the Grand Rapids/Cohasset Industrial Redevelopment Sanitary Sewer and Water Extension Project.

Approved by consent roll call

13. Consider approving Pokegama Grill Lease Relief Request

Approved by consent roll call

14. Consider making a motion adding Ryan Barratt to the Public Works Part-Time Eligibility List for the 2020 Spring/Summer Maintenance Season.

Approved by consent roll call

Approval of the Consent Agenda

A motion was made by Councilor Rick Blake, second by Councilor Michelle Toven, to approve the consent agenda as presented. The motion carried by the following vote

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

SETTING OF REGULAR AGENDA

A motion was made by Councilor Michelle Toven, second by Councilor Tasha Connelly, to approve the regular agenda as presented. The motion carried by the following vote.

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

DEPARTMENT HEAD REPORT

- 15. Engineering / Public Works Department Head Report - Matt Wegwerth, Public Works Director/City Engineer
PW Director/Engineer, Matt Wegwerth, provides overview of department activities including:
 - GIS Projects
 - Airport Projects, specifically noting CARES Act. grant received
 - Organizational Chart
 - Winter season update
 - Grussendorf Skating Track, Blandin Foundation Park, Warming Shack improvements
 - Cemetery projects including Memorial Day remembrance, Veteran's Section Expansion

Received and Filed

ADJOURNMENT

A motion was made by Councilor Dale Christy, second by Councilor Rick Blake, to adjourn the meeting at 5:25 PM. The motion carried by the following vote.

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

Respectfully submitted:

Kimberly Gibeau
 Kimberly Gibeau, City Clerk



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

CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 20-1110 **Version:** 2 **Name:** VERIFIED CLAIMS
Type: Agenda Item **Status:** Verified Claims
File created: 6/3/2020 **In control:** City Council
On agenda: 6/8/2020 **Final action:**
Title: Consider approving the verified claims for the period May 19, 2020 to June 1, 2020 in the amount of \$814,166.64.
Sponsors:
Indexes:
Code sections:
Attachments: [Council Bill List 06/08/2020](#)

Date	Ver.	Action By	Action	Result
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Consider approving the verified claims for the period May 19, 2020 to June 1, 2020 in the amount of \$814,166.64.

Requested City Council Action

Consider approving the verified claims for the period May 19, 2020 to June 1, 2020 in the amount of \$814,166.64.

DATE: 06/02/2020
 TIME: 16:12:26
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 06/08/2020

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
1915248	SHI INTERNATIONAL CORP	3,444.00
	TOTAL	3,444.00
CITY WIDE		
0114200	ANDERSON GLASS	100.00
1109510	KIND MIND COUNSELING CENTER	90.00
1305060	MEDS-1 AMBULANCE SERVICE INC	589.89
1915248	SHI INTERNATIONAL CORP	1,722.00
	TOTAL CITY WIDE	2,501.89
SPECIAL PROJECTS-NON BUDGETED		
1105530	KENNEDY & GRAVEN	3,442.75
1625650	PYROTECHNIC DISPLAY INC	825.00
	TOTAL SPECIAL PROJECTS-NON BUDGETED	4,267.75
BUILDING MAINTENANCE-CITY HALL		
0315455	COLE HARDWARE INC	4.49
0920060	ITASCA COUNTY TREASURER	1,710.91
1901535	SANDSTROM'S INC	232.05
	TOTAL BUILDING MAINTENANCE-CITY HALL	1,947.45
COMMUNITY DEVELOPMENT		
0315455	COLE HARDWARE INC	46.98
0718060	GRAND RAPIDS HERALD REVIEW	69.00
	TOTAL COMMUNITY DEVELOPMENT	115.98
FIRE		
0513231	EMERGENCY APPARATUS	14,690.07
0513235	EMERGENCY RESPONSE SOLUTIONS	179.26
1801610	RAPIDS PLUMBING & HEATING INC	1,242.00
	TOTAL FIRE	16,111.33
INFORMATION TECHNOLOGY		
1915248	SHI INTERNATIONAL CORP	3,623.61

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 06/08/2020

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
INFORMATION TECHNOLOGY		
	TOTAL INFORMATION TECHNOLOGY	3,623.61
PUBLIC WORKS		
0103325	ACHESON TIRE INC	600.00
0212553	BLOOMERS GARDEN CENTER	104.12
0221650	BURGGRAF'S ACE HARDWARE	46.24
0301685	CARQUEST AUTO PARTS	8.27
0315455	COLE HARDWARE INC	147.55
0401425	DAKOTA SUPPLY GROUP	769.25
0409125	DIAMOND VOGEL	4,162.73
0409730	DIVERSIFIED INSPECTIONS INC	385.00
0421125	JOHN P DUBOVICH	306.00
0518366	ERICKSON'S ITASCA LUMBER INC	2,173.60
0601690	FASTENAL COMPANY	619.29
0800074	H & R CONSTRUCTION CO	4,957.34
0815730	HOTSY EQUIPMENT OF MINNESOTA	284.40
1105444	KELLER FENCE COMPANY	110.00
1200495	L & L RENTAL INC	440.00
1421155	NUCH'S IN THE CORNER	8.94
1514226	ON2 SOLUTIONS, LLC	11,025.00
1615427	POKEGAMA LAWN AND SPORT	67.29
1800115	RTVISION INC	3,500.00
2000522	TNT AGGREGATES, LLC	1,137.50
2018560	TROUT ENTERPRISES INC	225.00
2209421	VIKING ELECTRIC SUPPLY INC	241.32
	TOTAL PUBLIC WORKS	31,318.84
FLEET MAINTENANCE		
0301685	CARQUEST AUTO PARTS	172.65
0315455	COLE HARDWARE INC	31.76
0409730	DIVERSIFIED INSPECTIONS INC	900.00
1500700	OSI ENVIRONMENTAL BR 50	50.00
	TOTAL FLEET MAINTENANCE	1,154.41
POLICE		
0205725	BETZ EXTINGUISHER COMPANY	20.00
0221650	BURGGRAF'S ACE HARDWARE	215.03
0301685	CARQUEST AUTO PARTS	670.09
0409501	JOHN P. DIMICH	4,583.33
0421725	DUTCH ROOM INC	85.45

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/08/2020

VENDOR #	NAME	AMOUNT DUE

GENERAL FUND		
POLICE		
1200500	L&M SUPPLY	49.99
1309090	SUPERONE FOODS NORTH	5.98
1415048	NORTH COUNTRY VET CLINIC	110.00
1901500	SAMMY'S PIZZA	56.65
1920233	STREICHER'S INC	119.99
2000400	T J TOWING	80.00
	TOTAL POLICE	5,996.51
CENTRAL SCHOOL		
0218745	ASHLEY BRUBAKER	574.58
	TOTAL	574.58
AIRPORT		
0103325	ACHESON TIRE INC	290.00
0221650	BURGGRAF'S ACE HARDWARE	349.42
0301685	CARQUEST AUTO PARTS	50.14
0315455	COLE HARDWARE INC	187.43
2018680	TRU NORTH ELECTRIC LLC	900.00
	TOTAL	1,776.99
CIVIC CENTER		
GENERAL ADMINISTRATION		
0104815	ADVANTAGE SYSTEMS GROUP	54.00
	TOTAL GENERAL ADMINISTRATION	54.00
STATE HAZ-MAT RESPONSE TEAM		
1801615	RAPIDS WELDING SUPPLY INC	67.80
	TOTAL	67.80
CEMETERY		
0221650	BURGGRAF'S ACE HARDWARE	517.14
1200500	L&M SUPPLY	34.11

DATE: 06/02/2020
 TIME: 16:12:26
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 06/08/2020

VENDOR #	NAME	AMOUNT DUE

CEMETERY		
	TOTAL	551.25
PARK ACQUISITION & DEVELOPMENT		
NO PROJECT		
T001312	NEIL ADAMSON	1,347.42
T001313	ANTHONY MOSTOLLER	1,847.95
	TOTAL NO PROJECT	3,195.37
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-POLICE		
1305060	MEDS-1 AMBULANCE SERVICE INC	425.02
	TOTAL CAPITAL OUTLAY-POLICE	425.02
2018 INFRAST/CPT MNT IMP BONDS		
CAPITAL MAINT IMPRV PLAN		
1415030	NAPA SUPPLY OF GRAND RAPIDS	3,462.55
	TOTAL CAPITAL MAINT IMPRV PLAN	3,462.55
2019 INFRASTRUCTURE BONDS		
2019-1 GLF COURSE RD UTIL EXT		
2000522	TNT AGGREGATES, LLC	293,600.02
	TOTAL 2019-1 GLF COURSE RD UTIL EXT	293,600.02
2020 INFRASTRUCTURE BONDS		
2019 STREET IMP PROJECT		
0301705	CASPER CONSTRUCTION INC	133,527.29
	TOTAL 2019 STREET IMP PROJECT	133,527.29
STORM WATER UTILITY		
0315455	COLE HARDWARE INC	21.96
0514798	ENVIRONMENTAL EQUIPMENT AND	1,182.65
1415484	NORTHERN LIGHTS TRUCK	11.70
1621125	PUBLIC UTILITIES COMMISSION	2,200.00

DATE: 06/02/2020
 TIME: 16:12:26
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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 06/08/2020

VENDOR #	NAME	AMOUNT DUE

STORM WATER UTILITY		
2018560	TROUT ENTERPRISES INC	250.00
	TOTAL	3,666.31
CABLE TV COMMISSION		
0100072	AVI SYSTEMS INC	33,645.89
	TOTAL	33,645.89
	TOTAL UNPAID TO BE APPROVED IN THE SUM OF:	\$545,028.84
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0305530	CENTURYLINK QC	56.83
0605191	FIDELITY SECURITY LIFE INS CO	67.89
0718015	GRAND RAPIDS CITY PAYROLL	249,868.04
0900060	ICTV	7,744.48
1015342	SCOTT JOHNSON	662.80
1305046	MEDIACOM LLC	136.90
1309199	MINNESOTA ENERGY RESOURCES	341.53
1601305	THOMAS J. PAGEL	1,023.09
1601750	PAUL BUNYAN COMMUNICATIONS	222.59
1621130	P.U.C.	8,073.92
2114360	UNITED PARCEL SERVICE	18.93
2114750	UNUM LIFE INSURANCE CO OF AMER	233.29
2200270	VFW POST #1720	487.50
2205637	VERIZON WIRELESS	35.01
2305300	MATTHEW WEGWERTH	115.00
T001311	DOWN SYNDROME ASSOC	50.00
	TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:	\$269,137.80
	TOTAL ALL DEPARTMENTS	814,166.64



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 20-1099 **Version:** 1 **Name:** VFW Gambling Permit Resolution
Type: Agenda Item **Status:** Consent Agenda
File created: 5/27/2020 **In control:** City Council
On agenda: 6/8/2020 **Final action:**
Title: Consider adopting a resolution approving LG214 Premises Permit application for VFW Post 1720.
Sponsors:
Indexes:
Code sections:
Attachments: [20- VFW Premises Permit](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution approving LG214 Premises Permit application for VFW Post 1720.

Background Information:

The Grand Rapids VFW has submitted an application for Premises Permit to allow for gambling at their new location, 1212 NW 4th Street. All appropriate documentation has been received.

Staff Recommendation:

Approve application and adopt resolution.

Requested City Council Action

Make a motion adopting a resolution approving LG214 Premises Permit application for VFW Post 1720.

Councilor introduced the following resolution and moved for its adoption:

RESOLUTION NO. 20 -

RESOLUTION APPROVING VFW POST 1720 PREMISES PERMIT

WHEREAS, the VFW Post 1720 has presented the City Council of Grand Rapids with a LG214 Premises Permit Application to conduct gambling at 1212 NW 4th Street, Grand Rapids; and

WHEREAS, the Gambling Control Board may not issue a premises permit without City Council Approval.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Grand Rapids approves the LG214 Premises Permit Application for VFW Post 1720 to conduct gambling at the VFW, 1212 Northwest 4th Street, Grand Rapids, Minnesota.

Adopted by the City Council this 8th day of June, 2020.

Dale Adams, Mayor

ATTEST:

Kimberly Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 20-1108 **Version:** 1 **Name:** Hire Additions to the PW Part-Time Eligibility List
Type: Agenda Item **Status:** Consent Agenda
File created: 6/2/2020 **In control:** City Council
On agenda: 6/8/2020 **Final action:**
Title: Consider making a motion to add Grant Anderson and Alan Waller to the Public Works Part-Time Eligibility List and hire each of them for the 2020 Spring/Summer Maintenance Season.

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Consider making a motion to add Grant Anderson and Alan Waller to the Public Works Part-Time Eligibility List and hire each of them for the 2020 Spring/Summer Maintenance Season.

Background Information:

The Public Works Department hires part-time workers for the Spring/Summer Maintenance Season to work on all city owned property such as parks, athletic fields, right-of-ways, Itasca Calvary Cemetery and the Itasca County Airport. Ratification for the start of employment for this list will be June 9th, 2020 and continue until October 31st, 2020.

Most of the employees on the PW PT Eligibility List are return hires from last year. Both Grant Anderson and Alan Waller will receive a wage rate of \$12.25 per hour. The cost of these part-time employees is included in the 2020 Budget.

Staff Recommendation:

Matt Wegwerth, Public Works Director/City Engineer approves the addition of Grant Anderson and Alan Waller to the Public Works Part-Time Eligibility List for the 2020 Spring/Summer Maintenance Season.

Requested City Council Action

Make a motion to add Grant Anderson and Alan Waller to the Public Works Part-Time Eligibility List and hire each of them for the 2020 Spring/Summer Maintenance Season.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 20-1109 **Version:** 1 **Name:** GPZ Airport 2020 M&O Amendment 1
Type: Agenda Item **Status:** Consent Agenda
File created: 6/2/2020 **In control:** City Council
On agenda: 6/8/2020 **Final action:**
Title: Consider approving Amendment #1 to the MNDOT Airport Maintenance and Operations Grant Contract for the Grand Rapids/Itasca County Airport.

Sponsors:

Indexes:

Code sections:

Attachments: [SFY 2020-2021 Grand Rapids amendment](#)

Date	Ver.	Action By	Action	Result
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Consider approving Amendment #1 to the MNDOT Airport Maintenance and Operations Grant Contract for the Grand Rapids/Itasca County Airport.

Background Information:

MNDOT has a contract to provide reimbursement for eligible airport maintenance and operations activities. This contract is being amended to include the additional Federal CARES Act funding that was awarded in the amount of \$69,000 to bring the total contract amount to \$201,462.

Staff Recommendation:

City Staff recommends making a motion to approve Amendment #1 to the MNDOT Airport Maintenance and Operations Grant Contract and authorize the Mayor and City Clerk to execute the grant agreement.

Requested City Council Action

Make a motion approving Amendment #1 to the MNDOT Airport Maintenance and Operations Grand Contract and authorizing the Mayor and City Clerk to execute the grant agreement.

**AMENDMENT # 01 TO STATE OF MINNESOTA
AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT #1033491**

Contract Start Date:	07/01/2019	Original Contract Amount:	\$132,462
Orig. Contract Exp. Date:	06/30/2021	Prev. Amendment(s) Total:	\$0.00
Amended Exp. Date:	06/30/2021	Current Amendment Amount:	\$69,000
		Current Contract Total:	\$201,462

Project Identification: Airport Maintenance and Operations Activities.

This amendment is by and between the State of Minnesota, through its Commissioner of Transportation (“State”) and Grand Rapids-Itasca County Airport Commission acting through its Grand Rapids City Council as Fiscal Agent for the Itasca County/Brand Rapids Airport (“Recipient”).

Recitals

1. The State has a contract with the Recipient identified as MnDOT Contract No. 1033491 (“Original Contract”) to provide reimbursement for eligible airport maintenance and operations activities.
2. The Original Contract is being amended to include additional Federal CARES Act funding.
3. The State and the Recipient are willing to amend the Original Contract as stated below.

Contract Amendment

In this Amendment deleted contract terms will be ~~struck out~~ and the added contract terms will be underlined.

REVISION 1. Article 5.1. **Consideration** is deleted in its entirety and replaced with the following:

- 5.1. **Consideration.** State will pay for all eligible telecommunication, maintenance, and operation costs incurred by Recipient under this Contract as follows:
 - 5.1.1. **State Funds Reimbursement Basis.** Recipient will be reimbursed for 100% of telecommunication costs associated with the operation of state-owned navigational aids. Recipient will be paid for 75% of all other state-eligible maintenance and operation costs not reimbursed by any other source. Eligible maintenance and operations costs will be determined at the sole discretion of State’s Authorized Representative.
 - 5.1.2. **Federal Funds Reimbursement Basis.** Recipient will be reimbursed for 100% of federally-eligible operating expenses not reimbursed by any other source. Eligible operating expenses will be determined at the discretion of State’s Authorized Representative, in cooperation with the Federal Aviation Administration’s local Airport District Office. Eligible expenses will be determined in accordance with the Federal Aviation Administration’s Policy and Procedures Concerning the Use of Airport Revenues, 64 Federal Register 7696 (64 FR 7696), as amended by 78 Federal Register 55330 (78 FR 55330), which is incorporated into this agreement by reference, and the CARES Act.
 - 5.1.3. **Priority of Reimbursement.** Costs that are eligible for both federal and state reimbursement will be reimbursed with federal funds, if available. If the federal funds available under section 5.1.6 of this agreement have been exhausted, these costs will then be reimbursed with state funds, if available.
 - 5.1.4. **Telecommunication Amount.** State has currently obligated \$0.00 in each State fiscal year to reimburse eligible telecommunication costs at 100%.
 - 5.1.5. **State Maintenance and Operation Amount.** State has currently obligated \$66,231 of state funding in each State fiscal year to reimburse other eligible costs at 75%.

5.1.6. **Federal Operation Expenses Amount.** Recipient has been awarded \$69,000 in Federal CARES Act funding to reimburse federally-eligible costs at 100%.

5.1.7. **Total Obligation.** The total obligation of State for all compensation and reimbursements to Recipient under this contract will not exceed \$132,462 (State fiscal years 2020 and 2021).

REVISION 2. Article 5.2.4. Grant Monitoring Visit and Financial Reconciliation, is amended as follows:

Grant Monitoring Visit and Financial Reconciliation. If State's total obligation is greater than \$50,000 in section 5.1.5 ~~5.1.4~~ above, during the period of performance the State will make at least one monitoring visit and conduct annual financial reconciliations of Recipient's expenditures. The State's Authorized Representative will notify Recipient's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which State employees and/or contractors will participate, and which Recipient staff members should be present. Recipient will be provided notice prior to any monitoring visit or financial reconciliation. Following a monitoring visit or financial reconciliation, Recipient will take timely and appropriate action on all deficiencies identified by State. At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Recipient.

The terms of the Original Contract are expressly reaffirmed and are incorporated by reference. Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

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RECIPIENT

The RECIPIENT certifies that the appropriate person(s) have executed the contract on behalf of the RECIPIENT as required by applicable articles, bylaws, or resolutions.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

STATE ENCUMBRANCE VERIFICATION

The individual certifies funds have been encumbered as required by Minn. Stat. 16A.15 and 16C.05

By: _____

Date: _____

SWIFT Contract # _____

SWIFT Purchase Order # _____

COMMISSIONER OF TRANSPORTATION

By: _____

Title: _____

Date: _____

MnDOT OFFICE OF FINANCIAL MANAGEMENT – GRANT UNIT

By: _____

Date: _____

MnDOT CONTRACT MANAGEMENT

By: _____

Date: _____



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 20-1119 **Version:** 1 **Name:** PW 2020 sidewalk machine quote request
Type: Agenda Item **Status:** Consent Agenda
File created: 6/4/2020 **In control:** City Council
On agenda: 6/8/2020 **Final action:**
Title: Consider approving the Public Works Department's request to solicit quotes for the purchase of the 2020 budgeted sidewalk/trail machine

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Consider approving the Public Works Department's request to solicit quotes for the purchase of the 2020 budgeted sidewalk/trail machine

Background Information:

Included in the 2020 CIP is the purchase of a new sidewalk/trail machine (aka side-by-side). Public works previously utilized S-10 pickups for summer maintenance activities, but these vehicles are no longer in our fleet which requires a replacement to be purchased. This vehicle will be used for flower maintenance, ball field maintenance and sidewalk/trail maintenance. Obtaining this piece of equipment will also free up other equipment that can be used for its intended purpose.

Staff Recommendation:

Matt Wegwerth, Public Works Director, recommends soliciting quotes for the purchase of the 2020 budgeted sidewalk/trail machine

Requested City Council Action

Consider making a motion to approve the Public Works Department's request to solicit quotes for the purchase of the 2020 budgeted sidewalk/trail machine



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 20-1122 **Version:** 1 **Name:** Board & Commission Minutes
Type: Minutes **Status:** Approved
File created: 6/4/2020 **In control:** City Council
On agenda: 6/8/2020 **Final action:**
Title: Review and acknowledge minutes for Boards and Commissions.
Sponsors:
Indexes:
Code sections:
Attachments: [January 22, 2020 - HRA Minutes](#)
[February 26, 2020 - HRA Minutes](#)
[March 25, 2020 - HRA Minutes](#)
[January 15, 2020 - PUC Minutes](#)
[February 12, 2020 - PUC Minutes](#)
[February 25, 2020 - PUC Minutes](#)
[March 18, 2020 - PUC Minutes](#)
[April 15, 2020 - PUC Minutes](#)

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

**THE HOUSING AND REDEVELOPMENT AUTHORITY
OF GRAND RAPIDS, MN
REGULAR MEETING
January 22nd, 2020**

CALL TO ORDER

Pursuant to due notice and call thereof, a Regular Meeting of the Housing and Redevelopment Authority of Grand Rapids was called to order by Chair Blake, at 5:00 p.m. at Beacon Hill Community Center, 415 SE 21st Street, Grand Rapids, MN.

CALL OF ROLL

HRA Commissioners Present: Michelle Toven, Kathleen Blake, Chris Henrichsen, Isaac Meyer, Marilyn Rossman

HRA Commissioners Absent: None

HRA Staff: Diane Larson, Interim Executive Director

Guests Present: None

PUBLIC FORUM:

No comment

APPROVAL OF REGULAR MEETING MINUTES

Commissioner Toven made a motion to approve the Regular Meeting Minutes of December 18, 2019; seconded by Commissioner Blake. *Ayes:* Toven, Blake, Henrichsen, Rossman, Meyer *Nays:* None *Absent:* None **Motion Carried**

CONSENT AGENDA

Commissioner Meyer made a motion to approve the consent agenda containing the following items:

1. Approve verified claims for Public Housing Claims in the amount of \$34,369.36.
2. Approve verified claims for the Crystal Lake Townhome project in the amount of \$38,647.21.
3. Approve verified claims for Pooled Housing in the amount of \$85,993.03.
4. Accept Vacancy Report for all owned housing for the period through 1.01.2020.

Commissioner Toven seconded the motion. *Ayes:* Toven, Blake, Henrichsen, Meyer, Rossman *Nays:* None *Absent:* None **Motion Carried**

FINANCIAL REPORTS

Due the timing of this meeting, Larson requested that the board table review and acceptance of the year end financial reports to the February regular meeting. Motion Meyer, second Henrichsen to table review and acceptance of the FYE 12.31.2019 financial reports until the February 2020 regular meeting. **MC**

CHAIR, EXECUTIVE DIRECTOR, AND COMMITTEE REPORTS

Merger Committee Update:

Commissioners Meyer and Toven provided the following updates regarding the proposed merger with Itasca County HRA:

1. Commissioner Toven made a presentation to the city council during a work session highlighting the work of the merger committee, merger status, and merger activity for 2020.
2. Commissioners reviewed an updated "Major Milestones of Merger" prepared by Carla Pederson, Attorney. Three resolutions have been prepared: one for GRHRA which is on the agenda for consideration at this meeting; one for ICHRA generally authorizing the merger and request to HUD; and one for consideration by the Grand Rapids City Council generally authorizing the merger and authorization to request HUD's approval of the merger. Final Resolutions will come after HUD has approved the merger.
3. There is a need to work on the board structure both in terms of a transition plan and a long-term plan for the composition and appointment process.
4. Each current commissioner was asked to assess their role on the HRA board and determine whether they are interested in continuing to serve as a voting member, interested in continuing in a non-voting capacity or no longer interested in serving once the merger is complete. Each board member was asked to let Chair Blake or Commissioner Meyer know their intent.

A discussion ensued regarding the make-up of the "new" Itasca County HRA board. In general, the Grand Rapids HRA Board would like to see a recommendation from the City Council to the County Board of 3 members for appointment.

OLD BUSINESS: {None scheduled}

NEW BUSINESS:

Auditor Selection Report:

In written report, Larson provided an update on audit request for proposals. A portion of the meeting was dedicated to discussing cost, quality of quoting firm, timing and marketability. Staff is asking the board to consider authorizing the Interim Executive Director to enter into a contract with Redpath and Company for a two-year period with the option to renew for an additional 3-year period. Motion by Commissioner Toven, seconded by Commissioner Meyer to enter into a contract with Redpath and Company for the fiscal years ending 12/31/2019 and 12/31/2020 with an option to renew for up to three additional years. The cost for 2019 and 2020 is \$15,000 and \$15,750 respectively. **Motion Carried**

Consider Approval of Resolution 2020-01, "Merger Resolution":

Motion by Commissioner Meyer, seconded by Commissioner Toven to adopt Resolution 2020-01, Resolution authorizing preparation of transfer agreement and all documents necessary to carry out transfer of Housing and Redevelopment Authority of Grand Rapids, Minnesota public housing projects, other projects and all other obligations, assets, liabilities and operations; authorizing request for approval from HUD for transfer of public housing projects; and authorizing preparation of plan dissolution. The motion passed unanimously – see full copy of said Resolution as attached.

It was noted that final resolutions will be needed after HUD approves the merger. The action taken only starts the process of the full merger.

Aurora Heights Update:

Larson provided a report on the Aurora Heights project that included information on ownership structure, site, rents and unit mix, income restrictions, and tentative timeline. The presentation was informational only and no board action taken.

OTHER BUSINESS:

- 2/25/2020 @ 8:00 a.m.: ICHRA Board meeting
- 1/27/2020 @ 5:00 p.m.: Grand Rapids City Council meeting requesting Resolution to generally authorize the merger
- 1/27/2020 @ 5:00 p.m.: GR City Council – request for re-zone for Aurora Heights project
- 1/28/2020 @ 9:00 a.m.: Launch meeting for Aurora Heights with MHFA staff
- 2/17/2020: offices closed for President's Day
- 2/18/2020 @ 2:30 p.m.: Merger update presentation to County Board
- 2/26/2020: MN NAHRO Day at the Capitol in St. Paul

NEXT MEETING:

The next regular meeting of the GRHRA Board of Commissioners will be held on Wednesday, February 26th, 2020 beginning at 4:00 p.m. The meeting will be held in the Public Housing Community Room at 411 7th Street NW, Grand Rapids, MN.

ADJOURNMENT

There being no further business to come before the GRHRA Board of Commissioners, Commissioner Meyer made a motion to adjourn the meeting at 6:02 p.m., seconded by Commissioner Henrichsen. Voting Aye: all **Motion Carried**

Prepared by: *Amanda Bostyancic*

Signed 
Commissioner Chris Henrichsen, Secretary

**HOUSING AND REDEVELOPMENT AUTHORITY
OF GRAND RAPIDS, MINNESOTA**

RESOLUTION NO. 2020-01

RESOLUTION AUTHORIZING PREPARATION OF TRANSFER AGREEMENT AND ALL DOCUMENTS NECESSARY TO CARRY OUT TRANSFER OF HOUSING AND REDEVELOPMENT AUTHORITY OF GRAND RAPIDS, MINNESOTA PUBLIC HOUSING PROJECTS, OTHER PROJECTS AND ALL OTHER OBLIGATIONS, ASSETS, LIABILITIES AND OPERATIONS; AUTHORIZING REQUEST FOR APPROVAL FROM HUD FOR TRANSFER OF PUBLIC HOUSING PROJECTS; AND AUTHORIZING PREPARATION OF PLAN OF DISSOLUTION

Motion by Commissioner Meyer, seconded by Commissioner Toven to adopt Resolution 2020-01 as follows:

WHEREAS, the Housing and Redevelopment Authority of Grand Rapids, Minnesota (the "Grand Rapids HRA") has requested that the Housing and Redevelopment Authority (HRA) of Itasca County, Minnesota (the "Authority") investigate owning, operating and assuming: (a) the Grand Rapids HRA federally assisted public housing projects identified and known as Project Number MN057000001 (collectively, the "Public Housing Projects"); (b) all other Grand Rapids HRA housing projects (collectively, the "Other Projects" and collectively with the Public Housing Projects, the "Projects"); and (c) all other obligations, assets, liabilities and operations of the Grand Rapids HRA; and

WHEREAS, the Public Housing Projects serve low income households; and

WHEREAS, the Grand Rapids HRA owns and operates the Other Projects aimed at providing affordable and other housing for seniors and families; and

WHEREAS, the Grand Rapids HRA also has other obligations, assets, liabilities and operations; and

WHEREAS, the Authority owns and operates low income housing developments and programs aimed at providing affordable and other housing for seniors and families; and

WHEREAS, transferring ownership and operation of the Grand Rapids HRA Projects, obligations, assets, liabilities and operations to the Authority will create greater effectiveness, efficiency and economy; and

WHEREAS, the process of transferring ownership and operation of the Projects and all other Grand Rapids HRA obligations, assets, liabilities and operations to the Authority will involve the preparation of a Transfer Agreement and other necessary documents; and

WHEREAS, the United States Department of Housing and Urban Development (“HUD”) requires that the Grand Rapids HRA and the Authority request and receive approval from HUD for the transfer of the Public Housing Projects and for the ownership and operation of the Public Housing Projects by the Authority; and

WHEREAS, the Projects and the other obligations, assets, liabilities and operations are the only properties, projects and programs owned and operated by the Grand Rapids HRA and, accordingly, upon transfer of the Projects and the other obligations, assets, liabilities and operations to the Authority, the Grand Rapids HRA desires to cease transacting business and exercising powers and/or dissolve pursuant to an approved plan.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing and Redevelopment Authority of Grand Rapids, Minnesota:

1. That the Chair, Secretary and/or Executive Director are hereby authorized to prepare a plan for the transfer of ownership and operation of the Projects and all other Grand Rapids HRA obligations, assets, liabilities and operations to the Authority.
2. That the Chair, Secretary and/or Executive Director are hereby authorized to prepare a Transfer Agreement and all other necessary documents related to the transfer of ownership and operation of the Projects and all other Grand Rapids HRA obligations, assets, liabilities and operations to the Authority.
3. That the Chair, Secretary and/or Executive Director are hereby authorized to request approval from HUD for the transfer of ownership and operation of the Public Housing Projects to the Authority.
4. That the Chair, Secretary and/or Executive Director are hereby authorized to prepare a plan for the Grand Rapids HRA to cease transacting business and exercising powers and/or dissolve subsequent to the transfer of ownership and operation of the Projects and all other Grand Rapids HRA obligations, assets, liabilities and operations to the Authority.

WHEREUPON, the Chair called for a vote with the following votes recorded:

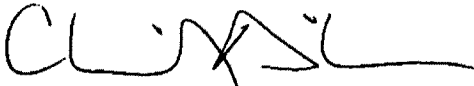
Ayes: Blake, Henrichsen, Meyer, Rossman, Toven

Nays: None

Absent: None

Adopted this 22nd day of January, 2020.


Kathleen Blake, Chairperson


Chris Henrichsen, Secretary

**THE HOUSING AND REDEVELOPMENT AUTHORITY
OF GRAND RAPIDS, MN
MINUTES OF THE ANNUAL MEETING
January 22nd, 2020
Beacon Hill Community Center**

The annual meeting of the Housing and Redevelopment Authority of Grand Rapids was called to order by Chair Blake at 4:00 p.m.

Board Members Present: Kathleen Blake, Chris Henrichsen, Marilyn Rossman, Michelle Toven, Isaac Meyer
Board Members Absent: None
Staff Present: Diane Larson, Interim Executive Director, Diane Feldt, Housing Specialist, Kenda Rodenberg, Housing Specialist, Carrie Schmitz, Housing Specialist
Public Present: None

Administer of Oath of Office:

No new members.

Election of Officers:

Chair Blake called for nominations for the positions of Chair, Vice-Chair, and Secretary of the GRHRA Board for 2020. Motion Rossman, second Toven to nominate Kathleen Blake for Chair, Isaac Meyer for Vice-Chair, and Chris Henrichsen for Secretary. Chair Blake called for further nominations. No other nominations were heard and the vote was called for the proposed slate of officers. **MC unanimously**

Establish 2020 Meeting Schedule:

Motion Meyer, second Rossman to adopt the proposed meeting schedule for 2020, as revised. **MC unanimously**

Depository Bank:

Motion Meyer, second Toven to designate Woodland Bank, Deerwood Bank and Wells Fargo as the HRA's official depositories. The Authority reserves the right to add additional official depositories or change the official depositories during the year, if it is in the best interests of the Authority. **MC unanimously**

Official Publication:

Discussion ensued regarding the options and rationale for designation of an official newspaper. Motion Meyer, second Rossman to designate the Grand Rapids Herald as the Authority's official publication. **MC unanimously**

Per Diem Rate, Mileage Rate, and Conflict of Interest:

- Motion Meyer, second Toven to establish the per diem rate at \$50.00 per duly called meeting for 2020. **MC unanimously**

- Motion Henrichsen, second Toven to establish the mileage rate for authority business in accordance with the rate published by the IRS. Such rate is subject to change during 2020 if the rate is changed by the IRS. **MC unanimously**
- Chair Blake asked all board members to complete and return their Conflict of Interest forms so they can be kept on file at the GRHRA offices.

Staff Report:

Staff presented a report to the board summarizing 2019 HRA activities, providing program demographics and highlighting 2019 achievements at the agency. Commissioners were given time to ask questions about programming, populations served, and barriers to providing affordable housing.

Adjournment:

There being no further business to come before the Housing and Redevelopment Authority of Grand Rapids, Commissioner Henrichsen moved to adjourn at 5:00 p.m., seconded by Meyer.

MOTION CARRIED.

Prepared by: Amanda Bostyancic

Signed 
Commissioner Chris Henrichsen, Secretary

**THE HOUSING AND REDEVELOPMENT AUTHORITY
OF GRAND RAPIDS, MN
REGULAR MEETING
February 26th, 2020**

CALL TO ORDER

Pursuant to due notice and call thereof, a Regular Meeting of the Housing and Redevelopment Authority of Grand Rapids was called to order by Chair Blake, at 4:00 p.m. at Public Housing Community Room, 411 NW 7th Street, Grand Rapids, MN.

CALL OF ROLL

HRA Commissioners Present: Michelle Toven, Kathleen Blake, Marilyn Rossman, Chris Henrichsen, Isaac Meyer {arrived at 4:03}

HRA Commissioners Absent: None

HRA Staff: Amanda MacDonell, Property & Program Development Specialist, Amanda Bostyancic, Operations Assistant

Guests Present: Renee Patrow, City of Grand Rapids Finance Department

PUBLIC FORUM:

No comment

APPROVAL OF REGULAR MEETING MINUTES

Commissioner Toven made a motion to approve the Regular Meeting Minutes of January 22, 2020; seconded by Commissioner Henrichsen. **Ayes:** Toven, Blake, Henrichsen, Rossman
Nays: None **Absent:** Meyer **Motion Carried**

APPROVAL OF ANNUAL MEETING MINUTES

Commissioner Toven made a motion to approve the Annual Meeting Minutes of January 22, 2020; seconded by Commissioner Blake. **Ayes:** Toven, Blake, Henrichsen, Rossman **Nays:** None **Absent:** Meyer **Motion Carried**

CONSENT AGENDA

Commissioner Rossman made a motion to approve the consent agenda containing the following items:

1. Approve verified claims for Public Housing Claims in the amount of \$42,231.34.
2. Approve verified claims for the Crystal Lake Townhome project in the amount of \$29,949.04.
3. Approve verified claims for Pooled Housing in the amount of \$40,221.51.
4. Accept Vacancy Report for all owned housing for the period through 2.01.2020.

Commissioner Toven seconded the motion. **Ayes:** Toven, Blake, Henrichsen, Meyer, Rossman
Nays: None **Absent:** None **Motion Carried**

FINANCIAL REPORTS

Renee Patrow, City Finance Department, provided a summary review of the financial reports for the period ending 12/31/2019. Commissioner Henrichsen made a motion to approve the statements as presented; seconded by Commissioner Meyer. *Ayes:* Toven, Blake, Meyer, Henrichsen, Rossman *Nays:* None *Absent:* None **Motion Carried**

Renee Patrow, City Finance Department, provided a summary review of the financial reports for the period ending 01/31/2020. Commissioner Toven made a motion to approve the statements as presented; seconded by Commissioner Meyer. *Ayes:* Toven, Blake, Meyer, Henrichsen, Rossman *Nays:* None *Absent:* None **Motion Carried**

CHAIR, EXECUTIVE DIRECTOR, AND COMMITTEE REPORTS

Merger Committee Update:

The merger committee did not meet in February but a meeting will be held in March. On January 27th, the City of Grand Rapids approved the Resolution prepared by Carla J. Pederson, attorney, to generally authorize the merger. Commissioner Toven made a presentation to the city council during a work session highlighting the work of the merger committee, merger status, and merger activity for 2019. Larson made a presentation to the County Board highlighting the work of the merger committee, merger status, and merger activity for 2019.

OLD BUSINESS: {None scheduled}

NEW BUSINESS:

Approve Resolution 2020-02, PH Utility Allowance Schedule:

In written report, MacDonell provided an update on Public Housing utility allowance. The records indicate the last system change in the electronic database was October 1, 2009. Staff performed calculations using last year's average tenant consumption pairing that with the current utility cost per unit of consumption. Staff recommends ~~advising the~~ utility allowance schedule; one bedroom at \$24 and two bedroom at \$32. This applies only to the 401 River Road property because the resident is responsible for the cost of said utility. Ongoing this utility allowance will be reviewed and calculated annually.

Motion by Commissioner Meyer, seconded by Commissioner Toven to adopt Resolution 2020-02, Resolution approving the amended utility allowance schedule for the public housing program; one bedroom at \$24 and two bedroom at \$32. The motion passed unanimously -- see full copy of said Resolution as attached.

Forest Park West- Sprinkler system repair and update:

In written report, MacDonell provided an update on sprinkler replacement at Forest Park West. An annual inspection was conducted indicating the current sprinkler heads had been recalled several years previously. Based on the inspection, report, and safety concerns staff obtained bids from two contractors. LVC Companies was the low-bid contractor and the replacements were completed in January. The report was informational only and no board action taken.

Consider authorizing staff to proceed with process to begin a window/door replacement project at LakeShore Place:

MacDonell reported on the measures being taken to investigate the moisture issue at LakeShore Place. She has received complaints from a number of residents that there is excess moisture on their windows and patio doors due to ice build ups. Based on the architect's recommendation, staff is asking the board for authorization to proceed with the process to begin a window/door replacement project.

Motion by Commissioner Meyer, seconded by Commissioner Henrichsen authorizing staff to proceed with process to begin a window/door replacement project at LakeShore Place. **MC**

OTHER BUSINESS:

- 2/26/2020 MN NAHRO Day at the Capitol in St. Paul (Diane will be testifying)
- 3/5/2020 Diane presenting on HRA work/merger to noon Rotary Club
- 1/27/2020 Diane presenting on HRA work/merger to Chamber of Commerce
- 3/24/2020 ICHRA board meeting at 8:00 a.m.

NEXT MEETING:

The next regular meeting of the GRHRA Board of Commissioners will be held on Wednesday, March 25th, 2020 beginning at 4:00 p.m. The meeting will be held in the Public Housing Community Room at 411 7th Street NW, Grand Rapids, MN.

ADJOURNMENT

There being no further business to come before the GRHRA Board of Commissioners, Commissioner Toven made a motion to adjourn the meeting at 4:53 p.m., seconded by Commissioner Meyer. Voting Aye: all **Motion Carried**

Prepared by: *Amanda Bostyancic*

Signed



Commissioner Chris Henrichsen, Secretary

**Housing and Redevelopment Authority
of Grand Rapids, Minnesota**

102 NE Third Street, Suite 160
Grand Rapids, MN 55744
Telephone: (218) 328-7978
Fax: (218) 328-8031



**RESOLUTION OF THE HOUSING AND REDEVELOPMENT AUTHORITY IN AN FOR THE
CITY OF GRAND RAPIDS, MINNESOTA, APPROVING THE AMENDED UTILITY ALLOWANCE
SCHEDULE FOR THE PUBLIC HOUSING PROGRAM**

RESOLUTION 2020-02

Motion by Commissioner Meyer seconded by Commissioner Toven to adopt Resolution 2020-02 as follows:

WHEREAS, the U.S. Department of Housing & Urban Development's Public Housing Program regulations require the annual review of the utility allowance schedule for the cost of tenant paid utilities and;

WHEREAS, the Grand Rapids HRA has revised the utility allowance schedule using average consumption data and current utility rates to calculate the appropriate average utility cost per unit adjusted for bedroom size.

THEREFORE, BE IT RESOLVED by the Grand Rapids Housing & Redevelopment Authority that the amended utility schedule (as attached) be adopted. Such schedule shall become effective March 1, 2020.

Whereupon, the Chair called for a vote with the following votes recorded:

Ayes: Henrichsen, Blake, Toven, Rossman, Meyer

Nays: None

Absent: None

WHEREUPON, the Chair declared the motion carried and RESOLUTION 2020-02 adopted.

Dated this 26th day of February 2020.

Kathleen Blake 5/4/2020
Kathleen Blake, Chair Date

Chris Henrichsen 5/13/2020
Chris Henrichsen, Secretary Date

**THE HOUSING AND REDEVELOPMENT AUTHORITY
OF GRAND RAPIDS, MN
REGULAR MEETING
March 25th, 2020**

CALL TO ORDER

Pursuant to due notice and call thereof, a Regular Meeting of the Housing and Redevelopment Authority of Grand Rapids was called to order by Chair Blake, at 4:03 p.m. Pursuant to Minnesota 13D.021, Subdivision, all members appeared by telephone or other electronic means.

CALL OF ROLL

HRA Commissioners Present: Kathleen Blake, Chris Henrichsen, Isaac Meyer, Marilyn Rossman {4:05 pm}

HRA Commissioners Absent: Michelle Toven

HRA Staff: Diane Larson, Interim Executive Director, Amanda Bostyancic, Operations Assistant

Guests Present: Renee Patrow, City of Grand Rapids Finance Department

PUBLIC FORUM:

No comment

APPROVAL OF REGULAR MEETING MINUTES

Commissioner Meyer made a motion to approve the Regular Meeting Minutes of February 26, 2020; seconded by Commissioner Henrichsen. *Ayes:* Blake, Henrichsen, Rossman, Meyer
Nays: None *Absent:* Toven **Motion Carried**

CONSENT AGENDA

Commissioner Henrichsen made a motion to approve the consent agenda containing the following items:

1. Approve verified claims for Public Housing Claims in the amount of \$34,089.71.
2. Approve verified claims for the Crystal Lake Townhome project in the amount of \$23,455.07.
3. Approve verified claims for Pooled Housing in the amount of \$97,487.02.
4. Accept Vacancy Report for all owned housing for the period through 3.01.2020.
5. Approve REVISED claim listing for the Crystal Lake Townhome project for January 2020 in the amount of \$31,788.53.
6. Approve REVISED claim listing for the Crystal Lake Townhome project for February 2020 in the amount of \$25,970.38

Commissioner Meyer seconded the motion. *Ayes:* Blake, Henrichsen, Meyer, Rossman *Nays:* None *Absent:* Toven **Motion Carried**

FINANCIAL REPORTS

Renee Patrow, City Finance Department, provided a summary review of the financial reports for the period ending 02/29/2020. Commissioner Henrichsen made a motion to approve the statements as presented; seconded by Commissioner Meyer. **Ayes:** Blake, Meyer, Henrichsen, Rossman **Nays:** None **Absent:** Toven **Motion Carried**

CHAIR, EXECUTIVE DIRECTOR, AND COMMITTEE REPORTS

Merger Committee Update:

Commissioner Meyer noted the merger committee did not meet in March. Carla J. Pederson, attorney, updated the list of forthcoming tasks and milestones for the merger process. Larson is working with the Minnesota HUD Field Office towards a deadline of December 31, 2020 for the completion of the merger process.

OLD BUSINESS: {None scheduled}

NEW BUSINESS:

Approve acceptance of 2020 Capital Fund Grant – Resolution 2020-03:

Commissioner Meyer made a motion to approve acceptance of 2020 Capital Fund Grant in the amount of \$159,614.00 – Resolution 2020-03; seconded by Commissioner Henrichsen. See full copy of said Resolution as attached. **Ayes:** Blake, Meyer, Henrichsen, Rossman **Nays:** None **Absent:** Toven **Motion Carried**

Authorize submission of the HAP Contract Renewal for Crystal Lake Townhomes:

The renewal of the Housing Assistance Payment (HAP) Contract for Crystal Lake Townhomes is completed annually with an effective date of August 8, 2020. Larson, in written report, recommended that the HRA request renewal with the automatic Operating Cost Adjustment Factor (OCAF) rent increase. Two bedroom rents would increase from \$713 to \$727 per month and three bedroom rents would increase from \$778 to \$793 per month. In most cases, the increase in rent is born by the subsidy payment.

Commissioner Meyer made a motion to accept staff recommendation for the renewal of the HAP Contract for Crystal Lake Townhomes effective August 8, 2020; seconded by Commissioner Henrichsen. **Ayes:** Blake, Meyer, Henrichsen, Rossman **Nays:** None **Absent:** Toven **Motion Carried**

COVID-19 update and discussion:

Following a previous email update, Larson updated board members on how the agency is responding to the Coronavirus pandemic with the goal of keeping residents and staff safe. Larson intends to send out the Covid-19 Operational Plan to the board members this week. Larson met with the Chairs from each HRA to discuss operational strategies during COVID-19. Staff will begin working remotely on March 26th while offering staggered shifts to access the offices. The update was informational only and no board action taken.

OTHER BUSINESS:

- NAHRO Conference cancelled in Washington D.C.
- NCRC conference in Chicago is postponed
- Chamber presentation is postponed

- Minnesota NAHRO response to COVID-19 – Larson reported that MN NAHRO is hosting state-wide calls for HRAs as well as providing a host of resources on their website.
- Commissioner Henrichsen inquired how the agency could support infrastructure needs for a mobile home park. Discussion only and no board action taken.

NEXT MEETING:

The next regular meeting of the GRHRA Board of Commissioners will be held on Wednesday, April 29th, 2020 beginning at 4:00 p.m. The meeting will be held by telephone or other electronic means pursuant to Minnesota Statute 13D.021, Subdivision 1.

ADJOURNMENT

There being no further business to come before the GRHRA Board of Commissioners, Commissioner Meyer made a motion to adjourn the meeting at 5:00 p.m., seconded by Commissioner Henrichsen. Voting Aye: all **Motion Carried**

Prepared by: *Amanda Bostyancic*

Signed 
Commissioner Chris Henrichsen, Secretary

**Housing and Redevelopment Authority
of Grand Rapids, Minnesota**

102 NE Third Street, Suite 160
Grand Rapids, MN 55744
Telephone: (218) 326-7978
Fax: (218) 326-8031



**RESOLUTION OF THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND
FOR THE CITY OF GRAND RAPIDS, MINNESOTA**

**2020 Capital Fund Grant
RESOLUTION 2020-03**

Motion by Commissioner Meyer seconded by Commissioner Henrichsen to approve Resolution 2020-03 as follows:

WHEREAS, the Grand Rapids HRA and the U.S. Department of Housing & Urban Development (HUD) will enter into a Capital Fund Annual Contributions Contract (ACC) Amendment for the Capital Fund 2020 Formula Grant for the purpose of carrying out capital activities at public housing development MN46-P057 and;

WHEREAS, HUD has agreed to provide **\$159,614.00** in funding for the purpose of assisting Grand Rapids HRA in carrying out capital and management activities at project MN46-P057 and;

WHEREAS, Grand Rapids HRA submits to HUD the required Civil Rights Certification dated 10/16/2019;

THEREFORE, BE IT RESOLVED, that the Grand Rapids Housing & Redevelopment Authority Board of Commissioners hereby authorizes the Executive Director to accept the 2020 Capital Fund Grant, approves the proposed uses of such funds as outlined in the 5-Year Capital Fund Grant Action Plan and authorizes submittal of the Civil Rights Certification.

Dated this 25th day of March 2020.


Voting Aye:

Voting Nay:

Absent:

WHEREUPON, the Chair declared the motion carried and RESOLUTION 2020-03 adopted.


Kathleen Blake, Chair 3/25/2020
Date


Chris Henrichsen, Secretary 3/13/2020
Date



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Wednesday, January 15, 2020

4:00 PM

Conference Room of Public Utilities Service Center

CALL TO ORDER

Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Public Utilities Commission was held on Wednesday, January 15, 2020 at 4:00 p.m. in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

CALL OF ROLL

Present 3 - President Tom Stanley, Secretary Greg Chandler, and Commissioner Rick Blake

Absent 2 - Commissioner Kathy Kooda, and Commissioner Luke Francisco

Others Present: General Manager Kennedy, Finance Manager Betts, Electric Department Manager Goodell, Wastewater/Wastewater Department Manager Mattson, IT Coordinator Glusica, Administrative/HR Assistant Flannigan.

MEETING PROTOCOL POLICY

The GRPUC has adopted a Meeting Protocol Policy, which informs attendees of the GRPUC'S desire to conduct meetings in an orderly manner which welcomes all civil input from interested parties. If you are unaware of the policy, copies (gray color) are available at the GRPUC meeting room entrances.

APPROVAL OF MINUTES

- 1 20-0852 Consider a motion to approve the minutes of the December 18, 2019 special meeting and the December 18, 2019 regular meeting.

A motion was made by Secretary Greg Chandler, second by Commissioner Rick Blake, to approve the minutes of the December 18, 2019 special meeting and the December 18, 2019 regular meeting. The motion PASSED by unanimous vote.

PUBLIC FORUM

None present.

COMMISSION REPORTS

No items.

CONSENT AGENDA

- 2 20-0887 Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for December 2019.
Approved by consent voice vote.
- 3 19-0774 Consider a motion to accept a quotation from the League of Minnesota Cities Insurance Trust to provide the 2020 Worker's Compensation Insurance and authorize payment in the amount of \$84,827.00.
Approved by consent voice vote.
- 4 20-0888 Consider a motion to authorize the sale and/or disposal of surplus property.
Approved by consent voice vote.
- 5 20-0875 Consider a motion to authorize the sale of the 2000 International Vacon jetter/vac truck through means of public auction.
Approved by consent voice vote.
- 6 20-0891 Consider a motion to approve the purchase of a 2020 Dodge 1500 4X4 Truck in the amount of \$26,668.00 from Lake Woods Chrysler, Grand Rapids, MN and to authorize the sale of the existing Truck 64, a 1999 Chevy Blazer 4X4 through means of a public auction.
Approved by consent voice vote.

Approval of the Consent Agenda

A motion was made by Commissioner Rick Blake, second by Secretary Greg Chandler, approving the consent agenda as amended. The motion PASSED by unanimous voice vote.

SETTING OF REGULAR AGENDA

A motion was made by Commissioner Rick Blake, second by Secretary Greg Chandler, approving the Regular agenda as amended. The motion PASSED by unanimous vote.

ADMINISTRATION DEPARTMENT

- 8 20-0889 Review the Administration Department Report for the month of December.
General Manager Kennedy reviewed the December 2019 Administrative updates with the Commission, including the Wholesale Electric Service Cost.
Received and Filed

BUSINESS SERVICES DEPARTMENT

- 9 20-0883 Review the Business Services Department Report for the month of December.

Finance Manager Betts reviewed the Accounting and Finance Operations Report for December 2019 with the Commission.

Received and Filed

ELECTRIC DEPARTMENT

- 10 20-0884 Review the Electric Department Report for the month of December.

Electric Department Manager Goodell reviewed the Electric Department Operations Report for December 2019 with the Commission.

Received and Filed

- 10.a. 20-0892 Consider a motion to approve the purchase of a 2020 Ford Ranger 4X4 Super Cab Truck in the amount of \$25,582.40 from Midway Ford, Roseville, MN.

Electric Department Manager reviewed the change in request after review of bids received excluding taxes.

A motion was made by Secretary Greg Chandler, second by Commissioner Rick Blake, to approve the purchase of a 2020 GMC Canyon (T2M53) 4WD Extended Cab in the amount of \$25,264.00 from Ranger Chevrolet in Hibbing, MN. The motion PASSED by unanimous vote.

WATER AND WASTEWATER DEPARTMENT

- 11 20-0860 Review the Water and Wastewater Department Report for the month of December.

Manager Mattson reviewed the Wastewater and Wastewater Department Report for December 2019 with the Commission.

Received and Filed

SAFETY REPORT

- 12 20-0885 Review the Safety Report for the month of December.

General Manager Kennedy reviewed the Safety Report for December 2019 with the Commission.

Received and Filed

VERIFIED CLAIMS

- 13 20-0890 Consider a motion to approve the verified claims for December in the amount of \$2,118,553.78
Computer Check Register \$1,126,727.49
Manual Check Register \$991,826.29

A motion was made by Secretary Greg Chandler, second by Commissioner Rick Blake, a motion to approve the verified claims for December in the amount of \$2,118,553.78 (Computer Check Register \$1,126,727.49 and Manual Check Register \$991,826.29) The motion PASSED by unanimous vote.

ADJOURNMENT

The next Special Meeting/Work Session is scheduled for Tuesday, January 28, 2020 at 8:00 a.m. in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next Regular Meeting of the Commission is scheduled for Wednesday, February 12, 2020 at 4:00 p.m. in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

By call of the chair, the regular meeting was declared adjourned at 4:30 PM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.

PUBLIC UTILITIES COMMISSION

Accounts Payable

December 2019

(Meeting Date 01/15/20)

NAME	AMOUNT	NAME	AMOUNT
Amaril Uniform Company	610.43	Shred-It	793.07
Ameripride	205.83	Solenis	20,090.00
Aramark	125.89	Stuart Irby	1,090.78
Barnum Gate Services	1,740.48	TMS Johnson Inc	1,240.00
James Bocinsky	232.00	Trout Enterprises Inc	15.60
Border States Industries	3,917.46	United Rentals	477.73
Burggrafs Ace Hardware	541.42	Upkeep	2,880.00
Busy Bees Quality Cleaning	2,066.02	Viking Electric Supply	2,018.00
CE Power	21,900.00	Wells Fargo Business Cards	537.93
CW Technologies	15,313.07	Xerox Corporation	284.31
Call Net	995.00		
Cannon Technologies	4,502.00	Appliance Rebates:	
Carquest	483.25	Peggy Schagh	80.00
Casper Construction	811.25	Bonnie Muotka	80.00
City of Grand Rapids	2,136.15		
Cogsdale	309.07		
Cole Hardware	642.78		
Compass Minerals	3,779.54		
Dakota Supply Group	14.76		
Davis	1,955.01		
Door Service Inc	240.00		
Fastenal	11.82		
Gopher State One-Call	18.90		
Grainger	601.84		
Grand Rapids Herald Review	65.00		
Graybar Electric	1,074.09		
Hawkins Inc	11,610.70		
Her-U-Lift	1,335.12		
Industrial Lubricant	1,232.40		
Itasca County Treasurer	1,277.27		
Joes Garage	234.95		
KOZY	1,602.50		
Kaman Industrial Tech	242.63		
L & M Supply	442.87		
Lano, O'Toole & Bengston	504.00		
McMaster-Carr	2,485.61		
Steve Mattson	86.42		
Minnesota Power	979,651.63		
MN Lawn Care Pros	783.75		
NOS Automation LLC	1,120.00		
NTS	4,288.35		
North Central Laboratories	189.86		
Northern Business Products	4,198.33		
Novaspect	694.29		
Public Utilities Commission	8,661.27		
RMB Environmental Labs	392.00		
James Radtke	4,520.64		
Railroad Management Co	258.95		
Rapids Welding Supply	354.49		
S E H	5,725.00		
Sandstroms	953.98		
		TOTAL	1,126,727.49

DECEMBER 2019 MANUAL CHECK REGISTER

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>	
12/1/2019	4051	Wells Fargo Corporate Trust	107,572.50	
12/1/2019	4052	Wells Fargo Corporate Trust	478,722.50	
12/1/2019	4053	Health Partners	77,120.29	
12/1/2019	4054	Invoice Cloud	2,238.15	
12/2/2019	4055	Further	704.24	
12/4/2019	4056	Further	340.43	
12/6/2019	4057	Public Employees Retirement Association	14,500.58	
12/6/2019	4058	Minnesota Dept. of Revenue	4,298.15	
12/6/2019	4059	Wells Fargo Bank	24,845.26	
12/6/2019	4060	Empower Retirement	8,472.68	
12/6/2019	4061	Further	2,839.16	
12/11/2019	4062	Further	312.37	
12/18/2019	4063	Minnesota Department of Revenue	49,941.00	
12/19/2019	4064	Public Employees Retirement Association	14,219.34	
12/19/2019	4065	Minnesota Dept. of Revenue	4,208.13	
12/19/2019	4066	Wells Fargo Bank	24,330.03	
12/19/2019	4067	Empower Retirement	8,402.80	
12/20/2019	4068	Further	2,914.16	
12/26/2019	4069	Further	104.89	
12/18/2019	4070	Further	683.50	
12/31/2019	4071	Empower Retirement	1,236.95	
12/3/2019	75818	Customer Refunds- Bryce Firth	107.09	
12/3/2019	75819	Customer Refunds- Michael Pelleymounter	50.59	
12/3/2019	75820	Customer Refunds- Larry Pickeral	273.37	
12/3/2019	75821	Customer Refunds- Kathleen Vallaro	19.08	
12/3/2019	75822	Customer Refunds- Kayla Box	102.37	
12/3/2019	75823	Customer Refunds- Taylor Bialke & Mariah Munnell	30.70	
12/3/2019	75824	Customer Refunds- Kyle Koopmeiners	26.17	
12/3/2019	75825	Customer Refunds- Ryan Molick	124.68	
12/4/2019	75826	Minnesota Energy Resources Corp.	45.00	
12/4/2019	75827	United Parcel Service	39.88	
12/6/2019	75828	MN Child Support Payment Center	277.34	
12/6/2019	75829	Minnesota Benefit Association	111.57	
12/6/2019	75830	NCPERS Group Life Ins	128.00	
12/9/2019	75831	Customer Refunds- Shelly Manthey	126.96	
12/9/2019	75832	Postage By Phone System	3,000.00	
12/9/2019	75833	Customer Refunds- Donna Thomas	98.93	
12/9/2019	75834	Customer Refunds- Andrews Funeral Services	57.68	
12/9/2019	75835	Customer Refunds- Paula Hanson	41.71	
12/9/2019	75836	Customer Refunds- Allison Israelson & Katelyn Wood	19.05	
12/9/2019	75837	Customer Refunds- Amanda May	48.50	
12/9/2019	75838	Customer Refunds- Spring Niles	43.89	
12/9/2019	75839	Customer Refunds- Greg P Olson	115.04	
12/9/2019	75840	O.D.C.	2,180.62	**
12/9/2019	75841	O.D.C.	16,382.28	**
12/10/2019	75843	Larson, Robert	161.10	
12/10/2019	75844	Minnesota Energy Resources Corp.	12.86	
12/10/2019	75845	Riley, Joseph	129.99	
12/10/2019	75846	Bowers, Jake	349.98	
12/12/2019	75847	Dickie, Brett	108.00	
12/12/2019	75848	Gustafson, Doug	141.10	
12/12/2019	75849	Thomsen, Shannon	231.42	
12/18/2019	75850	Customer Refunds- Mimi Mildred E Wilson	43.89	
12/18/2019	75851	Customer Refunds- Bradley Lewis & Andrew Dreas	99.89	

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
12/18/2019	75852	Customer Refunds- Deirdre Johnston	24.40
12/18/2019	75853	Customer Refunds- Ziigwan Frazer	91.05
12/18/2019	75854	Bocinsky, James	139.99
12/18/2019	75855	United Parcel Service	122.14
12/18/2019	75856	UNUM Life Insurance Co of America	2,725.99
12/18/2019	75857	League of Minnesota Cities	43,242.00 **
12/20/2019	75952	MN Child Support Payment Center	277.34
12/20/2019	75953	Minnesota Council 65	1,767.00
12/20/2019	75954	Minnesota Dept. of Health	5,210.00
12/20/2019	75955	City of Grand Rapids	489.73
12/27/2019	75956	City of LaPrairie	12,873.22
12/27/2019	75957	Customer Refunds- Nycole Braun	71.01
12/27/2019	75958	Customer Refunds- Chelsea Anderson	14.92
12/27/2019	75959	Customer Refunds- Kathleen Johnson	68.34
12/27/2019	75960	First Net / AT & T Mobility	295.14
12/27/2019	75961	Minnesota Energy Resources Corp.	467.21
12/27/2019	75962	Minnesota Pollution Control Agency	1,800.00
12/27/2019	75963	Verizon Wireless	625.89
12/30/2019	75964	City of Grand Rapids	994.50
12/31/2019	75965	City of Grand Rapids	57,073.13
12/30/2019	75966	City of Grand Rapids	72,333.33
12/30/2019	75967	Customer Refunds- Sandra & Allen Plemel	4.25
12/31/2019	75969	Minnesota Energy Resources Corp.	19.77
12/31/2019	75970	Thelen, James G	165.00
			<hr/>
		Checks Previously Approved	61,804.90 **
		Manual Checks to be approved	991,826.29
		TOTAL MANUAL CHECKS	<hr/> 1,053,631.19



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Wednesday, February 12, 2020

4:00 PM

Conference Room of Public Utilities Service Center

CALL TO ORDER

Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Public Utilities Commission was held on Wednesday, February 12, 2020 at 4:00 p.m. in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

CALL OF ROLL

Present 4 - President Tom Stanley, Secretary Greg Chandler, Commissioner Rick Blake, and Commissioner Luke Francisco

Absent 1 - Commissioner Kathy Kooda

Others Present: General Manager Kennedy, Finance Manager Betts, Electric Department Manager Goodell, Wastewater/Wastewater Department Manager Mattson, Administrative/HR Assistant Flannigan.

MEETING PROTOCOL POLICY

The GRPUC has adopted a Meeting Protocol Policy, which informs attendees of the GRPUC'S desire to conduct meetings in an orderly manner which welcomes all civil input from interested parties. If you are unaware of the policy, copies (gray color) are available at the GRPUC meeting room entrances.

APPROVAL OF MINUTES

- 1 20-0918 Consider approving the minutes of the January 15, 2020 regular meeting, the January 28, 2020 special meeting/work session, and the January 28, 2020 closed meeting.

A motion was made by Secretary Greg Chandler, seconded by Rick Blake, to approve the minutes of the January 15, 2020 regular meeting, the January 28, 2020 special meeting/work session, and the January 28, 2020 closed meeting. The motion PASSED by unanimous vote.

CITY TREASURER'S REPORT AND INVESTMENT ACTIVITY REPORT

- 2 20-0934 Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for January 2020.
- Finance Manager Betts reviewed the City Treasurer's Report and Investment Activity Report for January 2020 with the Commission.*
- A motion was made by Rick Blake, seconded by Commissioner Luke Francisco, to approve the City Treasurer's Report and the Investment Activity Report for January 2020. The motion PASSED by unanimous vote.**

PUBLIC FORUM

None Present.

COMMISSION REPORTS

Commissioner Blake reported on the relocation of the utilities for the trail project and thanked Secretary Chandler for his years of service on the Grand Rapids Public Utilities Commission.

CONSENT AGENDA

No items.

SETTING OF REGULAR AGENDA

A motion was made by Rick Blake, seconded by Secretary Greg Chandler, to approve the Regular Agenda as presented. The motion PASSED by unanimous vote.

ADMINISTRATION DEPARTMENT

- 3 20-0931 Review the February Administration Department Report.
- General Manager Kennedy reviewed the February Administrative Department Report with the Commission.*
- Received and Filed**
- 4 20-0937 Consider a motion to declare that a vacancy exists and authorize the posting and/or advertising to fill the position of Journey Line Worker in the Electric Department.
- A motion was made by Commissioner Luke Francisco, seconded by Rick Blake, to declare that a vacancy exists and authorize the posting and/or advertising to fill the position of Journey Line Worker in the Electric Department. The motion PASSED by unanimous vote.**

- 5 20-0929 Consider a motion to approve the full lump sum merit pay allowed in the General Manager's employment contract based on the Commissioner's evaluation of her 2019 performance.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Luke Francisco, to approve the full lump sum merit pay allowed in the General Manager's employment contract based on the Commissioner's evaluation of her 2019 performance. The motion PASSED by unanimous vote.

BUSINESS SERVICES DEPARTMENT

- 6 20-0935 Review the February Business Services Department Report.

Finance Manager Betts reviewed the February Business Services Department Report with the Commission.

Received and Filed

ELECTRIC DEPARTMENT

- 7 20-0932 Review the February Electric Department Report.

Electric Department Manager Goodell reviewed the February Electric Department Report with the Commission.

Received and Filed

WATER AND WASTEWATER DEPARTMENT

- 8 20-0933 Review the February Water and Wastewater Department Report.

Wastewater/Wastewater Department Manager Mattson reviewed the February Water and Wastewater Department Report with the Commission.

Received and Filed

SAFETY REPORT

- 9 20-0930 Review the February Safety Report.

General Manager Kennedy reviewed the February Safety Report with the Commission.

Received and Filed

VERIFIED CLAIMS

- 10 20-0936 Consider a motion to approve the verified claims for January in the amount of \$1,781,066.66
Computer Check Register \$1,153,490.02
Manual Check Register \$627,576.64

A motion was made by Commissioner Luke Francisco, seconded by Secretary Greg Chandler, to approve the verified claims for January in the amount of \$1,781,066.66 (Computer Check Register \$1,153,490.02 and Manual Check Register \$627,576.64). The motion PASSED by unanimous vote.

On behalf of the City of Grand Rapids and the Grand Rapids Public Utilities Commission, President Stanley thanked Secretary Chandler and presented him with a plaque in recognition of twelve years of service on the Grand Rapids Public Utilities Commission.

ADJOURNMENT

By call of the chair, the regular meeting was declared adjourned at 4:47 PM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.

The next Special Meeting/Work Session is scheduled for Tuesday, February 25, 2020 at 8:00 a.m. in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next Regular Meeting of the Commission is scheduled for Wednesday, March 11, 2020 at 4:00 p.m. in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

PUBLIC UTILITIES COMMISSION
ACCOUNTS PAYABLE
January 2020
(Mtg Date 2/12/2020)

NAME	AMOUNT	NAME	AMOUNT
Amaril Uniform Company	203.25	Solenis	19,204.40
American Public Power Assoc	4,560.00	Stuart Irby	6,364.26
American Water Works Association	324.00	Superior Ales LLC (Boulder Tap Hse)	1,105.74
Ameripride	205.83	TNT Aggregates, LLC	56,065.96
Badger State Inspection LLC	8,898.00	Telcologix LLC	695.00
Barnum Gate Services	157.34	Total Tool Supply	1,079.49
Border States Industries	641.55	Treasure Bay Printing	1,994.80
Busy Bees Quality Cleaning	2,066.64	USA Bluebook	109.59
CW Technologies	300.00	Viking Electric Supply	1,305.31
Call Net	995.00	Wesco	638.16
Carquest	455.34	Zeigler	1,092.67
City of Grand Rapids	2,581.36		
Cole Hardware	445.95	Appliance Rebates:	
Compass Minerals	3,304.38	Tim & Melisa Schultz	80.00
Electric Pump	1,176.74	Michelle Heikkila	80.00
Fastenal	963.83		<hr/>
Ferguson	29.55	TOTAL	1,153,490.02
Gopher State One-Call	50.00		
Grainger	1,674.74		
Graybar Electric	214.62		
Hach	129.58		
Harcros	5,558.40		
Hawkins Inc	12,057.10		
Industrial Lubricant	71.95		
Itasca Computer Resources	4,516.34		
Itasca County Treasurer	1,629.91		
Itasca Utilities Inc	6,302.50		
KOZY	882.00		
L & M Supply	261.40		
Lano, O'Toole & Bengston	288.00		
McMaster-Carr	5,942.19		
Mars Supply	1,029.95		
Steve Mattson	78.78		
Minnesota Municipal Utilities Association	30,426.00		
Minnesota Power	932,922.79		
Minuteman Press	130.65		
NEMMPA	2,000.00		
NOS Automation LLC	1,680.00		
Northern Business Products	511.95		
Northern Drug Screening	40.00		
Novaspect	12,666.97		
Paramount Safety & Training	52.00		
Precision Company Inc	464.92		
RMB Environmental Labs	364.00		
James Radtke	4,112.64		
Resco	269.80		
S E H	8,743.10		
Sandstroms	793.60		
Scooters Septic Company	500.00		

JANUARY 2020 MANUAL CHECK REGISTER

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
1/6/2020	4072	Public Employees Retirement Association	14,349.40
1/6/2020	4073	Minnesota Dept. of Revenue	4,002.87
1/6/2020	4074	Wells Fargo Bank	24,033.96
1/6/2020	4075	Empower Retirement	8,449.88
1/2/2020	4076	Northeast Service Cooperative	4,118.00
1/2/2020	4077	Health Partners	72,779.37
1/6/2020	4078	Further	93,560.41
1/2/2020	4079	Further	103.44
1/8/2020	4080	Further	156.60
1/15/2020	4081	Minnesota Department of Revenue	118.00
1/15/2020	4082	Minnesota Department of Revenue	50,601.00
1/17/2020	4083	Public Employees Retirement Association	15,002.66
1/17/2020	4084	Minnesota Dept. of Revenue	4,287.97
1/17/2020	4085	Wells Fargo Bank	25,561.64
1/17/2020	4086	Empower Retirement	8,837.03
1/17/2020	4087	Further	2,760.41
1/23/2020	4088	Further	69.85
1/16/2020	4089	TASC	72.15
1/3/2020	4090	Invoice Cloud	2,174.15
1/31/2020	4091	Public Employees Retirement Association	14,516.05
1/31/2020	4092	Minnesota Dept. of Revenue	4,301.80
1/31/2020	4093	Wells Fargo Bank	25,500.44
1/31/2020	4094	Empower Retirement	8,778.95
1/3/2020	75971	MacQueen Equipment, Inc.	541,676.00 **
1/6/2020	75972	Minnesota Benefit Association	111.57
1/6/2020	75973	MN Child Support Payment Center	277.34
1/6/2020	75974	NCPERS Group Life Ins	128.00
1/8/2020	75975	Postage By Phone System	3,000.00
1/15/2020	75976	Verizon Wireless	377.11
1/15/2020	75977	Minnesota Pollution Control Agency	45.00
1/15/2020	75978	Dimich, Corey	279.87
1/15/2020	75979	Chad's Meat Wagon	750.00
1/17/2020	76047	League of Minnesota Cities	84,827.00 **
1/17/2020	76048	UNUM Life Insurance Co of America	2,364.67
1/17/2020	76049	Minnesota Council 65	1,767.00
1/17/2020	76050	MN Child Support Payment Center	277.34
1/21/2020	76051	Customer Refunds- Florence Sorensen	3.78
1/21/2020	76052	Customer Refunds- Ronald Hardy	7.51
1/21/2020	76053	Customer Refunds- Central Builders	39.01
1/22/2020	76054	Customer Refunds- Michael J Carlson	49.12
1/22/2020	76055	Customer Refunds- Carrie Anderson	98.96
1/22/2020	76056	Customer Refunds- Blake P Gaddie	112.04
1/22/2020	76057	Customer Refunds- Krista M Tibury	59.56
1/23/2020	76058	Postage By Phone System	3,000.00
1/27/2020	76059	Stoltz, Gary	89.99
1/27/2020	76060	First Net / AT & T Mobility	398.22
1/27/2020	76061	Verizon Wireless	623.91
1/29/2020	76073	City of LaPrairie	12,388.59
1/31/2020	76074	MN Child Support Payment Center	277.34
1/31/2020	76075	City of Grand Rapids	58,759.81
1/31/2020	76076	City of Grand Rapids	994.50
1/31/2020	76077	City of Grand Rapids	72,333.37
		Checks Previously Approved	541,676.00 **
		Manual Checks to be approved	627,576.64
		TOTAL MANUAL CHECKS	1,169,252.64



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Tuesday, February 25, 2020

8:00 AM

Conference Room of Public Utilities Service Center

CALL TO ORDER

Pursuant to due notice and call thereof, a Special Meeting of the Grand Rapids Public Utilities Commission was held on Tuesday, February 25, 2020 at 8:00 a.m. in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

CALL OF ROLL

Present 3 - President Tom Stanley, Commissioner Rick Blake, and Commissioner Luke Francisco

Absent 2 - Secretary Greg Chandler, and Commissioner Kathy Kooda

Others Present: Finance Manager Betts, Electric Department Manager Goodell, Wastewater/Wastewater Department Manager Mattson, Administrative/HR Assistant Flannigan, Information Systems Coordinator Glusica.

MEETING PROTOCOL POLICY

The GRPUC has adopted a Meeting Protocol Policy, which informs attendees of the GRPUC'S desire to conduct meetings in an orderly manner which welcomes all civil input from interested parties. If you are unaware of the policy, copies (gray color) are available at the GRPUC meeting room entrances.

ADMINISTRATION DEPARTMENT

- 1 20-0961 Consider a motion to approve the Mid-month Accounts Payable list in the amount of \$51,778.65.

 A motion was made by Commissioner Luke Francisco, seconded by Rick Blake, to approve the Mid-month Accounts Payable list in the amount of \$51,778.65. The motion PASSED by unanimous vote.

- 2 20-0962 Governance - SharePoint tutorial and explanation of governance documents uploaded for March work session discussion.

 Information Systems Coordinator Glusica gave a presentation and tutorial on the Microsoft Office SharePoint document management and storage system software.

3 20-0963 Solar plus storage project update

Electric Department Manager Goodell gave an update on the Solar Plus Battery Storage Project. The project will be on the March 18, 2020 GRPUC meeting agenda for discussion and possible action.

ADJOURNMENT

By call of the chair, the regular meeting was declared adjourned at 9:18 AM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.

The next Special Meeting/Work Session is scheduled for Tuesday, February 25 , 2020 at 8:00 a.m. in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

The next Regular Meeting of the Commission scheduled for Wednesday, March 11, 2020 at 4:00 p.m. was rescheduled to Wednesday, March 18, 2020 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

PUBLIC UTILITIES COMMISSION
Accounts Payable
January 2020 #3 (Worksession) 2/25/20

NAME	AMOUNT
Burggraf's Ace Hardware	155.81
CW Technology	4,632.00
Casper Construction	287.50
City of Grand Rapids	549.85
Davis Oil	1,712.50
Dig-Smart LLC	4,000.00
Figgins Truck & Trailer Repair	1,965.81
Grainger	409.10
Graybar	571.61
Hach	139.00
Hawkins Inc	10,880.89
Hawkinson Sand and Gravel	34.97
Karen Hillman	14.35
GRAFA	150.00
GRAHA	500.00
Joe's Garage	1,212.26
Johnson, Killen & Seiler	151.80
L & M Supply	161.33
Minn Dept of Public Safety	125.00
NTS	8,448.75
Nextera	604.27
North Central Laboratories	279.27
Power Process Equip, Inc	924.15
Public Utilities Commission	8,120.72
Rapids Welding Supply	23.50
Scooter Septic Service	400.00
Seelye Eiler	184.44
Shred-It	748.25
US Bank Equipment	347.30
Wells Fargo Business Card (Mattson)	755.00
Wells Fargo Business Card (Kennedy)	230.00
Wells Fargo Business Card (Flannigan)	128.77
Wells Fargo Business Card (Betts)	867.29
Wells Fargo Business Card (Goodell)	2,063.16
TOTAL	51,778.65



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Wednesday, March 18, 2020

4:00 PM

Conference Room of Public Utilities Service Center

CALL TO ORDER

Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Public Utilities Commission was held on Wednesday, March 18, 2020 at 4:00 p.m. in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

CALL OF ROLL

President Tom Stanley noted Commissioner Luke Francisco was absent with notice per the GRPUC COVID-19 quarantine protocol currently being implemented.

President Tom Stanley introduced newly appointed Commissioner Richard Smith.

Present 4 - President Tom Stanley, Commissioner Rick Blake, Secretary Kathy Kooda, and Commissioner Richard Smith

Absent 1 - Commissioner Luke Francisco

Others Present: General Manager Kennedy, Finance Manager Betts, Electric Department Manager Goodell, Wastewater/Wastewater Department Manager Mattson, Administrative/HR Assistant Flannigan.

MEETING PROTOCOL POLICY

The GRPUC has adopted a Meeting Protocol Policy, which informs attendees of the GRPUC'S desire to conduct meetings in an orderly manner which welcomes all civil input from interested parties. If you are unaware of the policy, copies (gray color) are available at the GRPUC meeting room entrances.

APPROVAL OF MINUTES

- 1 20-0992 Consider a motion to approve the minutes of the February 12, 2020 regular meeting and the February 25, 2020 special meeting/work session.

A motion was made by Commissioner Rick Blake, seconded by President Tom Stanley, to approve the minutes of the February 12, 2020 regular meeting and the February 25, 2020 special meeting/work session. The motion PASSED by unanimous vote.

PUBLIC FORUM

None present.

COMMISSION REPORTS

Commissioner Kooda thanked the GRPUC staff team that participated in the Frozen Fairways Golf Classic on February 29th on Forest Lake, sponsored by the Grand Rapids Downtown Business Association and Woodland Bank as a fundraiser to support the local Boys and Girls Club of Grand Rapids and Greenway.

Commissioner Blake reported the the Minnesota Municipal Utilities Association Legislative Conference scheduled for March 31st - April 1st in St. Paul has been cancelled.

CONSENT AGENDA

- 2 20-0989 Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for February 2020.
Approved by consent voice vote.
- 4 20-0995 Consider a motion to approve the purchase of the WAS pump and by accepting the quote from Electric Pump for \$21,880 (pump, rail kit, service cart).
Approved by consent voice vote.
- 5 20-0997 Consider a motion to approve the purchase of the gearbox for Lightnin mixer model 781Q125 by accepting the quote from Trident Process/SPX Flow for \$27,876.
Approved by consent voice vote.
- 3 20-0986 Consider a motion to authorize the sale and/or disposal of surplus property.
Approved by consent voice vote.

Approval of the Consent Agenda

A motion was made by Commissioner Rick Blake, seconded by Commissioner Kathy Kooda to approve the consent agenda as presented. The motion PASSED by unanimous voice vote.

SETTING OF REGULAR AGENDA

A motion was made by Commissioner Kathy Kooda, seconded by Commissioner Rick Blake, to approve the regular agenda as presented. The motion PASSED by unanimous vote.

- 6 19-0775 Consider the election of the 2020 GRPU Commission Officers:
 - GRPUC President
 - GRPUC Secretary

President Tom Stanley called for nominations for the office of President.

A motion was made by Commissioner Kathy Kooda, seconded by Commissioner Rick Blake, to nominate President Tom Stanley for the office of President. Upon further call for nominations, no other nominations were placed. President Tom Stanley accepted the nomination. The motion PASSED by unanimous vote.

President Tom Stanley called for nominations for the office of Secretary.

A motion was made by Commissioner Rick Blake, seconded by Commissioner Richard Smith to nominate Commissioner Kathy Kooda for the office of Secretary. Upon further call for nominations, no other nominations were placed. Commissioner Kathy Kooda accepted the nomination. The motion PASSED by unanimous vote.

ADMINISTRATION DEPARTMENT

- 7 20-0985 Review the March Administration Department Report.

General Manager Kennedy reviewed the March Administrative Department Report with the Commission.

Received and Filed

BUSINESS SERVICES DEPARTMENT

- 8 20-0990 Review the March Business Services Department Report.

Finance Manager Betts reviewed the March Business Services Department Report with the Commission.

Received and Filed

ELECTRIC DEPARTMENT

- 9 20-0996 Review the March Electric Department Report.

Electric Department Manager Goodell reviewed the March Electric Department Report with the Commission.

Received and Filed

- 10 20-0998 Solar plus Storage Project Update.

General Manager Julie Kennedy reported that the GRPUC is currently waiting for further information on the Solar Plus Battery Storage Project for further review with the Commission.

WATER AND WASTEWATER DEPARTMENT

- 11 20-0988 Review the March Water and Wastewater Department Report.

Wastewater/Wastewater Department Manager Mattson reviewed the March Water and Wastewater Department Report with the Commission.

Received and Filed

SAFETY REPORT

- 12 20-0984 Review the March Safety Report.

General Manager Kennedy reviewed the March Safety Report with the Commission.

Received and Filed

VERIFIED CLAIMS

- 13 20-0991 Consider a motion to approve the verified claims for February in the amount of \$1,943,461.08
Computer Check Register \$1,198,190.64
Manual Check Register \$745,270.44

A motion was made by Commissioner Rick Blake, seconded by Commissioner Kathy Kooda, to approve the verified claims for February in the amount of \$1,943,461.08 (Computer Check Register \$1,198,190.64 and Manual Check Register \$745,270.44). The motion PASSED by unanimous vote.

ADJOURNMENT

The next Regular Meeting of the Commission is scheduled for Wednesday, April 15, 2020 at 4:00 p.m. in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

By call of the chair, the regular meeting was declared adjourned at 4:43 PM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.

PUBLIC UTILITIES COMMISSION**Accounts Payable****February 2020 #1****(Mtg Date 3/18/2020)**

NAME	AMOUNT	NAME	AMOUNT
APG Media	992.50	Radtke Trucking	4,455.36
Amaril Uniform Company	1,487.10	Rapid Pest Control	101.75
Ameripride	216.19	Rapids Welding Supply	104.03
Arrow Embroidery	129.00	RoDon Corporation	3,990.00
Automation Direct	79.00	S & S Meats	469.45
BME Lab & Science	1,026.99	Sandstroms	837.53
Border States Industries	312.50	Schweitzer Engineering Laboratories	15,400.00
Burgraffs Ace Hardware	260.06	Slipstream	600.64
Busy Bees Quality Cleaning	1,991.64	Solenis	25,371.97
CW Technologies	4,445.00	Stuart Irby	22,207.72
Call Net	995.00	Swanson Flo	216.36
Cannon Technologies	37,878.72	Treasure Bay Printing	98.95
Casper Construction	470.00	United Truck Body	7,780.53
City of Grand Rapids	8,616.40	Viking Electric Supply	1,554.50
Cole Hardware	510.98	Wells Fargo Business Card (Mattson)	2,796.30
Compass Minerals	3,307.72	Wells Fargo Business Card (Kennedy)	230.00
Core & Main	15,284.00	Wells Fargo Business Card (Flannigan)	207.63
Dakota Supply Group	127.22	Wells Fargo Business Card (Betts)	429.16
Environmental Resource Assoc	629.81	Wesco	4,814.20
Fastenal	529.50	YRC Freight	222.89
Jeff Frost	728.80	Xerox	184.89
Gopher State One-Call	41.85	Appliance Rebates:	
Grace House	1,338.07	James Dingmann	50.00
Grainger	4,450.12	Layne Chiodo	50.00
Hach	419.33	Mark & Cortney Orstad	80.00
Hawkins Inc	16,920.00		
Infinity Graphix & DeSigns	112.00	TOTAL	1,198,190.64
Itasca County Treasurer	978.36		
Jobs HQ	1,800.00		
KOZY	882.00		
Kaman Industrial Technologies	1,869.90		
L & M Supply	254.26		
Lake Country Power	5,520.00		
Lano, O'Toole & Bengston	198.00		
McMaster-Carr	1,526.11		
Steve Mattson	58.08		
Metro Sales Inc	697.71		
Mn Dept of Commerce	3084.76		
Minnesota Pollution Control Agency	400.00		
Minnesota Power	919,292.14		
Minuteman Press	195.82		
Nalco Water	173.25		
Nextera Communications	594.66		
North Central Laboratories	220.49		
Northern Business Products	337.88		
Otis	1,972.32		
Pace Analytical	96.00		
Pitney Bowes	2,274.96		
Polydyne Inc	52,992.16		
Public Utilities Commission	6,659.42		
RMB Environmental Labs	559.00		

FEBRUARY 2020 MANUAL CHECK REGISTER

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
2/1/2020	4095	Wells Fargo Corporate Trust	114,168.75
2/3/2020	4096	US Bank, N.A.	173,443.75
2/3/2020	4097	Health Partners	71,270.58
2/3/2020	4098	Northeast Service Cooperative	4,034.00
2/14/2020	4099	Public Employees Retirement Association	14,211.92
2/14/2020	4100	Minnesota Dept. of Revenue	3,971.12
2/14/2020	4101	Wells Fargo Bank	23,961.78
2/14/2020	4102	Empower Retirement	8,589.69
2/2/2020	4103	Invoice Cloud	2,259.95
2/10/2020	4104	Further	2,785.41
2/20/2020	4105	Minnesota Department of Revenue	56,344.00
2/19/2020	4106	Further	192.49
2/24/2020	4107	Public Employees Retirement Association	519.12
2/24/2020	4108	Minnesota Dept. of Revenue	209.73
2/24/2020	4109	Wells Fargo Bank	1,305.60
2/24/2020	4110	Empower Retirement	222.48
2/28/2020	4111	Public Employees Retirement Association	14,805.70
2/28/2020	4112	Minnesota Dept. of Revenue	4,205.51
2/28/2020	4113	Wells Fargo Bank	25,216.14
2/28/2020	4114	Empower Retirement	8,849.38
2/5/2020	76078	Minnesota Department of Natural Resource	3,344.59
2/5/2020	76079	Green, Doug	129.99
2/5/2020	76080	Minnesota Energy Resources Corp.	18.00
2/5/2020	76081	U.S. Post Office	150.00
2/6/2020	76082	Customer Refunds- Mitchell Nelson	99.01
2/10/2020	76083	Customer Refunds- C Jaeger & W Wilson	13.49
2/10/2020	76084	Customer Refunds- Donald & Janice Uggl	133.66
2/10/2020	76085	Customer Refunds- Teri Holum	108.11
2/10/2020	76086	Customer Refunds- Marlon A Bergeman	26.89
2/10/2020	76087	Customer Refunds- Candice Rogers	16.82
2/10/2020	76088	Customer Refunds- Paul Lewin	18.99
2/10/2020	76089	Wells Fargo Corporate Trust	17,959.84
2/13/2020	76090	Customer Refunds- Lakeview Loan Servicing	22.59
2/13/2020	76091	Customer Refunds- Cavson Holdings	31.75
2/14/2020	76154	MN Child Support Payment Center	277.34
2/14/2020	76155	NCPERS Group Life Ins	128.00
2/18/2020	76156	Postage By Phone System	3,000.00
2/18/2020	76157	Grand Rapids Area Community Foundation	436.61
2/18/2020	76158	Minnesota Energy Resources Corp.	472.61
2/18/2020	76159	Ruder, Rodney	230.73
2/18/2020	76160	United Parcel Service	145.15
2/20/2020	76161	Customer Refunds- H Tucker & Lisa Johnson	29.58
2/20/2020	76162	Customer Refunds- Housing & Redevlop Authority	33.12
2/20/2020	76163	Customer Refunds- Helen Wilson	164.00
2/20/2020	76164	Customer Refunds- Michael Kellin	67.59
2/20/2020	76165	Customer Refunds- Barb & Jeff Powers	33.65
2/21/2020	76166	Blanchard, Jason	186.55
2/21/2020	76167	Further	294.40
2/21/2020	76168	O.D.C.	726.25
2/21/2020	76169	Thelen, James G	490.10
2/21/2020	76170	Thomsen, Shannon	143.99
2/21/2020	76171	United Parcel Service	30.35
2/21/2020	76172	Verizon Wireless	932.72
2/21/2020	76173	John Deere Financial	34,520.33
2/24/2020	76174	Schultz, Tim & Melisa	50.00

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
2/25/2020	76175	Customer Refunds- Nellie Bea Photography	124.37
2/26/2020	76176	Bridge, Troy	151.99
2/26/2020	76177	First Net / AT & T Mobility	440.35
2/26/2020	76178	UNUM Life Insurance Co of America	2,557.85
2/27/2020	76179	City of LaPrairie	12,819.87
2/27/2020	76211	Customer Refunds- Whitney Kingsley	95.86
2/28/2020	76212	City of Grand Rapids	58,674.08
2/28/2020	76216	City of Grand Rapids	994.50
2/28/2020	76217	City of Grand Rapids	72,333.33
2/28/2020	76218	MN Child Support Payment Center	277.34
2/28/2020	76219	Minnesota Council 65	1,767.00
		Checks Previously Approved	0.00
		Manual Checks to be approved	745,270.44
		TOTAL MANUAL CHECKS	745,270.44



CITY OF GRAND RAPIDS

Minutes - Final - Final Public Utilities Commission

Wednesday, April 15, 2020

4:00 PM

Conference Room of Public Utilities Service Center

CALL TO ORDER

Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Public Utilities Commission was held on Wednesday, April 15, 2020 at 4:00 p.m. in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street, Grand Rapids, Minnesota.

20-1035

Acknowledge Notice of Regular Meeting of the Grand Rapids Public Utilities Commission by Telephone or Electronic Means.

President Tom Stanley called the meeting to order, stating this is a regularly scheduled meeting of the Grand Rapids Public Utilities Commission, and is being held via conference call pursuant to Minnesota Statutes 13D.021 in response to the COVID 19 emergency. As required by the statute, all votes will be conducted by roll call so each member's vote on each issue can be identified and recorded. Conference call instructions were provided in the agenda. The public will be allowed to speak during the public forum.

CALL OF ROLL

COMMISSIONERS: To access conference bridge: Dial in to 218-326-7680

When prompted for conference #, enter 1, When prompted for PIN, enter 2468

President Tom Stanley announced the Roll Call, requesting members of the Commission present in the Meeting Room or participating by conference call to please indicate their presence by stating "here" as he called their names. Present in the meeting room were President Tom Stanley and Commissioner Rick Blake. Present via telephone conference call were Commissioner Kathy Kooda, Commissioner Luke Francisco, and Commissioner Rick Smith.

Present 5 - President Tom Stanley, Commissioner Rick Blake, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Richard Smith

Others Present in the meeting room: General Manager Kennedy and Electric Department Manager Goodell. Present via telephone conference call: Finance Manager Betts, Wastewater/Wastewater Department Manager Mattson, and Administrative/HR Assistant Flannigan.

MEETING PROTOCOL POLICY

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APPROVAL OF MINUTES

- 1 20-1021 Consider a motion to approve the minutes of the March 18, 2020 regular meeting.

A motion was made by Commissioner Rick Blake, seconded by Secretary Kathy Kooda, to approve the minutes of the March 18, 2020 regular meeting as amended by President Tom Stanley to note "Commissioner Luke Francisco was absent with notice per the GRPUC COVID-19 quarantine protocol currently being implemented". The motion carried by the following vote.

Aye: 5 - President Tom Stanley, Commissioner Rick Blake, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Richard Smith

PUBLIC FORUM

None present.

COMMISSION REPORTS

No items.

CONSENT AGENDA

- 2 20-1033 Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for March 2020.

Approved by consent roll call vote.

Approval of the Consent Agenda

A motion was made by Commissioner Luke Francisco, seconded by Commissioner Rick Blake, to Approve the Consent Agenda, as amended to remove Item 3 to be placed on the Regular Agenda. The motion carried by the following vote

Aye: 5 - President Tom Stanley, Commissioner Rick Blake, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Richard Smith

SETTING OF REGULAR AGENDA

A motion was made by Secretary Kathy Kooda, seconded by Commissioner Richard Smith, to approve setting of the Regular Agenda, as amended to include Item 3 removed from the Consent Agenda. The motion CARRIED by the following vote:

Aye: 5 - President Tom Stanley, Commissioner Rick Blake, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Richard Smith

ADMINISTRATION DEPARTMENT

- 3 20-1029 Consider a motion to approve the professional services agreement with Widseth Smith Nolting & Associates Inc. (WSN) for the 2020 Electric Distribution Study.

A motion was made by Commissioner Rick Blake, seconded by Secretary Kathy Kooda, to table considering approval of the professional services agreement with Widseth Smith Nolting & Associates Inc. (WSN) for the 2020 Electric Distribution Study to the next regular meeting. The motion carried by the following vote.

Aye: 5 - President Tom Stanley, Commissioner Rick Blake, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Richard Smith

- 4 20-1023 Review the April Administration Department Report.

General Manager Kennedy reviewed the April Administrative updates with the Commission.

Received and Filed

BUSINESS SERVICES DEPARTMENT

- 5 20-1032 Review the April Business Services Department Report.

Finance Manager Betts reviewed the April Business Services Department Report with the Commission.

Received and Filed

ELECTRIC DEPARTMENT

- 6 20-1028 Review the April Electric Department Report.

Electric Department Manager Goodell reviewed the April Electric Department Report with the Commission.

Received and Filed

- 7 20-1031 Consider a motion to request that Minnesota Power enter into final negotiations with the preferred developer for the GRPU Solar plus Energy Storage Project.

A motion was made by Commissioner Rick Blake, seconded by Secretary Kathy Kooda, to approve a request that Minnesota Power enter into final negotiations with the preferred developer for the GRPU Solar plus Energy Storage Project. The motion carried by the following vote.

Aye: 5 - President Tom Stanley, Commissioner Rick Blake, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Richard Smith

WATER AND WASTEWATER DEPARTMENT

- 8 20-1022 Review the April Water and Wastewater Department Report.
- Wastewater/Wastewater Department Manager Mattson reviewed the April Water and Wastewater Department Report with the Commission.*
- Received and Filed**

SAFETY REPORT

- 9 20-1024 Review the April Safety Report.
- General Manager Kennedy reviewed the April Safety Report with the Commission.*
- Received and Filed**

VERIFIED CLAIMS

- 10 20-1034 Consider a motion to approve the verified claims for March in the amount of \$1,459,108.56
Computer Check Register \$1,019,016.68
Manual Check Register \$440,091.88
- A motion was made by Commissioner Rick Blake, seconded by Secretary Kathy Kooda, to approve the verified claims for March in the amount of \$1,459,108.56 (Computer Check Register-\$1,019,016.68 and Manual Check Register-\$440,091.88). The motion carried by the following vote.**
- Aye:** 4 - Commissioner Rick Blake, Secretary Kathy Kooda, Commissioner Luke Francisco, and Commissioner Richard Smith
- Abstain:** 1 - President Tom Stanley

ADJOURNMENT

The next Regular Meeting of the Commission is scheduled for Wednesday, May 13, 2020 at 4:00 p.m. in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.

By call of the chair, the regular meeting was declared adjourned at 4:47 PM.

Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.

PUBLIC UTILITIES COMMISSION**Accounts Payable****March 2020 #1****(Mtg Date 4/15/2020)**

NAME	AMOUNT	NAME	
ABM Equipment	2,652.37	Rapids Welding Supply	86.11
APG Media	307.50	SE H	4,230.00
Altec Industries	3,718.73	Sandstroms	77.98
Ameripride	231.19	Sherwin -Williams	171.30
Anderson Glass	51.60	Slipstream	55.32
Bemidji Steel Company	955.38	Solenis	23,928.77
Border States Industries	10,388.72	Stuart Irby	1,429.09
Burgraffs Ace Hardware	149.68	Strategic Insights	750.00
Busy Bees Quality Cleaning	2,586.02	T & R Electric	5,425.00
Call Net	995.00	Telcologix	347.50
Casper Construction	4,585.50	Trout Enterprises	873.60
Cole Hardware	957.99	US Bank	315.73
Compass Minerals	11,232.61	Viking Electric Supply	1,012.52
Core & Main	70.63	Waste Management	322.98
Dakota Supply Group	334.07	Wells Fargo Business Card (Mattson)	400.00
Davis Oil	2,659.28	Wells Fargo Business Card (Goodell)	1,823.06
Brett Dickie	242.00	Wells Fargo Business Card (Flannigan)	101.27
Energy Insight Inc	7,795.87	Wells Fargo Business Card (Betts)	161.96
FKC Co Ltd	3,919.53	Wesco	3,096.54
Fastenal	200.98	Xerox	96.19
Figgins Truck & Trailer Repair	1,272.35	Appliance Rebates:	
Grainger	4,635.86	Mona Karkela	50.00
Graybar	521.02		
Hach	464.28	TOTAL	1,019,016.68
Hawkins Inc	39,652.99		
inLighten	1,916.00		
Itasca Computer Resources	1,679.97		
Itasca County Treasurer	1,338.39		
Jobs HQ	1,414.00		
Johnson Controls Fire Protection	820.79		
KOZY	1,102.50		
Kaman Industrial Technologies	1,156.08		
L & M Supply	829.58		
Lano, O'Toole & Bengston	288.00		
Latvala Lumber	41.58		
McMaster-Carr	2,577.72		
Manning Environmental	189.29		
Steve Mattson	52.90		
Mn Dept of Labor & Industry	100.00		
Minnesota Power	818,790.19		
Minnesota Power	22,427.66		
NOS Automation	840.00		
Nextera Communications	608.06		
North Central Laboratories	1,261.45		
Northern Business Products	1,382.15		
Pace Analytical	79.00		
Pitney Bowes	339.12		
Public Utilities Commission	5,853.84		
RMB Environmental Labs	676.00		
Railroad Management Co	3,330.42		
Radtke Trucking	4,585.92		

MARCH 2020 MANUAL CHECK REGISTER

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
3/1/2020	4116	Health Partners	72,276.44
3/1/2020	4117	Northeast Service Cooperative	4,076.00
3/2/2020	4118	Further	2,785.41
3/13/2020	4119	Public Employees Retirement Association	14,619.33
3/13/2020	4120	Minnesota Dept. of Revenue	4,091.05
3/13/2020	4121	Wells Fargo Bank	24,543.99
3/13/2020	4122	Empower Retirement	8,709.41
3/18/2020	4123	Minnesota Department of Revenue	57,532.00
3/2/2020	4124	Invoice Cloud	2,295.10
3/16/2020	4125	Further	2,910.41
3/28/2020	4126	Public Employees Retirement Association	14,619.34
3/28/2020	4127	Minnesota Dept. of Revenue	4,177.92
3/28/2020	4128	Wells Fargo Bank	24,888.93
3/28/2020	4129	Empower Retirement	8,735.56
3/26/2020	4130	Empower Retirement	3,464.60
3/27/2020	4131	Further	695.07
3/27/2020	4132	TASC	72.15
3/31/2020	4133	Further	2,910.41
3/6/2020	76220	Customer Refunds- Charlotte Garner	50.00
3/6/2020	76221	Customer Refunds- Ross A Martin & Anette A Nielsen	50.62
3/6/2020	76222	Customer Refunds- Beverly Goplin	266.73
3/6/2020	76223	Customer Refunds- Matthew P Moen	108.29
3/6/2020	76224	Customer Refunds- Annette R Moen	86.35
3/6/2020	76225	Customer Refunds- David J Connolly	97.62
3/6/2020	76226	Customer Refunds- Sharon L Leonard	85.31
3/6/2020	76227	Customer Refunds- Blue Star Investments LLC	1,416.99
3/6/2020	76228	Bieganek, Richard	130.00
3/6/2020	76229	Further	147.20
3/6/2020	76230	Minnesota Energy Resources Corp.	18.00
3/6/2020	76231	United Parcel Service	8.71
3/6/2020	76232	Customer Refunds- River Hills A pt	647.83
3/6/2020	76233	Customer Refunds- Donna R Hammann	11.42
3/11/2020	76234	Postage By Phone System	3,000.00
3/13/2020	76235	MN Child Support Payment Center	277.34
3/13/2020	76236	NCPERS Group Life Ins	128.00
3/13/2020	76237	Customer Refunds- June Dearmon	300.00
3/16/2020	76238	Customer Refunds- Vickie Martin	113.15
3/16/2020	76239	Customer Refunds- Estate of Dennis Barnes Sr	15.43
3/16/2020	76240	Customer Refunds- Sierra Wydra-Loe	85.81
3/16/2020	76241	Customer Refunds- Valerie & Alfred Sobrack	121.44
3/16/2020	76242	Customer Refunds- Jaygees Inc of Grand Rapids	7.50
3/16/2020	76243	Customer Refunds- Christopher Olson	1.03
3/17/2020	76244	Customer Refunds-Susan C Johnson	95.51
3/17/2020	76245	Customer Refunds- Leneve Lotti	238.30
3/18/2020	76246	Minnesota Energy Resources Corp.	448.97
3/18/2020	76247	United Parcel Service	106.62
3/18/2020	76248	UNUM Life Insurance Co of America	2,522.29
3/15/2020	76324	Lake Country Power	17,231.58
3/24/2020	76325	Minnesota Dept. of Health	7,963.00
3/27/2020	76327	MN Child Support Payment Center	277.34
3/27/2020	76328	Minnesota Council 65	1,767.00
3/25/2020	76329	First Net / AT & T Mobility	341.31
3/25/2020	76330	United Parcel Service	133.35
3/25/2020	76331	Verizon Wireless	781.05
3/25/2020	76332	Wells Fargo Business Card	2,433.64

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
3/27/2020	76333	Customer Refunds- Utility Accounts	102.46
3/30/2020	76334	Customer Refunds- Utility Accounts	53.24
3/30/2020	76335	City of Grand Rapids	58,588.12
3/30/2020	76336	City of LaPrairie	13,102.38
3/31/2020	76337	City of Grand Rapids	994.50
3/31/2020	76338	City of Grand Rapids	72,333.33
		Checks Previously Approved	0.00
		Manual Checks to be approved	440,091.88
		TOTAL MANUAL CHECKS	440,091.88



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 20-1105 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Fire
File created: 6/1/2020 **In control:** City Council
On agenda: 6/8/2020 **Final action:**

Title: Consider entering into a Joint Powers Agreement between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the State Fire Marshal and the City of Grand Rapids to conduct all hotel inspections and adopt a resolution amending the City of Grand Rapids fee schedule.

Sponsors:

Indexes:

Code sections:

Attachments: [Joint Powers Agreement](#)
[Fee Schedule Resolution](#)

Date	Ver.	Action By	Action	Result
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Consider entering into a Joint Powers Agreement between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the State Fire Marshal and the City of Grand Rapids to conduct all hotel inspections and adopt a resolution amending the City of Grand Rapids fee schedule.

Background Information:

Previous to being hired back to the City of Grand Rapids as full time Fire Chief, I (Travis Cole) was employed with the State of MN as a Deputy State Fire Marshal on the Residential Care and Lodging team. Our primary job task was inspecting all Board and lodging establishments (hotels/motels) with 6 or more guest rooms throughout the state. I covered 9 counties in the NE part of MN. Minnesota statutes requires these facilities to be inspected once, every 3 years with a fee applying to all establishments with 35 or more guest rooms. With the experience and training I received, I would like to enter into a Joint Powers Agreement with the State of MN to conduct all hotel inspections with our Governmental Units jurisdiction in accordance with Minnesota Statutes 299F.46 and to assure uniform enforcement throughout the State of Minnesota. This will allow our fire department to perform more timely inspections and to become more familiar with our hotels areas of concerns or fire protection measures.

Staff Recommendation:

The Fire Department would recommend entering into a JPA with the State of Minnesota and adopt the same fees charged by the Mn State Fire Marshal under MN Statutes 299F.46 Subd. 3 into our city fee schedule.

Requested City Council Action

Make a motion entering into an agreement and authorize the necessary signatures to sign the attached Joint Powers Agreement between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the State Fire Marshal and the City of Grand Rapids and adopt a resolution amending the City of Grand Rapids fee schedule with fees for hotel inspections set forth in MN Statute 299F.46 Subd. 3.



Hotel Inspection Joint Powers Agreement State of Minnesota

SWIFT Contract Number: 173795

This Agreement is between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the State Fire Marshal ("State") and the City of Grand Rapids, acting on behalf of its Fire Prevention Division, 420 Pokegama Avenue, Grand Rapids, Minnesota 55744-2662 ("Governmental Unit.")

Recitals

WHEREAS, the State, under Minnesota Statutes §§ 471.59, subdivision 10 and 299F.46, subdivision 2, is empowered to enter into an agreement with any county, two or more contiguous counties, or city or other municipality to perform fire code inspections for hotels; and

WHEREAS, the Fire Chief of the Governmental Unit hereby agrees a representative of the city's fire department will conduct all hotel inspections within the Governmental Unit's jurisdiction in accordance with Minnesota Statutes § 299F.46 and to assure uniform enforcement throughout the State of Minnesota; and

WHEREAS, the Governmental Unit represents it is duly qualified and willing to perform the services set forth herein;

NOW, THEREFORE, it is agreed:

Agreement

1 Term of Agreement

- 1.1 **Effective Date.** July 1, 2020, or the date the State obtains all required signatures under Minnesota Statutes § 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration Date.** June 30, 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 Agreement Between the Parties

- 2.1 All hotels within the Governmental Unit's jurisdiction will be inspected by the Governmental Unit no less than once during this Agreement.
- 2.2 All hotels within the Governmental Unit's jurisdiction will be inspected and enforced in accordance with the requirements of the Minnesota State Fire Code ("MSFC") and MSFC interpretations of the State Fire Marshal. MSFC interpretations are available to the Governmental Unit on the State's web page, <https://dps.mn.gov/divisions/sfm/fire-code/Pages/interpretations.aspx>.
- 2.3 All Governmental Unit inspectors employed for the purpose of this Agreement are required to successfully complete the State Fire Marshal's Fire Code update training, including hotel fire code requirements, and are also required to sustain current knowledge of all State Fire Code requirements for hotels.
- 2.4 The State Fire Marshal will provide the required and necessary training for the Governmental Unit's fire department personnel to conduct the hotel inspections.
- 2.5 Copies of the hotel inspection reports completed by the Governmental Unit must be

submitted to the State Fire Marshal within thirty (30) calendar days following inspection. Submission of the reports by the Governmental Unit will be made in PDF format to the following State Fire Marshal electronic mailbox:

fm.city.inspections@state.mn.us

2.6 All variances to the fire code orders must be approved in writing by the State Fire Marshal.

3 Authorized Representatives

The State's Authorized Representative is the person below, or his successor:

Name: Ryan Whiting, Supervisor
Address: Department of Public Safety; State Fire Marshal
445 Minnesota Street, Suite 145
Saint Paul, MN 55101-5145
Telephone: 612.219.7125
Email Address: ryan.whiting@state.mn.us

The State's Authorized Representative shall have final authority for acceptance of the Governmental Unit's services and if such services are satisfactory.

The Governmental Unit's Authorized Representative is the person below or his successor:

Name: Travis Cole, Fire Chief
Address: 420 North Pokegama Avenue
Grand Rapids, MN 55744-2662
Telephone: 218.326.7639
E-mail Address: tcole@ci.grand-rapids.mn.us

4 Assignment, Amendments, Waiver, and Agreement Complete

4.1 Assignment. The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.

4.2 Amendments. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.

4.3 Waiver. If the State fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.

4.4 Agreement Complete. This Agreement contains all negotiations and agreements between the State and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

5 Liability

The State and Governmental Unit agree each party will be responsible for its own acts and behavior and the results thereof to the extent authorized by law and shall not be responsible or liable for the acts of any others and the results thereof. The State's liability shall be governed by provisions of the Minnesota Tort Claims Act, Minnesota Statutes § 3.736, and other applicable law. The Governmental Unit's liability shall be governed by provisions of the Municipal Tort Claims Act, Minnesota Statutes Chapter 466, and other applicable law.

6 State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as

appropriate, for a minimum of six (6) years from the end of this Agreement.

7 Government Data Practices

The State and Governmental Unit must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or the State.

If the Governmental Unit receives a request to release the data referred to in this Clause, the Governmental Unit must immediately notify the State. The State will give the Governmental Unit instructions concerning the release of the data to the requesting party before the data is released.

8 Venue

Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

9 Termination

The State or the Governmental Unit may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

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APPROVED:

GOVERNMENTAL UNIT

Governmental Unit certifies that the appropriate persons have executed the Agreement on behalf of the Governmental Unit as required by applicable articles, bylaws, resolutions, or ordinances.

BY: _____

TITLE: _____

DATE: _____

BY: _____

TITLE: _____

DATE: _____

BY: _____

TITLE: _____

DATE: _____

DEPARTMENT OF PUBLIC SAFETY; STATE FIRE MARSHAL

BY: _____
(with delegated authority)

TITLE: _____

DATE: _____

COMMISSIONER OF ADMINISTRATION

As delegated to the Office of State Procurement

BY: _____

DATE: _____

Councilor introduced the following resolution and moved for its adoption:

RESOLUTION NO. 20 -

**A RESOLUTION AMENDING THE GRAND RAPIDS CITY-WIDE FEE SCHEDULE
FOR CITY SERVICES**

WHEREAS, Minnesota Law establishes that all municipalities establish fees that are commensurate with service, and that they be fair, reasonable, and proportionate to the actual cost of the service for which the fee is imposed; and

WHEREAS, consistent with Minnesota Law, the Grand Rapids City Council establishes the rates to be applied, or charges for, specific areas of service, provided by the City, through the adoption and periodic amendment of a fee schedule; and

WHEREAS, from time to time, staff reviews the department fee schedule to ensure consistency with fees charged, for City services provided; and

NOW THEREFORE, BE IT RESOLVED, that the Grand Rapids City Council hereby amends the Grand Rapids' City Wide Fee Schedule for City Services as noted in "Exhibit A."

Adopted this 8th day of June, 2020.

Dale C. Adams, 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.

DEPARTMENTAL FEE SCHEDULE FOR CITY SERVICES

Effective Date: 03/24/2020

CITY WIDE FEES	
Photo copy – file material – 100 pages or less of black and white, letter or legal size government data.	\$.25 per page (copy)
Photo copy – file material – 101 pages or more of government data	\$.10 per copy and actual cost of searching for and retrieving government data, including the cost of employee time, certifying, compiling, and electronically transmitting the copies of the data.
Photo copy – material provided by the person making request	\$1.00 1 st page - .10 cents each additional
ADMINISTRATION DEPARTMENT	
Amusements (theatre)	\$75.00 per screen per year
Circus	\$75.00 event
Fortune Telling	\$35.00 per day
Intoxicating Liquor	
Consumption and Display	
Bottle Club	\$500.00 per year
Public Place	\$100.00 per year
Private On-Sale	
Investigation Fee	\$150.00
Annual License Fee	\$2,500.00
Annual On-Sale Wine	\$550.00
Sunday On-Sale	\$200.00
Club On-Sale	
Club with under 200 members	\$300.00
201- 500 members	\$500.00
501- 1,000 members	\$650.00
1,001 – 2,000 members	\$800.00
More than 2,000	\$1,000.00
Sunday On-Sale	\$150.00
Private Off-Sale	\$150.00
Temporary On-Sale	\$20.00
Convention Facilities On-Sale	
City issued on-sale license	\$25.00

Adjacent municipality	\$100.00
Non-intoxicating malt liquor 3.2	
Annual on-sale	\$275.00
Annual off-sale	\$100.00
Temporary on-sale	\$25.00
Rollerskating License	\$200.00 per year or fraction thereof
Brewer Taprooms/Brewpubs	
Taproom/Brewpub Annual On-Sale	\$350.00 includes Sunday sales
Brewer Annual Off-sale (Growlers)	\$200.00
Synthetic Drug Establishments	\$600.00 annually
Sidewalk Café	\$25.00
Taxicabs	\$25.00 each vehicle
Fireworks	350.00 – tents, etc.) 100.00 – retail buildings (in store)
Peddlers, Solicitors and Transient Merchant (Resolution No. 06-110)	\$150.00 per year
CENTRAL SCHOOL BUILDING	
Monthly Rental Fees	
Garden Level	\$11.02 *
1 st Floor	\$11.97 *
2 nd Floor	\$11.49 *
3 rd Floor	\$ 8.58 *
CIVIC CENTER	
Ice time	\$115.00 per hour – non prime
	\$168.00 per hour – prime
	\$200.00 per hour – tournament/competition
	\$75.00 per hour – Miner’s Pavilion (non-GRAHA)
Dryfloor space East Venue	\$700.00 per day – receptions/parties
	\$1,300.00 per day - commercial
	\$1,850.00 – Wedding Receptions
West Venue	\$600.00 per day – receptions/parties
	\$1,200.00 per day – commercial
Miner’s Pavilion	\$20.00 per hour – sports
	\$100.00 half day event
	\$200.00 full day event

Lobby space	\$30.00 per hour (minimum 2 hours)
Tables	\$9.00 each
Chairs	\$1.00 each
Linens	TBD
Staging	\$20.00 per 4' x 8' section
Skate Sharpening	\$5.00
Public Skating	\$2.00 children & seniors
	\$3.00 adults
Open Hockey	\$7.00
Wall Advertising	\$600.00 per year
In-Ice Advertising	\$1,250.00 per year
Resurfacers Advertising	\$300 - \$1,500.00 per year
Dasher Advertising	\$800.00 per year for 1, \$1,200.00 per year for 2
Scoreboard Advertising	\$700.00 per year
Banner Advertising	\$750.00 per year
Wall Sign & 1 Dasher	\$1,200.00 per year
Wall Sign & 2 Dashers	\$1,600.00 per year
COMMUNITY DEVELOPMENT	
Building Permits	
\$1.00 - \$500.00	\$23.50 *
\$501.00 - \$2,000.00	\$23.75 * for the first \$500.00 plus \$3.50 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 - \$25,000.00	\$70.00 * for the first \$2,000.00 plus \$14.20* for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.65* for the first \$25,000.00 plus \$10.20* for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to 4100,000.00	\$650.20* for the first \$50,000.00 plus \$7.10* for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,003.70* for the first \$100,000.00 plus \$5.66* for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,266.10* for the first \$500,000.00 plus \$4.80* for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00

\$1,000,001.00 and up	\$5,664.85* for the first \$1,000,000.00 plus \$3.18* for each additional \$1,000.00 or fraction thereof			
	Projects valued at greater than \$5,000,000.00 the City may, at its own discretion, negotiate this component of the building permit fee with the project owner/developer.			
Annual building Permit (as per MN Rule 1300.0120, Subparts 2 and 3)	\$505.00*			
Plan Review Fee	65% of the Permit fee			
Plan Review Fee (Similar Plans)	25% of the Permit fee			
State Surcharge	(As per MN Statute 16B.70)			
Other Inspections and Fees:				
1. Outside of normal business hours	\$55.55/hour*			
2. Re-inspection fees	\$55.55/hour*			
3. Inspections for which no fee is specifically indicated	\$55.55/hour*			
4. Additional plan review required by changes, additions, or revisions to plans	\$55.55/hour*			
5. Investigation Fee	\$55.55/hour*			
6. Work commencing without building permit.	Investigative Fee/Double building permit fee. (as per MN Rule 1300.0160, Subpart 8).			
7. For use of outside consultants for plan checking and inspections or both.	Actual costs, including administrative and overhead			
8. Investigating and resolving Property Maintenance Code violations	\$55.55/hour*			
Flat fees for small Residential projects	Base Permit Fee	Plan Check Fee	State Surcharge Fee	Total Fee
Re-roofing	\$60.00		\$1.00	\$61.00
Garage Door	\$40.00		\$1.00	\$41.00
Siding Replacement	\$60.00		\$1.00	\$61.00
All Regulated Signs-requiring structural review.	\$57.88	\$37.62	\$1.00	\$96.50
Detached Steps/Deck over 30" high (non-enclosed)	\$40.30	\$26.20	\$1.00	\$67.50
Attached Steps/Deck (non-enclosed)	\$79.70	\$51.80	\$1.00	\$132.50
Covered porch (non-enclosed)	\$113.03	\$73.47	\$1.00	\$186.50
Fence over 6 feet in height	\$57.88	\$37.62	\$1.00	\$96.50
Retaining Wall -Over 4 feet in height	\$57.88	\$37.62	\$1.00	\$67.50
Egress Windows (new)	\$40.30	\$26.20	\$1.00	\$67.50
Residential Window replacement	\$60.00		\$1.00	\$61.00

Furnace-Replacement	\$40.30	\$26.20	\$1.00	\$67.50
Water Heater/Softener	\$40.30	\$26.20	\$1.00	\$67.50
Replace sink, toilet, faucet, tub (minor repairs)	\$14.50		\$1.00	\$15.50
Residential & Commercial Demolitions	\$40.00*		\$1.00	\$41.00
Fireplaces -& free standing stoves (Gas or Wood)	\$54.85*	\$35.65	\$1.00	\$91.50
Emergency Number Sign	\$75.00 each			
Comprehensive Plan	\$15.15* each			
Comprehensive Plan Appendix	\$25.25* each			
Zoning Letter	\$35.35* each			
Zoning Map	\$15.15*each			
Zoning Ordinance	\$30.30* each			
Subdivision Ordinance	\$5.05* each			
Zoning Permit (Residential)	\$55.55*			
Zoning Permit (Commercial)	\$65.65*/hour (actual cost)			
Fill Permit	\$75.75*			
Sign permit (for signs not requiring structural review)	\$55.55*			
Conditional Use Permit	\$505.00*			
Conditional Use Permit-General Sales and Service with a building footprint greater than 70,000 s.f. (Res. 07-35)	Total Actual Cost Incurred by the City (\$3,500 deposit required via escrow agreement)			
Environmental Assessment Worksheet preparation, review and processing	Total Actual Cost Incurred by the City (\$10,000 deposit required via escrow agreement)			
Subdivision	\$2,525.00*			
Minor Subdivision (Res: 13-71)	\$1,200.00			
Payment in Lieu of Commercial Land Dedication	\$135.00 per Worker			
Planned Unit Development	\$2,525.00*			
Rezoning or zoning Text Amendment	\$505.00*			
Variance	\$252.50*			
Right-of-Way/Easement	\$505.00*			
ENGINEERING DEPARTMENT				
Right of Way Improvement permit	\$50.00			
After-the-Fact ROW Permit	Two times original permit fee			

Small Wireless Facility Fees			
Permit Application Fee	\$1,500/unit		
Co-location Rent	\$175.00 per year per site		
Monthly Fee for Electrical Service per radio node less than or equal to 100 max watts	\$73.00 per radio node		
Monthly Fee for Electrical Service per radio node over 100 max watts	\$182.00 per radio node		
Stormwater Permit Application			
Residential	\$25.00		
Commercial/Industrial (0 ac – 1 ac)	\$100.00		
Commercial/Industrial (1 ac – 3+ ac)	\$175.00		
Commercial/Industrial (3+ ac)	\$300.00		
Stormwater Pollution Prevention Deposit			
Residential	\$500.00		
Commercial/Industrial	\$1,000.00/\$100,000 or project cost		
Stormwater Utility Rates	As of 5/1/2020	As of 1/1/2021	As of 1/1/2022
Single-Family	\$8.00	\$8.50	\$8.75
Multi-Family	\$29.24	\$31.07	\$31.98
Commercial	\$44.78	\$47.58	\$48.98
Industrial	\$44.78	\$47.58	\$48.98
Institutional	\$39.72	\$42.20	\$43.44
City Map	\$10.00		
Prints:			
24/24	\$3.50 each		
24/36	\$5.00 each		
36x48	\$10.00		

Aerials contours (hard copies)	\$40.00 first copy - \$5.00 additional copy of same
Aerial electronic photos (1 photo 160 acres)	\$150.00
Aerial prints 8 ½ x 11 with property and utility	\$10.00 per parcel
GIS Technician	\$32.47/Hour
FINANCE DEPARTMENT	
Assessment Certificates	\$15.00
Fax	\$2.00 first page each additional page 10 cents
Worthless Check	\$30.00
FIRE DEPARTMENT	
Fire report	See City wide fees relative to photo copies
It. County false alarm ordinance – 4 th false alarm and up	\$500.00
Yearly Day Care/Foster Care	\$50.00
Inspection fees	\$50.00
Inspection Fees:	
First Fire Inspection	.00
Second Inspection only if violation isn't fixed or substantial progress is not made on violations	\$125.00
Each additional inspection	\$100.00 increments up to \$500.00
Complaint based inspections (considered a first inspection)	.00
Requested fire inspection	\$50.00/hour (\$50.00 minimum)
Storage of Flammable Liquids:	
Bulk storage of flammable liquids	\$150.00/year
Bulk storage of liquefied petroleum (LP)	\$150.00/year
Each station dispensing liquefied petroleum (LP)	\$50.00/year
Above or underground fuel tank installation	\$50.00
Underground tank removal	\$50.00
Hotel Inspection Fees:	
<u>Base fire inspection fee (includes one follow-up inspection)</u>	<u>\$435.00</u>
• <u>Up to 35 rooms</u>	<u>\$6.00/room</u>
• <u>36 to 100 rooms</u>	<u>\$7.00/room</u>
• <u>101 or more rooms</u>	<u>\$8.00/room</u>
<u>Follow-up inspection fee (if more than one)</u>	<u>\$225.00</u>
Fire Safety House	\$250.00/day if agency is within Itasca County (up to eight hour day). \$250.00/day if outside Itasca County , plus requesting agency additionally agrees to

	compensate the Grand Rapids Fire Departmental a rate of fifty cents per mile, as calculated by utilizing the Map Quest computer program.
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PARKS AND RECREATION	
Picnic kits	\$5.00
User Fees (softball, baseball & soccer leagues)	\$5.00 (Kids)
	\$7.50 (Adults)
Softball Fields	\$5.00 per game for tournaments or user fees ***
Baseball Fields	\$25.00 per hour or user fees ***
Soccer Fields	User fees ***
Recreation programs	0 - \$60.00 dependent on programs
Pool Rental	\$7.75 - \$45.00 per hour
Family Activity Pass	\$35.00
Softball Field Advertising	\$150.00
*** Participants of private organizations (such as Northwoods Soccer) pay \$5.00 per player per year to use our fields. Adults pay \$15.00 per player.	
POLICE DEPARTMENT	
Dogs License	\$10.00/year
Cats License	\$10.00/year
Duplicate for dog/cat	\$2.00/year
Pound Fee	\$10.00/day
[KJ1]	
Disposal of Animals:	
Dog	100% of Vet Charges
Cat	100% of Vet Charges
Vehicle Tow Fees	Rate charged by towing company to the City.
Funeral Escort	\$50.00
[KJ2]	
[KJ3]	
CBD Parking Permits	\$25.00 annually
Golf Cart Permit Fee	\$25.00 annually

False Alarm	N/C 1 st through 3 rd false alarm \$50.00 4 th false alarm \$75.00 5 th false alarm \$100.00 6 th false alarm \$125.00 7 th false alarm \$150.00 8 th false alarm \$175.00 9 th false alarm \$500.00 10 th false alarm \$500.00 all calls after 10 th
POLICE ADMINISTRATIVE PENALTIES	
Alcohol – Consuming Alcohol in unauthorized places	\$60.00
Animals:	
Vicious animal	\$50.00
All other animal violations	\$25.00
Registration of a Dangerous Dog (Res. 06-61)	\$500.00
[KJ4]	
[KJ5]	
Fireworks:	
Illegal Use, Possession	\$250.00
Miscellaneous:	
[KJ6]	
Curfew	\$25.00
[KJ7]	
Failure to apply for license	\$100.00
Golf cart and all terrain vehicle violations	\$60.00
Illegal dumping	\$50.00
Noise complaints	\$50.00
Noise complaints second violation in 12 months	\$100.00
Park ordinance violations	\$25.00
Public nuisance	\$100.00
[KJ8]	
[KJ9]	
Snowmobile Violations	\$60.00
Skateboard violations	\$40.00
Trespassing	\$50.00

Display for sale vehicles (Ord. 23.7-D1)	\$50.00
Parking:	
Fire Lane	\$50.00
Blocking Fire Hydrant	\$50.00
Failure to pay all parking fines after 30 days	50.00
Traffic:	
Exhibition Driving	\$100.00
Speed (1-10 mph over posted limit)	\$60.00* (as required by State Statute 5-21-09)
Stop Signs	\$60.00* (as required by State Statute 5-21-09)
Unreasonable Acceleration	\$60.00* (as required by State Statute 5-21-09)
Mufflers 169.69 (Add)	\$60.00* (as allowed by State Statute 5-21-09)
Hitching 169.46 (Add)	\$60.00* (as allowed by State Statute 5-21-09)
Weapons:	
Discharge of Display of Pellet/Guns	\$50.00
PUBLIC WORKS	
Equipment Hourly rates: **	
Pickups	\$25.00
Trucks / Plows	\$45.00
Heavy equipment	\$80.00
Mowing Equipment	\$25.00
Chipper, compressor, steamer	\$25.00
Lawn movers/weed eaters	\$15.00
Ice Resurfacer (Zamboni)	\$175.00
Materials: **	
Cold Mix	\$130.00/ton
Sand	\$15.00/yard
Straight Salt	\$75.00/yard
Treated Salt	\$90.00/yard
Paint	\$13.37/gal.
Magnesium Chloride	\$1.50/gal.
Mailbox installation	\$275.00 (includes post and mailbox)
** Rates apply to contract services provided for Intergovernmental agencies such as Itasca County, MNDOT, ICC, School District 318, and the DNR. Hourly wage and benefits to be included in addition to listed hourly equipment rates. The only exception is the fee for the ice resurfacer	



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 20-1107 **Version:** 1 **Name:** Emergency Purchase Air Compressor
Type: Agenda Item **Status:** Fire
File created: 6/2/2020 **In control:** City Council
On agenda: 6/8/2020 **Final action:**
Title: Consider authorizing the emergency purchase and installation of a Cast Air 7.5 hp 120 gallon vertical air compressor.
Sponsors:
Indexes:
Code sections:
Attachments: [Cast Air Compressor](#)

Date	Ver.	Action By	Action	Result
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Consider authorizing the emergency purchase and installation of a Cast Air 7.5 hp 120 gallon vertical air compressor.

Background Information:

The air compressor located in the fire hall has been on our radar for replacement for awhile and recently had the motor go out. This air compressor is nearing 17 years and had been leaking oil. This air compressor provides air to our plymovent system which allows trucks to run without dumping carbon monoxide into the fire hall and also supplies all our air fittings for the trucks. This air is crucial for our air brakes. Most of our trucks have an on-board charger to provide air when not hooked up, but are not designed to run for extended periods or you can ruin these motors which is costly. The fire department purchased this air compressor from Napa Auto Parts located in Grand Rapids along with the needed parts to hook it up. This brand of compressor and components are the same brand as the old one we are replacing for ease of installation. This piece of equipment can also be relocated to a new facility should we need to move.

Staff Recommendation:

Grand Rapids Fire Chief Travis Cole recommends authorizing the emergency purchase and installation of a 7.5 hp 120 gallon vertical air compressor including installation and freight for \$3465.55

Requested City Council Action

Make a motion accepting the emergency purchase, installation, and freight of a Cast Air 7.5 hp 120 gallon vertical air compressor for a total of \$3462.55 to be purchased from our taconite production tax proceeds for hall maintenance and repair.

* * Q U O T E * *

Page 1 of 1

NAPA AUTO PARTS
Napa Supply of Grand Rapids
404 EAST 4TH ST. NORTH
GRAND RAPIDS, MN 55744

ACCT # 4030 SOLD TO DATE TIME

Grand Rapids Fire Dept 05/28/2020 08:51
Use acct 3965
Grand Rapids, MN 55744 STORE # EMP #

0 400007495 2 mike

PART NUMBER	LN	DESCRIPTION	QUANTITY	LIST	PRICE	TOTAL
I712VC2-S	CAS	7 1/2 hp 120 vertical tank	1.00		2866.94	2,866.94
RFS001	CAA	start up kit	1.00		92.45	92.45
BGACIM	CAA	belt guard aftercooler	1.00		214.94	214.94
ADVSM	NAC	auto drain kit	1.00		109.22	109.22
	FRT	Freight	1.00		120.00	120.00
		<i>Hour meter</i>				<i>59.00</i>

HRM 75W

*** Plus Applicable Taxes. ***
*** Prices Subject to Change Without Notice. ***

* * THIS IS NOT AN INVOICE * *

TOTAL ----->

~~3462.55~~
3462.55



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 20-1121 **Version:** 1 **Name:** Appointment of HR Commissioners
Type: Agenda Item **Status:** Administration
File created: 6/4/2020 **In control:** City Council
On agenda: 6/8/2020 **Final action:**
Title: Consider appointments to the Human Rights Commission.
Sponsors:
Indexes:
Code sections:
Attachments: [Erickson, Angella - HR Applicant](#)
[Hodgson, Glen - HR Applicant](#)
[Stoll, Leann - HR Applicant](#)

Date	Ver.	Action By	Action	Result
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Consider appointments to the Human Rights Commission.

Background Information:

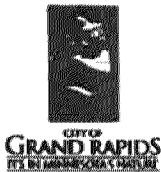
The Human Rights Commission has three expired terms and one unexpired term that need to be filled. Mayor Adams has reviewed the applicants and called the following recommend applicants. For the three expired terms the Mayor is recommending Leann Stoll, Glen Hodgson, and Angella Erickson. For the unexpired term the Mayor is recommending the appointment of a council member. The regular meetings are conducted on the last Wednesday of each month at 4:00 pm.

Staff Recommendation:

The Mayor is recommending the appointment of Leann Stoll, Glen Hodgson, and Angella Erickson for the expired terms and a council person for the unexpired term.

Requested City Council Action

A motion to approve the appointment of Leann Stoll, Glen Hodgson, and Angella Erickson for the expired terms and a council person for the unexpired term.



Current member

APPLICATION FOR CITY BOARDS AND COMMISSIONS

Return to:
City Administration Office
420 N. Pokegama Avenue
Grand Rapids, MN 55744
218-326-7600

Personal Information:

Form with fields: Name: Angella Erickson, Date: 5-16-2019, Address: [redacted], Day Phone: [redacted], Employer: North Homes Children and Family Services, Evening Phone: 612-616-9966, Occupation: Development Manager, E-Mail: angie.erickson@northhomes.org

Please rank in order the Boards/Commissions on which you would like to serve (leave blank any on which you do not wish to serve):

- List of boards/commissions with checkboxes: Golf Course Board, Library Board, Public Utilities Commission, Planning Commission, Arts & Cultural Commission, Police Community Advisory Board, Economic Development Authority, Housing & Redevelopment Auth., Human Rights Commission, Parks, Recreation & Civic Center Board. The Human Rights Commission checkbox is checked with an 'X'.

Do you have special qualifications that you feel would help you be particularly effective on a City Board or Commission? (i.e. work experience, volunteer experience, education, hobbies, etc?)

I believe my work and volunteer experience would help me to be an effective member on the Human Rights Commission. As a youth counselor, then program coordinator with the YWCA Minneapolis, I had a lot of experience building new and maintaining existing relationships in a variety of capacities - from working youth and their families, to community partners, and connecting to major donors and funders. The work that I did was guided by the YWCA mission "to empower women and girls, and eliminate racism". The mission of the YWCA fueled my commitment to my work, and supported my decision making as a program coordinator.

I have extensive training experience in both my previous and current employment position - much of which has been structured around inclusion, equality, and privilege. In my volunteer work, I also focused on social justice and reproductive justice initiatives. I volunteered with Our Justice (formerly Pro-Choice Resources), supporting fundraising and advocacy efforts related to Reproductive Justice.

How did you become interested in serving on a Board or Commission?

I felt inspired to apply to the Human Rights Commission based on my experience with the YWCA Minneapolis and wanting to continue to do work that strives to promote dignity, respect, and equity for all. One of the strengths that I see in serving on a commission in our community is that we are a smaller community - where even small impacts can sometimes have a great impact on better serving and meeting the needs of our members. As a returning resident, I am excited to find opportunities to be more engaged and intentional in my community.

(over)

Date Authorization:

If appointed, I, Angella Erickson, authorize the City of Grand Rapids to release the following private data upon request made to the City (check all that apply).

Home Phone # 612-616-9966 Home email ericksonangella@gmail.com

Work address 303 SE 1st Street, Grand Rapids MN 55744 Work Phone# 218-301-3017

Work email angie.erickson@northhomes.org Cell Phone # 612-616-9966

I also authorize the City of Grand Rapids to release such authorized private data referenced above to members of the general public, City staff, Mayor and City Council members upon request for such data. The person(s) receiving such private data must use it only for lawful purposes.

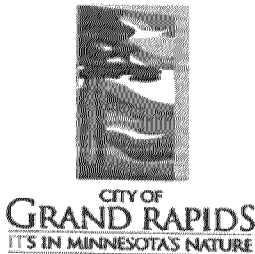
This authorization shall be modified or cancelled only upon written notice to the City Clerk, City of Grand Rapids.

I agree to inform the City Clerk's office of any change indicated above.

I agree to relinquish and waive all claims that may arise against the City, its agents or employees for releasing any and all authorized data referenced above relating to this agreement.

5-16-2019
Date


Signature



420 N. Pokegama Ave
Grand Rapids, MN 55744
(218)326-7600
(218)326-7608 Fax

www.cityofgrandrapidsmn.com

Application for City Boards and Commissions

Please use the Supplemental Notes Page to add additional pertinent information that will not fit in the boxes provided.

As an applicant for a City Board or Commission, your name, address and phone number will be available to the press and the public. You will be contacted regarding action taken on your appointment.

Full name: Glen D. Hodgson	Date: 3/19/20
Address: [REDACTED]	Phone #: [REDACTED]
Email Address: glen_hodgson@msn.com	
Board or Commission being applied for: Human Rights Commission	
Occupation (if retired, please indicate former occupation/profession): Semi-retired civil engineer and engineering educator	
Education: B.A., B.S.C.E., M.S.	
Professional and/or community activities: Past member of Grand Rapids Public Utilities Commission Past member Campfire, Inc. Past member Park and Recreation Advisory Board St. Joseph's Catholic Church Continuing volunteer speaker at ICC Engineering	
Brief statement on qualifications: 13 years of experience serving on PUC Several years experience with other community service boards Experience recruiting and retaining under-served populations at ICC Engineering 8 years business management experience	

Please return this form to:

City Administration Office
420 N Pokegama Ave.
Grand Rapids, MN 55744

Signature of applicant



RECEIVED

MAR 10 2020

420 N. Pokegama Ave
Grand Rapids, MN 55744
(218)326-7600
(218)326-7608 Fax

www.cityofgrandrapidsmn.com
CITY OF GRAND RAPIDS

Application for City Boards and Commissions

Please use the Supplemental Notes Page to add additional pertinent information that will not fit in the boxes provided.

As an applicant for a City Board or Commission, your name, address and phone number will be available to the press and the public. You will be contacted regarding action taken on your appointment.

Full name: Leann M. Stoll	Date: 3/10/20
Address: [REDACTED]	Phone #: [REDACTED]
Email Address: lstoll794613@gmail.com	
Board or Commission being applied for: Human Rights Commission	
Occupation (if retired, please indicate former occupation/profession): Labor Representative- AFSCME 65	
Education: BA History, BA in Political Science, Master's in Advocacy and Political Leadership	
Professional and/or community activities: I assist the membership of Local Unions around northern Minnesota in achieving the goals and priorities of workers. I work daily in creating equity and fairness in the workplace and do my best to prohibit discrimination and ensure that workers are treated fairly. I have been an active member of the Democratic Farmer Labor Party since 2009.	
Brief statement on qualifications: I feel I am qualified for this position as the Commission is governed by the rules and priorities outlined in state law- which I have experience and understanding of. On a daily basis I educate membership on topics such as Roberts Rules of Order and State Law and Policy and I feel my experience and knowledge could serve as an asset to the Commission. As someone who has a Liberal Arts Education I understand the issues of race and ethnicity and have a clear understanding of workers rights as a result of my career.	

Please return this form to:

City Administration Office
420 N Pokegama Ave.
Grand Rapids, MN 55744

Signature of Applicant