



# CITY OF GRAND RAPIDS

## Meeting Agenda Full Detail City Council

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Monday, September 23, 2019

5:00 PM

City Hall Council Chambers

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**CALL TO ORDER:** Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council will be held on Monday, September 23, 2019 at 5:00 p.m. in City Hall, Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

### CALL OF ROLL

### MEETING PROTOCOL POLICY

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

### PUBLIC FORUM

### COUNCIL REPORTS

### APPROVAL OF MINUTES

**19-0595** Consider approving Council minutes for Monday, September 9, 2019 Worksession and Regular meetings.

**Attachments:** [September 9, 2019 Worksession.pdf](#)  
[September 9, 2019 Regular meeting.pdf](#)

### VERIFIED CLAIMS

**19-0611** Consider approving the verified claims for the period September 3, 2019 to September 16, 2019 in the total amount of \$1,148,338.52, of which \$29,385 are bond payments.

**Attachments:** [COUCIL BILL LIST 09-23-19.pdf](#)

### CONSENT AGENDA

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

1. **19-0596** Consider adopting amended job descriptions for Police Department support staff.

- Attachments:** [Police-Admin - Administrative Assistant-Communications Specialist Records Technician \(Transcriptionist\) Job Description - Draft](#)
2. [19-0597](#) Consider amending the job description for Airport Maintenance Lead.  
**Attachments:** [PW - Airport Maintenance Lead](#)
3. [19-0598](#) Consider adopting a resolution accepting a bench donation from Devin and Janet Dahline in the amount of \$1,905.58.  
**Attachments:** [Dahline Bench Application](#)  
[9-23-19 Resolution Dahline Bench Donation](#)
4. [19-0600](#) Consider adoption of Draft (Revised) City of Grand Rapids Personnel Policy Manual.  
**Attachments:** [Personnel Policy Manual - DRAFT.pdf](#)
5. [19-0601](#) Consider a Memorandum of Understanding (MoU) between the City of Grand Rapids and the MacRostie Art Center.  
**Attachments:** [City - GRACC MOU for Guest Artist Program - 2019 Edits](#)
6. [19-0603](#) Consider Memorandum of Understanding with Itasca Community College with regard to the reporting, investigation and sharing information on sexual assaults cases.  
**Attachments:** [sexual violence MEMORANDUM OF UNDERSTANDING ICC 2019](#)
7. [19-0604](#) Consider adopting a resolution accepting a donation of \$100.00 from Robert and Linda Stein of Grand Rapids to the Police Department's K-9 program.  
**Attachments:** [PD K-9 Program Res2](#)
8. [19-0605](#) Consider allowing the Police Department to solicit bids for two (2) 2020 Ford Police Interceptor Utility SUV's to replace a 2012 Dodge Durango K-9 SUV and a 2011 Dodge Charger patrol vehicle.
9. [19-0606](#) Consider authorizing the Police Department to sell a used 2009 Dodge Charger Police Squad Car to Arrowhead Regional Law Enforcement Training/Hibbing Community College for \$1,800.00.
10. [19-0608](#) Consider adopting a resolution declaring the official intent of the City to reimburse certain expenditures from the proceeds of bonds to be issued by the City.  
**Attachments:** [9-23-19 Resolution Reimbursement](#)
11. [19-0612](#) Consider authorizing staff to execute Prime Contract Change Order #002 for City Hall Security Project.  
**Attachments:** [City Hall Change Order 2](#)
12. [19-0613](#) Consider authorizing staff to solicit quotes for electrical upgrades, door and window

replacement, plumbing upgrades, and removal and infill of a door at the Fire Hall.

13. 19-0614 Consider approving the hiring of seasonal and regular part-time employees at the Civic Center / Parks and Recreation Department.

#### 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

14. 19-0607 Review and acknowledge approved minutes for Boards & Commissions.

**Attachments:** [August 6, 2019 Arts & Culture Minutes.pdf](#)  
[August 14, 2019 PUC minutes.pdf](#)  
[August 27, 2019 PUC minutes.pdf](#)  
[August 20, 2019 Golf Board minutes.pdf](#)  
[July 25, 2019 GREDA Minutes.pdf](#)  
[June 27, 2019 GREDA Minutes.pdf](#)  
[August 22, 2019 GREDA Minutes.pdf](#)

#### DEPARTMENT HEAD REPORT

15. 19-0618 Public Utilities Commission - Julie Kennedy, General Manager

#### FINANCE DEPARTMENT

16. 19-0609 Consider approving a resolution adopting the 2019 proposed levy/collectable 2020 and setting December 2, 2019 at 6:00 p.m. to discuss the proposed budget, levy and allow for public comment and December 16, 2019 for the subsequent meeting to adopt the final levy and budget.

**Attachments:** [Preliminary levy budget 92319 res](#)

#### ADMINISTRATION DEPARTMENT

17. 19-0599 Consider appointing Michael Randall to the position of Building Maintenance Worker.

**Attachments:** [PW - Airport Maintenance Worker Lead](#)

#### 5:30 PM PUBLIC HEARINGS

18. 19-0615 Conduct a public hearing to consider the preliminary and final development plan for Common Interest Community #33 Lakewood Estates First Addition Planned Unit Development, and the associated establishment of a PUD Overlay Zoning District.

**Attachments:** [Lakewood Estates PUD: Area Maps & Review Comments](#)  
[Lakewood Estates First Add.: Final Plan, Final Utilities, Site Grading/Preservatic](#)  
[Lakewood Estates First Add. PUD: Application](#)  
[Section 30-703. PUD's](#)

## COMMUNITY DEVELOPMENT

19. [19-0616](#) Consider the recommendation of the Planning Commission regarding the adoption of an ordinance approving the preliminary and final development plan for Common Interest Community #33 Lakewood Estates First Addition Planned Unit Development, and the associated establishment of a PUD Overlay Zoning District.
- Attachments:** [Lakewood Estates First Add. PUD: Ordinance w/final plan](#)

## ADJOURNMENT

*NEXT REGULAR MEETING IS SCHEDULED FOR OCTOBER 14, 2019, 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)

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**File #:** 19-0595      **Version:** 1      **Name:** Council minutes  
**Type:** Agenda Item      **Status:** Approval of Minutes  
**File created:** 9/10/2019      **In control:** City Council  
**On agenda:** 9/23/2019      **Final action:**  
**Title:** Consider approving Council minutes for Monday, September 9, 2019 Worksession and Regular meetings.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [September 9, 2019 Worksession.pdf](#)  
[September 9, 2019 Regular meeting.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving Council minutes for Monday, September 9, 2019 Worksession and Regular meetings.



# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council Work Session

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Monday, September 9, 2019

Conference Room 2A

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**CALL TO ORDER: Pursuant to due notice and call thereof a Special Meeting/Worksession of the Grand Rapids City Council was held on Monday, September 9, 2019 at 4:45 PM in City Hall Community Development Conference Room, 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, Barb Baird, Rob Mattei, Scott Johnson, Will Richter, Travis Cole*

### Discussion Items

1. Discuss 2020 Budget

*Review of Central School budget, noting that the revenue is based upon current occupation. Also discussed recent adjustments to overall City budget for 2020. A public hearing will be held on December 2, 2019 and the final levy will be set on December 16, 2019.*

**Received and Filed**

2. Review 5:00 PM Regular Meeting

*Upon review, the addition of item #14a to Consent agenda is noted with no other changes or additions.*

### ADJOURN

*There being no further business, the meeting adjourned at 5:10 PM.*

*Respectfully submitted:*

*Kimberly Gibeau*  
Kimberly Gibeau, City Clerk



# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council

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Monday, September 9, 2019

5:00 PM

City Hall Council Chambers

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**CALL TO ORDER:** Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council was held on Monday, September 9, 2019 at 5:15 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, Travis Cole, Will Richter, Barb Baird, Scott Johnson*

### MEETING PROTOCOL POLICY

### PUBLIC FORUM

*None.*

### COUNCIL REPORTS

*Councilor Connelly provided update on the Civic Center Steering Committee and will be returning to Council with recommendations for moving forward later this fall. Also noted that the Rural Arts & Culture Summit will be hosted by Grand Rapids October 3-5, 2019 and has been recognized in a national publication.*

*Mayor Adams recognizes MN Street Rod Association, Log Alone for Kids fundraiser, Pickle Ball Tournament that brought 141 participants, McBride Family fundraising for ICC Scholarship and Dan & Nancy Root, who mentor children at Southwest Elementary School, for going above and beyond to serve the community for the good.*

### APPROVAL OF MINUTES

Consider approving Council minutes for Monday, August 26, 2019 Worksession & Regular meetings and August 29, 2019 Budget meeting.

**A motion was made by Councilor Dale Christy, second by Councilor Michelle Toven, to approve Council minutes as presented. The motion PASSED by unanimous vote.**

**VERIFIED CLAIMS**

Consider approving the verified claims for the period August 20, 2019 to September 2, 2019 in the total amount of \$769,583.20.

**A motion was made by Councilor Rick Blake, second by Councilor Tasha Connelly approving 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. Consider adopting a resolution accepting a donation from Get fit Itasca via YMCA in an amount of \$27,640 for the purchase of a public sculpture, two decorative benches, and the placement of an informational kiosk to be located at the new Mississippi River Pedestrian Bridge.  
**Adopted Resolution 19-77 by consent roll call**
2. Consider adopting a resolution approving LG230 Off-Site Gambling application for Grand Rapids Amateur Hockey Association.  
**Adopted Resolution 19-78 by consent roll call**
3. Consider approving a temporary liquor license for Klockow Brewing Company event on Saturday, September 28, 2019.  
**Approved by consent roll call**
4. Consider voiding lost Payroll check #81837, issue a new check, and waiving bond requirements for check issued to Nathen Reigel in the amount of \$26.55.  
**Approved by consent roll call**
5. Consider adopting a resolution accepting a \$2,436 grant from the Minnesota Board of Firefighter Training and Education for the Grand Rapids Fire Department.  
**Adopted Resolution 19-79 by consent roll call**
6. Consider authorizing staff to advertise with Do Bid the sale of a Fire Department-2006 Format Plain Paper Copier Model (Copystar CS-2550)  
**Approved by consent roll call**
7. Consider the adoption of a resolution authorizing an application to the IRRRB Regional Trails Grant Program for CP 2015-3, Highway 2 West Trail  
**Adopted Resolution 19-80 by consent roll call**



8. Consider the terminations of regular part-time employees from the Civic Center / Parks and Recreation Department.  
**Approved by consent roll call**
9. Consider approving the hiring of regular part-time employees at the Civic Center / Parks and Recreation Department and implement wage adjustments for current part-time employees.  
**Approved by consent roll call**
10. Consider adoption of a resolution issuing an order to raze or remove structures upon properties located at:  
2803 DeSchepper Dr. Grand Rapids, Minnesota.  
2408 SW 18th St Grand Rapids, Minnesota.  
302 Golf Course Rd Grand Rapids, Minnesota  
**Adopted Resolutions 19-81, 19-82 and 19-83 by consent roll call**
11. Consider approving Memorandum of Understanding between the City of Grand Rapids and International Union of Operating Engineers, Local No. 49 - Clerical Union.  
**Approved by consent roll call**
12. Consider authorizing staff to solicit quotes and accept quote from Rides for a topper for Community Development/ Building Maintenance pickup, for a total cost of \$2,697.53.  
**Approved by consent roll call**
13. Consider approving a Supplemental Letter Agreement (SLA) 2015-3 with SEH related to CP 2015-3, Highway 2 West Trail  
**Approved by consent roll call**
14. Consider approving a Supplemental Letter Agreement (SLA) 2014-2b with SEH related to CP 2014-2, 2020 Street Improvements Project  
**Approved by consent roll call**
- 14a. Consider approving a resolution accepting an additional \$3964.45 grant award from the Minnesota Board of Firefighter Training and Education.  
**Adopted Resolution 19-84 by consent roll call**

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

**A motion was made by Councilor Michelle Toven, second by Councilor Tasha Connelly approving the Consent agenda as amended. 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 Tasha Connelly, second by Councilor Dale Christy, to approve the Regular agenda as presented. The motion PASSED by unanimous vote.**

**FIRE DEPARTMENT**

- 15. Consider allowing Fire Department to install Sika Deco Flake flooring in truck bays and meeting room.

*Fire Chief Cole presents information regarding need for floor replacement, sighting safety issues and noting 20 year warranty.*

**A motion was made by Councilor Tasha Connelly, second by Councilor Rick Blake to approve the installation of Sika Deco Flake flooring at the Grand Rapids Fire Hall. The motion carried by the following vote.**

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

**ADMINISTRATION DEPARTMENT**

- 16. Consider the purchase of two 1/2 Ton pickup trucks from Lakewoods Chrysler.

**A motion was made by Councilor Dale Christy, second by Councilor Michelle Toven, to approve purchase of two half ton pickup trucks from Lakewoods Chrysler. The motion carried by the following vote.**

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

**ADJOURNMENT**

**A motion was made by Councilor Rick Blake, second by Councilor Michelle Toven to adjourn at 5:40 PM. The motion PASSED by unanimous vote.**

*Respectfully submitted:*

*Kimberly Gibeau*  
 Kimberly Gibeau, City Clerk



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 19-0611      **Version:** 1      **Name:** VERIFIED CLAIMS  
**Type:** Agenda Item      **Status:** Verified Claims  
**File created:** 9/18/2019      **In control:** City Council  
**On agenda:** 9/23/2019      **Final action:**  
**Title:** Consider approving the verified claims for the period September 3, 2019 to September 16, 2019 in the total amount of \$1,148,338.52, of which \$29,385 are bond payments.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [COUCIL BILL LIST 09-23-19.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving the verified claims for the period September 3, 2019 to September 16, 2019 in the total amount of \$1,148,338.52, of which \$29,385 are bond payments.

### **Requested City Council Action**

Make a motion approving the verified claims for the period September 3, 2019 to September 16, 2019 in the total amount of \$1,148,338.52, of which \$29,385 are bond payments.

DATE: 09/18/2019  
 TIME: 09:38:04  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 09/23/2019

VENDOR #	NAME	AMOUNT DUE
-----		
GENERAL FUND		
CITY WIDE		
1309146	MACROSTIE ART CENTER	500.00
1900225	SEH	12,949.10
TOTAL CITY WIDE		13,449.10
ADMINISTRATION		
0102660	ABRAMS & SCHMIDT LLC	615.00
1215630	LOREN SOLBERG CONSULTING, LLC	1,450.00
1321525	MCCI, LLC	630.00
TOTAL ADMINISTRATION		2,695.00
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE SERVICES INC	50.60
0221650	BURGGRAF'S ACE HARDWARE	13.98
0315455	COLE HARDWARE INC	63.76
0920060	ITASCA COUNTY TREASURER	144.60
1901535	SANDSTROM'S INC	207.31
TOTAL BUILDING MAINTENANCE-CITY HALL		480.25
COMMUNITY DEVELOPMENT		
0312109	CLAFTON SALES - CLAFTON SKATE	168.00
0920060	ITASCA COUNTY TREASURER	95.51
TOTAL COMMUNITY DEVELOPMENT		263.51
ENGINEERING		
1309495	MINUTEMAN PRESS	52.90
1920555	STOKES PRINTING & OFFICE	38.58
TOTAL ENGINEERING		91.48
FIRE		
0100010	5 STAR PEST CONTROL &	225.00
0121721	AUTO VALUE - GRAND RAPIDS	183.87
0221650	BURGGRAF'S ACE HARDWARE	71.97
0321505	CUMMINS INC	600.87
0401804	DAVIS OIL INC	511.31
0920060	ITASCA COUNTY TREASURER	40.29
1200500	L&M SUPPLY	84.93

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/23/2019

VENDOR #	NAME	AMOUNT DUE
GENERAL FUND		
FIRE		
1309090	SUPERONE FOODS NORTH	30.72
1908248	SHERWIN-WILLIAMS	1,232.11
TOTAL FIRE		2,981.07
PUBLIC WORKS		
0113223	AMERICAN DETAILING	600.00
0121721	AUTO VALUE - GRAND RAPIDS	1.79
0221650	BURGGRAF'S ACE HARDWARE	71.15
0301685	CARQUEST AUTO PARTS	15.53
0315455	COLE HARDWARE INC	53.42
0400720	D&S STUMP GRINDING LLC	1,045.00
0401804	DAVIS OIL INC	1,855.93
0501650	EARL F ANDERSEN	206.45
0601690	FASTENAL COMPANY	29.98
0609305	FIGGINS TRUCK & TRAILER REPAIR	1,304.41
0801836	HAWKINSON SAND & GRAVEL	343.46
0920060	ITASCA COUNTY TREASURER	911.64
1200500	L&M SUPPLY	58.99
1421155	NUCH'S IN THE CORNER	15.00
1503150	OCCUPATIONAL DEVELOPMENT CTR	475.00
1621125	PUBLIC UTILITIES COMMISSION	4,885.81
1801615	RAPIDS WELDING SUPPLY INC	16.70
1908248	SHERWIN-WILLIAMS	225.57
1920555	STOKES PRINTING & OFFICE	17.94
TOTAL PUBLIC WORKS		12,133.77
FLEET MAINTENANCE		
0301685	CARQUEST AUTO PARTS	81.91
0401420	DAKOTA FLUID POWER, INC	27.48
0513233	EMERGENCY AUTOMOTIVE TECH INC	319.67
0920060	ITASCA COUNTY TREASURER	86.26
1500700	OSI ENVIRONMENTAL BR 50	100.00
1605740	PETROCHOICE HOLDINGS INC	777.32
1801615	RAPIDS WELDING SUPPLY INC	11.52
TOTAL FLEET MAINTENANCE		1,404.16
POLICE		
0301685	CARQUEST AUTO PARTS	10.99
0920060	ITASCA COUNTY TREASURER	3,639.81
1200500	L&M SUPPLY	44.98

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/23/2019

VENDOR #	NAME	AMOUNT DUE
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GENERAL FUND		
POLICE		
1201434	LAKE WOODS CHRYSLER	133.10
1309495	MINUTEMAN PRESS	60.00
1920233	STREICHER'S INC	331.93
1920555	STOKES PRINTING & OFFICE	64.78
2000400	T J TOWING	260.00
	TOTAL POLICE	4,545.59
RECREATION		
0718060	GRAND RAPIDS HERALD REVIEW	35.00
	TOTAL RECREATION	35.00
CENTRAL SCHOOL		
0315455	COLE HARDWARE INC	17.98
0401425	DAKOTA SUPPLY GROUP	172.89
	TOTAL	190.87
AIRPORT		
0121721	AUTO VALUE - GRAND RAPIDS	80.66
0315455	COLE HARDWARE INC	33.79
0401420	DAKOTA FLUID POWER, INC	10.82
0920060	ITASCA COUNTY TREASURER	63.96
1608345	PHILS GARAGE DOOR	214.50
2018680	TRU NORTH ELECTRIC LLC	800.00
2018682	TRUCK UTILITIES INC	590.12
	TOTAL	1,793.85
CIVIC CENTER		
GENERAL ADMINISTRATION		
0221650	BURGGRAF'S ACE HARDWARE	16.58
0718060	GRAND RAPIDS HERALD REVIEW	35.00
0920060	ITASCA COUNTY TREASURER	41.15
1309090	SUPERONE FOODS NORTH	54.16
1605611	PEPSI BEVERAGES COMPANY	453.89
1901535	SANDSTROM'S INC	643.03
	TOTAL GENERAL ADMINISTRATION	1,243.81

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/23/2019

VENDOR #	NAME	AMOUNT DUE
-----		
STATE HAZ-MAT RESPONSE TEAM		
0601690	FASTENAL COMPANY	93.31
1200500	L&M SUPPLY	721.95
TOTAL		815.26
CEMETERY		
0121723	AUTO ZONE LLC	49.99
0221650	BURGGRAF'S ACE HARDWARE	13.66
0920060	ITASCA COUNTY TREASURER	255.40
1200500	L&M SUPPLY	68.33
1615427	POKEGAMA LAWN AND SPORT	125.02
1909510	SIM SUPPLY INC	89.60
T001254	ELIZABETH NEWTON	100.00
TOTAL		702.00
DOMESTIC ANIMAL CONTROL FAC		
0920060	ITASCA COUNTY TREASURER	97.25
2018680	TRU NORTH ELECTRIC LLC	55.00
TOTAL		152.25
GO STATE-AID ST BONDS 2007B		
2305447	WELLS FARGO BANK NA	4,575.00
TOTAL		4,575.00
GO STATE-AID BONDS 2012B		
2305447	WELLS FARGO BANK NA	24,810.00
TOTAL		24,810.00
GENERAL CAPITAL IMPRV PROJECTS		
2010-5 MS RIVER PD BRIDGE		
1815125	ROBERT R SCHROEDER CONST INC	8,964.20
1900225	SEH	1,628.60
T001223	AARON SQUADRONI	6,000.00

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/23/2019

VENDOR #	NAME	AMOUNT DUE
-----		
GENERAL CAPITAL IMPRV PROJECTS		
2010-5 MS RIVER PD BRIDGE		
	TOTAL 2010-5 MS RIVER PD BRIDGE	16,592.80
CAPITAL EQPT REPLACEMENT FUND		
CAPITAL OUTLAY-CIVIC CENTER		
0900055	ICS CONSULTING INC	1,250.00
	TOTAL CAPITAL OUTLAY-CIVIC CENTER	1,250.00
CAPITAL OUTLAY-FIRE DEPT		
0312110	CLAREY'S SAFETY EQUIPMENT INC	20,067.38
1200500	L&M SUPPLY	100.68
1321527	MUNICIPAL EMERGENCY SERVICES	14,642.60
	TOTAL CAPITAL OUTLAY-FIRE DEPT	34,810.66
CAPITAL OUTLAY-IT DEPT		
1915248	SHI INTERNATIONAL CORP	12,516.00
	TOTAL CAPITAL OUTLAY-IT DEPT	12,516.00
GR ARTS & CULTURE CPTL PRJS		
1415540	NORTHLAND MONUMENT	2,900.00
	TOTAL	2,900.00
7TH AVENUE BRIDGE REHABILITATN		
HORN BRIDGE REHAB		
1200800	LHB INC	2,016.75
	TOTAL HORN BRIDGE REHAB	2,016.75
2018 INFRAST/CPT MNT IMP BONDS		
CAPITAL MAINT IMPRV PLAN		
0401500	DAMBERG.SCOTT.GERZINA.WAGNER	433.94
0514200	ESC SYSTEMS SOUND & LIFE SAFE	1,508.64
1301850	MAX GRAY CONSTRUCTION	103,364.37
2018680	TRU NORTH ELECTRIC LLC	475.87
	TOTAL CAPITAL MAINT IMPRV PLAN	105,782.82



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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 09/23/2019

VENDOR #	NAME	AMOUNT DUE
-----		
2019	INFRASTRUCTURE BONDS	
2019-1	GLF COURSE RD UTIL EXT	
0218115	BRAUN INTERTEC CORPORATION	4,705.75
1205110	LEASE LANDSCAPING INC	23,565.00
1900225	SEH	59,536.52
2000522	TNT AGGREGATES, LLC	219,059.05
	TOTAL 2019-1 GLF COURSE RD UTIL EXT	306,866.32
2019-2	COHASSET TRAIL	
0301705	CASPER CONSTRUCTION INC	89,938.16
1900225	SEH	19,612.30
	TOTAL 2019-2 COHASSET TRAIL	109,550.46
STORM WATER UTILITY		
0103325	ACHESON TIRE INC	100.00
0401804	DAVIS OIL INC	1,153.89
0920040	ITASCA COUNTY FARM SERVICE	114.75
0920060	ITASCA COUNTY TREASURER	375.43
1621125	PUBLIC UTILITIES COMMISSION	740.00
1809154	RICHARD RYSAVY	100.00
	TOTAL	2,584.07
	TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$	667,231.85
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100053	AT&T MOBILITY	3,357.25
0205640	LEAGUE OF MN CITIES INS TRUST	913.97
0305530	CENTURYLINK QC	259.00
0718015	GRAND RAPIDS CITY PAYROLL	250,268.76
0718070	GRAND RAPIDS STATE BANK	459.27
0805150	JANELL HECIMOVICH	81.00
0805358	JACKIE HEINRICH	81.00
0815440	HOLIDAY STATIONSTORES LLC	686.79
0920036	ITASCA COUNTY ATTORNEY OFFICE	197.50
0920055	ITASCA COUNTY RECORDER	92.00
1205090	LEAGUE OF MINNESOTA CITIES	150.00
1301146	MARCO TECHNOLOGIES, LLC	1,848.15
1305046	MEDIACOM LLC	148.45
1305065	MEDTOX LABORATORIES INC	74.55
1309098	MINNESOTA MN IT SERVICES	439.88
1309149	MN CHIEFS OF POLICE ASSOC	1,350.00
1309178	MINNESOTA GFOA TREASURER	470.00

DATE: 09/18/2019  
 TIME: 09:38:05  
 ID: AP443GR0.WOW

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 7

INVOICES DUE ON/BEFORE 09/23/2019

VENDOR #	NAME	AMOUNT DUE
-----		
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1309199	MINNESOTA ENERGY RESOURCES	3.06
1309265	MN DEPT OF LABOR & INDUSTRY	160.00
1309332	MN STATE RETIREMENT SYSTEM	2,520.00
1309335	MINNESOTA REVENUE	7,043.11
1315650	ANDY MORGAN	28.75
1405850	NEXTERA COMMUNICATIONS LLC	429.19
1415372	NORTHERN AIR PLUMBING	30.23
1516220	OPERATING ENGINEERS LOCAL #49	105,424.00
1601750	PAUL BUNYAN COMMUNICATIONS	277.56
1609561	PIONEER TELEPHONE	10.15
1621125	PUBLIC UTILITIES COMMISSION	11,650.00
1621130	P.U.C.	29,742.84
2000490	TDS Metrocom	702.01
2209665	VISA	7,176.84
2209705	VISIT GRAND RAPIDS INC	51,431.59
2301700	WASTE MANAGEMENT OF MN INC	2,401.29
2305300	MATTHEW WEGWERTH	148.48
T000520	MAASCH CONSTRUCTION INC	50.00
T001163	SUSAN BROWN	500.00
T001233	JAMES B ANDREWS CONSTRUCTION	500.00
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$481,106.67
TOTAL ALL DEPARTMENTS		1,148,338.52



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	19-0596	<b>Version:</b>	1	<b>Name:</b>	Amend and adopt job descriptions for Police Department support staff.
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	9/10/2019	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	9/23/2019	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Consider adopting amended job descriptions for Police Department support staff.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Police-Admin - Administrative Assistant-Communications Specialist Records Technician (Transcriptionist) Job Description - Draft</a>				

Date	Ver.	Action By	Action	Result
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Consider adopting amended job descriptions for Police Department support staff.

### **Background Information:**

With the recent resignation of Lauren Van Den Heuvel from the Communications Specialist position, it has been determined that the work could be done by Janell Hecimovich, Administrative Assistant in the Police Department. Janell received a Bachelor of Science in Visual Communication from Brown College in Mendota Heights, Minnesota. Janell worked as a Receptionist/Graphic Designer for Venture Photography in Hopkins where she was a freelance Graphic Designer and helped update the promotional pieces. She also assisted with any brand modification as needed. She then became a Graphics Coordinator for Sign-Zone, Inc. where she evaluated artwork and created pre-press proofs for special clients. Janell has extensive knowledge and experience in website and social media management.

We have amended the job description for the current position Janell holds to include Communications Specialist. Because of the time commitment for this, we would like to create a new part-time position that would be Records Technician/Transcriptionist for up to 28 hours per week. We have discussed this with the Clerical Union, and they are in agreement to add this position to the Clerical Union roster. The draft job description for that position is attached.

### **Staff Recommendation:**

City staff is recommending amending the job description for Janell Hecimovich from Administrative Assistant-Police to Administrative Assistant/Communications Specialist. We are also recommending adopting the job description for Records Technician/Transcriptionist and request authorization to post the position. We will come back to the City Council at a later date with a recommendation for filling the newly created part-time position.

### **Requested City Council Action**

Make a motion to (1) amend the job description for Administrative Assistant-Police to Administrative Assistant/Communications Specialist; (2) adopt the job description for Records Technician/Transcriptionist; and (3) authorize City staff to begin the process of filling the vacancy.

## **City of Grand Rapids Job Description**

**Job Title:**            **Administrative Assistant/Communications Specialist**  
**Department:**        Police/Administration  
**Reports To:**         Police Sergeant/Director of Human Resources  
**FLSA Status:**        Non-exempt  
**Approved By:**        City Council  
**Approved Date:**     September 23, 2019

**Summary:** Performs skilled, specialized administrative support for the Police Department. Transcribes interviews, police reports and other documents. Responsible for coordinating the communications output within the City of Grand Rapids. Creates and delivers information through social media, direct mail, brochures, newsletters, and other publications. Work is performed under the general direction of the Police Sergeant and Human Resources Director.

**Essential Duties and Responsibilities** include the following. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Create City literature and other forms of communication.
- Create marketing and promotional materials, both print and electronic.
- Copyedit, proofread, and revise communications.
- Design and launch email marketing campaigns.
- Recommend, implement and maintain site design and operation.
- Promote services through public relations initiatives.
- Create and deliver press releases, media relations content, City newsletter content, and social media content.
- Implement and maintain communications strategy.
- Develop fresh story ideas.
- Transcribes reports for use by city, county and state law enforcement agencies.
- Provides specialized office support to the Police Department in the transcription of documents, technical, complex and confidential police reports, ensuring correct transcription format and grammar.
- Prepares and maintains police records and files, including coding and required State reporting.
- Enters and retrieves data in the Police Records Management System, including entering photographs of sex registrants for attachment to their file and updating predatory offender registration information in compliance with the Bureau of Criminal Apprehension.
- Acts as a certified operator of State/National crime records computer in accordance with requirements of the Minnesota Bureau of Criminal Apprehension and the Federal Bureau of Investigation, entering and querying person, items, warrants and incidents.
- Performs gun permit checks, probation checks, and police record checks
- Runs statistics.
- Acts as receptionist answering telephone calls, waiting on the public, providing and making copies of reports.
- Performs other duties as assigned.

### **Education and/or Experience**

High school diploma or GED and moderate experience working in communications, or equivalent combination or education and experience including:

- Working knowledge of multiple social media platforms
- Strong writing and editing skills

- Strong communication skills
- Experience designing a newsletter
- Microsoft Office skills
- Experience in web content management and page design
- Knowledge of criminal justice databases and protocol for maintaining, processing and releasing information.
- Knowledge of state statutes, applicable codes, city ordinances, court processes and other rules.
- Experience and certification in the operation of the law enforcement criminal justice computer reporting system and successfully complete training and pass examinations to receive certifications required by the Minnesota Bureau of Criminal Apprehension and the Federal Bureau of Investigation.
- Skill in operating office equipment, including transcription equipment.

**Knowledge, Skills, Abilities and Competencies Required:** The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

**Customer Service** – Solicit customer feedback to improve service; Respond to requests for service and assistance; Meet commitments.

**Interpersonal Skills** – Able to focus on solving conflict, not blaming; Maintain confidentiality; Listen to others without interrupting; Keep emotions under control; Remain open to others’ ideas and tries new things.

**Oral Communication** – Speak clearly and persuasively in all situations; Listen and get clarification; Respond well to questions; Participate in meetings.

**Written Communication** – Write clearly and informatively; Edit work for spelling and grammar; Vary writing style to meet needs; Present numerical data effectively; Able to read and interpret written information.

**Teamwork** – Balance team and individual responsibilities; Exhibit objectivity and openness to others’ views; Give and welcomes feedback; Contribute to building a positive team spirit; Put success of team above own interests; Able to build morale and group commitments to goals and objectives; Support everyone’s efforts to succeed.

**Organizational Support** – Follow policies and procedures; Complete tasks with accuracy and on time; Support organization’s goals and values; Support affirmative action and respect diversity.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to learn and operate a variety of office software.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative** – Willing to volunteer readily; Undertake self-development activities; Seek increased responsibilities; Take independent actions and calculated risks; Look for and take advantage of opportunities; Ask for and offer help when needed.

**Language Skills and Math Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence, effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to compute simple math problems, such as addition, subtraction, multiplication and division. Able to make arithmetic computations using whole numbers, fractions and decimals.

**Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Decision Making**

Exercises discretion in handling confidential information; uses discretion and accuracy to report incidents and emergencies to other law enforcement agencies; exercises appropriate judgment in analyzing complaints and emergencies to determine importance, time and proper authorities to resolve situations.

**Computer Skills**

Microsoft Office; Desktop Publishing software; and Internet software.

**Other Skills and Abilities**

Some knowledge of accounting principles and practices. Ability to handle multiple projects and conflicting demands on time. Ability to maintain an effective working relationship with the public and staff. Ability to work under minimal supervision. Able to work some overtime as the workload demands. Ability to type with speed and accuracy.

**Physical Demands** This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires speaking or hearing and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken work; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic). Moderate travel is required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## **City of Grand Rapids Job Description**

**Job Title:**                   **Records Technician (Transcriptionist)**  
**Department:**               Police Department  
**FLSA Status:**               Non-exempt  
**Approved By:**               City Council  
**Approved Date:**             September 23, 2019

**Summary:** Transcribe reports that are vital as part of judicial evidence. Perform a variety of clerical and technical duties for the purpose of coordinating and maintaining accurate and up-to-date police reports, records, and data system, which is in compliance with legal mandates and prosecution requirements. Provide general information concerning the Police Department to phone callers and visitors, and directs them to specific personnel. Various other staff, administrative, and customer data needs.

**Essential Duties and Responsibilities:** The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

1. Transcribe from dictation, handwritten notes, or other sources including a variety of police reports, statements, search warrants, or other documents.
2. Cross-train and fill in for other clerical duties.
3. Answer telephone and receive the public in person, provide information and respond to questions, inquiries, or complaints, and refer them via phone system or messages to appropriate personnel.
4. Provide other clerical support to management and staff as needed.
5. Perform other duties of a similar nature as assigned.
6. Flexibility to respond after hours on an occasional basis.

**Knowledge, Skills, Abilities and Competencies Required:** The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

- Knowledge of standard office practices, policies and guidelines.
- Knowledge of grammar, spelling, punctuation and editing.
- Ability to sit and answer phones and use computer equipment on a continuous basis.
- Flexibility and ability to work under changing priorities and in peak workloads.
- Ability to handle complaints and concerns with internal and external customers in a tactful and respectful manner.
- Ability to type information and enter data with speed and accuracy, which is essential to ensure that the report is accepted as evidence.
- Ability to follow oral and written instructions.
- Ability to maintain accurate records and files.
- Ability to operate office equipment (i.e., computer, printer, document imaging system, Dictaphone/digital dictation equipment, 10-key, and copy machine).

## **Education and/or Experience**

### **Minimum Qualifications:**

High school diploma or GED and one year post-secondary education/training, plus three years office experience; or equivalent combination of education and experience including:

- 50-55 wpm typing/keyboarding.
- Microsoft Office systems computer experience.
- Strong communication skills.

### **Desirable Qualifications:**

- Transcription experience.
- Receptionist experience in an organization with high-call volume.
- Law enforcement and/or legal experience.
- Law Enforcement software systems.

### **Examination:**

- Training and Experience Rating
- Oral Interview
- Typing Test
- Must pass a drug test and background check

### **Customer Service**

Solicit customer feedback to improve service; Respond to requests for service and assistance; Meet commitments.

### **Interpersonal Skills**

Able to focus on solving conflict, not blaming; Maintain confidentiality; Listen to others without interrupting; Keep emotions under control; Remain open to others' ideas and tries new things.

### **Oral Communication**

Speak clearly and persuasively in all situations; Listen and get clarification; Respond well to questions; Participate in meetings.

### **Written Communication**

Write clearly and informatively; Edit work for spelling and grammar; Vary writing style to meet needs; Present numerical data effectively; Able to read and interpret written information.

### **Teamwork**

Balance team and individual responsibilities; Exhibit objectivity and openness to others' views; Give and welcomes feedback; Contribute to building a positive team spirit; Put success of team above own interests; Able to build morale and group commitments to goals and objectives; Support everyone's efforts to succeed.

### **Organizational Support**

Follow policies and procedures; Complete tasks with accuracy and on time; Support organization's goals and values; Support affirmative action and respect diversity.

### **Planning/Organizing**

Prioritize and plan work activities; Use time efficiently; Plan for additional resources; Set goals and objectives.



**Professionalism**

Approach others in a tactful manner; React well under pressure; Treat others with respect and consideration regardless of their status or position; Accept responsibility for own actions; Follow through on commitments.

**Quality**

Demonstrate accuracy and thoroughness; Look for ways to improve and promote quality; Apply feedback to improve performance; Monitor own work to ensure quality.

**Safety and Security**

Observe safety and security procedures; Determine appropriate action beyond guidelines; Report potentially unsafe conditions; Use equipment and materials properly.

**Adaptability**

Adapt to changes in the work environment; Manage competing demands; Change approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events. Able to learn and operate a variety of office software.

**Dependability**

Follow instructions, respond to management direction; Take responsibility for own actions; Keep commitments; Commit to long hours of work when necessary to reach goals; Complete tasks on time or notifies appropriate person with an alternate plan.

**Initiative**

Willing to volunteer readily; Undertake self-development activities; Seek increased responsibilities; Take independent actions and calculated risks; Look for and take advantage of opportunities; Ask for and offer help when needed.

**Language and Math Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence, effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to compute simple math problems, such as addition, subtraction, multiplication and division. Able to make arithmetic computations using whole numbers, fractions and decimals.

**Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills**

Microsoft Office; Internet software.

**Other Skills and Abilities**

Ability to handle multiple projects and conflicting demands on time. Ability to maintain an effective working relationship with the public and staff. Ability to work under minimal supervision. Able to work some overtime as the workload demands.

**Working Conditions/Physical Requirements:**

Work is performed primarily in a standard office environment that includes exposure to computer screens. Primary functions require:

- Sufficient physical ability and mobility to work in an office setting.
- Sit and answer phones/use computer equipment on a continuous basis.
- On a frequent basis must be able to stand, walk, sit, talk and reach with hands and arms.
- Occasionally lift, bend, stoop and retrieve files and boxes weighing up to 25-30 pounds.
- Operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.
- Work with employees and/or the public that may be irritated or upset.

This work requires the occasional exertion of up to 30 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires speaking or hearing and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0597      **Version:** 1      **Name:** Amend the job description for Airport Maintenance Lead.  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 9/10/2019      **In control:** City Council  
**On agenda:** 9/23/2019      **Final action:**  
**Title:** Consider amending the job description for Airport Maintenance Lead.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [PW - Airport Maintenance Lead](#)

Date	Ver.	Action By	Action	Result
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Consider amending the job description for Airport Maintenance Lead.

**Background Information:**

The job description for Building/Airport Maintenance Worker Lead was adopted on June 25, 2012. Everett Baumgarner currently holds that position. With the retirement of Ron Edminster from Facilities Maintenance, we are filling a newly created Building Maintenance position at tonight's City Council meeting. The duties of the new position will be primarily maintaining City buildings and providing routine maintenance, duties that were originally in the Building/Airport Maintenance Worker Lead job description.

Since Everett has been working primarily at the Airport and no longer on building maintenance, it is necessary to amend the job description to Airport Maintenance Lead. Attached you will find a draft job description.

**Staff Recommendation:**

Public Works Director/City Engineer Matt Wegwerth and Director of Human Resources Lynn DeGrio are recommending the amendments to the Building/Airport Maintenance Worker Lead job description and changing the job title to Airport Maintenance Lead.

**Requested City Council Action**

Make a motion to amend the job description for Airport Maintenance Lead effective immediately.

## **City of Grand Rapids**

### **Job Description**

**Job Title:**        **Airport Maintenance Lead**

**Department:**    Public Works

**FLSA Status:**    Non-exempt

**Approved By:**    City Council

**Approved Date:** September 23, 2019

**Summary:** Responsible for day-to-day maintenance and operation of the Grand Rapids / Itasca County Airport. Performs intermediate skilled work in the maintenance of City buildings to maintain a neat, safe, clean, and sanitary environment, providing routine maintenance, operation and repair of the heating, ventilating, and air conditioning (HVAC) systems in assigned city owned buildings, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Director.

**Essential Duties and Responsibilities** include the following. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Plans, organizes, assigns, schedules, enforces safety regulations related to airport functions.
- Establishes criteria and coordinates procedures for the safety and security of the public and operations and maintenance of the airport
- Plans the use of equipment according to the nature and priority of assigned projects; confers with the GRPW Fleet Division regarding equipment repairs and performance, scheduled maintenance and repair programs and related dealers
- Monitors weather conditions and determines when to call personnel in for snow and ice control and removal
- Selects and orders materials in accordance to City purchasing policies
- Prepares and updates maintenance policies, programs and procedural manuals
- Performs public relations duties associated with the airport
- Conducts routine and special inspections of all assigned facilities; coordinates the maintenance of equipment and buildings including radio and electronic navigations aids; assists in the preventative maintenance of equipment; schedules maintenance work as necessary
- Inspects airport pavements, fences and gates, lighting and facilities as required by the airport operations manual
- Conducts snow removal operations
- Maintains airport grounds and facilities to include airfield lighting maintenance, mowing and landscaping, pavement maintenance, building maintenance, light carpentry and plumbing, painting and janitorial duties
- Supervises part-time seasonal employees
- Documents daily activities and maintains a variety of records. Prepares reports related to airport inspection, maintenance and wildlife hazard control activities
- Issues Notices-to-Airmen (NOTAMs) through the Federal Aviation Administration advising pilots and aircraft operators of any condition of hazard that may affect safe aircraft operations on or near airport
- Perform custodial duties as necessary
- Responds to all official emergencies and disasters of all assigned facilities. For emergency purposes, the Airport Maintenance Lead is on-call year round and twenty-four (24) hours a day, including such times as he/she may be on authorized leave
- Services and maintains City building boilers, HVAC systems and related equipment as assigned
- Provides routine maintenance, operation and repair functions to the building, HVAC systems, fixtures, furnishings which may require minor semi-skilled and skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled, semi-skilled and skilled trades work to provide for safe, efficient, and proper custodial care of the public's property.

- Performs other duties and responsibilities as assigned by Public Works Director / Airport Manager

**Knowledge, Skills, Abilities and Competencies Required:** The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

**Minimum Qualifications:**

High school diploma or GED and moderate experience working in building maintenance, or equivalent combination of education and experience.

- Valid driver's license in the State of Minnesota.

**Preferred Qualifications:**

- Associates / Technical degree
- Boiler's second class C license
- Class B driver's license endorsement

**Desirable Education and Experience:**

- Considerable knowledge of the materials, methods and techniques commonly used in construction and maintenance activities, particularly those applying to airports
- Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions.
- Considerable knowledge of the hazards of safety precautions of the work place
- Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand and follow written and oral instructions; Ability to establish effective working relationships.

**Essential Functions:**

- Must be capable of tolerating long and potentially stressful shifts of work with may include working in adverse weather conditions
- Must have significant practical judgement in order to deal with unexpected, potentially dangerous situations
- Must be able to communicate effectively with the public, federal and state agencies, understand oral and written directives, recognize hazardous materials, prepare reports, and supervise subordinates through radio communications as well as verbal and written directives
- Must be able to operate equipment necessary for the operations and maintenance of the airport and obtain a CDL within twelve (12) months of employment

**Physical Demands:** This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work frequently walking, sitting, pushing or pulling and lifting and occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to vibration, frequently requires exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to the risk of electrical shock and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job cha



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0598      **Version:** 1      **Name:** Accept Bench Donation from Devin and Janet Dahline.  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 9/11/2019      **In control:** City Council  
**On agenda:** 9/23/2019      **Final action:**  
**Title:** Consider adopting a resolution accepting a bench donation from Devin and Janet Dahline in the amount of \$1,905.58.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Dahline Bench Application](#)  
[9-23-19 Resolution Dahline Bench Donation](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution accepting a bench donation from Devin and Janet Dahline in the amount of \$1,905.58.

**Background Information:**

Mr. and Mrs. Dahline would like to donate a bench to be placed at the corner of SE 17th Street and SE 7th Avenue.

**Staff Recommendation:**

City staff is recommending adopting a resolution accepting the donation of a bench from Devin and Janet Dahline in the amount of \$1,905.58.

**Requested City Council Action**

Make a motion to adopt a resolution accepting a bench donation from Devin and Janet Dahline in the amount of \$1,905.58.



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

## BENCH DEDICATION ORDER FORM

APPLICANT (Please Print)

<b>Name:</b> Janet Dahline
<b>Address:</b> 4 Park Drive
Grand Rapids, MN 55744
<b>Phone:</b> 218-326-1603

DEDICATION PLAQUE 2" x 12" (4 LINES)

(61 Characters per Line – Includes spaces – Includes Upper & Lower case)

<b>Line 1:</b> Dedicated by Kevin & Janet D.
<b>Line 2:</b> Some day is today.
<b>Line 3:</b> Sit and relax!
<b>Line 4:</b>

DESIRED LOCATION OF BENCH

17th St. & Airport Road
-------------------------

<b>Signature of Applicant:</b> Janet M. Dahline	<b>Date:</b> 9-4-19
--	------------------------

(Check Required with Order) Amount=
-------------------------------------





**Flagship Recreation**  
 275 East 4th Street STE 810  
 St. Paul, MN 55101

763.550.7860 : info@flagshipplay.com

# Quote

Date 9/5/2019

Quote # 21728

Project

Terms Net 30

Drawing # 11686519a

**Bill To**

CITY OF GRAND RAPIDS  
 420 POKEGAME AVE N  
 GRAND RAPIDS, MN 55744

**Ship To**

GRAND RAPIDS PUBLIC WORKS  
 500 SE 4TH STREET  
 GRAND RAPIDS, MN 55744

We are pleased to submit the proposal to supply the following items:

Qty	Item	Description	Price	Total
1	58-60	6ft bench with back	1,130.00	1,130.00T
1	PLAQUE	2" x 10" plaque 028928 Janet D	350.00	350.00T
1	DUMOR FRE...	Delivery to site, items are delivered unassembled and on pallets. Customer responsible for unloading and installation.	303.00	303.00T

Signature below accepting this proposal will constitute a purchase order only on approval upon Flagship Recreation. Customer receipt of an order acknowledgement constitutes such approval.

Signature \_\_\_\_\_

Please remit payment to:  
 Flagship Recreation  
 275 East 4th Street #810  
 St Paul, Mn 55101

<b>Subtotal</b>	<b>\$1,783.00</b>
<b>Sales Tax (0.0%)</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$1,783.00</b>

Prices are good until 12/31/19

Donated by Devin & Janet D  
Someday is Today.  
Sit and Relax!

- APPROVED
- REJECTED

BY \_\_\_\_\_ DATE \_\_\_\_\_

INTERNAL USE ONLY  
PLQ ORDERED:  
SO/REP:  
ITEM:  
QTY:  
EST:



PLAQUE-028928-11  
9/05/19

2" X 10" PLAQUE

PLAQUE NOT TO SCALE

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

RESOLUTION NO. 19-

A RESOLUTION ACCEPTING A \$1905.58 DONATION FOR THE INSCRIPTION  
AND COST OF ONE PARK BENCH

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

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

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

- An area resident donated \$1,905.58 for the inscription and cost of a park bench to be placed at the corner of SE 17<sup>th</sup> Street and SE 7<sup>th</sup> Avenue.

Adopted this 23<sup>rd</sup> day of September, 2019.

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Dale Adams, Mayor

Attest:

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Kim Johnson-Gibeau, City Clerk



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0600      **Version:** 1      **Name:** Adoption of Draft (Revised) City of Grand Rapids Personnel Policy Manual.  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 9/11/2019      **In control:** City Council  
**On agenda:** 9/23/2019      **Final action:**  
**Title:** Consider adoption of Draft (Revised) City of Grand Rapids Personnel Policy Manual.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Personnel Policy Manual - DRAFT.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider adoption of Draft (Revised) City of Grand Rapids Personnel Policy Manual.

### **Background Information:**

The date of the last full revision of the City of Grand Rapids Personnel Policy Manual was January 1, 2010. Since that time, there have been new policies, changes made to some of the policies, and some of the policies are no longer in effect or necessary. The Personnel Policy Manual was reviewed by Labor Attorney Tiffany Schmidt as well as by the Director of Finance, Assistant Finance Director, and Director of Human Resources. We would like to distribute the draft to all permanent City employees and provide them with a period of thirty (30) days to review and comment.

Once the comment period has expired, we will bring a request back to City Council at the October 28, 2019 meeting and request adopting the Personnel Policy Manual with any recommended changes. The effective date of the new Personnel Policy Manual will most likely be November 1, 2019.

### **Staff Recommendation:**

Director of Human Resources Lynn DeGrio is recommending the adoption of the revised City of Grand Rapids Personnel Policy Manual subject to a thirty (30) day review period by permanent City employees.

### **Requested City Council Action**

Make a motion to adopt the Draft (Revised) City of Grand Rapids Personnel Policy Manual to be distributed to all permanent City employees for a period of thirty (30) days to review and comment.

# City of Grand Rapids Personnel Policies

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## **1.1 Welcome to The City of Grand Rapids!**

On behalf of your fellow City employees, we welcome you and wish you every success here.

We believe that each employee contributes directly to the City's growth and success, and we hope you will take pride in being a member of our team.

This employee handbook has been prepared to outline programs, policies, practices and other matters that are important to you. Your best interests and those of our organization depend on our productivity in an atmosphere of mutual understanding, trust and cooperation.

We are pleased you have joined us.

## **1.2 City Goals and Policy Resolutions**

- **TO MAINTAIN AND ENHANCE FINANCIAL STABILITY:**

That the City will develop and maintain operating policies that will secure financial stability for all City funds.

- **TO MAINTAIN AND IMPROVE THE CITY'S INFRASTRUCTURE:**

That the City will establish criteria, adopt, and maintain an infrastructure plan as a part of the City's Capital Improvement Plan.

- **TO MAINTAIN AND IMPROVE PUBLIC AND INTERNAL COMMUNICATION:**

That the City shall work toward a process of on-going communication with the public.

- **PROVIDE FOR EFFECTIVE AND FAIR CITY ADMINISTRATION:**

That the City will provide an on-going staff support system to enhance quality service.

- **TO PROTECT OUR ENVIRONMENT AND NATURAL RESOURCES:**

That the City will be aware of future generations when policies are set which will affect the environment and natural resources.

- **TO PROVIDE FOR COMMUNITY RECREATION AND CULTURAL NEEDS:**

That the City shall provide programs and facilities that will help meet the recreation and cultural needs of the community.

- **TO IMPROVE PUBLIC SAFETY:**

That the City will initiate policies, programs and infrastructure changes that will improve public safety.

- **TO BE A VITAL AND GROWING COMMUNITY:**

That the City will be pro-active in economic development and community planning.

- **TO WORK COOPERATIVELY WITH OTHER GOVERNMENTS AND ORGANIZATIONS:**

That the City will initiate and participate in cooperative efforts with other governments and community organizations.



# 2 Organizational Policy

## 2.1 Employment Policies and Practices

The City believes that one of its most important assets is its employees. This employee handbook applies to all employees of the City. It is designed to help employees become familiar with the policies and practices of the City that most often affect their work. The effective implementation of this handbook is important to a productive and efficient workplace.

This handbook is intended to provide a general overview of your employment with the City.

Your understanding of the need for such policies and procedures will be appreciated. Employees failing to comply with City rules and regulations will be subject to disciplinary action – up to and including termination. Management reserves the right to make final determination based on the individual circumstances.

Employees should feel free to discuss the contents of this handbook with their Supervisor or Director of Human Resources. Our continued success can only be possible if we work together.

## 2.2 Purpose, Adoption, Amendment and Administration of Personnel Policies

It is the purpose of these policies to establish a uniform and equitable system of personnel administration for employees of the City of Grand Rapids. Their provisions do not establish terms and shall not be construed as contractual provisions. They are not intended to be all-inclusive or to cover every situation that may arise. These policies may be amended at any time at the sole discretion of the City and they will supersede all previous personnel policies. Revisions and amendments shall become effective upon approval by the City Council.

Employment with the City is at-will, except as otherwise provided by law or contract. Except as otherwise prohibited by law, the City of Grand Rapids has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

### Scope

These policies apply to all employees of the city. Except where specifically noted, these policies do not apply to:

1. Elected officials
2. City attorney
3. Members of city boards, commissions, and committees
4. Consultants and contractors
5. Volunteers, except as specifically noted for paid-per-call firefighters.

If any specific provisions of the personnel policies conflict with any current union agreement or civil service rules, the union agreement or civil service rules will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

These policies serve as an information guide to help employees become better informed and to make their experience with the city more rewarding. Departments may have special work rules deemed necessary by the supervisor and approved by the city administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring, such rules will be further explained, and enforcement discussed with the employee by the immediate supervisor.

## **EEO Policy Statement**

The City of Grand Rapids is committed to providing equal opportunity in all areas of employment, including but not limited to hiring, demotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation and selection for training. The City of Grand Rapids will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, or membership on a local human rights commission.

## **Data Practices Advisory**

Employee records are maintained in a location designated by the City Administrator. Personnel data is kept in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

## **Adoption**

The following policies have been approved by the City Council and shall govern the personnel system of the City of Grand Rapids, except where superseded by state or federal law or a collective bargaining agreement. These rules supersede and revoke all previous City of Grand Rapids Personnel Policies.

## **Amendments**

The City reserves the right to modify, amend, add to, or delete any of these policies, or a portion thereof, at its discretion. All amendments shall be adopted upon majority vote of the City Council. Amendments shall be effective the day of adoption unless a different date is specified. Interim changes in the policies will be posted by the Administration Department and a copy will be distributed to all employees.

## **Administration**

The City's Administrator, who is directly accountable to the City Council, shall administer these policies. The Administrator shall develop and provide the necessary forms, procedures and instruction he or she deems necessary for the implementation of these policies. The City Administrator may grant a variance, after consulting with the City's legal counsel, to these policies based on the circumstances of a matter and after a determination that when it is in the best interests of the City. All variances will be in conformance with applicable state and federal laws. Copies of these policies shall be made available to all employees and appointing authorities. Printed copies of these policies shall be on file in the City Administration Office and shall be available for public review upon request.

## **Savings Clause**

If any personnel policy, or a portion thereof, is held invalid or illegal by any judicial administrative or legislative action, the remainder of these policies, other than that which has been held invalid, shall remain in full force and effect.

## **Departmental Rules**

In accordance with these policies, each Department Head may establish departmental rules of procedure that do not conflict with these policies, to cover department specific circumstances. Such rules shall be submitted to the Administration Department and approved by the City Council prior to implementation.

## **Management Rights**

The City Council retains the full and unrestricted right to operate and manage all human resources, facilities, and equipment; to establish functions, policies and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules, to hire, assign, transfer, promote, suspend, discipline or discharge employees; to determine the City's mission and policies and to set forth all standards of service to be offered to the public; to introduce new or improved methods, equipment or facilities; to contract out for goods and services; and to perform any other managerial functions whether or not specifically identified in these policies.

## **Employee Responsibilities**

Employees subject to these policies shall comply with and carry out the provisions of these policies. Any employee who fails to comply with any of the provisions of these policies may be subject to disciplinary action by the City Council.

## **2.3 Definitions**

For purposes of these policies, the following definitions will apply:

**Administrator** – The person appointed by the City Council who administers the City policies.

**Appointment** – A regular assignment to a paid position within the City.

**At-Will Employment** – An employee can quit for any reason; an employer can fire any employee for any reason as long as that reason is not illegal, such as discrimination based on race, creed, color, sex, national origin, ancestry, religion, age, disability, sexual orientation or marital status.

**Authorized Hours** – The number of hours an employee is hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

**Benefit-Eligible** – A regular or limited-term position that is regularly scheduled to work 80 hours or more during a two-week pay period, and has been designated as "benefit-eligible" by the City Council.

**Benefits** – Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

**Benefit Earning Employees** – Employees who are eligible for at least a pro-rated portion of City provided benefits. Such employees must be year-round employees who work at least 20 hours per week on a regular basis.

**City** – All departments and employees coming under the jurisdiction of the City Council of Grand Rapids.

**City Council** – The City Council of Grand Rapids including the Mayor and all other Council members.

**Class** – One or more positions sufficiently similar in the duties performed; degree of supervision exercised or required minimum requirements of training, experience, or skill; and such other characteristics that the same title, the same tests of fitness, and the same schedule of compensation may be applied with equity to all of the positions.

**Classification** – The grouping of positions into classes with regard to duties and responsibilities.

**Confidential** – An employee who (1) has access to labor relations information, including City management's positions on economic and noneconomic items that have not been presented during the collective bargaining process or interest arbitration, including information specifically collected or created to prepare the management position and/or (2) actively participates in the meeting and negotiating on behalf of the City.

**Core Hours** – The core hours that all employees (exempt and non-exempt) are expected to work are 8:00 a.m. to 4:30 p.m., Monday through Friday. Police, fire, public works and library employees do not have core hours and work the schedules established by their supervisors.

**Date of Employment** – The date a person begins employment in a position. The most recent date of hire in a position is used for determination of eligibility for seniority, flexible time and extended medical benefits.

**Days** – Unless otherwise indicated, this means scheduled working days.

**Demotion** – The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

**Department** – One of the principal branches of the City.

**Department Head** – Those elected and appointed officials who are responsible for management of a division/department as determined by law or the City Council.

**Direct Deposit** – As permitted by state law, all City employees are required to participate in direct deposit for their payroll check.

**Director** – One that supervises, controls, or manages a Department.

**Dismissal** – Termination of employment by the City.

**Elected Official** – Those City officials selected by vote of the electorate.

**Eligibility List** – The list of any persons who are eligible to be considered for a given job or class of jobs.

**Eligible** – The status of any person whose name is on the reinstatement or eligibility list for a given class.

**Emergency Employee** – A person who is appointed to perform certain duties when an emergency exists.

**Employee** – An individual who has successfully completed all stages of the selection process including the training period.

**Exempt Employee** – Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act. These employees are generally employed in management, administration, or professional positions.

**Extended Family** – Employee's parents-in-law, stepparents, grandparents, grandchildren, son(s)-in-law, daughter(s)-in-law, brother(s)-in-law, sister(s)-in-law, aunts, uncles, nieces and nephews.

**Extended Medical Benefit (EMB)** – The number of hours an employee has earned that may be taken with pay, due to illness or injury to self or immediate family, necessitating absence from work after the initial forty (40) hours of flexible time off per incident.

**FICA (Federal Insurance Contributions Act)** – FICA is the federal requirement that a certain amount be automatically withheld from employee's earnings. Specifically, FICA requires an employee contribution of 6.2% for Social Security and 1.45% for Medicare. The City contributes a matching 7.65% on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers).

**Fiscal Year** – The period from January 1 to December 31.

**Flexible Time Off (FTO)** – Hours earned that may be taken off with pay for any reason, and time that must be used for the first consecutive five (5) days of illness or injury to self or immediate family to be eligible for EMB.

**FMLA (Family & Medical Leave Act)** – Requires covered employers to provide up to 12 weeks of unpaid leave to eligible employees for reasons relating to family and medical care.

**Full-time Employee** – Employees who are required to work forty (40) or more hours per week year-round in an ongoing position.

**Grievance** – A dispute or disagreement as to the interpretation or implementation of these Policies.

**Hours of Operation** – The City's regular hours of operation are Monday through Friday, from 8:00 a.m. to 4:30 p.m.

**Immediate Family** – Employee's spouse, children, stepchildren, parents or legal guardian and siblings.

**Intern** – An individual in a training program who has no status as an employee.

**Layoff** – A separation of an employee necessitated by lack of work, lack of funds, the abolition of a position, organizational change, or any other management reason without delinquency or misconduct on the employee's part.

**Leave of Absence** – Approved time-off from work, with or without pay, and greater than five (5) consecutive days.

**Management Employee** – An employee who is responsible for managing a department or division of the City.

**Military Leave** – The leave of absence granted by state law to employees entering active duty in the armed forces of the United States.

**Non-Exempt Employee** – Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

**Non-Union Employee** – Employees not covered by any union collective bargaining agreement.

**Overtime** – All hours actually worked in excess of forty (40) by a non-exempt employee in one workweek.

**Part-time Employee** – Employees who are required to work less than forty (40) hours per week year-round in an ongoing position. In accordance with federal health care reform laws and regulations, the City shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with Health Care Reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status under which intended.

**Pay Period** – A fourteen (14) day period beginning at 12:00 a.m. (midnight) on Sunday through 11:59 p.m. on Saturday, fourteen days later.

**Position** – The employment for which an individual has been hired consisting of certain duties and responsibilities.

**Promotion** – Movement of an employee from one job class to another within the City, where the maximum salary for the new position is higher than that of the employee's former position.

**PERA (Public Employees Retirement Association)** – Statewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. The City and the employee each contribute to the employee's retirement account.

**Reclassification** – A change in classification of an individual position by raising it to a higher class or reducing it to a lower class on the basis of significant changes in type, difficulty or responsibility of the work performed in such a position.

**Reclassify** – Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

**Reinstatement** – Appointment of a former employee who had regular or introductory status to the class to which the employee was assigned prior to layoff or separation or to a class of comparable level.

**Resignation** – A voluntary separation from City service by an employee in good standing.

**Retiree** – An individual who, at the time of termination of employment with the City of Grand Rapids, is eligible to receive a full or reduced P.E.R.A. annuity, or is receiving a P.E.R.A. disability benefit.

**Salary Range** – A division in the salary schedule to which classes of positions are assigned. The range of salary from minimum to maximum is that which a class of positions will be paid.

**Salary Schedule** – 'A chart indicating salary ranges in each class of positions which are assigned.

**Seasonal Employee** – Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority. In order to comply with Health Care Reform law while avoiding penalties, seasonal employees will be scheduled with business needs and in a manner which ensures positions retain seasonal status under which intended or, in some rare instances, may be offered health insurance to comply with federal health care reform laws and regulations while avoiding associated penalties.

**Separation** – An action of employees who leave City service due to death, dismissal, lay-off, resignation, or retirement.

**Service Credit** – Time worked for the City. An employee begins earning service credit on the first day worked for the City. Some forms of leave will create a break in service.

**Severance Pay** – Payout of accrued benefits to regular employees leaving City service in good standing.

## Status (Employment)

### 1. Regular\* -

The employees may work varying numbers of hours per week but are regularly scheduled for a set number of hours per week.

#### a. Regular Full-Time – A regular employee who:

- i. is usually scheduled for work and average 80 hours in a two-week pay period; or
- ii. works in a department that requires 24-hour coverage and has an alternative full-time schedule; or
- iii. is expressly defined as full-time by a collective bargaining agreement.

This term does not imply an employee has a vested right to continued employment.

#### b. Regular Part-Time – A regular employee who:

- i. is usually scheduled to work less than an average of 80 hours in a two-week pay period; or
- ii. is expressly defined as part-time by a collective bargaining agreement.

This term does not imply an employee has a vested right to continued employment.

### 2. Temporary\* -

An employee who is not regular or limited term and is defined as one of the following classes of employees: temporary, seasonal, substitute, student, or intermittent/casual. A temporary employee is not eligible for City employee benefits except those mandated by state or federal law. A temporary employee serves at will. An appointment to a temporary position does not confer regular status. A temporary employee is hired to fill a temporary need of a department and is appointed for a period of up to six months, unless granted an extension of up to six additional months.

#### a. Temporary Full-Time – An employee whose employment is limited by duration of a specific project or task; and

- i. is usually scheduled for work 80 hours in a two-week pay period; or
- ii. works in a department that requires 24-hour coverage and has an alternative full-time schedule; or
- iii. is expressly defined as full-time by a collective bargaining agreement.

#### b. Temporary Part-Time – An employee whose employment is limited by the duration of a specific project or task and;

- i. is scheduled for work less than an average of 80 hours in a two-week pay period; or
- ii. is expressly defined as part-time by a collective bargaining agreement.

#### c. Seasonal – Employment which is of a limited duration and which may recur during similar calendar periods.

#### d. Substitute – Employment which is solely to replace an absent regular or limited-term employee and which terminates upon the absent employee's return.

#### e. Student – an individual who is 21 years of age or younger and is enrolled full-time in a public, non-profit, or private educational institution or who has indicated an intention to continue as a full-time student following temporary employment. The work schedule of the student will be developed by the City Council based on the needs of the department and the student's class schedule. The student may work on a part-time and/or full-time basis, but may not work nor be in a position that is filled more than 100 days in a calendar year.

**Limited Term\*** - A position designated by the City Council at the time authorized as a "limited-term" position. These positions are established for a fixed period of time or as may be otherwise designated by the City Council. If funding for a limited-term position is decreased or three years passes, additional City authorization is required. These employees are eligible for the same benefits conferred upon regular employees of the same full-time equivalency, and are subject to the terms and conditions set forth by the City Council. Limited-term employees however, do not accrue seniority for purposes of lay-off or reemployment, unless the employee was in a regular position immediately before appointment to the limited-term position.

***\*All employees are At-Will employees.***

**Supervisor** – An employee who has the authority to undertake a majority of the following functions on behalf of the City: appoint, transfer, suspend, promote, terminate, assign, reward or discipline, direct, or adjust grievances of other employees, or to effectively recommend any of those actions. The exercise of such authority is not merely routine or clerical in nature but requires the use of independent judgment.

**Suspend** – To temporarily relieve an employee from duties of employment. A written notice of intent to dismiss may accompany the suspension following approval by City Council.

**Training Period** – A six month period (twelve months for police officers), at the start of employment with the City (or at the beginning of a promotion, reassignment or transfer) that is designated as a period within which to learn the job. The training period is the last part of the selection process.

**Transfer** – Movement of an employee from one City position to another position of the same class or to another class of the same salary range.

**Veteran** – Any individual who meets the definition of "veteran" set forth in Minn. Stat. §197.447 of the Veterans Preference Act.

**Veteran's Preference** – Preference granted to veterans as required by Minn. Stat. §§ 43A.11 and 197.455 through 197.481.

**Wage Schedule** – Schedule found in bargaining agreements indicating negotiated wages.

**Weapons** – Weapons are defined to include all legal or illegal firearms, switchblade knives or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.

**Workweek** – A workweek is seven consecutive 24-hour periods (168) generally beginning at 12:01 a.m. each Sunday and ending at 11:59 p.m. the following Saturday. For most employees the workweek will run from Sunday through the following Saturday. With the approval of the City Administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department, fire department, park and recreation department).

## **2.4 Equal Employment Opportunity**

### **Purpose**

The purpose of this policy is to provide equal opportunity for all City employees and qualified applicants through constructive, positive initiatives that contribute to the City's mission statement. The City of Grand Rapids will take steps to ensure the continuing application of equal employment opportunity and diversity principles and laws, in full accordance with all applicable governmental orders, rules and regulations, both in letter and in spirit.

### **Policy**

The City of Grand Rapids requires that all employment practices be equal without regard to factors that are not job related; including race, color, creed, religion, national origin, gender, age (if age 18 or older), sexual orientation, marital status, public assistance status, veteran status including Vietnam-era veteran status and special disabled veterans, or disability provided they can perform the essential functions of the job. This policy covers the areas of, but is not limited to, recruitment, promotions, transfers, performance evaluations, demotions, training and all other areas of employment.

Discrimination is adverse to this work environment and will not be tolerated by the City. It is the policy of the City of Grand Rapids to maintain a work environment free from discrimination, including freedom from discrimination based on race, color, creed, religion, national origin, gender, age (if age 18 or older), sexual orientation, marital status, public assistance status, veteran status including Vietnam-era veteran status and special disabled veterans, or disability provided they can perform the essential functions of the job.

This policy applies to all of the City's employees, elected officials, member of boards and commissions, volunteer firefighters, police reserve and other personnel as well as consultants rendering professional services to the City.

### **Employment Conditions**

This policy commits the City to equal employment opportunity in all aspects of employment, including recruitment, selection, placement, transfer, promotion or demotion, training and development, benefits compensation, social and recreational programs, termination and all terms or conditions of employment. The City will attempt to accommodate special religious observances and practices of employees and applicants, except where it would create hardships on the City.

Arbitrary, artificial or non-job related standards of selection are contrary to this policy. An objective evaluation of individual qualifications, interests and potential, as related to the requirements and responsibilities of the job to be filled and the consideration of the City policies, will determine selection. Any position that requires specific criteria, which could potentially limit the consideration of protected groups' individuals, needs to be reviewed by Administration.

During the recruitment and selection process, requests for information will be related to the job or as needed to comply with applicable laws, rules, and regulations. Information regarding the age of the applicants may be requested only when there is a reason to believe the applicant does not meet the legal minimum age requirements. An applicant's disclosure of gender, race or veteran's status is voluntary and kept in a separate confidential file for the sole purpose of record keeping and reporting. Following the commencement of employment, information regarding an employee's race, age, gender, language, previous and present insurance coverage, marital status, veteran's status, or disability may be collected and recoded for reporting and legitimate business purposes only.

Changes in job status and opportunities for earning benefits and compensation will be afforded to employees equally based on qualifications, job criteria or business necessity.



### **Reporting Discrimination**

Any persons who believe they have been discriminated against should report the violation to a member of the department management staff. At any point in the complaint process, however, a person may contact the City Administrator. Any complaint received by management will be treated as confidential and reported to the City Administrator or Director of Human Resources.

### **Investigation**

For the employee and the City's protection, the City Administrator, Director of Human Resources or legal counsel may conduct an investigation of allegations. The Administration Department will respond to complaints as promptly and objectively as possible under the circumstances. Any party to the complaint has a right to invite a coworker within the organization to be present at the proceedings regarding the complaint. It may be necessary to disclose information in the process of the investigation. Reasonable efforts, however, will be made by the City to respect the confidentiality of the individuals involved, to the extent permitted by law.

### **Appeal**

If an employee making a complaint does not agree with its resolution, the employee may appeal the resolution to the City Council, who will make the City's final determination on such appeal. The employee must submit this appeal in writing to the City Council.

The City recognizes also that false accusations of discrimination can cause serious harm to innocent persons and that the making of repeated false/frivolous accusations is a violation of this policy.

### **Retaliation Prohibited**

Employees and applicants are protected from retaliation, discrimination or interference for filing a complaint or assisting in an investigation.

### **Evaluation**

Responsibility for carrying out the day-to-day monitoring of our equal employment policy resides with our City Administrator.

<b>2.5 Harassment</b>
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It is the City's desire to create a work environment that permits and encourages employees to work toward their full potential. This environment is one which is fair, respectful, and responsible, and which supports career goals on the basis of individual demonstrated ability and performance.

### **Policy Statement on Sexual Harassment:**

Harassment is adverse to any work environment and will not be tolerated by the City. It is the policy of the City of Grand Rapids to maintain a work environment free from discrimination, including freedom from harassment based on race, color, creed, religion, national origin, gender, age (if age 18 or older), sexual orientation, marital status, public assistance status, veteran status including Vietnam-era veteran status and special disabled veterans.

It is also the policy of the City of Grand Rapids to maintain a work place free from any form of sexual harassment or sexual intimidation. Sexual harassment is a form of gender discrimination and can be directed at both men and women. It is illegal and unacceptable behavior which will be subject to appropriate disciplinary action up to and including termination.

This policy applies to all of the City's employees, elected officials, member of boards and commissions, volunteer firefighters, police reserve and other personnel as well as consultants rendering professional services to the City. (See Application, Section 2.2)

### **Definition of Sexual Harassment**

"Sexual harassment" includes but is not limited to unwelcome sexual advances of any nature, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment;
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that employee's employment; or
3. That conduct or communication has the purpose or effect of substantially interfering with an employee's employment, or creating an intimidating, hostile or offensive employment environment.

Specifically, no Supervisor or other employee shall threaten or insinuate, explicitly or implicitly, that another person's refusal to submit to unwelcome sexual advances will adversely affect the person's employment status, evaluation, wages, advancement, assignment, duties or any other condition of employment or career development. No employee shall promise or grant preferential treatment for submitting to such advances.

Further, no employee shall engage in any other form of behavior which could constitute sexual harassment such as unwelcome sexual advances, repeated unwelcome request for dates, unwelcome touching, repeated offensive flirtation, verbal abuse of sexual nature, graphic or verbal commentaries about an individual's body, sexually degrading words used to describe an individual, offensive sexual jokes, physical assault and the display of sexually offensive objects, including explicit posters, pinups or electronic messages.

### **Definition of Non-Sexual Harassment**

The EEOC defines unlawful harassment as "verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, gender, national origin, age or disability, or that of his/her relatives, friends or associates, and that: i) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or iii) otherwise adversely affects an individual's employment opportunities."

Examples of the types of nonsexual verbal or physical conduct in the workplace that may constitute unlawful harassment under the civil rights laws, include, but are not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age or disability. Other examples include written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age or disability, and that is placed on walls, bulletin boards or elsewhere on the employer's premises, or circulated in the workplace. Included in this definition are acts that purport to be jokes or pranks, but that, in reality, are hostile or demeaning with regard to race, color, religion, gender, national origin, age or disability.

### **Reporting Harassment:**

It is the City's policy to deal with complaints of discriminatory or harassing behavior as promptly and completely as possible under the circumstances. Any employee who believes that he or she has been subjected to any harassment while working for the City of Grand Rapids has a responsibility to immediately report the harassment to the employee's Department Head, the City Administrator or Director of Human Resources. Any employee who becomes aware or is concerned about a perceived incident of harassment is encouraged to report this activity to the Department Head, the City Administrator or Director of Human Resources. Any Supervisor or Department Head receiving a report must contact the Director of Human Resources or City Administrator.

**Investigation**

The City will respond to all complaints as promptly and objectively as possible under the circumstances. The investigative process will be conducted as confidentially as possible. If the City determines a need, it will retain outside investigators to ensure unbiased action. Details of the complaint and investigation will only be released to those individuals with a need to know or who have a legal right to the information.

**Responsive Action**

Should the City determine that an employee violates this policy, he or she will be disciplined, up to and including termination, and may suffer legal consequences.

**Appeal**

If an employee making a complaint does not agree with its resolution, the employee may appeal the resolution to the City Council, who will make the City's final determination on such appeal. The employee must submit this appeal in writing to the City Council.

**Retaliation Prohibited**

No retaliatory action of any kind will occur because an employee reports an incident of suspected harassment. Any such retaliation should be reported in the same manner as set forth above. Any employee who violates this policy by filing a false complaint or anyone who engages in any retaliatory action against someone filing a complaint will be subject to appropriate disciplinary action.

**2.6 Reasonable Accommodation Policy****Policy**

The City of Grand Rapids is committed to the fair and equal employment of people with disabilities. Reasonable accommodation is the key to this non-discrimination policy. While many individuals with disabilities can work without accommodation, other qualified applicants and employees face barriers to employment without the accommodation process. It is the policy of the City to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship. In accordance with the Minnesota Human Rights Act and the Americans with Disabilities Act Amendments Act (ADAAA), accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, competing for a job, or to enjoy equal benefits and privileges of employment. This policy applies to all applicants, employees, and employees seeking promotional opportunities.

**2.7 Drug and Alcohol-Free Workplace Policy****Policy**

The City of Grand Rapids has a vital interest in maintaining safe, healthful and efficient working conditions for its employees. Being under the influence of drugs or alcohol on the job may pose serious safety and health risks not only to the user but also to all those who work with the user. The possession, use or sale of illegal drugs or alcohol in the workplace may also pose unacceptable risks for safe, healthful and efficient operations. Therefore, the City has established the following policy with regard to the manufacture, distribution, dispensation, possession or use of alcohol and drugs.

## **Drug Free Awareness Program**

The City has a drug-free awareness program to inform employees about:

- a. The dangers of drug abuse in the workplace.
- b. The policy of maintaining a drug-free workplace.
- c. The availability of drug counseling, rehabilitation, and employee assistance programs.
- d. The penalties that may be imposed upon employees for drug abuse violations. Each situation is evaluated on a case-by-case basis depending upon the severity and circumstances.

The City makes a good faith effort to continue to maintain a drug-free workplace through implementation of this policy and the following Drug/Alcohol testing policy. Please contact the Director of Human Resources for additional information.

## **Responsive Action**

Should the City determine that an employee violates this policy, he or she may be disciplined, up to and including termination, and may suffer legal consequences.

## **Drug/Alcohol Testing Policy**

The City of Grand Rapids (hereinafter "City" or "Grand Rapids") values its employees and citizens, and recognizes the need for a safe, productive and healthy work environment. Employees who abuse drugs and/or alcohol are less productive, less dependable, and are a critical threat to the safety, security and welfare of themselves, fellow employees, vendors, and citizens. It is the policy of the City of Grand Rapids to maintain a workplace free from the use and abuse of drugs and alcohol. The City of Grand Rapids will require that all employees and applicants participate in, consent and comply with the terms of this Policy as a condition of employment and continued employment. If questions arise regarding this Policy, please direct them to the City Administrator.

As part of its continuing effort to protect health, safety, and security, the City of Grand Rapids has adopted a drug/alcohol testing policy in accordance with Minnesota law, as follows:

1. The use, sale, possession, or transfer of drugs or alcohol are strictly prohibited by all employees and job applicants on City property, and at all times while City property is in use.
2. All employees and job applicants are subject to urinalysis or blood testing for the presence of drugs and/or alcohol, in accordance with this Policy.
3. Job applicants will be tested after an offer of employment has been made in each case, contingent upon the applicant's successful completion of the testing, and after the applicant has reviewed and completed the Pre-Testing Acknowledgment form, which will be supplied by the City.
4. The City of Grand Rapids employees will be subject to testing when there is reasonable suspicion that:
  - They are under the influence of drugs or alcohol; or
  - They have violated the policy set forth in Paragraph 1 above; or
  - They have sustained a personal injury, or they have caused another employee to sustain a personal injury; or
  - They have caused a work-related accident, or were operating or helping to operate any machinery, equipment, or vehicle involved in a work-related accident.
5. Any employee who has been referred by the City for chemical dependency treatment or evaluation, or is participating in treatment under an employee benefit plan, may be required to submit to testing during the course of participation in the evaluation or treatment, and for a period of two years following the completion of any prescribed chemical dependency treatment program.

6. Any employee or job applicant may refuse to submit to testing to be conducted pursuant to this Policy, but refusal will result in the following consequences:
- As to any job applicant: an immediate withdrawal of the pending job offer;
  - As to any employee: discipline or termination of employment, at the sole discretion of management.
7. All testing will be conducted in accordance with the following procedures:
- Each person to be tested will complete, sign and date a Pre-Testing Acknowledgment form supplied by the City.
  - Each test will be conducted by a laboratory which is authorized by law to conduct such tests, and which confirms to the City of Grand Rapids that its procedures are in accordance with Minnesota law.
  - All samples which test “positive” on an initial screening test will be subjected to a confirmatory retest by the laboratory, before the results are reported to the employee or job applicant;
  - Results will be reported to each employee and job applicant in writing within three (3) working days of the receipt of the results by the City.
  - Any employee or job applicant may submit additional information for the purpose of explaining such test results, or may request a confirmatory retest at his or her own expense. Any such additional information or request for a retest must be submitted in writing to the City Administrator of Grand Rapids within five (5) working days after notice of the results of the test.

A positive result on the final confirmatory retest pursuant to this Policy will result in the following consequences:

- a). **Employee on the first incident: the requirement, as a condition of employment, that the employee successfully complete a drug or alcohol counseling or rehabilitation program selected by the City, at the employee’s expense, or under an employee benefit coverage program.**
- b). **Employee on the second or subsequent such incident: discipline or termination from employment, at the sole discretion of the City.**

All tested employees will be entitled to receive a copy of the laboratory document that certifies the test results.

## **2.8 Respectful Workplace Policy (includes sexual harassment prevention)**

### **Policy**

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The City acknowledges that this policy cannot possibly predict all situations that might arise, and recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

### **Applicability**

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all City personnel including regular and temporary employees, volunteers, firefighters, and City Council members.

## **Abusive Customer Behavior**

While the City has a strong commitment to customer service, the City does not expect that employees accept verbal abuse from any internal or external customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact.

If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their supervisor about the incident as soon as possible.

## **Types of Disrespectful Behavior**

The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful:

***Violent behavior*** includes the use of physical force, harassment, or intimidation.

***Discriminatory behavior*** includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance.

***Offensive behavior*** may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name-calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the general public will be the same throughout the city, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the City Administrator.

***Sexual harassment*** can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- **Unwelcome or unwanted sexual advances.** This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- **Verbal or written abuse, kidding, or comments that are sexually oriented and considered unacceptable by another individual.** This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others.
- **Requests or demands for sexual favors.** This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Although the intent of the person engaging in the conduct may be harmless or even friendly, it is the welcomeness of the conduct by the recipient that is relevant to whether the conduct is harassment. *Given the difficulty of judging whether the conduct is welcome or unwelcome in particular situations, The City of Grand Rapids prohibits all employees from engaging in any conduct of a sexual nature or amounting to harassment based on any protected category in the work setting.*

This policy applies to everyone, including management. No retaliation or intimidation directed towards anyone who makes a complaint will be tolerated.

### **Employee Response to Disrespectful Workplace Behavior**

Employees who believe that disrespectful behavior is occurring, observe or overhear a violation of this policy, are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below.

Step 1(a). Politely, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor, Director of Human Resources, or City Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter as soon as practicable after your report.

Step 1(c). In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, Director of Human Resources, City Administrator or Police Department.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator or the Mayor.

### **Supervisor's Response to Allegations of Disrespectful Workplace Behavior**

Employees who have a complaint of disrespectful workplace behavior will be taken seriously.

In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations within two business days to the Director of Human Resources or City Administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview.

Step 3. The supervisor must notify the Director of Human Resources or City Administrator about the allegations.

Step 4. As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

### **Special Reporting Requirements**

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the Director of Human Resources or City Administrator who will assume the responsibility for investigation and discipline.

If the City Administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Attorney who will confer with the Mayor and City Council regarding appropriate investigation and action.

If a Council Member is perceived to be the cause of a disrespectful workplace behavior incident involving City personnel, the report will be made to the City Administrator who will determine the appropriate investigation and action.

Pending completion of the investigation, the City Administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

### **Confidentiality**

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

### **Retaliation**

Consistent with the terms of applicable statutes and City personnel policies the City may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.



## **2.9 Workplace Safety Policy**

### **SAFETY**

The health and safety of each employee of the City and the prevention of occupational injuries and illnesses are of primary importance to the City. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

### **Reporting Accidents and Illnesses**

Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

### **Safety Equipment/Gear**

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that the employee wear such equipment.

### **Unsafe Behavior**

Supervisors are authorized to send an employee home immediately when the employee's behavior violates the City's personnel policies, department policies, or creates a potential health or safety issue for the employee or others.

## **2.10 Political Activity**

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the City to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization.

# 3 Employment

## 3.1 Employee Recruitment & Selection

### 3.1.1 Scope

The city administrator or a designee will manage the hiring process for positions within the city. While staff may coordinate the hiring process, the City Council is responsible for the final hiring decision and must approve all hires to city employment. All hires will be made according to merit and fitness related to the position being filled.

### 3.1.2 Features of the Recruitment System

The city administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method.

This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process.

Application for employment will generally be made online or by application forms provided by the city. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the city administrator or designee. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position.

The city administrator may extend the deadline for application. Unsolicited applications will be kept on file for a period of two (2) years.

Position vacancies may be filled on an “acting” basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

### 3.1.3 Recruitment

The Director of Human Resources shall prepare a notice of position opening. This notice will include the description of the responsibilities and essential duties of the position, qualifications necessary to fill the position, and the typical beginning salary range. The notice of position vacancy will be posted and advertised in accordance with the Affirmative Action Policy and in such a manner that will provide open competition of qualified candidates. No preference in hiring is given to relatives of current employees or elected officials.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final City Council approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the supervisor at any time, subject to City Council approval.

Whenever possible, consistent with the needs of the City and the skills and experience of employees, the City will promote from within. Transfers will be based on the needs of the City.

All regular exempt and non-exempt job openings shall be posted and advertised in accordance with the Affirmative Action Policy and in such a manner that will provide open competition of qualified candidates. Jobs are posted on bulletin boards for employees to review. The bulletin boards are located outside the employee lunchroom. Job postings remain on the board until the position posting closes or is filled or at management’s discretion.

A promotion is a reclassification to a more responsible job that is intended to be a regular assignment. Following are some of the factors that are taken into account by the City when considering an employee for a promotion or transfer.

- Proven work performance
- Ability to perform the work
- Meet all minimum requirements of the new position
- Knowledge, skills and abilities
- Attendance and punctuality record.

Employees who have been in their current position for at least six months may apply for internal job openings. This requirement may be waived with the consent of the employee's Department Head and Administration. Employees must complete an employment application. The form should be completed and turned into Administration before the position posting close date. All applicants for a posted vacancy will be considered on the basis of their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified by Administration. Once transferred to a new position, employees will enter into an introductory period for the new position.

### **3.1.4 Examination Process**

The examination process may consist of one or any combination of the following methods or other acceptable selection techniques:

- ability tests,
- performance tests,
- ratings of experience and training,
- oral exams,
- evaluation of daily work performance,
- physical/agility tests,
- work samples, and or
- medical examinations.

Any method(s) chosen shall evaluate only those criteria necessary to perform adequately in the position. Department Heads/Supervisors will have the opportunity to participate in the selection process.

All appointments to regular full-time or regular part-time positions subject to these regulations shall be made through one of the following processes, subject to the recall of recently laid-off employees:

#### **1. Open-Competitive**

Competitive examinations for a position in the City are open to all applicants who are citizens of the United States, or who are eligible and have applied for citizenship, or who meet all of the requirements for employment as defined by applicable laws or regulations; and who meet reasonable qualifications or standards prescribed by the Administration Department, that relate to the abilities of candidates to perform the duties of the position efficiently and effectively.

#### **2. Promotional Examination**

Promotional examinations shall be open to all regular or limited-term employees who meet the qualifications for the positions. Temporary employees shall not be eligible to apply for a promotional appointment.

Regular City employees are encouraged to seek opportunities within the City and are provided paid time, during their regularly scheduled working hours, to participate in employment examinations, oral interviews or departmental interviews.

### **3.1.5 Background Checks and Reference Checks**

All finalists for employment with the City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled. A telephone reference check with past employers is probably the most common kind of background check conducted.

### **3.1.6 Eligibility List**

The Director of Human Resources shall create and maintain a list of eligible candidates for each position opening based upon open competitive or promotional examinations for each position or based upon records of efficiency, performance, and conduct of present City employees. Only candidates meeting the minimum qualifications of the position may be placed on the Eligibility List. The City Administrator shall determine the period of time an Eligibility List shall remain in effect. The Eligibility List shall not remain in effect for more than two years. When an Eligibility List exists for any class and the City Administrator deems it necessary to establish another such List for the same position, the existing List may be canceled.

### **3.1.7 Re-employment List**

When an introductory or regular employee is separated from employment without fault, the City Administrator may place the employee's name on the appropriate Re-employment List. Following separation from City service, names may be placed on the Re-employment List for employees who have been laid off because of a short-term City emergency, such as fire in the workplace. Each name on a Re-employment List shall be removed one (1) year from the effective date of separation from service, unless extended for a period not to exceed one (1) additional year by the City Administrator. Re-employment candidates should meet the current minimum qualifications to be considered.

Employees who have separated from City employment to serve in an elective or appointive capacity in a government unit, or accepted a position that results in an intergovernmental transfer shall retain their reinstatement rights.

Employees who have been laid-off for more than one year due to lack of work or funding must serve an introductory period upon being reinstated to active employment.

### **3.1.8 Notification of Appointment**

The Director of Human Resources will notify the candidate selected for appointment in writing. The notification will also include the employment starting date, working hours and salary. The Administration Department shall notify those candidates certified but not selected and the remaining candidates who were not selected in writing.

All offers of employment for safety-sensitive positions requiring candidate medical examinations, drug testing, and motor vehicle license check, or any other appropriate job-related pre-employment inquiries, are strictly conditional based upon inquiry results.

### **3.1.9 Medical Examination**

For regular and limited-term positions, a medical and/or psychological examination may be required if necessary to determine fitness to perform the essential functions of the position. Such examination may only be required after a conditional job offer has been extended to the candidate. The offer of employment may be conditional upon successful completion of a medical and/or psychological examination by a physician or psychologist designated by the City Administration Department.

When required, the medical and/or psychological examination will be conducted by a licensed physician and/or licensed psychologist or psychiatrist designated by the City with the cost of the exam paid by the City. The physician and/or psychologist or psychiatrist will notify the City Administrator that a candidate either is or is not medically able to perform the essential functions of the job, with or without accommodations and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator will confer with the physician and/or psychologist or psychiatrist and candidate regarding reasonable and acceptable accommodations.

If a candidate is rejected for employment based on the results of the medical exam, he or she will be notified of this determination.

### **3.1.10 Promotions and Transfers**

A promotion is a reclassification to a more responsible job that is intended to be a regular assignment.

A transfer is the movement of an employee from one position to another position of the same class or to another class of the same salary range. Transfers will be based on the need of the City.

In order to make a promotion or transfer to a vacant position, employees who have been in their current position for at least six months may apply for internal job openings. This requirement may be waived with the consent of the employee's Department Head and Administration. Employees must complete an employment application or submit a letter of intent to post. The form or letter should be completed and turned into Administration before the position posting close date. All applicants for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified by Administration. Once transferred to a new position, employees will enter into an introductory period for the new position.

Following are some of the factors that are taken into account by the City when considering an employee for a promotion or transfer:

- Proven work performance
- Ability to perform the work
- Meet all minimum requirements of the new position
- Knowledge, skills and abilities
- Attendance and punctuality record.

### 3.2 Tennesen Warning

Every department that collects private data (as defined by the Minnesota Government Data Practices Act) from an individual concerning himself/herself shall, prior to collecting the data, inform the individual of his/her rights as a subject of data. These rights are referred to as the "Tennesen Warning".

A "Tennesen Warning" is not required when private data are collected from an individual who is not the subject of the data.

The "Tennesen Warning" consists of the following information, which must be communicated to the individuals from whom private data concerning the individual are collected:

- The purpose and intended use of the requested private data.
- Whether the individual may refuse or is legally required to supply the data.
- Any known consequences arising from the individual's refusing to supply private data.
- The identity of other individuals, entities, or persons authorized by State or Federal laws to receive the data.

Any City Council that regularly collects private personnel data shall use a written Tennesen Warning, a copy of which shall be on file with the Administration Department.

### 3.3 Personnel Records

The City of Grand Rapids maintains relevant data concerning all employees from the time they apply for work through their termination. The primary reason for collecting and maintaining this data is to provide accurate information to management and all government agencies to comply with all laws. Further, because the City respects the confidentiality of each employee, employee personnel files will be administered and maintained in accordance with all applicable laws.

Employees have the responsibility to notify the Administration department of any changes in personnel data. Personal mailing addresses, marital status (including legal separation), telephone numbers, number and names of dependents and/or individuals to be contacted in the event of emergency, educational accomplishments and other such status reports should be accurate and current at all times. All qualifying family status changes for the purpose of some benefit plans must be made within 30 days of the qualifying event.

Personnel files are the property of the City. Any review of the personnel files, by either an employee or other person, will be in the Administration department area and the files must remain there.

#### **Media Inquiries – Please See Department Rules**

All city employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be routed to the appropriate department or to the data practices authority.

Any employee who identifies a mistake in reporting should bring the error to the City Administrator or the employee's supervisor. Regardless of whether the communication is in the employee's official city role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use etc.

With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the City Administrator or the individual's Department Head. No City employee is authorized to speak on behalf of the City without prior authorization from the City Administrator or his/her designee. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, and web sites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the City Administrator of the request.
2. If the request is regarding information about city personnel, potential litigation, controversial issues, an opinion on a city matter, or if an employee is unsure if the request is a "routine" question, forward the request to the City Administrator. An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person who will get back to you as soon as he/she can." Then ask the media representative's name, questions, deadline and contact information.

All news releases concerning City personnel will be the responsibility of the City Administrator, City Attorney, or Human Resources Director.

### **Communicating on behalf of the City**

When/if the City Administrator authorizes a staff person or the City Attorney to communicate on behalf of the city in interviews, publications, news releases, on social media sites, and related communications, the spokesperson must:

1. Identify themselves as representing the city. Account names on social media sites must be clearly connected to the city and approved by the City Administrator.
2. All information must be respectful, professional, and truthful. Corrections must be issued when needed.
3. Personal opinions generally do not belong in official city statements. One exception is communications related to promoting a city service. For example, if an employee posted on the city's Facebook page, "My family visited Hill Park this weekend and really enjoyed the new band shelter." Employees who have been approved to use social media sites on behalf of the city should seek assistance from their Department Head for questions on this topic.
4. Employees need to notify the City Administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for city business. Employees should be aware that the data transmitted or stored might be subject to the Data Practices Act.

### **Business Cards**

Business cards for all staff must use the standard 2 x 3.5" format. QR codes, maps, or other necessary information may be added to the backside of the business card with approval of the Department Head or City Administrator.

### **Logo Standards**

The City logo is located on the Public drive. This brand was selected to represent a diverse cross-section of community interests and emphasis. As such, it should not be changed in any way.

The following are examples of improper usage of the logo:

- Do not use any unofficial colors or any other combination of colors
- Do not delete, adjust, or add any element of/to the logo
- Do not screen the logo or use the logo behind text
- Do not rotate the logo
- Do not add unofficial copy or graphics covering any part of the logo
- Do not change the proportions of the logo
- Do not place type or objects within ¼” of the logo
- Do not try to recreate the logo, use only the artwork provided.
- Do not use the logo to replace the words “City of Grand Rapids” in a sentence or headline.
- Do not place two logos adjacent to each other

### **Communication Quick Fact Sheet**

Community Identity – Grand Rapids: It’s in Minnesota’s Nature

Key Messaging – Grand Rapids is a great place to live, work, play, and visit.

Vision Statement – The City of Grand Rapids will be accountable to future generations, maintain our ability to choose our own destiny, and recognize partnership opportunities with our greater community.

## **3.4 Work Schedules**

Supervisors will establish work schedules for employees with the approval of the City Administrator. City offices will generally be open for business from 8:00 a.m. to 4:30 p.m., Monday through Friday. The normal workweek is measured from Sunday through the following Saturday.

Your manager or Supervisor will advise you when your schedule will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variation in the total hours that may be scheduled each day and week. You will receive notice of changes in the work schedule as far in advance as is reasonably practical.

Non-exempt employees (eligible for overtime pay) are not authorized to take work home or work through lunch without prior approval from their supervisor.

### **3.4.1 Part-time, Seasonal and Temporary Positions**

In order to comply with law while avoiding penalties, part-time employees will be scheduled with business needs and in manner that ensures positions retain part-time status under which intended. Employees in part-time and temporary positions will not be permitted to work more than 28 hours/week, including hours worked, paid leave (such as annual leave or holiday leave). All shifts, including schedule trades or picked-up shifts, must be pre-approved by supervisor. Unpaid furloughs may be imposed on employee who exceeds 28 hours/week. Working a shift without prior approval may result in discipline, up to and including termination of employment. In some rare instances, a part-time, seasonal or temporary employee may be offered health insurance in order to comply with federal health care reform laws and regulations.

Seasonal employees may be assigned to a full-time or part-time schedule.



### **3.5 Break and Lunch Periods**

The time for specific lunch periods will vary by work area and work schedule. You will be notified by your Supervisor of the time assigned for your lunch and break periods.

All non-exempt employees are allowed a paid fifteen (15) minute break within each consecutive four (4) hours of work. Part-time employees working four hours or less per day will receive one break. To the extent possible, breaks will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted break time.

All non-exempt employees are provided with one 30 minute, unpaid, uninterrupted meal period per 8-hour workday. Meal periods will not be included in the computation of overtime, nor included in the computation of a normal work shift or payroll period.

Because smoking is not allowed inside any facility, employees who wish to do so must do this on their regularly scheduled break or lunch periods. No additional time will be allowed for smoke breaks.

The City will provide reasonable unpaid break time each day to an employee who needs to express breast milk for her infant child, unless doing so would unduly disrupt the operations of the City. The break time must, if possible, run concurrently with any break time already provided to the employee. The City will make reasonable efforts to provide a room or other location in close proximity to the work area, other than a toilet stall, where the employee can express her milk in privacy.

### **3.6 Attendance and Punctuality**

The success of our City depends greatly on our employees. All employees are encouraged to have habits of good attendance and punctuality. As such, employees are expected at work on all scheduled workdays and during all scheduled work hours and to report to work on time. From time to time, an instance may arise when you may be away from work due to circumstances beyond your control. Appointments must be scheduled outside of working hours whenever possible.

If there is an absence of two consecutive workdays without notifying your Supervisor, it may result in discipline up to and including termination. Poor attendance records cannot be condoned and an employee with a record of excessive absenteeism or tardiness may be subject to disciplinary action or termination.

Supervisors will take corrective action for absences, tardiness, leaving early or abusing break times. Management reserves all rights to determine when disciplinary action is needed and to what extent. Factors such as individual circumstances, job performance, etc. may be considered in making such decisions.

#### **3.6.1 Notification for Absence or tardiness**

You must notify your Supervisor (or another Supervisor that has been previously designated) if you are unable to report to work or if you will arrive late. Contact your Supervisor as soon as you know of your inability to report on time. At a minimum, you should call by the start of your shift.

Notifying the Receptionist or a co-worker is not sufficient. If you are unable to call in yourself, please have someone call in on your behalf. It is your responsibility to ensure that your Supervisor is aware of your absence or late arrival.

### **3.6.2 Adverse Weather Conditions**

The City offices shall be open for business on all business days except legal holidays, holidays established by the City Council and emergency situations.

In the event of inclement weather the City Council authorizes the City Administrator, and if the City Administrator cannot be reached, the City Engineer and if the City Engineer is unable to be contacted the Public Works Director to determine whether an emergency exists in which the public interest will be best served by the closing of a City office or offices.

### **3.6.3 Closing of City Offices due to Weather Emergency**

If a City office **is closed** due to a weather emergency, subject to the requirement of state and federal law, the following shall apply:

a. If employees are released before the start of a work shift, non-exempt employees will not be paid for that shift except by using accumulated compensatory time, earned FTO, documented extended medical benefit or leave without pay or by making up the time by balancing hours within the current workweek as authorized by their Department Head or City Administrator. Employees are expected to listen to 96.9 KMFY-FM radio for announcements of closings of City facilities and are not to report to work if their work site is not open. If notice of closing has not been broadcast by 7:15 A.M. of the workday, employees shall assume that the City facilities will be open. Employees reporting to work when a public announcement has been issued by 7:15 A.M. of the workday that their workstation is closed could make up the time that day only with authorization by their Department Head or City Administrator.

b. If employees are released during a work shift, non-exempt employees on duty will be paid for hours actually worked and may use accumulated compensatory time, earned FTO, documented extended medical benefit, or leave without pay for the remainder of that work shift, or may make up the time by balancing those remaining hours within the current or next pay period as authorized by their Department Head or City Administrator.

c. Those employees required by the City Administrator to work during severe weather due to the nature of their job responsibilities such as certain Police and Public Works employees shall be paid.

d. Employees and citizens may be advised not to leave the premises because of severe weather or other emergency conditions, such as tornadoes, continuing after regular office hours. Simply remaining on the premises after hours will not entitle employees to overtime compensation.

**When a City office or offices have not been officially closed during inclement weather, the following policy shall apply:**

### **3.6.4 Inclement Weather – City Offices not officially closed**

When a City office or offices **have not been officially closed** during inclement weather, the following policy shall apply:

a. Employees who, because of inclement weather, report to work after the start of their scheduled work shift may use accumulated compensatory time, earned FTO or leave without pay or by making up the time by balancing hours within the current work week as authorized by their Department Head or City Administrator. This provision is subject to the employee reaching agreement with the Department Head or City Administrator as to the severity of the inclement weather. This provision shall not apply to those employees whose job duties require working during inclement weather.

b. At the discretion of the Department Head or City Administrator, employees who desire to leave work early because of inclement weather may make up lost hours by using accumulated compensatory time, earned FTO or leave without pay or by making up the time by balancing hours within the current work week as authorized by their Department Head or City Administrator. This provision is subject to the employee reaching agreement with their Department Head or City Administrator as to the severity of the inclement weather. The Department Head or City Administrator will assure there is sufficient staff on duty for the department to function.

### **3.6.5 Closing of City Offices Due to Bomb Threat or Other Threat to Public Safety**

If a City Building is officially closed because of a bomb threat or other public safety threat before it is open for business or after it is open for business but before 12:00 P.M., the following shall apply:

- a. Employees are expected to listen to 96.9 KMFY-FM radio for an announcement of reopening.
- b. If the building is not reopened during the same business day and the employees are not directed to a different work site, the employees shall be paid for their full shift as if they had worked it.
- c. If the building is reopened for business later that day, employees who report to work at the designated time will be paid for their full shift as if they had worked it. Employees who do not return to work or who report after the designated time may use accrued flexible time off or compensatory time to replace work hours lost. If there is no accrued flexible time off or compensatory time, the employee may take leave without pay or, with Supervisory approval, the employee may make up the time later.

If the building closes at 12:00 P.M. or later and the employees are sent home, the employees shall be paid for their full shift as if they had worked it.

If a City building is not closed or evacuated, but the employee is anxious or fearful and requests to leave, the Supervisor may permit it unless the employee is classified as an "essential" employee or minimum staffing levels cannot be met if the employee leaves. In order to be paid for the time away from work, the employee may use accrued flexible time off or compensatory time.

## **3.7 Performance Evaluations**

### **NON-EXEMPT CITY EMPLOYEES**

Employees and their Supervisor are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal written performance evaluations are scheduled annually. For newly hired, exempt employees, the first formal performance evaluation will be scheduled near the end of your introductory period. The performance evaluation process allows you and your Supervisor to discuss the job responsibilities, standards and performance requirements of the job. Additionally, evaluations are conducted to provide both you and your Supervisor the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Employees do not have a right to grieve their performance review, but may submit a written response, which will be attached to the performance review.

All parties involved in the evaluation must sign the employee's performance evaluation. Signing of the performance evaluation acknowledges that the review has been discussed with the Supervisor and does not necessarily constitute an agreement. Failure to sign the document by the employee will not delay its processing.

### **EXEMPT CITY EMPLOYEES**

#### **3.7.1 Performance Evaluation**

The performance appraisal system shall be based on position descriptions and results-oriented performance standards. The performance appraisal shall be designed to encourage the employee to reach maximum potential and enhance services provided by the City. Employees shall be evaluated, and a discussion will take place based on work performance at least once a year. Salary increases given for meritorious performance shall be based on such an appraisal. Standards against which performance is to be measured shall be specific, measurable, related to quality, quantity, timeliness of work or other reasonable performance criteria determined by the appropriate Supervisor. Appointing Authorities are responsible for the overall implementation of performance appraisals for employees within their departments.

#### **3.7.2 Performance Evaluation System Requirements**

The performance evaluation system shall be implemented in a method that meets the following minimum requirements:

- a. The performance evaluation system shall include an annual performance evaluation between Supervisors and their respective employees.
- b. Performance evaluations shall be in writing and both the Supervisor and employee shall each receive a copy.
- c. An official copy of performance evaluations shall be kept on file in the Administration Department.
- d. Performance evaluations shall be based on position descriptions and results-oriented performance standards.

#### **3.7.3 Record of Performance Appraisal**

Performance appraisals shall be conducted in the form and manner described by the Administration Department. Performance appraisals cannot be grieved.

### **3.8 Additional Employment**

An Employee may hold a job with another organization as long as the employee satisfactorily performs his/her job responsibilities and is not on a leave of absence with the City. Employees should consider the impact that outside employment may have on your health and physical endurance. All employees will be judged by the same performance standards and will be subject to scheduling demands, regardless of any existing outside work requirements.

Additional employment or activity for private gain that constitutes a conflict of interest with public duties or is inconsistent or incompatible with public employment is not permitted. In making such determinations, the following will be considered:

1. The use of City time, facilities, equipment and supplies, or the badge, uniform, prestige or influence of City employment.
2. Receipt or acceptance of any money or other consideration from anyone, other than the City, for the performance of an act which the employee would be required or expected to perform in the regular course of his/her City employment.
3. The performance of an act that may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement by the employee or the employee's department.

The potential for conflicts of interest is lessened when individuals employed by the City of Grand Rapids regard the City as their primary employment responsibility. All additional employment is to be reported to the employee's immediate Supervisor. If a potential conflict exists based on this policy or any other consideration, the Supervisor will consult with the City Administrator. Any City employee accepting employment in an additional position that is determined by the City Administrator to be in conflict with the employee's City job will be required to resign from the additional employment or may be subject to discipline up to and including termination.

For the purpose of this policy, additional employment refers to any non-City employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with City employment. The following is to be considered when determining if additional employment is acceptable:

- Additional employment must not interfere with a full-time employee's availability during the City's regular hours of operation or with a part-time employee's regular work schedule.
- Additional employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use City equipment, resources or staff in the course of the additional employment.
- The employee must not violate any City personnel policies because of additional employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the City. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless the work creates the appearance of a conflict of interest.
- Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.

City employees are not permitted to accept additional employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the City.

### **3.9 Conflicts of Interest**

All employees are expected to conduct business with integrity and in accordance with the highest ethical standard. In order to avoid any real or perceived involvement in a conflict of interest, employees should not only refrain from any direct conflicts, but should also not refer City business transactions to a member of your family or other persons with whom there may exist a personal, business or financial relationship.

A conflict of interest includes:

1. Any situation where you may obtain personal gain or potential personal gain; or which may serve as a detriment to the City of Grand Rapids, either monetarily or to its public image because of the use of information.
2. Personal contact usually not attainable except through employment.
3. Any outside activity that may interfere with the operations of the City.
4. Any outside activity that may be viewed as competing with the services usually offered by the City.
5. Employees who are in doubt as to whether an activity violates this policy must discuss the matter in advance with their Supervisor or with City Administration.

### **3.10 Property and Information, Searches and Inspections**

The City reserves the right to access all City-owned property.

### **3.11 Bulletin Boards, Lockers**

#### Bulletin Boards

Bulletin Boards are placed in the building as an aid to better communications. Please make a practice of reading material that appears on them. Bulletin boards will be regularly maintained and all material that is not of a permanent nature will be cleared. Tampering, damaging, destroying or changing any City posting will result in disciplinary action.

#### Lockers

Some City employees are assigned a locker. Periodically and without notice lockers and lavatories may be inspected for safety, health and security reasons. The graffiti or the defacement of City property is a violation of rules and is subject to disciplinary action, up to and including termination.

The City reserves the right to open and inspect any locker at any time without notice. Employees will not be reimbursed for locks cut for the purpose of conducting a search of the locker.

### 3.12 Personal Appearance

The City of Grand Rapids' objective in establishing a business casual dress code is to allow our employees to work comfortably in the workplace. Yet, we still need our employees to project a professional image for our customers, potential employees, and community visitors. The dress and appearance of City employees is a direct reflection on the professionalism of our services. City employees meet with the public everyday as part of the regular workday. A neat, well-groomed employee will present a positive image of the City and demonstrate the pride of our City employees. Business casual dress is the standard for this dress code.

Because not all casual clothing is suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Radical departures from conventional dress or personal grooming and hygiene are not permitted.

Clothing shall always be clean, neat and in good repair. Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees or to the public is unacceptable. Clothing that has the City logo is encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable.

Fridays are declared dress down days. On these days, jeans and other more casual clothing, although never clothing potentially offensive to others, are allowed. Other days can be declared dress down days as determined by the City Administrator.

#### Guide to Business Casual Dressing for Work

Good judgment in choosing your attire should be used at **all times** since we are in the public eye. This is a general overview of appropriate business casual attire. Items that are not appropriate for the office are listed, too. Neither list is all-inclusive and both are open to change. The lists tell you what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. Employees who have questions concerning dress standards should direct them to their immediate Department Supervisor.

**Non-uniformed personnel:** the following items are considered inappropriate attire for the office environment on a **regular** workday.

- denim of any style
- jeans of any color
- sweatshirts
- t-shirts
- tube tops
- sweats or workout clothes
- canvas or leather tennis shoes
- sports shoes
- shirt with logo other than the City of Grand Rapids
- body hugging clothes (leggings or spandex, etc.)
- clothing that is overly revealing or outlandish so as to cause distraction
- clothing that is overly worn, faded or in disrepair
- shorts
- shirts showing midriff

## **Uniformed Personnel**

Uniforms, which are provided to some City employees, are expected to be neat, fresh and clean when reporting for duty. Each department is responsible for seeing to it that employees follow regulations regarding uniforms, related accessories and equipment.

**All Personnel:** Exercise your good judgment. Department Supervisors have the responsibility of enforcing this policy. In some cases, it is the prerogative of a Department Supervisor to establish standards that are more restrictive or less restrictive.

Dress needs vary by job function. It is recognized that employees in certain departments must dress in uniforms or casual types of clothing due to job specific duties and conditions of their position. Reasons include safety, excessive wear and tear on clothing and appropriateness for job performance. Individuals who spend a portion of the day in the field need to dress in a manner appropriate to their jobs, as determined by their department Supervisor. Staff who are in the office shall follow the guidelines listed below.

### **Slacks, Pants, and Suit Pants**

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.

### **Skirts, Dresses, and Skirted Suits**

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, sundresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

### **Shirts, Tops, Blouses, and Jackets**

Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Inappropriate attire for work includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

### **Shoes and Footwear**

Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Wearing no stockings is acceptable in warm weather. Flashy athletic shoes, thongs, flip-flops, and slippers are not acceptable in the office. Closed toe and closed heel shoes are required in some departments.



## **Jewelry and Tattoos**

The City of Grand Rapids recognizes that personal appearance is an important element of self-expression. As a result, the City wishes to make no effort to control or dictate employee appearance, specifically with regard to jewelry or tattoos, unless they conflict with an employee's ability to perform effectively in the position they hold or the specific work environment they are in.

Factors used to determine whether jewelry and tattoos pose a conflict with the job or work environment will include, but are not limited to:

- Safety of self or others
- Productivity or performance of tasks
- Perceived offense based on race, sex, religion, etc.
- Community norms
- Customer complaints

If a potential conflict is identified the employee will be encouraged to identify appropriate solutions such as removal of excess jewelry, covering of tattoos, transfer to alternative positions, etc.

Supervisors and managers will be responsible for answering questions and resolving issues related to this policy on a case-by-case basis to ensure unique circumstances are appropriately considered. An environment of mutual cooperation is the City's goal.

## **Makeup, Perfume, and Cologne**

Good hygiene is always expected. Makeup should be in good taste. Cologne and perfume should be worn in moderation; remember that some employees are allergic to the chemicals in perfumes and make-up.

## **Hats and Head Covering**

Hats are not appropriate in the office with the exception of head covers that are required for religious purposes or to honor cultural tradition.

## **Exceptions**

Department Heads may allow exceptions to this policy for short periods of time to meet unique workplace needs.

## **Conclusion**

Employees reporting to work in attire, which at the discretion of the City Administrator or Department Supervisor does not convey a professional image and is in violation of this policy, shall be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. All other policies about personal time use will apply; non-exempt employees will not receive paid hours during this time. Progressive disciplinary action will be applied if dress code violations continue.

### **3.13 Use of Equipment and Vehicles**

Equipment and vehicles essential to the services we provide are expensive and may be difficult to replace. When using property, you are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Please notify your Department Head if any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Your Supervisor can answer any questions about your responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive or unsafe use or operation of equipment can result in reasonable suspicion for drug/alcohol screening, disciplinary action, up to and including termination. If an employee negligently damages property or equipment, that person may be personally responsible for paying for the damage.

No City materials, equipment or tools may be removed from City properties at any time for personal use or gain. City owned equipment and vehicles may only be used during the regular hours of operations of the City.

No salvage material belonging to the City may be removed, collected or sold for personal gain, whether using City time or equipment or using personal time or equipment.

No employee shall operate or ride in a City vehicle or personal vehicle while on City business without a safety belt properly fastened.

All City vehicles are designated as "Non-smoking Vehicles".

#### **Take-home Vehicle and Motorized Equipment Vehicle Use Policy**

This policy will not apply to emergency vehicles assigned to the Police and Fire Departments, as they have existing policies.

Each employee authorized to use a City vehicle will sign a statement that he or she has read and understands the policy.

#### **A. Definitions**

1. Take-home Vehicle – Any car, truck, or special equipment vehicle that is owned, leased, or rented by the City, which is assigned to a particular employee to take home for business-related purposes as identified in this policy.
2. Motorized Equipment Vehicle – Any passenger vehicle or truck, self-propelled equipment, trailer, or trailer-mounted equipment that is towed by a self-propelled piece of equipment, which may be marked or unmarked with City identification, and/or licenses for use on public roadways and/or off road.
3. City Vehicle – Includes both take-home vehicle and motorized equipment vehicles.
4. Unmarked Vehicle – A City vehicle that is not easily identified as used by a City employee. Examples of such vehicles would be those used in fire and police criminal investigation and by detective personnel.

**B. General Statement** – Employees assigned take-home vehicles for daily use and commuting purposes or operating motorized equipment vehicles are governed by the following general policy and philosophy and by M.S. 471.666. City take-home vehicles are not personal vehicles and are not to be used for personal use. All City take-home vehicles should be viewed as belonging to the City of Grand Rapids and are assigned for commuting only for purposes consistent to solely providing services to the City.

**B. General Policies**

1. Passengers in City vehicles shall be limited to City employees and individuals who are directly associated with City work activity (City Council, committee members, consultants, contractors, etc.) and/or individuals participating in a bona fide “Ride Along” event. Family members shall not be transported in City vehicles. If an accident or medical emergency arises necessitating transport of passengers other than City personnel, the employee assigned the vehicle shall notify his immediate supervisor as soon as possible of the nature of the emergency.
2. City vehicles should carry only those items for which the vehicle is designed or utilized. Personal property, other than daily use items such as handbags, briefcases, umbrellas, and coats should not be transported in the vehicle.
3. Vehicle Operation: The operators of City vehicles must observe and obey all traffic ordinances, rules, and regulations, including:
  - a. Operate vehicle at, below posted speed limits, or at lower speeds if road conditions require a slower speed.
  - b. Operate vehicles in a safe and responsible manner.
  - c. Drivers and all passengers are required to wear a seat belt whenever a vehicle is in motion.
  - d. All doors must be closed and secure when a vehicle is moving.
  - e. Vehicles should be parked in a manner that does not obstruct traffic or building access.
  - f. Tobacco usage is not permitted in City vehicles.
  - g. When leaving a vehicle unattended, remove the ignition keys and secure the vehicle.
  - h. All City vehicles should be secured and locked after daily operation. If there is a designated location for storage of vehicles not in use, the vehicle must be returned to that storage location.
  - i. Motorized equipment vehicle keys should be returned to the key cabinet or daily to its proper storage location at the end of use.
  - j. Drivers shall have and maintain a valid driver’s license suitable for the operation of the particular vehicle to which they are assigned.
  - k. Fine or penalties for moving, parking, or any other violations are the responsibility of the operator.
  - l. In no event is a City vehicle ever to be utilized to transport alcoholic beverages or controlled substances except in the case of police officers acting in their official capacity.
  - m. City vehicles may not be utilized to transport weapons, except in the case of police officers acting in their official capacity and/or in the case where the occupant(s) have a “permit to carry” issued by the State of Minnesota or a state with which Minnesota has a “permit to carry” reciprocity agreement.
  - n. All City vehicles, except unmarked public safety vehicles, shall be identified with the standard City seal and/or the name of the Department.

- o. Duty to Report: In the event that any City-owned vehicle becomes inoperable due to mechanical problems, damage or becomes stuck, the operator of that vehicle shall immediately contact his/her supervisor and advise of the situation. It is the responsibility of the operator of the vehicle to document and report to the employee's supervisor any damage to the vehicle that occurs during the hours the vehicle is assigned to that person for use. In the case of personal injury and/or property damage accident occurring on a public street, the driver shall also immediately report the accident to law enforcement.
- p. It is the responsibility of the operator of the vehicle to document and report to the employee's supervisor any damage caused by the vehicle assigned to that person to any other vehicle or property.
- q. Recommendations for safe handling of vehicle-based calling from the wireless communications industry include the following:
  - i. Use voice-activated dialing when driving, or have frequently called numbers pre-programmed into the device, or consider pulling off the road to dial (or ask a passenger to dial).
  - ii. Do not use the wireless communication device at all in a school zone or if there are hazardous road or traffic conditions.
  - iii. Avoid multiple tasks when driving, such as trying to drive, taking notes and using a wireless communication device.

**C. Take-home Vehicle Policies**

1. If an employee is assigned a City take-home vehicle, this assignment shall be made consistent with Minn. Stat. 471.666 to confer a benefit upon the City. The only "personal use" of the vehicle permitted is travelling to and from the employee's residence and place of work, and personal use that is clearly incidental to normal workday activities. The vehicle should be driven over the most direct route taking into account road and traffic conditions. The vehicle should not be utilized for travel outside the direct route for personal reasons. "Clearly incidental" personal use shall mean use that does not create an impression that the vehicle is being used for personal reasons such as shopping, recreations, transportation of family or friends, etc. If in doubt as to whether a particular use is permitted, employees should seek supervisory approval.
2. Assigned take-home vehicles may be utilized for *de minimis* personal errands during the workday for transportation clearly incidental to normal workday activities. Employees will make every effort to minimize events of this nature.
3. Unauthorized use of a take-home vehicle may expose the individual to risk that the City's insurance coverage will not cover.
4. Whenever an employee who is assigned a take-home vehicle is on vacation or any other leave for more than two consecutive days, the vehicle may be reassigned by the City Administrator or parked in the appropriate City lot.
5. The Department Head will monitor a record of take-home mileage on a monthly basis. Employees assigned to vehicles may be required to document reasons for significant month-to-month variances. Other monitoring might entail unannounced visits to sites where vehicles are parked overnight.
6. In the event any of the above guidelines are not observed, an employee using a take-home vehicle for personal purposes shall reimburse the City at the prevailing mileage rate and disciplinary action may be taken.

7. **Take-Home Vehicle Tax Liability:** The City is required to comply with the IRS's regulations regarding the reporting of income. Since the only authorized non-business use is commuting and *de minimis* personal errands, the City will use the Commuting Valuation method to report income. This method will use \$3 per day for each day of commuting as the amount of taxable income reported to the IRS so long as the user lives within the City or within 3 miles of the City limits. The income value to a user who lives further than 3 miles from the City limits may be calculated on a per mile basis in lieu of the \$3/day IRS rate. The IRS may amend this amount at any time. Marked and unmarked law enforcement vehicles and fire emergency response vehicles are excluded from this IRS requirement.

**D. Eligibility** – Eligibility for a take-home vehicle will be determined on a case-by-case basis and may be modified for any or no reason. Generally, for an employee to be assigned a take-home vehicle for commuting purposes, the Department Head must find that one or more of the circumstances identified in Minn. Stat. section 471.666 exist. The following factors shall be utilized in making this determination:

1. **On Call** – An employee designated to be generally available to respond to off-hours situations. Normally, this individual would be a public safety officer with responsibility for responding to calls outside of that individual's normal work hours, or a director or first level supervisor for a line work unit with an assigned responsibility to respond to service disruptions or other extraordinary events outside normal work hours.
2. **Emergency Availability** – Employee has supervisory responsibility for a line operation that provides services or maintains facilities on a 24-hour, seven-day schedule. Department operations are characterized by employees who work a six or seven-day week; extended hours; and/or frequent overtime. Employee is called for emergencies, which demand his or her expertise, experience, knowledge, judgment, and command ability.
3. **Service Supervision** – Due to the nature of the position, the responsibilities of the position and organization of the Department the individual is required to supervise programs and services at night and on weekend to ensure proper performance. The key difference between this category and the Normal Work Demand category is the nature of the activity; the amount of the activity; and the fact the activity is demanded by organizational consideration.
4. **Normal Work Demand** – Employee normally works a standard workweek and is regularly required to attend work events at places other than the employee's primary place or assignment outside of normal work hours.

**E. Severability.** If any section, subsection, sentence, clause, phrase, word, or other portion of this policy is, for any reason, held to be unconstitutional or invalid, in whole, or in part, by any court of competent jurisdiction or by state statute, such portion shall be deemed severable, and the validity of the remaining portions of this policy shall continue in full force and effect.

## **City Driving Policy**

This policy applies to all employees who drive a vehicle on city business at least once per month, whether driving a City owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record.

The City will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate Supervisor on the first workday after any temporary, pending or permanent action is taken on their license and to keep their Supervisor informed of any changes thereafter.

The City will determine appropriate action on a case-by-case basis.

### **3.14 Gratuities**

Any City employee or family member must comply with Minnesota Statutes 471.895, Subds. 1 and 2, concerning the acceptance of gifts or favors. During their performance of duties with the City, all City employees are prohibited from accepting from any person or entity presently or potentially benefitting from the City financially, with some exceptions, the following: money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given and received without the giver receiving consideration of equal or greater value in return.

All interpretations concerning gifts or gratuities must be brought to the City Attorney's Office for review.

### **3.15 Honoraria**

If employees present programs, workshops or make speeches or other appearances for which they receive honoraria, these honoraria are to be turned back to the City when:

1. the presentation is prepared during the employee's hours worked with the City;
2. the presentation is made during the employee's hours worked with the City; or
3. the City is paying travel expenses.

### **3.16 Use of Telephones, Voicemail and 2-way Radios**

Those employees whose job requires the use of a phone and voicemail should always use an appropriate greeting and speak in a courteous and professional manner. The phone system should be used in a businesslike manner. If you have questions about the use of the phone system, please contact your Department Head or the IT Department.

Personal calls are to be kept at a minimum; if necessary calls should be placed during lunch or break periods. Employees should discourage friends and family members from making personal calls to employees at the City's offices during work hours. Personal long distance phone calls are not permitted from City phones. Genuine emergency calls may be made or received.

Non-City provided cell phones and pagers should be turned off while at work unless approved by your Department Head in advance.

Federal Communications Commission regulations govern the use of communication radios and the City is periodically monitored by the Commission. Our radios are also subject to being heard by any member of the public with such equipment as well as by the City of Grand Rapids and other local law enforcement agencies.

Federal regulations and City policy prohibit the use of these communication radios for non-City business. These radios are not to be used to make comments about co-workers or to make abusive or profane comments or statements. Any employee violating this policy shall be subject to immediate disciplinary action.

## **3-17 Computer Network Policy**

### **PURPOSE**

The purpose of this policy is to assist the City in protecting its computer system security and assets and to provide guidance regarding the proper use of the computer system.

### **DEFINITIONS**

The following definitions apply to this policy:

Computer system refers to the entire City computer network. This includes, but is not limited to, host computers, file servers, application servers, communication servers, mail servers, fax servers, Web servers, GIS and mapping servers, workstations, stand-alone computers, laptops, software, data files, and all internal and external computer and communications networks (for example, Internet or e-mail systems) that may be accessed directly or indirectly from the City computer network.

Users refer to all employees, independent contractors, consultants, temporary workers, and other persons or entities that use the City computer system.

### **INTRODUCTION**

This document describes the City's policies with regard to access and use of the computer system. It also addresses the procedures required for disclosure of computer files, created or received, or electronic mail messages sent or received by City employees with the use of the City's computer system.

The City intends to honor these policies but reserves the right to change them at any time with such prior notices, if any, as the City may deem reasonable under the circumstances.

All users that access the City's computer systems are responsible for reading and adhering to these policies. It is the responsibility of Department Heads to ensure that all users have received this document and signed a statement indicating that they have read it.

Failure to comply with these policies, including failure to report known violations of the policies, will be cause for disciplinary action in accordance with the City's disciplinary policies.

### **GENERAL**

#### Use

The computer systems addressed in this policy are the property of the City and may only be used for legitimate

business purposes. Users are allowed access to these computer resources to assist them in the performance of their jobs. The system is not to be used for employee personal gain or to support or advocate for non-City related business or purposes. All users have the responsibility to use the system professionally, ethically and lawfully. Use of the computer system is a privilege that may be revoked at any time.

### Privacy

All data and other electronic messages within the computer system are the property of the City. Users should not have an expectation of privacy in anything they view, create, store, send, or receive using the City computer system, except to the extent mandated by the Minnesota Data Practices Act. Users agree to fully comply with that Act. Users waive any right of privacy in anything they view, create, store, send, or receive on the computer system or through the Internet or any other computer network.

The City, at its discretion, reserves the right to monitor, and may monitor or review anything that users view, create, store, send, or receive on the computer system or through the Internet or any other computer network. Users may not store their personal files on their local hard drive or on the network servers.

### Workstation Configuration

User workstations are configured to operate in a complex, networked environment. Users may not change their system's configuration, delete, or modify any files not created by the user. If users believe their computer is not configured correctly, they should contact the Information Technology staff for assistance.

The System Administrator must authorize all hardware and software changes or upgrades. Personal software and hardware may not be installed on individual workstations or the computer network unless specifically authorized by the System Administrator. This includes the introduction of outside screen savers. The screen savers used shall be limited to those supplied with the Windows operating system.

### Storage of Data

Employees are responsible for backing up any data files stored on the hard drive of their individual workstations.

To conserve computer resources, nonessential e-mail should be deleted.

### Work Product Ownership

All information developed on a City computer system or introduced to a City computer system is the property of the City, regardless of where it was created, except for software or other proprietary information previously licensed to another person or entity.

In addition, any information developed by a City employee on any other computer, if in conjunction with his or her employment with the City, is the property of the City. Copies of such files must be provided to the City, which has the exclusive right to retain, maintain and modify these files.

## **SOFTWARE USE**

According to U.S. Copyright Law, illegal reproduction of software can be subject to civil damages of as much as \$100,000 per work copied, and criminal penalties, including fines and imprisonment. The City does not condone the illegal duplication of software or any other form of criminal activity. Employees who engage in such activity are also subject to discipline under the City's disciplinary policies.



The City complies with all software copyrights and terms of all software licenses. City employees may not duplicate licensed software or related documentation. Any such duplication may subject employees and/or the City to both civil and criminal penalties under the United States Copyright Act.

Software owned by the City may not be copied to external systems unless the license agreement allows such use and the System Administrator has approved the installation.

Users may not modify or otherwise alter any software owned by the City.

The IT Department shall conduct random, unannounced audits of installed software to verify that licenses are held for each copy of software in use. Unlicensed software will be removed when discovered and appropriate disciplinary action taken.

## **SECURITY**

Users shall be responsible for the physical security of their programs and data files not stored on the network as well as access security of their computer and applications. Username and passwords will be removed after each log off from the login screen. If there is no activity on a computer for 30 minutes, the computer will automatically lock the desktop and the user will need to log back in again for network access.

### Passwords

The City requires secure passwords consisting of a minimum of seven characters in length. The IT Department will enforce password complexity. The network will force a password change every 90 days for every user on the system. Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed or stored online. Users are responsible for all transactions made using their passwords. No user may access the computer system with another user's password, without management authorization.

While users may have a confidential password, this does not imply that they have an expectation of privacy in anything they create or receive on the computer system. City management has access to all data stored on its computer system, regardless of whether the data has been encoded with an individual user's password.

Users may not add additional security or passwords to their workstations or files without written authorization from the System Administrator.

### Access

Users may not alter or copy a file belonging to another user without first obtaining permission from the owner of the file, or other appropriate authorization. Users may not use the computer system to access the files or e-mail of other users without proper authorization. In addition, users may not attempt to gain unauthorized access to restricted areas or files on the computer system or attempt to circumvent or otherwise tamper with the City's computer security measures.

Users may not use the City computer network to access other computer systems or networks unless specifically authorized by the operators of those systems.

Each user is responsible for ensuring that his or her use of outside computer systems and networks, such as the Internet, does not compromise the security of the City's computer network. This responsibility includes taking reasonable precautions to prevent outsiders from accessing the City network without authorization and to prevent the introduction and spread of viruses.

To maintain computer system security, users that will be away from their work site should physically secure their computers by locking office doors, wherever possible.

## Virus Detection

Viruses can cause considerable damage to computer systems. Many of the sites on the Internet can be breeding grounds for computer viruses. If these viruses are downloaded to the City Network and are not detected, they may contaminate the City information systems and databases. All material downloaded from the Internet shall be downloaded to the user's local hard drive (C). All files transferred from floppy disk or other media and anything downloaded from the Internet or computer systems outside of the City Network **must** be scanned for viruses before being loaded onto the City computer system. The virus-scanning program on your computers can do this for you. Items that must be scanned include disks or thumb drives brought from home, files downloaded from the Internet, e-mail attachments, files from vendors, etc. If a virus is detected, contact the System Administrator immediately.

E-mail attachments that originate from persons unknown to the user should never be opened.

## **INTERNET USE**

### Access

The City's Internet access is a privilege, granted to employees to enhance their abilities and knowledge, increase their productivity and provide opportunities for personal and professional growth. Please remember, when you are conducting business on the Internet, you are representing the City of Grand Rapids. All communications shall be conducted in a courteous and ethical manner.

Internet access is limited to those employees who demonstrate a legitimate business need.

No employee shall use the Internet until they have read and signed an acknowledgement to this policy. The signed copy shall be maintained in the user's personnel file.

### Network Connections for Contractors or Vendors

Network connection requests for Internet access for contractors or vendors (i.e.: State Auditors, Software Vendors) must be made at least 2 weeks in advance of their arrival and need to allow the necessary time for staff to make these connections. Requests must be submitted to the System Administrator with the appropriate Department Head approval.

### Downloads & Software Upgrades

All software, updated virus definitions, program updates or any other files downloaded from the Internet, newsgroups, bulletin boards, or other online services should be done through the network server by the IT Department and then distributed to individual users.

No downloads may be performed without prior authorization from the System Administrator.

### Monitoring

Without prior notice, the City has the right, but not the duty, to monitor all activity on its computer system. This includes, but is not limited to, monitoring Internet sites or other areas visited by users, reviewing any information downloaded or uploaded by users, and reviewing e-mail sent and received by users. Any information obtained through the above monitoring or review may be disclosed to third parties without prior notification to users.

### Blocking Inappropriate Sites

The City may use software to block access to sites identified as inappropriate for business use. If a user encounters sexually explicit or other inappropriate material when accessing the Internet, the user must immediately disconnect from the site, whether or not the site was blocked by the City computer system.

A wide variety of information is available on the Internet. Some individuals may find some information on the Internet offensive or otherwise objectionable. Individual users should be aware that the City has no control over and can, therefore, not be responsible for the content of information available on the Internet.

## **E-MAIL**

### Management's right to access e-mails

The e-mail system has been installed by the City to facilitate business communications. Every employee will receive an email account to conduct business; all business emails to/from the City employees must use the City email account. All e-mail messages are City records. Although each employee has an individual password to access this system, it belongs to the City, and the contents of all e-mail communications are accessible at all times by the City, for any purpose. The City reserves the right to access and disclose, as necessary, all messages sent over its e-mail system, without regard to content.

Backup copies of e-mail may be maintained and referenced for business and/or legal reasons. In addition, the email system may be subject to periodic, unannounced inspections. Therefore, you should not assume that e-mail messages are confidential. Employees do not have a privacy right in the messages sent or received through the e-mail system.

### Personal use of the City e-mail account

Incidental and occasional personal use of your City e-mail account is permitted by the City but should be limited and should not interfere with an employee's work responsibilities. An employee's City e-mail account may not be used to establish any other accounts (e.g. online shopping accounts, gaming accounts, purchasing apps, etc...) Please remember that your e-mail address identifies you as part of the City community. As such, you represent the City when you send information via e-mail. Sending or forwarding e-mails that in any way discredits the City will result in disciplinary action up to and including termination. In addition, a decline in performance due to excessive, personal use of any e-mail, or internet usage, will not be tolerated.

**Because all City email account messages can be accessed by the City without prior notice, you should not use e-mail to transmit any messages you would not want read by a third party.** For example, you should not use the City e-mail system for gossip, including personal information about yourself or others, for forwarding messages under circumstances likely to embarrass the sender, for emotional responses to business correspondence or work situations, and so on. **In addition, employees may not use the City's e-mail system to send or receive materials or information that may be insulting, disruptive, offensive to other persons or harmful to morale.**

### Personal use of the Internet at work

Incidental and occasional personal use of the internet while at work should be limited and should not interfere with an employee's work responsibilities. The City may restrict access via the City computers and devices to certain sites, information, and e-mail addresses on the internet. Employees are not to circumvent these restrictions or otherwise attempt to obtain access to other inappropriate sites, even if not blocked by the City. In addition, employees should not use the City computers or devices for such purposes as soliciting or proselytizing for commercial ventures, personal causes, or other similar, non-job-related solicitations. Employees of the City may not use the internet via the City computers or devices to access or disseminate information that may be insulting, disruptive, or offensive to other persons or harmful to morale. At no time should an employee access pornography of any sort via any City owned device or during work hours.

## Use

The City e-mail system may only be used for City-related business. Only the Outlook e-mail accounts set up for each user by the City may be used. Outlook Web Access is available to every employee for access to their email accounts from off-site locations. "Hotmail, "Yahoo" and similar types of personal e-mail systems may not be accessed through the City computer network.

## General Guidelines

Electronic messages should be written using the same standards of care and professionalism used for other forms of business writing. Accurate content and correct spelling and grammar are important considerations. E-mail messages should not be typed in all upper-case letters as this is not only difficult to read, but is perceived as shouting. Since e-mail may be stored indefinitely on a number of computer systems, it should not be considered to be private or secure, as many people, other than the original addressee, may view it.

## Prohibited Activities

Material that is fraudulent, harassing, embarrassing, sexually explicit, discriminatory, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by e-mail or any other form of communication. Users that encounter inappropriate e-mail should report the occurrence to their Supervisor.

Users may not forward e-mail to anyone else without the express permission of the sender.

Users may not send unsolicited e-mail (spam) to someone with whom they do not have an existing relationship. Users may not send anonymous e-mail messages.

Use of the computer system to initiate or forward chain e-mail messages is prohibited.

## Compliance with Applicable Laws

When using the City computer system, users must comply with all applicable state, federal and international laws governing intellectual property, data disclosure and online activities.

### **3.18 Tobacco**

The City of Grand Rapids observes and supports the Minnesota Clean Indoor Act. All City buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products (pipes, cigars and cigarettes) or "vaping" with e-cigarettes is prohibited while in a City facility or vehicle. This policy shall not include the designated smoking areas at the Pokegama Golf Course.

### **3.19 Solicitation Policy**

Solicitation of employees by non-employees on City premises is prohibited. Solicitation by employees is prohibited on City premises when employees involved should be working.

However, solicitation of employees by fellow employees is permitted during non-working hours and in non-working areas of the building(s), such as the lunchroom. Employees who wish to solicit financial or other support from their fellow employees for any cause, charitable, political or employment-related, are encouraged to do so off the City premises.

Distribution of literature on City premises is not permitted, except by employees and only in non-working areas during non-working time.

### **3.19.1 Prohibited Political Activity**

All political activity is permitted except as provided below:

- No employee shall in any manner use the employee's authority or official influence to compel any employee:
  1. to apply for or become a member of any political organization;
  2. to make or promise to make a contribution to any candidacy or political organization; or,
  3. to take part in any political activity.

Specific questions on political activity should be addressed to the City Administrator.

## **3.20 Progressive Discipline**

### **General Policy**

Supervisors are responsible for maintaining compliance with city standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Grand Rapids. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable city policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the city's personnel policies. The supervisor and/or the city administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken

### **3.20.1 No Contract Language Established**

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

### **3.20.2 Process**

The city may elect to use progressive discipline, a system of escalating responses intended to correct the negative behavior rather than to punish the employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any city employee has a contractual right or guarantee (also known as a property right) to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

### **3.20.3 Oral Reprimand**

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

### **3.20.4 Written Reprimand**

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period.

Serious infractions may require skipping either the oral or written reprimand, or both. The supervisor with prior approval issues written reprimands from the city administrator.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean the employee agrees with the reprimand. Written reprimands will be placed in the employee's personnel file.

### **3.20.5 Suspension With or Without Pay**

The city administrator may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans, who have completed their initial probationary period, will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

### **3.20.6 Demotion and/or Transfer**

An employee may be demoted or transferred if attempts at resolving an issue have failed and the city administrator determines a demotion or transfer to be the best solution to the problem.

The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

### **3.20.7 Salary**

An employee's salary increase may be withheld or the salary may be decreased due to performance deficiencies.

### **3.20.8 Dismissal**

The city administrator, with the approval of the City Council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with city standards.

If the disciplinary action involves the removal of a qualified veteran, who has completed his/her initial probationary period, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

## **3.21 Methods of Notifying an Employee of a Disciplinary Action**

### Written Reprimand, Suspension or Demotion

Notice may be given either:

- (1) in person; or
- (2) by first-class mail and certified mail, return receipt requested, to the last address provided to the Administration Department. Service by mail is complete upon mailing.

Copies of the disciplinary notice shall be distributed to the following:

- (1) the employee
- (2) the employee's Department Head;
- (3) the employee's personnel file kept by the Administration Department.

### Discharge

Notice of Intent:

If City Administrator believes that there is just cause to discharge an employee, the City Administrator shall notify the employee, in writing, of the intent to do so. The written notice of intent to discharge shall contain brief description of the basis for the discharge and subsequent course of action.

### **Pre-Termination Hearing:**

The purpose of a pre-termination hearing is to allow the employee to supply the employer with information and/or argument against the proposed termination.

### **Final Notice:**

Discharges will only be effective after consultation and approval of the City Council if the circumstances permit.

### **Additional Notice and Procedural Requirements for Veterans**

In addition to the requirements set forth above, veterans who are demoted or discharged from any position that is not temporary are entitled to these additional rights:

1. The employee must be notified, in writing, of the employee's right to request a veteran's hearing within sixty days of the notice of intent to discharge.
2. During the sixty (60) day period, at the option of the employee's department, the employee will either (a) work the employee's regular hours at a job designated by the department, or (b) will be placed on a suspension with pay.
3. Failure to request a hearing within the sixty (60) day period shall constitute a waiver by the employee of the right to a hearing and all other legal remedies for reinstatement.

A veteran may elect either:

1. A veteran's hearing, or
2. An appeal hearing available to non-veteran employees under these Personnel Rules and Regulations.

The election of one of these remedies constitutes the waiver of the other remedy.

## **3.22 Grievance Procedure**

It is the policy of the City of Grand Rapids to provide employees a means of communicating disagreements or disputes involving the interpretation or application of the personnel policies and procedures approved by the City Council. These established, formal procedures ensure employees access to all levels of management, complete and impartial hearings, and expedient objective resolutions to problems.

A grievance is a dispute or disagreement raised by an employee or group of employees against the City and/or a Department Head because of an interpretation or alleged violation of these personnel policies and procedures or City work rules.

Grievances are related to actions taken by Supervisors, Department Heads, appointing authorities, and City Administration and do not include the following:

- Investigations into disciplinary issues, prior to action
- Assignment of positions to job classes
- Salary adjustments made in accordance with these policies
- Performance evaluations or verbal or written reprimands
- Actions discussed or proposed, but not taken
- This policy itself, or changes to this made by the City Council
- Termination of introductory or temporary employees
- Extension of introductory periods of evaluation up to a maximum of 12 calendar months

### **Limitations**

An employee who commences a grievance proceeding under the provisions of a bargaining unit agreement is precluded from grieving the same issue a second time under these Policies. Similarly, commencement of a grievance proceeding under these Policies shall preclude the employee from grieving the same issue under the collective bargaining agreement.

### **3.22.1 Procedures**

It shall be the policy of the City to address all grievances promptly and fairly. In order to facilitate the processing of employee grievances in an orderly and just manner and to provide the employee access to all levels of management and a fair and impartial hearing, the following procedures are to be used:

**Step 1:** An employee claiming a violation concerning the interpretation or application of this Policy shall, within 10 calendar days after the employee is or should have been aware of the alleged violation, present verbally or in writing such grievance to the employee's Supervisor and if there is no Supervisor then to the Department Head. Failure to present the grievance in a timely manner will result in waiver of the grievance.

A grievance not resolved in Step 1, must be appealed to Step 2 within ten (10) calendar days after receipt by the employee of the Employer's Step 1 answer, or such grievance shall be considered waived.

**Step 2:** A grievance not resolved in Step 1 may be appealed to Step 2. The employee shall put the grievance in writing and submit it to the Department Head, stating the nature of the grievance, the facts on which it is based, the provision(s) of these Policies or the City work rules allegedly violated, and the remedy requested. The Department Head shall investigate the grievance and give his/her written answer to the employee within ten (10) calendar days following the receipt of the written grievance.

A grievance not resolved in Step 2 may be appealed to Step 3. An appeal to Step 3 by the Union must be made in writing to the Employer within ten (10) calendar days of receipt by the Union of the Employer's Step 2 answer, or such grievance shall be considered waived.

**Step 3:** The Step III grievance shall be presented to City Administration within ten (10) calendar days from the time of the Department Head's response in writing. The City Administrator shall schedule a meeting with the grievant and the Department Head within fifteen (15) working days from the receipt of the employee's Step 3 grievance. The meeting may be continued to another date by the City Administrator for good cause shown by either party. The City Administrator shall respond to the employee with the Employer's Step 3 answer in writing within ten (10) calendar days following the Step 3 grievance meeting. The decision of the City Administrator is final.



A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days after receipt by the employee of the Employer's final Step 3 answer, or such grievance shall be considered waived.

**Step 4:** A grievance not resolved in Step 3 may be appealed in writing to Step 4 by non-introductory employees. The Step 4 grievance shall be filed with the City Administrator within ten (10) calendar days following the written Step 3 response. The City Administrator shall immediately schedule a grievance hearing before the City Council (or an independent fact finders Citizen Grievance Board appointed by the Council). At their next regular meeting following the grievance hearing, the City Council, by resolution, shall make its decision. Such decision shall be final.

### **3.22.2 Employee Protection**

Employees and their counsel, if also a City employee, may pursue the grievance process during their regularly scheduled hours at their regular rate of pay. Such time spent shall be kept within reasonable limits, shall follow the orderly procedures established, and shall be with the full knowledge of the Supervisor.

No employee shall be subject to harassment, reduction of employee status, benefits or pay, or loss of advancement opportunities as a result of participating in a grievance procedure or testifying in a grievance proceeding.

### **3.22.3 Time Limits**

If the grievance is not presented within the time periods set forth above, it shall be considered waived. If a grievance is not appealed to the next step within the specified time limit, it shall be considered settled on the basis of the last answer. If the proper authority does not answer a grievance or appeal thereof within the specific time limits the employee shall treat the grievance as denied and may immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the employee and authority involved in that step. Such extensions should be documented in writing.

## **3.23 Separations**

While we hope both you and the City will mutually benefit from your continued employment, the City realizes that it may become necessary for you to leave the organization. Generally, employees of the City may be separated from City service for retirement, resignation, dismissal, reduction or change of work, or lack of funding. Employees who plan to terminate their employment should schedule an exit interview with the Administration department. Upon leaving the City, all keys and City property must be turned in to the Administration department.

### **3.23.1 Retirement**

Mandatory retirement is not required except as allowed by law for public safety officers.

Employees may voluntarily retire as set forth in the Public Employee's Retirement Association Law. To retire in good standing, non-exempt employees must notify their Department Head and City Administrator in writing, at least fourteen (14) calendar days before the effective date of the retirement, their intent to retire and the effective date of the retirement. To retire in good standing, exempt employees must notify their Department Head and City Administrator in writing, at least thirty (30) calendar days before the effective date of the retirement, their intent to retire and the effective date of the retirement.

### **3.23.2 Resignation and Termination**

Resignation is a voluntary act initiated by the employee to terminate employment with the employer. To resign in good standing, non-exempt employees must notify their Department Head and City Administrator in writing, at least fourteen (14) calendar days before the effective date of the resignation, their intent to resign and the effective date of the resignation. To resign in good standing, exempt employees must notify their Department Head and City Administrator in writing, at least thirty (30) calendar days before the effective date of the resignation, their intent to resign and the effective date of the resignation.

Resignation notices may be rescinded only before the final working day. In order to be effective, the rescission must be approved by the Department Head.

Accrued vacation and sick leave days may not be used during the minimum notice period. The City Council may waive the written notice and time frame when it is deemed to be in the best interest of the City. A separation not in good standing shall be noted in the employee's record. In such case, the employee shall be considered ineligible for reemployment or reinstatement.

Employees who are able and prepared to return to work at the expiration of a leave of absence, but for whom no position is available, and employees who are unable to return to work at the expiration of a leave because of continuing disability, may be released from their employment, consistent with applicable laws.

An employee who is absent from work for a period of two working days or more without notifying the City Council of the reasons for the absence and receiving permission to remain away from work shall be deemed to have voluntarily resigned. The same may apply when an employee fails to return to work within two working days of the expiration of an authorized leave.

Introductory, temporary, and emergency employees may be dismissed from City service without prior notice and without right to appeal.

### **3.23.3 Exit Interview**

Employees who are separated from employment with the City are eligible to receive an exit interview. FTO pay, continuation of group insurance coverage, forwarding addresses, return of City property and employee concerns or other issues may be discussed during the interview.

### **3.23.4 Reference Checks**

All reference requests and inquiries regarding employees should be directed to City Administration. No employee may provide a letter of reference for any current or former employee without permission from the Director of Human Resources. The City will use a standard employee reference system for former and terminating employees in order to eliminate any possible legal exposure to the City. Limited information regarding current or past employees will be provided unless written consent to release more information is received.

If someone desires to respond to request for personal references in a manner other than that noted above, such responses must be issued on personal stationery. It should be understood that in making such a response, the person is not acting within the scope of his employment with the City and will not be provided with defense or indemnification by the City if a lawsuit is brought regarding such response.

### **3.23.5 Layoff and Recall**

In the event of a reduction in work force or the elimination of a position, the work force shall be reduced or position eliminated based upon the Employer's determination of employee performance within the affected job classification, employee attendance and disciplinary history, employee seniority, and the Employer's determination of employee ability to perform available work. Decisions to lay off personnel shall be made by the City Council after consultation with the affected Department Head and the City Administrator.

#### **Recall**

City Administration will maintain a list of regular City employees on layoff status. Such employees may be considered eligible for reinstatement for 24 months following layoff, or for a length of time equal to their length of service with the City, whichever is less.

# 4 Employee Pay

## 4.1 Philosophy

The City's wage and salary program is based upon total compensation relative to the marketplace. It is designed with the intent to establish and maintain a compensation program for employees, which will serve to attract and retain a fully qualified workforce capable of achieving the City's goals and carrying out its plans and programs.

Your individual compensation is based upon:

- How complex your job is.
- How well you perform your job.

The City of Grand Rapids follows the federal rules covered by the Fair Labor Standards Act (FLSA) and categorizes employees into exempt and non-exempt classifications.

The City maintains the wage and salary program that includes written job descriptions/position description questionnaires, job performance evaluations and periodic wage and salary reviews.

Full-time employees of the City will be compensated according to schedules adopted by the City Council. Unless approved by the Council, employees will not receive any amount from the City in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

## 4.2 Record of Time Worked

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the employer to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Hourly employees must accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period on their timesheets. They must also record the beginning and ending time of any split shift. Overtime work must always be approved before it is performed. Time cards are to be submitted to Payroll no later than the Monday preceding the payday unless otherwise instructed.

Full-time, non-exempt employees are expected to work 40 hours per workweek and will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a biweekly basis (by 9:00 a.m. on the Monday preceding the pay day). Each time reporting form must include the signature of the employee and immediate Supervisor. Tampering, altering or falsifying time records may result in disciplinary action up to and including termination.

It is your responsibility to certify the accuracy of all time recorded. Your Supervisor will review and then initial the time record.

## 4.2.1 Work Schedules

City offices will generally be open for business from 8:00 a.m. to 4:30 p.m. For fulltime non-union employees, eight (8) hours of work shall constitute a normal work shift, forty (40) hours constitute a normal work week, and eighty (80) hours a normal two-week payroll period. For overtime purposes, each department shall use the standard workweek unless the Department Head/City Council has approved a different workweek.

## 4.3 Overtime Pay/Compensatory Time

The City of Grand Rapids has established this overtime policy to comply with the applicable state and federal laws governing accrual and use of overtime. The City Administrator will determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime. In general, employees in executive, administrative and professional job classes are exempt; all others are non-exempt.

### Non-Exempt (Overtime-eligible) Employees:

All overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over 40 in one workweek. Flexible time off and paid holidays do not count toward “hours worked”. Compensation will take the form of either time and one-half pay or compensatory time. Compensatory time is paid time off at the rate of one and one-half hours off for each hour of overtime worked.

For most employees the workweek begins at 12:00 a.m. (midnight) on Sunday and runs until the following Saturday night at 11:59 p.m. Supervisors may establish a different workweek based on the needs of the department, subject to the approval of the City Administrator.

The employee’s Supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Overtime earned will be paid at the rate of time and one-half on the next regularly scheduled payroll date, unless the employee indicates on his/her timesheet that the overtime earned is to be recorded as compensatory time in lieu of payment.

The maximum compensatory time accumulation for any non-represented employee is 40 hours per year. Once a non-represented employee has earned 40 hours of compensatory time in a calendar year, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Employees may request and use compensatory time off in the same manner as other leave requests. Bargaining unit employees may refer to their respective bargaining agreement.

All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The Finance Department will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

### Exempt (Non-overtime-eligible) Employees:

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their Supervisors. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City of Grand Rapids will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn Flexible Time Off and is absent for a day or more for personal reasons other than sickness or accident;
- The employee is in a position that earns Flexible Time Off, receives a short term disability benefit or workers' compensation wage loss benefits and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness or injury, but:
  - Paid leave has not been requested or has been denied;
  - Paid leave is exhausted;
  - The employee has specifically requested unpaid leave;
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA.

The City of Grand Rapids will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the City any amounts received by the employee as jury fees or witness fees.

If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future.

All employees, in all departments, are required to work overtime as requested by their Supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

#### **4.3.1 Leave Policy for Exempt Employees**

Management employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. The normal hours of business for management staff are Monday through Friday, 8 a.m. to 4:30 p.m., plus evening meetings as necessary.

Management employees are required to use paid leave when on personal business or away from the office for four (4) hours or more, on a given day.

Absences of less than four (4) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours beyond the normal 8 a.m. to 4:30 p.m. Monday through Friday requirement. Management employees must communicate their absence to the City Administrator or his/her designee.

If one of the above employees regularly absents themselves from work under this policy and it is found that there is excessive time away from work, which is not justified, the situation will be handled as a performance issue. If it appears that less than forty (40) hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the City. Additional notification and approval requirements may be adopted by the City Administrator for specific situations as determined necessary.

All exempt positions, whether or not management, may require work beyond forty (40) hours per week. In recognition for working extra hours, these employees may take some time off during their normal working hours with supervisory approval. The time off for extra hours will not be on a one-for-one basis.

#### **4.4 Pay Distribution**

All employees are paid bi-weekly on Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Pay periods run from Sunday to Saturday.

##### **DIRECT DEPOSIT.**

Notwithstanding sections 177.23, subdivision 4, and 181.02, the governing body of a municipality as defined in section 471.425, may require direct deposit for all its employees who are being paid by its payroll system.

Direct deposit is strongly suggested. If a paper check is lost, an *Affidavit of Lost Check* must be presented to the City Council for approval. This process can result in a 2-3 week delay for a re-issued check.

Deposits will be in the employees' accounts sometime on the check's issue date. The financial institution must post the deposit on the issue date, but may do so anytime on that day. Even if the financial institution posts the deposit early in the day, a few automatic teller machines (ATMs) may not register the deposit until the next day. If an employee has a problem with a deposit on the check's issue date, (for example, the ATM does not reflect the deposit), the employee should speak to the direct deposit representative at their financial institution to see when it will post the deposit.

Holidays or other special situations may cause variations in the issue date.

#### **4.5 Errors in Pay**

All reasonable steps will be taken to assure that you receive the correct amount of pay in each paycheck and that you are paid promptly on the scheduled payday.

In the event that there is an error in the amount of pay, you should promptly bring the discrepancy to the attention of the Payroll Clerk so that corrections can be made as quickly as possible.

If underpayments are identified, they will be corrected in the next regular paycheck unless there is a significant error, and then the payroll department will run a special pay cycle.

If overpayments are identified, the employee will be requested to sign a *Consent to Pay Reduction* form. This form will identify the error, how much, and over how many pay periods repayment will be made.

## **4.6 Payroll Deductions**

The City is required by law to make certain deductions from your paycheck. The amount of these deductions will vary depending on how much you earn and how many exemptions you have claimed on your federal and state W-4 forms. Your pay stub will show you exactly what deductions have been taken from your pay.

You will want to keep your check stub as a permanent record. Some examples of deductions are:

- Federal income tax
- Federal Social Security (FICA and Medicare)
- State Income tax
- Child Support withholding
- Garnishments
- PERA (for eligible employees only)

Other deductions are optional and will be taken only if you have given the City written authorization for the deduction such as medical insurance, deferred compensation, etc.

Paid staff should keep an accurate record of the number of hours worked each pay period, and always be familiar with the basis on which they are paid. To help you in keeping such records, the check stub itemizes base pay, overtime, paid time-off and shift differential pay separately. Any error made in your paycheck should be reported immediately to the payroll department.

## **4.7 Expense Reimbursement**

### **4.7.1 Relocation and moving:**

In unique situations, the City Council may authorize reimbursement for all or a portion of relocation expenses for a new hire selected from outside the Grand Rapids area. The Council will determine the types of relocation expenses and the maximum amount allowable on a case-by-case basis prior to the appointment being made.

### **4.7.2 Training:**

Employees attending approved courses, trade shows, benchmarking trips or seminars where they have been selected to attend by their Department Head will receive pay for the hours scheduled for that day. Tuition will be paid in advance. Mileage and normal business meal expenses will be reimbursed.

### **4.7.3 Travel (mileage, lodging and meals)**

The City shall reimburse employees for reasonable expenses incurred in the performance of their duties as authorized in the department budgets or on a case-by-case basis.

If you are required to travel during the course of your job, mileage you accumulate on your personal vehicle will be reimbursed. A travel expense form should be completed and signed by your Department Head in order to claim such expenses. Reimbursement claims are to be submitted within two (2) weeks of returning from the trip.

Employees shall make every effort to find adequate lodging at reasonable expense.

Expenses for meals are reimbursed only under the following guidelines:

1. Breakfast may be claimed only if the employee/elected official is on assignment away from home, in overnight travel status or departs from home on assigned travel before 6:00 AM.
2. Lunch may be claimed if you are in travel and work status away from home.
3. Dinner may not be claimed for reimbursement unless the employee/elected official are in travel status and/or city business caused them to return home after 7:00 PM or to be away from home overnight.
4. Times of departure and return must be indicated for all meal reimbursement requests.
5. There shall be no reimbursement for the costs of any meal where the cost of such meal is included in the lodging, transportation or conference costs.
6. Although itemized receipts are not required within the \$46.00 daily limit, employees are encouraged to keep them and turn them in whenever possible.
7. Excess amounts should be reasonable given the location and circumstances of the meal.
8. Meal costs over the allowable amount must have itemized receipts attached in order to be reimbursed.
9. Any amount in excess of \$46.00 not substantiated by itemized receipts will be included on Employees W-2 form.
10. The cost of a meal includes tax and a reasonable gratuity (up to 20%) but does not include alcoholic beverages.
11. An employee may choose to attend a meal that is served in conjunction with a conference or seminar, but is not included in the registration fee. The employee will be reimbursed in full upon presenting a receipt, or may choose to have the City pay the cost directly with the registration fee.

**FLAT RATE WITHOUT RECEIPTS**

· Breakfast	\$11.00
· Lunch	\$12.00
· Dinner	\$23.00
<b>TOTAL</b>	<b>\$46.00</b>

**MAXIMUM AMOUNT WITH RECEIPTS**

· Breakfast	\$15.00
· Lunch	\$20.00
· Dinner	\$30.00
<b>TOTAL</b>	<b>\$65.00</b>

12. The City will not reimburse employees for meals connected with training or meetings within City limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting.

**4.7.4 Professional Organizations**

Employees may annually request that the City Council pay for membership in certain professional organizations relevant to an employee's work responsibilities.

Employees may also request that the City pay their expenses to attend occasional workshops and meetings of such organizations.

Employees shall not participate in any lobby efforts at City expense without the full knowledge and consent of the Council.

In all circumstances, the employee must submit written receipts or other documentation showing the reimbursements requested by the employee.



#### **4.7.5 Job-Related Meetings**

Attendance at professional meetings directly related to the performance of the employee's work responsibilities do not require the approval of the City Administrator. Advance supervisor approval is required to ensure adequate department coverage.

#### **4.7.6 Safety Shoe Allowance Policy**

The purpose of this Policy is to support the safety of our employees by providing a reimbursement program for employees to purchase quality protective footwear, which meets or exceeds current OSHA Standards. Protective safety boots/shoes are required for a number of designated positions throughout the City, and specific policies are addressed in labor contracts.

For non-represented employees, employees may be reimbursed up to \$200.00 per fiscal year towards the purchase of OSHA approved styles of safety footwear for work.

Employees should complete the Safety Shoe Reimbursement Form, attach the receipt with the date of purchase and style # and description of the shoe/boot and submit it to their Supervisor/Manager for approval prior to submitting the request to the Finance Department.

### **4.8 Exempt and Non-union Employee Compensation Administration**

#### Policy:

The City intends to establish and maintain a compensation program for exempt employees, which will serve to attract and retain a fully qualified workforce capable of achieving the City's goals and carrying out its plans and programs.

The City recognizes that the successful administration of exempt employee compensation, while greatly aided by written procedures, requires skill and judgment to ensure the best interests of the City, its population, overall workforce, and individual employees are considered, and are in proper balance with one another. Accordingly, the City Administrator is empowered to apply this policy and related procedures with discretion, subject to the City's general governance procedures.

#### Procedure:

1. The City Administrator is responsible for ensuring that a copy of the City's Exempt Compensation program, including the current Salary Grade and Range Structure, this policy, and all written practices pertaining to the program, be on file in the City's offices and be made available for public review.
2. The Director of Human Resources is responsible for:
  - a. Monitoring the effectiveness of this policy and related practices, and reporting the results of her/his assessment, including recommendations for additions or modifications, annually to the City Administrator;
  - b. Communicating this policy and related practices, including additions and modifications, to City employees holding positions of department director level of responsibility, and all positions having Supervisory responsibility for one or more City staff employees;
  - c. Serving as the initial contact person for department director level, all Supervisory employees, and all exempt employees to address questions of the intent, objectives, and application of this policy and related practices.
  - d. Apprising and gaining the involvement of the City Administrator as necessary on all matters of interpretation of this policy and related practices.
3. The City Administrator or his/her designee is responsible for apprising the Council as necessary on all matters related to the application and interpretation of this policy and related practices on an as-needed basis.

Department directors are responsible for:

- a. Communicating this program's major features to their exempt employee staff members;
- b. Carrying out their responsibilities defined in this policy and accompanying practices; and
- c. Supporting and promoting the scope and objectives of the program.

#### **4.8.1 Authorization of New Position**

Objective:

To ensure that the addition of new positions is managed and controlled in a manner consistent with the City's needs, budget, and human resources programs.

Practice & Procedure:

1. Department director level personnel are responsible for initiating requests and developing supporting rationale for the addition of new positions necessary to carry out the responsibilities of their function.
2. The Director of Human Resources is responsible for providing information, guidance, and advice regarding newly proposed employees. This assistance may include:
  - a. Communicating the timing and due dates for required supporting documentation;
  - b. Researching competitive salary rates for similar positions in comparable cities;
  - c. Guiding department directors in the completion of a Position Description Questionnaire (PDQ);
  - d. Coordinating an initial job evaluation and salary grading for proposed positions.
3. The City Administrator is responsible for recommending new position requests after reviewing the request and supporting documentation in relation to other requests during the City's annual budget process.
4. In extraordinary circumstances, requests for new positions occurring outside of the annual budget process will be considered by the City Administrator and, if warranted, brought forward to Council for review and approval.

#### **4.8.4 New Employee Starting Compensation Offers**

Objective:

To define the conditions and procedures for determining a new employee's initial salary at a level which effectively supports recruiting objectives and which is consistent with the City's fiscal needs.

Practice & Procedure:

1. The starting rate of compensation should reflect a new employee's qualifications in relation to the requirements described in their job's PDQ (See Section 4.9.2: Job Documentation) and the salary range applicable to the job.
2. The Supervisor to whom the new employee will report is responsible for initiating a recommendation for a starting salary offer with the assistance of the Administration/Director of Human Resources.
3. Normally, starting salary offers are expected to be below the middle of the salary range for the job. Candidates with qualifications that match the minimum requirements for the position are normally paid at or near the minimum of the salary range for the position. Candidates whose qualifications clearly exceed the minimum requirements for the position can be offered a starting salary up to the middle of the salary range for the position.
4. The City Administrator is responsible for reviewing and approving salary offer recommendations with consultation and assistance of the Administration/Director of Human Resources.

5. The City Administrator is responsible for recommending new hire starting salary offers to the Council if the offer amount exceeds the middle of the salary range for the position.
6. The hiring Supervisor is responsible for communicating approved new hire starting salary offers orally and through a written offer letter. The hiring Supervisor should communicate the status of salary offers to the Administration/Director of Human Resources.

#### **4.8.5 Market Rate Adjustments**

Objective:

To define the conditions and procedures for periodically adjusting employee rates of pay to maintain the competitiveness of the compensation of City employees.

Application:

To be eligible for a market rate adjustment an Exempt and/or Non-union City employee must have satisfactory job performance as documented in an annual performance evaluation.

Practice & Procedure:

1. The City Administrator, with the assistance of the Director of Human Resources, is responsible for developing appropriate recommendations and budget for market rate adjustments in concert with the City's annual budget planning processes. Recommendations for market rate adjustments reflect the total available funds for salary adjustments, the competitiveness of the City's compensation, and the recommended budget for performance-based increases (See Section 4.9.6: Performance-Based Salary Adjustments).
2. The City Administrator and Director of Human Resources are responsible for preparing and presenting proper documentation of market rate adjustments for review and approval by the Council as part of the City's annual budget process.
3. The Director of Human Resources is responsible for documenting approved market rate adjustments by applying adjustment factors to current salary ranges and communicating revised ranges to department directors.
4. Market rate adjustment percentage factors are applied to the current salary rates for all eligible employees and are implemented upon approval by the Council.
5. Employees who are ineligible for a market rate adjustment (because of unsatisfactory job performance) will receive applicable wage adjustments at mid-year if their performance has become satisfactory as documented in a mid-year performance evaluation.
6. The Director of Human Resources is responsible for documenting approved market rate adjustments for each individual eligible employee and for communicating the employee's new rate of salary to department directors.
7. Department directors are responsible for communicating the amount and percent of market rate adjustment to impacted employees prior to the first paycheck that will be affected by the adjustment.

#### **4.8.6 Performance-Based Salary Adjustments**

Objective:

To define the conditions and procedures for exempt and/or non-union employee pay adjustments in recognition of their accomplishments and commendable performance in their assigned positions.

Application:

To be eligible for a performance-based salary adjustment an employee must:

1. Be a current employee who has been employed by the City for six or more months prior to the date the performance-based salary adjustment is approved; and
2. Have satisfactory job performance as documented in an annual performance evaluation.

Practice & Procedure:

1. The Director of Human Resources and City Administrator are responsible for developing and maintaining guidelines and requirements for performance-based salary adjustments, including general descriptors or indicators of performance needed for an employee to be eligible for a performance-based salary adjustment. General requirements for performance-based salary adjustment eligibility may include, but are not limited to:
  - Satisfactory or above performance in ongoing areas of responsibility;
  - Satisfactory or above accomplishment of key department priorities;
  - A high level of ongoing performance contributions to the City over an extended period of time.
2. The Director of Human Resources is responsible for developing appropriate recommendations, specific Supervisory guidelines, and overall budget for performance-based salary adjustments in concert with the City's annual budget planning processes. The budget for performance-based salary adjustments reflects available funds for all salary adjustments including funds proposed for market rate adjustments.
3. The Director of Human Resources is responsible for documenting recommended spending levels for performance-based salary adjustments and for maintaining control totals of proposed spending in comparison to approved budgetary amounts.
4. The City Administrator and Director of Human Resources are responsible for preparing and presenting summary documentation of proposed performance-based salary adjustment budgets, together with proposed market rate adjustments for review and approval of the Council at the last Council meeting in December.
5. The Director of Human Resources is responsible for applying performance-based salary adjustment dollar or percentage factors to the current salary rates of affected eligible employees and communicating the results to department directors upon their approval by the Council. If the application of a performance-based salary adjustment would result in an employee's salary exceeding the maximum of the applicable salary range for the employee's job, the employee's performance-based salary adjustment is the amount needed to raise the employee's salary to the range maximum, with the difference between the total adjustment and the adjustment required to increase the employee's salary to the range maximum being paid in a single payment, lump sum amount.
6. The Director of Human Resources responsible for documenting approved performance-based salary adjustments for each affected employee and for communicating the employee's new rate of salary to department directors.
7. Department directors are responsible for communicating the amount and percent of performance-based salary adjustments to impacted employees prior to the first paycheck that will be affected by the adjustment.

#### **4.8.7 End of Training Period Salary Adjustments**

Objective:

To define the conditions and procedures for employee pay adjustments in recognition of their completion of their new hire introductory period.

Application:

This practice applies to exempt employees as of the effective date below. To be eligible for an introductory period salary adjustment an employee must:

1. Have completed their new hire introductory period after the effective date of this practice (see below); and

2. Have had satisfactory job performance during their introductory period as documented in a performance evaluation.

Introductory period salary adjustments do not apply to employees new in their position due to promotion, re-classification or demotion.

Practice & Procedure:

1. The Director of Human Resources and City Administrator are responsible for developing and maintaining guidelines and requirements for introductory period salary adjustments, including general descriptors or indicators of performance needed for an employee to be eligible for an introductory period salary adjustment. General requirements for introductory period salary adjustment eligibility may include, but are not limited to:
  - Satisfactory or above performance in ongoing areas of responsibility;
  - Satisfactory or above accomplishment of key department priorities.
2. Department directors are responsible for developing and documenting recommendations for introductory period salary adjustments for their staff members using the approved guidelines, with the assistance of the Administration/Director of Human Resources.
3. The City Administrator and Director of Human Resources are responsible for preparing and presenting summary documentation of proposed introductory period salary adjustments for review and approval of the Council.
4. The Director of Human Resources is responsible for applying introductory period salary adjustment dollar or percentage factors to the current salary rates of affected eligible employees and communicating the results to department directors upon their approval by the Council.

#### **4.8.8 Promotion Salary Adjustments**

Objective:

To define the conditions for reviewing and adjusting an employee's salary rate when he/she is assigned to a position having a higher salary grade than his/her current salary grade.

Application:

To be eligible for a promotion adjustment, an employee must have been in their current position and salary grade for at least six months.

Practice & Procedure:

1. A promotion increase occurs when an employee is reassigned to a new position with a higher salary grade than the grade for the employee's current job.
2. Promotion pay adjustments are effective upon approval by the Council.
3. Director of Human Resources is responsible for developing and documenting recommendations for promotion increases consistent with the following guideline. Promotion increase amounts are:
  - At least sufficient to increase the employee's salary to the minimum of the salary range for the employee's new position;
  - For changes of one salary grade, an amount generally not exceeding 4 percent;
  - For changes of two salary grades, an amount in the range of 4 percent to 7 percent;
  - For changes of three salary grades, an amount in the range of 7 to 10 percent.
4. The City Administrator is responsible for reviewing and approving promotion increases, and for recommending their approval by the Council.

5. Department directors or Supervisors of exempt employees are responsible for communicating the amount and percent of an employee's promotion increase prior to the first paycheck that will be affected by the adjustment.

#### **4.8.9 Re-Classification Salary Adjustments**

##### Objective:

To define the conditions for reviewing and adjusting an employee's salary rate when the salary grade for the employee's job assignment is changed because of job evaluation/re-evaluation.

##### Practice & Procedure:

1. A re-classification salary adjustment occurs when the salary grade for the employee's current job is increased or decreased as a result of the re-evaluation of their job (See Section 4.9.3: Job Evaluation and Re-Evaluation) to reflect a change of responsibilities which have occurred over a period of time.
2. Re-classification salary adjustments are effective upon approval by the Council.
3. Director of Human Resources is responsible for developing and documenting recommendations for re-classification salary adjustments consistent with the following guideline. Re-classification salary adjustment amounts applicable to an increase in salary grade are:
  - At least sufficient to increase the employee's salary to the minimum of the salary range for the employee's position;
  - For changes of one salary grade, an amount generally not exceeding 4 percent;
  - For changes of two salary grades, an amount in the range of 4 percent to 7 percent;
  - For changes of three salary grades, an amount in the range of 7 to 10 percent.

Re-classification salary adjustment amounts applicable to a *decrease* in salary grade are:

- At least sufficient to reduce the employee's salary to the maximum of the salary range for the employee's position;
  - For changes of one salary grade, a reduction in salary of up to 3 percent;
  - For changes of two salary grades, a reduction in salary of up to 6 percent;
  - For changes of three salary grades, a reduction in salary of up to 9 percent.
4. The City Administrator is responsible for reviewing and approving re-classification salary adjustments, and for recommending their approval by the Council.
  5. Department directors or Supervisors of exempt employees are responsible for communicating the amount and percent of an employee's re-classification salary adjustment prior to the first paycheck that will be affected by the adjustment.

#### **4.8.10 Demotion Salary Adjustments**

##### Objective:

To define the conditions for reviewing and adjusting an employee's salary rate when he/she is assigned to a position having a lower salary grade than his/her current job's salary grade.

##### Practice & Procedure:

1. A demotion salary adjustment occurs when any of the following take place:
  - An employee is reassigned to a new position with a lower salary grade than the grade for the employee's current job; or
  - An employee voluntarily demotes to a position with a lower salary grade than the grade for his/her current job.
2. Demotion pay adjustments are effective upon approval by the Council.

3. Director of Human Resources is responsible for developing and documenting recommendations for demotion pay adjustments consistent with the following guideline. Demotion adjustment amounts are:
  - At least an amount sufficient to limit the employee's salary to the maximum of the salary range for the employee's new, lower grade position;
  - For changes of one salary grade, up to 3 percent;
  - For changes of two salary grades, up to 6 percent;
  - For changes of three salary grades, up to 9 percent.
4. The City Administrator is responsible for reviewing and approving promotion increases, and for recommending their approval by the Council.
5. Department directors or Supervisors of exempt employees are responsible for communicating the amount and percent of an employee's demotion decrease prior to the first paycheck that will be affected by the adjustment.

#### **4.9 CREDIT CARD PURCHASING POLICY**

##### **PURPOSE:**

The purpose of this policy is to establish specific guidelines the City will follow related to the use of credit cards for City purchases to protect the City from potential loss or misuse of credit cards.

##### **AUTHORIZED USERS:**

The following City employees who are otherwise authorized to make purchases on behalf of the City are authorized to use a credit card for certain purchases:

- City Department Heads
- Other staff as directed by authorized users listed above for a specific purpose or use.

The Finance Department shall keep a record of all persons issued a credit card or having authorization to use a City credit card. Authorized persons will receive, sign, and file an acknowledgment form regarding credit card use. On an annual basis, the City Finance Director will conduct a physical inventory of credit cards.

##### **AUTHORIZED TRANSACTIONS:**

Credit cards may only be used to purchase goods and services for the express use by the City. All purchases by a credit card must comply with all statutes, rules, and policies applicable to City purchases. Credit card use should be limited to the following purchases:

- Expenses related to training seminars and conferences
- Purchases with vendors who do not provide vendor billing
- Items purchased over the internet.

##### **UNAUTHORIZED TRANSACTIONS:**

Use of the credit card for personal use is strictly prohibited. The card users will be held personally liable for purchases not authorized and approved by the City Council.

## **DOCUMENTATION:**

Itemized invoices or itemized receipts are needed to support items charged on a credit card since credit card statements lack sufficient detail to comply with Minnesota Statute 412.271, Subd. 2 and 471.38 Subd. 1. For purchases in which a receipt is not normally available, a copy of the completed application or order form should be used as a receipt. Invoices and/or supporting documents will be submitted to the Finance Department to be reconciled with the credit card statement and attached to the claim for payment processing.

If the cardholder is missing documentation of the transaction, the cardholder must contact the vendor for a duplicate receipt. Lost receipts where no duplicate receipt is available will be reimbursed to the City by the authorized user.

## **RESPONSIBILITIES:**

Card users are responsible for the following:

- Sign Credit Card User Agreement regarding terms of this credit card policy.
- Ensure the credit card is kept safe, secure, and used only by the cardholder or other authorized users.
- Ensure the credit card is not used to make personal purchases.
- Ensure the credit card is only used for appropriate City purchases.
- Ensure that extreme caution is used with credit card transactions over the telephone or internet.
- Ensure that receipts/invoices are account coded, approved by Department Head and submitted to the Finance Department in a timely manner.
- Ensure that problems with billings are resolved with the vendors.
- Notify the credit card company and the Finance Director if your credit card is lost or stolen.
- Return the credit card to the Finance Director prior to leaving employment with the City.

## **LOST OR STOLEN CARD**

Keep the credit card in a secure location. It should be accessible only to the cardholder. If the credit card is lost or stolen, notify the Finance Director immediately. If the loss is discovered after hours, weekends, holidays, or if the Finance Director is unavailable, notify the credit card company immediately.

## **LOSS OF PRIVILEGES:**

Failure to comply with the provisions of this credit card policy may result in revocation of credit card privileges, in addition to potential disciplinary action, including termination of employment. The following are some examples of violations:

- Unauthorized purchases
- Personal purchases
- Loaning the credit card to an unauthorized user
- Failure to provide receipts for charges in a timely manner.



# 5 Benefits

## 5.1 Philosophy

Employees of the City of Grand Rapids are offered a wide range of benefits. A number of the programs are mandated by law such as social security, workers compensation, state disability and unemployment insurance. Other programs have optional participation such as flexible spending accounts.

Full Summary Plan Descriptions outlining the optional benefit choices will take precedence over any information summarized in this handbook.

## 5.2 Flexible Time Off (FTO)

While work makes up a large portion of an employee's life, a balance between work and play is essential in maintaining quality performance and an enjoyable atmosphere in which we work.

FTO promotes a flexible approach to time off, since each individual employee has unique needs for time off from work. Employees are accountable and responsible for managing their own FTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, funerals, or other needs that require time off from work.

Time off for designated holidays, jury duty, or military leave are not included in the FTO plan, and you will continue to receive these benefits in addition to your FTO benefits.

To the extent the terms of the FTO plan are inconsistent with other provisions of the City's personnel policy, the terms of the FTO plan shall govern.

### Definitions

Unless otherwise indicated, the following terms shall have the meaning indicated below:

Eligible Employee: Except as otherwise provided a regular full-time employee, a regular part-time employee, or a limited term employee. Seasonal and temporary employees, as defined in the City personnel policy, and fire department employees shall be excluded as eligible employees.

Extended Medical Benefit (EMB): The number of hours an employee has earned that may be taken with pay, due to a serious health condition of the employee or the employee's immediate family, necessitating the employee's absence from work after the initial forty (40) consecutive work hours of Flexible Time Off.

Flexible Time Off (FTO): Hours earned that may be taken off with pay for any reason, and that that must be used for the first forty (40) consecutive hours before an employee takes Extended Medical Benefit.

Immediate Family: An employee's spouse, children, stepchildren, parents or legal guardian, and siblings.

Limited Term Employee: An employee hired for a position that has been designated by the City as a limited term position. Limited term positions are established for a fixed period of time or for a period of time otherwise designated by the City. The definition of Limited Term Employee does not include seasonal or temporary employees, as these terms are defined in the City personnel policy.

Regular Full-time Employee: An employee who has successfully completed the introductory period and who: (1) is scheduled to work 40 hours per workweek; or (2) has an alternative full-time schedule. This term does not imply that an employee has a vested right to continued employment.

Regular Part-time Employee: An employee who has successfully completed the probationary period and who is regularly scheduled to work less than 40 hours per workweek.

Serious Health Condition: A “serious health condition”, as defined under the Family & Medical Leave Act (“FMLA”). However, the Employer, in its sole discretion, may permit an employee to use EMB for injuries or illnesses to the employee or the employee’s immediate family that do not fall within the FMLA’s definition of serious health condition, and any such exceptions shall have no precedential effect with respect to future EMB requests by the same employee or other employees.

Severance Pay: Pay of accrued benefits to regular employees leaving City service in good standing.

Eligibility

Each person employed on a full-time basis in a regular or limited-term position shall earn paid FTO. Any regular part-time employee shall earn paid FTO on a prorated basis. FTO may be taken only to the extent it is earned; employees may use the accrual they will receive on the current pay period’s paid hours. Supervisors may not authorize advancing FTO not yet earned to an employee.

The Assistant Superintendent at the Pokegama Golf Course and the Maintenance Shift Lead at the Park & Recreation Department and IRA Civic Center will accrue FTO on a prorated basis based on hours worked; not hours paid.

Accrual

The amount of FTO available annually to regular full-time employees or limited-term employees is based on the length of employment using the most recent date of regular or limited-term employment according to the following schedule:

**Completed Years of Employment Flexible Time Off Accrued**

<b>Completed Years of Employment</b>	<b>Days per year</b>	<b>Hours per year</b>	<b>Hours per 80 hour pay period</b>
<b>Hire date through 4<sup>th</sup> anniversary</b>	<b>23</b>	<b>184</b>	<b>7.0769</b>
<b>After the 4<sup>th</sup> anniversary through the 9<sup>th</sup></b>	<b>30</b>	<b>240</b>	<b>9.2320</b>
<b>After the 9<sup>th</sup> anniversary through the 14<sup>th</sup> anniversary</b>	<b>35</b>	<b>280</b>	<b>10.7692</b>
<b>After the 14<sup>th</sup> anniversary</b>	<b>39</b>	<b>312</b>	<b>12.</b>

For all non-represented employees hired on or after July 1, 2014, and all represented employees hired after January 1, 2018, the following Flexible Time Off accrual will be as follows:

<b>Completed Years of Employment</b>	<b>Days per year</b>	<b>Hours per year</b>	<b>Hours per 80 hour pay period</b>
<b>Hire date through 4<sup>th</sup> anniversary</b>	<b>15</b>	<b>120</b>	<b>4.62</b>
<b>After the 4<sup>th</sup> anniversary through the 9<sup>th</sup></b>	<b>20</b>	<b>160</b>	<b>6.15</b>
<b>After the 9<sup>th</sup> anniversary through the 14<sup>th</sup> anniversary</b>	<b>25</b>	<b>200</b>	<b>7.69</b>
<b>After the 14<sup>th</sup> anniversary</b>	<b>30</b>	<b>240</b>	<b>9.23</b>

Regular part-time employees will accrue FTO on a prorated basis pursuant to the above schedule, with such proration based on the actual hours worked by the regular part-time employee

The City computerized payroll system is the official record for Flexible Time Off, and Extended Medical Benefit.

Non-exempt employees may carry over accumulated FTO hours from one year to the next up to a maximum of 248 hours (31 days). Accumulated FTO may not exceed 248 hours (31 days) on the employee's anniversary date. On the anniversary date, any accumulated unused FTO in excess of 248 hours will be forfeited.

Exempt employees may carry over accumulate FTO hours from one year to the next up to a maximum of 248 hours (31 days). Accumulated FTO may not exceed 288 hours (36 days) on the employee's anniversary date. On the anniversary date, any accumulated FTO above 248 hours and up to 40 hours will be deposited into a post-employment health care savings plan through the Minnesota State Retirement System; any excess of 288 hours will be forfeited.

**Use of FTO**

With supervisory approval, employees may request earned FTO for any reason. Accrued FTO is used for an employee's illness or injury necessitating absence from work, except when the employee is eligible for the Extended Medical Benefit, described below. Paid holidays that occur during FTO shall not be counted as FTO.

Good communication and advance planning are essential. FTO requests should be submitted to the employee's supervisor with at least two weeks-notice whenever possible. The Department Head retains the sole discretion in granting or denying discretionary FTO requests. An employee may be subject to discipline for improper use of FTO or for failure to obtain supervisory approval for discretionary use of FTO. In the event a Department Head does not approve an employee's discretionary use of FTO, such unapproved absence may be subject to discipline.

**Extended Medical Benefit (EMB)**

Extended Medical Benefit (EMB) is an income-protection insurance that regular full-time, regular part-time and limited-term employees accrue. EMB may be used after the first forty (40) consecutive hours used of FTO of an absence for the employee's serious health condition. It may also be used to care for the employee's immediate family member's serious health condition. The forty (40) consecutive FTO hours waiting period for use of EMB shall apply to each separate incident of a serious health condition for which the employee seeks to use EMB.

For regular part-time employees the waiting period before becoming eligible to use EMB shall be based on actual hours the regular part-time employee is scheduled to work. For example, if a part-time employee is scheduled to work 20 hours per week, the waiting period before becoming eligible to use EMB shall be 20 consecutive work hours. If a part-time employee is scheduled to work 30 hours per week, the waiting period before becoming eligible to use EMB shall be 30 consecutive hours. Regular part-time employees may only use EMB on a prorated basis, and shall not be entitled to Extended Medical Benefits that exceed the regularly scheduled hours for the employee's period of absence. EMB may be taken only to the extent it is earned; employees may use the accrual they will receive on the current pay period's paid hours. Regular Full-time and limited-term employees shall accrue EMB according to the following schedule. Part-time employees accrue EMB on a prorated basis.

**Extended Medical Benefit Accrual**

Days Per Year	Hours Per Year	Hours Per 80 hour Pay Period
4	32	1.2308

**Extended Medical Benefit Accrual – Police Officers and Police Sergeants**

Days Per Year	Hours Per Year	Hours Per 80 hour Pay Period
8	64	2.4616

**Use of EMB**

Immediately upon the birth or adoption of the employee's child, an employee may use forty (40) consecutive hours of earned FTO and then up to eleven (11) weeks of accrued Extended Medical Benefit.

Employees shall notify their immediate supervisor on the first day of a qualifying serious health condition and at appropriate intervals as required by the supervisor. When possible, FTO and EMB shall be requested in advance. The Department Head is the final authority on all EMB decisions. The Department Head may require a release of information and a medical certificate before approving the use of EMB. Employees may also be asked to provide a statement attesting to the employee's ability to return to work. Any employee using EMB may be placed on a concurrent FMLA leave.

An employee may accrue EMB up to 720 hours (90 days), and EMB shall cease to accrue until the balance drops below 720 hours. Employees may carry over accumulated Extended Medical Benefit time (up to the maximum of 720 hours) from one year to the next.

**Worker's Compensation**

When an employee is eligible for worker's compensation benefits, the employee may supplement the worker's compensation benefits with a prorated portion of his or her accrued FTO or EMB so that the combination of the worker's compensation and FTO or EMB compensation equal the employee's regular pay. An employee must use forty (40) consecutive hours of FTO, before taking EMB pursuant to this provision.

**New Hire/Re-Hire**

The Department Head, with the approval of the City Administrator and City Council, may offer a prospective employee credit for years of employment worked before employment with the City of Grand Rapids, solely for the purpose of computing the number of FTO and EMB days per year to which the prospective employee would be entitled upon employment with the City. Credit shall only be offered in situations where the prospective employee's training, education and experience makes the prospective employee uniquely qualified for the job for which application has been made. In no event shall the credit given put the prospective employee in a better position than current employees who hold substantially equivalent positions, and who are similarly situated with regard to training, education and experience.

Upon re-employment, credit for previous FTO and EMB will not be granted. FTO and EMB accrual will be earned on the same basis as a newly hired City employee.

Newly hired employees shall be credited retroactively with FTO hours upon successful completion of their training period. New employees shall be entitled to accrue FTO and use FTO up to a maximum of forty (40) hours. If, however, an employee is terminated during his or her introductory period, the employee shall forfeit any accrued, unused FTO at the time of termination.

### **Transfer of Unused FTO Time for Serious Health Conditions or Death**

Employees may transfer earned FTO time to another employee who is suffering from or has an immediate family member suffering from a serious health condition or has an immediate family member who has passed away. If such an employee is unable to work for an extended period of time and has or is about to exhaust all FTO, and/or compensatory time, other employees may transfer earned FTO time to that employee under the following conditions:

- 1 The proposed recipient wants to participate.
- 2 The proposed recipient will authorize the employer to inform other employees of the proposed recipient's serious health condition or that of their immediate family member, or death of an immediate family member.
- 3 The Department Head and the Administrator agree that a qualifying serious health problem exists or death occurred.
- 4 If the proposed recipient agrees, the recipient's Department Head will inform employees that they may transfer FTO hours to the recipient.
- 5 Due to the death of an immediate family member, the proposed recipient may receive up to five days of donated FTO.
- 6 Any employee wishing to donate accrued FTO should inform the Human Resources department of the number of FTO hours the employee wishes to donate, using the designated form for that purpose.
- 7 The Employer may require medical certification of the serious health problem and information regarding its expected duration.
- 8 Any donated FTO hours will be deducted from the donor and credited to the recipient at the donor's pay rate.
- 9 The recipient of donated FTO shall not accrue FTO while using donated time.
- 10 If the recipient separates from City employment before using all of the donated FTO hours, the remaining donated time may not be converted to severance pay.

### **Termination or Retirement**

Upon separation or retirement from City employment, a severance payment computed at the regular employee's current salary rate shall be made for FTO earned to all Eligible Employees. Employees who are terminated for just cause, for reasons other than a layoff or reduction in force, shall not be entitled to receive this severance payment. Since Extended Medical Benefit is intended to provide income protection in the case of a serious health condition, it is not payable as severance upon separation from employment.

At the time of termination, all full-time employees, with the exception of Public Works, with two (2) years or more of service will have the entire balance of their accrued FTO deposited into their HCSP account. Employees with less than two (2) years of service and employees of the Public Works Bargaining Unit will have their accrued FTO balance paid in cash at their regular rate of pay in effect at time of termination or retirement. Cash payment will be subject to state and federal taxes.

### **Health Care Savings Plan**

The HCSP is administered by the Minnesota State Retirement System and is used to reimburse for any qualified premiums (such as health or dental insurance) or medical expenses (such as eyeglasses, prescriptions, fees to doctors, hospitals, nursing care, etc.). after leaving City employment. Since payouts are used for medical expenses, they will remain *tax-free*. Funds are available for reimbursement only after termination of employment.

### **5.3 Bone Marrow Donor Time Off**

This benefit, in accordance with Minnesota law, is intended to provide eligible employees with a reasonable amount of time-off to undergo medical procedures associated with donating bone marrow.

Employees who work at least 1040 hours per year are eligible to request bone marrow donor time-off. This leave of absence will be paid by the City. The total amount of time-off must not exceed 40 work hours, which may be taken on an intermittent basis.

Time-off for donating bone marrow will not be counted as hours worked for purposes of computing overtime and incentive pay.

The City reserves the right to request verification by a physician of the purpose and length of each leave requested by the employee.

### **5.4 Jury Duty**

Employees are encouraged to fulfill their civic responsibilities by serving jury duty when required. To ensure that employees will not be penalized financially for service to the community, the City will pay for working hours spent on jury duty. Employees will receive base pay rate times the number of hours that would otherwise have been worked on the day of the absence less the amount of jury or witness fees received by the employee.

If an employee receives a check for Jury Duty pay from a County, State or Federal court, they are required to sign that check over to the City since they received their regular payroll check.

An employee who is summoned to jury duty should notify their Department Head/Supervisor as soon as possible so that arrangements can be made to accommodate the absence.

The City reserves the right to ask employees to request a postponement or release from jury duty.

Time spent on jury duty will not be counted as hours worked for purposes of overtime calculations. If an employee is excused from jury duty during regular shift, that employee must return to work.

### **5.5 Court Appearance**

The City grants employees the right to request time-off for mandatory court appearance to serve as a trial witness outside the scope of their employment.

An employee who is summoned to make a court appearance should notify their Department Head/Supervisor as soon as possible so that arrangements can be made to accommodate the absence.

The City reserves the right to ask employees to request a postponement or release from their court appearance.

Time spent on court appearances will not be counted as hours worked for purposes of overtime calculations.

## 5.6 Voting Time Off

The City encourages employees who are eligible to vote to fulfill their civic duty by providing time-off to vote.

Covered elections include:

- Any regularly scheduled state primary or general election
- An election to fill a vacancy in the US Congress
- An election to fill a vacancy in the MN state legislature, or
- A presidential primary

Employees must request, in advance, voting time-off from their Department Head/Supervisor prior to the election. Employees will be paid for time-off. The Department Head/Supervisor will determine what time the employee may be absent from the workplace.

## 5.7 School Conferences and Activities

The purpose is to provide eligible employees with unpaid time-off to attend school conferences and activities of dependent children that cannot be scheduled during non-work hours. Any employee who has worked half-time or more for more than twelve (12) consecutive months, may take unpaid leave for up to a total of sixteen (16) hours during any school year to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours.

The request should be discussed with Department Head/Supervisor as far in advance as possible to ensure adequate coverage. Employees may, but are not required to use FTO for this purpose.

## 5.8 Holidays

The City provides eleven paid holidays per calendar year. Eligible employees will be granted holiday time-off with pay on the holidays listed below:

- Floater
- New Year's day (January 1)
- Martin Luther King's Birthday (3<sup>rd</sup> Monday in January)
- President's Day (3<sup>rd</sup> Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (1<sup>st</sup> Monday in September)
- Veteran's Day (November 11)
- Thanksgiving Day (4<sup>th</sup> Thursday in November)
- Friday after Thanksgiving
- Christmas Eve (1/2 day)\* (December 24)
- Christmas Day (December 25)

When an official holiday falls on a Saturday or Sunday, the preceding Friday or following Monday shall be designated as the paid holiday for employees whose normal workweek is Monday through Friday. \*Christmas Eve is a holiday only when the 24<sup>th</sup> falls on a workday. If a recognized holiday falls during an eligible employee's paid absence (e.g. Flexible Time off) holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Holiday pay will be calculated based on the employee's regular rate of pay (as of the date of the holiday) times eight (8) hours for full-time employees. Regular part-time employees will be compensated at a pro-rated level. Holiday pay is not available to temporary, contract, seasonal or limited-term employees or an employee who is on disciplinary suspension.

To be eligible for holiday pay, employees must work the last full-shift immediately preceding the holiday and the first full-shift immediately following the holiday.

If an eligible employee works on a recognized holiday, with their Department Head or Supervisor's permission, he or she will receive one and one half times the normal rate for the hours worked on the holiday in addition to their holiday benefit.

Paid time-off for holidays will be counted as hours worked for the purposes of determining overtime, except when the employee has already received overtime pay for working on the holiday.

With proper notice to the Department Head, days of religious or cultural significance not listed above may be taken off without pay. Specific days may be altered by management's decision.

All Grand Rapids Area Library Non-Union employees will follow the Collective Bargaining Agreement By and Between the City of Grand Rapids and American Federation of State, County and Municipal Employees, Local No. 3456A (Library Union) in regard to designated holidays.

## **5.9 Leaves of Absence**

The City of Grand Rapids recognized that employees occasionally need to take time off from work to care for important personal, family, medical and military needs. To help employees, the City has a leave of absence policy. A leave of absence should be requested for any absence that lasts five or more working days. Requests should be submitted at least 2 weeks in advance of the absence if possible. All requests must be in writing. Management will make every effort to accommodate leave requests but reserves the right to deny a request based on the needs of the City.

It is the City's policy not to discriminate against someone who has requested a leave. Any complaints should be brought to the attention of the Director of Human Resources.

### **5.9.1 Personal Leave**

A personal leave of absence may be granted without pay to employees after having completed 6 months of continuous employment. Requests for personal leave will be granted for any reasonable purpose and extended for any reasonable period.

The leave may be granted for up to 31 calendar days. An extension up to an additional 31 days may be granted with approval. During the leave period employees will be required to arrange to pay their portion of the benefit premiums. If the leave extends beyond the initial 31 days, then benefit continuation will fall under COBRA.



An employee on personal leave may not engage in non-City employment without the prior written approval of the employee's Department Head.

If an employee fails to report for work at the expiration of the approved leave period or call the Department Head to make other arrangements, the absence will be recognized as voluntary resignation.

## **5.9.2 Family and Medical Leave**

The Family & Medical Leave Act (FMLA; 29 U.S.C.A. § 2601-54 and 29 C.F.R. §825.100 et. Seq.) requires covered employers to provide up to 12 weeks of unpaid leave to eligible employees for reasons relating to family and medical care.

Effective January 28, 2008, the National Defense Authorization Act (NDAA) amends FMLA to also permit an eligible employee to take up to 26 workweeks of leave during a 12-month period to care for a service member who has suffered a serious injury or illness and who is the employees spouse, son, daughter, parent or "next of kin".

The NDAA also permits an employee to take FMLA leave for "any qualifying exigency (as determined by the Secretary of Labor) arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty or called to active duty in the Armed Forces in support of a contingency operation".

### **Eligible Uses**

To be eligible, an employee must:

- ✓ Have worked for the City for at least 12 months; and
- ✓ Worked at least 1,250 hours during the 12 months preceding the start of the leave.

### **Eligibility Requirements**

Eligible employees can take up to 12 workweeks of unpaid leave during a 12-month period for:

- ✓ Care for a newborn or a newly adopted child or a newly-placed foster child;
- ✓ Care for a spouse, son, daughter or parent with a serious health condition;
- ✓ Care for themselves during a serious health condition;
- ✓ Any exigency arising out of the spouse, son, daughter or parent being called to active duty in the Armed Forces in support of a contingency operation.

Eligible employees can take up to 26 workweeks of unpaid leave during a 12-month period to:

- ✓ Care for a spouse, son, daughter, parent or "next of kin" who is a covered service member of the Armed Forces and who suffered a serious injury or illness while on active duty.

A "covered service member" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or on the temporary disability retired list, for a serious injury or illness.

During the single 12-month period, an eligible employee shall be entitled to a combined total leave of 26 workweeks for leave that falls under the general FMLA requirements and for leave under the service member family leave requirements.

### **Serious health conditions**

These include:

- ✓ An illness, injury, impairment or physical or mental condition that involves either inpatient care (overnight stay in a hospital, hospice or residential care facility), or continuing treatment by a health care provider for three or more consecutive days;
- ✓ Any period of incapacity because of pregnancy or prenatal care (even without treatment by a health care provider and even if the absence is less than three days; e.g., morning sickness);

- ✓ Any period of incapacity because of chronic serious condition (even without treatment by a health care provider and even if the absence is less than three days, e.g., an asthma attack).
- ✓ Any period of absence to receive multiple treatments by health care providers for reconstructive surgery after an accident or injury, or for a condition that would likely result in a period of incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

### **Serious injury or illness of service members**

This includes:

- ✓ An injury or illness incurred by the member in line of duty while on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

### **Medical Certification**

The City requires employees using Family and Medical Leave to document the need for the leave by providing a certification issued by a health care provider. The City will allow the employee 15 calendar days to obtain the medical certification. Ordinarily a 30-day advance notice is required when the leave is "foreseeable". Employees may be denied the leave if all requirements are not met. Employees using Family and Medical Leave are required to provide medical certification to support a request for leave because of a serious health condition and a fitness for duty report to return to work, when applicable.

### **Intermittent/Reduced Schedule Leave**

The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

### **Substitution of Paid Leave**

Employees may choose to use or the City may require the employee to use accrued paid leave to cover some or all of the FMLA leave taken.

### **Job Restoration Requirement**

When an employee returns from FMLA leave, the City must "restore" the employee's original job or an "equivalent" job, which means virtually identical to the original job in terms of pay, benefits and other employment terms and conditions.

### **Requirement to Maintain Health Benefits**

The City must keep the employee on its health insurance coverage, including family coverage, and continue to pay the City's share of the coverage as if the employee were still at work. If applicable, the employee must pay his or her share of the premium. The City may cancel coverage if the employee's premium payment is more than 30 days late and the City has given the employee written notice at least 15 days in advance advising that coverage is going to be canceled if the premium is not received.

### **Other Benefits**

Other benefits do not have to be maintained during periods of unpaid FMLA leave. Flexible Time Off or other types of paid leave do not have to accrue during unpaid FMLA leave if they would not accrue on other types of unpaid leave.

### **Pregnancy and Parenting Leave**

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with the birth or adoption of a child is eligible for up to 12 weeks of unpaid leave and must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employees should provide reasonable notice. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Employees are required to use accrued leave (i.e. Flexible Time Off, Extended Medical Benefit, etc.) during Parenting Leave. If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently. The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e. where leave is also FMLA qualifying). For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

### **5.9.3 Extended Medical**

A medical leave of absence may be granted to employees who are either ineligible for leave under the City FMLA policy or who have exhausted their entitlement to that leave. A medical leave of absence may also be granted upon exhaustion of accumulated extended medical benefit. Employees requesting a medical leave of absence must have the leave approved by the City Council for a period not to exceed 12 months. Failure to return to work at the expiration of the medical leave will be considered a voluntary resignation. Such leave is subject to prior certification by the attending medical authority or a medical authority designated by the City. A medical leave will not be granted unless the employee provides a statement from a healthcare provider stating the need for the leave, the expected duration of the leave and a general explanation of the nature of the medical condition or disability. Returning employees may be required to submit certification from their physician of fitness for duty. An employee who has been off work for a year or more for medical reasons must serve an introductory period before being returned to regular or limited-term status.

### **5.9.4 Administrative Leave**

The City Administrator may authorize an administrative leave. Examples of when an administrative leave may be granted include when potential employee misconduct is being investigated or an employee is undergoing a fitness-for-duty examination.

### **5.9.5 Military Leave**

State and federal laws provide protections and benefits to city employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the city as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the city at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

Employees will be granted up to ten (10) working days of unpaid leave whose immediate family member is a member of the United States armed forces who has been injured or killed while engaged in active service. The 10 days may be reduced if an employee elects to use appropriate accrued paid leave.

Unless the leave would unduly disrupt the operations of the city, employees whose immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

#### **5.9.6 Sick or Injured Child Care Leave**

An employee may use Flexible Time Off benefits provided by the City for absences due to an illness of or injury to the employee's child for such reasonable periods as the employee's attendance with the child may be necessary, on the same terms the employee is able to use the Extended Medical Benefit for the employee's own illness or injury.

For the purposes of this section, "Extended Medical Benefit" means time accrued and available to an employee to be used because of absence from work due to personal illness or injury, but does not include short-term or long-term disability or other salary continuation benefits.

#### **5.9.7 Civil Air Patrol Leave**

Unless the leave would unduly disrupt the operations of the City, the City shall grant a leave of absence without pay to an employee for time spent rendering service as a member of the civil air patrol on the request and under the authority of the state or any of its political subdivisions.

#### **5.9.8 Victim or Witness Leave**

An employee who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony is entitled to reasonable time off from work to attend criminal proceeding related to the victim's case.

#### **5.9.9 Domestic and Sexual Violence Leave**

Victims of domestic violence, stalking, or sexual assault may be able to take leave under the federal Family and Medical Leave Act (FMLA) or under comparable state or local laws.

#### **5.9.10 Restraining Order Leave**

The City shall not discharge, discipline, threaten, otherwise discriminate against, or penalize an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment, because the employee took reasonable time off from work to obtain or attempt to obtain relief under this section. Except in cases of imminent danger to the health or safety of the employee or the employee's child, or unless impracticable, an employee who is absent from the workplace shall give 48 hours' advance notice to the City. Upon request of the City, the employee shall provide verification that supports the employee's reason for being absent from the workplace. All information related to the employee's leave pursuant to this section shall be kept confidential by the City.

#### **5.9.11 Organ Donation Leave**

The City must grant paid leaves of absence to an employee who seeks to undergo a medical procedure to donate an organ or partial organ to another person. The combined length of the leaves shall be determined by the employee, but may not exceed 40 work hours for each donation, unless agreed to by the City. The City may require verification by a physician of the purpose and length of each leave requested by the employee for organ donation. If there is a medical

determination that the employee does not qualify as an organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

### **5.9.12 Safety Leave**

#### **LEAVES**

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., The Family and Medical Leave Act is likely to apply during a worker's compensation absence.) An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise states, all paid time off, taken under any of the City's leave programs, must be taken consecutively, with no intervening unpaid leave. The City will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

#### **Workers Compensation**

When an employee is eligible for workers compensation benefits, the employee may supplement the workers compensation benefits with a prorated portion of his or her accrued FTO or EMB so that the combination of the workers compensation equal the employee's regular pay. An employee must use forty (40) consecutive work hours of FTO before taking the EMB pursuant to this provision.

## **5.10 Light Duty Program Policy**

#### **Purpose**

The purpose of this policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City Administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

#### **Policy**

The City of Grand Rapids' Light Duty Program is for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the City Administrator. The City Administrator reserves the sole right to determine when and if light duty work will be assigned.

#### **Procedure: Applying for Light Duty Work**

When an employee is unable to perform the essential requirements of the employee's job due to a temporary disability, the employee will notify the City Administrator or Department Head in writing as to the nature and extent of the disability and the reason why the employee is unable to perform the essential functions, duties, and requirements of the position. This notice **must** be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability including the expected time frame regarding return to work full-time with no restrictions, meeting all essential requirements and functions of the City's position description along with a written request for light duty.

The City may require an independent evaluation conducted by a physician selected by the City to verify diagnosis, current treatment, expected length of temporary disability, and work restrictions.

It is at the discretion of the City Administrator whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis, light duty is recommended to last no longer than six months.

The circumstances of each disabled employee performing light duty work will be reviewed regularly.

## **5.11 Tuition Reimbursement Program**

Tuition reimbursement is a self-development program for employees to further their careers at the City of Grand Rapids (City). Employees may select courses of study that are directly related to either their present job or the pursuit of a City-related career. Administration is responsible for administering and monitoring this program.

### **5.11.1 Eligibility**

- Regular full-time employees are eligible after twelve months of continuous service;
- Part-time employees are eligible after twenty-four months of continuous service and at least 1,500 worked hours per year;
- Continuous service in these job categories must be maintained while taking the course(s).

### **5.11.2 Pre-Course Approvals**

- The course is to be approved by the City Administrator or Department Manager prior to enrollment on a Request for Tuition Reimbursement Form.

### **5.11.3 Restrictions**

- Coursework and course attendance is normally accomplished on the employee's own time. Attendance for required classes that are offered only during work hours is subject to approval by the Department Manager and must be for courses directly related to the job or relevant degree requirements. If absence from work is approved, the employee may use earned Flexible Time Off (FTO) for this time off, if approved by the City Administrator or Department Manager.
- The career being pursued and the relationship of the course to that career must be identified by the employee;
- Courses eligible for reimbursement must be "directly job related" or "career related." Career-related courses are only eligible to be reimbursed if the course is part of a degree and would benefit an existing or future City position description.
- For non-City related courses required of a degree or certificate program, proof of admittance to that program must be provided;
- Participants in a degree program are expected to concentrate on City-related courses first as a condition of continued approval of course;
- Number of courses in progress at one time is at the discretion of the City Administrator or Department Manager; a concern being that the employee is able to balance the needs of the job with a multiple course load;
- Funding by other agencies (such as scholarships and the GI Bill) must be used by the employee first. City is the secondary payer in such circumstances and all amounts funded by other agencies will be deducted from City's reimbursement allowance;

- An employee who voluntarily leaves service or is discharged will be required to pay back all reimbursements made (i.e. final processed) during the previous sixty months. Payback amount will be reduced by 20% for each full year of service rendered to the City's following successful completion of the courses.
- Institutions eligible to be considered for approval include most colleges, vocational schools and self-study institutions. Private consultants and motivation organizations are not covered;
- Attendance alone does not define successful completion, so most seminars do not qualify under the program;
- CLEP tests and similar conversions of previous knowledge to an academic record are not covered.

#### **5.11.4 Course Completion and Reimbursement**

- Successful completion (a letter grade of "C" or better, a "pass" in a pass/fail grading system, or a certificate of completion based on a competency exam) is required before reimbursement will be made;
- The "pre-course approved" Request for Tuition Reimbursement Form is re-submitted by the employee along with a grade report and tuition statement;
- Only tuition and required book costs are covered. Other costs and fees such as late fees, lab fees, training equipment and materials, and student fees are normally not covered, however, exceptions may be considered upon request of the employee. If the tuition amount includes a substantial amount of tangible goods (such as parts for constructing a radio receiver), the program will cover only the tuition portion.

#### **5.11.5 Maximum Reimbursement**

- The City will reimburse tuition and required book costs for qualified full-time employees as approved by the City Administrator or Department Head.
- Eligible part-time employees will be reimbursed up to a maximum of 50 percent of tuition and required book costs as approved by the City Administrator.

#### **5.11.6 Taxability of Reimbursed Amount**

Federal law provides that certain City-paid education expenses are nontaxable if they are for job-related courses and below IRS established benefit amount. The course taken is job-related if it maintains or enhances the skills needed for an employee's current position without furnishing the requisite qualifications for entering a new trade or business. Administration, in consultation with a tax consultant, will determine if necessary, to furnish an employee with a 1099 or W2 as appropriate.

<h3><b>5.12 Flexible Spending Accounts</b></h3>
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Full-time employees are eligible to participate in the Flexible Spending tax savings program upon date of hire. This program allows the employee to pay employer sponsored health insurance premiums (if any), medical expenses, childcare or elder care expenses with "pre-tax" dollars, saving considerable payroll taxes. Re-enrollment will be conducted each calendar year. The plan offers two pre-tax spending accounts:

- Health Care Spending Account – Employees can elect to set aside the maximum allowed by IRS per year on a pre-tax basis to pay for medical and dental expenses not covered by insurance and not claimed on their tax return.

- Dependent Care Spending Account – Employees can elect to set aside up to \$5000 per year on a pre-tax basis to pay for employment related dependent care expenses provided by an eligible caregiver and not claimed on a tax return.

Any money that is set-aside in the above accounts will be forfeited if a claim(s) is/are not submitted for expenses incurred by the end of the calendar year. The amount of the election cannot be changed or stopped during the calendar year except within 30 days of a qualifying change in family status.

More information, including a list of eligible expenses is available from the Administration Department or from the benefit provider's website.

### **5.13 Employee Assistance Program**

The Employee Assistance Program provided by the City is included in the health plan and designed to help you and members of your family deal with the problems of daily life. The counseling service is staffed with professionals trained to provide initial assessment and counseling. It is strictly confidential and voluntary, and can be used for all types of problems including:

- Marital or parental difficulties
- Depression
- Financial problems
- Legal problems
- Alcohol and drug-related concerns
- Work related problems

Confidentiality is promised. No information concerning the nature of your problem will be released without your written consent. What is discussed with a counselor is strictly between the caller and the counselor. [In the case of a Supervisor referring an employee to the program because of poor job performance, the Supervisor will be made aware of two things: 1) whether or not the employee kept an appointment with a counselor; and 2) whether or not the employee is following the counselor's recommendations.]

The City assumes the cost for the EAP assessment and referral. If the Employee Assistance counselor refers you to other community resources for long-term or specialty assistance, these costs may be covered by the health benefits program.

All employees are encouraged to utilize these services should they need them. Further information about this program can be obtained from any Department Head or the Director of Human Resources.

### **5.14 Health, Dental, Life Insurance**

The City of Grand Rapids will contribute a competitive monthly amount toward group health, dental, and life insurance benefits for each eligible employee and his/her dependents. Employees are encouraged to look closely at this contribution as part of their overall compensation package with the City. Eligibility for this benefit begins the first of the month following 30 days of employment. In accordance with federal health care reform laws and regulations, while avoiding penalties, the City will offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. The amount to be contributed and the type of coverage will be determined annually by the City Council.

Failure of any insurance carrier to provide any benefit for which it has contracted shall not create any liability on the part of the City, nor shall such failure be considered a breach of any obligation by the City to an employee. Any premium contribution required by the employee will be payroll deducted on a pre-tax basis.



Retired full-time employees who are not eligible for Medicare may continue to be covered by the City's group insurance policy at their own expense to the extent as required by law.

For more information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the Director of Human Resources.

## **5.15 Life Insurance**

The City provides a term life insurance policy for all regular FT and PT employees and on-call Firefighters. Eligibility for this benefit begins the first of the month following 30 days of employment. Basic term life is paid 100% by the City.

### **5.15.1 Optional Life**

Eligible employees have the option to purchase additional life insurance for themselves. Eligibility for any group insurance benefit is determined exclusively by the terms of the insurance policy. Employees may be required to provide health history information or other medical related data. The cost of this coverage is dependent on age and the amount of coverage chosen. The premium cost will be deducted from payroll.

## **5.16 PERA**

The City participates in the Public Employees Retirement Fund (PERA) to provide pension benefits for its eligible employees. The City and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare (the City matches the employee's social security and Medicare withholding).

**(SEE APPENDIX A)**

## **5.17 Deferred Compensation**

The City provides employees the opportunity to participate in deferred compensation plans, which allow employees to place a portion of their earnings into a pre-tax deferred investment program. Taxes on money set aside and earnings on the funds are deferred until time of withdrawal. This allows employees to defer present income for long-term savings to supplement retirement. Several different types of investment options are available. Funds may be withdrawn at the time the employee leaves City employment.

## **5.18 COBRA**

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, you and your qualified dependents may have the opportunity to continue health or life insurance under the group policy when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are:

- Resignation
- Termination of employment
- Death of an employee
- A reduction in work hours
- Leave of absence
- An employee's divorce or legal separation
- Dependent child no longer meeting eligibility requirements.

Administration must be notified within thirty (30) days of the qualifying event.

Under COBRA, the employee or the dependent must pay the full cost of coverage at the City's rate. An additional administrative fee may be charged. Each employee is provided a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under an insurance plan. The notice contains important information about employee rights and obligations.

**(SEE APPENDIX B)**

<b>5.19 MSRS Health Care Savings Plan</b>
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**(SEE APPENDIX C)**

# 6 APPENDICES

## **Acknowledgement Form**

PERA  
COBRA  
MSRS Health Care Savings Plan

Appendix A  
Appendix B  
Appendix C

Personnel Policies Acknowledgment Form

I acknowledge that I have received, read, and understand the policies outlined in the City of Grand Rapids Personnel Policy Handbook. I agree to conform to the rules and regulations of the City of Grand Rapids as described in the handbook, which is intended as a guide to human resource policies and procedures. I understand that the City has the right to change the handbook without notice. It is understood that future changes in policies and procedures will supersede or eliminate those found in this book, and that employees will be notified of such changes through normal communication channels.

I also understand and agree that the information contained in these materials does not constitute an employment contract between the City of Grand Rapids and me, and that either I or the City of Grand Rapids may terminate our employment relationship at any time, with or without cause. I understand that no manager or representative of the City of Grand Rapids, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

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**Employee Signature**

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**Date**

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**Employee Name (please print)**

**Note:** *Please give this completed form to the Director of Human Resources for filing in your personnel file.*



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0601      **Version:** 1      **Name:** MOU with MacRostie for Central School  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 9/11/2019      **In control:** City Council  
**On agenda:** 9/23/2019      **Final action:**  
**Title:** Consider a Memorandum of Understanding (MoU) between the City of Grand Rapids and the MacRostie Art Center.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [City - GRACC MOU for Guest Artist Program - 2019 Edits](#)

Date	Ver.	Action By	Action	Result
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Consider a Memorandum of Understanding (MoU) between the City of Grand Rapids and the MacRostie Art Center.

**Background Information:**

Attached is an MoU between the City and MacRostie Art. The MoU defines the role that MacRostie Art will perform in administering the Artist in Residency program on the top floor of Central School.

**Staff Recommendation:**

City staff is recommending the (MoU) between the City of Grand Rapids and the MacRostie Art Center.

**Requested City Council Action**

Make a motion approving the (MoU) between the City of Grand Rapids and the MacRostie Art Center.

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Memorandum of Understanding  
between  
The City of Grand Rapids  
And  
MacRostie Art Center

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The City of Grand Rapids (City) on behalf of the Grand Rapids Arts and Culture Commission (GRACC) has established an Artist in Residence program housed on the third floor of Old Central School. The mission of the program is to provide space to support artists' development and provide an opportunity for the public to engage with artists. The City of Grand Rapids (City) values the contribution of the arts in our community and furthermore sees value in the increased activity an Artist in Residence program will bring to Old Central School and the merchants located there.

The MacRostie Art Center (MAC) is an advocate for the arts and a center of arts programming in the Grand Rapids community. MAC is connected to the networks of visual artists across the state and region and is willing to manage the Artist in Residence program at Old Central School.

The parties commit themselves to building mutual confidence and trust, and through this Memorandum of Understanding (MoU) provide detailed areas of agreement that will guide them in accomplishment of the stated objectives.

To this end, the GRACC and City have agreed on the following:

**1. Grant of Use/Location**

- 1.1. The City, through an agreement with the Grand Rapids Economic Development Agency, will grant the use of a space on the third floor in Old Central School (space), the location of which will be approved by the City's appointed representative.
  - 1.1.1. The City may cancel this MoU at the City's sole discretion at any time.
- 1.2. The space will be provided by the City without compensation for use by a Guest Artist(s) selected by MacRostie Art Center.
- 1.3. The space may be used by up to three Guest Artists at a time, provided each of the Guest Artists have read and agree to abide by the terms of this MoU, and the occupancy is in compliance with all Federal, State and Local laws and ordinances.
- 1.4. The space will be provided for six month terms, and can be extended for one additional term upon re-application by the artist. After two terms are served, the artist must refrain from re-applying for a year.
- 1.5. One key for the space will be provided to the Guest Artist(s). All keys will be returned to MacRostie Art Center at the conclusion of their stay.

- 1.6. All day public parking is available for the use of the Guest Artist(s) within two blocks of Old Central School. Parking spaces on the grounds of Old Central School will be reserved for tenants and customers.
- 1.7. If the City finds a paying tenant for the space, or for some other reason the City needs to cancel this MoU, the City will provide written notice to MAC and the Guest Artist(s) 14 days in advance of when the space must be vacated and returned to its prior condition.
  - 1.7.1. If the property of the guest artist(s) is not removed within the notice period, the City may remove any abandoned property at the sole expense of the Guest Artist(s).
  - 1.7.2. If vacation of the space is needed to facilitate occupancy by a paying tenant, other space may be made available to the Guest Artist, if vacant space is available at the time.

## **2. Expectations of the Guest Artist(s)**

- 2.1. MacRostie Art Center will assist the GRACC and the City in ensuring that:
  - 2.1.1. The Guest Artist(s) act as regular tenants by being considerate and refraining from the production of noises and offensive odors that would negatively impact the use and enjoyment of Old Central School by regular tenants and customers.
  - 2.1.2. The Guest Artist(s) use the space during the regular operating hours of Old Central School to provide opportunities for public engagement with the artist and their work. Guest Artist(s) are welcome to utilize the space outside of regular operating hours.
  - 2.1.3. The Guest Artist(s) provide at least one public event or activity during the course of their residency, such as an exhibition, performance, workshop, demonstration, or other type of community engagement.
- 2.2. Guest Artist(s) will not make any alterations to the space or cause any damage to the space. If any damage or alteration is caused by the Guest Artist(s), the City will cause necessary repairs to be made at the sole expense of the Guest Artist(s).
- 2.3. The Guest Artist(s) shall insure their own personal property on the premises as they see fit. All personal property placed upon or in the Old Central School premises or common areas or external grounds shall be at the risk of Guest Artist(s) or the owner of the personal property and the City and Old Central School shall not be liable to Guest Artist or any other party for any damage, destruction or loss of said personal property arising from any cause whatsoever.

## **3. Authorized Agents**

- 3.1. The City shall appoint authorized agents for the purpose of administration and facilitation of this MoU. The City and GRACC are notified of the authorized agents of each are as follows:

3.1.1. City Agent:  
Tom Pagel  
City Administrator  
420 North Pokegama Avenue  
Grand Rapids, Minnesota 55744  
218.326.7622  
[tpagel@ci.grand-rapids.mn.us](mailto:tpagel@ci.grand-rapids.mn.us)

3.1.2. MAC Agent:  
Katie Marshall  
MacRostie Art Center Executive Director  
405 NW 1<sup>st</sup> Avenue  
Grand Rapids, MN 55744  
218.326.2697  
[katie@macrostieartcenter.org](mailto:katie@macrostieartcenter.org)

City and GRACC will not undertake any action inconsistent with the letter or spirit of this Memorandum of Understanding.

City of Grand Rapids

MacRostie Art Center

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

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





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	19-0603	<b>Version:</b>	1	<b>Name:</b>	Consider Memorandum of Understanding with Itasca Community College with regard to the reporting, investigation and sharing of sexual assaults.
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	9/12/2019	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	9/23/2019	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Consider Memorandum of Understanding with Itasca Community College with regard to the reporting, investigation and sharing information on sexual assaults cases.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">sexual violence MEMORANDUM OF UNDERSTANDING ICC 2019</a>				

Date	Ver.	Action By	Action	Result
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Consider Memorandum of Understanding with Itasca Community College with regard to the reporting, investigation and sharing information on sexual assaults cases.

### **Background Information:**

The Minnesota legislature recently passed legislation requiring that, “A postsecondary institution must enter into a memorandum of understanding with the primary local law enforcement agencies that serves its campus....shall clearly delineate responsibilities and require information sharing...”

Itasca Community College, which is located in Grand Rapids, has constructed a memorandum of understanding regarding the reporting of on-campus sexual assaults, the investigation of these assaults and the sharing of information. This memorandum is based upon a template developed by Minnesota State (formerly MNSCU).

### **Requested City Council Action**

Make a motion to authorize the Police Chief to sign the Memorandum of Understanding with Itasca Community College regarding the reporting, investigation and sharing of information in sexual assaults that occur on the college campus.



## **MEMORANDUM OF UNDERSTANDING**

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into on September 11, 2019, by Itasca Community College and the Grand Rapids Police Department.

The City Police Department and the College have a long history of cooperation regarding their shared mutual interests in a strong, safe, and vibrant community. The Minnesota Legislature recently passed legislation, Minn. Stat. § 135A.15, 2015 Minn. Laws, Ch. 69, Art. 4, Sec. 2, addressing campus sexual assault that, among other things, requires postsecondary institutions and local law enforcement agencies to enter into a memorandum of understanding that delineates responsibilities and requires certain information sharing, in accordance with applicable state and federal privacy laws, about certain crimes.

The College is responsible for investigating complaints of discrimination, harassment, and sexual assault, domestic violence, dating violence, and stalking.

The City Police Department and the College agree that crime occurring on campus, and in certain areas off campus, is a serious problem that warrants the parties' continued cooperation, collaboration, and communication to assist crime victims and to ensure appropriate prosecution of responsible persons when a crime affecting a College student or employee occurs within the municipal boundary of the City of Grand Rapids.

The purpose of this MOU is to acknowledge shared interests between the City Police Department and the College and to promote and maintain a continued harmonious working relationship and cooperative effort between the parties. It is not intended to make one entity responsible or liable for the actions or omissions of any personnel from the other entity, and any such liability or responsibility is expressly denied by the parties. Additionally, this MOU is not intended to have one entity direct the activities of the other entity.

The Grand Rapids Police Department and Itasca Community College agree as follows:

1. To cooperate, to the extent permitted by law, regarding incidents of sexual violence involving a College student-victim or student-suspect. For purposes of this MOU sexual violence means a continuum of conduct that includes sexual assault, sexual battery, dating and relationship violence, stalking, as well as aiding acts of sexual violence. Nothing in this MOU shall be construed as requiring PD to share information with the College if PD reasonably believes that doing so would jeopardize its criminal investigation.

- a. The College and PD will communicate regularly during their respective investigations, to the extent permitted by law. The parties recognize the need to balance the interests of the criminal process and the College's obligations under state and federal law.
- b. If necessary to prevent interference with its criminal investigation, PD will provide the College a summary of sexual violence involving a College student-victim. PD will provide College with the victim's name and basic information about the incident upon the written consent of the victim(s), in accordance with Minnesota law. In some cases, the College may need to take immediate interim action to protect the victim(s) and keep the campus safe. However, upon PD's request, College will delay taking action to the extent reasonably possible to prevent interference with the criminal investigation. Upon such notice by PD, the College will limit information regarding the incident to only those administrative units with a need to know to protect the campus community. In such cases, PD will notify College when it has completed its initial investigation and notification to the parties by College will not interfere with the criminal investigation.
- c. When College receives a report of sexual violence, it will inform the victim of its coordination with PD and will make the victim aware of the victim's right to make a criminal report, if the victim desires. If the victim requests, the College will coordinate and assist the victim in contacting PD.
- d. If requested, the College will provide PD with copies of policies and procedures and the College's Sexual Violence prevention brochure regarding the College's administrative complaint process, protective measures, campus resources, and information provided to victims regarding preservation of evidence. PD agrees that its investigators will strive to provide this information to student-victims interviewed in cases involving sexual violence, when requested to do so by the victim.
- e. Upon request, the parties will provide one another with information and records to the extent allowed or required by law and in accordance with applicable policy.

2. Collection of Crime Statistics. The College is required by federal law to collect and publish statistics for reports of certain crimes, including crimes that occur on and around campus. As part of that obligation, the College must request crime statistics from PD annually. PD agrees to cooperate with the College and undertake reasonable efforts to respond to the College's request for crime statistics in a timely manner.

### 3. Emergency Notification and Crime Alerts.

- a. The parties acknowledge that the College is required by federal law to have an emergency notification process to alert the campus community about significant emergencies or dangerous situations that pose an immediate threat to the health or safety of students or employees occurring on campus. The College is also required by federal law to issue timely warnings to alert the campus community about crimes that pose a serious or continuing threat to safety when a crime is ongoing or may be repeated.

b. If PD is aware of a significant emergency, dangerous situation, or ongoing crime that poses an immediate threat to the health and safety of the College's students, faculty or staff, PD will notify the College so that the College can determine whether an emergency notification or timely warning should be issued by the College.

4. The parties agree to meet periodically, as needed, to discuss matters relating to this MOU.
5. This MOU shall remain in effect until December 31, 2022. The parties shall endeavor to examine this MOU as the end date approaches to ensure compatibility and effectiveness with any changes in laws, policies, or circumstances.
6. Either party may terminate the MOU prior written notice without necessity of demonstrating cause; provided, however, that either party may terminate this MOU immediately upon written agreement to the other party in the event that such action is necessary for significant health or safety issues or to comply with applicable law.
7. This MOU may be modified only in writing and must be signed by both parties.
8. Each party is responsible for its own acts and behavior and the results thereof. College's liability is governed by the Minnesota Tort Claims Act, Minn. Stat. §3.736, and other applicable law.
9. The City and the College must comply with the Minnesota Government Data Practice Act, Minnesota Statutes Chapter 13, as it applies to this MOU.

The undersigned have executed this Memorandum of Understanding this 11th day of September 2019.

Name and Title \_\_\_\_\_

Grand Rapids Police Department

Name and Title \_\_\_\_\_

Itasca Community College



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	19-0604	<b>Version:</b>	1	<b>Name:</b>	Consider adopting a resolution accepting a donation of \$100.00 from Robert and Linda Stein of Grand Rapids to the Police Department's K-9 program.
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	9/12/2019	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	9/23/2019	<b>Final action:</b>			
<b>Title:</b>	Consider adopting a resolution accepting a donation of \$100.00 from Robert and Linda Stein of Grand Rapids to the Police Department's K-9 program.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">PD K-9 Program Res2</a>				

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution accepting a donation of \$100.00 from Robert and Linda Stein of Grand Rapids to the Police Department's K-9 program.

### **Background Information:**

Robert Stein stopped by the Police Department and wanted to donate \$100.00 to the Grand Rapids Police Department K-9 Program. He wanted to donate the money to help support the K-9 program in any way.

### **Requested City Council Action**

Make a motion adopting a resolution to accept a donation of \$100.00 from Robert and Linda Stein of Grand Rapids to the Police Department's K-9 program.

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

RESOLUTION NO. 19-

A RESOLUTION ACCEPTING A DONATION OF \$100 FROM ROBERT & LINDA STEIN  
TO THE GRAND RAPIDS' POLICE DEPARTMENT'S K-9 PROGRAM

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

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

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

- Robert & Linda Stein has donated \$100 to the Grand Rapids Police Department K-9 program.

Adopted this 23<sup>rd</sup> day of September, 2019

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Dale C. Adams, Mayor

Attest:

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Kimberly Johnson-Gibeau, City Clerk

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



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0605      **Version:** 1      **Name:** Consider allowing the Police Department to solicit bids for two (2) 2020 Ford Police Interceptor Utility SUV's to replace a 2012 Dodge Durango K-9 SUV and a 2011 Dodge Charger patrol vehicle.

**Type:** Agenda Item      **Status:** Consent Agenda

**File created:** 9/12/2019      **In control:** City Council

**On agenda:** 9/23/2019      **Final action:**

**Title:** Consider allowing the Police Department to solicit bids for two (2) 2020 Ford Police Interceptor Utility SUV's to replace a 2012 Dodge Durango K-9 SUV and a 2011 Dodge Charger patrol vehicle.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider allowing the Police Department to solicit bids for two (2) 2020 Ford Police Interceptor Utility SUV's to replace a 2012 Dodge Durango K-9 SUV and a 2011 Dodge Charger patrol vehicle.

**Background Information:**

In the police department's squad car replacement schedule, we would need to replace a 2012 Dodge Durango K-9 SUV and a 2011 Dodge Charger patrol vehicle. We would like to replace these two squad car's with 2020 Ford police interceptor utility (SUV's). We would solicit bids from area Ford dealers and the State bid dealer to the specifications that would meet our needs and bring the results back to council later for approval.

**Requested City Council Action**

Make a motion authorizing the police department to solicit bids for two (2) Ford Police Interceptor Utility SUV's, which would replace a 2012 Dodge Durango K-9 SUV and a 2011 Dodge Charger patrol vehicle.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	19-0606	<b>Version:</b>	1	<b>Name:</b>	Request by the Police Department to sell a used 2009 Dodge Charger Police Squad Car to Arrowhead Regional Law Enforcement Training/Hibbing Community College for \$1,800.00.
<b>Type:</b>	Agenda Item	<b>Status:</b>			Consent Agenda
<b>File created:</b>	9/12/2019	<b>In control:</b>			City Council
<b>On agenda:</b>	9/23/2019	<b>Final action:</b>			
<b>Title:</b>	Consider authorizing the Police Department to sell a used 2009 Dodge Charger Police Squad Car to Arrowhead Regional Law Enforcement Training/Hibbing Community College for \$1,800.00.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>					

Date	Ver.	Action By	Action	Result
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Consider authorizing the Police Department to sell a used 2009 Dodge Charger Police Squad Car to Arrowhead Regional Law Enforcement Training/Hibbing Community College for \$1,800.00.

**Background Information:**

The City of Grand Rapids usually sells their used police vehicles at auction. We were approached by Hibbing Community College this past summer and they asked us if we had any used squad cars they could buy from us. We had three (3) used squads we were going to sell at auction; they looked at them and said the only one suitable for them would be the 2009 Dodge Charger Police Squad Car. Kelly Blue book listing for this used squad car is approximately \$2,000.00. We would like to sell this vehicle to Hibbing Community College for \$1,800.00; we would most likely not get the \$2,000.00 retail price if sold at auction.

In the past, we sold used police vehicles to Hibbing Community College in lieu of paying our yearly training fee to them, which was \$4,000.00. With changes at the State level, they are no longer able to do so, now they have to buy them.

Description of this vehicle is:

2009 Dodge Charger, VIN # 2B3KA43V39H616807, mileage 96,000

**Requested City Council Action**

Make a motion authorizing the Grand Rapids Police Department to sell a 2009 Dodge Charger Police Squad car to the Arrowhead Regional Law Enforcement Training/Hibbing Community College for \$1,800.00.





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0608      **Version:** 1      **Name:** CP 2015-3 declaring intent for reimbursement  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 9/13/2019      **In control:** City Council  
**On agenda:** 9/23/2019      **Final action:**  
**Title:** Consider adopting a resolution declaring the official intent of the City to reimburse certain expenditures from the proceeds of bonds to be issued by the City.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [9-23-19 Resolution Reimbursement](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution declaring the official intent of the City to reimburse certain expenditures from the proceeds of bonds to be issued by the City.

**Background Information:**

Prior to issuing bonds for public infrastructure project, the City incurs project expenses. The attached resolution allows the City to utilize the future bonds to cover those expenses.

**Staff Recommendation:**

Staff recommends approving the attached resolution declaring the official intent of the City to reimburse certain expenditures from the proceeds of the bonds to be issued by the City.

**Requested City Council Action**

Make a motion to adopt a resolution declaring the official intent of the City to reimburse certain expenditures from the proceeds of bonds to be issued by the City.

Councilor introduced the following resolution and moved for its adoption:

RESOLUTION NO. 19-

**DECLARING THE OFFICIAL INTENT OF  
THE CITY TO REIMBURSE  
CERTAIN EXPENDITURES FROM THE PROCEEDS  
OF BONDS TO BE ISSUED BY THE CITY**

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the “Reimbursement Regulations”) providing that proceeds of tax-exempt obligations used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City of Grand Rapids, Minnesota (the “City”) expects to incur certain expenditures that may be financed temporarily from sources other than tax-exempt obligations, and reimbursed from the proceeds of a tax-exempt obligation;

WHEREAS, the City has determined to make this declaration of official intent (“Declaration”) to reimburse certain costs from proceeds of tax-exempt obligations in accordance with the Reimbursement Regulations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRAND RAPIDS AS FOLLOWS:

1. The City proposes to undertake City Project 2015-3, Hwy 2 West Trail.
2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of tax-exempt obligations in an estimated maximum principal amount of \$688,932 for CP 2015-3. All reimbursed expenditures will be capital expenditures, costs of issuance of the tax-exempt obligations, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.
3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of tax-exempt obligations, except for the following expenditures: (a) costs of issuance of tax-exempt obligations; (b) costs in an amount not in excess of \$100,000 or 5 percent of the proceeds of an issue; or (c) “preliminary expenditures” up to an amount not in excess of twenty percent (20%) of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, tax-exempt obligation issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the tax-exempt obligations described in paragraph 2 are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of tax-exempt obligations to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Adopted this 23rd day of September 2019.

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Dale C. Adams, Mayor

Attest:

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Kimberly Gibeau, City Clerk

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



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0612      **Version:** 1      **Name:** 2019 City Hall Change Order 2  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 9/19/2019      **In control:** City Council  
**On agenda:** 9/23/2019      **Final action:**  
**Title:** Consider authorizing staff to execute Prime Contract Change Order #002 for City Hall Security Project.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [City Hall Change Order 2](#)

Date	Ver.	Action By	Action	Result
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Consider authorizing staff to execute Prime Contract Change Order #002 for City Hall Security Project.

**Background Information:**

The type of flooring material in the entryway was changed from carpet tiles in the design to ceramic tile and ended up as a deduct from the contract cost. Also the lockset at the new main door is the wrong type of lock for the intended use, the lock needs to be changed to work as intended. The total cost to the City for this Change Order is \$272.20.

**Staff Recommendation:**

Staff recommends council consider authorizing Building Maintenance to execute Prime Contract Change Order #2 for City Hall Security Project at a cost of \$272.20 to be paid out of the Permanent Improvement Revolving Fund.

**Requested City Council Action**

Make a motion authorizing Building Maintenance to execute Prime Contract Change Order #2 for City Hall Security Project at a cost of \$272.20 to be paid out of the Permanent Improvement Revolving Fund.



AIA®

# Document G701™ – 2017

## Change Order

**PROJECT: (Name and address)**  
Grand Rapids 2018 Capital Maintenance  
Improvements - City Hall  
Grand Rapids, Minnesota

**CONTRACT INFORMATION:**  
Contract For: Capital Maintenance  
Improvements  
Date: March 12, 2019

**CHANGE ORDER INFORMATION:**  
Change Order Number: TWO (2)  
Date: August 30, 2019

**OWNER: (Name and address)**  
City of Grand Rapids  
420 North Pokegama Avenue  
Grand Rapids, MN 55744

**ARCHITECT: (Name and address)**  
DSGW Architects, Inc.  
417 2<sup>nd</sup> Street South  
P. O. Box 1065  
Virginia, MN 55792

**CONTRACTOR: (Name and address)**  
Max Gray Construction, Inc.  
2501 5<sup>th</sup> Avenue West  
P. O. Box 689  
Hibbing, MN 55746

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

1. RFP #3 - Vestibule 109 - Provide CT-1 in lieu of CPT-3(MGC CE6)	DEDUCT:	(\$ 528.00)
2. RFP #3 - Vestibule 109 - Added cost for floor prep (MGC CE9)	ADD:	\$ 988.00
3. RFP #6: Revised Door 109B Lockset (MGC CE8)	ADD:	\$ 272.20
<b>TOTAL NET ADD THIS CHANGE ORDER:</b>		<b>\$ 732.20</b>

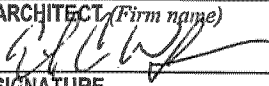
The original Contract Sum was	\$ 381,500.00
The net change by previously authorized Change Orders	\$ 26,663.73
The Contract Sum prior to this Change Order was	\$ 408,163.73
The Contract Sum will be increased by this Change Order in the amount of	\$ 732.20
The new Contract Sum including this Change Order will be	\$ 408,895.93

The Contract Time will be unchanged by ZERO (0) days.  
The new date of Substantial Completion will be July 8, 2019

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**


DSGW Architects, Inc.  
ARCHITECT (Firm name)

  
SIGNATURE

Erik C. Wedge, AIA, Principal  
PRINTED NAME AND TITLE

August 30, 2019  
DATE

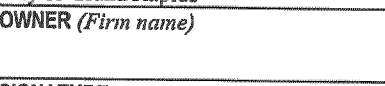
Max Gray Construction, Inc.  
CONTRACTOR (Firm name)

  
SIGNATURE

James E. Abrahamson, President  
PRINTED NAME AND TITLE

8/10/19  
DATE

City of Grand Rapids  
OWNER (Firm name)

  
SIGNATURE

PRINTED NAME AND TITLE

DATE

# RFP Request for Proposal

417 2nd Street South, P. O. Box 1065, Virginia, MN 55792  
tel 218-741-7962 fax 218-741-7967



**Project Name** Grand Rapids 2018 Capital Improvements - City Hall

**Project No** 18079

**Location** Grand Rapids, Minnesota

**Owner** City of Grand Rapids

**Contractor** Max Gray Construction

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Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Submit proposal within ten days, or notify the Architect in writing of the date on which you anticipate submitting your proposal.

THIS IS NOT A CHANGE ORDER, CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

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**RFP No** 3

**RFP Date** 6/5/2019  
**RFP Title** Vestibule 109

**RFP Description**

Provide labor & material pricing to provide CT-1 at Vestibule 109 in lieu of CPT-3 entrance system.

**RFP Attachments**

- 1
- 2
- 3

**RFP Cost**      **RFP Status**      **RFP Approved Date**      **RFP Requested By**

Owner    Contractor    Architect    Existing Condition



Project: 1903-00 - GRAND RAPIDS CITY HALL IMPROVE  
 420 NO POKEGAMA AVE.  
 GRAND RAPIDS, Minnesota 55744

### CHANGE EVENT #006 - RFP #3

Origin: Garrett Erickson  
 Date Created: 6/5/2019  
 Status: Open  
 Type: Owner Change  
 Description: Provide labor & material pricing to provide CT-1 at Vestibule 109 in lieu of CPT-3 entrance system.  
 Attachments: [18079 RFP 3.pdf](#)

### CHANGE EVENT LINE ITEMS

Cost Code	Cost Type	Vendor / Contract	Revenue			Cost			Over/ Under	Budget Mod.
			ROM	Prime PCO	Latest Price	ROM	RFQ	Commit.		
09-3000 - Tile	Subcontractors	CONTRACT TILE & CARPET LLC 1903-00-1557	\$0.00	\$(528.00)	\$(528.00)	\$(528.00)	\$(528.00)	\$(528.00)	\$0.00	\$0.00
90-2000 - Billings & Contract Amount	Other		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Totals</b>			<b>\$0.00</b>	<b>\$(528.00)</b>	<b>\$(528.00)</b>	<b>\$(528.00)</b>	<b>\$(528.00)</b>	<b>\$(528.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>



Project: 1903-00 - GRAND RAPIDS CITY HALL IMPROVE  
 420 NO POKEGAMA AVE  
 GRAND RAPIDS, Minnesota 55744

## CHANGE EVENT #009 - Vestibule 109 Floor Prep extra

Origin: Created By: Garrett Erickson  
 Date Created: 8/20/2019  
 Status: Open  
 Type: TBD  
 Change Reason: Existing Condition  
 Description: Added cost for floor prep in vestibule 109 due to change in flooring material from CPT tile to Ceramic tile.  
 Attachments: [GR City Hall Vestibule 109 Prep.pdf](#)

### CHANGE EVENT LINE ITEMS

Cost Code	Cost Type	Vendor / Contract	Revenue			Cost			Over/ Under	Budget Mod.
			ROM	Prime PCO	Latest Price	ROM	RFQ	Commit.		
09-3000 - Tile	Subcontractors	CONTRACT TILE & CARPET LLC 1903-00-1557	\$0.00	\$0.00	\$0.00	\$988.00	\$988.00	\$0.00	\$(988.00)	
01-0620 - Bonds	Other		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
90-2000 - Billings & Contract Amount	Other		\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	
<b>Grand Totals</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$988.00</b>	<b>\$988.00</b>	<b>\$0.00</b>	<b>\$(988.00)</b>	<b>\$0.00</b>



# RFP Request for Proposal

417 2nd Street South, P. O. Box 1065, Virginia, MN 55792  
tel 218-741-7962 fax 218-741-7967



**Project Name** Grand Rapids 2018 Capital Improvements - City Hall

**Project No** 18079

**Location** Grand Rapids, Minnesota

**Owner** City of Grand Rapids

**Contractor** Max Gray Construction

---

Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Submit proposal within ten days, or notify the Architect in writing of the date on which you anticipate submitting your proposal.

THIS IS NOT A CHANGE ORDER, CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

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**RFP No** 6

**RFP Date**

8/14/2019

**RFP Title**

Revised Door 109B Lockset

**RFP Description**

Provide labor & material pricing to revise lockset at Door 109B to a classroom lock - L9070. Lever style and finish to match current lockset.

**RFP Attachments**

- 1
- 2
- 3

**RFP Cost**

**RFP Status**

**RFP Approved Date**

**RFP Requested By**

Owner  Contractor  Architect  Existing Condition



## CHANGE EVENT #008 - RFP #6 - Door 109B Lockset Change

Origin: Created By: Garrett Erickson  
 Date Created: 8/15/2019  
 Status: Open  
 Type: Owner Change  
 Description: Change the lockset on door 109B to a classroom type lockset  
 Attachments: [RFP #6 - Sell Hardware \(backup\).pdf](#), [18079 RFP 6.pdf](#)  
 Scope: Out of Scope  
 Change Reason: Client Request

### CHANGE EVENT LINE ITEMS

Cost Code	Cost Type	Vendor / Contract	Revenue			Cost			Over/ Under	Budget Mod.
			ROM	Prime PCO	Latest Price	ROM	RFQ	Latest Cost		
08-2000 - Wood & Plastic Doors	Materials	SELL HARDWARE INC 1903-00-001	\$171.00		\$171.00	\$171.00		\$171.00		\$0.00
Description: Door Hardware										
08-2000 - Wood & Plastic Doors	Labor	Max Gray Construction, Inc.	\$74.00		\$74.00	\$74.00		\$74.00		\$0.00
Description: Door Hardware										
90-2000 - Billings & Contract Amount	Other		\$27.20	\$0.00	\$27.20	\$0.00		\$0.00		\$27.20
<b>Grand Totals</b>			<b>\$272.20</b>	<b>\$0.00</b>	<b>\$272.20</b>	<b>\$245.00</b>	<b>\$0.00</b>	<b>\$245.00</b>	<b>\$0.00</b>	<b>\$27.20</b>



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 19-0613      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 9/19/2019      **In control:** City Council  
**On agenda:** 9/23/2019      **Final action:**  
**Title:** Consider authorizing staff to solicit quotes for electrical upgrades, door and window replacement, plumbing upgrades, and removal and infill of a door at the Fire Hall.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

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

Consider authorizing staff to solicit quotes for electrical upgrades, door and window replacement, plumbing upgrades, and removal and infill of a door at the Fire Hall.

**Background Information:**

Several needs for Capital Improvements at the Fire Hall have been identified. Over the past year many of these improvements have been completed with funding from the Capital Improvement Bond Funds. In order to complete the identified capital improvement projects including electrical upgrades, door and window replacement, plumbing upgrades and removal of a door staff is recommending using the Taconite Production Tax proceeds.

**Staff Recommendation:**

Staff recommends council authorize Building Maintenance to solicit quotes for electrical upgrades, door and window replacement, plumbing upgrades, and removal of a door at the Fire Hall using Taconite Production Tax proceeds.

**Requested City Council Action**

Make a motion authorizing Building Maintenance to solicit quotes for electrical upgrades, door and window replacement, plumbing upgrades, and removal of a door at the Fire Hall using Taconite Production Tax proceeds.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0614      **Version:** 1      **Name:** Hire Seasonal & Reg PT Employees  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 9/19/2019      **In control:** City Council  
**On agenda:** 9/23/2019      **Final action:**  
**Title:** Consider approving the hiring of seasonal and regular part-time employees at the Civic Center / Parks and Recreation Department.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider approving the hiring of seasonal and regular part-time employees at the Civic Center / Parks and Recreation Department.

**Background Information:**

Ryan Cimino will be hired as a seasonal part-time maintenance employee at the Civic Center / Parks and Recreation Department at \$11.50 per hour. This position is part of the annual operating budget and will be effective September 24, 2019 thru April 30, 2020.

Madison Janecke will be hired as a regular part-time concession employee at the Civic Center / Parks and Recreation Department at \$9.86 per hour. This position is part of the annual operating budget and will be effective September 24, 2019 and completed December 31, 2019.

**Staff Recommendation:**

City staff is recommending the approval of hiring of seasonal and regular part-time employees at the Civic Center / Parks and Recreation Department.

Make a motion approving the hiring of seasonal and regular part-time employees at the Civic Center / Parks and Recreation Department.

13 a.



# CITY OF GRAND RAPIDS

## Text File

File Number: 19-0624

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**Agenda Date:** 9/23/2019

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Agenda Item

Consider approving letter of support for IRRRB Regional Trail Grant for the City of Cohasset.

**Background Information:**

The City supports continued partnership with the City of Cohasset and furthering the connection of the trail systems in our communities.

**Requested City Council Action**

Make a motion approving letter of support for IRRRB Regional Trail Grant for the City of Cohasset.



# CITY OF GRAND RAPIDS

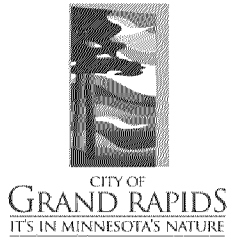
## Legislation Details (With Text)

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**File #:** 19-0607      **Version:** 1      **Name:** Board & Commission minutes  
**Type:** Minutes      **Status:** Approved  
**File created:** 9/13/2019      **In control:** City Council  
**On agenda:** 9/23/2019      **Final action:**  
**Title:** Review and acknowledge approved minutes for Boards & Commissions.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [August 6, 2019 Arts & Culture Minutes.pdf](#)  
[August 14, 2019 PUC minutes.pdf](#)  
[August 27, 2019 PUC minutes.pdf](#)  
[August 20, 2019 Golf Board minutes.pdf](#)  
[July 25, 2019 GREDA Minutes.pdf](#)  
[June 27, 2019 GREDA Minutes.pdf](#)  
[August 22, 2019 GREDA Minutes.pdf](#)

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



## ARTS AND CULTURE COMMISSION MINUTES

**CALL TO ORDER:** Pursuant to due notice and call thereof the regular meeting of the Grand Rapids Arts and Culture Commission was held in Conference Room 2B of the Grand Rapids City Hall, 420 N. Pokegama Avenue, Grand Rapids, Minnesota on Tuesday, August 6, 2019 at 3:45 PM.

**Call of Roll:** On a call of roll, the following members were present: Harry Smith, Kathy Dodge, Anne-Marie Erickson, Sonja Merrild, David Marty, Myrna Peterson, Jessie Siiter. Absent: Kayla Aubid and Ed Zabinski.

**Staff Present:** Tom Pagel, Kim Gibeau, Julie Kennedy

### **Setting the Agenda:**

- Addition of Itasca Life Options under new business.
- Addition of Goal Setting under new business.

**Motion by Erickson, second by Smith to approve the agenda as amended. Motion passed by unanimous vote.**

**Correspondence:** None.

### **Approval of Minutes:**

**Motion by Marty, second by Erickson to approve minutes of July 2, 2019 as presented. Motion passed by unanimous vote.**

### **Financials:**

**Motion by Dodge, second by Smith to accept financials as presented. Motion passed by unanimous vote.**

**Artist in Residence:** Draft MOU with MacRostie will be reviewed and considered at the September 10, 2019 meeting.

### **Old Business:**

- **Utility Wraps:** PUC General Manager, Julie Kennedy, discusses success of the pilot project, noting that the boxes will require placement of warning signs that will cover a

portion of the photos. Feedback from the community has been positive. Accessibility to the utility box has not been an issue. Staff will research past minutes to determine the agreement regarding payment for the wrap project.

- Art Placement Plan: Commissioner Merrild will contact Jen Krava, Forecast Public Art, for progress update.
- Itasca Waters – review We Are Waters events: Milligan Studios provided small boats with notes for community members to write what water means to them. Members will follow up status of project with Milligan.
- Mural Project: Final approval needed. Katie Marshall will send most recent draft design.

### **New Business:**

- Itasca Life Options: Jennifer Gorman provided background on the organization and work with differently abled adults and artists. Would like to collaborate with the Commission on a public art 3-D sculpture designed by participants of Itasca Life Options with funding by a grant, if received. Design of proposed piece is presented, with dimensions of 4 – 5 ‘ in height by 20’ long. Material has yet to be determined. Preference would be to utilize a local differently abled artist if possible. From the City, the group is requesting donation of space for display and in kind donation of base structure and installation. If there ability for cost support or letter of support, it would be much appreciated.

Following discussion by Commission members regarding concept, timeframe and process requirements, it is determined that Itasca Life Options will be advised by City Administrator Pagel that the Commission/City is unable to assist in this project but encourages them to come back to partner in the future with greater lead time.

- Riverfront Trail Discussion: Anna Johnson, Get Fit Itasca, and members of ARDC are present to discuss collaboration with Commission on trail signage, artistic/interpretive pieces, inter-active signage leading a treasure hunt or trivia trail and public art along the riverfront. Different ideas were shared for possible inclusion. There is also a survey online at Get Fit Itasca website for public input. Updates on the project will be brought back periodically to provide information and possible consideration for partnering opportunity.
- Grand Rapids Arts & History Project: Katie Marshall and Lilah Crowe presented concept of a public art map for Grand Rapids. Ideas included online google map, card-style map handout that identifies locations of public art pieces and art entertainment venues, possible video kiosk at each site.

**Motion by Peterson, second by Dodge to sponsor Grand Rapids Arts & History project in the amount of \$1,000. Motion passed by unanimous vote.**

- Review grant writing proposal: This item will be tabled to September 10, 2019 meeting.



- Kiosk: Discussed working with local artists to paint the yellow kiosks around the community.
- Update of economic impact study: The deadline has passed. No further discussion.
- Goal Setting: Discussed re-visiting current goals, removing those that are complete and reorganize with additional goals as identified. Commission will hold a special worksession on Tuesday, September 10, 2019 at 3:45 PM, prior to the regular meeting.

**Items for next agenda:**

- Kiosk
- Goal Setting
- MacRostie Memo of Understanding – Artist in Residence Program
- Grant writing proposal – Katie Marshall, MacRostie
- Mural Project – Status update
- Art Placement Plan – Status update

There being no further business, the meeting adjourned at 5:26 pm.

Respectfully submitted:

Kimberly Gibeau, City Clerk



# CITY OF GRAND RAPIDS

## Minutes - Final - Final Public Utilities Commission

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Wednesday, August 14, 2019

4:00 PM

Conference Room of Public Utilities Service Center

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### 1 CALL TO ORDER

*A Regular Meeting of the Grand Rapids Public Utilities Commission was held on Wednesday, August 14, 2019 at 4:00 PM in the Conference Room 112 of the Public Works/Public Utilities Service Center at 500 SE 4th Street.*

### 2 CALL OF ROLL

**Present** 5 - President Tom Stanley, Secretary Greg Chandler, Commissioner Rick Blake, Commissioner Kathy Kooda, and Commissioner Luke Francisco

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

### 3 APPROVAL OF MINUTES

3a 19-0466

Consider a motion to approve the minutes of the July 17, 2019 regular meeting.

**A motion was made by Secretary Greg Chandler, seconded by Commissioner Luke Francisco, to approve the minutes of the July 17, 2019 regular meeting. The motion PASSED by unanimous vote.**

### 4 CITY TREASURER'S REPORT AND INVESTMENT ACTIVITY REPORT

4a 19-0494

Consider a motion to approve the City Treasurer's Report and the Investment Activity Report for July 2019.

*Finance Manager Betts reviewed the City Treasurer's Report and Investment Activity Report for July with the Commission.*

**A motion was made by Commissioner Rick Blake, seconded by Secretary Greg Chandler, to approve the City Treasurer's Report and the Investment Activity Report for July 2019. The motion PASSED by unanimous vote.**

### 5 PUBLIC FORUM

*None present.*

### 6 COMMISSION REPORTS

*No items.*

**7 ADMINISTRATION**

- 7a 19-0516 Review the Administration Department Report.

*General Manager Kennedy reviewed the July Administrative updates with the Commission, including the Wholesale Electric Service Cost.*

**Received and Filed**

- 7b 19-0518 Consider a motion to authorize the sale and/or disposal of surplus non-AMI water meters and surplus office equipment.

**A motion was made by Secretary Greg Chandler, seconded by Commissioner Kathy Kooda, to authorize the sale and/or disposal of surplus non-AMI water meters and surplus office equipment. The motion PASSED by unanimous vote.**

- 7c 19-0517 Consider a motion to approve the 2019-2020 Labor Agreement between AFSCME Local 3456 and the Grand Rapids Public Utilities Commission, as ratified by the Union on August 13, 2019.

**A motion was made by Commissioner Rick Blake, seconded by Commissioner Luke Francisco, to approve the 2019-2020 Labor Agreement between AFSCME Local 3456 and the Grand Rapids Public Utilities Commission, as ratified by the Union on August 13, 2019, retroactive to January 1, 2019. The motion PASSED by unanimous vote.**

**8 ACCOUNTING AND FINANCE**

- 8a 19-0495 Review the Accounting and Finance Operations Report for July 2019.

*Finance Manager Betts reviewed the Accounting and Finance Operations Report for July with the Commission.*

**Received and Filed**

- 8b 19-0527 Consider a motion to authorize the purchase of a new host computer server and associated licensing upgrades.

**A motion was made by Commissioner Luke Francisco, seconded by Commissioner Kathy Kooda, to Table authorizing the purchase of a new host computer server and associated licensing upgrades to the August 27, 2019 Special meeting/work session, at the request of Finance Manager Betts. The motion PASSED by unanimous vote.**

**9 ELECTRIC DEPARTMENT**

- 9a 19-0525 Review the Electric Department Operations Report for July 2019.

*Electric Department Manager Goodell reviewed the Electric Department Operations Report for July with the Commission.*

**Received and Filed**

**10 WASTEWATER TREATMENT FACILITY OPERATIONS**

- 10a 19-0524 Review the Wastewater Treatment Facility Operations Report for July.

*Wastewater/Wastewater Department Manager Mattson reviewed the Wastewater Treatment Facility Operations Report for July with the Commission. In addition, Mattson provided copies of the revised proposed logging area south of the landfill for the 2019 Airport Logging project. The Commission discussed the importance of the trees for the minimization of odors from the landfill. The Commission requested staff to look into two items, the first was to obtain a quote from the logger to select cut rather than clear cut the area as originally proposed, including the possibility of cutting more trees near the landfill and leaving the taller trees to the south, and the second request was to investigate with UPM or County forestry as to what type of plantings would be a good option for that area so as to provide the best odor diffusion and to not allow the rapidly growing aspen from dominating the regrowth.*

**Received and Filed**

**11 WATER AND WASTEWATER COLLECTION**

- 11a 19-0526 Review the Water and Wastewater Collection Operations Report for July.

*Wastewater/Wastewater Department Manager Mattson reviewed the Water/Wastewater Collection Operations Report for July with the Commission.*

**Received and Filed**

**12 SAFETY**

- 12a 19-0515 Review Safety Report for July 2019.

*General Manager Kennedy reviewed the Safety Report for July with the Commission*

**Received and Filed**

**13 DISCUSSION AND CORRESPONDENCE**

*No items.*

**14 VERIFIED CLAIMS**

- 14a     19-0522           Consider a motion to approve the revised verified claims for June:  
Computer Check Register \$1,022,973.05

(Removed Itasca Computer Resources \$3,978.00 previously paid)

A motion was made by Commissioner Luke Francisco, seconded by Secretary Greg Chandler, to approve the revised verified claims for the June Computer Check Register in the amount of \$1,022,973.05 (Removed Itasca Computer Resources invoice for \$3,978.00 that was previously paid). The motion PASSED by unanimous vote.

- 14b     19-0496           Consider a motion to approve the verified claims for July:  
Computer Check Register \$1,535,908.76  
Manual Check Register \$ 409,508.47

A motion was made by Commissioner Rick Blake, seconded by Secretary Greg Chandler, to approve verified claims for July in the amount of \$1,945,417.23 (Computer Check Register \$1,535,908.76 and Manual Check Register \$409,508.47). The motion PASSED by unanimous vote.

## 15     **ADJOURNMENT**

*By call of the chair, the regular meeting was declared adjourned at 5:00 PM.*

*Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.*

**The next special meeting/work session is scheduled for Tuesday, August 27, 2019 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.**

**The next regular Commission meeting is Wednesday, September 11, 2019 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.**

**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.**

**PUBLIC UTILITIES COMMISSION  
ACCOUNTS PAYABLE  
JULY 2019**

<b>NAME</b>	<b>AMOUNT</b>	<b>NAME</b>	<b>AMOUNT</b>
Acheson Tire	880.00	Mobile Predictive Services	1,125.00
Advantage Systems Group	220.50	NOS Automation LLC	1,470.00
AmeriPride Services	278.28	NTS	1,731.83
Arrow Embroidery	1,131.00	Nextera Communications	598.81
Automation Direct	1,261.00	North Central Laboratories	41.13
Automotive Electric LLC	342.44	Northern Business Products	579.63
Baker Tilly Virchow Krause	4,187.00	Northern Drug Screening	150.00
Benchmark Group, Team of Choice	18,417.35	Novaspect	12,666.97
Border States Electric	109.60	Dennis O'Toole	775.00
Burgraffs Ace Hardware	171.92	Paramount Safety & Training	294.35
Busy Bees Quality Cleaning	2,066.02	Personnel Dynamics	2,531.25
CW	1,791.25	Pitney Bowes	366.11
Call Net	995.00	Poydyne Inc	53,623.12
Carquest	316.66	Public Utilities Commission	2,418.28
Cannon Technologies	315.00	RMB Environmental Labs	1,856.00
Casper Construction	11,691.52	James Radtke	7,951.92
City of Grand Rapids	2,305.67	Rapid Pest Control	101.75
Coles	940.98	Rapids Welding Supply	3,060.52
Compass Minerals	2,200.55	Resco	34,909.57
Core & Main	3,390.23	Rob's Bobcat Service Inc	2,116.88
Cummins Sales and Service	1,700.52	S E H	12,960.00
Davis Oil	2,068.97	Salem Lutheran Church	68.65
Dakota Fluid Power, Inc	137.69	Sandstroms	727.35
Dakota Supply Group	61,892.14	Scooters Septic Service	300.00
Door Services Inc	105.00	Shred- It	286.25
Energy Insight Inc	5,170.88	Silvertip Signs & Graphics	867.50
Gopher State One Call	363.15	Slipstream	30.32
Grainger	1,968.94	Solenis	23,895.97
Graybar	6,370.36	Stuart Irby	1,559.96
HR Direct	245.47	Swan Machine	4,261.57
Hach	355.99	TNT Aggregates LLC	2,906.35
Hawkins Inc	17,028.15	Thelen Heating & Roofing	6,210.44
Hawkinson Construction	12,500.00	Treasure Bay	208.50
Itasca Computer Resources Inc	1,012.50	US Bank Equipment	315.73
Itasca Utilities Inc	3,488.25	Vessco Inc	568.62
Itron	887.38	Viking Electric Supply	2,157.46
Johnson, Killen & Seiler PA	1,244.10	Waste Management	2,234.62
KOZY	882.00	Waynes Automotive	929.33
Kaman Indust Tech	3,272.24	Wells Fargo Business Cards	2,474.26
L & M Supply	359.67	Wesco	4,564.50
Lano O'Toole & Bengston Ltd	270.00	Xerox Corporation	150.46
Locators & Supplies Inc	153.00		
MacQueen Equipment	98.66	Appliance Rebates:	
McMaster-Carr	2,409.29	Nancy Scott	30.00
Steve Mattson	62.06	Becky Starr	25.00
Mid America Meter Inc	2,075.00		
Mielke Electric Works	3,038.05	TOTAL	1,535,908.76
Minnesota Lawn Care Pros	1,710.16		
Minnesota Municipal Utilities	1,240.00		
Minnesota Power	1,154,548.13		
Minnesota Power	138.08		

**JULY 2019 MANUAL CHECK REGISTER**

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
7/1/2019	3939	Northeast Service Cooperative	3,840.00
7/1/2019	3940	Health Partners	65,818.56
7/3/2019	3941	Further	254.83
7/8/2019	3946	Public Employees Retirement Association	14,724.55
7/8/2019	3947	Minnesota Dept. of Revenue	4,289.62
7/8/2019	3948	Wells Fargo Bank	24,302.10
7/8/2019	3949	Empower Retirement	8,825.96
7/16/2019	3950	Minnesota Department of Revenue	117.00
7/10/2019	3951	Further	85.63
7/8/2019	3952	Further	2,654.16
7/17/2019	3953	Further	122.70
7/19/2019	3954	Public Employees Retirement Association	14,540.27
7/19/2019	3955	Minnesota Dept. of Revenue	4,210.50
7/19/2019	3956	Wells Fargo Bank	24,078.47
7/19/2019	3957	Empower Retirement	8,717.11
7/19/2019	3958	Further	3,129.16
7/24/2019	3959	Further	136.30
7/5/2019	3966	Invoice Cloud	1,992.30
7/2/2019	75130	Postage By Phone System	3,000.00
7/3/2019	75131	Minnesota WOA	265.00
7/3/2019	75132	League of Minnesota Cities	58,935.00
7/3/2019	75133	Minnesota Energy Resources Corp.	19.20
7/8/2019	75134	MN Child Support Payment Center	633.59
7/8/2019	75135	Minnesota Benefit Association	71.52
7/8/2019	75136	NCPERS Group Life Ins	128.00
7/9/2019	75137	United States Treasury	568.73
7/10/2019	75138	Customer Refunds- Michelle Hill	23.45
7/17/2019	75139	Minnesota Energy Resources Corp.	48.04
7/17/2019	75140	UNUM Life Insurance Co of America	1,865.34
7/17/2019	75141	Further	151.50
7/17/2019	75142	Customer Refunds- Nicole Broadrick	19.72
7/17/2019	75143	Customer Refunds- Terry Pierce	95.05
7/17/2019	75144	Customer Refunds- Larry Schultz	115.18
7/17/2019	75145	Customer Refunds- Joshua Shane Nelson	90.86
7/17/2019	75146	Customer Refunds- Ross Baumann	112.96
7/17/2019	75147	Customer Refunds- Ashley Kasel	65.56
7/17/2019	75148	Customer Refunds- Peter Garsow	78.35
7/17/2019	75149	Customer Refunds- Linda Bump & Ginger Ingman	74.85
7/17/2019	75150	Customer Refunds- Christina Fox	4.54
7/17/2019	75151	Customer Refunds- Andrew Miller	34.15
7/19/2019	75152	MN Child Support Payment Center	277.34
7/19/2019	75153	Minnesota Council 65	1,824.00
7/18/2019	75154	Radtke, James	8,132.88
7/18/2019	75155	Grand Rapids Area Community Foundation	353.06
7/23/2019	75239	Customer Refunds- Chad Wiebe	83.59
7/23/2019	75240	Customer Refunds- MLB LLC	1,039.74
7/23/2019	75241	Customer Refunds- Brady Becker	86.22
7/23/2019	75242	Customer Refunds- Christina Fox	89.13
7/25/2019	75243	City of LaPrairie	14,004.31
7/24/2019	75244	Customer Refunds- Jonathan Miner	17.61
7/24/2019	75245	Customer Refunds- Rachel Anwiler	26.63
7/24/2019	75246	Customer Refunds- Heidi Barton	65.95
7/25/2019	75247	Postage By Phone System	3,000.00
7/26/2019	75248	First Net / AT & T Mobility	361.63
7/26/2019	75249	United Parcel Service	19.54

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
7/26/2019	75250	Verizon Wireless	895.52
7/30/2019	75251	City of Grand Rapids	57,277.52
7/31/2019	75252	City of Grand Rapids	72,333.33
7/31/2019	75253	City of Grand Rapids	994.50
7/31/2019	75254	Minnesota Dept. of Health	23.00
7/31/2019	75255	Customer Refunds- Gary Foust	363.16
		Checks Previously Approved	0.00
		Manual Checks to be approved	409,508.47
		<b>TOTAL MANUAL CHECKS</b>	<b>409,508.47</b>





# CITY OF GRAND RAPIDS

## Minutes - Final - Final Public Utilities Commission

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Tuesday, August 27, 2019

8:00 AM

Conference Room of Public Utilities Service Center

---

### 1 CALL TO ORDER

*A Special Meeting/Work Session of the Grand Rapids Public Utilities Commission was held on Tuesday, August 27, 2019 at 8:00 AM in the Conference Room 112 of the Public Works/Public Utilities Service Center at 500 SE 4th Street.*

### 2 CALL OF ROLL

**Present** 5 - President Tom Stanley, Secretary Greg Chandler, Commissioner Rick Blake, Commissioner Kathy Kooda, and Commissioner Luke Francisco

*Commissioner Francisco arrived at 8:20 AM.*

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

### 3 19-0546

Acknowledge the proper posting of the special meeting date, time, and purpose.

*President Tom Stanley acknowledged the proper posting of the special meeting/work session date, time and purpose.*

**Received and Filed**

### 4 19-0551

Consider a motion to approve the Mid-month Accounts Payable list for \$19,495.39.

**A motion was made by Secretary Greg Chandler, seconded by Commissioner Kathy Kooda, to approve the Mid-month Accounts Payable list for \$19,495.39. The motion PASSED by unanimous vote.**

### 5 19-0555

Consider a motion to authorize the sale of Truck 66, a 2002 Ford F-550 Bucket Truck.

**A motion was made by Commissioner Rick Blake, seconded by Secretary Greg Chandler, to authorize the sale of Truck 66, a 2002 Ford F-550 Bucket Truck, in the DNR live auction on September 7, 2019 in Grand Rapids with a minimum reserve price of \$5,000.00. The motion PASSED by unanimous vote.**

### 6 19-0553

Discuss implementing a pole attachment policy.

*Electric Department Manager Goodell reviewed the process of developing a standard pole attachment policy and related pole attachment rates. Discussion followed.*

- 7      19-0554      Discuss the 2019 airport tree clearing project and landfill odors.
- Wastewater/Wastewater Department Manager Mattson reviewed the status of the 2019 airport tree clearing project and landfill odors. Select cutting was not an option, however, the area to be logged could be reduced by twenty acres. Discussion followed. Staff will continue discussion with the City of Grand Rapids on the project.*
- 8      19-0527      Consider a motion to authorize the purchase of a new host computer server and associated licensing upgrades.
- A motion was made by Commissioner Rick Blake, seconded by Commissioner Luke Francisco, to TABLE authorizing the purchase of a new host computer server and associated licensing upgrades to the September 11, 2019 regular meeting . The motion PASSED by unanimous vote.**
- 9      19-0552      Governance discussion.
- General Manager Kennedy reviewed proposed GRPUC logo ideas, setting up a "Day with Legislators" this fall, SharePoint tutorials available on YouTube, and progress on policy review. Discussion followed.*
- 10      **ADJOURNMENT**
- By call of the chair, the special meeting/work session was declared adjourned at 9:30 AM.*

**The next regular Commission meeting is Wednesday, September 11, 2019 at 4:00 PM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.**

**The next special meeting/work session is scheduled for Tuesday, September 24, 2019 at 8:00 AM in the conference room of the Public Works/Public Utilities Service Center at 500 SE 4th Street.**

**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.**

**PUBLIC UTILITIES COMMISSION  
ACCOUNTS PAYABLE  
JULY 2019 #2 (Worksession)**

<b>NAME</b>	<b>AMOUNT</b>
Bloomers Garden Center	456.20
Electric Pump	651.04
Jeff Frost	114.99
Hawkins Inc	8,460.00
Itasca County Treasurer	1,747.32
Marco	1,643.86
Med Compass	450.00
MN Dept of Labor & Industry	40.00
Minnesota Lawn Care Pros	1,876.02
S E H	3,400.00
Slipstream	655.96
TOTAL	<hr/> 19,495.39

GRAND RAPIDS GOLF COURSE BOARD  
REGULAR MONTHLY MEETING  
August 20, 2019  
7:00 AM

Present: Larry O'Brien, Kelly Kirwin, John Bauer, Brad Gallop

Absent: Pat Pollard

Staff: Bob Cahill Director of Golf  
Steve Ross Grounds Superintendent

- I. Kelly Kirwin called the meeting to order.
- II. Brad Gallop made a motion to accept the minutes of the July 16, 2019 Board meeting. John Bauer seconded the motion. The motion passed.
- III. Consideration of monthly bills: John Bauer made a motion to approve the bill list. Brad Gallop seconded the motion. The motion passed.

ACHESON TIRE INC	123.78
AMERICAN BANK	1,955.58
AMERIPRIDE SERVICES INC	120.80
ARROWHEAD TRANSIT	500.00
BLOOMERS GARDEN CENTER	98.23
BURGGRAF'S ACE HARDWARE	1,117.07
CHAMBER OF COMMERCE	400.00
CITY OF COHASSET	179.34
DAVIS OIL INC	3,536.95
CITY OF GRAND RAPIDS	8,129.00
GRAND RAPIDS CITY PAYROLL	52,269.98
GREAT ENGRAVINGS	176.34
HAWKINSON SAND & GRAVEL	75.65
L&M SUPPLY	199.46
MN DEPT OF LABOR & INDUSTRY	10.00
MINNESOTA REVENUE	5,483.91
MINNESOTA TORO	2,195.66
MINNESOTA UNEMPLOYMENT COMP FD	828.80
MOR GOLF AND UTILITY	131.11
NARDINI FIRE EQUIPMENT CO INC	189.00
NEXTERA COMMUNICATIONS LLC	7.49
NAPA SUPPLY OF GRAND RAPIDS	49.15
NORTHERN LAKES WINDOW CLEANING	299.24
NORTHLAND PORTABLES	208.76
OPERATING ENGINEERS LOCAL #49	1,402.00
P.U.C.	2,671.91
NORTHERN MN WATER COND DBA	67.10
RAPID GARAGE DOOR COMPANY INC	6,901.00
ROSS GOLF COURSE	4,421.28
SEPTIC CHECK	1,000.00
SIM SUPPLY INC	402.50
STOKES PRINTING & OFFICE	81.78
TDS Metrocom	186.58
THE TESSMAN COMPANY	618.28
WASTE MANAGEMENT OF MN INC	527.16
WAYNES AUTOMOTIVE	619.95
TOTAL ALL VENDORS:	\$ 97,184.84

IV. Visitors: None

V. Grounds Superintendent: Steve Ross reported. Cody will be working on minor repairs on the maintenance building and quotes for some of the major repairs will be secured. Toro will begin installing the irrigation control system starting this week. The newly planted trees are doing well. Deep greens aeration will be contracted out this year.

VI. Concessions: No report. Bob will be asking one of the Bastians to attend meeting in the future.

VII. Director of Golf: Bob Cahill reported. Starters are being used and working well. This year's financials are moderately ahead of last year. Several events are coming up in the next couple weeks. Youth golf lessons, camps, and leagues are ending this week and were a great success this year. A plaque has been installed in the dining area recognizing donated trees.

VIII. Old Business: None

IX. New Business: None

X. Correspondence and Open Discussion: None.

XI. Adjourn: Brad Gallop made a motion to adjourn the meeting. John Bauer seconded the motion. The motion passed.

Respectfully Submitted,

Larry O'Brien  
Recording Secretary

**GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING  
THURSDAY, JULY 29, 2019  
IMMEDIATELY FOLLOWING THE 4:00 P.M. CLOSED MEETING  
GRAND RAPIDS CITY HALL – CONFERENCE ROOM 2A  
420 NORTH POKEGAMA AVE., GRAND RAPIDS, MINNESOTA**

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Economic Development Authority (GREDA) was called to order on Thursday, July 25, 2019 at 4:48 p.m. in Conference Room 2A of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:** On a Call of Roll the following members were present: Commissioners: Mike Przytarski, Dale Christy, Sholom Blake, Mike Korte, John O’Leary, Rick Blake, Cory Jackson. Absent: None.

**MOTION BY COMMISSIONER JACKSON, SECOND BY COMMISSIONER PRZYTARSKI TO APPOINT COMMISSIONER CHRISTY AS VICE CHAIR FOR THE JULY 29, 2019 REGULAR MEETING. The following voted in favor thereof: Christy, R. Blake, Przytarski, Jackson, Korte, O’Leary, S. Blake.**

Commissioner S. Blake left the meeting at 4:49 p.m.

**SETTING OF REGULAR AGENDA: Approved without addition.**

**APPROVAL OF MINUTES:**

**MOTION BY COMMISSIONER JACKSON, SECOND BY COMMISSIONER PRZYTARSKI TO APPROVE THE MINUTES OF THE JUNE 27, 2019 REGULAR MEETING. The following voted in favor thereof: Przytarski, R. Blake, Korte, Jackson, O’Leary, Christy. Opposed: None, passed unanimously.**

**APPROVAL OF CLAIMS:**

**MOTION BY COMMISSIONER KORTE, SECOND BY COMMISSIONER JACKSON TO APPROVE CLAIMS IN THE AMOUNT OF \$71,825.35.**

City of Grand Rapids	\$1,810.00	Itasca County H.R.A	\$68,761.23
MN DEED	\$1,000.00	Minnesota Energy Resources	\$48.01
P.U.C	\$128.11	Visa	\$78.00

**The following voted in favor thereof: Blake, O’Leary, Christy, Przytarski, Jackson, Korte. Opposed: None, passed unanimously.**

Approve claims to Northern Air in the amount of \$767.55 and authorize payment.

**MOTION BY COMMISSIONER O’LEARY, SECOND BY COMMISSIONER KORTE TO APPROVE CLAIMS IN THE AMOUNT OF \$767.55 TO NORTHERN AIR AND AUTHORIZE PAYMENT. The following voted in favor thereof: O’Leary, Jackson, Przytarski, R. Blake, Korte, Christy.**

Consider approval of Memorandum of Understanding with the City of Grand Rapids regarding the conveyance of parcels in the plat of Great River Acres.

The City Council approved a MOU for the conveyance of Lots 2-8, Block 2, Lots 1-8 Block 3 and Lot 1 Block 1 all in the plat of Great River Acres for \$1.00. The GREDA will market and sell the parcels to one or more private developers for the construction of either single-family owner-occupied homes or multifamily rental housing facilities.

**MOTION BY COMMISSIONER R. BLAKE, SECOND BY COMMISSIONER O'LEARY TO APPROVE A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF GRAND RAPIDS REGARDING THE CONVEYANCE OF PARCELS IN THE PLAT OF GREAT RIVER ACRES. The following voted in favor thereof: O'Leary, Christy, Jackson, R. Blake, Korte, Przytarski. Opposed: None, passed unanimously.**

Consider approval of a commercial real estate listing agreement.

Mr. Mattei received two commercial listing agreements for the Block 5 and Blocks 20 & 21 sites. After review staff is recommending entering into an agreement with the Wellson Group because it gives the GREDA the right to secure a seller for the properties and not have to pay the Wellson Group a commission.

**MOTION BY COMMISSIONER PRZYTARSKI, SECOND BY COMMISSIONER KORTE TO APPROVE A COMMERCIAL REAL ESTATE LISTING WITH WELLSON GROUP. The following voted in favor thereof: O'Leary, Korte, Jackson, Christy, R. Blake, Przytarski. Opposed: None, passed unanimously.**

Consider authorizing an application to Blandin Foundation for replacement of the Program Related Investment establishing the Downtown Redevelopment Fund.

The Grand Rapids Economic Development Authority (GREDA) would like to replace their existing Downtown Redevelopment Fund Program Related Investment of \$1,000,000, set to expire in 2019, with a new PRI of similar value and purpose. The replacement would allow for a wider range of interest rates depending on the project type and whether the loan recipient is GREDA or a business being provided a loan through GREDA. Concurrent with this request, GREDA seeks authorization of a draw of up to \$390,000, from this PRI, for the purpose of acquiring a key downtown redevelopment site.

**MOTION BY COMMISSIONER JACKSON, SECOND BY COMMISSIONER PRZYTARSKI TO AUTHORIZE APPLICATION TO BLANDIN FOUNDATION FOR REPLACEMENT OF THE PROGRAM RELATED INVESTMENT. The following voted in favor thereof: O'Leary, Przytarski, R. Blake, Christy, Jackson, Korte. Opposed: None, passed unanimously.**

Consider approval of an acquisition services agreement.

These services would be for the acquisition of property located at 400 Itasca Street, Grand Rapids, Minnesota.

**MOTION BY COMMISSIONER R. BLAKE, SECOND BY COMMISSIONER O'LEARY TO APPROVE AN ACQUISITION AGREEMENT WITH THE WELLSON GROUP. The following voted in favor thereof: R. Blake, Jackson, Korte, Christy, O'Leary, Przytarski. Opposed: None, passed unanimously.**

Updates:

ASV- With the recent acquisition Mr. Mattei and City Administrator Pagel met with the CEO to discuss the future of the company. They are very optimistic about the new ownership and discussed assigning the MIF Loan rather than making them pay it in full.

There being no further business the meeting adjourned at 5:11 p.m.

Respectfully submitted:

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Aurimy Groom, Recorder



**GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING  
THURSDAY, JUNE 27, 2019  
4:00 P.M.  
GRAND RAPIDS CITY HALL – CONFERENCE ROOM 2A  
420 NORTH POKEGAMA AVE., GRAND RAPIDS, MINNESOTA**

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Economic Development Authority (GREDA) was called to order on Thursday, June 27, 2019 at 4:00 p.m. in Conference Room 2A of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:** On a Call of Roll the following members were present: Commissioners: Mike Przytarski, Dale Christy, Sholom Blake, Mike Korte. Absent: Cory Jackson, John O’Leary, Rick Blake.

**SETTING OF REGULAR AGENDA:** **Approved without addition.**

**APPROVAL OF MINUTES:**

**MOTION BY COMMISSIONER PRZYTARSKI, SECOND BY COMMISSIONER KORTE TO APPROVE THE MINUTES OF THE JUNE 13, 2019 REGULAR MEETING. The following voted in favor thereof: Przytarski, Blake, Korte, Christy. Opposed: None, passed unanimously.**

Commissioners Jackson and O’Leary joined the meeting at 4:02.

**APPROVAL OF CLAIMS:**

**MOTION BY COMMISSIONER CHRISTY, SECOND BY COMMISSIONER PRZYTARSKI TO APPROVE CLAIMS IN THE AMOUNT OF \$77,191.87.**

Blandin Foundation	\$17,500.00	Itasca County H.R.A	\$58,532.70
Itasca Economic Development	\$1000.00	P.U.C	\$159.17

**The following voted in favor thereof: Blake, O’Leary, Christy, Przytarski, Jackson, Korte. Opposed: None, passed unanimously.**

Updates:

Small Cities Development Program- Amanda MacDonell handles the projects for the Itasca County HRA and they have had success spending the commercial funds but have not been able to find as many residential projects. She is looking for suggestions marketing the residential program. The funds are available until September of 2020.

Great River Acres housing sites- With the new plat of Great River Acres the City has created some residential lots that they will be selling in the future. Mr. Mattei would like the City to allow the GREDA to market and sell those lots.

Oppidan Senior Living Complex TIF application- They have submitted their application and are working with the City to move forward with this project.

Sawmill Inn Redevelopment- The demolition is complete and they are just waiting on the final approval of the plat. They have also applied for a Best Western franchise and are waiting to hear back on the approval. .

North Homes Expansion MN IRRR grant requests- The City has submitted a IRRR grant request for demolition funds to help with this project. North Homes is looking at building a 5.36 million dollar facility which would add additional beds for children in need of mental health services.

GREDA Marketing Plan- The new site signs have been installed and the community profile brochure has been updated.

There being no further business the meeting adjourned at 4:49 p.m.

Respectfully submitted:

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Aurimy Groom, Recorder

**GRAND RAPIDS ECONOMIC DEVELOPMENT AUTHORITY  
REGULAR MEETING  
THURSDAY, AUGUST 22, 2019  
4:00 P.M.  
GRAND RAPIDS CITY HALL – CONFERENCE ROOM 2A  
420 NORTH POKEGAMA AVE., GRAND RAPIDS, MINNESOTA**

**CALL TO ORDER:** Pursuant to due notice and call thereof, a Regular Meeting of the Grand Rapids Economic Development Authority (GREDA) was called to order on Thursday, August 22, 2019 at 4:00 p.m. in Conference Room 2A of City Hall, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

**CALL OF ROLL:** On a Call of Roll the following members were present: Commissioners: Mike Przytarski, Dale Christy, Sholom Blake, John O’Leary, Rick Blake, Cory Jackson. Absent: Mike Korte.

**SETTING OF REGULAR AGENDA:** **Approved with addition.**

- **Consider approval of a consent agreement.**

**APPROVAL OF MINUTES:**

**MOTION BY COMMISSIONER PRZYTARSKI, SECOND BY COMMISSIONER JACKSON TO APPROVE THE MINUTES OF THE JULY 25, 2019 REGULAR MEETING. The following voted in favor thereof: Przytarski, R. Blake, Jackson, O’ Leary, Christy, S. Blake. Opposed: None, passed unanimously.**

**APPROVAL OF CLAIMS:**

**MOTION BY COMMISSIONER CHRISTY, SECOND BY COMMISSIONER O’LEARY TO APPROVE CLAIMS IN THE AMOUNT OF \$48,833.23.**

BAB Properties, LLC	\$40,000.00	Itasca County H.R.A	\$5,923.44
Itasca County Recorder	\$46.00	Itasca County Treasurer	\$92.00
Kennedy & Graven	\$80.00	MN DEED	\$1000.00
Minnesota Energy Resources	\$46.00	Northern Air Plumbing	\$767.55
Northern Star Cooperative Service	\$342.34	P.U.C	\$180.90
Silvertip Graphics Signs	\$355.00		

**The following voted in favor thereof: R.Blake, O’Leary, Christy, Przytarski, Jackson, S.Blake. Opposed: None, passed unanimously.**

Report on Riverfront Interpretive Signage Project-Anna Johnson, Get Fit Itasca.

Get Fit Itasca has received a grant for interpretive signage along the riverfront and would like input from local boards and commissions. Russell Hoffman with ARDC asked the GREDA where and what type of signage would they like to see along the riverfront. The GREDA thought historical signage along the river would fit in well.

Consider adopting a resolution approving a Preliminary Development Agreement between the City of Grand Rapids, the Grand Rapids EDA and Unique Opportunitites, LLC.

The City has received a development proposal from Unique Opportunities LLC. The letter of intent states the Developer's interest in purchasing a City owned parcel, located at the southwest corner of the intersection of 21<sup>st</sup> St. SE and 7<sup>th</sup> Ave. SE, for their intended development of a 48-unit apartment complex with underground parking. Unique's proposal describes a proposed project that will have both market rate and affordable units. The Developer also describes their intent to request tax increment financing (TIF) business assistance to fund an anticipated financial gap.

**MOTION BY COMMISSIONER R. BLAKE, SECOND BY COMMISSIONER PRZYTARSKI TO ADOPT RESOLUTION 19-01 APPROVING A PRELIMINARY DEVELOPMENT AGREEMENT BETWEEN THE CITY OF GRAND RAPIDS, THE GRAND RAPIDS EDA AND UNIQUE OPPORTUNITIES, LLC. The following voted in favor thereof: R. Blake, Jackson, S. Blake, Christy, O'Leary, Przytarski. Opposed: None, passed unanimously.**

Consider authorizing the Executive Director to execute a Payments Agreement and Confession of Judgement.

Diane Lievsay, dba Yarnworks, LLC entered into a lease with GREDA for Suite 202 of Central School for the full calendar year of 2018. In February 2019 Yarnworks had to vacate and had fallen behind in rent by a total amount of \$2,234.44. After application of the security deposit, the total amount owed is \$1,878.24. Through the Payment Agreement and Confession Judgement, the tenant agrees to satisfy this debt by making monthly payments of \$100.00 beginning October 15, 2019 until the debt is satisfied.

**MOTION BY COMMISSIONER O'LEARY, SECOND BY COMMISSIONER CHRISTY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A PAYMENT AGREEMENT AND CONFESSION OF JUDGEMENT WITH DIANE LIEVSAY DBA YARNWORKS, LLC. The following voted in favor thereof: Przytarski, O'Leary, Christy, S. Blake, Jackson, R. Blake. Opposed: None, passed unanimously.**

Consider approval of a revised Commercial Building Improvement Loan (CBIL) request from Northbank Professional Building, Inc.

GREDA had previously approved a \$17,500 CBIL program loan to Northbank Professional Building, Inc. for improvements to the façade, common area carpet to the multi-tenant building located at 102-104 NE 3<sup>rd</sup> Ave and replacement and awning repairs to multi-tenant building located at 200 NE 3<sup>rd</sup> Ave. Northbank submitted a new application that request an increase to the CBIL funding from the previously approved amount to the revised amount of \$18,919.00.

**MOTION BY COMMISSIONER PRZYTARSKI, SECOND BY COMMISSIONER O'LEARY TO APPROVE THE REVISED COMMERCIAL BUILDING IMPROVEMENT LOAN REQUEST FROM NORTHBANK PROFESSIONAL BUILDING, LLC FROM \$17,500.00 TO 18,919.00. The following voted in favor thereof: R. Blake, S. Blake, Christy, O'Leary, Przytarski. Opposed: None, Jackson abstained, motion passed.**

Discuss new MN IRRR grant program funding costs for MN DEED Shovel Ready Site certification.

Community Development Director Mattei provided information on the Shovel Ready Site Certification. The GREDA has used this program in the past and it was very beneficial. Mr. Mattei will continue to look into funding for this program.

Consider approval of a consent to transfer agreement with ASV Holdings, Inc.

ASV Holdings, Inc. has entered into an agreement with Yanmar America Corporation resulting in a change of control of the company. This agreement acknowledges that the Loan Agreement will continue in full force and effect in accordance with its terms following the merger.

**MOTION BY COMMISSIONER JACKSON, SECOND BY COMMISSIONER CHRISTY TO APPROVE THE CONSENT TO TRANSFER AGREEMENT WITH ASV HOLDINGS, INC. The following voted in favor thereof: Przytarski, O’Leary, Christy, S. Blake, Jackson, R. Blake. Opposed: None, passed unanimously.**

Consider election of officers.

Commissioner Przytarski nominated Commissioner Christy as Secretary/Treasurer.

**MOTION BY COMMISSIONER PRZYTARSKI, SECOND BY COMMISSIONER O’LEARY TO APPROVE COMMISSIONER CHRISTY AS SECRETARY/TREASURER. The following voted in favor thereof: Przytarski, O’Leary, Christy, S. Blake, Jackson, R. Blake. Opposed: None, passed unanimously.**

Commissioner Przytarski nominated Commissioner R. Blake as Vice President.

**MOTION BY COMMISSIONER PRZYTARSKI, SECOND BY COMMISSIONER O’LEARY TO APPROVE COMMISSIONER R. BLAKE AS VICE PRESIDENT. The following voted in favor thereof: R. Blake, Jackson, S. Blake, Christy, O’Leary, Przytarski. Opposed: None, passed unanimously.**

Commissioner Przytarski nominated Commissioner S. Blake as President.

**MOTION BY COMMISSIONER PRZYTARSKI, SECOND BY COMMISSIONER O’LEARY TO APPROVE COMMISSIONER S. BLAKE AS PRESIDENT. The following voted in favor thereof: Przytarski, O’Leary, Christy, Jackson, R. Blake. Opposed: None, S. Blake abstained, motion passed.**

There being no further business the meeting adjourned at 4:40 p.m.

Respectfully submitted:

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Aurimy Groom, Recorder



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 19-0618      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Department Head Report  
**File created:** 9/20/2019      **In control:** City Council  
**On agenda:** 9/23/2019      **Final action:**  
**Title:** Public Utilities Commission - Julie Kennedy, General Manager  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
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Public Utilities Commission - Julie Kennedy, General Manager



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0609      **Version:** 1      **Name:** 2019 Proposed levy/collectable 2020  
**Type:** Agenda Item      **Status:** Finance  
**File created:** 9/16/2019      **In control:** City Council  
**On agenda:** 9/23/2019      **Final action:**  
**Title:** Consider approving a resolution adopting the 2019 proposed levy/collectable 2020 and setting December 2, 2019 at 6:00 p.m. to discuss the proposed budget, levy and allow for public comment and December 16, 2019 for the subsequent meeting to adopt the final levy and budget.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Preliminary levy budget 92319 res](#)

Date	Ver.	Action By	Action	Result
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Consider approving a resolution adopting the 2019 proposed levy/collectable 2020 and setting December 2, 2019 at 6:00 p.m. to discuss the proposed budget, levy and allow for public comment and December 16, 2019 for the subsequent meeting to adopt the final levy and budget.

**Background Information:**

Attached is a resolution adopting the Proposed 2019 levies payable in 2020 and the Proposed operating expenditures budget. The following table identifies and compares tax capacity, fiscal disparities, and levies from 2019 to proposed 2020:

Summary of Tax Capacity and Levy  
2019 vs. 2020

Item	2019	2020	Inc./Decr.
Tax Capacity	9,841,004	9,795,764	-0.46%
Abatement Levy	0	0	
TIF Captured Tax Increment	(291,480)	(167,356)	-42.58%
Fiscal Disparities Contribution	(1,219,912)	(1,152,780)	-5.50%
Taxable Tax Capacity	8,329,612	8,475,628	1.75%
Certified Levy	7,689,023	7,793,670	1.36%
Less Fiscal Disparities Levy	(751,271)	(720,127)	-4.15%
Net Levy	6,937,752	7,073,543	1.96%
Tax Rate	83.290%	83.457%	0.167%

Cities are no longer required to hold a Truth in Taxation hearing, but they are required to hold a single meeting to discuss the budget and levy and at which time the public is allowed to speak. This meeting may be part of a regular scheduled meeting but must be held after 6:00 p.m. When the City calendar was adopted in December of 2018, it was determined that the date for the hearing would be December 2, 2019. The time and dates will be on the parcel specific notices sent out

by Itasca County, so they cannot be changed once certified to the County.

The City has to certify a preliminary levy to the County Auditor by September 30, 2019. The final levy adopted by the Council in December can be less than the preliminary levy, but it cannot be more. The Council will continue to work on the budget until its adoption in December.

**Staff Recommendation:**

Staff recommends approving a resolution adopting the 2019 proposed levy/collectable 2020 and setting December 2, 2019 at 6:00 p.m. to discuss the proposed budget, levy and allow for public comment and December 16, 2019 for the subsequent meeting to adopt the final levy and budget.

**Requested City Council Action**

Make a motion approving a resolution adopting the 2019 proposed levy/collectable 2020 and setting December 2, 2019 at 6:00 p.m. to discuss the proposed budget, levy and allow for public comment and December 16, 2019 for the subsequent meeting to adopt the final levy and budget.



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

RESOLUTION NO. 19-

A RESOLUTION ADOPTING THE PROPOSED 2019 LEVIES PAYABLE IN 2020 AND THE PROPOSED 2020 OPERATING EXPENDITURE BUDGET

WHEREAS, as a result of legislation passed in the 2009 Legislative session, the requirement to hold a special Truth in Taxation public hearing, continuation hearing, and levy adoption hearing have been repealed, and

WHEREAS, cities are still required to hold a single meeting to discuss the budget and levy and at which time the public is allowed to speak, and

WHEREAS, this meeting may be part of a regularly scheduled meeting, but must occur between the dates of November 24, 2019 and December 30, 2019 and be held after 6:00 p.m. and the public must be allowed to speak, and

WHEREAS, the City staff has been working with the City Council to set the 2020 proposed budget and this budget and levy were presented to the City Council on September 9, 2019, and

WHEREAS, the City of Grand Rapids acknowledge the Greenway Joint Recreation Association Board levy of \$305,600 for 2019 taxes collectable 2020, and

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Grand Rapids, Minnesota that it does establish a proposed operating expenditure budget for the year of 2020 of \$9,521,410, and

BE IT FURTHER RESOLVED, by the City Council of the City of Grand Rapids, Minnesota, that the initial levy for the City of Grand Rapids for 2019 taxes collectible 2020 be as follows:

General Fund	\$4,931,764
Regional Library Fund	702,687
Itasca Calvary Cemetery	200,313
Grand Rapids Economic Development Authority	60,000
Inter-fund Loan Repayment	179,000
Abatement Levies	25,000
2009C Improvement Bonds	301,601
2010A Improvement Bonds	58,648
2010 Debt Study Reduction	(130,000)
2011 Improvement Bonds	57,848
2012A Improvement Bonds	128,985
2013A Refunding Bonds	99,101
2013B Reconstruction Bonds	110,350
2014A Reconstruction Bonds	241,580
2016A Reconstruction Bonds	152,179
2017A Reconstruction Bonds	171,870
2017B Refunding Bonds	226,959
2018A St. Reconst. & CIP Bonds	142,785
2019A Improvement Bonds	<u>133,000</u>
TOTAL CERTIFIED TO COUNTY AUDITOR	<u>\$7,793,670</u>

BE IT FURTHER RESOLVED, by the City Council of the City of Grand Rapids, Minnesota, that the City certifies to the County Auditor the following dates:

- December 2, 2019 at 6:00 p.m. to discuss the proposed budget and levy and allow for public comment and
- December 16, 2019 for the subsequent meeting for the adoption of the final levy and budget.

Adopted this 23rd day of September 2019.

\_\_\_\_\_  
Dale Adams, Mayor

Attest:

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

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



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0599      **Version:** 1      **Name:** Appointment of Mike Randall to the position of Building Maintenance Worker.  
**Type:** Agenda Item      **Status:** Administration Department  
**File created:** 9/11/2019      **In control:** City Council  
**On agenda:** 9/23/2019      **Final action:**  
**Title:** Consider appointing Michael Randall to the position of Building Maintenance Worker.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [PW - Airport Maintenance Worker Lead](#)

Date	Ver.	Action By	Action	Result
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Consider appointing Michael Randall to the position of Building Maintenance Worker.

### **Background Information:**

The City Council previously authorized City staff to begin the process of filling a Building Maintenance position. A job description was adopted, the position was posted, and interviews were held on September 12, 2019. The interview committee consisting of Director of Community Development Rob Mattei, Facilities Maintenance Manager/Building Official Nate Morlan, Building/Airport Maintenance Lead Everett Baumgarner, and Director of Human Resources Lynn DeGrio are recommending the appointment of Michael Randall to the position effective October 21, 2019.

Michael is a graduate of Grand Rapids High School and attended college at Hibbing Community College. Michael served six years in the US Army, four years on the Coleraine Fire Department, and currently participates in the Honor Guard for Verteran funerals and Memorial Day services with the American Legion and Disabled American Veterans organizations since 2012. Mike held a Residential Building Contractor's License from 2004-2014, and he owned his own business from 1998 to 2013. Since 2013, Mike has served in a custodial capacity at Itasca Community College and is looking forward to utilizing more of his repair skills, systems knowledge, and equipment expertise. He currently holds a Special Engineer's Boilers License.

We would also like to adopt the amended job description for Building/Airport Maintenance Lead now that this new position will be in effect. Attached you will find the proposed job description for Airport Maintenance Lead.

### **Staff Recommendation:**

The City Council previously authorized City staff to begin the process of filling a Building Maintenance position. A job description was adopted, the position was posted, and interviews were held on September 12, 2019. The interview committee consisting of Director of Community Development Rob Mattei, Facilities Maintenance Manager/Building Official Nate Morlan, Building/Airport Maintenance Lead Everett Baumgarner, and Director of Human Resources Lynn DeGrio are recommending the appointment of Michael Randall to the position effective October 21, 2019. We are also recommending amending the job description for Building/Airport Maintenance Lead to Airport Maintenance Lead now that this position has been established.

### **Requested City Council Action**

Make a motion to appoint Michael Randall to the position of Building Maintenance Worker at a starting wage of \$20.82 per hour per the Public Works Union contract effective October 21, 2019 and adopt the amended job description for

Airport Maintenance Lead.

## **City of Grand Rapids Job Description**

**Job Title:**        **Airport Maintenance Lead**

**Department:**    Public Works

**FLSA Status:**    Non-exempt

**Approved By:**    City Council

**Approved Date:** August 26,  
2019

**Summary:** Responsible for day-to-day maintenance and operation of the Grand Rapids / Itasca County Airport. Performs intermediate skilled work in the maintenance of City buildings to maintain a neat, safe, clean, and sanitary environment, providing routine maintenance, operation and repair of the heating, ventilating, and air conditioning (HVAC) systems in assigned city owned buildings, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Director.

**Essential Duties and Responsibilities** include the following. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Plans, organizes, assigns, schedules, enforces safety regulations related to airport functions.
- Establishes criteria and coordinates procedures for the safety and security of the public and operations and maintenance of the airport
- Plans the use of equipment according to the nature and priority of assigned projects; confers with the GRPW Fleet Division regarding equipment repairs and performance, scheduled maintenance and repair programs and related dealers
- Monitors weather conditions and determines when to call personnel in for snow and ice control and removal
- Selects and orders materials in accordance to City purchasing policies
- Prepares and updates maintenance policies, programs and procedural manuals
- Performs public relations duties associated with the airport
- Conducts routine and special inspections of all assigned facilities; coordinates the maintenance of equipment and buildings including radio and electronic navigations aids; assists in the preventative maintenance of equipment; schedules maintenance work as necessary
- Inspects airport pavements, fences and gates, lighting and facilities as required by the airport operations manual
- Conducts snow removal operations
- Maintains airport grounds and facilities to include airfield lighting maintenance, mowing and landscaping, pavement maintenance, building maintenance, light carpentry and plumbing, painting and janitorial duties
- Supervises part-time seasonal employees
- Documents daily activities and maintains a variety of records. Prepares reports related to airport inspection, maintenance and wildlife hazard control activities
- Issues Notices-to-Airmen (NOTAMs) through the Federal Aviation Administration advising pilots and aircraft operators of any condition of hazard that may affect safe aircraft operations on or near airport
- Perform custodial duties as necessary

- Responds to all official emergencies and disasters of all assigned facilities. For emergency purposes, the Airport Maintenance Lead is on-call year round and twenty-four (24) hours a day, including such times as he/she may be on authorized leave
- Services and maintains City building boilers, HVAC systems and related equipment as assigned
- Provides routine maintenance, operation and repair functions to the building, HVAC systems, fixtures, furnishings which may require minor semi-skilled and skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled, semi-skilled and skilled trades work to provide for safe, efficient, and proper custodial care of the public's property.
- Performs other duties and responsibilities as assigned by Public Works Director / Airport Manager

**Knowledge, Skills, Abilities and Competencies Required:** The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

**Minimum Qualifications:**

High school diploma or GED and moderate experience working in building maintenance, or equivalent combination of education and experience.

- Valid driver's license in the State of Minnesota.

**Preferred Qualifications:**

- Associates / Technical degree
- Boiler's second class C license
- Class B driver's license endorsement

**Desirable Education and Experience:**

- Considerable knowledge of the materials, methods and techniques commonly used in construction and maintenance activities, particularly those applying to airports
- Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions.
- Considerable knowledge of the hazards of safety precautions of the work place
- Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand and follow written and oral instructions; Ability to establish effective working relationships.

**Essential Functions:**

- Must be capable of tolerating long and potentially stressful shifts of work which may include working in adverse weather conditions
- Must have significant practical judgement in order to deal with unexpected, potentially dangerous situations
- Must be able to communicate effectively with the public, federal and state agencies, understand oral and written directives, recognize hazardous materials, prepare reports, and supervise subordinates through radio communications as well as verbal and written directives
- Must be able to operate equipment necessary for the operations and maintenance of the

airport and obtain a CDL within twelve (12) months of employment

**Physical Demands:** This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work frequently walking, sitting, pushing or pulling and lifting and occasionally requires standing, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to vibration, frequently requires exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to the risk of electrical shock and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	19-0615	<b>Version:</b>	1	<b>Name:</b>	Conduct a public hearing to consider the preliminary and final development plan for Common Interest Community #33 Lakewood Estates First Addition Planned Unit Development, and the associated establishment of a PUD Overlay Zoning District.
<b>Type:</b>	Public Hearing	<b>Status:</b>		<b>Status:</b>	Public Hearing
<b>File created:</b>	9/19/2019	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	9/23/2019	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Conduct a public hearing to consider the preliminary and final development plan for Common Interest Community #33 Lakewood Estates First Addition Planned Unit Development, and the associated establishment of a PUD Overlay Zoning District.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Lakewood Estates PUD: Area Maps &amp; Review Comments</a> <a href="#">Lakewood Estates First Add.: Final Plan, Final Utilities, Site Grading/Preservation Space</a> <a href="#">Lakewood Estates First Add. PUD: Application</a> <a href="#">Section 30-703. PUD's</a>				

Date	Ver.	Action By	Action	Result
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Conduct a public hearing to consider the preliminary and final development plan for Common Interest Community #33 Lakewood Estates First Addition Planned Unit Development, and the associated establishment of a PUD Overlay Zoning District.

### **Background Information:**

A preliminary development plan and phase I final development plan entitled Common Interest Community #33 Lakewood Estates First Addition was submitted by Dr. Dan Margo, on behalf of Horseshoe Properties LLC. and Mr. Dean Piri, d.b.a. Central Builders LLC. and filed with the City on June 6, 2019.

The total area of the subject property is 5 acres, and the tract is legally described as: *Lots 5-10, Block 3, Plat of Lakewood Heights*. The subject property is located within an R-3 (Multi-Family Residential- medium density), with the exception of the eastern most lot, which is within an R-1 (One-Family Residential) zoning district. Proposed uses within the PUD are that of five single-family residential homes and two duplexes or triplexes, which would cooperate in "an association" for lawn care and snow removal services.

As provided for under the City Municipal Code, Dr. Margo has proposed a Planned Unit Development (PUD) within the area of these six parcels. The intent of a PUD process, as described within Section 30-703 of the Code, is: to provide a process for rezoning which results in real property development utilizing a comprehensively prepared site plan which allow for flexibility and variances in building sites, densities and yards and provides for usable open spaces as well as the preservation of natural features/open space.

The initial step in the PUD process, which requires the applicant to request a preliminary review by the Planning Commission of a proposed PUD, was conducted during the June 2019 Planning Commission meeting. This part of the process is designed to allow the Planning Commission and proposer an opportunity to discuss the potential for PUD approval, and to provide the Planning Commission an opportunity to preliminarily evaluate the PUD plan's level of consistency with City plans.



The Planning Commission began review of the complete PUD submittal at their August 1, 2019 meeting, and at the request of the proposer, tabled action on the PUD until they could reconfigure several of the housing pads to lower infrastructure costs. The Planning Commission continued their consideration of a slightly revised PUD at their September 5th meeting, and based on their findings, which are included within the attached draft ordinance, forwarded a recommendation for approval of the petitioned PUD subject to the following conditions being applied:

- City attorney to review and approve "Final" Declaration prior to City Counsel review/approval. *\*this requirement is pending the applicants completion of the document.*
- Address the vacating of platted utility/drainage easements adjacent to the interior lot lines of the original Plat of Lakewood Heights.

The draft ordinance, to be considered following the public hearing, addresses the vacation of underlying utility/drainage easements within the original Plat of Lakewood Heights.

To summarize, action to approve the draft ordinance, following the public hearing, would result in the following:

1. Establishment of a PUD (Planned Unit Development) overlay zoning district, as per Section 30-703 of the Grand Rapids Municipal Code; and
2. Approval of the preliminary and final development plan and related documents made part of the submitted plat entitled: Common Interest Community #33 Lakewood Heights First Addition Planned Unit Development; and 1.
3. Vacate the platted utility/drainage easements adjacent to the interior lot lines: Lots 5-10, Block 3, of the Plat of Lakewood Heights.

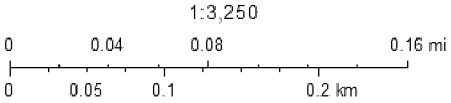
**Requested City Council Action**

Conduct a public hearing to consider the preliminary and final development plan for Common Interest Community #33 Lakewood Estates First Addition Planned Unit Development, and the associated establishment of a PUD Overlay Zoning District.

# Lakewood Estates 1st Add. - Planned Unit Development



May 24, 2019



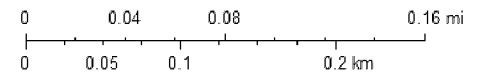
City of Grand Rapids

# Lakewood Estates 1st Add. - P.U.D. w/zoning layers



May 24, 2019

1:3,242



City of Grand Rapids

## Eric Trast

---

**From:** Matt Wegwerth, PE  
**Sent:** Friday, June 14, 2019 10:18 AM  
**To:** Eric Trast  
**Subject:** RE: Lakewood Estates First Addition PUD

Public Works / Engineering would request utility easements along the perimeter of the PUD (10' side and rear and 20' front), as if this were one single lot, as well as an easement over the water/sewer extension into the lot. The water/sewer easement should extend 15' wider than the utility for maintenance purposes.

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

**From:** Eric Trast <ETrast@ci.grand-rapids.mn.us>  
**Sent:** Friday, June 14, 2019 10:03 AM  
**To:** Matt Wegwerth, PE <mwegwerth@ci.grand-rapids.mn.us>  
**Subject:** RE: Lakewood Estates First Addition PUD

Matt-

Do you want to, or can you, send us another e-mail, regarding the need for the 10 ft. perimeter easements (side and rear), the 20 ft. front yard easement, and the easement over the utilities in the area of the shared driveway? Just so we have these in the file...

Thanks,

E

**Eric Trast**  
Community Development Specialist  
City of Grand Rapids  
420 North Pokegama Avenue  
Grand Rapids, MN 55744-2662  
**Office:** 218-326-7650  
**Fax:** 218-326-7621

**From:** Matt Wegwerth, PE <mwegwerth@ci.grand-rapids.mn.us>  
**Sent:** Tuesday, June 04, 2019 7:20 AM  
**To:** Rob Mattei <rmattei@ci.grand-rapids.mn.us>  
**Cc:** Eric Trast <ETrast@ci.grand-rapids.mn.us>  
**Subject:** Lakewood Estates First Addition PUD

Rob,

## Eric Trast

---

**From:** Julie Kennedy <jakennedy@grpuc.org>  
**Sent:** Friday, June 14, 2019 9:47 AM  
**To:** Rob Mattei  
**Cc:** Matt Wegwerth, PE; Jeremy Goodell; Steven Mattson; Eric Trast  
**Subject:** 2019-0614 Lakewood Estates 1st Add PUD Review.pdf  
**Attachments:** 2019-0614 Lakewood Estates 1st Add PUD Review.pdf

Rob –

Please find the attachment with GRPU comments regarding the Lakewood Estates 1<sup>st</sup> Addn PUD application.

Feel free to reach out to Jeremy or Steve with any specific questions on Electric or Water/Sanitary Sewer services.

Thanks,

Julie

Julie Kennedy | General Manager  
Grand Rapids Public Utilities Commission  
500 SE 4<sup>th</sup> St. | Grand Rapids, MN 55744  
W: 218.326.7687 | M: 218.259.5020 | F: 218.326.7499  
[www.grpuc.org](http://www.grpuc.org) | “GRPUC – Service is Our Nature”

From Grand Rapids Public Utilities Electric Department – we have existing electric lines installed as shown in red below, with some existing transformers for services as shown in green below. There should be no interference with future development. The red line on the north side of the development is a three phase line for the apartment complex, may be used for larger commercial development if needed. The red line on the west and south side of the development is single phase electrical for residential applications.

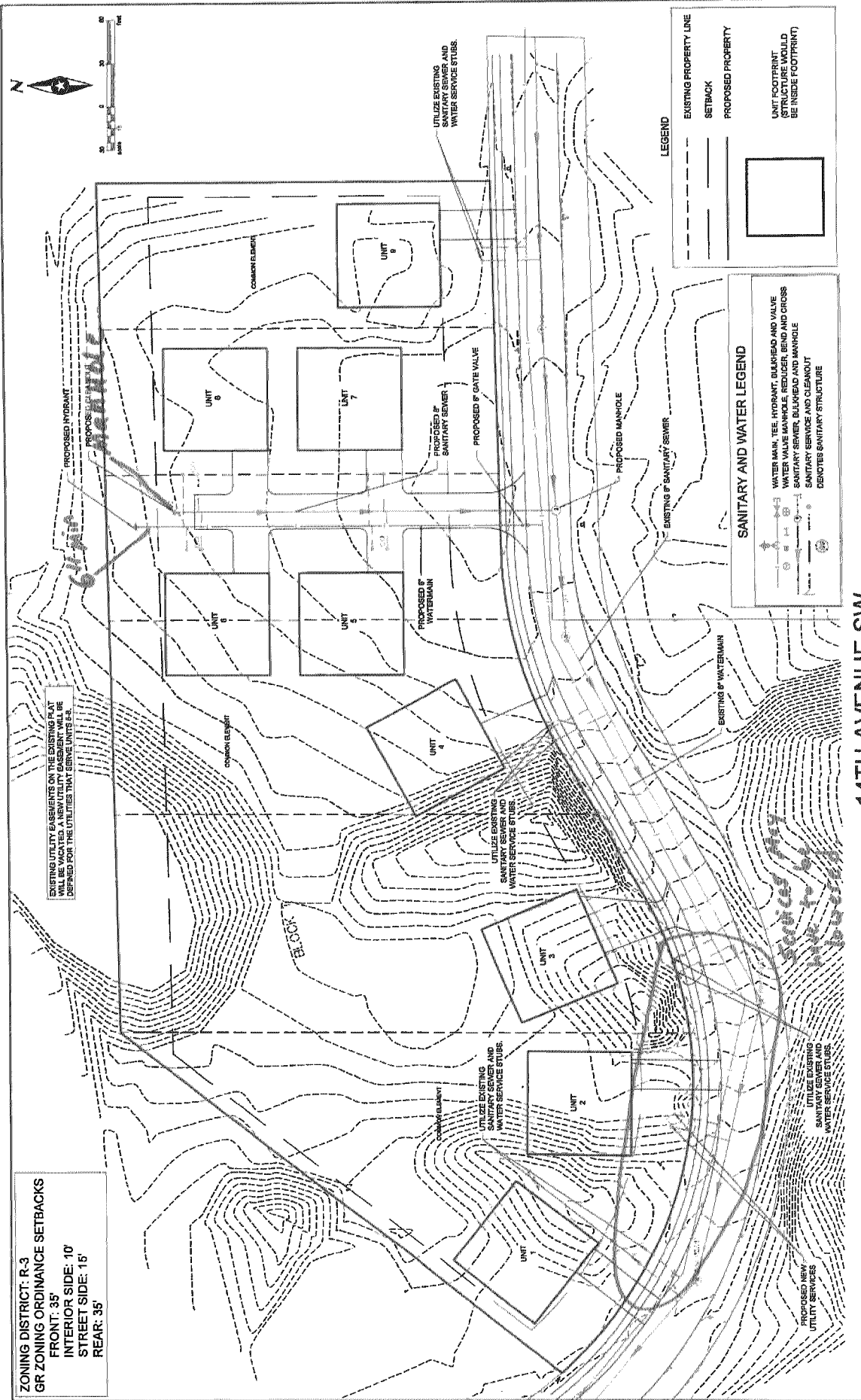
Jeremy Goodell, GRPU Electric Department Manager



Existing transformers for residential application

ZONING DISTRICT: R-3  
 GR ZONING ORDINANCE SETBACKS  
 FRONT: 35'  
 INTERIOR SIDE: 10'  
 STREET SIDE: 15'  
 REAR: 35'

EXISTING UTILITY EASEMENTS ON THE EXISTING PLAT WILL BE VACATED. A NEW UTILITY EASEMENT WILL BE DEFINED FOR THE UTILITIES THAT SERVE UNITS 5-8.



**SANITARY AND WATER LEGEND**

- WATER MAIN, TEE, HYDRANT, BULKHEAD AND VALVE
- WATER VALVE MANHOLE, REDUCER BEND AND CROSS
- SANITARY SEWER, BULKHEAD AND MANHOLE
- SANITARY SERVICE AND CLEANOUT
- IDENTIFIES SANITARY STRUCTURE

**LEGEND**

- EXISTING PROPERTY LINE
- SETBACK
- PROPOSED PROPERTY
- UNIT FOOTPRINT (STRUCTURE WOULD BE INSIDE FOOTPRINT)

14TH AVENUE SW

SEH  
 GRAND RAPIDS AND  
 MINNESOTA  
 ENGINEERS

ROBERT BEAVER, PE  
 U.S. No. 202500

PRELIMINARY PLAT LAYOUT DRAWING  
 UTILITY LAYOUT  
 HORSESHOE PROPERTIES

2  
 4

DRAWN BY:		NO.	BY	DATE
DESIGNED BY:				
CHECKED BY:				
REPORT TEAM				

I, Chris A. Larsen, do hereby certify that the work was undertaken by or reviewed by me for this CIC Plat of COMMON INTEREST COMMUNITY NUMBER 33, A PLANNED COMMUNITY, LAKEWOOD HEIGHTS FIRST ADDITION PLANNED UNIT DEVELOPMENT, being located upon:

Lots Five (5), Six (6), Seven (7), Eight (8), Nine (9), and Ten (10), Block Three (3), LAKEWOOD HEIGHTS, according to the recorded plat thereof, situated in part of the SE 1/4 of the NW 1/4, Section 29, Township 55 North, Range 25 West, Itasca County, Minnesota.

Subject to easements, restrictions and reservations of record.

This CIC Plat fully and accurately depicts all information required by Minnesota Statutes, Sections 515B.2-110(c).

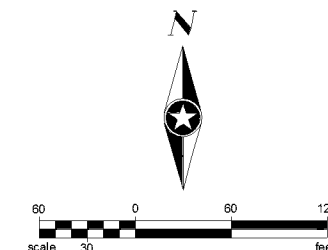
Chris A. Larsen, Licensed Professional Land Surveyor  
Minnesota License Number 45848

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by Chris A. Larsen, Professional Land Surveyor, Minnesota License Number 45848.

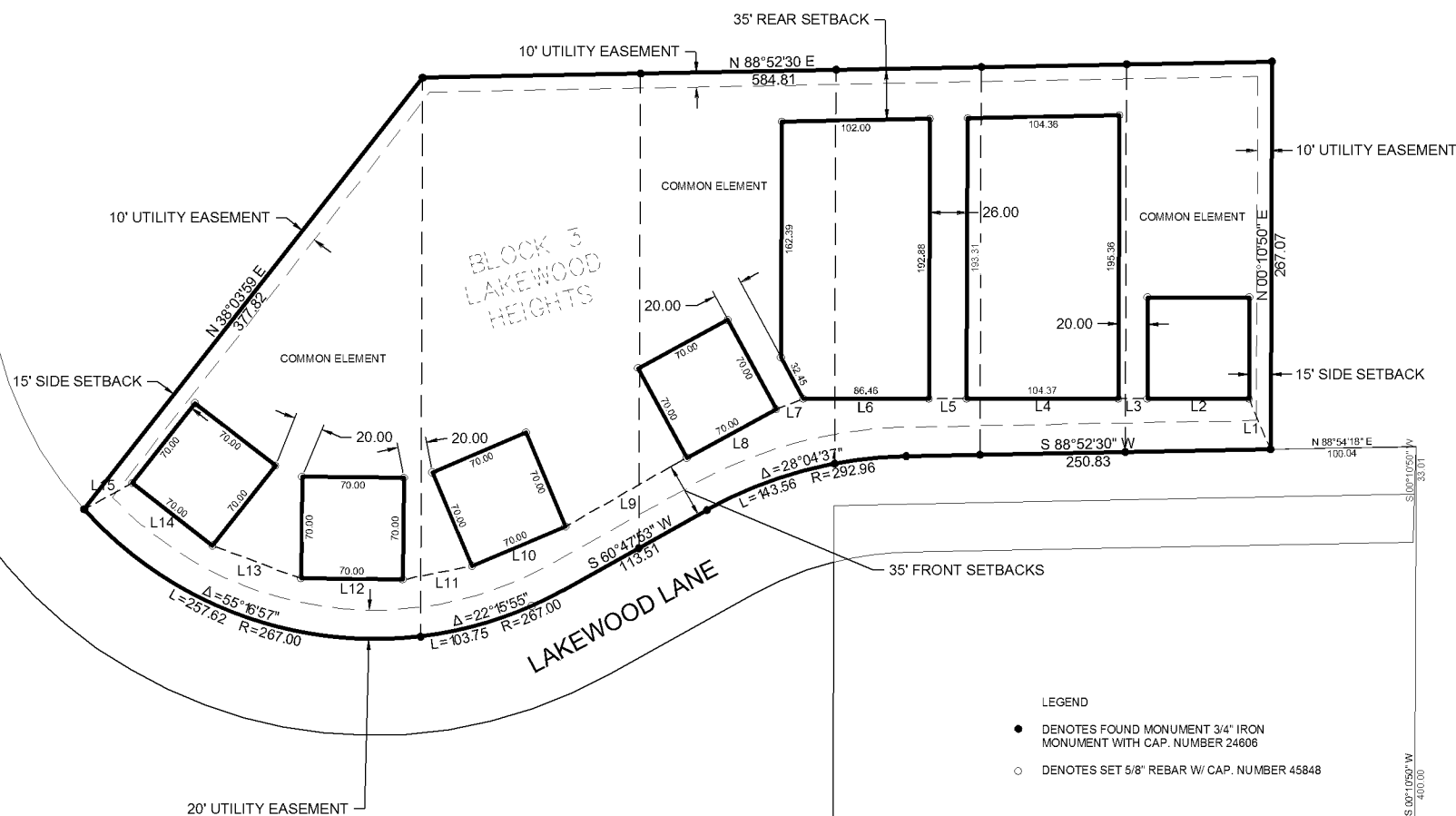
(Notary Signature) \_\_\_\_\_ (Notary Printed Name) \_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, Minnesota  
My Commission Expires: \_\_\_\_\_

COMMON INTEREST COMMUNITY NUMBER 33  
A PLANNED COMMUNITY  
LAKEWOOD ESTATES FIRST ADDITION PLANNED UNIT DEVELOPMENT



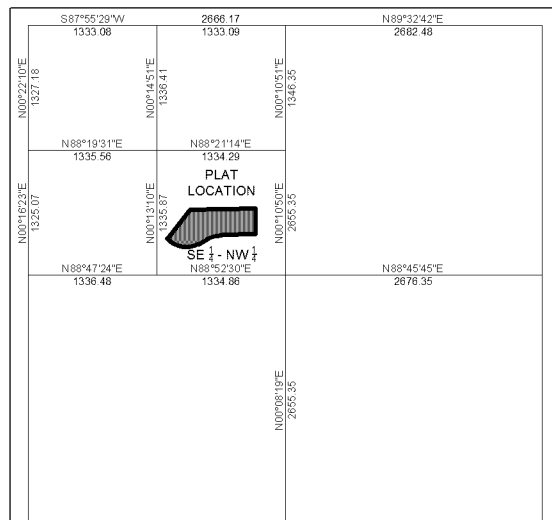
14TH AVENUE SW

LAKEWOOD LANE



LINE TABLE		
NUMBER	DIRECTION	DISTANCE
L1	S 23°11'02" E	37.77
L2	S 90°00'00" E	70.00
L3	S 90°00'00" E	20.00
L4	S 90°00'00" E	104.37
L5	S 90°00'00" E	26.00
L6	S 90°00'00" E	86.46
L7	N 68°56'25" E	20.00
L8	N 61°37'91" E	70.00
L9	N 60°24'20" E	95.86
L10	N 67°04'48" E	70.00
L11	N 78°54'03" E	48.62
L12	S 89°99'95" E	70.00
L13	S 69°39'14" E	64.90
L14	S 51°54'03" E	70.00
L15	N 61°21'10" E	37.99

- LEGEND
- DENOTES FOUND MONUMENT 3/4" IRON MONUMENT WITH CAP. NUMBER 24606
  - DENOTES SET 5/8" REBAR W/ CAP. NUMBER 45848



VICINITY MAP  
SECTION 29, TOWNSHIP 55 NORTH, RANGE 25 WEST  
ITASCA COUNTY, MINNESOTA

ITASCA COUNTY RECORDER:

This CIC Plat is part of the Declaration recorded as Document No. \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Nicolle Zuehlke, Recorder/Registrar  
Itasca County, Minnesota

SOUTHEAST CORNER  
OF THE SE 1/4 - NW 1/4

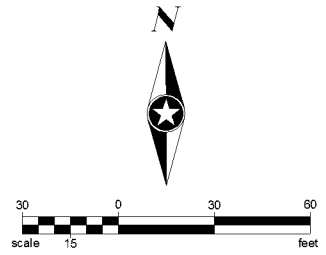
ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE EAST LINE OF THE SE 1/4 - NW 1/4 TO HAVE AN ASSUMED BEAROF S 00°10'50" W.



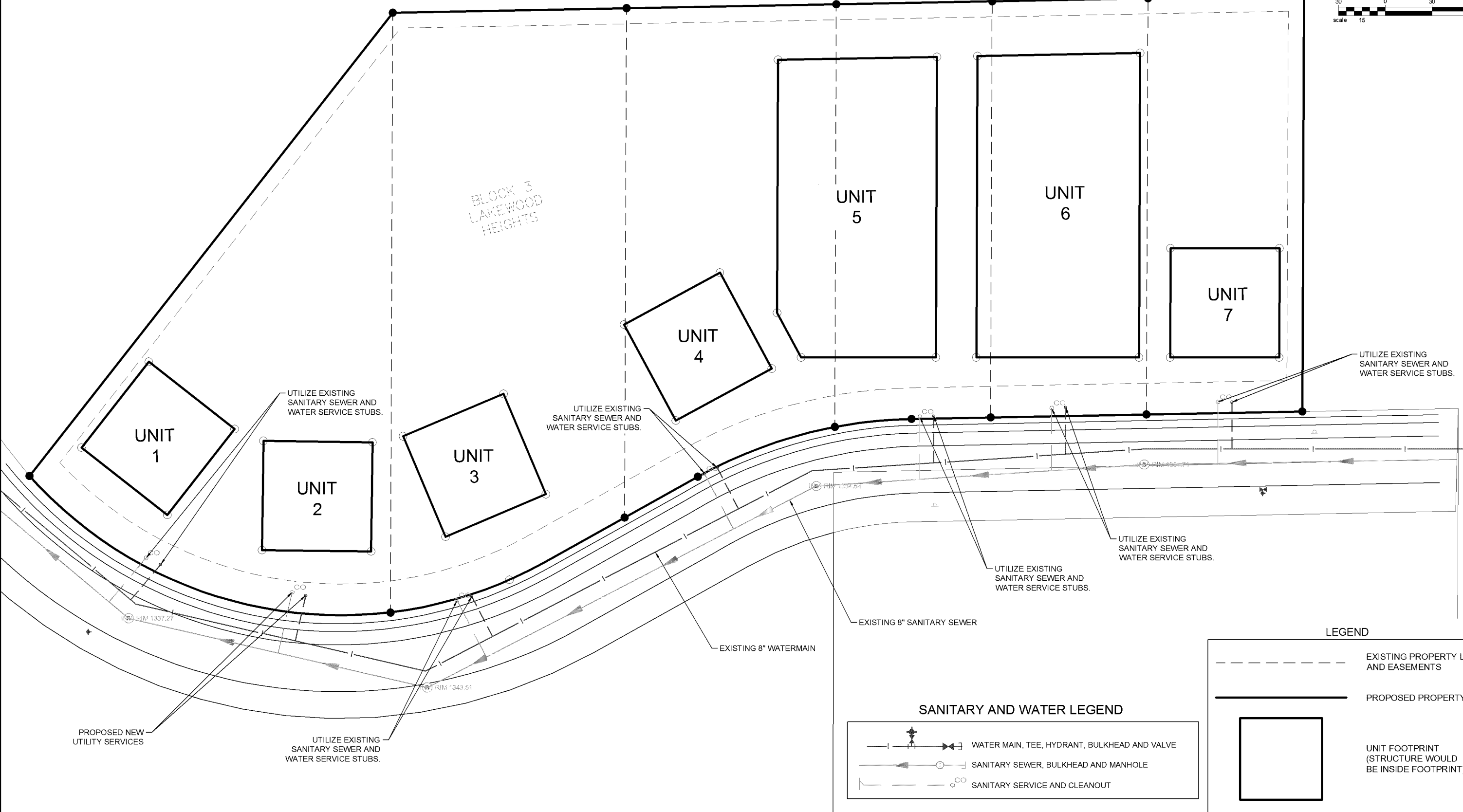
ZONING DISTRICT: R-3  
 GR ZONING ORDINANCE SETBACKS  
 FRONT: 35'  
 INTERIOR SIDE: 10'  
 STREET SIDE: 15'  
 REAR: 35'

EXISTING UTILITY EASEMENTS ON THE EXISTING PLAT WILL BE VACATED. A NEW UTILITY EASEMENT WILL BE DEFINED FOR THE UTILITIES THAT SERVE UNITS 5-8.

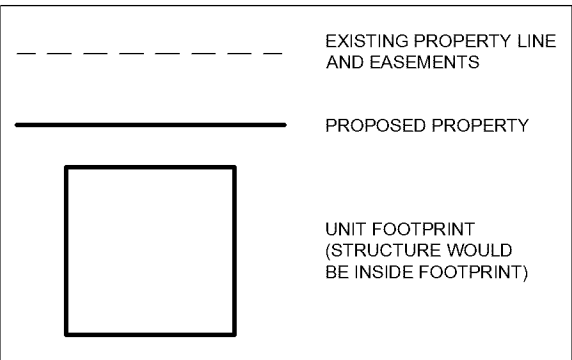
ONE SANITARY SEWER AND ONE WATER SERVICE LINE ARE ALLOWED TO SERVE MULTIPLE UNITS WITHIN A FOOTPRINT IF THERE IS ONLY ONE OWNER FOR ALL OF THE UNITS.



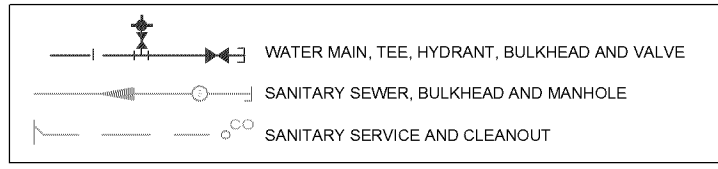
BLOCK 3  
 LAKEWOOD  
 HEIGHTS



LEGEND



SANITARY AND WATER LEGEND



Save: 8/20/2019 9:51 AM mhudec Plot: 8/20/2019 9:53 AM P:\F\HHORSP\146525\5-final-dsgn\51-drawings\10-Civil\cad\dwg\exhibit\Plat Design\Horseshoe Properties2\_Uilities\_080719.dwg

DRAWN BY:				
DESIGNER:				
CHECKED BY:				
DESIGN TEAM	NO.	BY	DATE	REVISIONS

PHONE: 218.322.4500  
 21 NE 5TH ST STE 200  
 GRAND RAPIDS, MN 55744  
 www.sehinc.com

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

ROBERT BEAVER, PE  
 Lic. No. 26399

GRAND RAPIDS,  
 MINNESOTA

UTILITY LAYOUT  
 CIC NO. 33

FILE NO.  
 HORSP 146525

1  
 1





CITY OF GRAND RAPIDS  
MINNESOTA

**Planned Unit Development Application**

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

All Planned Unit Developments in the City of Grand Rapids shall be in compliance with the Grand Rapids City Code, Article VI (Zoning), Division-11. The City Code can be viewed on the City of Grand Rapids web site: www.cityofgrandrapidsmn.com (follow the prompts for City Code).

Applicant/Business Name: Horseshoe Properties  
Contact Person: Dan MARGO  
Address: 24673 Sunset Pt Road, Cohasset Zip: 55721  
Telephone:(Work) 327-7973 (Other) 259-4559  
E-mail Address: sevans@itascasurgical.com  
Interest In Property: CO-OWNER

Property Owner(s) of record: M. Jerry Mariano & DANIEL J. MARGO & Central Builders LLC. (Lot 10, Blk. 3)  
Address: above Zip: \_\_\_\_\_  
Telephone:(Work) above (Other) \_\_\_\_\_

Surveyor or Engineer: SEH - Bob Beaver - Grand Rapids, MN.  
Address: 21 NE 5th ST. GRAND RAPIDS, MN 55744  
Telephone:(Work) 322-4500 (Other) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Office Use Only**

**JUN 06 2019**

Date Received \_\_\_\_\_ Certified Complete 6/7/2019 Fee Paid \$2,505<sup>00</sup>  
Is this proposal within a shoreland area: \*1  Yes  No  
Planning Commission Recommendation: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Meeting Date 8/1/2019  
City Council Action: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Meeting Date \_\_\_\_\_

\*1 In cases where proposed PUD is in a shoreland management area, the City will also give consideration to comments submitted by the Minnesota Department of Natural Resources.

**Parcel Information:**

Tax Parcel #(s) See prelim plat application - Property Size(acres): 5 ac

Existing Zoning: R-1 + R-3

Existing Use: Residential

Proposed Use(s): PUD

Property Address/Location: \_\_\_\_\_

Legal Description: \_\_\_\_\_

*please see preliminary plat application.*

(attach additional sheet if necessary)

Applications must be received no later than the end of the first week of the month, to allow sufficient time for review by staff and the department head review committee. Planning Commission meetings are held on the first Thursday of each month.

**Additional Instructions:**

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

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

*D. J. [Signature]*  
Signature(s) of Applicant(s)

6-5-19  
Date

\_\_\_\_\_  
Owners Signature (if different than applicant)

\_\_\_\_\_  
Date

**Required Submittals:** The following items must be provided with your application, unless the Director of Community Development waives the requirement.

- Application Fee - \$2,525.00 \*<sup>2</sup>
- Proof of Ownership – (a copy of a property tax statement or deed will suffice)
- An existing conditions map showing property boundaries, topography; existing natural features, including trees, watercourses, ponds; soil conditions; buildings; streets, ect.
- Preliminary development plan indicating the proposed uses of land; acreage; densities; building square footage, types and heights; public and private street locations; walkway locations; recreation areas and facilities; and any other information that will be necessary to evaluate the proposal.
- A staging plan indicating the proposed sequence of development and general grading scheme. This plan can be indicated on the overall plan sheet.
- A preliminary plat which shall include all of the information required in article V of this chapter.
- Final development plan for Phase 1. Plans and support information shall be as prescribed for conditional use permits (refer to section 30-531(b)) plus such protective covenants or agreements as might be intended or required by the City.
- Electronic files of any plans (pdf), written project statements, legal descriptions, or narratives, in Microsoft Word format.

*\*<sup>2</sup>The application fees charged are used for postage to mail the required notices to adjacent properties, publication of the public hearing notice in the Grand Rapids Herald Review, and for a small portion of staff time for case review and preparation of documents. It is the policy of the City of Grand Rapids to require applicants for land use approvals to reimburse the City for costs incurred by the City in reviewing and acting upon applications, so that these costs are not borne by the taxpayers of the City.*

**VARIANCE(S) REQUESTED, IF ANY:**

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**Findings for Approval:**

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

- The proposed development is consistent with the City's Comprehensive Plan.
- The development is more compatible, having used PUD, with surrounding development than if PUD had not been used.
- The open space gain warranted the use of PUD to grant variances.
- The final development plan is in substantial conformance with the approved preliminary development plan.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

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

May 6, 2019

Dear Grand Rapids Planning Commission:

Please see the enclosed application for a "Preliminary Plat". The proposed plat would create eight home sites at the described property in Grand Rapids, Minnesota. The proposed category would be "Planned Unit Development" (PUD). All lots would be used as single family residential. The eight home owners would cooperate in "an association" for lawn care and snow removal. Please see the list of proposed covenants (enclosed).

Our understanding is that all assessments have been paid. However, we propose that any existing or future assessments would be shared appropriately by the eight future homeowners.

To supplement the application, please see....

- Enclosed check, application fee.
- Copy of tax statement (lots 5 through 10).
- Three copies of the preliminary plan concept.
- Copies of satellite view showing known wetlands.
- A letter from the county recorder verifying that the subdivision name is not duplicated elsewhere in the county is forthcoming.
- Documentation from Soil and Water confirming the two small wetlands on the property.
- Copy of current year tax statement.
- Current assessment certificate from our city clerk showing whether or not there are any current assessments on the property is forthcoming.
- A list of proposed protective covenants.

We are hopeful that this application is on time and sufficient to initiate preparation for the Planning Commission Meeting that is scheduled for June 6, 2019. We look forward to working with you on the project.

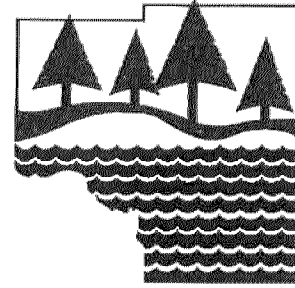
Sincerely,



Daniel J. Margo

Dan Margo signing on behalf of Daniel Margo, Jerry Mariano, Dean Piri, Horseshoe Properties, and Central Builders, LLC

**NICOLLE ZUEHLKE**  
**COUNTY RECORDER/REGISTRAR**  
Itasca County Courthouse  
123 N.E. 4th Street  
GRAND RAPIDS, MINNESOTA 55744-2600  
(218) 327-2856 • FAX (218) 327-0689



July 23<sup>rd</sup>, 2019

SEH  
Mike Hudec  
RE: Plat Name

Dear Mike,

Let it be known that there is no recorded plat in the office of the Itasca County Recorder or Itasca County Registrar of Titles in the name of "CIC #33 Lakewood Estates First Addition".

Sincerely,

A handwritten signature in cursive script that reads "Nicolle Zuehlke".

Nicolle Zuehlke  
Itasca County Recorder/Registrar





Building a Better World  
for All of Us®

May 20, 2019

RE: Horseshoe Properties  
14<sup>th</sup> Ave SW  
Preliminary PUD/CIC  
Wetland Permit Plan

Rob Mattei  
City of Grand Rapids  
420 North Pokegama Avenue  
Grand Rapids, MN 55744

Dear Rob,

There are two delineated wetlands within the proposed development on the north side of 14<sup>th</sup> Ave SW. Included in a previous submittal to the City of Grand Rapids is a letter dated October 25, 2018, from the Army Corps of Engineers stating their concurrence with the site delineation. There is a larger wetland on the north property line that is included in the dedicated open space that will not be disturbed. There is a smaller wetland in the southwest region of the development that will be disturbed.

The smaller wetland is listed as Wetland 1 in the Delineation Report and is classified as a Type 1 Seasonally Flooded (wooded) Basin with an area of 870 square feet. The permit plan is to request a De Minimis Exemption. The exemption is allowed for a wetland up to 400 square feet, outside the building setback zone, as defined in the local shoreland management ordinance, but within the shoreland wetland protection zone of a Minnesota Public Water. This amount may be increased to 1000 square feet by the local government unit if the wetland is isolated and determined to have no direct surficial connection to the public water. The exemption does not require a wetland replacement plan. This is our case with the proximity of Horseshoe Lake.

If you have any questions or require additional information, please call me at 218-322-4502.

Sincerely,  
Short Elliott Hendrickson Inc.

A handwritten signature in black ink, appearing to read "Bob Beaver".

Bob Beaver, PE  
Principal | Project Manager

P:\FJ\H\HORSP\146525\1-gen\14-corr\0520 Wetland Mitigation Plan Itr.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 21 NE 5th Street, Suite 200, Grand Rapids, MN 55744-2601  
SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 218.322.4500 | 888.908.8166 fax



**DEPARTMENT OF THE ARMY**  
ST. PAUL DISTRICT, CORPS OF ENGINEERS  
180 FIFTH STREET EAST, SUITE 700  
ST. PAUL, MN 55101-1678

REPLY TO ATTENTION OF  
REGULATORY BRANCH

Regulatory File No. 2018-02986-DWW

October 25, 2018

Horseshoe Properties  
c/o: Mr. Dan Margo  
520 NW First Avenue  
Grand Rapids, Minnesota 55744

Dear Mr. Margo:

This letter is in response to correspondence dated August 3, 2018, from Short Elliott Hendrickson, Inc. requesting Corps of Engineers (Corps) concurrence with the delineation of aquatic resources completed on the 5 acre property located in Grand Rapids, Minnesota. The project site is in Section 29, Township 55 North, Range 25 West, Itasca County, Minnesota.

We have reviewed the 14<sup>th</sup> Ave SW Plat wetland delineation report and determined that the limits of the aquatic resources have been accurately identified in accordance with current agency guidance including the *Corps Wetland Delineation Manual* (1987 Manual) and the Regional Supplement to the Corps Wetland Delineation Manual: Northcentral and Northeast Regions. This concurrence is only valid for the review area shown on the enclosed figure labeled 2018-02986-DWW Figure 1 of 1. The boundaries shown on the enclosed figure accurately reflect the limits of the aquatic resources in the review area.

This concurrence may generally be relied upon for five years from the date of this letter. However, we reserve the right to review and revise our concurrence in response to changing site conditions, information that was not considered during our initial review, or off-site activities that could indirectly alter the extent of wetlands and other resources on-site. Our concurrence may be renewed at the end of this period provided you submit a written request and our staff are able to verify that the determination is still valid.

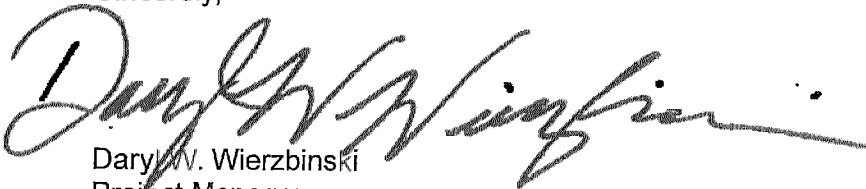
This review did not include a jurisdictional determination as to whether the wetlands or other aquatic resources identified at the site would be subject to Corps of Engineers jurisdiction under the Clean Water Act (CWA). Pursuant to Section 404 of the CWA, a Department of the Army permit is required for the discharge of dredged and fill material into a water of the United States. If you would like the Corps to make a determination regarding the status of the wetlands and aquatic resources identified on your property you may request an approved jurisdictional determination by submitting a written request to Daryl Wierzbinski at 600 South Lake Avenue, Suite 211, Duluth, Minnesota, 55802.

Please note that the discharge of dredged or fill material into waters of the United States without a Department of the Army permit could subject you to an enforcement action. Receipt of a permit from a state or local agency does not obviate the requirement for obtaining a Department of the Army permit.

Regulatory Branch (File No. 2018-2986-DWW)

If you have any questions, please contact Daryl W. Wierzbinski in our Duluth office at (218) 788-6406 or [Daryl.w.wierzbinski@usace.army.mil](mailto:Daryl.w.wierzbinski@usace.army.mil). In any correspondence or inquiries, please refer to the Regulatory file number shown above.

Sincerely,



Daryl W. Wierzbinski  
Project Manager

Enclosure  
2018-02986-DWW Figure 1 of 1

cc:  
Erin Budrow; SEH  
Andy Arens; Itasca County SWCD  
Matt Johnson; BSWR  
Rian Reed; MN DNR



**ITASCA COUNTY**  
 Itasca County  
 Auditor/Treasurer  
 123 NE 4th Street  
 Grand Rapids, MN  
 55744

218-327-2859  
 www.co.itasca.mn.us

Property ID: 91-592-0325  
 Owner: HORSESHOE PROPERTIES LLC

**Taxpayer(s):**

TAXPAYER # 104303  
 HORSESHOE PROPERTIES LLC  
 1542 GOLF COURSE RD STE 201  
 GRAND RAPIDS MN 55744

**Property Description:**

GRAND RAPIDS CITY  
 SEC:29 TWP: 55.0 RG:25 LOT: BLK: ACRES: 1.14  
 LAKEWOOD HEIGHTS  
 LOT 5 BLK 3

**2019 Property Tax Statement**

		VALUES & CLASSIFICATION	
		Taxes Payable Year: 2018 2019	
STEP 1	Estimated Market Value:	23,900	23,900
	Homestead Exclusion: Taxable Market Value:	23,900	23,900
	New Improvements/ Expired Exclusions: Property Classification:	RES UNIMP	RES UNIMP
Sent in March 2018			
STEP 2	<b>PROPOSED TAX</b> Proposed Tax:(excluding special assessments) Sent in November 2018		548.00
STEP 3	<b>PROPERTY TAX STATEMENT</b> First-half Taxes: May 15 Second-half Taxes: October 15 Total Taxes Due in 2019:		272.00 272.00 544.00

**\$\$\$** You may be eligible for one or even two refunds to reduce your property tax.  
**REFUNDS?** Read the back of this statement to find out how to apply.

	Taxes Payable Year: 2018 2019	
1. Use this amount on Form M1PR to see if you're eligible for a property tax refund. File by August 15. If box is checked, you owe delinquent taxes and are not eligible.	<input type="checkbox"/>	
2. Use these amounts on Form M1PR to see if you are eligible for a special refund.		
<b>PROPERTY TAX AND CREDITS</b>		
3. Property tax before credits	516.00	544.00
4. Credits that reduce property taxes:		
A. Agricultural and rural land credits		
B. Taconite tax relief		
C. Other credits		
5. Property tax after credits	516.00	544.00
<b>PROPERTY TAX BY JURISDICTION</b>		
6. County	186.74	194.02
7. City or Town	247.34	246.37
8. State General Tax		
9. School District: A. Voter approved levies		18.40
0318 B. Other local levies	81.16	84.32
10A. Special taxing district	.76	.89
B. Tax increment		
C. Fiscal disparity		
11. Non-school voter approved referenda levies		
12. Total property tax before special assessments	516.00	544.00
<b>SPECIAL ASSESSMENTS</b>		
13A.		
B.		
C.		
14. Total property tax and special assessments	516.00	544.00

ISSUED: 03/26/2019

**2 ND HALF PAYMENT STUB**



\*915920325

TAXPAYER # 104303  
 HORSESHOE PROPERTIES LLC

RES UNIMP ACCT# 76704

Property ID Number:	91-592-0325
Full Tax for Year	544.00
Balance Due	272.00
Penalty	
Total Paid	

\$30.00 service charge for all returned checks.

Pay on or before October 15 to avoid penalty  
**Real Estate ITASCA COUNTY**

Note: When you provide a check as payment you authorize the County to use information from your check to make a one-time electronic fund transfer from your account. The funds may be withdrawn from your account the same day. You will not receive your check back from your financial institution.

Make checks payable to:  
 County Auditor/Treasurer

Mail to: Itasca County  
 Auditor/Treasurer  
 123 NE 4th Street  
 Grand Rapids, MN  
 55744

Payable in **2019**

R

CASH   
 CHECK   
 COUNTY   
 MAIL

Check if address change on back   
 If box is checked you owe delinquent taxes  
 Detach stub and include with second half payment

ISSUED: 03/26/2019

1000009159203252019076704

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**1 ST HALF OR FULL PAYMENT STUB**



\*915920325

TAXPAYER # 104303  
 HORSESHOE PROPERTIES LLC

RES UNIMP ACCT# 76704

Property ID Number:	91-592-0325
Full Tax for Year	544.00
Balance Due	272.00
Penalty	
Total Paid	

\$30.00 service charge for all returned checks.

Pay on or before May 15 to avoid penalty  
**Real Estate ITASCA COUNTY**

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 Grand Rapids, MN  
 55744

Payable in **2019**

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 Detach stub and include with first half or full payment

ISSUED: 03/26/2019

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**ITASCA COUNTY**

Itasca County  
Auditor/Treasurer  
123 NE 4th Street  
Grand Rapids, MN  
55744

218-327-2859  
www.co.itasca.mn.us

Property ID: 91-592-0330

Owner: HORSESHOE PROPERTIES LLC

**Taxpayer(s):**

TAXPAYER # 104303  
HORSESHOE PROPERTIES LLC  
1542 GOLF COURSE RD STE 201  
GRAND RAPIDS MN 55744

**Property Description:**

GRAND RAPIDS CITY  
SEC: 29 TWP: 55.0 RG: 25 LOT: BLK: ACRES: 1.25  
LAKEWOOD HEIGHTS  
LOT 6 BLK 3

**2019 Property Tax Statement**

VALUES & CLASSIFICATION		
Taxes Payable Year: 2018		
	2018	2019
STEP 1	Estimated Market Value: 25,500	25,500
1	Homestead Exclusion: Taxable Market Value: 25,500	25,500
	New Improvements/ Expired Exclusions: Property Classification: RES UNIMP	RES UNIMP
Sent in March 2018		
STEP 2	<b>PROPOSED TAX</b>	
2	Proposed Tax:(excluding special assessments) Sent in November 2018	584.00
STEP 3	<b>PROPERTY TAX STATEMENT</b>	
3	First-half Taxes: May 15	290.00
	Second-half Taxes: October 15	290.00
	Total Taxes Due in 2019:	580.00

**\$\$\$**

You may be eligible for one or even two refunds to reduce your property tax.  
**REFUNDS?** Read the back of this statement to find out how to apply.

	Taxes Payable Year: 2018	2019
1. Use this amount on Form M1PR to see if you're eligible for a property tax refund. File by August 15. If box is checked, you owe delinquent taxes and are not eligible.	<input type="checkbox"/>	
2. Use these amounts on Form M1PR to see if you are eligible for a special refund.		
<b>PROPERTY TAX AND CREDITS</b>		
3. Property tax before credits	550.00	580.00
4. Credits that reduce property taxes:		
A. Agricultural and rural land credits		
B. Taconite tax relief		
C. Other credits		
5. Property tax after credits	550.00	580.00
<b>PROPERTY TAX BY JURISDICTION</b>		
6. County	199.05	206.85
7. City or Town	263.64	262.68
8. State General Tax		
9. School District: A. Voter approved levies		19.61
0318		
B. Other local levies	86.50	89.91
10A. Special taxing district		
A. Tax increment	.81	.95
C. Fiscal disparity		
11. Non-school voter approved referenda levies		
12. Total property tax before special assessments	550.00	580.00
<b>SPECIAL ASSESSMENTS</b>		
13A.		
B.		
C.		
14. Total property tax and special assessments	550.00	580.00

ISSUED: 03/26/2019

**2 ND HALF PAYMENT STUB**



\*915920330

TAXPAYER # 104303  
HORSESHOE PROPERTIES LLC

RES UNIMP ACCT# 76705

Property ID Number: 91-592-0330	
Full Tax for Year	580.00
Balance Due	290.00
Penalty	
Total Paid	

\$30.00 service charge for all returned checks.

Pay on or before October 15 to avoid penalty  
**Real Estate ITASCA COUNTY**

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Make checks payable to:  
County Auditor/Treasurer

Mail to: Itasca County  
Auditor/Treasurer  
123 NE 4th Street  
Grand Rapids, MN  
55744

Payable in **2019**

R

CASH   
CHECK   
COUNTER   
MAIL

Check if address change on back   
If box is checked you owe delinquent taxes  
Detach stub and include with second half payment

ISSUED: 03/26/2019

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**1 ST HALF OR FULL PAYMENT STUB**



\*915920330

TAXPAYER # 104303  
HORSESHOE PROPERTIES LLC

RES UNIMP ACCT# 76705

Property ID Number: 91-592-0330	
Full Tax for Year	580.00
Balance Due	290.00
Penalty	
Total Paid	

\$30.00 service charge for all returned checks.

Pay on or before May 15 to avoid penalty  
**Real Estate ITASCA COUNTY**

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123 NE 4th Street  
Grand Rapids, MN  
55744

Payable in **2019**

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If box is checked you owe delinquent taxes  
Detach stub and include with first half or full payment

ISSUED: 03/26/2019

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**ITASCA COUNTY**

Itasca County  
Auditor/Treasurer  
123 NE 4th Street  
Grand Rapids, MN  
55744

218-327-2859  
www.co.itsasca.mn.us

Property ID: 91-592-0335  
Owner: HORSESHOE PROPERTIES LLC

**Taxpayer(s):**

TAXPAYER # 104303  
HORSESHOE PROPERTIES LLC  
1542 GOLF COURSE RD STE 201  
GRAND RAPIDS MN 55744

**Property Description:**

GRAND RAPIDS CITY  
SEC:29 TWP: 55.0 RG:25 LOT: BLK: ACRES: .91  
LAKEWOOD HEIGHTS  
LOT 7 BLK 3

**2019 Property Tax Statement**

VALUES & CLASSIFICATION		
Taxes Payable Year: 2018		
		2019
STEP	Estimated Market Value:	21,000
		21,000
STEP 1	Homestead Exclusion: Taxable Market Value: New Improvements/ Expired Exclusions: Property Classification:	21,000
		21,000
	RES UNIMP	RES UNIMP
Sent in March 2018		
STEP 2	<b>PROPOSED TAX</b> Proposed Tax:(excluding special assessments) Sent in November 2018	482.00
STEP 3	<b>PROPERTY TAX STATEMENT</b> First-half Taxes: May 15 Second-half Taxes: October 15 Total Taxes Due in 2019:	239.00 239.00 478.00

**\$\$\$** You may be eligible for one or even two refunds to reduce your property tax.  
**REFUNDS?** Read the back of this statement to find out how to apply.

Taxes Payable Year:		2018	2019
1. Use this amount on Form M1PR to see if you're eligible for a property tax refund. File by August 15. If box is checked, you owe delinquent taxes and are not eligible.		<input type="checkbox"/>	
2. Use these amounts on Form M1PR to see if you are eligible for a special refund.			
<b>PROPERTY TAX AND CREDITS</b>			
3. Property tax before credits		454.00	478.00
4. Credits that reduce property taxes:			
A. Agricultural and rural land credits			
B. Taconite tax relief			
C. Other credits			
5. Property tax after credits		454.00	478.00
<b>PROPERTY TAX BY JURISDICTION</b>			
6. County		164.31	170.50
7. City or Town		217.63	216.50
8. State General Tax			
9. School District: A. Voter approved levies			16.16
0318			74.06
B. Other local levies		71.39	74.06
10A. Special taxing district		.67	.78
B. Tax increment			
C. Fiscal disparity			
11. Non-school voter approved referenda levies			
12. Total property tax before special assessments		454.00	478.00
<b>SPECIAL ASSESSMENTS</b>			
13A.			
B.			
C.			
14. Total property tax and special assessments		454.00	478.00

ISSUED: 03/26/2019

**2 ND HALF PAYMENT STUB**



\*915920335

TAXPAYER # 104303  
HORSESHOE PROPERTIES LLC

RES UNIMP ACCT# 76706

Property ID Number:	91-592-0335
Full Tax for Year	478.00
Balance Due	239.00
Penalty	
Total Paid	

\$30.00 service charge for all returned checks.

Pay on or before October 15 to avoid penalty  
**Real Estate ITASCA COUNTY**

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Make checks payable to:  
County Auditor/Treasurer

Mail to: Itasca County  
Auditor/Treasurer  
123 NE 4th Street  
Grand Rapids, MN  
55744

Payable in **2019**

R

CASH   
CHECK   
COUNTER   
MAIL

Check if address change on back   
If box is checked you owe delinquent taxes  
Detach stub and include with second half payment

ISSUED: 03/26/2019

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**1 ST HALF OR FULL PAYMENT STUB**



\*915920335

TAXPAYER # 104303  
HORSESHOE PROPERTIES LLC

RES UNIMP ACCT# 76706

Property ID Number:	91-592-0335
Full Tax for Year	478.00
Balance Due	239.00
Penalty	
Total Paid	

\$30.00 service charge for all returned checks.

Pay on or before May 15 to avoid penalty  
**Real Estate ITASCA COUNTY**

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Auditor/Treasurer  
123 NE 4th Street  
Grand Rapids, MN  
55744

Payable in **2019**

R

CASH   
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If box is checked you owe delinquent taxes  
Detach stub and include with first half or full payment

ISSUED: 03/26/2019

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**ITASCA COUNTY**  
 Itasca County  
 Auditor/Treasurer  
 123 NE 4th Street  
 Grand Rapids, MN  
 55744  
 218-327-2859  
 www.co.itasca.mn.us

Property ID: 91-592-0340  
 Owner: HORSESHOE PROPERTIES LLC

**Taxpayer(s):**

TAXPAYER # 104303  
 HORSESHOE PROPERTIES LLC  
 1542 GOLF COURSE RD STE 201  
 GRAND RAPIDS MN 55744

**Property Description:**

GRAND RAPIDS CITY  
 SEC:29 TWP: 55.0 RG:25 LOT: BLK: ACRES: .61  
 LAKEWOOD HEIGHTS  
 LOT 8 BLK 3

**2019 Property Tax Statement**

VALUES & CLASSIFICATION		
Taxes Payable Year: 2018		
2019		
STEP	Estimated Market Value:	17,700
		17,700
STEP 1	Homestead Exclusion: Taxable Market Value: New Improvements/ Expired Exclusions: Property Classification:	17,700
		17,700
		RES UNIMP
		RES UNIMP
	Sent in March 2018	
STEP 2	<b>PROPOSED TAX</b> Proposed Tax:(excluding special assessments) Sent in November 2018	404.00
STEP 3	<b>PROPERTY TAX STATEMENT</b> First-half Taxes: May 15 Second-half Taxes: October 15 Total Taxes Due in 2019:	201.00 201.00 402.00

**\$\$\$** You may be eligible for one or even two refunds to reduce your property tax.  
**REFUNDS?** Read the back of this statement to find out how to apply.

	Taxes Payable Year: 2018	2019
1. Use this amount on Form M1PR to see if you're eligible for a property tax refund. File by August 15. If box is checked, you owe delinquent taxes and are not eligible.	<input type="checkbox"/>	
2. Use these amounts on Form M1PR to see if you are eligible for a special refund.		
<b>PROPERTY TAX AND CREDITS</b>		
3. Property tax before credits	382.00	402.00
4. Credits that reduce property taxes:		
A. Agricultural and rural land credits		
B. Taconite tax relief		
C. Other credits		
5. Property tax after credits	382.00	402.00
<b>PROPERTY TAX BY JURISDICTION</b>		
6. County	138.23	143.36
7. City or Town	183.09	182.04
8. State General Tax		
9. School District: A. Voter approved levies		13.59
0318		
B. Other local levies	60.12	62.35
10A. Special taxing district	.56	.66
B. Tax increment		
C. Fiscal disparity		
11. Non-school voter approved referenda levies		
12. Total property tax before special assessments	382.00	402.00
<b>SPECIAL ASSESSMENTS</b>		
13A.		
B.		
C.		
14. Total property tax and special assessments	382.00	402.00

ISSUED: 03/26/2019

**2 ND HALF PAYMENT STUB**



\*915920340

TAXPAYER # 104303  
 HORSESHOE PROPERTIES LLC

RES UNIMP ACCT# 76707

Property ID Number: 91-592-0340	
Full Tax for Year	402.00
Balance Due	201.00
Penalty	
Total Paid	

\$30.00 service charge for all returned checks.

Pay on or before October 15 to avoid penalty  
**Real Estate ITASCA COUNTY**

Note: When you provide a check as payment you authorize the County to use information from your check to make a one-time electronic fund transfer from your account. The funds may be withdrawn from your account the same day. You will not receive your check back from your financial institution.

Make checks payable to:  
 County Auditor/Treasurer

Mail to: Itasca County  
 Auditor/Treasurer  
 123 NE 4th Street  
 Grand Rapids, MN  
 55744

Payable in **2019**



CASH   
 CHECK   
 COUNTER   
 MAIL

Check if address change on back   
 If box is checked you owe delinquent taxes  
 Detach stub and include with second half payment

ISSUED: 03/26/2019

10000009159203402019076707

0000002010000000402006

**1 ST HALF OR FULL PAYMENT STUB**



\*915920340

TAXPAYER # 104303  
 HORSESHOE PROPERTIES LLC

RES UNIMP ACCT# 76707

Property ID Number: 91-592-0340	
Full Tax for Year	402.00
Balance Due	201.00
Penalty	
Total Paid	

\$30.00 service charge for all returned checks.

Pay on or before May 15 to avoid penalty  
**Real Estate ITASCA COUNTY**

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 Detach stub and include with first half or full payment

ISSUED: 03/26/2019

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**ITASCA COUNTY**  
 Itasca County  
 Auditor/Treasurer  
 123 NE 4th Street  
 Grand Rapids, MN  
 55744

218-327-2859  
 www.co.itasca.mn.us

Property ID: 91-592-0345  
 Owner: HORSESHOE PROPERTIES LLC

**Taxpayer(s):**

TAXPAYER # 104303  
 HORSESHOE PROPERTIES LLC  
 1542 GOLF COURSE RD STE 201  
 GRAND RAPIDS MN 55744

**Property Description:**

GRAND RAPIDS CITY  
 SEC:29 TWP: 55.0 RG:25 LOT: BLK: ACRES: .61  
 LAKEWOOD HEIGHTS  
 LOT 9 BLK 3

**2019 Property Tax Statement**

		VALUES & CLASSIFICATION	
		Taxes Payable Year: 2018 2019	
STEP	Estimated Market Value:	17,600	17,600
1	Homestead Exclusion:		
	Taxable Market Value:	17,600	17,600
	New Improvements/ Expired Exclusions:		
	Property Classification:	RES UNIMP	RES UNIMP
Sent in March 2018			
STEP	<b>PROPOSED TAX</b>		
2	Proposed Tax:(excluding special assessments) Sent in November 2018		402.00
STEP	<b>PROPERTY TAX STATEMENT</b>		
3	First-half Taxes: May 15		200.00
	Second-half Taxes: October 15		200.00
	Total Taxes Due in 2019:		400.00

**\$\$\$** You may be eligible for one or even two refunds to reduce your property tax.  
**REFUNDS?** Read the back of this statement to find out how to apply.

	Taxes Payable Year: 2018 2019	
1. Use this amount on Form M1PR to see if you're eligible for a property tax refund. File by August 15. If box is checked, you owe delinquent taxes and are not eligible.	<input type="checkbox"/>	
2. Use these amounts on Form M1PR to see if you are eligible for a special refund.		
<b>PROPERTY TAX AND CREDITS</b>		
3. Property tax before credits		380.00 400.00
4. Credits that reduce property taxes:		
A. Agricultural and rural land credits		
B. Taconite tax relief		
C. Other credits		
5. Property tax after credits		380.00 400.00
<b>PROPERTY TAX BY JURISDICTION</b>		
6. County		137.52 142.65
7. City or Town		182.13 181.14
8. State General Tax		
9. School District: A. Voter approved levies		
0318 B. Other local levies		59.79 62.02
10A. Special taxing district		
B. Tax increment		
C. Fiscal disparity		
11. Non-school voter approved referenda levies		
12. Total property tax before special assessments		380.00 400.00
<b>SPECIAL ASSESSMENTS</b>		
13A.		
B.		
C.		
14. Total property tax and special assessments		380.00 400.00

ISSUED: 03/26/2019

**2 ND HALF PAYMENT STUB**



\*915920345

TAXPAYER # 104303  
 HORSESHOE PROPERTIES LLC

RES UNIMP ACCT# 76708

Property ID Number: 91-592-0345	
Full Tax for Year	400.00
Balance Due	200.00
Penalty	
Total Paid	

\$30.00 service charge for all returned checks.

Pay on or before October 15 to avoid penalty  
**Real Estate ITASCA COUNTY**

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 55744

Payable in **2019**

R

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Check if address change on back   
 If box is checked you owe delinquent taxes  
 Detach stub and include with second half payment

ISSUED: 03/26/2019

1000009159203452019076708 00000200000000040003

**1 ST HALF OR FULL PAYMENT STUB**



\*915920345

TAXPAYER # 104303  
 HORSESHOE PROPERTIES LLC

RES UNIMP ACCT# 76708

Property ID Number: 91-592-0345	
Full Tax for Year	400.00
Balance Due	200.00
Penalty	
Total Paid	

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ISSUED: 03/26/2019

1000009159203452019076708 00000200000000040003

# ITASCA COUNTY

Itasca County  
Auditor/Treasurer  
123 NE 4th Street  
Grand Rapids, MN  
55744

218-327-2859  
www.co.itasca.mn.us

Property ID: 91-592-0350  
Owner: CENTRAL BUILDERS LLC

### Taxpayer(s):

TAXPAYER # 124371  
CENTRAL BUILDERS LLC  
48689 ORCHARD RD  
DEER RIVER MN 56636

### Property Description:

GRAND RAPIDS CITY  
SEC:29 TWP: 55.0 RG:25 LOT: BLK: ACRES: .61  
LAKEWOOD HEIGHTS  
LOT 10 BLK 3

## 2019 Property Tax Statement

### VALUES & CLASSIFICATION

Taxes Payable Year: 2018

2019

Estimated Market Value:		17,600	17,600
STEP 1	Homestead Exclusion: Taxable Market Value: New Improvements/ Expired Exclusions: Property Classification:	17,600	17,600
		RES UNIMP	RES UNIMP
Sent in March 2018			
STEP 2	<b>PROPOSED TAX</b> Proposed Tax:(excluding special assessments) Sent in November 2018		402.00
STEP 3	<b>PROPERTY TAX STATEMENT</b> First-half Taxes: May 15 Second-half Taxes: October 15 Total Taxes Due in 2019:		200.00 200.00 400.00

\$\$\$

You may be eligible for one or even two refunds to reduce your property tax.

**REFUNDS?** Read the back of this statement to find out how to apply.

	Taxes Payable Year: 2018	2019
1. Use this amount on Form M1PR to see if you're eligible for a property tax refund. File by August 15. If box is checked, you owe delinquent taxes and are not eligible.	<input type="checkbox"/>	
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<b>PROPERTY TAX AND CREDITS</b>		
3. Property tax before credits	380.00	400.00
4. Credits that reduce property taxes:		
A. Agricultural and rural land credits		
B. Taconite tax relief		
C. Other credits		
5. Property tax after credits	380.00	400.00
<b>PROPERTY TAX BY JURISDICTION</b>		
6. County	137.52	142.65
7. City or Town	182.13	181.14
8. State General Tax		
9. School District: A. Voter approved levies		13.53
0318 B. Other local levies	59.79	62.02
10A. Special taxing district	.56	.66
B. Tax increment		
C. Fiscal disparity		
11. Non-school voter approved referendum levies		
12. Total property tax before special assessments	380.00	400.00
<b>SPECIAL ASSESSMENTS</b>		
13A.		
B.		
C.		
14. Total property tax and special assessments	380.00	400.00

ISSUED: 06/06/2019

### 2 ND HALF PAYMENT STUB



\*915920350

TAXPAYER # 124371  
CENTRAL BUILDERS LLC

RES UNIMP ACCT# 76709

Property ID Number: 91-592-0350	
Full Tax for Year	400.00
Balance Due	.00
Penalty	
Total Paid	

\$30.00 service charge for all returned checks.

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Real Estate ITASCA COUNTY

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123 NE 4th Street  
Grand Rapids, MN  
55744

Payable in 2019

R

CASH   
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MAIL

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If box is checked you owe delinquent taxes   
Detach stub and include with second half payment

ISSUED: 06/06/2019

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### 1 ST HALF OR FULL PAYMENT STUB



\*915920350

TAXPAYER # 124371  
CENTRAL BUILDERS LLC

RES UNIMP ACCT# 76709

Property ID Number: 91-592-0350	
Full Tax for Year	400.00
Balance Due	.00
Penalty	
Total Paid	

\$30.00 service charge for all returned checks.

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COUNTER   
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Check if address change on back   
If box is checked you owe delinquent taxes   
Detach stub and include with first half or full payment

ISSUED: 06/06/2019

10000009159203502019076709

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ASSESSMENT CERTIFICATE

STATE OF MINNESOTA    )  
COUNTY OF ITASCA     )     SS  
CITY OF GRAND RAPIDS   )

I, the Finance Director of the City of Grand Rapids, do hereby certify that I have carefully examined the records of my office for the purpose of ascertaining the existence of assessments levied for local improvements upon the real property herein described and that at the date of this certificate there are no assessments or installments thereof charged against the following described premises:

**Parcel No. 91-592-0325**

**Legal Description: LAKEWOOD HEIGHTS LOT 5 BLOCK 3**

This certificate is made as to the above property description, supplied by the person requesting this certificate, and we do not certify as to assessments against the same property leveled under another description.

Our records do not reveal, and we do not certify, whether any PAST DUE installments have not been paid. This information should be obtained from the Itasca County Auditor.

WITNESS my hand and official seal at Grand Rapids, this 13<sup>th</sup> day of May, 2019.



Barbara A. Baird, Finance Director

ASSESSMENT CERTIFICATE

STATE OF MINNESOTA    )  
COUNTY OF ITASCA     )    SS  
CITY OF GRAND RAPIDS  )

I, the Finance Director of the City of Grand Rapids, do hereby certify that I have carefully examined the records of my office for the purpose of ascertaining the existence of assessments levied for local improvements upon the real property herein described and that at the date of this certificate there are no assessments or installments thereof charged against the following described premises:

**Parcel No. 91-592-0330**

**Legal Description: LAKEWOOD HEIGHTS LOT 6 BLOCK 3**

This certificate is made as to the above property description, supplied by the person requesting this certificate, and we do not certify as to assessments against the same property leveled under another description.

Our records do not reveal, and we do not certify, whether any PAST DUE installments have not been paid. This information should be obtained from the Itasca County Auditor.

WITNESS my hand and official seal at Grand Rapids, this 13<sup>th</sup> day of May, 2019.



Barbara A. Baird, Finance Director

ASSESSMENT CERTIFICATE

STATE OF MINNESOTA    )  
COUNTY OF ITASCA     )     SS  
CITY OF GRAND RAPIDS  )

I, the Finance Director of the City of Grand Rapids, do hereby certify that I have carefully examined the records of my office for the purpose of ascertaining the existence of assessments levied for local improvements upon the real property herein described and that at the date of this certificate there are no assessments or installments thereof charged against the following described premises:

**Parcel No. 91-592-0335**

**Legal Description: LAKEWOOD HEIGHTS LOT 7 BLOCK 3**

This certificate is made as to the above property description, supplied by the person requesting this certificate, and we do not certify as to assessments against the same property leveled under another description.

Our records do not reveal, and we do not certify, whether any PAST DUE installments have not been paid. This information should be obtained from the Itasca County Auditor.

WITNESS my hand and official seal at Grand Rapids, this 13<sup>th</sup> day of May, 2019.



Barbara A. Baird, Finance Director

ASSESSMENT CERTIFICATE

STATE OF MINNESOTA )  
COUNTY OF ITASCA ) SS  
CITY OF GRAND RAPIDS )

I, the Finance Director of the City of Grand Rapids, do hereby certify that I have carefully examined the records of my office for the purpose of ascertaining the existence of assessments levied for local improvements upon the real property herein described and that at the date of this certificate there are no assessments or installments thereof charged against the following described premises:

**Parcel No. 91-592-0340**

**Legal Description: LAKEWOOD HEIGHTS LOT 8 BLOCK 3**

This certificate is made as to the above property description, supplied by the person requesting this certificate, and we do not certify as to assessments against the same property leveled under another description.

Our records do not reveal, and we do not certify, whether any PAST DUE installments have not been paid. This information should be obtained from the Itasca County Auditor.

WITNESS my hand and official seal at Grand Rapids, this 13<sup>th</sup> day of May, 2019.



Barbara A. Baird, Finance Director

ASSESSMENT CERTIFICATE

STATE OF MINNESOTA    )  
COUNTY OF ITASCA     )     SS  
CITY OF GRAND RAPIDS   )

I, the Finance Director of the City of Grand Rapids, do hereby certify that I have carefully examined the records of my office for the purpose of ascertaining the existence of assessments levied for local improvements upon the real property herein described and that at the date of this certificate there are no assessments or installments thereof charged against the following described premises:

**Parcel No. 91-592-0345**

**Legal Description: LAKEWOOD HEIGHTS LOT 9 BLOCK 3**

This certificate is made as to the above property description, supplied by the person requesting this certificate, and we do not certify as to assessments against the same property leveled under another description.

Our records do not reveal, and we do not certify, whether any PAST DUE installments have not been paid. This information should be obtained from the Itasca County Auditor.

WITNESS my hand and official seal at Grand Rapids, this 13<sup>th</sup> day of May, 2019.



Barbara A. Baird, Finance Director

ASSESSMENT CERTIFICATE

STATE OF MINNESOTA )  
COUNTY OF ITASCA ) SS  
CITY OF GRAND RAPIDS )

I, the Finance Director of the City of Grand Rapids, do hereby certify that I have carefully examined the records of my office for the purpose of ascertaining the existence of assessments levied for local improvements upon the real property herein described and that at the date of this certificate there are no assessments or installments thereof charged against the following described premises:

**Parcel No. 91-592-0350**

**Legal Description: LAKEWOOD HEIGHTS LOT 10 BLOCK 3**

This certificate is made as to the above property description, supplied by the person requesting this certificate, and we do not certify as to assessments against the same property leveled under another description.

Our records do not reveal, and we do not certify, whether any PAST DUE installments have not been paid. This information should be obtained from the Itasca County Auditor.

WITNESS my hand and official seal at Grand Rapids, this 13<sup>th</sup> day of May, 2019.



Barbara A. Baird, Finance Director



(c) *Applicable regulations.* Refer to article III of this chapter.  
(Code 1978, § 23.9(C); Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007)

**Sec. 30-702. (PUD) overlay regulations (mandatory).**

(a) *Purpose and intent.* There are certain areas within the city that have very unique natural characteristics (wooded), are environmentally sensitive (wetlands), or are marginally developable due to such adverse external influences as high traffic volumes and/or nonresidential uses. It is very desirable to encourage the clustering of development within these areas in an effort to preserve larger expanses of open space.

(b) *Jurisdiction.* Within the areas so designated on the official zoning map of the city the use of PUD shall be mandatory except for lots or parcels of record consisting of two or less acres at the time of adoption of the ordinance from which this article is derived. Where such lots or parcels of record exist, residential development may be allowed by the city in accordance with the existing zoning.

(c) *Applicable regulations.* Refer to section 30-703.  
(Code 1978, § 23.9(D); Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007)

**Sec. 30-703. Planned unit development (PUD).**

(a) *Purpose, ownership, uses, eligibility.*

- (1) *Purpose and intent.* PUD is established to permit flexibility in the regulations of land development; to encourage innovation and variety in the design, layout and type of structures constructed; to achieve an efficiency in the use of land, natural resources, energy, and the providing of public services and utilities; to encourage usable open space; and to provide better housing, employment, and shopping opportunities particularly suited to the needs of the residents of the city and state. It is the intent of PUD to provide a process for rezoning which results in real property development utilizing a comprehensively prepared site plan which allows for flexibility and variances in building sites, densities and yards; allows for the mixing of uses and housing types and provides for usable open space as well as the preservation of natural features.
- (2) *Eligibility requirements.* PUD may be applied within any district provided the following requirements are met:
  - a. The site shall be not less than two acres in size.
  - b. Land to be incorporated in a PUD shall be under the control of one owner or group of owners and shall be capable of being planned and developed as one integral unit.
- (3) *Uses permitted.* As a process, PUD conveys no right to the use of land other than permitted by the district within which located. Zoning shall be required to be in accordance with the city comprehensive plan and uses permitted are those allowed by the zoning district.

- (4) *Development guidelines.* Within a PUD, the basic zoning district regulations may be negotiated and variances granted by mutual consent of the city and the land owner(s) in accordance with the uses established by the city comprehensive plan. The following shall apply:
- a. No variance shall be negotiated for yards adjacent to exterior property lines or public streets.
  - b. No variances shall be negotiated for off-street parking or screening except as provided for in section 30-625.

- c. A maximum variance from basic density requirements of up to 25 percent may be negotiated provided the findings under subsection (b)(7) of this section can be made.
- (b) *Planned unit development procedures.*
- (1) *Preliminary discussion.* Prior to filing a petition, the proponent must request a meeting with the city to discuss the potential for PUD approval and consistency with city plans, etc. Such requests shall be made by addressing a letter to the city planning commission. Such letter shall be accompanied by a preliminary sketch plan which indicates the density; street pattern; building square footage, height and type and a time schedule. The proposal will be discussed at the next regular planning commission meeting. Guidance will be provided in concept by the planning commission to assist the proponent with the preparation of a preliminary development plan.
  - (2) *Application and fees.* Depending on the outcome of the preliminary discussion, the proponent shall initiate the PUD process by filing an application signed by the owner with and paying the established fee to the zoning administrator not less than 15 days prior to the planning commission meeting on a form provided by the city and including the information required in section subsection (b)(3) of this section.
  - (3) *Plan requirements.* The following information shall be provided in graphic and written form:
    - a. An existing conditions map showing property boundaries, topography; existing natural features, including trees, watercourses, ponds; soil conditions; buildings; streets, etc.
    - b. Preliminary development plan indicating the proposed uses of land; acreage; densities; building square footage, types and heights; public and private street locations; walkway locations; recreation areas and facilities; and any other information that will be necessary to evaluate the proposal.
    - c. A staging plan indicating the proposed sequence of development and a general grading scheme. This plan can be indicated on the overall plan sheet.
    - d. A preliminary plat which shall include all of the information required in article V of this chapter.
    - e. Final development plan for phase 1. Plans and support information shall be as prescribed for conditional use permits (refer to section 30-531(b)) plus such protective covenants or agreements as might be intended or required by the city. This information shall be provided in a neat package stapled together and accompanied by the application and 15 copies of a transmittal letter.
  - (4) *Planning commission review.* The zoning administrator shall distribute the material to the planning commission for review at the next planning commission meeting. Within 60 days of the application date, the planning commission shall recommend approval, disapproval or modification of the preliminary development plan and the phase I final

development plan to the city council. If the proposal is within a shoreland area, the plans will also be forwarded to the commissioner of the department of natural resources for review and comment.

- (5) *City council receipt.* The city council will consider the recommendations of the planning commission at its next meeting and may require modifications to the plan at that time. The city council will then set a date for a public hearing.
- (6) *Hearing and mailed notices.* The city clerk or zoning administrator shall give notice of the public hearing in accordance with the procedures established for rezoning. Refer to section 30-454(c).
- (7) *City council action and findings.* The city council shall consider the advise of the planning commission, the commissioner of the department of natural resources and the public and shall approve, disapprove or suggest modifications to the preliminary and final development plans. If the city council approves such plans it shall also approve the rezoning for phase I. The city council shall not approve a PUD unless it finds as follows:
  - a. The proposed development is consistent with the city comprehensive plan.
  - b. The development is more compatible, having used PUD, with surrounding development than if PUD had not been used.
  - c. The open space gain warranted the use of PUD to grant variances.
  - d. The final development plan is in substantial conformance with the approved preliminary development plan.
- (8) *Conditions and records.* The city council may impose such conditions as it deems necessary on the preliminary and final development plans and shall maintain a record of all approved plans, amendments and conditions for continuing reference.
- (9) *Final development plans - Subsequent phases.* As rezoning is needed for subsequent development phases, the proponent shall prepare final development plans for each phase and shall petition the city for rezoning in accordance with the procedures of this section. The application for rezoning shall be accompanied by the information specified for final development plans in subsection (b)(3) of this section. The planning commission shall review and recommend on each development phase and the city council shall, prior to action on the request, hold a public hearing in accordance with the procedures established for rezoning. Each proposed phase shall be in substantial conformance with the approved preliminary development plan.
- (10) *Resubmission.* No application for PUD which has been denied by the city council shall be resubmitted by the applicant for a period of one year following the date of denial.
- (11) *Lapse and extension.* If within one year after the date of rezoning a building permit has not been issued, the planning commission may review the zoning and recommend to the council that the rezoning be extended or rescinded. Before acting on the planning commission recommendation, the city council shall conduct a public hearing and notice

shall be given in the same manner as the original petition. The city council may rescind or extend the zoning previously granted and the preliminary and final development plans for up to one year upon finding that:

- a. A good faith effort has been made to use the PUD;
- b. There is reasonable expectation that the PUD will be used; and
- c. The facts upon which the original PUD was issued are essentially unchanged.

(12) *Building permits.* At the time of building permit approval, the building plans shall be reviewed by the zoning administrator and building official to establish their compliance with the approved preliminary and final development plans. If they do not comply, the plans shall be reviewed by the planning commission and city council and a public hearing shall be conducted by the city council all in accordance with the procedures established in subsection (b) of this section.

(Code 1978, § 23.10(B); Ord. No. 07-03-06, § 2(Exh. A), 3-27-2007)

#### **Sec. 30-704. Mining overlay district.**

(a) *Purpose and Intent.* The purpose of the mining overlay district is to provide for current or future heavy mining activities that may be governed by Minn. Stat. §§ 93.44—93.51, and separate these uses from incompatible uses.

(b) *Lands subject to overlay district.* The mining overlay district is defined by the official zoning map and may overlay other zoning districts.

(c) *Conditional Uses.* Following the date of adoption of the ordinance from which this section derives no entity shall engage in new or expand existing operations, or renew operations that have not been active within five years of the effective date of this section without first obtaining a conditional permit. Any operation begun prior to the adoption of the ordinance from which this section derives and which is active on the effective date of this section may continue operations for five years at which time the operation shall have obtained a permit or ceased operation. The following are conditional uses in the mining overlay district:

- (1) Mineral extraction, mineral processing, metals production, mineral or metal storage, storage and stockpiling of mining and mineral processing waste materials and byproducts, storage of mining and processing equipment and includes those facilities and activities regulated by Minn. Stat. §§ 93.44—93.51.
- (2) Structures necessary for mining, mineral processing, and metals production operations and ancillary facilities and activities.
- (3) Transmission and distribution lines, and pipelines of public and private utility companies within existing public rights-of-way.
- (4) Towers.
- (5) Extractive use operations.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	19-0616	<b>Version:</b>	1	<b>Name:</b>	Consider the recommendation of the Planning Commission regarding the adoption of an ordinance approving the preliminary and final development plan for Common Interest Community ##33 Lakewood Estates First Addition Planned Unit Development, and the associa
<b>Type:</b>	Agenda Item	<b>Status:</b>			Public Hearing
<b>File created:</b>	9/19/2019	<b>In control:</b>			City Council
<b>On agenda:</b>	9/23/2019	<b>Final action:</b>			
<b>Title:</b>	Consider the recommendation of the Planning Commission regarding the adoption of an ordinance approving the preliminary and final development plan for Common Interest Community #33 Lakewood Estates First Addition Planned Unit Development, and the associated establishment of a PUD Overlay Zoning District.				

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Lakewood Estates First Add. PUD: Ordinance w/final plan](#)

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

Consider the recommendation of the Planning Commission regarding the adoption of an ordinance approving the preliminary and final development plan for Common Interest Community #33 Lakewood Estates First Addition Planned Unit Development, and the associated establishment of a PUD Overlay Zoning District.

**Background Information:**

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

*The Council can accept the recommendation of the Planning Commission, if they are in agreement with it, and adopt the ordinance as prepared, or the Council can make its own findings to support its reasons for approving or denying the requested planned unit development.*

**Requested City Council Action**

Make a motion based on the recommendation of the Planning Commission regarding the adoption of an ordinance approving the preliminary final development plan for Common Interest Community #33 Lakewood Estates First Addition Planned Unit Development, and the associated establishment of a PUD Overlay Zoning District.

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

**ORDINANCE NO. 19-\_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF GRAND RAPIDS, MINNESOTA  
APPROVING THE PRELIMINARY AND FINAL DEVELOPMENT PLANS FOR COMMON INTEREST  
COMMUNITY #33, LAKEWOOD ESTATES FIRST ADDITION PLANNED UNIT DEVELOPMENT,  
ESTABLISHING A PUD (PLANNED UNIT DEVELOPMENT) OVERLAY ZONE, AND VACATING CERTAIN  
UTILITY EASEMENTS WITHIN THE PLAT OF LAKEWOOD HEIGHTS**

WHEREAS, on September 5, 2019, the Planning Commission took action forwarding a favorable recommendation to the City Council regarding approval of the establishment of a PUD overlay zoning district, and approval of a preliminary and final development plan involving property legally described as,

*Lots 5-10, Block 3, Plat of Lakewood Heights, Itasca County, Minnesota.*

The specific actions recommended by the Planning Commission would result in the:

1. Establishment of a PUD (Planned Unit Development) overlay zoning district, as per Section 30-703 of the Grand Rapids Municipal Code; and
2. Approval of the preliminary and final development plan and related documents made part of the submitted plat entitled: Common Interest Community #33 Lakewood Estates First Addition Planned Unit Development
3. Vacating of certain utility/drainage easements in the underlying plat of Lakewood Heights.

WHEREAS, the City Council conducted a public hearing on that request at their regular meeting on September 23, 2019 and all were heard, and

WHEREAS, the City Council did concur with the recommendations of the Planning Commission, and determined that approval of the planned unit development and its related PUD overlay district would be in the best interest of the community, and

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

That the property, legally described above, is hereby established with a PUD (Planned Unit Development) overlay zoning district, as per Section 30-703 of the Grand Rapids Municipal Code; and

BE IT FURTHER RESOLVED THAT, the preliminary and final development plan and related documents made part of the submitted plat entitled: Common Interest Community #33 Lakewood Heights First Addition Planned Unit Development are hereby approved, based upon the following findings of fact;

- The proposed development is consistent with the Comprehensive Plan by increasing the housing stock within the City.
- The development is more compatible, with surrounding development, having used a PUD by maximizing open space preservation for residential housing.
- The open space gained does warrant the use of a PUD.
- The Final Development Plan is in substantial conformance with the Preliminary Development Plan.

BE IT FURTHER RESOLVED THAT, in addressing a condition for approval suggested by the Planning Commission, the following utility/drainage easements, platted within the underlying plat of Lakewood Heights, as recorded in the Office of the County Recorder, Itasca County, MN as Document A000599584, are hereby vacated:

1. That utility/drainage easement lying on either side of the common lot line between Lots 5 and 6, Block 3 of said plat of Lakewood Heights; and

2. That utility/drainage easement lying on either side of the common lot line between Lots 6 and 7, Block 3 of said plat of Lakewood Heights; and
3. That utility/drainage easement lying on either side of the common lot line between Lots 7 and 8, Block 3 of said plat of Lakewood Heights; and
4. That utility/drainage easement lying on either side of the common lot line between Lots 8 and 9, Block 3 of said plat of Lakewood Heights; and
5. That utility/drainage easement lying on either side of the common lot line between Lots 9 and 10, Block 3 of said plat of Lakewood Heights; and

This Ordinance shall become effective after its passage and publication.

Adopted by the Council this 23<sup>rd</sup> day of September, 2019.

\_\_\_\_\_  
Dale Adams, Mayor

ATTEST:

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

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

This document was drafted by:  
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City of Grand Rapids  
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