



CITY OF GRAND RAPIDS

Meeting Agenda Full Detail City Council

Monday, January 28, 2019

5:00 PM

City Hall Council Chambers

CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council will be held on Monday, January 28, 2019 at 5:00 p.m. in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

MEETING PROTOCOL POLICY

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

PUBLIC FORUM

COUNCIL REPORTS

APPROVAL OF MINUTES

19-0059 Consider approving Council minutes for Monday, January 14, 2019 Worksession and Regular meetings.

Attachments: [January 14, 2019 Worksession.pdf](#)
[January 14, 2019 Regular Meeting.pdf](#)

VERIFIED CLAIMS

19-0071 Consider approving the verified claims for the period January 8, 2019 to January 18, 2019 in the total amount of \$3,496,179.89, of which \$2,409,797.51 are bond debt service payments and \$130,000 are investments.

Attachments: [COUNCIL BILL LIST 01-28-19.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. 19-0004 Consider adopting a resolution approving a loan to the Capital Equipment Replacement Fund in the amount of \$209,143.

- Attachments:** [res-\\$209,143 internal loan from 101 to 407](#)
2. [19-0056](#) Consider voiding lost Accounts Payable check #137411, issue a new check, and waiving bond requirements for check issued to Ashley Brubaker in the amount of \$273.60.
Attachments: [Brubaker Affidavit.pdf](#)
3. [19-0057](#) Consider authorizing an operating transfer from Capital Fund-Permanent Improvement Revolving Fund to the Debt Service Fund-General Obligation State Aid Bonds, Series 2012B.
Attachments: [Operating transfer to 362 \\$5,000](#)
4. [19-0058](#) Consider adopting a resolution approving an operating transfer from the Capital Project Fund-7th Avenue Bridge Rehabilitation to the Capital Project Fund-General Capital Improvements.
Attachments: [\\$300,000 operating transfer from 431to401-Ped Bridge](#)
5. [19-0063](#) Consider adopting a resolution receiving the feasibility report for CP 2019-1, Golf Course Road Utility Extension-Great River Acres and CP 2019-2 Grand Rapids-Cohasset Connection Trail.
Attachments: [1-28-19 Resolution - CP 2019-1 Rec Feasb Report](#)
[2019-1 feasibility report](#)
6. [19-0065](#) Consider authorizing City staff to begin the process of advertising and establishing a new eligibility list for Firefighter.
7. [19-0066](#) Consider termination of regular part-time employees from the IRA Civic Center.
8. [19-0067](#) Consider a resolution ordering the improvement and plans and specifications for CP 2019-1, Golf Course Road Utility Extension-Great River Acres.
Attachments: [1-28-19 Resolution CP 2019-1 Order Improvement and Plans and Specs](#)
9. [19-0069](#) Consider certifying the environmental assessment statement for CP 2019-2, Grand Rapids/Cohasset Connection Trail and authorizing the Mayor's signature
Attachments: [gr-c-connection-trail-project-eas-011619](#)
[1-28-19 Resolution 2019-2 Trail](#)
10. [19-0070](#) Consider approving the plans and specifications and ordering the advertisement for bids for security, maintenance, fixtures, furniture and equipment improvements contained in the Capitol Improvement Plan for City Hall.
11. [19-0072](#) Consider entering into an agreement with an area business for advertising at the IRA Civic Center.
Attachments: [Manrique Group-Great Clips-Advertising Contract-2019](#)

12. 19-0073 Consider approving a proposal from Walker Appraisals to perform two appraisal reviews.
Attachments: [Walker Appraisal Proposal](#)
[QUALIFICATIONS OF WENDY WALKER](#)

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

13. 19-0075 Review & Acknowledge approved minutes for Boards & Commissions.
Attachments: [December 18, 2018 Golf Board minutes.pdf](#)
[December 19, 2018 HRA minutes.pdf](#)
[November 14, 2018 HRA minutes.pdf](#)
[October 10, 2018 HRA Minutes.pdf](#)
[October 24, 2018 HRA minutes.pdf](#)

GOLF COURSE

14. 19-0061 Consider approving the purchase of the Demo Toro Greenspro 1260, Riding Turf Roller.
Attachments: [Pokegama GC Demo Toro GP1260 1-22-19](#)

ADMINISTRATION DEPARTMENT

15. 19-0064 Consider the appointment of John Nalan to the position of Reference Librarian.

5:30 PM PUBLIC HEARINGS

16. 19-0068 Consider conducting the Public Hearing for CP 2014-2, the 2019 Street Improvements Project.
Attachments: [CP 2014-2 Preliminary PH Presentation](#)

ENGINEERING

17. 19-0062 Consider adopting a resolution ordering CP 2014-2, the 2019 Street Improvements Project and the plans and specifications for the Project to be completed.
Attachments: [1-28-19 Resolution CP 2014-2 Order Improvement and Plans and Specs](#)
18. 19-0055 Consider approving SLA 2014-2 with SEH for design and construction engineering services related to CP 2014-2, 2019 Street Improvements Project.
Attachments: [2014-2 SLA](#)

ADJOURNMENT

NEXT REGULAR MEETING IS SCHEDULED FOR FEBRUARY 11, 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 #: 19-0059 **Version:** 1 **Name:** Council minutes
Type: Agenda Item **Status:** Approval of Minutes
File created: 1/18/2019 **In control:** City Council
On agenda: 1/28/2019 **Final action:**
Title: Consider approving Council minutes for Monday, January 14, 2019 Worksession and Regular meetings.
Sponsors:
Indexes:
Code sections:
Attachments: [January 14, 2019 Worksession.pdf](#)
[January 14, 2019 Regular Meeting.pdf](#)

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

Consider approving Council minutes for Monday, January 14, 2019 Worksession and Regular meetings.



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council Work Session

Monday, January 14, 2019

4:00 PM

City Hall Council Chambers

CALL TO ORDER: Pursuant to due notice and call thereof a Special Meeting/Worksession of the Grand Rapids City Council will be held on Monday, January 14, 2019 at 4:00 p.m. in Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CITY COUNCIL - OATH OF OFFICE

Oath of Office for Mayor Elect Dale Adams and Councilors Elect Rick Blake and Michelle Toven.

City Attorney Chad Sterle conducted swearing in ceremony for Mayor Elect Dale Adams, Councilmember Elect Michelle Toven and Councilmember Elect Rick Blake. Official signing of Oath of Office followed.

Received and Filed

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

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

Discussion Items

*Recessed Worksession to conduct a closed meeting at 4:05 PM.
Closed meeting conducted in Comm. Dev. Conference Room.
Reconvened Worksession at 4:27 PM.*

1. Review 5:00 PM Regular Meeting

Addition of item #24a to Regular meeting under Engineering; Item #28 addition of updated job description for Reference Librarian position.

ADJOURN

There being no further business, the meeting adjourned at 4:32 PM.

Respectfully submitted:

Kimberly Gibeau
Kimberly Gibeau, City Clerk



CITY OF GRAND RAPIDS

Minutes - Final - Draft City Council

Monday, January 14, 2019

City Hall Council Chambers

CALL TO ORDER: Pursuant to due notice and call thereof a Regular Meeting of the Grand Rapids City Council was held on Monday, January 14, 2019 at 5:00 PM in City Hall Council Chambers, 420 North Pokegama Avenue, Grand Rapids, Minnesota.

CALL OF ROLL

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

Staff present:

Tom Pagel, Chad Sterle, Matt Wegwerth, Rob Mattei, Barb Baird, Scott Johnson, Lynn DeGrio, Travis Cole, Lauren VanDenHeuvel, Jeff Ingle, Bruce Baird, John Linder, Shawn Graeber

PRESENTATIONS/PROCLAMATIONS

Pinning Ceremony for Grand Rapids Fire Department

Fire Chief Travis Cole presented newly installed officer cabinet for the Grand Rapids Fire Department, and presented new badges for pinning by family members.

MEETING PROTOCOL POLICY

ORGANIZATIONAL MEETING

A. Consider adopting amended City Council By-Laws.

A motion was made by Councilor Dale Christy, seconded by Councilor Tasha Connelly, to adopt amended City Council By-Laws as presented. The motion PASSED by unanimous vote.

B. Consider designating Mayor Pro-Tem

A motion was made by Councilor Tasha Connelly, seconded by Councilor Michelle Toven, to appoint Councilor Rick Blake as Mayor Pro-Tem for 2019. The motion PASSED by unanimous vote.

C. Consider appointing the following financial institutions as depository designations for

2019: American Bank, Deerwood Bank, Grand Rapids State Bank, Morgan Stanley, RBC Wealth Management, U.S. Bank, Wells Fargo Bank of Minnesota, and Woodland Bank and delegate the Finance Director or Finance Director's designee authorizing electronic funds transfers.

A motion was made by Councilor Michelle Toven, seconded by Councilor Tasha Connelly, appointing financial institutions as depository designations for 2019 as presented. The motion PASSED by unanimous vote.

- D. Consider the designation of official newspaper for the City of Grand Rapids.

A motion was made by Councilor Rick Blake, seconded by Councilor Dale Christy, designating the Herald Review as official newspaper for City of Grand Rapids. The motion PASSED by unanimous vote.

- E. Consider appointing Council representatives to Boards & Commissions.

The following are recommendations for appointments:

Cable Commission - Mayor Adams & Councilor Connelly to serve as alternate.

Public Utilities Commission - Councilor Blake.

Economic Development Authority - Councilors Christy & Blake.

Civic Center, Parks & Recreation Board - Councilor Connelly.

Housing & Redevelopment Authority - Councilor Toven.

A motion was made by Councilor Rick Blake, seconded by Councilor Tasha Connelly, to move slate of representatives as presented. The motion PASSED by unanimous vote.

- F. Consider appointing representatives to selected agencies.

The following recommendations for representative appointments were made:

Range Assoc. Municipalities & Schools - Councilors Christy & Connelly.

Western Mesabi Mine Pit Board - Councilor Toven & Mayor Adams.

City/County Co-op Committee - Councilors Christy & Connelly.

Natural Gas Board - Mayor Adams.

Fire Relief Assoc. - Mayor Adams & Finance Director Baird.

Coalition of Greater MN Cities - Councilor Blake.

League of MN Cities - Councilor Toven.

Arrowhead Regional Development Comm. - Mayor Adams.

A motion was made by Councilor Rick Blake, seconded by Councilor Tasha Connelly, approving the slate of representatives as recommended. The motion PASSED by unanimous vote.

PUBLIC FORUM

None.

COUNCIL REPORTS

None.

APPROVAL OF MINUTES

Consider approving Council minutes for Monday, December 17, 2018 regular meeting and Friday, December 28, 2018 Special meeting.

A motion was made by Councilor Tasha Connelly, seconded by Councilor Dale Christy, to approve Council minutes as presented. The motion PASSED by unanimous vote.

VERIFIED CLAIMS

Consider approving the verified claims for the period December 11, 2018 to January 7, 2019 in the total amount of \$2,066,913.62, of which \$1,000,000 are investments.

A motion was made by Councilor Dale Christy, seconded by Councilor Rick Blake, to approve the verified claims as presented. The motion PASSED by unanimous vote.

CONSENT AGENDA

1. Consider adopting a resolution approving an operating transfer from the General Fund to the Special Revenue Fund-Recreation Programs.
Adopted Resolution 19-01 by consent roll call

2. Consider approving computer software agreements for 2019 with Harris Computer Systems for \$20,942.78.
Approved by consent roll call

3. Consider adopting a resolution accepting the Feasibility Report for CP 2014-2, 2019 Street Improvements Project and call for a Public Hearing on Monday, January 28, 2019 at 5:30 pm in the Grand Rapids City Council Chambers.
Adopted Resolution 19-02 by consent roll call

4. Consider adopting a resolution approving an operating transfer from the Capital Equipment Replacement Fund to the Airport Capital Improvement Fund.
Adopted Resolution 19-03 by consent roll call

5. Consider hiring John Romanik as a part-time winter maintenance worker for the remainder of the 2018-2019 Snow Removal Season.
Approved by consent roll call

6. Consider the adoption of a resolution accepting a grant from the Minnesota Department of Iron Range Resources and Rehabilitation (IRRR) for CP 2019-2 Grand Rapids-Cohasset Connection Trail.
Adopted Resolution 19-04 by consent roll call

7. Consider adopting a resolution accepting a donation of \$150.00 dollars from Jim and Marie Fierek, to be used for training.
Adopted Resolution 19-05 by consent roll call

8. Consider adopting a resolution accepting \$200.00.00 in donations for the 2019 Shop with a Hero Event
Adopted Resolution 19-06 by consent roll call
9. Consider adopting a resolution approving an operating transfer from the Capital Project Fund-2018 Infrastructure Bonds to the Capital Project Fund-Grand Rapids Arts & Culture Projects.
Adopted Resolution 19-07 by consent roll call
10. Consider adopting a resolution declaring adequacy of petition and ordering preparation of report for Golf Course Road Utility Extension/Great River Acres, City Project 2019-1 and Grand Rapids/Cohasset Connection Trail, City Project 2019-3.
Adopted Resolution 19-08 by consent roll call
11. Consider approving the Workers Compensation coverage through Berkley Administration.
Approved by consent roll call
12. Consider authorizing staff to accept low quote for all overhead doors at Fire Hall and Police Department garage attached to the Fire Hall.
Approved by consent roll call
13. Consider approving an agreement with John Dimich to provide criminal prosecution.
Approved by consent roll call
14. Consider adopting new wage schedule for Part-time, Seasonal, and Temporary employees effective January 1, 2019.
Approved by consent roll call
15. Consider authorizing Public Works Department to solicit quotes and accept low quote for demolition of hazardous building and clean up of property located at 604 NE 9th Ave.
Approved by consent roll call
16. Consider approving temporary liquor licenses for MacRostie Art Center First Friday events.
Approved by consent roll call
17. Consider approving amendments to Hazmat Response Contract with State of Minnesota
Approved by consent roll call
18. Consider entering into an agreement with Loren Solberg Consulting, LLC, for

professional lobbying services related to State legislative issues.

Approved by consent roll call

19. Consider approving the hiring of a regular part-time employee at the Grand Rapids Park and Recreation Department and the IRA Civic Center.

Approved by consent roll call

20. Consider adopting a resolution approving LG214 Premises Permit application for Nashwauk Fire Relief Association.

Adopted Resolution 19-09 by consent roll call

21. Consider accepting resignation submitted by John Connelly from the Arts & Culture Commission.

Noted correction to term expiration date.

Approved by consent roll call

22. Consider a resolution requesting authorization from the State to impose a local sales and use tax contingent upon passage of a local referendum.

Adopted Resolution 19-10 by consent roll call

23. Consider amending the shared services agreement with the Public Utilities Commission for Systems Management

Approved by consent roll call

Approval of the Consent Agenda

A motion was made by Councilor Connelly, seconded by Councilor Christy, to approve the Consent agenda as presented. The motion carried by the following vote

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

SETTING OF REGULAR AGENDA

A motion was made by Councilor Dale Christy, seconded by Councilor Rick Blake, approving with amendments noted in Worksession. The motion PASSED by unanimous vote.

ACKNOWLEDGE BOARDS & COMMISSIONS

24. Acknowledge approved minutes for Boards & Commissions.

Acknowledge Boards and Commissions

ENGINEERING

- 24a.** Consider adopting a resolution and approving a grant agreement with Minnesota Department of Transportation and a Cooperative Agreement with the St. Louis and Lake Counties Regional Rail Authority for the Minnesota Iron Range Rail Study
- City Engineer Wegwerth presented background information on the grant awarded in 2017, the balance of funds and grant requirements.*
- A motion was made by Councilor Blake, seconded by Councilor Connelly, adopting Resolution 19-11, approving grant agreement with MNDOT and cooperative agreement with St. Louis & Lake Counties Regional Rail Authority for the MN Iron Range Rail study.. The motion carried by the following vote.**
- Aye** 5 - Councilor Dale Christy
Mayor Dale Adams
Councilor Rick Blake
Councilor Tasha Connelly
Councilor Michelle Toven

COMMUNITY DEVELOPMENT

- 25.** Consider approval of an engagement letter with Dahlen, Dwyer, Foley & Tinker for professional appraisal services for the Sports Complex LWCF Conversion
- A motion was made by Councilor Christy, seconded by Councilor Connelly, to approve engagement letter with Dahlen, Dwyer, Foley & Tinker for appraisal services for Sports Complex LWCF Conversion. The motion carried by the following vote.**
- Aye** 5 - Councilor Dale Christy
Mayor Dale Adams
Councilor Rick Blake
Councilor Tasha Connelly
Councilor Michelle Toven

- 26.** Consider authorizing a letter of commitment to participate in a Brownfields Assessment Coalition being organized by Arrowhead Regional Development Commission
- A motion was made by Councilor Tasha Connelly, seconded by Councilor Michelle Toven, authorizing committment letter for participation in Brownfields Assessment Coalition organized by ARDC. The motion PASSED by unanimous vote.**

FIRE DEPARTMENT

- 27.** Consider approving an agreement between the Minnesota DNR and the Grand Rapids Fire Department.
- A motion was made by Councilor Blake, seconded by Councilor Connelly, approving agreement with MN DNR for shipping containers. The motion carried by the following vote.**

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

ADMINISTRATION DEPARTMENT

28. Consider the appointment of Will Richter to the position of Director of Library Services.

Lynn DeGrio, Director of HR, presents recommendation of candidate to fill the Library Director position upon the retirement of Marcia Anderson, noting that Mr. Richter is currently the Reference Librarian and this appointment will create a vacancy. The job description for Reference Librarian has been updated and staff is requesting that the new job description be adopted, and authorize staff to begin the process of filling the vacancy.

A motion was made by Councilor Christy, seconded by Councilor Blake, appointing Will Richter to the position of Library Director, adopting the amended job description for the Reference Librarian and authorizing staff to begin the process of filling the vacancy. The motion carried by the following vote.

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

ADJOURNMENT

A motion was made by Councilor Tasha Connelly, seconded by Councilor Michelle Toven, to adjourn the meeting at 5:36 PM. The motion PASSED by unanimous vote.

Respectfully submitted:

Kimberly Gibeau
Kimberly Gibeau, City Clerk



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 19-0071 **Version:** 1 **Name:** VERIFIED CLAIMS
Type: Agenda Item **Status:** Verified Claims
File created: 1/24/2019 **In control:** City Council
On agenda: 1/28/2019 **Final action:**
Title: Consider approving the verified claims for the period January 8, 2019 to January 18, 2019 in the total amount of \$3,496,179.89, of which \$2,409,797.51 are bond debt service payments and \$130,000 are investments.

Sponsors:

Indexes:

Code sections:

Attachments: [COUNCIL BILL LIST 01-28-19.pdf](#)

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

Consider approving the verified claims for the period January 8, 2019 to January 18, 2019 in the total amount of \$3,496,179.89, of which \$2,409,797.51 are bond debt service payments and \$130,000 are investments.

Requested City Council Action

Make a motion approving the verified claims for the period January 8, 2019 to January 18, 2019 in the total amount of \$3,496,179.89, of which \$2,409,797.51 are bond debt service payments and \$130,000 are investments.

DATE: 01/24/2019
 TIME: 09:28:58
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 01/28/2019

| VENDOR # | NAME | AMOUNT DUE |
|--------------------------------------|------------------------------|------------|
| ----- | | |
| GENERAL FUND | | |
| ADMINISTRATION | | |
| 0920060 | ITASCA COUNTY TREASURER | 5,168.00 |
| 1309090 | MINERS INC | 25.32 |
| 1805230 | REESE RUBBER STAMP COMPANY | 30.00 |
| 1920065 | STAR TRIBUNE | 512.72 |
| TOTAL ADMINISTRATION | | 5,736.04 |
| BUILDING MAINTENANCE-CITY HALL | | |
| 0301685 | CARQUEST AUTO PARTS | 158.76 |
| 1405725 | NETWORK SERVICE COMPANY | 52.80 |
| TOTAL BUILDING MAINTENANCE-CITY HALL | | 211.56 |
| COMMUNITY DEVELOPMENT | | |
| 0914717 | INT'L CODE COUNCIL | 405.00 |
| TOTAL COMMUNITY DEVELOPMENT | | 405.00 |
| ENGINEERING | | |
| 1900225 | SEH | 1,998.75 |
| TOTAL ENGINEERING | | 1,998.75 |
| FINANCE | | |
| 0801661 | HARRIS | 2,837.00 |
| TOTAL FINANCE | | 2,837.00 |
| FIRE | | |
| 0401804 | DAVIS OIL INC | 142.22 |
| 0601690 | FASTENAL COMPANY | 14.45 |
| 1200500 | L&M SUPPLY | 93.53 |
| 1301014 | MACQUEEN EMERGENCY GROUP | 23,170.00 |
| 1315725 | THE MOTOR SHOP LLC | 50.00 |
| 1321527 | MUNICIPAL EMERGENCY SERVICES | 67.87 |
| 1903333 | ISD #318 PRINT SHOP | 45.00 |
| 2300600 | W.P. & R.S. MARS COMPANY | 89.98 |
| TOTAL FIRE | | 23,673.05 |

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/28/2019

| VENDOR # | NAME | AMOUNT DUE |
|-------------------|-------------------------------|------------|
| ----- | | |
| GENERAL FUND | | |
| PUBLIC WORKS | | |
| 0100046 | ASV HOLDINGS INC | 1,949.59 |
| 0120725 | ATTACHMENTS DIRECT LLC | 600.18 |
| 0121721 | AUTO VALUE - GRAND RAPIDS | 122.98 |
| 0221650 | BURGGRAF'S ACE HARDWARE | 45.98 |
| 0301685 | CARQUEST AUTO PARTS | 75.58 |
| 0305520 | CENTRAL PARTS WAREHOUSE | 210.33 |
| 0315455 | COLE HARDWARE INC | 129.59 |
| 0401804 | DAVIS OIL INC | 5,165.62 |
| 0513233 | EMERGENCY AUTOMOTIVE TECH INC | 137.46 |
| 0514802 | ENVIROTECH SERVICES INC | 5,230.32 |
| 0601690 | FASTENAL COMPANY | 740.03 |
| 1201434 | LAKE WOODS CHRYSLER | 124.01 |
| 1315690 | MORTON SALT | 5,755.01 |
| 1421155 | NUCH'S IN THE CORNER | 236.00 |
| 1612045 | PLAGEMANNS LANDSCAPING INC | 3,480.00 |
| 1621130 | P.U.C. | 1,037.38 |
| 2015600 | TOPIARY ART WORK | 924.11 |
| 2209421 | VIKING ELECTRIC SUPPLY INC | 12.36 |
| | TOTAL PUBLIC WORKS | 25,976.53 |
| FLEET MAINTENANCE | | |
| 0301685 | CARQUEST AUTO PARTS | 117.70 |
| 1301720 | MATCO TOOLS | 109.95 |
| 1605740 | PETROCHOICE HOLDINGS INC | 462.72 |
| | TOTAL FLEET MAINTENANCE | 690.37 |
| POLICE | | |
| 0301685 | CARQUEST AUTO PARTS | 285.90 |
| 0920048 | ITASCA COUNTY HEALTH & | 1,650.00 |
| 1605665 | PERSONNEL DYNAMICS LLC | 692.55 |
| 1909650 | SIRCHIE FINGER PRINT INC | 106.88 |
| 1920233 | STREICHER'S INC | 989.83 |
| 2215655 | VORTEX OPTICS | 2,039.99 |
| | TOTAL POLICE | 5,765.15 |
| CENTRAL SCHOOL | | |
| 0405223 | DEER RIVER HIRED HANDS INC | 90.00 |
| 0718000 | GRAND RAPIDS ARTS | 240.00 |
| 1401650 | NARDINI FIRE EQUIPMENT CO INC | 225.00 |

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/28/2019

| VENDOR # | NAME | AMOUNT DUE |
|-----------------------------|-------------------------------|------------|
| ----- | | |
| CENTRAL SCHOOL | | |
| 1405725 | NETWORK SERVICE COMPANY | 80.71 |
| 1908248 | SHERWIN-WILLIAMS | 43.34 |
| | TOTAL | 679.05 |
| AIRPORT | | |
| 0301705 | CASPER CONSTRUCTION INC | 315.00 |
| 0315455 | COLE HARDWARE INC | 78.49 |
| 0405244 | DEER RIVER TRUCKING | 303.00 |
| 0504825 | EDWARDS OIL INC | 731.13 |
| 0801450 | HALI-BRITE INC | 293.21 |
| 0801535 | HAMMERLUND CONSTRUCTION INC | 330.00 |
| 1105444 | KELLER FENCE COMPANY | 580.00 |
| | TOTAL | 2,630.83 |
| CIVIC CENTER | | |
| GENERAL ADMINISTRATION | | |
| 0113233 | AMERIPRIDE SERVICES INC | 132.42 |
| 0405223 | DEER RIVER HIRED HANDS INC | 90.00 |
| 0501656 | EARTHGRAINS COMPANY INC, THE | 126.48 |
| 0715435 | GOLD MEDAL PRODUCTS CO | 627.40 |
| 1209302 | LIGHTNING BOOSTER CLUB | 144.75 |
| 1309090 | MINERS INC | 25.23 |
| 1309240 | MINNESOTA ICE ARENA MANAGERS | 200.00 |
| 1405725 | NETWORK SERVICE COMPANY | 404.49 |
| 1415533 | NORTHLAND FLOORING & DESIGN | 995.00 |
| 1605611 | PEPSI BEVERAGES COMPANY | 2,383.64 |
| 1615423 | POKEGAMA ELECTRIC INC | 1,996.50 |
| 1800655 | R & R SPECIALTIES INC | 446.75 |
| 1801610 | RAPIDS PLUMBING & HEATING INC | 214.00 |
| 1901535 | SANDSTROM'S INC | 2,912.36 |
| 1905150 | SECURITY ACCESS CONTROL | 105.00 |
| 2116600 | UPPER LAKE FOODS INC | 2,014.80 |
| 2209421 | VIKING ELECTRIC SUPPLY INC | 2,303.62 |
| T000239 | GRAND RAPIDS/GREENWAY SWIM | 135.10 |
| | TOTAL GENERAL ADMINISTRATION | 15,257.54 |
| DOMESTIC ANIMAL CONTROL FAC | | |
| 0113233 | AMERIPRIDE SERVICES INC | 30.00 |

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/28/2019

| VENDOR # | NAME | AMOUNT DUE |
|-------------------------------|---------------------|------------|
| ----- | | |
| DOMESTIC ANIMAL CONTROL FAC | | |
| | TOTAL | 30.00 |
| GO RFDG BONDS 2017B | | |
| 2100265 | U.S. BANK | 473,224.50 |
| | TOTAL | 473,224.50 |
| 2009D GO EQPT CERTIFICATE | | |
| 2305447 | WELLS FARGO BANK NA | 138,273.75 |
| | TOTAL | 138,273.75 |
| GO IMP BONDS 2009C | | |
| 2305447 | WELLS FARGO BANK NA | 374,745.00 |
| | TOTAL | 374,745.00 |
| GO IMP, CIP & REFUNDING 2010A | | |
| 2305447 | WELLS FARGO BANK NA | 62,837.50 |
| | TOTAL | 62,837.50 |
| GO IMP & RFNDING BONDS 2011B | | |
| 2305447 | WELLS FARGO BANK NA | 129,545.00 |
| | TOTAL | 129,545.00 |
| GO IMPROVEMENT BONDS 2012A | | |
| 2305447 | WELLS FARGO BANK NA | 165,058.75 |
| | TOTAL | 165,058.75 |

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 01/28/2019

| VENDOR # | NAME | AMOUNT DUE |
|------------------------------|--------------------------|------------|
| ----- | | |
| GO IMP REFNDING BONDS-2013A | | |
| 2305447 | WELLS FARGO BANK NA | 203,202.50 |
| | TOTAL | 203,202.50 |
| GO IMPRV RECONST BONDS 2013B | | |
| 2100265 | U.S. BANK | 294,193.75 |
| | TOTAL | 294,193.75 |
| GO IMP BONDS 2014A | | |
| 2100265 | U.S. BANK | 259,211.26 |
| | TOTAL | 259,211.26 |
| GO IMPRV RECONST BONDS 2016A | | |
| 2100265 | U.S. BANK | 150,880.00 |
| | TOTAL | 150,880.00 |
| GO IMPRV RECONST BONDS 2017A | | |
| 2100265 | U.S. BANK | 123,487.50 |
| | TOTAL | 123,487.50 |
| 1ST AVE CONDO ABATEMENT | | |
| 0100000 | 1ST AVE CONDOMINIUMS LLC | 21,776.12 |
| | TOTAL | 21,776.12 |
| TIF 1-8 LAKEWOOD APTS | | |
| 1201450 | LAKEWOOD HEIGHTS | 15,964.25 |
| | TOTAL | 15,964.25 |

DATE: 01/24/2019
 TIME: 09:28:58
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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 01/28/2019

| VENDOR # | NAME | AMOUNT DUE |
|--------------------------------|-------------------------------------|------------|
| ----- | | |
| TIF 1-6 OLD HOSPITAL BONDS | | |
| 2100265 | U.S. BANK | 35,138.00 |
| | TOTAL | 35,138.00 |
| TIF 1-7 BLK 37 REDEVELOPMENT | | |
| 0718070 | GRAND RAPIDS STATE BANK | 7,547.00 |
| | TOTAL | 7,547.00 |
| TIF 1-6 OLD HOSP HSING PAYGO | | |
| 0717989 | GRAND PLAZA HOUSING | 12,413.52 |
| | TOTAL | 12,413.52 |
| TIF 1-10 RIVER HILLS APT | | |
| 1809793 | RIVER HILLS APTS OF GR, LLLP | 14,155.27 |
| | TOTAL | 14,155.27 |
| TIF 1-9 MAJESTIC PINES | | |
| 1301400 | MAJESTIC PINES GRAND LLC | 19,408.13 |
| | TOTAL | 19,408.13 |
| GENERAL CAPITAL IMPRV PROJECTS | | |
| 2010-5 MS RIVER PD BRIDGE | | |
| 1815125 | ROBERT R SCHROEDER CONST INC | 9,980.41 |
| 1900225 | SEH | 6,043.50 |
| | TOTAL 2010-5 MS RIVER PD BRIDGE | 16,023.91 |
| ISD#318 LAND SALES & EXCHANGE | | |
| 1105530 | KENNEDY & GRAVEN | 646.00 |
| | TOTAL ISD#318 LAND SALES & EXCHANGE | 646.00 |

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/28/2019

| VENDOR # | NAME | AMOUNT DUE |
|--------------------------------------------|-----------------------------|----------------|
| ----- | | |
| GR ARTS & CULTURE CPTL PRJS | | |
| T001219 | DIAMOND MARIE KNISPEN | 375.00 |
| T001220 | GOODSPACE MURALS | 375.00 |
| T001221 | MILLIGAN STUDIO | 375.00 |
| T001222 | GREG MUELLER | 375.00 |
| T001223 | AARON SQUADRONI | 375.00 |
| T001224 | ADAM SWANSON | 375.00 |
| TOTAL | | 2,250.00 |
| 2018 INFRAST/CPT MNT IMP BONDS | | |
| 2018 NE IMPROVEMENTS | | |
| 1900225 | SEH | 1,719.20 |
| TOTAL 2018 NE IMPROVEMENTS | | 1,719.20 |
| 2019 INFRASTRUCTURE BONDS | | |
| 2019-1 GLF COURSE RD UTIL EXT | | |
| 1900225 | SEH | 42,485.00 |
| TOTAL 2019-1 GLF COURSE RD UTIL EXT | | 42,485.00 |
| 2019-2 COHASSET TRAIL | | |
| 1900225 | SEH | 3,405.52 |
| TOTAL 2019-2 COHASSET TRAIL | | 3,405.52 |
| STORM WATER UTILITY | | |
| 0301705 | CASPER CONSTRUCTION INC | 1,785.00 |
| 0315455 | COLE HARDWARE INC | 23.97 |
| 0401804 | DAVIS OIL INC | 2,185.04 |
| 0405244 | DEER RIVER TRUCKING | 1,717.00 |
| 0801535 | HAMMERLUND CONSTRUCTION INC | 1,760.00 |
| 2009725 | TITAN MACHINERY INC | 1,463.30 |
| TOTAL | | 8,934.31 |
| TOTAL UNPAID TO BE APPROVED IN THE SUM OF: | | \$2,662,416.61 |
| CHECKS ISSUED-PRIOR APPROVAL | | |
| PRIOR APPROVAL | | |
| 0114210 | D. ANDERSON - CHANGE FUND | 7,200.00 |
| 0114213 | STEVE ANDERSON | 250.00 |

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/28/2019

| VENDOR # | NAME | AMOUNT DUE |
|------------------------------|--------------------------------|------------|
| ----- | | |
| CHECKS ISSUED-PRIOR APPROVAL | | |
| PRIOR APPROVAL | | |
| 0116600 | APPLE VALLEY, CITY OF | 1,311.00 |
| 0201356 | BRUCE BAIRD | 250.00 |
| 0201750 | EVERETT BAUMGARNER | 250.00 |
| 0205225 | ANTHONY BEER | 250.00 |
| 0205640 | LEAGUE OF MN CITIES INS TRUST | 195,936.00 |
| 0218359 | MARTY BRINK | 250.00 |
| 0218755 | CHARLES BRUEMMER | 450.00 |
| 0301650 | JEFF CARLSON | 925.00 |
| 0305530 | CENTURYLINK QC | 259.00 |
| 0308659 | DALE R. CHRISTY | 69.60 |
| 0315470 | JAMES COLUMBUS | 269.00 |
| 0409655 | TIMOTHY DIRKES | 925.00 |
| 0504615 | JUSTIN EDMUNDSON | 925.00 |
| 0609700 | CARL EDWARD FISCHER | 250.00 |
| 0618230 | FRESHWATER SOCIETY | 290.00 |
| 0718015 | GRAND RAPIDS CITY PAYROLL | 271,371.47 |
| 0718070 | GRAND RAPIDS STATE BANK | 65.00 |
| 0800076 | HSA BANK | 8,000.00 |
| 0815440 | HOLIDAY STATIONSTORES LLC | 50.03 |
| 0815545 | LARRY HOOPMAN | 250.00 |
| 0900060 | ICTV | 18,170.85 |
| 0920055 | ITASCA COUNTY RECORDER | 40.00 |
| 1115230 | KEVIN KOETZ | 250.00 |
| 1201827 | LAW ENFORCEMENT EXECUTIVE | 1,390.00 |
| 1205090 | LEAGUE OF MINNESOTA CITIES | 245.00 |
| 1205105 | GREG LEASE | 925.00 |
| 1209516 | LINCOLN NATIONAL LIFE | 1,478.05 |
| 1209527 | JOHN R. LINDER | 35.00 |
| 1221520 | SHERRIE LUNDQUIST | 250.00 |
| 1301146 | MARCO TECHNOLOGIES, LLC | 1,056.55 |
| 1301262 | BRIAN MATTSON | 925.00 |
| 1303352 | MICHAEL J. MCINERNEY | 250.00 |
| 1305046 | MEDIACOM LLC | 11.55 |
| 1309098 | MINNESOTA MN IT SERVICES | 443.80 |
| 1309113 | MINNESOTA DEPT OF AGRICULTURE | 10.00 |
| 1309199 | MINNESOTA ENERGY RESOURCES | 4,211.22 |
| 1309332 | MN STATE RETIREMENT SYSTEM | 2,520.00 |
| 1309335 | MINNESOTA REVENUE | 2,082.80 |
| 1309357 | STATE OF MINNESOTA | 64.00 |
| 1309375 | MINNESOTA UNEMPLOYMENT COMP FD | 6,971.66 |
| 1315295 | CHAD MOEN | 250.00 |
| 1315630 | ASHLEY MORAN | 925.00 |
| 1315650 | ANDY MORGAN | 925.00 |
| 1315665 | KELLY MORRIS | 624.62 |
| 1325445 | RANDY MYHRER | 450.00 |
| 1405435 | JEREMY NELSON | 925.00 |

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CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 01/28/2019

| VENDOR # | NAME | AMOUNT DUE |
|---------------------------------------------|-------------------------------|--------------|
| ----- | | |
| CHECKS ISSUED-PRIOR APPROVAL | | |
| PRIOR APPROVAL | | |
| 1405550 | NEOPOST USA INC | 1,000.00 |
| 1405850 | NEXTERA COMMUNICATIONS LLC | 443.59 |
| 1415026 | MICHELLE NORRIS | 925.00 |
| 1502645 | GARY O'BRIEN | 925.00 |
| 1516220 | OPERATING ENGINEERS LOCAL #49 | 105,424.00 |
| 1518550 | MATTHEW O'ROURKE | 925.00 |
| 1520720 | KEVIN OTT | 925.00 |
| 1609561 | PIONEER TELEPHONE | 9.79 |
| 1615500 | SHAUN POMPLUN | 925.00 |
| 1621130 | P.U.C. | 44,200.78 |
| 1800125 | RBC WEALTH MANAGEMENT | 130,000.00 |
| 1801550 | RAPID GARAGE DOOR COMPANY INC | 41.00 |
| 1815225 | JEFF DAVID ROERICK | 925.00 |
| 1901820 | WILLIAM SAW | 925.00 |
| 1903557 | TROY SCOTT | 925.00 |
| 1909500 | TONY SIMONSON | 250.00 |
| 1913344 | HEATH SMITH | 925.00 |
| 1920231 | ROBERT STEIN | 925.00 |
| 2000100 | TASC | 30.60 |
| 2000490 | TDS Metrocom | 863.18 |
| 2209665 | VISA | 6,524.14 |
| 2309452 | JEFF ERIK WILSON | 250.00 |
| 2309538 | ALLEN WINDT | 250.00 |
| TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF: | | \$833,763.28 |
| TOTAL ALL DEPARTMENTS | | 3,496,179.89 |



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 19-0004 **Version:** 1 **Name:** Gen Fund Loan to Capital Equipment
Type: Agenda Item **Status:** Consent Agenda
File created: 12/27/2018 **In control:** City Council
On agenda: 1/28/2019 **Final action:**
Title: Consider adopting a resolution approving a loan to the Capital Equipment Replacement Fund in the amount of \$209,143.
Sponsors:
Indexes:
Code sections:
Attachments: [res-\\$209,143 internal loan from 101 to 407](#)

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

Consider adopting a resolution approving a loan to the Capital Equipment Replacement Fund in the amount of \$209,143.

Background Information:

Part of the 2018 Capital Equipment Plan was to fund several major purchases with an internal loan from the General Fund to the Capital Equipment Replacement Fund. The items to be purchased were an inspection truck for Community Development, police squad car, backhoe replacement and turf lawn mower for public works. The total 2018 purchases were \$209,143. We are requesting Council approval of an internal loan from the General Fund to the Capital Equipment Replacement Fund in the amount of \$209,143. The cumulative total on the internal loan amount will be \$1,015,192 if the Council approves the internal loan.

Staff Recommendation:

Staff recommends adopting a resolution approving a loan to the Capital Equipment Replacement Fund in the amount of \$209,143 for a term of six years with an interest rate for 2019 of .50% and adjusting the annual interest rate by adding .25% to the City's previous year's average interest rate on investments as of December 31, 2018.

Requested City Council Action

Consider adopting a resolution approving a loan to the Capital Equipment Replacement Fund in the amount of \$209,143 for a term of six years with an interest rate for 2019 of .50% and adjusting the annual interest rate by adding .25% to the City's previous year's average interest rate on investments as of December 31, 2018.

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

RESOLUTION NO. 19-
A RESOLUTION APPROVING A LOAN TO THE CAPITAL EQUIPMENT
REPLACEMENT FUND FROM THE GENERAL FUND IN THE AMOUNT OF \$209,143
FOR A TERM OF SIX YEARS AT AN INTEREST RATE OF .50% FOR 2019 AND
ADJUSTING THE ANNUAL INTEREST RATE BY ADDING .25% TO THE CITY'S
PREVIOUS YEAR'S AVERAGE INTEREST RATE ON INVESTMENTS

WHEREAS, part of the 2018 Capital Equipment Plan was to fund several major purchases with an internal loan from the General Fund to the Capital Equipment Replacement Fund, and

WHEREAS, the items to be purchased were a squad car for the Police Department, an inspection truck for Community Development, a backhoe and a turf mower for Public Works, and

WHEREAS, the total amount of the purchases were \$209,143,

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, approves an internal loan from the General Fund to the Capital Equipment Replacement Fund in the amount of \$209,143 for a term of six years at an interest rate of .50% for 2019 and adjusting the annual interest rate by adding .25% to the City's previous year's average interest rate on investments as of December 31, 2018.

Adopted this 14th day of January 2019

Dale Adams, Mayor

Attest:

Kim Johnson-Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 19-0056 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Consent Agenda
File created: 1/14/2019 **In control:** City Council
On agenda: 1/28/2019 **Final action:**
Title: Consider voiding lost Accounts Payable check #137411, issue a new check, and waiving bond requirements for check issued to Ashley Brubaker in the amount of \$273.60.

Sponsors:

Indexes:

Code sections:

Attachments: [Brubaker Affidavit.pdf](#)

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

Consider voiding lost Accounts Payable check #137411, issue a new check, and waiving bond requirements for check issued to Ashley Brubaker in the amount of \$273.60.

Background Information:

Accounts payable check #137411 issued to Ashley Brubaker on December 18, 2018 has been destroyed. Ashley Brubaker has completed an Affidavit of Lost Check.

Requested City Council Action

Make a motion to void lost Accounts Payable check #137411, issue a new check, and waiving bond requirements for check issued to Ashley Brubaker in the amount of \$273.60.

AFFIDAVIT

STATE OF) Minnesota

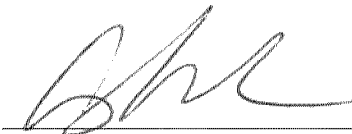
) SS

COUNTY OF) Itasca

ASHLEY BRUBAKER, being first duly sworn on oath, states that he/she resides at **34404 WOLFPACK PATH, GRAND RAPIDS, MN, 55744** and that he/she is the payee named in a check number **137411**, issued to **ASHLEY BRUBAKER**, drawn by **CITY OF GRAND RAPIDS** dated **12/18/18**, for the sum of **\$273.60**; 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:

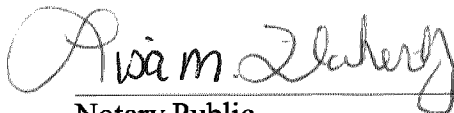
Accidentally threw away

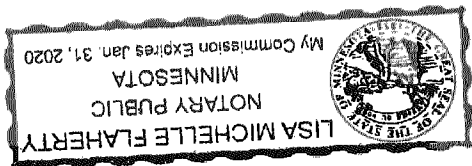
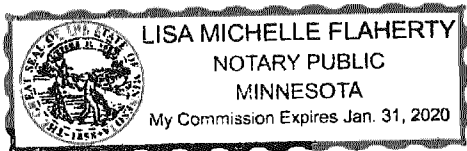
I am making this Affidavit in conjunction with my request that the **CITY OF GRAND RAPIDS** issue a duplicate check. I understand that I make this Affidavit under oath and that I may be subject to criminal penalty if my statements in this Affidavit are false.

SIGNED 

Subscribed and sworn to before me

This 11th day of January, 2019.


Notary Public





CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 19-0057 **Version:** 1 **Name:** Operating Transfer from PIR to Series 2012B
Type: Agenda Item **Status:** Consent Agenda
File created: 1/15/2019 **In control:** City Council
On agenda: 1/28/2019 **Final action:**
Title: Consider authorizing an operating transfer from Capital Fund-Permanent Improvement Revolving Fund to the Debt Service Fund-General Obligation State Aid Bonds, Series 2012B.

Sponsors:

Indexes:

Code sections:

Attachments: [Operating transfer to 362 \\$5,000](#)

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

Consider authorizing an operating transfer from Capital Fund-Permanent Improvement Revolving Fund to the Debt Service Fund-General Obligation State Aid Bonds, Series 2012B.

Background Information:

In April 2012, the City issued General Obligation State-Aid Bonds, Series 2012B to help finance improvements related to the 4th Street Southeast/Southwest project, Horseshoe/Isleview and 19th Avenue Rail project. The annual fees on the 2012B bond exceed the annual interest and are not part of the reimbursement by the State. The State-Aid funds in the Debt Service, Series 2012B currently has a deficit of approximately \$354.00.

Staff Recommendation:

Staff recommends authorizing an operating transfer from Capital Fund-Permanent Improvement Revolving Fund to the Debt Service Fund-General Obligation State Aid Bonds, Series 2012B.

Requested City Council Action

Make a motion authorizing an operating transfer from Capital Fund-Permanent Improvement Revolving Fund to the Debt Service Fund-General Obligation State Aid Bonds, Series 2012B in in the amount of \$5,000 as of December 31, 2018.

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

RESOLUTION NO. 19-
A RESOLUTION AUTHORIZING AN OPERATING TRANSFER FROM CAPITAL FUND-
PERMANENT IMPROVEMENT REVOLVING FUND TO THE DEBT SERVICE FUND-
GENERAL OBLIGATION STATE AID BOND, SERIES 2012B IN THE AMOUNT OF
\$5,000 AS OF DECEMBER 31, 2018

WHEREAS, in 2012, the City issued General Obligation State-Aid Bonds, Series 2012B to help finance improvements related to the 4th Street Southeast/Southwest project, Horseshoe/Isleview and 19th Avenue Rail project, and

WHEREAS, the annual fees on the 2012B bond exceed the annual interest and are not part of the reimbursement by the State, and

WHEREAS, the State-Aid Debt Service, Series 2012B has a deficit fund balance,

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, authorizes an operating transfer of \$5,000 from Capital Fund-Permanent Improvement Revolving Fund to the Debt Service Fund- General Obligation State-Aid Bond Series 2012B as of December 31, 2018.

Adopted this 28th day of January 2019.

Dale Adams, Mayor

Attest:

Kim Johnson-Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 19-0058 **Version:** 1 **Name:** Operating Transfer 7th Ave Bridge to Ped Bridge
Type: Agenda Item **Status:** Consent Agenda
File created: 1/15/2019 **In control:** City Council
On agenda: 1/28/2019 **Final action:**

Title: Consider adopting a resolution approving an operating transfer from the Capital Project Fund-7th Avenue Bridge Rehabilitation to the Capital Project Fund-General Capital Improvements.

Sponsors:

Indexes:

Code sections:

Attachments: [\\$300,000 operating transfer from 431to401-Ped Bridge](#)

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

Consider adopting a resolution approving an operating transfer from the Capital Project Fund-7th Avenue Bridge Rehabilitation to the Capital Project Fund-General Capital Improvements.

Background Information:

The City Council was awarded \$750,000 by the State Legislature which finalized the funding package for CP2010-5, Mississippi River Pedestrian Bridge. The proposed \$1,800,000 project will be funded with the following sources:
GO Bond Funds-\$750,000
Federal Transportation Enhancement (TE) Funds-\$653,000
Local Funds-\$407,616

At the June 12, 2017 City Council meeting, the Council approved a contract for design and construction engineering services with SEH, Inc. On July 2, 2018 the City Council approved entering into an agreement by resolution with the State of Minnesota for CP2010-5, Mississippi River Pedestrian Bridge.

Staff Recommendation:

Staff recommends adopting a resolution approving an operating transfer from the Capital Project Fund-7th Avenue Bridge Rehabilitation to the Capital Project Fund-General Capital Improvements in the amount of \$300,000 as of December 31, 2018.

Requested City Council Action

Consider adopting a resolution approving an operating transfer from the Capital Project Fund-7th Avenue Bridge Rehabilitation to the Capital Project Fund-General Capital Improvements in the amount of \$300,000 as of December 31, 2018.

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

RESOLUTION NO. 19-

A RESOLUTION AUTHORIZING AN OPERATING TRANSFER FROM THE CAPITAL PROJECT FUND- 7TH AVE BRIDGE REHABILITATION TO THE CAPITAL PROJECT FUND-GENERAL CAPITAL IMPROVEMENTS IN THE AMOUNT OF \$300,000

WHEREAS, the City Council was awarded \$750,000 by the State Legislature which finalized the funding package for CP 2010-5, Mississippi River Pedestrian Bridge and

WHEREAS, at the June 12, 2017 City Council meeting, the Council approved a contract for design and construction engineering services with SEH, Inc., and

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Grand Rapids, Itasca County, Minnesota, authorizes an operating transfer from the Capital Project Fund- 7th Ave Bridge Rehabilitation to the Capital Project Fund-General Capital Improvements in the amount of \$300,000, for expenditures as of December 31, 2018.

Adopted this 28th day of January 2019.

Dale Adams, Mayor

Attest:

Kim Johnson-Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 19-0063 **Version:** 1 **Name:** CP 2019-1 Receive Feasibility Report
Type: Agenda Item **Status:** Consent Agenda
File created: 1/22/2019 **In control:** City Council
On agenda: 1/28/2019 **Final action:**
Title: Consider adopting a resolution receiving the feasibility report for CP 2019-1, Golf Course Road Utility Extension-Great River Acres and CP 2019-2 Grand Rapids-Cohasset Connection Trail.
Sponsors:
Indexes:
Code sections:
Attachments: [1-28-19 Resolution - CP 2019-1 Rec Feasb Report](#)
[2019-1 feasibility report](#)

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

Consider adopting a resolution receiving the feasibility report for CP 2019-1, Golf Course Road Utility Extension-Great River Acres and CP 2019-2 Grand Rapids-Cohasset Connection Trail.

Background Information:

Attached is the feasibility report for CP 2019-1, Golf Course Road Utility Extension-Great River Acres and CP 2019-2 Grand Rapids-Cohasset Connection Trail . The attached resolution will formally accept the report.

Staff Recommendation:

City staff is recommending a resolution receiving the feasibility report for CP 2019-1, Golf Course Road Utility Extension-Great River Acres and CP 2019-2 Grand Rapids-Cohasset Connection Trail.

Requested City Council Action

Make a motion approving a resolution receiving the feasibility report for CP 2019-1, Golf Course Road Utility Extension -Great River Acres and CP 2019-2 Grand Rapids-Cohasset Connection Trail.

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

RESOLUTION NO. 19-__

**A RESOLUTION RECEIVING THE REPORT
Golf Course Road Utility Extension-Great River Acres
Project 2019-1
and
Grand Rapids-Cohasset Connection Trail
Project 2019-2**

WHEREAS, a report has been prepared by the City Engineer with reference to the Golf Course Road Utility Extension-Great River Acres and Grand Rapids-Cohasset Connection Trail, and

WHEREAS, this report was received by the Council on January 28, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA:

1. The council will consider the above-mentioned improvement in accordance with the Feasibility Report and the assessment of benefiting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes Chapter 429 at an estimated total cost of the improvement of \$5,769,411.
2. A Public Hearing is not required in accordance with MN Statutes 429.031, subdivision 3, because 100% of the benefiting property owners have executed a petition for the proposed improvements.

Adopted by the Council this 28th day of January, 2019.

Dale Adams, Mayor

ATTEST:

Kim Johnson-Gibeau, City Clerk

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



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

Feasibility Report

For:

**Golf Course Road Utility Extension / Great River
Acres Development
City Project 2019-1**

(Golf Course Road, 22nd Avenue SW, 8th Street SW and Site Work)

**Grand Rapids / Cohasset Connection Trail
City Project 2019-2**

(Along County Road 76 and County Road 63)

January 28, 2019

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| TRAIL | 6 |
| ZONING | 7 |
| BENEFIT AREA | 8 |
| PROJECT SCHEDULE..... | 8 |
| PROJECT COST AND FINANCING..... | 9 |
| PROJECT NEED | 10 |
| COST EFFECTIVENESS | 10 |
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EXECUTIVE SUMMARY

City Projects 2019-1 (Golf Course Road Utility Extension and Great River Acres) and 2019-2 (Grand Rapids/Cohasset Connection Trail), involve the construction of street, sidewalk, trail, sanitary sewer, water main, street lighting, storm sewer, site grading, platting and associated appurtenances. The 2019-1 improvements are located along Golf Course Road, from 22nd Avenue SW to the east 1,150 feet, 22nd Avenue SW, from Golf Course Road to the north 1,000 feet, 8th Street SW, from County Road 76 to the east 1,050 feet, Great River Acres Development on the property generally located on parcel 91-030-1201. The 2019-2 improvements are located along County Road 76, from 8th Street SW to County Road 63 and along County Road 63, from County Road 76 to the Skelman Bridge. *The locations and detail associated with the proposed improvements are represented on the figures within the body of this report.*

The Engineering Departments opinion of cost for City Project 2019-1 and 2019-2 is as follows:

Opinion of Cost

| | |
|---------------------------|-------------|
| Construction Cost | \$4,192,299 |
| 10% Contingency | \$419,230 |
| Engineering | \$838,460 |
| Legal/Publishing/Easement | \$5,000 |
| Administration | \$83,846 |
| Cost of Issuance | \$167,692 |
| Arts and Culture | \$62,884 |
| Total Project Cost | \$5,769,411 |

In accordance with the City Special Assessment Policy, this project will be financed as follows:

Proposed Financing

| | |
|--------------------------|-------------|
| Assessments (1) | \$2,579,353 |
| Grants | \$400,000 |
| Other (City of Cohasset) | \$654,565 |
| G.O. Levy Bonding | \$2,135,494 |
| Total | \$5,769,411 |

- (1) \$1,315,925 of the assessments are levied against City properties and are not included in this amount. These assessments are included in the G.O. Levy Bonding.

This project is feasible. It will provide development and recreational opportunities within our community.

If you have any questions regarding this project, please contact me.

Regards,

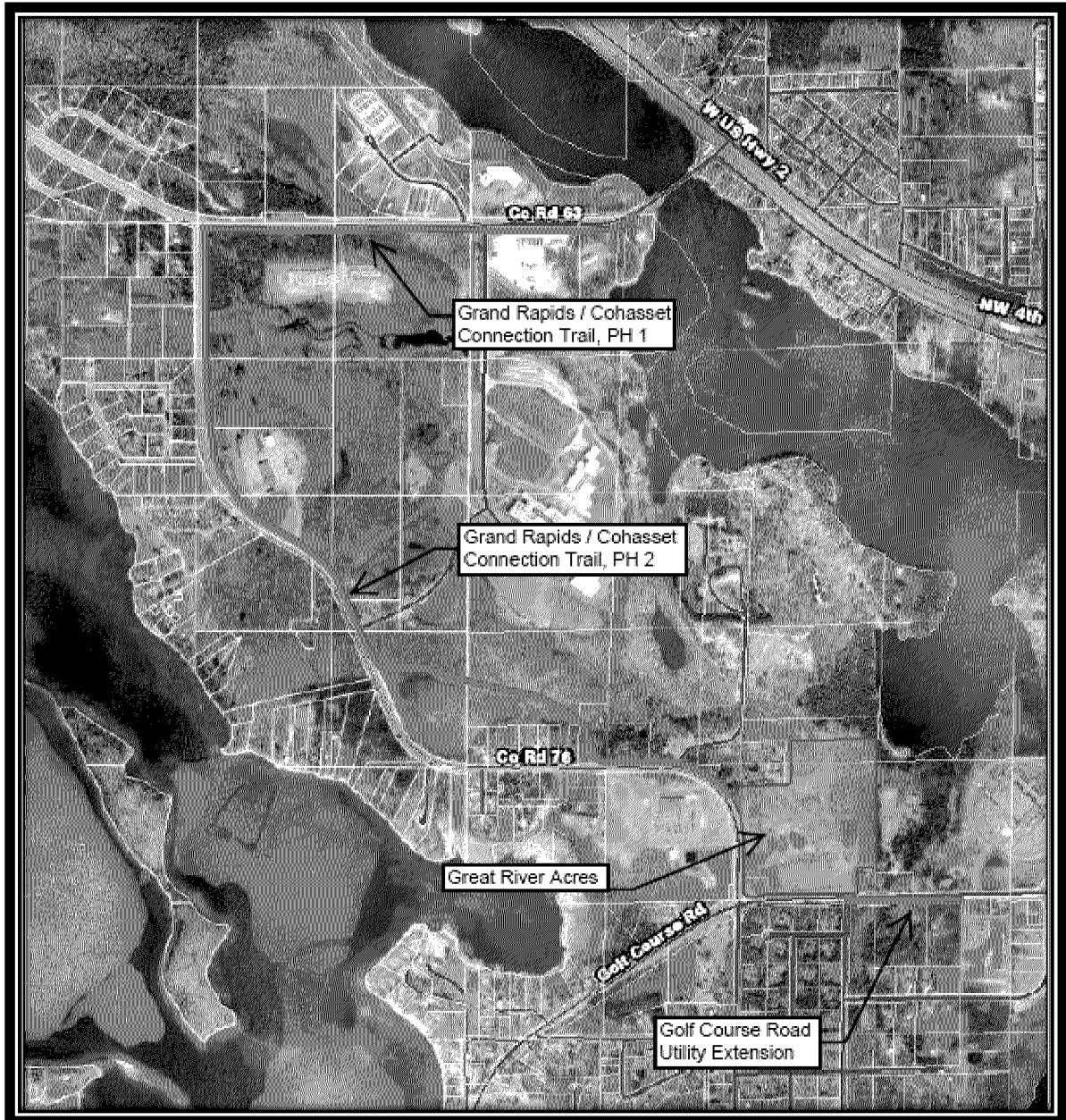
A handwritten signature in black ink that reads "Matt Wegwerth". The signature is written in a cursive style with a long horizontal stroke at the end.

Matt Wegwerth, PE
City Engineer

Cc: Tom Pagel, City Administrator
Barb Baird, Finance Director
Jeff Davies, Public Works Director
Julie Kennedy, GRPU General Manager

PROJECT BACKGROUND AND SCOPE

The project includes the development of infrastructure for the Great River Acres plat and the construction of a 10' wide multi-use trail. Work includes the construction of streets, sidewalk, trail, sanitary sewer, water main, street lighting, storm sewer and associated appurtenances. See figure below for general location and extent of work.



PROJECT INITIATION

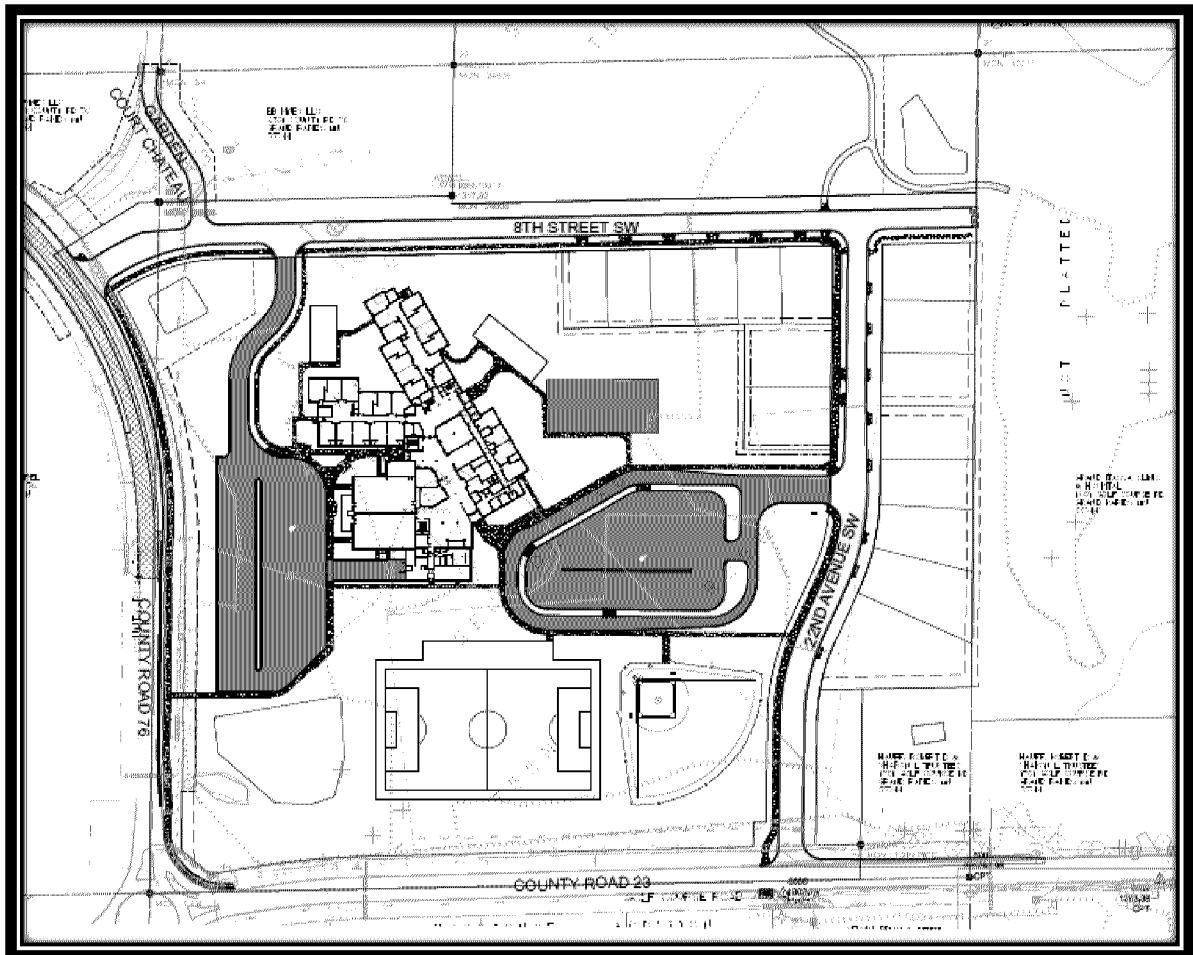
The developer (City of Grand Rapids) has submitted a petition containing 100% of the benefiting property ownership signatures. The benefiting area is the boundary of the preliminary plat of Great River Acres. The proposed development is under the current ownership of the City of Grand Rapids. With the petition, it is not necessary to give notice or hold a preliminary public hearing related to the project.

On January 14, 2019, the City Council passed a resolution ordering the preparation of this feasibility report. This project is considered a petition initiated project and would, therefore, require a favorable 3/5th vote of the City Council to advance.

PROJECT DESCRIPTION

STREET

Great River Acres, development will include the construction of two new streets, 22nd Avenue SW and 8th Street SW. These streets will serve as public access to the new development sites. Below is a figure that shows the layout of the site.



UTILITIES

Golf Course Road Utility Extension and Great River Acres Plat, utilities along Golf Course Road include the extension of sanitary sewer main and watermain from the current termini to the boundary of the Great River Acres Plat, which is near the intersection of 22nd Avenue SW. Included with these utilities is the construction of a new sanitary sewer lift station (figure 1). Utilities within the Great River Acres plat include the construction of storm sewer, sanitary sewer and watermain. These utilities will serve approximately 30.16 acres or 19 developable lots (figure 2).

Figure 1

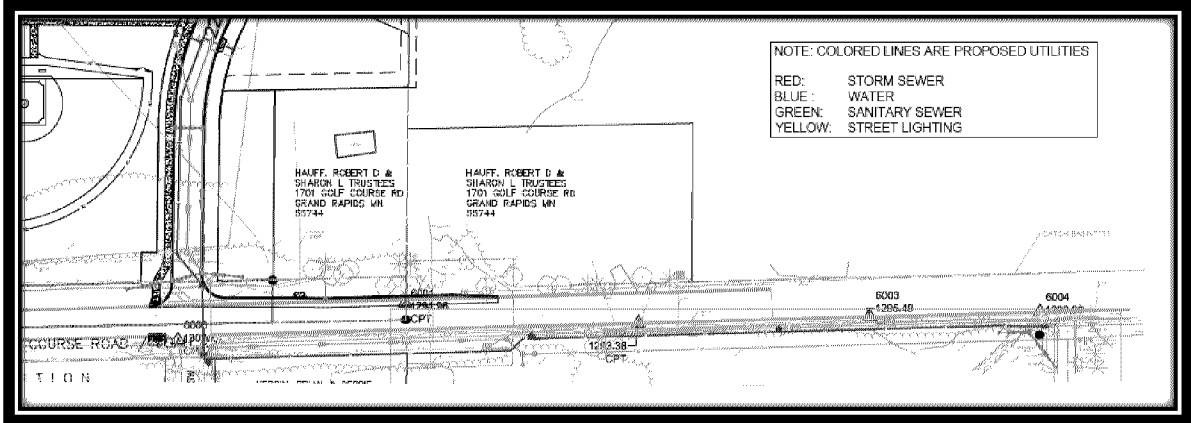
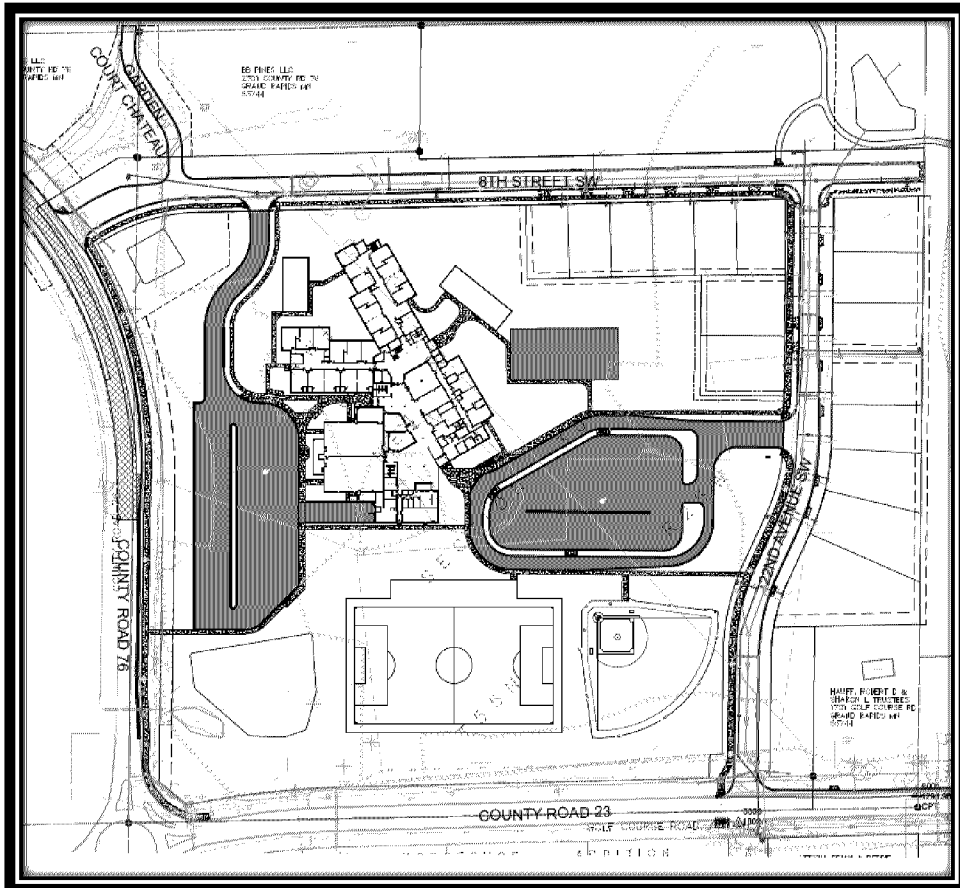
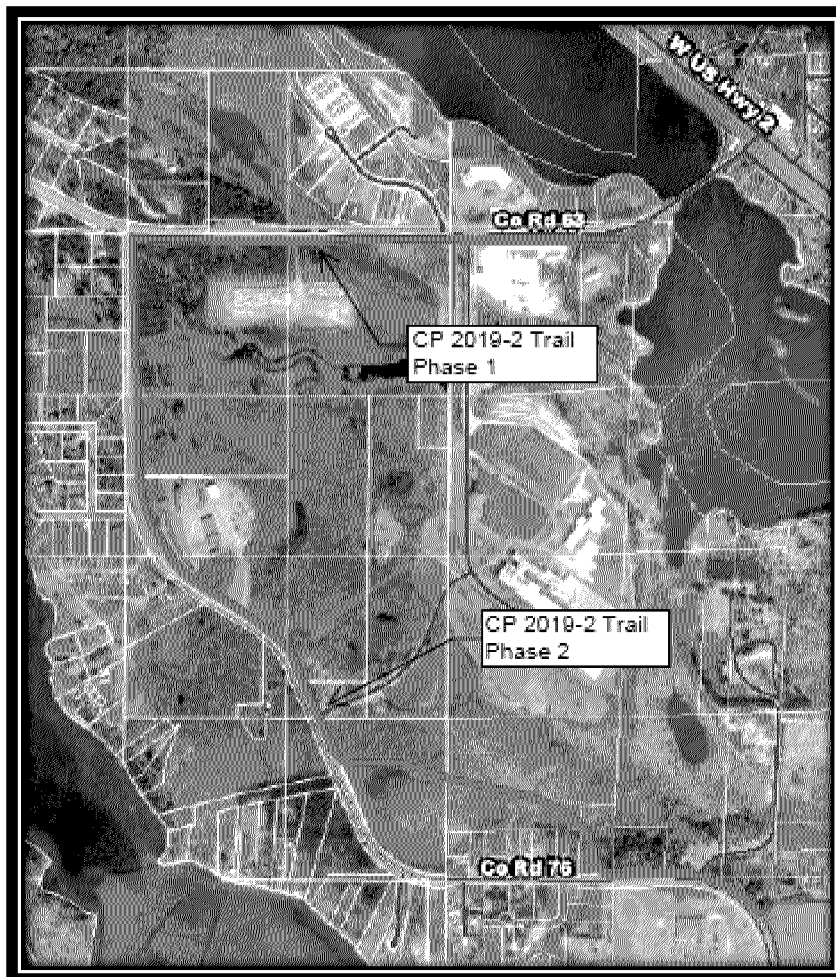


Figure 2



TRAIL

Grand Rapids / Cohasset Connection Trail, project extends along County Road 76 and County Road 63, starting at 8th Street SW and ending at the Skalman Bridge/Mississippi River. The 10' bituminous path would connect three trails that currently dead end at various locations, allowing residents and visitors greater access to our amenities. Those three individual trails (Sylvan Point trail, Tioga trail and Highway 2 trail) would be interconnected with the project, ultimately creating a loop from northern Grand Rapids to southern Grand Rapids. Additionally, this project has been supported by the City of Cohasset, as they have recognized the importance of this trail to both communities. Due to the size of the project, it is proposed that phase one will be constructed in 2019 and phase two will be constructed in 2020. Below is a map that shows the proposed location of the trail.



ZONING

The zoning within the project area is a mix of R-1 (One-Family Residence), SR-1 (Shoreland One-Family Residence), R-R (Rural Residential), R-3 (Multi-Family Residence, Medium Density), R-4 (Multi-Family Residence, High Density), Shoreland Public Use, Medical, Shoreland Medical, Industrial Park and Shoreland Industrial Park. The existing use of property is a mix of residential, public use and industrial, with the majority being undeveloped property. See zoning maps below.

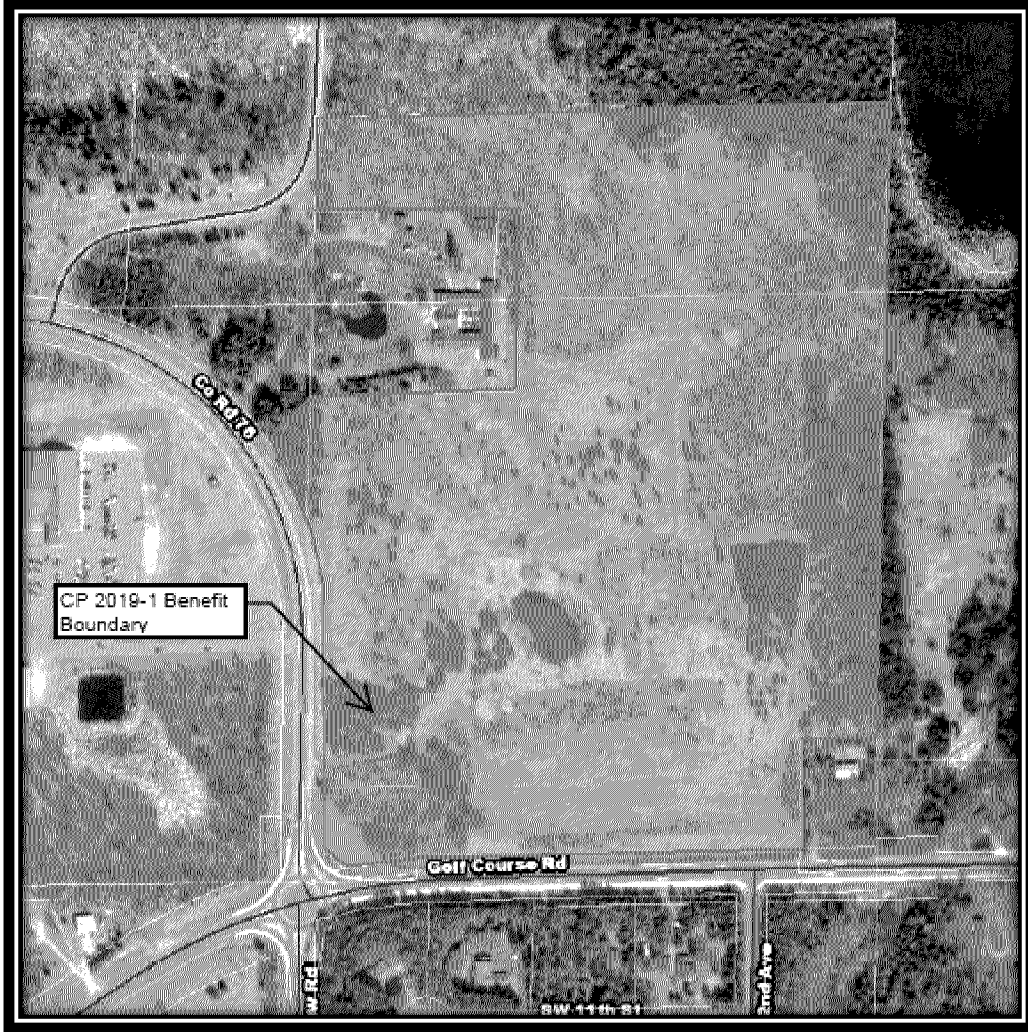


Zoning - Layer

| | | | |
|--|--------------------------------------------------------|--|--------------------------------------------|
| | R-1 - One-Family Residence | | M - Medical |
| | SR-1 - Shoreland One-Family Residence | | SM - Shoreland Medical |
| | SR-2 - Shoreland One and Two-Family Residence | | SI-1 - Shoreland Industrial Park |
| | R-3 - Multi-Family Residence (Medium Density) | | I-2 - General Industrial |
| | R-4 - Multi-Family Residence (High Density) | | SI-2 - Shoreland General Industrial Park |
| | SR-4 - Shoreland Multi-Family Residence (High Density) | | PU - Public Use |
| | RR - Rural Residential | | SPU - Shoreland Public Use |
| | SRR - Shoreland Rural Residential | | CD - Condominium |
| | SGB - Shoreland General Business | | Tax Parcels (1) - Grand Rapids Tax Parcels |

BENEFIT AREA

The benefit area for this project is identified below. The area is consistent with the Special Assessment Policy adopted on November 8, 1993, and amended on April 26, 2004, and December 8, 2008. (For detailed assessment calculations see Appendix B).



PROJECT SCHEDULE

The project is tentatively scheduled to advance as follows:

| | |
|--------------------------------------|-------------------|
| Feasibility Report to council | January 28, 2019 |
| Order Plans & Specifications | January 28, 2019 |
| Approve Plans and Advertise for Bids | February 11, 2019 |
| Open Bids | March 2019 |
| Award Contract | March/April 2019 |
| Construction Begins | Summer 2019 |
| Substantial Completion | Fall 2019 |

PROJECT COST AND FINANCING

The Engineering Departments opinion of cost for City Project 2019-1 follows:

Opinion of Cost

| | |
|------------------|--------------------|
| Construction | \$2,829,293 |
| 10% Contingency | \$282,929 |
| Engineering | \$565,859 |
| Legal/Publishing | \$5,000 |
| Administration | \$56,586 |
| Cost of Issuance | \$113,172 |
| Arts and Culture | \$42,439 |
| TOTAL | \$3,895,278 |

In accordance with the City Special Assessment Policy, this project will be financed as follows:

Proposed Financing

| | |
|-------------------|--------------------|
| Assessments (1) | \$2,579,353 |
| G.O. Levy Bonding | \$1,315,925 |
| TOTAL | \$3,895,278 |

(1) \$1,315,925 of the assessments are levied against City properties and are not included in this amount. These assessments are include in the G.O. Levy Bonding

The Engineering Departments opinion of cost for City Project 2019-2 follows:

Opinion of Cost

| | |
|------------------|--------------------|
| Construction | \$1,363,006 |
| 10% Contingency | \$136,301 |
| Engineering | \$272,601 |
| Administration | \$27,260 |
| Cost of Issuance | \$54,520 |
| Arts and Culture | \$20,445 |
| TOTAL | \$1,874,134 |

This project will be financed as follows:

Proposed Financing

| | |
|-------------------|--------------------|
| City of Cohasset | \$654,565 |
| Grants | \$400,000 |
| G.O. Levy Bonding | \$819,569 |
| TOTAL | \$1,874,134 |

PROJECT NEED

The City of Grand Rapids has a need for housing development opportunities as well as a goal to provide recreational opportunities to residents. This project meets both of these needs. Due to the size of the project, the work will be completed in various phases over the next several years. The Engineering Department supports the improvements as described in this report.

COST EFFECTIVENESS

The materials and methods that will be employed to construct these improvements have been proven to be a cost effective means by which to provide adequate pavements and utility mains.

APPENDIX A -Detailed Project Costs

| | |
|------------------------------|--------------------|
| Project Cost | |
| CONSTRUCTION COST | \$4,192,299 |
| 10% CONTINGENCY | \$419,230 |
| ENGINEERING | \$838,460 |
| LEGAL/PUBLISHING/EASE | \$5,000 |
| ADMINISTRATION | \$83,846 |
| COST OF ISSUANCE | \$167,692 |
| ARTS AND CULTURE | \$62,884 |
| Total Project Cost | \$5,769,411 |
| % Non-Construction | 37.62% |

| | |
|--------------------------|-----------------------|
| <u>Streets</u> | |
| Construction Cost | \$2,435,585.05 |
| Easements (trail) | \$60,000 |
| Non- Construction | \$938,821 |
| Total Streets | \$3,434,405.84 |

| | |
|---------------------------|------------------|
| <u>Storm Sewer</u> | |
| Construction Cost | \$410,705 |
| Non- Construction | \$154,504 |
| Total Storm Sewer | \$565,209 |

| | |
|--------------------------|--------------------|
| <u>Land</u> | |
| Platting | \$25,000.00 |
| Land Acquisition | \$45,000.00 |
| Easements | \$10,000.00 |
| Non- Construction | \$30,095 |
| Total Land | \$100,095 |

| | |
|-----------------------------------|------------------|
| <u>Sanitary Sewer Main</u> | |
| Construction Cost | \$600,485 |
| Non- Construction | \$225,898 |
| Total Sanitary - GRPU | \$826,383 |

| | |
|--------------------------|------------------|
| <u>Water Main</u> | |
| Construction Cost | \$605,524 |
| Non- Construction | \$227,794 |
| Total Water Main | \$833,318 |

| City Project | Street | Total | Roadway | Storm Sewer | Sanitary Sewer | Water | Land |
|--------------|----------------------------|--------------------|--------------------|------------------|------------------|------------------|------------------|
| CP 2019-1 | Golf Course Road Utilities | \$531,050 | | | \$332,891 | \$198,159 | |
| | Great River Acres | \$2,298,243 | \$1,269,354 | \$273,930 | \$267,594 | \$407,365 | \$80,000 |
| CP 2019-2 | GR/Cohasset Trail - PH 1 | \$545,419 | \$482,324 | \$63,095 | | | |
| | GR/Cohasset Trail - PH 2 | \$817,588 | \$683,908 | \$73,680 | | | \$60,000 |
| Total | | \$4,192,299 | \$2,435,585 | \$410,705 | \$600,485 | \$605,524 | \$140,000 |

APPENDIX B - Preliminary Assessment Calculations

Great River Acres
 City Project 2019-1
 Assessment Breakdown by Lot
Preliminary Assessment Calculations

| Block | Lot | Area (sf) | Road Assess / sf | Water Assess / sf | Sanitary Assess / sf | Storm Assess / sf | Development Assess / sf | Total Assessment |
|----------|-----|-----------|---------------------|----------------------|-------------------------|----------------------|----------------------------|---------------------|
| 1 | 1 | 244000 | \$324,592.50 | \$154,841.43 | \$153,552.88 | \$70,047.94 | \$20,457.18 | \$723,491.93 |
| 2 | 1 | 869895 | \$1,157,218.84 | \$552,031.89 | \$547,438.04 | \$249,730.97 | \$72,932.78 | \$2,579,352.52 |
| 2 | 2 | 8400 | \$11,174.50 | \$5,330.61 | \$5,286.25 | \$2,411.49 | \$704.26 | \$24,907.10 |
| 2 | 3 | 8400 | \$11,174.50 | \$5,330.61 | \$5,286.25 | \$2,411.49 | \$704.26 | \$24,907.10 |
| 2 | 4 | 8400 | \$11,174.50 | \$5,330.61 | \$5,286.25 | \$2,411.49 | \$704.26 | \$24,907.10 |
| 2 | 5 | 8400 | \$11,174.50 | \$5,330.61 | \$5,286.25 | \$2,411.49 | \$704.26 | \$24,907.10 |
| 2 | 6 | 8400 | \$11,174.50 | \$5,330.61 | \$5,286.25 | \$2,411.49 | \$704.26 | \$24,907.10 |
| 2 | 7 | 8500 | \$11,307.53 | \$5,394.07 | \$5,349.18 | \$2,440.19 | \$712.65 | \$25,203.61 |
| 2 | 8 | 14000 | \$18,624.16 | \$8,884.34 | \$8,810.41 | \$4,019.14 | \$1,173.77 | \$41,511.83 |
| 2 | 9 | 14000 | \$18,624.16 | \$8,884.34 | \$8,810.41 | \$4,019.14 | \$1,173.77 | \$41,511.83 |
| 3 | 1 | 13000 | \$17,293.86 | \$8,249.75 | \$8,181.10 | \$3,732.06 | \$1,089.93 | \$38,546.70 |
| 3 | 2 | 12750 | \$16,961.29 | \$8,091.10 | \$8,023.77 | \$3,660.29 | \$1,068.97 | \$37,805.42 |
| 3 | 3 | 12750 | \$16,961.29 | \$8,091.10 | \$8,023.77 | \$3,660.29 | \$1,068.97 | \$37,805.42 |
| 3 | 4 | 12750 | \$16,961.29 | \$8,091.10 | \$8,023.77 | \$3,660.29 | \$1,068.97 | \$37,805.42 |
| 3 | 5 | 11000 | \$14,633.27 | \$6,980.56 | \$6,922.47 | \$3,157.90 | \$922.25 | \$32,616.44 |
| 3 | 6 | 12750 | \$16,961.29 | \$8,091.10 | \$8,023.77 | \$3,660.29 | \$1,068.97 | \$37,805.42 |
| 3 | 7 | 13000 | \$17,293.86 | \$8,249.75 | \$8,181.10 | \$3,732.06 | \$1,089.93 | \$38,546.70 |
| 3 | 8 | 15000 | \$19,954.46 | \$9,518.94 | \$9,439.73 | \$4,306.23 | \$1,257.61 | \$44,476.96 |
| Outlot A | | 18300 | \$24,344.44 | \$11,613.11 | \$11,516.47 | \$5,253.60 | \$1,534.29 | \$54,261.89 |
| Totals | | 1313695 | \$1,747,604.71 | \$833,665.60 | \$826,728.07 | \$377,137.85 | \$110,141.38 | \$3,895,277.60 |

| | |
|-------------------------------|--------------------|
| Road Assessment Rate | \$1.33 per Sq. Ft. |
| Water Main Assessment Rate | \$0.63 per Sq. Ft. |
| Sanitary Main Assessment Rate | \$0.63 per Sq. Ft. |
| Storm Sewer Assessment Rate | \$0.29 per Sq. Ft. |
| Development Assessment Rate | \$0.08 per Sq. Ft. |



CITY OF GRAND RAPIDS

Legislation Details (With Text)

| | | | | | |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------|----------------------|---|----------------------|------------------------------------------------------------------------------------------------------------------------------|
| File #: | 19-0065 | Version: | 1 | Name: | Consider authorizing City staff to begin the process of advertising and establishing a new eligibility list for Firefighter. |
| Type: | Agenda Item | Status: | | Status: | Consent Agenda |
| File created: | 1/22/2019 | In control: | | In control: | City Council |
| On agenda: | 1/28/2019 | Final action: | | Final action: | |
| Title: | Consider authorizing City staff to begin the process of advertising and establishing a new eligibility list for Firefighter. | | | | |
| Sponsors: | | | | | |
| Indexes: | | | | | |
| Code sections: | | | | | |
| Attachments: | | | | | |

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

Consider authorizing City staff to begin the process of advertising and establishing a new eligibility list for Firefighter.

Background Information:

With the recent resignation of Bryan Zuehlke, along with the potential of eligible firefighters retiring and/or resigning within the next few years, we would like to begin the process of creating a new eligibility list. The most recent list, established on April 9, 2018, has been exhausted. We would like to advertise through March 15, 2019 in anticipation of testing in the spring. We will come back to the City Council an eligibility roster for consideration following the orientation, written test, and physical agility test.

Staff Recommendation:

Fire Chief Travis Cole and Human Resources Director Lynn DeGrio are recommending establishing a new list in anticipation of upcoming retirements and/or resignations on the Fire Department.

Requested City Council Action

Make a motion to authorize City staff to begin the process of advertising and establishing a new eligibility list for Firefighter.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 19-0066 **Version:** 1 **Name:** Terminate-Reigel and Lucas
Type: Agenda Item **Status:** Consent Agenda
File created: 1/23/2019 **In control:** City Council
On agenda: 1/28/2019 **Final action:**
Title: Consider termination of regular part-time employees from the IRA Civic Center.
Sponsors:
Indexes:
Code sections:
Attachments:

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

Consider termination of regular part-time employees from the IRA Civic Center.

Background Information:

Nathen Reigel was hired on October 9, 2018 as a regular part-time maintenance employee for the IRA Civic Center. We are requesting that he be terminated and removed from the roster effective December 31, 2018.

Jeffrey Lucas was hired on November 14, 2018 as a regular part-time maintenance employee for the IRA Civic Center. We are requesting that he be terminated and removed from the roster effective December 15, 2018.

Staff Recommendation:

City staff is recommending the termination of Nathen Reigel be effective December 31, 2018 and the termination of Jeffrey Lucas be effective December 15, 2018.

Requested City Council Action

Make a motion approving the termination of regular part-time employees from the IRA Civic Center.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 19-0067 **Version:** 1 **Name:** CP 2019-1 Order Plans
Type: Agenda Item **Status:** Consent Agenda
File created: 1/23/2019 **In control:** City Council
On agenda: 1/28/2019 **Final action:**
Title: Consider a resolution ordering the improvement and plans and specifications for CP 2019-1, Golf Course Road Utility Extension-Great River Acres.

Sponsors:

Indexes:

Code sections:

Attachments: [1-28-19 Resolution CP 2019-1 Order Improvement and Plans and Specs](#)

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

Consider a resolution ordering the improvement and plans and specifications for CP 2019-1, Golf Course Road Utility Extension-Great River Acres.

Background Information:

CP 2019-1, Golf Course Road Utility Extension-Great River Acres has been petitioned by 100% of the benefitting property owners. The attached resolution orders the plans and specifications.

Staff Recommendation:

City staff is recommending a resolution ordering the improvement and plans and specifications for CP 2019-1, Golf Course Road Utility Extension-Great River Acres.

Requested City Council Action

Make a motion adopting a resolution ordering the improvement and plans and specifications for CP 2019-1, Golf Course Road Utility Extension-Great River Acres.

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

RESOLUTION NO.19-__

**A RESOLUTION ORDERING IMPROVEMENT OF
AND PLANS AND SPECIFICATIONS FOR THE
Golf Course Road Utility Extension-Great River Acres
PROJECT 2019-1**

WHEREAS, Resolution 19- of the City Council dated the 28th day of January, 2019, accepted the Feasibility Report for the Golf Course Road Utility Extension-Great River Acres Project; and

WHEREAS, the new construction of public infrastructure within the right of way of Golf Course Road, from 22nd Avenue SW to the east 1,150 feet, 22nd Avenue SW, from Golf Course Road to the north 1,000 feet, 8th Street SW, from County Road 76 to the east 1,050 feet, Great River Acres Development on the property generally located on parcel 91-030-1201, including the construction of street, sidewalk, trail, sanitary sewer, water main, street lighting, storm sewer, site grading, platting and associated appurtenances, are needed; and

WHEREAS, the construction described in the Feasibility Report for the Golf Course Road Utility Extension- Great River Acres Project is the most cost effective solution; and

WHEREAS, a petition with 100% of the benefitting property owners was received and accepted by the City Council, voiding the need for a public hearing on the proposed improvements.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA:

1. Such improvement is hereby ordered as proposed in accordance with the Feasibility Report and referred to therein.
2. The City Engineer is hereby designated as the City's representative for this improvement and he or his designee shall prepare plans and specifications for the making of such improvement.
3. The City reasonably intends to make expenditures for the Golf Course Road Utility Extension-Great River Acres Project, City Project 2019-1 and reasonably intends to reimburse itself for such expenditures from the proceeds of debt to be issued by the city in the maximum principal amount of \$5,769,411.
4. The Council shall let the contract for all or part of such improvement, or otherwise as authorized by Minn. Stat. 429.041, subd. 2, no later than January 28, 2020.

Adopted by the Council this 28th day of January, 2019.

Dale Adams, Mayor

ATTEST:

Kim Johnson-Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 19-0069 **Version:** 1 **Name:** CP 2019-2 DNR Grant EAS Cert
Type: Agenda Item **Status:** Consent Agenda
File created: 1/24/2019 **In control:** City Council
On agenda: 1/28/2019 **Final action:**
Title: Consider certifying the environmental assessment statement for CP 2019-2, Grand Rapids/Cohasset Connection Trail and authorizing the Mayor's signature
Sponsors:
Indexes:
Code sections:
Attachments: [gr-c-connection-trail-project-eas-011619](#)
[1-28-19 Resolution 2019-2 Trail](#)

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

Consider certifying the environmental assessment statement for CP 2019-2, Grand Rapids/Cohasset Connection Trail and authorizing the Mayor's signature

Background Information:

CP 2019-2, Grand Rapids / Cohasset Connection Trail, was awarded a \$150,000 grant from the Minnesota DNR. In order to receive the funds, the City was required to complete an Environmental Assessment Statement (EAS). Attached is a copy of the EAS and grant certification form. The attached resolution accepts the EAS and authorizes the mayors signature and submittal.

Staff Recommendation:

City staff recommend certifying the environmental assessment statement for CP 2019-2, Grand Rapids/Cohasset Connection Trail and authorizing the Mayor's signature

Requested City Council Action

Make a motion certifying the environmental assessment statement for CP 2019-2, Grand Rapids/Cohasset Connection Trail and authorizing the Mayor's signature

**Minnesota Trail Grant Program
Environmental Assessment Statement (EAS)**

Project Title: **Grand Rapids/Cohasset Connection Trail Project** Project # **C014-18-2A**

An EAS is required for your project by the Department of Natural Resources (DNR) prior to completing the grant agreement. The EAS information is necessary to determine the impacts of the project, if any, on the environmental and cultural resources of the area and whether any measures must be undertaken to mitigate these impacts. In some cases, the EAS may provide information that may result in some modifications to the project scope or design or inclusion of special conditions in the grant agreement. It is very important, therefore, that the EAS be completed carefully and that all pertinent information be supplied.

Please prepare the EAS using the following format and subject categories. Attach additional information as necessary and reference accordingly.

Project Description (with attached map):

The proposed project will construct approximately 0.85 miles of multi-use trail along Itasca County Road 63 in the Cities of Cohasset and Grand Rapids (see project overview mapping in Attachment A and general project layout in Attachment B). The proposed trail will begin at the County Road 76 intersection in Cohasset and will extend east along the south side of County Road 63 primarily within existing transportation right-of-way to a point just west of the Mississippi River Bridge (Verne V. Skallman Bridge, Bridge No. 31509) in Grand Rapids. The multi-use trail will include a 10-foot bituminous surface. The proposed trail is located within a previously disturbed transportation corridor and will be mostly located on the back slope of the existing roadway ditch. No new at-grade crossing of the active rail line east of Commercial Drive is being proposed.^a

The proposed connection is an important link between the existing trail system in Cohasset and the planned trail system in Grand Rapids. It will connect the Tioga Trail on the west with a new trail on the east that is planned for construction in 2020 or 2021. Completing this gap in the network will provide safe access from northern Grand Rapids to multiple Cohasset recreational facilities such as Portage Park and Tioga Beach. Cohasset residents will have access to all the amenities and necessities that Downtown Grand Rapids has to offer.

Compliance with Minnesota Environmental Review Rules

The proposed project has been evaluated for applicability of environmental review under Minnesota Rules, Chapter 4410. The size of the proposed action does not exceed the “mandatory threshold” required for a state Environmental Assessment Worksheet (EAW). Mandatory EAW categories are described at Minnesota Rules, 4410.4300. However, any government unit with approval authority for a project can order a discretionary EAW if it determines that, because of the nature or location of the proposed project, the project may have the potential for significant

^a The BNSF Railway Company (BNSF) maintains a private rail line through a maintenance agreement that intersects County Road 63 at-grade east of Commercial Drive. The existing train activated warning devices at the grade crossing (USDOT No. 097710G) include flashing light signals with roadway gates. Concrete crossing pads also exist at this location.

environmental effects, unless the project is exempt according to part 4410.4600. There is no exemption category for construction of a non-motorized, multi-use trail on an existing transportation corridor with non-significant permanent right-of-way acquisition.

Based on the information contained in this EAS, the Grand Rapids City Council has determined that, because of the nature and location of the proposed project, the project does not have the potential for significant environmental effects and does not warrant the preparation of a discretionary EAW. Attachment C contains a copy of the resolution officially making the determination that the Grand Rapids/Cohasset Connection Trail Project can proceed and is in compliance with all Environmental Quality Board (EQB) rules.

**What would be the overall consequence/impact of not completing the proposed activity?
What alternatives exist to the proposed activity?**

The need for the project is defined by the lack of adequate multi-use trail facilities within the project area. Pedestrians and bicyclists need a well-connected network of trails to provide direct access to many origins and destinations and to facilitate short walking/bicycling trips. The proposed project supplements the existing trail system by removing barriers and closing system gaps. The proposed project will substantially improve pedestrian/bicyclist accessibility, safety and comfort between the communities of Cohasset and Grand Rapids.

No Build Alternative

The No Build Alternative would involve no trail improvements being made to this segment. The No Build Alternative was not recommended because it would not address the need for the project, which is to provide safe connections to the existing trail system and to improve usability.

Other Reasonable Location or Design Alternatives

The proposed project has identified the specific needs for the project area. As a result, consideration of an alternative location is not appropriate for this project. The proposed trail has been modified in a number of areas to better accommodate construction, reduce potential impacts and reduce overall project costs.

| SOCIAL, ECONOMIC AND ENVIRONMENTAL IMPACTS | | | | | |
|---------------------------------------------------|---------------------------------------------------------------------------------------|---------------|-----------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ISSUES | QUESTION | ANSWER | | | DEGREE OF IMPACT |
| | WILL THE PROJECT...? | YES | NO | ? | IMPACT DESCRIPTION OR PAGE REFERENCE FOR ALL "YES" ANSWERS |
| Access Control | Change access to property? (Close, change location, make a one way) | | X | | No access changes are proposed. |
| Accessibility | Assist persons with disabilities in the design of facility, sidewalk, curb or gutter? | X | | | The proposed project has been designed and will be constructed to meet ADA standards. The proposed project also conforms to the recommendations contained within the 2005 "Minnesota Bikeway Facility Design Manual" developed by the Minnesota Department of Transportation (MnDOT). |
| Air Quality | Degrade air quality? | | X | | The proposed project involves the construction of a multi-use trail. The proposed project will not significantly impact air quality. |

SOCIAL, ECONOMIC AND ENVIRONMENTAL IMPACTS

| ISSUES | QUESTION | ANSWER | | | DEGREE OF IMPACT |
|-------------------------|-------------------------------------------------------------------------------------------------------|--------|----|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | YES | NO | ? | IMPACT DESCRIPTION OR PAGE REFERENCE FOR ALL "YES" ANSWERS |
| Bicycle and Pedestrians | Impact bicycle and/or pedestrian movement? | X | | | The proposed project will have a positive impact on bicycle and pedestrian movement. Providing better accommodations for pedestrians and bicyclists has been the primary consideration in the planning of the proposed project. |
| Bridge | Involve a bridge replacement over water? | | X | | Not Applicable. |
| Construction Impacts | Cause construction impact? (erosion, noise, air, vibration, etc.) | X | | | The proposed construction includes: clearing, grading, aggregate base, culverts, bituminous surface and signing. There will be noise and dust associated with the construction activities. No unique concerns have been identified. Standard noise and dust specifications will be followed, in addition to adherence to local ordinances. No detours are necessary during construction. Erosion and sedimentation will be controlled in accordance with MnDOT standard specifications. |
| Controversy | Have controversy or be likely to cause controversy? | | X | | The project is not anticipated to be controversial. |
| Endangered Species | Impact any endangered or threatened species of special concern due to the project location or design? | | X | | <p>The MnDNR Ecological Service Division was contacted regarding the potential for encountering State Threatened and Endangered Species. A search of the MnDNR Natural Heritage Information System including the Rare Features database (Biotics) covered an area within approximately one mile of the proposed trail alignment. Based on this review, the MnDNR replied that there are rare features that have been documented within the search area.</p> <p>The MnDNR correspondence indicates that the Mississippi River - Blandin Reservoir has been identified as a Lake of Moderate Biological Significance and that several mussels including the creek heelsplitter (<i>Lasmigona compressa</i>) and black sandshell (<i>Ligumia recta</i>), both state-listed mussel species of special concern, have been documented in Mississippi River in the vicinity of the proposed project. Sound erosion and sediment control practices will be implemented and maintained throughout the duration of this project to protect mussel species.</p> <p>The MnDNR response letter can be found in Attachment D.</p> |
| Energy Impacts | Have major energy implications? | | X | | Expanded pedestrian/bicycle options, such as the proposed project, represent substantial potential for fuel conservation and reduction in single occupant vehicle trips. |

SOCIAL, ECONOMIC AND ENVIRONMENTAL IMPACTS

| ISSUES | QUESTION | ANSWER | | | DEGREE OF IMPACT |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--------|----|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | YES | NO | ? | IMPACT DESCRIPTION OR PAGE REFERENCE FOR ALL "YES" ANSWERS |
| Erosion | Involve major soil disturbance (depth and volume) or have erosion potential due to landform, wind patterns or water volume? | X | | | This project will result in some potential for erosion as existing ground cover will be disturbed. Erosion prevention and sediment control requirements will be undertaken in accordance with the MnDOT standard specifications and special provisions. The project will disturb one or more acres of land. A "General Storm Water Permit for Construction Activity (#MNR10001)" will be obtained. |
| Excess Materials | Involve disposal of excess material outside planned construction limits? | | X | | The project will not require disposal of excess material outside of the construction limits. |
| Farmlands | Require any right-of-way? | | X | | The project will not involve the acquisition of farmland. |
| Floodplain | Cross or lie adjacent to any floodplain area? | | X | | The project does not involve encroachment into a designated floodplain area. |
| Groundwater, Geology, Earthborne | Impact groundwater, geology, or cause earthborne vibrations? | | X | | Potential for groundwater, geotechnical geology and earthborn vibration impacts has been considered, but due to the nature of the planned work and affected environment, no significant impacts are anticipated. |
| Hazardous Wastes | Involve a bridge replacement over water, former disposal or storage site, or hazardous materials route? | | X | | Materials anticipated to be present on-site are those normally associated with the operation/maintenance of construction equipment including petroleum products such as gasoline and other engine fluids. No other toxic or hazardous materials are anticipated to be present during construction, and none will be present following construction. Potential for impacts from contaminated properties has been considered, but because of the project location and nature of the planned work, there is little potential for encountering contaminated materials. Any potentially contaminated materials encountered during construction will be handled and treated in accordance with applicable state and federal regulations. |
| Historical, Archeological, Cultural | Impact any structures developed prior to 1950? Require excavation/regrading? | | X | | The State Historic Preservation Office (SHPO) has determined there are "No Historic Properties" within the project area. The SHPO determination letter can be found in Attachment E. |
| Land Use | Inconsistent with local and regional use plans? | | X | | The proposed project is consistent with local and regional comprehensive plans. |
| Minerals | Impact commercial minerals and/or peat resources present? | | X | | There are no commercial minerals and/or peat resources present within the project limits. |
| Noise | Impact noise sensitive receptors? | | X | | The proposed project involves the construction of a multi-use trail. The proposed project is compatible with adjacent land uses. |

SOCIAL, ECONOMIC AND ENVIRONMENTAL IMPACTS

| ISSUES | QUESTION | ANSWER | | | DEGREE OF IMPACT |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | YES | NO | ? | IMPACT DESCRIPTION OR PAGE REFERENCE FOR ALL "YES" ANSWERS |
| Parks, Recreation 4(f), Recreation 6(f), (LAWCON) | Use significant public parkland, recreational, wildlife, waterfowl refuges, scientific and natural areas or any historic site? Will the project impact any LAWCON land? | | X | | There are no Section 4(f) lands or properties adjacent to this project, and the project will not use Section 4(f) lands or properties. Furthermore, there is no U.S. Department of Transportation involvement; therefore, Section 4(f) does not apply. The project has been reviewed for potential 6(f) involvement. The project will not cause the conversion of any land acquired, planned or developed with funds from the Land and Water Conservation Fund (LAWCON). No Section 6(f) involvement exists on this project. |
| Right-of-Way (R/W) | Require any R/W? (easements) | X | | | The project will require approximately one acre of permanent right-of-way acquisition from eight parcels. All right-of-way acquisition will be acquired following local procedures and ordinances. Signatures from all "administrators of public lands crossed/utilized in the proposed project" can be found in Attachment F. |
| Relocation | Require any relocation of homes or businesses? | | X | | The project will not require residential or business relocations. |
| Stream/River Modifications | Change the course, current, or cross section of any stream/river? | | X | | The proposed project will not involve work in a stream or river. |
| Social | Impact public safety (i.e. police/fire protection) | | X | | There are no identifiable impacts to public safety (e.g., police/fire protection, etc.). |
| | Impact sensitive groups? (children, handicapped, minorities, poor, etc.) | | X | | There are no identifiable minority and/or low-income populations within the project area. Therefore, there are no Environmental Justice concerns. As stated previously, the proposed project has been designed and will be constructed to meet ADA standards. |
| | Impact accessibility to schools, churches or recreation facilities? | X | | | This project improves the compliance with accessibility provisions. |
| | Impact community cohesion? | X | | | The proposed project will have a positive impact on community cohesion by closing gaps in the trail systems of Grand Rapids and Cohasset. |
| Soil | Involve major soil disturbance (depth or volume), resulting in the widening of the overhead canopy? | | X | | The proposed trail is located within a previously disturbed transportation corridor and will be mostly located on the back slope of the existing roadway ditch. |
| Transportation | Require road rerouting, closing, or redevelopment? | | X | | The proposed project does not require road rerouting, closing or redevelopment. |
| | Be accessible by mass transportation? | | X | | The proposed project is not located within a mass transit service area. |

SOCIAL, ECONOMIC AND ENVIRONMENTAL IMPACTS

| ISSUES | QUESTION | ANSWER | | | DEGREE OF IMPACT |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|--------|----|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | YES | NO | ? | IMPACT DESCRIPTION OR PAGE REFERENCE FOR ALL "YES" ANSWERS |
| Vegetation and Wildlife | Impact vegetation, fish or wildlife? | | X | | No significant adverse impacts to natural/native plant communities, landscape and ornamental plantings, vegetation providing an engineering function, or vegetation of exceptional visual quality is anticipated. There is no wildlife concerns associated with the proposed project. |
| Visual Quality | Impact visual qualities? (view to or from facility) | | X | | The proposed project will have no adverse or beneficial effect on visual quality. |
| Water Quality | Impact water quality of lakes, streams, wetlands, etc.? | | X | | This project will require a General Construction NPDES Permit from the Minnesota Pollution Control Agency (MPCA). A Stormwater Pollution Prevention Plan (SWPPP) will be prepared for the project that will document the proposed stormwater treatment and soil and erosion control measures to be used during and after construction. |
| Wetlands | Have wetlands present within construction limits been impacted? | X | | | The project will require wetland permits from the Itasca County Soil and Water Conservation District (SWCD) and the U.S. Army Corps of Engineers (USACE) prior to impacting wetlands. There will be permanent wetland impacts totaling 0.1845 acres (8,036 square feet). A wetland delineation was submitted to the SWCD and USACE on October 16, 2018 and the delineation was approved by the SWCD on November 1, 2018. Attachment G contains the Notice of Decision (NOD) document that was issued by the SWCD. |
| | Destroy or improve/create wetland habitat? | X | | | Wetland impacts will be replaced in compliance with the Minnesota Wetland Conservation Act (WCA) and the federal Clean Water Act. Impacts will be replaced through purchasing wetland credits from an approved wetland bank at the required ratio of 1:1, for a total of 0.1845 acres. |
| Wild and Scenic Rivers/ Canoe and Boating Rivers | Impact a state or federal wild and scenic river, federal candidate wild and scenic river or state canoe and boating route? | | X | | The proposed project will not involve any State or Federal Wild and Scenic River or State Canoe and Boating River. |

PREPARED:

"I certify that I am familiar with the information contained within this assessment and that to the best of my knowledge and belief such information is true, complete and accurate."

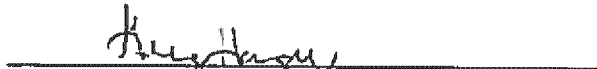


Signature of Applicant

218.326.7625 1/11/2019
Phone Number Date

CONCURRENCE (By all public administrators whose property is utilized for this project):

"We have reviewed the plans for development on lands that are under our administrative jurisdiction. We agree with the conclusions contained within this Environmental Assessment Statement. We find that the project creates no undue environmental impact and that there is no prudent and feasible alternative to the project."



Signature of Reviewer

218-259-7482 1-11-19
Phone Number Date

Attach additional concurrence statements if necessary.

CONCURRENCE by the DNR/ Parks and Trails Division

"I have reviewed the plans for development and agree with the conclusions contained within this Environmental Assessment Statement. I do not believe that the project creates undue environmental impact and that there is no prudent and feasible alternative to the project."

Signature of Area Parks and Trails Supervisor

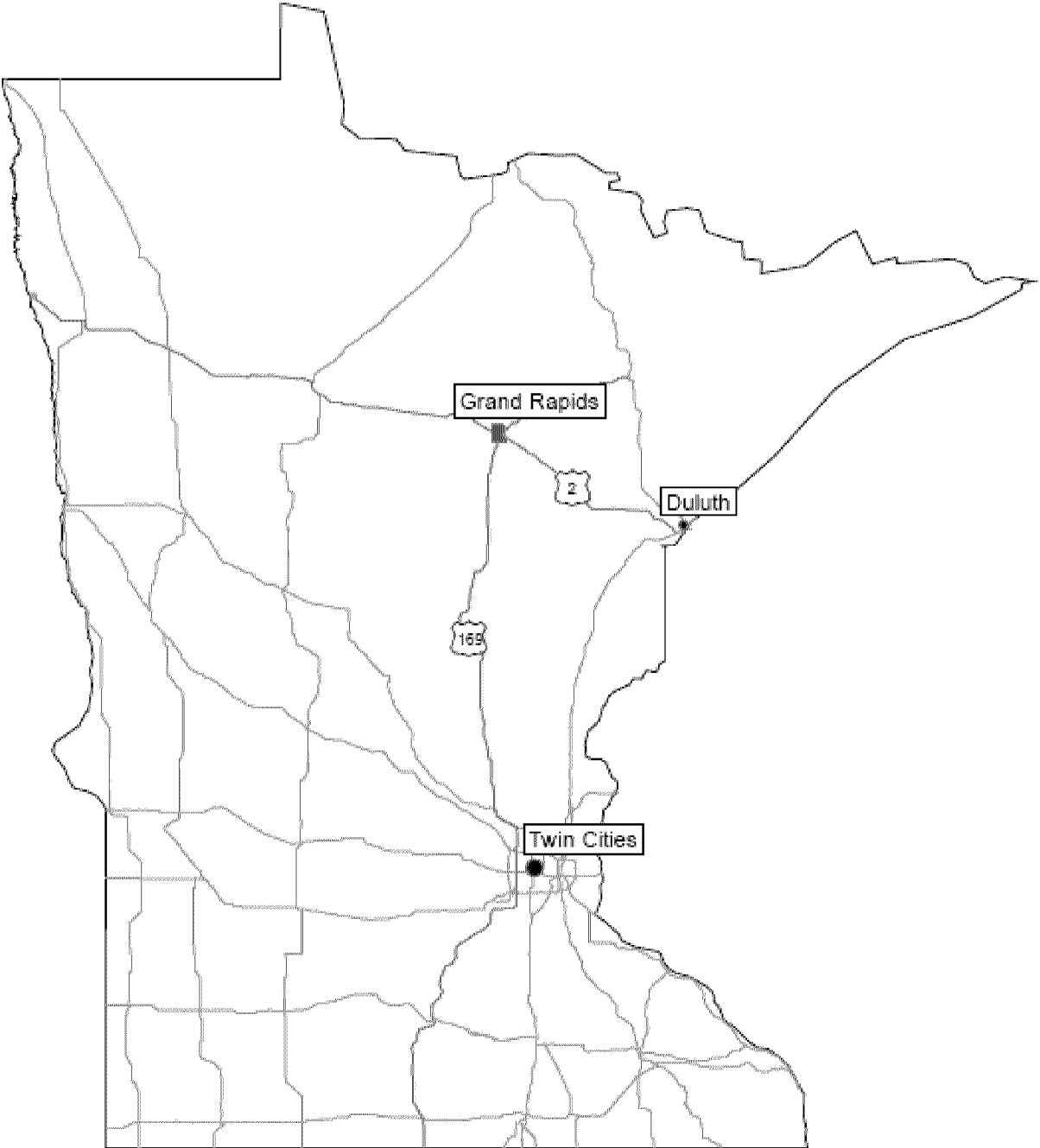
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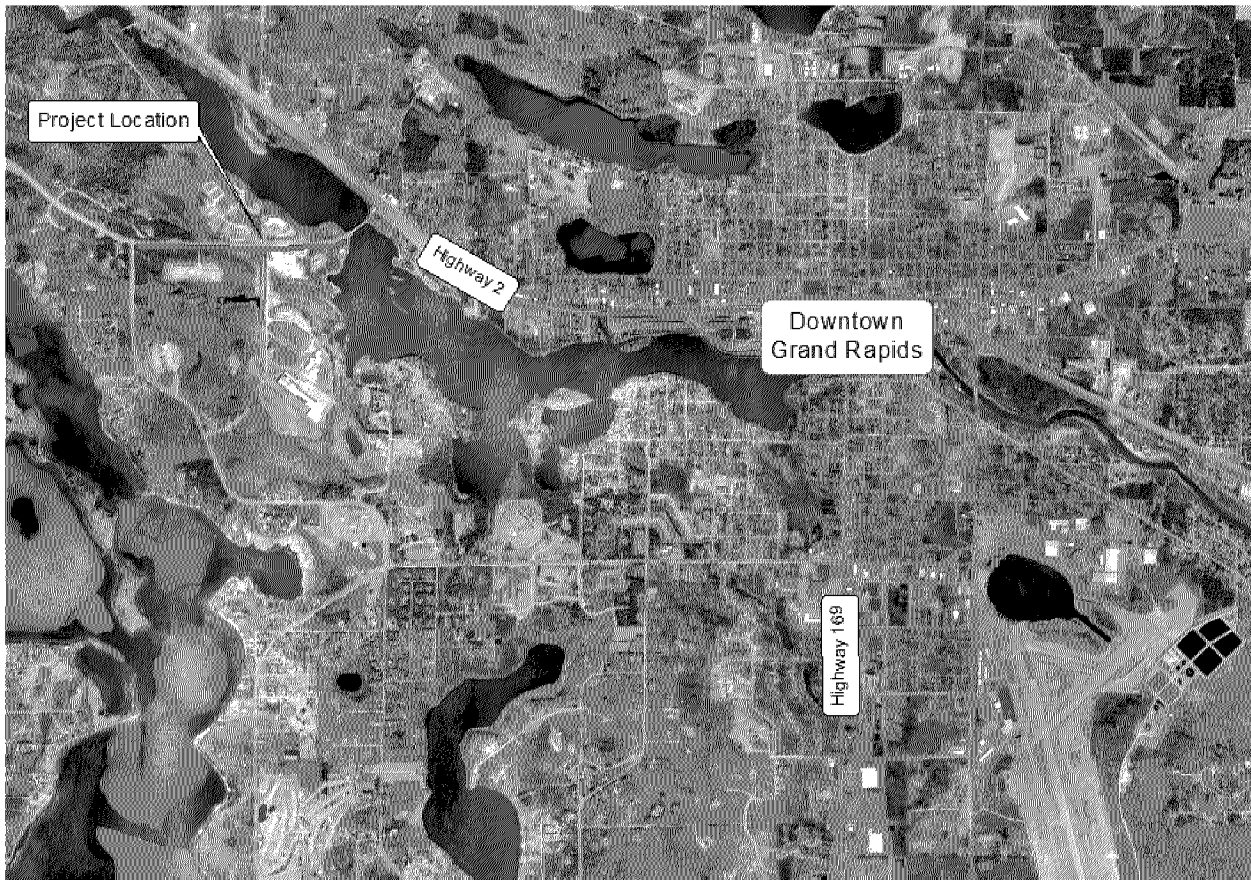
Attachment A

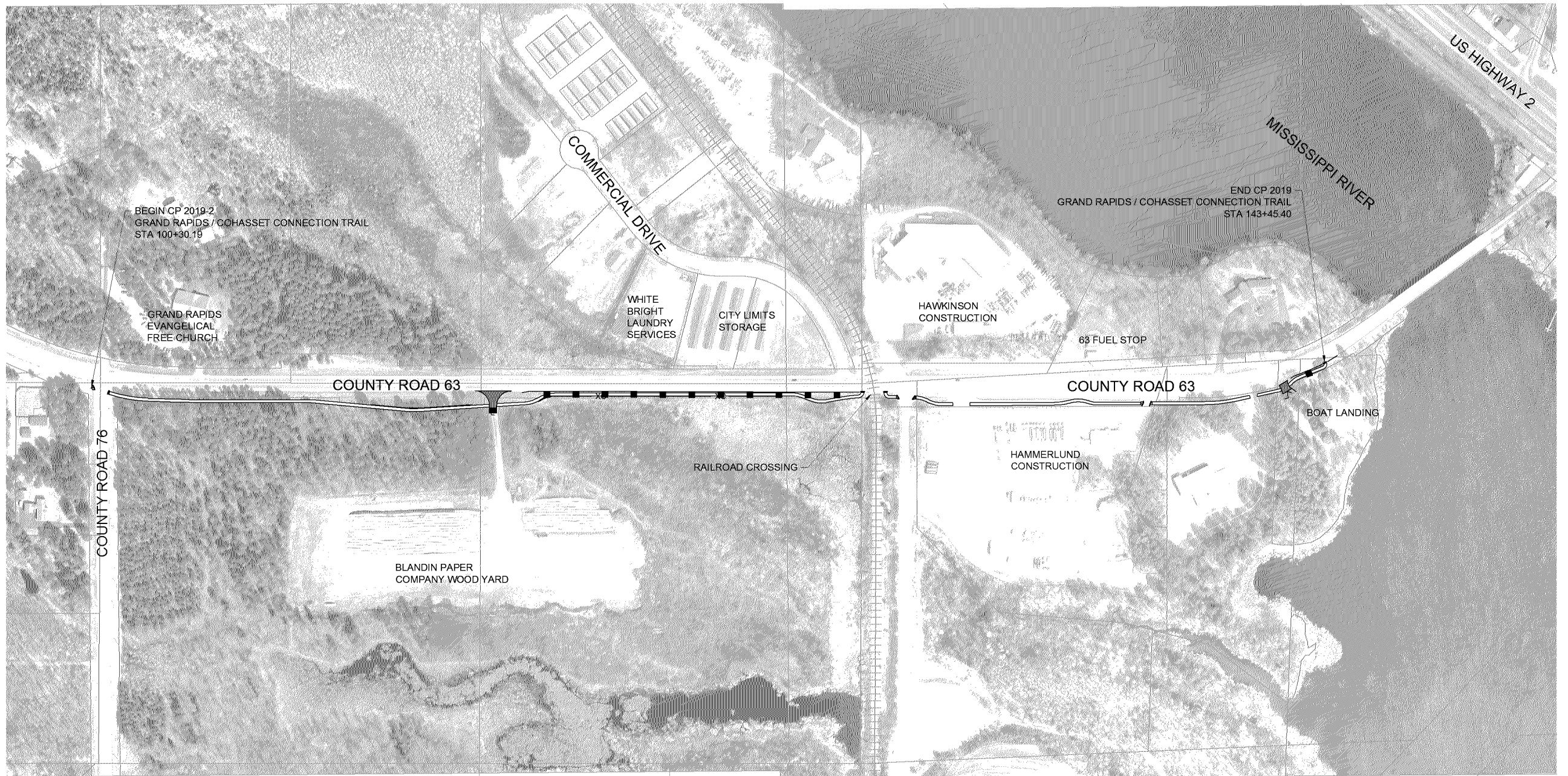
State Location Map

Regional Location Map

Project Location Map







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DRAWN BY: MBH
 DESIGNER: SLC
 CHECKED BY: RJB
 DESIGN TEAM

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PHONE: 218.322.4500
 21 NE 5TH ST STE 200
 GRAND RAPIDS, MN 55744
 www.sehinc.com

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SARA CHRISTENSON, PE
 Date: XX/XX/XX Lic. No. 55414

**GRAND RAPIDS,
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**LOCATION MAP
 GRAND RAPIDS / COHASSET
 CONNECTION TRAIL**

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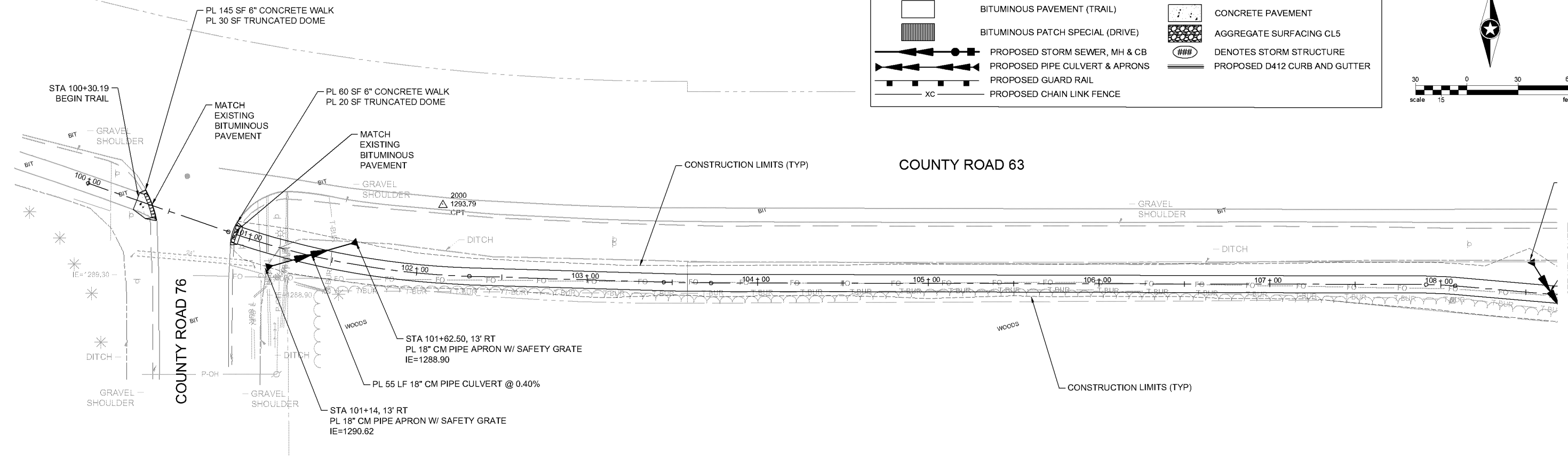
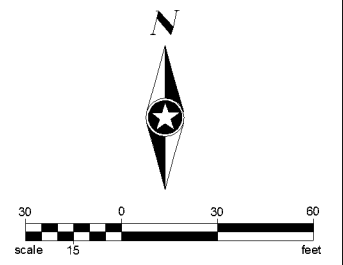
Attachment B

General Project Layout

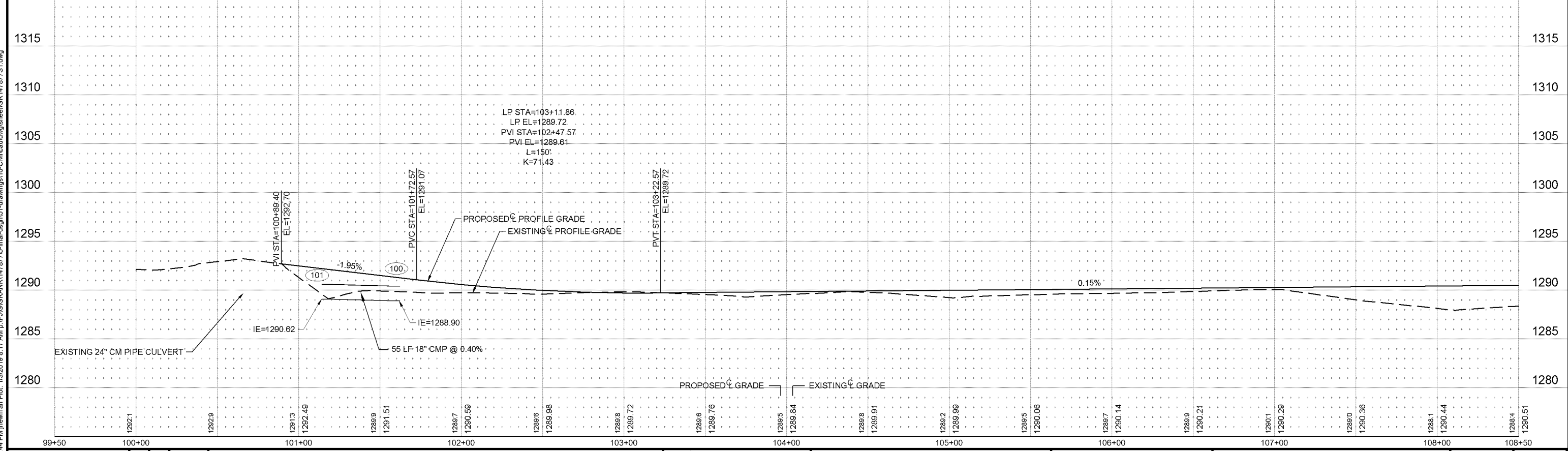
Proposed Typical Sections Exhibit

TRAIL AND UTILITY LEGEND

| | | | |
|--|----------------------------------|--|-------------------------------|
| | BITUMINOUS PAVEMENT (TRAIL) | | CONCRETE PAVEMENT |
| | BITUMINOUS PATCH SPECIAL (DRIVE) | | AGGREGATE SURFACING CL5 |
| | PROPOSED STORM SEWER, MH & CB | | DENOTES STORM STRUCTURE |
| | PROPOSED PIPE CULVERT & APRONS | | PROPOSED D412 CURB AND GUTTER |
| | PROPOSED GUARD RAIL | | |
| | PROPOSED CHAIN LINK FENCE | | |



GRAND RAPIDS / COHASSET CONNECTION TRAIL



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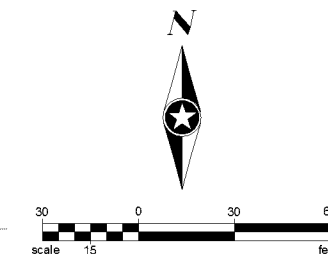
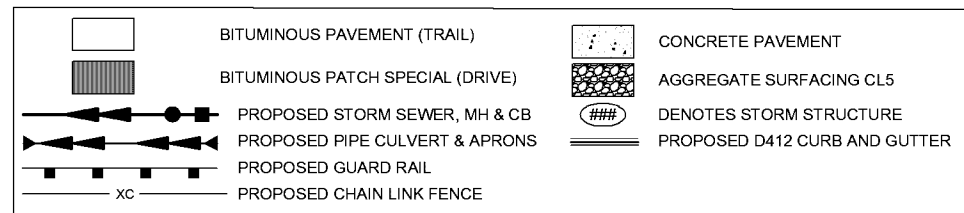
SARA CHRISTENSON, PE
 Lic. No. 55414

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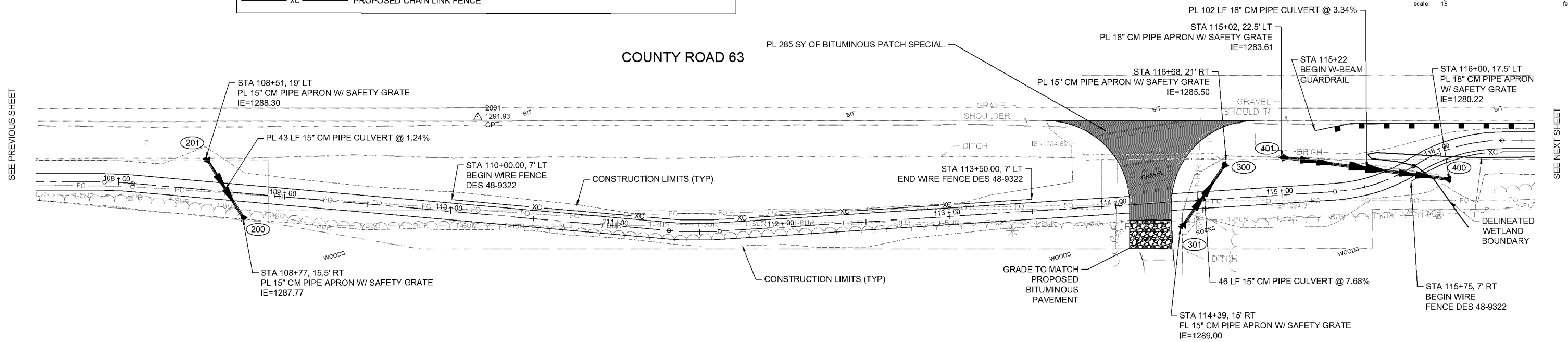
TRAIL AND STORM SEWER PLAN
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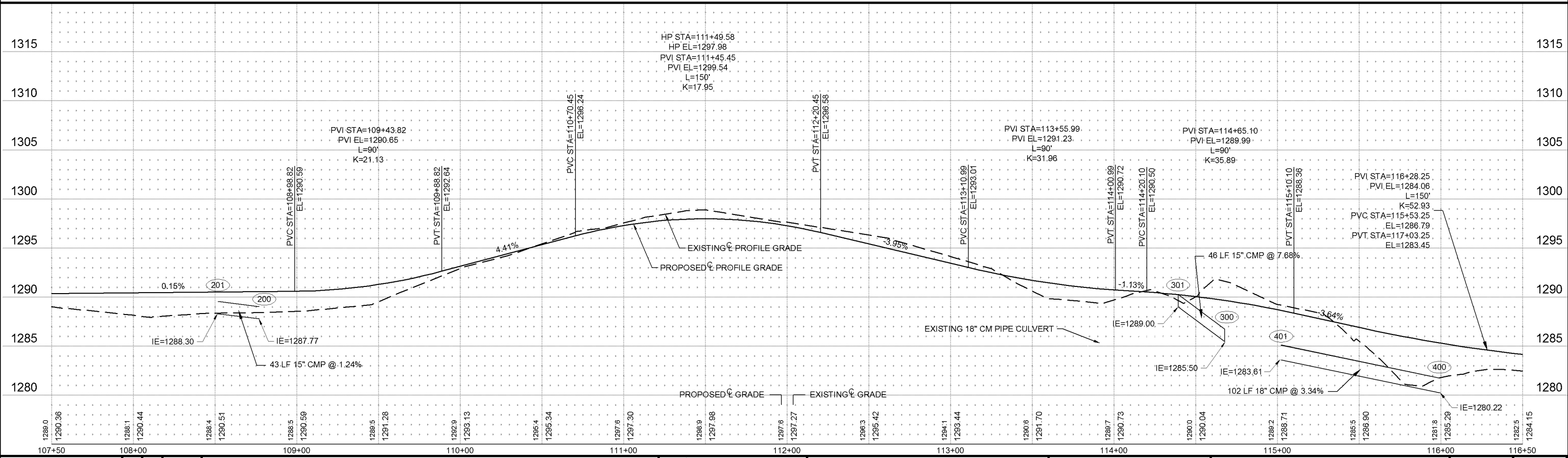
TRAIL AND UTILITY LEGEND



COUNTY ROAD 63



GRAND RAPIDS / COHASSET CONNECTION TRAIL



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 DESIGNER: SLC
 CHECKED BY: RJB
 DESIGN TEAM

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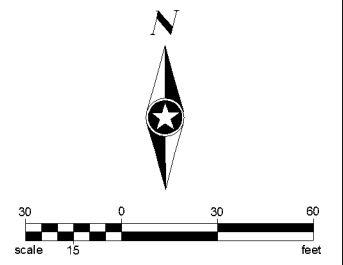
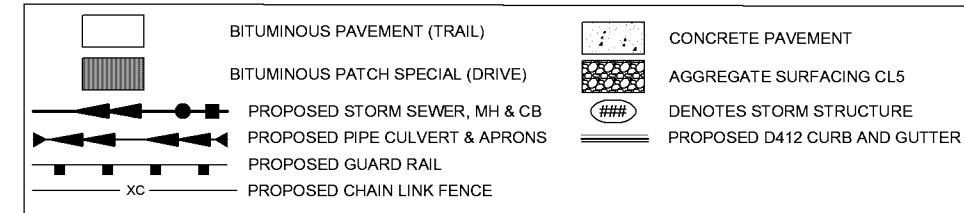
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 Date: XX/XX/XX

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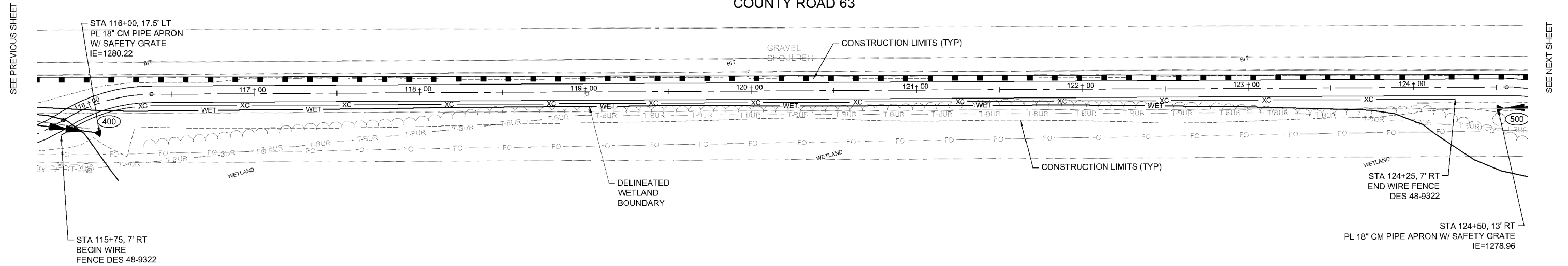
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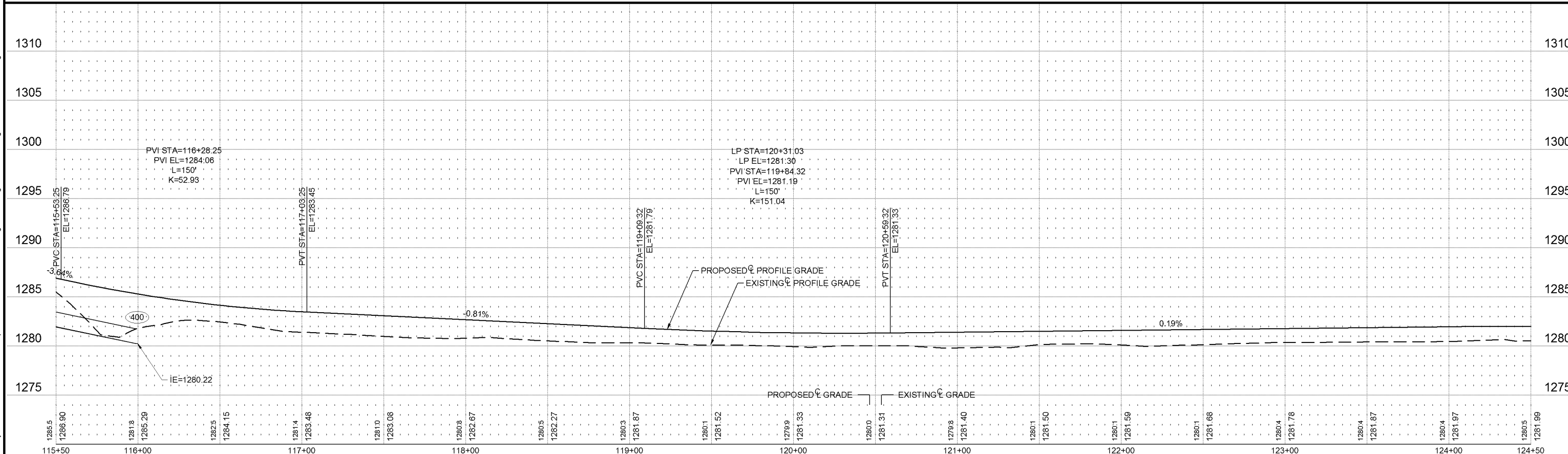
TRAIL AND UTILITY LEGEND



COUNTY ROAD 63



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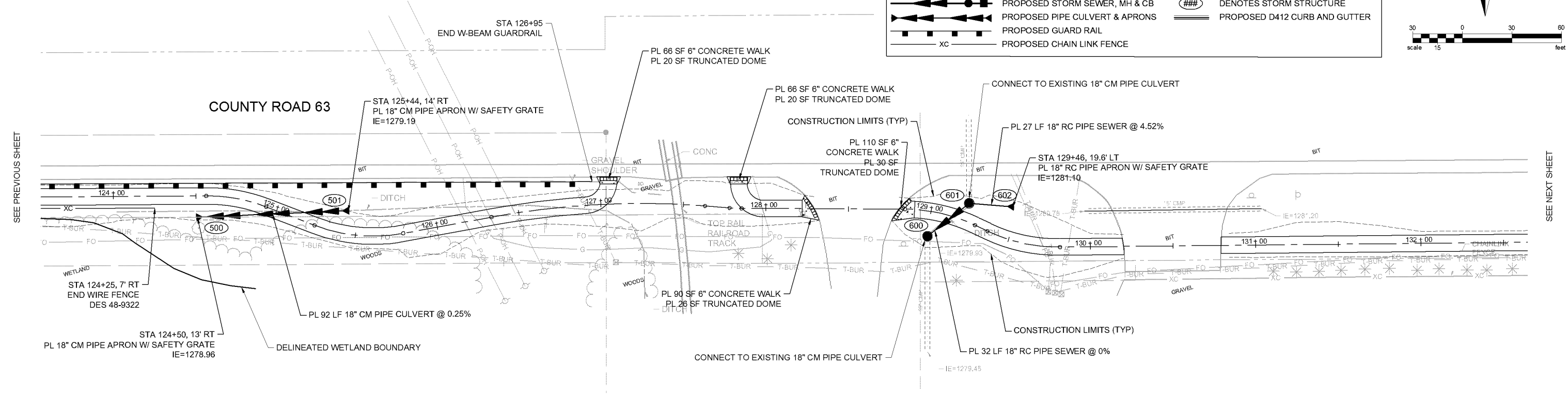
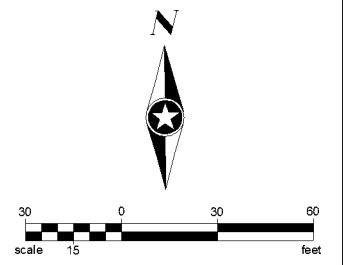
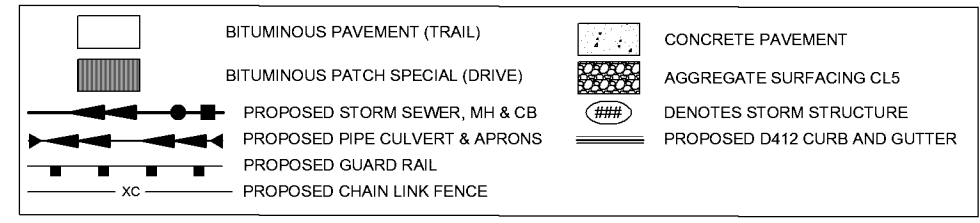
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TRAIL AND STORM SEWER
 PLAN AND PROFILE
 GRAND RAPIDS / COHASSET
 CONNECTION TRAIL

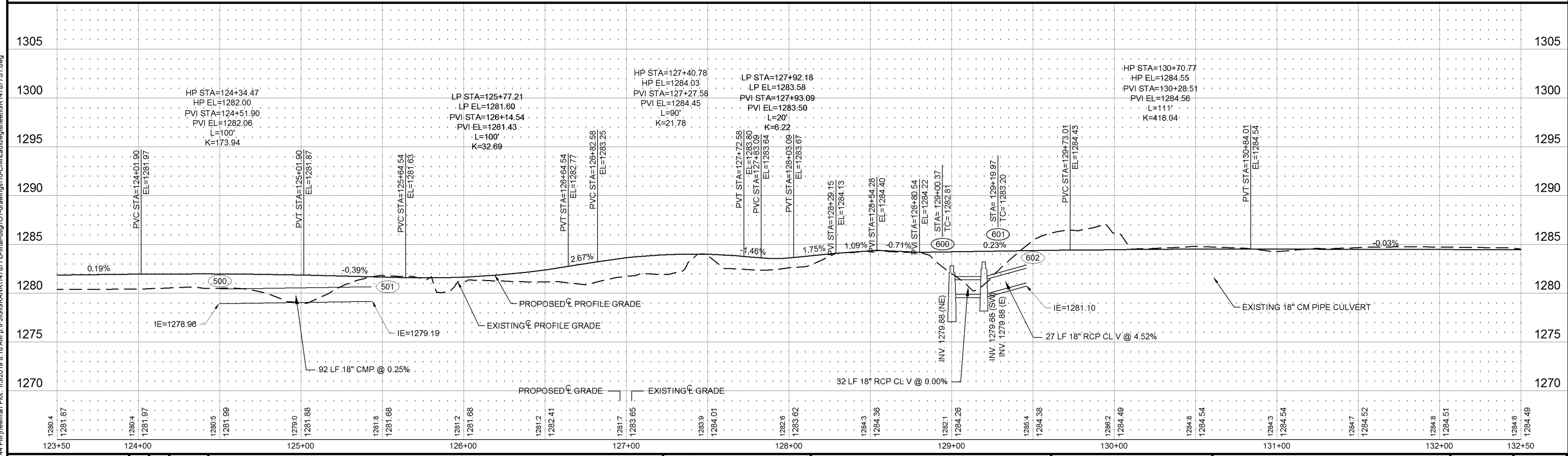
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TRAIL AND UTILITY LEGEND



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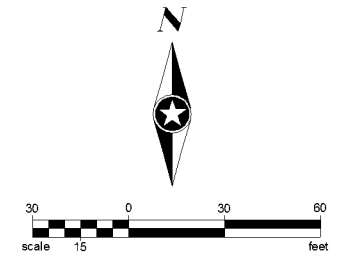
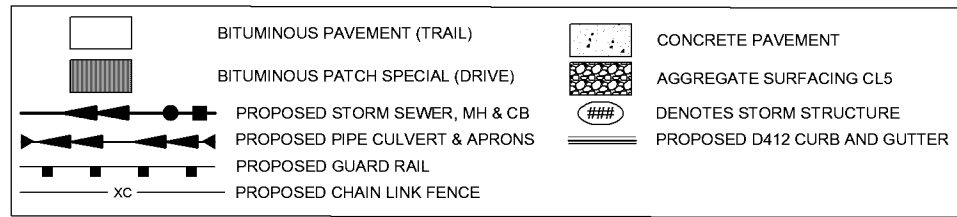
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TRAIL AND STORM SEWER PLAN
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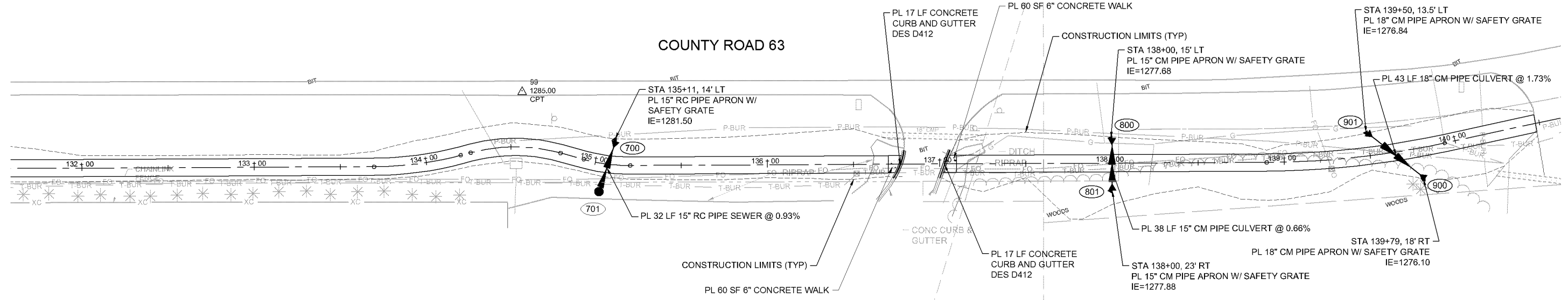
TRAIL AND UTILITY LEGEND



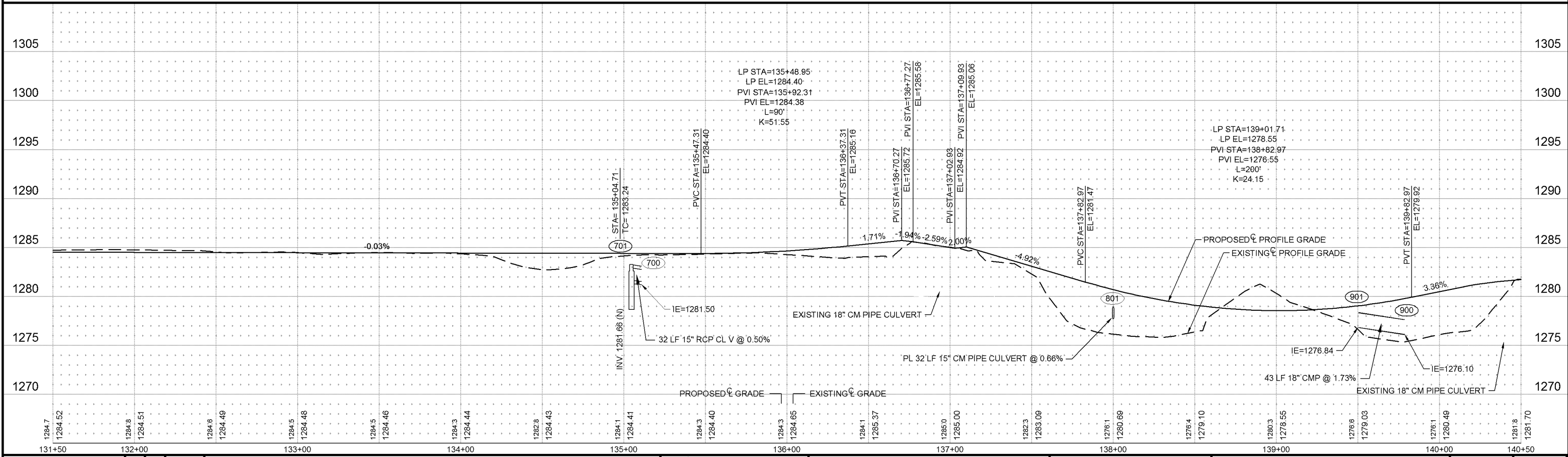
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COUNTY ROAD 63



GRAND RAPIDS / COHASSET CONNECTION TRAIL



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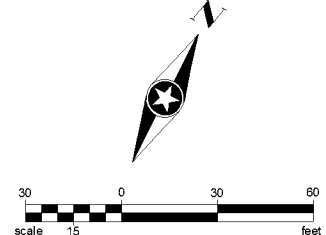
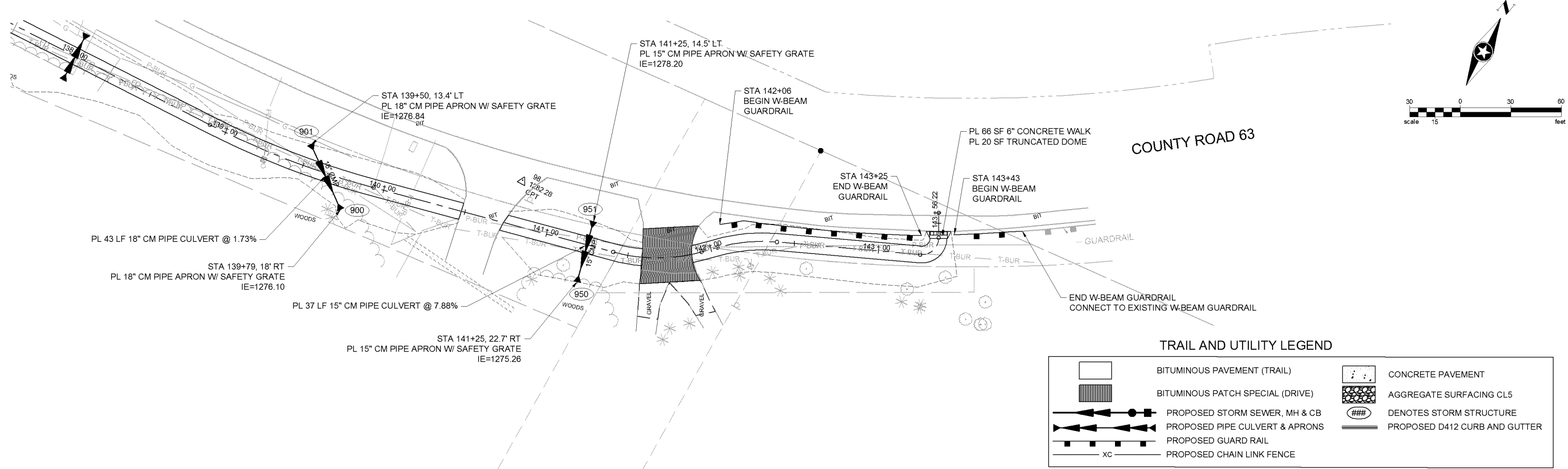
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 MINNESOTA

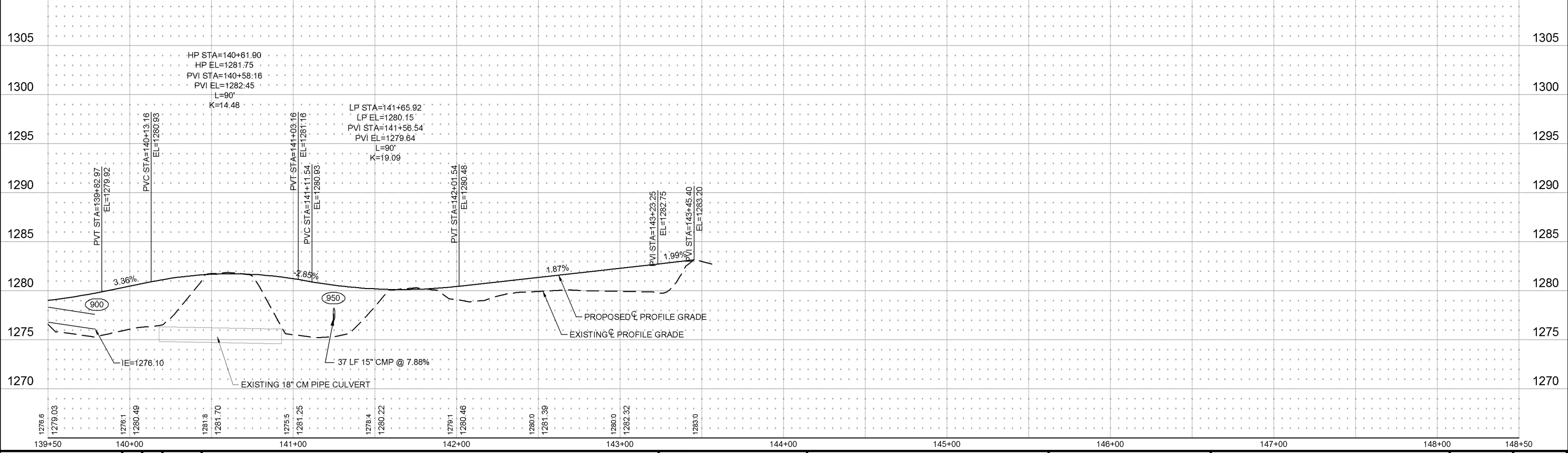
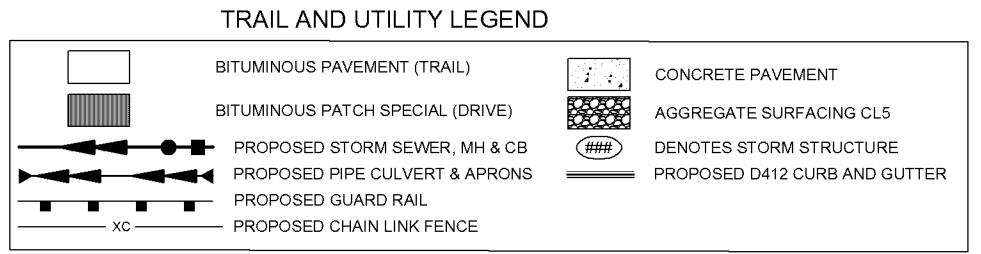
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 CONNECTION TRAIL

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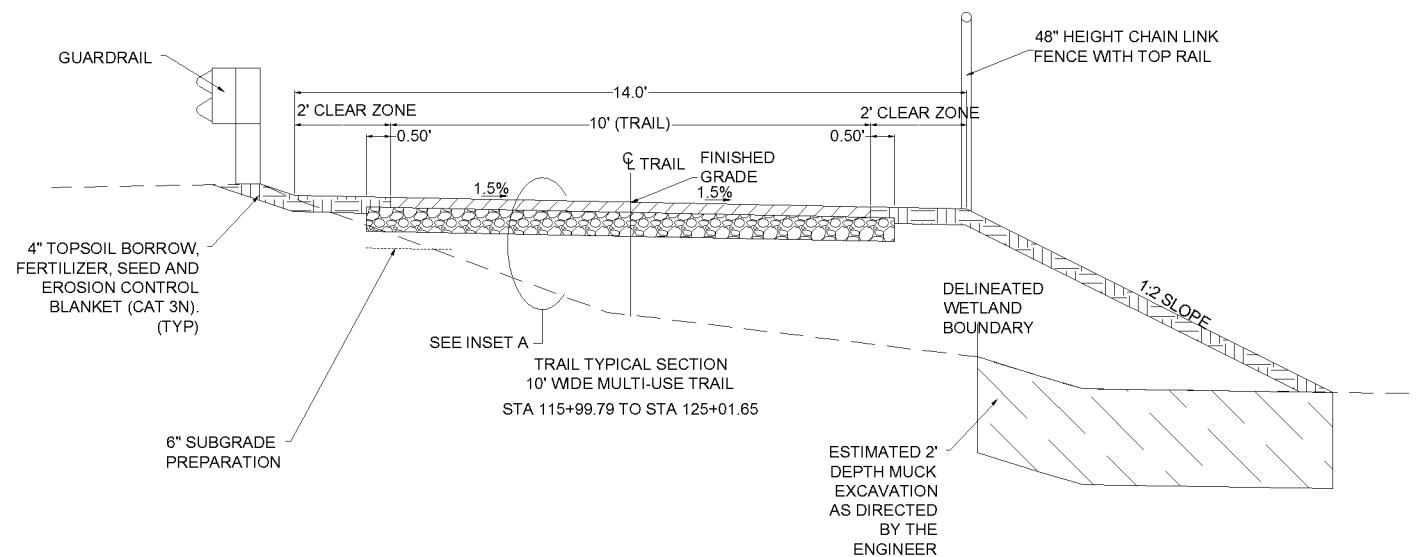
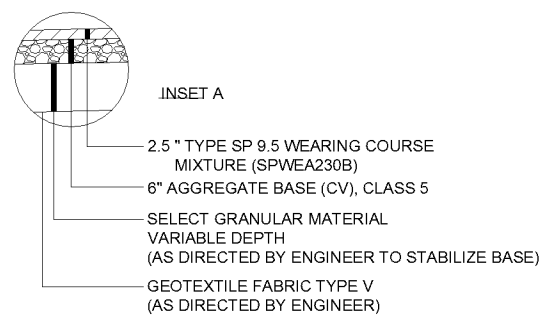
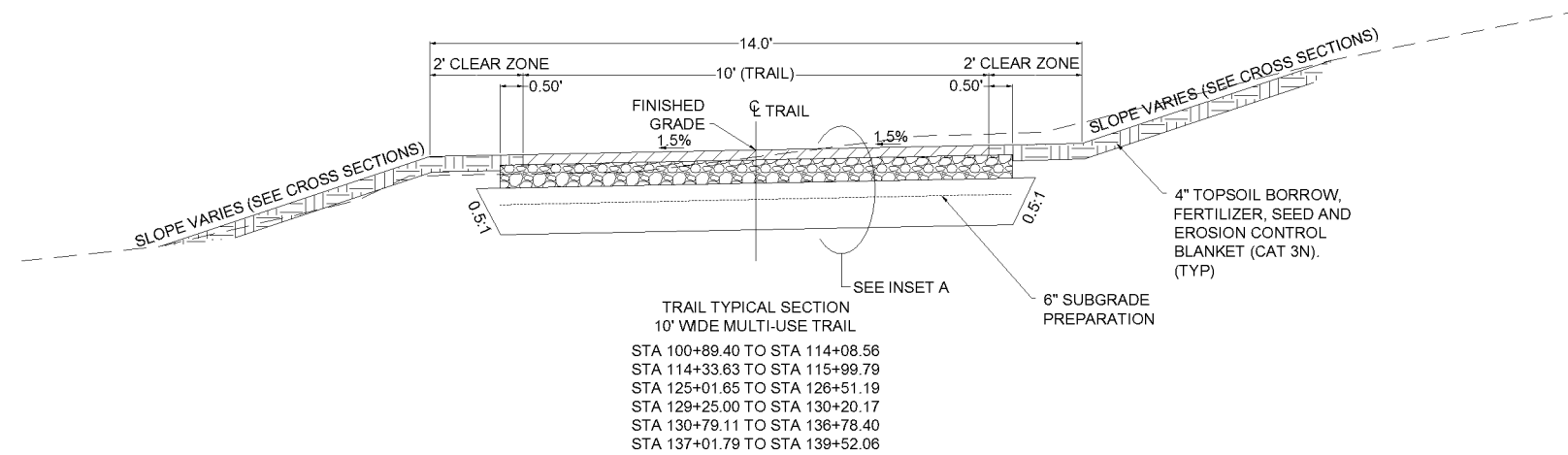
I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SARA CHRISTENSON, PE
 Date: XX/XX/XX Lic. No. 55414

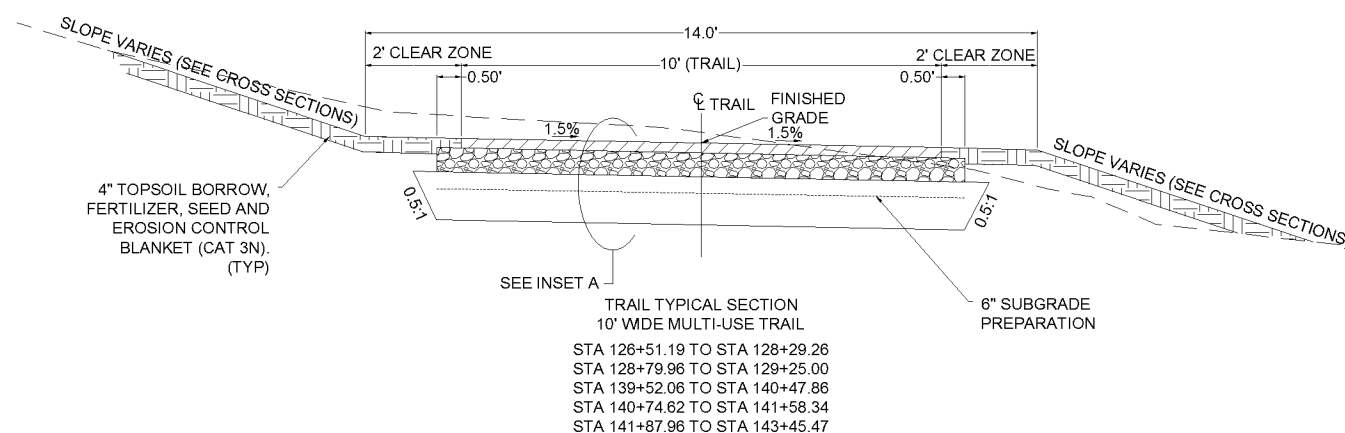
GRAND RAPIDS,
MINNESOTA

TRAIL AND STORM SEWER
PLAN AND PROFILE
GRAND RAPIDS / COHASSET
CONNECTION TRAIL

FILE NO. 35
 GRANR 147877 62



- TYPICAL SECTION NOTES:
- FENCE LOCATIONS
STA 110+00 LT TO STA 113+50 LT
STA 115+75 RT TO STA 124+25 RT
 - GUARD RAIL LOCATIONS
STA 116+00 LT TO STA 127+20 LT
STA 127+61 TO STA 128+07 LT
STA 142+06 TO STA 143+25 LT
STA 143+43 RT NW TO EXISTING



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| DRAWN BY: MBH | | | | |
| DESIGNER: SLC | | | | |
| CHECKED BY: RJB | | | | |
| DESIGN TEAM | NO. | BY | DATE | REVISIONS |

PHONE: 218.322.4500
21 NE 5TH ST STE 200
GRAND RAPIDS, MN 55744
www.sehinc.com

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SARA CHRISTENSON, PE
Date: XX/XX/XX Lic. No. 55414

GRAND RAPIDS,
MINNESOTA

TYPICAL SECTIONS
GRAND RAPIDS / COHASSET
CONNECTION TRAIL

FILE NO. 20
GRANR 14787 62

Attachment C

Evidence of Compliance with MN Environmental Review Rules (Council Resolution)

CITY OF GRAND RAPIDS, MINNESOTA

RESOLUTION NO. _____

AUTHORIZING MAYOR'S SIGNATURE ON GRAND RAPIDS/COHASSET CONNECTION TRAIL GRANT CERTIFICATION FORM & ENVIRONMENTAL ASSESSMENT STATEMENT (EAS) AND MAKING THE DECISION TO NOT ORDER A DISCRETIONARY STATE ENVIRONMENTAL ASSESSMENT WORKSHEET (EAW) FOR THE PROPOSED PROJECT

WHEREAS, the City of Grand Rapids was notified by the Minnesota Department of Natural Resources (MnDNR) on June 15, 2018 that the Grand Rapids/Cohasset Connection Trail Project (Project #C014-18-2A) was awarded a Local Trail Connections Program grant totaling \$150,000 to construct 0.8 miles of 10-foot wide bituminous non-motorized trail to connect the City of Cohasset to the City of Grand Rapids trail system; and

WHEREAS, the reimbursement grant in the amount of \$150,000 is to be established contingent upon final processing of the grant application; and

WHEREAS, the grant award will be reimbursed to the City of Grand Rapids on a matching basis for eligible costs outlined in the program manual and the City of Grand Rapids' application; and

WHEREAS, the City of Grand Rapids is required to complete additional documentation before it may access the grant funds which includes trail project environmental review compliance; and

WHEREAS, the City of Grand Rapids is the Responsible Governmental Unit for environmental review of the Grand Rapids/Cohasset Connection Trail Project; and

WHEREAS, the City of Grand Rapids undertook an environmental review process to determine if the Grand Rapids/Cohasset Connection Trail Project has the potential for significant environmental effects, and prepared the Grand Rapids/Cohasset Connection Trail Project MnDNR EAS; and

WHEREAS, the MnDNR EAS concluded there will be no significant environmental effects resulting from the proposed Grand Rapids/Cohasset Connection Trail Project, as proposed; and

WHEREAS, the Grand Rapids/Cohasset Connection Trail Project does not meet the mandatory state EAW threshold described at Minnesota Rules, 4410.4300; and

WHEREAS, based on the information contained in the MnDNR EAS, the Grand Rapids City Council chooses to not order a discretionary state EAW for the proposed project and

officially makes the determination that the Grand Rapids/Cohasset Connection Trail Project can proceed and is in compliance with all Environmental Quality Board (EQB) rules; and

WHEREAS, any person may request the preparation of an EAW on a project by filing a petition that contains the signatures and mailing addresses of at least 100 individuals who reside or own property in the state in accordance with Minn. Stat. §116D.04, Subd. 2a, paragraph (c) and Minnesota Environmental Review rules, in part 4410.1100, Petition Process, in subpart 1; and

NOW, THEREFORE, BE IT RESOLVED, that the Grand Rapids City Council hereby makes the following specific findings of fact:

1. Grand Rapids is the Responsible Governmental Unit for preparation of environmental review of the project.
2. A MnDNR EAS was prepared and will be submitted to the MnDNR.
3. In considering the type, extent, and reversibility of the environmental effects of the project, there will be no significant environmental effects resulting from the proposed Grand Rapids/Cohasset Connection Trail Project, as proposed.
4. The extent to which the environmental effects of the project are subject to mitigation by ongoing public regulatory authority indicates that this project does not have the potential for significant environmental effects.

; and

BE IT FURTHER RESOLVED, that the Grand Rapids/Cohasset Connection Trail Project hereby concludes that, based upon information gathered during the environmental review process and all of the input received with respect to the MnDNR EAS, a discretionary state EAW is not needed for the Grand Rapids/Cohasset Connection Trail Project, as currently proposed; and

BE IT FURTHER RESOLVED, that the Grand Rapids City Council hereby authorizes the distribution of this resolution on the need for an EAW with the submittal of the EAS to the MnDNR; and

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Grand Rapids on _____, 2019.

SIGNED:

WITNESSED:

(Signature)

(Signature)

(Title)

(Date)

(Title)

(Date)

Attachment D

MnDNR Natural Heritage and Non-Game Research Program Letter



Minnesota Department of Natural Resources
Division of Ecological & Water Resources
500 Lafayette Road, Box 25
St. Paul, MN 55155-4025

November 30, 2018

Correspondence # ERDB 20190167

Mr. Samuel Turrentine
Short Elliott Hendrickson, Inc.
3535 Vadnais Center Drive
St. Paul, MN 55110

RE: Natural Heritage Review of the proposed Grand Rapids/Cohasset Connection Trail Project (Project #: C014-18-2A), T55N R25/26W Sections 18 & 19/13 & 24; Itasca County

Dear Mr. Turrentine,

As requested, the Minnesota Natural Heritage Information System has been queried to determine if any rare species or other significant natural features are known to occur within an approximate one-mile radius of the proposed project. Based on this query, rare features have been documented within the search area (for details, please visit the [Rare Species Guide Website](#) for more information on the biology, habitat use, and conservation measures of these rare species). Please note that the following rare features may be adversely affected by the proposed project:

Ecologically Significant Areas

- The Mississippi River - Blandin Reservoir has been identified as a Lake of *Moderate* Biological Significance. Lakes of Biological Significance were ranked as *Outstanding*, *High* or *Moderate* based on unique plant and animal presence. This particular lake was ranked based on its plant population. As such, it is important that deterioration of water quality is minimized and effective erosion prevention and sediment control practices are implemented and maintained throughout the duration of the project.

State-listed Species

- The creek heelsplitter (*Lasmigona compressa*) and black sandshell (*Ligumia recta*), both state-listed mussel species of special concern, have been documented in Mississippi River in the vicinity of the proposed project. Mussels are particularly vulnerable to deterioration in water quality, especially increased siltation. Therefore, it is important that effective erosion prevention and sediment control practices be implemented and maintained throughout the duration of this project.

Environmental Review and Permitting

- Please include a copy of this letter in any state or local license or permit application. Please note that measures to avoid or minimize disturbance to the above rare features may be included as restrictions or conditions in any required permits or licenses.

The Natural Heritage Information System (NHIS), a collection of databases that contains information about Minnesota's rare natural features, is maintained by the Division of Ecological and Water Resources, Department of Natural Resources. The NHIS is continually updated as new information becomes available, and is the most complete source of data on Minnesota's rare or otherwise significant species, native plant communities, and other natural features. However, the NHIS is not an exhaustive inventory and thus does not represent all of the occurrences of rare features within the state. Therefore, ecologically significant features for which we have no records may exist within the project area. If additional information becomes available regarding rare features in the vicinity of the project, further review may be necessary.

For environmental review purposes, the results of this Natural Heritage Review are valid for one year; the results are only valid for the project location (noted above) and the project description provided on the NHIS Data Request Form. Please contact me if project details change or for an updated review if construction has not occurred within one year.

The Natural Heritage Review does not constitute review or approval by the Department of Natural Resources as a whole. Instead, it identifies issues regarding known occurrences of rare features and potential effects to these rare features. If needed, please contact your [DNR Regional Environmental Assessment Ecologist](#) to determine whether there are other natural resource concerns associated with the proposed project. Please be aware that additional site assessments or review may be required.

Thank you for consulting us on this matter, and for your interest in preserving Minnesota's rare natural resources. An invoice will be mailed to you under separate cover.

Sincerely,



Samantha Bump
Natural Heritage Review Specialist
Samantha.Bump@state.mn.us

Links: Rare Species Guide

<http://www.dnr.state.mn.us/rsg/index.html>

DNR Regional Environmental Assessment Ecologist Contact Info

http://www.dnr.state.mn.us/eco/ereview/erp_regioncontacts.html

Lakes of Biological Significance

ftp://ftp.gisdata.mn.gov/pub/gdrs/data/pub/us_mn_state_dnr/env_lakes_of_biological_signific/metadata/lakes_of_biological_significance_criteria_20150423.pdf

Cc: Margi Coyle

Attachment E

SHPO Correspondence



**DEPARTMENT OF
ADMINISTRATION**
STATE HISTORIC PRESERVATION OFFICE

October 23, 2018

Mr. Samuel Turrentine
Short Elliott Hendrickson Inc.
3535 Vadnais Center Drive
St. Paul, MN 55110

RE: Grand Rapids/Cohasset Connection Trail Project
T55 R26 S13, 24; T55 R25 S18, 19
Cohasset and Grand Rapids, Itasca County
SEH #GRANR 147877 14.00
DNR # CO14-18-2
SHPO Number: 2019-0034

Dear Mr. Turrentine:

Thank you for the opportunity to comment on the above project. It has been reviewed pursuant to the responsibilities given the State Historic Preservation Office by the Minnesota Historic Sites Act and the Minnesota Field Archaeology Act.

Based on information that is available to us at this time, we have determined that there are no properties listed in the National or State Registers of Historic Places, and no known or suspected archaeological properties in the area that will be affected by this project.

Please note that this comment letter does not address the requirements of Section 106 of the National Historic Preservation Act of 1966 and 36 CFR § 800. If this project is considered for federal financial assistance, or requires a federal permit or license, then review and consultation with our office will need to be initiated by the lead federal agency. Be advised that comments and recommendations provided by our office for this state-level review may differ from findings and determinations made by the federal agency as part of review and consultation under Section 106.

Please contact our Environmental Review Program at (651) 201-3285 if you have any questions regarding our review of this project.

Sincerely,

Sarah J. Beimers
Environmental Review Program Manager

cc: Dan Golner, DNR Division of Parks & Trails

MINNESOTA STATE HISTORIC PRESERVATION OFFICE

50 Sherburne Avenue ■ Administration Building 203 ■ Saint Paul, Minnesota 55155 ■ 651-201-3287

mn.gov/admin/shpo/ ■ mnshpo@state.mn.us

AN EQUAL OPPORTUNITY AND SERVICE PROVIDER

Attachment F

Public Lands Certification Form

Trail Grant Programs – State of Minnesota
CERTIFICATION FORM


For all administrators of public lands crossed/utilized in the proposed project

“I agree with plans to develop the proposed trail linkage on land administered by my agency, and I will cooperate in seeking more formal authorization”

| | |
|---------------|--|
| NAME:* | |
| TITLE: | |
| ORGANIZATION: | |
| DATE: | |
| SIGNATURE: | |

For all administrators of public lands crossed/utilized in the proposed project

“I agree with plans to develop the proposed trail linkage on land administered by my agency, and I will cooperate in seeking more formal authorization”

| | |
|---------------|-------------------------------------------------------------------------------------|
| NAME:* | Gregory Hagg |
| TITLE: | Mayor |
| ORGANIZATION: | Cohasset |
| DATE: | 1-22-19 |
| SIGNATURE: |  |

*For highway rights-of-way administered by Mn/DOT contact Debra Anderson within the Metropolitan Area at (651) 234-7551. Throughout Greater Minnesota contact either the Preliminary Design Engineer or the Regional Transportation Planning Coordinator within the Mn/DOT District impacted by the proposal.

(Add additional certification blocks as necessary for this project)

Attachment G

Evidence of Compliance with Water/Wetland Regulations

Minnesota Wetland Conservation Act

Notice of Decision

| | |
|--------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| Local Government Unit (LGU) Itasca County Soil & Water Conservation District | Address 1889 E. Highway 2 Grand Rapids, MN 55744 |
|--------------------------------------------------------------------------------------------|----------------------------------------------------------------|

1. PROJECT INFORMATION

| | | | |
|-----------------------------------------------------------------------------------|-----------------------------------------------------|------------------------------------------|--------------------------------------|
| Applicant Name: City of Grand Rapids Agent: Erin Budrow (SEH) | Project Name GR Cohasset Connection Trail | Date of Application 10/16/2018 | Application Number 2018-27 |
| <input checked="" type="checkbox"/> Attach site locator map. | | | |

Type of Decision:

| | | | |
|-------------------------------------------------------------------------|---------------------------------------|------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> Wetland Boundary or Type Sequencing | <input type="checkbox"/> No-Loss | <input type="checkbox"/> Exemption | <input type="checkbox"/> |
| <input type="checkbox"/> Replacement Plan | <input type="checkbox"/> Banking Plan | | |

Technical Evaluation Panel Findings and Recommendation (if any):

| | | |
|------------------------------------------------------------------|--------------------------------------------------|-------------------------------|
| <input checked="" type="checkbox"/> Approve | <input type="checkbox"/> Approve with conditions | <input type="checkbox"/> Deny |
| Summary (or attach): TEP recommends approval of this application | | |

2. LOCAL GOVERNMENT UNIT DECISION

| | | |
|----------------------------------------------|-------------------------------------------------------------------|---------------------------------|
| Date of Decision: 11/01/2018 | | |
| <input checked="" type="checkbox"/> Approved | <input type="checkbox"/> Approved with conditions (include below) | <input type="checkbox"/> Denied |

LGU Findings and Conclusions (attach additional sheets as necessary):

| |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| -LGU found application received from Erin Budrow on 10/16/2018 -LGU found proposed wetlands to be jurisdictional In conclusion LGU agrees with boundary and typing of the Type 3/6 Shallow Marsh/Shrub Carr wetland basin. -LGU concludes that this application is <u>approved</u>. |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

For Replacement Plans using credits from the State Wetland Bank:

| Bank Account # | Bank Service Area | County | Credits Approved for Withdrawal (sq. ft. or nearest .01 acre) |
|----------------|-------------------|--------|---------------------------------------------------------------|
| | | | |

Replacement Plan Approval Conditions. In addition to any conditions specified by the LGU, the approval of a Wetland Replacement Plan is conditional upon the following:

- Financial Assurance:** For project-specific replacement that is not in-advance, a financial assurance specified by the LGU must be submitted to the LGU in accordance with MN Rule 8420.0522, Subp. 9


(List amount and type in LGU Findings).

Deed Recording: For project-specific replacement, evidence must be provided to the LGU that the BWSR "Declaration of Restrictions and Covenants" and "Consent to Replacement Wetland" forms have been filed with the county recorder's office in which the replacement wetland is located.

Credit Withdrawal: For replacement consisting of wetland bank credits, confirmation that BWSR has withdrawn the credits from the state wetland bank as specified in the approved replacement plan.

Wetlands may not be impacted until all applicable conditions have been met!

LGU Authorized Signature:

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------------------------------------------------------------------|
| Signing and mailing of this completed form to the appropriate recipients in accordance with 8420.0255, Subp. 5 provides notice that a decision was made by the LGU under the Wetland Conservation Act as specified above. If additional details on the decision exist, they have been provided to the landowner and are available from the LGU upon request. | | |
| Name Waylon Glienke | Title Wetland Specialist | |
| Signature  | Date 11/01/2018 | Phone Number and E-mail 218-328-3091 waylon.glienke@itascaswcd.org |

THIS DECISION ONLY APPLIES TO THE MINNESOTA WETLAND CONSERVATION ACT. Additional approvals or permits from local, state, and federal agencies may be required. Check with all appropriate authorities before commencing work in or near wetlands.

Applicants proceed at their own risk if work authorized by this decision is started before the time period for appeal (30 days) has expired. If this decision is reversed or revised under appeal, the applicant may be responsible for restoring or replacing all wetland impacts.

This decision is valid for three years from the date of decision unless a longer period is advised by the TEP and specified in this notice of decision.

3. APPEAL OF THIS DECISION

Pursuant to MN Rule 8420.0905, any appeal of this decision can only be commenced by mailing a petition for appeal, including applicable fee, within thirty (30) calendar days of the date of the mailing of this Notice to the following as indicated:

Check one:

| | |
|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Appeal of an LGU staff decision. Send petition and \$ _____ fee (if applicable) to: | <input type="checkbox"/> Appeal of LGU governing body decision. Send petition and \$500 filing fee to: Executive Director Minnesota Board of Water and Soil Resources 520 Lafayette Road North St. Paul, MN 55155 |
|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

4. LIST OF ADDRESSEES

| |
|----------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> SWCD TEP member: Kim Yankowiak (kim.yankowiak@itascaswcd.org) |
| <input checked="" type="checkbox"/> BWSR TEP member: Matt Johnson (matthew.johnson@state.mn.us) |
| <input type="checkbox"/> LGU TEP member (if different than LGU Contact): |
| <input checked="" type="checkbox"/> DNR TEP member: Rian Reed (rian.reed@state.mn.us) |
| <input type="checkbox"/> DNR Regional Office (if different than DNR TEP member) |
| <input type="checkbox"/> WD or WMO (if applicable): |
| <input checked="" type="checkbox"/> Applicant and Landowner (if different) |
| <input checked="" type="checkbox"/> Members of the public who requested notice: |

Itasca County Environmental Services (Jim.Gustafson@co.itasca.mn.us)

- Corps of Engineers Project Manager
- BWSR Wetland Bank Coordinator (wetland bank plan decisions only)

5. MAILING INFORMATION

- For a list of BWSR TEP representatives: www.bwsr.state.mn.us/aboutbwsr/workareas/WCA_areas.pdf
- For a list of DNR TEP representatives: www.bwsr.state.mn.us/wetlands/wca/DNR_TEP_contacts.pdf
- Department of Natural Resources Regional Offices:

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <u>NW Region:</u> Reg. Env. Assess. Ecol. Div. Ecol. Resources 2115 Birchmont Beach Rd. NE Bemidji, MN 56601 | <u>NE Region:</u> Reg. Env. Assess. Ecol. Div. Ecol. Resources 1201 E. Hwy. 2 Grand Rapids, MN 55744 | <u>Central Region:</u> Reg. Env. Assess. Ecol. Div. Ecol. Resources 1200 Warner Road St. Paul, MN 55106 | <u>Southern Region:</u> Reg. Env. Assess. Ecol. Div. Ecol. Resources 261 Hwy. 15 South New Ulm, MN 56073 |
|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|

For a map of DNR Administrative Regions, see: http://files.dnr.state.mn.us/aboutdnr/dnr_regions.pdf

- For a list of Corps of Project Managers: www.mvp.usace.army.mil/regulatory/default.asp?pageid=687
or send to:

US Army Corps of Engineers
St. Paul District, ATTN: OP-R
180 Fifth St. East, Suite 700
St. Paul, MN 55101-1678

- For Wetland Bank Plan applications, also send a copy of the application to:
Minnesota Board of Water and Soil Resources
Wetland Bank Coordinator
520 Lafayette Road North
St. Paul, MN 55155

6. ATTACHMENTS

In addition to the site locator map, list any other attachments:

- Application attached**
-
-
-
-

CITY OF GRAND RAPIDS, MINNESOTA

RESOLUTION NO. _____

AUTHORIZING MAYOR'S SIGNATURE ON GRAND RAPIDS/COHASSET CONNECTION TRAIL GRANT CERTIFICATION FORM & ENVIRONMENTAL ASSESSMENT STATEMENT (EAS) AND MAKING THE DECISION TO NOT ORDER A DISCRETIONARY STATE ENVIRONMENTAL ASSESSMENT WORKSHEET (EAW) FOR THE PROPOSED PROJECT

WHEREAS, the City of Grand Rapids was notified by the Minnesota Department of Natural Resources (MnDNR) on June 15, 2018 that the Grand Rapids/Cohasset Connection Trail Project (Project #C014-18-2A) was awarded a Local Trail Connections Program grant totaling \$150,000 to construct 0.8 miles of 10-foot wide bituminous non-motorized trail to connect the City of Cohasset to the City of Grand Rapids trail system; and

WHEREAS, the reimbursement grant in the amount of \$150,000 is to be established contingent upon final processing of the grant application; and

WHEREAS, the grant award will be reimbursed to the City of Grand Rapids on a matching basis for eligible costs outlined in the program manual and the City of Grand Rapids' application; and

WHEREAS, the City of Grand Rapids is required to complete additional documentation before it may access the grant funds which includes trail project environmental review compliance; and

WHEREAS, the City of Grand Rapids is the Responsible Governmental Unit for environmental review of the Grand Rapids/Cohasset Connection Trail Project; and

WHEREAS, the City of Grand Rapids undertook an environmental review process to determine if the Grand Rapids/Cohasset Connection Trail Project has the potential for significant environmental effects, and prepared the Grand Rapids/Cohasset Connection Trail Project MnDNR EAS; and

WHEREAS, the MnDNR EAS concluded there will be no significant environmental effects resulting from the proposed Grand Rapids/Cohasset Connection Trail Project, as proposed; and

WHEREAS, the Grand Rapids/Cohasset Connection Trail Project does not meet the mandatory state EAW threshold described at Minnesota Rules, 4410.4300; and

WHEREAS, based on the information contained in the MnDNR EAS, the Grand Rapids City Council chooses to not order a discretionary state EAW for the proposed project and

officially makes the determination that the Grand Rapids/Cohasset Connection Trail Project can proceed and is in compliance with all Environmental Quality Board (EQB) rules; and

WHEREAS, any person may request the preparation of an EAW on a project by filing a petition that contains the signatures and mailing addresses of at least 100 individuals who reside or own property in the state in accordance with Minn. Stat. §116D.04, Subd. 2a, paragraph (c) and Minnesota Environmental Review rules, in part 4410.1100, Petition Process, in subpart 1; and

NOW, THEREFORE, BE IT RESOLVED, that the Grand Rapids City Council hereby makes the following specific findings of fact:

1. Grand Rapids is the Responsible Governmental Unit for preparation of environmental review of the project.
2. A MnDNR EAS was prepared and will be submitted to the MnDNR.
3. In considering the type, extent, and reversibility of the environmental effects of the project, there will be no significant environmental effects resulting from the proposed Grand Rapids/Cohasset Connection Trail Project, as proposed.
4. The extent to which the environmental effects of the project are subject to mitigation by ongoing public regulatory authority indicates that this project does not have the potential for significant environmental effects.

; and

BE IT FURTHER RESOLVED, that the Grand Rapids/Cohasset Connection Trail Project hereby concludes that, based upon information gathered during the environmental review process and all of the input received with respect to the MnDNR EAS, a discretionary state EAW is not needed for the Grand Rapids/Cohasset Connection Trail Project, as currently proposed; and

BE IT FURTHER RESOLVED, that the Grand Rapids City Council hereby authorizes the distribution of this resolution on the need for an EAW with the submittal of the EAS to the MnDNR; and

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Grand Rapids on _____, 2019.

SIGNED:

WITNESSED:

(Signature)

(Signature)

(Title)

(Date)

(Title)

(Date)



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 19-0070 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Consent Agenda
File created: 1/24/2019 **In control:** City Council
On agenda: 1/28/2019 **Final action:**
Title: Consider approving the plans and specifications and ordering the advertisement for bids for security, maintenance, fixtures, furniture and equipment improvements contained in the Capitol Improvement Plan for City Hall.

Sponsors:

Indexes:

Code sections:

Attachments:

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

Consider approving the plans and specifications and ordering the advertisement for bids for security, maintenance, fixtures, furniture and equipment improvements contained in the Capitol Improvement Plan for City Hall.

Background Information:

At previous council meetings on May 29, 2018 and August 27, 2018, city council authorized building maintenance to develop plans and specifications for security, maintenance, fixtures, furniture and equipment improvements at City Hall as part of the Capitol Improvement Plan. Plans and specifications have been prepared by Damberg Scott Grezina and Wagner Architects and are complete and ready to be advertised for bid.

Staff Recommendation:

City staff recommends approving the plans and specifications and ordering the advertisement for bids for CIP security, maintenance, fixtures, furniture and equipment improvements at City Hall.

Requested City Council Action

A motion approving the plans and specifications and ordering the advertisement for bids for CIP security, maintenance, fixtures, furniture and equipment improvements at City Hall.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 19-0072 **Version:** 1 **Name:** Adv. Cont-Manrique Group-Great Clips
Type: Agenda Item **Status:** Consent Agenda
File created: 1/25/2019 **In control:** City Council
On agenda: 1/28/2019 **Final action:**
Title: Consider entering into an agreement with an area business for advertising at the IRA Civic Center.
Sponsors:
Indexes:
Code sections:
Attachments: [Manrique Group-Great Clips-Advertising Contract-2019](#)

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

Consider entering into an agreement with an area business for advertising at the IRA Civic Center.

Background Information:

In 1993, the City Council approved the Civic Center advertising policy to generate revenue to offset operating costs. As part of this policy, agreements are renewed at the end of each term. The following is a new agreement:

Manrique Group-Great Clips-June 1, 2019-May 31, 2022 for a wall sign and dasherboards-\$1,600 per year for 2019-2020, 2020-2021 and 2021-2022.

Staff Recommendation:

City staff is recommending approval of entering into an agreement with an area business for advertising at the IRA Civic Center.

Requested City Council Action

Make a motion to approve entering into an agreement with an area business for advertising at the IRA Civic Center.

AGREEMENT FOR RENTAL OF WALL LIGHTED SIGN

WHEREAS, the City of Grand Rapids, acting through the IRA Civic Center, Lessor, owns a multi-purpose facility known as the Civic Center; and


WHEREAS, it will be beneficial to certain business to acquire the privilege of using the advertising signs contained on the interior walls and/or dasherboards (2) in the IRA Civic Center for a certain period of years; and

WHEREAS, the Lessor desires to lease the available advertising sign to certain Lessees.

NOW, THEREFORE, IT IS HEREBY AGREED by the IRA Civic Center only, Lessor, and **Manrique Group, Inc. – Agency of Record for Great Clips, Inc.**, Lessee, that the Lessee shall lease for a period of 3 (three) years according to the terms set forth herein and upon the following terms and conditions:

1. Signs will be placed on the interior walls and/or dasherboards (2) of the IRA Civic Center only, and Lessor shall have the final decision as to exact location of each sign. The choice of each sign and location shall be on a "FIRST COME, FIRST SERVED" basis. Lessor reserves the right to take into consideration actual placement of signs to insure maximum utilization of all advertising areas on the interior walls and/or dasherboards (2) of the IRA Civic Center.
2. The Lessee shall pay to the Lessor in consideration of the sign and/or dasherboard, the sum of \$1600.00 in cash to the Lessor at the commencement of the rental term as set forth below.
3. The Lease term for the advertising space shall be as follows: June 1, 2019 to May 31, 2022.
4. Lessee shall have the first right to rent the advertising signs to Lessee for successive years. Although the signed contract is due within 30 days, lessee will be invoiced and payment in full is due by June 1, 2019, 2020, and 2021. The Lessor reserves the right to sell sign space if the payment is not received by June 1 of each year.
5. The Advertising logo and design to be used on the signs shall be provided by the Lessee and subject to approval by the Lessor. The Lessor will not unreasonably withhold its approval of any design submitted by Lessee, however, Lessor reserves the right to set standards for the substance and appearance of any advertising to be placed in the IRA Civic Center pursuant to this Agreement.
6. The expense of setup and art work of the sign shall be borne by the Lessee.
7. This agreement shall not be changed unless done so in writing by the Lessee.
8. The Lessee's advertising space cannot be sublet or resold.
9. All signs and materials are the property of the Lessor.

10. All maintenance of the signs will be the responsibility of the IRA Civic Center.
11. Lease rates and terms are \$1,600.00 per year for 2019-20, 2020-21, and 2021-22 for a 4' x 6' interior wall sign and/or two 32" x 96" dasherboard advertisements.

BY: 
Lessee / President

DATE: 1-29-19

CITY OF GRAND RAPIDS (Lessor)

BY: _____
Mayor

DATE: _____

Tom Pagel, City Administrator

Dated this _____ day of _____, 20____.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 19-0073 **Version:** 1 **Name:**
Type: Agenda Item **Status:** Consent Agenda
File created: 1/25/2019 **In control:** City Council
On agenda: 1/28/2019 **Final action:**
Title: Consider approving a proposal from Walker Appraisals to perform two appraisal reviews.
Sponsors:
Indexes:
Code sections:
Attachments: [Walker Appraisal Proposal](#)
[QUALIFICATIONS OF WENDY WALKER](#)

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

Consider approving a proposal from Walker Appraisals to perform two appraisal reviews.

Background Information:

At the City Council's last meeting, the Council approved a proposal for the preparation of two appraisals required by the planned sale of a portion of the Sports Complex Property to School District 318 for the new east elementary school. These appraisals require an independent review by another certified appraiser. Wendy Walker of Walker Appraisals submitted a proposal to perform the review appraisals for \$1,100.00 each.

This expense will be reimbursed through the sale of the property to the School District.

Requested City Council Action

Approve the proposal from Walker Appraisals to perform two appraisal reviews at a cost of \$2,200.00

Rob Mattei

From: Wendy Walker <Wendy@WalkerAppraisals.com>
Sent: Monday, January 21, 2019 2:23 PM
To: Rob Mattei
Subject: RE: Request for review appraisal proposal.
Attachments: QUALIFICATIONS OF WENDY WALKER.pdf

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Rob,

Thank you for sending this info. I would be willing to provide UASFLA (Yellow Book) reviews for \$1,100 each.

My appraisal qualifications are attached. Please contact me if you want any more information.

Wendy Walker, MAI, AI-GRS, ARA, RPRA

612-209-4767

Walker Appraisals

From: Rob Mattei <rmattei@ci.grand-rapids.mn.us>
Sent: Wednesday, January 16, 2019 1:53 PM
To: Wendy Walker <Wendy@WalkerAppraisals.com>
Subject: Request for review appraisal proposal.

Wendy,

Please review this and submit your proposal for review appraisal to me by the end of the day of January 22nd.

Thank you,

Rob Mattei
Director of Community Development
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids, MN 55744-2662
Office: 218-326-7622
Mobile: 218-244-2924
Fax: 218-326-7621

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QUALIFICATIONS OF WENDY WALKER

PROFESSIONAL DESIGNATIONS AND LICENSES

MAI, Appraisal Institute, designation #12192
AI- GRS, Appraisal Institute, General Review Specialist
ARA, Accredited Rural Appraiser, Am. Society of Farm Managers & Rural Appraisers
RPRA, Real Property Review Appraiser, Am. Society of Farm Mgrs. & Rural Appraisers
Certified General Appraiser, MN #4001805, WI #913-10, CA #3004060

PROFESSIONAL AFFILIATIONS

State of MN, Real Estate Appraisal Advisory Board member, 2007-2013
North Star Chapter, Appraisal Institute, Board Member 2005-2011, President 2010
Appraisal Institute, Member of Experience Review Panel since 2006
Appraisal Institute, Leadership Development Advisory Council, 2006, 2007
American Society of Farm Managers & Rural Appraisers, member
MN Assn. of Professional Appraisers (MAPA), President 1995-96, Vice Pres. 1993-94

PROPERTY TYPES APPRAISED

Land

Agricultural
Subdivisions
Forestry
Wetlands
Conservation easements
Utility easements
Right-of-way easements
Gravel lands
Islands
Commercial sites
Railroad corridors

Commercial

Office buildings
Industrial buildings
Motels
Restaurants
Marinas
Gas stations/convenience stores
Shopping centers
Golf courses
Apartments
Retail
Parking lots

EXPERIENCE

- Member, Palos Verdes Estates Planning Commission, 2017-20
- Contract appraisal reviewer for FDIC, state and federal agencies. Review appraisal reports to assure compliance with USPAP, FIRREA and UASFLA.
- Land Trust Alliance Rally 2017, seminar presenter.
- Testified as an expert witness in U.S. District Court and condemnation hearings.
- Testified at MN Legislature on appraisal legislation, 2010 and 2011.
- Hennepin County Board of Equalization, Member 1992-95, 1997; Chair 1993-95. Adjudicated property tax appeals for Hennepin County

BUSINESS AFFILIATIONS

1986 to present - Owner, Walker Appraisals
1978 to 1986 – Appraisal Supervisor & Realty Specialist, MN Dept. of Natural Resources
1977 to 1978 – Horicon Area Land Agent, WI Department of Natural Resources

QUALIFICATIONS OF WENDY WALKER

EDUCATION

University of Wisconsin-Madison:

1974 - B.A., Geography; 1974-76 - graduate study in Real Estate
1984 - M.S., Landscape Architecture

Appraisal Institute Seminars (recent)

Uniform Appraisal Standards for Federal Land Acquisitions – 2006, 2007, 2017
Advanced Land Valuation - 2017
Advanced Spreadsheet Modeling - 2016
USPAP Update – 2016
Review Theory – General - 2014
Valuation of Donated Real Estate & Conservation Easements - 2014
Appraising the Appraisal - 2011
Commercial Appraisal Engagement & Review - 2010
Appraising Distressed Commercial Real Estate - 2009
Valuation of Conservation Easements – 2007, 2008
Condemnation Appraising & Appraiser as Expert Witness - 2005
Subdivision Valuation – 2005

American Society of Farm Managers and Rural Appraisers

Requirements of UASFLA “Yellow Book” – 2014, 2017
Separating Real Property, Personal Prop. & Intangible Business Assets – 2012
Advanced Rural Appraisal (A-30) - 2007
Appraisal Review Under UASFLA (A-380) - 2006
Conservation Easements – Valuation & Case Studies - 2006
Advanced Appraisal Review (A-35) - 2005

Designed and taught seminar on Appraising Conservation Easements for MN DNR,
WI DNR, The Nature Conservancy and Gathering Waters Conservancy

PARTIAL LIST OF CLIENTS

Financial Institutions

Bank Cherokee
Associated Bank
Twin City Federal
Anchor Bank
Wells Fargo

Government Clients

MN Dep't. of Natural Resources
WI Dep't. of Natural Resources
Dakota County
City of Minneapolis
USDA/NRCS

Land Trusts and Non-Profits

West Wisconsin Land Trust
Minnesota Land Trust
Kinnickinnic River Land Trust
Trust for Public Land
Minnehaha Creek Watershed District
Star Prairie Land Trust
MN Parks and Trails Council
Conservation Fund
The Nature Conservancy
Gathering Waters Conservancy
Standing Cedars Land Conservancy

1da.



CITY OF GRAND RAPIDS

Legislative Master

File Number: 19-0076

File ID: 19-0076

Type: Agenda Item

Status: Consent Agenda

Version: 1

Reference:

In Control: City Council

File Created: 01/28/2019

File Name: Rehire-Bloch, Sawyer

Final Action:

Title: Consider approving the rehiring of a regular part-time employee at the Grand Rapids Park and Recreation Department and the IRA Civic Center.

Notes:

Sponsors:

Enactment Date:

Attachments:

Enactment Number:

Contact:

Hearing Date:

Drafter: Sara Holum

Effective Date:

History of Legislative File

| Ver- sion: | Acting Body: | Date: | Action: | Sent To: | Due Date: | Return Date: | Result: |
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|
|---------------|--------------|-------|---------|----------|-----------|-----------------|---------|

Text of Legislative File 19-0076

Consider approving the rehiring of a regular part-time employee at the Grand Rapids Park and Recreation Department and the IRA Civic Center.

Background Information:

Sawyer Bloch will be rehired with the Grand Rapids Park and Recreation Department and the IRA Civic Center as regular part-time maintenance employee starting at \$11.50/hour.

This will be part of the annual operating budget and employment will begin on January 29, 2019 and completed December 31, 2019.

Staff Recommendation:

City staff is recommending the approval of rehiring Sawyer Bloch as a regular part-time employee with the Grand Rapids Park and Recreation Department and the IRA Civic Center.

Requested City Council Action

Make a motion approving the rehiring of Sawyer Bloch as a regular part-time employee with the Grand Rapids Park and Recreation Department and the IRA Civic Center.



CITY OF GRAND RAPIDS

Legislative Master

File Number: 19-0074

| | | |
|---------------------------------|--------------------------|---------------------------------|
| File ID: 19-0074 | Type: Agenda Item | Status: Passed |
| Version: 1 | Reference: | In Control: City Council |
| | | File Created: 01/25/2019 |
| File Name: Three of Cups | | Final Action: 01/28/2019 |

Title: Consider approving on-sale Wine License and 3.2% Beer License with authorization for Strong Beer to Three of Cups, LLC, contingent upon receipt of all required fees and documentation.

Notes:

Sponsors: _____ **Enactment Date:** _____

Attachments: _____ **Enactment Number:** _____

Contact: _____ **Hearing Date:** _____

Drafter: Kim Gibeau **Effective Date:** _____

History of Legislative File

| Ver- sion: | Acting Body: | Date: | Action: | Sent To: | Due Date: | Return Date: | Result: |
|---------------|-------------------------------------------------------------------------------------------------------------------------------|------------|----------|----------|-----------|-----------------|---------|
| 1 | City Council | 01/28/2019 | Approved | | | | Pass |
| | Action Text: Approved by consent roll call | | | | | | |
| | Aye: 5 Councilor Dale Christy, Mayor Dale Adams, Councilor Rick Blake, Councilor Tasha Connelly, and Councilor Michelle Toven | | | | | | |

Text of Legislative File 19-0074

Consider approving on-sale Wine License and 3.2% Beer License with authorization for Strong Beer to Three of Cups, LLC, contingent upon receipt of all required fees and documentation.

Background Information:

Three of Cups LLC has submitted applications for on-sale wine and 3.2% malt liquor with strong beer authorization, located at 31 NE 3rd Street, Grand Rapids. If the City Council approves the applications, staff will forward to the State of Minnesota for issuance.

Staff Recommendation:

Approve applications and authorize staff to forward to the State of Minnesota, Alcohol & Gambling Enforcement for issuance.

Requested City Council Action

Make a motion approving on-sale Wine License and 3.2% Beer License with authorization for Strong Beer to Three of Cups, LLC, contingent upon receipt of all required fees and documentation.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 19-0075 **Version:** 1 **Name:**
Type: Minutes **Status:** Approved
File created: 1/25/2019 **In control:** City Council
On agenda: 1/28/2019 **Final action:**
Title: Review & Acknowledge approved minutes for Boards & Commissions.
Sponsors:
Indexes:
Code sections:
Attachments: [December 18, 2018 Golf Board minutes.pdf](#)
[December 19, 2018 HRA minutes.pdf](#)
[November 14, 2018 HRA minutes.pdf](#)
[October 10, 2018 HRA Minutes.pdf](#)
[October 24, 2018 HRA minutes.pdf](#)

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

Review & Acknowledge approved minutes for Boards & Commissions.

GRAND RAPIDS GOLF COURSE BOARD
REGULAR MONTHLY MEETING
December 18, 2018
7:30 AM

Present: Larry O'Brien, Pat Pollard, Brad Gallop

Absent: Kelly Kirwin, Todd Roth

Staff: Bob Cahill Director of Golf

- I. Pat Pollard called the meeting to order.
- II. Brad Gallop made a motion to accept the minutes of the November 20, 2018 Board meeting. Larry O'Brien seconded the motion. The motion passed.
- III. Consideration of monthly bills: Brad Gallop made a motion to approve the bill list. Larry O'Brien seconded the motion. The motion passed.

| | |
|--------------------------------|------------------|
| BURGGRAF'S ACE HARDWARE | 85.49 |
| CITY OF COHASSET | 316.78 |
| GARTNER REFRIGERATION CO | 578.50 |
| CITY OF GRAND RAPIDS | 10,475.00 |
| GRAND RAPIDS CITY PAYROLL | 9,825.65 |
| GRAND RAPIDS HERALD REVIEW | 358.00 |
| GROOMS YARD SERVICES | 400.00 |
| L&M SUPPLY | 57.46 |
| M & R ENTERPRISES | 1,455.00 |
| MINNESOTA REVENUE | 331.43 |
| MINNESOTA TORO | 170.31 |
| MINUTEMAN PRESS | 653.77 |
| NARDINI FIRE EQUIPMENT CO INC | 680.50 |
| OPERATING ENGINEERS LOCAL #49 | 1,402.00 |
| P.U.C. | 1,295.32 |
| REESE RUBBER STAMP COMPANY | 24.05 |
| ROSS GOLF COURSE | 4,334.58 |
| TDS Metrocom | 252.15 |
| UNUM LIFE INSURANCE CO OF AMER | 2.05 |
| VERIZON WIRELESS | 63.85 |
| TOTAL ALL VENDORS: | 32,761.89 |

IV. Visitors: None

V. Grounds Superintendent: Bob Cahill reported. Trees to the immediate south of the 14 green have been removed to allow sunshine and ventilation. Plackner Tree Removal did the work.

VI. Concessions: Bob Cahill reported. The contract to extend the services of the Bastians was approved by the City Council.

VII. Director of Golf: Bob Cahill reported. Continued discussion of an alternate water source took place. Bob talked about marketing plans and a marketing seminar he attended.

VIII. Old Business: None

IX. New Business: None

X. Correspondence and Open Discussion: None.

XI. Adjourn: Brad Gallop made a motion to adjourn the meeting. Larry O'Brien seconded the motion.
The motion passed.

Respectfully Submitted,

Larry O'Brien
Recording Secretary

**THE HOUSING AND REDEVELOPMENT AUTHORITY
OF GRAND RAPIDS, MN
REGULAR MEETING December 19, 2018**

CALL TO ORDER

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

CALL OF ROLL

On a Call of Roll the following Grand Rapids HRA Commissioners were present: Commissioner Marilyn Rossman - Commissioner Chris Henrichsen - Commissioner Bill Zeige – Commissioner Issac Meyer – Commissioner Kathleen Blake

HRA STAFF: Diane Larson, Interim Executive Director; Amanda MacDonell, Property & Program Development Specialist

GUESTS PRESENT: Renee Patrow, City Finance Department; Tom Pagel, City Administrator; Dorothy Monroe, Resident; Laura LaFrance, Resident; Judy Peterson Resident, Bert McElrath, Resident; Brian Hill, Resident

PUBLIC FORUM:

Issues brought up by tenants from the 411 complex: Bert McElrath, Brian Hill

- Mail packages left on table have been stolen.

Issues brought up by tenants from the 401 complex: Dorothy Monroe, Judy Peterson, Laura LaFrance

- Bathroom upgrades – residents would like input on design as they are concerned about the closet removal.
- Security issues and new keys for entrances and entry security system that has a phone is broken.

APPROVAL OF MINUTES

Commissioner Meyer made a motion to approve the Regular meeting minutes of November 14, 2018. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

FINANCIAL REPORTS

Discussion was held among the Board members, Interim Director Diane Larson and Renee Patrow from the City Finance Department on the financial reports for the month of November 2018. Renee Patrow stated that public housing operating subsidy for the month of November had not been received. Interim Director Larson stated that because of the change of management, Grand Rapids HRA does not have access to the HUD systems needed in order to draw down operating subsidy but hopes to have that remedied by the end of December. Patrow also noted that she had conversation with Larson and, in the future,

APPROVED

both depreciation and PILOT will be listed monthly so commissioners have a more accurate financial picture. Commissioners requested to have both the summary and detailed financial reports monthly. Commissioner Henrichsen made motion to approve all November 2018 financial statements as presented. Seconded by Commissioner Meyer. Voting Aye, all. Motion carried.

APPROVAL OF VERIFIED CLAIMS

After discussion of the verified claims, Commissioner Meyer made a motion to approve the following claims:

- Public Housing verified claims in the amount of \$20,930.16
- Crystal lake Townhomes verified claims in the amount of \$35,177.87
- Pooled Housing verified claims in the amount of \$74,711.86.

The motion was seconded by Commissioner Blake. Voting Aye, all. Motion carried.

Interim Director Larson stated there are three claims that did not get on the verified claims report as follows:

- City of Grand Rapids: accounting invoice in the amount of \$5,575.00
- Itasca County HRA: management services in the amount of \$2,550.00
- PILOT for the year 2018: Public Housing in the amount of \$24,817.00; Pooled Housing in the amount of \$47,322.00.

Commissioner Meyer made a motion to approve the three separate claims; seconded by Commissioner Blake. Voting Aye, all. Motion carried

APPROVAL OF BUDGETS FOR FYE 12/31/2019

Larson noted that City finance staff, with assistance from Tom Pagel, drafted 2019 budgets for the board's review. Patrow noted that the budgets include a full year of fees for interim management services and a 2% increase in staff salaries.

Public Housing: Motion by Commissioner Meyer, seconded by Commissioner Ziege to approve Resolution 2018-03, Resolution to Approve the 2019 Public Housing Budget. The motion passed unanimously – see attached full copy of said Resolution.

Crystal Lake Townhomes: Motion by Commissioner Blake to approve the Crystal Lake Townhomes budget as presented for fiscal year 2019; seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

Pooled Housing Projects: Commissioner Meyer made a motion to approve the Lake Shore Place and Forest Park West budget as presented; seconded by Commissioner Ziege. Voting Aye, all. Motion carried.

General Fund: Commissioner Henrichsen made a motion to approve the General Fund budget for fiscal year 2019; seconded by Commissioner Blake. Voting Aye, all. Motion carried.

APPROVED

Board members requested that the budget process be moved up to November 1 of each year.

PUBLIC HOUSING:

Security and Entry Locks at 401 River Road Apartments:

In written report, Interim Director Larson presented an update on the entry lock/keys and recommended that the Board consider instituting a move out charge for unreturned keys. Tenants would be required sign a key check out form allowing only one extra key per resident. Following discussion, Commissioner Blake made a motion to amend the November 2018 board action, that rather than charging an upfront fee, each tenant would be allowed one extra key and there would be a move out charge for all keys not returned. Seconded by Commissioner Ziege. Voting Aye, all. Motion carried.

Consider Bathroom Remodel and Bids for the 401 River Road Apartments:

Interim Director Larson stated she followed up with Scott Sosalla, Architect with ARI, regarding some concerns with the bathroom remodel project. The funding for the project will not allow for the full project to be complete and the only bidder is unable to reduce the project scope to reflect the budget available. Sosalla agreed that the budget did not adequately reflect the scope of the project and he recommended that all bids be rejected and the project re-bid. In addition, Larson noted that tenant concerns about the design of the project should be taken into consideration. After further discussion, Commissioner Meyer made a motion to reject all bids for the 401 River Road bathroom remodel project at this time; seconded by Commissioner Blake. Voting Aye, all Motion carried.

Note: Commissioners Rossman and Ziege exited the meeting at approximately 5:05 p.m.

CRYSTAL LAKE TOWNHOMES

In written report, Interim Director Larson provided an update to the Board regarding Crystal Lake Townhomes. She met with Gayle Rusco, MHFA, on December 4th to discuss the issues identified in the June 6th letter from MHFA and anticipates that resolve of all the issues will occur before the January board meeting. She further reported that the distribution of excess cash as outlined in the 2016 audit will not be taken due to the project's performance and the lack of current operating cash available. Staff is working to revise the management contact in both MHFA and HUD systems and staff's time in the coming months will be spent primarily on reducing vacancies at the project. MacDonell noted that the first strategy is to pull advertising from the Herald Review and look at alternate forms of advertising. In addition, interim management staff will work with GRHRA staff to submit vacancy payments on behalf of the project. No specific board action was requested.

Commissioner Blake made a motion to accept the staff report; seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

APPROVED

POOLED HOUSING

Interim Director Larson stated that we are 100% occupied at Lake Shore Place at this time with three potential vacancies. Forest Park West has one vacant unit with two vacate notices received due to the rent increase implemented for January 1. Commissioner Henrichsen made a motion to accept the pooled housing report; seconded by Commissioner Blake. Voting Aye, all. Motion carried.

OTHER MATTERS

a. Consider Pay increase for staff to be effective 1/01/2019

Interim Director Larson recommended a 2% increase effective January 1, 2019 for two administrative staff and four caretakers. She noted that the recommendation is in line with increases approved for City staff and this amount has been incorporated into the budget. Commissioner Blake made a motion to approve a 2% pay increase for all staff; seconded by Henrichsen, Voting Aye, all. Motion carried.

b. Discuss authorized signatories and consider Resolution to specify

Commissioner Henrichsen made a motion to change the signatories for all GRHRA banking accounts, which include Woodland Bank, Deerwood Bank and Wells Fargo, to read as authorized signatories: Diane Larson, Chris Henrichsen and Marilyn Rossman. Seconded by Commissioner Blake. Voting Aye, all. Motion carried.

Commissioner Blake made a motion to approve Interim Director Diane Larson, as authorized to sign official reports for the Grand Rapids HRA. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

Commissioner Meyer noted that the previous action was correct but cautioned the board that additional authorized signatories for official reports may be needed. Commissioner Blake amended her motion to state that official signatories for reports and official documents of the Grand Rapids HRA are as follows: Interim Director Larson, the Board Chair, and the Board Secretary. Commissioner Henrichsen seconded the revised motion. Motion carried.

a. Schedule annual organizational meeting

Larson noted that she included this as an agenda item prior to review of the agency's Bylaws. Per the bylaws, no official action is needed to schedule the annual organizational meeting which will take place in January of each year.

d. Subcommittee Report: Rossman/ Blake

Commissioner Blake stated that she and Commissioner Rossman attended a meeting with Diane Larson, Tom Pagel, Pat Casey, Chairperson of the Itasca County HRA and Barb Sanderson, Commissioner at Itasca County HRA. The meeting was introductory in nature and Diane Larson was asked to put together a summary of each agency. Blake noted that she anticipates that the subcommittee

APPROVED

will be seeking a consultant to assist the two agencies in looking at possible collaboration efforts.

e. FYI: General administrative update items

Larson noted that she and MacDonell met with all staff at GRHRA to discuss the transition in management team and hear their concerns. Larson also informed the board that she is working with the HUD Field Office staff in Minneapolis to transition all HUD systems into her name. This will enable draw down of operating subsidies, capital fund dollars, and the ability to enter reports timely to HUD. She is hoping to have the transition complete by December 31, 2018.

ADJOURNMENT

Commissioner Blake made a motion to adjourn the meeting at 5:31 p.m.; seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

Signed 
Secretary, Commissioner Chris Henrichsen

APPROVED

**THE HOUSING AND REDEVELOPMENT AUTHORITY
OF GRAND RAPIDS, MN
REGULAR MEETING November 14, 2018**

CALL TO ORDER

Pursuant to due notice and call thereof, a Regular Meeting of the Housing and Redevelopment Authority of Grand Rapids was called to order by Chairperson Marilyn Rossman, at 4:04 p.m. in the Community Room, located at 411 NW 7th Street, Grand Rapids, MN.

CALL OF ROLL

On a Call of Roll the following Grand Rapids HRA Commissioners were present:
Commissioner Marilyn Rossman - Commissioner Chris Henrichsen - Commissioner Bill Zeige – Commissioner Issac Meyer – Commissioner Kathleen Blake

HRA: Interim Executive Director, Tom Pagel - City Finance Department, Renee Patrow

PUBLIC FORUM:

Issues brought up by tenants from the 401 complex:

- Entry door lock – issue new keys
- Bathroom remodel concerns
- Organized residents committee,

Issues brought up by tenants from the 411 complex:

- East door doesn't open wide enough and stay open long enough
- Sidewalk entry area has safety concerns

APPROVAL OF MINUTES

Commissioner Zeige made a motion to approve the Special meeting minutes of October 24, 2018 with changes stating; “authorize Interim Director Tom Pagel to negotiate with Kathy and Diane more pay and more hours if needed for the interim time” and change date on page 4 the Board member facility tour to January 1, 2019. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

FINANCIAL REPORTS

Discussion was held among the Board members, Interim Director Tom Pagel and Renee Patrow from the City Finance Department on the financial reports for the month of October 2018, for the Public Housing Fund, Crystal Lake Townhomes Fund, and Pooled Housing Fund. Commissioner Meyer made motion to approve all financial statements as presented. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

A) CONFERENCE CALL WITH RYAN SMAIL, CPA – 2017 AUDIT

Discussion and questions were held with CPA, Ryan Smail, Interim Director Pagel, Renee Patrow from City Finance Department and all Commissioners. After discussion Commissioner Meyer made a motion to approve the 2017 audit. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried

APPROVED

APPROVAL OF VERIFIED CLAIMS

After discussion of the verified claims, Commissioner Meyer made a motion to approve the Public Housing verified claims in the amount of \$26,791.36. Seconded by Commissioner Blake. Voting Aye, All. Commissioner Meyer made a motion to approve the Crystal lake Townhomes verified claims in the amount of \$30,343.17. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried. Commissioner Zeige made a motion to approve the Pooled Housing verified claims in the amount of \$58,612.55. Seconded by Commissioner Meyer. Voting Aye, all. Motion carried.

PUBLIC HOUSING REPORT

Director Tom Pagel stated; we are 100 % occupied.

CONSIDER QUOTES TO CHANGE LOCKS AT THE 401 BUILDING

Interim Director Pagel stated there has been concern and discussion about making the 401 River Road building more secure by changing out the lock on the main entry door. After discussion, Commissioner Henrichsen made a motion to approve the quote for the lock replacement to Paul Haddix Locksmithing and in addition an agreement that to obtain any key greater than the tenant's key they would have to have a sign an agreement along with a refundable \$100 deposit to obtain that key. Seconded by Commissioner Blake. Voting Aye, all. Motion carried.

CONSIDER COMMISSIONERS' PAY PER MEETING

After discussion it was agreed that no action would be taken.

CRYSTAL LAKE TOWNHOMES

Interim Director Pagel stated; that we have 10 vacancies, caretaker Dave Tuders and Matt Wegwerth, the city engineer, looked at the parking lot and sidewalks and Matt is putting together an opinion of cost to correct the drainage, pavement and sidewalk problems, we have two apartments ready to rent so we will be working on Special Claims for Regular Vacancies for reimbursement

POOLED HOUSING

Interim Director Pagel stated that we are 100% occupied.

APPROVED

OTHER MATTERS

A) CONSIDER A JOINT POWERS AGREEMENT WITH ITASCA COUNTY HRA TO PROVIDE INTERIM EXECUTIVE SERVICES

After review and discussion on the Joint Powers Agreement, Commissioner Meyer made a motion to approve the Joint Powers Agreement between Grand Rapids HRA and Itasca County HRA along with the addition of language, approved by Attorney Chad Sterle, regarding separating the employees of the Grand Rapids HRA and the Itasca County HRA. In addition, under scope of services, add the words for staff supervision to have the flexibility of Grand Rapids HRA staff to work at the Itasca County HRA office when needed for purposes of training. Seconded by Commissioner Zeige. Voting Aye, all. Motion carried.

CONSIDER PAY INCREASE FOR ADMINISTRATIVE ASSISTANT FOR INTERIM SERVICES

Commissioner Blake made a motion to approve a pay increase of \$2.00 per hour retro-active to October 10, 2018 for Administrative Assistant, Kathy Tatro for the duration of the Joint Powers Agreement which extends to March 31, 2019, and to increase Diane Feldt's hours as needed and directed by Diane Larson. Seconded by Commissioner Meyer. Voting Aye, all. Motion carried.

Interim Director Pagel distributed to the Board members a preliminary budget for 2019 and asked them to review it before the next meeting.

Commissioner Blake asked that at what point would the commissioners be able to speak with Itasca County HRA regarding the terms of services. Interim Director Pagel stated that Diane Larson would be meeting with her Board next month and at that time it could be decided.

ADJOURNMENT

There being no further information of the HRA of Grand Rapids for November 14, 2018, Commissioner Meyer made a motion to adjourn the meeting at 5:38 p.m. Seconded by Commissioner Blake. Voting Aye, all. Motion carried.

Signed 
Secretary, Commissioner Chris Henrichsen

APPROVED

**THE HOUSING AND REDEVELOPMENT AUTHORITY
OF GRAND RAPIDS, MN
REGULAR MEETING October 10, 2018**

CALL TO ORDER

Pursuant to due notice and call thereof, a Regular Meeting of the Housing and Redevelopment Authority of Grand Rapids was called to order by Chairperson Marilyn Rossman, at 4:36 p.m. in the Community Room, located at 411 NW 7th Street, Grand Rapids, MN.

CALL OF ROLL

On a Call of Roll the following Grand Rapids HRA Commissioners were present:
Commissioner Marilyn Rossman - Commissioner Chris Henrichsen - Commissioner Bill Zeige – Commissioner Issac Meyer – Commissioner Kathleen Blake

HRA: Executive Director Jerry Culliton - Grand Rapids HRA, Attorney Chad Sterle

PUBLIC FORUM: Judith Peterson again addressed the Board on the locks on the side and front doors as well as the bathroom upgrades at 401 River Road and the notification of a meeting with residents at which the Executive Director stated that there would be a meeting held a few weeks before a start date.

APPROVAL OF MINUTES

Commissioner Zeige made a motion to approve the Regular meeting minutes of September 19, 2018 as presented. Seconded by Commission Blake. Voting Aye, all. Motion carried.

FINANCIAL REPORTS

Discussion was held among the Board members on the financial reports for the month of September 2018, for the Public Housing Fund, Crystal Lake Townhomes Fund, and Pooled Housing Fund. Commissioner Zeige made motion to approve all financial statements as presented. Seconded by Commissioner Blake. Voting Aye, all. Motion carried.

APPROVAL OF VERIFIED CLAIMS

After discussion of the verified claims, Commissioner Meyer made a motion to approve the Public Housing verified claims in the amount of \$13,446.17 along with the Xerox invoice of \$70.63. Seconded by Commissioner Zeige. Voting Aye, All. Commissioner Meyer made a motion to approve the Crystal lake Townhomes verified claims in the amount of \$25,865.25 along with the Xerox invoice of \$35.32. Seconded by Commissioner Zeige. Voting Aye, all. Motion carried. Commissioner Meyer made a motion to approve the Pooled Housing verified claims in the amount of \$45,572.48 along with a Xerox invoice of \$70.63. Seconded by Commissioner Zeige. Voting Aye, all. Motion carried.

PUBLIC HOUSING REPORT

Director Culliton stated; we are 100 % occupied with a short waiting list, otherwise operations are normal and routine at both buildings.

APPROVED

**Grand Rapids HRA
Meeting Minutes 10/10/2018
Page 2**

CONSIDER FISCAL YEAR 2019, FIVE YEAR AGENCY PLAN 2015 - 2019

Discussion was held by the Board and Executive Director, Commissioner Henrichsen made a motion to approve the 2019 fiscal Year upgraded Five Year Agency Plan 2015 – 2019 and authorize the Executive Director and Chairperson to sign and execute the documents for submittal. Seconded by Commissioner Blake. Members voting yes were Commissioners, Rossman, Blake, Zeige and Henrichsen, voting no was Commissioner Meyer as he questioned the blank questions on page three of the plan. Motion carried

CONSIDER CIVIL RIGHTS CERTIFICATION RESOLUTION AND BOARD RESOLUTION

Commissioner Meyer made a motion to approve the Civil Rights Certification Resolution and Board Resolution and be submitted along with the Agency plan and authorize the Chairperson to sign and execute the documents. Seconded by Commissioner Blake. Voting Aye, all. Motion carried.

CONSIDER SEVERANCE AGREEMENT OFFER ON EXECUTIVE DIRECTOR, JERRY CULLITON

Grand Rapids HRA Attorney, Chad Sterle distributed a separation/severance agreement document to the Board members and went through the document with the Board on the mutual severance agreement that included pay and pension, as well as benefits to the Executive Director. Upon discussion among the Board and the Director as well as Grand Rapids HRA Attorney, Chad Sterle, Commissioner Blake made a motion that the Executive Director stay on until December 31, 2019, Seconded by Commissioner Rossman. After discussion among the Board, Commissioner Blake rescinded the motion and Seconded by Commissioner Rossman. Commissioner Meyer made a motion that the severance agreement on the Executive Director as presented at the meeting by Grand Rapids HRA Attorney, Chad Sterle be accepted and approved for execution and signatures. Seconded by Commissioner Zeige. Commissioners, Meyer, Zeige and Henrichsen voted yes, Commissioners Rossman and Blake voted no. Motion carried. Upon the advice of the Grand Rapids HRA Attorney, Chad Sterle the items 6D and 6E on the agenda be tabled to a later meeting. Commissioner Meyer made a motion and seconded by Commissioner Henrichsen that the rest of the agenda be tabled to a future meeting. Voting Aye, all. Motion carried

Commissioner Meyer made a motion that City Administrator, Tom Pagel be appointed the interim Director of the Grand Rapids HRA and that he be added to the signatory for accounts. Grand Rapids HRA Attorney, Chad Sterle received a call from City Administrator, Tom Pagel that he had volunteered to do so. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

APPROVED

**Grand Rapids HRA
Meeting Minutes 10/10/2018
Page 3**

Discussion was held about having a future meeting, Commissioner Meyer made a motion that Wednesday, October 24, 2019 at 4:00 p.m. the Grand Rapids HRA Board of Commissioners have a Special meeting and ask that the office post meeting 72 hours in advance. Seconded by Commissioner Blake. Voting Aye, all. Motion carried.

ADJOURNMENT

There being no further information of the HRA of Grand Rapids for October 10, 2018, Commissioner Blake made a motion to adjourn the meeting at 5:55 p.m. Seconded by Commissioner Meyer. Voting Aye, all. Motion carried.

Signed 
Secretary, Commissioner Chris Henrichsen

APPROVED

**THE HOUSING AND REDEVELOPMENT AUTHORITY
OF GRAND RAPIDS, MN
PUBLIC HEARING, OCTOBER 10, 2018**

CALL TO ORDER

Pursuant to due notice and call thereof, a Public Hearing of the Housing and Redevelopment Authority of Grand Rapids was called to order by Chairperson Marilyn Rossman, at 4:00 p.m. in the Community Room located at 411 NW 7th Street, Grand Rapids, MN.

CALL OF ROLL

On a Call of Roll the following Grand Rapids HRA Commissioners were present: Commissioner Marilyn Rossman - Commissioner Chris Henrichsen – Commissioner Bill Zeige – Commissioner Kathleen Blake – Commissioner Isaac Meyer.

HRA: Executive Director, Jerry Culliton – HRA Attorney, Chad Sterle

OPEN MEETING

Motion by Commissioner Blake. Seconded by Commissioner Meyer to open the Public Hearing.

PUBLIC FORUM/COMMENTS

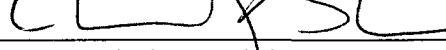
Persons in attendance were Judith Peterson, Dorothy Monroe, speaking on behalf of the residents at 401 River Road. Discussion held on the front inside door locks as well as parking lot improvements, sidewalk improvements and stripping of parking lot.

REVIEW THE GRAND RAPID HOUSING AND REDEVELOPMENT FIVE YEAR BOARD APPROVED AGENCY PLAN, 2015 – 2019 FOR FISCAL YEAR 2019

The Grand Rapids HRA Board discussed the Agency Plan 2015 – 2019 for fiscal year 2019. After discussion between the Board and the Director and the content of the plan as well as some of the information listed on page three on Housing needs and additional information, Commissioner Henrichsen made a motion to close the Public Hearing. Seconded by Commissioner Zeige. Voting Aye, all. Motion carried.

ADJOURNMENT

Commissioner Blake made a motion to adjourn the public hearing at 4:35 p.m. Seconded by Commissioner Meyer. Voting Aye, all. Motion carried.

Signed 
Secretary, Commissioner Chris Henrichsen

APPROVED

**THE HOUSING AND REDEVELOPMENT AUTHORITY
OF GRAND RAPIDS, MN
SPECIAL MEETING October 24, 2018**

CALL TO ORDER

Pursuant to due notice and call thereof, a Special Meeting of the Housing and Redevelopment Authority of Grand Rapids was called to order by Chairperson Marilyn Rossman, at 4:04 p.m. in the Community Room, located at 411 NW 7th Street, Grand Rapids, MN.

CALL OF ROLL

On a Call of Roll the following Grand Rapids HRA Commissioners were present: Commissioner Marilyn Rossman - Commissioner Chris Henrichsen - Commissioner Bill Zeige – Commissioner Issac Meyer – Commissioner Kathleen Blake

HRA: Interim Executive Director, Tom Pagel - Grand Rapids HRA, Attorney Chad Sterle
City Finance Department, Laura Pfeifer

PUBLIC FORUM: The following issues were brought up by the residents of the 411 Complex:

- Furniture in the common area of the buildings are soiled and dirty.
- There is no downspout on the east end of the building.
- They would like to be able to have community events in the common area.
- Is the HRA suppose to provide cigarette disposal receptacles 25 feet from the building?
- Concerns that there may be violation letters going to smokers who may not be smoking.
- There should be Tenants Rights posted.

APPROVAL OF MINUTES

Commissioner Blake made a motion to approve the Public Hearing meeting minutes of October 10, 2018 as presented. Seconded by Commission Henrichsen with the correction to spell Attorney Chad Sterle’s name correctly. Voting Aye, all. Motion carried. Commissioner Henrichsen made a motion to approve the Regular meeting minutes of October 10, 2018 as presented. Seconded by commissioner Zeige. Voting Aye, all. Motion carried.

FINANCIAL REPORTS

Discussion was held among the Board members, Interim Director Tom Pagel and Laura Pfeifer from the City Finance Department on the financial reports for the month of September 2018, for the Public Housing Fund, Crystal Lake Townhomes Fund, and Pooled Housing Fund. Commissioner Zeige made motion to approve all financial statements as presented. Seconded by Commissioner Meyer. Voting Aye, all. Motion carried.

APPROVED

APPROVAL OF VERIFIED CLAIMS

After discussion of the verified claims, Commissioner Meyer made a motion to approve the Public Housing verified claims in the amount of \$11,561.92. Seconded by Commissioner Blake. Voting Aye, All. Commissioner Meyer made a motion to approve the Crystal lake Townhomes verified claims in the amount of \$7,531.41 along with an invoice to Minnesota Housing and Finance in the amount of \$3,000 and a check to Itasca County for \$46.00. Seconded by Commissioner Blake. Voting Aye, all. Motion carried. Commissioner Meyer made a motion to approve the Pooled Housing verified claims in the amount of \$10,728.02. Seconded by Commissioner Blake. Voting Aye, all. Motion carried.

PUBLIC HOUSING REPORT

Director Tom Pagel stated; we are 100 % occupied, otherwise operations are normal and routine at both buildings.

CONSIDER 401 BATHROOM UPGRADES

Interim Director Pagel stated that we opened the one bid received on the 401-bathroom upgrades and have included the tabulation bid in the packet, base bid came in at \$814,100 and was bid by style of the bathroom remodel so we know what each type of bathroom ends up costing. Available in Capital funds for years 16, 17, and 18 for the construction portion is about \$300,000.00. Scott Sosalla from Architectural Resources has been in discussion with Hawk Construction, Inc. No action should be taken at this time, but ordinarily the concept would be, you would award the base bid and then a change order deduct to bring the project down to about \$300,000.00. Once that is completed we then would run it by the funding agency to make sure they are okay with what we would like to do. Because we have a month in between, a Special meeting should be considered to award the project. No action taken.

CONSIDER GRAND RAPIDS HRA INVESTMENT POLICY.

Interim Director Pagel stated the current investment policy was approved in 1997 and would recommend that one Commissioner member sit down with Barb Baird and Laura Pfeifer at the Grand Rapids City Finance Department and review it to see if it should be updated. Commissioner Meyer made a motion to have Commissioner Henrichsen meet with the City staff to update the Grand Rapids HRA Investment Policy and make the needed changes. Seconded by Commissioner Zeige. Voting Aye, all. Motion carried.

CRYSTAL LAKE TOWNHOMES

Interim Director Pagel stated; that we have 12 vacancies with two families moving in November 1st leaving 10 vacant units with one potential move-in, we will be working on Special Claims for Regular Vacancies for reimbursement but as of this time we only have

APPROVED

one apartment ready for rental, it was discussed that an apartment be made ready for Diane to spend one of her work days at Crystal Lake, so the tenants know that someone would be there once a week to address any problems they may have. Commissioner Henrichsen stated they had recently talked about doing pavement work to fill in the pot holes in the parking lot and doing curb and sidewalk work; it was agreed that caretaker Dave Tuders and Interim Director Pagel would get together and look at.

POOLED HOUSING

Interim Director Pagel stated; we are 100% occupied at both complexes with 3 vacancies coming at Forest Park West as of January 1st and we are advertising at this time.

OTHER MATTERS

A) Status of On-Going Operations

Tom Pagel, Renee Patrow, Barb Baird, Diane Larson, and Amanda MacDonell met with Kathy Tatro and all the caretakers regarding daily operations of the GRHRA. Tom Pagel's opinion was that daily operations could continue to be effectively executed by the existing staff. Commissioner Meyer made a motion to authorize Interim Director Tom Pagel to negotiate with Kathy and Diane more pay and more hours if needed for the interim time and come back to the meeting with a recommendation for a motion retroactive to October 10th. Seconded by Commissioner Blake. Voting Aye, all. Motion carried.

B) Executive Director Process

Interim Director, Pagel stated, that for a short-term period to consider, would be to approach the Itasca County HRA with a proposal for them to do the interim executive director services. Commissioner Meyer made a motion to approach Itasca County HRA to draft a potential scope of services for interim executive director till the end of the first quarter of 2019. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried. Commissioner Henrichsen made a motion to have Commissioners Blake and Rossman act as facilitatory between the Itasca County and the Grand Rapids HRA in developing a facilitation process to explore potential permanent collaboration effects. Seconded by Commissioner Meyer. Voting Aye, all. Motion carried.

APPROVED

C) 2019 Budge update

The Finance Department has the spreadsheets and are putting them into the system and will bring them to the November meeting to be approve; we will let Minnesota Housing know that we will be late with the November 1st deadline and Laura will check with auditors to meet for a review of the audit.

D) Board member facility tour

Commissioners agreed to put this off until after January 1, 2019.

E) Commissioner Henrichsen made a motion to make a new Resolution to remove Jerome Culliton and Len Salmela from all accounts as signatories and add Interim Executive Director Pagel and Commissioners Rossman and Henrichsen as signatories at the Deerwood Bank. Seconded by Commissioner Meyer. Voting Aye, all. Motion carried.

F) Commissioner Hernichsen made a motion to remove Jerome Culliton as signatory and add Interim Executive Director Pagel and Commissioner Rossman to the accounts at Woodland Bank. Seconded by Commissioner Meyer. Voting Aye, all. Motion carried.

G) Commissioner Henrichsen made a motion to reset the user ID from Jerome Culliton to Interim Executive Director Pagel as the administrative access and set perimeters for all cash managements users at the Woodland Bank account. Seconded by Commissioner Blake. Voting Aye, all. Motion carried.

H) Commissioner Meyer made a motion to move the November regular meeting to November 14, 2018 at 4:00 p.m. Seconded by Commissioner Henrichsen. Voting Aye, all. Motion carried.

ADJOURNMENT

There being no further information of the HRA of Grand Rapids for October 24, 2018, Commissioner Meyer made a motion to adjourn the meeting at 5:38 p.m. Seconded by Commissioner Blake. Voting Aye, all. Motion carried.

Signed 
Secretary, Commissioner/Chris Henrichsen

APPROVED



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 19-0061 **Version:** 1 **Name:** Greenspro Purchase
Type: Agenda Item **Status:** Golf Course
File created: 1/22/2019 **In control:** City Council
On agenda: 1/28/2019 **Final action:**
Title: Consider approving the purchase of the Demo Toro Greenspro 1260, Riding Turf Roller.
Sponsors:
Indexes:
Code sections:
Attachments: [Pokegama GC Demo Toro GP1260 1-22-19](#)

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

Consider approving the purchase of the Demo Toro Greenspro 1260, Riding Turf Roller.

Background Information:

At the January 15 Regular Golf Board Meeting, the board approved the purchase of a Demo Toro Greenspro 1260, Riding Turf Roller.

The purchase of this demo unit will result in saving \$4,031 if we were to purchase a new 2019 model unit.

Recently rolling has become popular as an accepted turf management tool. The most obvious benefit is the increased greens speed due to a firmer and smoother surface. This effect is seen immediately but the effect diminishes over the days following rolling. While this effect is most beneficial to golfers and other end users, there are also some agronomic benefits as well. It has been shown that there are decreased occurrences of dollar spot disease. It has also been shown that there appears to be less damage from cutworms on turf that is rolled regularly. Rolling can also help a light topdressing of sand move down into the turf canopy. Finally, you can mow at a slightly higher height and maintain the same green speed as a lower height of cut. This allows your stand of turf to be better able to withstand many of the stresses that are put upon it. This price includes sales tax, delivery, and set-up. This unit is in the 2019 Pokegama Golf Course Capital Equipment budget and will be paid for with golf course funds.

Staff Recommendation:

The Toro Greenspro 1260 is a 2019 budgeted item. The golf board and Pokegama staff recommend that council approve the purchase for a total cost, including tax, delivery, and set-up, of \$12,691.41. Tom Pagel has also reviewed this purchase and given his approval.

Requested City Council Action

Make a motion to approve the purchase of the Demo Toro Greenspro 1260, Riding Turf Roller for the purchase price of \$12,691.41.



Pokegama GC / City of Grand Rapids



TORO TURF MAINTENANCE EQUIPMENT QUOTE

| <i>Description</i> | <i>New MSRP</i> | <i>Demo Price</i> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------|
| <i>Demo TORO GREENSPRO 1260 , Riding Turf Roller with Integrated Trailer, 6.5hp Honda GX200 Gas Engine, Multi Position Ergonomic Seat, Tilt Steering Wheel Column, 47.2" Rolling Width, 3.5" diameter Split Smoothing Rollers (4), 6.5" Traction Roller, Parker Hydraulic Motor Roller Drive, Arm Rest Kit & Work Light Kit (44913-402900645) 2018 Model Year Demo with Manufacture Warranty Valid through October 2020</i> | \$15,647.00 | \$11,875.00 |
| | Subtotal | \$11,875.00 |
| | MN Sales Tax (6.875%) | \$816.41 |
| | TOTAL | \$12,691.41 |

- Quote valid for 30 day, pending demo availability
- Set-Up and Delivery at No Charge
- 2.5% service fee to be charged on all invoices paid via Credit Card

Thank you for the opportunity to submit this bid. If you have any questions, please do not hesitate in contacting us at 800-492-9972.

Joe Buege & Matt Arntzen, SMEI Certified Sales Representatives



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 19-0064 **Version:** 1 **Name:** Consider the appointment of John Nalan to the position of Reference Librarian.
Type: Agenda Item **Status:** Administration Department
File created: 1/22/2019 **In control:** City Council
On agenda: 1/28/2019 **Final action:**
Title: Consider the appointment of John Nalan to the position of Reference Librarian.
Sponsors:
Indexes:
Code sections:
Attachments:

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

Consider the appointment of John Nalan to the position of Reference Librarian.

Background Information:

With the recent appointment of Will Richter to the position of Director of Library Services, the Reference Librarian position will be vacant. An internal job posting was sent to the Library Union employees, and we received one letter of interest. We conducted an interview and determined that John Nalan is qualified for the position. The promotion will be effective February 14, 2019, subject to Library Board approval on February 13, 2019.

John was hired on September 14, 2010 as Library Clerk II in the Circulation Department, now known as Public Services Clerk-Circulation, the position he currently holds. John previously held the position of Head Librarian and Summer/After School Director at St. Joseph's School, and was a Mathematics Teacher for grades six through twelve in Eau Claire and Deer River. John received a Minnesota Voluntary Library Certification, which is a one hundred hour course designed to teach working library professionals the skill set taught in advanced library studies.

Staff Recommendation:

The interview committee consisting of Tom Pagel, Will Richter, Amy Dettmer, and Lynn DeGrio are recommending the hiring of John Nalan to the position of Reference Librarian effective February 14, 2019 at a rate of \$23.54 per hour. This will create another vacancy, so we are asking approval to post the Public Services Clerk-Circulation position internally and externally from February 14, 2019 through March 1, 2019. We will come back at a later date with a recommendation for hire.

Requested City Council Action

Make a motion to appoint John Nalan to the position of Reference Librarian effective February 14, 2019 at a rate of \$23.54 per the Library Union bargaining agreement and authorize City staff to begin the process of filling the Public Services Clerk-Circulation position.



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 19-0068 **Version:** 1 **Name:** CP 2014-2 Conduct Public Hearing
Type: Public Hearing **Status:** Public Hearing
File created: 1/24/2019 **In control:** City Council
On agenda: 1/28/2019 **Final action:**
Title: Consider conducting the Public Hearing for CP 2014-2, the 2019 Street Improvements Project.
Sponsors:
Indexes:
Code sections:
Attachments: [CP 2014-2 Preliminary PH Presentation](#)

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

Consider conducting the Public Hearing for CP 2014-2, the 2019 Street Improvements Project.

Background Information:

The City's Capital Improvement Plan calls for the reconstruction of existing public infrastructure within the right of way and utility or alley easements of on 2nd Avenue NE from 6th Street NE to 9th Street NE, 9th Street NE from 1st Avenue NE to 2nd Avenue NE, 7th Street NE from 1st Avenue NE to 2nd Avenue NE, 10th Street NW from 4th Avenue NW to Pokegama Avenue, Alley between 10th Street NW/11th Street NW between 3rd Avenue NW/2nd Avenue NW, 11th Street NW from 4th Avenue NW to 1st Avenue NW, 2nd Avenue NW from 11th Street NW to the dead end, 6th Avenue NW from 4th Street NW to 5th Street NW and the Block 18/19 Alleys. The project involves the reconstruction of street, sidewalk, sanitary sewer, water main, street lighting, storm sewer, and associated appurtenances. In order to proceed with the Project, the City Council must conduct a Public Hearing. The Public Hearing for this Project is scheduled for 5:30 p.m. in the Council Chambers on January 28, 2019.

Staff Recommendation:

City Staff recommends conducting the Public Hearing for CP 2014-2, the 2019 Street Improvements Project.

Requested City Council Action

Conduct the Public Hearing for CP 2014-2, the 2019 Street Improvements Project.

2019 Street Improvements Project

City Project 2014-2

**(2nd Ave NE, 9th St NE, 7th St NE, 10th St NW, 10th St NW/11th
St NW Alley, 11th St NW , 2nd Ave NW and 6th Ave NW)**

**Preliminary Public Hearing
January 28, 2019**

**GRAND RAPIDS
MINNESOTA**



2019 Street Improvements Project Preliminary Public Hearing January 28, 2019

AGENDA

1. Agenda
2. City's Capital Improvement Plan
3. Project Overview
4. Special Assessment Policy
5. Q & A



2019 Street Improvements Project Preliminary Public Hearing City's Capital Improvement Plan

The 5-year CIP provides a consistent process for identifying and prioritizing needed capital projects, including the infrastructure projects that are required to maintain the City's street network.

Street Network (City jurisdiction only)

- ❖ City owns and maintains just over 93 miles of streets
- ❖ City must improve approximately 2-3 miles of street each year to maintain the integrity of the street network
- ❖ Having a 5 Year CIP the City can budget and provide consistent funding to maintain the City street network.



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

2019 Street Improvements Project Preliminary Public Hearing

City of Grand Rapids, Minnesota
Amended Capital Improvement Plan
2019 thru 2023

City's Capital Improvement Plan

PROJECTS BY YEAR

| Project Name | Department | Project # | Priority | Project Cost |
|----------------------------------------------------|-------------|-------------|----------|-------------------|
| 2019 | | | | |
| 2nd Av NE (6th-9th), 9th St NE(1st-2nd)& 7th St NE | Engineering | 2019/2014-2 | 2 | 1,509,764 |
| NW Street Reconstruction | Engineering | 2019/2016-1 | 2 | 1,439,376 |
| Block 19 Improvements | Engineering | 2019/2018-1 | 2 | 1,719,521 |
| Total for 2019 | | | | 4,668,761 |
| 2020 | | | | |
| 2nd Ave SE (10th St. - 11th St.) | Engineering | 2020/2002-4 | 3 | 322,408 |
| 3rd Ave NE (4th - 8th) & 7th St NE (3rd - 5th) | Engineering | 2020/2010-1 | 3 | 1,505,475 |
| 11th Ave NE (5th St NE - 7th St NE) | Engineering | 2020/2020-1 | 3 | 930,000 |
| Total for 2020 | | | | 2,757,883 |
| 2021 | | | | |
| Hi-Car Neighborhood | Engineering | 2021/2021-1 | 3 | 4,042,200 |
| Total for 2021 | | | | 4,042,200 |
| 2022 | | | | |
| 10th St NE (3rd Av to CDS) | Engineering | 2022/2018-3 | 3 | 160,000 |
| 11th St NE (2nd Av - 3rd Av) | Engineering | 2022/2018-4 | 3 | 295,000 |
| Total for 2022 | | | | 455,000 |
| 2023 | | | | |
| 5th Ave NE (TH 2 to 5th St) | Engineering | 2023/2007-5 | 3 | 428,619 |
| 6th St NE (2nd Ave - 5th Ave) | Engineering | 2023/2012-1 | 2 | 1,652,740 |
| Total for 2023 | | | | 2,081,359 |
| GRAND TOTAL | | | | 14,005,203 |






GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

2019 Street Improvements Project Preliminary Public Hearing Project Overview

Location

LEGEND

| | |
|-----------------------------------------------------------------------------------|----------------|
|  | RECONSTRUCTION |
|  | OVERLAY |
|  | RECONSTRUCTION |





2019 Street Improvements Project Preliminary Public Hearing Project Overview

Project Consists of:

- Water Main replacement
- Sanitary Main replacement
- Storm Sewer Main, Catch Basin/Lead replacement, Rain Gardens and Ponds
- Street Light replacement
- Street reconstruction
- Pavement replacement



2019 Street Improvements Project Preliminary Public Hearing

Project Overview - Street

2nd Avenue NE (6th St to 9th St)

- Existing is 40 feet wide
- Proposed is 32 feet wide
 - Narrower will reduce speed
 - Will provide larger yard/boulevard
 - Lower project costs
 - Road will narrow 4' on either side
 - Sidewalk will be replaced in current location





2019 Street Improvements Project Preliminary Public Hearing

Project Overview - Street

9th Street NE (1st Ave to 2nd Ave)



- Existing is 28 feet wide
- Proposed is 28 feet wide w/ 6' sidewalk along north side of roadway
- Sidewalk is the final connection of new walk along 9th



2019 Street Improvements Project Preliminary Public Hearing

Project Overview - Street

7th Street NE (1st Ave NE to 2nd Ave NE)



- Existing is 28' wide
- Roadway in poor condition and is sliding into ravine
- Three options for this section of roadway



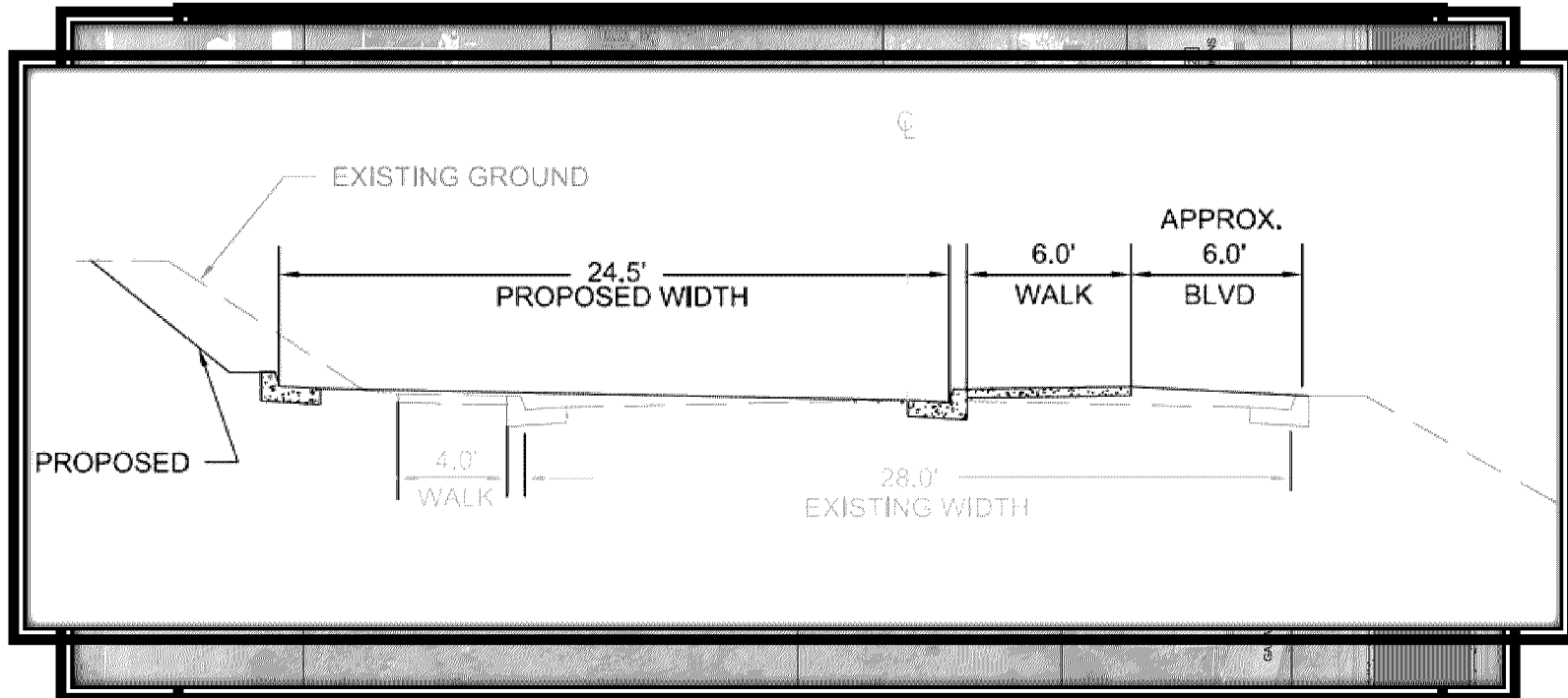
GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

2019 Street Improvements Project Preliminary Public Hearing Project Overview - Street

7th Street NE (1st Ave NE to 2nd Ave NE)

Three Options:

1. Reconstruct 7th Street NE to current dimensions
2. Reconstruct 7th Street NE to narrower, one-way
3. Remove 7th Street NE and construct a 12' wide trail





2019 Street Improvements Project Preliminary Public Hearing Project Overview - Street

10th Street NW (4th Ave NW to Pokegama Ave)



- Existing is 28 feet wide
- Proposed is 28 feet wide



2019 Street Improvements Project Preliminary Public Hearing Project Overview - Street

11th Street NW (4th Ave NW to 3rd Ave NW)



- Existing is 28 feet wide
- Proposed is 28 feet wide



2019 Street Improvements Project Preliminary Public Hearing Project Overview - Street

11th Street NW (3rd Ave NW to 1st Ave NW)



- Overlay existing pavement with 2" of new bituminous



2019 Street Improvements Project Preliminary Public Hearing Project Overview - Street

2nd Avenue NW (11th St NW to Dead End)



- Existing is 40 feet wide
- Proposed is 32 feet wide



2019 Street Improvements Project Preliminary Public Hearing

Project Overview - Street

6th Avenue NW (4th St NW to 5th St NW)



- Existing is 38 feet wide
- Proposed is 38 feet wide



2019 Street Improvements Project Preliminary Public Hearing

Project Overview - Storm

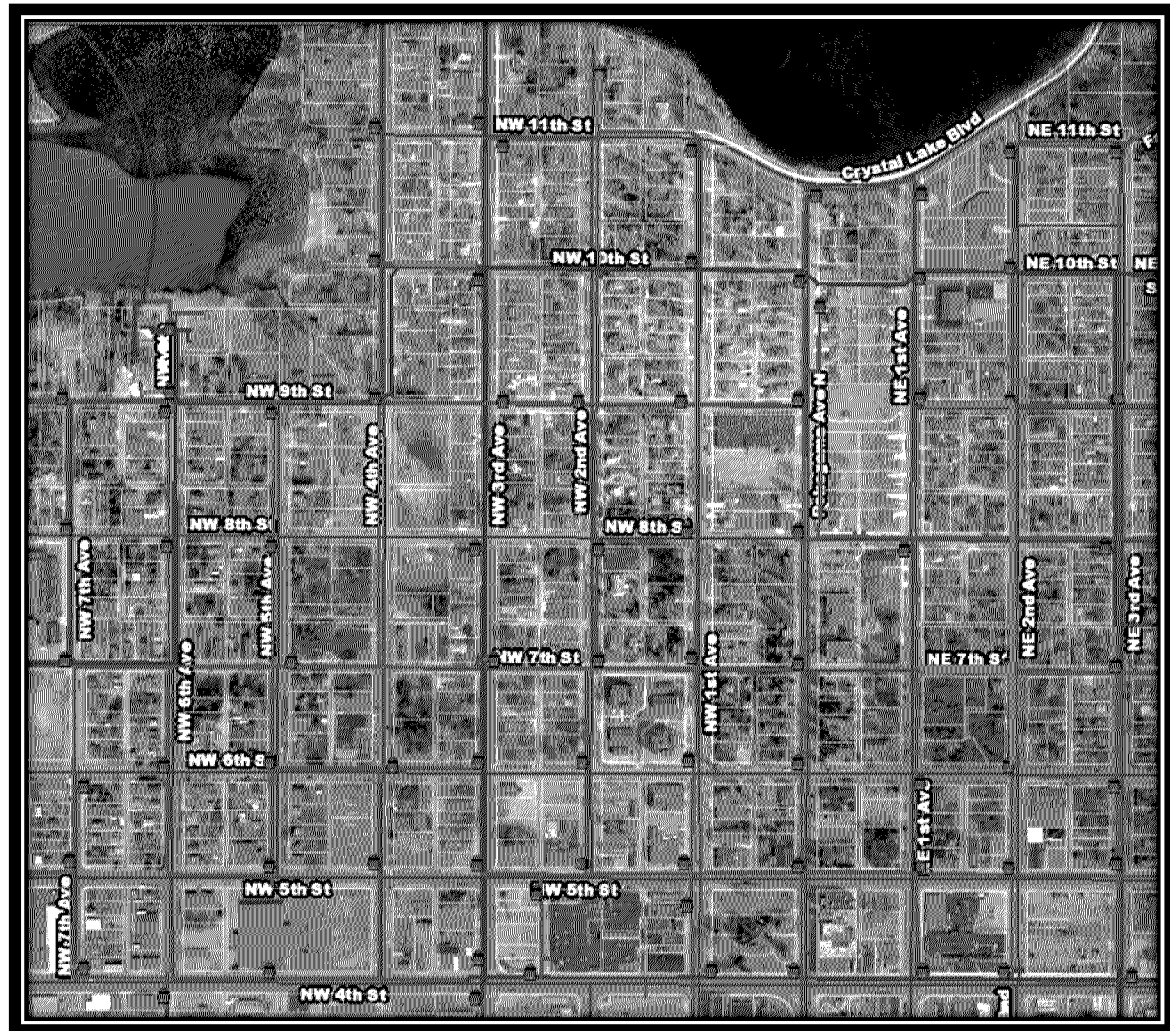
- Will replace catch basins, leads and outlets
- Rain gardens will be installed in the boulevard where there are opportunities





2019 Street Improvements Project Preliminary Public Hearing Project Overview – Water Main

- Replace existing cast iron pipe (CIP)
- All services will be replaced
- Existing ductile iron pipe (DIP) will remain

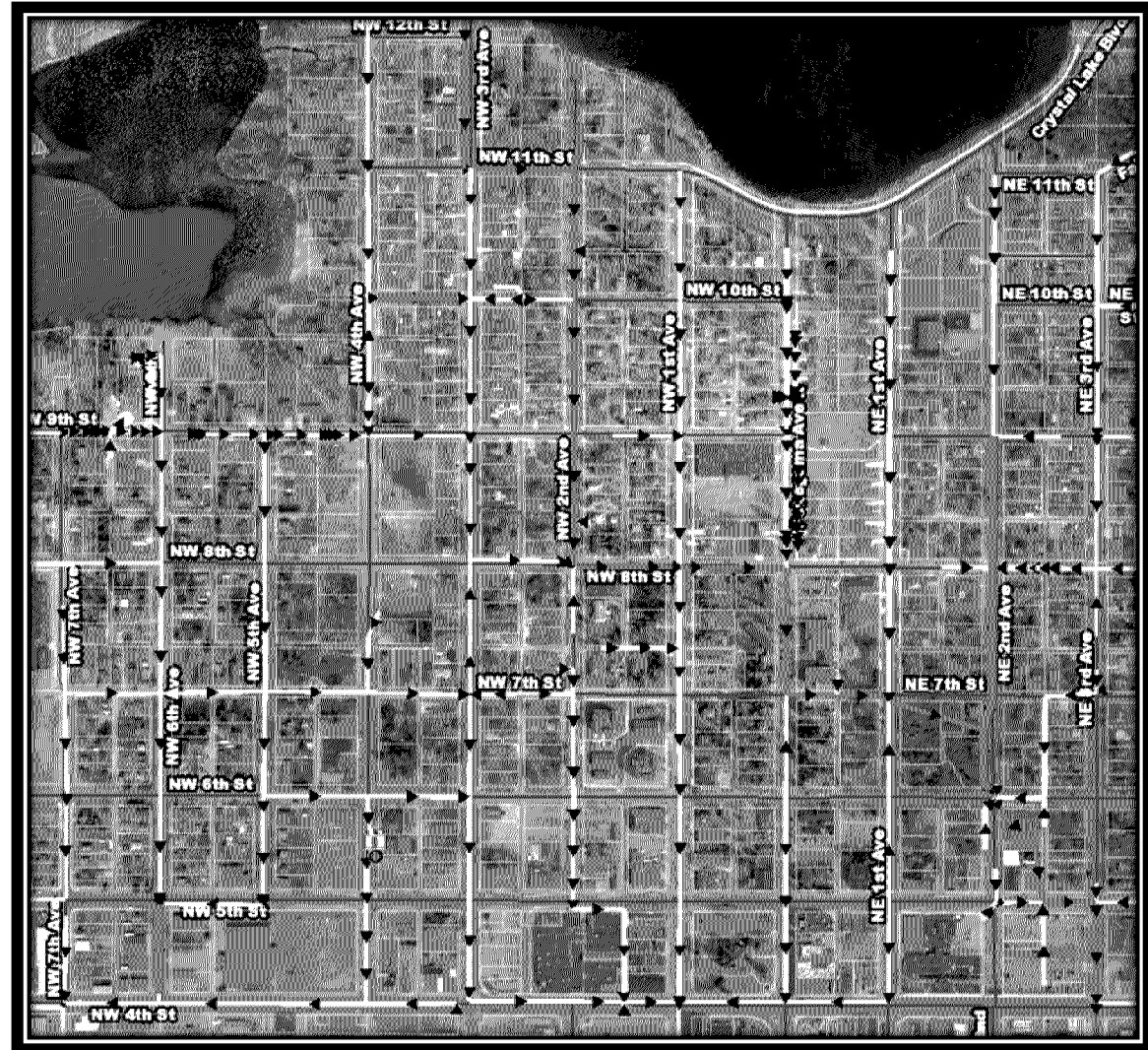




GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

2019 Street Improvements Project Preliminary Public Hearing Project Overview – Sanitary Sewer

- Replace existing vitrified clay pipe (VCP)
- PVC sanitary sewer will remain
- All services will be replaced





GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

2019 Street Improvements Project Preliminary Public Hearing Project Overview

Costs and Funding Summary

| | |
|-----------------------|-------------|
| Project Cost | |
| CONSTRUCTION COST | \$2,383,539 |
| 10% CONTINGENCY | \$238,354 |
| ENGINEERING | \$476,708 |
| LEGAL/PUBLISHING/EASE | \$5,000 |
| ADMINISTRATION | \$47,671 |
| COST OF ISSUANCE | \$95,342 |
| ARTS AND CULTURE | \$35,753 |
| Total Project Cost | \$3,282,366 |
| % Non-Construction | 37.71% |

| | |
|-------------------|----------------|
| Streets | |
| Construction Cost | \$1,432,834.25 |
| Non- Construction | \$540,319 |
| Total Streets | \$1,973,153 |

| | |
|--------------------|-----------|
| Storm Sewer | |
| Construction Cost | \$124,235 |
| Non- Construction | \$46,849 |
| Total Storm Sewer | \$171,084 |

| | |
|------------------------|-----------|
| Street Lighting | |
| Construction Cost | \$117,828 |
| Non- Construction | \$44,432 |
| Total Storm Sewer | \$162,260 |

| | |
|----------------------------|-----------|
| Sanitary Sewer Main | |
| Construction Cost | \$246,186 |
| Non- Construction | \$92,836 |
| Total Sanitary - GRPU | \$339,022 |

| | |
|-------------------------------|------------|
| Sanitary Sewer Service | |
| Construction Cost | \$74,575 |
| Non- Construction | \$28,122 |
| Total Sanitary Services | \$102,697 |
| GRPU 60% | \$61,618 |
| Assessed | \$41,079 |
| Number of Services | 34 |
| Assessment Rate | \$1,208.20 |

| | |
|-------------------|-----------|
| Water Main | |
| Construction Cost | \$267,432 |
| Non- Construction | \$100,848 |
| Total Water Main | \$368,279 |

| | |
|-----------------------|------------|
| Water Services | |
| Construction Cost | \$120,450 |
| Non- Construction | \$45,421 |
| Total Water Services | \$165,871 |
| GRPU 60% | \$99,523 |
| Assessed | \$66,349 |
| Number of Services | 40 |
| Assessment Rate | \$1,658.71 |

| | |
|--------------------------------|-----------|
| Assessments Funding | |
| Overlay - Residential | \$16,083 |
| Full Reconstruct - Residential | \$222,648 |
| Full Reconstruct - Non Res | \$49,328 |
| Total | \$288,060 |

City Assessments (not collectable)

| | | |
|---------------------|----|--------------|
| Funding | | |
| Assessments | \$ | 395,487 12 % |
| GRPU - Sanitary | \$ | 400,640 |
| GRPU - Water | \$ | 467,802 |
| Storm Water Utility | \$ | 125,000 |
| MSA Construction | | |
| MSA Maintenance | \$ | - |
| PIR | \$ | - |
| G.O. Bonding | \$ | 1,893,437 |
| Total | | \$3,282,366 |



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Project Funding

- The City Bonds to Pay for Projects
- In order to Bond the City must assess a minimum of 20%.
- The City can assess less than 20% when the project is reconstructing a street
- When assessing property the value of the property must increase, at a minimum, the amount of the assessment.



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

Street Assessments

- Residential street reconstruction assessments are based on a typical residential street in urban zoned areas.
- 30% of a typical street reconstruction project cost is assessed to the benefitting properties.
- 40% of a typical street overlay project cost is assessed to the benefitting properties.
- Non-residential streets are assessed based on 40% of the total project cost of the street regardless of street width and pavement thickness.

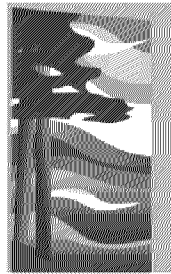


GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

2019 Street Improvements Project Preliminary Public Hearing Special Assessment Policy

CITY OF GRAND RAPIDS

SPECIAL ASSESSMENT POLICY



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

Date:

Adopted: November 11, 1993
Amended: April 26, 2004
Amended: October 24, 2005
Amended: December 8, 2008

The Policy ensures that special assessments are consistently calculated from class to class of property from project to project.

This means that...

- Residential properties must be assessed the same from project to project, and
- Non-residential properties must be assessed the same from project to project.

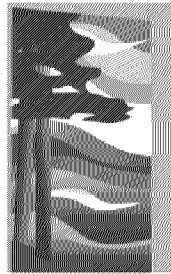


GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

2019 Street Improvements Project Preliminary Public Hearing Special Assessment Policy

CITY OF GRAND RAPIDS

SPECIAL ASSESSMENT POLICY



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

Date:

Adopted: November 11, 1993
Amended: April 26, 2004
Amended: October 24, 2005
Amended: December 8, 2008

When determining the amount assessed, 3 parts are included:

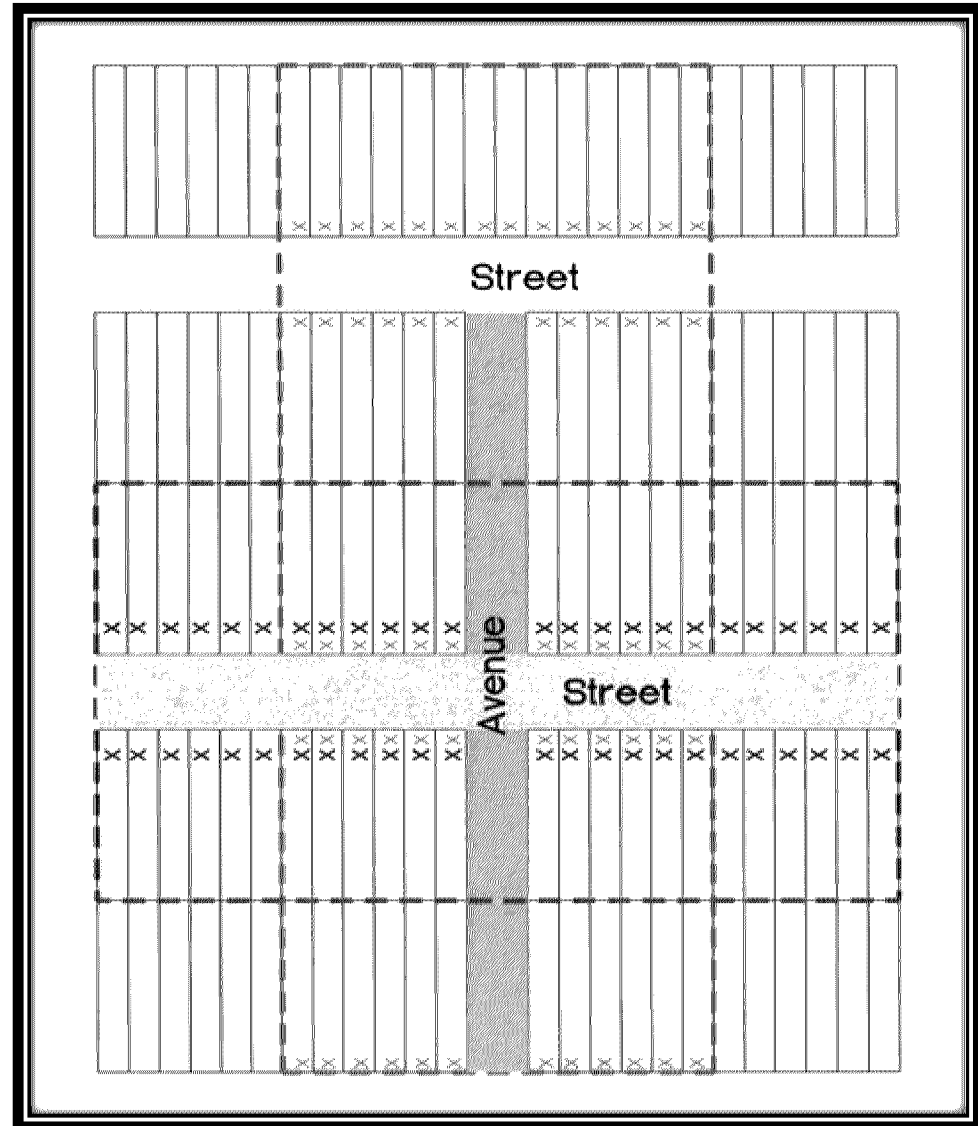
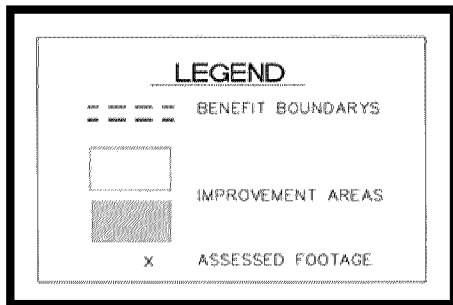
- Benefit Boundary
- Assessment Rates
- Assessment Lengths



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

2019 Street Improvements Project Preliminary Public Hearing Special Assessment Policy

Typical Benefit
Boundary
Determination
(Each Parcel is
assessed twice)





GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

2019 Street Improvements Project Preliminary Public Hearing Special Assessment Policy

Benefit
Boundary





GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

2019 Street Improvements Project Preliminary Public Hearing Special Assessment Policy

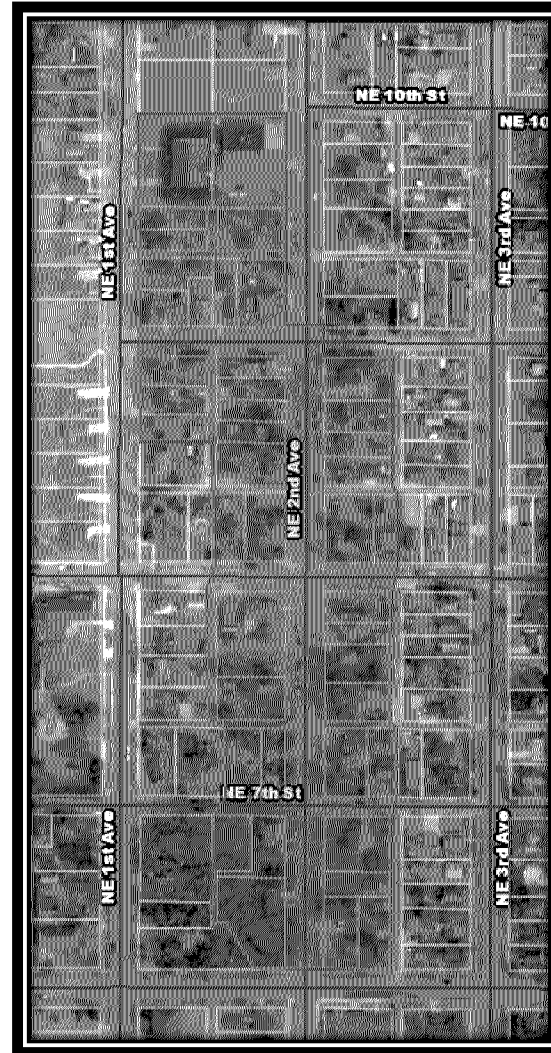
Benefit
Boundary





2019 Street Improvements Project Preliminary Public Hearing Special Assessment Policy

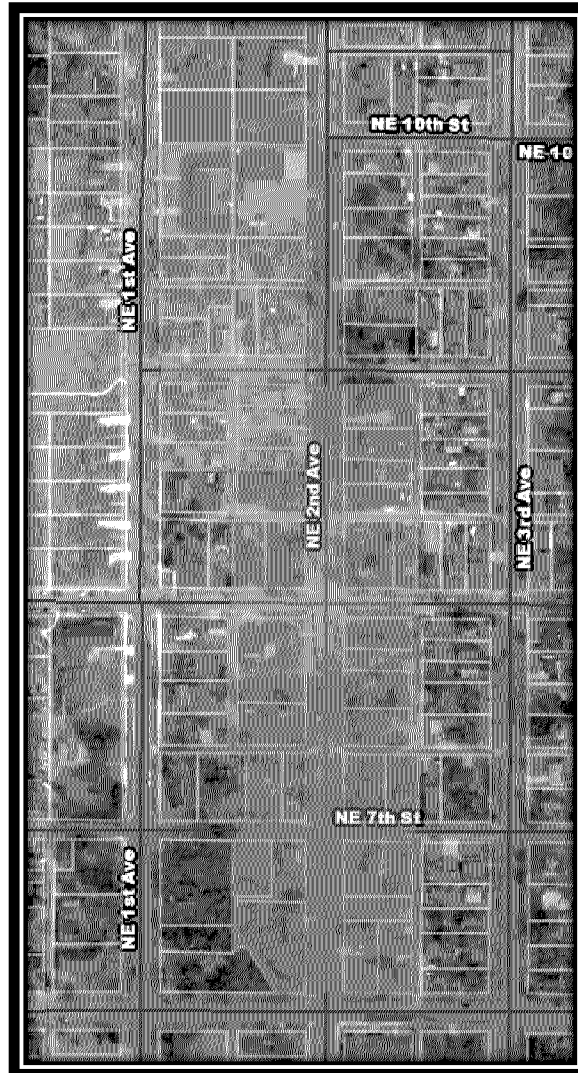
Benefit
Boundary





2019 Street Improvements Project Preliminary Public Hearing Special Assessment Policy

Benefit
Boundary





2019 Street Improvements Project Preliminary Public Hearing Special Assessment Policy

Benefit
Boundary





2019 Street Improvements Project Preliminary Public Hearing Special Assessment Policy

Benefit Boundary
Determination

Half the distance
to
the next street

Don't split parcels
– either
completely in one
project or
another

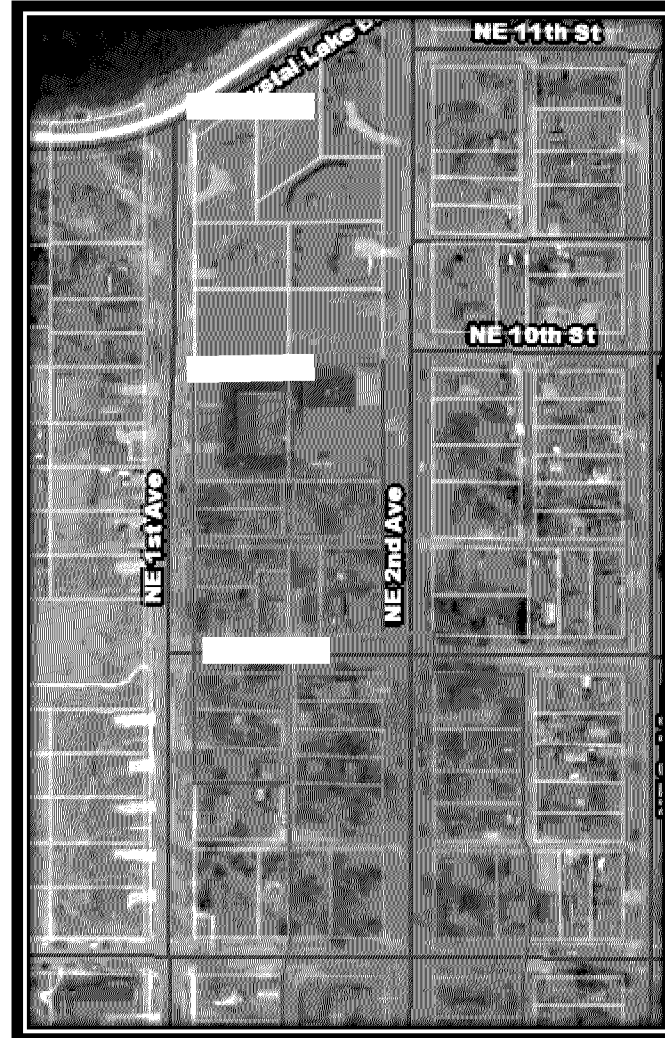




GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

2019 Street Improvements Project Preliminary Public Hearing Special Assessment Policy

Benefit Boundary Determination





GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

2019 Street Improvements Project Preliminary Public Hearing Special Assessment Policy Multipliers





2019 Street Improvements Project Preliminary Public Hearing Special Assessment Policy

Multipliers





2019 Street Improvements Project Preliminary Public Hearing Special Assessment Policy

Urban Residential Property Assessments

- *Reconstruction Projects* – use the TCI method (typical construction items) to determine the cost of a typical residential street project and then assess **30%** of that cost to those residential properties in the project benefit area.



2019 Street Improvements Project

Preliminary Public Hearing

Special Assessment Policy

Urban Residential Full Reconstruction - Street Assessment Calculation

Residential TCI

| | |
|--------------------------------|-------|
| Total Length of Project (feet) | 3,630 |
|--------------------------------|-------|

| Description | Unit / LF (policy) | Qty / LF (policy) | Total Qty (policy) | Opinion of Cost Unit Price | Total Opinion of Cost |
|--------------------------------------|--------------------|-------------------|--------------------|----------------------------------|-----------------------|
| Remove Curb & Gutter | LF | 2 | 7260 | \$5.00 | \$36,300 |
| Remove Bituminous Pavement | SY | 3.22 | 11689 | \$3.00 | \$35,066 |
| Sawcut Bituminous | LS | 0.213 | 773.2 | \$2.00 | \$1,546 |
| Common Excavation | CY | 0.648 | 2352.2 | \$8.50 | \$19,994 |
| Aggregate Base Class 5 (road) | CY | 0.648 | 2352.2 | \$32.00 | \$75,272 |
| Concrete Curb & Gutter | LF | 2 | 7260 | \$13.00 | \$94,380 |
| Bituminous Wearing Course (1") | TON | 0.185 | 671.6 | \$78.00 | \$52,381 |
| Bituminous Non-Wear Course (3") | TON | 0.532 | 1931.2 | \$78.00 | \$150,630 |
| 4" Conc. S/W w. Agg. Base | SF | 0.556 | 2018.3 | \$4.75 | \$9,587 |
| Sod, Type Lawn (includes 3" topsoil) | SY | 1.333 | 4838.8 | \$7.00 | \$33,872 |
| Mobilization | LS | 1 | 1 | \$19,224.00 | \$19,224 |
| Contractor Staking | LS | 1 | 1 | \$6,408.00 | \$6,408 |
| Traffic Control | LS | 1 | 1 | \$4,272.00 | \$4,272 |
| | | | | Residential TCI Cost | \$538,932 |
| | | | | Non Construction Cost | \$203,230 |
| | | | | Total Project TCI Cost | \$742,162 |
| | | | | 30% Assessed | \$222,648 |
| | | | | Total Assessable Footage | 9963.0400 |
| | | | | Residential Rate per Foot | \$22.3474 |



Special
Assessment
Policy

Urban
Residential Full
Reconstruction
Rate
Calculations



2019 Street Improvements Project Preliminary Public Hearing Special Assessment Policy

Urban Residential Property Assessments

- *Overlay Projects* – use the TCI method (typical construction items) to determine the cost of a typical residential street project and then assess **40%** of that cost to those residential properties in the project benefit area.



2019 Street Improvements Project Preliminary Public Hearing Special Assessment Policy

Urban Residential Overlay - Street Assessment Calculation

Residential TCI

| | |
|--------------------------------|-----|
| Total Length of Project (feet) | 700 |
|--------------------------------|-----|

| Description | Unit / LF (policy) | Qty / LF (policy) | Total Qty (policy) | Opinion of Cost Unit Price | Total Opinion of Cost |
|----------------------------------------|--------------------|-------------------|--------------------|----------------------------------|-----------------------|
| Crack Repair - Type CM | LF | 0.5 | 350.00 | \$0.00 | \$0 |
| Crack Repair - Type CB | LS | 0.5 | 350.00 | \$0.00 | \$0 |
| Mill Bituminous | LF | 2 | 1400.00 | \$3.00 | \$4,200 |
| Remove Curb & Gutter | LS | 0.25 | 175.00 | \$5.00 | \$875 |
| Bituminous Wearing Course | TON | 0.28 | 196.00 | \$78.00 | \$15,288 |
| Bituminous Leveling Course | TON | 0.05 | 35.00 | \$78.00 | \$2,730 |
| Bituminous Pavement Patch | SY | 0.05 | 35.00 | \$42.00 | \$1,470 |
| Bituminous Pavement Patch w/ Agg. Base | SY | 0.05 | 35.00 | \$50.00 | \$1,750 |
| Tack Coat | GAL | 0.1375 | 96.25 | \$0.00 | \$0 |
| Concrete Curb & Gutter | LF | 0.25 | 175.00 | \$13.00 | \$2,275 |
| Sodding, Lawn Type | SY | 0.075 | 52.50 | \$7.00 | \$368 |
| Traffic Control | LS | 1.000 | 1.00 | \$242.00 | \$242 |
| | | | | Residential TCI Cost | \$29,198 |
| | | | | Non Construction Cost | \$11,010 |
| | | | | Total Project TCI Cost | \$40,208 |
| | | | | 40% Assessed | \$16,083 |
| | | | | Total Assessable Footage | 1495.8700 |
| | | | | Residential Rate per Foot | \$10.7517 |



Special
Assessment
Policy

Urban
Residential
Overlay Rate
Calculations



2019 Street Improvements Project Preliminary Public Hearing Special Assessment Policy

Urban Non-Residential Property Assessments

- *Reconstruction Projects* – properties in the project benefit area shall be assessed **40%** of the cost of street improvements.



2019 Street Improvements Project Preliminary Public Hearing Special Assessment Policy

Special Assessment Policy

Urban Non- Residential Reconstruction Rate Calculations

Non Residential Street Assessment Calculations - Reconstruction

6th Avenue NW

| | |
|--------------------------------------|------------------|
| Construction Costs | \$1,557,069.25 |
| Non Construction Costs | \$587,167.27 |
| Total Construction Costs | \$2,144,236.52 |
| 40% of Costs to be Assessed | \$857,694.61 |
| Total Assessable Footage (LF) | 9,963.04 |
| Non-Residential Rate per Foot | \$86.0876 |





2019 Street Improvements Project Preliminary Public Hearing Special Assessment Policy

Special Assessment Policy – Rate Comparison

| Year | Project Name | Residential Reconstruct | Residential Overlay | Non Residential |
|-------------|-------------------------------------|-------------------------|---------------------|-----------------|
| 2013 | NE 4th Avenue | \$24.07 | | \$95.05 |
| 2013 | 7th Avenue NW Reconstruction | \$24.07 | | |
| 2014 | Crystal Lake Blvd | \$20.25 | \$4.94 | |
| 2016 | 5th Street N & 8th Avenue NE | | \$8.20 | \$100.37 |
| 2017 | 2017 Infrastructure Improve Project | \$22.19 | | |
| 2018 | 2018 NE Improvements Project | \$22.21 | \$9.34 | \$73.18 |
| 2019 | 2019 Street Improvements | \$22.35 | \$10.75 | \$86.09 |



2019 Street Improvements Project Preliminary Public Hearing Special Assessment Policy

Assessment
Length
Determination

Typically the
narrower
dimension of
the parcel





GRAND RAPIDS
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2019 Street Improvements Project Preliminary Public Hearing Special Assessment Policy

Individual Assessment Notice

| PRELIMINARY OPINION OF ASSESSMENT | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------------------------------|-------------------|---------------------------------------------|
| City Project No. 2011-37th St, 10th Ave, & 11th Ave NE Overlay & Reconstruction | | | | |
| Thursday, December 21, 2017 | | | | |
| The following details provide information about the property being assessed and how those assessments were calculated. The amounts shown are based on Engineer's estimate not actual construction costs. | | | | |
| <u>Property Owner</u> | CITY OF GRAND RAPIDS 420 N POKEGAMA AVE GRAND RAPIDS MN 55744 OR CURRENT PROPERTY OWNER | | | <u>County Tax ID Number:</u> 91-825-0210 |
| <u>Property Description</u> | N 20FT OF LT 1 & S 1/2 OF VAC ALLEY LYG N NEUMANS ADD. TO GRAND RAPIDS | | | |
| <u>Preliminary Total Assessment</u> | \$2,892.54 | | | |
| Preliminary Assessment Calculations | | | | |
| <u>Type of Construction</u> | <u>Rate of Assessment</u> | <u>Assessible Ft/Acre/Unit</u> | <u>Multiplier</u> | <u>Assessed Amount</u> |
| NON RESIDENTIAL RECONSTRUCTION | \$72.32 / LnFt | 20 ft | 2 | \$2,892.54 |
| Preliminary Total Assessment | | | | \$2,892.54 |



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

2019 Street Improvements Project Preliminary Public Hearing Special Assessment Policy

How Assessments Get Paid

- When Project is complete you will receive a final assessment notice.
- You have 30 days to prepay all or a portion of your assessment with no interest.
- If you elect to not prepay, assessments are then spread over 15 years and will appear on your 2020 property tax statement.
- In the Fall of 2009 the Council changed the policy to not add 2% on top of bond interest – same interest rate as City gets on bond.
- Terms of 15 years, 2.94% annual interest (approx. rate)

| | | |
|---------|--------|-----------------|
| \$500 | equals | \$ 41.70 /Year |
| \$1,250 | equals | \$ 104.25 /Year |
| \$2,500 | equals | \$ 208.51 /Year |
| \$5,000 | equals | \$ 417.02 /Year |
| \$8,000 | equals | \$ 667.23 /Year |



2019 Street Improvements Project Preliminary Public Hearing Deferral Policy

- Deferral options:
 - Senior Citizens and Retired Disabled Homeowners
 - 65 years of age or older
 - Retired by reason of permanent or total disability
 - Members of MN National Guard or other military reserves who are ordered in to active military service



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

2019 Street Improvements Project Preliminary Public Hearing Deferral Policy

- Deferral Criteria
 - Must meet one of the two deferral options
 - Must show that the assessment is a “hardship”
 - Hardship is determined by the annual gross income of the applicant, which must be equal to or less than 200 percent of the current federal poverty guidelines.

| Size of Household | 200% Federal Poverty Levels |
|-------------------|-----------------------------|
| 1 | \$24,280 |
| 2 | \$32,920 |
| 3 | \$41,560 |
| 4 | \$50,200 |
| 5 | \$58,840 |
| 6 | \$67,480 |



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

2019 Street Improvements Project Preliminary Public Hearing Tax Relief

- Regardless of this project, you could be eligible for a refund of a portion of your 2019 property taxes through the State Homestead Credit Refund
 - Information will be on back of statement mailed by March 31.
www.mndor.state.mn.us/tp/propertytaxrefund
 - Based on info from MN Dept. of Revenue, there are at least 340 properties not applying who are eligible.



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

2019 Street Improvements Project Preliminary Public Hearing

Schedule

| | |
|------------------------------------------------------------------|----------------------|
| Council orders Feasibility Report | October 22, 2018 |
| City staff holds Neighborhood Meeting | December 12, 2018 |
| Council to accept Feasibility Report and call for Public Hearing | January 14, 2019 |
| Council to hold Public Hearing and order plans | January 28, 2019 |
| Council to consider accepting plans and authorize Ad for Bid | March 11, 2019 |
| Council to consider awarding a construction contract | April 2019 |
| Construction | May – September 2019 |
| Council to consider holding proposed assessment Public Hearing | October 2019 |
| Assessments levied to County for 2020 | November 2019 |



GRAND RAPIDS
IT'S IN MINNESOTA'S NATURE

2019 Street Improvements Project Preliminary Public Hearing

Construction
Updates

Website

Social Media

Gallery Map Scene Groups

GIS INFORMATION CENTER

Contact Us
 Mike LeClaire GIS Coordinator phone 218-326-7623, or by [email](#).
 Seth Jetland GIS Technician phone 218-326-7649, or by [email](#).

| | | | | |
|---------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------|
| ZONING Firearms Zone Map Future Land Use Zoning Map | PARKS & RECREATION Parks and Trails Parks Information | CAPITAL IMPROVEMENT PROJECTS Capital Improvement Projects Current Construction Projects | TRANSIT/ROAD MAINTENANCE Arrowhead Transit Road Restrictions Snow & Ice Removal | UTILITIES Storm Sewer |
|---------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------|

PDF

- [ATV Restrictions](#)
- [Downtown Parking](#)
- [Zoning](#)
- [Firearms Zones](#)
- [Voting Map](#)



2019 Street Improvements Project
Preliminary Public Hearing
January 28, 2019

Questions?





CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 19-0062 **Version:** 2 **Name:** CP 2014-2 Order Improvements
Type: Agenda Item **Status:** Consent Agenda
File created: 1/22/2019 **In control:** City Council
On agenda: 1/28/2019 **Final action:**
Title: Consider adopting a resolution ordering CP 2014-2, the 2019 Street Improvements Project and the plans and specifications for the Project to be completed.

Sponsors:

Indexes:

Code sections:

Attachments: [1-28-19 Resolution CP 2014-2 Order Improvement and Plans and Specs](#)

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

Consider adopting a resolution ordering CP 2014-2, the 2019 Street Improvements Project and the plans and specifications for the Project to be completed.

Background Information:

Once the Public Hearing is complete for CP 2014-2, the 2019 Street Improvements Project, the City Council may consider ordering the Project and the plans and specifications. The attached resolution accomplishes this task. Please note that a 4/5th Council vote is required for approval because the Council initiated the Project.

Staff Recommendation:

City Staff recommends adopting a resolution ordering CP 2014-2, the 2019 Street Improvements Project and the plans and specifications for the Project to be completed.

Requested City Council Action

Make a motion adopting a resolution ordering CP 2014-2, the 2019 Street Improvements Project and the plans and specifications for the Project to be completed.

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

RESOLUTION NO.19-__

**A RESOLUTION ORDERING IMPROVEMENT OF
AND PLANS AND SPECIFICATIONS FOR THE
2019 Street Improvements Project
City Project 2014-2**

WHEREAS, Resolution 19-02 of the City Council dated the 14th day of January, 2019, accepted the Feasibility Report for the 2019 Street Improvements Project; and

WHEREAS, the reconstruction of existing public infrastructure within the right of way and utility or alley easements 2nd Avenue NE from 6th Street NE to 9th Street NE, 9th Street NE from 1st Avenue NE to 2nd Avenue NE, 7th Street NE from 1st Avenue NE to 2nd Avenue NE, 10th Street NW from 4th Avenue NW to Pokegama Avenue, 11th Street NW from 4th Avenue NW to 1st Avenue NW, 2nd Avenue NW from 11th Street NW to the dead end, 6th Avenue NW from 4th Street NW to 5th Street NW, by reconstructing streets, storm sewer, sanitary sewer, water main, street lights, sidewalks, and associated appurtenances; and

WHEREAS, the construction described in the Feasibility Report for the 2019 Street Improvements Project is the most cost effective solution; and

WHEREAS, a resolution of the City Council adopted the 14th day of January, 2019, fixed a date of January 28, 2019, for a Council Hearing on the proposed improvement; and

WHEREAS, ten days' mailed notice and two weeks' published notice of hearing was given and hearing was held thereon on the 28th day of January, 2019, at which all persons desiring to be heard were given an opportunity to be heard.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GRAND RAPIDS, MINNESOTA:

1. Such improvement is hereby ordered as proposed in accordance with the Feasibility Report and referred to therein.
2. The City Engineer is hereby designated as the City's representative for this improvement and he or his designee shall prepare plans and specifications for the making of such improvement.
3. The City reasonably intends to make expenditures for the 2019 Street Improvements Project, City Project 2014-2, and reasonably intends to reimburse itself for such expenditures from the proceeds of debt to be issued by the city in the maximum principal amount of \$3,282,366.
4. The Council shall let the contract for all or part of such improvement, or otherwise as authorized by Minn. Stat. 429.041, subd. 2, no later than January 28th, 2019.

Adopted by the Council this 28th day of January, 2019.

Dale Adams, Mayor

ATTEST:

Kim Johnson-Gibeau, City Clerk

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



CITY OF GRAND RAPIDS

Legislation Details (With Text)

File #: 19-0055 **Version:** 1 **Name:** CP 2014-2 SLA with SEH
Type: Agenda Item **Status:** Consent Agenda
File created: 1/14/2019 **In control:** City Council
On agenda: 1/28/2019 **Final action:**
Title: Consider approving SLA 2014-2 with SEH for design and construction engineering services related to CP 2014-2, 2019 Street Improvements Project.
Sponsors:
Indexes:
Code sections:
Attachments: [2014-2 SLA](#)

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

Consider approving SLA 2014-2 with SEH for design and construction engineering services related to CP 2014-2, 2019 Street Improvements Project.

Background Information:

The City has a Master Municipal Engineering Agreement with SEH for design and construction engineering services. The attached SLA authorizes design and construction engineering services on CP 2014-2, 2019 Street Improvements Project.

Staff Recommendation:

City staff is recommending approval of SLA 2014-2 with SEH.

Requested City Council Action

Make a motion approving SLA 2014-2 with SEH for design and construction engineering services on CP 2014-2, 2019 Street Improvements Project.



Building a Better World
for All of Us®

Supplemental Letter Agreement No. 2014-2

January 28, 2019

Mayor Adams
City of Grand Rapids
420 North Pokegama Avenue
Grand Rapids, MN 55744

RE: 2019 Street Improvements Project
City Projects 2014-2
SLA for Design and Construction Services

Dear Mayor Adams,

City Project 2014-2 involves construction in three areas. The first area of construction is 2nd Avenue NE, 7th Street NE, and 9th Street NE. 2nd Avenue NE will be reconstructed from 6th Street NE to 9th Street NE, 7th Street NE and 9th Street NE will be reconstructed from 1st Avenue NE to 2nd Avenue NE. The project includes: bituminous roadway reconstruction, sidewalk construction, lighting, storm sewer, sanitary sewer, watermain and all associated appurtenances.

The second area involves construction of 6th Avenue NW, 2nd Avenue NW, 10th Street NW, and 11th Street NW. 6th Avenue NW will be reconstructed from 4th Street NW to 5th Street NW. 2nd Avenue NW will be reconstructed from 11th Street NW to the termini north. 10th Street NW will be reconstructed from 4th Avenue NW to Pokegama Avenue. 10th Street NW, 2nd and 6th Avenue NW construction projects include bituminous roadway reconstruction, sidewalk construction, storm sewer, sanitary sewer, watermain and all associated appurtenances. 11th Street NW will be reconstructed from 4th Avenue NW to 1st Avenue NW. 11th Street consist of a complete reconstruct and sidewalk from 4th Avenue NW to 3rd Avenue NW and an bituminous overlay with curb replacement from 3rd Avenue NW to 1st Avenue NW.

The third area involves reconstruction of the Block 18 and 19 alleys. The alleys will be rebuilt to current dimensions and will include drainage and utility improvements.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 21 NE 5th Street, Suite 200, Grand Rapids, MN 55744-2601
SEH is 100% employee-owned | sehinc.com | 218.322.4500 | 888.908.8166 fax

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

Design

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

Construction Administration

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

Miscellaneous Services

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

SEH Work Scope

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

Project Schedule

| | |
|--------------------------------------------------------------|----------------------|
| Public Hearing | January 2019 |
| Council orders plans and specifications | January 2019 |
| Council approves plans and specifications and authorizes bid | March 2019 |
| Advertise in Herald Review (GR – official newspaper) | March/April 2019 |
| Bid opening | April 2019 |
| Council considers award of contract | April 2019 |
| Construction | May 2019 – June 2020 |
| Substantial completion | September 2019 |
| Final assessments | October 2019 |

Fee Schedule

The fees for design and construction will be as listed in the Master Engineering Services Contract (design fee = 6.0% of low construction bid and a construction fee = 7.5% of final construction cost). The current construction estimate for this design is \$2,383,539.00, which equates to an estimated SEH design fee of \$143,012.34 and an estimated SEH construction fee of \$178,765.43.

The fees for the miscellaneous services are listed in the Master Engineering Services Contract (hourly work as shown in Exhibit "B").

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)
Project Manager/Professional Engineer

1/28/19

Date



Robert Beaver, PE (MN)
Office Manager/Principal

1/28/19

Date

City of Grand Rapids Authorization:

Kim Johnson-Gibeau
City Clerk

Date

Dale Adams
Mayor of Grand Rapids

Date

C: SEH contract file