



# CITY OF GRAND RAPIDS

## Meeting Agenda Full Detail City Council

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Monday, March 11, 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, March 11, 2019 at 5:00 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

### CALL OF ROLL

### PRESENTATIONS/PROCLAMATIONS

19-0158 Consider a letter of support to Earth Circles

**Attachments:** [3-11-19 Letter of Support](#)

### 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

19-0131 Consider approving Council minutes for Monday, February 25, 2019 Worksession & Regular meetings.

**Attachments:** [February 25, 2019 Worksession.pdf](#)  
[February 25, 2019 Regular Meeting.pdf](#)

### VERIFIED CLAIMS

19-0152 Consider approving the verified claims for the period February 20, 2019 to March 4, 2019 in the total amount of \$437,161.61.

**Attachments:** [COUNCIL BILL LIST 03-11-19.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.     19-0122     Consider approving Change Order 3 related to CP 2010-5, Mississippi River Pedestrian Bridge in the maximum amount of \$28,598.00.  
**Attachments:**    129-090-007 CO 03
  
2.     19-0128     Consider entering into an agreement with Advantage Systems Group for monitoring services at the IRA Civic Center.  
**Attachments:**    Advantage Systems Group
  
3.     19-0136     Approve a Supplemental Letter Agreement (SLA) 2019-1A with SEH related to CP 2019-1, Golf Course Road Utility Extensions-Great River Acres.  
**Attachments:**    SLA 2019-1A Great River Acres and GCR Utilities Staking
  
4.     19-0137     Consider adopting a resolution accepting a donation of an ice machine for use by the Fire Department.  
**Attachments:**    River Grand Ice Machine donation.pdf
  
5.     19-0139     Consider entering into a lease agreement with Itasca Community College for the use of City sports fields.  
**Attachments:**    ICC Field Lease 2019
  
6.     19-0142     Consider termination of a regular part-time employee from the City of Grand Rapids Parks and Recreation Department and the IRA Civic Center.
  
7.     19-0147     Consider voiding lost Accounts Payable check #136331, issue a new check, and waiving bond requirements for check issued to Fidelity Security Life Ins Co., in the amount of \$71.22.  
**Attachments:**    Fidelity Sec Affidavit.pdf
  
8.     19-0153     Approve revised Grand Rapids Fire Department Organizational and Operating Policies and Procedures.  
**Attachments:**    2019 changes GRFD ORGANIZATIONAL AND OPERATING POLICIES 1.0.doc

#### **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**

9.     19-0161     Review and acknowledge minutes for Boards & Commissions.

**Attachments:** [February 5, 2019 Arts & Culture minutes.pdf](#)  
[January 16, 2019 - PUC minutes.pdf](#)

## LIBRARY

10. [19-0129](#) Consider the appointment of April Chance to the position of Library Public Services Clerk - Circulation.

## POLICE DEPARTMENT

11. [19-0140](#) Authorize the Police Department to purchase eight (8) Mossberg 12 gauge Shotguns and fourteen (14) Sig Sauer red dot rifle sites.
- Attachments:** [shotgun quote](#)  
[red dot quote \(1\)](#)

## PUBLIC WORKS DEPARTMENT

12. [19-0151](#) Consider awarding a contract for 2019 Security Upgrades, Police Department Improvements and Elevator Upgrade at City Hall. In addition consider accepting quotes for Fixtures, Furniture, Information Technology Equipment and Audio Video Equipment related to the project.
- Attachments:** [18079 City Hall - Bid Tab](#)  
[SHI security IT equipment #2](#)  
[KKNK244 security IT equipment #1](#)  
[ESC Proposal PD Interview Room](#)  
[NBP Itemized Quote](#)  
[Group A ALT # 2 Quote 03.04.19](#)

## ADJOURNMENT

*NEXT REGULAR MEETING IS SCHEDULED FOR MARCH 25, 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)

**File #:** 19-0158      **Version:** 1      **Name:** Earth Circles Letter of Support  
**Type:** Agenda Item      **Status:** PRESENTATIONS/PROCLAMATIONS  
**File created:** 3/7/2019      **In control:** City Council  
**On agenda:** 3/11/2019      **Final action:**  
**Title:** Consider a letter of support to Earth Circles  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [3-11-19 Letter of Support](#)

Date	Ver.	Action By	Action	Result
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Consider a letter of support to Earth Circles

**Background Information:**

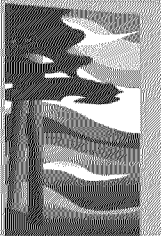
Earth Circles will be conducting a study to determine their effectiveness in reducing plastic bag consumption. The attached letter for consideration supports their on-going efforts.

**Staff Recommendation:**

City staff is recommending the attached letter of support to Earth Circles.

**Requested City Council Action**

A motion approving the attached letter of support to Earth Circles.



March 11, 2019

Pat Helmberger  
Barb Veit  
Earth Circle of Grand Rapids Area  
717 SW 5th Avenue  
Grand Rapids, MN 55744

Dear Pat and Barb:

The City of Grand Rapids wants to commend Earth Circle and you on the effort being made in educating the public on negative effects of plastic and your efforts to reduce plastic bag usage. We believe without your local efforts, there would be little or no reduction thus far.

It is our understanding that your organization is going to conduct a study to determine how effective your campaign has been in reducing plastic bag consumption. The study will entail the following:

1. Interview store managers to determine how many plastic bags are used within a given time such as a week or month and the cost of the plastic bags in that time frame.
2. Ask the managers for an estimate on how many reusable bags shoppers use during the time listed above.
3. Ask the managers if they have reduced their plastic bag purchases because of reusable bags carried by shoppers.
4. Ask the managers if they are willing to promote reusable bags through signage both inside and outside their stores.
5. Ask if they are willing to charge 5 cents for a plastic bag or give a 5 cent discount for a reusable bag.
6. Request their partnership in an Earth Day event planned by Earth Circle to raise awareness of plastic bag pollution.

This letter serves to inform you and the public that the City of Grand Rapids fully supports your efforts in conducting this study on plastic bag usage and encourages your ongoing efforts to reduce such usage.

Sincerely,

Dale Adams  
Mayor of Grand Rapids



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 19-0131      **Version:** 1      **Name:** Council Minutes  
**Type:** Agenda Item      **Status:** Approval of Minutes  
**File created:** 2/26/2019      **In control:** City Council  
**On agenda:** 3/11/2019      **Final action:**  
**Title:** Consider approving Council minutes for Monday, February 25, 2019 Worksession & Regular meetings.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [February 25, 2019 Worksession.pdf](#)  
[February 25, 2019 Regular Meeting.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving Council minutes for Monday, February 25, 2019 Worksession & Regular meetings.



# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council Work Session

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Monday, February 25, 2019

4:00 PM

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, February 25, 2019 at 4:00 p.m. in City Hall Conference Room 2A, 420 North Pokegama Avenue, Grand Rapids, Minnesota.**

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

- Present** 4 - Councilor Dale Christy, Councilor Rick Blake, Councilor Tasha Connelly, and Councilor Michelle Toven
- Absent** 1 - Mayor Dale Adams

### Staff present:

*Tom Pagel, Chad Sterle, John Linder, Travis Cole, Rob Rima, Steve Schaar, Rob Mattei, Barb Baird, Erik Scott*

### Discussion Items

1. Discuss updated Grand Rapids Fire Department By-Laws  
  
*Fire Chief Cole presented draft changes to Fire Department By-Laws, last updated in 2010. Recommended changes consist primarily of language clean up addressing procedures, response protocol and participation percentages. Council directs staff to bring final draft to Council for consideration on March 11, 2019.*  
  
**Referred to the City Council due back on 3/11/2019**
2. Update - Fire Engine 115 Replacement  
  
*Chief Cole also presented update on current status of truck replacement. Though vehicles have been maintained beyond life expectancy, mechanical issues require moving forward with replacement. Different styles of trucks are under review.*  
  
**Received and Filed**
3. Legislative Updates  
  
*Administrator Pagel provided overview of visit to the Capital on February 14, 2019. Met with several members and received an overall positive response. Councilor Blake and Mr. Pagel will travel to the Capital again for meetings on March 26, 2019. More updates will be provided at the next Council meeting.*
4. Review 5:00 PM Regular Meeting

*Upon review, no changes or additions are noted.*

**ADJOURN**

*There being no further business, the meeting adjourned at 4:48 PM.*

*Respectfully submitted:*

*Kimberly Gibeau*  
Kimberly Gibeau, City Clerk





# CITY OF GRAND RAPIDS

## Minutes - Final - Draft City Council

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Monday, February 25, 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, February 25, 2019 at 5:02 p.m. in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

### CALL OF ROLL

**Present** 4 - Councilor Dale Christy  
Councilor Rick Blake  
Councilor Tasha Connelly  
Councilor Michelle Toven

**Absent** 1 - Mayor Dale Adams

### Staff present:

*Tom Pagel, Chad Sterle, Travis Cole, Erik Scott, Lynn DeGrio, Barb Baird, Steve Schaar, Lauren VanDenHeuval*

### MEETING PROTOCOL POLICY

### PUBLIC FORUM

*None.*

### COUNCIL REPORTS

*None.*

### APPROVAL OF MINUTES

Consider approving Council minutes for Monday, February 11, 2019 Worksession & Regular meetings.

**A motion was made by Councilor Tasha Connelly, seconded 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 February 2, 2019 to February 19, 2019 in the total amount of \$821,505.67.

**A motion was made by Councilor Christy, seconded by Councilor Connelly,**

approving the verified claims as presented. The motion carried by the following vote.

**Aye** 4 - Councilor Dale Christy  
Councilor Rick Blake  
Councilor Tasha Connelly  
Councilor Michelle Toven

### **CONSENT AGENDA**

1. Consider adopting a resolution authorizing an operating transfer from Capital Fund-Permanent Improvement Revolving Fund to the Debt Service Fund-General Obligation State Aid Bonds, Series 2012B.  
**Adopted Resolution 19-21 by consent roll call**
2. Consider adopting a resolution approving budgeted transfers from the General Fund to the Special Revenue Funds-Domestic Animal Control Facility and Central School.  
**Adopted Resolution 19-22 by consent roll call**
3. Consider awarding the 2019 Mayor's Arts Award to Brewed Awakenings and approve annual expenditure for award, not to exceed \$300.00.  
**Approved by consent roll call**
4. Consider closing Debt Service Fund-Tax Increment Financing District 1-5 Black Bear Homes.  
**Approved by consent roll call**
5. Purchase wetland credits from EIP Credit Company, LLC., related to CP 2019-2, Grand Rapids-Cohasset Connection Trail.  
**Approved by consent roll call**
6. Consider accepting low quote from CDWG and authorizing the purchase of a replacement server.  
**Approved by consent roll call**
7. Consider approving amended Memorandum of Understanding regarding Central Pension Fund  
**Approved by consent roll call**
8. Consider approving seasonal golf employee.  
**Approved by consent roll call**

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

**A motion was made by Councilor Toven, seconded by Councilor Christy, to approve the Consent agenda as presented. The motion carried by the**

**following vote**

- Aye** 4 - Councilor Dale Christy
- Councilor Rick Blake
- Councilor Tasha Connelly
- Councilor Michelle Toven

**SETTING OF REGULAR AGENDA**

**A motion was made by Councilor Dale Christy, seconded by Councilor Tasha Connelly, to approve the Regular agenda as presented. The motion PASSED by unanimous vote.**

**ACKNOWLEDGE BOARDS & COMMISSIONS**

- 9. Review and acknowledge attached minutes for boards and commissions.

*Human Rights - January 2, 2019*  
*Golf Board - January 15, 2019*

**Acknowledged**

**DEPARTMENT HEAD REPORT**

- 10. Fire Department - Travis Cole, Chief

*Fire Chief Cole reviews calls, activities and changes in staffing through retirements and new hires. Also reviewed were statistics on calls, current need for firefighters and directions to apply.*

**Received and Filed**

**COUNCIL**

- 11. Consider appointing applicants to City Boards & Commissions.

*Members of the Council conducted interviews with applicants for various boards and commissions and the following recommendations for appointments were brought forward:*

*Appoint Luke Francisco to Public Utilities Commission, term to expire March 1, 2023;*  
*Appoint Sholom Blake & John O'Leary to Economic Development Authority, terms to expire March 1, 2025;*

*Appoint Brad Gallop & John Bauer to Golf Course Board, terms to expire March 1, 2024;*

*Appoint Kathleen Blake & Isaac Meyer to Housing & Redevelopment Authority, terms to expire March 1, 2024;*

*Appoint Laura Turman, Doug Learmont, Whitney, Paola Lopez-Cortes and Whitney Leming-Salisbury to Human Rights Commission, Turman to expire March 1, 2020, Learmont, Lopez-Cortes and Leming-Salisbury to expire March 1, 2022; and*

*Appoint Gayle Adams & Laura Turman to Police Community Advisory Board, terms to expire March 1, 2020 and March 1, 2021, respectively.*

**Motion by Councilor Toven, second by Councilor Christy to approve appointments to Boards & Commissions as recommended. Motion PASSED by**

unanimous vote.

**ADMINISTRATION DEPARTMENT**

12. Consider Public Works organizational changes and requests.

*Lynn DeGrio, Director of Human Resources, reviewed recommendations regarding new positions, draft job descriptions, proposed changes to workflow chart for Public Works and timeline through completion of steps.*

**A motion was made by Councilor Dale Christy, seconded by Councilor Tasha Connelly, approving new positions, specifically Public Works Superintendent and Public Works Engineering Technician, respective job descriptions and Public Works Flow Chart. The motion PASSED by unanimous vote.**

**ADJOURNMENT**

**A motion was made by Councilor Tasha Connelly, seconded by Councilor Michelle Toven, to adjourn the meeting at 5:35 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 #:** 19-0152      **Version:** 1      **Name:** VERIFIED CLAIMS  
**Type:** Agenda Item      **Status:** Verified Claims  
**File created:** 3/7/2019      **In control:** City Council  
**On agenda:** 3/11/2019      **Final action:**  
**Title:** Consider approving the verified claims for the period February 20, 2019 to March 4, 2019 in the total amount of \$437,161.61.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [COUNCIL BILL LIST 03-11-19.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider approving the verified claims for the period February 20, 2019 to March 4, 2019 in the total amount of \$437,161.61.

### **Requested City Council Action**

Make a motion approving the verified claims for the period February 20, 2019 to March 4, 2019 in the total amount of \$437,161.61.

DATE: 03/06/2019  
 TIME: 15:22:18  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 03/11/2019

VENDOR #	NAME	AMOUNT DUE
-----		
GENERAL FUND		
CITY WIDE		
0126725	AZTECA SYSTEMS LLC	13,800.00
1309090	SUPERONE FOODS NORTH	32.27
1915248	SOFTWARE HARDWARE INTEGRATION	980.00
TOTAL CITY WIDE		14,812.27
ADMINISTRATION		
0718060	GRAND RAPIDS HERALD REVIEW	287.50
1215630	LOREN SOLBERG CONSULTING, LLC	2,417.44
TOTAL ADMINISTRATION		2,704.94
BUILDING MAINTENANCE-CITY HALL		
0113233	AMERIPRIDE SERVICES INC	55.10
0201737	BATTERY WHOLESALE INC	126.89
0221700	BUSY BEES QUALITY CLNG SVC INC	288.00
0301685	CARQUEST AUTO PARTS	247.76
0920060	ITASCA COUNTY TREASURER	1,661.08
TOTAL BUILDING MAINTENANCE-CITY HALL		2,378.83
COMMUNITY DEVELOPMENT		
0718060	GRAND RAPIDS HERALD REVIEW	166.75
0920060	ITASCA COUNTY TREASURER	32.13
1201434	LAKE WOODS CHRYSLER	71.18
TOTAL COMMUNITY DEVELOPMENT		270.06
FINANCE		
1309330	MINNESOTA SOCIETY OF CPA'S	310.00
1415377	NORTHERN BUSINESS PRODUCTS INC	239.76
TOTAL FINANCE		549.76
FIRE		
0321505	CUMMINS INC	1,257.53
0718060	GRAND RAPIDS HERALD REVIEW	1,364.00
2215600	VOLUNTEER FIREMANS BENEFIT	203.00
TOTAL FIRE		2,824.53

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 03/11/2019

VENDOR #	NAME	AMOUNT DUE
-----		
GENERAL FUND		
PUBLIC WORKS		
0100046	ASV HOLDINGS INC	1,506.80
0103325	ACHESON TIRE INC	20.00
0104799	ADVANCED SERVICES INC	252.00
0121721	AUTO VALUE - GRAND RAPIDS	150.53
0301655	CARGILL INCORPORATED	6,948.91
0301685	CARQUEST AUTO PARTS	265.44
0315455	COLE HARDWARE INC	112.29
0401420	DAKOTA FLUID POWER, INC	767.97
0514802	ENVIROTECH SERVICES INC	5,333.24
0800040	H & L MESABI	1,472.50
0801535	HAMMERLUND CONSTRUCTION INC	200.00
0920060	ITASCA COUNTY TREASURER	78.88
1000080	J T SERVICES OF MN INC	1,870.00
1301213	MARTIN'S SNOWPLOW & EQUIP	206.63
1303039	MCCOY CONSTRUCTION & FORESTRY	1,050.80
1415030	NAPA SUPPLY OF GRAND RAPIDS	288.39
1415484	NORTHERN LIGHTS TRUCK	61.60
1612045	PLAGEMANNS LANDSCAPING INC	700.00
1920555	STOKES PRINTING & OFFICE	31.27
2009725	TITAN MACHINERY INC	677.32
2209421	VIKING ELECTRIC SUPPLY INC	153.50
	TOTAL PUBLIC WORKS	22,148.07
FLEET MAINTENANCE		
0301685	CARQUEST AUTO PARTS	156.21
1301720	MATCO TOOLS	257.03
1605740	PETROCHOICE HOLDINGS INC	746.52
1801615	RAPIDS WELDING SUPPLY INC	131.58
1920070	STATE CHEMICAL MFG COMPANY	395.67
1920555	STOKES PRINTING & OFFICE	11.79
	TOTAL FLEET MAINTENANCE	1,698.80
POLICE		
0201737	BATTERY WHOLESALE INC	156.83
0301685	CARQUEST AUTO PARTS	691.30
0409501	JOHN P. DIMICH	4,583.33
0920057	ITASCA COUNTY SHERIFFS DEPT	285.75
0920060	ITASCA COUNTY TREASURER	78.88
1201434	LAKE WOODS CHRYSLER	631.55
1309090	SUPERONE FOODS NORTH	24.25
1315725	THE MOTOR SHOP LLC	279.00
1605665	PERSONNEL DYNAMICS LLC	1,421.55

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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 03/11/2019

VENDOR #	NAME	AMOUNT DUE
-----		
GENERAL FUND		
POLICE		
1901535	SANDSTROM'S INC	33.84
2018067	TRAF-O-TERIA	327.27
	TOTAL POLICE	8,513.55
RECREATION		
0104799	ADVANCED SERVICES INC	108.00
	TOTAL RECREATION	108.00
CENTRAL SCHOOL		
0218745	ASHLEY BRUBAKER	452.14
0221650	BURGGRAF'S ACE HARDWARE	13.58
0221700	BUSY BEES QUALITY CLNG SVC INC	1,200.00
0315455	COLE HARDWARE INC	3.69
0701650	GARTNER REFRIGERATION CO	1,238.06
	TOTAL	2,907.47
AIRPORT		
0315455	COLE HARDWARE INC	30.87
0504500	EDMO DISTRIBUTORS INC	57.99
0504825	EDWARDS OIL INC	1,231.48
1303039	MCCOY CONSTRUCTION & FORESTRY	30.94
1615423	POKEGAMA ELECTRIC INC	9,274.00
	TOTAL	10,625.28
CIVIC CENTER		
GENERAL ADMINISTRATION		
0104815	ADVANTAGE SYSTEMS GROUP	54.00
0113233	AMERIPRIDE SERVICES INC	46.56
0118230	ARENA WAREHOUSE, LLC	837.50
0221650	BURGGRAF'S ACE HARDWARE	88.00
0718060	GRAND RAPIDS HERALD REVIEW	350.00
0801535	HAMMERLUND CONSTRUCTION INC	5,274.00
1200855	LVC COMPANIES INC	629.90
1201430	LAKE SUPERIOR CUTTING EDGE LLC	175.00
1201730	LATVALA LUMBER COMPANY INC.	94.88
1309090	SUPERONE FOODS NORTH	28.56



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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 03/11/2019

VENDOR #	NAME	AMOUNT DUE
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CIVIC CENTER		
GENERAL ADMINISTRATION		
1405725	NETWORK SERVICE COMPANY	201.95
1421155	NUCH'S IN THE CORNER	9.14
1605611	PEPSI BEVERAGES COMPANY	317.40
1801610	RAPIDS PLUMBING & HEATING INC	499.00
1901535	SANDSTROM'S INC	897.80
2116600	UPPER LAKE FOODS INC	622.28
2209421	VIKING ELECTRIC SUPPLY INC	334.20
TOTAL GENERAL ADMINISTRATION		10,460.17
STATE HAZ-MAT RESPONSE TEAM		
1415480	NORTHERN HEALTH & FITNESS PLUS	4,152.00
TOTAL		4,152.00
DOMESTIC ANIMAL CONTROL FAC		
1200500	L&M SUPPLY	91.89
TOTAL		91.89
GENERAL CAPITAL IMPRV PROJECTS		
2012-6 ICC SIGNAL		
0218115	BRAUN INTERTEC CORPORATION	352.75
TOTAL 2012-6 ICC SIGNAL		352.75
EDA - CAPITAL PROJECTS		
AIRPORT SOUTH INDUSTRIAL PARKS		
1415583	THE NORTHSPAN GROUP INC	1,500.00
TOTAL AIRPORT SOUTH INDUSTRIAL PARKS		1,500.00
2018 INFRAST/CPT MNT IMP BONDS		
CAPITAL MAINT IMPRV PLAN		
0718060	GRAND RAPIDS HERALD REVIEW	114.72
TOTAL CAPITAL MAINT IMPRV PLAN		114.72

DATE: 03/06/2019  
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CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 03/11/2019

VENDOR #	NAME	AMOUNT DUE
-----		
2019	INFRASTRUCTURE BONDS	
2019-1	GLF COURSE RD UTIL EXT	
0718060	GRAND RAPIDS HERALD REVIEW	294.98
1900225	SEH	7,035.00
	TOTAL 2019-1 GLF COURSE RD UTIL EXT	7,329.98
2019	STREET IMP PROJECT	
0718060	GRAND RAPIDS HERALD REVIEW	0.00
	TOTAL 2019 STREET IMP PROJECT	0.00
STORM WATER UTILITY		
0126725	AZTECA SYSTEMS LLC	9,200.00
0301685	CARQUEST AUTO PARTS	79.99
0301705	CASPER CONSTRUCTION INC	1,102.50
1621125	PUBLIC UTILITIES COMMISSION	2,200.00
1920555	STOKES PRINTING & OFFICE	4.99
	TOTAL	12,587.48
	TOTAL UNPAID TO BE APPROVED IN THE SUM OF:	\$106,130.55
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0100053	AT&T MOBILITY	758.90
0114206	DALE ANDERSON	105.56
0114210	D. ANDERSON - CHANGE FUND	2,480.00
0114211	D. ANDERSON-PETTY CASH FUND	37.35
0305530	CENTURYLINK QC	56.69
0308659	DALE R. CHRISTY	69.60
0315105	COALITION OF GREATER MN CITIES	70.00
0315543	CONSTELLATION NEWENERGY -GAS	6,545.17
0405305	LYNN DEGRIO	63.80
0405505	JAMES DENNY	488.60
0605191	FIDELITY SECURITY LIFE INS CO	77.79
0718015	GRAND RAPIDS CITY PAYROLL	263,710.04
0815440	HOLIDAY STATIONSTORES LLC	198.00
0900060	ICTV	17,078.93
0920051	ITASCA COUNTY H.R.A.	5,357.13
0920055	ITASCA COUNTY RECORDER	92.00
1015323	KIM JOHNSON-GIBEAU	17.98
1201402	LAKE COUNTRY POWER	46.94
1209516	LINCOLN NATIONAL LIFE	1,478.45
1309193	MN FIRE SERV CERTIFICATION BRD	230.00
1309199	MINNESOTA ENERGY RESOURCES	6,335.93

DATE: 03/06/2019  
 TIME: 15:22:18  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 03/11/2019

VENDOR #	NAME	AMOUNT DUE
-----		
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
1309302	MN DEPT OF PUBLIC SAFETY	33.00
1309303	MN BOARD OF WATER	182.10
1309332	MN STATE RETIREMENT SYSTEM	1,325.20
1315630	ASHLEY MORAN	13.15
1415479	NORTHERN DRUG SCREENING INC	20.00
1502645	GARY O'BRIEN	60.00
1601305	THOMAS J. PAGEL	1,171.14
1601750	PAUL BUNYAN COMMUNICATIONS	276.78
1621130	P.U.C.	12,061.46
1903321	STEVEN SCHAAR	20.00
2000100	TASC	30.60
2015800	MICHELLE TOVEN	247.66
2114360	UNITED PARCEL SERVICE	31.19
2205637	VERIZON WIRELESS	1,277.47
2301700	WASTE MANAGEMENT OF MN INC	2,923.45
T001147	EIP CREDIT CO LLC	4,059.00
T001151	ENBRIDGE ENERGY PARTNERS	2,000.00
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$331,031.06
TOTAL ALL DEPARTMENTS		437,161.61



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0122      **Version:** 1      **Name:** CP 2010-5 Approve Change Order 3  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 2/25/2019      **In control:** City Council  
**On agenda:** 3/11/2019      **Final action:**  
**Title:** Consider approving Change Order 3 related to CP 2010-5, Mississippi River Pedestrian Bridge in the maximum amount of \$28,598.00.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [129-090-007 CO 03](#)

Date	Ver.	Action By	Action	Result
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Consider approving Change Order 3 related to CP 2010-5, Mississippi River Pedestrian Bridge in the maximum amount of \$28,598.00.

### **Background Information:**

Due to increased river flows and timeline requirements a temporary sheet pile access needs to be constructed. This change order covers the cost to install a temporary sheet pile access and is shared 50/50 with the contractor. This is a worst case scenario cost, and the work will be completed on actual materials used. Change order will be funded with remaining bridge bond dollars.

### **Staff Recommendation:**

City Staff recommends approving Change Order 3 related to CP 2010-5, Mississippi River Pedestrian Bridge in the maximum amount of \$28,598.00.

### **Requested City Council Action**

Make a motion approving Change Order 3 related to CP 2010-5, Mississippi River Pedestrian Bridge in the maximum amount of \$28,598.00.

STATE AID FOR LOCAL TRANSPORTATION  
CHANGE ORDER

City/County of City of Grand Rapids

Change Order No. 3

FEDERAL PROJECT NO. STPF TA 3118(218)	STATE PROJECT NO. SP 129-090-007	LOCAL PROJECT NO. GRANR 142515	CONTRACT NO. CP 2010-5
CONTRACTOR NAME AND ADDRESS Robert R. Schroeder Construction Inc 880 14th Avenue NE Glenwood, MN 56334		LOCATION OF WORK	
		TOTAL CHANGE ORDER AMOUNT \$28,598.00	

Installation of Temporary Sheet Pile Access. Access to be constructed due to increased river flows and timeline requirements. Contractor to take half of cost burden (Actual Total Maximum Cost = \$57,196)

COST BREAKDOWN

Item No.	Item	Unit	Unit Price	Quantity	Amount
<b>Funding Category No. 001</b>					
2105.507	GRANULAR BORROW (CV)	C Y	\$16.00	600	\$9,600.00
2452.618	STEEL SHEET PILING (TEMPORARY)	S F	\$4.13	4600	\$18,998.00
<b>Funding Category No. 001 Total:</b>					<b>\$28,598.00</b>
<b>Change Order No. 3 Total:</b>					<b>\$28,598.00</b>

\* Funding category is required for federal projects.

**CHANGE IN CONTRACT TIME (check one)**  
Due to this change the Contract Time:

a.  Is Increased by \_\_\_\_\_ Working Days  
 Is Decreased \_\_\_\_\_ Working Days  
 by \_\_\_\_\_ Calendar

b.  Is Not Changed

c.  May be revised if work affected the controlling operation

Is Increased by \_\_\_\_\_ Days  
 Is Decreased \_\_\_\_\_ Calendar  
 by \_\_\_\_\_ Days

Approved By Project Engineer: Matt Wegwerth	Approved By Contractor: Robert R. Schroeder Construction Inc
Signed	Signed
Date: <u>2/25/19</u> Phone: (218) 326-7601	Date: <u>2/22/2019</u> Phone: 320.634.4525

**The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.**

This work is eligible for:  Federal Funding  State Aid Funding \_\_\_\_\_ Local funds

District State Aid Engineer: Date: 2/25/19



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0128      **Version:** 1      **Name:** IRA Monitoring Agreement  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 2/26/2019      **In control:** City Council  
**On agenda:** 3/11/2019      **Final action:**  
**Title:** Consider entering into an agreement with Advantage Systems Group for monitoring services at the IRA Civic Center.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Advantage Systems Group](#)

Date	Ver.	Action By	Action	Result
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Consider entering into an agreement with Advantage Systems Group for monitoring services at the IRA Civic Center.

**Background Information:**

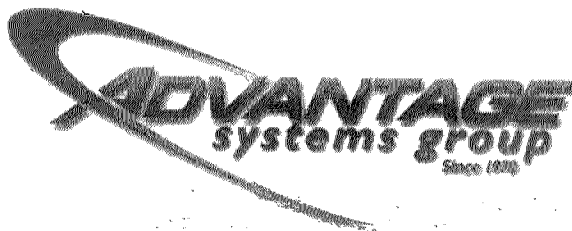
Security Access Control Systems has provided fire alarm monitoring services at the IRA Civic Center for more than 20 years. They recently merged with Advantage Systems Group. Our continued monitoring service will now be provided by Advantage Systems Group at the same cost of \$216.00 annually. This is included in our annual operating budget. A copy of the agreement is attached for your review.

**Staff Recommendation:**

City staff recommends entering into an agreement with Advantage Systems Group for monitoring services at the IRA Civic Center.

**Requested City Council Action**

Make a motion to enter into an agreement with Advantage Systems Group for monitoring services at the IRA Civic Center.



AIRA CIVIC CENTER  
1401 MCKINNEY LAKE ROAD  
GRAND RAPIDS, MN 55744

TERMS AND CONDITIONS

1. **ADVANTAGE** (hereinafter called Company) agrees to install and/or sell specified system PROPOSAL # \_\_\_\_\_ on premises and/or deliver system to customer (hereinafter called Purchaser/Subscriber) in operating condition to standard Company's practices. If applicable the installation will be completed within a reasonable length of time based on the conditions inherent in the premises and Company's installation schedule. Purchaser agrees that deviation from specified system for any particular purpose may alter Total Proposal amount and increase payment.

2. **LIMITED WARRANTY:** The Company hereby warrants that the material installed and/or sold is agreed to be as specified and is in accordance with the manufacturer's specifications. In the event that any part shall become defective within the system or in the event that any repairs shall be required, the Company hereby agrees to make all repairs and replacements of parts without cost to Purchaser for a period of up to twelve (12) months from the date of original invoice for this installation for most products. Other products may carry a lesser warranty; a representative will be able to provide information concerning a limited warranty and term upon request. Company reserves the option to either replace or repair the product, and reserves the right to substitute materials of equal quality at a time of replacement.

This warranty does not cover any damage to material or equipment caused by accident, misuse, tampering, fire, lightning, or other causes beyond the control of the Company. The Company shall not be liable for any indirect, incidental, or consequential damages arising from failure of the system from any cause. Purchaser acknowledges that the Company does not make any representation or warranty, including any implied warranty of merchantability or fitness, that the system supplied may not be compromised, or the system will in all cases provide the signaling, monitoring, and response for which it was intended. It is also acknowledged that Purchaser is not relying on Company's skill or judgment in selecting or furnishing a system suitable for any particular purpose and that there are no warranties which extend beyond those on the face of the agreement hereof.

3. **LIMITED LIABILITY:** It is understood and agreed: That Company is not an insurer; that insurance, if any, shall be obtained by Purchaser; that the payments provided herein are based solely on the value of the service as set forth herein and are unrelated to the value of the Purchaser's property or the property of others located on Purchaser's premises; that Company makes no guarantee or warranty, including any implied warranty of merchantability or fitness or the equipment or services supplied will avert or prevent occurrences or the consequences there from which the system or service is designed to detect or avert.

Purchaser understands and agrees that if Company should be found liable for loss or damage due from a failure of Company to perform any of the obligations herein, including but not limited to installation, maintenance, monitoring, or service or the failure of the system or equipment in any respect whatsoever, Company's liability shall be limited to Two Hundred Fifty (\$250.00) Dollars as liquidated damages and not as a penalty and this liability shall be exclusive; and that the provisions of this Section shall apply if loss or damage irrespective of cause or origin results directly or indirectly to persons or property from performance or nonperformance of the obligations imposed by this contract, or from negligence active or otherwise, of Company, its agents, assigns, or employees.

If Subscriber wishes Company to assume a limited liability in lieu of the liquidated damages as herein above set forth, Subscriber may obtain from Company a limitation of liability by paying an additional monthly service charge to Company. If Subscriber elects to exercise this option, a rider shall be attached to this agreement setting forth the terms, conditions, and the amount of the limited liability, and the additional monthly charge. Such rider and additional obligation shall in no way be interpreted to hold Company as an insurer.

4. **THIRD PARTY INDEMNIFICATION:** Purchaser agrees to and shall indemnify, defend, and hold harmless Company, its employees, and agent for and against all claims, lawsuits and losses which claim and or lawsuit is brought or loss sustained by parties or entities other than the parties to this agreement (hereinafter referred to as third parties). This provision shall apply to all claims, lawsuits or damages caused by Company's negligent performance, whether active or passive and to all claims based upon defects in design, installation, maintenance, monitoring, operation, or non-operation of the alarm system whether those claims be based upon negligence, active, or passive, warranty, or strict or product liability on the part of Company, its agents, servants, or employees.

This agreement by Purchaser to indemnify Company against third party claims as herein above set forth shall not apply to losses, damages, expenses and liability resulting in injury or death to third persons or injury to property of third persons, which losses, damages, expenses and liability occur while an employee of Company is on Purchaser's premises and which losses, damages, and liability are solely and directly caused by the acts of said employee.

5. **CENTRAL STATION (MONITORING) AND AIRTIME SERVICES:** Central station services consist of the receipt, analysis, and response to signals from system installed under this agreement. Monitoring, airtime or maintenance service charges are payable in advance. All services may be discontinued any time charges are unpaid or system is abused. Notice by U.S. Mail to billing address shall be deemed sufficient notice of discontinuation; this does not relieve Purchaser of their financial or contractual obligations. Company reserves the right to employ outside monitoring facilities. Purchaser acknowledges that this agreement and particularly those paragraphs relating to disclaimers of warranties, liquidated damages, and indemnification, inure to the benefit of and are applicable to any outside monitoring facilities employed by Company as well as Company and that they bind Purchaser with respect to the monitoring facility in the same manner and with the same force and effect as they bind Purchaser to Company.

I have read front and back and agree to this separate contract.

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

1216 Ogden Avenue Superior WI 54880  
Tel 715-394-5509 Fax 715-394-4005

6420 Monona Drive Madison WI 53716  
Tel 608-221-9755 Fax 715-394-4005

Burnsville MN 55337  
Tel 952-895-6937 Fax 715-394-4005

www.advantagesystemsgroup.com Lic # TS00268

The minimum period for any new or renewed monitoring or airtime contract shall be thirty-six (36) Months from the date of this agreement unless stated otherwise on the front of this document. This agreement shall automatically renew for periods of one (1) year at the same monthly rate unless either party notifies the other in writing of its intention to terminate this agreement not less than thirty (30) days prior to the expiration of the original term thereof. Company shall have the right to increase the monthly charges provided herein, if Purchaser is unwilling to pay the increase upon giving notice to the company in writing within thirty (30) days from the effective date of increase, Subscriber may terminate this agreement. Subscriber's failure to notify the Company within said thirty (30) days shall constitute Subscriber's consent to the increase.

Upon discontinued or cancellation of monitoring, the Purchaser shall authorize and allow immediate and permanent disconnection of service. The Company's only obligation is to ensure disconnection of service and reclaim any property still owned by the Company. The Company has no obligation of providing any programming other than returning Purchaser's owned equipment to original defaults. Purchaser agrees to pay company for any service and materials furnished as a result of discontinued service.

If signals transmitted hereunder are monitored by the municipal police and/or fire departments, Company does not assume any responsibility for the manner in which signals are monitored or the responses, if any, to such signals.

**6. FALSE ALARMS:** Company shall have no liability for false alarms, false alarm fines, police response, or the refusal of the police to respond. In the event of termination of police response by the municipal police this contract shall nevertheless remain in full force and Purchaser shall remain liable for all payments provided for herein. Purchaser shall indemnify and hold Company harmless for all false alarm fines, alarm permit fees or other charges imposed by any municipality, including Company's attorney's fees, arising out of the security equipment or Company's services related thereto, excluding sales or income tax, if any. Should Company be required by existing or hereinafter enacted law to perform any service or furnish any material not specifically covered by the terms of this agreement Purchaser agrees to pay Company for such service or material.

**7. TELEPHONE, AC POWER CONNECTIONS AND ADDITIONAL COSTS:** It is the responsibility of Purchaser to provide the proper telephone, AC power and connections that are required for proper operation of the equipment. If requested, Company will assist Purchaser in making necessary arrangements to secure telephone and AC power connections for the system. All associated charges are the responsibility of Purchaser, if Company provides these services they will be at additional cost. Cost of unforeseen circumstances or non-standard situations are not included in the original agreement. Additional equipment and/or labor used or required during installation are at additional cost.

**8. TESTING:** It is the responsibility of the Purchaser to periodically test the entire system for proper operation. We recommend that the system be tested at least weekly.

**9. RETENTION OF TITLE AND RIGHT OF ACCESS:** The system shall remain the personal property of Company until fully paid for in cash by Purchaser and Purchaser agrees to perform all acts which may be necessary to assure the retention of title to the system by seller. Should Purchaser default in any payment for the system or part, then Purchaser authorizes and empowers Company to remove the system or part from the premises. Such removal, if made by Company, shall not be deemed a waiver of Company rights to damages Company sustains as a result of Purchaser's default and Company shall have the right to enforce any other legal remedy or right. Furthermore, Company shall be in no way obligated to restore the premises to its original condition, or redecorate same in the event the system or part is removed as a result of Purchaser's default in payment. Risk of loss of the system, or any part of the same, shall pass to Purchaser upon delivery to the premises of such system or part.

**10. ACCEPTANCE:** Purchaser agrees and understands that by signing agreement, they have authority to accept, enter into agreement, have system installed/delivered and personally guarantee payment as listed under #11 of this agreement.

**11. PAYMENT TERMS, LATE CHARGES AND COST OF COLLECTION:** Terms are due upon receipt. To avoid late charges, payments must be received within thirty (30) days of invoice. All monthly payments are due at our office by the 15<sup>th</sup> of the current month. If payments are not received within terms, late charges are calculated as follows: For balances over \$350 a flat rate of 1.5% per month will be assessed; For balances under \$350 a flat charge of \$5/month will be assessed. Costs of collection of accounts overdue including reasonable attorney's or collection agency's fees shall be borne by Purchaser.

**12. NOTICE TO CUSTOMER:** Do not sign this Agreement if it has blank spaces, Purchaser is entitled to an exact copy of any agreement signed.

**13. ENTIRE AGREEMENT:** This instrument contains the entire agreement between the parties hereto with respect to the transactions described herein and supersedes all previous negotiations, commitments and writing pertaining thereto.

If any of the terms or provisions of this agreement shall be determined to be invalid or inoperative, all of the remaining terms and provisions shall remain in full force and effect.





# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0136      **Version:** 1      **Name:** Approve SLA 2019-1A  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 2/28/2019      **In control:** City Council  
**On agenda:** 3/11/2019      **Final action:**  
**Title:** Approve a Supplemental Letter Agreement (SLA) 2019-1A with SEH related to CP 2019-1, Golf Course Road Utility Extensions-Great River Acres.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [SLA 2019-1A Great River Acres and GCR Utilities Staking](#)

Date	Ver.	Action By	Action	Result
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Approve a Supplemental Letter Agreement (SLA) 2019-1A with SEH related to CP 2019-1, Golf Course Road Utility Extensions-Great River Acres.

**Background Information:**

CP 2019-1 Golf Course Road Utility Extensions-Great River Acres, involves the construction of two municipal roadways, sanitary sewer and watermain extensions. This Supplemental Letter Agreement (SLA) 2019-1A is for the construction staking associated with the project. The amount of the SLA is a lump sum fee of \$35,400, which is less than 1% of the estimated construction cost.

**Staff Recommendation:**

City staff is recommending the approval of SLA 2019-1A with SEH related to CP 2019-1, Golf Course Road Utility Extensions-Great River Acres.

**Requested City Council Action**

Consider approval of SLA 2019-1A with SEH related to CP 2019-1, Golf Course Road Utility Extensions-Great River Acres.

# Supplemental Letter Agreement No. 2019-1A

March 11, 2019

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

RE: Great River Acres Infrastructure and Golf Course Road Utility Extensions  
City Project 2019-1  
SLA for Construction Staking

Dear Mayor Adams,

City Project 2019-1, Great River Acres Infrastructure and Golf Course Road Utility Extensions, involves the construction of two municipal roadways, 22<sup>nd</sup> Avenue SW and 8<sup>th</sup> Street SW, and the sanitary sewer and watermain extensions to this area. These roadways will be constructed in parcel 91-030-1201 and used to access the proposed West Elementary School as well as future single and multi-family homes. The project includes: turn lane construction, bituminous roadway construction, sidewalk construction, lighting, storm sewer, stormwater management areas, sanitary sewer, watermain and all associated appurtenances.

The City Engineer has requested that we prepare this Supplemental Letter Agreement (SLA) for the construction staking associated with City Project 2019-1 for your consideration. Our work scope and fee for this project are defined further in this proposal. Tasks for this project that are already under contract between the City of Grand Rapids and SEH include; Task 1 – Design, Task 2 - Construction Administration and Task 3 - Miscellaneous Services.

## **Task 4 – Construction Staking**

### **SEH Work Scope**

SEH will perform construction staking as required for the contractor to construct the Great River Acres Infrastructure. This includes staking for silt fence, clear limits, site removals, mass site grading, sanitary sewer, watermain, storm sewer, retention ponds, turn lanes, trail, signage, striping, lighting, ADA requirements, sidewalk, street sub-cut limits, granular borrow blue tops, class five aggregate blue tops, curb and gutter, trees and as-built documentation.

**Project Schedule**

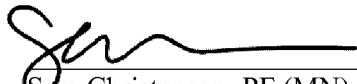
The Construction Staking would follow the construction schedule for the project. The current schedule is for starting construction in May of 2019 and working through the 2019 construction season. The final construction activities and project close-out would be in 2020. The details of scheduling the survey crews would be worked out with the contractor at the preconstruction meeting. SEH requests a 48 hour notice for staking needs. This allows us to efficiently schedule the crews.

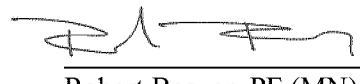
**Fee Schedule**

The fees for construction staking was determined by a detailed work plan for all the items listed in the scope of work. The fee includes all labor, equipment and materials and is a lump sum of \$35,400. The current cost estimate for the project is \$3,670,000. The staking fee of \$35,400 is less than 1% of the estimated construction cost.

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

Sincerely,  
Short Elliott Hendrickson Inc.

  
\_\_\_\_\_  
Sara Christenson, PE (MN)      3/11/19  
Project Manager/Professional Engineer      Date

  
\_\_\_\_\_  
Robert Beaver, PE (MN)      3/11/19  
Office Manager/Principal      Date

**City of Grand Rapids Authorization:**

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

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

C: SEH contract file



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0137      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 3/1/2019      **In control:** City Council  
**On agenda:** 3/11/2019      **Final action:**  
**Title:** Consider adopting a resolution accepting a donation of an ice machine for use by the Fire Department.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [River Grand Ice Machine donation.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider adopting a resolution accepting a donation of an ice machine for use by the Fire Department.

**Background Information:**

River Grand Assisted living will be upgrading their ice machine, and through contact by one of the GRFD members the used machine was offered to the Fire Department as a donation.

**Staff Recommendation:**

Please consider adopting a resolution accepting a donation of an ice maker with an approximate value of \$1000.00 dollars from River Grand Assisted Living Facility for the Fire Department.

**Requested City Council Action**

Make a motion to adopt a resolution accepting a donation of an ice maker with an approximate value of \$1000.00 dollars from River Grand Assisted Living Facility for the Fire Department.

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

RESOLUTION NO. 19-

A RESOLUTION ACCEPTING AN ICE MACHINE VALUED AT  
APPROXIMATELY \$1,000.00 FROM RIVER GRAND ASSISTED LIVING FOR THE  
CITY OF GRAND RAPIDS' FIRE DEPARTMENT

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:

- River Grand Assisted Living has donated an ice machine valued at approximately \$1,000 for the City of Grand Rapids' Fire Department.

Adopted this 11<sup>th</sup> day of March, 2019

---

Dale C. Adams, Mayor

Attest:

---

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 #:** 19-0139      **Version:** 1      **Name:** ICC Field Lease 2019  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 3/4/2019      **In control:** City Council  
**On agenda:** 3/11/2019      **Final action:**  
**Title:** Consider entering into a lease agreement with Itasca Community College for the use of City sports fields.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [ICC Field Lease 2019](#)

Date	Ver.	Action By	Action	Result
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Consider entering into a lease agreement with Itasca Community College for the use of City sports fields.

**Background Information:**

Itasca Community College uses fields at the Grand Rapids Sports Complex and Legion Field for their softball and baseball programs. The attached lease is updated annually to reflect a 3% increase in the fee we charge.

**Staff Recommendation:**

City staff recommends entering into a lease agreement with Itasca Community College for the use of City sports fields.

**Requested City Council Action**

Make a motion to enter into a lease agreement with Itasca Community College for the use of City sports fields.

## LEASE AGREEMENT

This lease, made this \_\_\_\_\_ day of \_\_\_\_\_, 2019, between the City of Grand Rapids, a Municipal Corporation, hereafter called the "Lessor", and Itasca Community College, Grand Rapids, MN, hereafter called the "Lessee".

Whereas, Lessor owns and operates the Legion Baseball Field and the Grand Rapids Sports Complex; and

Whereas, Lessee has determined that the Legion Baseball Field and the Grand Rapids Sports Complex are suitable facilities for conducting their athletic programs; and

Whereas, Lessor and Lessee wish to enter into this Lease Agreement for the purpose of establishing the terms and conditions pursuant to which the Lessee shall lease the above named facilities; and

NOW THEREFORE, for good and valuable mutual consideration, Lessor and Lessee mutually agree as follows:

### ARTICLE I

**1. Lease Agreement:** In consideration of and subject to the mutual conditions and obligations of this Lease Agreement to be kept and performed, including the obligation to lease, Lessor does hereby lease to Lessee the Legion Baseball Field and the Grand Rapids Sports Complex Softball Fields solely to the extent of this Lease Agreement.

**2. Lessee's Right of Possession and Use:** Lessee shall have the right to possess and use the Legion Baseball Field and the Grand Rapids Sports Complex Softball Fields for the purposes, to the extent and at the times set forth in Exhibit A attached hereto and incorporated by reference. Lessee's right to possess and use the aforementioned facilities shall be intermittent and confined to those portions of the facilities specifically identified in Exhibit A. Lessor and its licensees shall have the right to enter upon and use the aforementioned facilities at all times not consistent with Exhibit A. Lessee shall at all times comply with all statutes, ordinances, codes and regulations of any governmental authority concerning the use of the premises. Lessee shall not permit any hazardous or dangerous activity to be conducted at the aforementioned facilities or allow any activity which will increase insurance risks or premiums on the premises.

**3. Schedule of Use:** Lessee shall submit to Lessor annually before March 1 for Baseball and Softball schedules of all purposed uses for the upcoming seasons, which schedules shall be subject to Lessor's approval. It is understood that ISD #318 baseball and softball teams receive priority scheduling rights.

**4. Supervision: Safety:** Lessee agrees to assume full responsibility for the supervision of all persons entering the aforementioned facilities in conjunction with the Lessee's activities or events, including participants, coaches and other staff and spectators. Lessee shall require that all such persons conduct themselves in an orderly and safe manner consistent with the policies for use of the aforementioned facilities.

**5. Concessions:** Lessor retains the exclusive right to operate all concessions at the aforementioned facilities either through representatives of Lessor or Lessor's assignees. This Lease Agreement does not confer upon the Lessee the right to operate concessions.

**6. Gate Receipts and Admission Charges:** The Lessee shall, with prior approval by the Lessor and at their own expense, have the right to charge admission fees for their events. Provisions for simultaneous events held at the Grand Rapids Sports Complex must be made for participants, coaches and spectators for those events.

## ARTICLE II

**1. Lease:** Lessee shall pay to Lessor according to the following schedule:

April 1, 2019                \$6,600.00 (\$3,300.00 for softball and \$3,300.00 for baseball)

Lease payments shall be payable to the City of Grand Rapids and mailed or delivered to City Hall, 420 N Pokegama Avenue, Grand Rapids, MN 55744.

## ARTICLE III

**1. Maintenance and Repair:** Lessor shall at all times during the term of this Lease Agreement, at Lessor's own cost and expense, repair and maintain the aforementioned facilities and any improvement or alterations except as otherwise provided in this Article.

**2. Damages:** Lessee shall reimburse Lessor for the reasonable cost to repair and restore the aforementioned facilities in the event of damage to the premises caused by participants, coaches or other staff, or spectators who are in or upon the aforementioned facilities in conjunction with any of the Lessee's activities or events.

**3. Cleanup:** Although Lessor retains ultimate responsibility for maintenance, Lessee shall perform routine cleanup after its use of the premises, including proper storage of equipment, pick up and proper disposal of litter.

**4. Alterations, Improvements:** Lessee shall not make alterations or improvements to the premises without the advanced written consent of Lessor.



**5. Facility Preparation:** The Lessor shall prepare the Grand Rapids Sports Complex softball fields including mowing, infield dragging, field painting, and disposal of garbage and rest room maintenance. An outfield fence shall be placed on the game field as needed. Lessee will perform infield dragging and field painting at Legion Field.

#### **ARTICLE IV**

**1. Term:** The term of this Lease Agreement shall be from April 1 - October 30, 2019.

#### **ARTICLE V**

**1. Lessor's Access:** The Lessor shall have the right to enter the leased premises for the purpose of inspecting, repairing, altering or improving the leased facilities or for any other purpose not inconsistent with Exhibit A.

#### **ARTICLE VI**

**1. Indemnity:** Lessee shall protect, defend, hold harmless and indemnify Lessor against any and all claims, actions, losses, costs, expenses and liabilities, including reasonable attorneys fees for defense, arising out of or in any way related to Lessee's use of the premises or any of Lessee's activities or events, save when said claim, action, loss, cost, expense or liability is proximately caused solely and exclusively by the negligence or breach of this Lease Agreement by Lessor. In case of any action or proceeding brought against Lessor by reason of a claim covered by this Paragraph 11.1, upon notice from Lessor, Lessee covenants to defend such action or proceeding by counsel reasonable satisfactory to Lessor.

**2. Insurance:** Lessee shall maintain throughout the term of this Lease Agreement policy of comprehensive general liability insurance with limits of as specified below for the calendar year 2016 and must name the City of Grand Rapids as an additional insured. The limit of such insurance policy shall not be less than the City's maximum limits of liability as set forth in **Minn. Stat. Sec. 466.04**. Said policy of insurance shall be evidenced by a certificate of insurance which shall be placed on file with Lessor by Lessee prior to commencement of occupancy of the premises by Lessee. Each such policy or certificate shall contain a valid provision or endorsement that the policy may not be canceled, terminated, changed or modified without giving Lessor thirty (30) days advance written notice of such change. The policy shall also contain a contractual liability endorsement evidencing insurance coverage for Lessee's indemnification obligation to Lessor under this Lease Agreement.

**3. Liability to Lessee:** Lessor shall not be liable to Lessee or to any employee, student or invitee of Lessee for any claim or cause of action arising out of death, injury, damage to property occurring in, on or about the leased premises except for damages, attributable exclusively to the negligence or breach of this Lease Agreement by Lessor, its employees or agents, by a court of competent jurisdiction.

**4. Liability Limits Not Waived:** Nothing in this Article VI shall cause either Lessor or Lessee to be subject to liability in excess of any statutory limits of liability applicable to Lessor or Lessee.

**ARTICLE VII**

**1. No Partnership:** Nothing contained in this Lease Agreement shall be deemed or construed to create a partnership or joint venture of or between Lessor and Lessee or to create any other relationship between the parties hereto other than that of Lessor and Lessee.

IN WITNESS WHEREOF, the parties have hereto set their hands on the day and year first above written.

Lessor: CITY OF GRAND RAPIDS

BY: \_\_\_\_\_ BY: \_\_\_\_\_  
Its City Administrator Its Mayor

Lessee: ITASCA COMMUNITY COLLEGE

BY: \_\_\_\_\_ BY: \_\_\_\_\_  
Its: \_\_\_\_\_ Its: \_\_\_\_\_

## **Exhibit A**

### **Softball Uses at Grand Rapids Sports Complex Include:**

- ICC Women's Fastpitch Softball Practices
- ICC Women's Fastpitch Softball Regular Season and Post-Season Games (Field preparation to be performed by Lessor)
- Tournament games are NOT included in this lease and will be invoiced \$80 per game

### **Baseball Uses at Legion Field Include:**

- ICC Spring and Fall Baseball Practices
- ICC Baseball Regular and Post-Season Games (Field preparation to be performed by Lessee)



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

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**File #:** 19-0142      **Version:** 1      **Name:** Termination-Lundquist, Bryan  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 3/4/2019      **In control:** City Council  
**On agenda:** 3/11/2019      **Final action:**  
**Title:** Consider termination of a regular part-time employee from the City of Grand Rapids Parks and Recreation Department and the IRA Civic Center.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Consider termination of a regular part-time employee from the City of Grand Rapids Parks and Recreation Department and the IRA Civic Center.

**Background Information:**

Bryan Lundquist was hired on January 23, 2018 as a part-time maintenance employee for the City of Grand Rapids Parks and Recreation Department and the IRA Civic Center. We are requesting that he be terminated and removed from the roster effective August 21, 2018.

**Staff Recommendation:**

City staff is recommending the termination of Bryan Lundquist from City of Grand Rapids Parks and Recreation Department and the IRA Civic Center effective August 21, 2018.

**Requested City Council Action**

Make a motion approving the termination of a regular part-time employee from City of Grand Rapids Parks and Recreation Department and the IRA Civic Center.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0147      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Consent Agenda  
**File created:** 3/5/2019      **In control:** City Council  
**On agenda:** 3/11/2019      **Final action:**  
**Title:** Consider voiding lost Accounts Payable check #136331, issue a new check, and waiving bond requirements for check issued to Fidelity Security Life Ins Co., in the amount of \$71.22.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Fidelity Sec Affidavit.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider voiding lost Accounts Payable check #136331, issue a new check, and waiving bond requirements for check issued to Fidelity Security Life Ins Co., in the amount of \$71.22.

**Background Information:**

Accounts Payable check #136331 issued to Fidelity Security Life Ins Co. on September 10, 2018 is lost. Fidelity Security Life Ins Co., has completed an Affidavit of Lost Check.

**Requested City Council Action**

Make a motion to void Accounts Payable check #136331, issue a new check and waiving bond requirements for check issued to Fidelity Security Life Ins Co. in the amount of \$71.22.

AFFIDAVIT

STATE OF ) Minnesota

) SS

COUNTY OF ) Itasca

**FIDELITY SECURITY LIFE INS.**, being first duly sworn on oath, states that he/she resides at **PO BOX 52718, PHOENIX, AZ, 85072** and that he/she is the payee named in a check number **136331**, issued to **FIDELITY SECURITY LIFE INS.**, drawn by **CITY OF GRAND RAPIDS** dated **09/10/18**, for the sum of **\$71.22**; that to my knowledge this check was never endorsed by me, that I did not authorize anyone to endorse it for me, and that the circumstances of the loss or destruction of the check are as follows:

**Accounts Payable Lost Check**

I am making this Affidavit in conjunction with my request that the **CITY OF GRAND RAPIDS** issue a duplicate check. I understand that I make this Affidavit under oath and that I may be subject to criminal penalty if my statements in this Affidavit are false.

SIGNED



Subscribed and sworn to before me

This 4 day of MARCH, 2019

**CYNTHIA D'AMELIO**  
NOTARY PUBLIC  
BALTIMORE COUNTY  
STATE OF MARYLAND  
My Commission Expires March 09, 2021

  
Notary Public



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	19-0153	<b>Version:</b>	1	<b>Name:</b>	2019 GRFD Organizational and Operating Policies and Procedures.
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Consent Agenda
<b>File created:</b>	3/7/2019	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	3/11/2019	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Approve revised Grand Rapids Fire Department Organizational and Operating Policies and Procedures.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">2019 changes GRFD ORGANIZATIONAL AND OPERATING POLICIES 1.0.pdf</a>				

Date	Ver.	Action By	Action	Result
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Approve revised Grand Rapids Fire Department Organizational and Operating Policies and Procedures.

**Background Information:**

The Grand Rapids Fire Department has reviewed the department Organizational and Operating Policies and Procedures and has found areas that need updating. The requested updates and further background information was presented to the City Council at the February 25th worksession by Chief Cole.

**Staff Recommendation:**

Staff recommends approving the revised version of the Grand Rapids Fire Department Organizational and Operating Policies and Procedures effective as of January 1, 2019.

**Requested City Council Action**

Approve revised Grand Rapids Fire Department Organizational and Operating Policies and Procedures effective as of January 1, 2019.

**GRAND RAPIDS  
FIRE DEPARTMENT**

**ORGANIZATIONAL  
AND  
OPERATING  
POLICIES AND PROCEDURES**

**APPROVED BY CITY COUNCIL:**

January 10



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### **MISSION STATEMENT**

The Grand Rapids Fire Department is dedicated to serve the City of Grand Rapids and the surrounding protection area in the areas of fire suppression, heavy rescue, and fire prevention and education. It is our goal to always provide the best service possible for the best dollar value to our customers.

## **SECTION 100**

### **GRAND RAPIDS FIRE DEPARTMENT ORGANIZATIONAL STATEMENT**

The Grand Rapids Fire Department was established to deal with interior structure fire fighting as well as exterior fires. The department also responds to rescue emergencies, special hazardous conditions, and mutual aid.

The department consists of up to 30 members, with the option of 2 trainees.. Officers include: Chief, First Assistant Chief, Second Assistant Chief, 2-Captains, Safety Officer, and Hazardous Materials Officer. All firefighters are paid on an hourly basis for fire fighting, training and maintenance work.

Meetings and training are scheduled three nights monthly. The second Tuesday of every month is for business brought before the department and internal affairs. The third and fourth Tuesday's of each month are used for training and all aspects of the fire service. Can be changed on Chiefs discretion. To be a member in good standing, members are required to attend 50% of all fire calls, drills, hazmat calls, hazmat drills, and meetings within a six-month period, and are required to attend at least one (1) mandatory training session and one business meeting per quarter during the year. Your primary employment regularly scheduled hours shall not be counted against your 50% requirement. To be awarded credit, your primary duties shall be a firefighter or at the discretion of chief officers. Guidelines for training are established to coincide with N.F.P.A. and or O.S.H.A. recommendations. All members are encouraged to attend state and sectional fire schools for advanced training in specific areas.

New members are not allowed to do any interior fire fighting until sufficient training has enabled them to qualify for hazardous duties. New members are

under a one-year probation and are trained under the supervision of the fire captain and officers.

## **SECTION 101**

### **QUALIFICATIONS FOR EMPLOYMENT**

#### New Members

All persons seeking to join the Grand Rapids Fire Department, as of the latest revision date of this policy, must live within a eight (8) minute travel time to a Grand Rapids fire station if employment is offered to them. And complete a pre-employment screening to include physical, physiological evaluation and criminal background check, as ordered by the City of Grand Rapids.

Candidates may apply and test for the eligibility list even though they live outside of the eight (8) minute travel time. The applicant must reside within the travel time by the date of employment, or he/she will be bumped down the eligibility list and the next qualified candidate shall be selected for employment.

#### Calculation of Travel Time

The travel time of a member will be calculated as:

Continuous time from the parking area of the members' dwelling unit to the parking area of a Grand Rapids fire station, traveling at the maximum speed limit allowable. Travel time shall be measured by the Captain (or his/her subordinate) using a non-emergency vehicle, with the applicant having the option to ride along.

Travel time shall consist of three (3) separate trips, driven on any weekday (Monday-Friday) at 9:00 a.m., 4:00 p.m., and 9:00 p.m. Should any of these trips fall within the eight (8) minute time line; the applicant will qualify for the travel time allowable.

No person shall be eligible to remain a member of the City of Grand Rapids Fire Department unless the person resides at a location requiring not more than eight (8) minutes travel time, as described above, from the person's residence to the Grand Rapids Fire Hall.

All new members of the department shall meet the travel time required by the Grand Rapids Fire Department, and shall not be less than Eighteen (18) years of age, and able bodied.

At least eighty-five percent (85%) of members shall be actual residents of the eight (8) minute travel time. Not more than fifteen percent (15%), rounded to the nearest whole number of members may be outside the eight (8) minute travel time and shall live within a ten (10) minute travel time of the Grand Rapids Fire Hall excluding our 2 trainees.

All firefighters must receive approval from the Chief to move outside the eight (8) minute travel time.

Since the Grand Rapids Fire Department responds to two stations this is critical to provide the correct response to both stations.

It is the intent of the Grand Rapids Fire Department to have a maximum of ten (10) firefighters assigned to the Southside.

Employment on the department shall automatically terminate not more than ninety (90) days after an employee's residence moves outside the (8) minute response and or 10 minute response time and/or does not meet the percentage qualifications. However, an employee may be granted a leave of absence for not more than six months, provided further that not more than (4) members may be on leave of absence at the same time.

Applicants for reinstatement to employment in the department must meet the same qualifications as new applicants for membership or Chiefs discretion.

Accepted applicants shall serve a six-month probationary period. Upon completion of probationary period the Fire Chief will review performance and report probationary status to appropriate city personnel.

Any employee or officers of the Fire Department who shall be absent from more than fifty percent (50%) of the fire rosters during a six-month period is subject to disciplinary action, and it shall be the duty of the 2<sup>nd</sup> Asst. Chief to inform the Fire Chief of such absenteeism. Fire rosters shall mean signing of the fire report during or after returning from the alarm, one mandatory training session and business meeting per quarter, haz-mat drills, haz-mat calls and attendance of monthly meetings.

## **SECTION 102**

### **EMPLOYEE TRAINING REQUIREMENTS**

The Grand Rapids Fire Department conducts two drills per month. From time to time, one of these drills may be used for maintenance.

All new firefighters will complete a MnSCU sponsored or other qualified NFPA 1001 course within the first eighteen months of acceptance of the fire department. All firefighters must attempt to attend all training sessions conducted in-house by the Grand Rapids Fire Department.

All new firefighters will successfully complete a Minnesota State Fire Certification Board or other IFSAC (International Fire Service Accreditation Congress) approved Firefighter 1 level of certification within three (3) years of acceptance of the fire department.

All fire personnel will be required to attend annual refresher classes on hazardous materials, blood borne pathogens, airborne pathogens and confined space awareness.

Firefighters are encouraged to attend state fire schools, sectional schools and any other schools that would benefit them and the fire department upon Captain approval.

All new firefighters must complete, or at least be enrolled in, Haz-Mat Technician Level training within the first 36 months of entry date. Firefighters are expected to attend regularly scheduled Haz-Mat trainings to be eligible to respond to State Haz-Mat incidents

All new firefighters will obtain First Aid training or equivalent level within their first year

Any outside training for first aid must be approved by the Captain for reimbursement.

## SECTION 103

### STANDBY REQUIREMENTS

Certain holidays and weekends present a staffing problem for the Grand Rapids Fire Department. These times require a standby crew in case of an emergency. This is done on a rotation basis at the following times:

1. Opening weekend of fishing
2. Memorial Day weekend
3. Fourth of July
4. Labor Day weekend
5. The first weekend of deer season

Each standby crew will consist of at least five firefighters. If fire conditions warrant an expanded crew, the chief or other officers can do this. At least one of the five firefighters will be a pump operator and one will be an officer. Probationary firefighters cannot fill in on standbys.

Standby rosters are posted each January. Members are responsible for finding a replacement of equal or higher rank if they are unable to cover their schedule time. Each firefighter must sign in each day by noon at the fire hall on their standby weekends.

When on call on a standby weekend, the firefighter must be able to respond within eight (8) minutes to the fire hall.

Standby hours are from 6:00 p.m. to 6:00 p.m. For Memorial Day weekend standby is from 6:00 p.m. Friday evening to 6:00 p.m. Monday evening, which would be a three-day weekend. When the 4<sup>th</sup> of July falls on a Friday, thru Monday this will also become a three day weekend, either starting Thursday at 6:00 p.m. to 6:00 p.m. on Sunday or starting at 6:00 p.m. Friday to 6:00 p.m. Monday. A two-day weekend would be from 6:00 p.m. Friday to 6:00 p.m. Sunday.

On standby weekends, all members will report to the Main Fire Station by noon each day.

Consumption of alcohol, or illegal drugs by standby crew on required standby weekends is prohibited.

Standby crew members will always be cleanly shaven during standby.

Disciplinary action will be taken for not adhering to standby requirements.

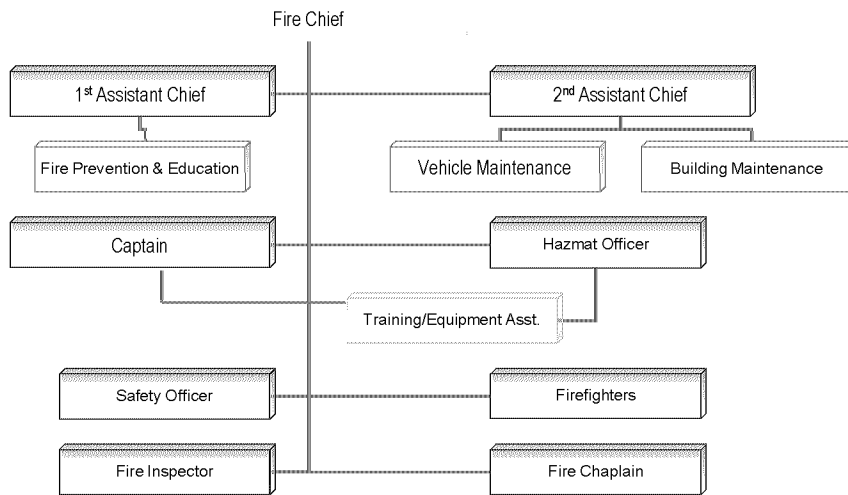
Disciplinary action will be taken for missed standby.



**SECTION 104**

**OFFICER AND NON-OFFICER POSITIONS**

## Grand Rapids Fire Department Organization Chart



The Grand Rapids Fire Department Officer core shall consist of the following officers:

<u>Line Officers</u>		<u>Call Code</u>
Fire Chief		C-1
1 <sup>st</sup> Assistant Chief		C-2
2 <sup>nd</sup> Assistant Chief		C-3
Captain		C-4
Captain	C-5	
<u>Non-Line Officers</u>		<u>Call Code</u>
*Safety	C-6	
Hazardous Materials Officer		C-7

Other Positions  
 Maintenance Position  
 Janitorial Position  
 Firefighter

\*Safety Officer, , and Hazmat Officer may qualify for Line Officer based on minimum qualifications listed in their position descriptions and approval from the Fire Chief.

Applications shall be accepted for each position upon the vacancy of that position. All applicants will be considered based on the job descriptions of minimum desire qualifications and essential and peripheral job duties and requirements.

## **SECTION 105**

### **GENERAL EMPLOYEE MEETING SCHEDULE**

There shall be three regularly scheduled meetings of the Fire Department each month. The second Tuesday shall be the business meeting. The third and fourth Tuesdays shall be training. This can change upon Chiefs discretion.

All members are required to attend at least one business meeting per quarter.

Special meetings of the fire department shall be called by the Chief or his or her designee..

The annual meeting will be held the second Tuesday of January, at which time the officers will give their annual reports. In conjunction with this meeting the Grand Rapids Fire Department Relief Association will hold its annual meeting and elect officers for the coming year. Notice will be sent to the members' last known address or in their inter department mail at least thirty (30) days prior to this meeting.

## **SECTION 106**

### **CONDUCT OF FIREFIGHTERS**

Members of the Fire Department shall conduct themselves in a creditable manner as listed below at all fires, meetings, at conventions or any other gathering when representing the Fire Department:

#### Chain of Command

- Firefighter must use the “Chain of Command” at all times
- “Chain of Command” means any matter that needs the attention or action by the Chief will be brought to the reporting person’s most immediate supervisor
- Any issues or concerns that affect the Firefighter’s performance shall be immediately brought to the attention of the Firefighter’s most immediate supervisor
- 

### **106.1 – Social Media Policy**

#### **PURPOSE**

To manage audio, photographs and electronic images taken by GRFD employees. To guarantee professionalism and the privacy rights of department personnel, patients, fire victims, and the public that we serve.

#### **PROCEDURE**

A. Under no circumstances will employees be allowed to use a voice recorder, personal camera, video recorder, or the camera/video function of a personal cellular phone, PDA, or any other digital imaging device while at any incident unless directed to do so by the Fire Chief or Incident Commander.

B. All scene photography/video and audio shall be for clinical, documentation, or training purposes only, and conducted by or at the direction of Grand Rapids Fire Department personnel in charge of the scene, using approved department equipment.

C. All audio and photographs containing individually identifiable patient information are covered by HIPAA privacy laws and must be protected in the same manner as patient care reports and documentation.

D. Any on-scene recordings and images or any other images taken by an employee in the course and scope of their employment are the sole property of the Grand Rapids Fire Department, and are under the control of the Fire Chief; this includes any recordings and images taken inadvertently with a member’s personally owned camera, cell phone camera, or any other digital imaging device.

E. No recordings or images taken by an employee in the course and scope of their employment may be used, printed, copied, scanned, e-mailed, posted, shared, reproduced or distributed in any manner without approval from the Fire Chief. This prohibition includes the posting of any Grand Rapids Fire Department audio or photographs on personal Web sites such as, but not restricted to; Face Book, MySpace, YouTube, other public safety agency Websites, or e-mailing to friends, relatives or colleagues.

F. Any fire department member who has taken any media (audio, visual, etc.) at any incident must report the taking of such media to the Incident Commander immediately following the return of personnel to quarters, or as soon as practical thereafter. All digital images belonging to the Grand Rapids Fire Department will be downloaded as soon as possible, and will be cataloged and stored in a secure database and/or area with controlled access. After being downloaded, images will be erased from phones, cameras, or any other media device.

G. The use of unauthorized helmet cameras is strictly prohibited.

H. Personal use of department cameras is strictly prohibited.

This includes, but is not limited to, written, auditory and/or visual messages communicated via or on Department resources or via personal devices, such as cell phones, PDAs, etc., and/or social media (Twitter, Facebook, MySpace, YouTube, etc.). Any written, auditory and/or visual messages communicated by a member that are relative to the Grand Rapids Fire Department in any capacity are the *sole property* of the Grand Rapids Fire Department.

J. Violation of this policy or failure to permit inspection of any device covered in this policy may result in disciplinary action.

k. Firefighters shall refrain from making comments on social media sites that could discredit the department.

## **SECTION 107**

### **RESPIRATORY PROTECTION PLAN AND PROGRAM**

All members of the Grand Rapids Fire Department are required to be knowledgeable and to understand SCBA's. We utilize scba units of the pressure demand type. Individuals will attend training at least on a quarterly basis.

First year members are not able to make entries into burning buildings until they have had proper training.

SCBA's are to be cleaned properly after each use and inspected on a monthly basis. An inspection sheet will be kept on file. Individuals are assigned their own masks. Any SCBA found to be malfunctioning or visibly impaired should be pulled from service until repaired. SCBA's in service can be found in storage racks on each truck..

No person shall be allowed to have facial hair, which will impair the sealing of the face piece. Individuals are required to meet physical standards before being allowed to use SCBA's. Each year firefighters are to successfully pass a respiratory fit test for SCBA use.

Please refer to page 6-125 of the City of Grand Rapids Employee Handbook for further information regarding the Respiratory Protection Program.

**SECTION 108**

**AIRBORNE PATHOGENS PROGRAM DIRECTIVE**

**Please refer to page 6-129 in the City of Grand Rapids Employee Handbook for information relating to the Airborn Pathogen Program.**





## **SECTION 109**

### **PHYSICAL MEDICAL REQUIREMENTS**

The City of Grand Rapids has established a program of pre-employment and regular medical examinations for the employees whose regular work may require unusual and strenuous physical activity.

It is designed to protect both employee and employer through early detection and treatment of conditions that could be aggravated by the physical requirements of the job.

The employee's personal physician may do the medical examination. If there is any controversy over the results of the medical examination and/or recommendation, the City may request another examination by a physician of its choice.

The City Council shall appoint a committee consisting, at least, of the City Administrator or Human Resources Director, City Attorney, a physician not involved in the case, and employee representative, to make a recommendation to the City Council regarding the future employability of this person.

The Fire Department requires an entrance exam to be completed within the first year of membership on the department. At a minimum, the Fire Department shall conduct medical evaluations annually in accordance to OSHA 1910.134 for its members. Beginning at age thirty-five (35), members shall be given a stress test conducted every five years (or earlier as required by a medical physician) until the time of their exit exam. Each firefighter will be required to have an exit exam, which includes a PSA test. All exams are not to exceed the "Report of Medical Examination." The Fire Department will not pay for any extended testing unless the physician conducting the exam requires further testing. Any further tests requested by you will be at your expense.

## **SECTION 110**

### **HEPATITIS B IMMUNIZATION PROGRAM**

**PURPOSE:** To establish guidelines for employee screening for Hepatitis B immunity and vaccine administration.

**POLICY:**

- I. Employees who perform tasks requiring exposure to blood and other potentially infectious materials per exposure determination will be offered the Hepatitis B Vaccine free of cost.
- II. Following a review of the disease and vaccine information, the employee will sign a consent to receive the vaccine. (See “information on Hepatitis B and the Vaccine”.)
- III. If an employee declines immunization, he/she will sign a statement to that effect. If the employee chooses to be immunized in the future, this procedure will be followed.
- IV. Three IM dose of vaccine will be given – the initial dose, at one month and at six months. The vaccine will be administered deep intramuscular in the deltoid muscle.
- V. Approximately 1-2 months after completion of the 3-dose series, an antibody titer will be determined. Should a less than adequate titer ( $< \text{or} = 10\text{MIU/ml}$ ) be detected, an additional series of 3 injections will be administered followed by repeat antibody testing as before.
- VI. Information attesting to the employees’ antibody status (positive or negative) will be documented in the employee’s medical record.
- VII. Should an exposure ever occur the post-exposure algorithm will be followed.

# **INFORMATION ON HEPATITIS B AND THE VACCINE**

## **THE DISEASE**

Hepatitis B is a viral infection that affects the liver. The incubation period ranges from 40 to 180 days. The course of acute hepatitis can be mild and completely without outward symptoms, or it can be severe, prolonged and possibly fatal. Health care workers can be exposed to Hepatitis B from contaminated needle punctures or blood spills on broken skin or mucous membranes. Other body fluids, such as bloody urine, bloody wound drainage, or semen, may also be infectious. The greatest threat to health care workers is the nearly one million Hepatitis B carriers in the country, 80 to 90 percent of whom are not identified.

## **RECOMBINANT HEPATITIS B VACCINE**

The vaccine is for protection against Hepatitis B. The vaccine is recommended for those with frequent exposure to the above sources. Three doses of vaccine are required: The initial dose, a second dose a month later and a third dose five months later. A booster dose may be needed at a later time for continued protection. Documentation of exposure incidents must continue even after the vaccine is completed.

Hepatitis B vaccine will not prevent hepatitis caused by other agents, such as Hepatitis A virus, non-A, non-B Hepatitis virus or by other viruses known to infect the liver. Although information available to date indicates that the vaccine is highly effective in protecting against Hepatitis B, it has not proven totally effective in preventing Hepatitis B among all persons vaccinated (those who are immune-suppressed or those with presence of any serious active infection). Hepatitis B vaccine is prepared from recombinant yeast cultures and is free of association with human blood or blood products.

Follow-up studies indicate that the most common side effect is injection site soreness. Less common local reactions are redness, swelling and warmth, which usually subside within 48 hours. Low-grade fever occurs occasionally. Other complaints include malaise, fatigue, headache, nausea, dizziness and joint pain. These symptoms are infrequent and limited to the first few days following the vaccine. Rash has been reported rarely.

## **PRECAUTIONS**

Recombinant Hepatitis B Vaccine is contraindicated for individuals who are hypersensitive to yeast or any component of the vaccine. Any serious active infection prior to receipt of the vaccine is reason to delay the vaccine.

Employees with a history of cardiopulmonary disease are at risk from a possible febrile or systemic reaction and must consult their private physicians prior to receipt of the vaccine and have an authorization from their private physician for administration of the vaccine.

**HEPATITIS B IMMUNIZATION  
CONSENT OR DECLINATION**

---

**HEPATITIS B VACCINE – ACCEPTANCE**

I **WANT TO RECEIVE** the Hepatitis B Vaccine and I understand it is my responsibility to contact the Employee Health Nurse for an appointment. I have read and have had explained to my satisfaction, the administration of the vaccine including the risks, benefits and possible adverse effects associated with the vaccine.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

---

**HEPATITIS B VACCINE – DECLINATION**

Please sign if you **DO NOT** want the vaccine at this time.

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B Vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B Vaccine, I can receive the vaccination series at no charge to me.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

**PREVIOUS IMMUNIZATION/DISEASE**

History of Hepatitis B    Yes \_\_\_ No \_\_\_ Date \_\_\_\_\_

History of Vaccination    Yes \_\_\_ No \_\_\_ Dates \_\_\_\_\_

Number of Injections: \_\_\_\_\_

Please submit documentation of above to the Employee Health Nurse as soon as possible.

---

**IMMUNIZATIONS GIVEN**

1<sup>st</sup> dose:            Date \_\_\_\_\_ Location: \_\_\_\_\_ Lot# \_\_\_\_\_ Expiration \_\_\_\_\_

2<sup>nd</sup> dose:            Date \_\_\_\_\_ Location: \_\_\_\_\_ Lot# \_\_\_\_\_ Expiration \_\_\_\_\_

3<sup>rd</sup> dose:            Date \_\_\_\_\_ Location: \_\_\_\_\_ Lot# \_\_\_\_\_ Expiration \_\_\_\_\_

Post vaccination testing:    Antibody positive \_\_\_\_\_ Antibody negative \_\_\_\_\_ (if negative, repeat vaccination)

4<sup>th</sup> dose            Date \_\_\_\_\_ Location: \_\_\_\_\_ Lot# \_\_\_\_\_ Expiration \_\_\_\_\_

5<sup>th</sup> dose            Date \_\_\_\_\_ Location: \_\_\_\_\_ Lot# \_\_\_\_\_ Expiration \_\_\_\_\_

6<sup>th</sup> dose            Date \_\_\_\_\_ Location: \_\_\_\_\_ Lot# \_\_\_\_\_ Expiration \_\_\_\_\_

Post vaccination testing:    Antibody positive \_\_\_\_\_ Antibody negative \_\_\_\_\_ (if negative, repeat vaccination)

**SECTION 111**

**FIT TEST PROGRAM**

See Appendix A of the City's Personnel Policy Manual:  
Workplace Safety Policy, **page 6-126, Fit Test**

**SECTION 112**

**GRAND RAPIDS FIRE DEPARTMENT RELIEF ASSOCIATION  
BYLAWS**

**EXHIBIT I**

**CONSTITUTION**

**OF**

**GRAND RAPIDS FIRE DEPARTMENT RELIEF ASSOCIATION**

**ARTICLE I**

This association is named and shall be known as the “Grand Rapids Fire Department Relief Association” and its general object and purpose shall be to create, establish and maintain a fund for the relief and support of sick, injured or disabled members of the Association and their families; such fund to be provided by donations, assessments of its members and other proper means.

**ARTICLE II**

The property and monies of the Association shall be kept in the “Special Fund”, which shall consist of all monies now due or hereafter become due, such as fees, dues, donations and monies raised through the efforts of the members of the Association and interest on all monies loaned from such fund and the same way may be expended for any purpose authorized and permitted by these articles and By-laws which shall be adopted and in conformity thereto.

**ARTICLE III**

Section 1. All persons becoming regular members of the Fire Department shall become members of this Association on the date of acceptance into the department.

Section 2. Resignation or removal from the Grand Rapids Fire Department or moving from the vicinity of Grand Rapids to take up residence elsewhere shall terminate the membership of the member so resigning, expelled or moving; provided, however, that any member who has served at least the minimum number of years required for vesting of pension rights may remain as a member of the Grand Rapids Fire Department Relief Association and be placed on the early vested pension roll, subject to such regulations as may from time to time be imposed.

## ARTICLE IV

Section 1. The government and management of the business and affairs of the Association is vested in a Board of Directors. The said board shall consist of six members, to be elected annually by the members of such Firemen's Relief Association from its own members at their annual meeting in January of each year in the City of Grand Rapids, Minnesota, also the following ex-officio members, via; the President or Mayor and Financial Director or Clerk of the City of Grand Rapids, Minnesota and Chief of the fire department of said city. Such directors to be elected each for a term of one year and shall hold office until the successor shall be elected and qualified. A member of the board of directors may be removed for cause upon a two-thirds vote of those present and voting.

Section 2. The board of directors of the Association shall have power from time to time to make such By-laws for the government of the Association and the management of its affairs, as the said board may deem proper; but not By-laws that shall be inconsistent to any provisions of this Constitution. No such By-laws shall be adopted except upon a vote of at least two-thirds of the members of the board.

Section 3. The officers of the Association shall consist of a President, Vice President, Secretary and Treasurer, all of whom shall be elected annually by the board of directors of said Association from among their own members, at their annual meeting in January of each year in the city of Grand Rapids, Minnesota and shall hold office until the successor is elected and qualified. The duties of the officers shall be prescribed by the By-laws.

Section 4. It shall be the duty of the board of directors to prepare modes and plans for the safe and profitable investment of all funds of the Association, in accordance to their investment policy and whenever loans or investments are made, to investigate and pass upon the securities offered and to attend to the drawing and execution of the necessary papers. The board shall order an audit of the books and accounts of the secretary and the treasurer as required by law and shall submit a written report of the condition of the Association to the members at the annual meeting.

Section 5. The investment of the funds of the Association shall be in the exclusive control of the board of directors, in conformance with state statutes.

Section 6. The members of the board shall act as trustees with Fiduciary obligation to the members of the Association, to the city of Grand Rapids and to the state of Minnesota.

## **ARTICLE V**

Section 1. Any member of the Association upon retiring from active duty with the fire department and upon receiving his pension from the Relief Association shall become an Honorary Life Member of the Association without further remuneration of benefits available. Any member resigning from the fire department may be awarded Honorary Life Membership by vote of fire department members.

## **ARTICLE VI**

Section 1. This constitution may be amended at any regular or special meeting of the members of the Grand Rapids Relief Association by a two-thirds vote of the members of the board. One month's notice shall be given in writing of such proposed amendment, before a vote can be taken thereon.

## **EXHIBIT I**

### **BY-LAWS**

#### **OF**

### **GRAND RAPIDS FIRE DEPARTMENT RELIEF ASSOCIATION**

## **ARTICLE I DUTIES OF OFFICERS**

Section 1. Duties of the President. The duties of the president of said Association shall be to preside at all meetings of the board of directors, appoint all committees, sign all orders on the treasurer of the Association and perform such other duties as usually pertain to such office.

Section 2. Duties of the Vice President. The vice president, in the absence or disability to act of the president, shall perform and discharge the duties of the president. In case of the absence of both the president and vice president, the board of directors shall elect a president pro tem, who shall discharge and perform such duties.

Section 3. Duties of the Secretary. The secretary shall keep a correct record of all meetings and proceedings of the board of directors; he shall immediately pay over to the treasurer of the Association all monies that may come into his hands belonging to the Association, keep a correct roll of all members of the Association, the date of joining, resignation, discharge, assessments made and paid, relief furnished and to whom furnished, and the nature and amount thereof and keep a complete record of all investments made and redeemed. He shall make a report to the board, at each annual



meeting, of the membership and financial condition of the Association. His books shall at any time be subject to inspection by any member of the board and public examiner; he shall draw and sign all orders on the treasurer, perform and discharge such other duties as usually pertain to such office. He shall give a surety bond in such sum as the board of directors may direct, such bond to be paid for by the Association and filed with the treasurer of the Association.

Section 4. Duties of the Treasurer. The treasurer shall keep a true and correct record and account of all monies by him received for said Association and pay them out only on the order of the board of directors. He shall make and submit his report at each annual meeting of the board of directors. He shall deposit all monies of the Association in the name of the Association in such bank of banks as the board of directors may direct or designate or invest same in the name of the Association in such manner as the board of directors shall direct.

The treasurer shall be the custodian of and responsible for the safekeeping of all funds and securities belonging to the Association, collect the interest and premiums on all securities when due, he shall provide the secretary with memorandum of all monies collected and deposited belonging to the Association monthly at least three days previous to the regular meeting of the board of directors, giving date and amount of such deposits and from what source collected. He shall give a surety bond to the Association with sufficient sureties to be approved by the board, in such sum as the board shall require, conditioned that he will faithfully discharge and perform all the duties of this office, during his continuance therein and safely keep and pay over to his successor in office or such other person or persons as the board may direct, all monies or securities that may come into his hands by virtue of his said office, such bond to be paid for by the Association and filed with the president.

## **ARTICLE II EXECUTIVE COMMITTEE**

Section 1. The president shall, at the annual meeting in January of each year, appoint a committee of three members of the board. It shall be duty of this executive committee to devise modes and plans for the safe and profitable investments of the unappropriated funds of the Association and whenever investments or loans are made, to investigate and pass upon the securities offered and attend to the drawing and executing of the necessary papers, subject, however, to the provision that all acts of the executive committee shall be subject to the approval of the board of directors. They shall order an audit of the books and accounts of the secretary and treasurer annually and a written report shall be submitted of the same to the board of the Association, at its annual meeting in January of each year.

### **ARTICLE III MEETINGS**

Section 1. The regular quarterly meetings of the board of directors shall be held on the second Tuesday of each quarter and the annual meetings on the regular monthly meeting of January of each year; and special meetings may be held at such times as the president or a majority of the members of the board may deem necessary. Provided, however, that in case an alarm of fire should be sounded during any meeting of the board, such meeting shall stand adjourned until such time as the president shall reconvene it.

Section 2. Any reconvened meeting held as provided in Section 1 of this article shall be deemed an adjourned meeting.

Section 3. A majority of the members of the board shall constitute a quorum and may transact business at any meeting of the board, except such business as is otherwise especially provided for.

Section 4. All meetings shall be conducted according to Robert's Rules of Order, as revised.

Section 5. The order of business shall be:

1. Call to order
2. Reading of the minutes of previous meeting
3. Treasurer's report
4. Report of committees
5. Applications for relief
6. Applications for membership
7. Balloting for members
8. Unfinished business
9. New business
10. Election of officers
11. Miscellaneous business
12. Adjournment

### **ARTICLE IV FUNDS**

Section 1. All property and monies of the Association shall be kept in a fund as established in the Constitution of the Grand Rapids Fire Department Relief Association.

Section 2. No disbursement of funds of this Association shall be made except by checks drawn by the Treasurer. Except when issued for pensions and other fixed charges, the exact amount of which has previously determined and authorized by the board of directors, no check shall be issued until the claim to which it relates has been approved by the board of directors.

Section 3. All monies belonging to this Association shall be deposited to the credit of this Association in such banks, trust companies, savings and loan associations or other depositories as the board of trustees may designate.

## **ARTICLE V APPLICATION FOR BENEFITS**

Section 1. Only members in good standing shall be entitled to have or receive any benefits from the funds of this Association.

Section 2. All applications for disability, death or pension benefits shall be made in writing on forms furnished by the secretary.

Section 3. Applications for Disability Benefits. All applications for disability benefits shall be referred to a disability committee consisting of three members of the board to be appointed by the president, which committee shall examine into and report upon such application to the board before the board acts upon the same. In case any question shall arise in regard to any application for disability benefits the president shall appoint a special investigating committee, who shall make an investigation of the facts and report the same to the board. Such committee shall consist of three members of the board.

Section 4. Report of Disability. Any member of the Association contracting sickness or injury resulting in inability to perform the duties of a firefighter shall within 30 days notify the secretary of the Association within 30 days after the date for which disability benefits is asked. No applications for disability benefits will be allowed to exceed 30 days previous to the date on which the secretary was notified of such sickness or injury.

Section 5. Time for Disability Benefits. No application shall be allowed for disability benefits for a period of less than seven days disability or for a period longer than 104 weeks, commencing from the time of first illness or injury as herein provided.

## **ARTICLE VI DISABILITY BENEFITS**

Section 1. Permanent Disability. If a member of this Association shall become totally and permanently disabled, to the extent that a physician or surgeon acceptable to the board of directors shall certify that such disability will permanently prevent said member from performing his duties in the Grand Rapids Fire Department, then the Association shall pay to such member the sum of \$\_\_\_\_\_ for each year of active service with the Grand Rapids Fire Department prior to the onset of the disability. A member who receives such a disability pension payment shall have the amount paid deducted from any vested pension accrual and, if the member should subsequently recover and return to active duty in the Grand Rapids Fire Department, for any accrued service pension credit.

**ARTICLE VII  
DEATH BENEFITS**

Section 1. Upon the death of any member of this Association who is in good standing at the time of his death, the Association shall pay to the member's designated beneficiary, and if none then to the member's surviving spouse, and if none then to the member's estate, the sum of \$ \_\_\_\_\_ for each year of active service in the Grand Rapids Fire Department.

**ARTICLE VIII  
PENSION BENEFITS**

Section 1. The association shall pay to each member who shall have served as an active firefighter in the Grand Rapids Fire Department for a period of 20 years or more the sum of \$ \_\_\_\_\_ per year for each full year of active service, as a retirement benefit. The retirement benefit shall be payable upon the member ceasing active service in the Grand Rapids Fire Department, but not earlier than the member's 50<sup>th</sup> birthday.

Section 2. A member of the Association who shall have served in the Grand Rapids Fire Department for at least 20 years, but has not reached the age of 50 years, may retire from said department and be placed on the deferred pension roll. When the member reaches the age of 50 years, upon application therefore the member shall be paid the sum of \$ \_\_\_\_\_ for each full year of active service. During the time the member is on the deferred pension roll, the Association shall add to the amount payable to such member interest, compounded annually, at the rate of 5% per year. \*Fully vested members will be eligible to receive the final year on a pro-rated basis.

Section 3. If a member shall have served for more than 10 years but less than 20 years, as an active member of the Grand Rapids Fire Department, the member may retire from said fire department and be placed on the early vested pension roll. When the member reaches the age of 50 years and provided that at that time the member has been a member of the Association for at least 10 years, the member shall upon application therefore, be paid a retirement pension benefit in the following manner:

- A. For active duty of more than 10 years, but less than 11 years, 60% of the amount per full year of active service which would have been earned, had the member served for 20 years or more;
- B. For active duty of more than 11 years, but less than 20 years, 4% of the amount per full year of active service which would have been earned, had the member served for 20 years or more, shall be added for each additional year of service between 11 and 20 years;
- C. Any member on the early vested pension roll will not be eligible to receive interest on the member's accrued assets.

Section 4. No less than 90 days before becoming eligible to receive a lump sum pension, a member of this Association must make in writing a request for pension benefits. This association has the right to distribute said lump sum up to 60 days prior to the member's 50<sup>th</sup> birthday or up to 60 days after the member's 50<sup>th</sup> birthday.

## **ARTICLE IX AMENDMENT**

Section 1. The By-laws of this Association may be amended at any regular or special meeting of the Association by a favorable vote of two-thirds of the members present and voting, provided that a quorum is present; and provided further that notice of any proposed amendment or amendments shall be given by reading the same at a regular or special meeting not more than 31 days next preceding the date upon which such amendment or amendments are to be acted upon, and that a notice be mailed to each member at his last known address not less than 10 days prior to such meeting; and provided further, that is such amendment or amendments shall change the amount of benefits of pensions, approval of the City Council of Grand Rapids must be obtained before such change may take effect.

## **Section 113**

### **Alcohol Use Policy for the Grand Rapids Fire Department**

The Grand Rapids Fire Department, in accordance with the City of Grand Rapids' Drug and Alcohol Policy, maintains a strict policy regarding the use of alcohol while participating in Fire Department functions including:

1. The response to fire and other emergency incidents;
2. Participation in Fire Department training activities; and
3. Participation in other activities where the firefighter is serving as a representative of the Grand Rapids Fire Department, such as sponsored events as section schools/seminars, conventions and/or meetings.

To secure compliance with the above policy a firefighter who has consumed alcoholic beverages during the four hours prior to being called to an emergency shall upon arriving at the fire hall, in response to that emergency call, immediately notify the fire officer in charge if any of the following conditions exist:

1. That the firefighter has consumed alcohol during the preceding four hours
2. That the firefighter was using any prescription or nonprescription medication that contains alcohol and is labeled with a warning regarding drowsiness, driving, or operation of machinery;

A firefighter who fails to comply with these requirements is subject to disciplinary action.

When a Fire Officer/ Senior Fire Fighter is notified of either condition 1 or 2 above, it will be necessary for a qualified operator to administer a preliminary breath test prior to that firefighter participating in a fire call response. He/she shall document the identity of the person being tested, the date and time of the test, and the test result. The operator shall sign this form, and he/she shall ask the person being tested to also sign. If the subject being tested should refuse to sign, that refusal shall also be documented.

If the firefighter disagrees with this result administered by the preliminary breath test, and if it is practical, the firefighter shall be administered an Intoxilyzer 5000 test at the Itasca County Jail to determine the level of intoxication. This test is solely used to determine the alcohol concentration of the tested firefighter, and whether or not he/she may respond to a call for service, and the results of the test will not be used for any other purpose by the Grand Rapids Fire Department.

**This policy states:**

The Grand Rapids Fire Department has a Zero Tolerance policy regarding the operation of any Fire Department motor vehicles. Zero Tolerance is defined and enforced by stating that any Fire Department member, who has consumed any amount of alcohol in the four hours prior to the emergency call and gives a sample breath that shows any indication of the presence of alcohol, will be precluded from the operation of Fire Department motor vehicles.

The standard for allowing a firefighter to participate in an emergency call, other than being allowed to operate Fire Department motor vehicles, is .039 or less.

If the alcohol concentration indicates a level of .04 or higher but less than **.060**, the firefighter will not be allowed to participate in the emergency call. However, the firefighter will be allowed to remain at the Fire Hall and perform his/her regular duty within that building and get credit for doing so.

If the alcohol concentration indicates a level of **.060** or higher, the firefighter will not be allowed to participate in the emergency call, nor get credit for responding. A ride home will be provided to the firefighter as soon as possible, in no case will a firefighter be able to drive home from the fire activity.

A firefighter who has consumed any alcohol in the preceding four hour period, or is using prescription or nonprescription medication that contains alcohol will be administered a preliminary breath test as soon as practical by a qualified operator to determine whether (or not) the firefighter will be allowed to participate in the emergency call. If a qualified operator is not present during the call, or for any reason cannot test the firefighter in question, that firefighter must remain at the Grand Rapids Fire Hall and not attend the call.

Any firefighter who in an emergency response setting, during training, activity, or either officially or unofficially observes any indications that another firefighter is under the influence of alcohol or drugs, shall immediately report those observations to the fire officer in charge. Such indications include the odor of alcohol on the breath, slurred speech, unsteady gate, or disorientation. A firefighter who observes such indications and fails to report them as required is subject to disciplinary action.

If the fire officer in charge has reasonable suspicion that a firefighter may be under the influence of alcohol and/or drugs during an emergency response, the fire officer shall ensure the firefighter is relieved of duty and kept in a safe area where a preliminary breath test can be administered to determine whether or not alcohol is present.

Grounds for reasonable suspicion of being under the influence of alcohol and/or drugs include but are not limited to odor of alcohol on one's breath, slurred speech, unsteady gate, and disorientation.

The fire officer in command may require that the individual immediately submit to a preliminary breath test. The individual's refusal to submit to such a test is immediate grounds for disciplinary action. The fire officer or senior officer shall document the time and date, observed behavior, witnesses, what was done, and the substance of any conversation conducted with the firefighter. Documentation should immediately be forwarded to the fire chief.

If the Grand Rapids Fire Department should need to invoke mutual aid from any other fire department, and any member of the Grand Rapids Fire Department believes any firefighter from another jurisdiction is under the influence of alcohol and/or drugs, that firefighter shall be removed from duty and placed in a safe setting as not to endanger that firefighter, any other firefighters, or any member of the public.

If member violates this policy, at such time the firefighter shall be temporarily suspended until the violation can be handled properly through the Human Resources Department.

**EFFECTIVE DATE.** This Alcohol Use Policy shall be in full force and affect after its passage and after a signed acknowledgement of policy change has been received and on file for all members of the Grand Rapids Fire Department.

ADOPTED AND PASSED by the City Council of the City of Grand Rapids on the \_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Dale Adams, Mayor

ATTEST:

\_\_\_\_\_  
Shawn Gillen, City Administrator



**GRAND RAPIDS**  
**FIRE DEPARTMENT**

**APPENDIX**  
**TO**  
**CITY POLICY MANUAL**

# **APPENDIX**

## **GENERAL OVERVIEW**

### **STATEMENT OF GUIDELINES – GRAND RAPIDS FIRE DEPARTMENT**

**100 GENERAL DEPARTMENTAL INFORMATION**

**200 GENERAL ADMINISTRATION**

**300 HAZARDOUS MATERIALS**

**400 OCCUPATIONAL SAFETY AND HEALTH**

**500 MAINTENANCE**

**600 EMERGENCY OPERATIONS**

**700 COMMUNICATIONS**

**STATEMENT OF GUIDELINES AND PROCEDURES**

This manual was developed as a guide with specific and general information for the Grand Rapids Fire Department. Copies will be given to all new Fire Department members and will be available for reference from the 2<sup>nd</sup> Asst. Chief or Chief at all times. This manual will be updated from time to time as the needs or guidelines change. Each member of the Grand Rapids Fire Department is required to have knowledge of the information in this outline.

## **100 GENERAL DEPARTMENTAL INFORMATION**

### **101 UNIFORM GUIDELINES**

All members of the Grand Rapids Fire Department will have one complete uniform. This uniform consists of a long sleeve white shirt with patches, pins, and badge displayed as listed below, dark navy pants, dark blue tie with fire axe tie clasp, blue socks, black shoes or boots, and jacket. (The Grand Rapids Fire Department provides shirt, tie, pants, and jacket)

The fire department will also furnish patches, badges, pins and a fire axe tie clasp. Members who leave with less than ten (10) years of service, or are terminated, shall be required to return all issued department clothing.

When in uniform, it is expected that each person will conduct themselves in a manner that will not degrade the fire service, the Grand Rapids Fire Department or the City of Grand Rapids.

Uniforms will be required for funerals of active and retired members.

Department shirt patches, pins, and badge placement is as follows:

1. GRFD PATCH ON RIGHT AND LEFT SHOULDER SLEEVE.
2. AMERICAN FLAG OVER RIGHT POCKET.
3. NAME TAG UNDER FLAG ABOVE RIGHT POCKET.
4. GRFD PINS/BUGLES ON RIGHT AND LEFT LAPELS.
5. GRFD BADGE ON LEFT SIDE OVER POCKET.
6. TIE CLASP (FIRE AXE) ON TIE.

**102 CONTROL OF APPARATUS/EQUIPMENT/FIRE HALL**

No person, persons, firm, company, or corporation, shall in any manner, have any control over, or interfere with, take, use, or have, for any object or purpose, any of the fire apparatus, equipment, and/or fire hall except the officers and members of the Fire Department, and persons specifically authorized by the City Council. No member of the Fire Department or City Officer shall loan or allow use of said fire apparatus, equipment, and/or fire hall, except by the order of the City Administrator and the consent of the Fire Chief.

**102.1 RATE SCHEDULE FOR FIRE DEPARTMENT APPARATUS**

For those instances where the fire department is eligible to receive reimbursement for the use of apparatus and/or personnel, the following rate schedule shall be applied, unless an executed contract between the City of Grand Rapids and the responsible party exists prior to the event occurring:

Type 1 Engine (#116, #115, #114,#111):	\$300.00 per hour
Type 4 Engine (#113):	\$150.00 per hour
Type 6 Engine (#117):	\$100.00 per hour
Type 2 Water Tender (#111):	\$175.00 per hour
Type 3 Water Tender (#112):	\$150.00 per hour
Aerial Device (Tower #119):	\$350.00 per hour
Support Vehicles (#118, Hazmat 2):	\$100.00 per hour
Personnel:	Current hourly rate as approved by city council

### **103 USE OF FIRE HALL AND EQUIPMENT**

Members may be allowed to use tools in the fire hall and tools may be checked out, if approved by an officer or maintenance staff.

Members are allowed to use one bay at the fire hall as long as they are returned to their original condition and kept clean.

Equipment that is carried on the fire apparatus will not be checked out or removed from the fire hall.

Audio-visual equipment and books may be checked out with permission from an officer. This does not include TV's, VCR's, or computer equipment.

The use of the fire hall and tools is a privilege and should not be abused.

## **104 PERSONAL VEHICLES**

It is expected that at all times a firefighter will use good judgment while responding to a fire call. We realize, of course, that there are various types of emergencies from a simple grass fire to a fire involving life safety, which may dictate your response.

It is important to remember that your private vehicle is not an emergency vehicle and you must obey traffic laws. If you abuse these privileges, you will be ticketed.

Parking for fire calls and meetings has been designated in the following locations:

1. Two (2) stalls directly in front of the fire hall.
2. Four stalls on 1<sup>st</sup> Street east of the fire hall.
3. Twelve stalls behind the fire hall.

Double parking will be allowed if no other space is available. Parking for non-emergency use should be limited to the parking lot to the rear of the fire hall.

Minnesota has issued a special license plate for firefighters and retirees in good standing.. These may be purchased from the Department of Motor Vehicle Registration Office, and with appropriate signatures from the Fire Chief. These plates will transfer to new vehicles. Specialized firefighter license plates must be returned to the DMV upon date of retirement or termination of employment from the Grand Rapids Fire Department. The Fire Chief shall notify the Department of Motor Vehicle Registration Office upon retirement or discontinuation of employment of firefighters who have been issued firefighter license plates.

The Grand Rapids Fire Department requires a vehicle identification sticker for parking in designated areas. These can be obtained from the 2nd Assistant Chief.

No parking of personal vehicles shall be allowed between stalls or in front of doors of the fire hall(s) at any time unless picking up tables or equipment.

## **105 DONATION GUIDELINE**

The Grand Rapids Fire Department does not donate to any outside organizations. Any other donations will be considered only if a motion is made from the floor at a regularly scheduled business meeting.

In the case of retirement, weddings, hospitalizations, illnesses or funerals of members and their immediate family, the department will give flowers or an appropriate gift not to exceed sixty dollars (\$75.00). This is a separate fund established by donations approved from each firefighter.

All flower requests need to be requested to the Relief Association Treasure.



**106 TELEPHONE USE**

The telephone located in the offices should be used for fire department business only. The fire hall number is 326-2832.

**200 GENERAL ADMINISTRATION**

**201 GENERAL CONTROL OF DEPARTMENT**

The department and every member thereof shall be, at all times, under the control and subject to the orders of the City Council. The Council hereby reserves the power to suspend or remove any member of the department, including any or all officers, whenever it shall deem it necessary for the welfare of the city to do so.

**202**

## 203 GENERAL EMPLOYEE PAYROLL GUIDELINES

### Regular Pay:

1. All fires, drills, business meetings, rescues, mutual aid.
2. If a truck leaves the north or south hall an incident number will be assigned and all responding members will be paid.
3. If a truck does not leave the north or south hall, or we are cancelled immediately, there is no incident number assigned and no pay to members will be issued.

### School, Training, F.D. Business:

1. You will receive classroom hour pay at our regular rate.
2. In addition, you will receive attendance credit for fire calls when on fire department business, providing you return within a reasonable time frame but receive no pay.. Examples given:
  - A. Sectional schools: leave Friday p.m. and return Sunday p.m.
  - B. Saturday meeting, return Saturday p.m.
  - C. Exception will be allowed if the meeting ends at 5:00 p.m. or later and you are 100 miles away or more.
  - D. Weather problems.

### Standby Weekends:

1. 8 hours per day at regular rate, plus fire calls.

### Other duties:

1. Special meetings
  2. Assignment per officers
  3. Tours
- 
1. Open House
  2. Parades
  3. Conventions

Please use the City of Grand Rapids Travel Expense Report for all meetings and schools. Any and all receipts for expenses incurred must accompany the Travel Expense Report. Reports can be obtained from the Captain. The Chief must authorize any expense report and then forward to the Finance Dept. for processing.

**300 HAZARDOUS MATERIAL GUIDELINES**

**301 SUGGESTED OPERATING GUIDELINES FOR HAZARDOUS MATERIALS RESPONSE**

IS THERE A HAZARD?

INPUT FORM:

- a. Preplanning
- b. Placards
- c. Labels
- d. NFPA 704 System
- e. Physical characteristics

IDENTIFY THE PRODUCT.

INPUT FORM:

- a. Shipping papers
- b. Involved Personnel
- c. Preplanning
- d. Markings
- e. Labels

DETERMINE HAZARDS PRESENT.

INPUT FORM:

- a. Chemtrec
- b. Technical Resources
- c. Right to Know Laws
- d. Manufacturer
- e. Shipper
- f. Carrier

WHAT ARE THE OBJECTIVES?

RESCUE:

- a. Protective Equipment
- b. EMS Requirements
- c. Heavy Rescue Equipment
- d. Medical Transportation Available
- e. Is Proper Material Available to Handle Decontamination?

ALTERNATIVES:

INPUT FORM:

- a. Type of Incident
- b. Physical Properties
- c. Hazards
- d. Terrain
- e. Life Hazards

CONTROLLING THE INCIDENT:

- a. Can leak be plugged?
- b. Can the area be diked?
- c. Can the product be covered?
- d. Can it be diluted?
- e. Can it be transported?
- f. Can foam be applied?
- g. Can cooling water be applied to point of flame impingement?

EXTINGUISHMENT:

- a. Controlled burn?
- b. Proper extinguishing agents available
- c. Extinguish flammable liquid not gas

REVISIONS:

- a. Select best alternatives
- b. Continually review objectives
- c. Revise as necessary

EXPOSURE PROTECTION:

- a. What and where are they?
- b. How can they be protected?
- c. What are the risks?

EVACUATION:

- a. What should be evacuated?
- b. Who will evacuate?
- c. Where will evacuees go?
- d. How will they get there?
- e. Who will care for them?

WATER SUPPLY:

- a. Is sufficient supply available?
- b. Can it be relayed or trucked?
- c. Is a back-up supply needed?

#### CONTAINMENT AND CONTROL:

- a. Is diking necessary?
- b. Where will vapors travel?
- c. Are they flammable or toxic?
- d. Are they water reactive?
- e. Hazardous to health?
- f. Unstable?
- g. Is protective clothing available?
- h. Equipment available?
- i. Resources available?

#### DECONTAMINATION:

- a. Is it necessary?
- b. Establish hot, warm, cold zone?
- c. Is wash water available?
- d. Complete mitigation of incident?

#### S.O.G.'S FOR CLANDESTINE DRUG LABS

- Consult with law enforcement prior to any mitigation attempts

#### MONITOR FOR (AT LEAST) THE FOLLOWING:

- Lower explosive limits
- Ammonia ppm
- Hydrogen Chloride/Hydrochloric acid Phosgene – in Nazi method  
–Phosphine – in cold method –
- Presence of chemicals Presence of hazardous materials (PID monitor)

#### DEALING WITH ANHYDROUS AMMONIA

- Full turn-out gear and SCBA (even when handling 20# cylinders)
- Remove cylinder(s) from scene (downwind)
- Bleed valve (stand up-wind) with a minimum of turn-outs, SCBA, and Butyl rubber gloves
- Use fog spray to knock down and neutralize anhydrous ammonia- (copious amounts of water – 600 to 1ratio)
- Gross decon (minimum) for level “A” personnel handling chemicals.

**400 OCCUPATIONAL SAFETY AND HEALTH**

**401 PROTECTIVE EQUIPMENT NOTIFICATION AND PROTOCOL**

The Grand Rapids Fire Department shall inform the firefighters about special hazards to which they may be exposed.

Protective Clothing

The Grand Rapids Fire Department shall provide and assure the use of protective clothing for the head, body and extremities consisting of at least the following components:

- Foot and leg protection
- Hand protection
- Body protection
- Eye, face and head protection

The requirements in each of these areas are quite detailed, but in general, the provision of a fire helmet, bunker coat, full-length boots or bunker pants and gloves will meet the requirements of the standard.

Respiratory Protection Devices

Approved self-contained breathing apparatus with full face piece or with approved helmet or hood configuration, shall be provided and worn by firefighters when working inside buildings or confined spaces where toxic products of combustion oxygen deficiency may be present. Such apparatus will also be worn during emergency situations involving toxic substances. Each firefighter will be responsible for the care of their own mask.

Self-contained breathing apparatus shall have a minimum service life rating of 30 minutes. The Grand Rapids Fire Department shall assure that the self-contained breathing apparatus ordered or purchased after July 1, 1981 for use by firefighters performing interior structural fire fighting operations are in accordance with OSHA and NFPA standards, of the pressure-demand or other positive-pressure, self-contained breathing apparatus shall be worn by firefighters performing interior structural fire fighting.

SCBA Usage and Responsibilities

1. SCBA and protective hood are to be worn at all times when doing interior structural fire fighting and involving toxic related hazards.
2. Before anyone uses breathing apparatus, they are to be knowledgeable on operation.
3. Breathing apparatus is to be cleaned and put back in operational condition after use.
4. Breathing apparatus shall not be taken off at the fire scene and left in dirt or snow conditions. They shall be properly stored.
5. Any problems with apparatus should be reported. Each unit is numbered on the back plate of the harness.
6. When alarm on unit sounds; do not continue to work. Leave area immediately. No one is to enter a hazardous area alone or remain in alone.; Each must accompany another person. When one runs low on air, he or she shall exit the hazardous area accompanied by another firefighter.
7. Air bottles are to be filled to capacity –2216 PSI.
8. When opening air cylinder before use, audible alarm must sound. If not, it may not be used.
9. Anything, which comes between your skin and the contacting rubber of the protective mask, is not allowed as per policy established (OSHA).
10. Each member will be required to have a fit test each year as required by OSHA 1910.134. This will be paid for by the department.



**500 MAINTENANCE**

**501 APPARATUS AND EQUIPMENT**

Each member will be assigned to a piece of fire apparatus for maintenance. This will be on a rotating basis, which is coordinated by the Second Assistant Chief.

Each crew will follow a maintenance schedule when working on apparatus.

Apparatus should be started at least monthly and run until normal engine temperature is reached.

After each run, the crew shall make sure that their assigned equipment is ready to respond. This includes water, fuel, all equipment in place and apparatus are either in park or first gear, depending on the transmission, and parking brake set.

Air packs, P.A.S.S. devices, small engines and ladders will be inspected on a monthly basis. This will be done after the business meeting, which is held the second Tuesday of the month.

One maintenance person supervised by the 2<sup>nd</sup> Asst. Chief will be in charge of all apparatus, small equipment, building and grounds maintenance.

One maintenance person supervised by the 2<sup>nd</sup> Asst. Chief will be in charge of janitorial duties of the buildings.

## **600 EMERGENCY OPERATIONS**

### **601 STANDARD OPERATING GUIDELINES FOR FIRE APPARATUS RESPONSE**

Drivers and/or operators of fire apparatus must have required training and approval of officer(s) before being allowed to operate any fire department apparatus. Each operator must complete an approved emergency vehicle operations driving course; pump operators must complete basic and an equivalent advanced pump operations course before they are eligible to drive pumping apparatus.

The fire department recognizes a zero tolerance for apparatus operations while being impaired. Operators of any fire department apparatus shall not be under the influence of alcohol, illegal drugs, or other prescribed medication that will interfere with the safe operation of a vehicle. Failure to comply with the city's policy on vehicle usage will result in disciplinary action.

Upon returning to quarters, it is the driver/operator's responsibility to ensure that the apparatus is replenished and ready to be put back in-service; this includes signing-off on the Run List Check Sheet for items such as: fuel, water, all firefighting equipment, and cleanliness of the vehicle. The Run Sheet Check List shall be attached to the Incident Report. Any mechanical issues or physical damage shall be reported immediately to the vehicle maintenance staff and the Fire Chief or person in-charge of the incident.

If a line officer is not present at the fire scene, the senior ranking firefighter of the first arriving apparatus will be in command of the incident.

The driver / operator of any apparatus should know the directions to the scene prior to responding from the fire hall.

## The normal apparatus roll-out response shall be as follows:

1. Structure fires outside hydrant areas: #114, , #111, #116, , Suburban w/ air trailer.
2. Structure fires inside hydrant areas: #114 , #119, #116, #115, #111, Suburban w/ air trailer.
3. Commercial / Industrial fires: #114, #116, #119, #, #111, , Suburban w/ air trailer.
4. Grass fires: #114 (or #115), #111, #113, #, #117. If additional personnel are needed, #116 will respond upon request of an officer.
5. Rescues: #114, #116 (or #115), #119, #111, #113. For rescue calls requested by mutual aid departments: #114 and #118, other apparatus as requested by Officer in-charge.
6. Car fires inside hydrant areas: #114 (or #115), #116, #111, #119, #113.
7. Car fires outside hydrant areas: #114 (or #115), #111, #, #113.
8. Aircraft emergencies at the airport: Rescue 2, #114, #111, #116, #115, #119, #112, Hazmat 2 w/ air trailer.
9. #118 will normally respond to all calls with an officer. In the absence of an officer in #118 or on an apparatus, an officer will respond in Hazmat 2 or #117.
10. Mutual Aid calls: Only apparatus as requested by other agencies and #118 (or Hazmat 2 or #117 w/ officer). Hazmat 2 w/ air trailer (if air trailer is requested).

There may be deviations made from this response guideline by the person in-charge of the incident if necessary.

**602 STANDARD OPERATING GUIDELINES FOR POSITIONING OF APPARATUS ON FIRE GROUND**

Structural Fires – Engineers/Officers shall determine the safest and most effective location to position the apparatus so that all aspects of fire extinguishments can be achieved without endangering personnel and equipment.

Operating IN or NEAR moving traffic – (highways, streets, driveway, etc.).

Engineers/Officers shall determine the positioning of apparatus and other emergency vehicles at a vehicle related incident on any street, road, or highway in a manner that best protects the incident scene and the work area. Such positioning shall afford protection to fire department personnel, ambulance service personnel, law enforcement officials, tow service operators and the motoring public from the hazards of working in or near moving traffic.

## 602.1

### **Backing of Fire Department Apparatus:**

Because of safety concerns when backing a fire apparatus, and the inability of the driver to view all activities occurring behind the apparatus, the following procedures shall be used while backing any fire apparatus.

- a. The driver shall activate emergency lights prior to and during the backing of any apparatus.
- b. No fire department apparatus shall be backed up for any reason without the help of a safety person (“spotter”).
- c. The safety person (“spotter”) shall make sure there are no problems or obstructions that could interfere with safe backing of the apparatus.
- d. The safety person (“spotter”) shall remain in full view of the driver, through the side mirrors, until the apparatus is positioned in the desired location.
- e. The driver shall immediately stop movement of the apparatus if the safety person (“spotter”) is not in visual contact.
- f. Both the driver and safety person (“spotter”) shall be responsible for safety and the conditions of all property while backing the apparatus.
- g. If conditions exist that make use of spotters impossible, all drivers, before attempting to back up any fire department vehicle, shall make a circle of safety to see that; no person or persons are directly behind the vehicle or in its intended path of travel; all equipment is secured and that all compartment doors are securely closed; any physical obstructions are moved out of the way. The emergency vehicle driver should also note all potential obstructions in the intended path of travel.
- h. Once the vehicle has been backed into position and parked, the driver shall exit the vehicle and perform a walk-around to check for proper placement and assure that there are no safety or property concerns.
- i. Any accident or property damage involving a department apparatus should be reported immediately to the Fire Chief or Fire Officer in-charge by the driver and “spotter”.
- j. In the event of a personal injury or significant property damage accident, department members involved shall immediately notify law enforcement officials and the Fire Chief or Fire Officer in-charge. The involved apparatus should not be moved unless at the request of a law enforcement officer or for the safety of the employees or public.

## S.O.G.'s for Highway Safety Incident Management

### I. Overview

This procedure identifies parking practices for Grand Rapids Fire Department apparatus and vehicles that will provide maximum protection and safety for personnel operating in or near moving vehicle traffic. It also identifies several approaches for individual practices to keep firefighters safe while exposed to the hazardous environment created by moving traffic.

It shall be the policy of the Grand Rapids Fire Department to position apparatus and other emergency vehicles at a vehicle-related incident on any street, road, or highway in a manner that best protects the incident scene and the work area. Such positioning shall afford protection to fire department personnel, law enforcement officers, other emergency service personnel and the motoring public from the hazards of working in or near moving traffic.

### II. Safety Benchmarks

All emergency personnel are at a great risk of injury or death while operating in or near moving traffic. There are several specific tactical procedures that the Grand Rapids Fire Department shall take to protect all crewmembers and emergency service personnel at the incident scene including;

1. Never trust approaching traffic.
2. Avoid turning your back to approaching traffic.
3. Establish an initial "block" with the first arriving apparatus.
4. Always wear Class III high visibility reflective vests during operations.
5. Always wear structural firefighting helmet.
6. Wear full protective clothing plus the highway safety vest at all vehicle related emergencies between the hours of dusk and dawn or whenever lighting levels are reduced due to inclement weather conditions.
7. Turn off all sources of vision impairment to approaching motorists at nighttime incidents, including headlights and spotlights.
8. Use fire apparatus and law enforcement vehicles (if possible) to initially redirect the flow of moving traffic.
9. Establish advance warning and adequate transition area traffic control measures upstream of incident to reduce travel speeds of approaching motorists.
10. Use traffic cones and/or illuminated traffic cones where appropriate for sustained highway incident traffic control and direction.
11. Establish a fire department member (as needed) to the "Flagger" function to monitor approaching traffic and activate an emergency signal if the

actions of a motorist do not conform to the established traffic control measures in place at the highway scene.

### **III. Apparatus and Emergency Vehicle Benchmarks**

Listed below are the benchmarks for Safe Parking of **apparatus and emergency vehicles** when operating in or near moving traffic.

1. Always position first-arriving apparatus to protect the scene, patients, and emergency personnel. The goal is to effectively block all exposed sides of the work zone, prioritizing from the most critical or highest traffic volume flow to the least critical traffic direction.
  - a. Initial apparatus placement should provide a work area protected from traffic approaching in at least one direction.
  - b. Angle apparatus on the roadway with a “block to the left” or “block to the right” to create a physical barrier between the crash scene and approaching traffic.
  - c. Allow apparatus placement to slow approaching motorists and redirect them around the scene.
  - d. Use fire apparatus to block at least one additional traffic lane more than already obstructed by the crashed vehicle(s).
  - e. When practical, position apparatus in such a manner to protect the pump operator position from being exposed to approaching traffic.
2. Positioning of larger apparatus must create a safe parking area for EMS units and other emergency vehicles. Operating personnel, equipment and patients should be kept within the “shadow” created by the blocking apparatus at all times.
3. When blocking with apparatus to protect the emergency scene, establish a sufficient size work zone that includes all damaged vehicles, roadway debris, patient triage and treatment areas, extrication work areas, personnel and tool staging areas, and the ambulance loading zone.
4. Crew members in apparatus must exit and enter their units with extreme caution, remaining alert to moving traffic at all times.
5. Protective clothing, Class III safety vest, and helmet must always be donned prior to exiting the vehicle.
6. Traffic cones shall be deployed from the rear of the blocking apparatus toward approaching traffic to increase the advance warning provided for approaching motorists.

7. Personnel should place cones and retrieve cones while facing oncoming traffic. Cones shall be placed at acceptable intervals upstream of the blocking vehicle to allow adequate advance warning to drivers.

#### **IV. Incident Command Benchmarks**

The Incident Commander and/or the initial arriving company officer must complete critical benchmarks to assure that a safe and protected work environment for emergency personnel is established and maintained, including;

1. Assure that first-arriving apparatus establishes an initial block to create an initial safe work environment.
2. Assign a parking location for ambulances, as well as later arriving apparatus.
3. Assure that all ambulances on-scene are placed within the protected work area (shadow) of the larger apparatus.
4. Assure that all patient loading into Med Units is done from within the protected work zone.
5. The Incident Commander and/or the initial company officer must operate as the Scene Safety Officer until this assignment has been delegated.
6. Command shall stage unneeded emergency vehicles off the roadway or return these units to service whenever possible.

#### **V. Emergency Crew Personnel Benchmarks**

Listed below are benchmarks for safe actions of individual when operating in or near moving vehicle traffic.

1. Always maintain an acute awareness of the high risk of working in or near moving traffic. Response personnel should be aware that motorists who are approaching or have entered the scene may be confused or inattentive; therefore, all responders must be able to react accordingly.
2. Never trust moving traffic from any direction!
3. Always look before you move!
4. Always keep an eye on moving traffic!
5. Avoid turning your back on moving traffic!



6. Always look before opening doors and stepping out of apparatus into any moving traffic areas!
7. Always be alert to the proximity of moving traffic while walking around fire apparatus!

**603 STANDARD OPERATING GUIDELINES FOR ACCOUNTABILITY PROGRAM**

Each member will be assigned three nametags to be attached to the bottom back of their helmets.

Firefighters will be responsible to report any missing tag or tags to the Safety Officer immediately. Firefighters are responsible for the safe working order of their P.A.S.S. (**Personal Alert Safety System**) device.

Upon responding to any fire call, it is the firefighters responsibility to remove one tag from their helmet and place it on the designated vehicle placard.

Prior to exiting on scene, each firefighter shall remove their lanyard from their P.A.S.S. (**Personal Alert Safety System**) device. The lanyards shall be placed on the ring by the operator. P.A.S.S. devices can only be **deactivated** when in staging.

Upon arriving on scene, the driver of each fire apparatus is responsible to make sure vehicle placards are brought to the staging officer in a responsible period of time.

Initial firefighters may enter the hot zone without going through staging as long as it is obvious that manpower is needed or instructed by an officer.

Responding firefighters after the initial response shall report to staging upon arrival.

Firefighters entering any collapse zone, building or hazardous area are responsible for removing their second tag and handing it to designated personnel at entry points (i.e. officer, fan operator, safety officer) before entry is made.

Once a firefighter leaves any building, collapse zone or hazardous area, they must retrieve their entry tag immediately.

Firefighters leaving the hot zone will report immediately to the staging officer.

The driver of next responding apparatus will assume the staging officer position at all fire scenes unless directed otherwise. Although Rescue 114 will normally be the staging vehicle and area, staging may be moved upon an officer's request.

**604 MUTUAL AID**

The Grand Rapids Fire Department is a member of the Itasca County Fire Chiefs Association and Itasca County Fire Chiefs Mutual Aid Association. This agreement includes all sixteen fire departments in Itasca County. In addition, we provide mutual aid to Hill City and Jacobson fire departments in Aitkin County, and Floodwood Fire Department in St. Louis County.

Mutual Aid agreements may be made by the Grand Rapids City Council with other agencies for emergency services provided by the fire department.

## **605 RADIO PROCEDURES**

Radios are located in all fire apparatus, the fire station, and with each firefighter. Apparatus radios should be operated by a firefighter other than the driver when responding to a fire call. When speaking into radio, speak clearly and precisely. Do not use to excess. Radio use should pertain to fire department business only.

There are several extra hand held radios located in other apparatuses

## 700 COMMUNICATION

### 701 FIRE DEPARTMENT ACTIVITIES

**The Grand Rapids Fire Department is involved throughout the year in various activities that are determined by the membership to coincide with the values of the department. These activities may or may not be pre-scheduled or reoccurrences. Examples of these activities include but are not limited to:**

Firefighters Annual Banquet – normally held in the spring of each year. All active and retired firefighters are invited.. Other guests may be invited at the request of the Chief. Committee members will review all invitations before they are mailed.

Adult Picnic – normally held in the summer. This picnic is for active fire department personnel and their spouses or guest and retired firefighters.

Significant Others Night – normally held in February. This is limited to active members and their spouse or significant other..

Venison Feed – normally held on the first Wednesday of December. All active and retired firefighters are invited, along with city officials, law enforcement, EMS and DNR personnel and others at the discretion of the committee.

Committee chairpersons are encouraged to keep updated information regarding their event in a file folder that can be accessed by department personnel for future use.

## 702 PARADE UNIT REPRESENTATION

The Grand Rapids Fire Department maintains a parade unit, Engine #1, which was an original engine of the Grand Rapids Fire Department. We also have a refurbished hose pull cart to be used in parades.

The intent of the Grand Rapids Fire Department is to show the evolution of the fire service. For local parades we will use the hose cart, Engine #1 and a new engine.

We have also developed period uniforms to be worn by the parade participants. They include: long underwear shirts and blue pants with suspenders for the hose cart, double-breasted uniform jackets and box type hats for Engine #1, and your current uniform or acceptable fire department apparel for the newer vehicles.

Engine #1 is available for other parades, fire musters, etc. The fire department will pay the standard government rate per mile to anyone who pulls the trailer with their own vehicle to an event. Room and board will be paid for trips that are deemed to be overnight events.

**It is the responsibility of all members of the department to help in the maintenance and preparation of the parade units. .**

It is important to remember that you represent the Grand Rapids Fire Department and the City of Grand Rapids when involved in these activities. Please act accordingly.

Each year a rotating list of firefighters will be assigned to the three (3) area parades: Deer River parade, Grand Rapids parade and Bovey parade.

## **800 FIRE PREVENTION**

The Grand Rapids Fire Department shall remain proactive in fire prevention and education measures by providing prompt and courteous service to the citizens of the communities that request our services.

### **A. Requests for Public Education/Fire Hall Tours:**

All requests for public education shall be arranged through the Safety Officer. Once arrangements have been made, a Request for Public Education Form shall be posted in the radio room. The Safety Officer will provide age appropriate teaching materials and any other items needed for public education events. All Grand Rapids Fire Fighters are encouraged to help with Public Education events.

**B. Sparky the Fire Dog:**  
Sparky the Fire Dog costume is available to use for any Fire Prevention & Education public request. Use of the Sparky the Fire Dog costume requires the user to read and understand the operator's manual. Grand Rapids Fire Department members are encouraged to operate the Sparky the Fire Dog Costume. No children under the age of 16 are permitted to operate the Sparky the Fire Dog Costume.

### **D. Requests for Smoke Detectors and CO Alarms:**

Any request from the public for information regarding Smoke Alarms and CO Detectors should be arranged through an officer. Each Smoke Alarm and/or Co Detector given to the public will be logged in the receipt book maintained by the Officer.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

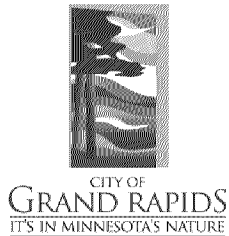
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**File #:** 19-0161      **Version:** 1      **Name:**  
**Type:** Minutes      **Status:** Approved  
**File created:** 3/7/2019      **In control:** City Council  
**On agenda:** 3/11/2019      **Final action:**  
**Title:** Review and acknowledge minutes for Boards & Commissions.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [February 5, 2019 Arts & Culture minutes.pdf](#)  
[January 16, 2019 - PUC minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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Review and acknowledge 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, February 5, 2019 at 3:45 PM.

**Call of Roll:** On a call of roll, the following members were present: Kayla Aubid, Kathy Dodge, Harry Smith, David Marty, Anne-Marie Erickson, Ed Zabinski. Absent: Myrna Peterson, Sonja Merrild

**Annual Election of Officers:** Zabinski stated that Sonja Merrild indicated her desire and willingness to continue as Chair. Zabinski also stated that Tom Pagel asked him to serve as vice-chair and he is willing to do so.

**Motion by Marty, second by Erickson to appoint Sonja Merrild as Chair and Ed Zabinski as Vice- Chair for 2019. Motion passed by unanimous vote.**

**Motion by Dodge, second by Marty to appoint Anne-Marie Erickson as Secretary/Treasurer for 2019. Motion passed by unanimous vote.**

**Others Present:** Carissa Anderson, Leah Yellowbird

**Itasca Waters:** Moved item from new business to accommodate speaker. Ms. Anderson presented overview of the We Are Waters program and the opportunity to partner with the Arts & Culture Commission for the public art project currently underway. Minnesota Humanities has awarded four grants in the amount of \$1000 for use in four separate events or projects. One of these grants would be available to assist in funding a community interaction piece for the sculpture portion of the project. Sculpture finalists are scheduled to present proposals to create a three sculpture series for Grand Rapids at the end of February. Members express concern with timeline already in place and the fact that artists will arrive for presentation with plans already developed. However, commission members are willing to as each presenter a hypothetical question regarding implementation of community/public

interaction and input for one of the sculptures and what vision would they have for including in project. Ms. Anderson is invited to return to the next regular commission meeting scheduled for Tuesday, March 5, 2019 to follow up.

**Public Input:** Leah Yellowbird, present to discuss dispute between herself and Dan Root, volunteer maintenance, regarding the third floor of Central School utilized for Artists in Residence. Mr. Root has returned the building keys that were in his possession and indicated that he will no longer volunteer his services. Ms. Yellowbird states that she would like to continue as Artist in Residence per her current contract with the City. Noted that termination of contract must be done by a majority vote of the commission.

**Setting the Agenda:**

**Motion by Dodge, second by Smith to approve the agenda as presented. Motion passed by unanimous vote.**

**Correspondence:** None.

**Approval of Minutes:** Corrections to minutes: In reference to the meeting held with Human Rights Commission, the fall 2019 event is identified as “Rural Arts & Culture Summit,” and the theme is Indigenous Art.

**Motion by Erickson, second by Smith to approve minutes of December 4, 2018 as amended. Motion passed by unanimous vote.**

**Financials:** Reviewed financials through December 31, 2018.

**Motion by Marty, second by Aubid to accept financials as presented. Motion passed by unanimous vote.**

**Artist in Residence:** In light of recent issues, a committee is formed consisting of members Aubid, Dodge, and Merrild; including staff liaison Tom Pagel to review program.

**Old Business:**

- **Follow up on mural expansion by Leah Yellowbird:** Building owner agrees to mural expansion with stipulation that the content remain a naturalistic theme and must be mounted, therefore removable. Funding has not been determined, but options are discussed, including artist application for Anishinabe Fellowship. Member Aubid will make contact with Ms. Yellowbird and bring back to commission.

- Next steps in Public Art process: Mural & sculpture finalists will present design proposals on February 26<sup>th</sup> & 27<sup>th</sup>. Need to develop ranking sheet for scoring. Staff will prepare for meetings.

**New Business:**

- Review nominations for 2019 Mayor's Arts Award: Current nominees are: Grand Itasca Clinic & Hospital, Brewed Awakenings and KAXE. Conducted ranking process, with each member assigning first, second and third place votes. Brewed Awakenings received the majority of the votes.

**Motion by Marty, second by Smith naming Brewed Awakenings as the recipient of the 2019 Mayor's Arts Award and forward to City Council for approval. Motion passed by unanimous vote.**

**Items for next agenda:**

- Artist in Residence update
- Public Art

**Motion by Dodge, second by Erickson to adjourn the meeting at 5:22 PM.**

Respectfully submitted:

*Kimberly Gibeau*  
Kimberly Gibeau, City Clerk



# CITY OF GRAND RAPIDS

## Minutes - Final - Final Public Utilities Commission

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Wednesday, January 16, 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, January 16, 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 Glen Hodgson, Secretary Greg Chandler, Commissioner Tom Stanley, Commissioner Rick Blake, and Commissioner Kathy Kooda

*Others Present: General Manager Kennedy, Finance Manager Betts, Electric Department Manager Goodell, Water/Wastewater Department Manager Mattson, Administrative/HR Assistant Flannigan, Attorney O'Toole.*

### 3 APPROVAL OF MINUTES

#### 3.a. 19-0042

Consider approving the minutes of the December 12, 2018 special meeting/work session and the December 19, 2018 regular meeting.

**A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to approve the minutes of the December 12, 2018 special meeting/work session and the December 19, 2018 regular meeting. The motion PASSED by unanimous vote.**

### 4 CITY TREASURER'S REPORT AND INVESTMENT ACTIVITY REPORT

#### 4.a. 19-0045

Consider approving the City Treasurer's Report and Investment Activity Report for December 2018.

*Finance Manager Betts reviewed the City Treasurer's Report and Investment Activity Report for December with the Commission.*

**A motion was made by Rick Blake, seconded by Commissioner Kathy Kooda, to approve the City Treasurer's Report and Investment Activity Report for December 2018. The motion PASSED by unanimous vote.**

### 5 PUBLIC FORUM

*Itasca Clean Energy Team members in attendance: Simon Gretton and Vicki Andrews. Also in attendance: Jack Yates. No items were brought to the floor for discussion at this time.*

**6 COMMISSION REPORTS**

- 6.a. 18-0706 Consider the election of the 2019 GRPU Commission Officers:
- GRPUC President.
  - GRPUC Secretary.

President Hodgson called nominations for the office of President, effective March 1, 2019.

A motion was made by Commissioner Rick Blake, seconded by Secretary Greg Chandler, to nominate Commissioner Tom Stanley to the office of President, effective March 1, 2019. The motion PASSED by unanimous vote.

President Glen Hodgson called for any other nominations, none were put forth. President Glen Hodgson called for a motion to close nominations.

A motion was made by Secretary Greg Chandler, seconded by Commissioner Rick Blake, to close nominations for the office of President. The motion PASSED by unanimous vote, and Commissioner Tom Stanley was declared elected to the office of President, effect March 1, 2019.

President Hodgson called nominations for the office of Secretary, effective March 1, 2019.

A motion was made by Commissioner Kathy Kooda, seconded by Commissioner Tom Stanley, to nominate Secretary Greg Chandler to the office of Secretary, effective March 1, 2019. The motion PASSED by unanimous vote.

President Glen Hodgson called for any other nominations, none were put forth. President Glen Hodgson called for a motion to close nominations.

A motion was made by Commissioner Rick Blake, seconded by Commissioner Tom Stanley, to close nominations for the office of Secretary. The motion PASSED by unanimous vote, and Secretary Greg Chandler was declared elected to the office of Secretary, effective March 1, 2019.

**7 ADMINISTRATION**

- 7.a. 19-0051 Review the Administration Department Report.

*General Manager Kennedy reviewed the December Administrative updates with the Commission, including the Wholesale Electric Service Cost*

**Received and Filed**

- 7.b. 18-0601 Consider a motion to confirm filling the Information Systems (IS) coordinator position with the selection committee’s preferred candidate, Mr. Andrew Glusica, contingent upon satisfactory results of the pre-employment health screening.

A motion was made by Commissioner Tom Stanley, seconded by Secretary Greg Chandler, to confirm filling the Information Systems (IS) coordinator position with the selection committee’s preferred candidate, Mr. Andrew Glusica. The motion PASSED by unanimous vote.

**8 ACCOUNTING AND FINANCE**

- 8.a. 19-0046 Review the Accounting and Finance Operations Report for December 2018.

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

**Received and Filed**

- 8.b. 18-0803 Consider waiving the bond requirement and authorizing the reissuance of nine lost checks for a total of \$37,232.63.

A motion was made by Rick Blake, seconded by Secretary Greg Chandler, to waive the bond requirement and authorize the reissuance of nine lost checks for a total of \$37,232.63. The motion PASSED by unanimous vote.

- 8.c. 19-0047 Consider a motion to approve contracting with Baker Tilly Virchow Krause, LLP to perform the financial statement audit for the years 2018, 2019 and 2020.

A motion was made by Commissioner Tom Stanley, seconded by Commissioner Kathy Kooda, to approve contracting with Baker Tilly Virchow Krause, LLP to perform the financial statement audit for the years 2018, 2019 and 2020. The motion PASSED by unanimous vote.

**9 ELECTRIC DEPARTMENT**

- 9.a. 19-0044 Review the Electric Department Operations Report for December 2018.

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

*Itasca Clean Energy Team member Simon Gretton addressed the Commission regarding a recent meeting with Minnesota Power on the Community Solar Garden Project, and expressed the team's support of Consultant Jill Cliburn, as well as concerns about the timeline of the project. The team has sent a letter of support for the project to Minnesota Power.*

*Electric Department Manager Goodell also reported on meeting with Minnesota Power on the project, and requested the Public Utilities authorize the President and Secretary to sign a letter to Minnesota Power supporting the project, as well as the hiring of Consultant Jill Cliburn and addressing concerns about the timeline of the project.*

**A motion was made by Rick Blake, seconded by Commissioner Tom Stanley, to authorize the President and Secretary to sign a letter to Minnesota Power supporting the project, as well as the hiring of Consultant Jill Cliburn and addressing concerns about the timeline of the project. The motion PASSED by unanimous vote.**

- 9.b. 19-0048 Request the Commission's consideration in authorizing approval for purchase of Truck 83.

**A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to authorize the purchase of a 2019 Chevrolet 2500 double cab truck with box removed, through the state bid process, from Ranger Chevrolet in the amount of \$28,337.60. The motion PASSED by unanimous vote.**

## 10 WASTEWATER TREATMENT FACILITY OPERATIONS

- 10.a. 19-0041 Review the Wastewater Treatment Facility Operations Report for December.

*Water/Wastewater Department Manager Mattson reviewed the Wastewater Treatment Facility Operations Report for December with the Commission.*

**Received and Filed**

## 11 WATER AND WASTEWATER COLLECTION

- 11.a. 19-0049 Review the Water and Wastewater Collection Operations Report for December.

*Water/Wastewater Department Manager Mattson reviewed the Water/Wastewater Collection Operations Report for December with the Commission.*

**Received and Filed**

## 12 SAFETY

- 12.a. 19-0052 Review the December Monthly Safety Report and the 2018 GRPUC Safety Scorecard.

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

**Received and Filed**

**13 DISCUSSION AND CORRESPONDENCE**

*No items.*

**14 VERIFIED CLAIMS**

- 14.a. 19-0053 Consider approving verified claims for December.  
Computer Check Register \$1,185,940.05  
Manual Check Register \$969,344.53

*General Manager Kennedy noted the revision to correct the amount of the computer check register to \$1,173,440.05 due to an invoice correction.*

**A motion was made by Secretary Greg Chandler, seconded by Commissioner Tom Stanley, to approve the verified claims for December in the amount of \$2,142,784.58 (Computer Check Register \$1,173,440.05 and Manual Check Register \$969,344.53). The motion PASSED by unanimous vote.**

**15 ADJOURNMENT**

**A motion was made by Commissioner Kathy Kooda, seconded by Secretary Greg Chandler, to adjourn the meeting at 4:41 PM. The motion PASSED by unanimous vote.**

**Respectfully submitted: Christine Flannigan, Administrative/HR Assistant.**

*The next special meeting/work session is scheduled for Tuesday, January 29, 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, February 13, 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  
DECEMBER 2018**

<b>NAME</b>	<b>AMOUNT</b>	<b>NAME</b>	<b>AMOUNT</b>
A T & T	343.74	Sandstroms	621.82
Advantage Systems Group	3,421.00	Schwab Vollhaber Lubratt	2,025.00
Alcola Solutions Group	1,090.00	Scooters Septic	1,950.00
Amaril Uniform Co	1,029.22	Solenis	16,321.40
AmeriPride Services	177.39	Stuart Irby	2,834.86
Burgraffs Ace Hardware	231.63	Telemetry and Process Controls	278.75
Busy Bees Quality Cleaning	2,066.02	Thein Well	560.00
C W Technology	6,932.89	UpKeep Technologies	1,912.00
Call Net	995.00	United Electric	1,901.86
Cannon Technologies	6,115.20	Viking Electric Supply	2,877.30
Carquest	395.75	Waste Management	2113.94
Casper Construction Inc	1,431.25	Wells Fargo Business Card	1,604.99
Citi Lites	1,733.00	Wesco	1,694.31
City of Grand Rapids	79,075.73	** Xerox Corporation	358.34
Cole Hardware	436.30		
Cogsdale	321.17	Applicance Rebates:	
Compass Minerals	2,890.82	Rhonda Peters	130.00
Core & Main	259.20	Margaret Schagh	<u>50.00</u>
Dakota Supply Group	482.27		
Davis Oil	1,757.40	TOTAL	1,173,440.05
EPG Companies Inc	2,663.64		
Energy Insight Inc	1,532.80		
Ferguson Enterprises Inc	74.55		
GIS of Northeastern MN	250.00		
Gopher State One Call	36.45		
Grainger	3,704.57		
Hach	1,134.10		
Hawkins Inc	14,740.55		
Hunt Electric Corporation	9,725.63	** Amt changed at Meeting, from 91,575.73 to 79,075.73	
Itasca County Treasurer	1,329.49		
Johnson Killen & Seiler	141.90		
Kaman Industrial Tech	391.96		
KOZY	1,602.50		
L & M Supply	1,223.50		
LVC Companies	980.26		
Lano O'Toole & Bengston Ltd	540.00		
McMaster-Carr	40.97		
Martin's Snowplow & Equipment	446.11		
Mars Supply	409.53		
Steve Mattson	79.57		
Minnesota Municipal Utilities	1,770.00		
Minnesota Power	950,411.27		
Nextera Communications	584.21		
North Central Laboratories	413.16		
Northern Business Products	1,227.17		
Dennis O'Toole	1,475.00		
Karen Olson	17.99		
Personnel Dynamics LLC	673.28		
Power Process Equipment	4,319.12		
Public Utilities Commission	10,227.70		
RMB Environmental Labs	1,298.00		
Radtke Trucking	5,196.84		
Railroad Management Company	235.41		
Rapids Printing	355.30		
S E H	5,767.97		

**DECEMBER 2018 MANUAL CHECK REGISTER**

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
12/1/2018	3807	Wells Fargo Corporate Trust	104,872.50
12/1/2018	3808	Wells Fargo Corporate Trust	469,772.50
12/3/2018	3809	Delta Dental of Minnesota	3,665.00
12/7/2018	3811	Empower Retirement	8,111.17
12/7/2018	3812	Minnesota Dept. of Revenue	4,258.83
12/7/2018	3813	Public Employees Retirement Association	14,130.63
12/7/2018	3814	Wells Fargo Bank	23,960.28
12/21/2018	3815	Public Employees Retirement Association	13,529.58
12/21/2018	3816	Minnesota Dept. of Revenue	3,896.62
12/21/2018	3817	Wells Fargo Bank	22,769.06
12/21/2018	3818	Empower Retirement	7,799.95
12/3/2018	3819	Invoice Cloud	2,067.20
12/7/2018	3820	Further	3,098.74
12/12/2018	3821	Further	137.38
12/19/2018	3822	Further	286.59
12/21/2018	3823	Further	3,534.16
12/20/2018	3824	Minnesota Department of Revenue	54,051.00
12/28/2018	3825	Further	794.66
12/7/2018	74189	U.S. Post Office	629.44
12/7/2018	74190	Postage By Phone System	2,000.00
12/7/2018	74191	Further	109.15
12/7/2018	74192	Minnesota Energy Resources Corp.	19.20
12/7/2018	74193	Verizon Wireless	378.43
12/7/2018	74194	MN Child Support Payment Center	622.05
12/7/2018	74195	Minnesota Benefit Association	71.52
12/7/2018	74196	NCPERS Group Life Ins	128.00
12/7/2018	74197	Health Partners	63,431.93
12/10/2018	74198	Customer Refunds- Breanna Reyerson	87.65
12/10/2018	74199	Customer Refunds- Jordan Olsen	43.86
12/10/2018	74200	Customer Refunds- Breanna Froehlich	38.21
12/10/2018	74201	Customer Refunds- Rosa Hammerlund	10.16
12/10/2018	74202	Customer Refunds- Alexander Benes	38.03
12/10/2018	74203	Customer Refunds- Carolyn Kordiak	60.69
12/10/2018	74204	Customer Refunds- Tiffany Nutter	68.04
12/11/2018	74205	NCPERS Group Life Ins	343.74
12/11/2018	74206	Gustafson, Doug	521.60
12/12/2018	74208	City of Grand Rapids	384.41
12/12/2018	74209	Customer Refunds- Doug & Diane Schuster	178.90
12/12/2018	74210	Customer Refunds- Minn Dept of Commerce	19.39
12/14/2018	74211	Customer Refunds- Culligan Water	27.65
12/14/2018	74212	Customer Refunds- Matthew Hashey	29.56
12/14/2018	74213	Customer Refunds- Kenneth & Catherine Schroeder	10.97
12/14/2018	74214	Customer Refunds- Corrine Youso	308.12
12/19/2018	74215	U.S. Post Office	743.45
12/21/2018	74216	MN Child Support Payment Center	622.05
12/21/2018	74217	Minnesota Council 65	1,824.00
12/21/2018	74218	RCB Collections, Inc	124.85
12/31/2018	74310	City of Grand Rapids	72,333.33
12/21/2018	74311	League of Minnesota Cities	123,055.00 **
12/21/2018	74312	Minnesota Energy Resources Corp.	426.53
12/21/2018	74313	Minnesota Pollution Control Agency	1,575.00
12/21/2018	74314	UNUM Life Insurance Co of America	1,814.07
12/26/2018	74315	U.S. Post Office	669.53
12/26/2018	74317	United Parcel Service	117.70

<u>Date</u>	<u>Check #</u>	<u>Vendor Name</u>	<u>Amount</u>
12/26/2018	74318	Verizon Wireless	779.80
12/27/2018	74319	City of LaPrairie	12,160.62
12/28/2018	74320	City of Grand Rapids	1,014.00
12/28/2018	74321	Wells Fargo Business Card	414.00
12/28/2018	74328	Customer Refunds- Alexander Benes	29.53
12/28/2018	74329	Customer Refunds- Samantha Reigel	17.89
12/28/2018	74330	Customer Refunds- Megan Pendleton	106.95
12/28/2018	74331	Customer Refunds- Minn Dept of Commerce	1,010.02
12/31/2018	74332	City of Grand Rapids	57,437.49
12/31/2018	74333	Customer Refunds- Jennifer Pierce	827.17
12/31/2018	74334	Wells Fargo Bank	5,000.00
		Checks Previously Approved	123,055.00
		Manual Checks to be approved	969,344.53
		<b>TOTAL MANUAL CHECKS</b>	<b>1,092,399.53</b>



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	19-0129	<b>Version:</b>	1	<b>Name:</b>	Consider the appointment of April Chance to the position of Library Public Services Clerk - Circulation.
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Library
<b>File created:</b>	2/26/2019	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	3/11/2019	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Consider the appointment of April Chance to the position of Library Public Services Clerk - Circulation.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>					

Date	Ver.	Action By	Action	Result
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Consider the appointment of April Chance to the position of Library Public Services Clerk - Circulation.

**Background Information:**

With the recent appointment of John Nalan to the position of Reference Librarian position, the Library Public Services Clerk - Circulation is vacant. The position was posted from February 15, 2019 - March 1, 2019. Interviews were conducted by the Director of Library Services Will Richter, Assistant Library Director Amy Dettmer, and Library Board member Cyndi Martin. It was determined that April Chance is qualified for the position. The appointment will be effective April 1, 2019, subject to Library Board approval on Wednesday, March 13, 2019 as well as a successful background investigation, drug test, and psychological exam.

April Chance is a graduate of Albert Lea High School and attended Riverland Community College. She has over six years of experience in the public library setting with the Albert Lea Public Library working as a Library Assistant. This position emphasized front line customer service at the circulation desk and programming in the Children's Library. Additionally, April has relevant front office experience with several area clinics with skills in cash handling/preparing daily deposits, information technology (including web design and social media), and maintaining confidential information.

**Staff Recommendation:**

The interview committee consisting of Will Richter, Amy Dettmer, and Cyndi Martin are recommending the hiring of April Chance to the position of Library Public Services Clerk - Circulation effective April 1, 2019 at a rate of \$18.72 per hour.

**Requested City Council Action**

Make a motion to appoint April Chance to the position of Library Public Services Clerk effective April 1, 2019 at a rate of \$18.72 per the Library Union bargaining agreement subject to Library Board approval, a successful background investigation, drug test, and psychological exam.



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

<b>File #:</b>	19-0140	<b>Version:</b>	1	<b>Name:</b>	Authorize the Police Department to purchase eight (8) Mossberg 12 gauge Shotguns and fourteen (14) Sig Sauer red dot rifle sites.
<b>Type:</b>	Agenda Item	<b>Status:</b>		<b>Status:</b>	Police
<b>File created:</b>	3/4/2019	<b>In control:</b>		<b>In control:</b>	City Council
<b>On agenda:</b>	3/11/2019	<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Authorize the Police Department to purchase eight (8) Mossberg 12 gauge Shotguns and fourteen (14) Sig Sauer red dot rifle sites.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">shotgun quote</a> <a href="#">red dot quote (1)</a>				

Date	Ver.	Action By	Action	Result
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Authorize the Police Department to purchase eight (8) Mossberg 12 gauge Shotguns and fourteen (14) Sig Sauer red dot rifle sites.

### **Background Information:**

Over the course of the last several years, the police department has been adding 12 gauge shotguns to our patrol vehicles; this is in addition to the semi-automatic rifles in these cars. Each has a different capability used in different tactical situations.

Currently, five patrol cars are equipped with 12 gauge shotguns. We would like to purchase eight additional shotguns, which will mean all our vehicles assigned to the patrol division are equipped with shotguns.

We presently have 19 AR-15 semi-automatic rifles. They are placed in all vehicles assigned to the Patrol and investigation divisions as well as one for the assistant Chief. It is desirable to equip these rifles with what is known as a "red dot" type of laser site. This will make them more accurate. We have five patrol officers assigned to the S.W.A.T. team. They already have these red dot sites on their rifles that are placed in their patrol vehicles. We would like to equip the remaining 14 rifles with these sites.

The cost to purchase shotguns is \$529 each for a total cost of \$4,232.

The cost to purchase red dot rifle sites is \$367 each for a total cost of \$5,138 plus \$35 for shipping.

From time-to-time, the police department receives cash that has been found by citizens and turned in to the department. The owners are unknown. This cash is kept pending return to the owner. If the owner does not come forward, it then becomes property of the City. Over years, the amount has built up and now totals \$8,648.29. At this time, we are requesting the City Council authorize the use of these funds to purchase the additional shotguns and rifle sites.

### Summary:

8 Mossberg 12 gauge shotguns @ \$529 each =	\$4,232
14 Sig Sauer red dot laser rifle sites @ \$367 each + \$35 shipping =	\$5,173

total: \$9,405

The 2019 budget contains \$2,080 to replace some rifle sites. We propose taking the remainder of the cost for the rifle sites out of this budgeted line item.

**Staff Recommendation:**

Consider authorizing the police department to purchase eight (8) shotguns for a cost of \$4,232 and fourteen (14) red dot laser rifle sites for a cost of \$5,173.

**Requested City Council Action**

Make a motion to authorize the police department to purchase eight (8) shotguns for a cost of \$4,232 and fourteen (14) red dot laser rifle sites for a cost of \$5,173.

Order #: 180907-465-0  
 Ship Date: 2/1/2019

**Company Address**

Glens Army Navy Store  
 701 NW 4th Street  
 Grand Rapids, MN 55744  
 888-525-1201

**BILL TO:**

GRPD Purchasing  
 420 N Pokegama Ave  
 Grand Rapids, MN 55744

**SHIP TO:**

GRPD Purchasing  
 420 N Pokegama Ave  
 Grand Rapids, MN 55744

**NOTES:**

Currently back-ordered with no eta.

**Customer PO #:**

Sale Price Total: \$5,290.00  
 Tax Amt: \$0.00  
 Freight: \$0.00  
 Sales Total: \$5,290.00

**Quote**

UPC	Item Description	Manufacturer	MFG #	Qty Ordered	Sale Price	Ext Sale Price	Discounts
015813816631	Mossberg M590A1 20GRS SYN 9 SHOT	OF Mossberg	51663	10	\$529.00	\$5,290.00	\$309.90
<b>Grand Totals:</b>	<b>1</b>			<b>10</b>	<b>\$529.00</b>	<b>\$5,290.00</b>	<b>\$309.90</b>

- End of Report -

## Steve Schaar

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**From:** Heath Smith  
**Sent:** Monday, January 28, 2019 12:00 PM  
**To:** Steve Schaar  
**Subject:** Fwd: Mossberg Mfg#51663

Sent from my iPhone

Begin forwarded message:

**From:** Lindsey Carlson <[lindsey.carlson@landmsupply.com](mailto:lindsey.carlson@landmsupply.com)>  
**Date:** January 28, 2019 at 11:20:57 CST  
**To:** <[hsmith@ci.grand-rapids.mn.us](mailto:hsmith@ci.grand-rapids.mn.us)>  
**Subject:** Mossberg Mfg#51663

Hello Heath,

Lindsey from L&M here. Our buyer approved a special price quote on Qty 10 Mossberg MFG#51663 at a price of \$529.99 each instead of retail \$584 each price. Please let me know if you would like to order them and I will get that done for you.

Thanks,  
Lindsey



**Streicher's - Minneapolis**  
10911 W Hwy 55  
Minneapolis, MN 55441  
Phone: 763-546-1155  
Fax: 763-546-6776



**SALES QUOTE**

Federal ID # 41-1458127

Sales Quote Number: Q329176  
Sales Quote Date: 02/27/19  
Page: 1

Sell 843  
To: GRAND RAPIDS POLICE DEPT.  
420 N. POKEGAMA AVE.  
GRAND RAPIDS, MN 55744

Ship  
To: GRAND RAPIDS POLICE DEPT.  
420 N. POKEGAMA AVE.  
GRAND RAPIDS, MN 55744

Phone: (218) 326-3464  
Fax: (218) 326-7610

Ship Via  
Terms Net 15

SalesPerson Brant Minsaas  
Phone: 763-252-2522  
E-mail: brantm@Streichers.com

Item No.	Description	Unit	Quantity	Unit Price	Total Price
SIGO-R4.4	Sight: Compact Red Dot, Romeo4T, 1x20mm, 2MOA <b>\$366.96 is IOP pricing</b>	EA	14	366.69	5,133.66
FRT	Shipping, Handling & Insurance	EA	1	34.99	34.99

Quoted prices do not include Sales Tax. All quoted prices are valid for 60 days from the date of the quote.

Total: 5,168.65



# CITY OF GRAND RAPIDS

## Legislation Details (With Text)

**File #:** 19-0151      **Version:** 1      **Name:**  
**Type:** Agenda Item      **Status:** Public Works  
**File created:** 3/7/2019      **In control:** City Council  
**On agenda:** 3/11/2019      **Final action:**  
**Title:** Consider awarding a contract for 2019 Security Upgrades, Police Department Improvements and Elevator Upgrade at City Hall. In addition consider accepting quotes for Fixtures, Furniture, Information Technology Equipment and Audio Video Equipment related to the project.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**    [18079 City Hall - Bid Tab](#)  
                           [SHI security IT equipment #2](#)  
                           [KKNK244 security IT equipment #1](#)  
                           [ESC Proposal PD Interview Room](#)  
                           [NBP Itemized Quote](#)  
                           [Group A ALT # 2 Quote 03.04.19](#)

Date	Ver.	Action By	Action	Result
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Consider awarding a contract for 2019 Security Upgrades, Police Department Improvements and Elevator Upgrade at City Hall. In addition consider accepting quotes for Fixtures, Furniture, Information Technology Equipment and Audio Video Equipment related to the project.

**Background Information:**

On Monday, March 4, 2019 at 2:00 pm bids where opened and publicly read. Quotes where also received for Fixtures, Furniture, Information Technology and Audio Video Equipment related to the project.

**City Hall Construction Bids**

Bidder	Base Bid	Add Alt. #1 Elevator	Total
Hawk Construction	\$369,300	\$26,200	\$395,500
Max Grey Construction	\$354,500	\$27,000	\$381,500

**Interview Room AV Equipment**

ESC Systems Sound and Life Safety	\$8264.50
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**Fixtures and Furniture**

Innovative Office Solutions	\$67,999.92
Northern Business Products Inc.	\$60,929.80

**IT Equipment**

SHI	\$25,802
CDW-G	\$26,382.99

**Staff Recommendation:**

City staff recommends awarding the 2019 Security Upgrades, Police Department Improvements and Elevator Upgrade at City Hall to Max Gray Construction in the amount of \$381,500 for construction, and ESC Systems Sound and Life Safety in the amount of \$8264.50 for Audio Video Equipment in Police Department Interview Room.

In addition make a motion approving the quote from Northern Business Products Inc. in the amount of \$60,929.80 for Fixtures and Furniture, and SHI in the amount of \$25,802 for project related IT Equipment. With a total project cost of \$476,796.30

**Requested City Council Action**

Make a motion awarding the 2019 Security Upgrades, Police Department Improvements and Elevator Upgrade at City Hall to Max Gray Construction in the amount of \$381,500 for construction, and ESC Systems Sound and Life Safety in the amount of \$8264.50 for Audio Video Equipment in Police Department Interview Room.

In addition make a motion approving the quote from Northern Business Products Inc. in the amount of \$60,929.80 for Fixtures and Furniture, and SHI in the amount of \$25,802 for project related IT Equipment. With a total project cost of \$476,796.30

# BID TABULATION

## Grand Rapids 2018 Capital Maintenance Improvements – City Hall Grand Rapids, MN



BID DATE/TIME: Monday, March 4, 2019 @ 2:00 PM  
 BID LOCATION: Office of the City Administrator, Grand Rapids City Hall  
 420 North Pokegama Avenue, Grand Rapids, MN 55744

DSGW Project 018079.00

BIDDER	BID BOND Y/N	ADD - 1, 2, 3, 4, 5 Y/N	BASE BID	ADD ALT. #1 Elevator	ADD ALT. #2 Upper Level Finish Upgrades Staff Spaces	ADD ALT. #3 Upper Level Finish Upgrades Public Spaces	ADD ALT. #4 Exterior Masonry Restoration & Cleaning	ADD ALT. #5 Elevator Piston & Assoc. Components	ALLOWANCE 1 <sup>ST</sup> 200 Bricks	UNIT PRICE 100 SF Area of Tuckpointing
Hawk Construction Grand Rapids, Minnesota	Y	Y	\$369,300.00	\$26,200.00	\$39,800.00	\$46,700.00	\$88,200.00	\$30,200.00	\$8,600.00	\$2,200.00
Max Gray Construction Hibbing, Minnesota	Y	Y	\$354,500.00	\$27,000.00	\$48,000.00	\$47,000.00	\$105,000.00	\$33,000.00	\$8,000.00	\$2,500.00



Pricing Proposal  
Quotation #: 16637109  
Created On: 2/6/2019  
Valid Until: 3/8/2019

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## City of Grand Rapids

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### Erik Scott

MN  
United States  
Phone: (218) 326-7618  
Fax:  
Email: Escott@ci.grand-rapids.mn.us

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## Inside Account Executive

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### Michael Williamson

290 Davidson Ave.  
Somerset NJ 08873  
Phone: 800-477-6479  
Fax: 800-477-6479  
Email: Michael\_Williamson@shii.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Catalyst 9300 48-port PoE+, Network Essentials Cisco Systems - Part#: C9300-48P-E	2	\$3,676.00	\$7,352.00
2 SNTC-8X5XNBD Catalyst 9300 48-port PoE+, Network Esse Cisco Systems - Part#: CON-SNT-C93004PE	2	\$1,352.00	\$2,704.00
3 C9300 Network Essentials, 48-port license Cisco Systems - Part#: C9300-NW-E-48	2	\$0.00	\$0.00
4 UNIVERSAL Cisco Systems - Part#: S9300UK9-168	2	\$0.00	\$0.00
5 715W AC Config 1 Power Supply Cisco Systems - Part#: PWR-C1-715WAC	2	\$0.00	\$0.00
6 715W AC Config 1 Secondary Power Supply Cisco Systems - Part#: PWR-C1-715WAC/2	2	\$460.00	\$920.00
7 North America AC Type A Power Cable Cisco Systems - Part#: CAB-TA-NA	4	\$0.00	\$0.00
8 50CM Type 1 Stacking Cable Cisco Systems - Part#: STACK-T1-50CM	2	\$38.00	\$76.00
9 Catalyst Stack Power Cable 30 CM Cisco Systems - Part#: CAB-SPWR-30CM	2	\$36.00	\$72.00
10 C9300 DNA Essentials, 48-Port Term Licenses Cisco Systems - Part#: C9300-DNA-E-48	2	\$0.00	\$0.00
11 C9300 DNA Essentials, 48-port - 3 Year Term License Cisco Systems - Part#: C9300-DNA-E-48-3Y	2	\$412.00	\$824.00

12	Catalyst 9300 8 x 10GE Network Module Cisco Systems - Part#: C9300-NM-8X	2	\$937.00	\$1,874.00
13	10GBASE-LR SFP Module, Enterprise-Class Cisco Systems - Part#: SFP-10G-LR-S=	4	\$858.00	\$3,432.00
14	AXIS P3225-LV MKII Network Camera - Network surveillance camera - dome - dustproof / vandal-proof - color (Day&Night) - 1920 x 1080 - 1080p - vari-focal - LAN 10/100 - MPEG-4, MJPEG, H.264 - PoE Plus Axis Communications - Part#: 0954-001	6	\$534.00	\$3,204.00
15	AXIS M3058-PLVE Network Camera - Network surveillance camera - dome - outdoor - dustproof / waterproof / vandal-proof - color (Day&Night) - 12 MP - 3584 x 2668 - 1080p - fixed iris - fixed focal - HDMI - LAN 10/100 - MJPEG, H.264, MPEG-4 AVC - PoE Axis Communications - Part#: 01178-001	2	\$782.00	\$1,564.00
16	C2G 15ft Cat5e Snagless Unshielded (UTP) Network Patch Ethernet Cable-Black - Patch cable - RJ-45 (M) to RJ-45 (M) - 4.6 m - UTP - CAT 5e - molded, snagless, stranded - black C2G - Part#: 22011	10	\$3.00	\$30.00
17	AXIS T94S01P - Camera conduit back box - indoor, outdoor - white - for AXIS M3057, M3058, P3225, P3367, P3374, P3375, Q3515, Q3615, Q3617 Axis Communications - Part#: 01190-001	8	\$112.00	\$896.00
18	Avaya one-X Deskphone Value Edition 1608-I - VoIP phone - H.323 - black Avaya - Part#: 700508260	15	\$148.00	\$2,220.00
19	Avaya IP Office IP Endpoint - (v. R9+) - license - 1 endpoint - ADI Avaya - Part#: 275618	15	\$38.00	\$570.00
20	Black Box - Patch cable - RJ-45 (M) to RJ-45 (M) - 6 m - UTP - CAT 5e - molded, snagless, stranded - white (pack of 10) Black Box - Part#: CAT5EPC-020-WH-10PAK	1	\$24.00	\$24.00
21	Black Box - Patch cable - RJ-45 (M) to RJ-45 (M) - 7.6 m - UTP - CAT 5e - molded, snagless, stranded - black Black Box - Part#: CAT5EPC-025-BK	10	\$4.00	\$40.00
			Subtotal	\$25,802.00
			Total	\$25,802.00

### Additional Comments

Please Note: Avaya has a zero returns policy.

Please Note: Box has a zero returns policy.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.  
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are resold in accordance with the SHI Online Customer Resale Terms and Conditions.

*unless a separate resale agreement exists between SHI and the Customer.*

# QUOTE CONFIRMATION



**DEAR ERIK SCOTT,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KKNK244	2/6/2019	KKNK244	9672693	\$26,382.99

**IMPORTANT - PLEASE READ**

**Special Instructions:** TAX: MULTIPLE TAX JURISDICTIONS APPLY  
TAX: CONTACT CDW FOR TAX DETAILS

**QUOTE DETAILS**

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Cisco Catalyst 3850-48T-L - switch - 48 ports - managed - rack-mountable</a> Mfg. Part#: WS-C3850-48T-L UNSPSC: 43222612 TAX: GRAND RAPIDS, MN .0000% \$.00 Contract: Sourcwell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)	2	2942853	\$4,434.79	\$8,869.58
<a href="#">Cisco StackPower - power cable - 1 ft</a> Mfg. Part#: CAB-SPWR-30CM UNSPSC: 26121636 TAX: GRAND RAPIDS, MN .0000% \$.00 Contract: Sourcwell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)	2	4752739	\$41.52	\$83.04
<a href="#">Cisco StackWise 480 - stacking cable - 1.6 ft</a> Mfg. Part#: STACK-T1-50CM UNSPSC: 26121609 TAX: GRAND RAPIDS, MN .0000% \$.00 Contract: Sourcwell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)	2	4752735	\$44.12	\$88.24
<a href="#">Cisco Config 1 Secondary Power Supply - power supply - hot-plug / redundant</a> Mfg. Part#: PWR-C1-715WAC/2 UNSPSC: 39121004 TAX: GRAND RAPIDS, MN .0000% \$.00 Contract: Sourcwell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)	2	2966332	\$546.21	\$1,092.42
<a href="#">Cisco - power supply - hot-plug / redundant - 440 Watt</a> Mfg. Part#: PWR-C1-440WDC UNSPSC: 39121004 TAX: GRAND RAPIDS, MN .0000% \$.00 Contract: Sourcwell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)	2	3609581	\$218.48	\$436.96
<a href="#">Cisco - expansion module - 2 ports</a> Mfg. Part#: C3850-NM-2-10G= UNSPSC: 43201404	2	2986776	\$1,151.41	\$2,302.82



**QUOTE DETAILS (CONT.)**

TAX: GRAND RAPIDS, MN .0000% \$.00				
Contract: Sourcewell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)				
<u>Cisco - SFP+ transceiver module - 10 GigE</u>	4	3598971	\$873.95	\$3,495.80
Mfg. Part#: SFP-10G-LR-S=				
UNSPSC: 43201553				
TAX: GRAND RAPIDS, MN .0000% \$.00				
Contract: Sourcewell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)				
<u>Black Box 15ft Cat5 Cat5e UTP Ethernet Patch Cable Black PVC Snagless, 15'</u>	10	2370643	\$2.50	\$25.00
Mfg. Part#: CAT5EPC-015-BK				
UNSPSC: 26121609				
TAX: GRAND RAPIDS, MN .0000% \$.00				
Contract: Sourcewell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)				
<u>Black Box patch cable - 20 ft - orange</u>	10	2370653	\$3.12	\$31.20
Mfg. Part#: CAT5EPC-020-OR				
UNSPSC: 26121609				
TAX: GRAND RAPIDS, MN .0000% \$.00				
Contract: Sourcewell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)				
<u>Black Box 25ft Cat5 Cat5e UTP Ethernet Patch Cable White PVC Snagless, 25'</u>	10	2370663	\$4.04	\$40.40
Mfg. Part#: CAT5EPC-025-WH				
UNSPSC: 26121609				
TAX: GRAND RAPIDS, MN .0000% \$.00				
Contract: Sourcewell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)				
<u>Avaya one-X Deskphone Value Edition 1608-I - VoIP phone</u>	10	3355303	\$159.03	\$1,590.30
Mfg. Part#: 700508260				
UNSPSC: 43191511				
TAX: GRAND RAPIDS, MN .0000% \$.00				
Contract: Sourcewell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)				
<u>Avaya IP Office IP Endpoint (v. R9+) - license - 5 endpoints</u>	3	3159134	\$197.23	\$591.69
Mfg. Part#: 275619				
UNSPSC: 43232805				
Electronic distribution - NO MEDIA				
TAX: GRAND RAPIDS, MN .0000% \$.00				
Contract: Sourcewell Formerly NJPA 100614#CDW Software only (100614#CDW)				
<u>AXIS M3058-PLVE Network Camera - network surveillance camera</u>	2	5073020	\$768.06	\$1,536.12
Mfg. Part#: 01178-001				
UNSPSC: 46171610				
TAX: GRAND RAPIDS, MN .0000% \$.00				
Contract: Sourcewell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)				
<u>AXIS P3225-LV MKII Network Camera - network surveillance camera</u>	6	4330630	\$526.21	\$3,157.26
Mfg. Part#: 0954-001				
UNSPSC: 46171610				
TAX: GRAND RAPIDS, MN .0000% \$.00				
Contract: Sourcewell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)				
<u>AXIS T94S01P - camera conduit back box</u>	8	5131515	\$114.28	\$914.24
Mfg. Part#: 01190-001				
UNSPSC: 45121518				
TAX: GRAND RAPIDS, MN .0000% \$.00				

**QUOTE DETAILS (CONT.)**

Contract: Sourcewell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)

<u>Cisco SMARTnet Solution Support - extended service agreement</u>	2	4750988	\$564.75	\$1,129.50
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Mfg. Part#: CON-SSSNT-WSC388TL  
UNSPSC: 81111811

Electronic distribution - NO MEDIA  
TAX: GRAND RAPIDS, MN .0000% \$.00  
Contract: Sourcewell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)

<u>Cisco Digital Network Architecture Essentials - Term License (3 years) - 48</u>	2	4837033	\$499.21	\$998.42
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Mfg. Part#: C3850-DNA-E-48-3Y  
UNSPSC: 43233204

Electronic distribution - NO MEDIA  
TAX: GRAND RAPIDS, MN .0000% \$.00  
Contract: Sourcewell Formerly NJPA 100614#CDW Software only (100614#CDW)

<b>PURCHASER BILLING INFO</b>	<b>SUBTOTAL</b>	\$26,382.99
<b>Billing Address:</b> CITY OF GRAND RAPIDS ACCOUNTS PAYABLE 420 N POKEGAMA AVE GRAND RAPIDS, MN 55744-2658 <b>Phone:</b> (218) 326-7618 <b>Payment Terms:</b> D&B Inst Credit Pre-Approved	<b>SHIPPING</b>	\$0.00
	<b>SALES TAX</b>	\$0.00
	<b>GRAND TOTAL</b>	<b>\$26,382.99</b>
	<b>DELIVER TO</b> <b>Shipping Address:</b> CITY OF GRAND RAPIDS ERIK SCOTT 420 N POKEGAMA AVE GRAND RAPIDS, MN 55744-2658 <b>Phone:</b> (218) 326-7618 <b>Shipping Method:</b> UPS Ground (2- 3 Day)	
<b>Please remit payments to:</b> CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515		

Need Assistance? CDW•G SALES CONTACT INFORMATION



Gabe Brown

(877) 638-8136

gabebro@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager

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**ENDRESEN SOUND COMPANY INC.**

Phone # 218-727-3267 Fax # 218-624-7444  
 Mail to: PO Box 1095  
 Ship to: 420 3rd Ave  
 Proctor, MN 55810

**Customer:**

Date: 3/7/2019

City of Grand Rapids  
 420 North Pokegama Ave.  
 Grand Rapids, MN 55744

**Fax:**

**Attention:** Nathan Morlan

**Reference:** Interview Room

Qty	Stock Number/Description
	Audio / Video Recording System for the new Interview Room at the Grand Rapids City Hall Systems cable and field devices shall be installed by the projects Electrical Contractor
	Ceiling Mounted Cameras
1	LTS Security CMIP7883NW-SZ 8MP/4K Dome Camera - 2.8 to 12mm MVF
1	LTS Security CMIP75122F-SE 12.3MP IP 360 Fisheye Camera
2	Ceiling Camera Mounting Hardware
	Network Video Recorder
1	LTS Security LTN-6208-P8 4K H.265 Network Video Recorder
1	LTS DHWD60PURX 6TB HDD
1	Start/Stop Recording Wall Mount Switch Assembly
1	Network Switch
	Recording Microphone
1	Louroe Electronics 1 Gang Wall Mounted Audio Monitoring Microphone
1	Louroe Electronics APR-1-RM Rack Mounted Single Zone Audio Base Station
	Live View Video Monitor and Accessories
1	Samsung 43XX Series TV-Monitor ( Law Enforcement Office)
1	LTS Security LTMB3270 Monitor Wall Mount Bracket
1	KanexPro HDEXT50M HDMI Extender over Cat 5/6 cable ( Up to 165 ft )
4	Pearstone 1.5ft UT HDMI Patch Cable
1	HDMI Splitter
1	HDMI 20" LCD Video Monitor ( At the NVR)
1	Systems Cable Allowance

**THIS PROPOSAL DOES NOT INCLUDE ANY APPLICABLE SALES TAX UNLESS SHOWN AND IS VALID FOR 60 DAYS.**

<b>Sales Tax (6.875%)</b>
<b>Total</b>

\_\_\_\_\_  
**Customer's authorization**

\_\_\_\_\_  
**ESC System's Representative**



# Proposal

100-11050

**ENDRESEN SOUND COMPANY INC.**

Phone # 218-727-3267 Fax # 218-624-7444  
 Mail to: PO Box 1095  
 Ship to: 420 3rd Ave  
 Proctor, MN 55810

**Customer:**

Date: 3/7/2019

City of Grand Rapids  
 420 North Pokegama Ave.  
 Grand Rapids, MN 55744

**Fax:**

**Attention:** Nathan Morlan

**Reference:** Interview Room

Qty	Stock Number/Description
1	ESC Systems Technical Services Labor - System Set Up / User Training
	Installation Labor
	Travel & Expenses
1	Mileage & Expenses

**THIS PROPOSAL DOES NOT INCLUDE ANY APPLICABLE SALES TAX UNLESS SHOWN AND IS VALID FOR 60 DAYS.**

<b>Sales Tax (6.875%)</b>	\$351.48
<b>Total</b>	\$8,615.98

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**Customer's authorization**

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**ESC System's Representative**







3/4/2019

**The following section is:**

RECEIVE DELIVER AND INSTALL

Quantity: 1			
Manufacturer:	List \$ 5,887.50	EXT List	\$5,887.50
Part Number: Z:SERVICES	Sell \$ 4,225.00	Ext Sell	\$4,225.00

Finishes: Image for reference only

<b>Subtotal</b>	Ext List	\$5,887.50	Ext. Sell	<b>\$4,225.00</b>
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**The following section is: 101**

Endorse Exec High-back Uph. Back Big and Tall

101



Manufacturer: HON  
Part Number: HLEUBT

Quantity: 14			
List \$ 1,380.00	EXT List	\$19,320.00	
Sell \$ 583.21	Ext Sell	\$8,164.94	

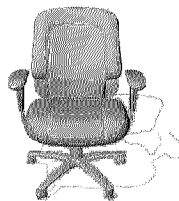
Finishes:

.Y4	Synchro Tilt
.V	Arm: All-Adjustable w/Pivot
.A	CASTER: All Surface
\$(2)	Grade 2 Fabric
~	Undecided FABRIC Option
~SB	Base: Standard Plastic Black

Image for reference only

SAXON, Heavy Duty, High Back, Multi-Tilter, Fold Up/ Std Adj. Height T-arms, Vari-Width Arm Extensions are Std, Std Molded Black Base, Std 2" Integrated Dual Wheel Carpet Casters, 24/7 Applications, Weight Rated Up  
 Manufacturer: GLB  
 Part Number: 2512-3

101



Quantity: 14			
List \$ 1,332.00	EXT List	\$18,648.00	
Sell \$ 570.86	Ext Sell	\$7,992.04	

Finishes:

~02	Grade 02
...	Skipped Option
VL	A-(STD) Fold Up/ Std Adj., Height T-arm
BK	F-(STD) Black Frame [BLK]
~	C-(STD) Black, 2" Integrated Dual Wheel Caster [C10]
~	(STD)
~	(STD) RTA Code in Pricebook per Model

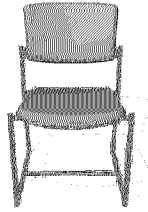
Image for reference only

<b>Subtotal</b>	Ext List	\$37,968.00	Ext. Sell	<b>\$16,156.98</b>
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**The following section is: 102**

**Accent Behavioral Health Single Chair,  
Armless, 18.5" seat width**

102



Manufacturer: SNC  
Part Number: SA500-HD

Quantity: 6  
List \$ 827.00 EXT List \$4,962.00  
Sell \$ 393.81 Ext Sell \$2,362.86

Finishes:  
(GRD6) Accent Grade 6 Selection  
... Skipped Option  
(GRD6) Accent Grade 6 Selection  
... Skipped Option  
~ No Select  
~ No Select  
SS Smooth Silver

Image for reference only

**Subtotal** Ext List \$4,962.00 Ext. Sell **\$2,362.86**

**The following section is: 103**

**Hardware to attach the love seat to the floor**

103

Manufacturer: IOS  
Part Number: Custom Floor Attac

Quantity: 1  
List \$ 0.00 EXT List \$0.00  
Sell \$ 238.10 Ext Sell \$238.10

Finishes: Image for reference only

**Freight Charge for the Bridge Love Seat**

103

Manufacturer: WIE  
Part Number: Wieland Freight

Quantity: 1  
List \$ 300.00 EXT List \$300.00  
Sell \$ 119.05 Ext Sell \$119.05

Finishes: Image for reference only

**AUBURN LOVESEAT, WOOD CAP**

103

Manufacturer: WIE  
Part Number: C30W-2

Quantity: 1  
List \$ 4,579.00 EXT List \$4,579.00  
Sell \$ 2,207.74 Ext Sell \$2,207.74

Finishes:  
F Grade F  
... Skipped Option  
NFB CTB117 STANDARD FIRE CERTIFICATION  
MAP MAPLE WOOD  
... Skipped Option  
NTL No Tablet

Image for reference only

**Subtotal** Ext List \$4,879.00 Ext. Sell **\$2,564.89**

**The following section is: 105**



Quantity: 5  
 Manufacturer: HON List \$ 216.00 EXT List \$1,080.00  
 Part Number: HVL653 Sell \$ 91.29 Ext Sell \$456.45

Finishes: ~Undecided~ Image for reference only

**Subtotal** Ext List \$1,080.00 Ext. Sell **\$456.45**

**The following section is: 108**

IGNITION TASK STOOL PNEU ADJ 108  
 FOOTREST BACK HT ADJ

Quantity: 1  
 Manufacturer: HON List \$ 706.00 EXT List \$706.00  
 Part Number: HITS5 Sell \$ 304.25 Ext Sell \$304.25

Finishes: Image for reference only

.N Arm: Armless  
 .S CASTER: Soft  
 ~Undecided~  
 \$(1) Gr 1 UPH  
 ~Undecided~  
 ~Undecided~  
 ~Undecided~  
 ~Undecided~

**Subtotal** Ext List \$706.00 Ext. Sell **\$304.25**

**The following section is: 201**

Ashby Rectangular 30x60 201

Quantity: 1  
 Manufacturer: SWK List \$ 905.00 EXT List \$905.00  
 Part Number: TT2A.R.3060 Sell \$ 484.82 Ext Sell \$484.82

Finishes: Image for reference only

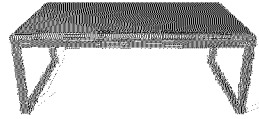
MA1F EdgeProfile: MA1F Bullnose PURTech w/PVC Sides  
 ... Skipped Option  
 ... Skipped Option  
 ... Skipped Option  
 G BaseFoot: Glides (default)  
 0 skip option  
 0 no selection of option  
 0 no selection of option  
 0 no selection of option  
 0 no selection of option  
 0 no selection of option

**Subtotal** Ext List \$905.00 Ext. Sell **\$484.82**

**The following section is: 202**

Cassia Free-Standing Table, 16"H, 24"x42",  
Thermoformed Top

202



Manufacturer: SNC  
Part Number: CFT-2442-16-BH-T

Quantity: 1  
List \$ 1,162.00 EXT List \$1,162.00  
Sell \$ 553.33 Ext Sell \$553.33

Finishes:  
SS Smooth Silver  
... Skipped Option

Image for reference only

**Subtotal** Ext List \$1,162.00 Ext. Sell **\$553.33**

**The following section is: 203**

T-Facto Racetrack 42x96 203

Manufacturer: SWK  
Part Number: CNF.K.4296

Quantity: 1  
List \$ 1,596.00 EXT List \$1,596.00  
Sell \$ 855.00 Ext Sell \$855.00

Finishes:  
T8 EdgeProfile: T8 Bullnose  
... Skipped Option  
Group1 SurfaceFinish: Standard SW Laminates  
... Skipped Option  
... Skipped Option  
0 no selection of option  
0 no selection of option  
0 no selection of option  
0 no selection of option  
0 no selection of option  
0 no selection of option

Image for reference only

**Subtotal** Ext List \$1,596.00 Ext. Sell **\$855.00**

**The following section is: 301**

MONITOR ARMS DUAL 301

Manufacturer: HON  
Part Number: HBDMAUSB

Quantity: 1  
List \$ 398.00 EXT List \$398.00  
Sell \$ 125.56 Ext Sell \$125.56

Finishes: Image for reference only

FIELD INSTALLABLE GROMMET 3-1/2  
DIAMETERPLATINUM 301

Manufacturer: HON  
Part Number: HFLDGRMT4

Quantity: 2  
List \$ 32.00 EXT List \$64.00  
Sell \$ 13.79 Ext Sell \$27.58

Finishes: Image for reference only

Manufacturer: HON  
Part Number: HHAB3S3L

Quantity: 1  
List \$ 1,774.00 EXT List \$1,774.00  
Sell \$ 728.61 Ext Sell \$728.61

Finishes:  
P8L Nickel

Imaae for reference only

**Flagship Series Pedestal "A" Pull Mobile F/F  
23D 2**

301

Manufacturer: HON  
Part Number: H18823A

Quantity: 1  
List \$ 717.00 EXT List \$717.00  
Sell \$ 294.49 Ext Sell \$294.49

Finishes:  
... Skipped Option  
... Skipped Option

Imaae for reference only

**Flagship Series Pedestal "A" Pull  
Freestanding B/B**

301

Manufacturer: HON  
Part Number: H19723A

Quantity: 1  
List \$ 714.00 EXT List \$714.00  
Sell \$ 293.25 Ext Sell \$293.25

Finishes:  
... Skipped Option  
... Skipped Option

Imaae for reference only

**Flagship 30W 2-Drw "A" Pull Lateral 30W 28  
H 18D**

301

Manufacturer: HON  
Part Number: H9170A

Quantity: 1  
List \$ 934.00 EXT List \$934.00  
Sell \$ 383.61 Ext Sell \$383.61

Finishes:  
... Skipped Option  
... Skipped Option

Imaae for reference only

**1-1/8WX23-1/8DX28-1/2H END PANEL FOR 24  
D RIGHT**

301

Manufacturer: HON  
Part Number: HNLEP2428R

Quantity: 1  
List \$ 198.00 EXT List \$198.00  
Sell \$ 85.33 Ext Sell \$85.33

Finishes:  
.X No Grommet  
\$(L1STD) Grd L1 Standard Laminates  
~ ~Undecided~

Imaae for reference only

48W X 24D RECTANGLE WORKSURFACE

301

Manufacturer: HON  
Part Number: HNLRC2448

Quantity: 1  
List \$ 257.00 EXT List \$257.00  
Sell \$ 110.75 Ext Sell \$110.75

Finishes: ~Undecided~  
~Undecided~  
\$(L1STD) Grd L1 Standard Laminates  
~Undecided~

Image for reference only

72W X 48D EXTENDED CORNER  
WORKSURFACE LEFT

301

Manufacturer: HON  
Part Number: HNLEC487224L

Quantity: 1  
List \$ 1,012.00 EXT List \$1,012.00  
Sell \$ 436.12 Ext Sell \$436.12

Finishes: ~Undecided~  
~Undecided~  
\$(L1STD) Grd L1 Standard Laminates  
~Undecided~  
\$(L1STD) Grd L1 Standard Laminates  
~Undecided~

Image for reference only

**Subtotal**

Ext List \$6,068.00 Ext. Sell **\$2,485.30**

The following section is: 302

MONITOR ARMS DUAL

302

Manufacturer: HON  
Part Number: HBDMAUSB

Quantity: 2  
List \$ 398.00 EXT List \$796.00  
Sell \$ 125.56 Ext Sell \$251.12

Finishes: ~Undecided~  
~Undecided~  
FIELD INSTALLABLE GROMMET 3-1/2  
DIAMETERPLATINUM

Image for reference only

302

Manufacturer: HON  
Part Number: HFLDGRMT4

Quantity: 2  
List \$ 32.00 EXT List \$64.00  
Sell \$ 13.79 Ext Sell \$27.58

Finishes: ~Undecided~  
~Undecided~  
HEIGHT ADJ BASE 2LEG

Image for reference only

302

Manufacturer: HON  
Part Number: HHAB3S2L

Quantity: 2  
List \$ 1,048.00 EXT List \$2,096.00  
Sell \$ 430.43 Ext Sell \$860.86

Finishes: .P8L Nickel

Image for reference only



Flagship Series Pedestal "A" Pull Mobile B/B /F 23D

302

Manufacturer: HON	Quantity: 1	List \$ 724.00	EXT List \$724.00
Part Number: H18723A		Sell \$ 297.36	Ext Sell \$297.36

Finishes: Image for reference only  
 ... Skipped Option  
 ... Skipped Option

60W X 24D RECTANGLE WORKSURFACE

302

Manufacturer: HON	Quantity: 2	List \$ 305.00	EXT List \$610.00
Part Number: HNLRC2460		Sell \$ 131.44	Ext Sell \$262.88

Finishes: Image for reference only  
 ~ ~Undecided~  
 ~ ~Undecided~  
 \$(L1STD) Grd L1 Standard Laminates  
 ~ ~Undecided~

<b>Subtotal</b>	Ext List \$4,290.00	Ext. Sell <b>\$1,699.80</b>
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The following section is: 303

MONITOR ARMS DUAL

303

Manufacturer: HON	Quantity: 2	List \$ 398.00	EXT List \$796.00
Part Number: HBDMAUSB		Sell \$ 125.56	Ext Sell \$251.12

Finishes: Image for reference only

FIELD INSTALLABLE GROMMET 3-1/2 DIAMETER PLATINUM

303

Manufacturer: HON	Quantity: 2	List \$ 32.00	EXT List \$64.00
Part Number: HFLDGRMT4		Sell \$ 13.79	Ext Sell \$27.58

Finishes: Image for reference only

HEIGHT ADJ BASE 2LEG

303

Manufacturer: HON	Quantity: 2	List \$ 1,048.00	EXT List \$2,096.00
Part Number: HHAB3S2L		Sell \$ 430.43	Ext Sell \$860.86

Finishes: Image for reference only  
 .P8L Nickel



Quantity: 2  
 Manufacturer: HON List \$ 355.00 EXT List \$710.00  
 Part Number: HNLRC3060 Sell \$ 152.99 Ext Sell \$305.98

Finishes: Image for reference only  
 ~ ~Undecided~  
 ~ ~Undecided~  
 \$(L1STD) Grd L1 Standard Laminates  
 ~ ~Undecided~

**Subtotal** Ext List \$3,666.00 Ext. Sell **\$1,445.54**

**The following section is: 304**

**MONITOR ARMS DUAL** 304

Quantity: 1  
 Manufacturer: HON List \$ 398.00 EXT List \$398.00  
 Part Number: HBDMAUSB Sell \$ 125.56 Ext Sell \$125.56

Finishes: Image for reference only

**FIELD INSTALLABLE GROMMET 3-1/2 DIAMETER PLATINUM** 304

Quantity: 3  
 Manufacturer: HON List \$ 32.00 EXT List \$96.00  
 Part Number: HFLDGRMT4 Sell \$ 13.79 Ext Sell \$41.37

Finishes: Image for reference only

**HEIGHT ADJ BASE 3LEG** 304

Quantity: 1  
 Manufacturer: HON List \$ 1,774.00 EXT List \$1,774.00  
 Part Number: HHAB3S3L Sell \$ 728.61 Ext Sell \$728.61

Finishes: Image for reference only  
 .P8L Nickel

**FLAT BRACKET 24D** 304

Quantity: 1  
 Manufacturer: HON List \$ 64.00 EXT List \$64.00  
 Part Number: HHN831124 Sell \$ 20.19 Ext Sell \$20.19

Finishes: Image for reference only  
 S Color: Charcoal

48W EXTERNAL STIFFENER

304

Manufacturer: HON  
Part Number: HLSSLZ5SC60

Quantity: 1  
List \$ 96.00 EXT List \$96.00  
Sell \$ 41.37 Ext Sell \$41.37

Finishes:  
P Color: Black

Imaae for reference only

24D CANTILEVER ONE PAIR

304

Manufacturer: HON  
Part Number: HCTL242

Quantity: 2  
List \$ 83.00 EXT List \$166.00  
Sell \$ 26.19 Ext Sell \$52.38

Finishes:  
\$(CORE) PAINT: Select Core Paint  
~ ~Undecided~

Imaae for reference only

Flagship Series Pedestal "A" Pull  
Freestanding B/B

304

Manufacturer: HON  
Part Number: H19723A

Quantity: 1  
List \$ 714.00 EXT List \$714.00  
Sell \$ 293.25 Ext Sell \$293.25

Finishes:  
... Skipped Option  
... Skipped Option

Imaae for reference only

Flagship Series Pedestal "A" Pull  
Freestanding F/F

304

Manufacturer: HON  
Part Number: H19823A

Quantity: 1  
List \$ 707.00 EXT List \$707.00  
Sell \$ 290.38 Ext Sell \$290.38

Finishes:  
... Skipped Option  
... Skipped Option

Imaae for reference only

72W X 10H MODESTY / BACK PANEL

304

Manufacturer: HON  
Part Number: HNLMP7210

Quantity: 1  
List \$ 278.00 EXT List \$278.00  
Sell \$ 119.81 Ext Sell \$119.81

Finishes:  
\$(L1STD) Grd L1 Standard Laminates  
~ ~Undecided~

Imaae for reference only

ABOUND WALL CHANNEL ENDS(PAIR)

304

Manufacturer: HON	Quantity: 1	List \$ 216.00	EXT List \$216.00
Part Number: HRVC35PCE		Sell \$ 68.14	Ext Sell \$68.14

Finishes: Image for reference only  
 \$(CORE) PAINT: Select Core Paint  
 ~ ~Undecided~

**1-1/8WX23-1/8DX28-1/2H END PANEL FOR 24** 304  
**D LEFT**

Manufacturer: HON	Quantity: 1	List \$ 198.00	EXT List \$198.00
Part Number: HNLEP2428L		Sell \$ 85.33	Ext Sell \$85.33

Finishes: Image for reference only  
 .X No Grommet  
 \$(L1STD) Grd L1 Standard Laminates  
 ~ ~Undecided~

**1-1/8WX23-1/8DX28-1/2H END PANEL FOR 24** 304  
**D RIGHT**

Manufacturer: HON	Quantity: 1	List \$ 198.00	EXT List \$198.00
Part Number: HNLEP2428R		Sell \$ 85.33	Ext Sell \$85.33

Finishes: Image for reference only  
 .X No Grommet  
 \$(L1STD) Grd L1 Standard Laminates  
 ~ ~Undecided~

**54W X 24D RECTANGLE WORKSURFACE** 304

Manufacturer: HON	Quantity: 1	List \$ 280.00	EXT List \$280.00
Part Number: HNLRC2454		Sell \$ 120.67	Ext Sell \$120.67

Finishes: Image for reference only  
 ~ ~Undecided~  
 ~ ~Undecided~  
 \$(L1STD) Grd L1 Standard Laminates  
 ~ ~Undecided~

**72W X 24D RECTANGLE WORKSURFACE** 304

Manufacturer: HON	Quantity: 2	List \$ 343.00	EXT List \$686.00
Part Number: HNLRC2472		Sell \$ 147.82	Ext Sell \$295.64

Finishes: Image for reference only  
 ~ ~Undecided~  
 ~ ~Undecided~  
 \$(L1STD) Grd L1 Standard Laminates





~ ~Undecided~

78W X 24D RECTANGLE WORKSURFACE

304

Quantity: 1

Manufacturer: HON  
Part Number: HNLRC2478

List \$ 413.00 EXT List \$413.00  
Sell \$ 177.99 Ext Sell \$177.99

Finishes: Image for reference only  
~ ~Undecided~  
~ ~Undecided~  
\$(L1STD) Grd L1 Standard Laminates  
~ ~Undecided~

72X15X15 WALL MOUNT STORAGE LAM LK  
DRS

304

Quantity: 1

Manufacturer: HON  
Part Number: HNL1572LL

List \$ 1,205.00 EXT List \$1,205.00  
Sell \$ 519.30 Ext Sell \$519.30

Finishes: Image for reference only  
~ Undecided LOCK Option  
\$(L1STD) Grd L1 Standard Laminates  
~ ~Undecided~  
\$(L1STD) Grd L1 Standard Laminates  
~ ~Undecided~

**Subtotal** Ext List \$7,489.00 Ext. Sell **\$3,065.32**

The following section is: 305

MONITOR ARMS DUAL

305

Quantity: 1

Manufacturer: HON  
Part Number: HBDMAUSB

List \$ 398.00 EXT List \$398.00  
Sell \$ 125.56 Ext Sell \$125.56

Finishes: Image for reference only

FIELD INSTALLABLE GROMMET 3-1/2  
DIAMETERPLATINUM

305

Quantity: 3

Manufacturer: HON  
Part Number: HFLDGRMT4

List \$ 32.00 EXT List \$96.00  
Sell \$ 13.79 Ext Sell \$41.37

Finishes: Image for reference only

HEIGHT ADJ BASE 3LEG

305

Quantity: 1

Manufacturer: HON  
Part Number: HHAB3S3L

List \$ 1,774.00 EXT List \$1,774.00  
Sell \$ 728.61 Ext Sell \$728.61

Finishes: Image for reference only



FLAT BRACKET 24D

Quantity: 1

Manufacturer: HON  
Part Number: HHN831124

List \$ 64.00 EXT List \$64.00  
Sell \$ 20.19 Ext Sell \$20.19

Finishes:  
S Color: Charcoal

Image for reference only

Flagship Series Pedestal "A" Pull  
Freestanding B/B

Quantity: 1

Manufacturer: HON  
Part Number: H19723A

List \$ 714.00 EXT List \$714.00  
Sell \$ 293.25 Ext Sell \$293.25

Finishes:  
... Skipped Option  
... Skipped Option

Image for reference only

Flagship Series Pedestal "A" Pull  
Freestanding F/F

Quantity: 1

Manufacturer: HON  
Part Number: H19823A

List \$ 707.00 EXT List \$707.00  
Sell \$ 290.38 Ext Sell \$290.38

Finishes:  
... Skipped Option  
... Skipped Option

Image for reference only

96W X 10H MODESTY / BACK PANEL

Quantity: 1

Manufacturer: HON  
Part Number: HNLMP9610

List \$ 419.00 EXT List \$419.00  
Sell \$ 180.57 Ext Sell \$180.57

Finishes:  
\$(L1STD) Grd L1 Standard Laminates  
~ ~Undecided~

Image for reference only

1-1/8WX23-1/8DX28-1/2H END PANEL FOR 24  
D LEFT

Quantity: 1

Manufacturer: HON  
Part Number: HNLEP2428L

List \$ 198.00 EXT List \$198.00  
Sell \$ 85.33 Ext Sell \$85.33

Finishes:  
.X No Grommet  
\$(L1STD) Grd L1 Standard Laminates  
~ ~Undecided~

Image for reference only

1-1/8WX23-1/8DX28-1/2H END PANEL FOR 24  
D RIGHT

305

Quantity: 1

Manufacturer: HON  
Part Number: HNLEP2428R

List \$ 198.00 EXT List \$198.00  
Sell \$ 85.33 Ext Sell \$85.33

Finishes: No Grommet  
X Grd L1 Standard Laminates  
\$(L1STD) ~Undecided~  
~ Undecided EDGE Option

Image for reference only

SYSTEMS JETTY WKSFC EDGEBAND RH 48  
X72X24X30 NO GROM

305

Quantity: 1

Manufacturer: HON  
Part Number: HWJ59ABRPN

List \$ 838.00 EXT List \$838.00  
Sell \$ 264.37 Ext Sell \$264.37

Finishes: Grd L1 Standard Laminates  
\$(L1STD) ~Undecided~  
~ Undecided EDGE Option

Image for reference only

SYSTEMS RECTANULAR WKSFC  
EDGEBAND 24D X 24W NO GROM

305

Quantity: 1

Manufacturer: HON  
Part Number: HWR2424PN

List \$ 304.00 EXT List \$304.00  
Sell \$ 95.90 Ext Sell \$95.90

Finishes: Grd L1 Standard Laminates  
\$(L1STD) ~Undecided~  
~ Undecided EDGE Option

Image for reference only

96W X 24D RECTANGLE WORKSURFACE

305

Quantity: 1

Manufacturer: HON  
Part Number: HNLRC2496

List \$ 499.00 EXT List \$499.00  
Sell \$ 215.05 Ext Sell \$215.05

Finishes: ~Undecided~  
~ Undecided~  
\$(L1STD) Grd L1 Standard Laminates  
~ Undecided~

Image for reference only

72X15X15 WALL MOUNT STORAGE LAM LK  
DRS

305

Quantity: 1

Manufacturer: HON  
Part Number: HNL1572LL

List \$ 1,205.00 EXT List \$1,205.00  
Sell \$ 519.30 Ext Sell \$519.30

Finishes: Undecided LOCK Option  
~ Grd L1 Standard Laminates  
\$(L1STD)

Image for reference only



~ ~Undecided~  
\$(L1STD) Grd L1 Standard Laminates  
~ ~Undecided~

**Subtotal** Ext List \$7,414.00 Ext. Sell **\$2,945.21**

**The following section is: 306**

**MONITOR ARMS DUAL** 306

Quantity: 1

Manufacturer: HON List \$ 398.00 EXT List \$398.00  
Part Number: HBDMAUSB Sell \$ 125.56 Ext Sell \$125.56

Finishes: Image for reference only

**FIELD INSTALLABLE GROMMET 3-1/2** 306  
**DIAMETERPLATINUM**

Quantity: 3

Manufacturer: HON List \$ 32.00 EXT List \$96.00  
Part Number: HFLDGRMT4 Sell \$ 13.79 Ext Sell \$41.37

Finishes: Image for reference only

**HEIGHT ADJ BASE 3LEG** 306

Quantity: 1

Manufacturer: HON List \$ 1,774.00 EXT List \$1,774.00  
Part Number: HHAB3S3L Sell \$ 728.61 Ext Sell \$728.61

Finishes: Image for reference only

.P8L Nickel  
**FLAT BRACKET 24D** 306

Quantity: 1

Manufacturer: HON List \$ 64.00 EXT List \$64.00  
Part Number: HHN831124 Sell \$ 20.19 Ext Sell \$20.19

Finishes: Image for reference only

.S Color: Charcoal  
**Flagship Series Pedestal "A" Pull** 306  
**Freestanding B/B**

Quantity: 1

Manufacturer: HON List \$ 714.00 EXT List \$714.00  
Part Number: H19723A Sell \$ 293.25 Ext Sell \$293.25

Finishes: Image for reference only

... Skipped Option  
... Skipped Option

**Flagship Series Pedestal "A" Pull  
Freestanding F/F**

306

		Quantity: 1		
Manufacturer: HON		List \$ 707.00	EXT List	\$707.00
Part Number: H19823A		Sell \$ 290.38	Ext Sell	\$290.38

Finishes: Image for reference only

... Skipped Option  
... Skipped Option

66W X 10H MODESTY / BACK PANEL

306

		Quantity: 1		
Manufacturer: HON		List \$ 261.00	EXT List	\$261.00
Part Number: HNLMP6610		Sell \$ 112.48	Ext Sell	\$112.48

Finishes: Image for reference only

\$(L1STD) Grd L1 Standard Laminates  
~ ~Undecided~

1-1/8WX23-1/8DX28-1/2H END PANEL FOR 24  
D LEFT

306

		Quantity: 1		
Manufacturer: HON		List \$ 198.00	EXT List	\$198.00
Part Number: HNLEP2428L		Sell \$ 85.33	Ext Sell	\$85.33

Finishes: Image for reference only

.X No Grommet  
\$(L1STD) Grd L1 Standard Laminates  
~ ~Undecided~

1-1/8WX23-1/8DX28-1/2H END PANEL FOR 24  
D RIGHT

306

		Quantity: 1		
Manufacturer: HON		List \$ 198.00	EXT List	\$198.00
Part Number: HNLEP2428R		Sell \$ 85.33	Ext Sell	\$85.33

Finishes: Image for reference only

.X No Grommet  
\$(L1STD) Grd L1 Standard Laminates  
~ ~Undecided~

SYSTEMS JETTY WKSFC EDGE BAND RH 48  
X72X24X30 NO GROM

306

		Quantity: 1		
Manufacturer: HON		List \$ 838.00	EXT List	\$838.00
Part Number: HWJ59ABRPN		Sell \$ 264.37	Ext Sell	\$264.37

Finishes: Image for reference only

\$(L1STD) Grd L1 Standard Laminates  
~ ~Undecided~  
~ Undecided EDGE Option

SYSTEMS RECTANULAR WKSFC  
EDGE BAND 24D X 24W NO GROM

306

Quantity: 1  
 Manufacturer: HON List \$ 304.00 EXT List \$304.00  
 Part Number: HWR2424PN Sell \$ 95.90 Ext Sell \$95.90

Finishes: Image for reference only  
 \$(L1STD) Grd L1 Standard Laminates  
 ~ ~Undecided~  
 ~ Undecided EDGE Option

66W X 24D RECTANGLE WORKSURFACE

306

Quantity: 1  
 Manufacturer: HON List \$ 331.00 EXT List \$331.00  
 Part Number: HNLRC2466 Sell \$ 142.64 Ext Sell \$142.64

Finishes: Image for reference only  
 ~ ~Undecided~  
 ~ ~Undecided~  
 \$(L1STD) Grd L1 Standard Laminates  
 ~ ~Undecided~

18X24X64-3/4 STORAGE/FILE CAB; FF  
OPEN SHELVES

306

Quantity: 1  
 Manufacturer: HON List \$ 1,607.00 EXT List \$1,607.00  
 Part Number: HNL241865SFX Sell \$ 692.54 Ext Sell \$692.54

Finishes: Image for reference only  
 ~ Undecided PULL Option  
 \$(L1STD) Grd L1 Standard Laminates  
 ~ ~Undecided~  
 \$(L1STD) Grd L1 Standard Laminates  
 ~ ~Undecided~

**Subtotal** Ext List \$7,490.00 Ext. Sell **\$2,977.95**

**The following section is: 307**

ARTICULATING ARM W/CONVERTIBLE  
KEYBOARD PLATFORM

307

Quantity: 2  
 Manufacturer: HON List \$ 517.00 EXT List \$1,034.00  
 Part Number: H2107 Sell \$ 163.11 Ext Sell \$326.22

Finishes: Image for reference only

MONITOR ARM SNGL

307

Quantity: 2  
 Manufacturer: HON List \$ 265.00 EXT List \$530.00  
 Part Number: HBSMAUSB Sell \$ 83.61 Ext Sell \$167.22

Finishes: Image for reference only  
FIELD INSTALLABLE GROMMET 3-1/2 307  
DIAMETERPLATINUM

Quantity: 6  
List \$ 32.00 EXT List \$192.00  
Sell \$ 13.79 Ext Sell \$82.74

Manufacturer: HON  
Part Number: HFLDGRMT4

Finishes: Image for reference only  
FLAT BRACKET 24D 307

Quantity: 2  
List \$ 64.00 EXT List \$128.00  
Sell \$ 20.19 Ext Sell \$40.38

Manufacturer: HON  
Part Number: HHN831124

Finishes: Image for reference only  
.S Color: Charcoal  
60W X 12H ABOVE PRIVACY SCREEN 307

Quantity: 1  
List \$ 441.00 EXT List \$441.00  
Sell \$ 181.13 Ext Sell \$181.13

Manufacturer: HON  
Part Number: HLSSL1260

Finishes: Image for reference only  
.G Frosted Glass  
42W EXTERNAL STIFFENER 307

Quantity: 1  
List \$ 91.00 EXT List \$91.00  
Sell \$ 38.46 Ext Sell \$38.46

Manufacturer: HON  
Part Number: HLSSLZ5SC54

Finishes: Image for reference only  
.P Color: Black  
24DX28H SHARED O-LEG SUP FOR WKSF ( 307  
SINGLE LEG)

Quantity: 1  
List \$ 383.00 EXT List \$383.00  
Sell \$ 157.31 Ext Sell \$157.31

Manufacturer: HON  
Part Number: HLSSL2428SL

Finishes: Image for reference only  
\$(CORE) PAINT: Select Core Paint  
~Undecided~

Quantity: 1  
 Manufacturer: HON List \$ 284.00 EXT List \$284.00  
 Part Number: HL28P Sell \$ 116.64 Ext Sell \$116.64

Finishes: Image for reference only  
 \$(CORE) PAINT: Select Core Paint  
 ~ ~Undecided~

**VOI48D X 28.5H O-LEG SUPPORT FOR WORKSURFACES** 307

Quantity: 1  
 Manufacturer: HON List \$ 581.00 EXT List \$581.00  
 Part Number: HL28O Sell \$ 238.63 Ext Sell \$238.63

Finishes: Image for reference only  
 \$(CORE) PAINT: Select Core Paint  
 ~ ~Undecided~

**Flagship Series Pedestal "A" Pull Freestanding B/B** 307

Quantity: 1  
 Manufacturer: HON List \$ 714.00 EXT List \$714.00  
 Part Number: H19723A Sell \$ 293.25 Ext Sell \$293.25

Finishes: Image for reference only  
 ... Skipped Option  
 ... Skipped Option

**Flagship Series Pedestal "A" Pull Freestanding F/F** 307

Quantity: 1  
 Manufacturer: HON List \$ 707.00 EXT List \$707.00  
 Part Number: H19823A Sell \$ 290.38 Ext Sell \$290.38

Finishes: Image for reference only  
 ... Skipped Option  
 ... Skipped Option

**Quarterround Edgeband 24"D x 48"W** 307

Quantity: 1  
 Manufacturer: HON List \$ 480.00 EXT List \$480.00  
 Part Number: Special 24Dx48W Sell \$ 206.86 Ext Sell \$206.86

Finishes: Image for reference only  
 \$(L1STD) Grd L1 Standard Laminates  
 ~ Undecided LAMINATE Option  
 ~ Undecided EDGE Option



60W X 24D RECTANGLE WORKSURFACE

307

Manufacturer: HON  
Part Number: HNLRC2460

Quantity: 2  
List \$ 305.00 EXT List \$610.00  
Sell \$ 131.44 Ext Sell \$262.88

Finishes: ~Undecided~ Imaae for reference only  
~Undecided~  
\$(L1STD) Grd L1 Standard Laminates  
~Undecided~

72W X 24D RECTANGLE WORKSURFACE

307

Manufacturer: HON  
Part Number: HNLRC2472

Quantity: 1  
List \$ 343.00 EXT List \$343.00  
Sell \$ 147.82 Ext Sell \$147.82

Finishes: ~Undecided~ Imaae for reference only  
~Undecided~  
\$(L1STD) Grd L1 Standard Laminates  
~Undecided~

84W X 24D RECTANGLE WORKSURFACE

307

Manufacturer: HON  
Part Number: HNLRC2484

Quantity: 1  
List \$ 462.00 EXT List \$462.00  
Sell \$ 199.10 Ext Sell \$199.10

Finishes: ~Undecided~ Imaae for reference only  
~Undecided~  
\$(L1STD) Grd L1 Standard Laminates  
~Undecided~

60X15X15 WALL MOUNT STORAGE LAM LK  
DRS

307

Manufacturer: HON  
Part Number: HNL1560LL

Quantity: 1  
List \$ 1,042.00 EXT List \$1,042.00  
Sell \$ 449.05 Ext Sell \$449.05

Finishes: Undecided LOCK Option Imaae for reference only  
~Undecided~  
\$(L1STD) Grd L1 Standard Laminates  
~Undecided~  
\$(L1STD) Grd L1 Standard Laminates  
~Undecided~

72X15X15 WALL MOUNT STORAGE LAM LK  
DRS

307

Manufacturer: HON  
Part Number: HNL1572LL

Quantity: 1  
List \$ 1,205.00 EXT List \$1,205.00  
Sell \$ 519.30 Ext Sell \$519.30

Finishes:  
~ Undecided LOCK Option  
\$(L1STD) Grd L1 Standard Laminates  
~Undecided~  
\$(L1STD) Grd L1 Standard Laminates  
~Undecided~

Image for reference only

**Subtotal** Ext List \$9,227.00 Ext. Sell **\$3,717.37**

The following section is: 308

ARTICULATING ARM W/CONVERTIBLE  
KEYBOARD PLATFORM

308

Manufacturer: HON  
Part Number: H2107

Quantity: 1  
List \$ 517.00 EXT List \$517.00  
Sell \$ 163.11 Ext Sell \$163.11

Finishes:  
HEIGHT ADJ BASE 2LEG

Image for reference only

308

Manufacturer: HON  
Part Number: HHAB3S2L

Quantity: 1  
List \$ 1,048.00 EXT List \$1,048.00  
Sell \$ 430.43 Ext Sell \$430.43

Finishes:  
.P8L Nickel

Image for reference only

1-1/8WX10-1/2DX28-1/2H SUPPORT BRACE

308

Manufacturer: HON  
Part Number: HNL11SUPP

Quantity: 1  
List \$ 145.00 EXT List \$145.00  
Sell \$ 62.49 Ext Sell \$62.49

Finishes:  
\$(L1STD) Grd L1 Standard Laminates  
~Undecided~

Image for reference only

Flagship Series Pedestal "A" Pull  
Freestanding B/B

308

Manufacturer: HON  
Part Number: H19723A

Quantity: 1  
List \$ 714.00 EXT List \$714.00  
Sell \$ 293.25 Ext Sell \$293.25

Finishes:  
... Skipped Option  
... Skipped Option

Image for reference only



Quantity: 1  
 Manufacturer: HON List \$ 414.00 EXT List \$414.00  
 Part Number: HNLRC3072 Sell \$ 178.42 Ext Sell \$178.42

Finishes: Imaae for reference only  
 ~ ~Undecided~  
 ~ ~Undecided~  
 \$(L1STD) Grd L1 Standard Laminates  
 ~ ~Undecided~

60X15X35-1/4 STACK-ON STORAGE LAM LOCK DRS 308

Quantity: 1  
 Manufacturer: HON List \$ 1,190.00 EXT List \$1,190.00  
 Part Number: HNL3660LL Sell \$ 512.83 Ext Sell \$512.83

Finishes: Imaae for reference only  
 ~ Undecided LOCK Option  
 \$(L1STD) Grd L1 Standard Laminates  
 ~ ~Undecided~  
 \$(L1STD) Grd L1 Standard Laminates  
 ~ ~Undecided~

**Subtotal** Ext List \$6,053.00 Ext. Sell **\$2,498.91**

**The following section is: 317 A**

Flagship 30W 2-Drw "A" Pull Lateral 30W 28 H 18D 317 A

Quantity: 1  
 Manufacturer: HON List \$ 934.00 EXT List \$934.00  
 Part Number: H9170A Sell \$ 383.61 Ext Sell \$383.61

Finishes: Imaae for reference only  
 ... Skipped Option  
 ... Skipped Option

36X14-1/4X35-1/4 BOOKCASE HUTCH NO DRS/OPEN 317 A

Quantity: 2  
 Manufacturer: HON List \$ 568.00 EXT List \$1,136.00  
 Part Number: HNL3636BHxD Sell \$ 244.79 Ext Sell \$489.58

Finishes: Imaae for reference only  
 \$(L1STD) Grd L1 Standard Laminates  
 ~ ~Undecided~

30W X 27-7/8H MODESTY / PED BACK  
PANEL

317 A

Quantity: 1  
 Manufacturer: HON List \$ 170.00 EXT List \$170.00  
 Part Number: HNLMP3028 Sell \$ 73.26 Ext Sell \$73.26

Finishes: ~Undecided~ Imaae for reference only  
 ~\$(L1STD) Grd L1 Standard Laminates  
 ~Undecided~

30W X 24D RECTANGLE WORKSURFACE /  
PED TOP

317 A

Quantity: 1  
 Manufacturer: HON List \$ 216.00 EXT List \$216.00  
 Part Number: HNLRC2430 Sell \$ 93.08 Ext Sell \$93.08

Finishes: ~Undecided~ Imaae for reference only  
 ~\$(L1STD) Grd L1 Standard Laminates  
 ~Undecided~

**Subtotal** Ext List \$2,456.00 Ext. Sell **\$1,039.53**

**The following section is: 317 B**

Flagship 36W 2-Drw "A" Pull Lateral 36W 28  
H 18D

317 B

Quantity: 1  
 Manufacturer: HON List \$ 1,034.00 EXT List \$1,034.00  
 Part Number: H9180A Sell \$ 424.68 Ext Sell \$424.68

Finishes: ... Skipped Option Imaae for reference only  
 ... Skipped Option

**Subtotal** Ext List \$1,034.00 Ext. Sell **\$424.68**

**The following section is: 317B**

36x14-1/4x35-1/4 Bookcase Hutch no drs/ope  
n

317B

Quantity: 1  
 Manufacturer: HON List \$ 568.00 EXT List \$568.00  
 Part Number: HNL3636BHxD Sell \$ 233.29 Ext Sell \$233.29

Finishes: ... Skipped Option Imaae for reference only

**Subtotal** Ext List \$568.00 Ext. Sell **\$233.29**

**The following section is: 318**

36X24X64-3/4 WARDROBE/STORAGE CAB  
LAM DRS

318

Quantity: 1

Manufacturer: HON  
Part Number: HNL243665WL

List \$ 2,466.00 EXT List \$2,466.00  
Sell \$ 1,062.73 Ext Sell \$1,062.73

Finishes: ~Undecided~  
~(L1STD) Grd L1 Standard Laminates  
~Undecided~  
~(L1STD) Grd L1 Standard Laminates  
~Undecided~

Image for reference only

**Subtotal** Ext List \$2,466.00 Ext. Sell **\$1,062.73**

The following section is: 319

36X24X78-1/8 STORAGE CABINET WITH  
DOORS

319

Quantity: 5

Manufacturer: HON  
Part Number: HNL243679SC

List \$ 2,240.00 EXT List \$11,200.00  
Sell \$ 965.33 Ext Sell \$4,826.65

Finishes: ~Undecided~  
~(L1STD) Grd L1 Standard Laminates  
~Undecided~  
~(L1STD) Grd L1 Standard Laminates  
~Undecided~

Image for reference only

**Subtotal** Ext List \$11,200.00 Ext. Sell **\$4,826.65**

The following section is: 321

GROMMET FOR CREDENZA

321

Quantity: 1

Manufacturer: NOF  
Part Number: CUSTOM GROMM

List \$ 100.00 EXT List \$100.00  
Sell \$ 45.00 Ext Sell \$45.00

Finishes: ~Undecided~  
CASEGOODS,LOCK CORE & KEY,BLACK,N  
O 001

Image for reference only

321

Quantity: 6

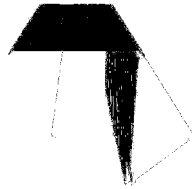
Manufacturer: NOF  
Part Number: NCCB001

List \$ 16.00 EXT List \$96.00  
Sell \$ 7.20 Ext Sell \$43.20

Finishes: ~Undecided~  
Image for reference only

BARRINGTON,24DX50W,BRIDGE,LAM/WOOD  
D

321



Quantity: 1

Manufacturer: NOF  
Part Number: 50N2450BEFLW

List \$ 838.00 EXT List \$838.00  
Sell \$ 377.10 Ext Sell \$377.10

Image for reference only

Finishes:  
G13C GROMMET,CENTER  
MH MOCHA

BARRINGTON,72WX36H,HIGHBACK  
ORGANIZER,WOOD DOORS

321



Quantity: 1

Manufacturer: NOF  
Part Number: 50N7236HBHW

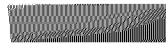
List \$ 2,466.00 EXT List \$2,466.00  
Sell \$ 1,109.70 Ext Sell \$1,109.70

Image for reference only

Finishes:  
85CN VERONA,CLASSIC NICKEL  
MH MOCHA

ACCESSORIES,67 1/16WX16 15/16H,TACKB  
OARD,RAILROAD

321



Quantity: 1

Manufacturer: NOF  
Part Number: NAC6717TBRA

List \$ 452.00 EXT List \$452.00  
Sell \$ 203.40 Ext Sell \$203.40

Image for reference only

Finishes:  
A GRADE A  
... Skipped Option

BARRINGTON,21DX72W,CREDENZA,LEFT,L  
AT FILE,LAM/WOOD

321



Quantity: 1

Manufacturer: NOF  
Part Number: 50N2172CLFLW6

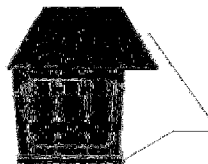
List \$ 2,520.00 EXT List \$2,520.00  
Sell \$ 1,134.00 Ext Sell \$1,134.00

Image for reference only

Finishes:  
85CN VERONA,CLASSIC NICKEL  
KS2B SPECIFY 2 BLACK CORE SEPARATE  
MH MOCHA

BARRINGTON,36DX72W,DESK,RIGHT  
PEDESTAL,LAM/WOOD

321



Quantity: 1

Manufacturer: NOF  
Part Number: 50N3672DRFLW1

List \$ 3,088.00 EXT List \$3,088.00  
Sell \$ 1,389.60 Ext Sell \$1,389.60

Image for reference only

Finishes:  
85CN VERONA,CLASSIC NICKEL  
KS2B SPECIFY 2 BLACK CORE SEPARATE  
MH MOCHA

**Subtotal**

Ext List \$9,560.00 Ext. Sell **\$4,302.00**

**The following section is: 322**

CASEGOODS, LOCK CORE & KEY, BLACK, NO 001

322

Manufacturer: NOF  
Part Number: NCCB001

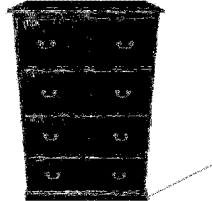
Quantity: 2  
List \$ 16.00      EXT List \$32.00  
Sell \$ 7.20      Ext Sell \$14.40

Finishes:

Image for reference only

BARRINGTON, 21DX37W, LATERAL FILE, FOUR DRAWER, WOOD

322



Manufacturer: NOF  
Part Number: 50N2137LFF4W

Quantity: 2  
List \$ 3,329.00      EXT List \$6,658.00  
Sell \$ 1,498.05      Ext Sell \$2,996.10

Finishes:

Image for reference only

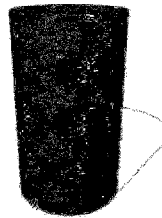
85CN      VERONA, CLASSIC NICKEL  
KS1B      SPECIFY 1 BLACK CORE SEPARATE  
MH      MOCHA

**Subtotal**      Ext List \$6,690.00      Ext. Sell **\$3,010.50**

**The following section is: 323**

UNIVERSAL, 16WX27H, CYLINDER BASE, NO WIRE MGMT, WOOD

323



Manufacturer: NOF  
Part Number: BW-16

Quantity: 1  
List \$ 1,142.00      EXT List \$1,142.00  
Sell \$ 513.90      Ext Sell \$513.90

Finishes:

Image for reference only

MH      MOCHA

BARRINGTON, 36DIA, CONFERENCE TOP, ROUND, LAM/WOOD

323



Manufacturer: NOF  
Part Number: 50NN36RDLW

Quantity: 1  
List \$ 1,504.00      EXT List \$1,504.00  
Sell \$ 676.80      Ext Sell \$676.80

Finishes:

Image for reference only

X      NO GROMMET  
MH      MOCHA

**Subtotal**      Ext List \$2,646.00      Ext. Sell **\$1,190.70**

**The following section is: 401**



FLAGSHIP SERIES PEDESTAL N PULL  
MOBILE B/B/F 23D

401

Quantity: 2  
 Manufacturer: HON List \$ 724.00 EXT List \$1,448.00  
 Part Number: H18723N Sell \$ 228.40 Ext Sell \$456.80

Finishes: Image for reference only  
 .L Standard Random Key Lock  
 \$(CORE) PAINT: Select Core Paint  
 ~ ~Undecided~

**Subtotal** Ext List \$1,448.00 Ext. Sell **\$456.80**

**The following section is: 402**

FLAGSHIP 42W 5-DRW N PULL LATERAL 64-1/4H 18D WO/POSTI 402

Quantity: 2  
 Manufacturer: HON List \$ 2,573.00 EXT List \$5,146.00  
 Part Number: H9195N Sell \$ 1,056.77 Ext Sell \$2,113.54

Finishes: Image for reference only  
 .L Standard Random Key Lock  
 \$(CORE) PAINT: Select Core Paint  
 ~ ~Undecided~

**Subtotal** Ext List \$5,146.00 Ext. Sell **\$2,113.54**

**The following section is: 504**

Desk Organizer 504

Quantity: 1  
 Manufacturer: List \$ 0.00 EXT List \$0.00  
 Part Number: Desk Organizer Sell \$ 54.64 Ext Sell \$54.64

Finishes: Image for reference only

**Subtotal** Ext List \$0.00 Ext. Sell **\$54.64**

**The following section is: 601**

RUBBERMAID UTILITY CART 45-1/4"L X 25-7/8W X 37-1/8 T 601

Quantity: 1  
 Manufacturer: RUB List \$ 816.00 EXT List \$816.00  
 Part Number: RCP452010 Sell \$ 485.88 Ext Sell \$485.88

Finishes: Image for reference only

**Subtotal** Ext List \$816.00 Ext. Sell **\$485.88**

Project Total **Grand Total: \$67,999.92**

**Expect Response**

**Expect Reduction**

**Expect Relief**

Standard furniture lead-time 4 - 6 weeks  
Quote Valid for 60 days